

**National Script - Adjustment Consultation**

*Once the District Evaluation and Adjustment Team has agreed on their proposed adjustments, with or without the use of COR, they must send the completed PS Forms 1840 Reverse to the Local Office Contacts to conduct the adjustment consultations with the carriers. The PS Form 1840 Reverse and any attachments must be provided to each carrier at least 1 day prior to the consultation.*

*Along with all the information regarding the proposed adjustments, the 1840 Reverse must include the District Evaluation and Adjustment Team's reasons for the selection of the evaluated office and street times.*

*Every proposed adjustment must be clearly identified, documented, and explained on the PS 1840 Reverse and attachments so that they can be easily discussed between the Local Office Contacts and the carrier. If any of the proposed changes are unclear to either member of the LOC or the carrier, the District Evaluation and Adjustment Team should be contacted for clarification before continuing the consultation.*

*The comments and recommendations of the carrier and whether there is agreement or disagreement with the proposed adjustments along with the reasons should be entered on the PS Form 1840 Reverse. The carrier is not required to sign the form or any statement. A completed copy of the PS Form 1840 Reverse and any attachments will be provided to the carrier.*

*After reviewing the comments from the carrier consultation, the District Evaluation and Adjustment Team will make any jointly agreed to changes to the proposed adjustments, sign off on their final agreed to adjustments, and submit the package to the District office for implementation. Copies of any amended PS Form 1840, Reverse, will be sent to the appropriate carrier through the Local Office Contacts.*

*Proposed Adjustment Consultation conducted by:*

*USPS (name) \_\_\_\_\_ NALC (name) \_\_\_\_\_*

*(signature) \_\_\_\_\_ (signature) \_\_\_\_\_*

*Date \_\_\_\_\_*