

Process Checklist

STEPS	COMMUNICATION	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Provide letter to PM advising of potential RIF and grade/salary treatment.	POOM	Months and weeks prior	
2	Meeting with Congressional Representatives - explain what DUO is and that they may have offices impacted	DM	Regular Congressional Briefings	
3	Meeting with POOMs, Management Organizations, Unions - explain what DUO is and that they may have offices impacted	DM	Months and weeks prior	
4	All postmasters educated about DUO - Understanding is that all offices are evaluated for savings - Service Talk	POOMs	Months and weeks prior	
5	All employees educated about what DUO is and that all offices are evaluated for savings - Service Talk	PMS	Months and weeks prior	
6	Notification to Mgmt Orgs. Unions, POOMs, Plant Mangers, District Departments. to include the following attachments - Employee letters, Community letters, Talking Points, FAQ's, DUO checklist, District Media Response Policy, list of approved sites	DUO Coordinator	30 days prior	
7	System generated notification of any approval decisions to the Area.	DM	Immediately after approval	
8	Official notification of specific sites approved to move forward by the DM to the Congressional Representatives	Consumer Affairs Mgr. & HQ Government Relations	30 days prior	
9	System generated notification to affected postmasters. to include the following attachments - Employee letters, Community letters, Talking Points, FAQ's, DUO checklist, District Media Response Policy, Complete list of approved sites	POOMs	30 days prior	
10	POOM holds on site meeting with each affected postmaster to address questions concerning the attachments; Employee letters, Community letters, Talking Points, FAQ's, DUO checklist, District Media Response Policy	POOMs	30 days prior	
11	Schedule meeting to include DM, DM staff and postmasters of the affected offices. Purpose - "Thank you" in advance	DUO Coordinator	30 days prior	
12	Weekly telecoms held with affected offices and operations staff to ensure timely completion of checklist. To include AMS, IPS, Transportation, HR, Delivery Programs staff such as Scanning, DOIS, CPMS coordinators etc.	DUO Coordinator	WEEKLY	
13	Follow up phone calls from POOM to each affected postmaster to address questions concerning the email attachments - Employee letters, Community letters, Talking Points, FAQ's, DUO checklist, District Media Response Policy	POOMs	Up to implementation date	
14	Weekly telecoms held with affected offices and operations staff to ensure timely completion of checklist.	DUO Coordinator	WEEKLY - up to implementation date	

STEPS	OFFICE	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Determine method of transporting PO Box Mail and previous days attempted items. Transportation is not craft specific. Contact DUO Coordinator options. (See Attachment)	Receiving PM	Prior to relocation. Final approval of transportation method must be received by POOMS/OPS	
2	Prepare WOS report to establish new window staffing requirements in the giving Post Office. Determine whether lobby hours need to be changed/adjusted to community needs and/or prepare method to open lobby. If lobby hours need to stay the same, timed locks may need to be ordered and installed.	Giving PM/POOM	30 Days Prior to Relocation.	
3	MY PO responsibilities	Giving PM and Receiving PM	Both offices 1st week/ Marketing Department	
4	Arrow locks and keys	Receiving PM	Take giving office inventory of keys. Leave keys necessary to service boxes collected in front of PO	
5	Building keys for carriers	Giving PM and Receiving PM	If necessary	
6	PEDC notification for access codes-ID badges-work location	Receiving PM	Within 2 Weeks of relocation	
7	Contact COARS Coordinator for access to new ZIP Code and DYMO 3982 label realignment	Receiving PM	Anytime prior to relocation	
8	eUARs Access (giving office will lose this and will need to request via eAccess to their correct box records) Receiving office will also need to request access for ZIP of incoming routes.	Giving PM and Receiving PM	ASAP	
9	Change the Drop Ship directions to reflect directions to the receiving facility in the FDB (Facility Database) Facility Information module	Giving PM	By Friday of the week before relocation	
10	USPS vehicle Routes - AVUS Once the LLVS are at the new office, Giving PM deletes Routes and Vehicles from AVUS. Receiving PM adds Routes (using same Zip Code, adjusting Base Time, as needed), Vehicles, Carriers, and requests Route Labels. Add Records for each day vehicles are used before label arrives.	Giving PM and Receiving PM	Friday night or first thing Saturday morning/ AVUS CSA	
11	USPS vehicles - FAMS a system generated notification will advise the VMF Manager and MOPS of the DUO implementation date, vehicle numbers and Finance Number and name of the Receiving Office.	Giving PM and Receiving PM	One to two weeks before DOR/ VMF and FAMS CSA	
12	USPS vehicles - FAMS/VMAS/VIC VMF will transfer the vehicles in VIC and VMAS on the DUO date. VMF will notify Voyager of the change.	VMF	On or immediately after DUO/ VMF	
13	USPS vehicles - FAMS Once the Postal vehicles are at the new office, new PIN Numbers need to be issued for security reasons. Transfer keys and Voyager Cards to Receiving PM (Accountable Items)	Giving PM and Receiving PM	Friday night or first thing Saturday morning/ FAMS CSA	
14	Make CPMS and SPMS (FDB for up-time changes) updates for receiving and giving offices	POOM/Giving PM and Receiving PM	ASAP/ CSA	
15	Pre-count conference - route inspections (if applicable)	Giving PM and Receiving PM	If necessary	
16	PARS RTS cards are not ZIP Code specific. The receiving office can commingle PARS volumes with giving office routes. CFS volumes must maintain ZIP Code separation.	Giving PM and Receiving PM	Day of relocation	

