

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Preventive Maintenance For Virtual PARS at
Small_VA, Medium_VB, Large_VC Plants,
and REC (VD)

DATE: July 19, 2021

TO: All PARS Sites

PUB NO: MMO-099-20
FILE CODE: 02E, 02F, 02G
FILE ID: mm20098
REV LEVEL: aj

Online Change Record		
Change #	Date	Description of Change
2	6/26/2024	Attachment 1, item 5, Step 6, replaced All CARS figure. Step 7 changed select Shutdown button to select Windows Restart button. Step 8 replaced confirm the shutdown with confirm the restart.
1	6/13/2024	Attachment 2, item 2, deleted Step 10, Select Stop button to stop all RIC functions. Item 4, deleted Step 11, Select Stop button to stop all RIC functions.

This Maintenance Management Order (MMO) provides Preventive Maintenance Guidelines for the Virtual Postal Automated Redirection System (VPARS). Remote Encoding Center (REC) Video Display Terminal (VDT) maintenance is not covered by this MMO. This bulletin applies to Acronym PARS, Class Codes VA, VB, VC, VD.

The workhours represented in this MMO reflect the maximum workhours required to maintain the equipment. Given local conditions, management may modify task frequencies.

The minimum maintenance skill level required to perform each task is included in the Minimum Skill Level column of each checklist. This does not preclude higher level employees from performing any of this work.

WARNING

Various products requiring Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.

WARNING

The use of compressed or blown air is prohibited. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

WARNING

Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at **MTSC>HELPDESK>Create/Update Tickets** or call (800) 366-4123.



Frederick L. Jackson III
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

- Attachments
1. Summary Workload Estimate For PARS
 2. Master Checklist 03-PARS-VA, VB, VC, VD-001-M – PARS Preventive Maintenance (PM)
 3. Master Checklist 09-PARS-VA, VB, VC, VD-001-M – PARS Operational Maintenance (OM)
 4. Illustrations for Attachment 3

ATTACHMENT 1**SUMMARY WORKLOAD ESTIMATE****FOR PARS_VA, VB, VC, VD**

SUMMARY WORK LOAD ESTIMATES FOR VPARS								
Operation Days	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/yr)*	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/yr) **	Total Servicing per Machine (Hrs/Yr)	Operational Maintenance + Total Servicing		
						1 Tour Hrs/Yr OpM x 1	2 Tours Hrs/Yr OpM x 2	3 Tours Hrs/Yr OpM x 3
5 Days	96.00	28.80	124.80	12.48	137.28	176.28	215.28	254.28
6 Days	109.87	32.96	142.83	14.28	157.11	203.91	250.71	297.51
7 Days	123.74	37.12	160.86	16.09	176.95	231.55	286.15	340.75
* Repair maintenance estimates based on 30% of preventive maintenance.								
** Based on 10% of total PM and repair.								
THRESHOLDS and PM TIME SUMMARY Hrs PER Year						OPERATIONAL MAINTENANCE		
		Daily	97.07			9 MIN. PER DAY PER MACHINE		
		Weekly	21.67			One Tour	Two Tours	Three Tours
		Monthly	5.00	5 Day		39.00	78.00	117.00
		Quarterly	0.00	6 Day		46.80	93.60	140.40
		Semi-Annual	0.00	7 Day		54.60	109.20	163.80
		Annual	0.00					
		Bi-Annual	0.00					

