



# American Postal Workers Union, AFL-CIO

817 14TH STREET, N. W., WASHINGTON, D. C. 20005

December 3, 1975

Mr. Bernard Cushman  
Attorney At Law  
1000 Connecticut Avenue, N.W.  
Washington, D. C.

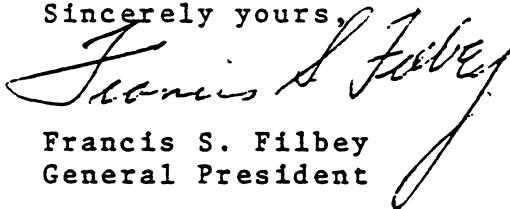
Dear Mr. Cushman:

Enclosed are copies of the American Postal Workers Union's jurisdictional claims for submission to the Committee on Jurisdiction. Copies are furnished for each of the other Postal Unions and for your office.

As General President of the American Postal Workers Union, I designate: Francis Filbey, Emmet Andrews, John Morgen, Monroe Crable, Chester Parrish and Michael Cullen, or their designees, to serve as representatives to serve on the Standing Committee.

I am also enclosing a copy of my transmittal letter of the same material to Mr. Gildea as I wish to call your attention to the comments concerning the possible improper excessing of Clerk Craft employees in some offices.

Sincerely yours,



Francis S. Filbey  
General President

Encl.  
FSF/dt



# American Postal Workers Union, APWU-CIO

817 14TH STREET, N. W., WASHINGTON, D. C. 20005

December 3, 1975

Mr. James C. Gildea  
Assistant Postmaster General  
Labor Relations Department  
U.S. Postal Service  
Washington, D. C.

Dear Mr. Gildea:

Enclosed are copies of the present jurisdictional claims of the American Postal Workers Union as provided for in the Memorandum of Understanding, incorporated in the 1975-1978 National Agreement.

Representatives of the American Postal Workers Union who are designated as members of the Standing Committee on Jurisdiction are: Francis Filbey, Emmet Andrews, John Morgen, Monroe Crable, Chester Parrish and Michael Cullen, or their designees.

We have particular concern about the possibility of premature excessing of Clerk Craft employees in offices where there is a significant dispute between the American Postal Workers Union, Clerk Craft Division, and the Mail Handlers Division of the Laborer's International, because of recent experience in a large office. In that particular office, the postmaster made the decision to assign work to Mail Handlers which had historically been performed by members of the Clerk Craft. The action was taken as a result of pressure by the Mail Handler Craft in an attempt to avoid the excessing of some 37 Mail Handlers to bulk mail centers. Only strenuous last-minute intervention by our National Vice President and the cooperation of one of your management officials prevented this occurrence.

I am sure that you share with me the desire that no such excessing occur improperly during the period where we are discussing and hopefully settling disputed jurisdictional claims in the Joint Committee on Jurisdiction.

For that reason, I would appreciate it if arrangements could be made for my office to be advised at National level whenever it is contemplated that Clerk Craft employees be surplussed from any of the offices listed in Addendum 1 of our jurisdictional submission.

Such action would permit me to determine on an individual office basis if there is significant jurisdictional dispute at the time such excessing is proposed.

Sincerely yours,

Francis S. Filbey  
General President

Encl.  
FSF/dt

## SECTION I

This submission constitutes the present jurisdictional claim of the American Postal Workers Union as provided for in the Memorandum of Understanding between the United States Postal Service and the four Postal Unions, incorporated in the 1975-1978 Agreement. This submission of the American Postal Workers Union is divided into three Sections, each presenting our jurisdictional claim for work performed by craft members of other unions. The first Section represents the American Postal Workers Union's claim for work now being performed by members of the Mail Handler Craft. Attached as Addendum 1 is a list of post offices now employing one or more mail handler employees. This list was compiled by the United States Postal Service for the pay period ending September 12, 1975, and we assume that it remains essentially complete.

Excluding mail bag depositories, mail bag units, mail equipment shops, label printing units and bulk mail centers, there are approximately 600 post offices where Mail Handlers are currently assigned.

Accordingly, the American Postal Workers Union, Clerk Craft Division lays claim to all duties connected with mail processing in offices other than those listed in Addendum 1. This claim includes all internal mail handling operations within the confines of each post office with the exception of those specific duties which are now or hereafter agreed as clearly within the jurisdictional scope of the Rural Letter Carrier or Letter Carrier Crafts. It is not to be assumed that the American Postal Workers Union waives jurisdictional claim to work performed by members of those two crafts in offices not listed in Addendum 1, but such claim will be filed in a separate section of this submission.

