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SEP 01 2022

LABOR RELATIONS



August 30, 2022

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

Dear Mr. Butts,

As a matter of general information, Fleet Management has established an Administrative Vehicle (admin vehicle) Plan.

The purpose of this is to realign how administrative vehicles (admin vehicles) are distributed and assigned across the organization. We are taking an approach to standardize the distribution and usage so that we can better equip our workforce to meet their mission and achieve improved utilization of postal resources.

The plan calls for the Admin Vehicles to be separated into two groups.

- Assigned – Positions that require daily access to a vehicle.
- Pooled – Positions that do not have a daily requirement for a vehicle.

We are in the process of revising the job titles eligible for a vehicle under Management Instruction FM-530-2013-5, General Policy Regarding the Use of Government or Postal Owned or Leased Vehicles and will provide it once it's finalized.

Attached you will find a summary of the Admin Vehicle Plan.

Please contact James Timmons if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson", written over the word "Sincerely,".

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosure

Administrative Vehicle Fleet Improvement Update

25 AUGUST 2022

Background

- ✔ **The Postal Service operates ~6,800 Administrative Vehicles**
 - ~6,540 Postal-owned vehicles
 - ~260 leased through General Services Administration (GSA)**
- ✔ **Vehicles are aging, and not well aligned to current organizational structure**
 - Inconsistent utilization of current vehicles, varying local policies
 - 73% of vehicles are model year 2010 or older, cumulative maintenance costs exceed value
 - Lease vehicles projected to cost over \$1.3 million in FY22 (\$4,524/vehicle)



- ✔ **Admin Vehicle Plan will realign current vehicles, seek to replace outdated models**
 - VMF teams are beginning to move vehicles and assign to positions/pools
 - Solicitation to replace oldest vehicles in process, potential deliveries in late FY23

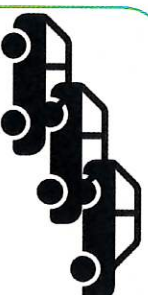
Vehicle Realignment Plan Summary

- Using stakeholder feedback, separated vehicles into two groups based upon position
 - Assigned - Positions that require daily access to a vehicle
 - Pooled - Positions that do not have a daily requirement for a vehicle
- Assigned Vehicles will be dedicated to 106 positions including
 - District Managers
 - MPOOs & Postmasters (Level 22 and above)
 - MOIs
 - POD members (DSS, RSS, RDOCC, POSS)
 - Sales, Marketing, Consumer Affairs
 - PCES Plant Managers
 - Transportation Managers
 - Data Collection Technicians



5,122 Vehicles assigned to pre-determined positions *

*As of 8/19/22



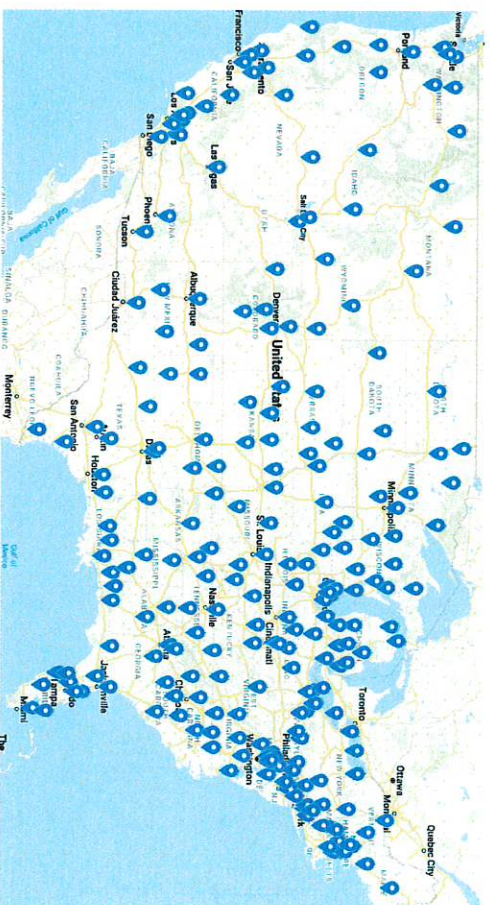
1,690 Vehicles assigned to 249 nationwide pools *



Managing Admin Vehicle Pools

Strategic selection based on position locations, consolidation logic

- Admin Vehicle Pools will be located across field where parking is available
 - Plants and/or large Delivery Units
- Pools will be managed by the administering VMF
 - VMF will routinely visit pools to inspect vehicles for unreported damage
 - Drivers will request vehicles via RADAR
 - Drivers will pick up keys, Voyager card from VMF
 - Vehicle will be at pool, not VMF
 - Transportation to/from VMF will be required
 - Drivers will return vehicle to pool location
 - Keys, Voyager card must be returned to VMF
 - Vehicle damage must be reported to VMF immediately



Proposed 249 Pool Locations

(Not shown: 8 additional pools in HI, AK, and PR)

Vehicle Management Enhancements

Transition from local knowledge, to technology-based assignments & utilization data

- ❑ **RADAR will be utilized for managing admin vehicle assignments and reservations**
 - Vehicle-to-position assignments
 - Pool vehicle assignments
 - Vehicle mileage entry (coming soon)
 - Pool vehicle reservations
- ❑ **All admin pool vehicle requests will utilize RADAR**
 - Requests will be directed to VMF pool manager for response
 - Learn & Grow will be scheduled to demonstrate request process
- ❑ **Future state: utilize telematics for detailed vehicle mileage tracking**
 - Installations to begin in early FY23
 - Will provide GPS vehicle location, automated utilization data, A
 - Provide real-time vehicle diagnostics to improve maintenance
 - Alerts for unsafe driving habits
 - Enable continuous improvement of admin vehicle allocation

Vehicle Tracking & Assignments

Normal Hours: 0600-2300
Peak Hours: 0600-2300

New request created. Admin Vehicle Requests

Created Time	Created By	Status	Start Date	End Date	Justification
2022-08-08 11:40:03A7	John Peters	Pending	2022-08-12	2022-08-12	Meeting regarding upcoming VMF enhancements. Going to Boston OMF
2022-08-08 12:20:13B3	John Peters	Pending	2022-08-12	2022-08-12	Attending meeting regarding VMF enhancements at Boston OMF

Screenshot of RADAR application.

Admin Fleet Continuous Improvement

- **Perform a semi-annual review of the Admin fleet to determine**
 - Positions that may need an assigned vehicle
 - Positions that need to move to pooled users
- **During the semi-annual review**
 - Rebalance pools to meet organizational needs
 - Ensure vehicle utilization equalized
 - May require reshuffling vehicles assigned to positions and pools
 - Continually improve the Admin vehicle process
- **Admin fleet size will be reviewed based on usage information**