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ATTACHMENT 2

PARS MASTER CHECKLIST

03-PARS--001-M**

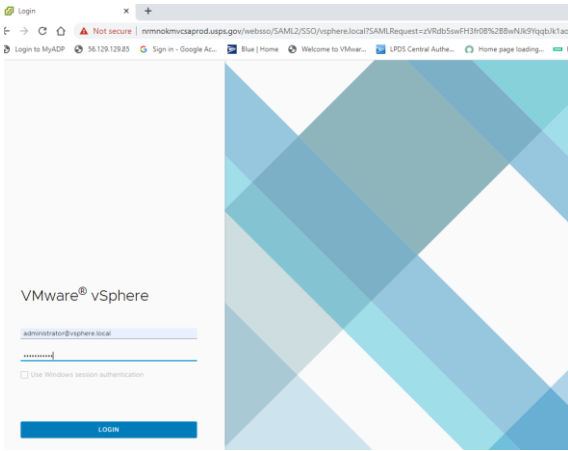
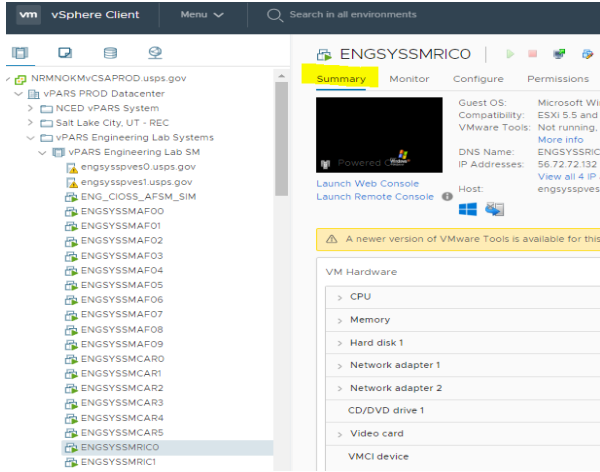
PREVENTIVE MAINTENANCE (PM)

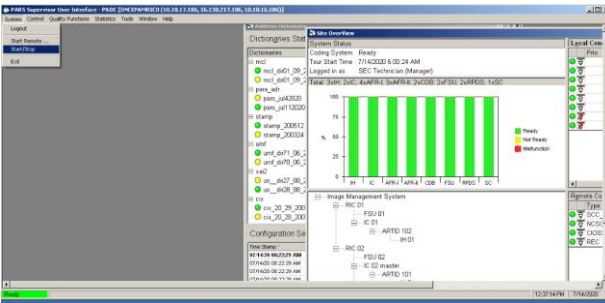
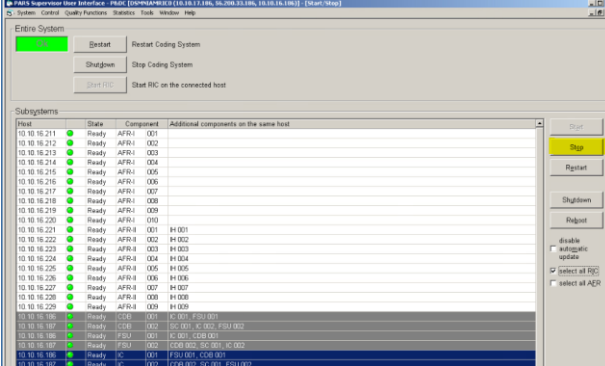
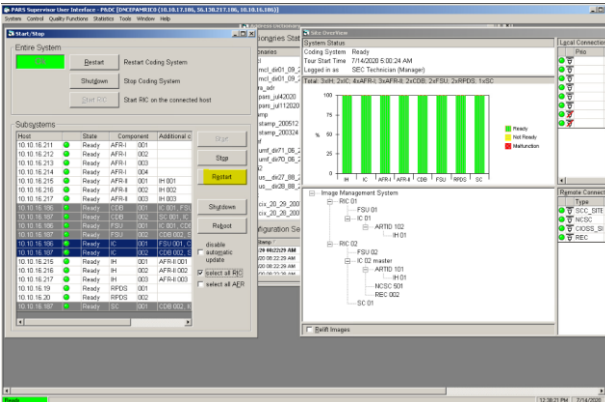
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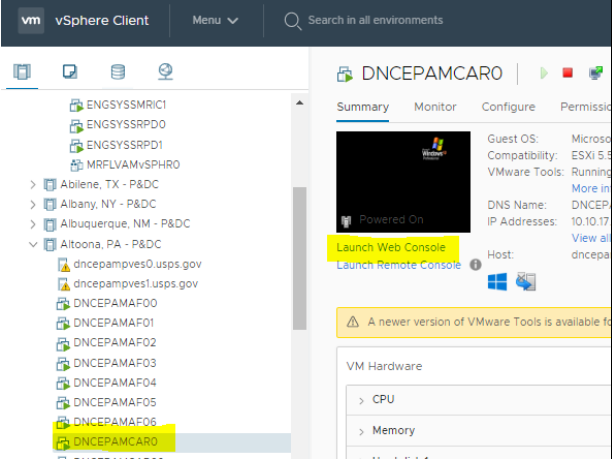
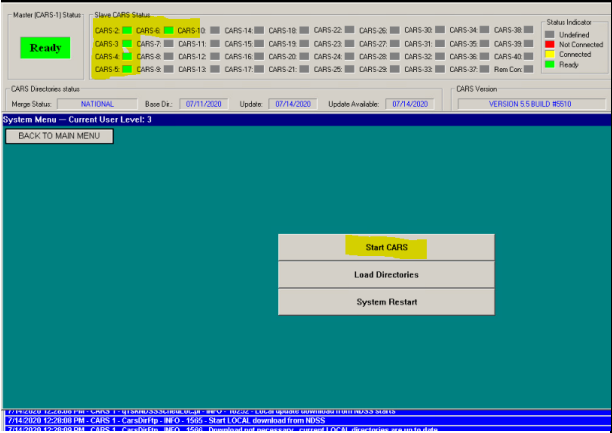
****Class Codes VA, VB, VC, VD**

