



A GUIDE

FOR USING

COR

NALC COR TRAINING



This guide is intended for use by NALC COR Technicians, District Evaluation and Adjustment Team Members, and any other interested Letter Carriers when routes are adjusted using the COR Program.

The idea of creating this guide is to ensure that COR route adjustments are made in compliance with the National Level settlement for Case # Q01N-4Q-C 05022605 (M-01661). The COR settlement is reproduced on the next page.

The most important principle to remember when using the COR program is that when any time is reduced on a route, it must be fully explained on the PS Form 1840 Reverse.

It is our hope that this guide will make the COR Program easier to understand and use for all Letter Carriers.

We want to take a moment to acknowledge and thank the 17 NALC Activists that came to the National Labor College from all over the country for all the time and effort they spent writing and putting this guide together.

A GUIDE FOR USING COR

Mr. William H. Young
President
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, DC 20001-2144

Re: Q01N-4Q-C 05022605
Class Action
Washington DC 20260-4100

Dear Mr. Young:

Recently our representatives met in pre-arbitration discussion of the above-referenced grievance.

After reviewing this matter, the parties agree to the following:

The Carrier Optimal Routing (COR) process is a management tool to assist with the adjustment of letter carrier routes pursuant to Chapter 2 of Handbook M-39. No components of the COR program or application of the COR process will be inconsistent with the route inspection, evaluation, or adjustment process found in Chapter 2 of the M-39 Handbook.

Should the Postal Service develop COR for use in the minor route adjustment process, related components of the COR program or application of the COR process will be consistent with the specific minor route adjustment formula in Section 141.19 of Handbook M-39. Local parties that have established, by mutual agreement, an alternate route adjustment method may also use applications of COR consistent with their alternate route adjustment process.

To facilitate the practical application of this understanding, 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 in sector-segment on PS Form 3999; including all relay, travel, allied time, etc. Any such adjustment to the carrier's actual street time must be documented and explained by appropriate comments on the reverse of PS Form 1840. Additionally, any time adjustment to the base street time, which must be selected pursuant to M-39 Section 242.321, will be documented and explained under the comments section on the reverse of PS Form 1840. Travel To, Travel From, and Travel Within times must be validated, documented, and discussed during carrier consultation. The actual time should be taken from the Inspection PS Form 3999, unless a new pattern is created during the route adjustment process. If a new travel pattern has been created, the new times must be validated.

Notwithstanding any disputes regarding documentation of and/or justification for time adjustments made, the intent of the previous paragraph is for the letter carrier to be made aware of any proposed time adjustment to the carrier's base street time and/or to the street time of the territory being transferred. Time adjustments for territory being transferred will be by sector-segment, including all relay, allied, parcels, accountables, etc. Any time adjustment to a carrier's base street time must comply with the M-39 Section 242.345 through 242.347.

Any grievance held pending a decision on this case will be resolved consistent with the principles of this agreement.

Please sign and return the enclosed copy of this decision as acknowledgment of your agreement to settle this grievance and remove it from the national arbitration docket.

Sincerely,

Doug Tulino
Vice-President
Labor Relations
U.S. Postal Service

William H. Young
President
National Association of
Letter Carriers, AFL-CIO

Date: 7-30-07

The terms of this settlement became effective September 11, 2007 with ratification of the 2006-2011 National Agreement.

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Chapter 1

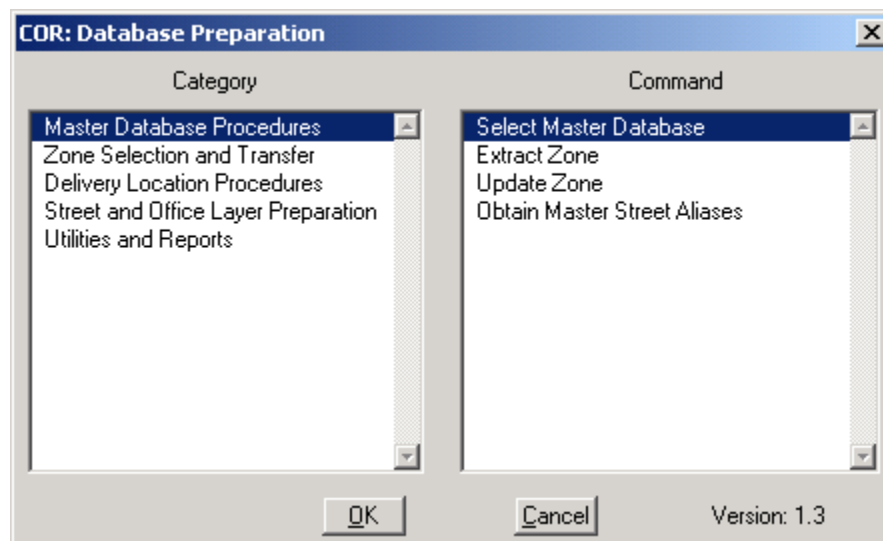
COR Basics



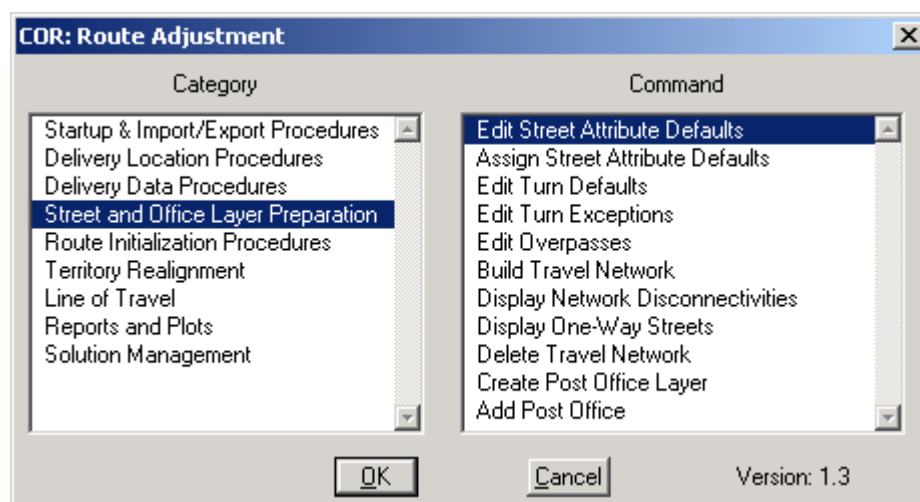
NALC COR TRAINING

When using the COR program you will almost always be looking at a split window. There are only two main windows for the COR program.

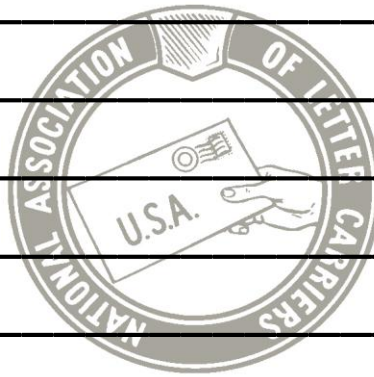
The first window, “COR: Database Preparation”, will guide you through the data prep. The major categories for data prep are listed on the left side of the window. Selecting one of these categories will generate a series of sub-sections in the right window. Start from the top and work your way down. Each command will generate various windows that will be explained later in this guide.



The second window, “COR: Route Adjustment”, is utilized to complete a COR adjustment. The left side lists the major categories for route adjustments and the right side lists the commands for each that generate a series of sub-sections.



Notes: _____



Chapter 2

3999's



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The review and proper edit of a PS Form 3999 is one of the most important components of any adjustment. Since this is a picture of the Letter Carrier's route and the information contained in it will be used to adjust other routes, ensuring its accuracy is really important.

Start by reviewing the information you gather from the Local Office Contacts (LOCs). The Local Memorandum of Understanding (LMOU) and any unit specific Standard Operating Procedures (SOPs) regarding delivery of mail are two good places to begin your review. For example, some LMOUs address additional wash up time prior to lunch. In these instances, this time should not be edited from the 3999.

Next, it is important to make sure you have all the documentation needed to make informed decisions regarding the edits of a 3999. (See pages 27-28 of M-01748). The following is a list of what you need:

- 1.) Unedited version of the original 3999
- 2.) All edited versions of the 3999
- 3.) All Audit Trail Reports
 - a. (This report lists any changes made to the original 3999.)
- 4.) PS Form 3999X
 - a. (This form is a handwritten account completed by management from the day of the 3999.)
- 5.) Examiner's notes/comments
- 6.) Carrier's notes/comments:
 - a. Pages 25-29 of M-01748 describe the new 3999 process in the JARAP 2011 MOU (JARAP 2011). The new 3999 process gives Letter Carriers the opportunity to write comments about the day of the 3999. These comments are attached to the unedited copy of the PS Form 3999 and sent to the route adjustment team. Letter Carrier comments will only be included with 3999s completed after March 22, 2011 (signing date of JARAP 2011).
- 7.) 3999 Data Capture Summary Screen including the Data Summary and Function Analysis Screens
 - a. These screens will give you a snapshot overview of the time associated with all functions, including the actual delivery times and the total time for each function performed. The Data Summary Screen also shows the percentage of possible deliveries made on the day the 3999 was completed.

After receiving the 3999 packets for all the routes from the Local Office Contacts, look over each route and identify the Letter Carrier, the examiner, and the date of the 3999.

Once you have gathered all the documents you need, it will be time to review the 3999.

- 1.) Check to see if there are any issues that may render the 3999 not representative. For example:
 - a. Did the regular carrier carry the route?
 - b. Has an adjustment been made since the date the 3999 was completed?
 - c. Was the 3999 completed after the signing of the JARAP 2011 Agreement (March 22, 2011) without having the new 3999 process followed?
- 2.) Determine if the 3999 was a full or partial. If the 3999 was a partial, determine whether a valid 3999 exists. If not, one must be completed.
- 3.) Is the 3999 complete and accurate?
 - a. Are handoffs or other anomalies reflected on the 3999?
 - b. Review actual delivery entries for appropriate classification. For example, NDCBU Deliveries should not be recorded on the 3999 as Centralized Deliveries and Curbside Deliveries should not be recorded as Other Deliveries.
- 4.) Compare unedited 3999 total time with DOIS/TACS time.
- 5.) Verify that the total street time used on the 3999 matches the total street time shown on the Workhour/Workload Report and the TACS Employee Everything Report.
 - a. Use Workhour/Workload Report and carrier comments to determine if the volume is reflective of the JARAP 2011 review period.
- 6.) Read and consider the Route Examiner's comments.
 - a. Match the examiner's comments with the time recorded on the PS Form 3999.
 - b. Make sure all deductions are appropriate and documented.

7.) Read and consider the Letter Carrier's comments.

- a. Carrier comments traditionally include issues such as coverage, volume, curtailing mail, auxiliary assistance, businesses closed on Saturday, etc. This year, as part of the 3999 review process, you will also consider carrier comments that address time recorded as non-recurring street time. These non-recurring street times are designated as one or more of the following: Backtracking, Animal Interference, Waiting for Relays, Waiting for Transportation, Waiting - Other, Temporary Detail, Management Time, Accident, Miscellaneous Other and Replenish. You are responsible for making sure that any errors are corrected if street time is improperly recorded as non-recurring street time. For example, delivery of a parcel recorded as "Waiting Other" or the time to walk up to the house recorded as "Travel Within" should be corrected.

NOTE: When reviewing the 3999s it is important to understand the terminology.

"Allied Time" is generally defined as street time spent not delivering letter and flat mail. This time is recorded into two categories, recurring and non-recurring time.

The following is a list of terms appearing on both the 3999 and the Function Analysis Screen.

Recurring time includes:

Load: From the time you clock to the street until you begin travel to the route

Travel To: From the time you finish loading your vehicle until you arrive at first delivery

Relay: Time spent loading relays into a satchel from a vehicle or relay box

Deadhead Time: From the time a carrier finishes the last delivery point on a sector segment and retraces past completed deliveries in order to return to vehicle or next delivery point. (Consider placing deadhead time into last delivery sector segment where appropriate because deadhead time is not automatically transferred in COR.) For instance, if the Deadhead Time remains with the territory after the adjustment, it would be an error to record the time as Deadhead Time, and then deduct it from the route.

Travel Within: Travel that occurs within the route and is not part of Travel To or Travel From the route. Some examples of Travel Within are moving the vehicle from park point to park point or driving from one geographic location to another without delivering. An exception to this general rule is that Travel Within should not be recorded when departing your normal Line of Travel for Lunch, Street Breaks or Comfort Stop(s).

NOTE: Generally speaking, you should see almost no "Travel Within" time recorded for a mounted/curbside/driving route on PS Form 3999.

NOTE: It is very important to verify the accuracy of all "Travel Within" time recorded on PS Form 3999 during the 3999 Review Process. This is especially true when the COR program will be used to make route adjustments.

Parcel or Accountable Delivery: Time spent delivering these items and filling out PS Form 3849 when appropriate

Breaks or Comfort Stops: Self explanatory (refer to Section 242.341 of the M-39)

242.34 Street Time Allied Work Rules

242.341 The carriers at the delivery unit will receive two 10-minute break periods. The local union may annually opt to have either (a) both breaks on the street or (b) one of the 10-minute breaks in the office and one break on the street. If two 10-minute breaks are taken on the street, they will be separate from each other. Breaks must be separate from the lunch period. The carrier shall record on Form 1564-A, Delivery Instructions, the approximate location of the break(s). Reasonable comfort stops will not be deducted from the carrier's actual time.

Customer Contact: Self explanatory

Travel From: From the time you start your vehicle and drive from your route until you begin unloading your vehicle

Unload: From the time you begin unloading your vehicle until you clock back into the office

Non-recurring time includes:

Backtracking: Time begins when a carrier leaves his/her normal line of travel to deliver a missed article to an address they have already delivered and ends when he/she returns to that same point in the line of travel.

NOTE: There are instances when it would be appropriate to deduct this time. However, there are also instances where it wouldn't be appropriate to deduct this time. For instance, if a Letter Carrier has been instructed to backtrack and deliver DPS errors each day, this becomes a recurring function and the time used shouldn't be deducted from the route.

Management Time: Begins when carrier is instructed to cease delivery and ends when they resume delivery where they left off.

Temporary Detail: Time that does not involve the carrier's route. Example: performing auxiliary assistance on another route.

Miscellaneous Other: Establish what the carrier did to determine need for transfer of actual time spent.

Waiting Other: Actual time recorded when not doing normal route functions. THIS TIME WILL DISAPPEAR AND CANNOT BE RECOVERED IN COR.

Waiting for Transportation: Time spent waiting for public transportation.

Replenish Time: Time spent on a mounted/driving/curbside delivery route reloading mail when a tray on the ledge of the vehicle is empty and must be replaced with a new tray of mail. Time begins when the vehicle is shut down and ends when the vehicle is restarted.

Now you are ready to review and edit the 3999s. Begin with the Audit Trail Report.

3999 Audit Trail Report
 Zip Code: XXXX Route Number: 002 Data Capture Date: 03/11/2010 RESTRICTED INFORMATION

Ver Nbr	Del Met	Block Number & Street Name	Tvl Pat	Actual Time Used	Residential					Business					Det. PO Box or NPU
					Other	Curb	NDCBU	Cent	Made	Other	Curb	NDCBU	Cent	Made	
1		BACKTRACKING		0:02:25	0	0	0	0	0	0	0	0	0	0	0
1		BACKTRACKING		0:01:14	0	0	0	0	0	0	0	0	0	0	0
1		BACKTRACKING		0:02:05	0	0	0	0	0	0	0	0	0	0	0
1		LUNCH BREAK		0:30:01	0	0	0	0	0	0	0	0	0	0	0
2		LUNCH BREAK		0:30:00	0	0	0	0	0	0	0	0	0	0	0
1		PERSONAL NEEDS		0:01:08	0	0	0	0	0	0	0	0	0	0	0
1		PERSONAL NEEDS		0:12:39	0	0	0	0	0	0	0	0	0	0	0
2		PERSONAL NEEDS		0:02:39	0	0	0	0	0	0	0	0	0	0	0

A number (1) entry into the "Version Number" column on the far left-hand side represents the original entry on the 3999. A number (2) designation represents the modification of the original entry. Any further modifications of the entry will be designated in sequential order beginning with the number (3). You should review available documentation to determine appropriateness of this change/deletion.

NOTE: A "Version Number (Ver Nbr)" "1" not followed by another number means the entry has been deleted.

Edit any inconsistencies and account for any deleted time using the Audit Trail Report. Be mindful there may be situations where this missing time is not reflected on the audit trail. For example, 20 minutes of Travel From with no Unload Time can be edited to 10 minutes of Travel From with an insertion of 10 minutes of Vehicle Unload. The Travel From will show on the Audit Trail Report as a (1) 20 minutes and a (2) 10 minutes. The Unload Time will not appear as it is a new insertion.

NOTE: Watch out for a deleted sector segment containing possible deliveries as this will corrupt the COR process!

Next you should verify the allied time is reasonable by using the 3999 Data / Capture Summary Screens and the 3999 Function Analysis tab.

Some examples of red flags are:

- Two seconds of Travel To or From time
- Relay time a on mounted/curbline route
- Excessive Relay or Travel Within time
- Travel Within between dismount deliveries
- Extremely high or low relay times
- Extremes for any other listed function

Once you have finished this, the next step is to review the entire 3999 for errors. The 3999 can be displayed using the tab at the bottom of the Data Capture Summary Screen labeled "Preview 3999".

Some examples of red flags are:

- Misapplied time which can occur when the examiner fails to end a delivery function resulting in at least two errors. First, too much time is given to the previous delivery function and second, not enough time is given for the next delivery function the carrier performed.
- Relay time recorded at beginning and end of a sector segment
- Excessive number of relays
- Relay or Travel Within time recorded on dismount delivery
- Relay or Travel Within time recorded on centralized delivery

NOTE: Remember to ensure the proper 3999 is selected for use in COR per the JARAP 2011 language found on page 29 of M-01748, which states the following:

"Where multiple 3999s have been conducted for a particular route, the closest PS Form 3999 to the agreed upon street time for the route will be used for adjustment purposes. New 3999s will be performed as necessary."

NOTE: If the most representative 3999 is not the current one, you must designate all subsequent 3999s as partials. This will allow you to transfer time from the correct 3999 as you move territory.

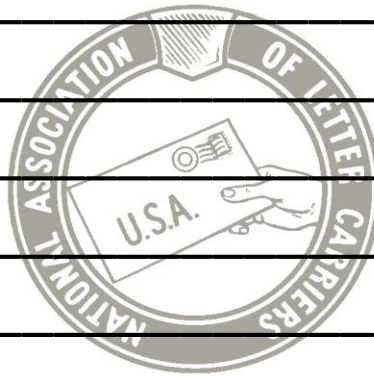
There may be times when the 3999 you have is unusable and it cannot be edited to make it COR ready. In these instances a new 3999 should be requested. Some of the reasons where it would be appropriate to consider requesting a new 3999 include:

- Route adjustments have been made since the last 3999 was conducted
- 3999 was not conducted with the regular carrier when he/she is available
- Massive editing
- Obvious volume anomalies
- Incomplete documentation e.g.: 3999X, unedited copies, no examiner or carrier comments
- Change in SOP or operational changes impacting street time
- Non-representative 3999 based on examiner/carrier comments

NOTE: Once the 3999s are presented to the adjustment team, and the review and editing (where appropriate) are complete, it is important to remember these forms are now considered ready for COR. Any additional edits without the route adjustment teams' knowledge could create issues during the adjustment process. Page 28 of M-01748 explains the agreed upon process for editing 3999's where it states the following:

“Adjustment teams will identify any errors to the 3999 and work with the route examiner to correct the 3999 before it is used for route adjustment purposes and/or make corrections on the 1840 reverse.”

Notes: _____



Chapter 3

Data Prep



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Before any adjustment can be successful, you should ensure the starting point is as accurate as it can be. The mapping system used to generate routes in a COR adjustment is not state of the art. We must be diligent with the ground work. Remember, each layer of COR builds upon itself. If your starting point contains errors, your final adjustment is bound to contain errors.

Garbage in – Garbage out

To begin to flush out any problems, you need to first identify when the zone was prepped for COR and who prepped it. Once you have that information there are specific items to verify, and where there are errors, make any necessary corrections.

- 1.) Determine if there were any operational changes in the zone that would affect the adjustment. A couple of examples are:
 - Delivery units that were combined since the date of the original zone data prep
 - Location of the post office changed
 - Any Standard Operating Procedure (SOP) changes affecting street delivery
- 2.) Work with the Local Office Contacts and look for obvious errors when verifying street attributes, including:
 - Incorrect speed limits (55 MPH in a residential area)
 - Turn Exception errors (Inappropriate U-turns, etc.)
 - No Parking areas (Park Points set up on streets designated as No Parking)
 - One-way streets
 - Streets that appear divided on the map but are not
 - Mode of delivery using the edit book for each route
 - Identify, verify and correct No-Stat addresses in each Red Book.
 - Incorrect travel patterns

NOTE: Verification must be completed before the zone is locked.

3.) Facilitate with Local Office Contacts to::

- Ensure each carrier's edit book is reviewed to verify all delivery addresses are included
- Verify mode of delivery
- Check travel patterns
- Identify delivery anomalies (any irregularities in delivery sequences)

NOTE: Issues with speed limits, turn exceptions, (U-turns), parking, (Park Points) and One-Way Streets are normally developed when COR develops the Line of Travel. To avoid this problem take care of these issues NOW. Use the LOC's to verify and answer questions during Data Prep.

NOTE: If any information is inconsistent with the information entered by the individual who prepped the zone, then updates to the data files must be made as appropriate. (See page of 51 of M-01748)

DPS volume is an important aspect of data prep review that you should be concerned with. DPS volume has two main purposes. The first is to spread cased volume by sector segment. The second is DPS volume is one of the three variables used to determine relay weight (along with cased letters and cased flats). This affects the total number of relays on a route.

The following steps will help ensure you have representative DPS volume. Once an initial representative day is selected and an End of Run report is generated, you can determine if the day is truly representative by the following steps:

- 1.) **Compare total DPS volume from the End of Run Report to average total DPS volume for the zone on the Workhour/Workload Report (All Routes) for the evaluation period.**
- 2.) **If the total volume is less than the average for the zone, look at other days.**
- 3.) **If accepted, make a note of any routes with volume less than the average. These will need to be addressed later in the process.**

If it is determined that the prep of a zone is not valid and the fixes to the data files did not resolve the issues, discuss re-prepping the zone if time allows or completing a DOIS adjustment in place of COR.

If an agreement can't be reached, immediately elevate the issue through the Issue Resolution Process. (see pages 5-6 of M-01747)

Before locking the zone in DOIS for export in to the COR program, verify the following has been completed:

- 1.) 3999's have been reviewed and edited
- 2.) Address Management System (AMS) has completed prep work
 - a) No Stats
 - b) PS Form 1621 (carrier edit sheet)

Selecting Office Mode for Territory Transfer - There are a total of four office time transfer methods available to use. All four choices for office time transfer method are described in pages 13-16 of M-01747.

The choices to consider are:

- 1.) Average Office Time per Delivery
- 2.) Percent of Average Office Time to Average Total Time
- 3.) Standard Office Time per Sector Segment
- 4.) Evaluated Office Time minus the Adjusted FOT divided by the Possible Deliveries.

NOTE: Page 13-14 of M-01747 explains the fourth choice for office time transfer as follows:

“Where jointly agreed to by the District Evaluation and Adjustment Team, another method to transfer office time under this agreement is an office factor based on the evaluated office time, possible deliveries, and FOT minus five minutes (for lines 8 to 13). The formula is: Evaluated office time minus the adjusted FOT (FOT - 5 minutes), divided by possible deliveries. This formula provides the time value that can be used to determine the amount of office time to transfer based on the number of deliveries being moved.”

NOTE: Both parties must agree to the transfer method before moving forward with the adjustments.

Now you are almost done preparing the zone, but to complete the prep for a COR or DOIS adjustment, the adjustment must be defined in DOIS. This is accomplished through these steps from the DOIS route inspection and adjustment workbench:

1.) Click "Application" then "Route" then "Define New Adjustment".

2.) Select "Minor Adjustment." The start date will default to the current date.

- Select the "ZIP Code", then click ">>" (Add All) to select all the routes.
- Lock Date defaults to 1st Friday; click the down arrow to bring Lock Date to current Friday. Click "OK".
- Verify the Lock Date again after saving to ensure it is correct.
- After the new adjustment has been defined, you can proceed to Step 3 without waiting until the Monday after the Lock Date.

Route	Regular Carrier
16001	S D BRISCOE
16002	J J LINTNER
16003	A B KELLER
16004	VACANT
16005	VACANT
16006	M A GOGGIN
16007	R M LAUTIERI
16009	M P ROBINSON
16011	W D ENNIS
16014	C A CATIGNANI
16017	L F HOHMAN
16020	C S PAIGE
16021	K J CREEK

- 3.) Click on the "Workbench" button, click on "Select/Edit Office Time" to enter the Evaluated Office Time and reason for selection, and save for each route.

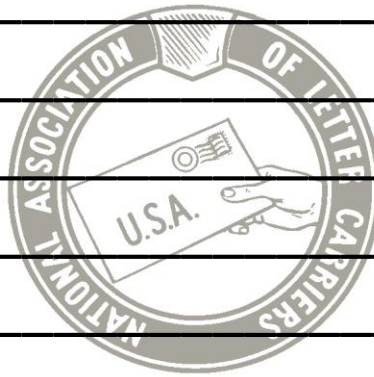
The screenshot shows the 'Select / Edit Office Time' window within the 'Delivery Operations Information System (DOIS)'. The window has a menu bar with 'File', 'Application', 'Options', 'Window', and 'Help'. Below the menu bar, there is a 'Route Number' dropdown set to '16002' and a 'Display' button. A table with columns 'Line', 'Std', 'DOI', 'AwDOI', 'Rep', and 'Justification' is visible. To the right of the table are buttons for 'View Observations and Comments...' and 'View Mail Volumes...'. Below the table, there is a section for 'Office Times' with fields for '1840 Avg Net Time Used:', '1840 Avg Standard Time:', 'Selected Office Time:', 'Line Item Time Adjustments:', and 'Modified Office Time:' (set to '1:45'). A 'Justification' text area contains the text 'Route Office time based on data analysis from Interim Alternate Route Adjustment Process MOU'. At the bottom right are 'Save' and 'Close' buttons. The status bar at the bottom indicates 'RESTRICTED INFORMATION'.

- 4.) Click on "Select/Edit Street Time", to enter the Evaluated Street Time and the reason for selection, and save for each route.

The screenshot shows the 'Select/Edit Street Time' window within the 'Delivery Operations Information System (DOIS)'. The window has a menu bar with 'File', 'Application', 'Options', 'Window', and 'Help'. Below the menu bar, there is a 'Route Number' dropdown set to '16002' and a 'Display' button. A section titled 'Street Time Selection' contains radio buttons for 'WOI 1840 Time' and '1840-B Time', and a text field for '1840-B Time Including St. Aux.' set to '00:00'. Below this is a 'Street Time for Adjustment' field set to '5:25'. A 'Justification' text area contains the text 'Route Time based on data analysis from Interim Alternate Route Adjustment Process MOU'. At the bottom right are 'Save' and 'Close' buttons. The status bar at the bottom indicates 'RESTRICTED INFORMATION'.

NOTE: Once you have completed these steps, do not perform any further route adjustment functions in DOIS.

Notes: _____



Chapter 4

Parameters



NALC COR TRAINING

Now that you have completed your Data Prep and 3999 editing, you will move on to setting parameters in COR. Here you will review, edit, and verify all of the data that has been previously entered into the COR program.

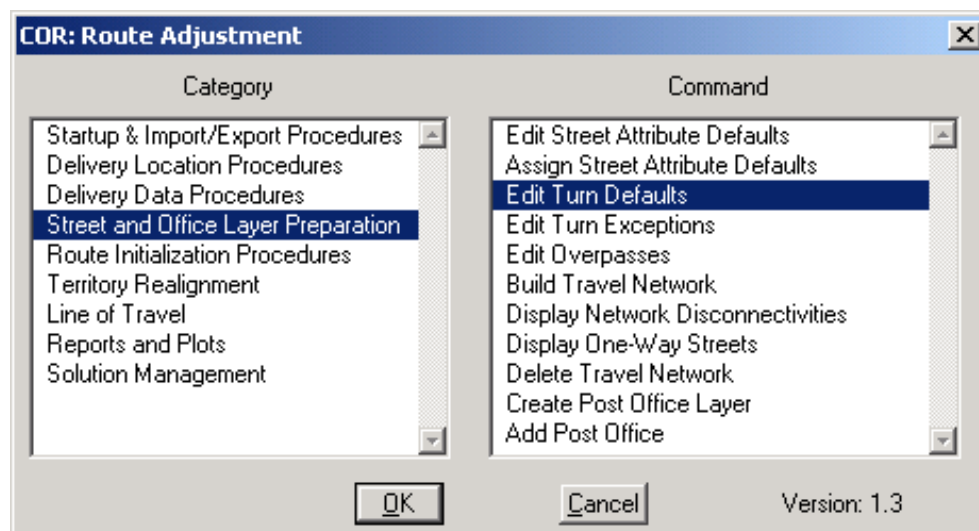
Remember, a human entered the data, so a human should review the data. You will also finalize the beginning stages of COR by building layers, assigning volume coverage, and setting any auxiliary and/or vacant routes.

These parameters will be set up for a complete zone. Later you will be able to set parameters on individual routes, but for this section, we will concentrate on full zone parameters.

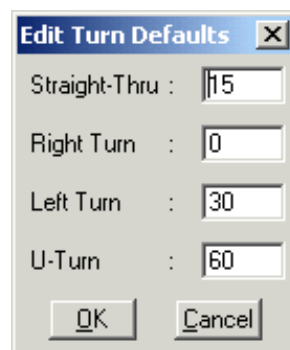
Review Initial Data Prep

Turn Defaults and Turn Exceptions:

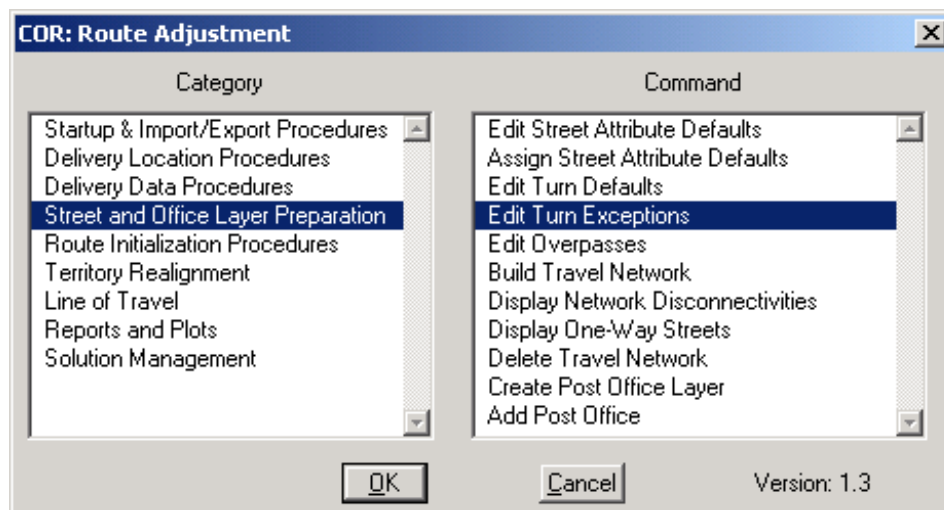
During the data prep, time values were set for U-turns, left-turns, right-turns and straight-aways. To get to the proper window, click the COR menu button, choose the “Street and Office Layer Preparation” from the Category window and select the “Edit Turn Defaults” command.



You should be looking at the Edit Turn Default window. Here is where you are able to verify and adjust the values assigned to specific types of travel patterns. Changing these values will produce different travel patterns for the entire zone. For example, if you change the value of a left turn from 30 seconds to 90 seconds ALL left turns in the zone will be given a value of 90 seconds. This additional time is not added to the route but rather considered by the program when generating solutions or lines of travel.



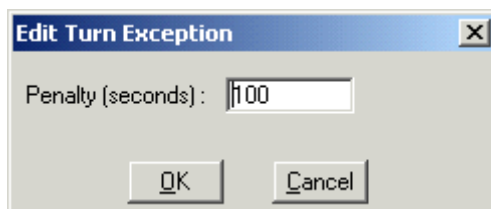
The turn defaults are for the entire zone. However, you can also edit the times for a specific intersection or turn. You will need to return to the Category window of the "Street and Office Layer Preparation". Highlight the "Edit Turn Exceptions" command and the Turn Exceptions Toolbox will appear.



Clicking on the button in the Turn Exceptions Toolbox window will allow you to choose a specific intersection where you can apply an exception.



Once an intersection has been identified and selected, the Edit Turn Exception window will appear. The higher the value given, the more likely the COR program will bypass that turn. This exception can be used to encourage or discourage specific turns.



Consider changing this value is if you want to encourage the program to incorporate a left turn. Instead of a value of 15 minutes, change the value to 1 second so the program utilizes that left turn. For example, you may want to create a turn exception so you are able to make a left turn into the Post Office where COR's normal default would deem a turn undesirable.

