

The DEAT Role in COR JARAP Adjustments

In simple terms, COR does not adjust routes by itself. It merely takes the information about the routes in a zone (DOIS, 3999, mail volumes, etc) and based upon certain internal programming and various parameters that must be set by a human being; it produces what the Postal Service calls a “**solution.**”

A solution is a starting point... it is a suggested or proposed realignment of route boundaries and travel patterns, along with proposed route adjustments. **It is not, nor should it necessarily be construed to be, a final product.**

The most optimal “**solution**”, as determined by the District Evaluation and Adjustment Team, is then modified, adjusted or “tweaked.” by the COR Technician *at the direction* of the District Evaluation and Adjustment Team, into a zone having routes as near as possible to 8 hours that are compact, with efficient lines of travel and compliant with the M-39 handbook. A current National issue on relay time is currently being discussed.

One way that COR optimizes a zone is by reporting actual Allied Time and then recalculating the Travel and Relay times on each route. Allied Times are times that a carrier spends on the street doing functions other than actually delivering, sorting, or arranging letters and flats.

COR reports the Allied Time from the 3999 in the **Existing Route Summary**. COR does not change any of the times except for Travel To, Travel From, Travel Within, and Relay Time. Those times change if COR reconfigures a route and when the Lines of Travel are generated in COR. Travel To, Travel From, and Travel Within time changes need to be validated.

Allied Times can be reviewed by looking at the **Existing Route Summary**. Those Allied Times listed should match exactly the times received from DOIS from the 3999 for the route.

COR recalculates the time for Travel To, Travel From, and Travel Within on a route based on parameters set during the Database Preparation of the COR zone and routing algorithms within the software. Relay time is also recalculated.

Any other changes to Allied Times in COR are done manually by the COR technician, and all changes are automatically reported on the back of the PS 1840 with appropriate comments.

The responsibilities of the District Evaluation and Adjustment Teams:

They will verify that the 3999's they have been provided are current, accurate and representative. They will notify the local office contacts if they need a valid and representative 3999 completed.

In short, their job is to consider all information, including the actual times, bases times, fixed office times, 3999's, the mail volumes and the carrier's comments, to arrive at an evaluated time for each of the routes in that unit and to adjust them as necessary.

When Territory is Transferred

Let's suppose COR has proposed to transfer some territory from Route #2 to Route #4. There could be some allied (non-delivery) time associated with this territory. During the adjustment process, the DEAT Team will review this time to determine what allied time function should be transferred in whole or in part to Route #4, what should remain on Route #2, or what should be eliminated if the route had been eliminated.

The relay times from the existing route's 3999's will be noted as "E-X-R" and new relay times computed by COR will be listed as "A-D-J" on the back of each route's 1840. The time will be listed by each relay as well as total relay time.

The difference between the existing and the adjusted relay times is noted in the relief or addition column on the back of the 1840.

The DEAT team will generate or will have generated any relevant reports in COR and will review the specifics of the proposed changes to relays or relay time. This will assist them in making decisions about these changes and will provide documentation to be shared with the affected carriers at the adjustment consultations.

COR generates a report called the **Allied Time Report** which will be used by the DEAT as a tool to review proposals regarding the transfer of Allied Time. After the DEAT jointly agrees which Allied Time will be transferred with the territory, the Allied Time Report will be used to document any agreed to changes on the back of the PS 1840 during the adjustment consultations.

If there is any new or changed "Travel to", "Travel From" or "Travel Within" the route, times must be validated, documented and discussed with the carrier during the adjustment consultation. If there was any differences between the time on the 3999 and the new time proposed by COR or any change in travel pattern, the new time will be validated and the DEAT will make a decision regarding the change prior to the second consultation with the carrier.

It is not necessary that the validation itself be done jointly in order to satisfy the District Evaluation and Adjustment Team.

Before making any decisions regarding changes in travel times, the DEAT must be provided all relevant reports generated by COR to review the specifics of the proposed changes so they can jointly make these decisions AND... have this necessary documentation available for the adjustment consultations.

If there are changes in travel time due to a new travel pattern proposed by COR, the new times must be validated and then reviewed by the DEAT team so they can make an

informed decision about the change. The **Route Summary Report** produced by COR will be used to aid in the validation.

