

ASM 532.22 states that:

"Approved modifications are installed on field equipment by USPS personnel when feasible<sup>1</sup>. When personnel<sup>2</sup>, time<sup>3</sup>, special equipment, or cost limitations<sup>4</sup> preclude using USPS personnel, contract services may be used. The determining office must develop the proper documentation justifying the footnoted elements.

The union should be notified when considering subcontracting out modifications pursuant to the ASM language. The procedure for notifying the union at the national level is as follows:

1. The originating national office would notify Labor Relations, headquarters, in advance of awarding a contract, who would then notify the union at the national level.
2. There may be situations where a national contract is awarded for the purchase of modification kits on a particular piece of equipment. However, the responsibility for installation of the modification kits is delegated to the local office(s). In this scenario, the local office will make a decision to use Postal personnel to perform the work or subcontract out the work in accordance with the ASM, section 532.22 and Article 32.1.A of the collective bargaining agreement.

Example:

- The Postal Service notified the national union (July 26, 1999) concerning a manual mail modification kit for the Multi-line Optical Character Reader (ML/OCR).
- This notification advised the union a contract was awarded for the purchase of these kits, but not installation.
- Therefore, modifications to the equipment at the local level would have to be performed in accordance with the criteria established in the ASM, section 532.22 and Article 32.1.A of the collective bargaining agreement.

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<sup>1</sup> Example: When the contract states the equipment is to be supplied and installed by the vendor, it is not considered feasible for postal employees to perform the work.

<sup>2</sup> When employees do not have the qualifications to perform the work or there is not enough qualified employees.

<sup>3</sup> The project is such that the work must be done in a compressed timeframe.

<sup>4</sup> A cost analysis must be performed when making a determination as to whether it is more cost effective to contract out the work.