You can also discourage a specific turn. For example, if you have a 4-lane road on which it is unsafe to perform a left turn, or if there is a no-left-turn intersection, you can set the time for that turn to 999 and COR will not allow a turn there.

Review Street Attributes

This section deals with the street speed limits, crossing difficulty and parking. You are able to change the values for your specific zone to alter the line of travel and final street times per route.

First, you should verify what the speed limit actually is. Next, you want to assure the speed limit is set at least 5 to 10 miles per hour below the posted speed limit to allow for traffic and required stops. The shorter the distance, the more you will need to reduce the speed limit.

NOTE: When using the Color Wizard in COR, use the Legend to make sure that the streets are appropriately classified.

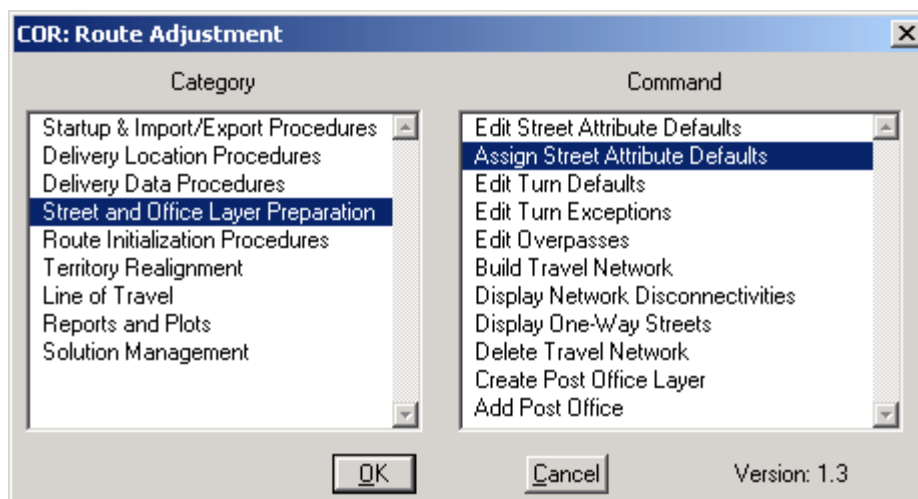
Open the Edit Street Attribute Default window so that the default screen appears.

Dataview1 - Street Attribute Defaults					
CLASS	OCCURRENCE	DRIVE_RATE	CROSS_DIFF	L_PARKING	R_PARKING
A11	64	55	5	1	1
A31	429	35	2	0	0
A41	3683	25	1	0	0
A63	60	40	5	1	1
A71	8	1	1	1	1

As you can see, the window has several columns that can be edited. We already discussed the drive rate or speed limit. Crossing Difficulty refers to the level of difficulty walking across a street, with 1 meaning the easiest and 5 meaning the most difficult.

The Parking columns refer to left side and right side of the street, with 1 meaning parking is prohibited and 0 meaning parking is allowed.

Now that you have reviewed and made any necessary changes, you will need to assign the street attributes. Select the “Street and Office Layer Preparation” category and the “Assign Street Attribute Defaults” command and click “OK”.



NOTE: Before continuing, check that the Post Office location and Nodes appear to be reasonably set. A Node is defined as a point defining either end of a street segment.

Building Layers

Once you have assigned the street attributes, you will need to rebuild the layers. Specifically, we are referring to the Travel Network and the Blockface Layer.

The Travel Network refers to how the streets are connected along with the driving and/or walking speeds.

The blockface identifies a single side of a single street segment. The layer identifies each side of the single street segments.

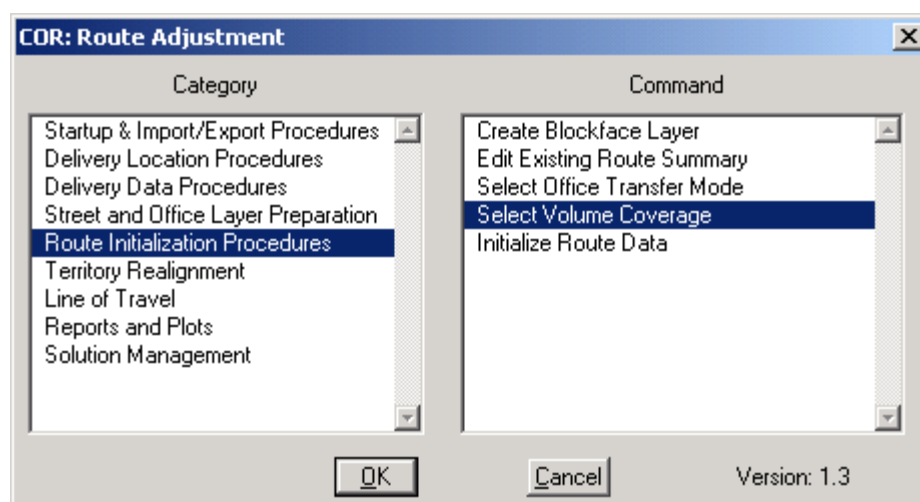
NOTE: A layer is a database storing one type of geographic feature. There are three types of layers: points, lines, and areas. For example, *Streets* is a layer of lines that represent street segments, and *ZIP Code* is a layer of areas that represent zone boundaries.

Assign Volume Coverage

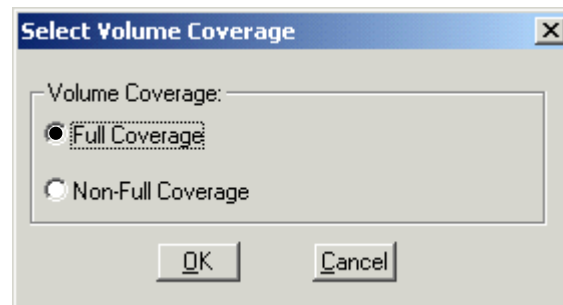
At this point you will need to assign volume coverage. The options you have are Full Coverage or Non-Full Coverage. You are dealing with the whole zone at this time.

When determining which option to assign, take into consideration the number of days per week the zone receives full coverage. This information should be available from the Local Office Contacts.

NOTE: It is important to get this information because WSS, WSH, and simplified mailings are not included in the evaluated volumes.

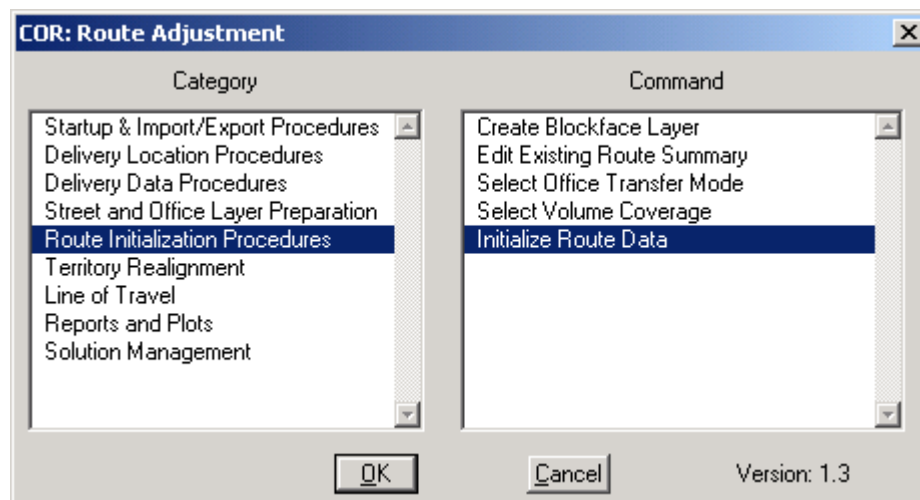


Toggle on the option you want in the Select Volume Coverage window and click “OK”.



Initializing the Routing Data

Now that you have set your parameters, you will need to initialize the routes. This means that you are resetting all data to the initial existing route conditions. It restores the zone to its starting point.

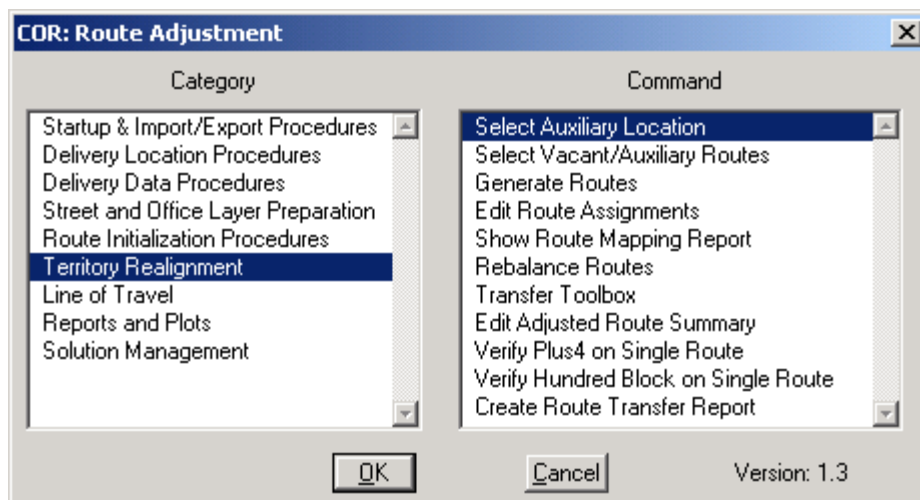


Click  to initialize the route data.

Click  when finished.

Set the Auxiliary and Vacant Routes

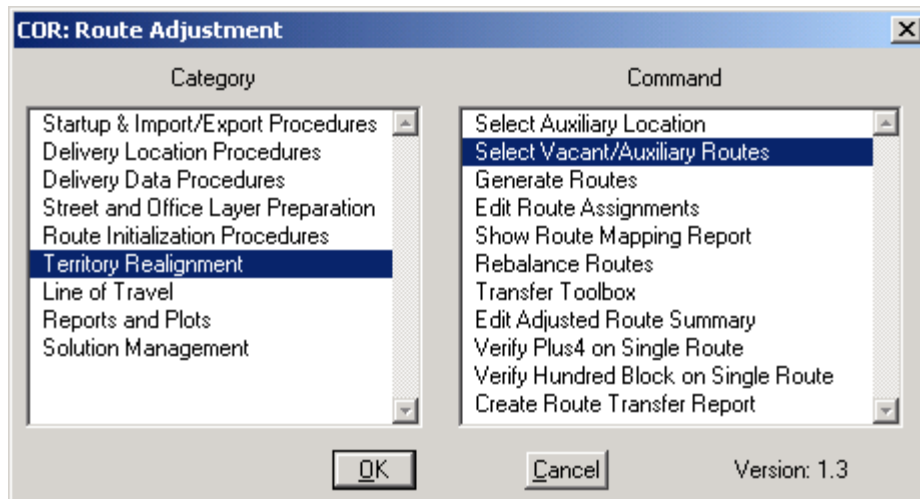
It is highly recommended that you work closely with the Local Office Contacts during this step. You need to decide on the optimal location for an auxiliary route. You will need a seniority list to minimize the impact on senior carriers within the zone and to identify any vacant assignments.



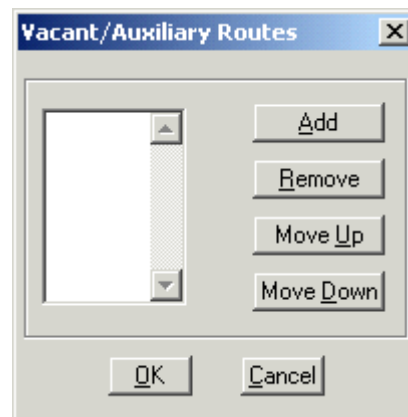
If you are anticipating losing routes, you now have to decide in what order routes will be considered by COR. Remember, you must keep carrier seniority in mind when choosing which route to eliminate. If elimination of routes leaves additional deliveries and requires the assignment of an auxiliary, you will need to identify which route you wish to become the auxiliary. Page 42 of M-01748 states:

“In any unit where the team determines that the number of routes will be reduced, preference should be given to selecting auxiliary routes, vacant routes, and then routes held by junior carriers, provided such selections are efficient and effective.”

NOTE: If you experience problems setting the agreed upon location of the auxiliary, you will need to go back and re-initialize.

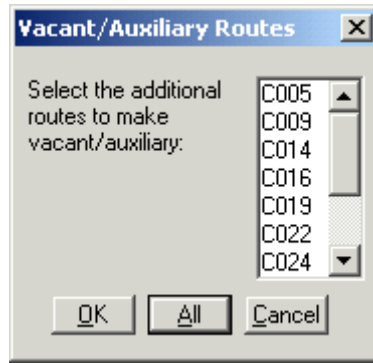


When you click “OK” the following screen will appear:



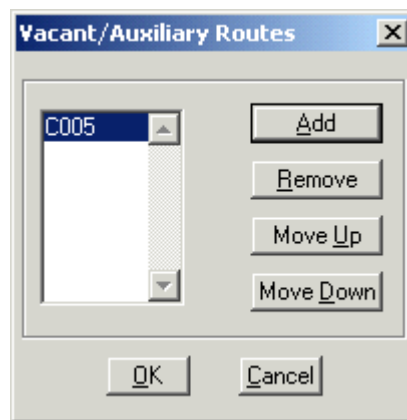
Click **Add** to add a route number to the list.

NOTE: You have the option of excluding any route(s) from the adjustment solution. If the team chooses to exclude route(s) it must be done before generating a solution. For example, there may be routes in the zone that evaluated close to eight hours and are held by senior carriers that the adjustment team may choose to exclude from optimization.

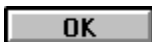


Choose a route and click  to add this route to the list. Add routes in the order you wish to eliminate them. In the example below, Route C005 has been selected for elimination first. You can now select any other route to be eliminated next. Again, this must be done in accordance with the language on page 13 of M-01747, which states:

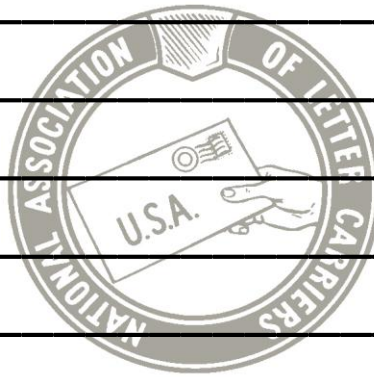
“In any unit where the team determines that the number of routes will be reduced, preference should be given to selecting auxiliary routes, vacant routes, and then routes held by junior carriers, provided such selections are efficient and effective.”



Click  to add another Route Number to the list if desired.

Click  to complete the process.

Notes: _____



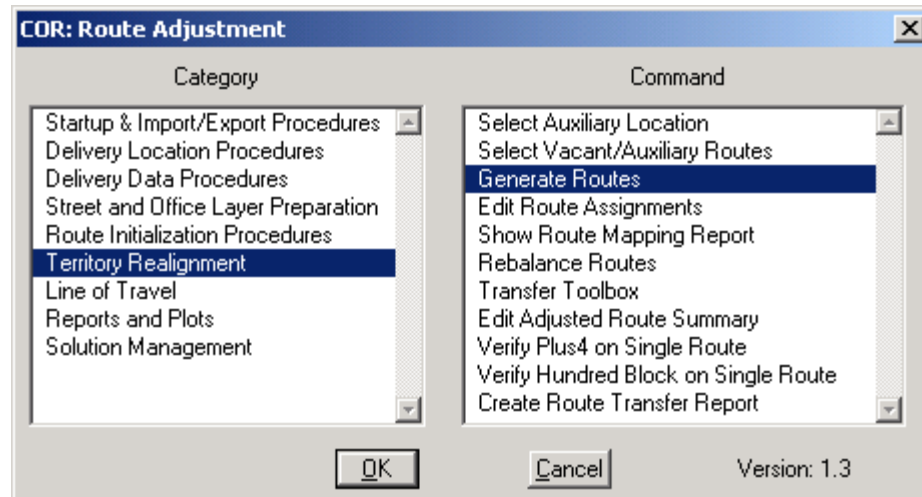
Chapter 5

Generating Solutions

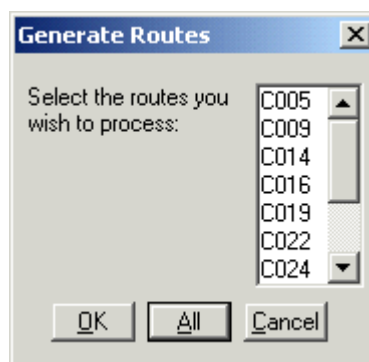


NALC COR TRAINING

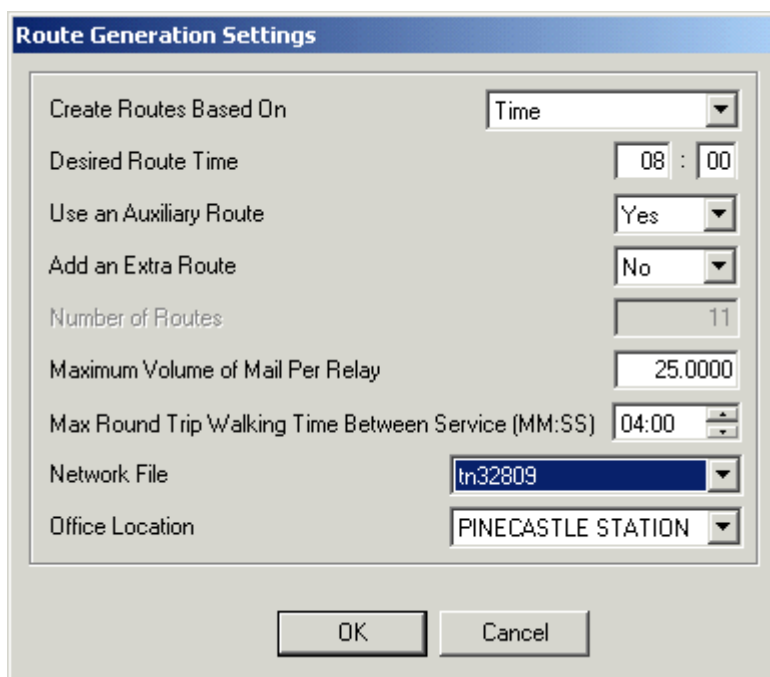
You have the ability to generate numerous solutions. During this step you are able to control several settings which have a direct impact on the solutions. These settings are described on the next page.



Click "All" to reroute the entire zone or select individual routes and click "OK". It is here that you identify the routes that will be adjusted using COR. There are reasons you might eliminate a route from the solution, e.g., limited duty, a senior carrier with an eight-hour assignment, or route location issues.



The following window shows the Route Generation Settings that should be reviewed and/or changed. Below you will find descriptions of the settings.



The image shows a dialog box titled "Route Generation Settings". It contains several configuration options:

- Create Routes Based On:** A dropdown menu set to "Time".
- Desired Route Time:** A time input field showing "08 : 00".
- Use an Auxiliary Route:** A dropdown menu set to "Yes".
- Add an Extra Route:** A dropdown menu set to "No".
- Number of Routes:** A text input field showing "11", which is grayed out.
- Maximum Volume of Mail Per Relay:** A text input field showing "25.0000".
- Max Round Trip Walking Time Between Service (MM:SS):** A time input field showing "04:00".
- Network File:** A dropdown menu showing "tn32809".
- Office Location:** A dropdown menu showing "PINECASTLE STATION".

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

You have the option of creating routes based on Desired Route Time or the Number of Routes. Depending on which method you choose, there will be an option grayed out that you cannot change. For example, if you choose to adjust using "Desired Route Time", you can see above that the box for "Number of Routes" has been grayed out. All other options can be changed and should reflect the agreed upon value of the zone.

If the adjustment team has determined the proper adjustment of a zone requires the addition of a route, make sure to select "Yes" next to "Add an Extra Route". If another route is not added to the solution here, COR could leave assignments overburdened.

For example: Consider an office that has only 9 routes, but shows 87 total work hours per day. If you were to add two routes in COR, the program will make ten 8:00 routes plus one 7:00 auxiliary route. If you only add one route, COR may make ten 8:42 routes.

NOTE: It takes a few minutes for your solution to be generated after you click the button to generate routes. Continue to generate solutions until you find one that is workable.

WARNING: If you add a route into the parameters of COR, the new route will show an error in DOIS because no office factor is associated with the new assignment when it is exported back into DOIS. Only the DOIS "Help Desk" can add the office factor into DOIS to complete the import of COR data.

You may want to create several solutions using different desired route times. If you use 8:00, you will often find that routes are adjusted to over 8:00 after lines of travel are generated and edited. Try using different numbers so that your solutions better reflect the agreed upon times. Using a number such as 7:40 may be a better starting point. You may have to run several solutions before you reach a workable one.

If you have decided that an auxiliary route will be formed you must select “Time” next to “Create Routes Based On”. On the other hand, if you want to add a full route to the solution then you must choose “Time” next to “Create Routes Based On” but select “No” next to “Use an Auxiliary Route”.

“Number of Routes” will remain grayed out unless you choose “Create Routes Using Desired Number”. If this option is chosen, input the desired final number of routes.

The Maximum Volume of Mail Per Relay should be set at the agreed upon bag weight. COR will create relays with less volume if need be, but never higher than this input number. The higher the bag weight is set, the fewer the relays COR will create when you generate lines of travel. This section should be given significant consideration as the type of deliveries will greatly impact the relays.

Low volume routes will be impacted differently than high volume routes.

Let’s say you have a low volume route that has 50 lbs. of mail for the whole route and the route covers 400 deliveries. COR will only allow 1 relay after leaving the station if the bag weight is set at 25 lbs. You want to make sure to avoid these types of situations. That same 25 lbs. can result in 60 relays for a high volume route. You have to try numerous values until you can agree to a reasonable starting point for the zone.

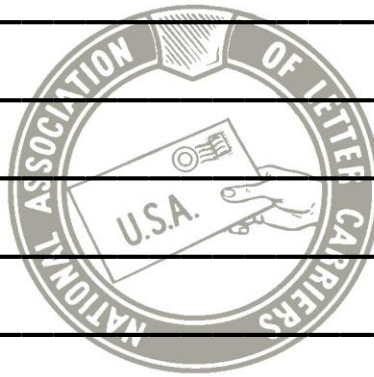
Maximum Round Trip Walking Time Between Service (MM:SS) is the maximum time in minutes and seconds that COR allows a carrier to deadhead walk between deliveries.

The higher the time you set, the fewer number of park points COR will create. Conversely, the lower the number, the higher the number of park points. COR does not use reason to place park points, so by adjusting this number you can encourage COR to place park points more logically.

The COR User Manual on page 5-11 describes this as follows:

“This setting measures the tradeoff between deadhead walking one or more blocks between deliveries versus returning to the vehicle, moving to a new park location and beginning a new relay. The value in minutes and seconds is the amount of time (there and back) that you would allow the letter carrier to deadhead walk along blockfaces without making deliveries.”

Notes: _____



Chapter 6

Adjusting Solutions



NALC COR TRAINING

Finding a Workable Solution

Introduction:

Once you have clicked the button for generating routes, it will take a few minutes until your “solution” appears. The solution may not be workable. It is normal to generate several solutions before finding a workable one.

NOTE: Remember, every solution needs additional adjusting using the Territory Transfer Toolbox.

Every time you are making an adjustment, look at the zone being adjusted and have an idea based upon your evaluated route times how many changes appear to be needed in the zone you are working on.

COR optimizing can be very aggressive in changing territory. You need to learn how to read the initial results in order to see if it is the best solution to work your adjustment from. There are forms generated in COR to help you in making decisions about whether a solution is workable or not.

Route Relations Summary Report

The very first window you will see after routes are generated is the Route Relations Summary Report. You should print out this report. This report is explained in detail in Chapter 13 of this guide.

* Route Relations Summary Report *			
* Zone = 32809 *			
* Tues Jan 20 12:40:54 2005 *			

RS Route -----	Exist Route -----	Possible Deliveries -----	% Possible Deliveries -----
101	C014	314	54.42%
	C028	102	45.54%
	C005	8	26.67%
	C022	74	19.79%
	C025	1	0.18%
	C009*	0	0.00%
102	C038	283	94.97%
	C014*	263	45.58%
	C024	4	1.57%
	C025	1	0.18%
103	C009	143	79.44%
	C005	22	73.33%
	C041	109	34.28%
	C019	35	31.25%
	C028	55	24.55%
	C025	1	0.18%
	C016*	0	0.00%

On the left side of the Route Relations Summary Report, you will see the “RS Route” column. The RS Route number is a temporary number that COR assigns to each route while the adjustment is in progress. Route numbers should begin with RS 101.

NOTE: If the first entry is RS 000, there is a serious error that cannot be fixed here and must be addressed by returning to initial data preparation. There are streets that need to be connected in the map layer.

The Route Relations Summary Report will show you:

- How much territory has been retained on each of the routes
- How many deliveries were added and from what routes
- What routes have been abolished by missing route numbers in the sequence listed

Reviewing this report is the easiest way to determine if senior carriers have had large transfers of territory off of their routes reflected by a low percentage of retained deliveries. If you see a route number with an asterisk and 0% deliveries retained, that means the route has changed 100% and would be considered abolished.

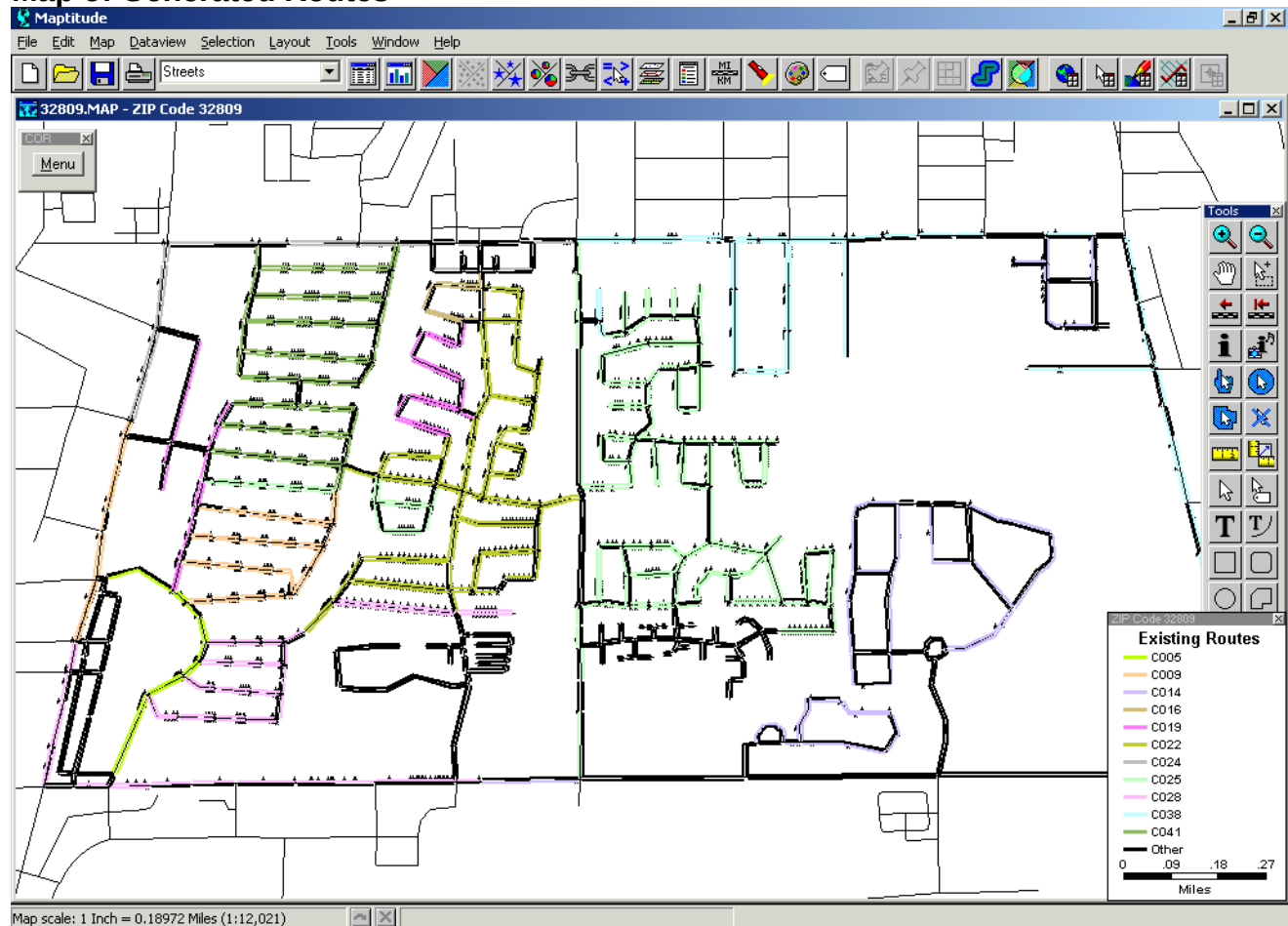
Adjusted Route Summary Report

This is also the time to pull up an Adjusted Route Summary Report and review the numbers on it. You will easily see the routes abolished on this report because they will have zero possible deliveries remaining. Remember, the route and total times on this report will change when additional territory is moved and Lines of Travel are generated. Don't expect them to all be right around 8 hours. **Use this report to make sure the correct routes were eliminated and/or the needed routes were added.**

Territory Transfer Summary Report

At this point you should review the Territory Transfer Summary Report to monitor the percentage of time and possible delivery changes on the routes. This form is explained in Chapter 13 of this guide.

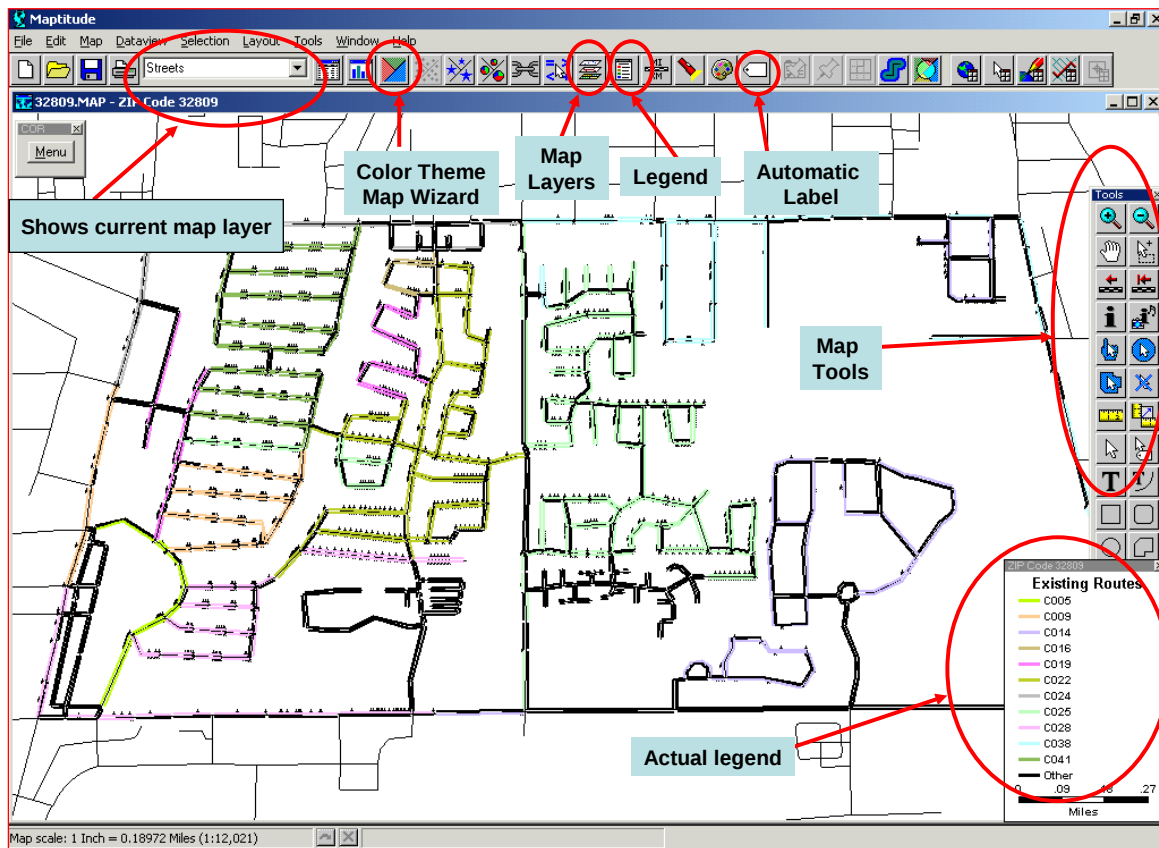
Map of Generated Routes



The route map will show the newly adjusted routes. Zoom in and look closely at each area of the map to see what has changed. This should be done regardless of whether you like the solution or not. This will help you determine what parameters may need changing to generate a different solution.

Task Bar Icons

The first time you work with the COR program, familiarize yourself with the icons displayed below so you can learn how to navigate the map easily. These are some of the most often used buttons in the task bar:



You can clarify what territory on the map is assigned to which route by using contrasting route colors to help identify the block face. Use the color theme wizard to change route colors.

Map Tools

These are some of the tools used most often to look at the map during your adjustment.