The present Mail Handler Craft evolved largely from the original position of Post Office Laborer and its membership has expanded rapidly over the past thirty or forty years because of the increase in the number of large offices. The claim of the American Postal Workers Union, Clerk Craft Division, to Clerk Craft jurisdictional rights in all offices not presently employing Mail Handlers is based on past and present practice.

Essentially, work which may be performed by Mail Handlers is work which is incidental to Clerk Craft duty assignments in all post offices. In the smaller offices, those not included in the attached list, the work is of casual and intermittent nature. In the smaller offices, duties such as loading and unloading, culling, loading ledges, sweeping cases, and transporting mail internally within the facility represent only a small portion of the Clerk Craft daily activities. Thus it has been impractical for the Postal Service to establish Mail Handler positions when the work herein described was of incidental nature to Clerk Craft assignments and was intermittent to the extent that the assignment of a full-time regular Mail Handler was uneconomical because it was impossible to provide a sustained eight hour Mail Handler assignment within either nine or ten hours.

The American Postal Workers Union, Clerk Craft Division, recognizes that there will be in the future offices not now appearing in Addendum 1 which will grow to the extent that the incidental duties already discussed may later justify the employment of one or more Mail Handlers. Yet the entire trend of centralized distribution responsibility, as introduced by management in this Postal

administration, indicates that few if any of the offices not now included on the list will qualify in the near term future for Mail Handler positions. The concentration of state first class distribution in designated offices within each state, the concentration of circular distribution in designated offices within each state, the massive implementation of area mail processing and the bulk mail center network are clear indications of the intent of Postal management to centralize the distribution function to the maximum extent practical. Considering also the strong possibility that associate office incoming distribution may subsequently be centralized at sectional center offices, the American Postal Workers Union, Clerk Craft Division, restates its jurisdictional claim for all work not specifically delegated to the Rural Letter Carrier or Letter Carrier Crafts in all offices excluded from Addendum I as falling within the scope of duty assignments of the Clerk Craft Division.

The second attachment in this section of the claim of the American Postal Workers Union, Clerk Craft Division, is Addendum II which includes most of the mail processing activities in larger post offices. We have chosen to identify these various work centers or operations by the Work Load Recording System operation numbers since the implementation of the MOD system is, to our knowledge, not yet complete and we are uncertain as to the eventual three-digit code which will be given to these several operations under the new recording system.

Addendum II is broken down into separate operations and describes the nature of the basic operation and lists the significant duty assignments within each operation.

There are two columns beside each individual entry, the first of which indicates the craft jurisdiction which the American Postal Workers Union, Clerk Craft Division, believes to be proper. The notation C represents a claim for total Clerk Craft jurisdiction. The notation J indicates that the American Postal Workers Union, Clerk Craft Division, recognizes that this work may be assigned jointly to the Clerk Craft or the Mail Handler Craft dependent on whether the office has a sufficient volume of such work to warrant the assignment of one or more full-time regular Mail Handler employees in the larger offices, sectional center offices, state distribution centers and other mail processing or customer service facilities.

The second column indicates work which the American Postal Workers Union, Clerk Craft Division, believes has been improperly awarded to Mail Handler employees. These duties are identified by an X in the second column.

The American Postal Workers Union recognizes that the recent mail volume decline and the partially completed implementation of the bulk mail system have created surplus employees in a number of offices. There have been surplus employees identified in both the Clerk and Mail Handler Crafts in many offices.

Because of these conditions, a significant number of Mail Handler employees are today being assigned duties which have historically been duties within the scope of the Clerk Craft.

With the exception of the work, "occasional simple distribution of parcel post", there is no duty assignment within the Mail Handler position description which justifies the assignment of Mail Handlers to single piece distribution in any post office.

The term "single piece", as used by the American Postal Workers Union in this submission, refers to the case, rack, hamper or container distribution or separation of any single piece of mail or a bundle of single pieces of mail. Historically, such single piece distribution has been performed by members of the Clerk Craft and it is the claim of the American Postal Workers Union that they can justify total jurisdictional claim to all distribution and separation processes.

