

# **COR** **(CARRIER OPTIMAL ROUTING)**

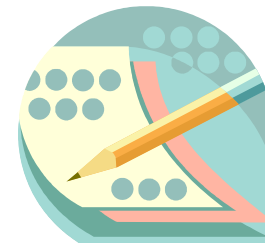
## **WEBINAR**

### **TIPS FOR CONDUCTING A SUCCESSFUL PS FORM 3999 FOR COR**



## **IMPORTANT RULES FOR COMPLETING THE 3999:**

- **CONDUCT THE 3999 ACCORDING TO THE M-39 RULES AND REGULATIONS.**
- **INCLUDE NOTES THAT MIGHT ASSIST IN A COR ADJUSTMENT WHENEVER POSSIBLE.**
- **NOTE ANY LOCATIONS WHERE DISMOUNT DELIVERY OCCURS RATHER THAN PARK AND LOOP. MARK THESE STREETS ON THE AQIP OR 3999X.**



**THE FOLLOWING ALLIED TIMES ARE  
HANDLED IN A SPECIFIC MANNER IN  
COR:**

- **TRAVEL TO**
- **TRAVEL FROM**
- **TRAVEL WITHIN**
- **RELAY TIME**
- **REPLENISHMENT TIME**

## **TRAVEL TO AND TRAVEL FROM:**

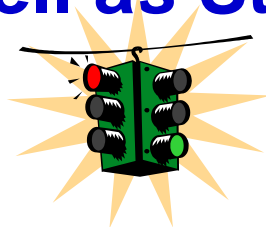
**Travel To and Travel From are Recorded on the 3999 for COR Exactly as they are for Any Other Method of Route Adjustment.**

**When COR Routes are Generated, New Travel To and Travel From Times are Calculated for All Routes Based on the Miles per Hour Set by the User and the Distances Traveled for Each Travel Segment (for any non-delivery Territory).**

## **TRAVEL TO AND TRAVEL FROM:**

**Because Travel To and Travel From are Calculated in this Manner, it is Very Important that Both the Database Prepper and the Route Adjuster Review the Miles Per Hour (MPH) Set for Each Class of Streets in the Zone and that the Speeds be Set 5-10 MPH Less than the Speed Limit.**

**This Allows COR to Consider Acceleration and Deceleration, as well as Stop Lights and Signs.**



## **TRAVEL TO AND TRAVEL FROM:**

**In COR, Travel Times are Originally Estimated at the Time of Route Generation. These Times are not Finalized Until After Completion of the Lines of Travel (LOT) for Each Route.**

**Travel To and Travel From Times Must be Physically Validated According to the MOU that was Signed Between the USPS and the National Association of Letter Carriers (NALC). A Record of the Validation Must be Kept.**

## **TRAVEL TO AND TRAVEL FROM:**

**After the Validations of the Travel To and Travel From Times are Completed, Any Changes to Those Times Must be Noted and:**

**Additions/Subtractions Must be Completed in the Allied Times Menu of the Adjusted Route Summary for Every Route Where Changes Occurred.**

**NOTE: These Changes will Automatically be Printed on the Reverse of the PS Form 1840.**

# TRAVEL TO AND TRAVEL FROM:

Maptitude

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35211.Map - 35211

COR

Menu

Adjusted Route Summary Editor - Zone 35211

Route ID	Pos Del	Street Time Allied	Street Time Delivery	Office Time Selected	Factor	Route Time
C001	838	+00:42	+06:46	+01:21	0.115	+08:07
C002	620	+00:44	+06:42	+01:27	0.117	+08:09
C003	1191	+00:47	+06:48	+01:22	0.065	+08:10
C004	429	+00:51	+05:53	+02:13	0.278	+08:06
C005	0	+00:21	+00:16	+00:47	0.178	+01:03
C006	612	+00:50	+06:21	+01:54	0.196	+08:15
C007	612	+00:50	+06:49	+01:17	0.157	+08:06
C008	576	+00:38	+06:47	+01:14	0.136	+08:01
C009	699	+00:37	+06:17	+01:33	0.152	+07:50
C010	756	+00:47	+06:43	+01:28	0.137	+08:11
C011	627	+00:48	+06:14	+01:56	0.135	+08:10
Totals:		11546	15:33	112:52	28:00	140:52

OK Cancel Print

Map scale: 1 Inch = 0.46598 Miles (1:29,525)

Start | Inbox - Microsof... | Alabama - Micro... | Maptitude (Not ... | COR Engine | COR Screen Sho... | Adjusted Rout... | 5:07 PM

## **TRAVEL WITHIN:**

# **What is Travel Within for the Purpose of COR?**

**Travel Within** in COR is Defined as Time Traveling in the Vehicle to Move from One Park Point to Another Park Point or from One Geographical Location to Another Without Delivery.

