



January 22, 2021

RECEIVED
JAN 25 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,

A handwritten signature in blue ink, appearing to read "David E. Mills", with a stylized flourish at the end.

David E. Mills
Manager
Labor Relations Policies and Programs

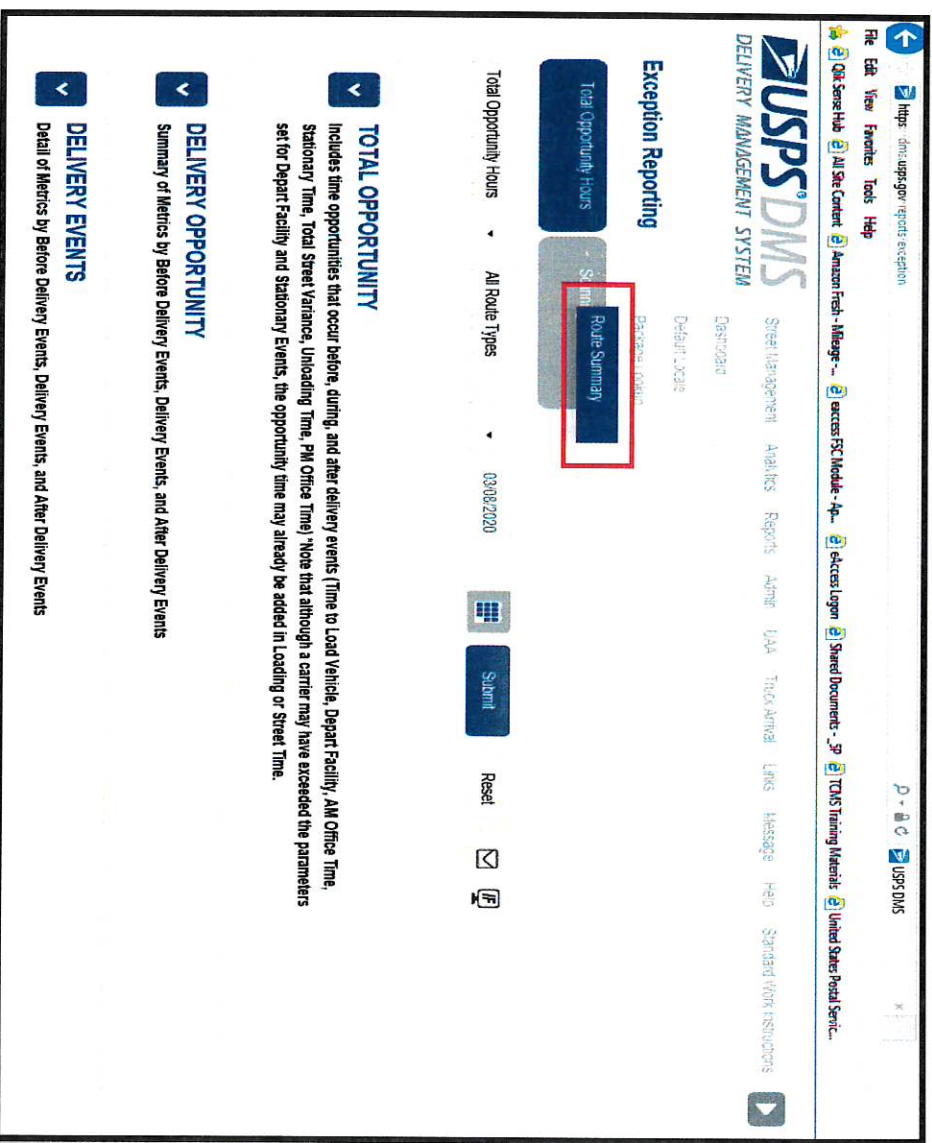
Enclosure

Delivery Management System

Form 1564A Instructions

Navigating to 1564A Entry

- Log into DMS
- Hover Over Street Management
- Select Route Summary



https://dm.usps.gov/exception

File Edit View Favorites Tools Help

Q&A Service Hub All Site Content Amazon Fresh - Manage eAccess ISC Module - App eAccess Login Shared Documents - JP TMS Training Materials United States Postal Service...

