

### **Local Office Contacts Responsibilities**

The Local Office Contacts will be the Postmaster/Station Manager or their designee and the NALC Branch President or their designee for the unit.

The Local Office Contacts are responsible for:

- Notifying the DEAT of any local issue relevant to route evaluation and adjustment,
- Notifying the DEAT of any current or anticipated vacancies,
- Notifying the DEAT of any potential data integrity issues, regarding MODS code entries, modifying time clock entries in TACS, auxiliary assistance tracking, etc.
- Providing a seniority list and information regarding replacement carriers,
- Advising the DEAT if there is a reason the selected review periods may not be valid for evaluation,
- Using a prepared script to conduct both the initial and the proposed adjustment consultations with the carriers,
- Providing the DEAT comments regarding the feedback received from the carrier during consultations and the Local Office Contacts own comments on the route evaluation and/or adjustment,
- Provide the DEAT notification, well in advance, when either LOC will not be available for LOC responsibilities and who the recommended replacement will be,
- Present the nationally-developed Stand Up to the workroom floor, if selected to do so by the DEAT's,
- Insure that valid and representative PS Forms 3999's are conducted when requested by the DEAT's,
- Provide the carriers their route's evaluated time, prior to the adjustment consultation,
- Provide carriers copies of any amended PS Form 1840's, if changes were made after the adjustment consultation by the DEAT's,
- Communicate anything else of importance to a successful JARAP process to the DEAT,

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.