



February 24, 2022

Mr. Ivan D. Butts  
President  
National Association of Postal Supervisors  
1727 King St., STE 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7020 3160 0002 0328 8514

Dear Ivan:

The Postal Service plans to test the ability to provide real-time tracking of registry dispatch deposits by using Active Package Tracking (APT) technology.

A Bluetooth Low Energy (BLE) Beacon will be placed in the Registered Mail sack containing the registry dispatch deposit. The Postal Vehicle Service (PVS) driver will have a mobile device that will detect the beacon and provide real-time tracking from pick-up at the retail units to the arrival at the registry cage in the mail processing facility

Testing is scheduled to occur between March 21 and April 8, departing from the following retail units in Washington, DC and arriving at the Merrifield Processing and Distribution Center:

- 2 Massachusetts Avenue NE
- 50 Massachusetts Avenue NE
- 1200 Penn Avenue NW

Enclosed are the following for your review:

- Beacon Pilot – Registry Dispatch Stand Up Talk
- Standard Work Instruction – Active Package Tracking for Registry Bank Deposits
- Standard Work Instruction – Active Package Tracking Deactivation and Removal of Beacon Technology for Registry Clerks
- Standard Work Instruction – Active Package Tracking (APT) In-Transit Detection of Beacon Technology for PVS Drivers

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon Richardson".

Shannon Richardson  
Director  
Contract Administration (APWU)

Enclosures



# Beacon Pilot – Registry Dispatch Stand Up Talk

March 21, 2022

## Active Package Tracking Pilot

The Postal Service will pilot test Bluetooth Low-Energy (BLE) Beacon tracking devices on March 21, 2022 through April 8, 2022, in three Retail locations. The purpose of the pilot is to evaluate the location sensing capabilities of Mobile Detection using BLE Beacon Technology in order to assess the feasibility of enterprise-wide Beacon solutions.

Registry Dispatch deposits will be tracked using Bluetooth Beacons attached to Registered Mail sacks at Retail Units. Tracking will start during closeout, continue through transit, and stop at P&DC/F Registry Cages.

To provide greater real time visibility, this pilot will utilize Bluetooth Low Energy (BLE) Beacons and gateways. BLE Beacon Tags will be placed in Registered Mail sacks and detected by Physical Beacon Detectors & generic mobile devices.



### Pilot Scope:

- ✓ Pilot will only track Registered Mail (RM) sacks that contain deposits
- ✓ Pilot will track RM sacks with deposits from Retail Units to Registry Cage
- ✓ RM sacks will not be tracked after arriving at the Registry Cage
- ✓ Deposits will not be tracked when in custody of Armored Couriers or financial institutions
  - Only PVS drivers will be used for transport

For detailed information, please see the attached Standard Work Instructions.

If you have any questions, please contact the Beacon Registry Dispatch Pilot Team at [APTPilot@usps.gov](mailto:APTPilot@usps.gov)



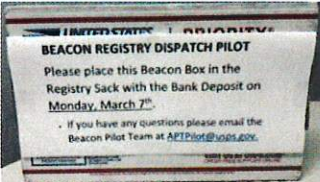


Thank you again for your continued support and ensuring a “world class” customer experience.

--Innovative Business Technology Team







# Standard Work: Active Package Tracking for Registry Bank Deposits







|   | Steps   | Key Points   |
|---|---|--|
|    | <ol style="list-style-type: none"> <li>The unit will receive a ZEBRA TC-77 mobile device and charger. <ul style="list-style-type: none"> <li>Plug in the charger.</li> <li>Place the device on the charger immediately</li> </ul> </li> </ol>   | <ul style="list-style-type: none"> <li>No additional set up is required</li> </ul>   |
|  <p>This is a representative image of the BLE Beacon that will be included in the Beacon Boxes</p> | <ol style="list-style-type: none"> <li>Each week, the pilot office will receive a kit with the beacon boxes <ul style="list-style-type: none"> <li>The beacon boxes will be labeled by day</li> <li>Management must notify the pilot team if any boxes are missing by sending an email to <a href="mailto:APT Pilot@usps.gov">APT Pilot@usps.gov</a></li> </ul> </li> </ol> | <ul style="list-style-type: none"> <li>The beacon hardware is pre-activated and packaged into boxes before being dropped off at pilot site locations</li> <li>The beacons will only be used Monday – Friday for the duration of the pilot</li> </ul>   |
|   | <ol style="list-style-type: none"> <li>Daily - locate the beacon box labeled for that day <ul style="list-style-type: none"> <li>This should be completed prior to the clerk preparing the registry dispatch</li> </ul> </li> </ol>   | <ul style="list-style-type: none"> <li>Each beacon box will be labeled with an actual calendar date for easy identification</li> </ul>   |
|    | <ol style="list-style-type: none"> <li>The clerk will place the beacon box with the “current” date inside the Registered Mail sack, and seal the sack using the established Registered Mail bag sealing procedures (Handbook DM-901.5.4)</li> </ol>   | <ul style="list-style-type: none"> <li>Beacon boxes are pre-labeled with instructions</li> <li>Clerks will not be required to interact with the device to enable detection, the device is automatically activated</li> </ul>   |
|    | <ol style="list-style-type: none"> <li>Follow the standard closeout preparation of the Registered Mail sack using PS form 3854 <ul style="list-style-type: none"> <li>Ensure all registered items in the sack are accounted for on the form</li> <li>Record the seal number on the form</li> </ul> </li> </ol>  | <ul style="list-style-type: none"> <li>Ensure all Registered Mail items are placed in the sack</li> <li>Place a copy of form 3854 in the Registered Mail sack with the contents</li> <li>If you have any questions, management can send email to <a href="mailto:APT Pilot@usps.gov">APT Pilot@usps.gov</a></li> </ul> |

