



February 7, 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 4197

Dear Ivan:

As a matter of general interest, the Postal Service plans to standardize the workroom floor maintenance work areas and reduce the number of large rolling toolboxes.

The maintenance footprint on the workroom floor will be reduced by creating a standardized workspace, called a "pod". These maintenance pods will be strategically located on the workroom floor to provide coverage for all equipment in its general vicinity. Maintenance standardization will consist of several key elements. Each pod will contain the following:

- An industrial community toolbox with a seamlessly integrated access control system (via EPACS badge or similar device) that automatically records who has each individual tool and when those tools are due back in the box. Each toolbox will communicate with the other toolboxes and inform users of the closest toolbox currently containing any tool specified by the user. The community toolbox will contain medium to rarely used tools.
- An automated parts storage solution will be placed in each pod to ensure technicians and mechanics have parts and consumables in the vicinity of mail processing machines. This parts storage solution is an inventory management tool with a seamlessly integrated access control system (via EPACS badge) to record usage and automatically generate messages to appropriate support personnel when minimum supply levels are approached. The parts storage solution will dispense parts, consumables, and safety supplies along with supporting the ability for instantaneous, unassisted tool check-out, then check back in by the technicians and mechanics on the floor.
- Each pod will also contain workbenches, computer kiosk(s), and other consumable storage options.

Once all maintenance pods are established, the individually issued employee toolboxes will be removed from the workroom floor and returned to asset management for proper handling. Each mechanic and technician will be issued a robust multi-platform tool bag containing the most common set of high usage tools for supporting most everyday maintenance activities.

HQ Maintenance Operations (HQMO) intends to introduce the standardization at the Richmond, Virginia facility February 9, 2023. Enclosed is a stand-up talk that will be provided during the visit. Future dates for the site visits for other locations have not yet been determined.

Please contact Thomas Rabicki at thomas.g.rabicki.jr@usps.gov or Thomas Elias at 301-300-5022 for additional information and/or to have you or your representative participate.

Sincerely,

A handwritten signature in blue ink, appearing to read 'SR Richardson', with a long horizontal flourish extending to the right.

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosure

Mandatory Stand-Up Talk

February 7, 2023

Delivering for America

Maintenance Standardization

In March 2021, we released “Delivering for America” Our Vision and Ten-Year Plan to Achieve Financial Sustainability and Service Excellence which describes a comprehensive modernization of the Postal Service.

As plant modernization moves forward maintenance will standardize the workroom floor maintenance work areas and reduce the number of large rolling toolboxes. Maintenance standardization will consist of several key elements.

The maintenance footprint on the workroom floor will be reduced by creating a standardized workspace, called a pod. These maintenance pods will be strategically located on the workroom floor to provide coverage for all equipment in its general vicinity.

Each pod will contain the following.

- An industrial community toolbox with a seamlessly integrated access control system (via EPACS badge) that automatically records who has each individual tool and when those tools are due back in the box. Each toolbox will communicate with the other toolboxes and inform users of the closest toolbox currently containing any tool specified by the user. The community toolbox will contain medium to rarely used tools.
- An automated parts storage solution will be placed in each pod to ensure technicians and mechanics have parts and consumables in the vicinity of mail processing machines. This parts storage solution is a powerful inventory management tool with a seamlessly integrated access control system (via EPACS badge) to record usage and automatically generate messages to appropriate support personnel when minimum supply levels are approached. The parts storage solution will dispense parts, consumables, and safety supplies along with supporting the ability for instantaneous, unassisted tool check-out, then check back in by the technicians and mechanics on the floor.
- Each pod will also contain workbenches, computer kiosk(s), and other consumable storage options.

Once all maintenance pods are established, the individually issued employee toolboxes will be removed from the workroom floor and returned to asset management for proper handling. Each mechanic and technician will be issued a robust multi-platform tool bag containing the most common set of high usage tools for supporting most everyday maintenance activities.

As the project rolls out, we welcome and would like to have your feedback on this maintenance standardization effort, so please speak up and give feedback to your supervisor, manager, or hqmaintenancestandardization@usps.gov . We believe feedback is a gift, so your feedback will be treated as such, and we do appreciate your help standardizing USPS maintenance in support of the Delivering for America Plan.

Thank you, are there any questions?