Essentially, the duties of the Mail Handler Craft, KP Position 8, are limited to loading and unloading of bulk quantities of mail where destination dispatch is not involved, the transportation of mail within a facility, the hanging and pulling of sacks and pouches, loading of ledges, sweeping of cases and the performance of similar duties which are in effect allied labor which supports the basic Clerk Craft function. When and only when these duties are of sufficient volume to justify a sustained eight hour assignment of a full-time regular should they be assigned to the Mail Handler Craft. Thus in our Addendum II, we have recognized no work which is solely Mail Handler Craft.

Even in the case of "occasional simple distribution of parcel post", there has been a significant change in the impact of the meaning of this term with the implementation of the bulk mail network. Both the outgoing parcel post distribution system, representing that parcel distribution remaining at the individual offices or sectional centers and the platform operation have become more complicated with the implementation of the bulk mail network.



Individual offices, particularly sectional centers, are now authorized to "hold out" parcel post for a selected area which affords the opportunity for earlier delivery. Generally this area consists of the associate offices within the sectional center and the associate offices within the area of contiguous sectional centers. This requires knowledge of the state scheme for the home state and frequently an adjacent state. In some cases the number of offices for which parcel post is withheld and not sent to the bulk mail center for distribution amounts to several hundred. Such distribution of parcel post is not simple and requires knowledge. Therefore the American Postal Workers Union, Clerk Craft Division, believes that it is no longer possible for Mail Handler employees to perform any distribution of parcel post since there is no longer any simple distribution.

Similarly, the work on platforms has become complicated not only because of the implementation of the bulk mail center network but because of the recent combination of surface and airmail.

The makeup of mail which can be sent to the bulk mail centers has changed because of the high incidence of "outsides". Formerly the term "outside" was applied only to those parcels which were either too large for a sack, too heavy for sacking, too bulky or of an extremely fragile nature. The mechanization at the bulk mail centers is such that many other types of mail cannot be processed through the parcel sorting equipment. Mail which is extremely light or small parcels and rolls are typical of mail which is not suitable for bulk mail center processing. This necessary selectivity of mail destined for bulk mail centers requires knowledge as

to the proper distribution point when mail is being separated on platforms, particularly at sectional centers. In the case of the combination of air and surface letter mail, dispatches have changed significantly and do change frequently throughout a 24 hour period. In the past, mail was usually dispatched regularly either by air or by surface transportation, but under the revised system the dispatch varies between surface or air dependent on the time of day. This requires dispatch knowledge which is found only in the Clerk Craft and perhaps more specifically in the position of Mail Expediter.

This submission is not intended to be all inclusive in representing the total jurisdictional claims of the American Postal Workers Union, Clerk Craft Division, since there is much clerk craft work now assigned solely to Clerk Craft employees. We refer to the many clerical positions found in the support area in post offices, the window service activities, the centralized markup activities and incidental work such as the handling of mailgrams and records of various types.

The American Postal Workers Union, Maintenance Craft Division, claims jurisdiction for the operation of all elevators in post offices and for the maintenance work on all Mark II Facer-Canceller machines. Mail Handler employees are performing these duties in a number of post offices.

The American Postal Workers Union, Motor Vehicle Craft Division, lays claim to the assignment of transporting bulk mail between stations, branches, airports and mail processing facilities. In some instances mail handler employees are now doing this work. Mail Handler employees are also being improperly used to fuel and wash trucks, a function of a Garageman, KP-9.

The Postal Service is presently engaged in the implementation of a program designed to eliminate or reduce the use of facing slips for tying out packages of letter and flat mail.

The system being installed utilizes different colored adhesive discs with alphabetical or numerical designations which identify the package as one of several categories such as firm direct, three digit zip code, direct package, state working package, etc.

The use of these devices means that the distribution clerk, being familiar with the make-up of mail which he has cased, must necessarily perform the tieout of letter or flat cases.

Although Addendum 2 may on occasion refer to tying out mail as a joint occupation of the Clerk and Mail Handler Crafts, dependent on the volume of such work, the American Postal Workers Union now adds an additional claim to all tying out of mail from letter or flat cases with the implementation of this program. This paragraph thus becomes a modification of Addendum 2.

