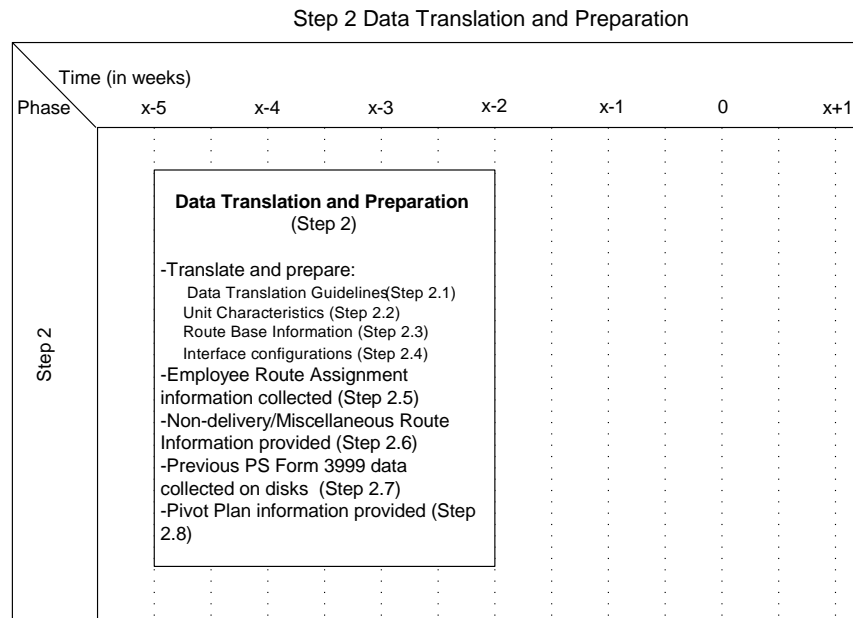


## **Step 2 Data Translation and Preparation**

Once the required data has been collected and analyzed for potential gaps, the DOIS Site Activator should verify:

- Data translation guidelines are followed to organize data (Step 2.1);
- Unit characteristics are determined (Step 2.2);
- Route base information is complete (Step 2.3);
- Interface configuration information is collected (Step 2.4);
- Employee route assignment information is collected (Step 2.5);
- Non-city delivery/miscellaneous routes (Step 2.6);
- Previous PS Form 3999 archived data is collected on disks, if available (Step 2.7);
- Delivery unit supervisor received Pivot Plan Creation Guidelines (Step 2.8).



The activities for Step 2, Data Translation and Preparation, occur between “x-5” weeks and “x-2” weeks. The DOIS Site Activator follows the data translation guidelines, unit characteristics, route base information (RBI), and employee route assignment information. Additionally, the DOIS Site Activator should ensure that interface configuration information provided is complete. If PS Form 3999 archive data has been saved on disks (optional), the DOIS Site Activator should ensure that the disks have been obtained. The DOIS Site Activator should also verify that employee route assignment information has been collected. Following the completion of Step 2, the DOIS Site Activator can proceed to Step 3, Delivery Unit Profile Setup.

**Step 2.1**  
**Data Translation**  
**Guidelines**

This section outlines the procedures in the data translation process for DOIS site activation. Data translation takes place at a district's data preparation facility. The DOIS Site Activator informs the delivery unit supervisor of any missing data, alerts them to any possible data problems, and resolves any outstanding issues.