The Team should get input from someone familiar with the zone.

It is extremely important to note that COR will only use the most recent full 3999 for a route. So correct any errors in the 3999 before it is input to COR. However, sometimes the 3999 may have been done correctly, but it is not representative. Perhaps it was done on a Saturday on a business route with lots of closures. ..or was done on the Carrier Technician, not the regular carrier.

Once a 3999 is input into COR, it cannot be deleted but it can be replaced as the Form 3999 COR relies on, by an updated [more valid and representative] 3999. If the 3999 data was already input and the 3999 was not valid or representative, the DEAT will have to ensure that a representative 3999 with a more recent date is used.

The preferred way is to require the completion of a new 3999.

Again, if the DEAT cannot agree on whether a 3999 is representative, they should elevate the dispute to the Lead Team.

There are a number of Reports that are generated by COR that the Team should use when evaluating and adjusting routes. These are:

Existing Route Summary

Route Relations Summary

Territory Transfer Summary Report

Adjusted Route Summary

Line of Travel Report

The **Existing Route Summary** is one of the first reports the Team should request. It is, as its title suggests, a summary of each route in the zone, as they currently exist... prior to any changes being made. It is the BEFORE picture of each route and the totals for the zone. These times should be whatever the DEAT team has agreed the evaluated office and street times should be.

These times should match the times agreed to by the DEAT team for each route in the zone.

The **Existing Route Summary Report** should be printed.

If changes are made at this point, a new Existing Route Summary report should be generated and that is the report that will be compared with the one created after the routes are adjusted by COR.

Looking across the columns you can see that for each route, is displayed the number of deliveries... the street time... which is split into Allied Time and total time....the net and standard office time ... and the office time factor. The Zone totals for each of these categories are shown at the bottom of the report.

It is suggested the DEAT review these figures and jointly come to an agreement on the number of full-time and auxiliary routes that the zone can support. This figure will be used as a reference point when reviewing solutions generated by COR.

The evaluated times listed for each route are in the right hand column. These came from data manually entered from the JARAP process.

One way to get a rough estimate of how many full time (8 hour) routes the zone can support would be to divide the total route time for the zone by 8 (hours).

Allied Time is where COR is going to focus. You will want to see how much Allied time was taken out and where it went.

After all of the data has been imported to COR, and the **Existing Route Summary** has been populated with the JARAP data, COR requires a number of options and preferences be chosen before it can begin the process of adjusting routes. These selections set the parameters which COR will apply when realigning the zone.

Under JARAP, each selection is made jointly by the DEAT and input by the COR Technician at the Team's direction. Parameters are initially set for 8 hours for each route, but can be changed on a legitimate guess that more allied time will have to be built back into the routes or for other circumstances.

Based upon these selections, COR will produce a "**solution**", which is a possible adjustment to the routes and a possible realignment to the zone. As stated previously, the solution is not meant to be a final product. The Team will still have to "fine tune" the adjustments, move territory around and adjust lines of travel.

The Team is not stuck with one solution. The Team can "save" a **solution**, go back and change some of the parameter settings, and have COR generate a new solution and see if it's better. Multiple changes and solutions can be made until the Team gets a **solution** that appears workable.

COR Parameters that must be set:

Office Transfer Mode

COR asks you to set the mode COR is to use when transferring office time associated with the street territory being transferred from one route to another. The office time mode is set for the entire zone and is applied to all routes and transfers in the zone. Office time is rounded up to the nearest minute with a minimum value of one minute. COR supports four different methods for transferring office time when territory is moved from one route to another. These methods are: “Average Office Time Per Delivery” ..., “Standard” office time..., ... “Demonstrated Performance by Relieved Carrier” , and using the percent that average office time is to total time.

Average Office Time: The office time to be transferred will be computed as follows. The number of possible deliveries for each blockface being transferred is multiplied by the office time factor for the existing route associated with that blockface. That is, the office time transferred is based upon the office time factor for the relieved carrier. The office time factor is determined by dividing the agreed to office time for the route by the total number of deliveries on the route.