## SECTION 2

The American Postal Workers Union also lays claim to the following duties which are now being performed in some offices by Letter Carrier Craft employees: (1) Centralized markup of mail. (2) Case distribution of incoming letter and flat mail. (3) The regular operation of motor vehicle runs handling bulk mail and involving transportation between stations, branches, airports and mail processing facilities. (4) The fueling and washing of trucks. (5) The delivery of special delivery mail, in offices now having Special Delivery Messengers assigned and also those offices with sufficient volume to justify the assignment of one or more Special Delivery Messengers. (6) Collection and relay service as provided in Public Law 68 for the Motor Vehicle Operator Craft.

## SECTION 3

The American Postal Workers Union further claims total jurisdiction of all mail processing activities in the smaller offices, as stated earlier in this submission. Some of these duties are being performed by employees of the Rural Letter Carrier Craft.

P.O. CITY NAME	ST.	ZIP CODE
ANNISTON	AL	36201
BIRMINGHAM	AL	35203
DECATUR	AL	35601
MOBILE	AL	36601
MONTGOMERY	AL	36104
ANCHORAGE	AK	99502
GLENDALE	AZ	85301
MESA	AZ	85201
NOGALES	AZ	85621
PHOENIX	AZ	85026
SCOTTSDALE	AZ	85251
TEMPE	AZ	85281
TUCSON	AZ	85726
BATESVILLE	AR	72501
CAMDEN	AR	71701
FAYETTEVILLE	AR	72701
FORT SMITH	AR	72901
HARRISON	AR	72601
HOT SPRINGS NAT. PK.	AR	71901
JONESBORO	AR	72401
LITTLE ROCK	AR	72201
NORTH LITTLE ROCK	AR	72114
PINE BLUFF	AR	71601
RUSSSELLVILLE	AR	72801
ALAMOGA	CA	94501
ALHAMBRA	CA	91802
ARTISTIA	CA	90701
BAKERSFIELD	CA	93302
BERKELEY	CA	94704
BEVERLY HILLS	CA	90213
BURBANK	CA	91503
CHICO	CA	95926
CHULA VISTA	CA	92010
DOWNEY	CA	90241
EL CAJON	CA	92020
SUNNYVALE	CA	95301
FRESNO	CA	93721
FULLERTON	CA	92631
GLENDALE	CA	91209
HAYWARD	CA	94541
INGLEWOOD	CA	90306
LAKELAND	CA	90717
LONG BEACH	CA	90801
LOS ANGELES	CA	90052
MARYSVILLE	CA	95901
MODESTO	CA	95350
NORTH HOLLYWOOD	CA	91603
OAKLAND	CA	94615
PACIFICA	CA	94044
PALM SPRINGS	CA	92262
PALO ALTO	CA	94302
PASADENA	CA	91109
REDONDO BEACH	CA	90277

REPORT AS OF PP 19-75 DURING 9/12/75

P.O. CITY NAME	ST.	ZIP CODE
RICHMOND	CA	94802
RIVERSIDE	CA	92502
SACRAMENTO	CA	95813
SALINAS	CA	93901
SAN BERNARDINO	CA	92403
SAN DIEGO	CA	92110
SAN FERNANDO	CA	91340
SAN FRANCISCO	CA	94119
SAN JOSE	CA	95125
SAN MATEO	CA	94402
SAN RAFAEL	CA	94901
SANTA ANA	CA	92711
SANTA BARBARA	CA	93102
SANTA MONICA	CA	90406
SANTA ROSA	CA	95402
SOUTH GATE	CA	90280
STOCKTON	CA	95204
VALLEJO	CA	94590
VAN NUYS	CA	91408
VENTURA	CA	93001
WHITTIER	CA	90605
LOS ANGELES MERD	CA	90052
LABL PRINTING UNIT	CA	94101
OAKLAND MERD	CA	94605
BOULDER	CO	80301
COLORADO SPRINGS	CO	80901
BMC DENVER	CO	80052
DENVER	CO	80202
FORT COLLINS	CO	80521
LITTLETON	CO	80120
LONGMONT	CO	80501
PUEBLO	CO	81003
MAIL BAG DEP DENVER	CO	80214
BRIDGEPORT	CT	06602
GREENWICH	CT	06830
HARTFORD	CT	06101
MERIDEN	CT	06450
NEW BRITAIN	CT	06050
NEW HAVEN	CT	06510
NEW LONDON	CT	06320
STAMFORD	CT	06904
WATERBURY	CT	06701
DEVER	DE	19701
NEW CASTLE	DE	19720
WILMINGTON	DE	19899
WASHINGTON	DC	20013
MAIL EQUIP SH WASH	DC	20260
WASH DC MA BG UNIT	DC	20260
BRADENTON	FL	33505
CLEARWATER	FL	33515
DAYTONA BEACH	FL	32015
FORT LAUDERDALE	FL	33310

