

# REQUEST FOR SPECIAL INSPECTION

POST OFFICE: \_\_\_\_\_  
(City) (Installation or Station)

REQUESTED BY: \_\_\_\_\_  
(Name)

ROUTE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ (Date request submitted to Supervisor)

NOTE TO SUPERVISOR: I am the regular carrier on the route listed above. I feel I meet the requirements of Part 271 or the M-39 Handbook and hereby request a special inspection be conducted on my route. I request this inspection be completed within four (4) weeks of this notice.

Signed: \_\_\_\_\_

Witnessed (Shop Steward): \_\_\_\_\_

Received by Supervisor: \_\_\_\_\_ Date \_\_\_\_\_  
(Name)

Courtesy Branch 14, N.A.L.C.

# 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.