For example, if the route had 400 deliveries and an agreed to office time of 120 minutes (2 hours) the office time factor would be .3 minutes (18 seconds) office time per delivery ($120 \div 400 = .3$). If 100 deliveries were transferred to another route, there would be 30 minutes of office associated with the street time transferred.

Standard Office Time: When the zone was set up for COR, a standard office time was already computed for each blockface. Here’s how that is done: The cased volume for each sector segment based upon a ratio of total cased volume to total DPS volume. This factor is applied to the known DPS volume for each sector segment, which comes from the end of run report, to arrive at a cased volume for each segment.

For example: A 400-stop route had 2000 pieces of DPS, 200 cased letters and 400 cased flats. The ratio of DPS to cased is .1 for letters (one cased letter for every 10 pieces of DPS) and .2 for flats (two flats for every 10 pieces of DPS).

So, if a sector segment had 20 pieces of DPS, it would also get credit for 4 cased flats and 2 cased letters. The standard office time allowance of 18- 8 – 70 is then applied to the cased volume totals for each of the sector segments being transferred.
(about 42 seconds for this one segment)

Demonstrated Performance of the Relieved Carrier: In this method, the standard office time associated with each sector segment being transferred (as determined above) is then multiplied by the demonstrated performance of the relieved carrier. The demonstrated performance of the relieved carrier is the ratio of the Net Office Time to the Standard Office Time as entered in the existing route summary form.

Example: The standard office factor for each delivery is .20 minutes per delivery. The relieved carrier’s office time is 90% of the standard time. The ratio is .90. The standard office factor of .20 is multiplied by the demonstrated performance of the relieved carrier.

.20 X .90 = .18 Each delivery transferred from this route would have an office factor of .18 minutes per delivery.

% Office – Percent that the Average Office Time is of 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.

Volume Coverage

The volume associated with a street segment is important in forming new park and loop routes. The length of a relay is limited by the volume a carrier can carry. The volume can be determined by using the **full coverage** method which adds a flat and its weight to every possible delivery, or by using **non-full coverage** method. On January 2, 2011, the USPS loosened the rules on flat simplified address mail. The **full-coverage** option should be given serious consideration.

If it appears that the zone will likely end up with an auxiliary route, the Team can select the location where it wants COR to put it. For example, the Team might agree to place the aux route close to the post office to make covering it easier... or they might agree to place it in an area where new growth and new deliveries are anticipated so that when the deliveries increase sufficiently to cause the creation of a full time route, there wouldn't have to be a "domino effect" to the other routes to accomplish that.

Vacant/Auxiliary Routes

If it is anticipated that the zone is going to lose a route (or routes) the Team can use this setting to choose the order in which routes are eliminated.

In most circumstances, auxiliary routes should be eliminated first followed by vacant routes, such as routes being withheld pending excessing. If routes having a regular carrier are going to be eliminated, the Team would want to select them by juniority, in order to protect more senior carriers' routes.

Territory Realignment

Since COR will be adjusting and realigning routes within the zone, one of the first things to be determined is whether COR considers all of the routes in the zone, or just those selected by the Team.

This setting allows the Team to choose whether all routes or just selected routes will be included in the mix when COR adjusts and realigns the zone.

COR allows the Team to select a number of settings they want COR to use when generating routes. These are:

- Whether routes are going to be created based on a selected time or based on the number of routes.
- Whether an auxiliary route will be created.

- Whether COR should add an extra route
- The maximum volume (pounds) COR should allow on relays
- And...the maximum walking time between service

Create Routes Based On:

This setting allows the Team to decide whether they want COR to create routes based on a specific amount of time that the Team has agreed to such as 7:40, 7:50, 8:00, 8:10, etc. or on an agreed to number of routes for the unit.

If the Team agrees to generate routes based on “time,” all routes, including auxiliary routes, will be adjusted as near as possible to the time selected and the remaining time left over may become an auxiliary route. *This will include any allied time taken out during the use of COR, because it is an estimate of time.*

Because the DEAT may be adding some allied time back into the routes that remain, it may want to set the time at less than 8:00 so that when allied time is added back in, the actual route time will be closer to 8:00.

If the DEAT chooses to generate routes based on “number of routes,” COR will divide this number into the total time for the zone and adjust all routes at or very near that time.