Zoom In



Zoom Out



Pan - shifts the map display in any direction without changing the scale of the map display



Previous Scale - Returns screen to previous view



Initial Scale - Returns you to the scale and zoom position of the saved map



Info - Clicking on this tool provides information relevant to which layer of the map you are on



Select by Pointing



Select by Circle



Select by Shape



Clear Selection

Edit Route Assignments

When determining whether a solution is the best starting point, you may also consider an option to reassign route numbers. This option is called Edit Route Assignments and can only be done before moving any territory manually with the Territory Transfer Toolbox. It is not available once you have begun tweaking the zone.

The Edit Route Assignments option can be used to switch route numbers between remaining routes by clicking and holding a route number in the Exist Route column and dragging it to the new position. It is also used to reassign a route number that was abolished to a remaining route.

NOTE: When you change the route number, you are not moving the Allied Time. It is not a “fix all” – you still have to change some things in the route.

For example:

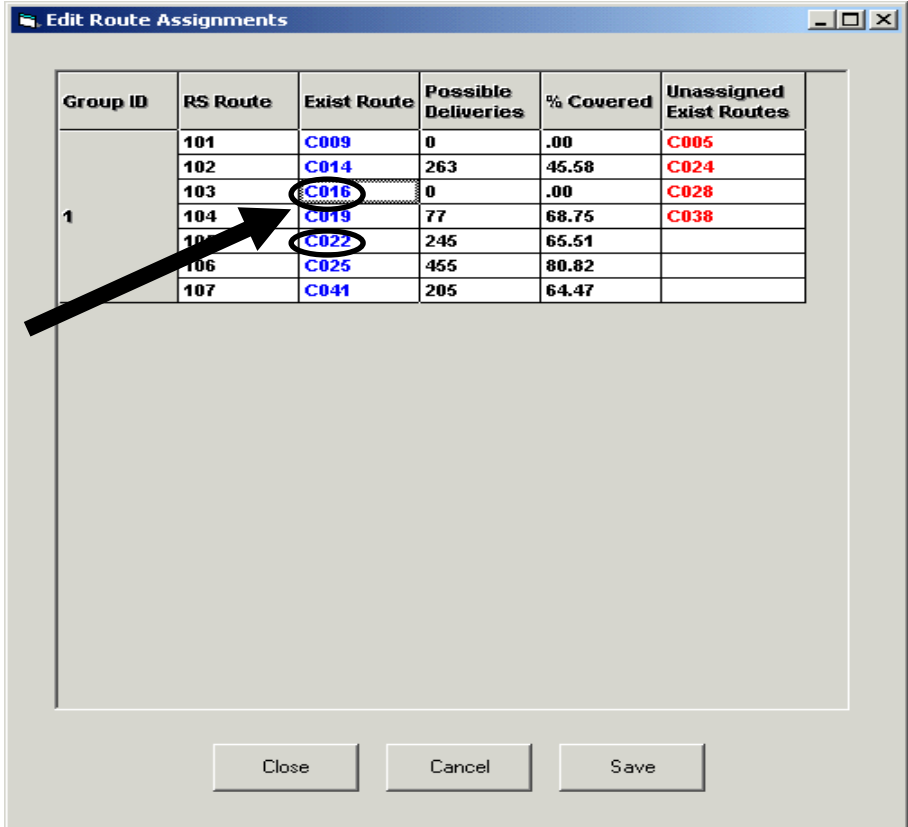
- 90% of Route 12 was moved to Route 10
- 85% of Route 10 was moved to Route 12

Consider switching the Route numbers to change Routes 10 and 12

Another example is:

- Route 16 was abolished and is showing zero Possible Deliveries
- Vacant Route 22 received 65% of the deliveries previously assigned to Route 16

Consider switching the Route numbers to change Route 22 to Route 16



Group ID	RS Route	Exist Route	Possible Deliveries	% Covered	Unassigned Exist Routes
1	101	C009	0	.00	C005
	102	C014	263	45.58	C024
	103	C016	0	.00	C028
	104	C019	77	68.75	C038
	105	C022	245	65.51	
	106	C025	455	80.82	
	107	C041	205	64.47	

Non-Workable Solution

After carefully examining the solution generated in COR, if you do not feel it is a workable starting point, save your work and return to the Generating Routes screen. You should make adjustments to your parameters in order to get different solutions. All parameters are available to be adjusted when generating routes. There is no predetermined number of solutions you can try.

NOTE: No matter how many solutions you generate you will not have a completed adjustment. Once again, you must use the Territory Transfer Toolbox to adjust the COR solution.

Workable Solution

Once you have created an agreed to workable solution, save it. You should now delete all other solutions you will not be using to avoid working on the wrong one. Also, saved solutions will slow down the program.

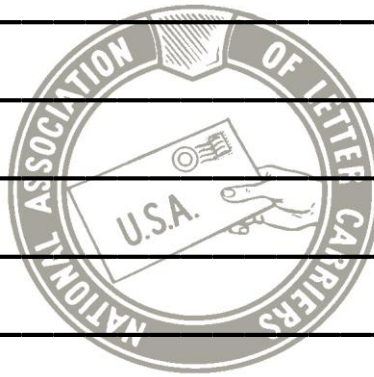
NOTE: If you are going to switch route numbers it must be done now.

Review and print out these reports from the selected solution:

- Territory Transfer Summary Report
- Adjusted Route Summary Report
- Existing Route Summary Report
- Allied Time Report

It is suggested that you review the Allied Time Report before beginning the next phase. It will give you an idea of which routes have time that may need to be moved due to parcels and accountable mail. This is covered in detail in the Allied Time Section. You are now ready to use the Territory Transfer Toolbox to make additional adjustments to the routes.

Notes: _____



Chapter 7

Using the Territory Transfer Toolbox



NALC COR TRAINING

The territory transfer tool operates on the blockface layer, and allows you to swap blockfaces (*a single side of a single street segment*), between routes. The territory transfer tool would not exist if solutions were perfect. Every COR adjustment will require moving of deliveries with this tool. The toolbox will help you make the routes as close to 8 hours as possible, protect seniority, address carrier limitations, and determine who is affected by Article 41.3.0 within the adjusted zone(s). When your work is finished the goal is:

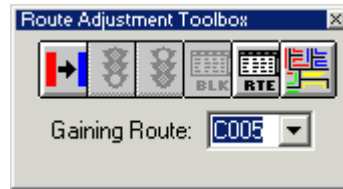
“The proper adjustment of carrier routes means an equitable and feasible division of the work among all of the carrier routes assigned to the office. All regular routes should consist of as nearly 8 hours daily work as possible.” (M-39 242.122)

Before moving any territory you should have the following items on hand:

- Seniority List
- TACS Employee Listing Report
- Local MOU
- Territory Transfer Summary Report
- Adjusted Route Summary Report
- PS Form 3999's
- Initial Carrier Consultations
- Local Office Contacts
- Existing Route Maps
- Allied Time Report
- Existing Route Summary Report

CAUTION: When you are in this section make sure all other boxes are closed.

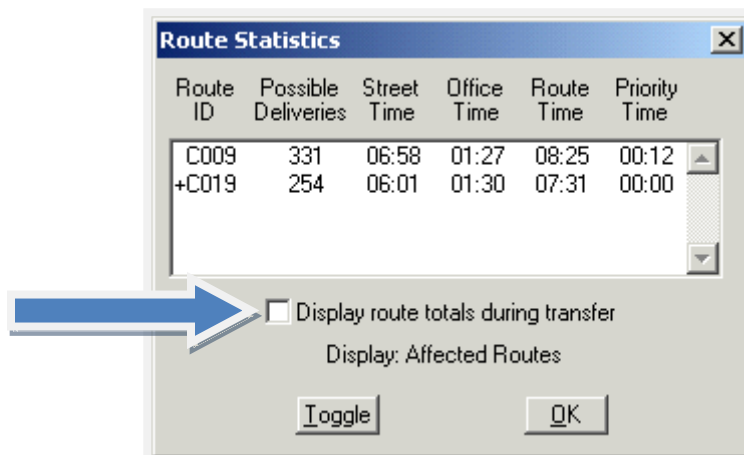
The Route Adjustment Toolbox is how you manually move blockfaces (territory, street, deliveries) between routes within the COR program.



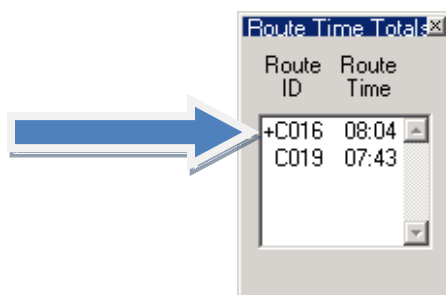
First you have to select the route to pick up blockfaces. This is setting the Gaining Route.

Click  "Transfer a Blockface" to enter the transfer mode. It is useful to have the Route Times Totals window open while moving blockfaces.

To open Route Time Totals click  this will display the Route Statistics window.



Check the box for "Display route totals during transfer" and click "OK". This allows you to keep a small, movable window on screen that constantly updates the Total Route Time that would result from all routes involved in a pending territory transfer.



Moving Territory

As soon as you select a blockface, the Route Adjustment Status Bar will open. This bar will display the address range selected, actual and possible deliveries, selected and possible street time, selected and possible office time, and the selected and possible total time.

Route Adjustment Status Bar						
Plus4	Street Name	Address Range	Pos Del	Street Time	Office Time	Total Time
-----	-----	-----	-----	-----	-----	-----
	JORDAN AVE	1300 - 1398	3 (34)	02:01 (19:27)	00:44 (09:20)	02:45 (28:47)

NOTE: If street time is missing from PS Form 3999, a street time of 0:00 will appear in the Route Adjustment Status Bar. If 0:00 appears under Office Time, no office time is associated with casing of mail for that address range and no time will be transferred to the gaining route.

Deciding Not to Move a Blockface

There are three ways to remove a selected blockface for transfer.

The first way is to click the blockface again. It will automatically go back to the losing route. This option removes one blockface at a time.

The second way is to hit the Red Light button. Be warned this will cancel all selected blockface moves.

The third way is to click  "Show Selected Transfer List Blockface" to view all blockfaces in the blockface transfer list.

Selected Blockface Transfer List					
Plus4	Street Name	Possible Deliveries	Street Time	Office Time	Multiple Streets
	JORDAN AVE	6	04:26	01:12	
	JORDAN AVE	5	02:55	01:32	
	JORDAN AVE	5	03:05	01:44	
	JORDAN AVE	4	01:40	00:36	
	JORDAN AVE	4	02:10	00:52	
Total selected blockface records = 8					
OK Remove Addresses					

To remove a blockface from the Blockface Transfer List, select the blockface in the list and click .

If the blockface has delivery points associated with more than one street, then you would see an entry under the Multiple Streets column. For example, if a corner house received delivery from the side street (even though its mail address was on the front street), then it would be noted here. In such cases, you may want to make sure the front street is on the same route as the side street.

RED LIGHT – STOP CHANGE



Click the RED LIGHT to cancel all selected block faces and return to the map as it existed when the last green light was selected.

GREEN LIGHT – APPLY CHANGES



Click the GREEN LIGHT to apply the blockface swaps in the blockface transfer list. All selected changes will now appear in the gaining route color. To move a blockface back to the original assignment or another assignment, repeat the blockface transfer process.

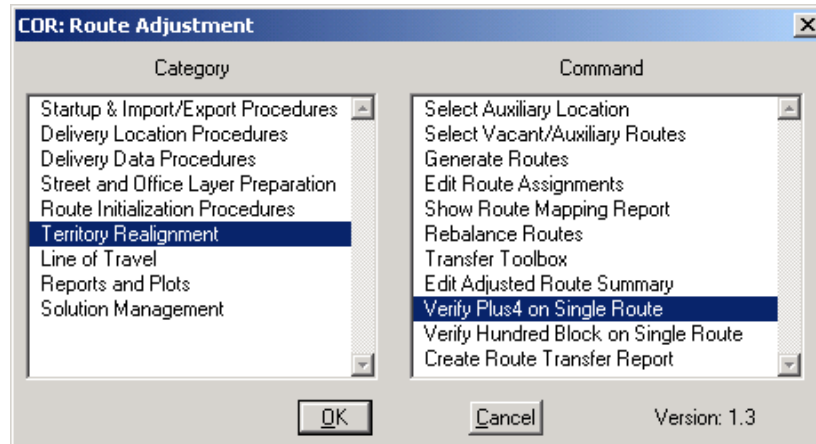
Remember to use all of the tools available to you to make the best adjustment possible for the zone and the carriers in it. Local knowledge of the territory is the key to a smooth COR transition.

HINT: Take your time and try multiple, different territory moves with the blockface tool. You can always go back to the last point you hit the Apply Changes button if you do not like what you have done.

After you have finished using the Territory Transfer Toolbox, you have to verify plus4 and hundred block errors.

Verify That Routes Do Not Split Zip Code Plus 4

Choose “Territory Realignment” from the Category menu and double click “Verify Plus4 on Single Route” from the Command menu.



When the procedure completes and there are problems, then the “Verify Plus4 on Single Route” report will appear. If you do not have any Plus4s that are split between routes, you will not see a report. In that case, you don’t have any split Plus4s to reconcile. If you do have a split between routes, the Verify Plus4 on Single Route Report will be generated.

```

*****
*                               Verify Plus4 on Single Route                               *
*                                                                                       *
*                               Zone = 32809                                           *
*                                                                                       *
*                               Tues Jan 20 13:20:11 2005                             *
*****

```

The following Plus4s have been tagged to street records assigned to different routes:

Plus4	Route	Adj	PD	Street ID	Side	NDS Name	NDS Range
5919	C019	1		130059989	R	PLATO AVE	801 - 899
	C019	1		130059989	R		
	C019	1		130059989	R		
	C019	1		130059989	R		
	C019	1		130059989	R		
	C022	1		130060856	R		

Plus4	Route	Adj	PD	Street ID	Side	NDS Name	NDS Range
5997	C022	1		130115824	R	W LANCASTER RD	800 - 800
	C041	1		130060153	L		

Plus4	Route	Adj	PD	Street ID	Side	NDS Name	NDS Range
6452	C016	1		130059106	R	VOLTAIRE DR	6900 - 6998
	C016	1		130059106	R		
	C016	1		130059106	R		
	C016	1		130059106	R		
	C022	1		130059132	R		
	C022	1		130059132	R		

NOTE: The street records containing the Plus4 values identified in this report have been selected and added to the set "Plus4/Route Conflicts".

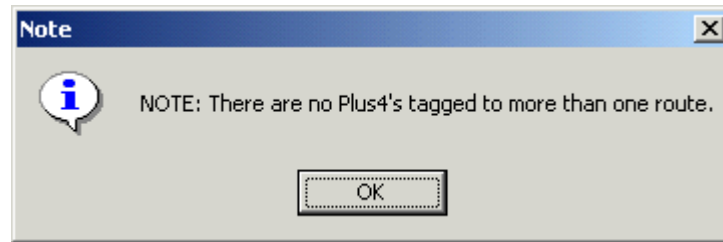
Total number of Plus4's found on different routes = 3.

NOTE: Print the “Verify Plus4 on Single Route” report and return to the map and Territory Transfer Toolbox. The conflicts will be the yellow highlighted street segments. You may need to zoom in on a section to see the highlighted street. If the report lists an error, it is there. Keep looking until you find it!

You need to associate each of these street segments with the entries listed on the “Verify Plus4 on Single Route” report. The only way to correct these errors is to move the blockface associated with the highlighted street to the appropriate zip plus4 route with the Territory Transfer Toolbox. This would include blockface with no delivery.

HINT: Be sure the non delivery blockface is not hidden before you search the map for the zip plus4 error.

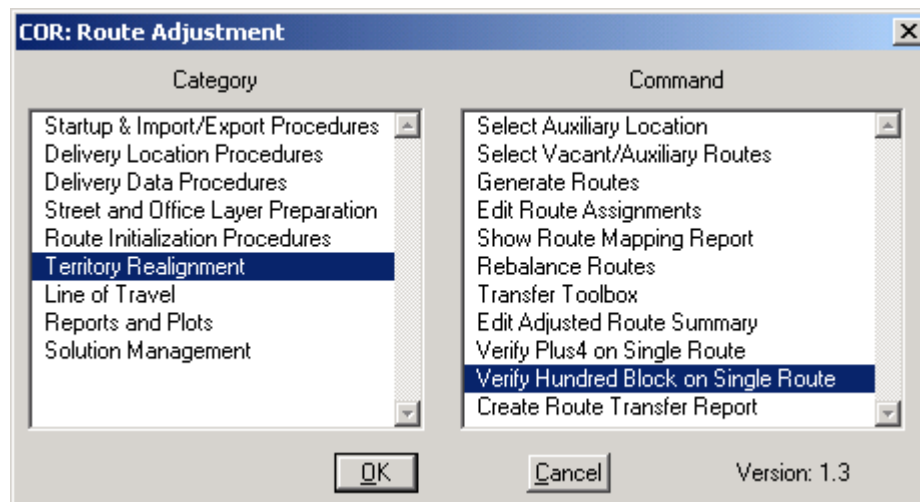
Once you have successfully resolved all of the conflicts, rerun the process and the following window should appear.



Split Hundred Blocks

CAUTION: Always discuss any hundred block splits with the Local Office Contacts before making any changes.

You are now ready to review any Hundred Block (example 100-199 Main Street, both even and odd deliveries) splits between routes. Open up the “Verify Hundred Block on Single Route” command under the Territory Realignment Category.



The "Verify Hundred Blocks on a Single Route" report will appear. If you do not have any Hundred Blocks that are split between routes, you will not see a report. In that case, you do not have any Hundred Block splits to consider.

```
*****
*   USPS Delivery Routing System - Verify Hundred Blocks on a Single Route   *
*                                                                              *
*                               Zone = 32809                                *
*                                                                              *
*                               Tues Jan 20 13:20:11 2005                    *
*****
```

The following Hundred Blocks were assigned to different routes:

Name	Block	Side	Route	Street ID	Low Addr	High Addr
-----	-----	----	-----	-----	-----	-----
BROCKBANK DR	7300	Odd	C009	130115743	7301	7307
BROCKBANK DR	7300	Odd	C019	130058732	7309	7399
-----	-----	----	-----	-----	-----	-----
JORDAN AVE	800	Even	C022	130115851	800	802
JORDAN AVE	800	Even	C019	130059064	820	862
JORDAN AVE	800	Even	C019	130059119	804	818
JORDAN AVE	800	Odd	C022	130115851	801	801
JORDAN AVE	800	Odd	C019	130059064	817	863
JORDAN AVE	800	Odd	C019	130059119	803	815

NOTE: The street records in this report were added to the new "Hundred Block Conflicts" selection set.

Total Number of Hundred Blocks found on different routes = 4.

Some hundred block splits are necessary due to the physical location of mail boxes. Investigate all splits before making any changes. If you need to make any changes, you should use the Territory Transfer Toolbox to transfer territory between routes.

NOTE: Remember, a Zip Plus4 error is fatal and you will not be able to upload your adjustment into DOIS for implementation. A Hundred Block error does not prevent the adjustment from being implemented. However, a common problem of not resolving Hundred Block errors is one route delivering the odd side of the street and another route assigned to the even side of the same block.

If additional blockface transfers are needed based on input from the adjustment consultation, you can always return to the transfer toolbox and move additional territory. Just remember to run a new line of travel on any routes where you have moved any blockface (gaining or losing).

The last thing you should do is run the Verify Plus4 Report one more time.

Chapter 8

Allied Time



NALC COR TRAINING

General

Allied Time is all street time associated with any function separate from delivery of mail. However, some time that is really delivery of mail time (such as accountable and parcel delivery or DPS error delivery) is also recorded as Allied Time. A few examples of other types of Allied Time are Relay Time, Travel Within, Travel To, and Travel From Route. There are many others.

The following three exhibits are forms used to identify Allied Time:

Exhibit 1

A PS Form 3999

Leave Office - Show Line of Travel				Line of Travel to and from Lunch Place ^a										
Delivery Method ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Residential				Business				Del. PO Box or NPU	
					Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Other	Delys. Made		
	VEHICLE LOAD		9:16:13	00:14:13										
	PERSONAL NEEDS		9:30:26	00:05:05										
	WAITING OTHER		9:35:31	00:05:00										
	REL WITHIN		9:40:31	00:05:00										
	REL OTHER		9:45:31	00:05:01										
	17013 W DIXIE HWY	O	9:45:32	00:04:06					4				2	
	7025 W DIXIE HWY	O	9:49:37	00:02:43							5		5	
	17027 W DIXIE HWY	O	9:52:21	00:01:56							10		3	
	REL OTHER		9:54:16	00:01:52										
	17027 W DIXIE HWY	O	9:56:08	00:02:26							16		10	
	17099 W DIXIE HWY	O	9:58:35	00:04:49					5				5	
	HEAD TIME		10:03:24	00:00:36										
	REL OTHER		10:04:02	00:02:55										
	17058 W DIXIE HWY	E	10:06:57	00:13:14					13				9	
	REL OTHER		10:20:11	00:02:16										
	17016 W DIXIE HWY	E	10:22:77	00:02:16									4	2
	17010 W DIXIE HWY	E	10:24:49	00:02:06									1	0
	17020 W DIXIE HWY	E	10:26:53	00:00:15									2	0
	REL OTHER		10:27:00	00:02:07										
	QUANTABLE DELIVERY		10:29:15	00:02:14										
	REL WITHIN		10:31:28	00:03:11										
	2365 NE 173RD ST	O	10:34:40	00:12:43					6	6				
	2365 NE 173RD ST	O	10:48:23	00:00:04					6	6				
	2365 NE 173RD ST	O	10:48:27	00:00:04					6	6				
	2365 NE 173RD ST	O	10:48:31	00:00:03					6	6				
	2365 NE 173RD ST	O	10:48:34	00:00:05					6	6				
	2365 NE 173RD ST	O	10:48:36	00:00:04					6	6				
	2365 NE 173RD ST	O	10:48:43	00:00:15					4	4				
	2365 NE 173RD ST	O	10:48:56	00:00:50					4	4				
	2365 NE 173RD ST	O	10:52:48	00:00:05					4	4				
	2365 NE 173RD ST	O	10:52:53	00:00:05					4	4				
	REL WITHIN		10:52:58	00:00:43										
	RELAY TIME		10:53:41	00:00:52										
	2375 - 2375 NE 173RD ST	O	10:54:33	00:16:31					6	6				
	2375 - 2375 NE 173RD ST	O	11:11:04	00:01:45					6	6				
	2375 - 2375 NE 173RD ST	O	11:12:48	00:00:03					6	6				
	2375 - 2375 NE 173RD ST	O	11:12:52	00:00:03					6	6				
	2375 - 2375 NE 173RD ST	O	11:12:55	00:00:04					6	6				
	2375 - 2375 NE 173RD ST	O	11:12:56	00:00:06					6	6				
	2375 - 2375 NE 173RD ST	O	11:13:05	00:00:06					4	4				
	2375 - 2375 NE 173RD ST	O	11:13:11	00:00:26					4	4				
	2375 - 2375 NE 173RD ST	O	11:13:37	00:00:04					4	4				
	2375 - 2375 NE 173RD ST	O	11:13:41	00:03:08					4	4				
	2375 - 2375 NE 173RD ST	O	11:16:49	00:00:05					4	4				
	WAITING OTHER		11:16:54	00:06:12									1	
	TRAVEL WITHIN		11:23:06	00:01:29										
	RELAY TIME		11:24:35	00:01:40										
Return Office - Show Line of Travel					Totals									

^a Complete only if carrier is (1) reimbursed for driving his own vehicle; (2) furnished bus fare or its equivalent; (3) provided transportation in a Postal Service vehicle; or (4) assigned to a Postal Service or contract vehicle.

^b P - Park; L - Loop; V - Vehicle; D - Dismount c E - Even; O - Odd; X - Crisscross

PS Form 3999, November 1997 (Page 2 of 6) Reverse FACSIMILE-DOIS Route No. 60060

Exhibit 2

The PS Form 1840 Reverse

ADJUSTMENTS APPROVED BY POSTMASTER OR DESIGNEE			Route: C065 ZIP: 33181		RECORD OF OFFICE AND STREET ADJUSTMENTS MADE								Date: 11/20/08 Page 5 of 8	
ITEM	HOURS AND MINUTES	NEW CONST. MINUTES	RELIEF (R) ADDITION (A)	STREET	ADDRESS RANGES		ZIP + 4 SECTOR/ SEGMENT	TRANS- FERRED TO/FROM ROUTE NUMBER	DELYS.	OFFICE TIME MM:SS	STREET TIME MM:SS	ADJUSTED ROUTE		
					BEGIN	END						ITEM	HOURS AND MINUTES	
OFFICE TIME			R	NE NORTH MIAMI BLVD	1880	1880	2818	C064	-7	00:00	00:08	OFFICE TIME		
STREET TIME			R	NE NORTH MIAMI BLVD	1890	1890	2819	C064	-6	00:08	00:04	STREET TIME		
TOTAL TIME			R	NE NORTH MIAMI BLVD	1896	1896	2820	C064	-7	00:01	00:29	TOTAL TIME		
RELIEF			R	NE NORTH MIAMI BLVD	1880	1880	2866	C064	-5	00:24	05:12			
ADDITION			R	NE NORTH MIAMI BLVD	1890	1890	2867	C064	-6	00:47	02:23			
			R	Relay Time: EXR 13:58, ADJ 04:17	0	0			0	00:00	09:41			
			R	Travel To Route: EXR 09:45, ADJ 05:56	0	0			0	00:00	03:49			
			R	Travel From Route: EXR 13:47, ADJ 04:57	0	0			0	00:00	08:50			
			R	Travel Within: EXR 43:09, ADJ 03:00	0	0			0	00:00	40:09			
				*****	0	0			0	00:00	00:00			
				Old Relay: NE NORTH MIAMI BLVD, -00:34	1896	1896	2820		0	00:00	00:00			
				Old Relay: NE NORTH MIAMI BLVD, -00:10	1948	1948	2800		0	00:00	00:00			
				Old Relay: NE NORTH MIAMI BLVD, -01:04	1950	1998	2868		0	00:00	00:00			
				Old Relay: NE NORTH MIAMI BLVD, -00:57	2124	2124	2939		0	00:00	00:00			
				Old Relay: NE NORTH MIAMI BLVD, -01:00	2100	2198	2902		0	00:00	00:00			

Comments

1. Office break Option chosen __ Yes or __ No.

2. Base Time for Route evaluation from Form ____ is ____ (Hours and Minutes).

3. Street Time for adjustment 09:50 (hours and minutes).

4. Reasons for selection of street time:

Office Time Mode: Demonstrated Performance by Relieved Carrier

PS Form 1840 (Reverse) Facsimile

Exhibit 3

A 3999 Function Analysis Screen

3999 Data Capture / Summary

Route Number: 21001 Data Capture Date: 04/01/2004 Street Analysis Type: Full 3999

3999 Data Capture 3999 Data Summary **3999 Function Analysis**

Function Analysis	
Function Description	Total Time
Relay Time	0:15:44
Travel To	0:07:42
Travel From	0:04:22
Vehicle Load	0:06:13
Vehicle Unload	0:02:12
Other Street Time*	0:42:44
Non-Recurring Street Time**	0:00:00
Total Allied Time	1:18:57

* Other Street Time Detail	
Function Description	Total Time
Travel Within	0:19:55
Accountable Delivery	0:02:47
Parcel Delivery	0:07:12
Street Break Time	0:10:00
Collection Time	0:00:00
Deadhead Time	0:02:50
Personal Needs	0:00:00
Customer Contact	0:00:00
Gas Vehicle	0:00:00
Totals	0:42:44

** Non-recurring Street Time Detail	
Function Description	Total Time
Backtracking	0:00:00
Animal Interference	0:00:00
Waiting for Relays	0:00:00
Waiting for Transportation	0:00:00
Waiting - Other	0:00:00
Temporary Detail	0:00:00
Management Time	0:00:00
Accident	0:00:00
Miscellaneous Other	0:00:00
Totals	0:00:00

Preview Audit Trail Preview 3999 Save Close

Some types of Allied Time are considered non-recurring time by the USPS.

Examples are:

Backtracking	Animal Interference
Waiting for Relays	Waiting for Transportation
Waiting-Other	Temporary Detail
Management Time	Accident
Miscellaneous Other	Replenish

The described allied times above, are subject to management “red lining”, or deducting the time. Deductions can only be made with an appropriate comment on PS Form 1840 Reverse. The National COR Settlement requires this. Appropriate comments from the route examiner on the Day of Inspection (DOI) must be included to support any deductions. This is also a requirement of the National COR Settlement (M-01661) referenced below:

“To facilitate the practical application of this understanding, 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 in sector-segment on PS Form 3999; including all relay, travel, allied time, etc. Any such adjustment to the carrier’s actual street time must be documented and explained by appropriate comments on the reverse of PS Form 1840. Additionally, any time adjustment to the base street time, which must be selected pursuant to M-39 Section 242.321, will be documented and explained under the comments section on the reverse of PS Form 1840. Travel To, Travel From, and Travel Within times must be validated, documented, and discussed during carrier consultation. The actual time should be taken from the Inspection PS Form 3999, unless a new pattern is created during the route adjustment process. If a new travel pattern has been created, the new times must be validated.”

What COR does with Allied Time

NOTE: Allied Time for Travel To, From, and Within as well as Relay Time is generated by the COR program. All other Allied Time must be left with the original route or moved to the gaining route manually by the COR Technician when territory is transferred (unless the function in question will no longer be performed such as Street Break Time on an abolished route).

Existing Route Time (EXR) is indicated on PS Form 1840 Reverse (Exhibit 2). It lists the amount of Allied Time credit for each entry for the route as it was before adjustment. This time comes from the PS Form 3999 you are using. Existing Route Time (EXR) is recorded in four categories on the PS Form 1840 Reverse:

- 1.) Travel To Route
- 2.) Travel From Route
- 3.) Travel Within
- 4.) Relays

COR will recalculate the time value for each category above. The COR program will assign new time values to the above referenced categories. The new time value is listed as Adjusted Route Time (ADJ).

The adjustment of Allied Time in these categories is difficult when using the COR program. On each line of Allied Time listed in Exhibit 2, the Existing Route Time (EXR), as previously described, is followed by the Adjusted Route Time (ADJ). The Adjusted Route Time (ADJ) is the newly established time after the adjustment in COR.

The difference between Existing Route Time (EXR) and Adjusted Route Time (ADJ) becomes the time relieved or added to a route. On the PS Form 1840 Reverse, relieved time is indicated as (R). An addition of time is indicated as (A). If the Existing Route Time (EXR) is larger than the Adjusted Route Time (ADJ), your route is being relieved of time. Likewise, if the Adjusted Route Time (ADJ) is larger than the Existing Route Time (EXR) your route is getting additional time for that category.

All travel times are subject to COR having properly established Data Prep. If the Data Prep is consistent and right, the travel patterns are supposed to be arranged for the most efficient patterns. These patterns establish your travel times.

Relay time is also subject to COR having properly established Data Prep & Parameters. The use of Nodes within the travel network will help to assign relays along the routes line of travel pattern. COR uses the weight of the mail in the satchel to determine how many relays you will use on park and loop and foot routes.

The Adjusted Route Time (ADJ) for relays is created by averaging the relay time of each individual route. This new average relay time is used to give a new time value for each relay created on the adjusted route.

NOTE: If you're thinking that this doesn't sound fair and reasonable, please be aware that there is still a National Level Dispute pending on this issue

Example:

On the PS Form 3999 a carrier used 10 total minutes of relay time on 5 separate relays, therefore the average time per relay on that route is 2 minutes. When COR creates new relays for the route it will assign each new relay a value of 2 minutes.

It is especially important to decide if the PS Form 3999 recognizes only proper relay time. Whether or not Data Collection Device (DCD) is used to record all the functions performed along a route, the data recorded must always be reviewed.

Common examples include:

- Recording when a relay starts and stops
- Other allied functions could be incorrectly recorded as relay time
- Relay time could be incorrectly combined with other recurring allied time
- Relay time can be incorrectly recorded as non-recurring allied time
- Inappropriate editing on the PS Form 3999

For newly created routes in COR, the time per relay will be established by averaging the existing relay time of all relays in the zone. This average is the time value given to each relay. This also applies to any existing route which did not have existing relay time.

Accuracy

Note: You will need to make sure the correct PS Form 3999 was entered into COR within compliance of M-01748 which states on page 29:

“Where multiple 3999’s have been conducted for a particular route, the closest PS Form 3999 to the agreed upon street time for the route will be used for adjustment purposes”

To make sure you have the correct PS Form 3999, compare the information on the Route Adjustment Status Bar to the sector segment times on the correct PS Form 3999. A few checks of this sort will quickly determine whether the correct 3999 was utilized to transfer territory.

Route Adjustment Status Bar						
Plus4	Street Name	Address Range	Pos Del	Street Time	Office Time	Total Time
-----	-----	-----	-----	-----	-----	-----
	JORDAN AVE	1300 - 1398	3 (34)	02:01 (19:27)	00:44 (09:20)	02:45 (28:47)

This is an example of a snapshot of a section from a PS Form 3999; you should be able to cross check segment times with the Route Adjustment Status Bar shown above.

