



April 28, 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 0327 0779

Dear Ivan:

As a matter of general interest, the Postal Service is currently conducting a proof of concept (POC) to log vehicle repair tags in the Retail and Delivery Application Reports (RADAR) program.

RADAR, formerly known as Staffing & Scheduling Tool (SST) or Change Suspension Discontinuance Center (CSDC), is a Postal Service website that contains Retail and Delivery data pertinent to the day-to-day management of the Retail and Delivery operation.

Currently, repair tags are logged manually at the Vehicle Maintenance Facility through a phone call and/or fax process. The Postal Service is conducting the POC to log the repair tags in the RADAR program in an effort improve the efficiency for reporting repair tags.

Enclosed are two Power Point presentations, one titled, *Electronic Vehicle Repair Request (Repair Tags)* and the other titled, *VMF-Electronic Vehicle Repair Request (Repair Tags)*.

The POC is being conducted at the San Diego, California, VMF, and beginning May 9, the Postal Service will expand the POC to the following locations:

- Eugene, Oregon VMF
- Suburban, Maryland VMF
- St. Paul, Minnesota VMF
- Tulsa, Oklahoma VMF

If you have any questions or concerns regarding this matter, please contact Robert Ocasio at 813-382-0869.

Sincerely,

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

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosure

Electronic Vehicle Repair Request (Repair Tags)

Carlos Espinoza 03/16/2022



Fleet Management- Vehicle Repair Request (Repair Tag)

In this module we will be reviewing:

- How to complete and submit a vehicle repair request (Repair Tag)
- How to check the status of the repair

Attention: All roadside service requests and/or emergencies need to be called in to the servicing VMF, including but not limited to- carrier waiting, abandoned vehicles, vehicle fires, etc..

Additionally, this process will not be replacing the current PS4565 process. A PS4565 is required when requesting vehicle repairs. The PS4565 shall be provided to the VMF for completion, technicians have been instructed to complete and return the form to the unit supervisor upon completion of the repairs.

Repair Tag Entry

Repair Tags

[Vehicle Tracking](#) [Tags](#) [VMF User Page](#) [Select Office](#) [Your office: 056768 - SAN DIEGO, SIA](#) [Create New Repair Tag](#)

Sending tag to this VMF: 921- SAN DIEGO VMF
Manager: Perri Campbell perri.campbell@usps.gov 858-674-0314

During the pilot, this site is limited to offices served by the San Diego VMF.

WESTPAC RETAIL & DELI
CALIFORNIA 6
S
056768 SAN DIEGO PO
056765 SDC-CARMEL VALLEY ANX

[Select](#)

Search

Office Name
Finance Number 056765
Zip

[Submit](#)

Drill down to your facility and click "Select"

-OR-

Type in the Finance Number and click "Submit"

Repair Tag Entry

Click "Create New Repair Tag"

Repair Tags

[Vehicle Tracking](#) [Tags](#) [VMF User Page](#) [Select Office](#) [Your office: 066765 - SDC-CARMEL VALLEY ANK](#) [Create New Repair Tag](#)

Sending tag to this VMF: 921 - SAN DIEGO VMF
Manager: Perri Campbell perrilcampbell@usps.gov 858-674-0314

[Show Closed Tags](#)

There are no tags for this office.

Retail & Delivery
Analytics & Insights

For help with this application, open a ticket [here](#).
2022 - Retail & Delivery Analytics & Insights - Ver. 1.0

Repair Tag Entry

Locate the vehicle that requires repairs and click "Create Repair Tag"

If the vehicle is not assigned to your facility (ex: MR, Loaner), enter the vehicle number in the freeform box and click "Create Repair Tag"

Repair Tags

Vehicle Tracking | Tags | VMF User Page | Select Office | Your office: 06765 - SJK - CARMIL VALLEY ANX | Create New Repair Tag

Sending tag to this VMF: 921 - SAN DIEGO VMF
Manager: Perri Campbell perri.lcampbell@usps.gov 858-674-0314