The DEAT may have to experiment a bit to find which setting produces a more workable solution. As was already noted, in COR, if the DEAT doesn’t like a solution, they can ask the COR Technician to save it, change some parameters, and try again.

Add an Extra Route? Yes or No?

This setting can only be used if you chose to create routes based on time and choose “No” to *Use an Auxiliary Route*. If you chose to create routes on number of routes, this setting will be grayed out and you can’t use it.

If the Team has agreed that it will not put an auxiliary route in the zone, then it will have to tell COR how to handle the additional work that would have been an auxiliary route. The Team has two choices.

One choice (No) is to have COR distribute this “extra” time over the already full routes. This will have the effect of creating each one higher than the desired route time. Whether this impact is minimal or significant depends upon how much work we are talking about and how many routes it will be spread over. This might be reasonable when the “extra” time is not worth making an auxiliary route.

The other choice (Yes) is to have an extra full time route added to the solution which would cause each of the routes to have slightly less time than the desired route time. This selection might be reasonable when an auxiliary route would be fairly close to 8 hours already and COR would only need to shave a bit from some other routes for it to reach the desired route time.

For purposes of COR, there is no deadheading on the walking portion of a route. The time spent walking from one house to another or walking complete blocks or longer distances without making any deliveries is counted as service time

This setting lets the Team set the maximum amount **walking without service time** (in minutes and seconds) that is preferable to returning to the vehicle on a park and loop or walking portion of a route.

After these parameters have been selected, COR is ready to generate a **solution**.

Expectations

Remember, **COR is not intended to produce a finished product all by itself**. It is only meant to offer a proposal or what the Postal Service calls “a solution” which generally needs to be edited and adjusted by the COR technician. The Team should not expect either COR to do all of the work for them or for the COR Technician to make any of these decisions on which parameters to set in COR.

Since JARAP is a joint process, the Team must jointly agree how and what will be changed and the COR Technician must then make it happen.

As noted earlier, if the Team can’t agree on a particular issue or issues, those issues should be elevated to the District Lead Team immediately.

After the button is pushed, COR is going to realign the zone by adjusting routes based upon the route information from the Form 3999 and the JARAP selected time, plus the COR parameters the Team selected.

One of the first things the Team should do is to have COR display a zone map so you can see what it did. In all likelihood, COR will not produce a solution that needs no revision.

After looking at the map, the Team should request and review the **Route Relations Summary** report. This report shows how much each route was changed and where the territory came from.

COR assigns temporary numbers to each of the newly reconfigured routes. These are displayed in the far left column titled *RS Route*. They are simply noted as 101, 102, 103 and so on. Even though an existing route may have retained most of its existing territory, COR does not assign the existing route number to it for the purpose of this report.

The second column shows which routes contributed territory to the make-up of the new route.

The third column shows the number of deliveries that came from those routes.

The last column shows the percentage that these numbers of deliveries represent on the existing (old) route.

Looking down the list you will see each of the proposed routes and what they are made up of. This information will be used to decide what actual route numbers will be assigned to each of the routes.

The **Territory Transfer Summary Report** shows how many deliveries were on the existing route, how many were retained and what percentage of the old deliveries this represents. It also shows how much delivery time existed on the “old” route, how much remains and what percentage of the “old” route this represents.

This information is useful when determining what route number to give the newly created routes.

Don't print this Report until the entire zone adjustment is complete.

There may be situations when the Team wants to **change route numbers**. That can be done by using the Edit Route Assignments screen, but only before any manual transfers have taken place using the transfer tool box.

To change a route number, the COR Tech, under the direction of the Team, can just click and hold the *Exist Route* number and drag it to the new position and release it.

A box will appear asking if the swap should be confirmed. If the Team wants to, the COR Tech should then click “Yes.”

Before using this option, much thought should be given to any issues that this may cause with allied time. An alternative solution to this problem may be to use the transfer tool box to manually move territory, because the allied times remain with the original route number.

After working with COR and having come up with a **solution** that the Team can work with, it can then begin to make adjustments to the routes by moving territory around.

This is done using the “*Transfer Toolbox*.” This is probably the best way to make adjustments to route boundaries as one can have absolute control over what territory is moved and where it goes.

