

Reading PS Form 1840 Reverse

The PS Form 1840 Reverse shows what deliveries are planned to be added to or taken from a route during a route adjustment. PS Forms 1840 Reverse generated from the Delivery Operations Information System (DOIS) and Carrier Optimal Routing (COR) contain the same information, but appear slightly different. The PS Form 1840 Reverse generated by a COR adjustment looks like this:

ASSIGNMENT APPROVED BY POSTMASTER OR DESIGNEE		RECORD OF OFFICE AND STREET ADJUSTMENTS MADE										Date: 10/27/2014		Page 1 of 2	
ITEM	HOURS AND MINUTES	NEW CONST. MINUTES	RELIEF (R) ADDITION (A)	STREET		BEGIN	END	ZIP + 4 SECTION/ SEGMENT	TRANS-FERRED TO /FROM ROUTE NUMBER	DELAYS	OFFICE TIME MM/SS	STREET TIME MM/SS	ADJUSTED ROUTE		
OFFICE TIME	01:25		A	43 RD ST		216	216	3282	C004	34	00:38	03:32	OFFICE TIME	01:27	
STREET TIME	06:20		A	43 RD ST		226	226	3225	C004	1	00:00	02:11	STREET TIME	06:25	
TOTAL TIME	07:45		R	TUDD AVE		4825	4925	2728	C019	11	00:25	05:25	TOTAL TIME	08:02	
RELIEF			R	TUDD AVE		4825	4925	2743	C019	2	00:26	05:24			
ADDITION			R	TUDD AVE		4891	4899	2791	C004	2	00:27	05:25			
			R	TUDD AVE		4991	4999	2792	C019	29	00:28	05:26			
			R	TUDD AVE		5091	5099	2793	C004	13	00:29	05:27			
			R	TUDD AVE		5391	5199	2794	C004	32	00:30	05:28			
			A	Relay Time: EXR 14:27, ADD 17:51		0	0			0	00:00	05:14			
			R	Turned Working: EXR 15:22, ADD 17:22		0	0			0	00:00	05:00			
				Old Relay: BREW ST, 41:35						0	00:00	00:00			
				New Relay: 216 43 St, 1:04						0	00:00	00:00			
				New Relay: 4925 Tudd Ave, 1:04						0	00:00	00:00			
			A	Parcel Delivery						0	00:00	02:00			

Comments:

- Office break Option chosen X Yes or No.
- Base Time Route Evaluation From CDRAAP is 0:25 (Hours and Minutes)
- Street Time for Adjustment 06:30 (Hours and Minutes)
- Reasons for selection of street time: The adjustment team mutually agrees that the actual average street time from the evaluation period is most representative of the route.

Office Time Mode: Demonstrated Performance by Relieved Carrier

You will see images of several sections of a PS Form 1840 Reverse from COR in this first section. Each section is explained below the image.

Route: C0001 ZIP 00000	RECORD OF OFFICE AND STREET ADJUSTMENTS MADE	Date: 10/27/2014	Page 1 of 2
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At the very top of the form, you can see the route number, ZIP code, date, page number and total pages. In this example, the PS Form 1840 Reverse is for Route C0001 in the 00000 ZIP code. The date is Oct. 27, 2014, and this is the first of two pages.

ITEM	HOURS AND MINUTES
OFFICE TIME	01:25
STREET TIME	06:20
TOTAL TIME	07:45
RELIEF	
ADDITION	

On the upper left-hand side of the PS Form 1840 Reverse (in the “ITEM” column), there is a line for “OFFICE TIME,” a line for “STREET TIME,” and a line for “TOTAL TIME.” In all types of route adjustments, these are the evaluated times for the route *before* the adjustment. In the example above, the route was evaluated at 01:25 office time (one hour and 25 minutes) and 06:20 street time (six hours and 20 minutes) for a total of 07:45 (seven hours and 45 minutes) *before* the adjustment.

PS Form 1840 Reverse, continued

ADJUSTED ROUTE	
ITEM	HOUR AND MINUTES
OFFICE TIME	01:27
STREET TIME	06:35
TOTAL TIME	08:02

On the upper right-hand corner of the PS Form 1840 Reverse, you can see a section called “ADJUSTED ROUTE.” Here you will see the office and street time for the route *after* the adjustment. In the example above, this route has 01:27 (one hour and 27 minutes) of office time and 06:35 (six hours and 35 minutes) street time for a total route time of 08:02 (eight hours and two minutes) *after* the adjustment.