USPS DMS
DELIVERY MANAGEMENT SYSTEM

Street Management Analytics Reports Admin LAA Track Arrival Links Message Help Standard Work Instructions

Default: Local

Exception Reporting

Total Opportunity Hours **Route Summary**

Total Opportunity Hours All Route Types 03/08/2020 Submit Reset F

TOTAL OPPORTUNITY
Includes time opportunities that occur before, during, and after delivery events (Time to Load Vehicle, Depart Facility, AM Office Time, Stationary Time, Total Street Variance, Unloading Time, PM Office Time) Note that although a carrier may have exceeded the parameters set for Depart Facility and Stationary Events, the opportunity time may already be added in Loading or Street Time.

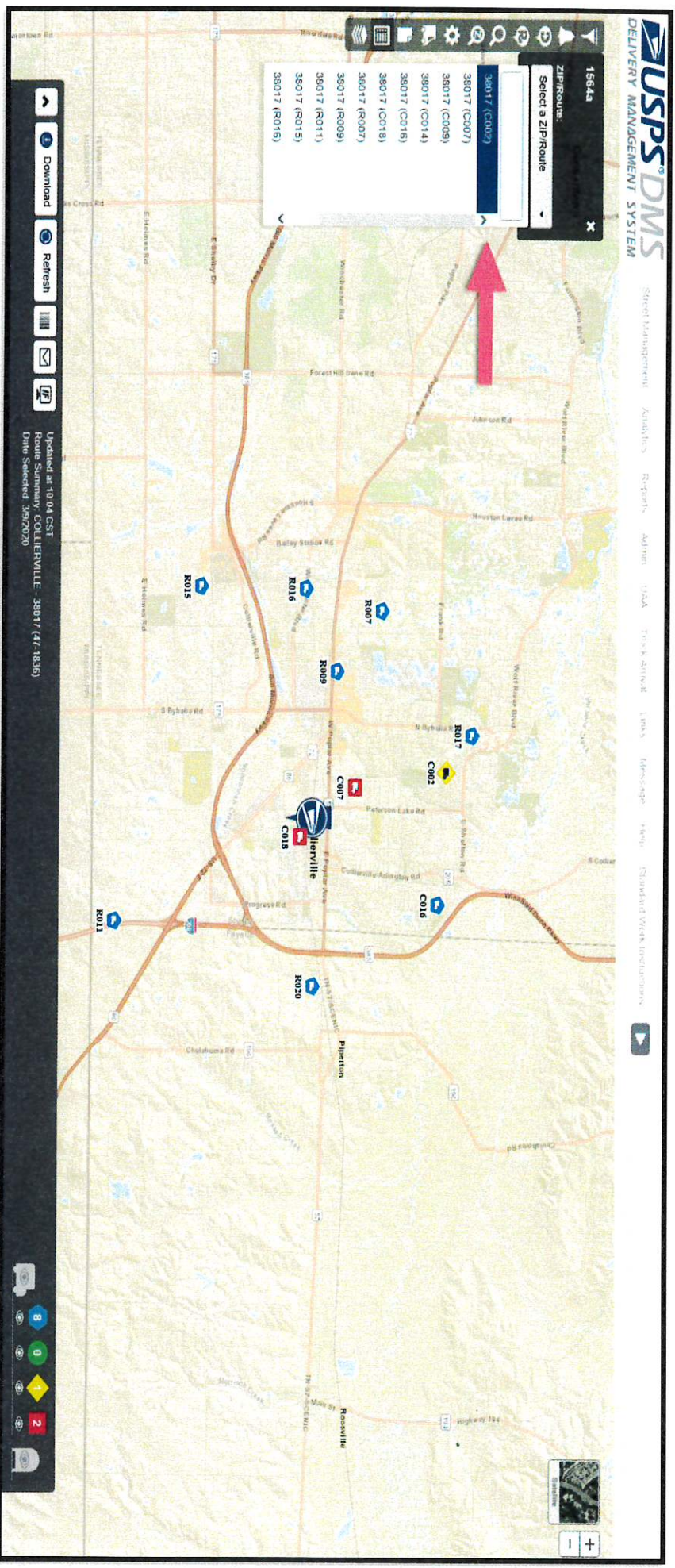
DELIVERY OPPORTUNITY
Summary of Metrics by Before Delivery Events, Delivery Events, and After Delivery Events

DELIVERY EVENTS
Detail of Metrics by Before Delivery Events, Delivery Events, and After Delivery Events

