April 28, 2022

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

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,

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

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

- 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”

There are no tags for this office.
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”

<table>
<thead>
<tr>
<th>Vehicle Number</th>
<th>Vehicle Type</th>
<th>Create Repair Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>0202539</td>
<td>LIV</td>
<td></td>
</tr>
<tr>
<td>0203370</td>
<td>LIV</td>
<td></td>
</tr>
<tr>
<td>9210976</td>
<td>LIV</td>
<td></td>
</tr>
<tr>
<td>9210977</td>
<td>LIV</td>
<td></td>
</tr>
</tbody>
</table>

Vehicle from different office

- Vehicle Number
- Create Repair Tag
Repair Tag Entry

Complete all fields and click "Select Issue"
Repair Tag Entry

The servicing VMF must be contacted via phone if "Carrier is Waiting / Vehicle Abandon" is selected under "Urgency"
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 vehicle repair tag has been created

### Repair Tag Entry

New tag created.

<table>
<thead>
<tr>
<th>TAG_ID</th>
<th>Vehicle</th>
<th>Created Time</th>
<th>Created By</th>
<th>Status</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0214136</td>
<td>2022-03-23 13:04:42.817</td>
<td>Fred Franklin</td>
<td>Open</td>
<td>Body&gt;Climate Control&gt;Cab fan only works on one speed (specify low / high)</td>
</tr>
<tr>
<td>11</td>
<td>0214136</td>
<td>2022-03-23 19:11:10.497</td>
<td>Fred Franklin</td>
<td>Open</td>
<td>Brakes&gt;Brake pedal goes to floor (instantly)</td>
</tr>
<tr>
<td>12</td>
<td>0214136</td>
<td>2022-03-23 19:28:46.74</td>
<td>Fred Franklin</td>
<td>Open</td>
<td>Body&gt;Cab (driver's compartment)&gt;Seat worn / broken</td>
</tr>
<tr>
<td>13</td>
<td>0420139</td>
<td>2022-03-24 14:10:54.003</td>
<td>Fred Franklin</td>
<td>Open</td>
<td>Body&gt;Doors&gt;Sliding Door&gt;Off its track</td>
</tr>
<tr>
<td>16</td>
<td>0214136</td>
<td>2022-03-25 13:17:26.023</td>
<td>Carlos Espinoza</td>
<td>Open</td>
<td>Brakes&gt;Brake pedal goes to floor (instantly)</td>
</tr>
</tbody>
</table>
Fleet Management – Repair Tag Status Check

Repair tag link to Radar (Pilot site):
https://hqcsopps.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”.

<table>
<thead>
<tr>
<th>TAG_ID</th>
<th>Vehicle</th>
<th>Created Time</th>
<th>Created By</th>
<th>Status</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0214136</td>
<td>2022-03-23 13:04:42.817</td>
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<td>12</td>
<td>0214136</td>
<td>2022-03-23 19:28:46.74</td>
<td>Fred Franklin</td>
<td>Open</td>
<td>Body&gt;Cab (driver’s compartment)&gt; Seat worn / broken</td>
</tr>
<tr>
<td>13</td>
<td>0420139</td>
<td>2022-03-24 14:18:54.003</td>
<td>Fred Franklin</td>
<td>Open</td>
<td>Body&gt; Doors&gt;Siding Door&gt; Off its track</td>
</tr>
</tbody>
</table>
Repair Tag Status Check

Determine the status of the repair by reading the status (Open/Closed) and the VMF Notes.
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):
https://hqcsopps.usps.gov/delivery/vehiclesnew/repair-tags/office/

Click "VMF User Page" to find and select your facility.
Repair Tag View and Update

Click "Select VMF" if your VMF is not selected.

---

<table>
<thead>
<tr>
<th>TAG_ID</th>
<th>Urgency</th>
<th>Office</th>
<th>Location</th>
<th>Run</th>
<th>Created</th>
<th>Vehicle</th>
<th>Issues</th>
<th>Office Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Error</td>
<td>CARLSBAD PO</td>
<td>Test Tag</td>
<td>ROUTE 1</td>
<td>2022-02-14</td>
<td>0202465</td>
<td>Brakes&gt;Brake pedal fades ( mushy) Tires&gt;RIGHT REAR tire&gt; Nail/Screw in tire</td>
<td>This is just a test in FROD</td>
<td>Closed</td>
</tr>
<tr>
<td>2</td>
<td>Error</td>
<td>SDC-Coronado</td>
<td>test</td>
<td>CHULA</td>
<td>2022-02-14</td>
<td>0217839</td>
<td>Electrical/Lights&gt; Interior Lights&gt; Cargo lights not working</td>
<td>test</td>
<td>Closed</td>
</tr>
<tr>
<td>3</td>
<td>Error</td>
<td>SDC-Encanto</td>
<td>test</td>
<td>VISTA</td>
<td>2022-02-14</td>
<td>0205919</td>
<td>Accident&gt; At Fault&gt; Front Body&gt; Doors&gt; Left/Right Door&gt; LEFT won't open/close Brakes&gt;Brake pedal pulsates Electrical/Lights&gt; Interior Lights&gt; Cab dome light not working</td>
<td>test- vehicle dies at 2pm on route everyday.</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Repair Tag View and Update

