

UNITED STATES POSTAL SERVICE

Washington, DC 20260

DATE: November 29, 1983
 REF: ES100PAJacobson:bp7310
 SUBJECT: Maintenance Coverage

ARTICLE _____
 SECTION _____
 SUBJECT Tour Coverage
Run Tours

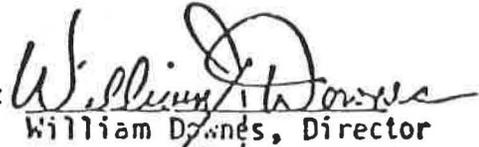
TO: Regional General Managers
 Maintenance Management Divisions

Several questions have recently been raised regarding the national policy for providing maintenance coverage during the time period that mechanical and automated mail processing equipment such as the MPLSM and OCR/CS are processing mail. Specifically, the issue being addressed is whether or not a "qualified" maintenance employee must be present in a facility when the equipment is operational.

Because of the many factors involved in any given facility, no policy statement could have across-the-board application or relevancy in every situation. Nevertheless, good management does strongly suggest that it is in the best interest of the Postal Service to insure that properly qualified maintenance employees are scheduled to work during regularly scheduled tours of mail processing equipment operation. We would expect that our Managers and Directors of Plant Maintenance would closely and continually coordinate with local mail processing management to establish anticipated equipment run times and maintenance windows and to subsequently staff, schedule and train accordingly. In those occasional and short term situations where equipment operating requirements are changed and/or extended, every reasonable attempt, including the payment of overtime, should be used to provide maintenance coverage. However, this does not prohibit MSC/post office management from using equipment if there is no qualified maintenance employee available.

Peter A. Jacobson
 Director
 Office of Maintenance Management

CONCURRENCE: 
 Michael Spates, Director
 In-Plant Processing Office

CONCURRENCE: 
 William Downes, Director
 Office of Programs and
 Policies