These steps should be followed when executing the data translation and preparation process for a delivery unit:

1. A binder with the following sections should exist for each delivery unit:
  - The Assessment Analysis Report section containing the Delivery Unit Summary Report and the DCD/AVUS F4 tabs.
  - The Route Base Information (RBI) section includes information about the routes in a delivery unit; such as route number, type of route, base hours, etc. The DOIS Site Activator should also verify the RBI window to check the RBI information for a delivery unit.
  - The Employee section includes a list of all employees associated with delivery units (DSEMP.DBF file from DSIS).
  - The Overtime Desired List (OTDL) section should include the list of carriers and their OTDL status (12 hour, 10 hour or Work Assignment).
  - The Weekly Schedule section includes a delivery unit's weekly schedule depicting the route assignments by carrier.
  - The Miscellaneous/Non-city Delivery Route section contains information about combination routes, parcel post routes, relay runs, collections, and Carrier Technician T-6 assignments.
  - The DOIS Site Activation Guide (DSAG) Checklist section contains a DSAG Master Checklist for the delivery unit, found at the end of this guide.
  - The Site Issue Log section contains an issue log highlighting issues for the delivery unit, located in Deployment Support Materials on the Deployment and Training Workbench. The Site Issue Log is a dynamic document that should be updated as the site activation process progresses.
  - The Best Business Practices Review section.
2. Begin to analyze data for potential gaps. Note any issues on the Site Issue Log and follow up with the delivery unit supervisor. Data to be reviewed includes delivery unit characteristics information, interface configuration information, route base information, employee information, non-city delivery routes/miscellaneous routes, and previous PS Form 3999 data.

Details on reviewing this information can be found in the following subsections (Steps 2.2 – 2.8).

3. After assessing the data, the DOIS Site Activator should contact the delivery unit supervisor by phone or cc:Mail in order to discuss any questions about the data or missing information. The DOIS Site Activator should inform the delivery unit supervisor as to what information is required, when it is needed, and how that data should be returned (via fax, cc:Mail, First Class mail, etc.) to the DOIS Site Activator.
4. Once the updated data has been received from the delivery unit supervisor, the initial data load process begins.

**Step 2.2**

**Unit Characteristics**

The unit characteristics information (found on the Assessment Analysis Report – Delivery Unit Summary page) must be reviewed with the data elements table located in Deployment Support Materials on the Deployment and Training Workbench. An example displaying data item names and valid values for DOIS is shown below. This table is used in translating the data to ensure that valid values for DOIS have been provided. This table includes information such as data item name, definition, and valid values for DOIS. Data item names correspond to the name of the field in the DOIS window where the data is entered. Definitions describe how the term is used in DOIS. If the delivery unit supervisor uses the term a different way, this must be taken into account when translating the data. The last column lists the valid values for DOIS. In some cases, DOIS uses hour/minute time formats where DSIS and other PS Forms use hour/hundredths. These formats should be converted to DOIS requirements. The time conversion chart is located in the Deployment Support Materials on the Deployment and Training Workbench.

<b>Data Item Name</b>	<b>Definition</b>	<b>Valid Values for DOIS</b>
Routers	A delivery unit that has employees who perform only office tasks on routes.	Yes or No
Office Break	A delivery unit that allows a ten-minute break during the morning while carriers are performing office tasks.	Yes or No
PM Mail	A delivery unit that receives and processes PM mail but is not classified as EPM.	Yes or No

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**Step 2.3**  
**Route Base  
Information**

The DOIS Site Activator uses one of two methods for loading the route base information data. Most of the route base information data is obtained automatically from the updated DSIS files for the delivery unit. The DOIS Site Activator should use the Route Base Information Update window to verify that the delivery unit supervisor entered all data elements for each route.

The DOIS Site Activator must also calculate and record the following for each route. These two calculations will be used when the routes are loaded in DOIS in Step 4.2:

- Base Delivery Point Sequence (DPS) Percent – Base DPS percent can be obtained from the PS Form 1840. Calculate the Base DPS % by dividing the PS 1840 Average DPS pieces by the sum of (PS 1840 Average DPS pieces and PS1840 Average Letter-Sized pieces).

This information is mandatory. If the PS Form 1840 is not available, this value must be derived from other sources that the district deems appropriate.

- Base Parcels - The average number of parcels collected over the week of inspection captured on the PS Form 1840.

