

# **STANDARD OPERATING PROCEDURE**

## **Interim Alternate Route Adjustment Process Utilizing COR for Route Adjustments**

### **Joint District Team Procedures Prior to COR Adjustment**

- 1) The Joint District team receives the Data for the 5-Digit Delivery Zone where the route adjustment is scheduled to occur.
- 2) After resolving any data anomaly issues (including requesting a new PS 3999 if necessary), the following data is delivered to the Local Route Adjustment Team:
  - A. Selected Office Time for each Route in the Zone
  - B. Selected Street Time for Each Route in the Zone
  - C. Average Cased Letters for Each Route
  - D. Average Cased Flats for Each Route
  - E. A recent End of Run (EOR) Volume Density Report for DPS by Sector/Segment for each Route.
  - F. A current PS 3999 uploaded to the mainframe in DOIS for each Route (The Interim Alternate Route Adjustment Process requires that street times be transferred based on a current 3999)

### **Local Joint Route Adjustment Team Procedures Prior to COR Adjustment**

- 1) The Local Joint Route Adjustment Team must "Define" the adjustment in DOIS and enter the selected Office and Street Times in DOIS. The zone must be "Locked" in order for the data to be transferred from DOIS to COR. (The team member with DOIS access should make sure that the "Lock" date is correct and is not defaulting to the second Friday after the adjustment was defined). The adjustment must be "Defined" as a Minor Adjustment and "Locked" to meet the timeframe that is planned for the adjustment.

### **Local Joint Route Adjustment Team Procedures for COR Adjustment**

- 1) The Local Adjustment Team opens COR and Imports the Zone (after completion of Database Preparation procedures by the assigned COR Database personnel) utilizing the COR Route Adjustment Checklist and the COR Users Manual that are both available on the COR Web Page.
- 2) When a zone is initially opened in COR, it will default to the Formal Route Adjustment mode. The team member with COR access must change to the Minor Route Adjustment Mode by either a) Selecting it when it appears in the COR Menu or by b) Using the COR Menu button, highlighting "Startup/Import & Export Procedures" and Selecting "Set Route Adjustment Mode". The Steps in the Formal and Minor Route Adjustment Checklists are identical at this point, so either can be used.
- 3) The Local Team completes "Initial Preparation" by following the COR Route Adjustment Checklist through the Step requiring installation of the NDSS Files.
- 4) The Local Team Imports the Zone data from DOIS. Note: Ensure that the team member with DOIS access has previously "Defined" and "Locked" the zone to meet the timeframe that is planned for the adjustment. It is also critical that the adjustment is "Defined" in DOIS as a Minor Adjustment.

- 5) The Local Team follows the COR Route Adjustment Checklist through the completion of "Creating the Blockface Layer".
- 6) Using the DPS EOR Density Report, the Local Team enters volumes for every Sector/Segment for all Routes in the COR 3999 Editor. Possible Deliveries and Street Times for each Sector/Segment have automatically been loaded from the DOIS Import. The Team should backup the zone or Save a Solution in COR at this point.
- 7) The Local Team selects the Volume Editor Screen in COR and enters the Average Cased Letters and Average Cased Flats for every route in the screen that is provided which lists all current routes in the zone.
- 8) Once all the Average Volumes for every route have been input and saved, the Local Team must again load the DCD Data. (This process spreads the Cased Letters and Cased Flats proportionally by Sector/Segment). Backup and/or Save a Solution at this point in the process.
- 9) The Local Team must then make an important decision on which Office Time Transfer Mode that they want to utilize for transferring Office Time. The choices are A) Office Factor or B) Demonstrated Performance.

### **Local Adjustment Team Procedures for COR Adjustment Utilizing Office Factor**

- 1) If the decision is made to use Office Factor for transferring Office Time, the Local Joint Route Adjustment Team follows the steps exactly in the Minor Route Adjustment Checklist provided on the COR Web Page that is entitled "Minor Adj Chklst 3999 Times, Office Fctr M-39" beginning with "Edit the Existing Route Summary". Continue the steps through the completion of the Checklist.
- 2) The COR process is completed when the data is exported to DOIS.

### **Local Team Procedures for COR Adjustment Utilizing Demonstrated Performance**

- 1) If the decision is made to use Demonstrated Performance, the Local Joint Route Adjustment Team must follow the Steps as defined below.
- 2) Switch from the Minor Route Adjustment Mode to the Formal Route Adjustment Mode.
- 3) Load DCD Data again.
- 4) Enter all information in the Exist Route Summary. Make sure that the time that has been selected for Office Time for each route is entered into both the Standard and the Net Office Time columns. (This is necessary since COR follows the route adjustment process of taking the lesser of Net and Standard and by entering the selected time in both columns it ensures that the correct time will be used). Enter the selected Street Time in the Delivery Time column.
- 5) Follow the Formal COR Route Adjustment Checklist beginning with "Edit Street Attribute Defaults". Continue the process through completion of the Checklist.
- 6) The COR process is completed when the data is exported to DOIS.

### **Contact Information:**

- 1) All support questions can be answered by contacting the USPS Help Desk at 1-800-USPS-HELP or by contacting a Subject Matter Expert listed on the COR Web Page.