LABOR RELATIONS

UNITED STATES POSTAL SERVICE

May 8, 2017

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

Dear Brian:

As a matter of general interest, the Postal Service intends to collect data on delivery point coordinates at the West Springfield, Virginia (22152) post office in the Northern Virginia District.

Each data collector will accompany a city letter carrier on the street for one day. The data collector will use an application on the Mobile Delivery Device (MDD) to capture the longitude and latitude coordinates for every delivery point.

The data collection is scheduled to begin on May 8 and conclude on May 26.

Enclosed is a copy of the instruction document (*Mailbox GPS Data Collection with MDDs)* that will be used during data collection.

The test results will be used to determine the effectiveness of the subject data collection method and whether the information can be integrated with other data systems.

If you have any questions concerning this matter, please contact Bruce Nicholson at extension 7773.

Sincerely,

Alan S. Moore
Manager
Labor Relations Policy and Programs

Enclosure

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4101
WWW.USPS.COM

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Mailbox GPS Data Collection with MDDs

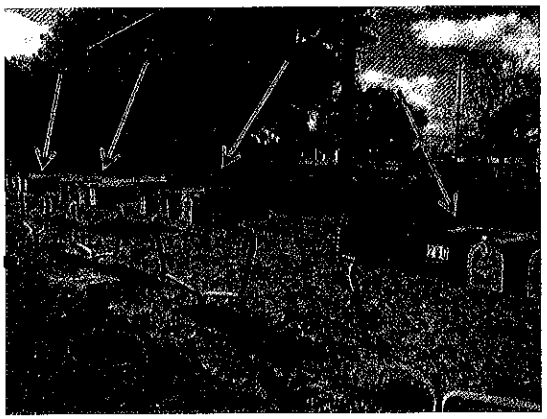
Overview

This document provides instructions on how to use the MDD to capture GPS data for mailboxes on Delivery Routes. The MDD will be preloaded with a list of addresses. After arriving and stopping at a specific address, the data collector will select this address from the list, which will capture and store the GPS coordinates of the mailbox location.

Rules

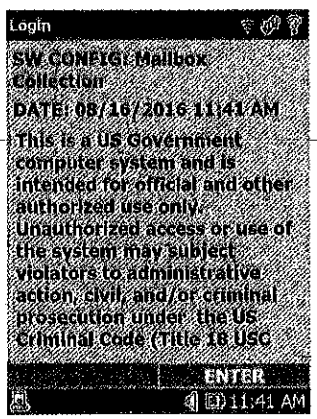
- **The Route ID entered at login must be the exact same Route ID as the Mailbox Collection Stops.**
- Mailbox Collection data (Route ID & Stop info) for the current date can be verified in RIMS:
  Tracking tab → Delivery Manifest List (left pane) → Search Service Type=AMS
- Scanners configured for the Mailbox Collection Study will have a "**SW CONFIG: Mailbox Collection**" flag in red on the Login Screen.
- Scanners flagged are to be labeled so that they can work on the same route if needed the following day.
- The MDD must have good cellular coverage when Data Collectors select **(M) Mailbox GPS Audit**. Otherwise MDD cannot download address file.
- Data Collectors may remain in the vehicle while capturing GPS coordinates.
- If the delivery address is inside a building, Data Collectors are to capture the coordinates outside the door of the building.
- MDD **must** be cradled at end of work day and remain cradled over night for captured GPS coordinates to be uploaded. Removing the MDD from cradle after 10:00PM will prevent captured GPS coordinates from being uploaded.
- All Stops recorded, deleted, added, and recorded as a group can be marked over again.
- Stops Recorded, Deleted, and recorded as a group will have a text to speech confirming your option and stating the first mailbox number. For grouped recordings the first mailbox number will be spoken.
- If the mailbox collection addresses downloaded to the MDD do not have a start and end point then use the 'Add' address feature to add start and end points. Typically these can be used to indicate the Delivery Unit location from where the Data Collector departs (start point) for the Mailbox collection exercise and arrives after completion (end point) of the Mailbox collection exercise.

Note that mailboxes may be grouped ("clustered") and are then considered to have the same location. The images below show examples of mailbox clusters (indicated with red arrows). To capture, the Data Collector should be positioned in the middle of a cluster (indicated with blue ovals).

