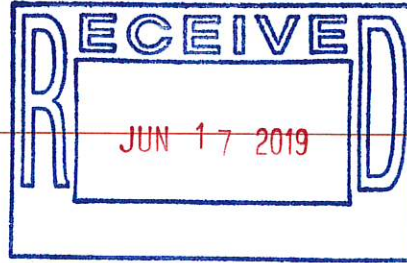


LABOR RELATIONS



June 12, 2019

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7016 3560 0000 7963 1400

Dear Brian:

As a matter of general interest, the Postal Service is pilot testing an Electronic Carrier Sorting Equipment (eCase) to improve the productivity of mail distribution.

The initiative consists of having the address on a mailpiece read by an Optical Character Reader (OCR) which will assign it to a bin identified by the sort plan for a particular carrier route. Clerk participation is voluntary.

The eCase pilot sites are listed below within the Capital Metro Area:

- Falls Church, Virginia
- Vienna, Virginia
- Landover Hills, Maryland
- Bethesda, Maryland
- Pasadena, Maryland

Enclosed is a copy of the Standard Work Instruction: Electronic Carrier Sorting Equipment (eCase) that further explains the pilot.

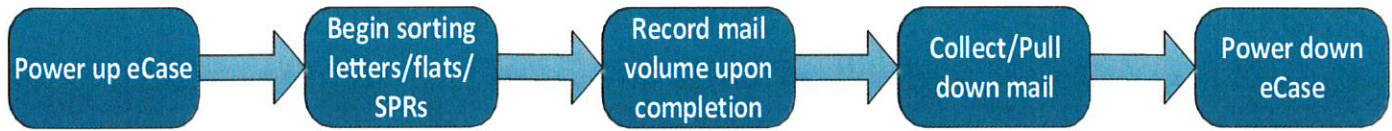
Please contact Dion Mealy at extension 6861 if you have any questions concerning this matter.



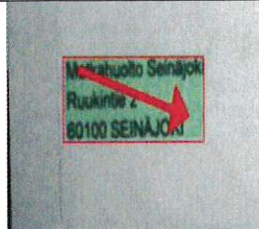

Sincerely,

RRD Rickey R. Dean
Manager
Contract Administration (APWU)

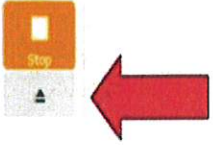
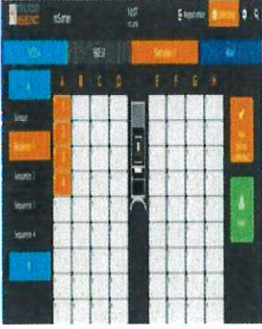

Enclosure

Standard Work Instruction: Electronic Carrier Sorting Equipment (eCase)



	Important Steps	Key Points	Reasons for Key Points
	1. Tap the screen to wake the device	<ul style="list-style-type: none"> Lights on the device will begin to turn on. Machine has a touch screen to select options. Click the Start- button Click Sort plan and select the zip code Click Material type Click Statistic (letters or flats) After selections have been made click OK -button. The backlight illuminates and the camera starts. <p>Note: Once the device is powered on, it will remain on. You will not have to power on the device each day.</p>	<ul style="list-style-type: none"> The PC and other devices start automatically. Make sure the weigh scale begins at zero. Height of the device can be adjusted for a stool or if standing.
	2. Begin sorting mail	<ul style="list-style-type: none"> Place letter/flat mail on weigh scale no more than 4 inches in height. The address block the OCR finds will highlight with green color. The selected sort plan and material type is displayed in the status stripe. A green arrow will show the direction to look to. The red arrow on the frame will blink to show location to place mail into. 	<ul style="list-style-type: none"> When mail is placed on the weigh scale, the camera view activates and the OCR begins to look for the address block. If mail cannot be read, move and straighten the mailpiece to make it easier for the OCR. Select STOP on the machine when not in use.
	3. Touch ROI and Lock ROI	<ul style="list-style-type: none"> If OCR selects a wrong text block, the Touch ROI functionality can be used. The Touch ROI tells the OCR which block it should select on the mail. The wanted area is selected simply by tapping the screen in the middle of the address block. If there are several of the same mailpieces, the Lock ROI can be used for looking for the address in the same location. On the first mailpiece, the ROI is either found automatically or selected manually. The Lock ROI button can be clicked to lock the wanted area. 	<ul style="list-style-type: none"> You can also drag from top left to bottom right to draw a rectangle, where the OCR looks for the address. This helps the OCR when there are line feeds in the address, or the address is printed to a wide area on the shipment. The Lock ROI can be disabled by clicking the lock button again.
	4. Quick search	<ul style="list-style-type: none"> Recipient can be searched manually by pressing on the keyboard or tapping the quick search button. Enter three letters from the street name and the city. 	<ul style="list-style-type: none"> With manual search, a multi-candidate list will be shown. Tap the correct recipient or select with corresponding function key (F1-F10).

Standard Work Instruction: Electronic Carrier Sorting Equipment (eCase)

	<p>5. Emptying single bin</p>	<ul style="list-style-type: none"> • If a single box becomes full, there is a button to expand the box map located under the Stop-button. • When a box in the expanded bin map is tapped, a new dialog is opened. From there it is possible to empty the box by clicking Empty bin. 	<ul style="list-style-type: none"> • Mail can be collected and placed into a Sculch tray, flat tub, or letter/flat case.
	<p>6. Collecting (Emptying the frame)</p>	<ul style="list-style-type: none"> • Once finished sorting mail, select the Stop-button. • Click Mail pieces collected button to begin collecting mail by route. • In the collecting mode the system assists in collecting the sorted mail from the frame in specified order. • Collect mail in groups according to diagram displayed on the screen. • Once finished collecting mail, select the Stop-button. • Distribute mail to carriers or have them pull mail from case or racks. 	<ul style="list-style-type: none"> • Record the number of pieces sorted for each route. • Place mail in designated Sculch tray, flat tub, or letter/flat case. • Identify trays, tubs or case with carrier route number.
	<p>7. Settings</p>	<ul style="list-style-type: none"> • The settings dialog is opened with the top right corner button. 	<ul style="list-style-type: none"> • The settings feature will display all options to be selected on the device.