

11/15/78
 (as amended 6/15/79,
 Corrected 7/6/79
 and revised 2/28/84
 and resolved 8/30/84)

POST OFFICE – PRIMARY CRAFT DESIGNATIONS

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
001 Platform Acceptance and Weigher's Unit	1.	Accept, classify, and compute postage on second- and third-class mail.	Clerk
	2.	Determine correct classification of second- and third-class and all other matter mailed under a permit, and determine if sufficient deposit has been made by the mailer to cover the cost of the mailing.	Clerk
	3.	Accept pre-cancelled and meter matter mailed in bulk quantities and verify postage.	Clerk
	4.	Accept other classes of mail and receipts if necessary.	Clerk
	5.	Advise customers as to proper mailing procedures.	Clerk
	6.	Maintain records of permit holders, deposits, withdrawals and miscellaneous information.	Clerk
	7.	Make necessary reports and submit to the manager of finance or equivalent.	Clerk
010 Originating Mail Preparation	1.	Transporting empty equipment.	Mail Handler
	2.	Obtaining mail (courtesy windows, drop units, staging areas, etc.).	Mail Handler
	3.	Open and dump sacks or other containers.	Mail Handler
	4.	Cull (separate mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.). <u>Distribution to cases or sack/pouch racks will be assigned in accordance with the appropriate distribution operation.</u>	Mail Handler

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
010 Originating Mail Preparation (Continued)	5. Tray loose metered mail, etc.	Mail Handler
	6. Face and cancel letters on the facer canceler (Mark II or equivalent).	Mail Handler
	7. Cancel letters on Mark II that were rejected on first pass.	Mail Handler
	8. Hand cancel, cancel with model G or other device.	Mail Handler
	9. Tray canceled mail for distribution operations.	Mail Handler
	10. Rate and cancel short paid mail.	Clerk
	11. Repair damaged letters.	Mail Handler
	12. Examine sacks for mail content.	Mail Handler
	13. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	14. Back stamping of misssent mail.	Mail Handler
020 Originating Meter Mail Preparation	1. Transporting empty equipment.	Mail Handler
	2. Prepare originating metered, permit imprint, and official penalty mail received from collection routes, lobby drop, dock, slides, chutes, conveyors, and other sources for distribution.	Mail Handler
	3. Traying letters and separating mail by type into different containers, separating by local and out of town.	Mail Handler
	4. Reporting mail with incorrect meter dates and rating short paid mail.	Clerk
	5. Identification and handling of presorted and riffle mail.	Clerk
029 Riffle Mail	Distribution of customer sequenced mail by ZIP Code, state or otherwise, which is sorted by batches, avoiding piece by piece distribution.	Clerk

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
029 Riffle Mail (Continued)	Riffle mail can be sorted at letter cases, tray packs or pouch racks, depending on the make up.	
030 Combined Outgoing-Incoming Letter Primary	1. *Transporting empty equipment.	Mail Handler
	2. *Obtaining letters from staging areas for distribution.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of letter mail.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping, containerizing and transporting.	Mail Handler
	7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8. *Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler
040 Outgoing Letter Secondary	1. *Transporting empty equipment.	Mail Handler
	2. *Obtaining unprocessed mail.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of letter mail.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping	Mail Handler
	7. *Containerizing and transporting.	Mail Handler
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9. *Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler

*In offices where the tasks of obtaining empty equipment, obtaining unprocessed mail, loading ledges, sweeping and containerizing is an integral part of the distribution function, the entire operation is a function of the primary craft performing the distribution.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
043 State Distribution-Letters	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining unprocessed mail.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Manual distribution of letter mail.	Clerk
	5.	Distribution of NIXIE mail.	Clerk
	6.	*Sweeping	Mail Handler
	7.	*Containerizing and transporting.	Mail Handler
	8.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9.	*Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler
044 Sectional Center Distribution Letters,	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining unprocessed mail.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Manual distribution of letter mail.	Clerk
	5.	*Sweeping.	Mail Handler
	6.	*Containerizing and transporting.	Mail Handler
	7.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8.	Distribution of NIXIE mail.	Clerk
	9.	*Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler
045 Non-Preferential Distribution-Letters	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining unprocessed mail.	Mail Handler