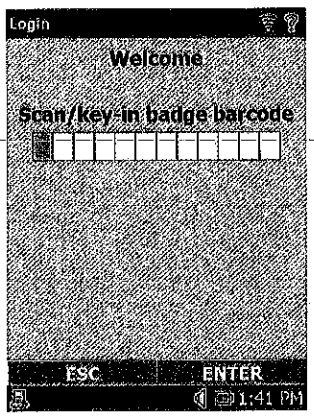


Procedure

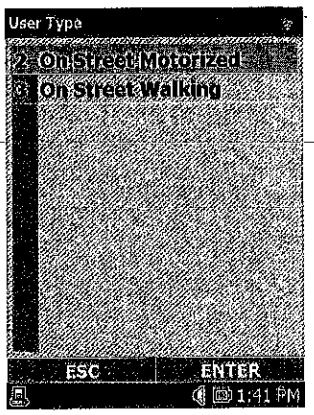
Follow the steps below to collect GPS data for mailboxes.



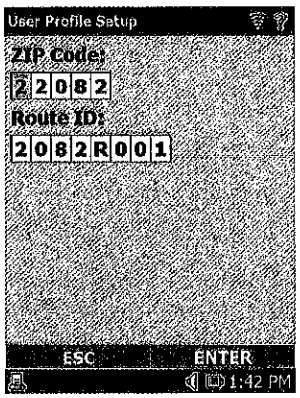
1. Power up the MDD and select **Enter** at the Login message.



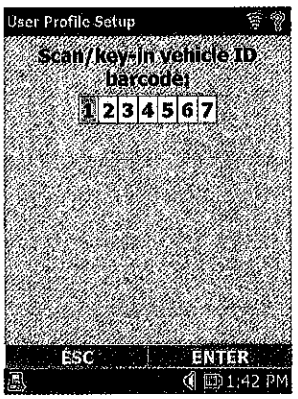
2. Scan or key in your badge barcode, followed by **Enter**.



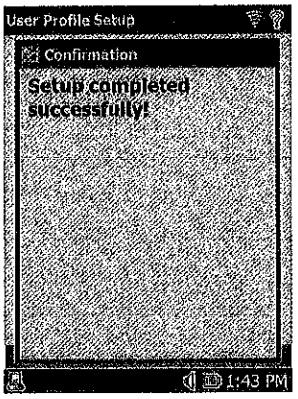
3. As *User Type*, select **On Street Motorized**, followed by **Enter**.



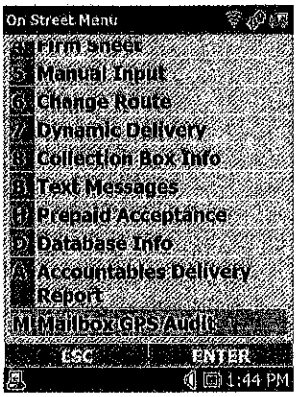
4. At the *User Profile Setup*, enter **ZIP Code** and **Route ID**, followed by **Enter**.



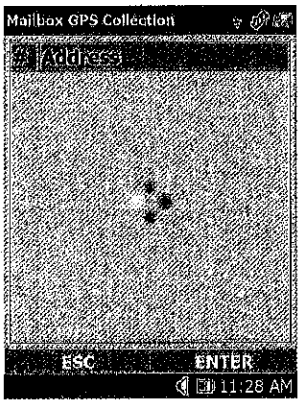
5. Scan or enter the **Vehicle ID barcode**, followed by **Enter**.



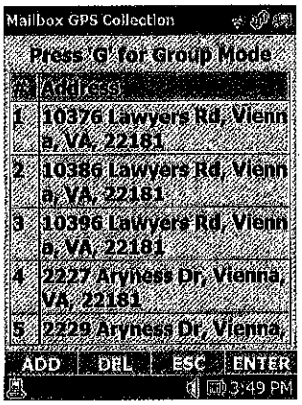
6. A confirmation will be displayed if setup was successful.



