



DELIVERY OPERATIONS
INFORMATION SYSTEM

United States Postal Service

Delivery Operations Information System (DOIS)

DOIS / Managed Service Points Policy

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Revision History

Date	Name	Description of Revision
10/28/03	Joe Sarnocinski / Damian Maguire	Initial creation
10/20/2006	Naomi Rook	Update



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1 Introduction

This document describes the policy and workarounds pertaining to the DOIS / MSP functionality to be used by DOIS users.

2 Routes that take lunch before the first delivery on the route

2.1 Policy

Lunch times and authorized locations for city routes are defined on the PS1564A. Reference: M41 251.6

Total street time is the total street time spent outside of the office during the day, exclusive of lunch period.

Reference: M39 222.216 f.

2.2 DOIS/MSP Workaround

Upon opening the pivot plan, select the first sector segment and make it a logical group by itself. Group the remaining sectors according to the desired logical groups on the 1564A. Insert the lunch break on the second logical group after the first delivery (which should now be the first logical group). This will expand the scheduled interval of the travel time to route by the duration of this one delivery. (The first delivery cannot have an MSP Point)

3 Routes that take lunch after the last delivery on the route

3.1 Policy

Except in emergency conditions or where service conditions preclude compliance, no employee may be required to work more than six continuous hours without a meal or rest period of at least ½ hour.

Reference: ELM section 432.33

3.2 DOIS/MSP Workaround

Upon opening the pivot plan, select the sector segments as logical groups according to the desired relays or groups on the 1564A, and select the last sector as a logical group. Insert the lunch break at the last logical group which will expand the scheduled interval of the travel time from route. The Lunch will be shown before the Last Delivery. (The Last Delivery cannot have an MSP Point)



4 Routes that are authorized breaks longer than ten minutes

4.1 Policy

Carriers in a delivery unit will receive two ten minute breaks

Reference: M39 section 242.231

4.2 DOIS/MSP Workaround

Entering of breaks in the pivot plan will be assigned time values of zero regardless of the actual break time authorized since breaks are already included in the authorized base street time of the route

5 Routes that have relays, parcels, and collections delivered within the letter route schedule.

5.1 Policy

Routes that have allied functions performed in conjunction with the letter route delivery duties must identify the duration of those allied duties on the PS3999.

5.2 DOIS/MSP Workaround

The authorized location to leave the route to perform allied duties such as relays, parcels, and collections must be noted on the PS 1564A. This location will be identified as a MSP point in the pivot plan by having the schedule adjusted manually by the DOIS System Administrator.