In the Transfer Toolbox function, go to the *Route Adjustment Toolbox* screen. The Team would then locate an area where it seems reasonable to swap some territory between routes.

Under the Team's direction, to move territory, the COR Tech clicks on the streets the Team wants to move. A box will pop up showing the Form 3999 time, not including allied time [*pure service time*] for the selected territory just clicked. If more than one

block face has been selected, the combined totals for the segments to be transferred appear in parentheses.

The *Route Statistics* window shown in the lower right corner displays the Street Time, Office Time, Route Time, Priority Time and Possible Deliveries that each route will have if you make the swaps in the blockface transfer list.

If the Team decided to move the territory, the COR Tech would click on the green light *Apply Changes* icon and then click “OK” to confirm that the Team wanted to make the swap.

To review what has been done, go to the *Route Statistics* window. This shows the current deliveries, street, office, priority and total (route) time for each route, times for each route and other relevant data. This information includes the territory that was just transferred.

Now that the route boundaries have been set, the routes’ lines of travel should be made. Once the line of travel is created, the Team may want to adjust or change it.

The Line of Travel procedure will produce a solution for the park and loop deliveries that have a walking mode, and will include the parking locations in a path that also services the deliveries that have a driving mode. The line of travel generation can be used for all walking routes or all driving routes as well.

Under the **Generate Line of Travel** screen COR will ask which routes should be selected to create lines of travel for. It is recommended that this should be done one route at a time.

After a route has been selected and “OK” has been clicked, the *Relay and Line of Travel Parameters* screen will appear. This screen asks some of the same questions that were asked prior to generating the new routes as well as a few new ones. However, where the previous settings were applied to the entire zone, these settings will be applied only to the route(s) selected. This allows one to make adjustments to the settings for an individual route if the need arises.

For instance, the Team may determine that the **Maximum Round Trip Walking Time Between Service** needs to be increased because of a lot of vacant buildings. The Team may want to decrease the *Maximum Volume of Mail Per Relay* to accommodate a carrier’s medical restriction.

This screen also asks the Team to choose the *Maximum time separation between opposite sides of the street*. For all routes, this setting controls the maximum amount of time between servicing one side of the street and the other side of the street. Making this setting too low can cause the line of travel to be longer.

Maximum Volume of Mail Per Relay (in pounds)

The setting allows the Team to determine the maximum number of pounds that COR will allow per relay when it sets up the line of travel. When it is necessary, you can change the setting due to a letter carrier's restrictions or when there is a necessity to reduce the length of swings in a low volume area. Obviously, the greater the volume selected, the longer the service time will be on that relay. This effects how the routes are structured.

The initial setting is 25 lb. The setting for non-push cart routes should not be set above 25 lbs, due to heavy volume days and days with saturation mailing.

There are other factors to consider as well. Longer relays which take the carrier far away from the park point could present a problem when it comes to finding an available comfort stop or a place to eat lunch.

Additionally, the Team should consider the impact a full-coverage will have on a satchel. The default setting is 25 lbs. If the Team wants a different amount, they will have to have the COR Tech change it.

To generate the line of travel for a route, on the **Generate Adjust lines of Travel** screen. Click "OK" to start line of travel generation.

The *Show Line of Travel* window will pop up. The Team directs the COR Tech to select the route they want to generate a line of travel for and the COR Tech clicks "Ok".

All routes that you have generated a line of travel for will appear. Click one to see the line of travel.

To edit a line of travel, select "*line of travel*" on the left side of the menu and select "*edit line of travel*" on the right side.

In order to get a general sense of how the route is serviced, one can trace the line of travel using the "VCR-like" trace tool. To do so, click *Menu* in the [COR] menu window to display the [COR: Route Adjustment] window.

Choose *Line of Travel* from the Category menu and double click *Trace Line of Travel* from the Command menu in the [COR: Route Adjustment] window.

The [Trace Line of Travel] control window along with the [Trace Status Bar] window will appear. This controls how the line of travel is traced.

Click the Forward button to move ahead one step or blockface.

Click the Back button to move back one step.

Clicking the Fast Forward button will begin to automatically trace the line of travel through the entire route at the speed selected.

