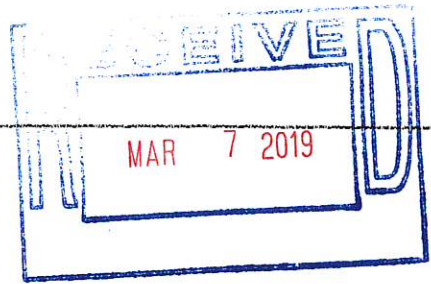


LABOR RELATIONS



March 7, 2019



FAXED

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 is updating the Mobile Delivery Device (MDD) to enhance its functionality.

Release 6.85 includes:

- MyPO Package Pickup Continuous Scan Mode (City carriers only)
- Enable Customs Intercept In Load Truck
- Disable Package Intercept from On Street Delivery
- MDD SPM Alert Screen Update
- Updated CoPilot with Truck Profile
- Load Truck for Dynamic Delivery
- Multiple Distribution Complete Scan Verification
- Updated Rural Route Study Menu (Rural carriers only)

National implementation is scheduled for March 11.

We have enclosed the final draft copies of the following:

- MDD Release 6.85 Service Talk
- Standard Work Procedures: Continuous Package Pickup Scanning Mode
- Standard Work Procedures: Load Truck (LT) For Dynamic Delivery
- Standard Work Procedures: Multiple Distribution Complete (DC) Scan Verification

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policies and Programs

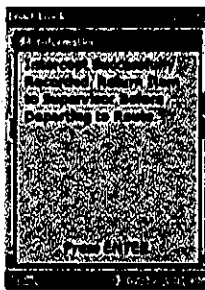
Enclosures

MDD Release 6.85 - Carriers

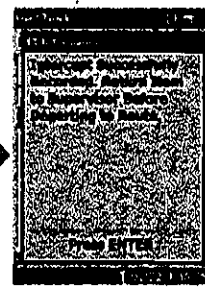
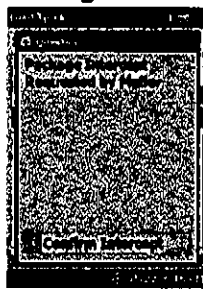
MDDs will be updated to version 6.85 on March 11, 2019. This version has the following changes relevant to on-street use:

1. The MDD will detect Package Intercept items while using the Load Truck Feature. If you encounter such a package, the device will display a message and ask you to confirm that the item has been intercepted. For your safety, the MDD will not alert you to a Package Intercept item during street delivery.

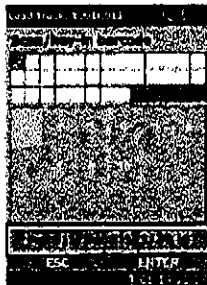
Customs Intercept



Package Intercept



2. If the scanner is asleep, an SPM request will now wake it up and alert the carrier immediately, rather than waiting until they wake up the device.
3. Copilot will be updated to a new version with enhancements including an improved user interface, better performance, and a new truck profile feature. It is important to input the correct vehicle ID as the background truck profile feature will allow the GPS to account for limitations of larger delivery vehicles.
4. When using the Load Truck Feature under dynamic delivery, the MDD will display additional information including the section in which the item should be loaded.





MDD Release 6.85 – Continuous Package Pickup (City only)

Continuous Package Pickup Scanning Enhancement (City Carriers only)

Effective with this release, the Mobile Delivery Device (MDD) software will enhance the Continuous Package Pickup Scanning procedures. All City Carriers must follow these steps when scanning Package Pickups:

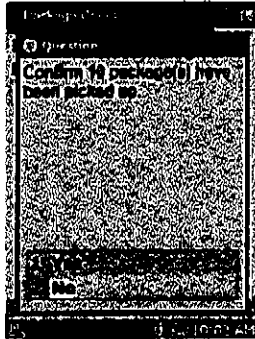
1. Carrier scans MyPO Manifest Barcode w/ MDD



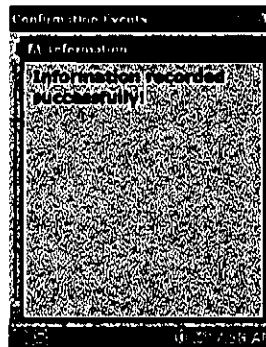
2. Continuous Scanning Mode:
Carriers select "ENTER" after the last package is scanned only. Aim the MDD camera scan zone towards the barcode on the package to scan.



