

APWA-37

STAFFING POST OFFICES

Responsibility for Authorizing Positions

The director, local services division, shall establish complements in post offices including supervisory complements at all levels.

Supervisory, Clerical, Vehicle Operations, and Mail Handling Complements

Supervisory Complement

Definition

Supervisory complements consist of all authorized supervisory positions except postmasters, including assistant postmasters, assistant to the postmaster, assistant to the station superintendent, and all supervisory, clerical, specialized, and technical positions in level PFS-6 and above.

Receipt of Request for Changes

Request the postmaster to complete Form 820, Request for Ranking of Position, in duplicate, and to submit an organization chart. Large offices need submit only a chart of the division affected. Form 1994, Employees' Work Schedule, may be used for supervisory schedules. Investigate requests for increases in supervisory complements whenever necessary to determine the need for the position.

Determination Guides

- a. Review organization chart for proper grouping of activities within each division.
- b. Consult Handbook P-1 for requirements.
- c. Compare request with staffs of similar offices. However, the fact that an office is comparable in employees and receipts with standards set out in Handbook P-1 or with another office does not in itself indicate need for like or additional positions.
- d. Consider duties, responsibilities, and post office level in relation to grade and title requested.
- e. Examine proposed duties. Make certain they are supervisory, not clerical. At the time of personal investigation, make certain the employee performs the duties stated on Form 820.
- f. Consider number of employees to be supervised in relation to duties. Overall ratio of regular employees to supervisors increases with the size of office.
- g. Study arrangement of schedules. They should not overlap. Responsibility should not be divided. In mail handling operations, maximum supervision should be provided during peak periods and minimum supervision during light periods.

- h. Consider rearrangement of schedules to provide adequate supervision with present complement.
- i. Consider effect on manpower.
- j. Assistant postmaster position may ordinarily be authorized at post offices having receipts of approximately \$25,000 or more, with a clerical complement of two or more regular clerks, and with city delivery service. However, authorization does not automatically increase the clerical complement.
- k. Assistant to the postmaster, salary level PFS-5, may be authorized only at offices having four or more employees, exclusive of rural carriers, where the postmaster's position is PFS-8 or above. Do not authorize assistant to the postmaster where assistant postmaster is justified or at offices having an assistant postmaster.
- l. Where an assistant postmaster position has been established and the supervisory duties have increased to the extent that the postmaster and the assistant postmaster are overburdened, the next supervisory position to be authorized is that of superintendent of mails. When the position of superintendent of mails is authorized, he will assume direct charge of the mail handling and delivery functions.
- m. Where a superintendent of mails position has been established and the supervisory obligations have increased to the extent that additional supervision is needed, the next position to be authorized is that of foreman. As a general rule, the foreman should report with the carriers in the morning and shall perform such other duties in the mailing division as directed under the general supervision of the superintendent of mails. The position of overall assistant superintendent of mails should be authorized only when the facts clearly demonstrate the need for a supervisory position having the same organizational jurisdiction as the superintendent of mails.
- n. Assistant to the station superintendent, salary level PFS-5, may be authorized at offices where the station or branch superintendent is in level PFS-7 and some assistance is required each day in managing the station where there are five or more regular employees assigned to the station, exclusive of the superintendent, at least two of whom are clerks. The assistant to the superintendent will provide all necessary general assistance to the superintendent, including replacement of the superintendent during all absences, and will perform clerical work regularly when not engaged in supervisory duties. No increase in the total complement of the station will be authorized to provide for the position of assistant to the superintendent. Do not authorize an assistant to the station superintendent where the superintendent is in level PFS-8 or above, except in unusual cases where full-time assistant

is not needed. In most cases, the superintendent at these stations will need full-time assistance in managing the station and the position of assistant superintendent should be provided.

- o. Postal services representative positions, PFS-5 (standard position 2-193) and PFS-6 (standard position 2-194), may be authorized under the following conditions:
- (1) A solidly planned, developed, and organized program of patron relations is being aggressively pursued locally; and approximately 75 percent of a representative's time can be profitably spent on performing the basic functions, duties, and responsibilities outlined in either of the two standard positions.
 - (2) Total receipts of the office are \$1 million or more.
 - (3) The office has a total permit point value of not less than 1000. The permit point value of an office is determined by multiplying the number of permits of each type by the assigned relative weights listed below, and developing a total permit point value.