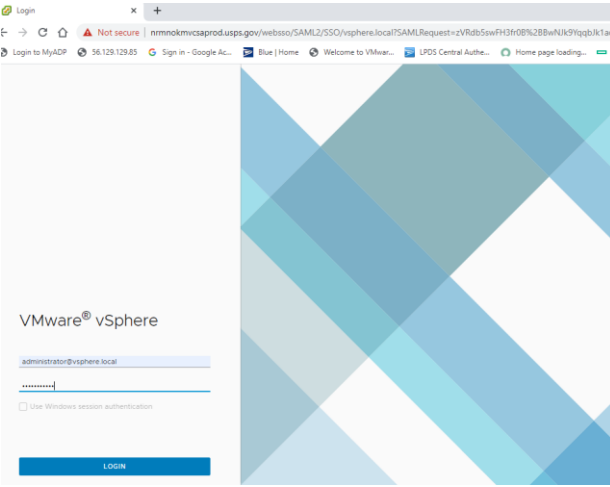
U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	P	A	R	S			*	*	0	0	1	M
Equipment Nomenclature Postal Address Redirection System	Equipment Model P&DC						Bulletin Filename			Occurrence Daily				

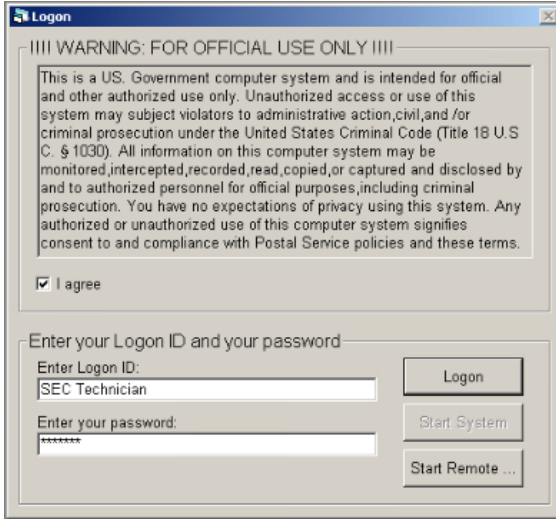
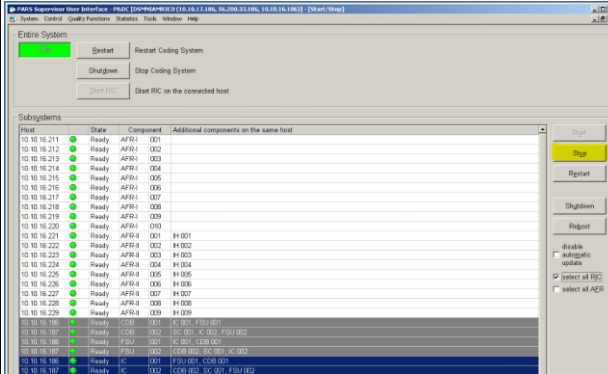
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
SAFETY STATEMENT	1	<p>COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out this machine. Check for suspicious dust or unusual debris. If any unusual substance is found, notify supervisor prior to proceeding with any further action on the equipment.</p> <p>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED. When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO or appropriate EWP PPE and barricade requirements.</p> <p>WARNING: Various products requiring Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.</p>	1	All			
VPARS SYSTEM: VIRTUAL COMPUTERS	2	<p>Restart Virtual Servers (IMS) Type the following address into the Chrome browser, https://nrmnokmvcsaprod.usps.gov/</p> <ol style="list-style-type: none"> 1. Select Advanced. 2. Select Proceed to nrmnokmvcsaprod.usps.gov (unsafe). 3. Select LAUNCH VSPHERE CLIENT (HTML5). 	5	10			D


