January 22, 2021

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Wagner:

As a matter of general interest, the Postal Service will be enhancing the Delivery Management System (DMS) by adding the information contained on PS Form 1564A, Delivery Instructions to DMS.

This enhancement will enable delivery managers to further leverage technology and increase city delivery route management efficiency by allowing approved lunch and break locations to be recorded as part of the Route Summary information.

Once the approved lunch/break locations are recorded, the addresses entered will be linked to the specific latitude and longitude coordinates for each location. These locations will be mapped to each individual route. In addition, the PS Form 1564A can be printed for placement in carrier route books.

Enclosed are the instructions for entering the approved lunch and break locations for the regular and replacement carriers for each route.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

[Signature]

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosure
SELECT ROUTE SUMMARY

Hover over Street Management

Log into DMS

Navigating to 164A Entry
- Select 1564A from Icon Bar on Top Left
- 2nd from Bottom Icon

Navigating to 1564A Entry
Navigating to 1564A Entry

- Zip Code Change May Be Required
- Select Zip/Route From Drop Down
Navigating to 1564A Entry

- Break: Cup Icon
- Lunch: Knife/Fork Icon
- Select Authorized Locations from Icons on Top Left
Map Selection Entry Option

- Geo Code Authorized Lunch Location
- Select "Rain Drop" Icon for either Replacement or Replacement
- Verify/Update Information Box and Submit
- Click on Address Location in the Map
- After "Rain Drop" Icon Selected

Map Selection Entry Option
Repeat Process for All Carriers
Lunch and Break Locations

- Identified with Blue Circle for Regular, Red for Replacement Carrier
- Lunch Location Tagged

Map Selection Entry Option