<u>Type of permit</u>	<u>Relative weight</u>
Second class	5.0
Controlled circulation	4.0
News agents	1.0
Permit imprints	4.0
Precanceled stamps	1.0
Postage meters	3.0
Business reply	0.5

EXAMPLE: Post Office X having 1071 permits distributed as follows:

<u>Type permit</u>	<u>Number</u>	<u>Relative weight</u>	<u>Point value</u>
Second class	20	x 5.0	= 100
Controlled circulation	1	x 4.0	= 4
News agents	0	-	-
Permit imprints	150	x 4.0	= 600
Precanceled stamps	200	x 1.0	= 200
Postage meters	300	x 3.0	= 900
Business reply	400	x 0.5	= 200
Total permit point value			2004

Exception: When post offices meet the program requirements in (1) and approximate but fail to meet the criteria in either (2) or (3), or both, the facts may be

submitted to the Installations Management Division, Bureau of Operations, for further review and final determination. The Regional Director, or his designee, may also submit any other case believed to warrant further consideration due to exceptional or extenuating circumstances.

- (4) The permit point value in (3) is a basic minimum standard to be met in establishing initial postal services representative positions in post offices. It, or any multiple thereof, is not to be used in establishing personnel quotas or complements for postal services representatives in large post offices.
 - (5) The postal services representative will report to and work under the direction of the chief, administrative services, or a subordinate supervisor designated by him, in offices having this position. When a postal services representative is assigned to work out of a station, he will be under the supervision of the station superintendent for administrative matters (hours of work, employee leave, etc.) and under the technical supervision of the chief, administrative services. In other offices the postal services representative will report to and receive direction from the general superintendent or the superintendent of mails or a subordinate supervisor designated by either of these superintendents. In addition, from time to time, the postal services representative may be detailed to other supervisors when performing work in related subjects or areas of operation in which the supervisor has the major interest or concern. This applies to all postal services representative positions regardless of whether they are ranked as individual positions or standard positions.
- p. Generally, do not decrease supervisory complement until a vacancy occurs. Inform postmaster that complement is to be reduced when next vacancy occurs and instruct him to notify Regional Director of vacancy.

.214 Annual Review of Supervisory Positions

- a. During the last fiscal quarter of each year, regional office initiates a management review of all supervisory positions to ascertain whether changes should be made in salary levels to reflect changes in conditions which may have occurred since last review.
- b. During the last fiscal quarter of each year, instruct postmasters of all first-class offices to submit data on Form 1832, Authorized Personnel Complement showing supervisory complement as of the first pay period following the beginning of the fiscal year. Instruct postmaster to include the changes made as a result of the management review.

- c. Obtain from postmaster Form 820 for each supervisor whose duties or status has changed, and organization chart.
- d. Check Form 1832 submitted by postmaster to make certain it agrees with Form 1832 maintained in regional office and amended throughout the fiscal year to reflect changes in supervisory complement.
- e. Retire superseded Forms 820 and file current forms and organization chart.

5 Positions Requiring Authorization or Ranking at Regional or Departmental Level

- a. Review PM 751.43, 757.22, and 757.6 for use of Form 820.
- b. Submit to the Installations Management Division, Bureau of Operations, for approval:
 - (1) All requests for new supervisory positions that are in addition to those previously authorized, including assistant to the postmaster, PFS-5, and assistant to the station superintendent, PFS-5.
 - (2) All requests for new supervisory positions which are in lieu of other positions reverted.
 - (3) All requests for changes in titles of position, with or without changes in principal duties or salary levels.
 - (4) All requests for reranking of positions from PFS-5, or below, to PFS-6, or above.
 - (5) All requests for reranking of positions which in effect create new positions by adding additional duties of higher level work.
- c. It is not necessary to submit to Installations Management Division for approval requests for reranking of positions in PFS-6, or above, with no change in title or principal duties.
- d. Forms 820 must be approved and endorsed by the director, local services division, before being referred to the regional compensation branch or the Compensation Division, Bureau of Personnel, for ranking. When approval of position authorization by Installations Management Division is necessary, the Form 820 shall not be forwarded to the compensation branch for ranking until after such approval has been obtained. Under section 8A of Form 820, add the endorsement: This description properly describes a position considered necessary in this installation.

21 Clerical Complement

21 Definition

All authorized clerical and supervisory positions, except postmaster. Separate complement records are kept of the clerk positions authorized and the supervisory positions authorized, but the stated total clerical complement is always the combined total.

