



DELIVERY OPERATIONS
INFORMATION SYSTEM

United States Postal Service

Delivery Operations Information System (DOIS)

Route/Delivery Unit Assignment Procedures

May 11, 2004



Revision History

Date	Author	Description
5/11/2004	Bill Hunt	Initial Creation
6/7/2004	David Fontanez	Added info on last page re: District Org Structure

1.0 Route/Delivery Unit Assignment Procedures

This document outlines the procedures to ensure the successful move of routes from one unit to another in DOIS. The procedures will include the move of employees with the associated routes. A move or consolidation occurs when an entire route(s) is moved from one unit to another. The procedures in this document are intended for use by district administrators, delivery unit supervisors, and delivery unit personnel when performing a route move or consolidations in DOIS.

1.1 Remove Employee Assignments

Figure 1 – Maintain Carrier Route Assignments

Name	Type	Rte Asgnmt
ALVAREZ, J B	T-6	46101
BOGGS, B J	REG	46200
BROOKS, R L	REG	43018
BUI, T T	T-6	43104
BUTLER, Y D	REG	43025
CHITTENDEN, L P	REG	43020
CLOUGH, R A	REG	43014
COOK, C C	REG	43011
COOK, G S	REG	43010
COPESE, B H	REG	43013
CREEK, G A	PTF	
CREEL, R A	REG	43005
DIELMAN, R S	REG	43017
DO, T D	PTF	
GILLIS, R M	T-6	43100
GOUGH, K D	REG	43008
GRAVES, E G	REG	43006
HINZ, S D	REG	43004
HUYNH, H V	REG	46005
KANESHIRO, N Y	REG	46017
KENNEDY, P M	REG	43001

Employees are removed from route assignments on the Maintain Carrier Route Assignments window by highlighting the employee and Clicking Edit. The Carrier Information frame will be populated with the carriers' work assignment. The work assignment of the employee may be removed by selecting 'Not Applicable' from the 'Type' grid dropdown list. Selecting 'Not Applicable' removes the Rte ZIP Code, Route Nbr and Start Date. When all affected assignments have been removed close the window.

1.2 Remove Employees from the Unit

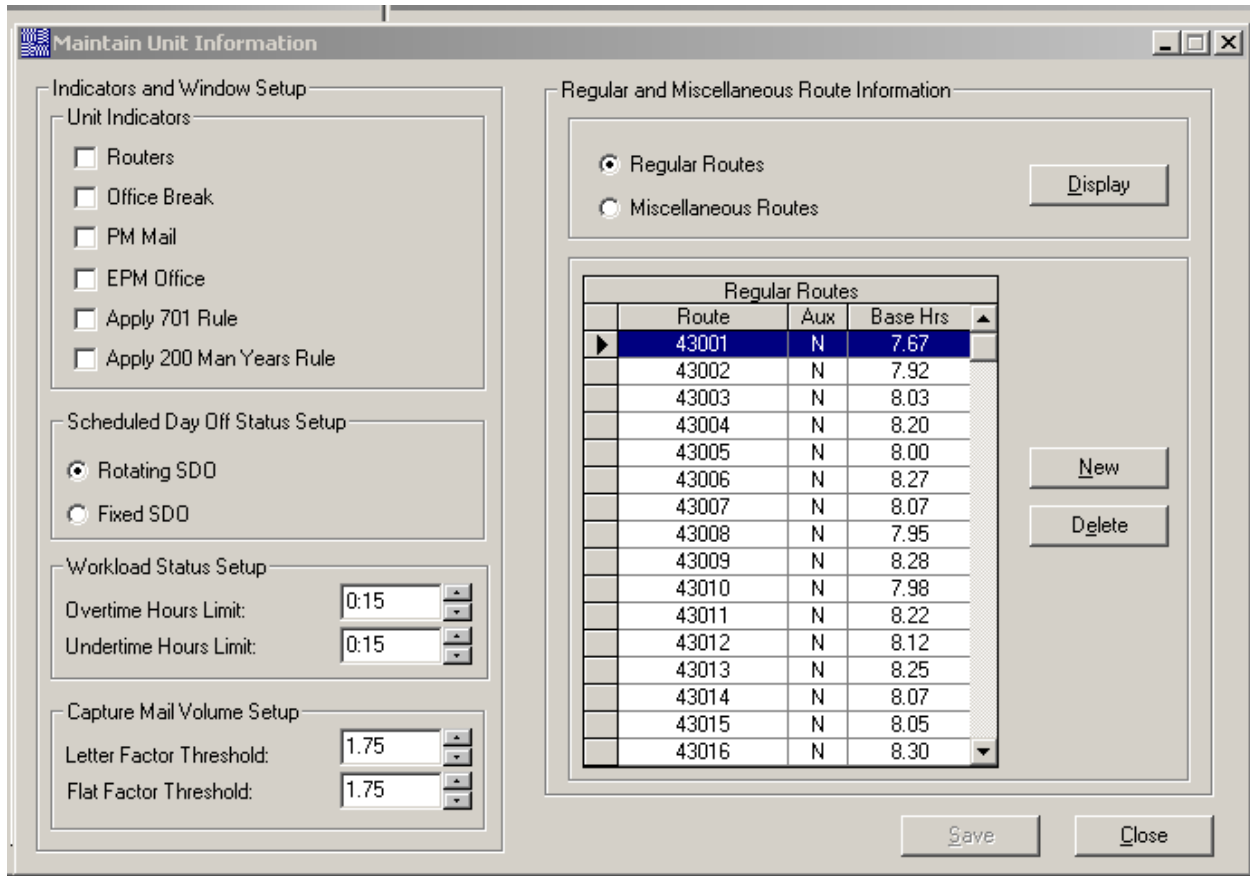
Figure 2 - Maintain Carrier Route Assignments

