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January 11, 2024

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 0280

Dear Ivan:

This is in further reference to the Postal Service's correspondence dated March 17, 2023 (enclosed), regarding the use of sensor technologies in a plant environment. The Postal Service is expanding use of the unified sensor badges in the Richmond Processing and Distribution Center (PDC) in Sandston, Virginia at the new clock ring stations. All employees except motor vehicle drivers will use the unified badge.

As previously explained, this initiative was expanded by testing new functionalities of the Sensor Enabled Location System (SELS) sensor technology badge. The SELS badge combines newly developed functionalities into a single badge which is referred to as the "unified sensor badge". The new functionalities include using the unified sensor badge to:

- Gain facility access, including entering and exiting the building;
- Input clock rings using an alternative input method to the Electronic Badge Reader (EBR); and
- Ensure employees are on correct operation numbers without having to use the EBR by detecting the zone/operation where the employee is working.

Enclosed is the Stand-Up Talk and the Standard Work Instruction (SWI) for the use of the unified badge at the new clock ring stations.

Please contact Dion Mealy at 202-507-0193 if there are any questions.

Sincerely,

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

Shannon Richardson
Director
Contract Administration (APWU)

Enclosures

(CA2020-147)



March 17, 2023

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 0327 5705

Dear Ivan:

This is in further reference to the Postal Service's correspondence dated July 22, 2022 (enclosed), regarding the use of sensor technologies in a plant environment.

As previously explained, this initiative was expanded by testing new functionalities of the Sensor Enabled Location System (SELS) sensor technology badge. The SELS badge is being combined with newly developed functionalities into a single badge which is referred to as the "unified sensor badge". The new functionalities include using the unified sensor badge to:

- Gain facility access, including entering and exiting the building;
- Input clock rings using an alternative input method to the EBR; and
- Ensure employees are on correct operation numbers without having to use the EBR by detecting the zone/operation where the employee is working.

The Postal Service intends to expand use of the unified sensor badge to the Richmond Processing and Distribution Center (PDC) in Sandston, Virginia. Installation will begin this month and the badges are tentatively scheduled for distribution between late May and July. All employees, except motor vehicle drivers, will be converted to the unified badge.

Please contact Dion Mealy at 202-507-0193 if there are any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Richardson", with a long horizontal flourish extending to the right.

Shannon Richardson
Director
Contract Administration (APWU)

Enclosure

(CA2020-147)

Sensor Enabled Location System (SELS) Clock Ring Stations

Purpose of the Clock Ring Stations

The Sensor Enabled Location System (SELS) Clock Ring Stations (CRSs) will be used to complete the four (4) major clock rings (**Begin Tour [BT]**, **Out to Lunch [OL]**, **In from Lunch [IL]**, **End Tour [ET]**). They are installed at various locations on the workroom floor.

The clock ring stations work with the unified badge. All site employees should have a unified badge. If you do not, go to the Learning Development and Diversity (LD&D) office as soon as possible to receive your unified badge.

CRSs and unified badges are part of the SELS system that will allow operations to accurately account for the work hours spent on specific operations and machines.

When an employee is in a CRS zone with their badge, the CRS will recognize the employee and give them the opportunity to perform a clock ring at that station. The CRS will display the CRS identification information which is the first two (2) letters of last name + last four (4) digits of their EIN (i.e. Jane Doe with an EIN of 12345678 will show up as Do5678).

Once recognized, the user will be able to cycle through the clock ring options. Once the clock ring option the user would like to use is shown, the user will confirm the selection and the selected clock ring will be sent to the Time and Collection System (TACS). Otherwise, the user can select cancel and nothing will be sent to TACS.

The CRS will remember the last clock ring performed on it by the user. All site CRSs are connected to the same system, so users can use any CRS onsite for a clock ring.

The CRS will be live in Richmond January 16th. As SELS full functionality is not yet implemented, 'Move' clock rings will still need to be performed on the current Electronic Badge Reader (EBR) stations. Users will be notified once the system is fully operational.

Unified Badge

All employees should have the unified badge displayed on them while on USPS premise. If you do not have a unified badge, go the LD&D office to get a unified badge as soon as possible.

EBR

Site employees should continue to use EBRs for 'Move' clock rings. If there are issues with a clock ring, reach out to your Supervisor or Manager to correct the issue.

Clock Ring Station (CRS) SWI Procedure - Touchscreen



	Important Steps	Key Points	Reasons for Key Points
	Walk toward the Clock Ring Station (CRS) with unified badge.	<ul style="list-style-type: none"> When user enters the CRS, sensors will be able to pick up/read the badge. 	<ul style="list-style-type: none"> User information needs to be displayed.
	User information displays on the monitor.	<ul style="list-style-type: none"> User information is displayed as the first 2 letters of Last name + last 4 digits of EIN. Base operation number should be correct. 	<ul style="list-style-type: none"> Accurate user information confirms employee will be associated with the clock ring event. If any information is incorrect, immediately report it to your Supervisor or Manager.
	Press the Select Clock Ring button on screen to start a clock ring event.	<ul style="list-style-type: none"> CRS remembers the last clock ring event performed by the user on system. <ul style="list-style-type: none"> Press Confirm when correct clock ring event is displayed. Press Select Clock Ring to cycle through the events. Press Cancel button to cancel event. 	<ul style="list-style-type: none"> Pressing touchscreen options will allow selection of correct clock ring event.
	<p>Confirmation screen displays after Confirm button is pressed.</p> <p>User can then exit the CRS.</p>	<ul style="list-style-type: none"> Screen will confirm selection made. 	<ul style="list-style-type: none"> The clock ring event will be confirmed. Clock ring event will be sent to Time and Attendance Collection System (TACS).