Delivery Methods	Block Number and Street Name	Travel Pattern	Time Enter Block	Actual Time Used	Residential					Business					Del PO Box or
					Delys. Poss. Other	Delys. Poss. Curb	Delys Poss NDCBU	Delys Poss. Oth-Cen.	Delys Made	Delys. Poss. Other	Delys. Poss. Curb	Delys Poss NDCBU	Delys Poss. Oth-Cen.	Delys Made	
O	1348 - 1360 JORDAN AVENUE	O	12:47:02	0:00:37	1				1						
O	1400 - 1420 JORDAN AVENUE	O	12:47:30	0:01:13				7	4						
O	1400 - 1420 JORDAN AVENUE	O	12:48:52	0:01:20				9	4						
O	1348 - 1360 JORDAN AVENUE	O	12:50:12	0:00:42						1				1	
O	1440 - 1458 JORDAN AVENUE	O	12:50:50	0:00:23						1				1	
O	1298 - 1298 JORDAN AVENUE	O	12:51:17	0:01:03				8	6						
O	1220 - 1296 JORDAN AVENUE	O	12:52:20	0:02:05	1			6	5						
O	1348 - 1360 JORDAN AVENUE	O	12:54:25	0:00:42						1				1	

HINT: All address ranges may not be included on one line of the PS Form 3999. (This is also true on the PS Form 1840 Reverse) You may have to check a few lines to verify you have the correct 3999. If you match the time value and the number of deliveries on the line you're looking at on the 3999 with the information on the Route Status Bar, you can see if the correct 3999 is in the COR mainframe.

You will also need to make sure the original unedited PS Form 3999 was compared to the Audit Trail Report and any questions were resolved.

Missing Allied Time

The following Adjusted Route Summary Report can be obtained from COR after an adjustment takes place.

Exhibit 5

U.S. POSTAL SERVICE Delivery Routing System Adjusted Route Summary 06/17/09 13:35:37						
Zone: 33027 -----						
ROUTE ID	POS DEL	STREET TIME		OFFICE TIME		ROUTE TIME
		ALLIED	DELIVERY	SELECTED	FACTOR	
C030	733	01:28	06:01	02:09	0.213	08:10
C060	774	01:06	05:38	02:24	0.364	08:02
C061	530	01:34	06:08	02:04	0.258	08:12
C062	812	01:06	06:06	01:49	0.136	07:55
C063	976	01:18	06:00	02:03	0.134	08:03
C064	950	01:35	06:21	01:53	0.124	08:14
C065	828	02:09	06:29	01:29	0.113	07:58
C066	0	00:00	-00:25	00:24	0.133	-00:01
C067	944	01:17	05:47	02:18	0.145	08:05
C068	816	01:14	05:59	02:01	0.144	08:00
C069	473	01:52	05:31	02:07	0.281	07:38
C070	353	01:16	05:38	02:17	0.316	07:55
C071	938	01:07	05:31	02:20	0.149	07:51
C072	548	01:34	05:30	02:21	0.262	07:51
C073	550	01:03	05:39	02:22	0.245	08:01
C074	745	01:32	06:14	01:58	0.159	08:12
C075	809	01:18	06:12	01:56	0.145	08:08
C076	596	01:48	06:09	02:12	0.318	08:21
C077	596	01:30	05:48	02:18	0.228	08:06
C078	545	01:20	05:13	02:40	0.246	07:53
C079	589	01:04	05:49	02:16	0.246	08:05
C080	654	01:18	05:37	02:13	0.211	07:50
C081	0	00:00	00:45	00:43	0.209	01:28
C082	511	01:25	05:43	02:33	0.280	08:16
C083	581	01:13	05:46	02:25	0.255	08:11
C084	332	01:15	06:30	01:29	0.298	07:59
C085	536	01:29	05:30	02:18	0.281	07:48
C086	545	01:27	05:53	02:02	0.217	07:55
C087	566	01:11	05:49	02:29	0.296	08:18
C088	633	01:23	05:35	02:32	0.247	08:07
C089	462	01:33	05:47	02:17	0.302	08:04
C090	679	01:54	05:42	02:16	0.221	07:58
C091	583	01:21	05:41	02:12	0.204	07:53
C092	723	01:22	05:46	02:08	0.183	07:54
C094	721	01:28	05:58	02:18	0.194	08:16
C095	637	01:29	05:42	02:22	0.252	08:04
C096	0	00:00	-00:00	00:44	0.176	00:44
C097	694	01:47	05:38	02:36	0.370	08:14
C098	0	00:00	01:17	00:21	0.120	01:38
C099	833	01:06	05:52	02:19	0.166	08:11

Total	23795	50:52	211:49	81:38	-----	293:27

The 3rd column from the left in the Adjusted Route Summary in Exhibit 5 is labeled Street Allied time. The total Street Allied time for the zone can be found at the very bottom of the 3rd column. Compare this number to the Existing Route Summary report to determine how much Street Allied time has been removed from the zone.

For example, a zone has a total of 62 hours allied time on the Existing Route Summary Report. When the Adjusted Route Summary report is compared to it, the total is 51 hours of allied time. This is a loss of 11 hours within the zone; a closer look needs to be taken at the allied time to make sure this was an appropriate reduction. The first places you should look are all travel time and relay time. Remember the principles regarding the deduction of allied time contained in section 242.345 of the M-39 Handbook.

Although the total allied time for the zone may not change significantly, the allied time from one route to another could show changes that raise a red flag for your concern.

Allied Time Reports

Use the following reports to help you identify the amount of allied time transferred to and from each route.

- **Existing Route Summary Report**
- **Adjusted Route Summary Report**
- **Allied Time Details Report**
- **Allied Time Report**

NOTE: Examples of these reports can be found in Chapter 13 of this guide.

Moving Allied Time

From Route to Route:

Generate the Allied Time Report in COR. Use this report to verify that all agreed upon Allied times are transferred properly from route to route. This report lists both transferred and non-transferred sector segments and the time associated with each.

NOTE: The allied time associated with the sector segments beneath the “Transferred Plus 4” heading must be manually moved by the COR technician. It is important to remember that while the sector segments in the “Transferred Plus 4s” category appears to have moved from one route to another, the associated allied time DID NOT automatically transfer.

```
*****
*                                     Allied Time                                     *
*                                     Zone = 33027                                   *
*                                     Thu Jun 18 14:26:40 2009                       *
*****

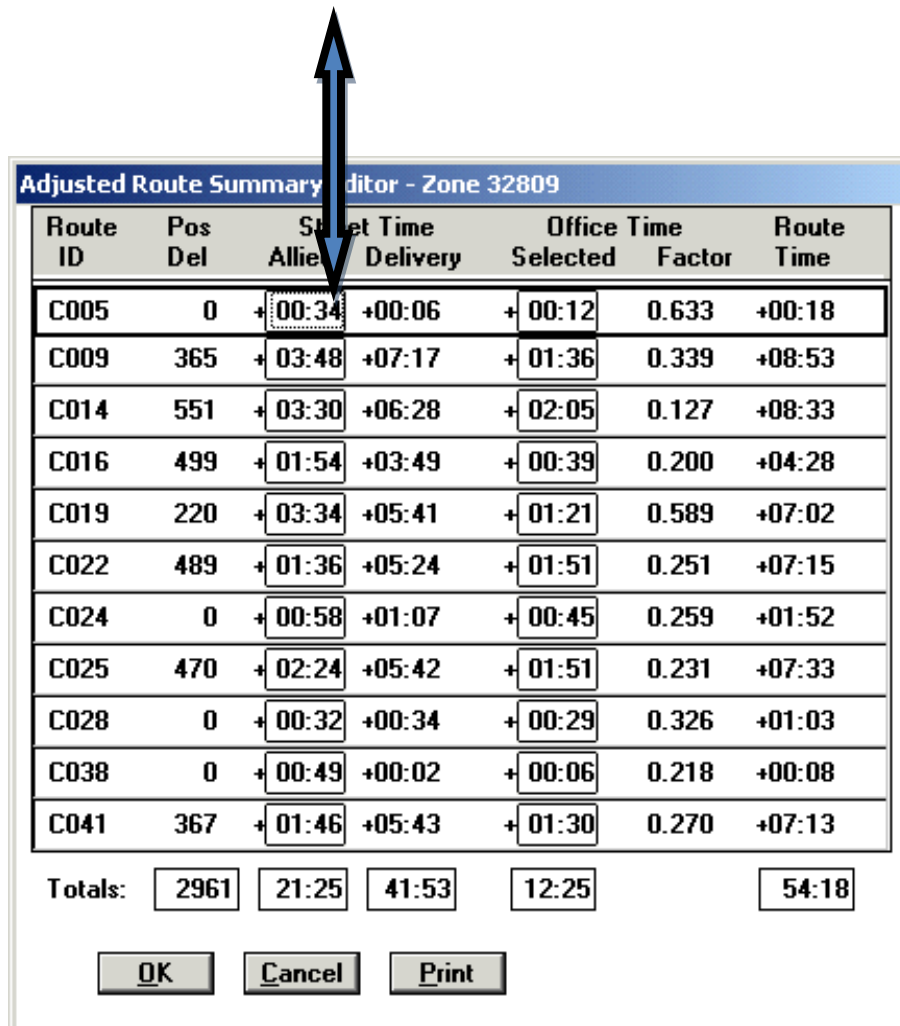
*****
* Existing Route C030 *
*****

-----
Transferred Plus4s
-----

Plus4 NDS Address Range NDS Name Allied Time(secs) Model Route
-----
2680 13401 - 13499 SW 24TH ST Accountable 120 C079
2690 2200 - 2298 SW 135TH AVE Accountable 120 C079
2690 2200 - 2298 SW 135TH AVE Parcel 60 C079
2691 2300 - 2398 SW 135TH AVE Parcel 120 C079
3466 1900 - 1998 SW 135TH WAY Accountable 120 C078
3443 13601 - 13699 SW 19TH ST Accountable 120 C078
3487 13601 - 13699 SW 18TH ST Accountable 120 C078
-----
Non-transferred Plus4s
-----

Plus4 NDS Address Range NDS Name Allied Time(secs) Model Route
-----
3400 13000 - 13098 SW 20TH ST Accountable 120 C030
2535 12901 - 12999 SW 17TH CT Accountable 180 C030
2524 1900 - 1998 SW 125TH AVE Accountable 240 C030
2531 1800 - 1898 SW 124TH WAY Accountable 120 C030
2513 12701 - 12799 SW 20TH ST Accountable 120 C030
2514 12801 - 12899 SW 20TH ST Accountable 120 C030
3463 1901 - 1999 SW 133RD TER Accountable 60 C030
```

In order to manually move the Allied Time to the proper route, you must open the Adjusted Route Summary Editor in COR and select the Allied Box under Street Time.



Route ID	Pos Del	Street Time Allied	Street Time Delivery	Office Time Selected	Office Time Factor	Route Time
C005	0	+00:34	+00:06	+00:12	0.633	+00:18
C009	365	+03:48	+07:17	+01:36	0.339	+08:53
C014	551	+03:30	+06:28	+02:05	0.127	+08:33
C016	499	+01:54	+03:49	+00:39	0.200	+04:28
C019	220	+03:34	+05:41	+01:21	0.589	+07:02
C022	489	+01:36	+05:24	+01:51	0.251	+07:15
C024	0	+00:58	+01:07	+00:45	0.259	+01:52
C025	470	+02:24	+05:42	+01:51	0.231	+07:33
C028	0	+00:32	+00:34	+00:29	0.326	+01:03
C038	0	+00:49	+00:02	+00:06	0.218	+00:08
C041	367	+01:46	+05:43	+01:30	0.270	+07:13
Totals:		2961	21:25	41:53	12:25	54:18

OK Cancel Print

Once the Allied Time Window (below left) appears, select the Other Time Box.

The diagram illustrates the process of selecting the 'Other Time' box. It shows two windows side-by-side. The 'Allied Time' window on the left has a table with columns for item names, a header '(mmm:ss)', and a column for time values. The 'Other Time' window on the right has a similar table with two columns for time values. A large blue double-headed arrow points from the 'Other Time' field in the 'Allied Time' window to the 'Other Time' window.

Allied Time		
	(mmm:ss)	(mmm:ss)
Relay Time:	+007:04	+000:00
Replenish:	+000:00	+000:00
Travel To:	+003:08	+000:00
Travel From:	+003:08	+000:00
Vehicle Load:	+010:32	+000:00
Other Time:	+051:58	+000:00
Add'l Time:	+008:51	+000:00

Other Time		
	(mmm:ss)	(mmm:ss)
Travel Within:	+022:06	+000:00
Accountable Del:	+000:00	+000:00
Parcel Del:	+003:10	+000:00
Street Break Time:	+017:57	+000:00
Collection Time:	+000:00	+000:00
Deadhead Time:	+000:00	+000:00
Personal Needs:	+000:00	+000:00
Customer Contact:	+000:35	+000:00
Gas Vehicle:	+000:00	+000:00

This will cause the Other Time window (above right) to appear. The total time for each item is listed in the first column of numbers. To change times, use the (+) or (-) symbol in front of the smaller outlined box in the third column. The (+) sign will change to a (-) sign when you hover the mouse over it. If you are deleting time, click the (+) sign to make it a (-) sign. If you are adding time, do nothing. Enter the time that you are changing, click (OK).

Allied Time on Abolished Routes

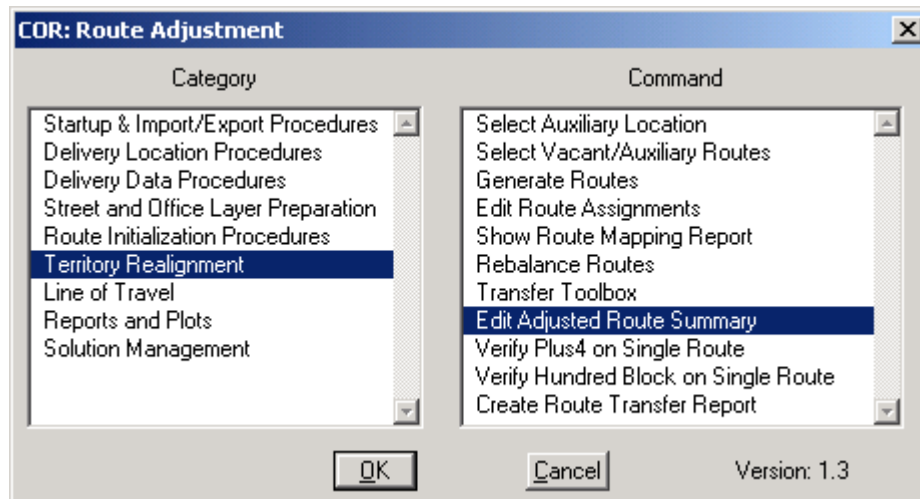
When one or more routes are abolished, you must ensure that all allied time has been accounted for and transferred properly. A route is considered abolished when there are "0" deliveries remaining.

There will always be remaining allied time on the abolished route. This time must be manually moved off the route.

Any changes to allied time must be supported by comments in the Allied Time Comment Editor. You can verify this by printing the Allied Time Details Report. Abolished routes with all allied time accounted for should show zeros in every column.

You need to be sure you add appropriate Allied Time to newly created routes.

NOTE: If delivery time still remains on the abolished route after all sector segments have transferred, then careful consideration must be given before eliminating the remaining time.



Eliminated routes will have zero possible deliveries, but may still have some left over route time. These times should be adjusted to zero after verifying that ALL Allied Time has been properly moved.



Route ID	Pos Del	Street Time Allied	Delivery	Office Time Selected	Factor	Route Time
C005	0	+00:34	+00:06	+00:12	0.633	+00:18
C009	331	+03:48	+06:58	+01:27	0.339	+08:25
C014	551	+03:30	+06:28	+02:05	0.127	+08:33
C016	490	+01:54	+03:42	+00:39	0.200	+04:21
C019	255	+03:34	+06:01	+01:31	0.589	+07:32
C022	426	+01:36	+05:20	+01:46	0.251	+07:06
C024	0	+00:58	+01:07	+00:45	0.259	+01:52
C025	470	+02:24	+05:42	+01:51	0.231	+07:33
C028	0	+00:32	+00:34	+00:29	0.326	+01:03
C038	0	+00:49	+00:02	+00:06	0.218	+00:08
C041	438	+01:46	+05:53	+01:35	0.270	+07:28
Totals:		2961	21:25	41:53	12:26	54:19

OK Cancel Print

The example above shows that Route 5 has been eliminated, yet 00:34 minutes of Allied Time remains within the route.

Click on the Allied Time box for route C005,

Adjusted Route Summary Editor - Zone 32809

Route ID	Pos Del	Street Time Allied	Time Delivery	Office Time Selected	Time Factor	Route Time
C005		00:34	+00:06	+00:12	0.633	+00:18
C009	331	+03:48	+06:58	+01:27	0.339	+08:25
C014	551	+03:30	+06:28	+02:05	0.127	+08:33
C016	490	+01:54	+03:42	+00:39	0.200	+04:21
C019	255	+03:34	+06:01	+01:31	0.589	+07:32
C022	426	+01:36	+05:20	+01:46	0.251	+07:06
C024	0	+00:58	+01:07	+00:45	0.259	+01:52
C025	470	+02:24	+05:42	+01:51	0.231	+07:33
C028	0	+00:32	+00:34	+00:29	0.326	+01:03
C038	0	+00:49	+00:02	+00:06	0.218	+00:08
C041	438	+01:46	+05:53	+01:35	0.270	+07:28
Totals:		2961	21:25	41:53	12:26	54:19

OK Cancel Print

The [Allied Time] window will appear.

Allied Time

	(mmm:ss)	(mmm:ss)
Relay Time:	+000:00	+000:00
Replenish:	+000:00	+000:00
Travel To:	+000:00	+000:00
Travel From:	+000:00	+000:00
Vehicle Load:	+015:00	+000:00
Other Time:	+009:54	+000:00
Add'nl Time:	+009:03	+000:00

OK Cancel

In this example, the Relay Time, Travel To, and Travel From values are already zero. Click the plus sign (+) just left of the Vehicle Load Box, and it should turn into a negative sign (-). Click inside of the Vehicle Load Box, and enter the value on the left. In this example, the vehicle load will be updated to read 000:00.

Other Time		
	(mmm:ss)	(mmm:ss)
Travel Within:	+000:00	+000:00
Accountable Del:	+004:20	+000:00
Parcel Del:	+000:26	+000:00
Street Break Time:	+005:08	+000:00
Collection Time:	+000:00	+000:00
Deadhead Time:	+000:00	+000:00
Personal Needs:	+000:00	+000:00
Customer Contact:	+000:00	+000:00
Gas Vehicle:	+000:00	+000:00
OK Cancel		

Before zeroing out the remaining Accountable and Parcel time, check the Allied Detail Report to find where this time should be assigned.

Allied Time		
	(mmm:ss)	(mmm:ss)
Relay Time:	+000:00	+000:00
Replenish:	+000:00	+000:00
Travel To:	+000:00	+000:00
Travel From:	+000:00	+000:00
Vehicle Load:	+015:00	+000:00
Other Time:	+009:54	+000:00
Add'nl Time:	+009:03	+000:00
OK Cancel		

Click the Add'nl Time Box to check for any miscellaneous other time that should have been moved.

Additional Time		
	(mmm:ss)	(mmm:ss)
Backtracking:	+000:00	- 01:03
Animal Interference:	+000:00	+000:00
Waiting for Relays:	+000:00	+000:00
Waiting for Trans:	+000:00	+000:00
Wait - Other:	+000:00	+000:00
Temporary Detail:	+000:00	+000:00
Management Time:	+000:00	+000:00
Accident:	+000:00	+000:00
Misc. Other:	+008:00	+000:00

OK Cancel

The Additional Time Box shows that there is 08:00 remaining on the eliminated route. You must now check the 3999 of the eliminated route and find out what the 08:00 was used for and when appropriate, where it should be transferred.

Chapter 9

Line of Travel



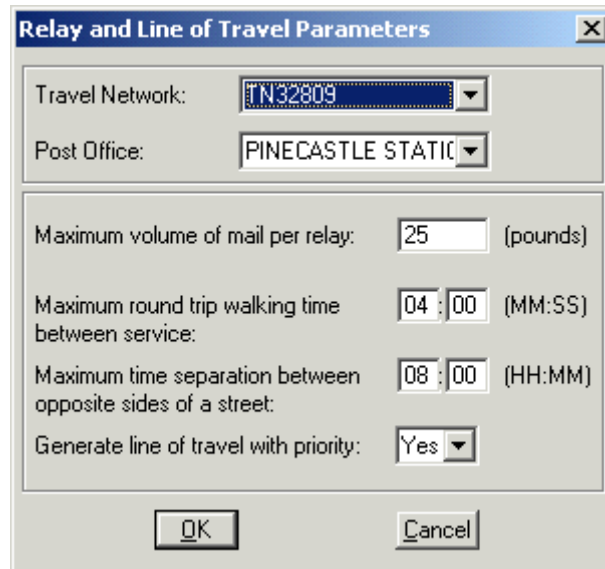
NALC COR TRAINING

Creating the line of travel in COR will establish a delivery order for each individual route (much like an edit book, but with a lot more detail). The line of travel will be completed in a similar manner for all types of routes.

This part of the COR process is very time consuming. Someone with local knowledge of the territory will help you get it right.

Generating the Line of Travel

It's best to generate the line of travel for one route at a time. Once you have selected your first route, you have to choose parameters for the relay and travel pattern on the route.



The screenshot shows a dialog box titled "Relay and Line of Travel Parameters". It contains the following fields and controls:

- Travel Network:** A dropdown menu with "TN32809" selected.
- Post Office:** A dropdown menu with "PINECASTLE STATIO" selected.
- Maximum volume of mail per relay:** A text input field containing "25" followed by "(pounds)".
- Maximum round trip walking time between service:** A time input field showing "04 : 00" followed by "(MM:SS)".
- Maximum time separation between opposite sides of a street:** A time input field showing "08 : 00" followed by "(HH:MM)".
- Generate line of travel with priority:** A dropdown menu with "Yes" selected.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

These settings will guide COR as it generates a line of travel for the specific route you have chosen. As you set the parameters, be aware of any local circumstances which may affect the way a route is structured.

Examples:

- If a route has been assigned to be delivered using a satchel cart, the parameters may be very different from other routes.
- If a carrier is provided a reasonable accommodation with lighter relays due to a limitation, the parameters could reflect that accommodation.

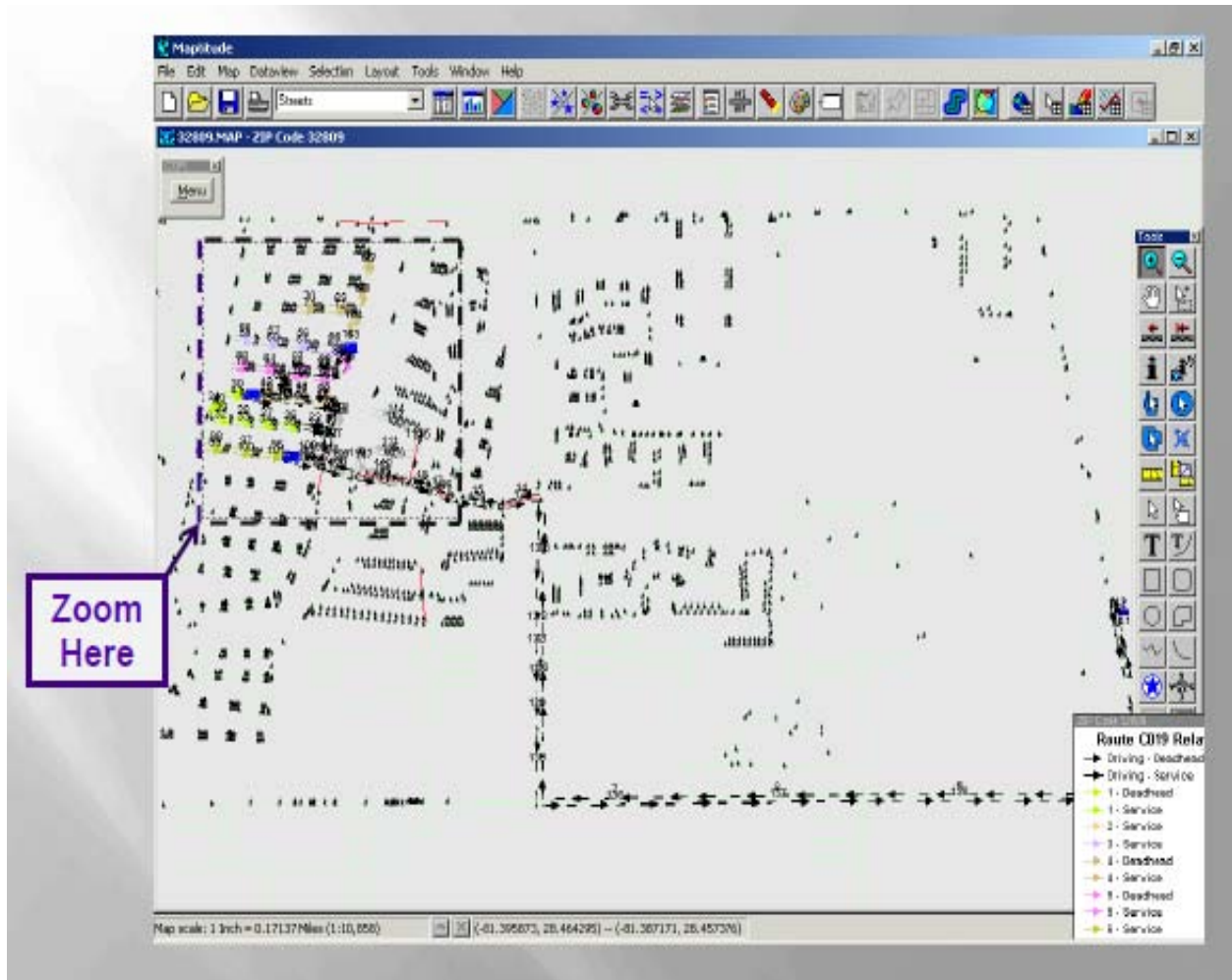
The following table provides a description of each parameter. This will assist you when determining parameters for each route.

Setting	Description
Travel Network	This is a drop down list of all travel networks you have created. You must choose a network that represents the streets you would like the routing procedures to use (speeds, parking restrictions etc.).
Post Office	This is a drop down list of all office locations that you have created. If you have more than one, you must identify the office location where the routes and lines of travel are to begin and end.
Maximum Volume of Mail Per Relay	This setting is the number of pounds of mail to be included in each relay. COR will use this value as a maximum. Relays can be formed with fewer pounds of mail but no more than the value entered.
Max Round Trip Walking Time Between Service	This setting measures the tradeoff between deadhead walking one or more blocks between deliveries versus returning to the vehicle, moving to a new park location and beginning a new relay. The value in minutes and seconds is the maximum amount of time (there and back) that you would allow the letter carrier to deadhead walk along blockfaces without making deliveries.
Maximum Time Separation Between Opposite Sides of a Street	For driving service, 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 or too high can cause the line of travel to be longer or shorter than needed for the route.
Generate Line of Travel With Priority	This is a drop down Yes or No option. Yes means that line of travel must visit every walking relay with priority and every driving blockface with priority prior to servicing any walking relays or any driving blockfaces without priority. Choosing Yes can cause the line of travel to be longer because business deliveries will be given priority regardless of where they appear in the line of travel.

The generated Line of Travel will need to be edited. It may also be necessary to change the Parameters and regenerate a new Line of Travel.

Tracing the Line of Travel in COR

Trace the Line of Travel along the travel pattern and delivery sequence. This allows you to easily identify areas which need to be edited or contain mapping errors which need to be corrected before continuing.



Print the Line of Travel Report to help you edit the delivery order. An example and explanation of this report is located in Chapter 13 of this guide.

Common problems when reading the Line of Travel Report:

- When reading the Line of Travel Report, keep in mind that moving the vehicle from park point to park point past already serviced deliveries is recorded as Backtracking in COR. The use of the word “Backtracking” in the Line of Travel Report in COR should not be confused with the non-recurring function of Backtracking on a 3999. **Do not miss this point!**
- The address range listed on the report is not always the physical address of every house or building. If an alternate address has been assigned it will be listed instead. Carriers may think deliveries have been left off.
- COR can only recognize park points where a node was established in data prep. It may not be your intent for the carrier to park at the exact location COR lists on the report.
- There may be a different travel to/from pattern for the route which is more logical. The travel to/from/within path in COR cannot be changed unless you change the destination point. COR used what it sees as the best travel path based on what was entered in data prep and what street attribute defaults were used on the street layer of COR. If you want to change the time values, you have to use the Adjusted Route Summary Editor as previously explained in the Allied Time Chapter.

The Re-Sequenced Delivery Points Report can simplify some of the information on the Line of Travel Report. It is similar to an edit sheet in that it lists all addresses in the new order of delivery. Carriers usually find this report easier to read. An example and an explanation of this report are located in Chapter 13 of this guide.

Editing the Line of Travel

Use the Line of Travel Editor to number each block-face segment in sequential order for relays and driving segments.

Consider common sense solutions to best deliver the route.

An important thing to consider while building the line of travel is leaving options available to the carrier for days where the mail is much heavier than average. As an

example, rather than building relays as displayed in Exhibit A consider using the format displayed in Exhibit B. Careful placement of park points can alleviate problems later.

Exhibit A

Two park points located at the end of the street can create two large loops.

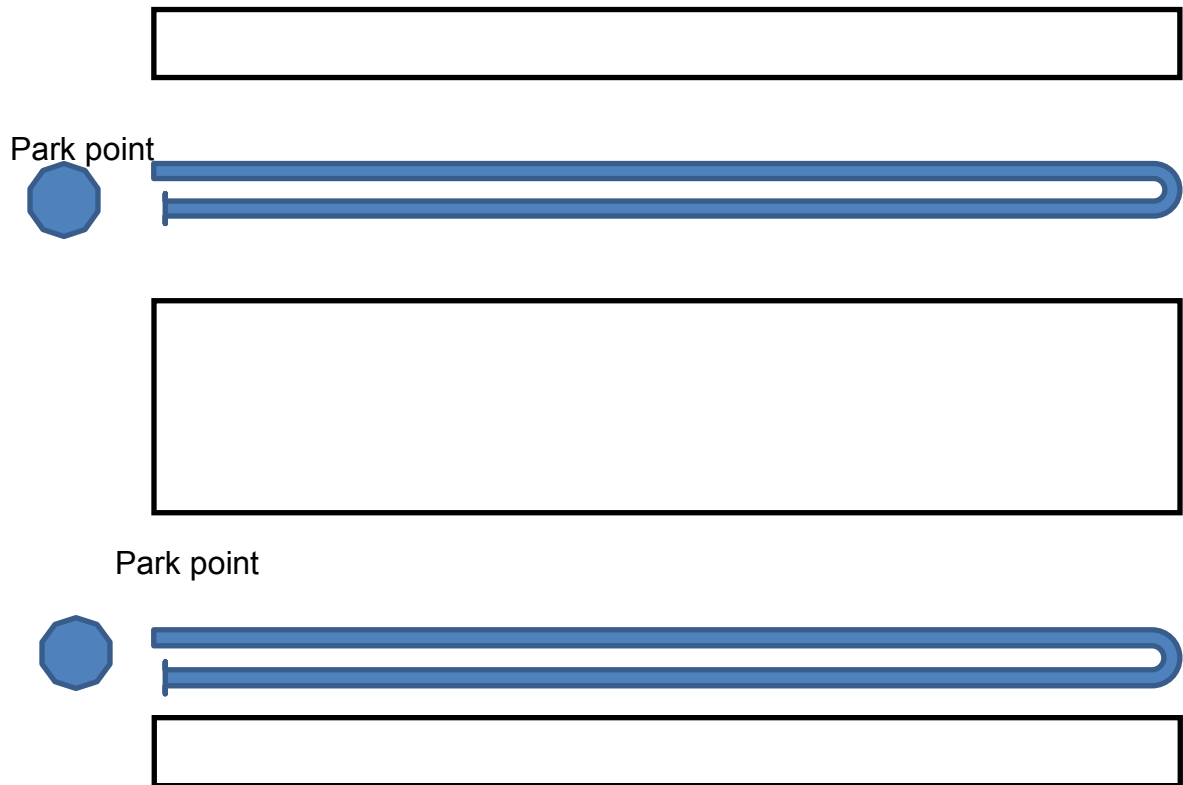
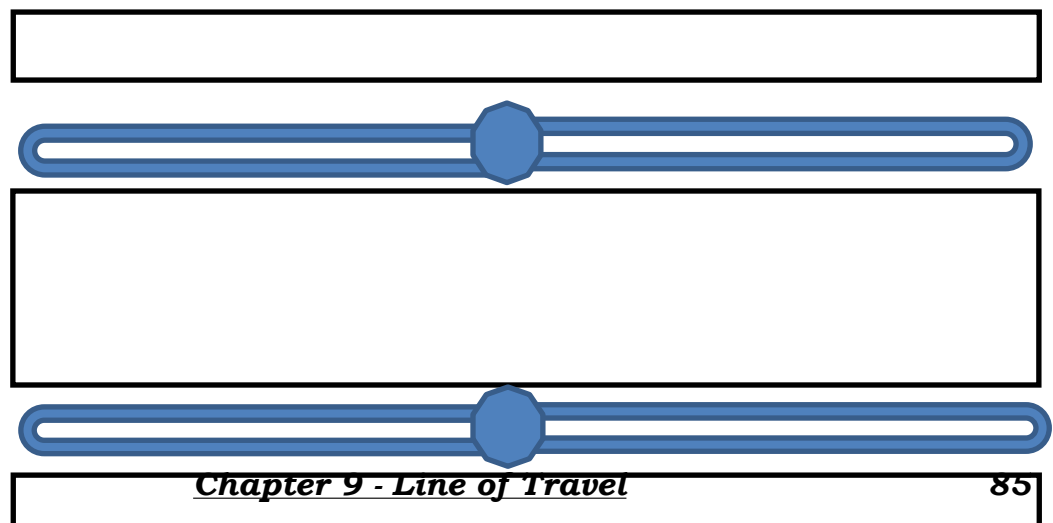


Exhibit B

Two park points located in the middle of each street provides the carrier an option to make four smaller loops if the mail is too heavy for two loops.



