

FEB 14 2019

Per _____

LABOR RELATIONS



February 11, 2019

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

Certified Mail Tracking Number:
 7016 3560 0000 7963 0564

Dear Brian:

As a matter of general interest, as part of the surface visibility initiative, the Postal Service intends to begin scanning newspapers in select mail processing plants.

The intent of the initiative is to improve the visibility of newspapers by using hand held scanners to scan containers, tubs and bundles in manual operations which accept newspapers. The scans will track the newspapers being processed on the newspaper belts and bullpens in manual operations until they are ready for departure from the facility.

Newspaper scanning is anticipated to begin in February in the mail processing plants located in the following locations.

- Capital Metro Area
 - Baltimore, MD P&DC
 - Greenville, SC P&DC
 - Greensboro, NC P&DC
 - Raleigh, NC P&DC
 - Richmond, VA P&DC
- Eastern Area
 - Louisville, KY P&DC
 - Cleveland, OH P&DC
 - Columbus, OH P&DC
 - Wilmington
 - Buffalo, NY P&DC
 - Rochester, NY L&DC
- Great Lakes Area
 - South Suburban, IL P&DC
 - Indianapolis, IN P&DC
- Northeast Area
 - Syracuse, NY P&DC
 - Hartford, CT P&DC
 - Boston, MA P&DC
 - Burlington, VT P&DC
 - Southern, ME P&DC,
- Southern Area
 - Little Rock, AR P&DC
 - Northwest Arkansas, AR P&DC
- Tallahassee, FL P&DC
- Baton Rouge, LA P&DC
- Oklahoma City, OK P&DC
- Tulsa, OK, P&DC
- El Paso, TX P&DC
- San Antonio, TX P&DC
- West Palm Beach, FL P&DC
- Western Area
 - North Platte, NE MPF
 - Grand Junction, CO MPF
 - Grand Forks, ND MPF
 - Great Falls, MT P&DF
 - Missoula, MT MPF
 - Rapid City, SD MPF
 - Cedar Rapids, IA P&DC
 - Des Moines, IA, P&DC
 - Quad Cities, P&DF
 - Waterloo, IA P&DF
 - Las Vegas, NV P&DC
 - Reno Medford, NV P&DC
 - Boise, ID P&DC
 - Provo, UT P&DC
 - Spokane, WA P&DC
 - Tacoma, WA P&DC

Training on the scanners will be provided prior to usage. Enclosed for your review are the following documents:

- Standard Work Instruction: Opening Unit
- Standard Work Instruction: Flats Distribution Nesting.

Please contact Dion Mealy at extension 6861 if you have any questions concerning this matter.

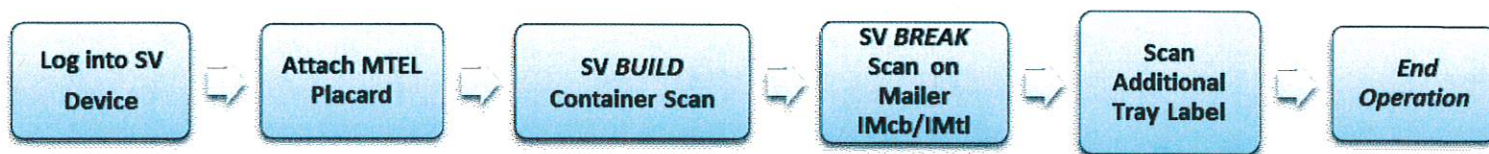
Sincerely,


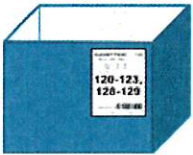



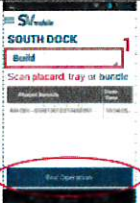


RD Rickey R. Dean
Manager
Contract Administration (APWU)

