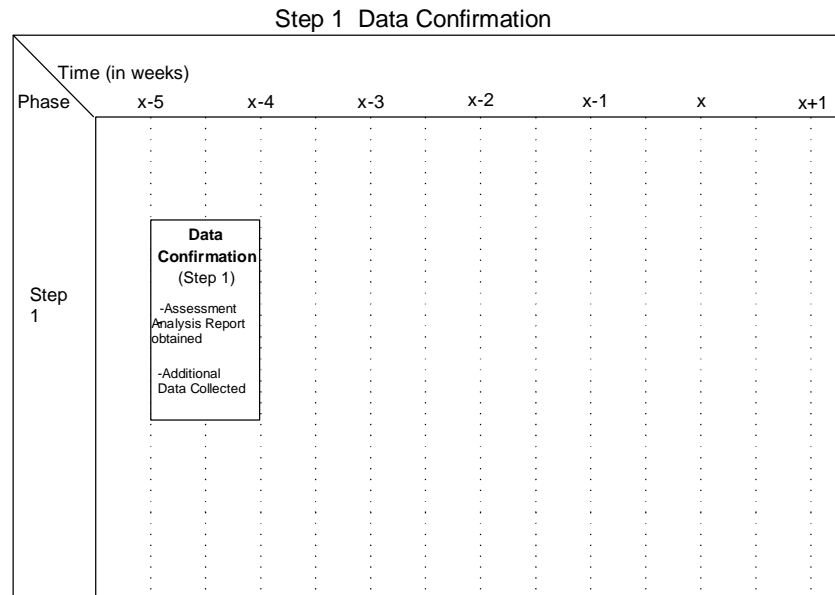


## **Step 1 Data Confirmation**

The delivery unit has been assessed to determine readiness for DOIS activation. Data confirmation ensures that the DOIS Site Activator has obtained the required data necessary to proceed with the activation process.

The DOIS Site Activator completes the following steps during data confirmation for the delivery unit:

- Verify that the Assessment Analysis Report has been completed;
- Verify that required additional data was collected during the Readiness Phase.



Data confirmation is the process by which the DOIS Site Activator verifies that all necessary delivery unit data has been collected. This includes data available in the Assessment Analysis Report and additional data requested. Data Confirmation occurs between “x-5” and “x-4” weeks.

As a follow up, the DOIS Site Activator should contact the delivery unit supervisor in order to collect any missing data. Following the completion of Step 1, Data Confirmation, the data is translated and entered into DOIS in Step 2, Data Translation and Preparation.

**Step 1**

**Data Confirmation**

The DOIS Site Activator should use the Data Collection binder organized during the Readiness Phase to verify that the necessary data has been collected. The Assessment Analysis Report and additional data are two key sources used for initial Data Confirmation. During Data Translation and Preparation (Step 2), the DOIS Site Activator identifies gaps or missing information for each delivery unit.

**Assessment Analysis Report**

The Assessment Analysis Report displays data obtained from a delivery unit during the Readiness Phase. The Assessment Analysis Report contains delivery unit and timekeeping data site summary information, including contact information. The DOIS Site Activator should review the Assessment Analysis Report and verify the following information has been provided:

- Delivery unit characteristics (office breaks, PM mail, EPM status, utilization of routers, 701 Rule status);
- Interface configurations;
  - Timekeeping information;
  - Data Collection Device (DCD);
  - End of Run (EOR);
  - AVUS/Function 4.

**Additional Data**

Additional data was collected during the Readiness Phase to assist the DOIS Site Activator in completing data preparation for a delivery unit. This data is used within DOIS to define the workload and management characteristics of a delivery unit, as well as verify workforce information. The DOIS Site Activator should confirm the following data was collected:

- Updated DSIS files - disk containing updated DSIS files gathered after the delivery unit supervisor has used the Route Base Information Update window to verify DSIS route data (mandatory);
- A copy of the DSEMP.DBF file for the delivery unit from DSIS – this file is one of the files that is on the disk for the delivery unit received from the DOIS Activation Lead (mandatory);
- Overtime Desired List (OTDL) status (mandatory);
- PS Forms 1840 for each route (mandatory);
- A copy of a weekly schedule from a previous week (mandatory);
- Dispatch schedule (optional);
- PS Form 3997 with regular carrier names written next to each route (mandatory);
- Carrier Technician, T-6 schedule (mandatory);

- PS Form 3999 information – disk containing RES archive PS Forms 3999 data (optional);
- Annual plan/budget information (optional).

If the delivery unit did not use the Route Base Information Update window to edit DSIS route data, the following information should also be collected for each route:

- PS Form 1564-A;
- Route information card.

**Prior to proceeding to the next step, ensure the DOIS Site Activation Guide Master Checklist has been completed for this section.**

**Step 1**  
Data Confirmation  
Activity Summary

- Obtained a copy of the Assessment Analysis Report for the delivery unit from the DOIS Site Activation Lead;
- Verified that the delivery unit supervisor has used the Route Base Information Update window to verify DSIS Route Information.

**Step 1 – Data Confirmation**

- Confirmed receipt of required data;
  - Updated DSIS files (mandatory);
  - A copy of the DSEMP.DBF file for the delivery unit from DSIS (mandatory);
  - Overtime Desired List (OTDL) status (mandatory);
  - PS Forms 1840 for each route (mandatory);
  - A copy of a weekly schedule from a previous week (mandatory);
  - PS Form 3997 with regular carrier names written next to each route (mandatory);
  - Carrier Technician, T-6 schedule (mandatory);
  - Dispatch schedule (optional);
  - PS Form 3999 information - disk containing RES archive PS Forms 3999 data (optional);
  - Annual plan/budget information (optional).