

COR Adjustment DEAT Decision Checklist Zone_____

Print the Existing Route Summary Report and confirm that the COR times are the same as the DEAT evaluated times.

Select Office Time Mode

The choices are, Average Office Time; Estimated Standard Time; Demonstrated Performance of Relieved Carrier; Percent the Average Office time is of Average Total Time.

Decide Volume Coverage

Full coverage or non-full coverage adds one flat piece to all residential deliveries and the associated weight is factored into the satchel weight.

Maximum Volume of Mail per Relay

This setting is the number of pounds of mail to be included in each relay. COR will use this value as a maximum. Relays can be formed with fewer pounds of mail but no more than the value entered. The initial weight is 25 pounds.

Max Round Trip Walking Time Between Service

This is deadhead walking one or more blocks between deliveries versus returning to the vehicle, moving to a new park location and beginning a new relay. The value in minutes and seconds is the amount of time (there and back) that you would allow the letter carrier to deadhead walk along blockfaces without making deliveries.

Select Vacant/Auxiliary Routes

If it is anticipated that the zone is going to lose a route (or routes) the DEAT can choose the order in which routes are eliminated.

Create Routes Based On:

Territory Realignment

This setting allows the DEAT to choose whether all routes or just selected routes will be included in the mix when COR adjusts and realigns the zone.

Create Routes Based on Time

If you choose to generate routes based on time, then this setting is used. This is the total route time including all street (and allied) and office time.

Number of Routes

This setting is only relevant if you choose to create routes based on number of routes. You input the number of routes that you want COR to create.

Add an Extra Route **Yes** **No**

This setting is only relevant if you a) choose to create routes based on time and b) choose No to use an auxiliary route. If you are not using an auxiliary route, COR must determine how to handle the additional work that would have been an auxiliary route. You may either take this extra work and distribute it over the full routes (making each one slightly higher than the desired route time) or have an extra route added to the solution (causing each of the routes to have slightly less time than the desired route time). Choosing Yes to add an extra partition will add one additional route in place of the auxiliary and choosing No will keep the number of routes and spread the extra time across those routes.

Use an Auxiliary Route **Yes** **No**

This setting is only relevant if you choose to create routes based on time. This is a Yes or No answer. If you choose Yes, then COR will create the auxiliary in the location that you specify using the Select Auxiliary Location procedure. If you choose No, COR will attempt to make a balanced set of routes without an auxiliary.

After COR Produces a Solution:

Display a zone map so you can see what the COR solution looks like.

Print the Route Relations Summary Report.

Change route numbers if needed.

Go to the Transfer Toolbox and “tweak” the adjustments. **Refer to zone seniority list.**

Line of Travel:

Generate Line of Travel by route, setting the volume (pounds) per relay, maximum walking time between service and maximum time separation between opposite sides of the street, before the line of travel is generated.

Edit the Line of Travel, the little blue truck is a park point. Segments are numbered in order of delivery. You can see the list of relays with the color code, the

calculated weight and number of deliveries. Relays can be moved. Travel directions can be changed. Delivery mode can be changed. If relays are too long; lower the maximum volume per relay and regenerate the line of travel.

Print the Line of Travel Report

Print the Route Summary Report, it will show the possible deliveries, allied, total street, office, priority and total time for each route as well as other details.

Print the Adjusted Route Summary Report and compare the **Adjusted Route Summary** with the **Existing Route Summary** to see how many hours were taken from the zone to see if that makes sense or if there may be too much time credit that was lost.

Print the Allied Time Details Report

Print the Allied Time Report

Decide what allied time to transfer

Validate changes in allied time including travel to and from the route and travel within, which must be documented.

Enter Comments on 1840 Reverse

Prepare the Route Package for the Local Office Contacts:

The **1840 Reverse** showing all of the changes made to the route.

The **Line of Travel Report**.

A **New Route** map for each route.

A copy of the **Full Route Summary Report** showing the complete breakdown of Street times, Allied times, Travel Time, park points, relays, etc.

Territory Transfer Report showing the percentage of the former route that remains on the newly created route.

A new **COR map of the Zone**.