

264 Disposition of Form 3999-B

Retain the forms at the work unit.

27 Special Route Inspections

271 When Required

Special route inspections may be required when one or more of the following conditions or circumstances is present:

- a. Consistent use of overtime or auxiliary assistance. (When the X-Route process is utilized, routes may be “built up” to no more than 8 hours and 20 minutes during the interim period, see Memorandum of Understanding dated September 17, 1992.)
- b. Excessive undertime.
- c. New construction or demolition which has resulted in an appreciable change in the route.
- d. A simple adjustment to a route cannot be made.
- e. A carrier requests a special inspection and it is warranted.
- f. Carrier consistently leaves and/or returns late.
- g. If over any 6 consecutive week period (where work performance is otherwise satisfactory) a route shows over 30 minutes of overtime or auxiliary assistance on each of 3 days or more in each week during this period, the regular carrier assigned to such route shall, upon request, receive a special mail count and inspection to be completed within 4 weeks of the request. The month of December must be excluded from consideration when determining a 6 consecutive week period. However, if a period of overtime and/or auxiliary assistance begins in November and continues into January, then January is considered as a consecutive period even though December is omitted. A new 6 consecutive week period is not begun.
- h. Mail shall not be curtailed for the sole purpose of avoiding the need for special mail counts and inspections.

272 Manner in Which Conducted

When special inspections are made because of conditions mentioned in 271, they must be conducted in the same manner as the formal count and inspection.

NJ MERGED BRANCH 38 Request for Special Route Inspection

To: _____ Station _____ Route #: _____

From: _____ Date of Request: _____

In accordance with the provisions of M-39 Part 271 I am requesting a Special Route Inspection for the following reason(s) I have checked:

- Consistent use of overtime or auxiliary assistance.

- Excessive under-time.

- New construction or demolition, which has resulted in an appreciable change in the route.

- A simple adjustment to the route cannot be made.

- A carrier requests a special inspection and it is warranted.

- Carrier consistently leaves and/or returns late.

- If over any six consecutive week period (where work performance is otherwise satisfactory) a route shows over 30 minutes of overtime or auxiliary assistance on each of three days or more in each week during this period the regular carrier assigned to such route shall, upon request, receive a special mail count and inspection to be completed within four weeks of the request. The month of December must be excluded when determining a 6 consecutive week period. However, if a period of overtime and/or auxiliary assistance begins in November and continues into January, then January is considered as consecutive period even though December is omitted. A new six consecutive period is not begun.

(Signature and date)

Carrier:	Office:	Route:
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Starting Date:	Ending Date:
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Week 1	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			

Week 6	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			

Week 2	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			

Week 7	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			

Week 3	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			

Week 8	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			

Week 4	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			

Week 9	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			

Week 5	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			

Week 10	Date	Overtime	Aux Asst
SAT			
MON			
TUE			
WED			
THU			
FRI			
Totals			