*Note – See asterisk, page 3.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
045 Non- Preferential Distribution- Letters (Continued)	3.	*Loading ledges	Mail Handler
	4.	Manual distribution of letter mail.	Clerk
	5.	*Sweeping.	Mail Handler
	6.	*Containerization and transporting.	Mail Handler
	7.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8.	Distribution of NIXIE mail.	Clerk
	9.	*Pulling and transporting pouches and/or other containers.	Mail Handler
050/055 Priority Mail Distribution	1.	*Transporting empty equipment.	Mail Handler
	2.	*Culling, facing and canceling.	Mail Handler
	3.	*Opening and dumping.	Mail Handler
	4.	*Transporting mail.	Mail Handler
	5.	*Loading ledges	Mail Handler
	6.	Distribution of priority mail.	Clerk
	7.	*Sweeping.	Mail Handler
	8.	*Containerizing.	Mail Handler
	9.	*Pulling and transporting pouches and/or other containers.	Mail Handler
	10.	Rating mail matter.	Clerk
	11.	Maintaining current schedules and schemes.	Clerk
	12.	Handling registry mail.	Clerk
	13.	Maintaining receipt and dispatch records.	Clerk
	14.	I Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk

*Note – See asterisk, page 3.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
060 Outgoing Flat Primary	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining unprocessed mail.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Manual distribution of flat mail.	Clerk
	5.	*Sweeping.	Mail Handler
	6.	*Containerizing and transporting.	Mail Handler
	7.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8.	Distribution of NIXIE mail.	Clerk
	9.	*Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler
070 Outgoing Flat Primary	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining unprocessed mail.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Manual distribution of flat mail.	Clerk
	5.	*Sweeping.	Mail Handler
	6.	*Containerizing and transporting.	Mail Handler
	7.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8.	Distribution of NIXIE mail.	Clerk
	9.	*Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler

*Note – See asterisk, page 3.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
074 Sectional Center Flat Distribution	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining unprocessed mail.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Manual distribution of flat mail.	Clerk
	5.	*Sweeping.	Mail Handler
	6.	*Containerizing and transporting.	Mail Handler
	7.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8.	Distribution of NIXIE mail.	Clerk
	9.	*Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler
075 Outgoing Flat Secondary Non-Preferential	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining unprocessed mail.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Manual distribution of flat mail.	Clerk
	5.	*Sweeping.	Mail Handler
	6.	*Containerizing and transporting.	Mail Handler
	7.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8.	Distribution of NIXIE mail.	Clerk
	9.	*Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler
080-087 MPLSM Distribution		Machine distribution of all classes of letters.	Clerk

Note: Allied labor required is normally performed by clerks because of the rotation system employed.

*Note – See asterisk, page 3.

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
088—089 Optical Character Reader Distribution	OCR machine distribution of all classes of letter mail. Note: See 080-087 note.	Clerk
090—098 SPLSM Distribution	Machine distribution of all classes of letters. Note: See 080-087 note.	Clerk
100 Outgoing Parcel Distribution	1. *Transporting empty equipment.	Mail Handler
	2. *Obtaining mail from staging area.	Mail Handler
	3. *Dumping sacks or containers.	Mail Handler
	4. Manual distribution of parcel post, without scheme knowledge.	Mail Handler
	5. Manual distribution of parcel post requiring scheme knowledge.	Clerk
	6. *Pulling and dispatching sacks or other containers.	Mail Handler
	7. *Containerizing and transporting mail to dispatch areas.	Mail Handler
	8. *Hanging sacks and inserting labels.	Mail Handler
105 Mechanized Parcel Sorter	1. *Transporting empty equipment.	Mail Handler
	2. *Obtaining mail from staging area.	Mail Handler
	3. *Dumping sacks or containers.	Mail Handler
	4. Distribution of parcel post through the use of parcel sorting machines.	Clerk
	6. *Pulling and dispatching sacks or other containers.	Mail Handler

*Note – See asterisk, page 3.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
105 Mechanized Parcel Sorter (Continued)	7.	*Containerizing and transporting mail to dispatch areas.	Mail Handler
	8.	*Handling sacks and inserting labels.	Mail Handler
109 Rewrap	1.	Transporting empty equipment.	Mail Handler
	2.	Obtaining mail from staging area.	Mail Handler
	3.	Assembling contents of damaged parcels.	Mail Handler
	4.	Operate strapping machine, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization.	Mail Handler
	5.	Readdressing parcels.	Mail Handler
	6.	Keeping records as required.	Mail Handler
	<u>Note:</u> All of the work performed in this operation can be considered an integral function of Operation 100 or 200 and may be assigned to the craft doing that distribution.		
110-129 Outgoing <u>IPP</u> Distribution Pouch Rack & Loose Pack <u>Opening and Traying</u>	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining mail from staging area.	Mail Handler
	3.	*Dumping sacks, pouches, or containers. <u>Cull/separate mail by type/characteristics and make basic local/out-of-town splits to trays, hampers, gurneys, conveyors, nutting trucks, or other containers.</u>	Mail Handler
	4.	*Hanging sacks or pouches.	Mail Handler
	5,	*Inserting labels.	Mail Handler
	6.	*Cutting bundles and facing letters and flats.	Mail Handler

