

## MIARAP

### Modified Interim Alternate Route Adjustment Process

#### Initial Consultation Checklist

The initial consultation with the regular carrier on each route is a key aspect of the MIARAP process. It is important that the carrier and the Local NALC Contact (LOC) be engaged in this important function. Comments should be clearly written on the consultation form for review and consideration by the DEAT. A fillable Initial Consultation form is available at [www.nalc3825.com/National\\_Script\\_Initial\\_Consultation\\_modified\\_fillable.pdf](http://www.nalc3825.com/National_Script_Initial_Consultation_modified_fillable.pdf). This form could be used to enter comments using a computer, rather than having hand written comments. If using this form, type the DEAT entered information into this form as well. In any case, all comments should be clearly entered on the consultation form. Any questions concerning the data on the form should be referred to the DEAT before completion of the consultation. Any issues not resolved should be brought to the attention of the local branch NALC office who in turn should contact the NALC district lead, if not resolved

- Before the carrier is presented with the data regarding the carrier's route, he or she will be asked for an estimate of the route's average office time and street time. It is important that the carrier give an accurate and honest assessment of the route. The carrier's estimate may become an important factor in the final evaluation and adjustment of the route and it could be used as the evaluated office and/or street time by the District Evaluation and Adjustment Team (DEAT). The Local NALC Contact (LOC) should reinforce the importance of this part of the consultation with the carrier. The street time **DOES NOT** include your 30 minute lunch break. The carrier should think about their answer and do the math before giving their estimate for an average office and street time.
- The 3999 time is another important part of the process. The 3999 will be a consideration in the evaluation of the street time for the route and will be used for the transfer of territory during any adjustments. If the 3999 time is *not close* to the **average** street time derived from the data, or the **carrier's estimate** of the street time for the route, the 3999 should be examined and another 3999 should be completed, if necessary. Clear comments concerning the integrity of the 3999 should be written on the initial consultation form. Comments such as; the 3999 was not done with me; it was done with another carrier; the 3999 is not enough time for me to complete my route on an average day; the supervisor did not do a complete 3999 with me; etc. should be clearly written on the form. The 3999 must be done with the regular carrier if he/she is available during the period of time the 3999's were done. Please refer to the "Guidelines for Completion of PS Form 3999" at [www.nalc3825.com/Guidelines\\_for\\_3999\\_01.08.2010.pdf](http://www.nalc3825.com/Guidelines_for_3999_01.08.2010.pdf)

- The District Evaluation and Adjustment Team (DEAT) needs to be made aware of any “data integrity” issues in your office or on any particular route. These issues may include, but are not limited to, amended clock rings, work hour transfers, and designation of work hour codes. The Local NALC Contact and/or the carrier on the route should bring any data integrity issues to the attention of the DEAT and make certain they are adequately addressed. Requesting the clock rings for all carriers during the period of the MIARAP data review and inspecting those clock rings will indicate if *some* data integrity issues are present in your office. Requesting that those clock rings be transferred to a 1GB or 2GB thumb drive you provide to management will make it easier to obtain and review the clock rings. Obtain a copy of the MODS Operation Codes at [www.nalc3825.com/MODS\\_operations\\_2008.pdf](http://www.nalc3825.com/MODS_operations_2008.pdf) and look for codes other than the normal carrier function codes. Look for excessive PM office time that may indicate amended return to office times.
- Before the consultation, the DEAT will have excluded office times, street times or volume numbers from the evaluation period which seem to be anomalies for each route. The actual Excel data file for your office can be requested from the DEAT. Individual routes from this report can be requested in print form and the Unit Summary Report (Unit Roll-Up tab) from the Excel file can be requested in print form as well. The Unit Summary Report, obtained at the time of the initial consultations, will show the average office time, estimated standard time, average street time and 3999 time for each route in the office.
- The fixed office time (FOT) for each route will be either 33 or 43 minutes based upon whether or not your office has an office break or not. Those are minimum line item (i.e. vehicle check, withdrawing mail, obtaining accountables, etc.) times. If you have reason to believe that the minimum line item times are not sufficient for your office or for a particular route, indicate on the consultation form why additional time is needed and how much additional time is requested.
- Provide the DEAT with a complete seniority list which includes the name, seniority date, seniority rank and route assigned, for all routes in the office. Simply providing the DEAT with a seniority list is not sufficient for them to be able to consider seniority when territory is transferred. They have to have an easily referable list to consult while the adjustments are in progress. A fillable and printable form for this purpose is available at [www.nalc3825.com/seniority\\_list\\_and\\_route\\_assigned.pdf](http://www.nalc3825.com/seniority_list_and_route_assigned.pdf)
- There is no requirement in the current MIARAP process for the LOC to be involved with any direct movement of territory in their office. However, in the Capital district we have a MIARAP lead agreement [www.nalc3825.com/LOC\\_Involvement.pdf](http://www.nalc3825.com/LOC_Involvement.pdf) that encourages LOC involvement. The LOC should make every effort to participate in the adjustment phase of MIARAP.