



February 6, 2024

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

Certified Mail Tracking Number:
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Dear Ivan:

This letter is follow-up to a previous correspondence dated May 30, 2023 (enclosed), regarding the testing of an electronic version of PS Form 4776, *Preventive-Custodial Maintenance Route*, for custodians working in retail and delivery units.

As previously informed, the purpose of the test is to evaluate the efficiency and effectiveness of completing and submitting PS Form 4776 in an electronic format. Currently, custodians in retail and delivery units use paper PS Form 4776's in the performance of their daily routes. This results in paperwork that needs to be printed, assigned, signed, collected, reviewed, and stored physically on site daily.

The subject test automates the custodian's completion and submission of PS Form 4776 from a hard copy paper form requiring manual handling into an electronic version where the custodian can select and input all the tasks for the routes they are assigned. The PS Form 4776 will be available through the Mobile Delivery Device (MDD), which the custodian will be required to utilize daily to record the completion of the work assignments and the Retail and Delivery Application and Reporting (RADAR) system will create a completed e4776 from compiled data for electronic storage and record keeping.

The initial test took place in retail and delivery units in the Maryland district beginning July 1, 2023. The test was expanded on January 22 to include the retail and delivery units in Lexington, Kentucky and Tampa, Florida.

Please contact Tom Elias at 301-300-5022 if there are any questions regarding this matter.

Sincerely,

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

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosure



May 30, 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 5859

Dear Ivan:

As a matter of general interest, the Postal Service plans to test an electronic version of PS Form 4776, *Preventive-Custodial Maintenance Route*, for custodians working in retail and delivery units.

The purpose of the test is to evaluate the efficiency and effectiveness of completing and submitting the PS Form 4776 in an electronic format.

Currently, custodians in retail and delivery units use paper PS Form 4776's in the performance of their daily routes. This results in paperwork that needs to be printed, assigned, signed, collected, reviewed, and stored physically on site daily.

The subject test will automate the custodian's completion and submission of PS Form 4776 from a hard copy paper form requiring manual handling into an electronic version where the custodian can select and input all the tasks for the routes they are assigned. The PS Form 4776 will be available through the Mobile Delivery Device (MDD), which the custodian will be required to utilize daily to record the completion of the work assignments and the Retail and Delivery Application and Reporting (RADAR) system will create a completed e4776 from compiled data for electronic storage and record keeping.

The test is scheduled to take place in retail and delivery units in the Maryland district from July 1 through September 29. It is anticipated that testing will be expanded to additional districts following the initial test in the Maryland district. Notice will be provided in advance of any expansion of the test.

Please contact Tom Elias at 301-300-5022 if there are any questions regarding this matter.

Sincerely,

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

Shannon R. Richardson
Director
Contract Administration (APWU)