The park points are noted with a little blue truck symbol and each segment is numbered in the order of delivery.

In the box on the lower right, you can see the list of relays with the color code, the calculated weight and the number of possible deliveries for each.

A setting of 25 pounds for the *Maximum volume of mail per relay* may result in relays being pretty long and having a high number of possible deliveries. Lowering that setting would create more relays with less volume and fewer possible deliveries.

As you might imagine, the computer generated line of travel may not always take into account some of your real world considerations. The **Line of Travel** editing tool allows one to modify or even create from scratch a **Line of Travel**.

Within the **Edit Line of Travel** function one can do a number of things to change the sequence of delivery on a route, including:

Move and add relays, move and add park points.

Reverse travel direction

Change a segment from walking to driving, or vice versa.

The DEAT team can direct the COR technician to do all of those things.

The **Line of Travel** should be verified by printing the **Line of Travel Report**. This will tell you what the map can't. This is the *text version* of the line of travel.

To print this report, the DEAT can direct the COR Tech to choose Reports and Plots and click on the **Line of Travel Report**. The report appears with all deliveries in the correct sequence of the travel path. To view deliveries in sequenced order without travel directions, print the **Resequenced Delivery Report**.

Printing the **Route Summary Report** will show one the possible deliveries, allied, total street, office, priority and total time for each route as well as other details.

The **Route Summary Report** continues with a list of the number of park points for each route. It also lists their specific locations and the beginning point of each relay.

One thing COR changes is **relay time**. Instead of giving actual time, it gives an average time based on the performance of each carrier. Here's how it calculates relay time.

The total time for all of the relays appearing on a route's 3999 is divided by the number of relays to determine the average time per relay.

All relays and their times are eliminated and new relays are calculated based on the “optimal travel path,” the satchel weight assigned in COR, the projected volume and the weight of that mail, and the carrier’s average relay time on Form 3999.

The average time per relay of the carrier on the route that the relay is created for is applied to each relay that is created on the route.

If Relay time is being transferred to a newly created route, the average relay time for the entire zone will be used.

Remember the **Existing Route Summary**? We called that the BEFORE picture of the routes and the Zone... well this is the AFTER picture. It’s called the **Adjusted Route Summary**. This report shows the same information about each route that was on the Existing Route Summary, but shows it after COR adjusted the routes, after you have moved territory or changed the lines of travel. Looking at the report, you can see the “new” data for each route: How many deliveries, the allied and total street times, the office times and office time factors and the total route time for each route. The totals for the zone appear at the bottom of the report.

Some of the routes no longer exist. These are the routes that show ZERO possible deliveries. The COR adjustment process has eliminated these routes and their territory has been placed on other routes. To see where they went, you would look at the **Scheme Change Report**.

Bottom line: The DEAT should compare the **Adjusted Route Summary** with the **Existing Route Summary** to see how many hours were taken from the zone to see if that makes sense or if there may be too much time credit that was lost.

Another essential report is the **Allied Time Details** report. This report lists the allied time that adjustments were made and territory was moved from one route or another. It details the loading, travel to, travel from and travel within for each route as they appear after the adjustment.

The **Allied Time Report** shows the block ranges where parcel and accountable deliveries were made on the existing route’s 3999 and the allied time that was associated with each. It also shows which of these block ranges have been moved to other routes and which ones remain in the existing route.

The Allied Time that falls within the range of a blockface that is moved to another route does not go with the Delivery time to the gaining route; it remains with the existing route. The Team will have to decide if the Allied Time should be transferred to the gaining route as well.

Here’s why this does not happen automatically. On most routes, parcel and accountable deliveries are random. Few homes get parcels or accountables every day. Although a

given route may consistently get between 15 and 20 parcels and 3-5 accountables every day, they are not delivered to the same addresses each time.

However, some routes may have business deliveries that receive parcels and/or accountables every day and others that do not. There is no consistent rule that can be applied. So the COR default leaves the time on the existing route, but shows addresses where parcel and accountable time was recorded and allows it to be manually moved to the gaining route.

COR reports allied time. Whether generating routes or creating lines of travel, COR recalculates driving times based upon the distance and the speed limit set for the road when the zone was prepped for COR. This includes, Travel to and From the route as well as Travel Within the route such as driving from park point to park point.