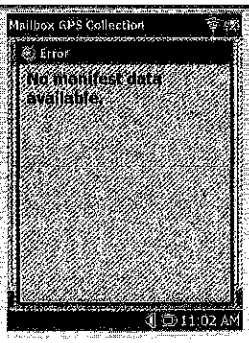
7. At *On Street Menu*, select **M [Mailbox GPS Audit]** to retrieve a manifest.



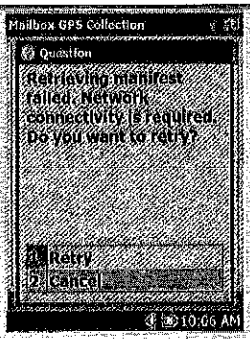
8. The *Mailbox Collection* screen opens. Wait while the manifest is retrieved; this may take some time.



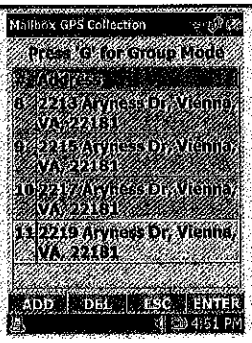
9. A list of addresses will appear. Scroll the list to view additional addresses.



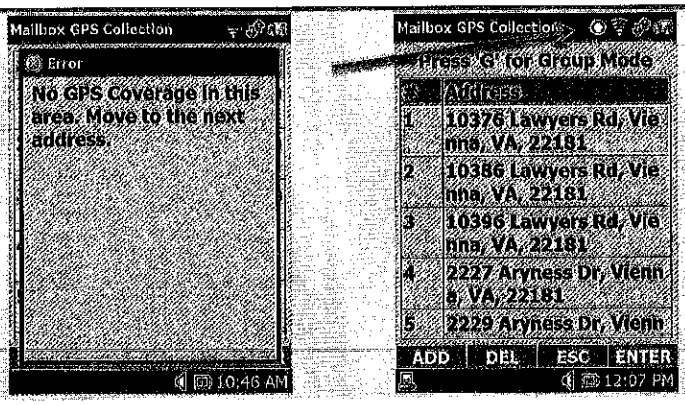
Error: *If there is **no manifest** for the Route ID, an error is displayed.* ***Check the entered Route ID at login. The Route Id must be the same as the Route ID in the Mailbox Collection Stops.***



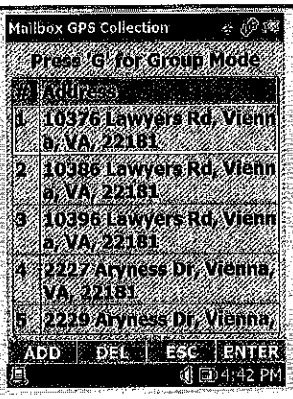
Error**: If **retrieving the manifest failed**, an error is displayed. Check the wireless network connectivity.* ***To receive the file good wireless coverage is needed.



Note: *Addresses that have already been captured will be shown inside a green box.*

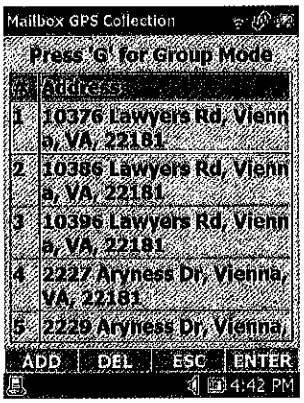


Error: *If there is **no GPS coverage** for the selected address, an error will be displayed. If this occurs, move to the next address. The cause for a weak signal could be bad weather conditions, or the fact that the MDD does not "see" the GPS satellite. The white circle displayed on the top right hand corner of the screenshot on the right signifies GPS coverage.*

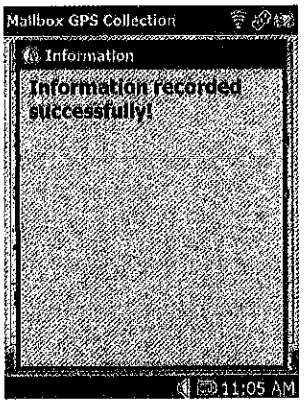


Mailbox Collection Options: *ADD, DEL, ESC, Enter. The **Add** feature will allow Data Collectors to add a mailbox address stop before or after a mailbox stop. **DEL** (Delete) allows the Data Collector to delete a mailbox address which will be in grey. **Esc** will present the on street menu. **Enter** captures and records the GPS coordinate. After pressing **Enter** the recorded address will turn green.*