Drill down to your VMF

Repair Tags

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

<table>
<thead>
<tr>
<th>TAG_ID</th>
<th>Urgency</th>
<th>Office</th>
<th>Location</th>
<th>Run</th>
<th>Created</th>
<th>Vehicle</th>
<th>Issues</th>
<th>Office Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Overnight</td>
<td>SDC-SCRIPPS RANCH ANK</td>
<td>At facility</td>
<td>ROUTE 4</td>
<td>2022-03-25 16:47:04,741</td>
<td>2207415</td>
<td>Engine/Transmission&gt;Engine&gt;Engine won't crank&lt;br&gt;Engine/Transmission&gt;Engine&gt;Engine cranks won't start&lt;br&gt;Engine/Transmission&gt;Engine&gt;Engine cranks and hard to start when hot (several hrs into route)&lt;br&gt;Engine/Transmission&gt;Transmission&gt;Vibration or odd noises</td>
<td>8th time this LLV is written up for the same issue</td>
<td>Open</td>
</tr>
<tr>
<td>23</td>
<td>Overnight</td>
<td>SDC-SCRIPPS RANCH ANK</td>
<td>At facility</td>
<td>ROUTE 4</td>
<td>2022-03-25 17:04:59,561</td>
<td>7203026</td>
<td>Brakes&gt;Parking brake lever is loose&lt;br&gt;Brakes&gt;Parking brake lever is loose&lt;br&gt;Brakes&gt;Parking brake lever is loose</td>
<td>Car rolls with hand break when turning&lt;br&gt;Left turn signal does not click back</td>
<td>Open</td>
</tr>
<tr>
<td>25</td>
<td>Overnight</td>
<td>SAN DIEGO CA VMF</td>
<td>At facility</td>
<td>SD VMF</td>
<td>2022-03-25 18:33:02,03</td>
<td>8217964</td>
<td>Engine/Transmission&gt;Engine&gt;Engine won't crank&lt;br&gt;Engine/Transmission&gt;Engine&gt;Engine won't crank</td>
<td>Per Carrier, LLV will not start.</td>
<td>Open</td>
</tr>
</tbody>
</table>


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"
<table>
<thead>
<tr>
<th>Mileage</th>
<th>12640</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility</td>
<td>921588</td>
</tr>
<tr>
<td>Vehicle location</td>
<td>El Cajon P.O.</td>
</tr>
<tr>
<td>Vehicle description</td>
<td>12640-EL CAJON PO</td>
</tr>
<tr>
<td>Status</td>
<td>Created On: 2022-02-28 14:31:45.262</td>
</tr>
<tr>
<td>Work Order Number</td>
<td>4389974</td>
</tr>
<tr>
<td>Urgency</td>
<td>Overnight repair</td>
</tr>
<tr>
<td>Comments</td>
<td>Exterior Lights - Brake light not working. Reverse lights not working.</td>
</tr>
</tbody>
</table>

### Notes to Unit

- Check exterior lights.
- Check reverse lights.
- Check brake lights.

### Tech Comments

- WAS TOWED TO YMF AND HAS LOANER 130943 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 Rum B will create two separate runs.
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
Creating Tag Runs

Click “Run List” to view your VMF runs

Repair Tags

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

- (054036) ALPINE PO (050144)
- (054036) BONITA PO (050846)
- (054036) BONSALL PO (050652)
- (054036) BORREGO SPRINGS PO (050870)
- (054036) BRAVALEY PO (050918)
- (054036) CALEXICO PO (051104)
- (054036) CALIFORNIA & DISTRICT (056779)
- (054036) CALIPATRIA PO (051128)
- (054036) CAMPO PO (051212)
- (054036) CARLSBAD PO (051300)
- (054036) CHULA VISTA PO (051554)
- (054036) CHV-EASTLAKE STA (051555)
- (054036) SDC-GRAVTVILLE STA (056747)

West Run

- (054036) SDC-ENCANTO STA (056740)