Name	Type	Rte Asgnmt
ALVAREZ, J B	T-6	46101
BOGGS, B J	REG	46200
BROOKS, R L	REG	43018
BUI, T T	T-6	43104
BUTLER, Y D	REG	43025
CHITTENDEN, L P	REG	43020
CLOUGH, R A	REG	43014
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COPESE, B H	REG	43013
CREEK, G A	PTF	
CREEL, R A	REG	43005
DIELMAN, R S	REG	43017
DO, T D	PTF	
GILLIS, R M	T-6	43100
GOUGH, K D	REG	43008
GRAVES, E G	REG	43006
HINZ, S D	REG	43004
HUYNH, H V	REG	46005
KANESHIRO, N Y	REG	46017
KENNEDY, P M	REG	43001

Employees are removed from the unit by deleting each employee through the Maintain Carrier Route Assignments window. Highlight the employee name and click 'Delete'. When all affected employees have been removed from the unit, close the window.

1.3 Remove Routes from the Unit

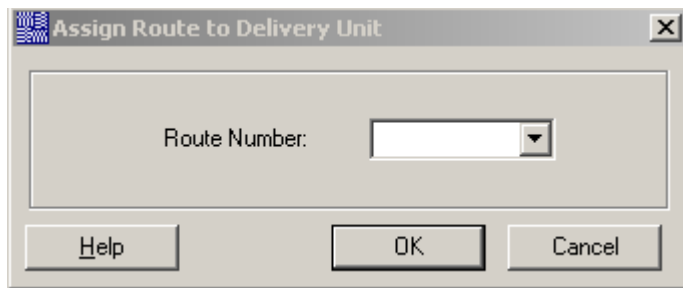
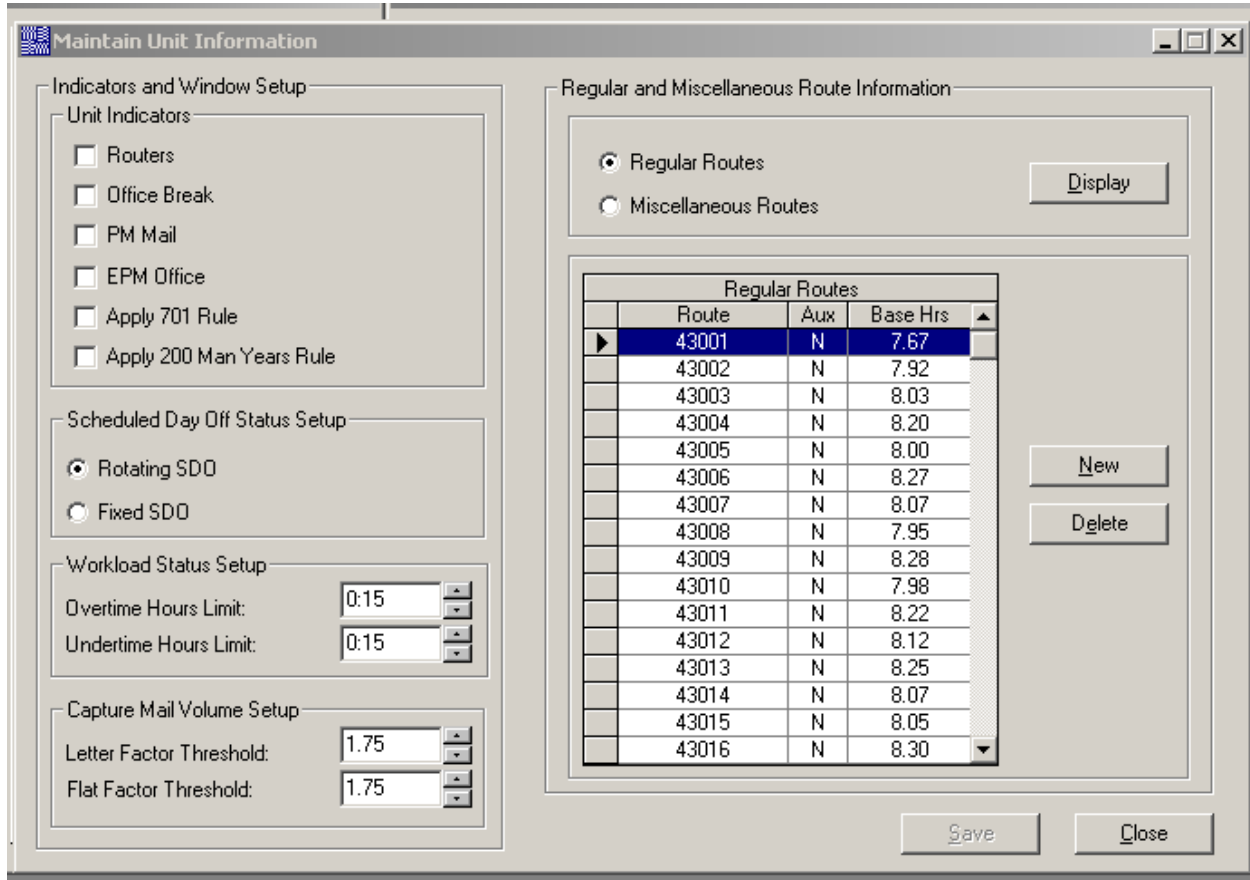
Figure 3 – Maintain Unit Information