## TRAVEL WITHIN:

### What is **Not** Travel Within?



- Travel Within **is not** Collected Between Curbline Deliveries (Unless there is a Significant Geographical Distance Traveled without Delivery).
- Travel Within **is not** Collected for Walking Deadhead Segments.

## **TRAVEL WITHIN:**

**Travel Within Times are Originally Estimated at the Time of Route Generation. These Times are not Finalized Until After Completion of the Lines of Travel (LOT) for Each Route.**

**Travel Within Times Must be Physically Validated According to the MOU that was Signed Between the USPS and the National Association of Letter Carriers (NALC). A Record of the Validation Must be Kept.**

## **TRAVEL WITHIN:**

**After the Validations of the Travel Within Times are Completed, Any Changes to Those Times Must be Noted and:**

**Additions/Subtractions Must be Completed in the Allied Times Menu of the Adjusted Route Summary for Every Route Where Changes Occurred.**

**NOTE: These Changes will Automatically be Printed on the Reverse of the PS Form 1840.**

## **RELAY TIME:**

**Relay Time is Documented on a PS Form 3999 that will be Utilized for COR in the Exact Same Manner as it is Documented for All 3999s.**

### **Relay Time for Park and Loop Routes:**

**Relay Time Begins when Travel Within the Route ends and the Carrier begins the replenishment process, or when the Carrier arrives back at the Vehicle to replenish the satchel for the next Park and Loop Relay and unlocks the Vehicle. Relay Time ends when the Carrier locks the Vehicle.**

### **Relay Time for Foot Routes:**

**Relay Time begins when the Carrier unlocks the Relay Box or arrives at the pick up point. Relay Time ends when the Carrier locks the Relay Box or leaves the pick up point.**

## **RELAY TIME:**

### **Relay Time is not:**

**Any Time that the Carrier Spends Replenishing Mail on a Motorized Route. That Time is Considered Replenishment Time and Must be Entered Under “Miscellaneous Time Other” and Documented as Replenishment Time on the AQIP or 3999X.**

## **REPLENISHMENT TIME:**

### **What is Replenishment Time?**

**Replenishment Time is Any Time that the Carrier Spends Replenishing Mail (Including Changing or Moving Trays) on a Motorized Route. It Must be Entered Under “Miscellaneous Time Other” and Documented as Replenishment Time on the AQIP or 3999X.**

**If this Time is not Collected Under “Miscellaneous Other”, and it is Collected as Relay Time, it will be Eliminated from the Route and No Time will be Included for Replenishing of the Mail on the Motorized Route.**

## **RELAY TIME ON THE COR ADJUSTED ROUTE:**

### **How is Relay Time Calculated in COR?**

**Relay Time for the Adjusted COR Route is Calculated by Recording the Carrier's Individual Relay Time for each Relay from the PS Form 3999 Conducted on their Route and Storing that Information within the Program. When Territory on a Route Changes, All Relays are Eliminated and New Relays are Calculated Based on the Optimal Travel Path and the Carrier's Relay Time Information.**

**The Total Time for All of the Relays is Added Together and is Divided by the Total Number of Relays to Determine an Average Time per Relay. That Average Time is Applied and Added to All New Relays that are Created.**

## **RELAY TIME EXAMPLE:**

- **The Carrier Completes 20 Relays and Relay Time is Recorded for Each of the Relays.**
- **For 10 of the Relays, the Carrier Used 3 Minutes of Relay Time for Each Relay for a Total of 30 Minutes.**
- **For 10 of the Relays, the Carrier Used 1 Minute of Relay Time for Each Relay for a Total of 10 Minutes.**