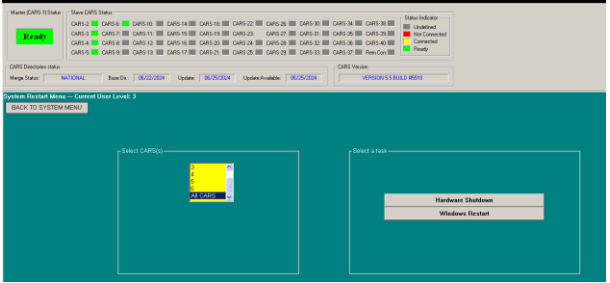
Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
		 <p>4. Log into the vCenter using ACE ID and Password.</p> <p>5. In the VM menu, select RIC0.</p> <p>6. Select Launch Web Console under the Summary tab.</p>  <p>7. Logon with SEC Technician logon account.</p> <p>8. From the PARS Supervisor User Interface, select System, and then Start/Stop.</p>					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
		 <p>9. Check the select all RIC radio button on right hand side of menu. All RICs will be highlighted.</p>  <p>10. In the Coding System window, select the Restart button in upper left corner of screen to restart the applications.</p> <p>11. Select Yes on the Restart of the Coding System Tab to confirm restart.</p> 					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
		<p>12. Select all RICs and select Start to start all RICs to return RICs to functional processing state.</p> <p>13. Click the X to close the web console.</p>					
VPARS SYSTEM: VIRTUAL COMPUTERS	3	<p>Restart Virtual Servers (CARS)</p> <p>1. Launch Web Console for CARS0.</p>  <p>2. Log into the CARS account.</p> <p>3. Log into the Siemens screen using the same CARS account.</p> <p>4. From Main Menu, Select System.</p> <p>5. Select Start CARS.</p>  <p>6. From Select CARS drop down, select All CARS.</p>	10	10			D

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
		7. From Select a task menu, select the Start CARS button. 8. Select Yes to Confirm the Restart . 9. Once the system restart completes, login and verify the CARS system is operational by ensuring all CARS lights are green in the Slave CARS Status window. 10. Close web console.					
VPARS SYSTEM: VIRTUAL COMPUTERS	4	Reboot (IMS) 1. Type the following address into the Chrome browser https://nrmnokmvcsaprod.usps.gov/ 2. Select Advanced . 3. Select Proceed to nrmnokmvcsaprod.usps.gov (unsafe) . 4. Select LAUNCH VSPHERE CLIENT (HTML5) .  5. Log into the vCenter using ACE ID and password. 6. In the VM menu, select RIC0 . 7. Select Launch Web Console under the Summary tab. 8. Log on with SEC Technician logon account.	15	10			W

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
		 <p>9. From the PARS Supervisor User Interface, select System, and then Start/Stop.</p> <p>10. Check the select all RIC radio button on right hand side of menu. All RICs will be highlighted.</p>  <p>11. In the Coding System window, select the Reboot button.</p> <p>12. Select Yes on the Reboot of the Coding System tab to confirm reboot.</p> <p>13. Select all RICs and select Start to start all RICs to return RICs to functional processing state.</p> <p>14. Close web console by selecting the X.</p>					
VPARS SYSTEM: VIRTUAL COMPUTERS	5	Reboot (CARS) 1. Launch Web Console for CARS0 .	10	10			W

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
		<p>2. Log into the CARS account.</p>  <p>3. Log into the Siemens screen using the same CARS account.</p> <p>4. From Main Menu, select System.</p> <p>5. Select System Restart.</p> <p>6. From the Select CARS drop down, select All CARS.</p>  <p>7. From Select a task menu, select the Windows Restart button.</p> <p>8. Select Yes to confirm the restart.</p> <p>9. Once the system restart completes, log in and verify the CARS system is operational by ensuring all CARS lights are green in the Slave CARS Status window.</p> <p>10. Close web console.</p>					