.222 Postmaster's Request for Clerk Position

- a. The chief, organization services branch, shall obtain from all first- and second-class post offices an explanation of need for position, a statement that 8-in-10 hour schedule can be arranged, and a statement that equivalent amount of substitute assistance will be surrendered, except when position is requested because of an increase in the supervisory complement or the inauguration of new service, such as establishment of station or branch or consolidation of offices.
- b. The chief, organization services branch, shall obtain from small first- and all second-class post offices, in addition to information outlined in 362.222a, Form 1994 showing present schedules of regular clerks and substitute assistance used, proposed schedules of regular clerks and proposed substitute assistance if position is authorized, and times of receipts and dispatches of mail and percentage of mail at each receipt and dispatch. Post office hours, window service hours, and source of revenue, i.e., from individual or large mailers, from seasonal or year-round mailers, should also be obtained.
- c. From third-class post offices obtain the same information as outlined in 362.222b and a statement from postmaster that the employee who will be made regular clerk understands that he must perform required service up to 10 hours a day, including necessary service on Saturdays and Sundays.
- d. If doubt exists, or downward trend in business is indicated, investigate postmaster's request. Increased or inefficient use of substitutes may be attributable to improper scheduling of both regular and substitutes, inefficient arrangement of equipment, and weak supervision in units where increase proposed.

.223 Analysis of Postmaster's Request

- a. At large offices, use personal knowledge of office. Analyze manpower reports and, where available, work measurement reports, to determine trend and efficiency of manpower usage, whether sufficient auxiliary hours will remain to maintain the flexibility of scheduling to permit usage of manhours to maximum advantage and whether positions are justified during light periods of the year.
- b. At small first-class and second-class offices, review manpower reports. Compare with office of similar size. Determine permanent need for position; receipts should show a consistent increase from a source likely to continue. Review duties of proposed position; work should be of a character performed under normal conditions. Do not authorize regular positions for seasonal work or work brought on by unusual conditions. Review Form 1994. Note schedules during light and heavy periods of the year.

Determine that substitute assistance is being used daily on an 8-in-10 hour basis for the regular position requested and that the schedule is a service necessity the year round. Ascertain that sufficient auxiliary hours remain to maintain flexibility.

- c. At third-class offices, determine that schedule covers at least 40 hours a week. Compare with office of similar size for manpower usage. Consider same factors as those outlined for small first-class and second-class offices. Review Form 1994. Note clerical schedules in relation to receipt and dispatch of mail. Determine that postmaster is fully employed and that clerk assistance is provided only when actually needed. Clerical schedules need not be arranged on an 8-within-10 hour basis.
- d. Authorize regular annual rate positions only in lieu of 40 hours substitute time weekly on an 8-within-10 hour basis daily, except as provided in 362.222a and c.
- e. Provide necessary manpower by regular annual rate employees wherever practicable to establish 8-in-10 hour tours.
- f. Authorize a regular position only when an eligible person is available to fill it.
- g. Authorize regular positions to cover compensatory time only when advantageous at the large offices.
- h. Authorize regular positions to cover leave replacements only under unusual circumstances, such as in critical labor areas or to reduce the number of temporary employees, and only at the large offices where vacation schedules are practical the year round. When authorizing such positions, use period of minimum absence as basis.
- i. Make necessary reductions in clerical complements when vacancies occur. Exception is made when action will result in a substantial saving in manpower. In such cases, give suitable advance notice of personnel action.

23 Vehicle Operations Complements

231 Establishment

The establishment of a position should be based on service needs and must be fully justified.

232 Staffing Criteria

The following criteria are set forth as a general guide to assist officials in determining appropriate vehicle operations complements:

a. Superintendent of Vehicle Operations or Vehicle Operations Officer Positions

(1) References

See SPDs 5-38, 5-39, 5-40, 5-41, 5-42, and 5-43.

(2) Establishment

A position shall not be established unless at least 75 percent of time is required to perform the duties outlined in the standard position description. NOTE: At small personnel offices, without service requirements for a vehicle operations officer, the responsibility for vehicle operations functions may be assigned to any supervisory position.

b. Chief Dispatcher Positions (Revised, PFS-8)(1) Authorization

This position may be authorized at offices having approximately 400 Government-owned motor vehicles assigned, and at least four or more authorized dispatcher positions of which two or more are on the same tour. At the very largest post offices, a chief dispatcher position may be authorized on each tour on which there are two or more dispatch points and several dispatchers.

