



March 24, 2023

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

Dear Ivan:

This is a follow up to the September 3, 2021, notification regarding a proof-of-concept test concerning the use of Mobile Delivery Device (MDD) In-Office Scanners by bargaining unit employees, in lieu of Hyper Electronic Badge Readers, to complete certain timekeeping entries.

The subject test, which was conducted at the Annandale and Fairfax, Virginia Post Offices, began on September 25, 2021.

The proof-of-concept test has been completed. On October of 2022, six Virginia offices were added for the custodians to use MDDs for timekeeping purposes only (four critical clock rings: begin tour (BT), out lunch (OL), in lunch (IL), end tour (ET) with moves (MV) ability if needed). Three more sites have subsequently been added.

Those sites are:

Area	District	Unit Name
Atlantic	Virginia	Herndon-Oak Hill Branch
Atlantic	Virginia	Herndon-Reston Branch
Atlantic	Virginia	Culpepper Post Office
Atlantic	Virginia	Fairfax Post Office
Atlantic	Virginia	Arlington-South Station
Atlantic	Virginia	Winchester Post Office
Atlantic	Virginia	Vienna Post Office
Atlantic	Virginia	Culpeper Post Office
Atlantic	Virginia	Sterling-Potomac Falls Branch

On April 1, the pilot will expand to all Virginia District Post Offices and all Maryland District Post Offices with APWU custodians.

Enclosed is some information for review.

Please contact Bruce Nicholson at 7773 if there are questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Lloyd", is written over the printed name.

James Lloyd
Director
Labor Relations Policies and Programs

Enclosure



Time Keep Kiosk Mode Adding Operation Code(s) from RIMS

UNITED STATES POSTAL SERVICE
 RIMS Home Firmsheets Reports Regmail Messaging Config Tracking Area District Special
 Welcome RICA BANK at System: SY17212 - Z2081 - MERFIELD ENG TESTING
 Choose System: SELECT DISTRICT: - Slide Enter System Search Term: Set Default System ID: Alert TEST
 TACS Maintenance Operations

From Config tab, select sub-menu item "TACS Maintenance Operations"

RIMS Home Firmsheets Reports Regmail Messaging Config Tracking
 Welcome RICA BANK at System: SY17212 - Z2081 - MERFIELD ENG TESTING
 TACS Maintenance Operations
 New Operation

Select "New Operation"

RIMS Home Firmsheets Reports Regmail Messaging Config Tracking Area District Special
 Welcome RICA BANK at System: SY17212 - Z2081 - MERFIELD ENG TESTING
 TACS Maintenance Operations
 ADMIN CLERK/EQUIP/ADMIN

Select a desired Operation Code to add

RIMS Home Firmsheets Reports Regmail Messaging Config Tracking Area District Special
 Welcome RICA BANK at System: SY17212 - Z2081 - MERFIELD ENG TESTING
 TACS Maintenance Operations
 633102

Select a desired Operation Code (if Finance field is available, enter appropriate value)

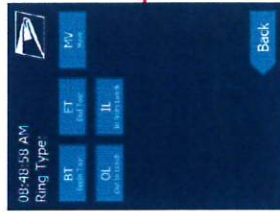
TACS Maintenance Operations

Operation Code	Operation Description	Finance Number	Operation Code	LDC Code
633102	ADMIN CLERK/EQUIP/ADMIN	633102	633102	3300
633103	ADMIN CLERK/EQUIP/ADMIN	633103	633103	3300
633104	ADMIN CLERK/EQUIP/ADMIN	633104	633104	3300
633105	ADMIN CLERK/EQUIP/ADMIN	633105	633105	3300
633106	ADMIN CLERK/EQUIP/ADMIN	633106	633106	3300
633107	ADMIN CLERK/EQUIP/ADMIN	633107	633107	3300
633108	ADMIN CLERK/EQUIP/ADMIN	633108	633108	3300
633109	ADMIN CLERK/EQUIP/ADMIN	633109	633109	3300
633110	ADMIN CLERK/EQUIP/ADMIN	633110	633110	3300

Operation Codes added to the operation code list so they can be pre-populated.



Time Keep Kiosk Mode Before & After added Operation Codes from RIMS



Default Operation codes if Op Code has not entered in RIMS

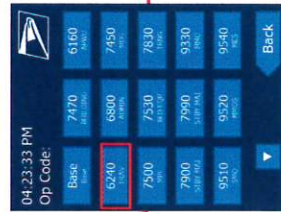
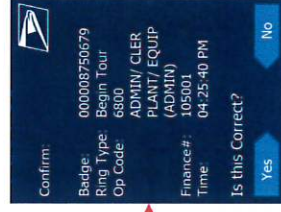


Select BT or MV or IL ring

After Op Code list is updated from RIMS, screen shall display new entered Op Codes



Select Op Code = 6800 (Only have one finance # associated)



Select Op Code = 6240 (have multiple finance # associated)



