

- The route evaluation and adjustment team should review relevant reports for each selected zone to determine if there are any data integrity issues. The team will review and address any such issues prior to completing any analysis or adjustment. These reports include:
  - ✓ "Flash Last 4 Weeks Report"
  - ✓ TACS LTATS - Weekly Summary Report
  - ✓ TACS Weekly Operation Summary Report
- Any known operational changes should occur prior to the Live Week of data collection.
- On each workday during the life of this agreement, the Workhour Workload Report for all routes, for the previous day, will be posted daily in a convenient location.

#### Anomalies

- Route evaluation and adjustment teams will review each day of the random seven weeks and the jointly selected Live Week of data collection for each route to identify any erroneous volume, office time, or street time entries. The team will use all available data including data in the DSR program to perform this review.
- Errors may have resulted from work hours that were not transferred, or erroneously transferred, from one route to another, e.g., failure to properly track auxiliary assistance.
- The team should also look for delivered volume discrepancies on the regular carrier's non-scheduled day. Additionally, there could have been an erroneous volume entry.
- The following events are initially deducted from street time in the deductions column of the daily details within the DSR system:
  - Lunch
  - Inside DU
  - Outside Route
  - Pivot
  - Travel to Other
  - Travel From Other
- The evaluation team must verify time recorded for each of these events and make necessary edits within DSR to ensure the appropriate amount of daily street time is recorded for each route.
- The following events within DSR are automatically flagged when the associated time exceeds the parameters listed below:

Event	Parameter (Minutes/Seconds)
○ Loading Time	22:00
○ Unloading Time	7:00
○ Signature Required Scan	3:00
○ Relay Time	1:35
○ Delivered/Other Scan	1:00
○ Miscellaneous Other (Stationary)	7:00

#### Delivery Segments

Delivery Type	Parameter (Seconds Per Delivery)
○ Business – Curbline	0:32
○ Business – Other	0:30
○ Business – CBU/Centralized	0:32
○ Residential – Other	0:32
○ Residential – Curbline	0:32
○ Residential – CBU/Centralized	0:30

- Travel To and Travel From are flagged relative to time that exceeds Geographic Information System (GIS) + 10%.
- The above listed parameters are not delivery standards and are used for the purpose of assisting the evaluation team in identifying potential anomalies.
- The National Oversight Team will continuously review all listed parameters and make any jointly agreed upon adjustments as necessary.
- The team will review each of the events flagged in DSR and make any necessary adjustments to the recorded time.
- It is the expectation of the parties that teams will utilize the data available in DSR to make as many corrections to data errors as possible. In limited circumstances, the team may agree to exclude days which they agree may include errors, or days which they agree the entries are not representative of the normal range of volume, office time, or street time for that day on the route.

#### **PS Form 3999 Process**

- This process is applied to all PS Forms 3999 performed after the signing of the Technology Integrated Alternate Route Evaluation and Adjustment Process MOU.
- **PS Form 3999-DSR**
  - The evaluation team shall utilize information obtained from the consultation using Live Week data and select the most representative day based on the data from the analysis period and the Live Week data to create PS Form 3999-DSR.
  - The evaluation team shall print and retain the DSR Summary page (PDF) prior to any editing and the DSR Summary page (PDF) after edits are performed.
  - No DSR Summary shall be imported into the DOIS system to create the PS Form 3999-DSR without consultation with the regular or representative carrier and all edits have been jointly reviewed for accuracy.
  - The evaluation team shall provide to the local contacts, the unedited DSR Summary page, the edited DSR Summary page and the PS Form 3999-DSR upon request.
- **PS Form 3999**
  - In both selected and non-selected zones, all PS Forms 3999 conducted during the life of this agreement will be reviewed with the regular carrier or agreed to replacement carrier.
  - The original, unedited PS Form 3999 will be printed and made available to the route evaluation and adjustment team 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. The carrier will be provided a copy of the unedited PS Form 3999 one day prior to discussing it with management.
  - 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 Forms 3999 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. Route evaluation and