(2) Reference

See SPD 5-25.

c. Vehicle Operations Analyst Positions (Revised, PFS-7)(1) Authorization

This position may be authorized where the superintendent of vehicle operations or the vehicle operations officer is ranked at PFS level 8 or higher, and where there is a total of approximately *150 units. Additional positions may be authorized based on each additional 150 units. At offices having approximately 100 units and service requirements for part time dispatching activities, a vehicle operations analyst position may be established to perform required dispatching and vehicle operations analyst duties.

*Units shall be allocated as follows:

- 1 Unit - for each Government-owned motor vehicle assigned to the post office.
- 2 Units - for each regular or career substitute motor vehicle or tractor-trailer operator.

(2) Reference

See SPD 5-20.

d. Dispatcher Positions (New, PFS-7)

- (1) This position may be authorized at a main dispatch point where at least 150 scheduled and nonscheduled vehicle movements per tour are handled by one dispatcher without assistance, or in a central dispatch office which is primarily directing nonscheduled vehicle activities. Telephone or radio are used to fill requests for movement of main. Visual card racks or control peg boards are used.

to plot movement and availability of operators and vehicles.

- (2) One dispatcher, or more, may be assigned to tours in a central dispatch office based on service requirements for each 8 hours of dispatcher duties (as outlined in SPD 5-45) that can be scheduled on 8 within 10 hour tours of duty.

e. Dispatcher Positions (New, PFS-6)

This position may be authorized at offices where the superintendent of vehicle operations is PFS level 3, or higher, and at dispatch points for each 8 hours of dispatcher duties required (as outlined in SPD 5-44) that can be scheduled on an 8 within 10-hour tour of duty. Consideration may also be given to establishing this position where at least 4 or more hours per day of dispatcher duties (as outlined in SPD 5-44) are considered necessary for service reasons and a combination of these duties with other work will provide for an 8 within 10-hour tour of duty.

f. Tractor-Trailer Operator Positions (PFS-5)

(1) Authorization

Initial position to be established whenever tractor-trailer service is authorized at an office. Additional positions may be authorized as necessary to provide regularly required tractor-trailer service. However, tractor-trailer service should be arranged to the extent practicable to provide 8 in 10-hour tours of duty for tractor-trailer operators.

(2) Reference

See SPD 1-7.

g. Motor Vehicle Operator Positions (PFS-4)

(1) Establishment

(a) Motor vehicle operator positions may be established for each 8-in-10-hour tour of driver service required for movement of mail in bulk within a postal area. This will normally be performed in vehicles of greater than 200 cu. ft. capacity.

(b) These positions may also be established for inter-city movement of mail in other than tractor-trailer when Government-owned vehicles are used. (Also see 521.1.)

(c) Initial establishment of motor vehicle operator positions may be limited to offices having service requirements for at least five or more motor vehicle operator positions.

(2) Reference

See KP 10.

h. Office Clerk - Vehicle Operations Positions (New, PFS-4)

(1) Authorization

One position may be authorized for each 200 Government-owned vehicles assigned to a post office.

(2) Reference
See SPD 5-47.

i. Time and Attendance Clerk Positions

(1) Authorization

This position may be authorized at offices having approximately 200 or more motor vehicle and tractor-trailer operators assigned.

(2) Reference
See SPD 1-29.

j. Vehicle Operations - Maintenance Assistant Positions (PFS-5)

(1) Purpose

Assists officials in managing the vehicle operations and maintenance activities at nonpersonnel offices.

(2) Authorization

This position may be authorized at nonpersonnel offices having approximately 15 or more Government-owned vehicles assigned. Will be responsible for both the vehicle operations and maintenance functions.

(3) Reference
See SPD 2-195.

(4) Nonpersonnel Offices Having Less than 15 Government-Owned Vehicles Assigned

(a) Postmaster's Responsibility

At nonpersonnel offices having less than 15 Government-owned vehicles assigned, it is the postmaster's responsibility to designate a supervisor who will be responsible for vehicle operations and maintenance functions.

(b) Part Time Clerical Assistance

This will be authorized when required by service needs.

.24 Mail Handler Complement

241 Definition

All authorized mail handler positions.

.242 Postmaster's Request for Regular Mail Handler Position

Obtain explanation of need for position and statement that authorization will not increase overall manhours.

.243 Analysis

Determine that:

- a. There are sufficient duties of the type described in items (A) to (E) of key position 8, to warrant arrangement of 8-in-10 hour tour. Mail handler position usually can be justified only at large offices.
- b. No clerical duties will be assigned.