*Note – See asterisk, page 3.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
110-129 Outgoing SPR Distribution Pouch Rack & Loose Pack Opening and Traying (Continued)	7.	Distribution of outgoing IPP's, newspapers, rolls, letter or flat bundles, slugs, Special Delivery or Special Handling parcel post.	Clerk
	8.	*Pulling sacks, pouches or containers for dispatch.	Mail Handler
	9.	*Containerizing and transporting.	Mail Handler
	10.	*Operating "strapping" equipment.	Mail Handler
134 Sectional Center Distribution	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining unprocessed mail.	Mail Handler
	3.	*Loading unprocessed mail.	Mail Handler
	4.	Manual distribution of mail.	Clerk
	5.	*Sweeping.	Mail Handler
	6.	*Containerization and transporting.	Mail Handler
	7.	Distribution of NIXIE mail.	Clerk
	8.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9.	*Pulling and transporting pouches and/or other containers.	Mail Handler
140-149 MPFSM Distribution		Machine distribution of all classes of flats.	Clerk
150 Incoming Letter Primary	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining mail from staging area.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Manual distribution of letter mail.	Clerk
	5.	*Sweeping.	Mail Handler
	6.	*Containerizing and transporting.	Mail Handler

*Note – See asterisk, page 3.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
150 Incoming Letter Primary (Continued)	7.	Distribution of NIXIE mail.	Clerk
	8.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9.	*Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler
160 Incoming Letter Primary	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining mail from staging area.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Manual distribution of letter mail.	Clerk
	5.	*Sweeping	Mail Handler
	6.	*Containerizing and transporting.	Mail Handler
	7.	Distribution of NIXIE mail.	Clerk
	8.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9.	*Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler
168/169 Box Section Primary and Secondary	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining mail from staging area.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	*Hanging and labeling sacks or pouches.	Mail Handler
	5.	Manual distribution of mail.	Clerk
	6.	Window service incidental to box section activities.	Clerk
	7.	*Pulling and dispatching sacks or pouches.	Mail Handler

*Note – See asterisk, page 3.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
168/169 Box Section Primary and Secondary (Continued)	8.	Distribution of NIXIE mail.	Clerk
	9.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	10.	*Sweeping	Mail Handler
170 Incoming Flat Primary	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining flats from staging area.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Manual distribution of flat mail.	Clerk
	5.	*Sweeping	Mail Handler
	6.	*Containerizing and transporting.	Mail Handler
	7.	Distribution of NIXIE mail.	Clerk
	8.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9.	*Pulling and <u>transporting</u> pouches and/or other containers.	Mail Handler
175 Incoming Flat Secondary	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining flats from staging area.	Mail Handler
	3.	*Loading ledges.	Mail Handler
	4.	Distribution of flat mail.	Clerk
	5.	*Sweeping	Mail Handler
	6.	*Containerizing and transporting mail to dispatch area.	Mail Handler
	7.	Distribution of NIXIE mail.	Clerk

*Note – See asterisk, page 3.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
175 Incoming Flat Secondary (Continued)	8.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9.	*Pulling and transporting pouches and/or other containers.	Mail Handler
180-189 Incoming SPR Distribution, Opening and Traying	1.	* Transporting empty equipment.	Mail Handler
	2.	*Obtaining mail from staging areas.	Mail Handler
	3.	*Dumping sacks, pouches, or containers. Cull/separate mail by type/characteristics and make basic local/out-of-town splits to trays, hampers, gurneys, conveyors, nutting trucks, or other containers.	Mail Handler
	4.	*Hanging and labeling sacks or pouches.	Mail Handler
	5.	Distribution of incoming IPP's newspaper rolls, letter or flat bundles, Special Delivery or Special Handling parcel post to sacks, pouches or containers.	Clerk
	6..	*Cutting bundles and facing letters and flats.	Mail Handler
	7.	*Containerizing and transporting.	Mail Handler
	8.	*Pulling and transporting pouches and/or other containers.	Mail Handler
200 Incoming Parcel Distribution	1.	*Transporting empty equipment.	Mail Handler
	2.	*Obtaining mail from staging area.	Mail Handler
	3.	*Dumping sacks, or containers.	Mail Handler
	4.	*Hanging and labeling sacks.	Mail Handler
	5.	Manual distribution of parcel post.	Clerk
	6.	*Containerizing and transporting	Mail Handler
	7.	*Pulling and dispatching pouches and/or other containers.	Mail Handler

*Note – See asterisk, page 3.