Vehicle Number	Vehicle Type
0202539	LLV
0203370	LLV
9210976	LLV
9210977	LLV

Vehicle from different office

Vehicle Number

Create Repair Tag

Repair Tag Entry

Complete all fields
and click "Select
Issue"

Repair Tags

Vehicle Tracking Tags VMF User Page Select Office Your office: 056765 SD- CARMEL VALLEY ANX Create New Repair Tag

Sending tag to this VMF: 921- SAN DIEGO VMF
Manager: Perri Campbell perri.lcampbell@usps.gov 858-674-0314

Your repair tag will not be sent to the VMF until you click submit at the bottom of this form.

Odometer	
Urgency	Select Urgency
Where is the vehicle now	Select Urgency Carrier is Waiting / Vehicle Abandoned Overnight / Morning Repair 0 of 255 characters used.
Comments	
	0 of 1000 characters used.

All selected issues

Select all that apply.

Select Issue

Reset Submit

Repair Tag Entry

The servicing VMF **must** be contacted via phone if “Carrier is Waiting / Vehicle Abandon” is selected under “Urgency”

Repair Tags

Your office: **096765 - SD - CARMEL VALLEY ANS** [Create New Repair Tag](#)

[Vehicle Tracking](#) [Tags](#) [VMF User Page](#) [Select Office](#)

Sending tag to this VMF: 921- SAN DIEGO VMF
Manager: Perri Campbell perri.campbell@usps.gov 658-674-0314

Your repair tag will not be sent to the VMF until you click submit at the bottom of this form.

Odometer	
Urgency	Carrier is Waiting / Vehicle Abandon <input type="checkbox"/> For urgent tickets, also contact your local VMF by phone immediately.
Where is the vehicle now	“
Comments	“

Select all that apply. Select issue

All selected issues

Repair Tag Entry

Select all issues that apply and click "Submit".
If an issue is not listed, please include the issue in the comments section

The screenshot shows a web form for entering repair issues. At the top right, there is a character count: "0 of 1000 characters used." Below this, a section titled "All selected issues" lists the following items: "Electrical/Lights --> Interior Lights --> Cab dome light not working".

The main part of the form is a list of issue categories, each with a "Select Issue" button and a red arrow pointing to it. The categories are: Accident, Body, Brakes, Electrical/Lights, Electrical, Interior Lights, Cab dome light not working, Cargo lights not working, Dash gauges not illuminating, Exterior Lights, Engine/Transmission, Glass/Mirrors, Key, Steering/Suspension, and Tires.

At the bottom of the form, there are two buttons: "Reset" and "Submit", with a red arrow pointing to the "Submit" button.

On the left side of the form, there is a "Comments" section with a red arrow pointing to it.

Repair Tag Entry

Repair Tags

Vehicle Tracking
Tags
VMF User Page
Select Office
Your office: 095562 - OCEANVIEW POST OFFICE
Create New Repair Tag

Sending tag to this VMF: 921- SAN DIEGO VMF
 Manager: Perri Campbell perri.campbell@usps.gov 858-674-0314