.244 Assignment

See key position 8, for duties of mail handlers and standard position 1-33 as to position of group leader, mail handlers. Mail handlers may not be assigned to:

- a. Work involving rating, checking, or recording of mail.
- b. Distribution of mail matter, other than parcel post as follows:

- (1) Incoming Parcel Post

- (a) May sort out a quantity of "outside" parcels addressed to a firm.
- (b) May move bulk quantities of parcels for a firm from the workroom floor to a back platform for delivery to the addressee, provided any necessary recording or taking of receipts is performed by clerks.
- (c) May not make separations according to delivery routes or delivery stations when such sorting is governed by street addresses, even though charts or diagrams are available for consultation.

- (2) Outgoing Parcel Post

- (a) May make separations which require no scheme knowledge and which involve only reading the name of the office or State to which addressed.
- (b) May separate outgoing parcel post into direct separations for cities, separations for States, and into alphabetical groupings of States when the container is plainly labeled to show the alphabetical groups.
- (c) May not make a separation in which certain cities or States are held out, as such "hold-outs", necessitate either a knowledge of the "hold-out" or the consulting of a chart or scheme.

.245 Group Leader, Mail Handlers, Positions

- a. The group leader, mail handlers, position is authorized at post offices to assure proper handling of mail and maximum utilization of mail handlers where intermediate supervision is needed because:
 - (1) The responsible foreman of mails cannot provide direction due to the detached location of the mail handlers group or for other compelling reasons.
 - (2) A knowledge of the work details and dispatch schedules is needed at the work location.
- b. These positions should be filled by promotion of experienced and qualified mail handlers. The full requirements of standard position 1-33(R) (Handbook P-1) must be assigned and met to warrant ranking in salary level PFS-4.
- c. Positions of this type authorized prior to issuance of standard position 1-33 and ranked on an individual basis above PFS-3 are not affected by requirements of c

relating to authorization and promotion as long as incumbents remain in these positions.

- d. Establishment of the position of group leader, mail handlers, does not relieve the foreman or other supervisor of any basic responsibilities for the mail handlers' functions.

.246 Watchman (Mail Handling Areas) Positions

- a. This position is authorized for the limited number of larger post offices having need for the function, the particulars of which are outlined in standard position 2-216 (Handbook P-1).
- b. The position is in the mail handler group. Preference shall be given to physically handicapped employees in that group.
- c. Although the duties are usually outside those of guards in the maintenance service, the maintenance service may be drawn upon for technical assistance in establishing the performance standards and the training program which should be instituted for all incumbents.
- d. Incumbents are eligible for the uniform allowance under PM 722.
- e. The duties are most closely related to the handling and protection of mail, and ordinarily the incumbents will be under the immediate supervision of the mailing floor supervisor of the assignment area.

.25 Authorization and Record of Changes

The chief, organization services branch, shall prepare authorization and record changes as follows:

- a. Prepare Form 1644, Authorization for Changes in Complement, for the signature of the director, local services division.
- b. Show number of positions being authorized or reverted separately by level and title.
- c. Identify unit in which positions are assigned, i.e. "Registry Section," "West End Station," etc.
- d. Specify action as "increase" for addition to existing complement; "new" for newly established complement; and "decrease" for position reverted.
- e. Show increases and decreases on same form when both actions pertain to same specific complement and where space permits.
- f. Amend forms as necessary to identify complement totals properly, as "supervisory," "clerk," or other.
- g. Use "Remarks"--
 - (1) To explain basis for action.
 - (2) To point out that authorization is not authority for increased hours.
 - (3) To indicate whether or not supervisory authorization increases clerical complement (increase requires separate Form 1644).

- (4) For other pertinent statements.
- h. For supervisory changes only--
- (1) Attach Form 820, in duplicate, for ranking. (See PM 751.43.)
 - (2) When position is ranked, send Forms 1644 and 820 to postmaster.
- i. At first- and second-class post offices, brief action and enter complement change on clerk brief sheet Form 1560, Clerk Hire. Adjust complement card Form 1832. See 362.26.
- j. At third-class Post Offices, enter complement change on brief sheet (Form 1371). See 363.115.

Office Records

Form 1560, Clerk Brief Sheet, when properly maintained shows current complements of clerks and mail handlers, provides up-to-date information of actions affecting post office and makes such information available after disposition of papers, and eliminates searching files for information. It is used to:

- a. Enter complement changes in spaces provided, and state briefly the circumstances, i.e., authorization or conversion of supervisory position, or basis for reduction in clerical complement.
- b. Show dates of correspondence and state briefly actions pertinent to operation of office, i.e., actions affecting manpower usage, establishment of additional facilities, or permission to deviate from established procedure.

