

CDRAAP responsibilities of the local office contacts

On Sept. 23, the parties agreed to a memorandum of understanding (MOU) on a new joint route adjustment process, Re: City Delivery Route Alternative Adjustment Process 2014-2015 (M-01845). Subsequent to the signing of that MOU, the parties jointly developed a document, City Delivery Route Alternative Adjustment Process 2014-2015 (M-01846), to provide the mutual understanding of the national parties on issues related to the MOU. It is intended for use by the parties at all levels in properly applying the terms of the City Delivery Route Alternative Adjustment Process (CDRAAP).

The process for selecting local office contacts and their responsibilities is found in M-01846. The previous joint route adjustment processes stated that the NALC local office contact would be the NALC branch president or designee. The new CDRAAP still keeps that selection in the hands of the branch president, who will select the NALC local office contacts in his or her offices. Unlike earlier processes where the USPS local office contact was the postmaster or designee, for CDRAAP the USPS local office contact will now be selected by the district manager.

Much of the overall structure of the process is unchanged from our last joint adjustment process; however, the responsibilities of the local office contacts have changed a bit. Before discussing those responsibilities, it is important to understand the overall structure and the fact that each level of the structure supports the next. One way to do this is to think of the CDRAAP structure as a pyramid. Starting from the top, each level of that pyramid is supported by, and ultimately will be only as strong as, the level below it.

The national oversight team is at the top of the structure. Below that team are the area/regional teams. Next are the district lead teams, then the route evaluation and adjustment teams, and finally the local office contacts. After the national oversight team, the subsequent number of teams at each level in the structure will increase in size, thus creating the pyramid arrangement.

The local office contacts are the foundation that supports the entire CDRAAP structure and, just like any other structure,

CDRAAP will be only as solid as its foundation. The local office contacts are the eyes and ears of the route evaluation and adjustment teams. They understand the routes within their offices and also the letter carriers who are assigned to those routes. They hold



many of the pieces to the puzzle, so to speak. Without these pieces, the CDRAAP process will not have its best chance at success. It is very important to understand the responsibilities of the local office contacts. They have information that can be relayed to the route evaluation and adjustment teams to help achieve the best possible route adjustments.

The local office contacts are responsible for providing the route evaluation and adjustment team the following:

- Local issues relevant to route evaluation and adjustment.
- A current seniority list.
- Current or anticipated vacancies and information regarding replacement carriers.
- Potential data integrity issues.
- Where appropriate, reasons why the selected review periods may not be valid for evaluation.
- All PS Form 3999 data when requested.
- Designated back-up representatives (including names), in the event that either local office contact will not be available to perform his or her duties.

Local office contacts also are responsible for the following:

- Reading and becoming familiar with all agreements related to the process.
- Ensuring that valid and representative PS Form 3999s are conducted when requested by the route evaluation and adjustment team.
- Ensuring that the PS Form 3999 process outlined in M-01846 is followed at the local level.
- Assisting the route evaluation and adjustment team with territory adjustments. The local office contacts also may jointly select someone with knowledge of the territory to provide this assistance.
- Providing carriers their routes' evaluated time, prior to the adjustment consultation.
- Providing carriers copies of any amended PS Form(s) 1840 Reverse if changes were made after the adjustment consultation by the route evaluation and adjustment team.
- When appropriate, request a route adjustment review within 90 days following the implementation of the initial joint route adjustment.
- Finally, 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.

Each of these responsibilities is key to the success of the new joint route adjustment process. Regardless of whether you will serve as a local office contact, you should familiarize yourself with them so that you will be ready to assist the local office contacts selected for your office. Local knowledge is a vital part of this process. Any information that can be provided by the local office contacts will undoubtedly assist in the goal of obtaining accurate evaluations and adjustments.