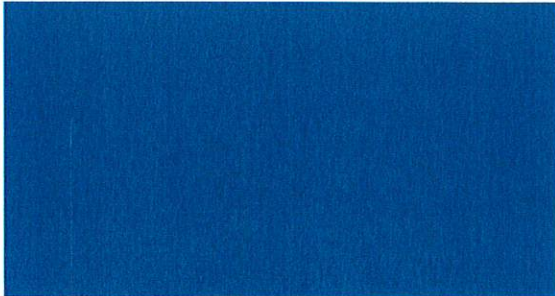
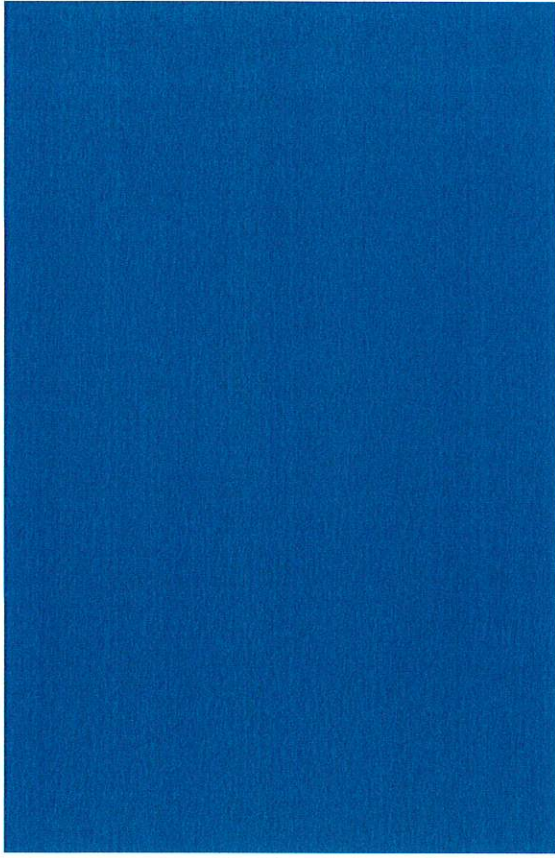
→ New tag created.

[Show Closed Tags](#)

TAG_ID	Vehicle	Created Time	Created By	Status	Issues	
10	0214136	2022-03-23 13:04:42.817	Fred Franklin	Open	Body>Climate Control>Cab fan only works on one speed (specify low / high)	View
11	0214136	2022-03-23 19:11:10.497	Fred Franklin	Open	Brakes>Brake pedal goes to floor (instantly)	View
12	0214136	2022-03-23 19:28:46.74	Fred Franklin	Open	Body>Cab (driver's compartment)>Seat worn / broken	View
13	6420139	2022-03-24 14:18:54.003	Fred Franklin	Open	Body>Doors>Sliding Door>Off its track	View
16	0214136	2022-03-25 13:17:26.023	Carlos Espinoza	Open	Brakes>Brake pedal goes to floor (instantly)	View

The vehicle repair tag has been created

Vehicle Status



Fleet Management – Repair Tag Status Check

Repair tag link to Radar (Pilot site):

<https://hqcsoapps.usps.gov/delivery/vehiclesnew/repair-tags/office/>

The “Repair Tags” page in Radar will automatically default to the office that was selected when entering the tag. If the wrong office is displayed, click “Select Office”

The default view allows you to view open tags only. To view both open and closed tags click “Show Closed Tags”

Otherwise, identify the vehicle and click “View”

Repair Tags

Vehicle Tracking Tags VMF User Page Select Office Create New Repair Tag

Your office: 05542 - OCAVAILINK POST OFFICE

Sending tag to this VMF: 921 - SAN DIEGO VMF
Manager: Perri Campbell perri.lcampbell@usps.gov 858-674-0314

Show Closed Tags

TAG_ID	Vehicle	Created Time	Created By	Status	Issues	
10	0214136	2022-03-23 13:04:42.817	Fred Franklin	Open	Body>Climate Control>Cab fan only works on one speed (specify low / high)	View
11	0214136	2022-03-23 19:11:10.497	Fred Franklin	Open	Brakes>Brake pedal goes to floor (instantly)	View
12	0214136	2022-03-23 19:28:46.74	Fred Franklin	Open	Body>Cab (driver's compartment)>Seat worn / broken	View
13	6420139	2022-03-24 14:18:54.003	Fred Franklin	Open	Body>Doors>Sliding Door>Off its track	View

Repair Tag Status Check

Determine the status of the repair by reading the status (Open/Closed) and the VMF Notes.