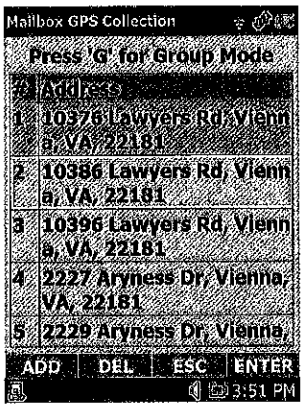
***Group Mode:** will allow the Data Collector to record multiple addresses at once. First, have the highlighted focus on the first address in the cluster box, next, Select 'G' to activate group mode, then using the touch screen or up/down arrow keys highlight the cluster box addresses that need to be recorded. Group mode addresses will be highlighted in yellow until recorded or the Data Collector selects Esc. Pressing **enter** will record the cluster address as a single group.*



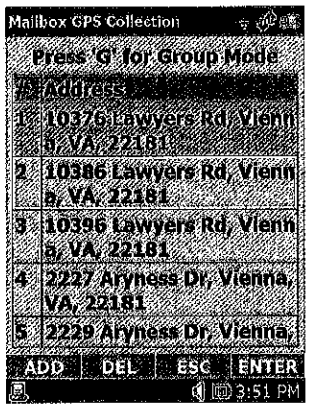
10. Drive to the next address to capture. Once there, select the address from the list, followed by **Enter**.



11. A message will confirm that the GPS coordinates have been successfully recorded.

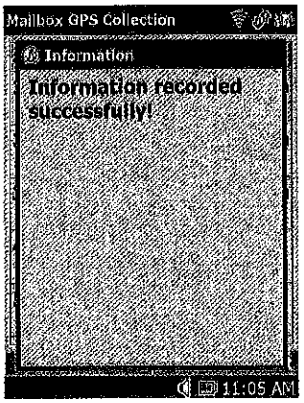


12. The address will be shown inside a green box. The highlighted focus will then automatically be next Stop

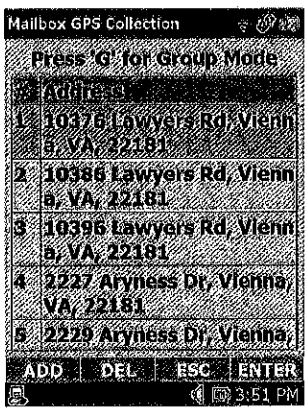


13. If a previously captured address is selected, a warning will be displayed.

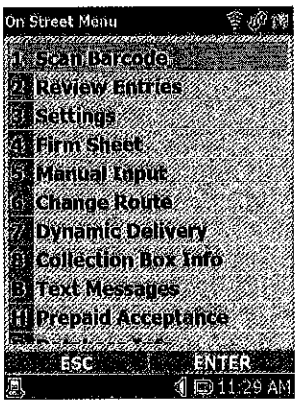
14. At the warning, select **Yes** to continue (or select **No** to cancel).