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
VPARS SYSTEM: COMPUTER	6	Clean Server Components 1. Clean exterior of computer using a vacuum cleaner, glass cleaner, and lint-free static-free cleaning towels. 2. Clean exterior of the vPARS cabinet.	10	09			M
FINAL-CLEANUP	7	Clean Up 1. Ensure all tools, rags, etc., are removed from the work area. 2. Note any deficiencies and generate a work order/report them to supervisor.	15	ALL			

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ATTACHMENT 3

P&DC AND REC PARS MASTER CHECKLIST

09-PARS--001-M**

OPERATIONAL MAINTENANCE (OM)

Time Total: (9) minutes

****Class Codes VA, VB, VC, VD**

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	9	P	A	R	S			*	*	0	0	1	M
Equipment Nomenclature Postal Address Redirection System	Equipment Model REC						Bulletin Filename			Occurrence Daily				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
SAFETY STATEMENT	1	<p>COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out this machine. Check for suspicious dust or unusual debris. If any unusual substance is found, notify supervisor prior to proceeding with any further action on the equipment.</p> <p>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED. When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO or appropriate EWP PPE and barricade requirements.</p> <p>WARNING: Various products requiring Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS for appropriate personal protective equipment.</p>	1	All			
OPERATIONAL MAINTENANCE FOR CARS	2	<p>Verify CARS operations. At the master CARS UI, check the system status and directory status. If a problem is found, correct it or notify maintenance management.</p> <ol style="list-style-type: none"> Log on to the master CARS UI (Main Menu screen). Verify all slave CARS are communicating with the master CARS, all CARS should be ready (Figure 4-3). 	2	10			T

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
		3. Verify that the Base Dir: is current, the date should not be more than 14 days old. 4. Verify that the Daily Update is current, not more than 2 days old.					
OPERATIONAL MAINTENANCE FOR IMS	3	Verify IMS operations. NOTE: If a connection is disabled, check with management before enabling it. Using the master RIC UI, check the IMS system status and dictionaries status. If a problem is found, correct it or notify the manager. 1. Log on to the master RIC UI. 2. Under System menu, click on Start/Stop , the Coding System window should open. See Figure 4-1 for P&DCs and Figure 4-2 for REC Sites. 3. Verify that the RICs, AFRs, IHS, CFR, VDTs, QF, and AIV applications are Ready; if not, take them to the ready state (report any problems). 4. Verify that all Local Connections are enabled (the enable indicators are green). 5. Verify that all Remote Connections are enabled (the enable indicators are green). 6. From the IMS Control, pull down screen, select Address Dictionaries. See Figure 4-1 for P&DCs and Figure 4-2 for REC Sites. 7. Verify that all directories are current: See Figure 4-4 <ul style="list-style-type: none"> • The CIX and umf should be current or not more than 2 days old. • The XAI should be current or not more than 14 days old (P&DCs ONLY). • The DBL should be current or not more than 14 days old (RECs ONLY). • All other directories should be current. Verify Remote Performance Diagnostic Server (RPDS) operation by logging in and ensuring the database can be accessed	5	10			T

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
CLEAN UP	4	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	1	ALL			

