



Branch 2184

National Association of Letter Carriers

AFL-CIO
6969 Monroe
Taylor, MI 48180
Phone: (313) 295-1640

Special Inspection Request

Date _____

Dear _____ :
(Supervisor's Name)

Please consider this letter my request for a special inspection. I believe that I qualify for this inspection under the provisions of Part 271 of the M-39. It is my understanding that this special mail count and inspection is to be completed within four (4) weeks of the request. Failure of management to act within the prescribed time limit is a violation of the National Agreement and would be just cause for entering into the grievance procedure.

Sincerely,

(Carrier Signature)

City Carrier, Route # _____

Note: Prepare in duplicate

242.3 Evaluating the Route

242.31 Office Time

242.311 Under normal conditions, the office time allowance for each letter route shall be fixed at the lesser of the carrier's average time used to perform office work during the count period, or the average standard allowable office time.

242.312 No mail volume adjustments will be made to carrier office work (casing and strapping out functions) or street work evaluations unless the mail volume for the week of count and inspection is at least 13% higher or lower than the average mail volume for the period between the most recent regular and the current inspection (excluding the months of June, July, August, and December).

242.32 Street Time

242.321 For evaluation and adjustment purposes, the base for determining the street time shall be either:

- a. The average street time for the 7 weeks random timecard analysis and the week following the week of count and inspection; or
- b. The average street time used during the week of count and inspection.

242.322 The manager will note by explanatory *Comment* on the reverse of Form 1840 or attachments thereto why the base street time allowance for the route was established at the time selected. The manager's selection of the street time allowance cannot be based on the sole criterion that the particular time selected was the lower.

242.323 Selection of the 7 weeks for the random timecard analysis shall be based on the following:

- a. Within 4 weeks prior to the week of count and inspection, the local union representative will make a random drawing of numbered lots from 1–4 to be used in determining the 7 random weeks to be selected for all routes at the delivery unit.
- b. From that random lot selection, corresponding weeks in up to 7 months preceding the month of the count (excluding June, July, August, and December) will be selected. For example, if the random lot selection is 2, 3, 1, 4 and the count week is in October 1978, then the weeks selected will be as shown in the "7 month" example below.
- c. If only 2 or 4 months are available for the timecard analysis, the random lot numbers must be reversed after the first 4 weeks selection; i.e., 2, 3, 1, 4 used for the first 4 weeks of the available months, then 4, 1, 3 for the remaining 3 weeks of the available months. (See "4 month" example below.) *The first week of a month will begin with the first Saturday of the month.*