STEPS	OFFICE	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
17	Receiving office will have to send the RTS & CFS pouches to Giving Office.	Giving PM and Receiving PM	Daily	
18	Receiving office will receive PARS separators cards on a rotating basis--receiving office needs to get them to the giving office.	Giving PM and Receiving PM	Daily	
19	Attempted and hold mail for the giving office will be transported back to the giving office.	Receiving PM	As necessary	
20	Designate shelving for hold mail that will be picked up	Giving PM	As necessary	
21	Both offices should have a tub labeled for the other office at a designated location.	Giving PM and Receiving PM	Daily	
22	Parcels with delivery confirmation on them that will be coming from the receiving office to the giving office's box section will need to be scanned "arrival at unit" at the giving office then scanned attempted or delivered.	Giving PM and Receiving PM	Day of relocation	
23	Giving office that is a Parcel Return Service RDU must verify if the site will/will not remain RDU site.	Giving PM	ASAP/CSA	
24	Hold mail cards. Pouch system to transport to receiving office.	Giving PM and Receiving PM	As necessary	
25	Make sure enough dispatch equip (no more am driver)	Giving PM	As necessary	
26	4245 carrier statements, carrier notices, driver abstracts, maps etc	Giving PM	Within 2 Weeks of relocation	
27	Ensure carriers take all personal belongings	Giving PM	Last day at giving office	
28	Giving PM report to receiving office on first day to help out	Giving PM	1st day of effective date	
29	Receiving PM welcome & give tour	Receiving PM	Prior to relocation	
30	PS Form 150 completed for relevant DUO offices	POOM	Within 2 Week of relocation	
31	Inform PEDC & Express of changes	Giving PM and Receiving PM	Prior to relocation	
32	Plan scanner move - change in configuration and equipment needs	Ops Support	Before effective date	
33	Move scanners / cradle	Giving PM	after carriers return on last day	
34	Finance notification for Flash and budget purposes	DUO Coordinator	30 Days Prior to Relocation	
35	In Plant Support notification for sort plan scheme break downs	DUO Coordinator	30 Days Prior to Relocation	
36	Transportation notification - Intra transportation	Giving PM and Receiving PM	30 Days Prior to Relocation	
37	Change the physical and drop ship address for routes to new office in AMS database Carrier Maintenance section - will update FDB the following week.	AMS	Update the Friday before effective date	
38	If necessary, add new rural route numbers to AMS with effective date. (If R001 is moving to office that already has a R001, route # created with 8 or 9 series to differentiate for pay purposes - Ex: R091) Move deliveries to new route number. (Delete old route after implementation.)	AMS	One or two weeks prior to effective date. Contact local In-Plant for specific date.	
39	Send receiving unit IMAQ Scheme instructions	AMS	Before effective date	
40	Follow additional AMS items on AMS checklist	AMS	Before effective date	