ATTACHMENT 4

ILLUSTRATIONS FOR ATTACHMENT 3

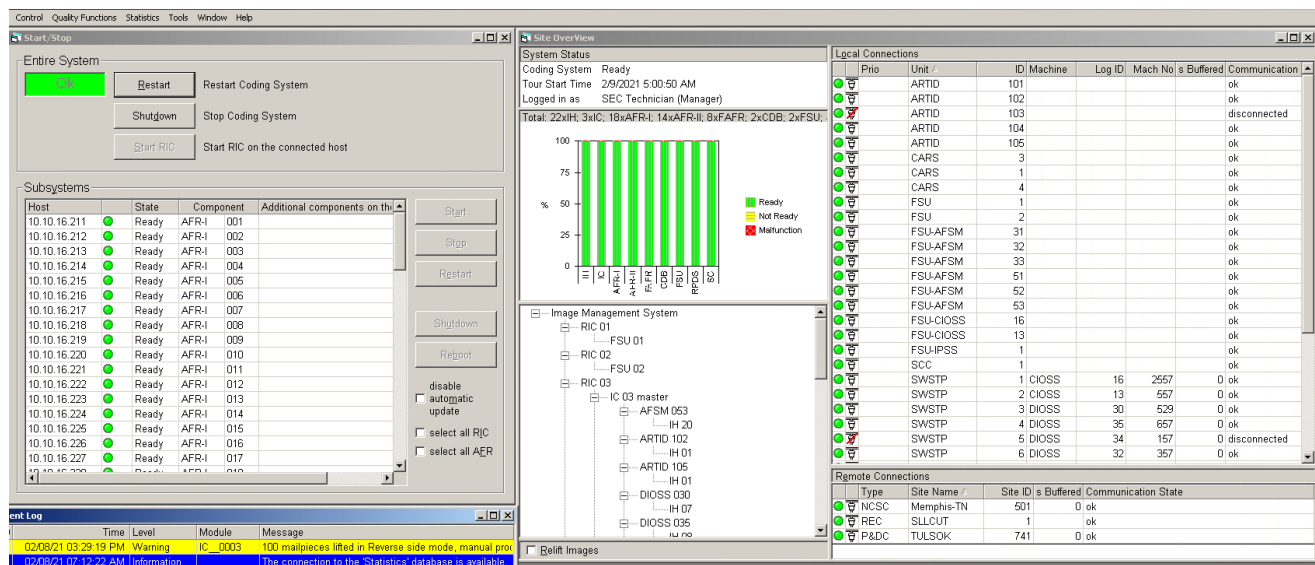


Figure 4-1. P&DC RIC/IMS Main Screen