Delivery Modes

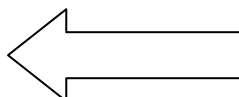
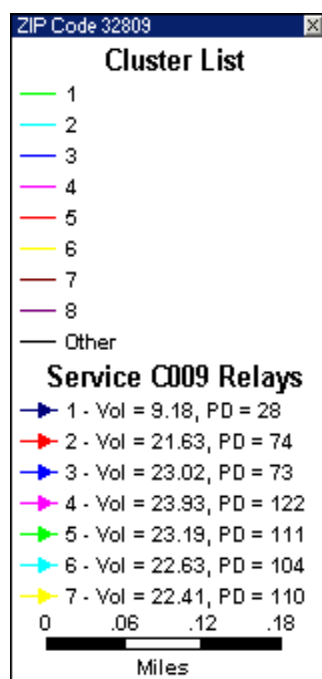
You may need to change the existing delivery mode. COR only recognizes two delivery modes, walking and driving. Delivery mode changes can be tricky. On occasion the delivery mode may be incorrectly recorded on the PS Form 3999 (driving when the delivery was walking). With a new Line of Travel it can also make more sense to deliver the address in a different manner than it is currently set to be delivered.

You may need to change an assigned delivery mode in the COR program to another choice that makes sense, or results in safety issues being resolved.

For example, let's say a house exists at the end of a street within a park and loop area but the address is not serviced in the park and loop delivery mode. Rather, it is normally serviced by a driving delivery from a different part of the route. If you jointly decide that it is best delivered with the park and loop portion of the original street you will need to change the mode of delivery from driving to walking.

Use the Line of Travel Editor and Legend as a simple way to see the summary of relay weight and possible deliveries.

Click  to start the editing process.



Additionally, the legend window will provide summary information about each relay.

Chapter 10

Validations



NALC COR TRAINING

Page 17 of M-01747 states:

“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.”

- The Route Summary Report will be used as a tool to aid in the validation process. (See M-01748 Pages 57 & 58.)

NOTE: The NALC should be involved with all validations of Travel To, Travel, Within, and Travel From times. The goal is to ensure that these times are realistic.

Page 61 of M-01748 states:

“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 adjustment team should provide the Local Office Contacts with all of the reports listed in the chapter.

REMINDER: You must inform the carrier of ALL time changes made to his/her route.

First, you must establish if there was a “Change in Travel” before starting a Validation.

NOTE: When you validate ANY travel time, make sure you are validating the time at a representative time of the day.

If you identify a Change in Travel, you will need to review maps of the new routes and the reports listed below. Examples and detailed explanations of these reports can be found in Chapter 13 of this guide.

1. Line of Travel Report
2. Existing Route Summary
3. Adjusted Route Summary
4. Route Summary Report
5. PS Form 3999

Line of Travel Report

The Line of Travel Report will serve as a guide to the route’s Travel Pattern(s). This report provides street by street travel and delivery instructions for the following:

- Travel to the route
- Travel within the route
- Travel from the route to the office

This report also identifies the following delivery modes:

- Everything other than Park and Loop and Walking is DRIVE.
- This report identifies where you park and which relay(s) will be delivered from that park point.

NOTE: When validating time, always consider safety and logic.

If you do not find ANY time changes in the Line of Travel, a validation is not needed.

Existing Route Summary Report

This report provides totals by time and provides you with the number of possible deliveries for each route.

You will use this report in conjunction with the Adjusted Route Summary Report to identify lost allied time and lost street time.

Print the Existing Route Summary Report BEFORE you begin your adjustment.

Validate the following information for each route:

- Current Possible Deliveries (PD's)
- Evaluated Office and Street Times
- Allied Time from the Representative 3999

Adjusted Route Summary Report

This report gives you the same information as the Existing Route Summary Report. The purpose of this report is to provide you with a view of the new route(s) after the COR adjustment.

Print the Adjusted Route Summary Report after you adjust the routes.

NOTE: You can print this report after you adjust each route if you want to. The reason(s) you may want to consider doing this are:

- It provides you with a “REAL TIME” view of what is developing in the zone during the COR adjustment.
- Printing the Adjusted Route Summary Report helps you ensure that each route is adjusted to “as nearly 8 hours daily work as possible”. (*M-39 Section 242.122*)
- Printing the Adjusted Route Summary Report while COR is working on the adjustment gives you an opportunity to view what impact COR is having on the existing Allied Time on each route. You can see this impact when you compare the Adjusted Route Summary Report to the Existing Route Summary Report.

Validate the following information for each route:

- Adjusted Possible Deliveries (PD's)
- Adjusted Office and Street times
 - All Allied Time that was agreed would be transferred was either actually transferred to another route or explained why it wasn't transferred on PS Form 1840 Reverse.

Route Summary Report:

This report provides you with the following information for each route:

- Total Route Time
- Possible Deliveries
- Park Points
- Relay Locations

Print this report at the very end of the COR adjustment.

This report contains several sections that provide a lot of important information for each route in the office such as new route times, allied time, park points, and travel to patterns. Use this report to validate the following information in each section and account for increased/decreased relay and travel time.

NOTE: Ensure that ALL changes in ALLIED TIME are proper.

- Adjusted Possible Deliveries (PD's)
- Adjusted Office and Street Times
- All Allied Time is now developed from your COR adjustment

Loading Time

- This time begins when you swipe your badge to move to the street and ends when travel to the route begins. This includes:
 - Pushing your hamper/cart to your assigned vehicle
 - Loading your trays of mail into the vehicle
 - Loading and aligning all of your parcels for your route
 - Returning your hamper to its designated location

Travel to the Route

- This begins when one of the following things occur on the route:
 - Mounted and Park and Loop Routes

“Travel to” Begins when you start your vehicle and ends when you arrive at your first delivery point or park point.
 - Foot Route

“Travel to” begins when you swipe your badge for the street and ends when you arrive at your first delivery.

Travel Within

- Identifying Travel Within issues begin with identifying any time loss or time gain in your review of PS Form 3999.
 - Park and Loop Routes are impacted the most when dealing with Travel Within.
 - Travel Within begins when you move from your assigned vehicle from one Park Point to another on a Park and Loop Route.
 - “Travel Within” BEGINS when you START your vehicle and ENDS when you turn your vehicle OFF.

Foot routes should not have any Travel Within.

- Travel Within on Foot Routes is in either the Sector Segment or the Relay Time for these routes.
- Mounted Routes – the ONLY time there is Travel Within on a mounted route is when there is more than one minute of driving between delivery points.

Parcel Time and Express Mail Delivery affects Travel Within on Mounted and Park and Loop Routes. There are two ways this time is calculated:

1. Delivering a Parcel/Express Mail within your line of travel.

- Parcel/Express Mail Time **BEGINS** when you turn off your vehicle at the parcel delivery point.
- Parcel/Express Mail Time **STOPS** when you **START** your vehicle and leave the parcel delivery point.

2. Delivering a Parcel/Express Mail outside of your line of travel.

- Parcel/Express Mail time begins when you **LEAVE** your line of travel.
- Parcel/Express Mail time **ENDS** when you return to your line of travel.

WARNING: The following definitions and examples are provided to you with the **ASSUMPTION** that the Data Collection Device (DCD) operator understands how to apply Travel Within while he/she is conducting the 3999.

Travel Within should not be used when leaving your normal line of travel for:

- Lunch
- Street Breaks
- Comfort Stops

The reason this is Fact:

COR ONLY associates Travel Within Time with the Park Points for your assignment. If Travel Within is applied to **ANY** of the duties listed above, COR will eliminate this time.

NOTE: It is **VERY IMPORTANT** to review Travel Within Time when you are reviewing the 3999's, and during the **DATA PREP**.

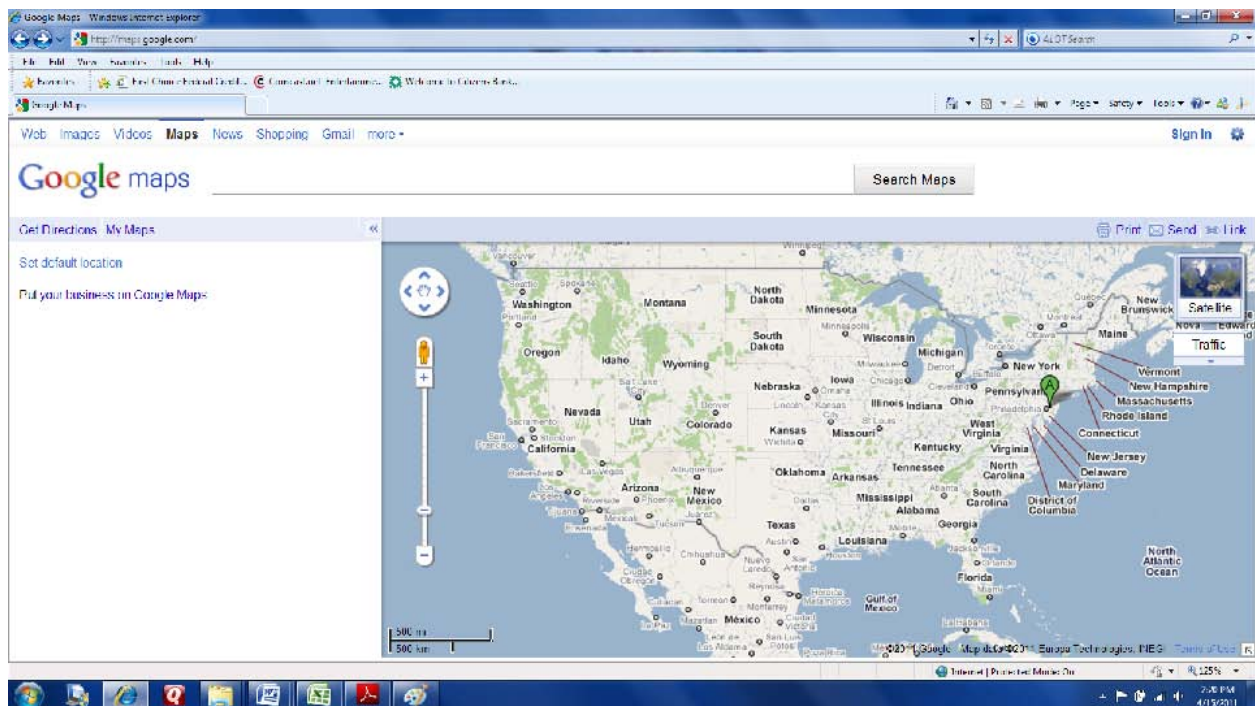
Travel Within can be difficult to identify and properly validate, but it is a requirement to do so. Suggestions on how to validate this time on a route are as follows:

Suggestion One:

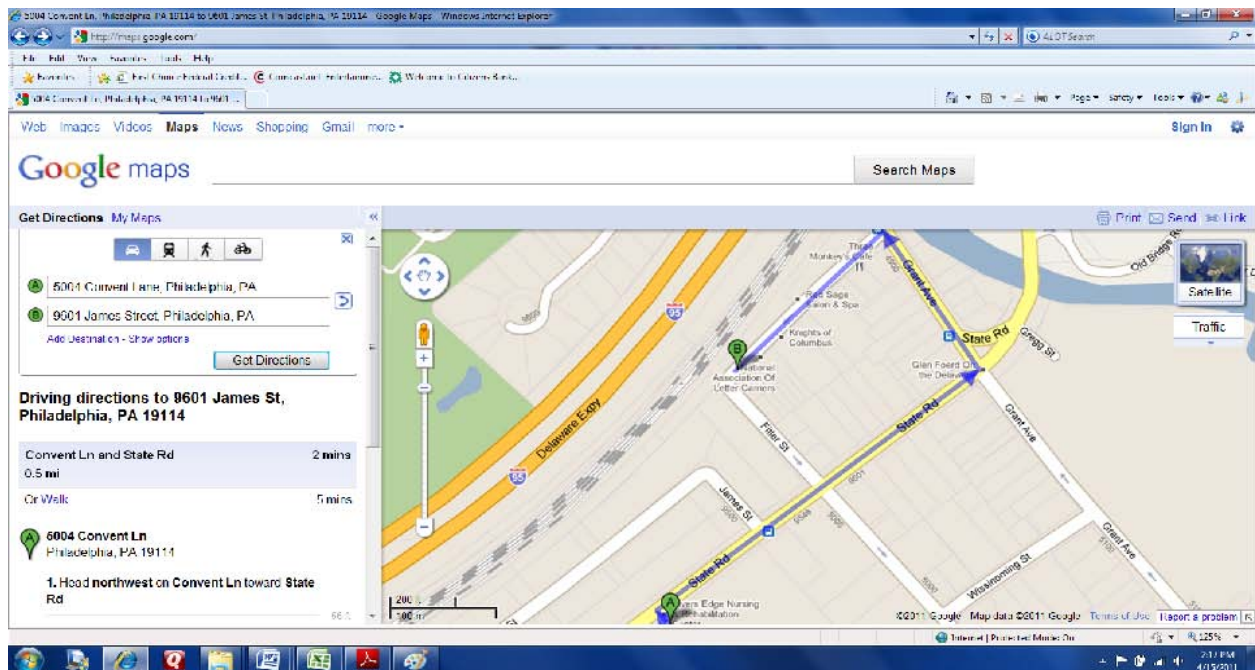
- Drive from Park Point to Park Point on a specific route.
 1. When arriving at the Park Point turn your vehicle off.
 2. Then re-start your vehicle and drive to the next Park Point.
 3. Time each individual vehicle move separately.
 4. Once you complete your travel between Park Points you add the times and you have your total Travel Within for the route.

Suggestion Two:

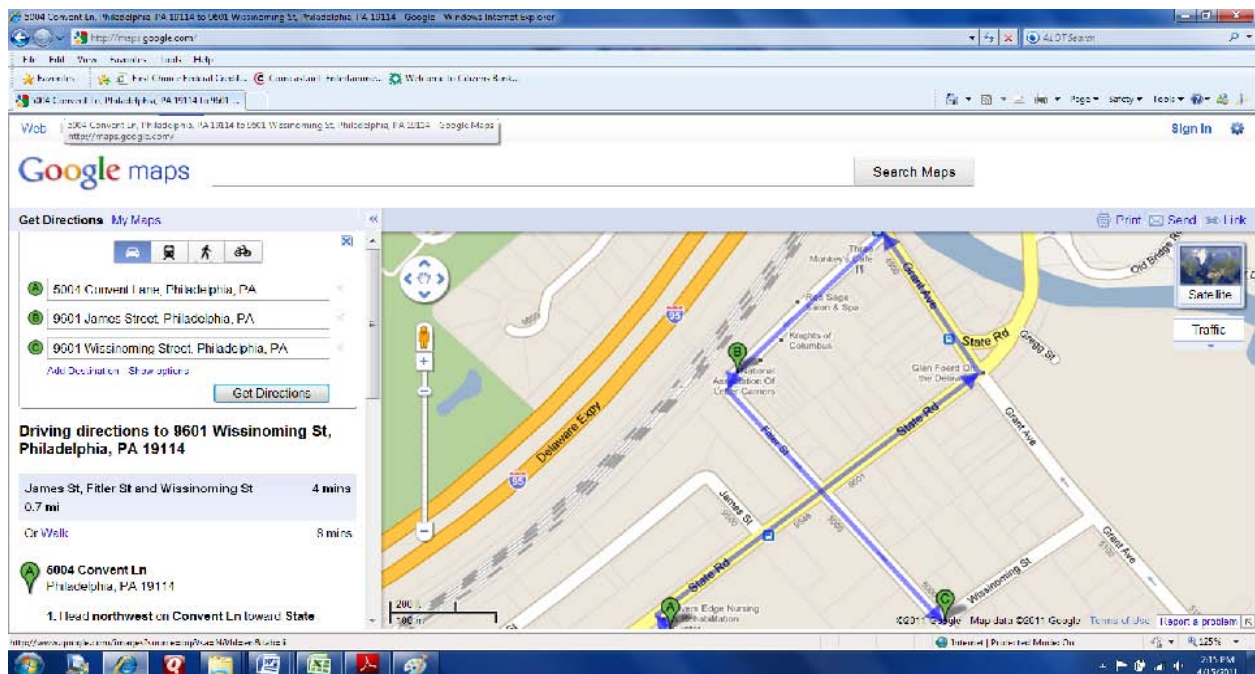
You can use “Google Maps” to validate Travel Within.



Using Google Maps you enter your first Park Point and click DIRECTIONS.



Then ENTER EACH Park Point in the order provided on the ROUTE SUMMARY REPORT. You will see each Park Point Plot on the map, and the driving time between is calculated under the DRIVING DIRECTIONS section.



- This provides you with the minimum amount of time between each Park Point on your assignment.

- Print this Google Maps Report and attach it to the 1840 Reverse.
- After identifying this minimum amount of time, meet with the adjustment team assigned to the office and discuss appropriate time credits based on local knowledge.

Travel From the Route

- Mounted/Curbline Route Travel From begins after you make your last delivery.
- Park and Loop Travel From begins when you start your vehicle to return to the office.
- Foot Routes Travel From begins after you make your last delivery.

Deadhead

This occurs after the last delivery on a sector segment and you retrace past completed deliveries to get back to the vehicle, next delivery point, or relay box.

NOTE: UNLESS this deadhead is eliminated, the deadhead time needs to transfer to the gaining route.

Relay Time

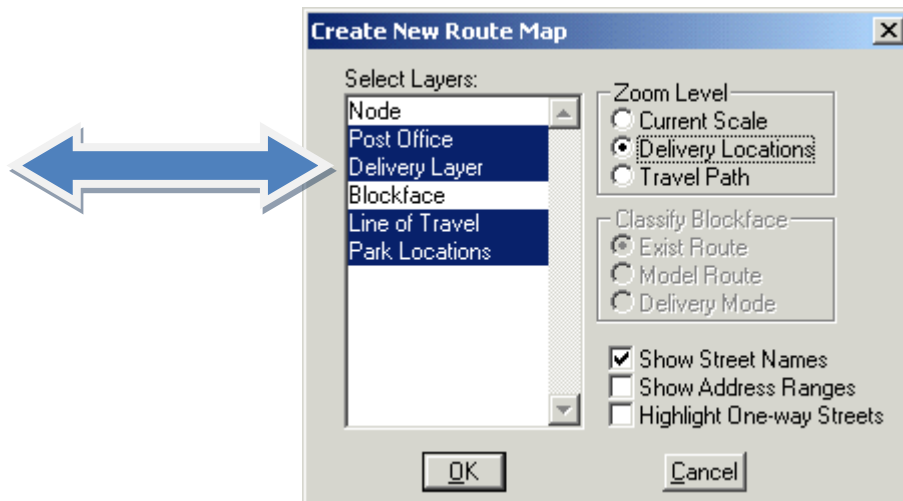
- This is time spent loading your satchel on park and loop and foot routes.

Section Three:

- Number of Park Points
- Number of Relays
- Location of Park Points and Relays
- Validate that the Park Points are safe and logical

IMPORTANT: The route adjustment team may have to make decisions on the COR proposed time changes to Travel Time, AFTER validation.

New Route Map(s)



This illustration shows you where and how COR develops Route Maps for you.

The Arrow in the illustration identifies a COR “DELIVERY LAYER”.

- A “Delivery Layer” is your actual delivery locations.

A Route Map provides you with a visual view of the Park Point Locations section of the Route Summary Report. Use the Map to validate the following route information:

- Line of Travel within the route
- Park Locations are identified by the LLV icon 
- The COR program identifies each relay on your route by using a different color
- Validate that all Park Locations are SAFE and LOGICAL

Chapter 11

PS Form 1840

Reverse



NALC COR TRAINING

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE						Date: 04/23/11 Page 1 of 2				
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
			A	43rd St.	216	216	3211	C004	27	00:08	01:42		
Office Time	01:25		A	43rd St.	216	216	3202	C004	24	00:38	03:32	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		
Comments:													
1. Office Bre: ON Chosen ____ Yes or ____ No.													
2. Base Time Evaluation From Form ____ is ____ : ____ (Hours and Minutes)													
3. Street Tim Adjustment 06:10 (Hours and Minutes)													
4. Reasons fo tion of Street Time:													
Office Tim monstrated Performance by Regular Carrier													

Item	Hours and Minutes	New Const. Minutes
Office Time	01:25	
Street Time	06:10	
Total Time	07:35	
Relief		
Addition		

The Arrow identifies an expanded view of the Left Corner of the 1840R.

You must compare the times in this section to the evaluated office and street times on the UNIT SUMMARY REPORT.

On the upper left-hand side of the form (in the "Item" column) there is a line for "Office Time", a line for "Street Time", and a line for "Total Time".

On the form you are looking at, Route C012 was given an office time credit of 1:25 and a street time credit of 6:10 for a total daily time credit of 7:35. According to the Postal Service, this route needs 25 minutes of Addition

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE						Date: 04/23/11		Page 1 of 2		
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
			A	43rd St.	216	216	3211	C004	27	00:08	01:42		
Office Time	01:25		A	43rd St.	216	216	3202	C004	24	00:38	03:32	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		

Comments:

1. Office Break OPTIC _____ Yes or _____ No.

2. Base Time Route _____ From Form _____ is _____: _____ (Hours and Minutes)

3. Street Time for _____ Segment 06:10 (Hours and Minutes)

4. Reasons for _____ of Street Time:

Office Time _____ Demonstrated Performance by Regular Carrier

RELIEF R ADDITON (A)
(A)
A
A
(R)
R
R
R
R
R
A
R

Reading from left to right, the column identified by the Arrow above is called "Addition (A) and Relief (R)". Each entry in this column will always be marked with an "A" or an "R". (A) means added to the route and a (R) means taken away from the route.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE							Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
			A	43rd St.	216	216	3211	C004	27	00:08	01:42		
Office Time	01:25		A	43rd St.	216	216	3202	C004	24	00:38	03:32	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		

Comments:

1. Office Break OPTION Chosen ☐ Yes or ☐ No.

2. Base Time Route Evaluation From Form _____: _____ (Hours and Minutes)

3. Street Time for Adjustment 06:10 (Hours: _____ Minutes)

4. Reasons for Selection of Street Time: _____

Office Time Mode: Demonstrated Performance Regular Carrier

STREET

43rd St.

43rd St.

43rd St.

Todd Ave

Todd Ave

Todd Ave

Todd Ave

Todd Ave

Relay Time EXR 14:37, ADJ 17:51

Travel Within: EXR 15:22 ADJ 12:22

Old Relay: BREW ST, - 01:33

New Relay: 216 43rd St, 1:04

New Relay: 4925 Todd Ave. St, 1:04

Parcel Delivery

The Arrow points to the "STREET" column.

The Street column lists the names of the streets being added or taken away from the route and identifies other times that will be added or taken away for the route. You will also see other information in this column. We will explain this later in this Chapter.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE						Date: 04/23/11		Page 1 of 2		
Assignment Approved by Postmater or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
			A	43rd St.	216	216	3211	C004	27	00:08	01:42		
Office Time	01:25		A	43rd St.	216	216	3202	C004	24	00:38	03:32	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0				0	00:00	02:00		

Comments:
1. Office Break OPTION Chosen ____ Yes or ____ No.
2. Base Time Route Evaluation From Form ____ is ____: ____ (Hours and Minutes)
3. Street Time for Adjustment 06:10 (Hours and Minutes)
4. Reasons for Selection of Street Time:
Office Time Mode: Demonstrated Performance by Regular Carrier

The next two columns identified by the Arrow, are called “Address Range Begin End”.

These two columns show the block range being added or removed from the route.

On the form you are looking at, the first entry shows part of 216 43rd Street is being added to route C012.

ADDRESS RANGE
BEGIN END

216	216
216	216
216	216
4925	4925
4925	4925
4801	4899
4901	4999
5001	5099
5101	5199
0	0
0	0

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE								Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route		
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes	
Office Time	01:25		A	43rd St.	216	216	3211	C004	27	00:08	01:42	Office Time	01:36	
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34	
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10	
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24			
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25			
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26			
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27			
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28			
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34			
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00			

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00			
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00			
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00			
			A	Parcel Delivery	0	0			0	00:00	02:00			

Comments:
1. Office Break OPTION Chosen ____ Yes or ____ No.
2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)
3. Street Time for Adjustment 06:10 (Hours and Minutes)
4. Reasons for Selection of Street Time:
Office Time Mode: Demonstrated Performance by Regular Carrier

The Arrow points to the “ZIP+4 Sector/Segment” Section.

This Section shows the Zip+4 area transferred.

The first entry shows 3211.

ZIP + 4
SECTOR/
SEGMENT

3211

3202

3225

2728

2743

2751

2752

2753

2754

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE							Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
Office Time	01:25		A	43rd St.	216	216	3211	C004	24	00:08	01:42	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3202	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0				00:00	02:00		

Comments:

1. Office Break OPTION Chosen ____ Yes or ____ No.

2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)

3. Street Time for Adjustment 06:10 (Hours and Minutes)

4. Reasons for Selection of Street Time:

Office Time Mode: Demonstrated Performance by Regular Carrier

The next column the Arrow identifies by is the "Transferred to or From Rte. Number" column.

This shows which route the territory is coming from or going to (depending on whether territory is being added or taken away).

The first entry indicates that Route C012 received territory from C004.

TRANS -
FERRED
TO /
FROM
ROUTE
NUMBER

C004

C004

C004

C019

C019

C004

C019

C034

C049

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE								Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route		
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes	
Office Time	01:25		A	43rd St.	216	216	3211	C004	27	00:08	01:42	Office Time	01:36	
Street Time	06:10		A	43rd St.	216	216	3202	C004	1	00:00	02:11	Street Time	06:34	
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10	
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24			
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25			
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26			
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27			
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28			
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34			
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00			

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00			
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00			
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00			
			A	Parcel Delivery	0	0			0		02:00			

Comments:

1. Office Break OPTION Chosen ____ Yes or ____ No.

2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)

3. Street Time for Adjustment 06:10 (Hours and Minutes)

4. Reasons for Selection of Street Time:

Office Time Mode: Demonstrated Performance by Regular Carrier

The next column the Arrow identifies is called "Delys". This shows how many possible deliveries were transferred with each sector segment.

DELYS

27

24

1

11

2

2

20

19

32

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE										Date: 04/23/11 Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route		
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes	
Office Time	01:25		A	43rd St.	216	216	3211	C004	24	00:08	01:42	Office Time	01:36	
Street Time	06:10		A	43rd St.	216	216	3202	C004	1	00:00	02:11	Street Time	06:34	
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10	
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24			
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25			
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26			
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27			
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28			
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34			
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00			

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00			
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00			
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00			
			A	Parcel Delivery	0	0			0	00:00	00:00			

Comments:

1. Office Break OPTION Chosen ____ Yes or ____ No.

2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)

3. Street Time for Adjustment 06:10 (Hours and Minutes)

4. Reasons for Selection of Street Time:

Office Time Mode: Demonstrated Performance by Regular Carrier

Continuing to the right, the next two columns the Arrow identifies are called "Office Time" and "Street Time".

These columns show the time value that is being added to or taken away from the route because of the adjustment.

On the form you are looking at, the first entry shows part of 216 43rd Street is being added to route C012 from C004 for a total time of 8 seconds of office time credit and 1 minute and 42 seconds of street time credit.

OFFICE TIME MM:SS	STREET TIME MM:SS
00:08	01:42
00:38	03:32
00:00	02:11
00:25	03:23
00:26	03:24
00:27	03:25
00:28	03:26
00:29	03:27
00:30	03:28

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE								Date: 04/23/11		Page 1 of 2	
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Street Time	06:10		A	43rd St.	216	216	3202	C004	1	00:00	02:11	Street Time	06:34	
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10	
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24			
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25			
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26			
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27			
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28			
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34			
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00			
				***** BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00			
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00			
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00			
			A	Parcel Delivery	0	0			0	00:00	02:00			

Comments:

1. Office Break OPTION Chosen ____ Yes or ____ No.

2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)

3. Street Time for Adjustment 06:10 (Hours and Minutes)

4. Reasons for Selection of Street Time:

Office Time Mode: Demonstrated Performance by Regular Carrier

The Arrow is pointing at the right-hand corner of the 1840R. The Arrow is identifying a section called "Adjusted Route".

This shows what has been decided is the new office time, the new street time, and the new total time for the route after the adjustment.

On the form you are looking at, the new office time for route C012 is 1:36, the new street time is 6:34, and the new total time is 8:10.

Adjusted Route

Item	Hours and Minutes
Office Time	01:36
Street Time	06:34
Total Time	08:10

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE							Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
Office Time	01:25		A	43rd St.	216	216	3211	C004	27	00:08	01:42	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3202	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		

Comments:

1. Office Break OPTION Chosen ____ Yes or ____ No.

2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)

3. Street Time for Adjustment 06:10 (Hours and Minutes)

4. Reasons for Selection of Street Time:

Office Time Mode: Demonstrated Performance by Regular Carrier

At the bottom of the 1840R is an area for COMMENTS. Basic questions are listed in this area along with the Street Time Selection for each assignment. This is where it must be explained WHY the selected Street Time was chosen.

ALL Time changes must have a comment explaining why the time was deducted or added.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE								Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route		
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes	
Office Time	01:25		A	43rd St.	216	216	3211	C004	24	00:08	01:42	Office Time	01:36	
Street Time	06:10		A	43rd St.	216	216	3202	C004	1	00:00	02:11	Street Time	06:34	
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10	
Relief Addition			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24			
			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25			
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26			
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27			
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28			
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34			
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00			

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00			
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00			
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00			
			A	Parcel Delivery	0	0			0	00:00	02:00			
Comments: 1. Office Break OPTION Chosen ____ Yes or ____ No. 2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes) 3. Street Time for Adjustment 06:10 (Hours and Minutes) 4. Reasons for Selection of Street Time: Office Time Mode: Demonstrated Performance by Regular Carrier														

A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34
R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00

This is an enhanced view of the rows that the Arrow is pointing to in the middle section of Form 1840R.

These rows contain acronyms with time associated with them.

The following bullet points explain the acronyms and how these times are calculated.

- Circle one (1) identifies the Existing Route (EXR) – this is the relay time that existed on route C012 before any COR Adjustment.
- In this example the EXR Relay Time is 14:37 and should match the Function Analysis Screen for the 3999 uploaded into COR for route C012.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE										Date: 04/23/11 Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route		
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes	
Office Time	01:25		A	43rd St.	216	216	3211	C004	27	00:08	01:42	Office Time	01:36	
Street Time	06:10		A	43rd St.	216	216	3202	C004	1	00:00	02:11	Street Time	06:34	
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10	
Relief Addition			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24			
			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25			
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26			
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27			
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28			
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34			
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00			

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00			
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00			
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00			
			A	Parcel Delivery	0	0			0	00:00	02:00			
Comments: 1. Office Break OPTION Chosen ____ Yes or ____ No. 2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes) 3. Street Time for Adjustment 06:10 (Hours and Minutes) 4. Reasons for Selection of Street Time: Office Time Mode: Demonstrated Performance by Regular Carrier														

A	Relay Time EXR 14:37 ADJ 17:51	0	0			0	00:00	03:34
R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00

- Circle Two (2) identifies Adjusted Route (ADJ) – this time is the COR Adjusted time that is applied to route C012.
 - o The ADJ Time in this example is 17:51 and should match the Relay Time on the Route Summary Report for route C012.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE										Date: 04/23/11 Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route		
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes	
Office Time	01:25		A	43rd St.	216	216	3211	C004	24	00:08	01:42	Office Time	01:36	
Street Time	06:10		A	43rd St.	216	216	3202	C004	1	00:00	02:11	Street Time	06:34	
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10	
Relief Addition			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24			
			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25			
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26			
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27			
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28			
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34			
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00			

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00			
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00			
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00			
			A	Parcel Delivery	0	0			0	00:00	02:00			
Comments: 1. Office Break OPTION Chosen ____ Yes or ____ No. 2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes) 3. Street Time for Adjustment 06:10 (Hours and Minutes) 4. Reasons for Selection of Street Time: Office Time Mode: Demonstrated Performance by Regular Carrier														

A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34
R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00

- Circle Three (3) identifies the difference between Existing Route (EXR) and Adjusted Route (ADJ).
 - o The 3 minutes and 34 seconds is added to route C012.