P.O. CITY NAME	ST.	ZIP CODE
FORT MYERS	FL	33902
GAINESVILLE	FL	32601
HIALTHAM	FL	33010
HOLLYWOOD	FL	33022
JACKSONVILLE	FL	32201
BMC JACKSONVILLE OP	FL	32099
LAKE LAND	FL	33802
MELBOURNE	FL	32901
MIAMI	FL	33101
ORLANDO	FL	32902
PANAMA CITY	FL	32401
PENSACOLA	FL	32502
POMPANO BEACH	FL	33060
SAINT PETERSBURG	FL	33730
SARASOTA	FL	33578
TALLAHASSEE	FL	32302
TAMPA	FL	33602
WEST PALM BEACH	FL	33401
ALBANY	GA	31702
BMC ATL	GA	30369
ATLANTA	GA	30304
AUGUSTA	GA	30901
COLUMBUS	GA	31902
GAINESVILLE	GA	30501
MACON	GA	31201
NEWNAN	GA	30263
SAVANNAH	GA	31401
MAIL BAG FAC ATLANTA	GA	30044
AGANA GUAM		96910
HONOLULU	HI	96813
BOISE	ID	83707
IDAHO FALLS	ID	83401
POCATELLO	ID	83201
AME QUARE	IL	60666
ALTON	IL	62002
ARLINGTON HEIGHTS	IL	60004
AURORA	IL	60507
BELLEVILLE	IL	62220
BENSENVILLE	IL	60106
BERWYN	IL	60402
BLOOMINGTON	IL	61701
BLUE ISLAND	IL	60406
CHAMPAIGN	IL	61820
BMC CHICAGO OP	IL	60130
CHICAGO	IL	60607
ND SUBURBAN FACILITY	IL	60199
SD SUBURBAN FACILITY	IL	60499
DECATUR	IL	62521
DES PLAINES	IL	60016
DOWNERS GROVE	IL	60515
EAST ST LOUIS	IL	62201
ELGIN	IL	60120
EVANSTON	IL	60204

REPORT AS OF PD 19-75 ENDING 9/12/75

PO, CITY NAME	ST.	ZIP CODE
FOREST PARK	IL	60130
GLENN ELLYN	IL	60137
HARVEY	IL	60426
HIGHLAND PARK	IL	60035
HINGSDALE	IL	60521
JOLIET	IL	60431
LA GRANGE	IL	60525
MAYWOOD	IL	60153
MELROSE PARK	IL	60160
NAPERVILLE	IL	60540
NORTHBROOK	IL	60062
ROSELAWN	IL	60454
OAK PARK	IL	60301
PEORIA	IL	61601
QUINCY	IL	62301
ROCKFORD	IL	61125
ROCK ISLAND	IL	61201
ROSELLE	IL	60172
SKOKIE	IL	60076
SPRINGFIELD	IL	62703
WAJKEGAN	IL	60085
WHEATON	IL	60187
WORTH	IL	60482
CHICAGO MAIL BAG CLP	IL	60609
LABEL PRINTING UNIT	IL	60609
BLOOMINGTON	IN	47401
COLUMBUS	IN	47201
EVANSVILLE	IN	47708
FORT WAYNE	IN	46802
GARY	IN	46401
HAMMOND	IN	46320
INDIANAPOLIS	IN	46206
KOKOMO	IN	46901
LAFAYETTE	IN	47901
MUNCIE	IN	47302
SOUTH BEND	IN	46824
TERRE HAUTE	IN	47808
BURLINGTON	IA	52601
CEDAR RAPIDS	IA	52401
COUNCIL BLUFFS	IA	51501
DAVENPORT	IA	52801
DESBLOINES	IA	50318
DUBUQUE	IA	52001
FORT DODGE	IA	50501
IOWA CITY	IA	52240
MASON CITY	IA	50401
OTTUMWA	IA	52501
ST LOUIS CITY	IA	51101
WATERLOO	IA	50701
KANSAS CITY	KS	66110
BMC KC DP	KS	66106
LAWRENCE	KS	66044
WEST AREA SPLY CTR	KS	66619