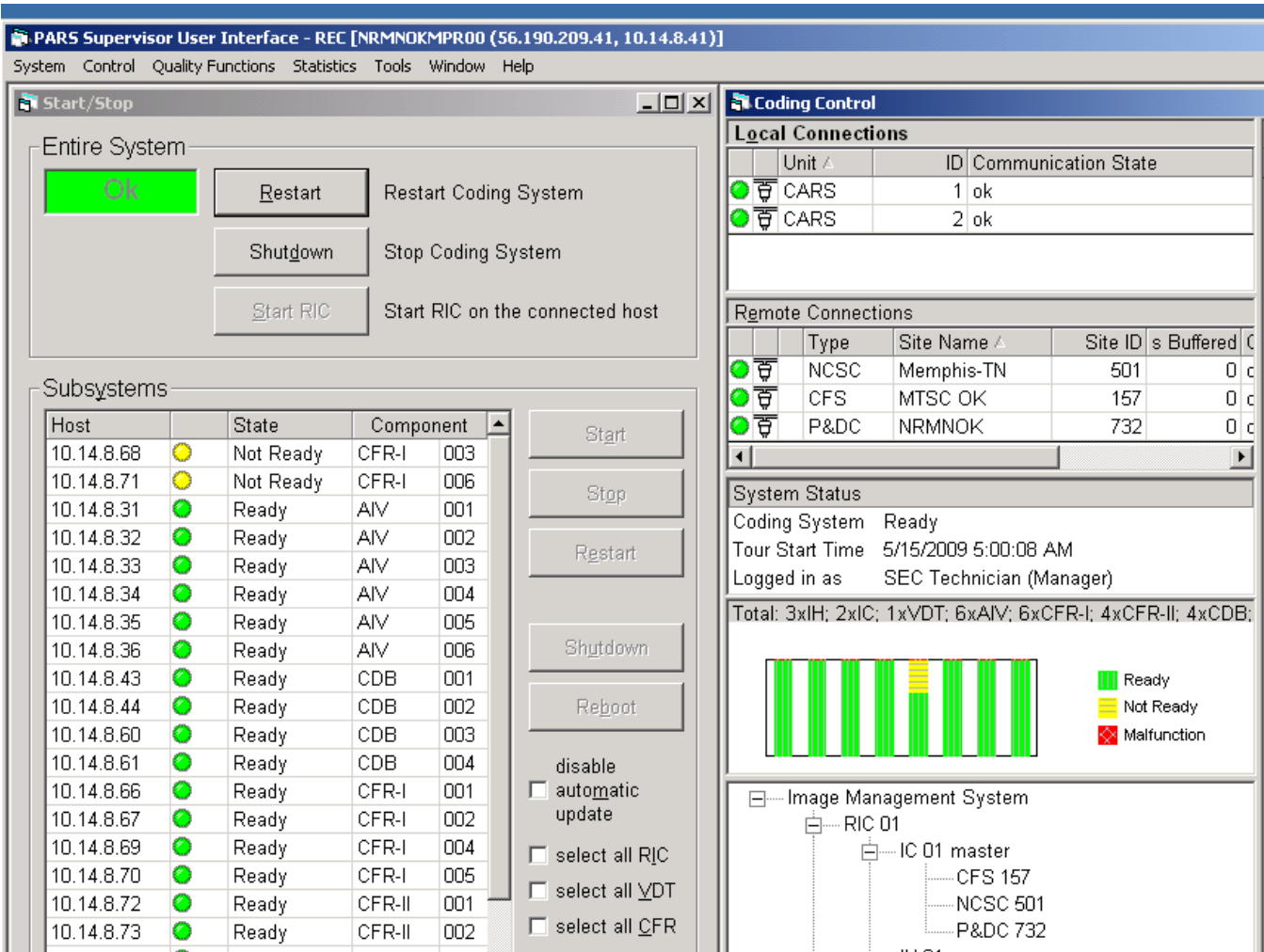


Figure 4-2. REC RIC/IMS Main Screen

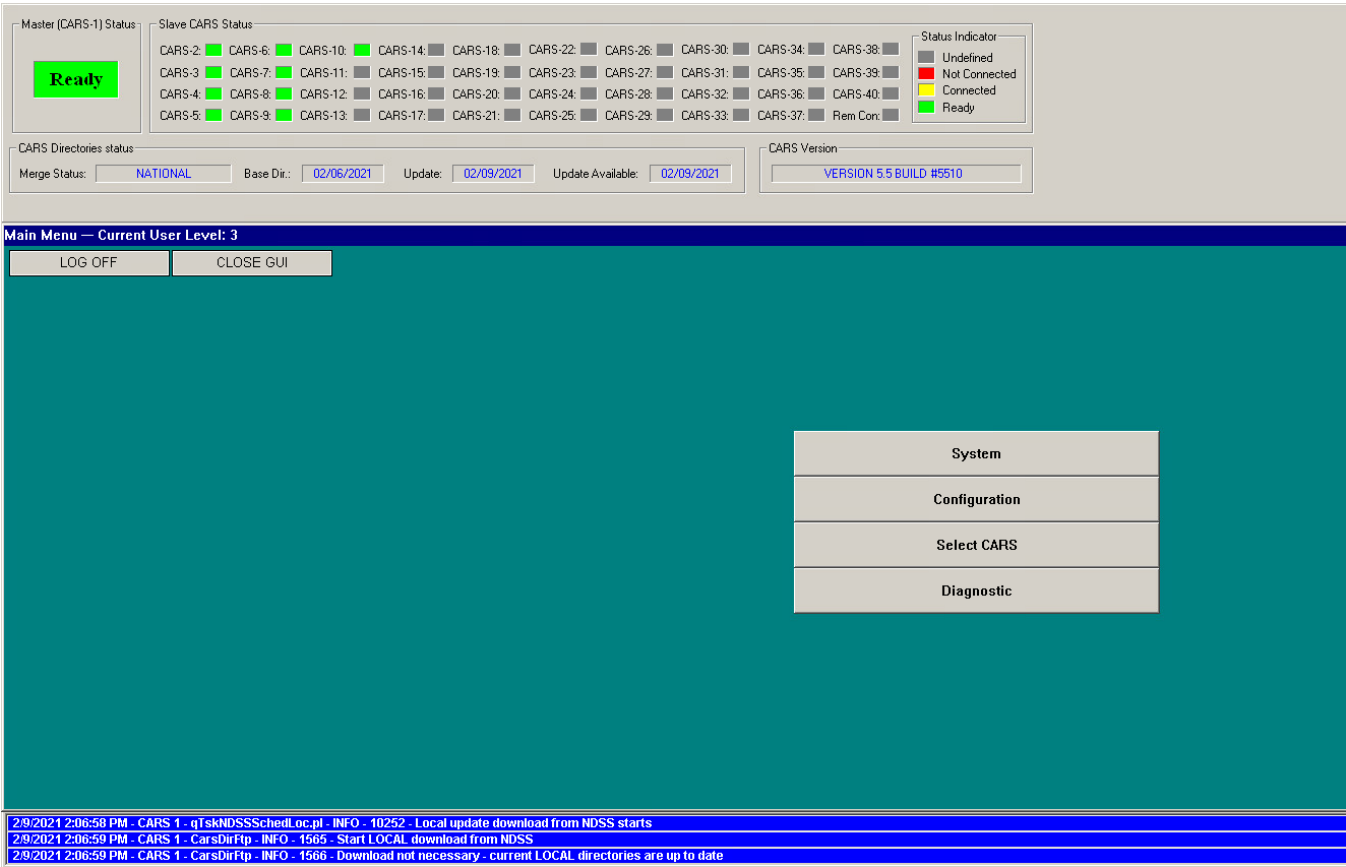