STEPS	RURAL CARRIERS	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Notification to Rural Carriers - stand-up talk	Giving PM	30 days prior to relocation	
2	Calculate base hour change for each rural route	Giving PM/CSA	30 days prior to relocation	
3	Input base hour change as future action	CSA	At least one pay period prior to effective date of relocation	
4	Complete Rural Route Transfer spreadsheet and submit via email to addresses provided on worksheet	Giving/Receiving PM/Operations Support	At least one pay period prior to effective date of relocation	
5	Transfer 4003 and 4240 Programs	Giving/Receiving PM	Effective date of relocation	
6	Transfer rural route folders	Giving/Receiving PM	Effective date of relocation	
7	Ensure that Relief Day Work List and Matrix are appropriately updated (Ref.: Step 4 settlement)	Receiving PM	Effective date of relocation	

STEPS	CITY CARRIERS	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Letter to regular carrier (Article 12.5.C.5.b.1.a) carrier	Giving PM/POOM	30 Days Prior to Relocation	
2	PM must submit OM500 forms for each regular that is relocating to Shared Services-PTFs will not be moved until notified	Receiving PM	Week prior to first PP	
3	Contact AMS 2 weeks prior to relocation for Line of travel/Label changes if necessary	Giving & Receiving PM	Install new labels Friday afternoon prior to relocation	
4	Casing equipment changes and relocation both giving and receiving	POOMs & Maint	Friday afternoon prior to relocation	
5	PS Form 3849 - notate that article may be picked up following day.	Assigned Carrier	upon relocation	
6	Employee parking/loading assignment	Receiving PM	Effective date of relocation	
7	New start & end times for carriers discussed	Receiving PM	Prior to relocation	
8	Carriers will be governed by the receiving office LMOU	Receiving PM	Effective date of relocation	
9	Regular carriers moving with their assignment will have merged seniority.	Receiving PM/Local Steward	Effective date of relocation	
10	PTFs from giving office follow Art 12 procedures	Receiving PM	Effective date of relocation	
11	Make sure that none of your ZIP Codes are locked or have an adjustment in progress in DOIS. Go to Application , then Route ; there should not be anything "In Progress".	Giving PM and Receiving PM	Friday afternoon prior to relocation	
12	Go to " 3999 Data Transfer " in DOIS. Verify that all 3999's are on the Mainframe, not on the Workstation (check all computers). Make sure all 3999's have been uploaded into DOIS (not left in DCD).	Giving PM and Receiving PM	Friday afternoon prior to relocation	
13	Go to " Special Office Mail Counts Data Transfer " in DOIS. Verify that all 1838's are on the Mainframe, not on the Workstation (check all computers)	Giving PM and Receiving PM	Friday afternoon prior to relocation	
14	Make sure that all Volumes and Carrier Assignments are accurate for the day.	Giving PM and Receiving PM	Friday afternoon prior to relocation	
15	All carrier clock rings must be perfect at COB, on the day prior to relocation. The DOIS Coordinator will be waiting for a phone call to advise that the clock rings are good. The coordinator cannot proceed with the merge until they hear from both the giving and receiving offices!	Giving PM and Receiving PM	Friday afternoon prior to relocation	

STEPS	CLERKS	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Scheme training	Receiving PM	Before effective date (IMAQ)	
2	Re-label clerk sorting cases	Receiving PM	Before effective date	
3	Change Schemes	Receiving PM	Before effective date (IMAQ)	
4	Accountable cart adjustment	Receiving PM	Before effective date	
5	FT clerks remain assigned to giving office until WORKLOAD IMPACT STATEMENTS determines whether Article 12 applies.	DUO Coordinator	Before effective date	
6	If Article 12 applies - notify District complement coordinator	DUO Coordinator	Before effective date	
7	PTFs can be employed at other offices under the HUB Clerk Memo	Giving PM	Upon relocation	
8	Evaluate any current CPU attached to giving office	Giving PM	Before effective date	