

# Minor route adjustments

**W**hen there is no joint route adjustment process in place, the Postal Service has two options when it intends to adjust city letter carrier routes. Both of these options can be found in the *M-39 Management of Delivery Services* handbook. They are a Full Mail Count and Inspection (*M-39*, Chapter 2) and the Minor Adjustment Process (*M-39*, Section 141). A full six-day route count and inspection has been the topic of many articles and publications over the years. In this month's Contract Talk, we will discuss the minor adjustment process.

Management has an obligation to keep city delivery routes in proper adjustment throughout the year. This obligation and its ability to use the minor adjustment process to meet this obligation can be found in *M-39*, Section 141.111. It states:

The routes must be maintained in reasonable adjustment throughout the year. In order to fulfill this requirement, local managers may find it necessary to make minor route adjustments, to provide relief, add deliveries, capture undertime, etc.

Management must plan in advance for the minor adjustment to meet specific time frames laid out in the *M-39*. It also must notify the local union as far in advance as possible of their intent to conduct a minor adjustment and consult with the carriers involved. *M-39*, Section 141.117, states:

## Advance Preparation

Prior to making any minor adjustment on a unit wide basis, management must notify the local union as far in advance as possible. Any proposed adjustments must be placed in effect within 45 calendar days after the end of the adjustment consultation with the carriers involved and changes should not be made between the period November 15 and January 1. Exceptions must be approved by the district manager.

If managers are planning to conduct a minor adjustment, they should carefully review many forms or the electronic equivalent.

*M-39*, Section 141.18, states:

## Preliminary Planning

Management should carefully review and analyze street management records; PS Form 3997 or electronic equivalent from a nationally approved computer system that provides equivalent information; PS Form 1813, Late Leaving and Returning Report — First Carrier Delivery Trip; PS Form 3996, Carrier-Auxiliary Control; PS Form 1571, Undelivered Mail Report; PS Form 3921, Volume Recording Worksheet; PS Form 3921-A, Daily Delivery Unit Volume Worksheet (Continuation); and carrier timecards. The manager using PS Form 1840, Carrier Delivery Route — Summary of Count and

Inspection, should prepare a Summary of Minor Adjustments Worksheet for each route. The summary should contain the Post Office name, ZIP Code, delivery unit name, route number, carrier's name, ID number, age, length of service, length of service on route, route designation, number of trips, type of route, type of vehicle used on route, and other appropriate information as indicated in exhibit 141.18.

Section 141.19 explains the formula for making minor adjustments. This section also makes it clear that to use the minor adjustment process to adjust routes, there *must be reasonably current count and inspection data* (*M-39*, chapter 2) *and the same carrier must be serving the route*. Section 141.19 states in part:

## Formula for Making Minor Adjustments

A simple formula for making minor adjustments, without mail counts and inspection, may be made in the following manner if the previous count and inspection data is reasonably current and the same carrier is serving the route being considered...

The subsections of 141.19 explain the calculations that are made to determine office and street time values in the adjustment process. These calculations refer to the "most

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recent” 1840 and 3999. Actual times are to be used in many instances for the line items when determining office time; therefore, there should be no confusion that the 1840 must be from a full six-day route count and inspection.

Adjustments made to city letter carrier routes, whether it is an addition or relief, using the minor adjustment process must follow the same procedures as if a full *M-39*, Chapter 2, six-day mail count and inspection had taken place. *M-39*, Section 141.19.g states:

g. Adjustment Procedures. Adjustments should be made as outlined in 243.2.

After any adjustments are made using the minor adjustment process are in place, the routes must be evaluated to determine if the adjustments were proper. The procedure for this evaluation is the same as after a full six-day mail count and inspection. *M-39*, Section 141.19.i states:

i. Evaluation of Adjustments. The adjustments should be evaluated as outlined in 243.6.