15. Information Recorded Screen will briefly display.

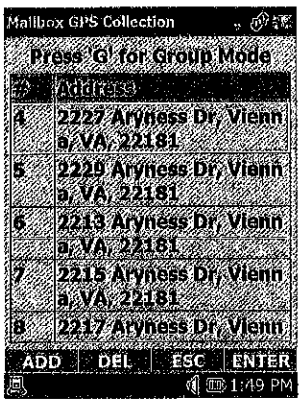


16. After done capturing GPS coordinates, click **Esc** at the *Mailbox Collection* screen.

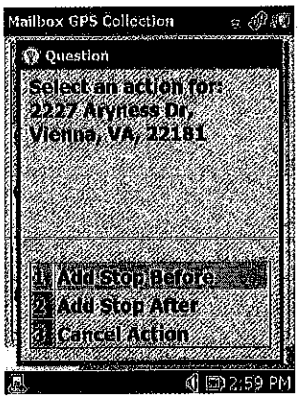


17. The *On Street Menu* will be displayed.

ADD Stop Before

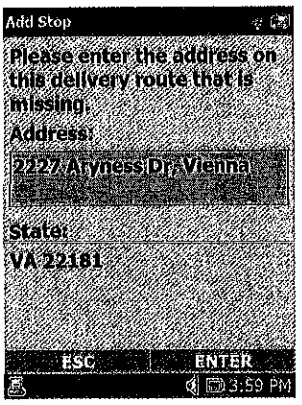


1. To Add a stop highlight the address and select ADD

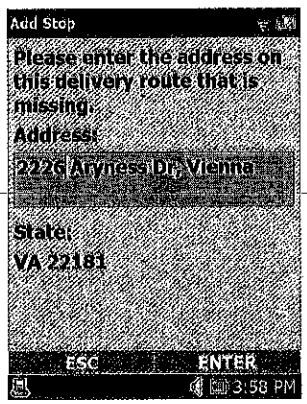


2. The Add screen will pop-up with three options 1. Add Stop Before 2. Add Stop After
   3. Cancel Action

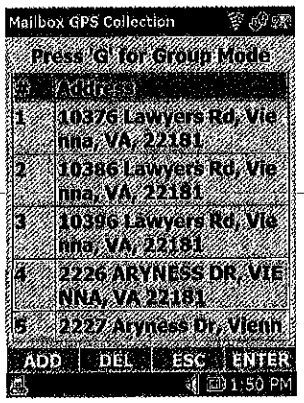
*Select 1. **Add Stop before***



3. The highlighted box in orange allows you to delete the address and type a new Mailbox collection address

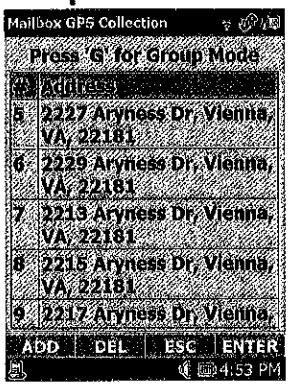


4. Delete and type new Address stop. Then Press Enter

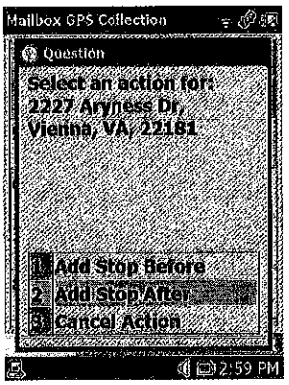


5. The New stop is now added as stop 4.

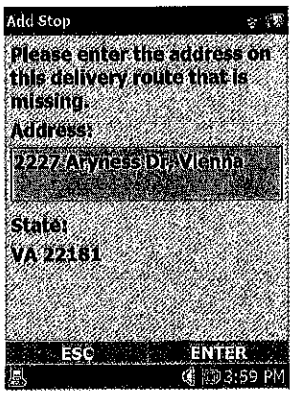
Add Stop After



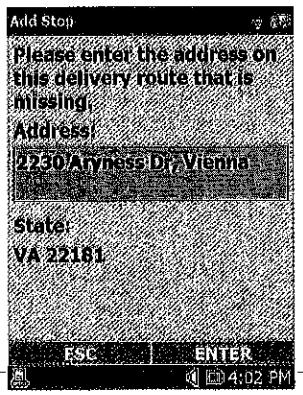
1. To Add a stop highlight the address and select ADD



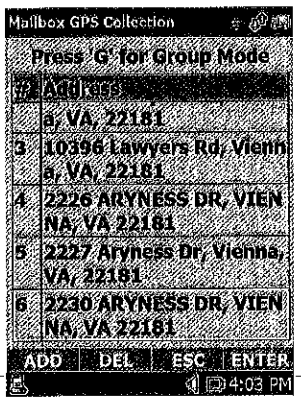
2. The Add screen will pop-up with three options 1. Add Stop Before 2. Add Stop After
3. Cancel Action
Select. 2 Add Stop After



3.The highlighted box in orange allows you to delete address and type new Mailbox collection address