Figure 4-3. Master CARS UI

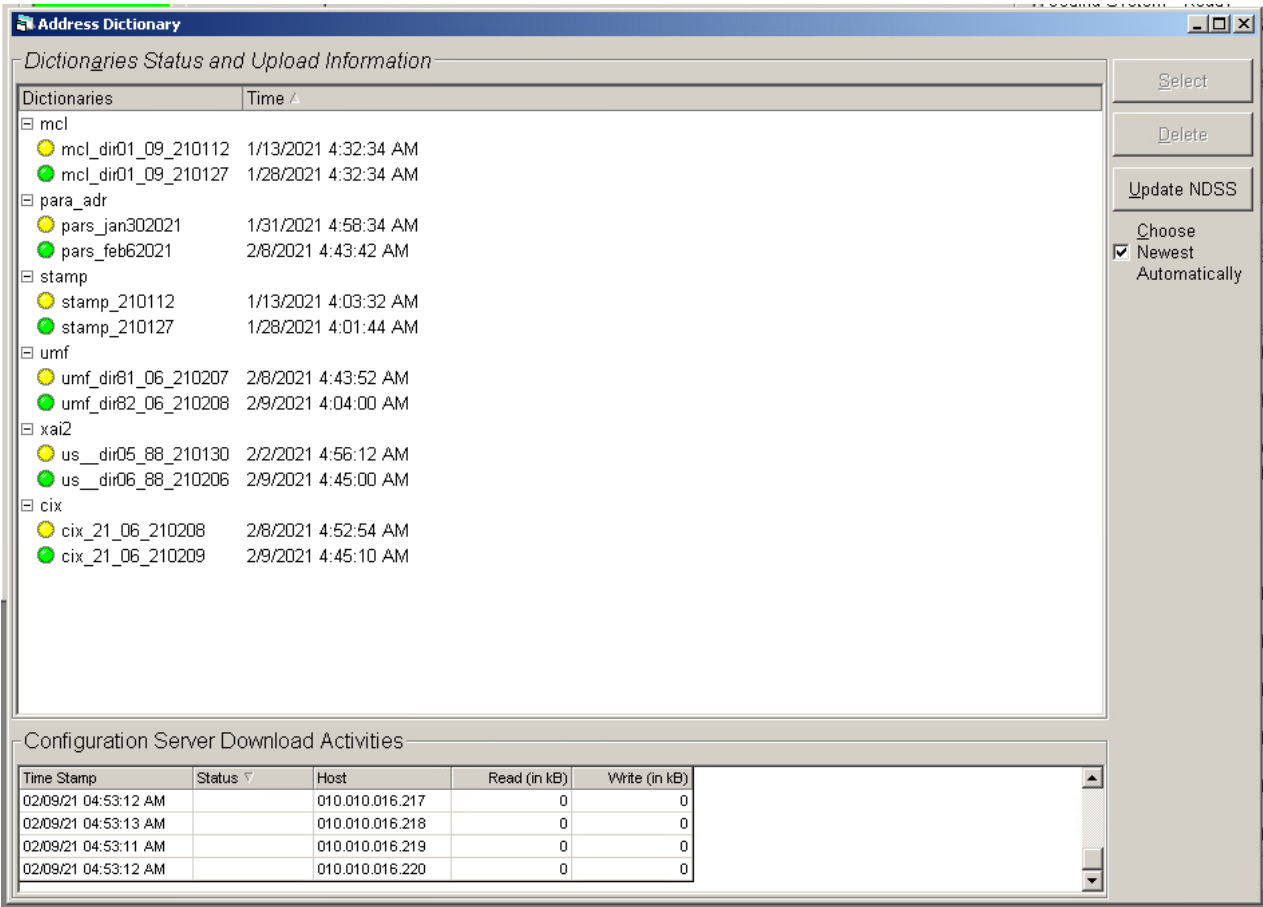


Figure 4-4. IMS/RIC Directories