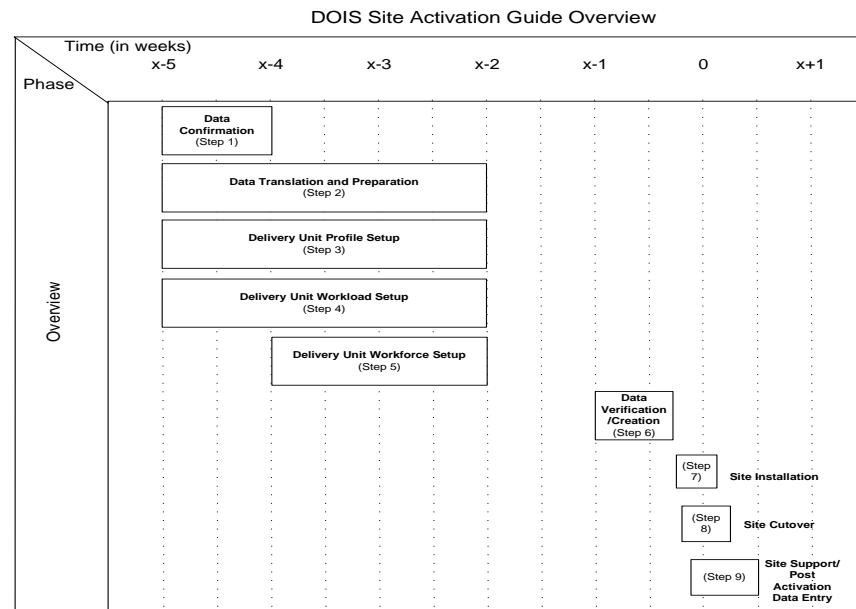


Overview



The Site Activation Guide provides Delivery Operations Information System (DOIS) Site Activators with the step-by-step process required to activate DOIS at a delivery unit. There are nine steps in the activation process that fall into three main categories: data preparation, installation, and site support.

Once a delivery unit is activated, DOIS helps support the daily management of the delivery unit. Delivery unit characteristics, city delivery routes, employee assignments, the weekly schedule, and local interface configurations are core to enabling the use of DOIS to plan the activities of a delivery unit. Additional functionality in DOIS includes: pivot plans, miscellaneous work activities, dispatch schedules, annual budgets, and Overtime Desired List (OTDL) status. The Route Inspection and Adjustment functions of DOIS do not require data preparation. Most of the data preparation activities occur at a district's data preparation facility. This facility will house Personal Computers (PC) installed with DOIS and will enable DOIS Site Activators to load the necessary data into DOIS.

Installation is to be conducted by the DOIS Site Activator at the facility housing the delivery unit. These activities involve installing the DOIS client software on the DUC (if not previously installed). Installation will include: backing up the current Decision Support Information System (DSIS) and Route Examination System (RES) data, configuring the DOIS software to work with other United States Postal Service (USPS) systems [for example, End of Run (EOR), and Data

Collection Device (DCD)], and removing other programs made obsolete by DOIS.

The DOIS Site Activator conducts site support for the delivery unit supervisor, postmaster/manager, and Post Office Operations Managers (POOMs). Site support will begin on Saturday (the day of activation) for delivery unit supervisors and will extend through Wednesday. During site support, the DOIS Site Activator will answer any questions regarding DOIS and provide suggestions in regards to how the delivery unit supervisor, postmaster/manager and POOMs can best utilize DOIS.

A nine step process is followed when activating a delivery unit for DOIS. The first step involves verifying that the initial data has been collected during the Readiness Phase. The second step involves data translation and filling any gaps in the data. Steps three, four, and five center around entering the mandatory data into DOIS. Step six covers the data verification process. Step seven describes the DOIS installation process. Step eight covers the activation of DOIS and site cutover activities. Finally, step nine describes what will take place during Site Support and the data entry process for non-mandatory data.