NOTE: No MINUS SIGN (-) or PLUS SIGN (+) appears in the column identified by Arrow Three (3). The “A” in the first Column in the above graphic designates that the time is added to route C012.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE										Date: 04/23/11 Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route		
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes	
Office Time	01:25		A	43rd St.	216	216	3211	C004	24	00:08	01:42	Office Time	01:36	
Street Time	06:10		A	43rd St.	216	216	3202	C004	1	00:00	02:11	Street Time	06:34	
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10	
Relief Addition			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24			
			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25			
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26			
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27			
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28			
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34			
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00			

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00			
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00			
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00			
			A	Parcel Delivery	0	0			0	00:00	02:00			

Comments:
1. Office Break OPTION Chosen ____ Yes or ____ No.
2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)
3. Street Time for Adjustment 06:10 (Hours and Minutes)
4. Reasons for Selection of Street Time:
Office Time Mode: Demonstrated Performance by Regular Carrier

A	Relay Time E	1	17:51	0	0			0	00:00	03:34
R	Travel Within	(EXR 15:22)	ADJ 12:22	0	0			0	00:00	03:00

This is an enhanced view of the rows that the Arrow is pointing to in the middle section of Form 1840R. The following explains the acronyms and how these times are calculated:

- Circle One (1) identifies the Existing Route (EXR) – this is the “Travel Within” time that existed on route C012 before any COR Adjustment.
- In this example Circle One (1) identifies that the EXR “Travel Within” time is 15:22 and should match the Function Analysis Screen for the 3999 uploaded into COR for route C012.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE							Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmater or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
Office Time	01:25		A	43rd St.	216	216	3202	C004	24	00:38	03:32	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time: EXR 14:37 ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, 01:33	9901	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		

Comments:
1. Office Break OPTION Chosen ____ Yes or ____ No.
2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)
3. Street Time for Adjustment 06:10 (Hours and Minutes)
4. Reasons for Selection of Street Time:
Office Time Mode: Demonstrated Performance by Regular Carrier

A	Relay Time EXR 14:37, A	2		0	0			0	00:00	03:34
R	Travel Within: EXR 15:22 ADJ 12:22			0	0			0	00:00	03:00

- Circle Two (2) identifies Adjusted Route (ADJ) – this time is the COR Adjusted “Travel Within” time that is applied to route C012.
- The Adjusted Route (ADJ) “Travel Within” time in this example is 12:22 and should match the “Travel Within” time on the Route Summary Report for route C012.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE							Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmater or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
			A	43rd St.	216	216	3211	C004	27	00:08	01:42		
Office Time	01:25		A	43rd St.	216	216	3202	C004	24	00:38	03:32	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		
Comments: 1. Office Break OPTION Chosen ____ Yes or ____ No. 2. Base Time Route Evaluation From Form ____ is ____ (Hours and Minutes) 3. Street Time for Adjustment 06:10 (Hours and Minutes) 4. Reasons for Selection of Street Time: Office Time Mode: Demonstrated Performance by Regular Carrier													

A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	3
R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00

- Arrow Three (3) identifies the difference between EXR and ADJ.
 - o The 3 minutes and 00 seconds is shown as relief provided to route C012.

NOTE: No MINUS SIGN (-) or PLUS SIGN (+) appears in the column identified by Arrow Three (3). The “R” in the first Column in the above graphic designates that the time is removed from route C012.

Each entry on every 1840R in this Section will follow the same pattern. These will most likely include entries for Travel To and Travel From.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE							Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
			A	43rd St.	216	216	3211	C004	27	00:08	01:42		
Office Time	01:25		A	43rd St.	216	216	3202	C004	24	00:38	03:32	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		
Comments: 1. Office Break OPTION Chosen ____ Yes or ____ No. 2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minut 3. Street Time for Adjustment 06:10 (Hours and Minutes) 4. Reasons for Selection of Street Time: Office Time Mode: Demonstrated Performance by Regular Carrier													

1				Old Relay: BREW ST, - 01:33	9001	9999	3239	0	00:00	00:00
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This is an enhanced view of the rows that the Arrow is pointing to in the middle section of Form 1840R.

These rows contain acronyms with time associated with them. The following explains the acronyms and how these times are calculated.

- Circle One (1) identifies the OLD RELAY TIME.
- ALL OLD RELAY time is removed individually within COR. The OLD RELAY time is identified with a minus (-) sign.
- The minus (-) sign identifies that this time is removed from the COR adjusted route.
- If you add all the OLD RELAY TIME up, it should always match the total Relay Time from the Function Analysis Screen for the 3999 used to adjust the route you're working on.

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE						Date: 04/23/11		Page 1 of 2		
Assignment Approved by Postmaster or Designee			RELIEF R ADDITION (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
Office Time	01:25		A	43rd St.	216	216	3211	C004	27	00:08	01:42	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3202	C004	24	00:38	03:32	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief Addition			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREWST. 01:23	9001	9099	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		

Comments:

1. Office Break OPTION Chosen ☐ Yes or ☐ No.

2. Base Time Route Evaluation From Form _____ is _____ (Hours and Minutes)

3. Street Time for Adjustment 06:10 (Hours and Minutes)

4. Reasons for Selection of Street Time:

Office Time Mode: Demonstrated Performance by Regular Carrier

New Relay: 216 43rd St, 1:04	9000	9098	3273	0	00:00	00:00
New Relay: 4925 Todd Ave. St, 1:04	0	0		0	00:00	00:00

This is an enhanced view of the rows that the Arrow is pointing to in the middle section of Form 1840R.

- The Circles identify the NEW RELAY time for route C012.
 - The New RELAY Time is not shown in the Office and Street Time columns on the 1840R.
 - The time associated with the Old or New Relays is always shown in the Street column on the 1840R to the right of each old or new relay.

COR RELAY FORMULA

- The average time per relay for the Existing Route (EXR) Multiplied by the TOTAL RELAYS on the NEW COR Adjusted Route = the total Relay Time for all new relays on the new route.

Example:

Existing Route (EXR) Totals = 60 Minutes of Total Relay Time (30 Relays)

Average Time Per Relay is 2 Minutes

Adjusted Relay Time = 2 minutes multiplied times the total number of new relays on the COR adjusted route = Total Relay Time

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE							Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmaster or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route	
Item	Hours and Minutes	New Const. Minutes										Item	Hours and Minutes
Office Time	01:25		A	43rd St.	216	216	3211	C004	27	00:08	01:42	Office Time	01:36
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24		
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25		
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26		
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27		
			R	Todd Ave	5101	5199	2754	C049	32	00:30	03:28		
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		

Comments:
1. Office Break OPTION Chosen ____ Yes or ____ No.
2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)
3. Street Time for Adjustment 06:10 (Hours and Minutes)
4. Reasons for Selection of Street Time:
Office Time Mode: Demonstrated Performance by Regular Carrier

1		2
A	Parcel Delivery	02:00

This is an enhanced view of the rows that the Arrow is pointing to in the middle section of Form 1840R.

- Circle One (1) identifies that a time credit is being added to route C012.
- Circle Two (2) identifies that C012 received 2 minutes for the Parcel Delivery.

NO STATS: An address that exists but is not deliverable. Examples are:

- Long term vacancies
- Buildings or houses that no longer exist
- Box mail customers
- New buildings or houses that are not yet delivered

NO STATS are identified with zero time associated with them.

RELIEF R ADDITON (A)	STREET	ADDRESS RANGE		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS
		BEGIN	END					
R	S TRENTON AVE	550	598	3354	C001	0	00:00	00:00
R	S TRENTON AVE	557	599	3360	C001	0	00:00	00:00
R	S TRENTON AVE	550	550	3365	C001	0	00:00	00:00

NOTE: An 1840R is not dated!!! Make sure that you validate this is the most recent 1840R for the route you're looking at. You can verify this by matching the times on the 1840R with the times on the Route Summary Report that was uploaded to DOIS.

Add and Remove Times on the 1840R can be verified by Sector Segment from the 3999.

Keep a copy of the 1840R for your own records.

Chapter 12

Finishing COR



NALC COR TRAINING

Re-sequenced Delivery Points Report

An example and a detailed explanation of this report can be found in Chapter 13 of this guide.

Print IMMEDIATELY after the Line of Travel for the route is generated.

This report lists each of your delivery points in sequential order. It is similar to the edit book. Letter Carriers can quickly identify line of travel problems like out of sequence deliveries by reading over this report.

```
*****
*                               Re-sequenced Delivery Points
* Date: Thurs Jan 22           Zone 32809, Route C009           Page: 1

Route Deliv.  Relay Zip4  Addr.           Unit   Unit
Seq.  Mode    Num.  Code  Num. Street Name  Type   Num.
-----
1     Walk    1     6383  7220 BOICE ST
2     Walk    1     6383  7226 BOICE ST
```

Consider Letter Carrier consultation feedback. Use this information to help you address the following:

- Too little Relay Time credited to a route
- Unrealistic Travel To, Travel Within, or Travel From Times
- Not enough or too much delivery time given for a sector segment(s) that has been transferred
- Unreasonable relays on foot routes
- Loops that are too long on park and loop routes
- Make sure any additional time credits agreed to based on the consultation are applied to the route.

Use the following reports to verify that the correct solution is uploaded to DOIS:

- Compare the times on Route Summary Report to the times in DOIS
- The 1840R used during the Adjustment Consultation
- District Lead Teams (DLTs) should “jointly” submit the adjustment for approval in DOIS

Address Management System (AMS) should email the AMS Route Sequence Report to the Delivery Unit for carrier verification. This report may differ from the COR Re-sequence Delivery Report because “No Stats” and zip+4’s migrate to the beginning of the route.

NOTE: After implementation, verify that BASE times in DOIS match the final ADJUSTED times on the 1840 Reverse.

Obtain the Route Base Information from DOIS and compare this information to the Unit Summary Report from JARAP. If this is not a JARAP adjustment, the Unit Summary Report is located in DOIS.

Chapter 13

Forms, Reports, and Screens Explanations With Examples

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NALC COR TRAINING

PS Form 3999

The PS Form 3999 is used to record all data on the day an examiner accompanies a Letter Carrier on the street. The times on this form are used to determine the value of territory transferred from one route to another. The total time on this form is also one of the four factors that USPS and NALC representatives consider when determining a representative street time for a route in JARAP 2011. It is important for NALC representatives and Letter Carriers to understand the various street functions that are used to ensure route examiners record all allied and delivery street time on the appropriate function and time credit is given when time credit is due. Failure to do so can result in inaccurate route adjustments, especially when adjustments are done using the Carrier Optimal Routing (COR) program.

Most time spent on the street not delivering mail is recorded as “Allied Time”. The term “Allied time” is broken into many different street functions on PS Form 3999. This section is designed to provide a clear understanding of each function and what duties should be covered under each.

Street Functions recorded as “Allied Time” are divided into two basic categories on PS Form 3999 – recurring and nonrecurring. A recurring function is one that is a normal part of the route and occurs regularly such as loading vehicle, travel to the route, and break time(s). A nonrecurring function is one that is not a normal part of the route and doesn’t occur regularly such as waiting due to a vehicle breakdown.

Recurring Street Functions

- **Relay Time** – This is time spent preparing mail for delivery for the next loop on a park and loop route or foot route. Relay time could include replenishing the satchel, gathering DPS, or loading parcels for the next loop. Time spent replenishing mail on a mounted/curbside/riding route is not Relay Time.
- **Travel To** – Travel To begins when the vehicle departs from the office and ends when the first delivery is reached.
- **Travel From** - Travel From begins after the Letter Carrier has completed delivering the route and begins to travel back to the office. It ends when the vehicle has been parked and vehicle unload begins.
- **Vehicle Load** – Vehicle Load begins when the Letter Carrier moves to street time and ends when the vehicle is loaded and he/she departs from the office.
- **Vehicle Unload** – Vehicle Unload begins when the vehicle is parked after returning to the office. This function continues while the vehicle is being unloaded and ends when the Letter Carrier moves back to office time (clocks into the office).

PS Form 3999 (Continued)

Recurring Other Street Time

- **Travel Within** – Travel Within is time recorded when driving from one park point to another park point while not delivering mail. Time spent traveling from one geographic area to another without delivering mail is also recorded as Travel Within. Time spent traveling from one cluster box to another inside the same apartment complex is not Travel Within, it is delivery time.
- **Accountable Delivery** – Time spent delivering accountable mail on the street such as registered mail, certified mail, express mail, signature confirmation, COD's, etc. and filling out PS Form 3849 (when appropriate) is recorded under this function.
- **Parcel Delivery** – Time spent delivering parcels and filling out PS Form 3849 (when appropriate) is recorded under this function.
- **Street Break Time** – This is the time spent on break(s) on the street. Some units will have one break on the street and some will have two. Managers are required to ensure that employees stop working during all break periods (C-08555 - National Arbitrator Britton, December 22, 1988, H4N-3D-C 9419). Therefore, a minimum of 10 or 20 minutes of break time should always be recorded on any PS Form 3999 (keep in mind that there are offices that have longer break times).
- **Collection Time** – Time spent on collection duties that are a normal part of the route should be recorded under this function.
- **Deadhead Time** – Time begins when carrier finishes last delivery point on a sector segment and retraces past completed deliveries in order to return to vehicle or next delivery point. It is not time spent driving from park point to park point.
- **Personal Needs** – Letter Carriers are afforded the opportunity to take comfort stops to tend to personal needs and the time used is recorded under this function (including any travel time associated with comfort stops).
- **Customer Contact** – Letter Carriers talk to customers on a daily basis. This function is used to record time spent in conversation with customers about postal issues and/or routine items such as giving directions.
- **Gas Vehicle** – Any time spent away from the normal line of travel to gas the vehicle is recorded under this function.

PS Form 3999 (Continued)

Nonrecurring Street Time

- **Backtracking** – This function is used for the carrier to backtrack to deliver a piece of mail that the carrier missed. If Letter Carriers are instructed to backtrack to deliver mis-sequenced pieces of DPS or FSS mail on a normal basis, this would be a recurring function and should not be recorded as backtracking.
- **Animal Interference** – Time spent dealing with an animal attack or avoiding animals is normally a nonrecurring street function. An example of an exception would be when a Letter Carrier is required to walk an extra distance away from a house to avoid an animal on daily basis. In this example, the time should be recorded as normal delivery time for that sector segment and not Animal Interference.
- **Waiting for Relays** – This is time spent waiting on mail to be delivered to a relay box on a foot route. If a Letter Carrier gets to a relay box and the mail for the next relay is not in the box, the time spent waiting for the mail to arrive would be recorded under this function if it doesn't happen on a normal basis.
- **Waiting for Transportation** – This is time spent waiting for transportation. For example, if a Letter Carrier is required to use public transportation on the route, time waiting for such transportation would be recorded under this function if it doesn't happen on a normal basis.
- **Waiting Other** – All nonrecurring waiting time not covered by any of the other functions is covered under this function. Managers must take notes of the reasons for placing Letter Carriers on this function. NALC representatives should ensure that any time recorded under this function is nonrecurring and accurately documented.
- **Temporary Detail** – This function is used to record any duties that are performed on the day of the PS Form 3999 that are not part of the route. For example, if a Letter Carrier is given a pivot on another route, the time spent delivering that pivot would be recorded under this function. Ensure the actual travel associated with the temporary detail is recorded as such.
- **Management Time** – This is time spent away from the normal street duties due to the needs of the examiner performing the PS Form 3999. Time should be recorded under this function only if the Letter Carrier has to stop working and would otherwise be performing normal street duties. For example, if a Letter Carrier takes a comfort stop at a convenience store and the manager takes care of a personal need at the same time, this time should not be recorded under management time because the Letter Carrier would have taken the comfort stop regardless.

PS Form 3999 (Continued)

- **Accident** - In the unfortunate event of an accident, time spent waiting due to the accident is recorded under this function.
- **Miscellaneous Other** – This function is used to cover anything not covered under any of the other functions mentioned. Examiners should take notes so that the reasons for any time recorded under this function are identified. NALC representatives should look at any time recorded under this function and determine whether it is recurring or nonrecurring.

NALC representatives should be sure to look at the “3999 Data Summary” and the “3999 Function Analysis” screens in DOIS when reviewing PS Form 3999 for each route. The “3999 Data Summary” screen gives a summary of the time breakdown of the functions mentioned above. It also shows a number of details relating to number and percent of possible deliveries made on the day the 3999 was recorded. The “3999 Function Analysis” screen shows how much time was recorded under each of the functions described above. These screens can be printed.

PS Form 3999 and Examiner's Comments Explanation

A section of an example PS Form 3999 and the corresponding examiner's comments are below. The following is an explanation of how to read this form and how to use the examiner's comments.

Example PS Form 3999

Leave Office - Show Line of Travel					Line of Travel to and from Lunch Place ^a											
Delivery Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Residential					Business					Det. PO Box or NPU	
					Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made	Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made		
	VEHICLE LOAD		10:40:35	00:24:33												
	PERSONAL NEEDS		11:05:08	00:06:02												
	TRAVEL TO		11:11:10	00:11:08												
	ACCIDENT		11:22:18	00:00:13												
	WAITING OTHER		11:22:31	00:04:31												
	ACCOUNTABLE DELIVERY		11:27:02	00:04:27												
	WAITING OTHER		11:31:30	00:04:13												
	ACCOUNTABLE DELIVERY		11:35:43	00:04:04												
	WAITING OTHER		11:39:47	00:06:57												
	PARCEL DELIVERY		11:46:44	00:02:16												
O	10301 - 10361 NW 11TH ST	O	11:49:00	00:05:06			16			16						
O	10365 - 10399 NW 11TH ST	O	11:54:06	00:00:54			4			4						
O	10401 - 10447 NW 11TH ST	O	11:55:00	00:00:47			12			12						
O	10300 - 10398 NW 11TH ST	E	11:55:47	00:01:00			12			12						

Examiner's Comments

Route Examiner's Observations / Comments (street)	
Carrier	HAYES
Route Number / Date	2608 / 1/10/11
2 LOADS - EXTENDS LOAD TIME	
2 ND LOAD BEGINS 10:49 - 10:58 - 9 MIN. ELAPSED	
11:04 - PERSONAL NEEDS - RESTROOM BREAK AFTER LOADING	
11:21 MISC OTHER - DEViate FOR EXPRESS - 1601 N. PLAM AVE.	
11:25 - ACCOUNTABLE - EXPRESS DELIVERY	
11:30 - MISC OTHER - DEViate FOR EXPRESS TO BUTTWOOD AVE	
11:34 - MISC OTHER - DEViate FOR EXPRESS	
11:34 - ACCOUNTABLE DELIVERY - EXPRESS FOR BUTTWOOD	
11:39 MISC - OTHER - TRAVEL TO 1 ST STOP	
11:46 - PARCEL DELIVERY 10350 NW 11TH ST	

You should begin reading this form by looking at the second column from the left. This column is called "Block Number and Street Name". You will see the street name and block range that is included in each sector segment. The first sector segment entry on the example form is located on the fourth line from the bottom. The sector segment is "10301-10361 NW 11th ST". You will also see all allied entries in this column. For example, the first entry on the example form is "Vehicle Load".

Now go back over to the first column on the left. This column is called "Delivery Methods". It shows you the delivery method used for the sector segment located in the next column over on the same line. This column will be blank for allied time entries because these entries do not involve delivery of mail. On the example form, you see the letter "O" in this column beside the sector segment .10301-10361 NW 11th ST. This means the delivery method for this sector segment listed is "Other". This column will have one of the delivery methods listed below.

- P – Park
- L – Loop
- V – Vehicle
- D – Dismount
- O - Other

The third column from the left is called "Travel Pattern". This column shows you if the sector segment contains only even numbered deliveries, only odd numbered deliveries, or both. Look at the 10301-10361 NW 11th ST sector segment. The letter "O" in this column tells you that this sector segment contains only odd numbered deliveries. This column will have one of the travel patterns listed below.

- E – Even
- O – Odd
- X – Crisscross

If a sector segment contained only even numbered addresses, you would see an "E" in this column. If it contained both even and odd numbered addresses, you would see an "X" in this column.

The fourth column from the left is called "Time Enter Block". This is the time of day that delivery of the sector segment began or the time of day that the allied time function began. On the example form, the very first entry is the "Vehicle Load". The "Time Enter Block" column shows that the vehicle load began at 10:40:35. Scroll down to the 10301-10361 NW 11th ST sector segment. You can see that this Letter Carrier began delivering this sector segment at 11:49:00.

The fifth column from the left is called "Actual Time Used". This is the actual time used (in hours, minutes, and seconds) for the entry. On the Vehicle Load entry, you can see that this Letter Carrier took 00:24:33 (24 minutes and 33 seconds) to load the vehicle. If you scroll down to the 10301-10361 NW 11th ST sector segment, you can see that it took 00:05:06 (5 minutes and 6 seconds) to deliver this sector segment. If you add the "Actual Time Used" to the "Time Enter Block", you should always come up with the total that appears in the "Time Enter Block" on the next line.

Example PS Form 3999

Leave Office - Show Line of Travel					Line of Travel to and from Lunch Place ^a											
Delivery Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Residential					Business					Det. PO Box or NPU	
					Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made	Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made		
VEHICLE LOAD			10:40:35	00:24:33												
PERSONAL NEEDS			11:05:08	00:06:02												
TRAVEL TO			11:11:10	00:11:08												
ACCIDENT			11:22:18	00:00:13												
WAITING OTHER			11:22:31	00:04:31												
ACCOUNTABLE DELIVERY			11:27:02	00:04:27												
WAITING OTHER			11:31:30	00:04:13												
ACCOUNTABLE DELIVERY			11:35:43	00:04:04												
WAITING OTHER			11:39:47	00:06:57												
PARCEL DELIVERY			11:46:44	00:02:16												
O 10301 - 10361 NW 11TH ST		O	11:49:00	00:05:06			16		16							
O 10365 - 10399 NW 11TH ST		O	11:54:06	00:00:54			4		4							
O 10401 - 10447 NW 11TH ST		O	11:55:00	00:00:47			12		12							
O 10300 - 10398 NW 11TH ST		E	11:55:47	00:01:00			12		12							

Examiner's Comments

Route Examiner's Observations / Comments (street)	
Carrier	HAYES
Route Number / Date	2608 / 1/10/11
2 LOADS - EXTENDS LOAD TIME	
2 ND LOAD BEGINS 10:49 - 10:58 - 9 MIN. ELAPSED	
11:04 - PERSONAL NEEDS - RESTROOM BREAK AFTER LOADING	
11:21 MISC OTHER - DEVIATE FOR EXPRESS - 1601 N. PLAM AVE.	
11:25 - ACCOUNTABLE - EXPRESS DELIVERY	
11:30 - MISC OTHER - DEVIATE FOR EXPRESS TO BUTTWOOD AVE	
11:34 - MISC OTHER - DEVIATE FOR EXPRESS	
11:34 - ACCOUNTABLE DELIVERY - EXPRESS FOR BUTTWOOD	
11:39 MISC - OTHER - TRAVEL TO 1 ST STOP	
11:46 - PARCEL DELIVERY - 10350 NW 11TH ST	

The rest of the columns contain information for sector segment delivery entries only. You will not see any information in these columns for allied time entries. The rest of the columns are subdivided into two categories – “Residential” and “Business”. The columns under these two are the same. Under “Residential”, you see columns called:

- Delys. Poss. Other
- Delys. Poss. Curb
- Delys. Poss. NDCBU
- Delys. Poss. Oth-Cen.
- Delys. Made

The first four columns are types of possible deliveries. The sector segment will have the number of possible deliveries listed in the appropriate column for the type of deliveries it contains. If you go down to the sector segment 10301-10361 NW 11TH ST, you can see that this sector segment contains 16 possible NDCBU deliveries. The last column called “Delys. Made” shows you the number of actual deliveries made in that sector segment the day the 3999 was conducted. You can see that 16 deliveries were made in the 10301-10361 NW 11TH ST sector segment on this day. You will read the “Business” columns the same way if the sector segment contains business deliveries.

Now let’s take a look at how to read the examiner’s comments. First, go to the example 3999 and find the entry for “Personal Needs”. It is the second entry from the top. You can see this carrier was put on this function at 11:05:08. Now go the examiner’s comments and look at the comment written down at 11:04. It states “Personal needs – restroom break after loading”. There are times like this where the times of day on the 3999 and the examiner’s comments will not match exactly. Editing of the 3999 can cause these times to be off a few minutes sometimes. Every allied time entry should have a comment associated with it. Scroll down the 3999 and find the “Waiting Other” entry at 11:39:47. Take a look at the corresponding comment at 11:39 on the examiner’s comments. It states “MISC-Other – travel to 1st stop”. Do you see a problem?

First, “Miscellaneous Other” and “Waiting Other” are different functions. Second, travel to the route is a recurring function that should be recorded as “Travel To”. This is a perfect example of an error that needs to be corrected.

Example PS Form 3999

Leave Office - Show Line of Travel					Line of Travel to and from Lunch Place ^a											
Delivery Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Residential					Business					Det. PO Box or NPU	
					Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made	Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made		
	VEHICLE LOAD		10:40:35	00:24:33												
	PERSONAL NEEDS		11:05:08	00:06:02												
	TRAVEL TO		11:11:10	00:11:08												
	ACCIDENT		11:22:18	00:00:13												
	WAITING OTHER		11:22:31	00:04:31												
	ACCOUNTABLE DELIVERY		11:27:02	00:04:27												
	WAITING OTHER		11:31:30	00:04:13												
	ACCOUNTABLE DELIVERY		11:35:43	00:04:04												
	WAITING OTHER		11:39:47	00:06:57												
	PARCEL DELIVERY		11:46:44	00:02:16												
O	10301 - 10361 NW 11TH ST	O	11:49:00	00:05:06			16		16							
O	10365 - 10399 NW 11TH ST	O	11:54:06	00:00:54			4		4							
O	10401 - 10447 NW 11TH ST	O	11:55:00	00:00:47			12		12							
O	10300 - 10398 NW 11TH ST	E	11:55:47	00:01:00			12		12							

Examiner's Comments

Route Examiner's Observations / Comments (street)	
Carrier	HAYES
Route Number / Date	2608 / 1/10/11
2 LOADS - EXTENDS LOAD TIME	
2 ND LOAD BEGINS 10:49 - 10:58 - 9 MIN. ELAPSED	
11:04 - PERSONAL NEEDS - RESTROOM BREAK AFTER LOADING	
11:21 MISC OTHER - DEVIATE FOR EXPRESS - 1601 N. PLAM AVE.	
11:25 - ACCOUNTABLE - EXPRESS DELIVERY	
11:30 - MISC OTHER - DEVIATE FOR EXPRESS TO BUTTWOOD AVE	
11:34 - MISC OTHER - DEVIATE FOR EXPRESS	
11:34 - ACCOUNTABLE DELIVERY - EXPRESS FOR BUTTWOOD	
11:39 MISC - OTHER - TRAVEL TO 1 ST STOP	
11:46 - PARCEL DELIVERY - 10350 NW 11TH ST	

3999 Audit Trail Report

The “3999 Audit Trail Report” comes from the Postal Service’s DOIS system and shows any changes made to a PS Form 3999 after its been completed. There is an example report on the next page for route 026 in zone 33026. We will walk you through this example report on the next page.

You will see the title (“3999 Audit Trail Report”) on top. Underneath the title, are the zip code, route number, and data capture date. The data capture date is the date the PS Form 3999 was done on the route. The PS Form 3999 on the example form was completed on 1/10/2011.

The column to the far left is the “Version Number” (Ver Nbr) column. A number “1” without a number “2” indicates an initial delete of an entry to the PS Form 3999 downloaded into DOIS. A number “2” is a change in the time recorded as number “1” for a particular function. A number “3” is a change to a number “2”. A number “4” is a change to a number “3”, etc.

The second column from the left is the “Delivery Method” (Del Met) used for a sector segment. Delivery Method (Del Met) choices are park and loop (P&L), curblin (Curb), dismount (Dis), or other (Othr). The third column is the “Block Number & Street Name”. The fourth column is the Travel Pattern (Tvl Pat) for the sector segment. An “O” means odd side of a street, an “E” means even side, a “B” means deliveries on both even and odd sides, and an “X” means crisscrossing delivery. The fifth column is for “Actual Time Used”. This shows the time recorded (or what the time originally recorded was changed to) for the sector segment or function. All columns to the right of the “Actual Time Used” column mirror the possible and made deliveries as recorded for the entry you are looking at on the PS Form 3999.

On the example 3999 Audit Trail Report, the first entry you see is a change for the sector segment “11400-11498 NW 13TH CT”. The # 1 in the Ver Nbr column shows that the actual time used was 0:00:56 (56 seconds). On the next line you see that # 2 in the Ver Nbr column shows the actual time used was 0:01:06 (1 minute and 6 seconds). This means the time on this sector segment was changed from 56 seconds to 1 minute and 6 seconds.

Look for the entry for Travel Within towards the bottom of the example report. This entry is for 6 seconds. There is only a version 1 not followed by another version, so this 6 seconds of Travel Within was deleted. **3999 Audit Trail Report**

3999 Audit Trail Report

3999 Audit Trail Report															
Zip Code: 33026				Route Number: 023				Data Capture Date: 01/10/2011				RESTRICTED INFORMATION			
Ver Nbr	Del Met	Block Number & Street Name	Tvl Pat	Actual Time Used	Residential					Business					Det. PO Box or NPU
					Other	Curb	NDCBU	Cent	Made	Other	Curb	NDCBU	Cent	Made	
1	Othr	11400 - 11498 NW 13TH CT	E	0:00:56	0	3	0	0	3	0	0	0	0	0	0
2	Othr	11400 - 11498 NW 13TH CT	E	0:01:06	0	3	0	0	3	0	0	0	0	0	0
1	Othr	11500 - 11598 NW 13TH CT	E	0:00:08	0	1	0	0	1	0	0	0	0	0	0
2	Othr	11500 - 11598 NW 13TH CT	E	0:00:28	0	1	0	0	1	0	0	0	0	0	0
1	Othr	11600 - 11698 NW 13TH CT	E	0:00:02	0	1	0	0	1	0	0	0	0	0	0
2	Othr	11600 - 11698 NW 13TH CT	E	0:00:22	0	1	0	0	1	0	0	0	0	0	0
1	Othr	11800 - 11800 NW 13TH CT	B	0:01:22	0	1	0	0	1	0	0	0	0	0	0
2	Othr	11800 - 11800 NW 13TH CT	B	0:00:32	0	1	0	0	1	0	0	0	0	0	0
1	Othr	1801 - 1899 NW 118TH AVE	O	0:01:19	0	2	0	0	2	0	0	0	0	0	0
2	Othr	1801 - 1899 NW 118TH AVE	O	0:00:59	0	2	0	0	2	0	0	0	0	0	0
1	Othr	2000 - 2098 NW 114TH AVE	E	0:01:23	0	2	0	0	2	0	0	0	0	0	0
2	Othr	2000 - 2098 NW 114TH AVE	E	0:01:30	0	2	0	0	2	0	0	0	0	0	0
1	Othr	2001 - 2099 NW 118TH AVE	O	0:00:31	0	2	0	0	2	0	0	0	0	0	0
2	Othr	2001 - 2099 NW 118TH AVE	O	0:00:51	0	2	0	0	2	0	0	0	0	0	0
1		LUNCH BREAK		0:30:07	0	0	0	0	0	0	0	0	0	0	0
2		LUNCH BREAK		0:30:00	0	0	0	0	0	0	0	0	0	0	0
1		PERSONAL NEEDS		0:02:17	0	0	0	0	0	0	0	0	0	0	0
2		PERSONAL NEEDS		0:02:24	0	0	0	0	0	0	0	0	0	0	0
1		STREET BREAK TIME		0:10:00	0	0	0	0	0	0	0	0	0	0	0
1		TRAVEL WITHIN		0:00:06	0	0	0	0	0	0	0	0	0	0	0
1		VEHICLE LOAD		0:18:21	0	0	0	0	0	0	0	0	0	0	0
2		VEHICLE LOAD		0:26:21	0	0	0	0	0	0	0	0	0	0	0

3999 Data Summary Screen

The 3999 Data Summary is not a form or a report. It is a screen that exists in the Postal Service's DOIS Program. You can print a copy by following these steps in DOIS:

1. Be sure the DOIS Window is maximized to fill the computer screen.
2. Make sure you are in the "Office" Application. If you are not, click "Application" at the top left of the screen, then click "Office".
3. Click the "Route and Unit Maint" tab.
4. Click the "3999 Data Capture/Summary" button and a small window called "3999 Data Capture Record Selection" will appear.
5. Select a route from the drop down menu and click "Edit".
6. Click the middle tab called "3999 Data Summary" and the screen appears.
7. Click "File" on the top left of the screen.
8. Click "Print Screen".

The top of the "Data Summary" screen is the "Route Number", "Data Capture Date", and "Street Analysis Type." You can see this is route "26008", the PS Form 3999 was completed on "01/10/2011", and it was a Full (not a partial) 3999.

The left half is the "Time Breakdown." All "Allied Time" from the PS Form 3999 fits into one of the seven descriptions; Load the Vehicle, Travel To (Route), Travel From (Route), Vehicle Unload, Relay Time, Other Street Time, and Non Recurring Street Time. This is all added into "Total Allied Time". A line for "Total Delivery" follows. The next to last line is the "Total Gross Street Time" line which does not include a "Lunch Break". The Lunch Break is on the last line.