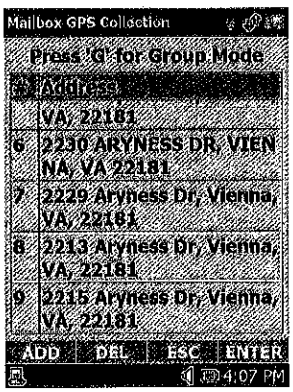


4. Delete and type new Address stop. Press Enter

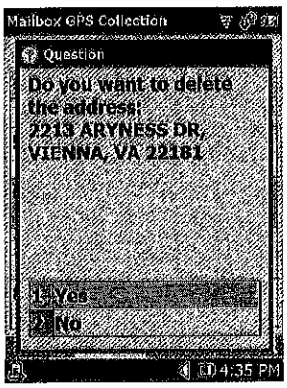


5. The New stop is now added as stop 6.

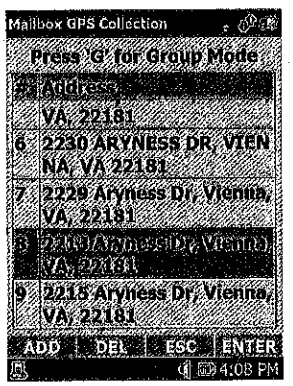
Delete



1. Select address Stop 8 Select DEL (Delete)

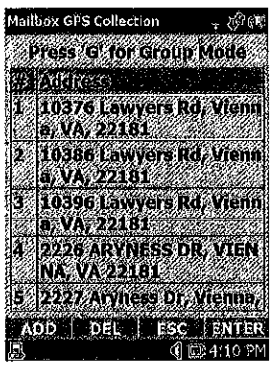


2. Confirmation to Delete Screen shall display. Select 1. YES

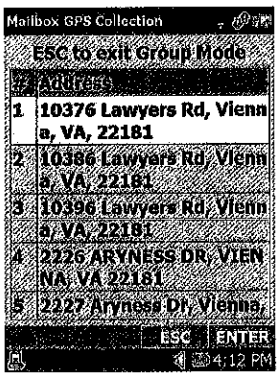


3. Deleted Stop 8 will be greyed out.

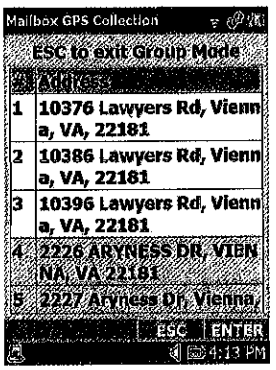
Group Mode Recording



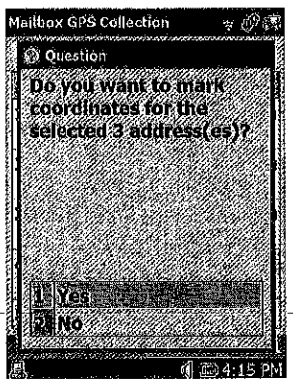
1. **Select** the first address in the cluster box. **Then Select 'G'** to activate Group Mode



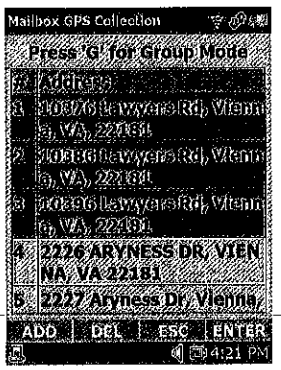
2. Addresses highlighted in Yellow will be recorded as a group.



3. Using the Touch screen or arrow key select the addresses to be recorded as a group.
Then press **enter**

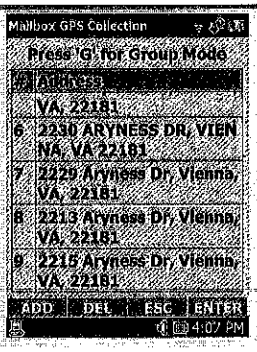


4. Mailbox Collection Group Mode Confirmation shall display **Select 1. Yes** to confirm (or select 2. No to cancel)
Press **enter**



5. Addresses recorded in Group Mode will display in finer Green.

Cold & Warm Boot



MDD Device Freeze: If a device freezes on the Mailbox Collection Screen. The Data Collector shall perform a Cold or Warm boot. Once a reboot is complete the login screen shall display.

COLD Boot

Press and hold the "ALT" and "ESC" keys to cold boot ***(HOLD FOR ABOUT 10 SECONDS)***

Warm Boot

Press and hold the "ALT" and "ENT" keys to warm boot ***(HOLD FOR ABOUT 10 SECONDS)***