**Step 2.4**  
 Interface  
 Configurations

The interface configuration data should be reviewed with the data elements for DOIS table found below. This information can be obtained from the Assessment Analysis Report (Delivery Unit – Timekeeping page or Timekeeping Data Site – Timekeeping page). Interfaces will not have to be configured on every DUC or timekeeping data site PC. These interface configuration settings reside on the DOIS computer that has been designated for executing the DOIS timekeeping load.

<b>Data Item Name</b>	<b>Definition</b>	<b>Valid Values for DOIS</b>
ETC/TACS	Type of timekeeping system used by your delivery unit.	ETC or TACS
Compressed Files (Y/N)	ETC may send your Clockring files to you in an uncompressed (.dat or .htm extension) or compressed (.dwc extension) format.	Yes or No
File Path Name	Directory (address) where ETC/TACS will write files on your PC.	C:\DUC\DOIS\ETC or A:\ is most common
Employee File Name	Name of the Employee file ETC/TACS sends to your PC.	EMPLOYEE.DAT EMPLOYEE.DWC EMPLOYEE.HTM
Clockrings File Name	Name of the Clockring file ETC/TACS sends to your PC.	DSISRAW.DAT DSISRAW.DWC DSISRAW.HTM

**Step 2.5**  
 Employee Route  
 Assignment  
 Information

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In DSIS, carriers are linked to a route assignment (bid position) through a job number. DOIS does not use job numbers, but links the route/miscellaneous work assignment directly to the employee. Work assignments other than regular route assignments (Carrier Technician T-6, router, collection, relay, combination, parcel/post) are given a Miscellaneous Work Number in DOIS. This is similar to a route number, but does not represent an actual route, or may represent multiple routes in the case of a Carrier Technician T-6 assignment.

Review the table listing the employee route assignment data elements in DOIS found in the Deployment Support Materials on the Deployment and Training Workbench in conjunction with information obtained from the weekly schedule and DSEMP.DBF file for the delivery unit found in the data collection binder. An example displaying data item names and valid values for DOIS is shown below.

<b>Data Item Name</b>	<b>Definition</b>	<b>Valid Values for DOIS</b>
Employee Number	Employee's SSN	N/A
Employee Name	Employee's full name	N/A
Seniority Date	Date used to determine an employee's ranking for bid positions	(Date)

**Step 2.6**  
 Non-City Delivery/  
 Miscellaneous  
 Routes

Non-city delivery and miscellaneous routes will be entered on Data Verification Day. Delivery unit supervisors will bring non-city delivery and miscellaneous routes information to Data Verification Day to be entered into DOIS. Examples of non-city delivery routes that should be documented include:

- Combination;
- Parcel Post;
- Relays;
- Collection;
- Carrier technician T-6 assignments.

Any of these work activities that a delivery unit supervisor wishes to utilize in DOIS can be created as miscellaneous routes. A delivery unit supervisor may have provided Miscellaneous Route information during data collection. If the miscellaneous route information was provided, the DOIS Site Activator should confirm that values valid for DOIS were used.

The table listing the miscellaneous route data elements for DOIS located in Deployment Support Materials on the Deployment and Training Workbench can be used during data verification to verify that data being entered is in a form valid for DOIS. An example displaying data item names and valid values for DOIS is shown below.

<b>Data Item Name</b>	<b>Definition</b>	<b>Valid Values for DOIS</b>
Base Hours	The base total time expected to perform tasks associated with the miscellaneous route.	(HH:MM)
Begin Tour Time – Daily	The time a carrier begins work for a miscellaneous route during weekdays.	(HH:MM)
Begin Tour Time - Saturday	The time a carrier begins work for a miscellaneous route on Saturday.	(HH:MM)

**Step 2.7**

**Previous PS Form  
3999 Data**

PS Form 3999 data for each regular city delivery route can be loaded into DOIS by an automated load utility from archived files or by manual entry. The most recent PS Form 3999-archive disk from RES is needed by the utility to perform the load.