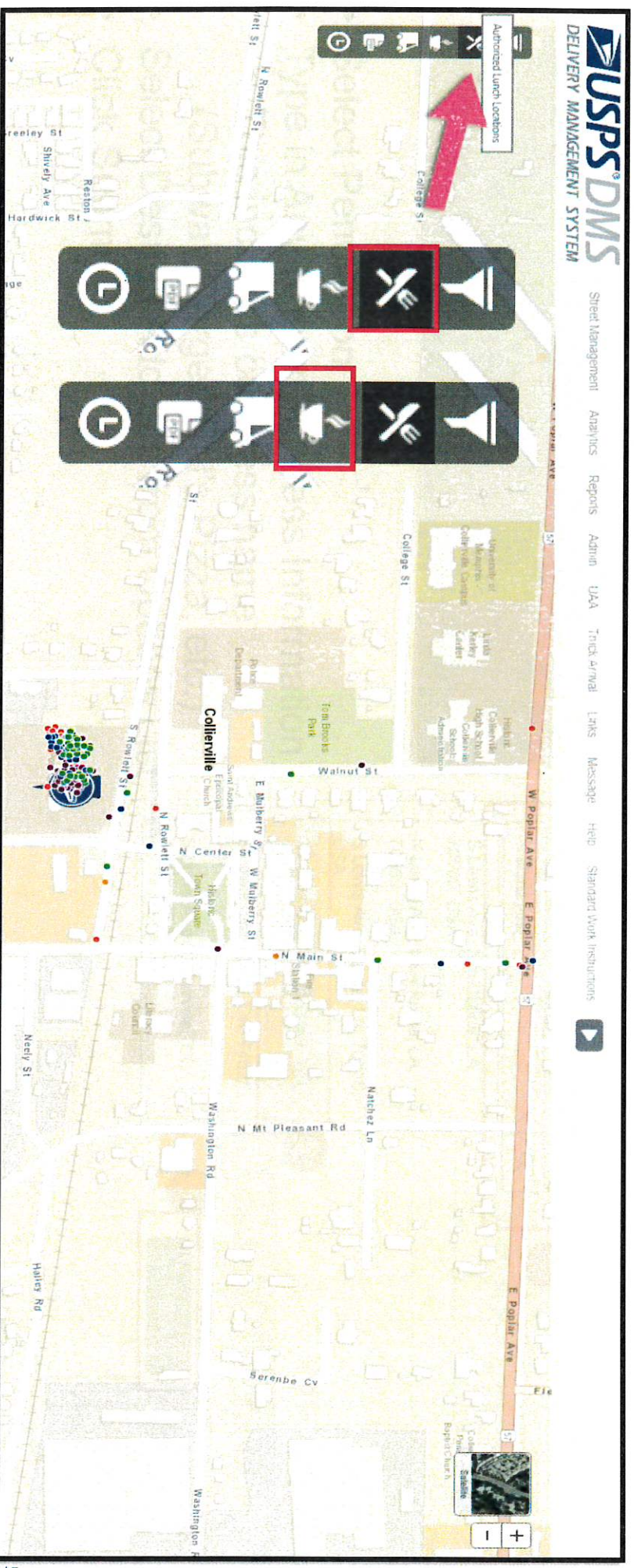
- Select 1564A from Icon Bar on Top Left
 - 2nd from Bottom Icon



- Select Zip/Route from Drop Down
 - Zip Code Change May Be Required



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



Map Selection Entry Option

- Select “Rain Drop” Icon for Either Regular or Replacement
 - Geo Code Authorized Lunch Location



Map Selection Entry Option

- After “Rain Drop” Icon Selected
 - Click on Address Location in the Map
 - Verify/Update Information Box and Submit

USPS® DMS
DELIVERY MANAGEMENT SYSTEM

Street Management Analytics Reports Admin UAA Truck Arrival Links Message Help Standard Work Instructions

Primary Carrier Lunch 1 X

Location Name
Primary Carrier Lunch 1

Address
164 Mill St

Location Radius (feet)
150

Start Time End Time
12:00 12:30

Location Coordinates
35.04098914364398, -89.66779133764137

Submit Close

- Lunch Location Tagged
 - Identified with Blue Circle for Regular, Red for Replacement Carrier
- Repeat Process For All Carriers' Lunch and Break Locations