COR will also attempt to reduce relays and vehicle moves based on satchel weight.

COR does not transfer time used for parcels or accountables when moving sector segments from one route to another.

Teams will need to verify that these allied time changes are legitimate and documented on the back of the 1840 or recredited when necessary.

When territory is transferred in COR, whether by the route generation process, when using the transfer toolbox, or when creating or changing lines of travel; changes in street credit occur.

Any changes to a carrier's street time from the actual time used on the 3999 must be shown by sector segment on the back of PS Form 1840. This includes any changes to relay time, travel time, such as travel to, Travel From, and Travel Within the route, or any other allied times.

The process for entering comments on the 1840 Reverse explaining why changes were made to Allied time are done like this:

Go to Reports and Plots window and select the command Edit Allied Time Comments.

On an 1840 Reverse following route adjustments note the changes to Allied Times that have occurred. As an example:

Before the adjustments the route had 13:59 of Relay Time.

Afterwards it had only 4:17.

Before the Adjustments Travel to the Route was 9:45... after 5:56

Before the adjustments Travel from the Route was: 13:47.... after it was only 4:57...almost 9 minutes difference

Before the adjustments, the Travel within the Route was 43:09 ... after only 3:00.

All of these changes need to be validated by to the Team's satisfaction! Perhaps many of the relays were lost in the adjustment and only one or two remain. Maybe the line of travel was changed so that the travel to and travel from routes were significantly changed and the times are valid. But the loss of over 43 minutes of Travel Within should be reviewed.

Whatever the reasons for the changes, they each must be validated before the Team proceeds. If the Team needs to adjust them, they can do so using the **Route Adjusted Summary Editor**.

When the *Allied Time* box for a route is clicked, the **Allied Time** window will appear. .

Notice that the Relay Time, Travel To, and Travel From values have been provided by the COR routing process. The load time is from the 3999.

Click on the *Other Time* box and the [Other Time] window will appear. This is the middle box.

Click on the *Additional Time* box and the [Additional Time] window will appear. This is the lower right hand box.

Adjustments to these times should be entered when the DEAT believes it would be appropriate, based on their experience and or/valid input to them from other sources including the carrier or the local contacts.

Travel to and from the route as well as travel within the route must be validated and documented prior to the adjustment consultation and discussed with the carrier during the consultation.

The actual time should be taken from the 3999 unless a new pattern is created during the adjustment process and that must be validated.

The intent is for the letter carrier to be aware of any proposed time adjustments to the route's base street time and/or to the street time being transferred.

It is not necessary for travel times to be jointly validated. However, if the Team cannot agree, they should immediately elevate the dispute to the District Lead Team.

Allied (or other) times can be adjusted by the Team by directing the COR Tech on using the **Adjusted Route Summary Editor**. This is a tool that will possible be used at several different times during the route adjustment process. Each time changes are made to a route, whether during the route generation, territory adjustment or line of travel phase, the DEAT will have to review the Adjusted Route Summary Report and 1840 reverse to check for changes and to direct the COR Tech to use the editor if they are going to make any adjustments to allied time.

When you have completed the adjustments, you will need to create new route maps for the **Local Contacts** to have at the adjustment consultation with the carrier. A good way to accomplish this quickly would be to *print the route map by zooming into the route and selecting print*.

Route Package for the Local Office Contacts

This must include:

- The 1840 Reverse showing all of the changes made to the route.
- The new Line of Travel Report, which is the text version line of travel
- A New Route map
- A copy of the Full Route Summary Report showing the complete breakdown of Street times, Allied times, Travel Time, park points, relays, etc.
- Territory Transfer Report showing the percentage of the former route that remains on the newly created route.
- A new map of the Zone
- The adjustment consultation script.

All of these materials are sent to the **Local Contacts** at the unit where the adjustments took place.

The Local contacts will then conduct the adjustment consultations using the materials provided. When completed, the **Local Contacts** will return the adjustment consultation forms and the 1840 reverse, along with any relevant comments made by the carrier, to the District Evaluation and Adjustment Team.

The DEAT will review the carrier comments and if warranted, make additional changes.