Form 1832 provides record of supervisory complement changes, shows current complement of supervisors, current total number of employees by categories, and provides comparison with postmaster's record. It is used to:

- a. Enter on the reverse side the date of change and the resultant total number of supervisors in the specific title and level complement. These entries should be permanent.
- b. Adjust on the face of the form the specific complement changed, the total number of employees, and show date. These entries may be made in pencil and erased to facilitate entering later changes.

Item 087-G, Clerk Hire for Third-Class Post Offices, shows whether regular clerk has been authorized, provides up-to-date information of pertinent actions without searching file. It is used to:

- a. Enter regular position authorized, date of action, and brief statement of basis.
- b. Show on reverse side dates of correspondence and state briefly actions affecting operation of office.

362.3 City Carrier Complements.31 Regular Carrier Positions

The delivery services branch shall--

- a. Authorize a regular carrier position only if an auxiliary route requires 8 hours daily and there is no under time on the present regular route.
- b. Use Form 1644, Authorization for Changes in Complement. Include on Form 1644:
 - (1) Number of positions being authorized or reverted separately by level and title.
 - (2) Titles and PFS levels for new or additional positions as well as for positions to be reverted.
 - (3) Type of service under which positions are assigned, i.e., parcel post, collection service, etc.
 - (4) Action such as increase for addition to existing complement, new for newly established complement, and decrease when position is reverted.
 - (5) Increases and decreases on same form when both actions pertain to the same specific complement.
 - (6) Complement totals such as carrier or special delivery messenger.
 - (7) Explanation in remarks for basis of action pointing out that authorization is not authority for increased hours, identifying number of auxiliary route converted to regular, or any other statement that is pertinent to the case.
- c. Enter change on Form 1817, City Delivery Complement as follows:
 - (1) Complement changes in spaces provided, and include a brief statement of circumstances as a basis for a reduction, or indicate the number of the auxiliary route converted to regular.
 - (2) A very brief statement of important actions occurring and provide a date of this correspondence.
Population and area mileage figures recorded on this form as this information is received, and up-to-date complement status, eliminate the need to search original files.
- d. Adjust Form 1832.

.32 Utility Carrier

The delivery services branch shall--

- a. Authorize these positions on the basis of one for each five regular positions, taking into consideration that two- or three-trip routes provide only one delivery on Saturdays.
- b. Prepare Form 1644 as outlined in 362.31b.
- c. Enter change on Form 1817 as outlined in 362.31c.
- d. Adjust Form 1832.

Regular Carrier for Leave Replacement

The delivery services branch shall--

- a. Authorize regular carrier for replacement on annual, sick, without pay, or other leave only at larger post offices where full-time schedule is assured during periods of minimum absences.
- b. Prepare Form 1644 as outlined in 362.31b.
- c. Enter change on Form 1817 as outlined in 362.31c.
- d. Adjust Form 1832.

Substitute Carriers

The delivery services branch shall observe the following:

- a. Career substitute quota should be no greater than one for each five regular positions or fractions thereof. Where there are no career regulars, two career substitutes may be authorized.
- b. Authorize employment of temporary substitutes only when needed to augment career substitute force.
- c. In emergencies, where it is not possible to get adequate temporaries, reputable people in the community such as school teachers, students, policemen, firemen, and other municipal employees may be employed as temporary carriers.

6.2.4 Maintenance Force--Mail Processing Mechanical Positions
(See also Part 632)

The chief, plant maintenance branch, and the chief, organization services branch, shall consider the following items when allocating standard positions 6-62, 6-63, 6-64 and 6-65:

- a. The position of oiler is for use where cleaning and lubrication routes of machinery can be arranged for full-time assignment. Mechanic-helper SP 6-1 may be applied when it permits more advantageous arrangement of employee schedules.
- b. Tour foremen of mechanics will provide on-the-job supervision and will participate as necessary in the actual performance of the work. They will have knowledge of trouble-shooting procedures and of complex maintenance equal or superior to that of the SP 6-64 mechanic.
- c. In general, repair work on mail-processing machinery and systems shall be performed by PFS level 5 mechanics (SP 6-63). The level 6 mechanics (SP 6-64) shall perform the more difficult trouble-shooting and testing in complex equipment and circuits as described. They will be allocated only to those tours where there is a positive need for these services to avoid and minimize interruptions to mail processing services and the skill and knowledge of maintenance supervisors is not readily available.