ADDRESS RANGE									
RELIEF (R) ADDITION (A)	STREET	BEGIN	END	ZIP + 4 SECTOR/SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM:SS	STREET TIME MM:SS	
A	43 RD ST	216	216	3202	C004	24	00:38	03:32	

Reading from left to right, the first column is called “RELIEF (R) ADDITION (A).” Each entry in this column will always be marked with an “A” or an “R.” The letter “A” stands for addition and means that territory or time is being added to the route. The letter “R” stands for relief and means that territory or time is being taken from the route. In the example above, you can see that the first line has the letter “A” for addition.

The second column is called “STREET.” It will list the name of the street being added or taken away from the route. The next column is called “ADDRESS RANGE.” It is divided into two subcolumns: “BEGIN” and “END.” These two columns show the beginning number and ending number of the block range being added or removed from the route. In the example above, the first line shows 216-216 43RD ST being added to this route.

The next column over is the “ZIP + 4 SECTOR/SEGMENT” column. This shows the ZIP+4 for the sector segment. In the example above, 216-216 43RD ST has a ZIP+4 of 3202.

If you look at the next column to the right, you see the “TRANSFERRED TO/FROM ROUTE NUMBER” column. This is important because it shows which route the territory is coming from or going to (depending on whether territory is being added or taken away). This can tell you something about whether you’re getting a fair time credit for what you’re receiving, or it may be useful for possible bidding purposes. In the example above, you can see that 216-216 43RD ST is coming from route C004.

The next column is called “DELYS.” This shows how many possible deliveries are in the line entry being added to or taken away from the route. In the example above, 216-216 43RD ST contains 24 possible deliveries.

Continuing to the right, the next two columns are called “OFFICE TIME” and “STREET TIME.” This is where the rubber meets the road. These columns show the time value that is being added to or taken away from the route for each sector segment. In the example above, 216-216 43RD ST is being added to the route for a time credit of 00:38 (38 seconds) office time and 03:32 (three minutes and 32 seconds) street time.

PS Form 1840 Reverse, continued

				ADDRESS RANGE						
RELIEF (R) ADDITION (A)	STREET			BEGIN	END	ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME: MM:SS	STREET TIME: MM:SS
A	Relay Time: EXR 14:37, ADJ 17:51			0	0			0	00:00	03:14
R	Travel Within: EXR 15:22, ADJ 12:22			0	0			0	00:00	03:00

	Old Relay: BREW ST. -01:33							0	00:00	00:00
	New Relay: 216 43 St. 1:04							0	00:00	00:00
	New Relay: 4925 Todd Ave 1:04							0	00:00	00:00
A	Parcel Delivery							0	00:00	02:00

In a route adjustment using COR, time credit for relay time, travel to the route, travel within the route, and travel from the route are displayed.

The first line in the box is an addition made to the route by adding time for relay time. You can see the letters “EXR” beside the words “Relay Time.”

When COR is used, every “Relay,” “Travel To,” “Travel From” or “Travel Within” time entry on the PS Form 1840 Reverse will have the letters “EXR” (existing route time) and then an amount of time behind it. This is the total amount of time credited for the street function you’re looking at *before* the route adjustment.

In the example above, 14:37 (14 minutes and 37 seconds) was the relay time for the route before the route adjustment.

To the right of the EXR time, you see the letters “ADJ” (adjusted route time) and then an amount of time behind it. This is the amount of time the street function you’re looking at is worth after the route adjustment.

In the example above, 17:51 (17 minutes and 51 seconds) is the relay time for the route *after* the route adjustment.

If the “ADJ” time is greater than the “EXR” time, you will see the letter “A” in the “RELIEF (R) ADDITION (A)” column because time has been added to the route.

If the “ADJ” time is less than the “EXR” time, an “R” for relief will appear because COR has taken time from the route. You can see an example of this on the second line down in the example above. The existing “Travel Within” is 15:22, but COR adjusted the “Travel Within” time to 12:22.

All deductions made must be explained by appropriate comments on the PS Form 1840 Reverse and validated.