3. Upon selecting "ENTER", MDD will prompt to confirm the total packages by selecting "Yes" or "No" * option provided



4. The below message will appear if Information is recorded successfully after "Yes" is selected



* No will return to scanning mode

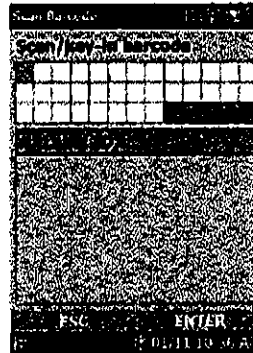
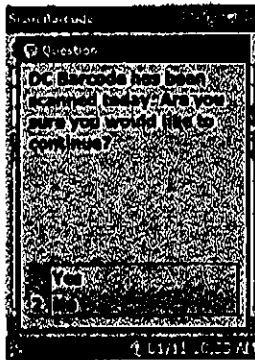
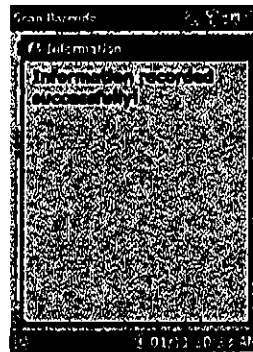
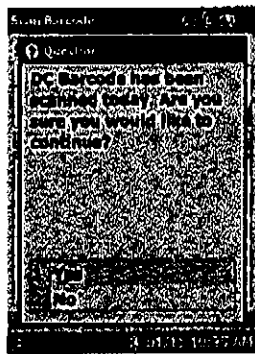
In the event where the City Carrier arrives at the delivery point and finds packages for pickup and there is no package pickup request or PS Form 5630 SCAN, the City Carrier will still collect and scan all available mail as picked up. Upon return to the Post Office, the City Carrier must report the location of the customer who did not provide a completed PS Form 5630 SCAN to a supervisor.

Thank you for all you do to meet our customer needs and expectations!

MDD Release 6.85 - Clerks

MDDs will be updated to version 6.85 on March 11, 2019. This version has the following changes that are relevant to In-office use.

1. In-Office PO Box SPM requests are no longer available on the MDD. An IMD scanner must be used to complete In-Office SPM requests.
2. The MDD will alert the user if DUT is scanned again within 6 hours of the previous scan.



Standard Work Procedures: Continuous Package Pickup Scanning Mode

Scan the MyPO manifest barcode




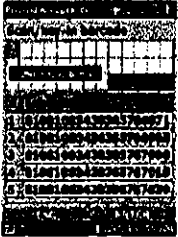
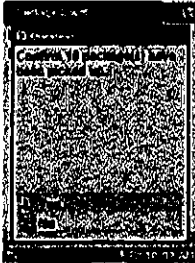
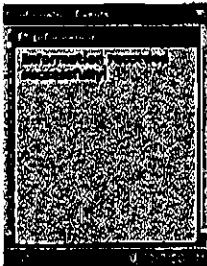
Continuous Scanning Mode