# Standard Work: Active Package Tracking for Registry Bank Deposits



|   |   |   |
|---|---|---|
|    | <p>6. Management/clerk will retrieve Zebra TC-77 from charging station</p> <ul style="list-style-type: none"><li>• Activate Zebra TC-77 mobile device screen by pressing the “Power Button” on the top right corner</li><li>• Unlock the device by swiping “up” on the screen</li></ul> | <ul style="list-style-type: none"><li>• The device will not require a password to be unlocked</li></ul>   |
|    | <p>7. Once unlocked, select the “Camera” icon at the bottom right of the screen</p>   | <ul style="list-style-type: none"><li>• If this icon is missing, management should contact <a href="mailto:APTPilot@usps.gov">APTPilot@usps.gov</a> immediately</li></ul> |
|  | <p>8. Position the device over Form 3854 and click the “Camera icon” at the bottom of the screen to take a photo of the form</p>  | <ul style="list-style-type: none"><li>• The ZEBRA TC-77 is on a mobile device platform and takes pictures like a cell phone</li></ul>                                     |
|  | <p>9. Once photo is taken, click on the “Photo Gallery” icon left of the “Camera” icon to bring up the photo</p>  | <ul style="list-style-type: none"><li>• Ensure the entire form is in the picture</li></ul>  |




# Standard Work: Active Package Tracking for Registry Bank Deposits

|   |   |  |
|---|---|--|
|    | <p>10. Once the photo of Form 3854 is visible, click the “Share” icon on the bottom left of the screen</p>  | <ul style="list-style-type: none"> <li>• Ensure Form 3854 is clear and legible before emailing</li> </ul>  |
|   | <p>11. With Form 3854 selected, click on the “Gmail” icon to initiate the email message</p>   | <ul style="list-style-type: none"> <li>• Verify selected photo is for the current business day</li> <li>• Attach photo of Form 3854 to the email</li> </ul>  |
|  | <p>12. Type <a href="mailto:APTPILOT@usps.gov">APTPILOT@usps.gov</a> in the recipient line</p> <ul style="list-style-type: none"> <li>• Subject Line of the email should be the <b>Pilot Post Office Location and Date</b></li> <li>• Content of the email should include nothing besides the attached image of the form</li> </ul> <p>13. Click the blue arrow in the top right corner to send the email</p> | <ul style="list-style-type: none"> <li>• From GMAIL account is prepopulated</li> <li>• Management/clerk must email a photo of Form 3854 to the Beacon Pilot Team to <a href="mailto:APTPILOT@usps.gov">APTPILOT@usps.gov</a> using the Zebra TC-77 and the Gmail account on the device</li> <li>• Confirm <b>Pilot Post Office Name and current date</b> in the email subject line</li> <li>• Verify email has been sent by looking in sent box</li> <li>• Continue to follow normal dispatch procedure</li> </ul> |
|  | <p>14. Management/clerk must place the TC-77 back on charging station</p>   | <ul style="list-style-type: none"> <li>• Ensure TC-77 is properly cradled and charging</li> </ul>  |

|                             |  |             |
|-----------------------------|--|-------------|
| Standard Work Instructions: | Active Package Tracking Deactivation and Removal of Beacon Technology for Registry Clerks  | Tracking:   |
| Purpose:                    | The purpose of this SWI is to capture the modified protocol for the Registry Dispatch process for APT pilot site locations. These steps are focused on the deactivation and removal for BLE Beacons. | Page 1 of 1 |
| Updated on:                 | 02-17-2022   | Version 1.0 |