Repair Tags

[Vehicle Tracking](#) [Tags](#) [VMF User Page](#) [Select Office](#) [Your office: 0964760 - SVC - EN/AN/D/S/IA](#) [Create New Repair Tag](#)

Sending tag to this VMF: 921 - SAN DIEGO VMF
Manager: Perri Campbell perri.lcampbell@usps.gov 658-674-0314


Vehicle ID: [000589](#)
Urgency:
Odometer: 1263456
Created By: G3CYCO
Created On: 2022-03-14 14:16:59.017
Closed On: 2022-03-16 08:00:39.183
Vehicle location (when tag was created): test
Unit Comments: test- vehicle dies at 2pm on route everyday.

Issues:
Accident>At Fault>Front
Body>Doors>Left/Right Door>LEFT won't open/close
Brakes>Brake pedal pulsates
Electrical/Lights>Interior Lights>Cab dome light not working
Status: Open
Expected return date: 1900-01-01
Workorder Number:
Notes

Added

Retail & Delivery Analytics & Insights

For help with this application, open a ticket [here](#).
2022 - Retail & Delivery Analytics & Insights - Ver. 1.0



VMF-Electronic Vehicle Repair Request (Repair Tags)

Carlos Espinoza 03/16/2022

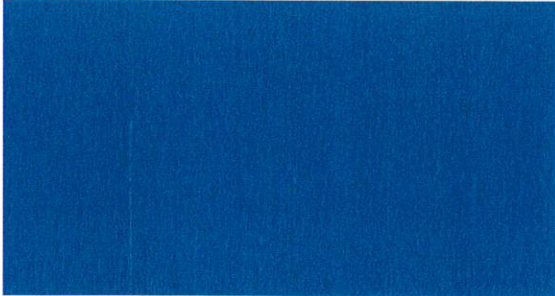
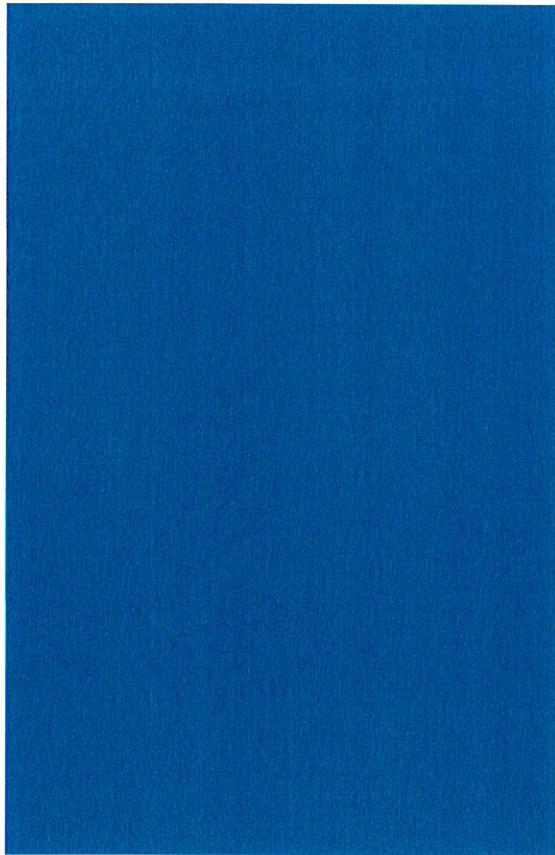


Fleet Management- Vehicle Repair Request (Repair Tag)

In this module we will be reviewing:

- How to view and update submitted vehicle repair request (Repair Tag)
- How to set up repair tag runs

Repair Tag View and Update



Repair Tag View and Update

Repair tag link to Radar (Pilot site):
USE MICROSOFT EDGE

<https://hqcoppss.usps.gov/delivery/vehiclesnew/repair-tags/office/>

Click "VMF User Page" to find and select your facility.