Note: The sector segments times used in creating pivot plans can be obtained from the archived RES PS Form 3999 data or automatically by DOIS. Manual entry of PS Form 3999 data is a long process and will not be done by the DOIS Site Activator during deployment. If archived RES PS Form 3999 data is loaded for a route, the sector segment times provided will be allocated. If a delivery unit chooses not to provide the archived RES PS Form 3999 data and does not want to enter the PS Form 3999 data manually, each sector segment is allocated a portion of the total street time based on the number of possible deliveries.

## **Step 2.8** **Pivot Plan**

Ensure that the delivery unit supervisor has been provided with guidelines on how to create pivot plans and has begun working on them (as instructed in the DOIS Deployment Management Guide). A pivot plan must be created for each city delivery route in the delivery unit. The delivery unit supervisor should bring their pivot plan for entry on data verification day. The DOIS Site Activator should be aware of the process of creating pivot plans, in case questions arise from delivery unit supervisors.

Sector segments for each route must be put into logical groups to enable the street pivoting function. In the pivot plan maintenance window, sector segments are listed in delivery point sequence, similar to a PS Form 3999. Once logical groups are defined and entered in the Pivot Plan Maintenance window, the Street Pivoting function will be ready to use.

If sector segments are in close proximity to each other, they should be placed in the same logical group. The sector segments in a logical group must be organized in sequential order for each route (for example, the first sector segment and the fourth sector segment of the route cannot go into a logical group unless all the sector segments listed between the two sector segments are also in this logical group).

The delivery times for each logical group should be approximately 15 minutes. This allows more flexibility in pivoting than logical groups of longer durations. If it is unreasonable to break a group of sector segments, then they should be kept together. The 15-minute duration is meant to be a guideline.

The creation of logical groups relies heavily on the delivery unit supervisor's knowledge of each route in the delivery unit. A solid understanding of the layout and time required for each sector segment of the route will make the process much easier and produce well-defined logical groups. The following additional sources of information may also be helpful when creating logical groups:

- PS Form 3999 inspection data provides information about the time and number of deliveries for each sector segment of a route.
- Route books contain information in the PS Form 1564-A (Delivery Instructions) concerning break times and locations for each route. The Route Book also contains the Edit Book and/or PS Form

1621 (Delivery Management Report) that provides information concerning the line of travel for each route.

- Route maps and unit maps provide good visual aids when deciding how to group sector segments.
- Some delivery units have plans similar to pivot plans as described above. Any information regarding these plans is helpful when creating logical groups.

One method of creating and recording pivot plans is to use the latest PS Form 3999X for a route. This form should be representative of the current structure of the route, so that differences between the current route and the PS Form 3999X are minimized. The delivery unit supervisor can highlight or draw lines marking the logical groups. Although it is likely that these initial plans will be adjusted on data verification day, they provide a good starting point.

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

## **Step 2**

### **Data Translation and Preparation Activity Summary**

#### **Step 2.1 – Data Translation Guidelines**

- Verified that the required data is in the binder;
- Assessed Unit Information;
- Assessed Route Base Information;
- Assessed Interface Configurations;
- Assessed Employee Information;
- Assessed Non-City Delivery Routes;
- Followed up with delivery unit supervisor to fill any gaps in the data.

#### **Step 2.2 – Unit Characteristics**

- Ensured collected data is complete.

#### **Step 2.3 – Route Base Information**

- Calculated outstanding values (for example, DPS %, Base Parcels).

#### **Step 2.4 – Interface Configurations**

- Ensured collected data is complete;
- Determined on which DUC the interface configurations will be configured (if there are multiple delivery units in a facility).

#### **Step 2.5 – Employee Route Assignments**

- Ensured carrier information collected is complete.

#### **Step 2.6 – Non-City Delivery/Miscellaneous Routes**

- Ensured collected data is complete.

#### **Step 2.7 – Previous PS Form 3999**

- Collected archived PS Form 3999 data, if available.

#### **Step 2.8 – Pivot Plan**

- Ensured the delivery unit supervisor is in the process of creating pivot plans.