Allied time changes (including “MANUAL TIME ADJUSTMENTS” or “MISC” office or street time adjustments) are very easy to locate on the PS Form 1840 Reverse used for COR route adjustments. Allied time is time on the street spent not delivering mail. Here’s how it works:

The entries will start by listing all territory being added (A) to the route and then switch to all territory being taken away (R) from the route. This can be just a few lines or go on for several pages on the PS Form 1840 Reverse, depending on how much territory is being moved to or from the route. However, when you get to the end of all territory being taken away (R) from the route, the allied time entries begin.

Usually, the first entry will be a “Manually Adjusted Office Time” entry (if one was made). Next you’ll find “Relay Time” changes if there are any. This is followed by “Travel To,” “Travel From” and “Travel Within” changes (if there are any). Next, you’ll find entries for Loading, Unloading, Accountable Delivery, Parcel Delivery, Street Break, Personal Needs, Customer Contact, Backtracking, Waiting Other, Management, etc., time changes (if there are any). The last entry of this type will be Misc., or Manually Adjusted Street time changes (if there are any).

Whenever you see an “R” in the “RELIEF (R) ADDITION (A)” column followed by an allied time entry, this means time is being taken from the route. When time is being taken away (R), be sure to look to the right in the “TRANSFERRED TO/FROM ROUTE NUMBER” column to see if the time is really going to another route.

If you don’t see a route number in the “TRANSFERRED TO/FROM ROUTE NUMBER” column, this means that the time taken from the route was deleted and not transferred to another route. There are times when this is justified. For instance, if a route

PS Form 1840 Reverse, continued

is completely abolished, the street break time would not go to another route because each route already has street break time.

There also are times when this isn't justified. For instance, if a route is completely abolished, the parcel and accountable time would have to transfer to the gaining route.

After all the allied time entries, you usually will see each individual "Old Relay" followed by each individual "New Relay" and the time credit associated for each old and new relay for the route (if there are any changes). In the example, you see "Old Relay: BREW ST, -01:33." This means that the relay located at Brew Street was deleted and one minute and 33 seconds of "Relay Time" was deducted from the route. On the next line, you see a similar entry indicating that a new relay has been added. In this example, the new relay located at 216 43rd St. resulted in a 1:04 (one minute and four seconds) time credit being given to the route for this new relay. These individual relay times are not listed in the street time column or with an (R) or an (A) on this line, because the total relay time adjustment appears separately.

There are exceptions to this general rule, such as the example above where allied time entries can appear after the individual old and new relay entries. In the example above, there is an entry for "Parcel Delivery" that appears after the old and new relays for the route. You can see the letter "A" in the "RELIEF (R) ADDITION (A)" column indicating that this is an addition to the route. If you look all the way over to the "STREET TIME" column, you can see that 02:00 (two minutes) was added to the route for this parcel delivery.

If you're looking at the PS Form 1840 Reverse for the route in a COR route adjustment and you don't see any allied time being added or taken away, this means that whatever time used in the past that was recorded as allied time remains on the route as is.

There are times when this might be fair, and times when this wouldn't be fair—for instance, when a route is not losing any territory and having territory added to the route. If no allied time transferred to the route, consider asking why none was transferred to the route with the territory.

<p>Comments:</p> <p>1. Office break Option chosen: <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No.</p> <p>2. Base Time Route Evaluation From CDRAAP is 1:25 (Hours and Minutes)</p> <p>3. Street Time for Adjustment 06:00 (Hours and Minutes)</p> <p>4. Reasons for selection of street time: The adjustment team mutually agreed that the actual average street time from the evaluation period is most representative of the route.</p> <p>Office Time Mode: Demonstrated Performance in Balanced Carrier</p>
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The lower half of the PS Form 1840 Reverse is called the "Comments" section. Under the "Comments" section, you will see:

- Whether or not the first break is taken in the office or on the street.
- The base street time for the route from the last adjustment that was done.
- The evaluated street time that was selected for the route.
- The reason for the selection of street time. Route adjustments require a reason for the street time selected to be recorded.
- Office method for transfer. At the bottom of the page in the lower left-hand corner, the mode used to transfer of office time will appear. Section 243.316 of *Handbook M-39*, Management of Delivery Services, actually contains five methods for determining the amount of office time to be transferred with territory that is being moved from one route to another. In CDRAAP, an additional method of transferring office time is described on page 17 of M-01846. All these methods are mathematical formulas used to determine the amount of office time to be transferred with the deliveries moved to another route.