|   | Steps   | Key Points  |
|---|---|---|
|  <p>This is a representative image of the BLE Beacon that will be included in the Beacon Boxes</p> | <ul style="list-style-type: none"> <li>Registry Sacks will be equipped with a Beacon Box (Small Priority Mail-Box) that contains a Bluetooth Low Energy (BLE) device that needs to be removed once it reaches the Registry Cage.</li> </ul>   | <ul style="list-style-type: none"> <li>The Beacons will be detected by a BeeSense gateway provided by our technology vendor (Roambee). Registry Clerks will not be required to interact with this device at all</li> <li>The Beacon Box allows for the Registry Sack to be tracked the from Post Office to the Registry Cage.</li> <li>The Beacon <b>is not allowed</b> to track the sack from Registry Cage to Financial Institution.</li> </ul> |
|   | <ul style="list-style-type: none"> <li>The Registry Clerks will be required to open-up the Registry Sack and locate the Beacon box inside.</li> </ul>   | <ul style="list-style-type: none"> <li>The Beacon Box will be a small priority rate box with instructions on the outside on how to properly return this equipment.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Once the Beacon Box has been located, remove the Beacon Box from the Registry Sack and place it aside each day until the last sack has been received on Friday.</li> </ul>   | <ul style="list-style-type: none"> <li>Place the Beacon Box aside in the Registry Cage so that it won't get damaged or lost.</li> <li>Do not open the Beacon Box as we don't want the Beacon getting misplaced or damaged.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>At the end of each week, the collected Beacon Boxes from the Registry Sacks will need to be shipped back to the Pilot POC.</li> <li>Ship the boxes to:<br/>Kison Shin Room 1666<br/>475 L'Enfant Plaza SW<br/>Washington DC 20260</li> <li>Email <a href="mailto:APTPilot@usps.gov">APTPilot@usps.gov</a> with the tracking number once package has been shipped out.</li> </ul> | <ul style="list-style-type: none"> <li>The Beacons will only be used Monday – Friday for the duration of the Pilot.</li> <li>Since the Beacons are not disposable, the Beacon Boxes will need to be returned to the Pilot POC by the Registry Clerks.</li> </ul>  |

|                             |   |             |
|-----------------------------|---|-------------|
| Standard Work Instructions: | Active Package Tracking (APT) In-Transit Detection of Beacon Technology for PVS Drivers   |             |
| Purpose:                    | The purpose of this SWI is to capture the modified protocol for the Registry Dispatch process for APT pilot site locations. These steps are focused on the In-Transit Mobile Detection for BLE Beacons. | Page 1 of 1 |
| Updated on:                 | 02-02-2022  | Version 1.0 |

|   | Steps  | Key Points   |
|---|--|--|
|  | <ul style="list-style-type: none"> <li>At the beginning of the pilot, PVS Drivers will receive a generic Zebra TC-77 device pre-loaded with the Roambee Mobile Detection application and the charging cradle.</li> </ul>   | <ul style="list-style-type: none"> <li>The Roambee Mobile Detection Application is used to detect the Beacons while the PVS Driver is in-transit</li> <li>The Beacons will only be used Monday – Friday for the duration of the Pilot, so the driver will only need the Zebra TC-77 Monday – Friday.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Setup the Zebra TC-77 cradle in the Transportation Dispatch office so that it can be picked up and dropped off in the same location.</li> <li>Make sure that the cradle is properly plugged-in and working by placing the Zebra TC-77 on it and confirm that it's being charged.</li> </ul> | <ul style="list-style-type: none"> <li>It is essential that the PVS Driver places the Zebra TC-77 back on its cradle at the end of their route so that it receives adequate charge for the next day</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>The PVS Driver will pick-up the Zebra TC-77 in the morning from the Transportation Dispatch Office before they leave for their route and place the device in the truck.</li> </ul>  | <ul style="list-style-type: none"> <li>Make sure the device is secured safely in the truck so that it doesn't get damaged.</li> <li>The TC-77 will automatically detect Beacons as the PVS Driver picks up the Registry Sacks from the Pilot locations</li> <li>PVS Drivers will not be required to interact with the device to enable detection.</li> </ul> |
|   | <ul style="list-style-type: none"> <li>At the end of the day, the PVS Driver is required to return the Zebra TC-77 back to its cradle so that it may charge for the next day.</li> </ul>   | <ul style="list-style-type: none"> <li>If you have any questions, please call the Beacon Team at (571) 294-4381 or email us at <a href="mailto:APTPilot@usps.gov">APTPilot@usps.gov</a></li> </ul>   |