The sections within the Site Activation Guide contain timeframes (such as, a particular event/activity occurring within a specified period, “x-12” weeks). The countdown of events for steps one through five is based on the first (non pilot) activation in a district, which is represented as “x”. Once the first (non pilot) site has been activated in the district, “x” represents each individual site (steps six through nine).

DOIS Site Activators should note that steps one through five occur between the “x-5” weeks and continue through the “x-2” weeks time frame. However, steps six through nine must occur as stated beginning with the “x-1 ½ ” weeks time frame.

Step 1 Data Confirmation

In this step, the DOIS Site Activators verify the data required to begin data preparation activities was collected during the Readiness Phase. This occurs during the “x-5” weeks and “x-4” weeks time frame.

Step 2 Data Translation and Preparation

The DOIS Site Activator translates the data and prepares it for entry into DOIS. There may be ongoing communication with the delivery unit supervisor or postmaster to fill gaps or discrepancies in the data. Ensuring that the data collected from the delivery units is converted to a form valid for DOIS entry is also included in this step. This step should occur during the “x-5” weeks and “x-2” weeks time frame.

Step 3 Delivery Unit Profile Setup

In this step, delivery unit characteristics are entered including: whether the unit uses Routers, application of the 701 and 200 Man Year rules, and other unit specific procedures. Workload hour limits and Capture Mail Volume thresholds are set and the settings for subsequent data load activities are determined. The DOIS Site Activators will perform all data entry. This occurs during the “x-5” weeks and “x- 2” weeks time frame.

Step 4 Delivery Unit Workload Setup

Base city route data is loaded in Step 4. Since this data is relatively static in nature, it can be loaded at a District’s Data Preparation Facility prior to site activation. The Unit Workload data is an input for defining the delivery unit work activities. This occurs during the “x-5” weeks and “x- 2” weeks time frame.

Step 5 Delivery Unit Workforce Setup

Delivery Unit Workload set-up must be completed prior to the Delivery Unit Workforce setup. The delivery unit workforce relates to information that defines the characteristics of a delivery unit’s carriers. It includes: names, carrier assignments, carrier Overtime Desired List (OTDL) status, and carrier weekly schedules. This step should occur during the “x-5” weeks and “x- 2 ” weeks time frame and requires obtaining an Electronic Time Clock (ETC) or Time and Attendance Collection System (TACS) extract.

Step 6 Data Verification/Creation

During data verification/creation, the DOIS Site Activators obtain a final ETC or TACS extract from the delivery unit or Timekeeping Data Site to re-load into DOIS. This allows the DOIS Site Activators to ensure that the most recent employee data is used in DOIS. DOIS delivery unit supervisors attend the DOIS for End Users training course prior to DOIS installation at their delivery unit. After delivery unit supervisors have completed DOIS for End Users training, they verify the data that has been entered into DOIS, create their weekly schedule, and create pivot plans. This step should occur the Wednesday or Thursday prior to the scheduled activation date for the delivery unit.

Step 7 Site Installation

The DOIS client software is installed on the DUC (if not previously installed) and configured to work with other USPS systems that the delivery unit uses, such as EOR, and DCD. This step should occur the Friday prior to the scheduled activation date for the delivery unit.

Step 8 Site Cutover

Site cutover includes the activities completed after site installation to transition the delivery unit supervisor from using DSIS/RES to using

DOIS. This includes the delivery unit supervisors completing close of week activities in DSIS, removal of DSIS/RES software and other programs made obsolete by DOIS, and configuration of AVUS and Function 4. This step should occur the Saturday of activation.

Step 9 Site Support Post-Activation Data Entry

After DOIS is activated, DOIS Site Activators stay on site to provide assistance to the delivery unit supervisor, Postmaster/Manager, and POOMs. During this time, the delivery unit supervisor may choose to load additional data into DOIS such as the Dispatch Schedule, Non-Delivery Point information, and Annual Plan data. This step should occur from the Saturday of activation until the Wednesday after activation.

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