

ATTACHMENT B

1. Separation is defined as sorting mail by any means other than address or ZIP Code information, such as by: type, class, category, size, weight, or container for both internal and external dispatch. Examples of separation are culling, separating collection mail, separating metered letters, flats and SPRs, separating pouches and sacks, etc.
2. Simple distribution is distribution based on ZIP Code requiring no-scheme knowledge. This type of distribution can be performed by either clerks or mail handlers. This applies only to the very large offices (MOD I). *was the cut*
3. General distribution is distribution based mainly on ZIP Code but requiring general knowledge of the National Mail Distribution Network and specific knowledge of a limited number of arbitrary memory assignments. Examples are: SIP Cities, Special Delivery, Postage Due or Short Paid Mail, Mixed, Incomplete Address, Uncanceled, Return to Sender, etc. This type of distribution can be performed without scheme training or scheme knowledge. This applies to large offices (MOD I and II).
4. Scheme distribution is distribution requiring scheme training and/or scheme knowledge for which the employee is held accountable through periodic examination. This distribution can be performed only by clerks. This applies to all *offices*

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3. General distribution is distribution based mainly on ZIP Code but requiring general knowledge of the National Mail Distribution Network and specific knowledge of a limited number of arbitrary memory assignments. Examples are: SIP Cities, Special Delivery, Postage Due or Short Paid Mail, Mixed, Incomplete Address, Uncanceled, Return to Sender, etc. This type of distribution can be performed without scheme training or scheme knowledge but the present entry examination for mail handlers limit their usefulness in this type operation since it focuses on physical rather than mental skills. This applies to larger offices (MOD I and II).
4. Scheme distribution is distribution requiring scheme training and/or scheme knowledge for which the employee is held accountable through periodic examination. This distribution can be performed only by clerks. This applies to all offices.