Repair Tags

Vehicle Tracking Tags VMF User Page Select Office Your office: 9567AB - STC IN CANFOR STA Create New Repair Tag

Sending tag to this VMF: 921- SAN DIEGO VMF Manager: Perri Campbell perri.l.campbell@usps.gov 858-574-0314

Show Closed Tags

TAG_ID	Vehicle
3	0205819
4	0213598

View View

Retail & Delivery Analytics & Insights

For help with this application, open a ticket here.
2022 - Retail & Delivery Analytics & Insights - Ver. 1.0

Repair Tag View and Update

Click "Select VMF"
if your VMF is not
selected

Repair Tags

Vehicle Tracking
Tags
Office User Page
Select VMF
Run Map
Run List
Your VMF: 021-SAN JACCA VMF
Admin

This VMF has one or more offices that are not assigned to any run.

Hide Closed Tags
Export Tags

Sort: Tags Office Run

Repair Tags

Page 1 of 3 Jump to page

1
2
3

- Select Page -

TAG_ID	Urgency	Office	Location	Run	Created	Vehicle	Issues	Office	Comments	Status
1	Error	CARLSBAD PO	Test Tag	ROUTE 1	2022-03-14 05:38:05.387	0202485	Brakes > Brake pedal fades (mushy) Tires > RIGHT REAR tire > Nail/Screw in tire		This is just a test in PROD	Closed
2	Error	SDC- CORONADO BR	test	CHULA VISTA 919	2022-03-14 11:36:47.033	0217659	Electrical/Lights > Interior Lights > Cargo lights not working		test	Closed
3	Error	SDC- ENCANTO STA	test	CHULA VISTA 919	2022-03-14 14:16:59.017	0205819	Accident > At Fault > Front Body > Doors > Left/Right Door > LEFT won't open/close Brakes > Brake pedal pulsates Electrical/Lights > Interior Lights > Cab dome light not working		test- vehicle dies at 2pm on route everyday.	Closed

Repair Tag View and Update

Drill down to your VMF

Repair Tags 

[Vehicle Tracking](#) [Tags](#) [Office User Page](#) [Select VMF](#) [Run Map](#) [Run List](#) [Your VMF: 921 - SAN DIEGO VMF](#) [Admin](#)

This VMF has one or more offices that are not assigned to any run.

During the pilot, this site is limited to offices served by the San Diego VMF.

WESTPAC	>
WP8	>
921 - SAN DIEGO VMF	>

Repair Tag View and Update

Click "Tags" to see the repair requests for your VPOs. The default view only shows open tags, to see all tags click "Show Closed Tags"

Click "Export Tags" to export to excel

Click "View" to view, update and print individual tags

Repair Tags

↓

Jump to page

Vehicle Tracking

Tags

Office User Page

Select VMF

Run Map

Run List

Your VMF: 821 SAN DIEGO VMF

Admin

This VMF has one or more offices that are not assigned to any run.

→ Show Closed Tags ←

Sort: [Jobs](#) [Office](#) [Run](#)

Repair Tags

Page 1 of 2

1 2

- Select page -

TAG_ID	Urgency	Office	Location	Run	Created	Vehicle	Issues	Office Comments	Status
20	Overnight	SDC-SCRIPPS RAINCH ANX	At facility	ROUTE 4	2022-03-25 16:47:04:747	2207415	Engine/Transmission>Engine>Engine won't crank start	8th time this LLV is written up for the same issue	Open
23	Overnight	SDC-SCRIPPS RAINCH ANX	At facility	ROUTE 4	2022-03-25 17:04:59:563	7202026	Engine/Transmission>Engine>Engine cranks and hard to start when hot (several hrs into route)	car rolls with hand break when turning left turn signal does not click back	Open
25	Overnight	SAN DIEGO CA VMF	At facility	SD VMF	2022-03-25 16:53:02:03	8217994	Brakes>Parking brake lever is loose	Per Carrier, LLV will not start	Open

Repair Tag View and Update

This page gives the user the ability to print and update the tag

“Status”, “Expected return date”, and “Workorder Number” shall be updated on every tag

“Notes” are required on a case-by-case basis. Example: Vehicle being replaced, MR vehicle number, reason for delay, Do NOT Drive, etc..

