

## **CDRAAP District Lead Team Responsibilities**

Reading and becoming familiar with all agreements related to the process.

### **Selection of Zones**

Each member of the district lead team may select zones for evaluation (November, 3 - 21, 2014). The district lead team will discuss the selection of zones. Each member of the district lead team may select zones for evaluation during the selection period. After the selection period has ended, additional zones may only be selected for evaluation by mutual agreement of the district lead team.

Once zones are selected, the district lead team will jointly determine the time frames for the beginning of data analysis for each zone. All routes in a selected zone will be evaluated.

### **Posting Workhour Workload Reports**

On each work day during the life of this agreement, the Workhour Workload Report for all routes, in all zones, for the previous day, will be posted daily in a convenient location.

### **Special Inspections**

The district lead team will be made aware of any planned Handbook M-39, Section 271 special route inspections, whether management or carrier initiated, as far in advance as possible so the district lead team may discuss and consider whether to mutually agree to opt the affected zone into the process outlined in this agreement.

Any data from route inspections conducted pursuant to Section 271 of Handbook M-39 will be forwarded to the appropriate district lead team for assignment to a route evaluation and adjustment team to make any route adjustments.

### **Data Analysis Periods**

The data analysis period will consist of seven weeks of data randomly selected from up to seven months preceding the beginning of the evaluation and a subsequent eighth week jointly selected by the district lead team.

No evaluation will begin prior to the completion of the jointly selected eighth week. The first week eligible to be selected for evaluation is the week beginning January 3, 2015; therefore, no evaluations will begin prior to January 12, 2015.

Months prior to May 2014, June, July, August, and December are always excluded.

For each zone, the NALC district lead team member will make a random drawing of numbered lots from 1 – 4 to determine the seven random weeks used for evaluation. The district lead team will advise the route evaluation and adjustment team of the results of the drawing.

The last month from which one of the seven weeks may be selected is the available month immediately preceding the month during which the evaluation begins.

The lead team will jointly select the eighth week for each selected zone to be used for data analysis. Weeks prior to the week beginning January 3, 2015 will not be selected.

The route evaluation and adjustment team may submit a request to the district lead team to exclude a week(s) or month(s) for reasons other than the regular carrier not being available. Reasons may include operational changes, significant volume changes, natural disasters or other factors. The district lead team may mutually agree to grant such a request.

## **COR & CDRAAP**

After selection of zones, ensuring Carrier Optimal Routing (COR) technicians – one USPS member and one NALC member – will be made available to complete all COR adjustments.

When COR is planned to be used for adjustments, determining whether additional data preparation is needed so there are no delays in scheduled evaluations or adjustments.

## **CDRAAP Resources**

Recommend to the area/regional team the number of route evaluation and adjustment teams and other resources needed to timely complete evaluations and adjustments.

Prioritizing and scheduling evaluations and adjustments so that all necessary adjustments can be completed within the prescribed time limits (75 days).

## **Scheduling Offices for Evaluation**

The district lead team will schedule evaluations after consideration of the following:

- resources available (number of route evaluation and adjustment teams)
- availability of current representative PS Form 3999s (Prior to beginning any evaluation, the district lead team should ensure that current representative PS Form 3999s will be completed timely)
- status of data preparation of zones using Carrier Optimal Routing (COR) for adjustment purposes

- the requirement to have the adjustments for each zone implemented within 75 days of the start date of the analysis.

## **PS Forms 3999**

Ensuring that representative PS Form 3999s, *Inspection of Letter Carrier Route* are completed for routes in a selected zone.

Ensuring that the PS Form 3999 process is followed.

- The original, unedited PS Form 3999 will be printed and made available to the route evaluation and adjustment teams or any local office contacts assigned to perform adjustments.
- Within three business days (whenever possible) of performing a PS Form 3999, management will explain the examiner's comments and the reasons for any time recorded as nonrecurring street time, as well as any editing of the original PS Form 3999, to the carrier. The carrier will have the opportunity to write his/her comments on an attachment to the original unedited copy of the PS Form 3999.
- An unedited copy of each PS Form 3999 along with examiner and carrier comments and the Audit Trail Report(s) will be provided to the appropriate adjustment team.
- Route evaluation and adjustment teams must jointly review the PS Form 3999s as well as route examiner and carrier comments and audit trail reports before any PS Form 3999 is determined to be representative for route adjustment purposes

## **Local Office Contacts**

Ensuring local management and union representatives present a nationally developed standup talk to employees in each zone selected for this process prior to beginning the process in that zone.

The district lead team may, by mutual agreement, assign additional tasks to a specific pair of local office contacts, on an individual, case-by-case basis. For example, the district lead team may agree to assign a specific local office contact pair to determine how adjustments will be made in a specific zone.

## **Route Evaluation and Adjustment Teams (REAT)**

Assigning REATs to selected zones for evaluation and adjustment.

Providing or participating in training route evaluation and adjustment teams on the evaluation and adjustment process. Such training should be provided in-person; however, the parties recognize and agree that there will be situations where in person training is not efficient and economical.

Ensuring evaluations and adjustments are completed within prescribed time frames.

### **Data Analysis and DOIS Base Data**

As necessary, the district lead teams will be responsible for data analysis, route evaluation and adjustment, jointly conducting carrier consultations and ensuring all resulting data is properly recorded and unit records updated.

Ensuring that all base data entered into the Delivery Operations Information System (DOIS) is an accurate reflection of the agreed to adjustment.

### **Zone Reviews Following Adjustments**

After receipt of any route review request forms, reviewing the issue(s) reported and, if appropriate, either conducting the review or assigning a route evaluation and adjustment team to conduct the review.

Monitoring the route review process and ensure it is being followed when other teams are assigned.