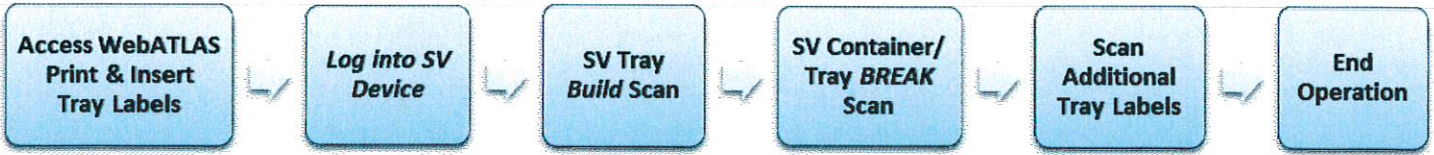
Enclosures

Standard Work Instruction: Opening Unit



	Important Steps	Key Points	Reasons for Key Points
	1.) Log into the SV device to use the Manual Visibility Bullpen Mode.	<ul style="list-style-type: none"> On the Home Page, select the SV Application. Scan or enter your Badge ID. Open the Navigation Menu by selecting "SV Mobile", then select "Container Scanning". Scroll to the bottom of the section and select "Manual Visibility Bullpen". Selecting Manual Visibility Test brings up a list of locations: select the applicable location "NewsOpening". 	<ul style="list-style-type: none"> Necessary to use the device. Add SV location "NewsOpening" via SVWeb
	2.) Attach MTEL placards to all empty containers.	<ul style="list-style-type: none"> Attach an In-House (99H) or Dispatch (99P) MTEL placard to the appropriate empty container before sortation. 	<ul style="list-style-type: none"> Identifies containers
	3.) Scan the MTEL placard's 99P or 99H/S Barcode.	<ul style="list-style-type: none"> Using the SV device, select Build from the operations list, to Assign the container(s). This brings the user to the Build screen. Begin scanning the 99H or 99P container barcodes BEFORE any newspapers are sorted. 	<ul style="list-style-type: none"> Enables the "Nesting" of scanned tubs/sacks/bundles to the container Creates an Assign of the Container
	4.) Scan the incoming 99P/M/S container barcode or tub/sack/tray label barcode as BREAK .	<ul style="list-style-type: none"> BEFORE any newspapers are processed and BEFORE breaking down an incoming container/tray, scan the container's IMcb or IMtl barcode with the SV device. Using the SV device, select Break from the dropdown operations list. This brings up the Break screen. Scan all incoming container's IMcb or tub/sack's IMtl barcode as Break 	<ul style="list-style-type: none"> Allows for mail to be removed from the container. Distributes incoming container/sack
	5.) Replace the container and scan a new MTEL placard as Build .	<ul style="list-style-type: none"> If a container needs to be pulled for dispatch, replace with a new container and scan the new MTEL placard as Build (Ref. Steps 2 – 3) Continue with scan of IMtl's (Ref. Step 4) and placards as needed. 	<ul style="list-style-type: none"> Opens a new container for nesting purposes and closes out the previous container's MTEL placard.
	6.) Select End Operation to Close all Containers.	<ul style="list-style-type: none"> Using the SV device, select END OPERATION. Select "yes" to confirm and close all containers at the end of the operation. If containers are 99P, move to dispatch If containers are 99H, move to Flats Distribution 	<ul style="list-style-type: none"> Closes out "Nesting" in the operation.

Standard Work Instruction: Flats Distribution Nesting



	Important Steps	Key Points	Reasons for Key Points
	1.) Obtain tray labels/IMtls for the applicable operations	<ul style="list-style-type: none"> Print the applicable Manual Flats Domestic File tray labels/IMtls from the WebATLAS kiosk Place into appropriate Flat Rack Tubs/Trays 	<ul style="list-style-type: none"> Necessary to achieve visibility and nesting of mail
	2.) Log into the SV device to use the Manual Visibility Bullpen Mode .	<ul style="list-style-type: none"> On the Home Page, select the SV Application. Scan or enter your Badge ID. Open the Navigation Menu by selecting "SV Mobile", then select "Container Scanning". Scroll to the bottom of the section and select "Manual Visibility Bullpen". Selecting Manual Visibility Bullpen brings up a list of locations: select the applicable location MANFLATS060, MANFLATS073, MANFLATS074 	<ul style="list-style-type: none"> Necessary to use the device.
	3.) In Build mode, scan each tray label/IMtl	<ul style="list-style-type: none"> BEFORE any newspapers are processed, at the beginning of the operation, perform Build scans on the tray labels/IMtls. Using the SV device, select Build from the operations list. This brings the user to the Build screen. 	<ul style="list-style-type: none"> Build scan provides the "Start" of the operation. Enables nesting of Newspapers/Manual flats.
	4.) Scan the 99H or tray label/IMtl barcode as BREAK	<ul style="list-style-type: none"> BEFORE any newspapers are processed and BEFORE breaking down an incoming container, scan the container's In-House (99H) placard or tray label/IMtl barcode with the SV device Using the SV device, select Break from the operations list. This brings the user to the Break screen. Scan the container's In-House (99H) placard or tray label/IMtl barcode as Break 	<ul style="list-style-type: none"> Allows for mail to be removed from the container and nested to the appropriate tub in the flat rack.
	5.) Replace full tub and scan new tray label/IMtl as Build	<ul style="list-style-type: none"> Enables replacement tub for nesting purposes (as per Step 3) Closes out previous tray label/IMtl Continue with scans of In-House (99H) placard or tray label/IMtl barcodes as Break (as per Step 4) 	<ul style="list-style-type: none"> Opens a new tub and closes out the previous tub's tray label/IMtl.
	6.) Select End Operation to Close all tray label/IMtls.	<ul style="list-style-type: none"> Using the SV device, select END OPERATION. Select "yes" to confirm and close all tray label/IMtls at the end of the operation. 	<ul style="list-style-type: none"> Closes out "Nesting" in the operation.
	7.) Return and cradle the SV	<ul style="list-style-type: none"> Return the SV back to check out location. Cradle the device. 	