Click “Submit”

Repair Tags

Vehicle Tracking | Tags | Office User Page | Select VMF | Run Map | Run List | Your VMF: 101 - AK DIF (2) VMF | Admin

This VMF has one or more offices that are not assigned to any run. [Print](#)

Office: 056740 - SDC-ENCANTO STA
Vehicle ID: [01094819](#)
Urgency:
Odometer: 1263456
Created By: Carlos Espinoza (carlospinoza@usps.gov)
Created On: 2022-03-14 14:16:59.017
Closed On: 2022-03-16 08:00:39.183
Vehicle location (when tag was created): test
Unit Comments: test- vehicle dies at 2pm on route everyday.
Issues:
Accident>At Fault>Front
Body>Doors>Left/Right Door>LEFT won't open/close
Brakes>Brake pedal pulsates
Electrical/Lights>Interior Lights>Cab dome light not working
Status:
Open
Expected return date:
01/01/1900
Workorder Number:
Notes

Added

The delivery unit can see notes entered here.

0 of 1000 characters used [Submit](#)

Repair Tag View

Facility: 052382 - EL CAJON PO		Mileage: 126149																																			
Vehicle: 9213688	Vehicle location (when tag was created): At facility																																				
Urgency: Overnight repair	Station Comments: vehicle tag submitted 3/26/22- no service done. 2nd request. Back up lights not working. When carrier steps on brakes, reverse lights come on. When carrier places vehicle in reverse, brake lights come on.																																				
Created On: 2022-03-28 14:03:45.263	Notes to Unit:																																				
Work Order Number: 34299274	<table border="1"> <thead> <tr> <th>Start Time</th> <th>End Time</th> <th>Tech Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Start Time	End Time	Tech Comments																															<table border="1"> <thead> <tr> <th>Tech Comments</th> </tr> </thead> <tbody> <tr> <td> WAS TOWED TO VMF AND HAS LOANER # 1260942. AGAINST IT. </td> </tr> </tbody> </table>	Tech Comments	WAS TOWED TO VMF AND HAS LOANER # 1260942. AGAINST IT.
Start Time	End Time	Tech Comments																																			
Tech Comments																																					
WAS TOWED TO VMF AND HAS LOANER # 1260942. AGAINST IT.																																					
Issues: Electrical/Lights>Exterior Lights>Brake light (BOTH) not working Electrical/Lights>Exterior Lights>Reverse lights not working	<table border="1"> <thead> <tr> <th>Added</th> <th>Tech Comments</th> </tr> </thead> <tbody> <tr> <td> 2022-03-28 20:46:17.303 </td> <td> WAS TOWED TO VMF AND HAS LOANER # 1260942. AGAINST IT. </td> </tr> </tbody> </table>		Added	Tech Comments	2022-03-28 20:46:17.303	WAS TOWED TO VMF AND HAS LOANER # 1260942. AGAINST IT.																															
Added	Tech Comments																																				
2022-03-28 20:46:17.303	WAS TOWED TO VMF AND HAS LOANER # 1260942. AGAINST IT.																																				



Creating Tag Runs

To create "Tag Runs" click "Run Map".

The "Assigned Run" section is a free-form section. Enter the desired run name in the box for the desired VPO group and hit enter on your keyboard.