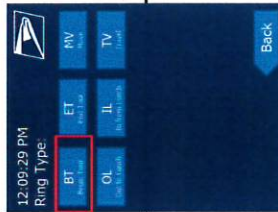
Select the appropriate finance # that the Custodian is moving to

After supervisor entered appropriate operation codes for their Custodians to use

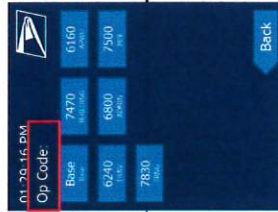
Time Keep Kiosk Mode Record a Begin Tour Ring



Scan an employee badge to start



Select Begin Tour



Select an Operation Code



Confirm BT ring details and press Yes to finalize



A confirmation of record created successfully displays briefly



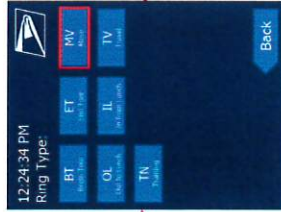
After the BT ring is recorded, it will log user off. Note: The user must dock the device to upload the ring record.



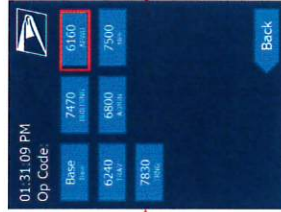
Once record uploads successfully, "records buffered" shall disappear.



Scan an employee badge to start



Select Move ring



Select an operation Code. (ex: 6160 with Multiple finance #)

Note: if the Op Code only has 1 finance number, then it shall move to confirmation screen



Confirm MV ring details and press Yes to finalize



A confirmation of record created successfully displays briefly



After complete recorded MV ring, it will log user off. Note: The user must dock the device to upload the ring record



Once record uploaded successfully, "records buffered" shall disappear.

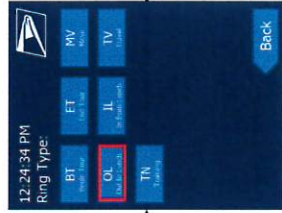


Select appropriate finance number for the Operation Code (screen only displays if there are multiple finance number associated with the operation code)

Time Keep Kiosk Mode Record an Out to Lunch Ring



Scan an employee badge to start



Select Out to Lunch ring



Confirm OL ring details and press Yes to finalize



A confirmation of record created successfully displays briefly



After complete recorded OL ring, it will log user off. **Note: The user must dock the device to upload the ring record.**



Once record uploaded successfully, "records buffered" shall disappear.

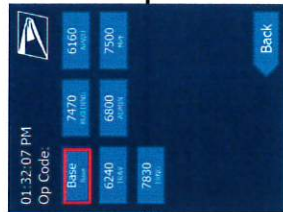
Time Keep Kiosk Mode Record a In from Lunch Ring



Scan an employee badge to start



Select In from Lunch ring



Select an operation Code



Confirm IL ring details and press Yes to finalize



A confirmation of record created successfully displays briefly



After complete recorded IL ring, it will log user off
Note: The user must dock the device to upload the ring record

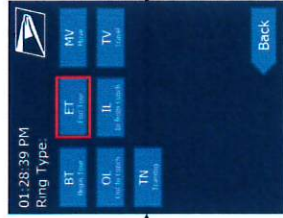


Once record uploaded successfully, "records buffered" shall disappear.

Time Keep Kiosk Mode Record an End Tour Ring



Scan an employee badge to start



Select End Tour ring



Confirm ET ring details and press Yes to finalize



A confirmation of record created successfully displays briefly



After complete recorded ET ring, it will log user off.
Note: The user must dock the device to upload the ring record

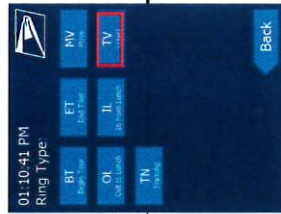


Once record uploaded successfully, "records buffered" shall disappear.

Time Keep Kiosk Mode Record a Travel Ring



Scan an employee badge to start



Select Travel ring



Select an operation Code



Confirm TV ring details and press Yes to finalize



A confirmation of record created successfully displays briefly



After complete recorded TV ring, it will log user off
Note: The user must dock the device to upload the ring record

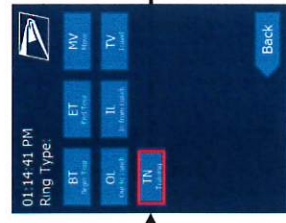


Once record uploaded successfully, "records buffered" shall disappear.

Time Keep Kiosk Mode Record a Training Ring



Scan an employee badge to start



Select Training ring



Select an operation code



Confirm TN ring details and press Yes to finalize



A confirmation of record created successfully displays briefly



After complete recorded TN ring, it will log user off
Note: The user must dock the device to upload the ring record



Once record uploaded successfully, "records buffered" shall disappear.

Time Keep Kiosk Mode Alert for Uncommitted Clock Ring

