Carrier Optimal Routing, COR & CDRAAP

When available, COR will be jointly used by the team as a tool for route optimization and adjustment, provided the data preparation has been properly completed and is current. The district lead team will determine whether additional data preparation for the zone is needed. COR technicians (one USPS selected and one NALC selected) will be made available to complete all COR adjustments.

No adjustments will be implemented between November 15 and January 1.

- The use of COR by the route evaluation and adjustment team must be consistent with the applicable provisions of Handbook M-39, and their application of the COR process must also comply with the parties national settlement which is reproduced below.

- The district lead team will coordinate with the USPS district office and NALC NBA office(s) to ensure COR technicians – one USPS member and one NALC member – will be made available to complete all COR adjustments. There is no policy prohibiting a district lead team member, route evaluation and adjustment team member, or local office contact from performing adjustments while serving a dual role as a COR technician. Case-by-case objections will be processed through the issue resolution process.

- The NALC is permitted to have a route evaluation and adjustment team member serve as the NALC COR technician in conjunction with, or in lieu of, the route evaluation and adjustment team member assigned to a zone when COR is used. In situations where an NALC COR technician is unavailable, the NALC route evaluation and adjustment team member can be replaced by another route evaluation and adjustment team member for the route adjustment phase when COR is used.

- COR is considered available in any zone where the COR data preparation is completed before the adjustment and where NALC and USPS COR technicians are available. If changes have occurred in a zone related to the data prep, updates to the data files for the zone will be made as appropriate.

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

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

- Old relay times from the existing 3999 (recorded as EXR) and new relay times (recorded as ADJ) for the proposed adjustment on each route are identified on the reverse of PS Form 1840 by relay as well as total relay time for the route. The difference between these two total times is noted in the relief or addition column of the PS Form 1840 Reverse. The route 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.

Some of the reports to be reviewed include, but are not limited to:

- **Existing Route Summary**

  - This report should be printed first, as it is a summary of the zone and each route in the zone as they existed before any changes are made. You will compare this to the adjusted route summary after COR optimized the zone.

- **Territory Transfer Summary Report**

  - This report shows the number of deliveries that were on the existing (old) route and the delivery time this represents, how many of these remain on the model (adjusted) route, and what percentage of the old route this represents.

- **Adjusted Route Summary**

  - This report contains the same information for the routes in a zone after a COR adjustment as the Existing Route Summary has for routes in a zone before the adjustment. The Existing and Adjusted Route Summary reports

are the before and after pictures of the adjustment.

- **Allied Time**

  - This report shows the parcel and accountable times that were moved from a route and the parcel and accountable time that stayed on the route. This report lists all the routes in a zone separately. COR does not automatically transfer parcel and accountable time. The COR tech has to move this time manually at the route evaluation and adjustment team's direction. Similarly, other allied times that do not show up on this report may be adjusted at the route evaluation and adjustment team's direction. Some examples are relay time, replenish time, travel times, etc.

- **Line of Travel Report**

  - This report should be used to verify the route's line of travel. It should also be used to validate the travel to, travel from, and travel within times as discussed below.

- Travel To, Travel From, and Travel Within times must be validated, documented, and discussed during the adjustment consultation. If there is a different credit of time proposed for travel within or travel to and travel 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 route evaluation and adjustment team regarding the proposed change prior to the adjustment consultation with the carrier. It is not necessary that the validation itself be done jointly in order to satisfy the route evaluation and adjustment team.

  - For example, all travel to, travel from, and the total of all travel within times from the 3999 (recorded as EXR) are identified on the reverse of the PS Form 1840 and new travel times are identified as an adjustment (recorded as ADJ) on the reverse of PS Form 1840. The difference between these two times will be noted in the relief or addition column on the reverse of PS Form 1840. The route evaluation and adjustment team will be provided all relevant reports generated by COR to review the specifics of the proposed changes regarding travel times so they can jointly make decisions regarding the proposed changes, and then have the necessary documentation for the adjustment consultations regarding any agreed to changes. Any change in travel times from the 3999 due to a proposed new travel pattern must be validated and then reviewed by the route evaluation and adjustment team so they can

jointly make decisions regarding the proposed change. The Route Summary Report will be used as a tool to aid in the validation process.

- The evaluated office and street times selected by the route evaluation and adjustment teams will be transferred to the top left-hand corner of the PS Form 1840 Reverse. The initial proposed adjusted office and street times from the COR process will appear on the top right corner of the PS Form 1840 Reverse. The difference between these two times must be identified on the 1840 Reverse by sector segment (when applicable) for each route. The difference in these times that must be specifically identified includes items such as proposed changes in relay times, travel times, allied times, delivery times, miscellaneous times, and eliminated/added routes (eliminated/added routes can impact the total time difference due to demonstrated performance, selected street time, and fixed time such as travel to, travel from, loading time, street breaks, etc.).

- The route evaluation and adjustment team will be working with COR technicians who know the system. The COR technicians are there to make the necessary inputs and to explain any aspect of the COR program/process that the team needs to make decisions regarding the proposed adjustments. The COR technicians will conduct such duties at the joint direction of the route evaluation and adjustment team.

- All decisions regarding the evaluations and adjustments of routes, including deductions and/or changes proposed by COR, or manually, are made jointly by the route evaluation and adjustment team. Any items of disagreement will be identified and documented by the route evaluation and adjustment team and immediately referred to the district lead team.

- When transferring territory in COR and non-COR sites, the route evaluation and adjustment team may agree to change the time credit for a sector segment. Such changes will be noted on the reverse of the PS Form 1840 with the team's explanation of the time that was added or deducted and the reason.

- If a PS Form 3999 was changed after being downloaded into the Delivery Operations Information System, for either a COR or non-COR site, the parties will jointly review the Delivery Operations Information System 3999 Audit Trail Report.