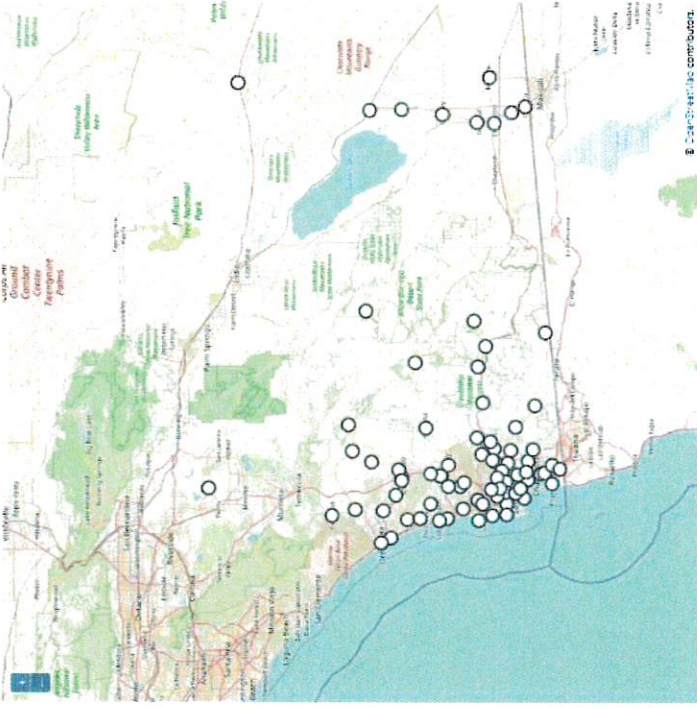
Note: Spelling and Format mistakes will create multiple runs. For example: Run B and Run B will create two separate runs

Repair Tags

Vehicle Tracking | Tags | Office User Page | Select VMF | Run Map | Run List | Your VMF: 401 SAN DIEGO VMF | Admin

This VMF has one or more offices that are not assigned to any run.

Finance Number	Name	Assigned Run
053588		
054036		
051968		
058051		
050876		
050144		
050846	ALPINE PO	
050852	BONITA PO	
050870	BONSALL PO	
050918	BORREGO SPRINGS PO	
051104	BRAWLEY PO	
056776	CALEXICO PO	
051128	CALIFORNIA 6 DISTRICT	
051212	CALIPATRIA PO	
051808	CAMPO PO	
	CARLSBAD PO	



● Unassigned

Creating Tag Runs

Click "Tags" to go back to the tag list.

"West Run" was created in the previous screen as an example for SDC-Encanto Sta

056740 SDC-ENCANTO STA → West Run

Repair Tags

Vehicle Tracking Tags Office User Page Select VMF Run Map Run List Your VMF: [001 - SAN DIEGO VMF](#) Admin

Show Closed Tags Office Run Export Tags

Repair Tags

TAG_ID	Office	Run	Created	Vehicle	Issues	
3	SDC-ENCANTO STA	West Run	2022-03-14 14:16:59.017	0205819	Accident>At Fault>Front Body>Doors>Left/Right Door>LEFT won't open/close Brakes>Brake pedal pulsates Electrical/Lights>Interior Lights>Cab dome light not working	View
4	SDC-ENCANTO STA	West Run	2022-03-15 14:15:31.99	0213598	Body>Cargo (rear of LLV, Promaster, box of 11-ton, etc)>Floor damaged(11-ton/trailer)	View
6	SDC-ENCANTO STA	West Run	2022-03-16 09:54:37.37	0213564	Glass/Mirrors>Glass>Windshield cracked	View

Creating Tag Runs

Click "Run List" to view your VMF runs

Repair Tags ↓

Vehicle Tracking | Tags | Office User Page | Select VMF | Run Map | Run List | Your VMF: 1971 SAN DIEGO VMF | Admin

This VMF has one or more offices that are not assigned to any run.

- (054036)
 - ALPINE PO (050144)
 - BONITA PO (050846)
 - BONSALL PO (050852)
 - BORREGO SPRINGS PO (050870)
 - BRAWLEY PO (050918)
 - CALEXICO PO (051104)
 - CALIFORNIA 6 DISTRICT (056776)
 - CALIPATRIA PO (051128)
 - CAMPO PO (051212)
 - CARLSBAD PO (051308)
 - CHULA VISTA PO (051554)
 - CHV-EASTLAKE STA (051555)
 - SDC-GRANTVILLE STA (056747)
- **West Run**
 - SDC-ENCANTO STA (056740)