Sometimes, a "MANUAL TIME ADJUSTMENT" or a "MISC" (meaning a miscellaneous adjustment was made) will appear on the last page of an 1840 Reverse. Look at this very carefully and question why it was made in the adjustment consultation. You may want to consider documenting, on the first page of the PS Form 1840 Reverse, any concerns or questions you have as it relates to this entry. The amount of time that is recorded like this can be significant.

PS Form 1840 Reverse, continued

DELAYS	OFFICE TIME MM:SS	STREET TIME MM:SS
25	HH:MM 00:02	HH:MM 00:15

On the last page of the PS Form 1840 Reverse, you will see a total at the bottom of the “DELYS” column. This is the cumulative total number of deliveries added to or taken away from the route. You can see in the example above that 25 deliveries were added to this route. You also will see totals under the “OFFICE TIME” and “STREET TIME” columns. These show you the cumulative total amount of office and street time added to or taken from the route. You can see above that this route has 00:02 (two minutes) of office time added and 00:15 (15 minutes) of street time added for a total of 17 minutes added to the route.

Any differences in the office and street times found on the left-hand side of the PS Form 1840 Reverse and the right-hand side must be explained in the comments section.

A PS Form 1840 Reverse generated by DOIS looks like this:

Adjustment Approved by Postmaster or Designee				Route No: 20008		Record of Office and Street Adjustments Made										Page 1 of 1		Total Pages	
Item	Hours and Minutes	New Const. (Minutes)	Relief (R) Addition (A)			Numbers		ZIP + 4 Section Segment		Transferred To or From Rte. Number	Days	Office Time	Street Time	Adjusted Route					
						Begin	End							Item	Hours and Minutes				
Office Time	2:09		R	OLD CANTON RD	E	6700	6798	12	28	004	-4	-0:01	-0:58	Office Time	2:05				
Street Time	6:12		R	OLD CANTON RD	E	6700	6700	13	53	004	-11	-0:01	-0:03	Street Time	5:55				
Total Time	8:21		R	OLD CANTON RD	D	6703	6703	22	42	004	-5	-0:01	-0:02	Total Time	8:06				
Router			R	OLD CANTON RD	E	6712	6712	12	05	004	-11	-0:01	-0:02	Router					
Addition														Possible Deliveries	624				
Relief	0:21																		
											- 31	TOTAL -0:54	TOTAL -0:17						

COMMENTS:

1. Office break option chosen: ☒ yes ☐ no

2. Base time selected for route evaluation purposes from Form _____ is _____ (hours and minutes).

3. Street time selected for adjustment 6:12 (hours and minutes).

4. Reasons for selection of street time:

5. Office method for transfer:

ADDITIONAL COMMENTS:

PS Form 1848 (Reverse) FACSIMILE - DOIS

PS Form 1840 Reverse, continued

Most of the information on this form is exactly the same as the form generated when the COR program is used to adjust routes. A couple of important differences are pointed out below.

Office Time	Street Time
- 0:01	- 0:05
- 0:01	- 0:08
- 0:01	- 0:02
- 0:01	- 0:02
TOTAL - 0:04	TOTAL - 0:17

One of the glaring differences between the two forms is that the DOIS-generated form does not have the office and street time broken down into minutes and seconds. The seconds are simply rounded to the next minute.

COMMENTS

1. Office break option chosen

☒ yes ☐ no

2. Base time selected for route evaluation purposes from Form

_____ is _____ (hours and minutes).

3. Relief time selected for adjustment

4:12 (hours and minutes)

4. Reasons for selection of street time:

5. Office method for transfer:

ADDITIONAL COMMENTS:

Next, the comments section has two small differences.

First, DOIS lists the method to transfer office time as “5. Office method for transfer” in the comments section, while the 1840 Reverse from a COR adjustment describes it as Office Time Mode. These mean the same thing.

Second, there is an additional comments section on the DOIS generated 1840 Reverse. Here you often will find explanations for adjustments made to the route aside from the additions and reliefs associated with actual delivery. If a Manual Time Adjustment is listed on the PS Form 1840 Reverse produced by a DOIS adjustment and a satisfactory explanation is not found in the ADDITIONAL COMMENTS section, ask about this in the adjustment consultation.