

OCT 21 2022



October 19, 2022

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

Dear Ivan,

As a matter of general interest, the Postal Service will be conducting a pilot entitled, Employee Lockers Office Pilot. This pilot will take place at the Sorting and Delivery Center (S & DC) in Athens, Georgia and is designed to update employee lockers with permanent and more secure place to store their personal items.

The electronic lockers for employees will replace all existing personal item storage locations at this S & DC.

This pilot will start in late October. Enclosed is a copy of the Standard Work Instructions (SWI) informing employees how to use the electronic locker banks to store their personal items. Also enclosed is a SWI outlining how management assigns employees a locker.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter

Sincerely,


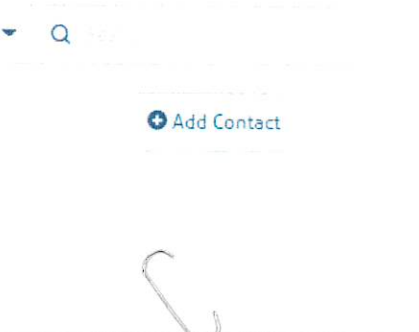
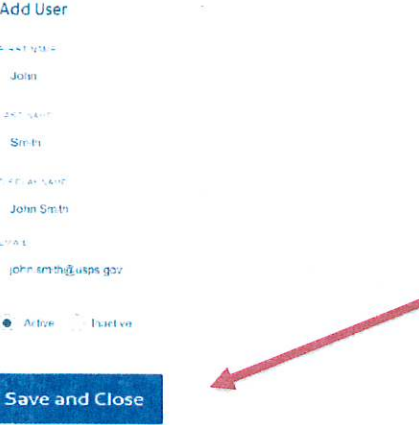
A handwritten signature in blue ink, appearing to read "J Lloyd".

James Lloyd
Director (A)
Labor Relations Policies and Programs

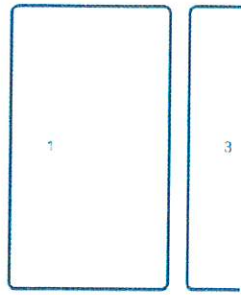
Enclosures

Standard Work Instruction: Supervisor Lockers Assignment



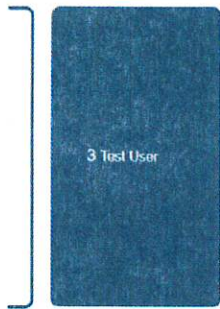
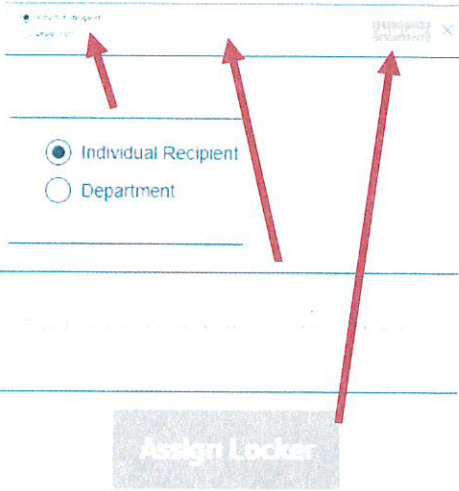
	Important Steps	Key Points	Reasons for Key Points
	<ol style="list-style-type: none"> Supervisor scans their own badge into kiosk screen select the GEAR icon, then select Manage Contacts. 	<p>Logging into the locker system in an administrative role.</p>	<ul style="list-style-type: none"> Assigning new employees to Locker System.
	<ol style="list-style-type: none"> Verify employee is not already in the system via the Search option. If they are, proceed to Step 7. If not, then select Add Contact (employee). 	<ul style="list-style-type: none"> Verify employee is not already in system by searching for their name. 	<ul style="list-style-type: none"> Verify employee is not already in system.
	<ol style="list-style-type: none"> Complete all applicable information. Note: Email is not required for locker assignment. Click Save and Close. 	<ul style="list-style-type: none"> Complete employee information fields. Email not required for employee locker assignment. 	<ul style="list-style-type: none"> Entering employee information.

Standard Work Instruction: Supervisor Lockers Assignment

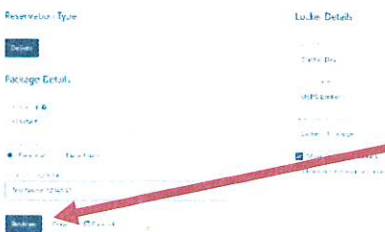


16. Enter employee information in the **Reserve Locker** screen.

17. Once the employee is selected tap the **Reserve** button to finalize the locker assignment.


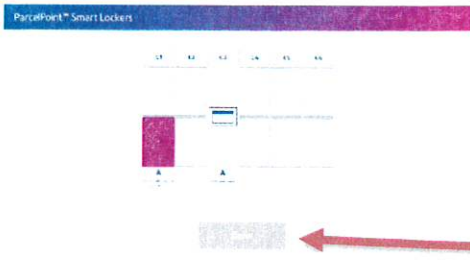
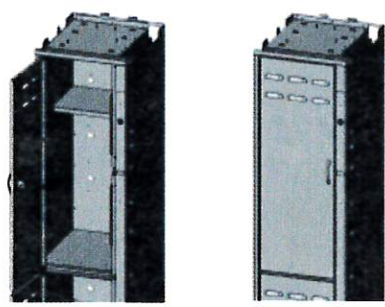
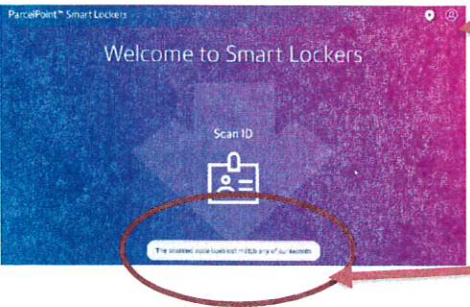


Reserve Locker



Standard Work Instruction: Employee Lockers



	Important Steps	Key Points	Reasons for Key Points
	<ol style="list-style-type: none"> 1. Scan employee badge or enter Employee Identification Number (EIN) into kiosk screen. 	<ul style="list-style-type: none"> ▪ Logging into the locker system. 	<ul style="list-style-type: none"> ▪ Protecting the security of the employee.
	<ol style="list-style-type: none"> 2. The locker door will open, and the screen will direct you to where the door is in relationship to the kiosk. 3. Press "DONE" button. 	<ul style="list-style-type: none"> ▪ Door opens. ▪ System highlights locker location. 	<ul style="list-style-type: none"> ▪ Assist in identifying the location of employee locker.
	<ol style="list-style-type: none"> 4. Open locker door and place personal items in locker. 5. Close locker door. 	<ul style="list-style-type: none"> ▪ Automatic door opening. ▪ Employee closes door manually. 	<ul style="list-style-type: none"> ▪ Protecting personal property of employee.
	<ol style="list-style-type: none"> 6. If you do not have a locker assignment; an Error message will appear at the bottom of the screen. 7. Error message: "Scanned code does not match any of our records". 8. See supervisor. 	<ul style="list-style-type: none"> ▪ All current employee names will be placed into the Locker System. ▪ Supervisors will place new employee names into the Locker System on or about the first day of employment. 	<ul style="list-style-type: none"> ▪ Completion of administrative duties for new employees.