

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 workflow 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 workflow 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 workflow 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