**Route Adjustment Implementation Checklist**

Sign-off

| | |
|---|---|
| Postmaster/Station Manager | _____ |
| Manager, AMS | _____ |
| Manager, Post Office Operations | _____ |
| Manager, Operations Programs Support | _____ |
| District Manager | _____ |

## MOPS

- Prepare complete list of ZIP Codes targeted for route adjustments.
- Coordinate with In Plant the establishment of effective dates for each ZIP code.
- Brief Public Affairs and Communications and Consumer Affairs on route adjustment plans.  Ensure they have support material.
- Assign ZIP Codes to Route Evaluation Teams.  Establish a schedule for evaluating units.
- Communicate to AMS the schedule for evaluating ZIP Codes and the effective date for each ZIP Code.
- Require daily status reports from each Route Evaluation Team.
- Update NATRAS data daily based upon Route Evaluation Team reports.
- Ensure local unit is properly trained and prepared to complete DOIS route adjustments.  Provide training as required.
- Monitor coordination between Route Evaluation Team and local units.
- Provide COR, analytical, and 3999 resources to local units as required.
- Review and approve route adjustment packages prepared by local units.
- Monitor transfer of route adjustment information from local units to AMS.
- Monitor AMS processing of route adjustment information.
- Identify the DPS sort program conversion time for each targeted ZIP Code.
- For each ZIP Code, establish an import deadline well before the close of the import window.
- Communicate to each Postmaster and MPOO/CSOM - MCO the DPS import deadline for each of their ZIP Codes.
- Monitor the DPS import for each of the ZIP Codes on the appropriate date.
- Identify all CSBCS sites.  Communicate procedures for updating CSBCS sort programs.
- Monitor the preparation of CSBCS sort program changes.
- 2 days prior to effective date for route adjustment changes, meet with In MPOO/CSOM - MCO and PM to ensure readiness. Make "go - no go" decision.
- 2 days prior to effective date for route adjustment changes, meet with In Plant to ensure readiness. Make "go - no go" decision.
- Communicate "go - no go" decision to MPOO/CSOM - MCO and Postmaster.
- Keep Communications and Consumer Affairs abreast of implementation decisions.
- Monitor update of DOIS data including route schedules, MSP schedules, pivot plans, CPMS and new 3999s.

## MPOO/CSOM - MCO

- Monitor implementation planning in each affected ZIP.
- After implementation of adjustments monitor delayed mail, late routes, etc.

## AMS

- Get complete list of ZIP Codes and effective dates from MOPS.
- Coordinate with IPS to ensure effective dates correspond with multi-ZIP code sort programs where possible
- Establish contingency plans for dealing with overload of data input or printing requirements (i.e. other local resources, nearby AMS, etc.)
- Identify persons familiar with AMS, for example AMS Techs - the delivery unit staff who do WebEES updates, as emergency resources.
- Complete each route adjustment package and set effective date for each ZIP.
- Do not remove any eliminated routes from the AMS file until after the adjustments become effective.
- Save route adjustment data to AMS by 10 PM CST each Friday.
- Provide MOPS with a report of route adjustment packages received and completed each week.
- Provide In-Plant Support (IPS) a list each week showing completed zones. Identify routes affected and effective date for ZIP.
- Print and send to each delivery unit new Edit Books and case labels and plastic strips for each route.  Revise as necessary.
- Print and send to each delivery unit new route maps for unit.

## Delivery

- Prepare DOIS route adjustment package based upon Route Evaluation Team parameters. Request any necessary training or support.
- Send recommended route adjustment package to MOPS for review and approval.
- Finalize approved route adjustment packages within DOIS when authorized.
- Transfer DOIS route adjustment package to AMS.
- Send AMS a route adjustment summary detailing territory transfers and eliminated routes.
- Plan implementation of route adjustments.
    - Assess carrier-route equipment requirements by route.
    - Order new case labels and plastic strips from AMS.
    - Design workfloor layout.
    - Prepare tool for carrier handoffs showing losing and gaining routes for transferred territories.
    - Communicate mail handoff SOPs to carriers.
    - Identify necessary changes to F4 distribution equipment.
    - Review procedures with supervisors and clerks for backflowing mail for automated processing .
    - Identify resources necessary to modify workfloor and carrier and clerk equipment.
    - Identify DOIS data that will require changes - route information and schedules, pivoting plans, MSP schedules, CPMS, etc.
    - Prepare employee work schedule for implementing adjustments.
    - Plan resource requirements and schedule review of 'travel to, from, and within' route after implementation (COR sites)
    - Coordinate the removal of excess equipment and vehicles.
- Ensure receipt of carrier Edit Books.  Review route data to ensure adjustments and LOT are correct.
- Ensure new carrier case labels and plastic strips are received.  Quality check case labels.
- Identify established time for importing WebEES DPF file - coordinate with MOPS.
- 2 days prior to effective date for route adjustment changes, meet with In MPOO/CSOM - MCO & PM to ensure readiness. Make "go - no go" decision.
- Complete DPF import in WebEES as scheduled.
- After import of WebEES file, verify data accuracy - ensure eliminated routes are no longer listed.
- Prepare workfloor and equipment for new route configuration.
- Update DOIS route information and schedules, pivot plans, MSP schedules, 3999s, CPMS, etc.
- After implementation, review 'travel to, from, and within' (COR sites)
- Provide standup talk for all unit clerks, esp window clerks, to ensure they know how to respond if customers have questions or concerns.

## CSBCS Sites

- Within 24 hours of effective date, but after DPS for day is processed, import DPF through WebEES.
- Verify Bundle Split exists on the first sequence of each route
- Update carrier route sort programs (downloaded and converted) on SPC
- Transfer updated sort programs from SPC to CSBCS machine