Confirm Package Pickup quantity



Mobile Mail Device confirms scanned information

	Important Steps	Key Points	Reasons for Key Points
	<p>1. Scan the carrier manifest barcode</p>	<ul style="list-style-type: none"> Carrier scans MyPO Manifest Barcode with a Mobile Delivery Device (MDD) 	<ul style="list-style-type: none"> Prevents the MyPO request from being closed after due date
	<p>2. Continuous Scanning Mode</p>	<ul style="list-style-type: none"> Aim the MDD camera scan zone towards the barcode on the package to scan Carriers scan all packages available for pickup Carriers select "ENTER" after all the packages are scanned 	<ul style="list-style-type: none"> Ensure every available package is scanned as picked up If customer has provided a 5630 SCAN form, scan the provided 5630 SCAN form instead of scanning every parcel Notify supervisor if 5630 SCAN is not provided by the customer
	<p>3. Confirm the total of packages picked up</p>	<ul style="list-style-type: none"> Select "ENTER" MDD will prompt to confirm the total packages by selecting "Yes" or "No" option 	<ul style="list-style-type: none"> Provides tracking visibility for Postal Service business and residential customers
	<p>4. Confirmation Event</p>	<ul style="list-style-type: none"> An Information recorded successfully message will appear on MDD screen 	<ul style="list-style-type: none"> Provides package visibility for Postal Service and business and residential customers Ensures the MyPO request is closed by due date

Standard Work Procedures: Load Truck (LT) For Dynamic Delivery

Access Dynamic Delivery



Select Load Truck (LT) and appropriate route



Scan parcels assigned to the route using LT



Place parcels in appropriate section, mark if required

	Important Steps	Key Points	Reasons for Key Points
	<p>1. Select Load Truck in Dynamic Delivery submenu.</p>	<ul style="list-style-type: none"> Select "7 Dynamic Delivery" Select appropriate Run Select "1 Load Truck" 	<ul style="list-style-type: none"> Before delivery Mail Carriers need to load the packages into their vehicles Provide efficient distribution of packages during loading process Packages will be evenly distributed into 6 sections Adjacent stops will be grouped into same section
	<p>2. Select appropriate Route</p>	<ul style="list-style-type: none"> Carrier must select appropriate City (Y) or Rural (L) delivery type and route number 	<ul style="list-style-type: none"> Selecting appropriate delivery route will allow correct scanning of that routes parcels
	<p>3. Scan/key-in any label belonging to the route</p>	<ul style="list-style-type: none"> MDD displays package sequence #, Section #, number of package(s) loaded / total packages 	<ul style="list-style-type: none"> Delivery employee may want to mark packages with section and package number for easier reference
	<p>4. Select/Drill to a stop</p>	<ul style="list-style-type: none"> MDD displays package sequence #, Section #, number of package(s) loaded / total packages 	<ul style="list-style-type: none"> Delivery employee may want to mark packages with section and package number for easier reference

Standard Work Procedures: Multiple Distribution Complete (DC) Scan Verification

Distribution Complete (DC) barcode scanned



DC barcode scanned again



Message on MDD indicates DC already completed



Select 'Yes' to for new DC scan or 'No' to discard scan

	Important Steps	Key Points	Reasons for Key Points
	<p>1. Distribution Complete (DC) barcode scanned</p>	<ul style="list-style-type: none"> Clerk or appointed employee will scan DC barcode with an MDD 	<ul style="list-style-type: none"> Provides Distribution Complete and Out For Delivery for customer The feature shall be applied to within 6 hours starting from the first DC scan. By default, the feature shall expire at 11:59 PM.
	<p>2. DC barcode was scanned earlier, within prior 6 hours and user selects "2. No" because a second scan is not required</p>	<ul style="list-style-type: none"> Clerk or appointed employee will determine if DC should be uploaded again If the scan should not be uploaded a second time, employee selects "ENTER" on "2. No" 	<ul style="list-style-type: none"> Prevent secondary incorrect DC scan to help prevent Out For Delivery failures and impact customer experience
	<p>3. DC barcode was scanned earlier, within prior 6 hours and user selects "1. Yes" because a second scan is required</p>	<ul style="list-style-type: none"> Clerk or appointed employee will determine if DC should be uploaded again If the scan should be uploaded a second time, employee selects "ENTER" on "1. Yes" 	<ul style="list-style-type: none"> Provides tracking visibility for Postal Service business and residential customers improving customer experience
	<p>4. Confirmation Event</p>	<ul style="list-style-type: none"> An Information recorded successfully message will appear on MDD screen 	<ul style="list-style-type: none"> Provides package visibility for Postal Service and business and residential customers