Routes are removed from the unit by deleting each route through the Maintain Unit Information window. Highlight the Route and click 'Delete'. When all affected routes have been removed from the unit, close the window.

1.4 Assign Routes to the new Unit

Figure 4 - Maintain Unit Information



Routes are assigned to the unit by selecting 'New' on the Maintain Unit Information window. From the Assign Route to Delivery Unit window, select the route number from the dropdown list and click 'OK'. When all routes have been added to the unit, close the window.

1.5 Assign Employees to the new Unit

Figure 4 – Maintain Carrier Route Assignments

Maintain Carrier Route Assignments

Carriers Assigned to Unit

Name	Type	Rte Asgmt
ALVAREZ, J B	T-6	46101
BOGGS, B J	REG	46200
BROOKS, R L	REG	43018
BUI, T T	T-6	43104
BUTLER, Y D	REG	43025
CHITTENDEN, L P	REG	43020
CLOUGH, R A	REG	43014
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COPEL, B H	REG	43013
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DO, T D	PTF	
GILLIS, R M	T-6	43100
GOUGH, K D	REG	43008
GRAVES, E G	REG	43006
HINZ, S D	REG	43004
HUYNH, H V	REG	46005
KANESHIRO, N Y	REG	46017
KENNEDY, P M	REG	43001

New Edit Delete

Carrier Information

Emp ID: Search

Employee

Last: First: Initial:

Fin #: Pay Loc:

Seniority Date: Hire Date:

Emp Type: Des Act:

Home Delivery Unit MSP User ID:

Work Assignment

Type: Rte ZIP Code: Route Nbr:

Route Start Date:

Save Close

Employees are added to the new unit by selecting 'New' through the Maintain Carrier Route Assignments window. Type in the employee ID and click 'Search'. The employee information will populate the window. As employees are added to the new unit they may be assigned to routes in the unit.

1.6 Assign Employees to Routes

Figure – 4 Maintain Carrier Route Assignments

Name	Type	Rte Asgnmt
ALVAREZ, J B	T-6	46101
BOGGS, B J	REG	46200
BROOKS, R L	REG	43018
BUI, T T	T-6	43104
BUTLER, Y D	REG	43025
CHITTENDEN, L P	REG	43020
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HUYNH, H V	REG	46005
KANESHIRO, N Y	REG	46017
KENNEDY, P M	REG	43001

Employees are assigned to routes on the Maintain Carrier Route Assignments window by highlighting the employee and Clicking Edit. The Carrier Information frame will be populated. From the 'Work Assignment' frame, 'Type' grid dropdown list, select the type of assignment. Select Rte ZIP Code, Route Nbr and Start Date from the dropdown menu of each grid. When all assignments have been completed close the window.

Important Note:

The above procedures must be completed in the sequence stated. Employees may not be deleted from a unit until all assignments are removed. Routes may not be deleted from the unit until all employee assignments to those routes are removed.

Where a delivery unit is being deleted, it is critical that all employees, routes and user profiles are removed from the unit prior to deleting the unit on the System Administration Workbench/Maintain District Organization window.

You may need to delete and/or add units within the Organizational Chart in DOIS. Also, it may be necessary to reassign zip codes from one unit to another. The following documentation provides more detailed instructions on performing these tasks:

[District Organization Structure Creation Instructions](#) (Supporting Document "O" of the Deployment Management Guide). This document can be found on the DOIS web site under Archives / Activation Guides and Procedures / Deployment Management Guide / Supporting Documents.

The impact of historical data is that data at the route level will be preserved, however any ties to the old delivery unit will not be maintained. WebEIS will continue to show the old relationships up through the date of the change so that will be your best source of historical data for the unit level and higher.