The screen shot shows the Letter Carrier on route 26008 took 0:24:33 to load the vehicle, 0:11:08 to travel to the route, 0:16:46 to travel from the route, and 0:07:22 to unload the vehicle on the day of inspection. The Letter Carrier spent 0:00:00 on "Relay Time", 1:14:25 on "Other Street Time", and 0:29:55 on "Non- Recurring Street Time" on the day of inspection. The "Total Allied Time" recorded is 2:44:10. The "Total Delivery Time" recorded is 4:45:08. The Total "Gross" Street Time for route 26008 on this day is 7:29:17 (not including lunch).

The right half is the "Additional Detail Analysis". The first line shows "Total Possible Deliveries". The next line shows "Total Deliveries Made". Then you have the "% Deliveries Made (Total Deliveries Made/Total Possible Deliveries)" line. Next is the "Total Other Street Time less Break Time" line. Finally, you have a line for "Other Street Time Average per Delivery Made (sec)".

The screen shot shows there were 861 possible deliveries on Route 26008, and 840 deliveries made for a total of 97.6% of the possible deliveries made on this day. It also has "Other Street Time" used for route 26008 (excluding the 10 minute street break time) was 1:04:25, The "Other Street Time Average per Delivery made" was 4.60 seconds per delivery on the day of inspection. The "3999 Function Analysis" screen provides a more detailed breakdown of "Allied Time".

3999 Data Summary Screen (Continued)

3999 Data Summary Screen

3999 Data Capture / Summary

Route Number: 26008 Data Capture Date: 01/10/2011 Street Analysis Type: Full 3999

3999 Data Capture **3999 Data Summary** 3999 Function Analysis

Time Breakdown	
Description	Time
Vehicle Load	0:24:33
Travel To	0:11:08
Travel From	0:16:46
Vehicle Unload	0:07:22
Relay Time	0:00:00
Other Street Time	1:14:25
Non Recuring Street Time	0:29:55
Total Allied Time	2:44:10
Total Delivery Time	4:45:08
Total Gross Time	7:29:17
Lunch Time	0:30:00

Additional Detail Analysis	
Total Possible Deliveries	861
Total Deliveries Made	840
% Deliveries Made (Total Deliveries Made/Total Possible Deliveries)	97.6%
Total Other Street Time less Break Time	1:04:25
Other Street Time Average per Delivery Made (sec)	4.60

Preview Audit Trail Preview 3999 Save Close

3999 Data Summary Screen (Continued)

For evaluation and adjustment purposes there are two uses for this screen. It is the only screen that gives you total possible deliveries and the number of deliveries made on the day of the 3999. It also gives you the total breakdown of “Allied Time” and “Delivery Time” from the day of the 3999. This can be used for quick verification that the right PS Form 3999 was uploaded in COR. Everything else is broken down in greater detail in the third tab (3999 Function Analysis).

3999 Data Capture / Summary

Route Number: 26008 Data Capture Date: 01/10/2011 Street Analysis Type: Full 3999

3999 Data Capture **3999 Data Summary** 3999 Function Analysis

Time Breakdown	
Description	Time
Vehicle Load	0:24:33
Travel To	0:11:08
Travel From	0:16:46
Vehicle Unload	0:07:22
Relay Time	0:00:00
Other Street Time	1:14:25
Non Recuring Street Time	0:29:55
Total Allied Time	2:44:10
Total Delivery Time	4:45:08
Total Gross Time	7:29:17
Lunch Time	0:30:00

Additional Detail Analysis	
Total Possible Deliveries	861
Total Deliveries Made	840
% Deliveries Made (Total Deliveries Made/Total Possible Deliveries)	97.6%
Total Other Street Time less Break Time	1:04:25
Other Street Time Average per Delivery Made (sec)	4.60

Preview Audit Trail Preview 3999 Save Close

3999 Function Analysis Screen

The 3999 Data Summary is not a form or a report. It is a screen that exists in the Postal Service's DOIS Program. You can print a copy by following these steps:

The screenshot shows a window titled "3999 Data Capture / Summary". At the top, there are fields for "Route Number: 26008", "Data Capture Date: 01/10/2011", and "Street Analysis Type: Full 3999". Below these are three tabs: "3999 Data Capture", "3999 Data Summary", and "3999 Function Analysis" (which is selected). The main area contains three tables:

Function Analysis	
Function Description	Total Time
Relay Time	0:00:00
Travel To	0:11:08
Travel From	0:16:46
Vehicle Load	0:24:33
Vehicle Unload	0:07:22
Other Street Time*	1:14:25
Non-Recurring Street Time**	0:29:55
Total Allied Time	2:44:10

* Other Street Time Detail	
Function Description	Total Time
Travel Within	0:13:41
Accountable Delivery	0:14:37
Parcel Delivery	0:26:22
Street Break Time	0:10:00
Collection Time	0:00:00
Deadhead Time	0:00:00
Personal Needs	0:08:55
Customer Contact	0:00:50
Gas Vehicle	0:00:00
Totals	1:14:25

** Non-recurring Street Time Detail	
Function Description	Total Time
Backtracking	0:04:07
Animal Interference	0:00:00
Waiting for Relays	0:00:00
Waiting for Transportation	0:00:00
Waiting - Other	0:15:41
Temporary Detail	0:00:00
Management Time	0:00:00
Accident	0:00:13
Miscellaneous Other	0:09:54
Totals	0:29:55

At the bottom of the window are buttons for "Preview Audit Trail", "Preview 3999", "Save", and "Close".

1. Be sure the DOIS Window is maximized to fill the computer screen.
2. Make sure you are in the "Office" Application. If you are not, click "Application" at the top left of the screen, then click "Office".
3. Click the "Route and Unit Maint" tab.
4. Click the "3999 Data Capture/Summary" button and a small window called "3999 Data Capture Record Selection" will appear.
5. Select a route from the drop down menu and click "Edit".
6. Click the tab on the right called "3999 Function Analysis" and the screen appears.
7. Click "File" on the top left of the screen.
8. Click "Print Screen".

This screen is the most important document you can review if you want to understand what "Allied Time" is as well as which street work functions are considered to be in "Allied Time". The totals on this screen should match what is in the "Allied Time Box" in the COR "Existing Route Summary Report".

The top of the "3999 Function Analysis" screen has the "Route Number", "Data Capture Date", and "Street Analysis Type". You can see this is route "26008", a PS Form 3999 was completed on "01/10/2011", and it was a full 3999 not a partial one.

3999 Function Analysis Screen (Continued)

There are 3 sections on this screen. All three sections have a “Function Description” and “Total Time” column involved for each element of “Allied Time”. The first section is “Function Analysis”. It shows relay, travel, and vehicle load/unload time, other street time, and non-recurring street time. This is the same information that is on the previously explained 3999 Data Summary Screen that resulted in a total allied time of 2:44:10 for route 26008 on the day the 3999 was completed.

The second section is “Other Street Time Detail”. It shows travel within, accountable delivery, parcel delivery, street break, collection, deadhead, personal needs, customer contact, and gas vehicle time.

The screenshot on the next page shows route 26008 used 0:13:41 of travel within time, 0:14:37 of accountable delivery time, 0:26:22 of parcel delivery time, 0:10:00 of street break time, 0:08:55 of personal needs time, and 0:00:50 of customer contact time. There was no collection, deadhead, or gas vehicle time recorded. This gives us a total of 1:14:25 recorded as “Other Street Time” for route 26008 on this day.

The last section is “Non-recurring Street Time Detail”. It shows backtracking, animal interference, waiting for relays, waiting for transportation, waiting-other, temporary detail, management, accident, and miscellaneous other time.

The screenshot shows route 26008 recorded using 0:04:07 of backtracking time, 0:15:41 of waiting – other time, 0:00:13 of accident time, and 0:09:54 of miscellaneous other time on this day. There was no animal interference, waiting for relays, waiting for transportation, temporary detail, or management time recorded. This gives us a total of 0:29:55 recorded as “Non-recurring Street Time” for route 26008 on this day.

3999 Function Analysis Screen (Continued)

3999 Data Capture / Summary

Route Number: 26008 Data Capture Date: 01/10/2011 Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | **3999 Function Analysis**

Function Analysis		* Other Street Time Detail		** Non-recurring Street Time Detail	
Function Description	Total Time	Function Description	Total Time	Function Description	Total Time
Relay Time	0:00:00	Travel Within	0:13:41	Backtracking	0:04:07
Travel To	0:11:08	Accountable Delivery	0:14:37	Animal Interference	0:00:00
Travel From	0:16:46	Parcel Delivery	0:26:22	Waiting for Relays	0:00:00
Vehicle Load	0:24:33	Street Break Time	0:10:00	Waiting for Transportation	0:00:00
Vehicle Unload	0:07:22	Collection Time	0:00:00	Waiting - Other	0:15:41
Other Street Time*	1:14:25	Deadhead Time	0:00:00	Temporary Detail	0:00:00
Non-Recurring Street Time**	0:29:55	Personal Needs	0:08:55	Management Time	0:00:00
		Customer Contact	0:00:50	Accident	0:00:13
		Gas Vehicle	0:00:00	Miscellaneous Other	0:09:54
Total Allied Time	2:44:10	Totals	1:14:25	Totals	0:29:55

Preview Audit Trail Preview 3999 Save Close

Existing Route Summary Report

This report shows the evaluated office and street times for each route before one or more of the routes in the zone have been adjusted. The report will also show you the number of possible deliveries on each route. Print this report before beginning any adjustment. You will refer to it throughout the adjustment.

Take a look at the example report provided on the next page. The third line of the report has the title (Existing Route Summary). Below the title, you see the date and time the report was generated. The example was generated on 2/08/11 at 09:25:34.

The time and date the report was generated is important. COR adjustments often take multiple days to complete and require frequent changes or “tweaking” before being completed. To be sure that the information on the report is current and accurate, NALC representatives should be certain that no change to the adjustment has been made since the date and the time the report was generated. If a change has been made, simply generate a new report.

Below and to the left of the time and date is the zone or zip code that is being adjusted. The attached example is for zone 33026. The far left hand column is titled “ROUTE ID”. This is the actual route number.

The second column from the left is titled “POS DEL”. This column shows you the number of possible deliveries on each route before the adjustment. On the example report, C001 has 629 possible deliveries.

The third and fourth columns from the left are titled “STREET TIME”. These columns are subdivided into two columns – “ALLIED” and “DELIVERY”. The “ALLIED” column shows you the amount of allied street time on the route in hours and minutes. The “DELIVERY” column is the total amount of evaluated street time for the route before the adjustment. On the example report, C001 has 2:27 (2 hours and 27 minutes) allied time and a total street time of 7:04 (7 hours and 4 minutes) before the adjustment.

Existing Route Summary Report (Continued)

U.S. POSTAL SERVICE Delivery Routing System Existing Route Summary 02/08/11 09:25:34							
Zone: 33026							
ROUTE ID	POS DEL	STREET TIME		OFFICE TIME			ROUTE TIME
		ALLIED	DELIVERY	NET	STD	FACTOR	
C001	629	02:27	07:04	01:14	01:14	0.118	08:18
C003	567	02:07	07:02	01:30	01:30	0.159	08:32
C005	1347	01:54	07:22	01:23	01:23	0.062	08:45
C006	743	01:30	06:51	01:20	01:20	0.108	08:11
C007	1220	01:38	07:41	01:16	01:16	0.062	08:57
C008	861	02:29	07:09	01:19	01:19	0.092	08:28
C011	705	01:46	06:24	01:32	01:32	0.130	07:56
C012	868	02:29	07:15	01:17	01:17	0.089	08:32
C014	960	02:21	06:59	01:14	01:14	0.077	08:13
C015	769	01:36	06:43	01:14	01:14	0.096	07:57
C017	763	02:00	06:51	01:30	01:30	0.118	08:21
C018	656	01:41	06:47	01:36	01:36	0.146	08:23
C021	888	01:49	07:08	01:08	01:08	0.077	08:16
C022	726	01:38	06:28	01:11	01:11	0.098	07:39
C023	577	01:49	06:21	01:19	01:19	0.137	07:40
C024	451	01:25	05:18	01:10	01:10	0.155	06:28
Total	12730	30:39	109:23	21:13	21:13	-----	130:36

The fifth, sixth, and seventh columns from the left are titled "OFFICE TIME". These columns are subdivided into three columns – "NET", "STD", and "FACTOR". The "NET" column is the evaluated office time for the route before the adjustment. In the example report, C001 has an evaluated office time of 1:14 (1 hour and 14 minutes). The "STD" column is the standard office time for the route over the evaluation period (in a joint process) or during the six days of inspection (in a six day count and inspection). In the example report, C001 has a standard office time of 1:14 (1 hour and 14 minutes). The "FACTOR" column is the office factor used to transfer office time from one route to another when territory is transferred. In the example report, C001 has an office factor of 0.118. This means that for every delivery transferred from C001 to another route, 0.118 minutes of office would be taken from C001 and added to the gaining route.

The column on the far right is titled "ROUTE TIME". This is the evaluated total time for the route before the adjustment. When the total street time from the "DELIVERY" column is added to total office time from the "NET" column, the result is the total route time. On the attached example report, C001 has a total route time of 08:18 (8 hours and 18 minutes) before the adjustment.

Existing Route Summary Report (Continued)

Each column has a total amount for the zone at the bottom of the report. On the example report, this zone has a Total Route Time of 130:36 (130 hours and 36 minutes) and a total Allied Time of 30:39 (30 hours and 39 minutes). NALC representatives should compare these totals to the totals on the Adjusted Route Summary Report (this is a similar report that shows the zone after the adjustment is done). If any of the totals on the Adjusted Route Summary Report are lower than those on the Existing Route Summary Report, the time changes must be documented, and validated.

U.S. POSTAL SERVICE Delivery Routing System Existing Route Summary 02/08/11 09:25:34							
Zone: 33026 -----							
ROUTE ID	POS DEL	STREET TIME		OFFICE TIME			ROUTE TIME
		ALLIED	DELIVERY	NET	STD	FACTOR	
C001	629	02:27	07:04	01:14	01:14	0.118	08:18
C003	567	02:07	07:02	01:30	01:30	0.159	08:32
C005	1347	01:54	07:22	01:23	01:23	0.062	08:45
C006	743	01:30	06:51	01:20	01:20	0.108	08:11
C007	1220	01:38	07:41	01:16	01:16	0.062	08:57
C008	861	02:29	07:09	01:19	01:19	0.092	08:28
C011	705	01:46	06:24	01:32	01:32	0.130	07:56
C012	868	02:29	07:15	01:17	01:17	0.089	08:32
C014	960	02:21	06:59	01:14	01:14	0.077	08:13
C015	769	01:36	06:43	01:14	01:14	0.096	07:57
C017	763	02:00	06:51	01:30	01:30	0.118	08:21
C018	656	01:41	06:47	01:36	01:36	0.146	08:23
C021	888	01:49	07:08	01:08	01:08	0.077	08:16
C022	726	01:38	06:28	01:11	01:11	0.098	07:39
C023	577	01:49	06:21	01:19	01:19	0.137	07:40
C024	451	01:25	05:18	01:10	01:10	0.155	06:28
=====							
Total	12730	30:39	109:23	21:13	21:13	-----	130:36

Adjusted Route Summary Report

This report shows the adjusted office and street times for each route after one or more of the routes in the zone have been adjusted. The report will show you the number of possible deliveries on each route. This report will be utilized multiple times throughout the course of an adjustment using the Carrier Optimal Routing (COR) program. The following will walk you through the example report.

U.S. POSTAL SERVICE Delivery Routing System Adjusted Route Summary 02/11/11 09:48:58						
Zone: 33026						
ROUTE ID	POS DEL	STREET TIME ALLIED	DELIVERY	OFFICE TIME SELECTED	FACTOR	ROUTE TIME
C001	697	02:32	07:01	01:12	0.118	08:13
C003	516	02:04	06:24	01:26	0.159	07:50
C005	1103	02:18	06:59	01:11	0.062	08:10
C006	325	01:20	06:42	01:18	0.108	08:00
C007	1086	01:36	06:52	01:12	0.062	08:04
C008	771	02:21	06:49	01:17	0.092	08:06
C011	705	01:46	06:24	01:32	0.130	07:56
C012	600	02:17	06:36	01:17	0.089	07:53
C014	1038	02:03	06:33	01:20	0.077	07:53
C015	769	01:36	06:43	01:14	0.096	07:57
C017	636	01:59	06:22	01:31	0.118	07:53
C019	606	01:44	06:29	01:34	0.146	08:03
C021	750	01:57	06:56	01:05	0.077	08:01
C022	739	01:39	06:46	01:14	0.098	08:00
C023	616	01:48	06:43	01:24	0.137	08:07
C024	790	01:11	05:29	01:14	0.155	06:43
C025	481	01:20	04:37	00:20	0.000	04:57
Total	12730	31:31	110:25	21:21	-----	131:46

The third line of the report has the title (Adjusted Route Summary). Below the title, you see the date and time the report was generated. The attached example was generated on February 11, 2011 at 09:48:58. You will likely print many of these reports throughout an adjustment. The date and time can help you keep track of them.

Below and to the left of the time and date is the zone or zip code that is being adjusted. The attached example is for zone 33026. The far left hand column is titled "ROUTE ID". This is the actual route number.

Adjusted Route Summary Report (Continued)

The second column from the left is titled “POS DEL” and shows you the number of possible deliveries on each route after the adjustments. On the example report, C001 has 697 possible deliveries.

The third and fourth columns from the left are titled “STREET TIME”. These columns are subdivided into two columns – “ALLIED” and “DELIVERY”. The “ALLIED” column shows you the amount of allied street time on the route in hours and minutes. The “DELIVERY” column is the total amount of street time for the route after the adjustment. On the example report, C001 has 2:32 (2 hours and 32 minutes) allied time and a total street time of 7:01 (7 hours and 1 minute) after the adjustment.

The fifth and sixth columns from the left are titled “OFFICE TIME”. These columns are subdivided into two columns – “SELECTED” and “FACTOR”. The “SELECTED” column is the total amount of office time for the route after the adjustment. The “FACTOR” column is the office factor used to transfer office time from one route to another when territory is transferred. In the example report, C001 has a total office time of 1:12 (1 hour and 12 minutes) and an office factor of 0.118. This means that for every delivery transferred from C001 to another route, 0.118 minutes of office would be taken from C001 and added to the gaining route.

The column on the far right is titled “ROUTE TIME”. This is the total time for the route after the adjustment. When the total street time from the “DELIVERY” column is added to total office time from the “SELECTED” column, the result is the total route time. On the example report, C001 has a total route time of 08:13 (8 hours and 13 minutes) after the adjustment.

Adjusted Route Summary Report (Continued)

U.S. POSTAL SERVICE Delivery Routing System Adjusted Route Summary 02/11/11 09:48:58						
Zone: 13026 -----						
ROUTE ID	POS DEL	STREET TIME ALLIED	TIME DELIVERY	OFFICE TIME SELECTED	TIME FACTOR	ROUTE TIME
C001	697	02:32	07:01	01:12	0.118	08:13
C003	516	02:04	06:24	01:26	0.159	07:50
C005	1103	02:18	06:59	01:11	0.062	08:10
C006	825	01:20	06:42	01:18	0.108	08:00
C007	1086	01:36	06:52	01:12	0.062	08:04
C008	773	02:21	06:49	01:17	0.092	08:06
C011	705	01:46	06:24	01:32	0.130	07:56
C012	600	02:17	06:36	01:17	0.089	07:53
C014	1038	02:03	06:33	01:20	0.077	07:53
C015	769	01:36	06:43	01:14	0.096	07:57
C017	636	01:59	06:22	01:31	0.118	07:53
C018	606	01:44	06:29	01:34	0.146	08:03
C021	750	01:57	06:56	01:05	0.077	08:01
C022	739	01:39	06:46	01:14	0.098	08:00
C023	616	01:48	06:43	01:24	0.137	08:07
C024	790	01:11	05:29	01:14	0.155	06:43
C025	481	01:20	04:37	00:20	0.000	04:57
Total	12730	31:31	110:25	21:21	-----	131:46

Each column has a total amount for the zone at the bottom of the report. On the example report, this zone has a total route time of 131:46 (131 hours and 46 minutes), and a total Allied Time of 31:31 (31 hours and 31 minutes). You should compare these totals to the totals on the Existing Route Summary Report (this is a similar report that shows the zone before any adjustment is done). If any of the totals on the Adjusted Route Summary Report are lower than those on the Existing Route Summary Report, the time changes must be documented, and validated.

Route Relations Summary Report

This report will show how much each route has changed and where the territory came from. The following will walk you through the attached example report.

The top of the report has the title (Route Relations Summary Report). Below the title is the zone or zip code that is being adjusted. The attached example is for zone 33026. Below the zone you will see the day of the week, date, and time the report was generated. The attached example was generated on Wednesday February 9, 2011 at 13:51:23.

The far left hand column is titled "RS Route". This is a temporary route number that COR uses during the adjustment process. This number often will not match the actual route number. The next column over will show you the actual route number.

The second column from the left is titled "Exist Route". This column shows you the existing route (the route before any adjustment is made) and any other routes that the existing route is gaining territory from to make up the model route (the route after the adjustment). The route number with the asterisk is the existing route and the model route number. The route number with an asterisk is also the route number that will appear on the map in COR. On the example report, an asterisk appears by "C001" in this column. C001 is the existing route. Below C001, you see route numbers C007 and C012. This tells you that C001 gained territory from routes C007 and C012.

The third column from the left is titled "Possible Deliveries". This column shows you the number of deliveries that make up the model route (the route after the adjustment). On the report you are looking at, C001 kept 316 of its possible deliveries. C001 is picking up 513 possible deliveries from C007 and 46 possible deliveries from C012.

The column on the far right is titled "% Possible Deliveries". This column shows you the percentage of deliveries remaining on the model route and the percentage of deliveries being transferred from the losing routes. On the report that you are looking at, the previous column showed you that C001 was keeping 316 of its possible deliveries. This column tells you that those 316 are 50.24% of the possible deliveries on the existing route C001. So C001 is keeping 50.24% of its deliveries. The previous column showed you that C001 was picking up 513 possible deliveries from C007. This column shows you that those 513 are 42.05% of the possible deliveries on the existing route C007. 42.05% of the possible deliveries on C007 are being transferred to C001. The previous column also showed you that 46 deliveries are being transferred from C012 to C001. This column shows you that those 46 possible deliveries make up 5.30% of C012, so 5.30% of the total possible deliveries on existing C012 are being transferred to C001.

```

*****
*                               Route Relations Summary Report                               *
*                                                                                           *
*                               Zone = 33026                                                *
*                                                                                           *
*                               Wed Feb  9 13:51:23 2011                                    *
*****

```

RS Route	Exist Route	Possible Deliveries	% Possible Deliveries
-----	-----	-----	-----
101	C001*	316	50.24%
	C007	513	42.05%
	C012	46	5.30%
102	C003*	409	72.13%
	C018	148	22.56%
103	C005*	948	70.38%
	C006	112	15.07%
104	C006*	567	76.31%
	C023	146	25.30%
105	C021	698	78.60%
	C014	109	11.35%
	C007*	134	10.98%
	C008	65	7.55%
	C012	28	3.23%
106	C007	573	46.97%
	C008*	325	37.75%
107	C012*	302	34.79%
	C022	176	24.24%
	C014	162	16.88%
	C021	98	11.04%
	C006	37	4.98%
108	C003	158	27.87%
	C018	171	26.07%
	C017	150	19.66%
	C014*	0	0.00%
109	C018	337	51.37%
	C017*	372	48.75%
110	C005	399	29.62%
	C018*	0	0.00%
111	C014	689	71.77%
	C008	205	23.81%
	C021*	92	10.36%
112	C022*	550	75.76%
113	C023*	343	59.45%
	C024	197	43.68%
114	C024*	254	56.32%
	C017	228	29.88%
	C023	88	15.25%
	C001	84	13.35%
	C006	27	3.63%

Territory Transfer Summary Report

This report will show you the number of deliveries before the adjustment, how many of them are still on each route after the adjustment, and what percentage of deliveries are still on each route. This report also shows you the amount of delivery time on each route before and after the adjustment. An example of this report is attached. The following will walk you through the attached example report.

The top of the report has the title (Territory Transfer Summary Report). Below the title is the zone or zip code that is being adjusted. The attached example is for zone 33026. Below the zone you will see the day of the week, date, and time the report was generated. The attached example was generated on Friday February 11, 2011 at 08:00:26.

The far left hand column is titled "Route". This is the route number.

The next three columns over are all part of the "Retained Possible Deliveries" section of this report.

The second column from the left is titled "Model". This column shows you number of deliveries the route retained after an adjustment is made. On the example report, C001 kept 316 of the original deliveries after the adjustment.

The third column from the left is titled "Exist". This column shows you the total number of deliveries the route has before an adjustment is made. On the example report, C001 had a total of 629 deliveries before the adjustment.

The fourth column from the left is titled "Percent". This is the percentage of deliveries that the route kept. On the example report, C001 kept 316 of its 629 deliveries. So this route kept 50.2% of its deliveries. If you look under the "Percent" column, you will see 50.2% for route C001.

The next section over is titled "Route Inspection Delivery Time". It is divided into three columns – "Model", "Exist", and "Percent".

The "Model" column is the amount of delivery time on the route after the adjustment. This is not the total street time for the route. It does not include allied street time. On the example report, route C001 has 03:13 (3 hours 13 minutes) of delivery time.

The "Exist" column is the amount of delivery time on the existing route before the adjustment. This is not the total street time for the route. It is only the amount of time recorded as actual delivery time. It does not include time recorded as allied street time. On the example report, route C001 has 06:09 (6 hours 9 minutes) of delivery time.

Territory Transfer Summary Report (Continued)

The “Percent” column shows you the percentage of delivery time remaining on the route after the adjustment. For example, C001 had 6:09 (6 hours 9 minutes) of delivery time and 3:13 (3 hours 13 minutes) of that delivery time is retained from the original route. 3:13 (3 hours 13 minutes) is 52.1% of 6:09. If you look under the “Percent” column for C001, you will see 52.1%.

* Territory Transfer Summary Report *						
* Zone = 33026 *						
* Fri Feb 11 08:00:26 2011 *						

Retained Possible Deliveries				Route Inspection Delivery Time		
Route	Model	Exist	Percent	Model	Exist	Percent
-----	-----	-----	-----	-----	-----	-----
C001	316	629	50.2%	03:13	06:09	52.1%
C003	516	567	91.0%	04:28	05:05	88.0%
C005	661	1347	49.1%	02:59	06:02	49.4%
C006	579	743	77.9%	03:33	04:56	71.8%
C007	1086	1220	89.0%	06:18	07:05	88.9%
C008	639	861	74.2%	03:45	04:46	78.8%
C011	705	705	100.0%	05:40	05:40	100.0%
C012	105	868	12.1%	00:59	05:43	17.2%
C014	518	960	54.0%	02:17	04:32	50.2%
C015	769	769	100.0%	05:12	05:12	100.0%
C017	535	763	70.1%	04:21	05:47	75.1%
C018	555	656	84.6%	05:00	05:58	83.8%
C021	504	888	56.8%	03:26	05:00	68.5%
C022	704	726	97.0%	04:15	04:25	96.3%
C023	522	577	90.5%	04:01	04:26	90.3%
C024	104	451	23.1%	01:11	03:50	30.9%
C025	0	0	0%	00:00	00:00	0%

Allied Time Report

This report shows the allied time for parcel and accountable delivery associated with each route in a zone after territory has been moved. Use this report to recognize allied time that needs to be transferred with the territory. An example of an Allied Time Report is on the next page. The following will walk you through the example.

The first line of the report has the title (Allied Time). Below the title is the zone or zip code that is being adjusted. The attached example is for zone 33026, followed by the date and time the report was generated. The attached example was generated on Thursday February 10, 2011 at 07:22:32. Be sure no territory has been moved since the report was generated. If it has, simply generate a new report.

The report lists all the existing routes in the zone. The allied time per route is divided into two sections – “Transferred Plus4s” and “Non-Transferred Plus4s”. The allied time listed under “Transferred Plus4s” does NOT mean that the time has been transferred. It means that the territory containing that allied time has been moved to another route. You must manually move this allied time (see the Allied Time chapter of this guide).

The fourth line of the report identifies first existing route in the zone (route C001) in the example report. Look at the columns on the left side of the page under “Transferred Plus 4s”. You can see the zip code plus4, the block range, and street name of several sector segments. The first entry on the example is 1701-1799 NW 111TH TER and has a zip code plus4 of 2262. Sector segments that have been moved to another route will show up here only if they contain allied time for parcel or accountable delivery.

The columns on the right side of the page show you the type of allied time and the amount of time (in seconds) associated with each sector segment. The far right column shows you the route that the sector segment you are looking at has been transferred to. Look at the first entry of 1701-1799 NW 111TH TER. You can see that this sector segment contains 53 seconds of accountable delivery. You can also see that this sector segment was transferred to route C012 by looking at the far right column.

The “Non-transferred Plus4s” section is read the same way. The only difference is that all sector segments listed under this section remained on the existing route during the adjustment.

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Allied Time Report (Continued)

Allied Time

Zone = 33026

Thu Feb 10 07:22:32 2011

* Existing Route C001 *

Transferred Plus4s

Plus4	NDS	Address Range	NDS Name	Allied Time(secs)	Model	Route
2262	1701 -	1799	NW 11TH TER	Accountable 53		C012
2225	11001 -	11099	NW 21ST ST	Parcel 79		C012
2279	10801 -	10899	NW 19TH ST	Accountable 170		C012
2217	10901 -	10999	NW 19TH ST	Accountable 118		C012
2217	10901 -	10999	NW 19TH ST	Parcel 2		C012
2219	11001 -	11099	NW 19TH ST	Parcel 31		C012
2202	10800 -	10898	NW 17TH CT	Parcel 119		C012
2270	10801 -	10899	TAFT ST	Parcel 172		C012
2203	10901 -	10999	NW 17TH CT	Parcel 58		C012
2206	11000 -	11098	NW 17TH CT	Parcel 11		C012

Non-transferred Plus4s

Plus4	NDS	Address Range	NDS Name	Allied Time(secs)	Model	Route
2835	1701 -	1799	NW 106TH AVE	Parcel 312		C001
2366	10500 -	10598	NW 18TH PL	Parcel 177		C001
2325	10400 -	10498	NW 18TH PL	Accountable 164		C001
2311	10601 -	10699	NW 22ND ST	Parcel 61		C001
2307	10601 -	10699	NW 20TH ST	Parcel 84		C001
2335	2100 -	2198	NW 106TH AVE	Parcel 29		C001

* Existing Route C003 *

Transferred Plus4s

Plus4	NDS	Address Range	NDS Name	Allied Time(secs)	Model	Route
4946	10700 -	10798	DENVER DR	Parcel 64		C018
4958	10800 -	10898	SANTA FE DR	Accountable 113		C018

Non-transferred Plus4s

Plus4	NDS	Address Range	NDS Name	Allied Time(secs)	Model	Route
3405	10500 -	10598	STIRLING RD	Parcel 123		C003
4903	10701 -	10799	NASHVILLE DR	Parcel 72		C003
4970	4100 -	4198	BATON ROUGE WAY	Accountable 86		C003
4900	10700 -	10798	NASHVILLE DR	Accountable 151		C003
4961	3801 -	3899	COLUMBUS WAY N	Accountable 98		C003
4961	3801 -	3899	COLUMBUS WAY N	Parcel 92		C003
4935	4101 -	4199	LANSING AVE	Parcel 112		C003
4931	4100 -	4198	LANSING AVE	Parcel 197		C003
4927	3800 -	3898	TRENTON AVE	Accountable 123		C003
4941	11101 -	11199	MINNEAPOLIS DR	Accountable 114		C003
4865	3501 -	3599	BOISE WAY	Parcel 46		C003
4810	3401 -	3499	AMSTERDAM AVE	Parcel 27		C003
4805	3400 -	3498	MADRID AVE	Accountable 171		C003

Park Location and Relay Count Report

This report will show you the number of park points and number of relays for each route after lines of travel have been generated in COR. It will also show you the same information for each route after manual adjustments have been made to those lines of travel. COR attempts to minimize the number of park points and relays on a route to eliminate allied street time. This report should alert you if COR has generated unrealistic lines of travel, eliminating allied time that should still be credited to the route. The following will walk you through the attached example report.

The top of the report has the title (Park Location and Relay Count Report). Below the title is the zone or zip code that is being adjusted. The attached example is for zone 33026. Below the zone you will see the day of the week, date, and time the report was generated. The attached example was generated on Friday April 1, 2011 at 09:27:38.

The route numbers are listed in the far left hand column.

The next column over is titled "Automatic Routing". The information contained in this column is from the lines of travel generated automatically by COR before any manual adjustment is made. It is subdivided into two columns – "Park Cnt" and "Relay Cnt". The "Park Cnt" column shows the number of park points on the route. The "Relay Cnt" column shows the number of relays. Mounted/curbside/riding routes should always have a zero in both columns.

The next column over is titled "Manual Routing". This information is after the automatically generated lines of travel have been manually adjusted.

The column on the far right is titled "Type". This column will have the letter "A" if the automatically generated line of travel has been selected. It will have the letter "M" if the manually adjusted line of travel has been selected.

