COR DCD Data Collection and Operational Instructions
Updated 10/07/08

Travel To, Travel From, and Travel Within:
In COR, time is calculated for these three items based on the Miles per Hour set by the user and the distances traveled for each of these distances. The Travel To, Travel From, and Travel Within calculations are retained in COR and will become part of the new route after those times are driven and verified by the manager or his designee before implementation of the routes as required. Any changes to the calculated times are manually input into the Allied Times section. These changes will automatically be notated on the back of the 1840. Service time is uploaded from DOIS and will not change.

Travel Within in COR is defined as time traveling in the vehicle to move from one park point to another park point or from one geographical section to another without delivery. Travel Within is not collected between curbline deliveries unless there is a significant geographical distance between those deliveries without servicing any stops. It is not collected for walking deadhead segments.

Relay (Replenishment) DCD Event Code for Dismount and Curbline Routes:
In order for COR to recognize any data on dismount and curbline route sections as Replenishment Time, the route inspector must collect this time under Miscellaneous Other and notate it as Replenishment Time. This data includes replenishing trays and moving trays in the vehicle on curbline and dismount routes.

Again, DCD data collection for this time should be recorded as Miscellaneous Other and notated since the DCD does not have a Replenishment Time designation. Time associated as Replenishment Time is retained as a permanent part of the route.

Determining Office Time:
There are currently five options for determining office time as identified in the Handbook M-39, section 243.316. Four of those options are in COR. When choosing COR as the route adjustment modeling tool, you must use one of the following four options:
- Minutes Per Delivery
- Standard (18/8/70)
- Relieving Carrier Demonstrated Performance
- Percent of Average Office Time to Total Time

Should the remaining option, Gaining Carrier Demonstrated Performance, be chosen by management, COR will not be used.

Minor Adjustment Process:
The Minor Route Adjustment (MRA) process as defined in handbook M-39, section 141, can currently be used in COR. Follow the Checklists located on the COR Web Page.

Sector Segment Counts:
Currently the data from the Sector/Segment counts must be manually entered in the DCD Volumes section after it is collected. That data can then be automatically uploaded to COR. It is important that the volumes for cased letters and cased flats be counted and notated on a hardcopy so that it can become part of the permanent route package. Those volumes can then be entered into the DCD for an automatic upload to COR.

The DPS Sector/Segment counts cannot be automatically uploaded because the DCD does not have a file for recording DPS. We are currently working on an automatic upload of the DPS data through files from the DPS Density Report. There is no estimated completion date.