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
210-239 Platform Operations	1. Transporting empty equipment.	Mail Handler
	2. Loading and unloading vehicles	Mail Handler
	3. Separating mixed collection mails.	Mail Handler
	4. Non-scheme separation of sacks, pouches or outside parcels for further processing.	Mail Handler
	5. Manual sorting of sacks, pouches, and outside parcels for destination dispatch requiring scheme knowledge.	Clerk
	6. Manual separation of sacks, pouches, and outside parcels requiring no scheme knowledge.	Mail Handler
	7. Mechanized sorting of sacks, pouches, and outside parcels requiring scheme knowledge.	Clerk
	8. Mechanized sorting of sacks, pouches, and outside parcels requiring no scheme knowledge.	Mail Handler
	9. Operating freight elevators, tow motors, fork lifts and jacks.	Mail Handler
	10. Directing traffic.	Mail Handler
	11. Transporting mail to and from platform areas.	Mail Handler
	12. Making dock connection transfers.	Clerk
240-339 Distribution at Stations & Branches	Distribution of mail - The designation of a primary craft can be applied to a detached unit which performs or supports a mail processing operation.	Clerk
549 Sack Examination	1. Examining and segregating empty bags.	Mail Handler
	2. Bundling, sacking, tying and labeling empty mail bags.	Mail Handler

BULK MAIL CENTERS

Primary Craft Designations

In Bulk Mail Centers, where the tasks of transporting empty equipment and mail, as well as other ancillary activities, are an integral part of the distribution function and cannot be separated, the entire operation is a function of the primary craft performing the distribution.

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
Inbound Docks	1.	Unload vehicles.	Mailhandler
	2.	Stage and transport pallets.	Mailhandler
	3.	Dumping hampers	Mailhandler
	4.	Culling	Mailhandler
	5.	Minor on-site <u>parcel</u> repairs	Mailhandler
	6.	Vehicle record keeping	Clerk
	7.	Weigh and acceptance	Clerk
Outbound Docks	1.	Load vehicles	Mailhandler
	2.	Culling	Mailhandler
	3.	Roller table separations	Mailhandler
	4.	Tend missent/malfunction chutes	Mailhandler
	5.	Stage and transport containers	Mailhandler
	6.	Vehicle record keeping	Clerk
Primary Parcel Sorting	1.	Facing and keying	Clerk
	2.	Culling at parcel induction stations.	Clerk
	3.	Minor on-site repairs/bag damage.	Clerk
	4.	Sort foreign mail.	Clerk

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
Primary Parcel Sorting (Continued)	5.	Distribution at roller tables to sacks/containers.	Clerk
	6.	Distribution at missents/malfunction chutes.	Clerk
	7.	Container loader tending	Mailhandler
	8.	Obtaining and moving empty equipment.	Mailhandler
Secondary Parcel Sorting	1.	Facing and keying	Clerk
	2.	Culling for minor on-site repairs.	Clerk
	3.	Distribution of parcels to sacks/containers.	Clerk
	4.	Container loader tending	Mailhandler
	5.	Obtaining and moving empty equipment.	Mailhandler
Sack Sorting, Rewrap IPPs and Non-ZIP Coding	1.	Sack sorting keying.	Mailhandler
	2.	Culling and on-site <u>parcel</u> repairs.	Mailhandler
	3.	Tend missent/malfunction chutes	Mailhandler
	4.	Rewrap	Mailhandler
	5.	ZIP Coding unzipped mail.	Clerk
	6.	Dumping hampers, sacks, etc.	Mailhandler
	7.	Culling of irregular parcels.	Mailhandler
	8.	Sorting of irregular parcels.	Clerk
	9.	Empty equipment handling	Mailhandler
	10.	Transport sacks/containers	Mailhandler
	11.	Sack sorter run out tending	Mailhandler

<u>Operation</u>		<u>Function</u>	<u>Primary Craft</u>
Sack Shakeout, Container Dumping	1.	Sack shakeout	Mailhandler
	2.	Container dumping	Mailhandler
	3.	Culling for non-machinable mail and damaged parcels.	Mailhandler
	4.	Empty sack processing	Mailhandler
Loose in the Mail	1.	Sort, match and record keeping	Clerk
	2.	Collect and transport	Mailhandler
	3.	Culling and trash screening	Mailhandler
NMO	1.	NMO sorting	Mailhandler
	2.	Transporting containers and empty equipment.	Mailhandler
Outgoing SPR Opening and Distribution	1.	Dumping containers, racks, pallets	Mailhandler
	2.	Culling and bundle repair	Mailhandler
	3.	Distribute second- and third-class to sacks and containers.	Clerk
	4.	Empty equipment handling	Mailhandler
	5.	Transport sacks, containers pallets.	Mailhandler