It is very important that local contacts with knowledge of the territory review this report. When this report shows a route having significantly less park points and relays than before the COR adjustment, the automatically generated lines of travel should be reviewed and any necessary changes made.

Park Location and Relay Count Report (Continued)

* Park Location And Relay Count Report *					
* Zone = 33026 *					
* Fri Apr 1 09:27:38 2011 *					

Route	Automatic Routing		Manual Routing		Type
	Park Cnt	Relay Cnt	Park Cnt	Relay Cnt	
C001	1	1	-	-	A
C003	0	0	-	-	A
C005	0	0	-	-	A
C006	0	0	-	-	A
C007	0	0	-	-	A
C008	0	0	-	-	A
C011	0	0	-	-	A
C013	0	0	-	-	A
C014	0	0	-	-	A
C015	1	1	-	-	A
C017	0	0	-	-	A
C018	0	0	-	-	A
C021	0	0	-	-	A
C022	0	0	-	-	A
C023	0	0	-	-	A
C024	0	0	-	-	A
C025	0	0	-	-	A

Re-sequenced Delivery Points Report

This report will show the route's new delivery sequence after the adjustment. Use this report to help Letter Carriers verify that the line of travel makes sense. An example report is on the next page. We will walk you through this example.

The top of the report has the title (Re-sequenced Delivery Points). Below the title and to the far left is the date the route was printed. Directly under the title is the zone and the individual route number. The far right is the page number. In our example the date this report was printed was Friday April 1. The report is for zone 33026 and for route C008. Be sure no adjustment to the line of travel has been made since the report was generated. If changes have been made, simply generate a new report.

After the header of this report you will see columns listed in a left to right configuration starting with Route Sequence (seq), Delivery (Deliv.) Mode, Relay Number (Num.), Zip4 Code, Address Number (Addr. Num.), Street Name, Unit Type and Unit Number (Num.).

The route sequence column shows numerically the delivery order of the route.

The Delivery Mode will be either Drive or Walk. On this report Drive refers to curbside, dismount, and NDCBU. Walk refers to park and loop or foot route delivery.

Relay number will only appear on walk sequence and shows COR assigned park points.

Zip4 Code is the zip code plus4 for that delivery.

Address number and street name columns identify the delivery point.

Unit type refers to multiple unit deliveries i.e. suites or apartments. Unit number further identifies to a specific suite or apartment number.

So, if you refer to the example on the next page you will see that the 145th delivery has a delivery mode of drive. There is no relay associated with this delivery which has a zip4 of 3242. The physical address is 1601 N PALM AVE STE 304.

Re-sequenced Delivery Points Report (Continued)

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*****
*                               Re-sequenced Delivery Points                               *
* Date: Fri Apr 1              Zone 33026, Route C008                                Page: 3  *
*****

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Route Seq.	Deliv. Mode	Relay Num.	Zip4 Code	Addr. Num.	Street Name	Unit Type	Unit Num.
115	Drive	0	3270	1630	FAIRWAY RD		
116	Drive	0	3270	1633	FAIRWAY RD		
117	Drive	0	3270	1640	FAIRWAY RD		
118	Drive	0	3270	1641	FAIRWAY RD		
119	Drive	0	3218	1649	FAIRWAY RD		
120	Drive	0	3218	1650	FAIRWAY RD		
121	Drive	0	3218	1660	FAIRWAY RD		
122	Drive	0	3218	1661	FAIRWAY RD		
123	Drive	0	3218	1670	FAIRWAY RD		
124	Drive	0	3218	1671	FAIRWAY RD		
125	Drive	0	3218	1681	FAIRWAY RD		
126	Drive	0	3218	1691	FAIRWAY RD		
127	Drive	0	3233	1601	PALMETTO LN		
128	Drive	0	3233	1611	PALMETTO LN		
129	Drive	0	3233	1621	PALMETTO LN		
130	Drive	0	3233	1631	PALMETTO LN		
131	Drive	0	3233	1641	PALMETTO LN		
132	Drive	0	3233	1651	PALMETTO LN		
133	Drive	0	3233	1661	PALMETTO LN		
134	Drive	0	3233	1671	PALMETTO LN		
135	Drive	0	3229	1501	N PALM AVE		
136	Drive	0	3229	1511	N PALM AVE		
137	Drive	0	3229	1521	N PALM AVE		
138	Drive	0	3229	1531	N PALM AVE		
139	Drive	0	3229	1541	N PALM AVE		
140	Drive	0	3229	1551	N PALM AVE		
141	Drive	0	3229	1561	N PALM AVE		
142	Drive	0	3229	1571	N PALM AVE		
143	Drive	0	3227	1601	N PALM AVE		
144	Drive	0	3200	1601	N PALM AVE		
145	Drive	0	3242	1601	N PALM AVE	STE	304
146	Drive	0	3242	1601	N PALM AVE	STE	306
147	Drive	0	9914	1601	N PALM AVE	STE	306
148	Drive	0	3242	1601	N PALM AVE	STE	307
149	Drive	0	3242	1601	N PALM AVE	STE	308
150	Drive	0	3242	1601	N PALM AVE	STE	309A
151	Drive	0	3242	1601	N PALM AVE	STE	309B
152	Drive	0	3242	1601	N PALM AVE	STE	309C
153	Drive	0	9947	1601	N PALM AVE	STE	309C
154	Drive	0	3249	1601	N PALM AVE	STE	309D
155	Drive	0	3242	1601	N PALM AVE	STE	311A
156	Drive	0	3242	1601	N PALM AVE	STE	311B
157	Drive	0	3242	1601	N PALM AVE	STE	311C
158	Drive	0	3242	1601	N PALM AVE	STE	311D
159	Drive	0	3242	1601	N PALM AVE	STE	311E
160	Drive	0	3242	1601	N PALM AVE	STE	311F
161	Drive	0	3242	1601	N PALM AVE	STE	310
162	Drive	0	3242	1601	N PALM AVE	STE	304A
163	Drive	0	3242	1601	N PALM AVE	STE	304B
164	Drive	0	3242	1601	N PALM AVE	STE	304C
165	Drive	0	3242	1601	N PALM AVE	STE	304D
166	Drive	0	3242	1601	N PALM AVE	STE	304E
167	Drive	0	3242	1601	N PALM AVE	STE	304F
168	Drive	0	3242	1601	N PALM AVE	STE	301
169	Drive	0	3242	1601	N PALM AVE	STE	303
170	Drive	0	3242	1601	N PALM AVE	STE	302
171	Drive	0	3242	1601	N PALM AVE	STE	300

Line of Travel Report

This line of travel report provides detailed instructions on the delivery of the route block-by-block and turn-by-turn. Two portions of an example report for route C008 in zone 33026 are attached. This report is self explanatory for the most part, but we will walk you through a few sections of the attached example report.

The report has a box at the top containing information about the zone, route, day of the week and date the report was generated. The attached example was generated on Friday April 1. Be sure the report you are using is current.

The far left column is titled "Directions". This column gives you directions such as turns to make. The information in this column must be read in conjunction with the next column over titled "STREET NAME". Look under the "directions" column then read over to the "STREET NAME" to see the directions and what street they relate to.

When you see "---> Service on the right", in the Directions column, look over to the "STREET NAME" column to see what block range is listed. This means that this block range is being delivered at this point in the line of travel. On the example report, the first entry like this is about one third of the way down page one. It has C008 delivering to the 1501-1699 block range of Rue Vendome. If you look at the column on the far right titled "Deliv.Mode", you will see that the delivery mode for this block range is "Drive" or driving. You will only see entries under this column for the directions that include delivery.

The third column from the left is titled "Route Time". This column will always start at zero. As the directions progress through the route, the time will increase. This is the time that COR has estimated it will take the Letter Carrier to reach the point of each direction given on this form. This time will continue to accumulate until the last entry on this form. On page 4 of this form, you will see that COR estimates C008 will take 5:04 (five hours and four minutes) on the street. This is not the new base street time for the route. This time is actual delivery time only. It does not include most allied street time.

Line of Travel Report (Continued)

* Line of Travel Report *			
* Date: Fri Apr 1 Zone 33026, Route C008 Page: 1 *			

Directions	STREET NAME (Address Range)	Route Time	Deliv. Mode
Depart from post office along	POST OFFICE RD	0:00	
Turn right onto		0:00	
Turn right to stay on		0:01	
Turn right to stay on		0:01	
Go straight onto	PINES BLVD	0:01	
Turn left onto	S FLAMINGO RD	0:01	
Go straight onto	N FLAMINGO RD	0:01	
Continue along	N FLAMINGO RD	0:02	
Turn right onto	TAFT ST	0:04	
Continue along	TAFT ST	0:05	
Turn right onto	NW 104TH AVE	0:11	
Turn left onto	SAINT CHARLES PL	0:11	
Continue along	SAINT CHARLES PL	0:11	
Turn left onto	RUE VENDOME	0:11	
---> Service on the right	(1501-1699)	0:11	Drive
Continue along	RUE VENDOME	0:20	
Turn right onto	GREENHOUSE RD	0:20	
Continue along	GREENHOUSE RD	0:21	
---> Service on the right	(10298-10200)	0:21	Drive

* Line of Travel Report *			
* Date: Fri Apr 1 Zone 33026, Route C008 Page: 4 *			

Directions	STREET NAME (Address Range)	Route Time	Deliv. Mode
Turn left onto	N HIATUS RD	4:55	
Continue along	N HIATUS RD	4:55	
Turn left to stay on	N HIATUS RD	4:58	
Continue along	N HIATUS RD	4:58	
Turn right onto	NW 4TH ST	5:00	
Turn left onto		5:01	
Continue along		5:01	
Turn right to stay on		5:01	
Turn right to stay on		5:01	
Continue along		5:02	
Turn left onto	NW 118TH AVE	5:02	
Turn right onto	PINES BLVD	5:02	
Continue along	PINES BLVD	5:02	
Turn left onto	S FLAMINGO RD	5:03	
Go straight onto		5:03	
Turn right to stay on		5:04	
Turn right onto	POST OFFICE RD	5:04	
Return to post office		5:04	

Route Summary Report

This report contains a variety of information about each route. It is broken down into four sections. This guide is designed to give you a clear understanding of all the information on the Route Summary Report. We will look at each of the four sections separately.

The box on the top of the report has the title (Route Summary Report). Below the title, you see the zone or zip code of the unit. The zone on the attached example report is 33026. On the left side of the box, you see the date and day of the week the report was generated. The attached example was generated on Monday, March 28th. On the right side of the box is the page number.

Below the box are two lines that tell you what “Office Transfer Mode” and “Volumes” were selected for this adjustment. On the example report, the Office Transfer Mode is “Demonstrated Performance by Relieved Carrier” and the Volume is “Full Coverage”.

Next, you see a section on the top half of page one that gives you some basic information about each route. The far left column lists the route numbers. The second column over it titled “Possible Deliveries”. This tells you the number of possible deliveries on each route. On the example report, C001 has 697 possible deliveries.

The third column over is titled “Allied Time”. This column shows you the amount of allied street time (in hours and minutes) on the route after the adjustment. On the example report, you can see that C001 has 02:32 (2 hours and 32 minutes) of allied time.

The fourth column from the left is titled “Street Time”. This shows the total base street time for the route after the adjustment. C001 has 07:01 (7 hours and 1 minute) of street time on the attached example report.

The fifth column from the left is titled “Office Time”. This shows the base office time for the route after the adjustment. On the attached example report, C001 has 01:12 (1 hour and 12 minutes) of office time.

The fifth column from the left is “Priority Time”. This shows the number of deliveries that will be made prior to any deliveries not designated as priority. This is often used on business routes to accommodate early delivery. On the attached example report, C001 has 0:20 (20 minutes) of priority time.

The far right column in this section is the “Total Time” for the route after the adjustment. This is the total time for the route when the base office and base street times are added together. C001 has a total route time of 08:13 (8 hours and 13 minutes) on the example report.

Route Summary Report (Continued)

```
*****
*                               Route Summary Report                               *
* Date: Mon Mar 28              Zone 33026              Page: 1              *
*****
```

Office Transfer Mode: Demonstrated Performance by Relieved Carrier
 Volumes: Full Coverage

Route	Possible Deliveries	Allied Time	Street Time	Office Time	Priority Time	Total Time
C001	697	02:32	07:01	01:12	00:20	08:13
C003	517	02:05	06:28	01:26	00:09	07:54
C005	1103	02:19	06:59	01:11	00:28	08:10
C006	825	01:20	06:42	01:18	00:51	08:00
C007	1086	01:36	06:52	01:12	02:15	08:04
C008	773	02:22	06:49	01:17	00:06	08:06
C011	705	01:46	06:24	01:32	00:02	07:56
C012	600	02:17	06:36	01:17	01:07	07:53
C014	1038	02:04	06:33	01:20	00:20	07:53
C015	769	01:36	06:43	01:14	00:01	07:57
C017	636	01:58	06:21	01:31	00:05	07:52
C018	605	01:44	06:25	01:34	00:03	07:59
C021	750	01:57	06:56	01:05	01:11	08:01
C022	739	01:39	06:46	01:14	01:07	08:00
C023	616	01:48	06:43	01:24	00:15	08:07
C024	790	01:11	05:29	01:14	02:09	06:43
C025	481	01:20	04:37	00:20	01:11	04:57

Allied Time Details (MM:SS):

Route	Loading Time	Travel To Time	Travel From Time	Travel Within Time	Deadhead Time	Relay Time
C001	38:41	10:01	12:54	01:44	00:00	00:00
C003	27:44	13:47	14:38	02:55	00:00	00:00
C005	15:08	08:29	06:22	08:56	00:00	00:00
C006	11:16	09:07	13:35	03:09	00:00	00:00
C007	37:50	11:05	14:24	01:00	00:00	00:00
C008	24:33	14:54	15:49	12:25	00:00	00:00
C011	36:00	13:00	18:00	02:00	00:00	00:00
C012	40:46	10:08	10:49	10:14	00:00	00:00
C014	32:26	09:10	10:58	07:20	00:00	00:00
C015	18:06	08:23	10:35	03:09	00:00	00:00
C017	37:05	12:37	11:19	15:26	00:00	00:00
C018	20:44	14:09	15:24	06:04	00:00	00:00
C021	25:38	04:02	12:14	20:59	00:00	00:00
C022	17:47	08:50	09:57	10:36	00:00	00:00
C023	26:21	07:18	08:56	06:55	00:00	00:00
C024	21:25	05:13	10:10	08:19	00:00	00:00
C025	15:00	10:57	10:50	05:15	00:00	00:00

Park Locations:

Route	Park Cnt	Relay Cnt
C001	1	1
C003	0	0
C005	0	0
C006	0	0
C007	0	0
C008	0	0
C011	0	0
C012	0	0
C014	0	0

Route Summary Report (Continued)

Allied Time Details

The next section of the report is a breakdown of the allied time for each route into six categories. These are the allied times credited to the route after the adjustment. All times in this section are in minutes and seconds (MM:SS).

The first column on the left lists the route numbers.

The second column from the left is the “Loading Time” for the route. In the example report, the loading time for route C001 is 38:41 (38 minutes and 41 seconds).

The third column from the left is the “Travel To Time” for the route. This is the time credited to the route to travel from the office to the first delivery. If COR changes the travel to time for a route, it must be documented and explained on the PS Form 1840 Reverse. The new time proposed by COR must be validated as well. On the example report, the travel to time for C001 is 10:01 (10 minutes and 1 second).

The fourth column from the left is the “Travel From Time” for the route. This is the time credited to the route to travel from the end of the route back to the office. If COR changes the travel from time for a route, it must be documented and explained on the PS Form 1840 Reverse. Any change to this time must be validated. On the example report, the travel from time for C001 is 12:54 (12 minutes and 54 seconds).

The fifth column from the left is the “Travel Within Time” for the route. This is the time credited to the route for traveling from park point to park point or from one geographic area to another. If COR changes the travel within time for a route, it must be documented and explained on the PS Form 1840 Reverse. Any change to this time must be validated. On the example report, the travel within time for C001 is 01:44 (1 minute and 44 seconds).

The sixth column over will show you any deadhead time that is built into the route. On the example report, C001 has no deadhead time.

The far right column shows relay time credited to the route. On the example report, C001 has no relay time on the example report. This will happen on a mounted route.

Park Locations

This section first shows the total number of park points and relays for each route. On the example report, C001 has 1 park point and 1 relay. The relay time column in the “Allied Time Details” section shows zero relay time. This may indicate a problem.

The next section tells you where each park point and relay is located. If a route doesn’t have any park and loop delivery, this section will be blank. On the example report, C001 has 1 park count. The park point isn’t listed under Route 001. This may indicate another problem.

Route Summary Report (Continued)

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*****
*                               Route Summary Report                               *
* Date: Mon Mar 28              Zone 33026              Page: 1              *
*****

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Office Transfer Mode: Demonstrated Performance by Relieved Carrier
 Volumes: Full Coverage

Route	Possible Deliveries	Allied Time	Street Time	Office Time	Priority Time	Total Time
C001	697	02:32	07:01	01:12	00:20	08:13
C003	517	02:05	06:28	01:26	00:09	07:54
C005	1103	02:19	06:59	01:11	00:28	08:10
C006	825	01:20	06:42	01:18	00:51	08:00
C007	1086	01:36	06:52	01:12	02:15	08:04
C008	773	02:22	06:49	01:17	00:06	08:06
C011	705	01:46	06:24	01:32	00:02	07:56
C012	600	02:17	06:36	01:17	01:07	07:53
C014	1038	02:04	06:33	01:20	00:20	07:53
C015	769	01:36	06:43	01:14	00:01	07:57
C017	636	01:58	06:21	01:31	00:05	07:52
C018	605	01:44	06:25	01:34	00:03	07:59
C021	750	01:57	06:56	01:05	01:11	08:01
C022	739	01:39	06:46	01:14	01:07	08:00
C023	616	01:48	06:43	01:24	00:15	08:07
C024	790	01:11	05:29	01:14	02:09	06:43
C025	481	01:20	04:37	00:20	01:11	04:57

Allied Time Details (MM:SS):

Route	Loading Time	Travel To Time	Travel From Time	Travel Within Time	Deadhead Time	Relay Time
C001	38:41	10:01	12:54	01:44	00:00	00:00
C003	27:44	13:47	14:38	02:55	00:00	00:00
C005	15:08	08:29	06:22	08:56	00:00	00:00
C006	11:16	09:07	13:35	03:09	00:00	00:00
C007	37:50	11:05	14:24	01:00	00:00	00:00
C008	24:33	14:54	15:49	12:25	00:00	00:00
C011	36:00	13:00	18:00	02:00	00:00	00:00
C012	40:46	10:08	10:49	10:14	00:00	00:00
C014	32:26	09:10	10:58	07:20	00:00	00:00
C015	18:06	08:23	10:35	03:09	00:00	00:00
C017	37:05	12:37	11:19	15:26	00:00	00:00
C018	20:44	14:09	15:24	06:04	00:00	00:00
C021	25:38	04:02	12:14	20:59	00:00	00:00
C022	17:47	08:50	09:57	10:36	00:00	00:00
C023	26:21	07:18	08:56	06:55	00:00	00:00
C024	21:25	05:13	10:10	08:19	00:00	00:00
C025	15:00	10:57	10:50	05:15	00:00	00:00

Park Locations:

Route	Park Cnt	Relay Cnt
C001	1	1
C003	0	0
C005	0	0
C006	0	0
C007	0	0
C008	0	0
C011	0	0
C012	0	0
C014	0	0

PS Form 1840 Reverse

This form shows what adjustment (if any) is going to be made to a route. There is additional information on an 1840 Reverse generated by COR after routes have been optimized. The first section will explain the information found on every 1840 Reverse. The section at the end will explain the information that is unique to a COR generated 1840 Reverse.

A PS Form 1840 Reverse. At the very top of the form you can see the route number and how many pages the route adjustment will be. The form you are looking at shows this is the 1840 Reverse for route 26008 and there are 5 pages to this route adjustment.

On the upper left-hand side of the form (in the “Items” column) there is a line for “Office Time”, a line for “Street Time”, and a line for “Total Time”. These are the evaluated times for the route before the adjustment. On the form you are looking at, route 26008 was given an office time credit of 1:19 and a street time credit of 7:09 for a total daily time credit of 8:28.

Reading from left to right, the fourth column is called “Relief (R) Addition (A)”. Each entry in this column will always be marked with an “A” or an “R”. The letter “A” means addition (territory is being added). The letter “R” means relief (territory is being taken from the route). The next column will list the name of the street being added or taken away from the route. To the right of the name of the street there will be an “E” or an “O”. “E” means even block range. “O” means odd block range.

The next two columns are called “Numbers” or “Address Ranges”. These two columns show the block range being added or removed from the route. On the form you are looking at, the first entry shows the 1400 block of Fairway Rd. (even side) is being added to route 26008. If you look a few columns further to the right, you see the “Transferred to or From Rte. Number” column. This shows which route the territory is coming from or going to (depending on whether territory is being added or taken away). On the form you are looking at, Fairway Rd. is being added to route 26008. This street comes from route C007.

The next column is called “Delys.”. This shows how many possible deliveries are in the line entry being added to, or taken away from the route. On the form you are looking at, there are 8 possible deliveries on the even side of the 1400 block of Fairway Rd. that are being added to route 26008.

Continuing to the right, the next two columns are called “Office Time” and “Street Time”. These columns show the time value that is being added to the route or taken away from the route because of the adjustment being made. On the form you are looking at, the even side of the 1400 block of Fairway Rd. is being added to route 26008 for 21 seconds of office time credit and 5 minutes and 34 seconds of street time credit. Every entry on every 1840 Reverse will follow this same pattern.

PS Form 1840 Reverse (Continued)

First Page of Example 1840 Reverse

ADJUSTMENTS APPROVED BY POSTMASTER OR DESIGNEE			Route: C908 ZIP: 33026		RECORD OF OFFICE AND STREET ADJUSTMENTS MADE							Date: 02/12/11 Page 1 of 5	
ITEM	HOURS AND MINUTES	NEW CONST. MINUTES	RELIEF (R) ADDITION (A)	STREET	ADDRESS RANGES		ZIP + 4 SECTOR/ SEGMENT	TRANS-FERRED TO/FROM ROUTE NUMBER	DELYS.	OFFICE TIME MM:SS	STREET TIME MM:SS	ADJUSTED ROUTE	
					BEGIN	END						ITEM	HOURS AND MINUTES
OFFICE TIME	01:19		A	FAIRWAY RD	1400	1498	3211	C007	8	00:21	05:34	OFFICE TIME	01:17
STREET TIME	07:09		A	FAIRWAY RD	1572	1574	3217	C007	16	00:33	02:56	STREET TIME	06:49
TOTAL TIME	08:28		A	FAIRWAY RD	1652	1698	3218	C007	8	00:21	07:22	TOTAL TIME	08:06
RELIEF			A	FAIRWAY RD	1473	1475	3264	C007	9	00:29	04:01		
ADDITION			A	FAIRWAY RD	1632	1641	3270	C007	16	00:42	04:53		
			A	GREENHOUSE RD	10225	10301	3208	C007	16	00:21	05:13		
			A	GREENHOUSE RD	10200	10224	3209	C007	9	00:21	04:01		
			A	GREENHOUSE RD	10302	10399	3274	C007	10	00:21	02:43		
			A	HAMMOCK LN	1522	1599	3212	C007	8	00:21	00:12		
			A	HAMMOCK LN	1500	1521	3261	C007	6	00:08	00:11		
			A	PALMETTO LN	1601	1699	3233	C007	8	00:21	00:22		
			A	RUE VENDOME	1600	1698	3207	C007	1	00:00	00:06		
			A	RUE VENDOME	1500	1598	3230	C007	6	00:03	03:24		
			A	RUE VENDOME	1601	1699	3231	C007	1	00:00	00:03		
			A	RUE VENDOME	1501	1599	3234	C007	6	00:11	01:29		

Comments:

1. Office break Option chosen ☐ Yes or ☒ No.

2. Base Time for Route evaluation from Form ☐ is ☐ (Hours and Minutes).

3. Street Time for adjustment 07:09 (hours and minutes).

4. Reasons for selection of street time:

Office Time Mode: Demonstrated Performance by Relieved Carrier

Need AMS to correct LOT

-Wave stop statement 2/12/11

do with territory

LOT - Put Cedarwood last ends Hasting, would have to travel back to Palm

after 434 → 455-473

then 435-454

after 540 insert 557-575

541-556

① Bus

② Villa Court

③ Cedar

T. J. P.

13

Villa

Prison

PS Form 1840 Reverse (Continued)

On the form you are looking at, there are 5 entries made for Fairway Rd. All 5 entries are coming from route C007 and being added to route C008. The total number of possible deliveries for Fairway Rd. is 57. This territory has been transferred to route 26008 for a total office time credit of 2 minutes and 26 seconds and a total street time credit of 28 minutes and 46 seconds for a total time credit of 31 minutes and 12 seconds. Therefore, these 57 deliveries were added to route 26008 for a total of 31 minutes and 12 seconds.

On the upper right-hand corner of the 1840 Reverse, you can see a section called "Adjusted Route". On the form you are looking at, the new office time for route 26008 which is 1:17, the new street time is 6:49, and the new total time is 8:06. On the last page, you also see the number of possible deliveries that have been added or taken away from the route after the adjustment. On the last page of the form you are looking at, route 26008 has had 88 possible deliveries moved to other routes.

The lower half of the form is called the "Comments" section. Under the "Comments" section, # 1 deals with the Office Break Option. # 2 shows the base street time selected for route evaluation purposes. # 3 shows the street time that was actually selected for the route. On the form you are looking at, 7:09 was the street time selected for route 26008. You can also see that 7:09 was the street time selected by looking back up the left-hand side of the page to the "Street Time" (second line from the top) value before route adjustment. These two numbers will usually match (remember that just because they match, doesn't make them right). # 4 is the reason for the selection of street time. If the route was evaluated in a joint process, the team will enter the reason for the street time selected here. At the bottom of the page in the lower left-hand corner, there is a section for "Additional Comments". The "Comments" section on the 1840 Reverse should be studied very carefully when reviewing route inspection data.

PS Form 1840 Reverse (Continued)

First Page of Example 1840 Reverse

ADJUSTMENTS APPROVED BY POSTMASTER OR DESIGNEE			Route: C908 ZIP: 33026		RECORD OF OFFICE AND STREET ADJUSTMENTS MADE							Date: 02/12/11 Page 1 of 5	
ITEM	HOURS AND MINUTES	NEW CONST. MINUTES	RELIEF (R) ADDITION (A)	STREET	ADDRESS RANGES		ZIP + 4 SECTOR/ SEGMENT	TRANS-FERRED TO/FROM ROUTE NUMBER	DELYS.	OFFICE TIME MM:SS	STREET TIME MM:SS	ADJUSTED ROUTE	
					BEGIN	END						ITEM	HOURS AND MINUTES
OFFICE TIME	01:19		A	FAIRWAY RD	1400	1498	3211	C007	8	00:21	05:34	OFFICE TIME	01:17
STREET TIME	07:09		A	FAIRWAY RD	1572	1574	3217	C007	16	00:33	02:56	STREET TIME	06:49
TOTAL TIME	08:28		A	FAIRWAY RD	1652	1698	3218	C007	8	00:21	07:22	TOTAL TIME	08:06
RELIEF			A	FAIRWAY RD	1473	1475	3264	C007	9	00:29	04:01		
ADDITION			A	FAIRWAY RD	1632	1641	3270	C007	16	00:42	04:53		
			A	GREENHOUSE RD	10225	10301	3208	C007	16	00:21	05:13		
			A	GREENHOUSE RD	10200	10224	3209	C007	9	00:21	04:01		
			A	GREENHOUSE RD	10302	10399	3274	C007	10	00:21	02:43		
			A	HAMMOCK LN	1522	1599	3212	C007	8	00:21	00:12		
			A	HAMMOCK LN	1500	1521	3261	C007	6	00:08	00:11		
			A	PALMETTO LN	1601	1699	3233	C007	8	00:21	00:22		
			A	RUE VENDOME	1600	1698	3207	C007	1	00:00	00:06		
			A	RUE VENDOME	1500	1598	3230	C007	6	00:03	03:24		
			A	RUE VENDOME	1601	1699	3231	C007	1	00:00	00:03		
			A	RUE VENDOME	1501	1599	3234	C007	6	00:11	01:29		

Comments:

- Office break Option chosen ☐ Yes or ☒ No.
- Base Time for Route evaluation from Form ☐ is ☐ (Hours and Minutes).
- Street Time for adjustment 07:09 (hours and minutes).
- Reasons for selection of street time:

Office Time Mode: Demonstrated Performance by Relieved Carrier

Need AMS to correct LOT

-Wave stop statement 2/12/11

do with territory

LOT - Put Cedarwood last ends Hixson, would have to travel back to Palm

after 434 → 455-473

then 435-454

after 540 insert 557-575

541-556

① Bus

② Villa Court

③ Cedar

T. J. [Signature]

[Signature]

PS Form 1840 Reverse (Continued)

Sometimes, if you go to the very last page, you will see that a “MANUAL TIME ADJUSTMENT” has been made to the route. This time adjustment is listed as “Relief” or “Addition” depending on if the time is added or taken away from the route. This type of time adjustment/deduction should always be supported by appropriate comments on the 1840 Reverse.

At the very bottom of the page, you have a “Totals” line. It shows the total number of deliveries added to, or taken from a route, and the total amount of time credit given for those deliveries. The form you are looking at shows a total of 88 deliveries were moved from route 26008 for a total of 2 minutes office time relief and 20 minutes street time relief. Always go back and add up all the office and street time credit and relief given and be sure these totals are correct.

Last Page of Example 1840 Reverse

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PS Form 1840 Reverse (Continued)

1840 Reverse Generated by COR

After optimizing routes, COR will make changes to Relay Time, Travel To, Travel Within, and Travel From times for each route. These time changes are shown on the 1840 Reverse. An example of an 1840 Reverse for route C012 in zone 33140 is on the next page. Take a look at the section outlined in the black box.

The first line in the box is an addition COR made to the route by adding time for relay time. You can see the letters “EXR” beside the words “Relay Time”. This means that 14:37 (14 minutes and 37 seconds) was the relay time on the existing route (the route before any adjustment). To the right of the EXR time, you see the letter “ADJ”. This is the relay time COR credits to the route after the adjustment. On the example below, the ADJ time is 17:51 (17 minutes and 51 seconds). If the ADJ time is greater than the EXR time, you will see the letter “A” in the “Relief/Addition” column because time has been added to the route. If the ADJ time is less than the EXR time, an “R” for relief will appear because COR has taken time from the route. Changes in Travel To, Travel Within, and Travel From are identified the same way. ALL changes must be explained by comments on the 1840 Reverse and validated. See chapter 10 of this guide for more information on validations.

Further down you see “Old Relay: BREW ST, -01:33”. This means COR deleted this relay located at Brew St. and deducted 1 minute and 33 seconds of Relay Time from the route. On the next line you see a similar entry indicating that a new relay has been added. On this example, the new relay located at 216 43rd St. resulted in a 1:04 (1 minute and 4 seconds) time credit being given to route C012.

The bottom line of this form has an entry for “Parcel Delivery”. You can see the letter “A” in the “Relief/Addition” indicating that this is an addition to the route. Scroll all the way over to the “STREET TIME” column and you can see that 02:00 (2 minutes) was credited to the route for this parcel delivery. Allied time entries like this will show up on the 1840 Reverse when allied time is moved to or from the route.

PS Form 1840 Reverse (Continued)

1840 Reverse Generated by COR

Route: C012 ZIP 33140			RECORD OF OFFICE AND STREET ADJUSTMENTS MADE								Date: 04/23/11		Page 1 of 2	
Assignment Approved by Postmater or Designee			RELIEF R ADDITON (A)	STREET	ADDRESS RANGE BEGIN END		ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	Adjusted Route		
Item	Hours and Minutes	New Const. Minutes	A		216	216	3211	C004	27	00:08	01:42	Item	Hours and Minutes	
Office Time	01:25		A	43rd St.	216	216	3202	C004	24	00:38	03:32	Office Time	01:36	
Street Time	06:10		A	43rd St.	216	216	3225	C004	1	00:00	02:11	Street Time	06:34	
Total Time	07:35		R	Todd Ave	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:10	
Relief			R	Todd Ave	4925	4925	2743	C019	2	00:26	03:24			
Addition			R	Todd Ave	4801	4899	2751	C004	2	00:27	03:25			
			R	Todd Ave	4901	4999	2752	C019	20	00:28	03:26			
			R	Todd Ave	5001	5099	2753	C034	19	00:29	03:27			
			A	Relay Time EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34			
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00			

				Old Relay: BREW ST, - 01:33	9001	9999	3239		0	00:00	00:00			
				New Relay: 216 43rd St, 1:04	9000	9098	3273		0	00:00	00:00			
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00			
			A	Parcel Delivery	0	0			0	00:00	02:00			

Comments:

1. Office Break OPTION Chosen ____ Yes or ____ No.

2. Base Time Route Evaluation From Form ____ is ____ : ____ (Hours and Minutes)

3. Street Time for Adjustment 06:10 (Hours and Minutes)

4. Reasons for Selection of Street Time:

Office Time Mode: Demonstrated Performance by Regular Carrier

Notes: _____

