

## **DOIS Adjustment Checklist**

*When all routes in an office have had their EVALUATIONS finalized.*

- Inform the district leads that the evaluations have been finalized.
- Confirm that the adjustment has been defined in DOIS and the office has been assigned a lock date.
- Compute the office factor for all routes.
- Enter the office and street times in DOIS for all routes. Indicate the reason for the selection of the office and street time for each route. This entry will be printed on the 1840 Reverse and is required by the MOU. Examples: "Actual average time" "Carrier input." "3999 time, most representative." "Standard office time. Lower of the stnd/actual times, per MIARAP." "Actual average time. Lower of the stnd/actual times, per MIARAP".
- Enter the office factors in DOIS for non-COR routes ONLY. DO NOT input office factors in COR offices.
- Schedule a date and time for the adjustments. Inform the local office contacts of this information. Inform the LOC of the final numbers for the office regarding any change in the number of routes.
- Order Map from AMS
- Have Seniority List and carrier schedule to match names with routes.
- Compile a list of the adjustment suggestions by route from the initial consultations.

- Have 3999's with you for the adjustment.
  
- Have an Alpha Scheme
  
- Have a Route Scheme
  
- Have a copy of the Office Factor sheet to confirm COR and DOIS entries.
  
- A copy of the Unit Roll-Up (Unit Summary Report) to confirm numbers in DOIS or COR prior to beginning the adjustment.
  
- Post-It Notes, for route #, time & carrier office seniority rank (1,2,3.....)
  
- Colored Pencils/Pens/Markers

**Do the math prior to starting the unit adjustment to determine if there will be a reduction or increase in the number of routes so that the vacant and/or junior route(s) can be identified. Total office hours divided by 8 = number of routes, is a way to estimate total routes.**

In any unit where the team determines that the number of routes will be reduced, preference should be given to selecting auxiliary routes, vacant routes, and then routes held by junior carriers, provided such selections are efficient and effective. Additionally, carrier seniority should be considered when excessive route changes are anticipated, provided such consideration does not adversely affect the efficiency or effectiveness of the adjustments.

**Confirm office factors, office time and street time in DOIS before the adjustment starts. A review of the total route time will indicate a discrepancy in office or street time.**

**Map Site**

<http://www.bing.com/maps/> Click Bird's Eye to get a street view.

### **Working Within DOIS**

- Open DOIS and click **APPLICATION**, top left corner of page and choose **ROUTE**.  
Choose the facility.
- Click “**Select Adjustment**”, choose the current “**In Progress**” adjustment and click **OK**.
- Click the “**WORKBENCH**” button.
- Click “**Create Adjustment Scenarios**” and display the zip code.
- In the Create Adjustment Scenario window, confirm the evaluated office and street adjustment numbers in DOIS are the same as the DEAT evaluated times.
- Click the **New Scenario** button and display two routes to move territory.

### **After all territory has been moved in DOIS**

- Click the “**Select for Implementation**” button ONLY. The “**Print 1840 Reverse**” button is now available. Print three copies the 1840 Reverse for all routes. (One for the carrier, one for the local office and one for your file.)
- Provide a copy of the Adjustment Consultation form for each route.
- Mail the Adjustment Consultation Forms and 1840’s Reverse to the local office or provide them to the LOC following the adjustments. Provide the office with two copies of the 1840 Reverse.

### **After the Adjustment Consultation Forms are returned to the DEAT**

Review the consultation forms for carrier comments and suggestions. Make any jointly agreed to changes in the adjustments. In DOIS make any

necessary changes in the selected scenario and print any amended 1840 Reverse forms and mail to the LOC.

In DOIS click the **“Submit for Approval”** button. The **“Re-sequence Route”** button is now available. Click the “Re-sequence” button and re-sequence all routes. After all routes have been re-sequenced, click the **“Submit to AMS”** button.