**30 Minutes + 10 Minutes = 40 Minutes**

**40 Divided by 20 Relay Time Occurrences = 2:00 MPR**

**For Each New Relay Created in COR, Relay Time of 2 Minutes Will be Added.**

## **OTHER IMPORTANT COR INFORMATION:**

- **Reviewing the PS Form 3999 and Editing of the 3999 must be Completed in DOIS**
- **Any Delivery Times and Allied Times that are Transferred from DOIS to COR are Considered to be the Final Evaluation of the Route Times**
- **Anytime a Carrier Dismounts a Residential Street, Record that Information on the AQIP or 3999X so that the Street Segment can be Changed to Driving. If this does not occur, the Carrier Receives the Additional Service Time Plus Allied Time for that Street Segment.**

## **OTHER IMPORTANT COR INFORMATION:**

- **The Following Allied Times Received from DOIS into COR are Considered to have been Reviewed and Edited in DOIS and Become Part of the COR Route:**
- **Deadhead**
- **Personal Needs**
- **Customer Contact**
- **Gas**
- **Backtracking**
- **Animal Interference**
- **Waiting for Relays**

## **OTHER IMPORTANT COR INFORMATION:**

- **Additional Allied Times Received from DOIS into COR that are Considered to have been Reviewed and Edited in DOIS and Become Part of the COR Route:**
- **Waiting for Transportation**
- **Waiting Other**
- **Temporary Detail**
- **Management Time**
- **Accident**
- **Miscellaneous Other (Remember to Include Replenishment Time in this Category)**

## **HINTS FOR COMPLETING A SUCCESSFUL COR ADJUSTMENT:**

- **Conduct the 3999 According to the M-39 Rules and Regulations.**
- **Don't be Creative. The COR Program was Designed to Complete Accurate Route Adjustments.**
- **Don't Spend Time in the COR 3999 Editor Changing Driving to Walking or Business to Residential. Those Codes are Automatically Updated Based on the PS Form 3999 and the AMS Designation Codes for Delivery Type. COR Handles the Deliveries Based on that Information.**

Maptitude  
File Edit Map Dataview Selection Layout Tools Window Help

Streets

35211.Map - 35211

Menu

WOODLAND AVE SW


**3999 Form Editor**

**Route C001**

Record Number	Plus4	Delivery Mode	Delivery Time	Relav Time	Possible Deliveries	Delivery Type	Cased Letters	Cased Flats	Prior PM Letters/Flats	DPS Letters	DPS Flats	Prior PM Letters	Prior PM Flats
1	1915	Driving	02:51	00:00	3	Residential	8	0	0	0	0	0	0
2	1955	Driving	02:28	00:00	4	Residential	6	3	0	0	0	0	0
3	1973	Driving	01:18	00:00	5	Residential	2	4	0	0	0	0	0
4	1972	Driving	00:43	00:00	5	Residential	2	4	0	0	0	0	0
5	1952	Driving	01:29	00:00	5	Residential	0	0	0	0	0	0	0
6	1957	Driving	00:17	00:00	5	Residential	2	2	0	0	0	0	0
7	1914	Driving	06:58	00:00	8	Residential	1	3	0	0	0	0	0
8	1954	Driving	04:25	00:00	1	Business	40	20	0	0	0	0	0
9	1953	Driving	01:09	00:00	1	Residential	0	0	0	0	0	0	0
10	1929	Driving	00:11	00:00	1	Business	0	0	0	0	0	0	0
11	1516	Driving	02:17	00:00	1	Residential	0	0	0	0	0	0	0
12	1948	Driving	01:16	00:00	1	Business	0	8	0	0	0	0	0
13	1949	Driving	03:49	00:00	1	Residential	1	0	0	0	0	0	0
<b>Total Records = 150</b>			<b>330:35</b>	<b>000:00</b>	<b>607</b>		<b>151</b>	<b>196</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Sequenced Flats

OK Delete Insert Cancel



Map scale: 1 Inch = 0.46598 Miles (1:29,525)

Start | Inbox - Microsof... | Document1 - Mic... | Alabama - Micro... | Maptitude | COR Engine | 3999 Form Edi... | 2:02 PM

## **COR ESSENTIALS:**

- **USE THE GENERATE ROUTES PROCESS.**  
**There should be no Deviation from this Step.**
- **FOLLOW THE ROUTE ADJUSTMENT CHECKLIST. Don't Assume that some Steps have been Completed by the Database Preparation Team.**
- **ASK FOR SUPPORT IMMEDIATELY. Don't Move Forward and Possibly Make Errors that Cannot be Easily Corrected.**

**SUPPORT:**

**CALL 1-800-USPS HELP  
(1-800-877-7435)**