

September 16, 2004

VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS
DISTRICT MANAGERS
NALC NATIONAL BUSINESS AGENTS

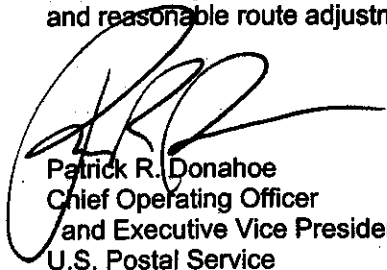
**SUBJECT: National Association of Letter Carriers/United States Postal Service
Joint Evaluation Impact Report**

The attached National Association of Letter Carriers (NALC)/United States Postal Service Joint Evaluation Impact Report will serve as the document to notify the national parties (William H. Young, President, NALC and William P. Galligan, Acting Vice President, Delivery and Retail) that an agreement has been reached on a methodology to evaluate routes.


This report is broken into three sections: Unit and NALC information; Methodology; and Evaluation Sections. This report will be completed and submitted through the proper channels to the appropriate national parties.

The Unit and NALC information will be completed when an agreement is reached on a methodology. A brief description outlining the data source and process used should be provided in the Methodology Section. If an installation has multiple zones in a delivery unit, the parties need to provide the order in which the adjustments will be conducted. As soon as the impact has been determined, the Evaluation Section must be completed. The appropriate data based on the evaluation of the unit should be entered in the "Current Number of City Delivery Routes" and the "Proposed Number of Delivery Routes." Remember to include any router hours as well. The number of assignments and hours will then be totaled for the ZIP Code(s) in the stated unit as well as the impacted hours and routes. If there is a change in router hours, they should be included in the hour impact for the ZIP Code(s). Once all information has been entered, it must be signed by both parties and sent through the proper channels to the appropriate national parties with a copy being maintained at the local unit. Additionally, a web based tracking process is being implemented to track progress in all zones in the country.

We encourage all local parties to take immediate advantage of this unique opportunity to make fair and reasonable route adjustments based on meaningful data and local knowledge.



Patrick R. Donahoe
Chief Operating Officer
and Executive Vice President
U.S. Postal Service



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

Attachment