POST OFFICES WITH ONE OR MORE MAIL HANDLERS PAGE 003  
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P.O. CITY NAME	ST.	ZIP CODE
SHAWNEE MISSION	KS	66202
TOPEKA	KS	66603
WICHITA	KS	67202
COVINGTON	KY	41011
LEXINGTON	KY	40507
LOUISVILLE	KY	40201
PADUCAH	KY	42001
ALEXANDRIA	LA	71301
BATON ROUGE	LA	70821
GRETN	LA	70053
LAFAYETTE	LA	70501
METairie	LA	70004
NEW ORLEANS	LA	70113
SHREVEPORT	LA	71102
AUGUSTA	ME	04330
BANGOR	ME	04401
PORTLAND	ME	04101
ANNAPOLIS	MD	21401
BALTIMORE	MD	21233
CUMBERLAND	MD	21502
EASTON	MD	21501
FORT GEORGE G MEADE	MD	20755
FREDERICK	MD	21701
GAITHERSBURG	MD	20760
GLEN BURNIE	MD	21061
PRITCH GEORGES FAC	MD	20890
RMC PP GEO WASH CP	MD	20890
ROCKVILLE	MD	20850
SALISBURY	MD	21801
SILVER SPRING	MD	20907
AIRMAIL FACIL BOSTON	MA	02109
AMHERST	MA	01002
BOSTON	MA	02109
BEDFORD	MA	02401
BUZZARDS BAY	MA	02532
CHICOPPE	MA	01020
FALL RIVER	MA	02722
FRAMINGHAM	MA	01701
HOLYOKE	MA	01040
HYANNIS	MA	02601
LAWRENCE	MA	01842
LOWELL	MA	01853
LYNN	MA	01901
NEW BEDFORD	MA	02741
PITTSFIELD	MA	01201
SPRINGFIELD	MA	01101
BMC SPRINGFIELD	MA	01101
WORUM	MA	01801
WORCESTER	MA	01601
MAIL BAG BOSTON	MA	02101
ANN ARBOR	MI	48106
BATTLE CREEK	MI	49016
BENTON HARBOR	MI	49022

REPORT AS OF PP 10-75 ENDING 9/12/75

P.O. CITY NAME	ST.	ZIP CODE
BIRMINGHAM	MI	48012
BLOOMFIELDHILLS	MI	48013
DEARBORN	MI	48120
DETROIT	MI	48233
FARMINGTON	MI	48024
FLINT	MI	48502
GAYLORD	MI	49735
GRAND RAPIDS	MI	49501
INKSTER	MI	48141
JACKSON	MI	49201
KALAMAZOO	MI	49001
LANSING	MI	48924
LIVONIA	MI	48150
MIDLAND	MI	48640
MOUNT CLEMENS	MI	48043
MUSKOGON	MI	49440
PONTIAC	MI	48053
ROCHASTER	MI	48063
ROMULUS	MI	48174
ROYAL OAK	MI	48067
SAGINAW	MI	48605
SOUTHFIELD	MI	48075
ST CLAIR SHORES	MI	48083
TRAVERSE CITY	MI	49684
TROY	MI	48084
WARREN	MI	48089
WAYNE	MI	48184
DULUTH	MN	55806
MANKATO	MN	56001
MINNEAPOLIS	MN	55401
BMC MINN AP	MN	55121
SAINTE CLOUD	MN	56301
SAINTE PAUL	MN	55101
ST PAUL MAIL BAG DEP	MN	55104
BILLOXI	MS	39530
COLUMBUS	MS	39701
GREENVILLE	MS	38701
GREENWOOD	MS	38930
GULFPORT	MS	39501
JACKSON	MS	39205
LAUREL	MS	39440
MERIDIAN	MS	39301
TUPELO	MS	38801
COLUMBIA	MO	65201
INDEPENDENCE	MO	64050
JEFFERSON CITY	MO	65101
JOPLIN	MO	64801
KANSAS CITY	MO	64108
COLLA	MO	65401
SAINTE CHARLES	MO	63301
SAINTE JOSEPH	MO	64501
SAINTE LOUIS	MO	63155
SPRINGFIELD	MO	65801

POST OFFICES WITH ONE OR MORE MAIL HANDLERS  
 REPORT AS OF PP 19-75 ENDING 9/12/75

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P.O. CITY NAME	ST.	ZIP CODE
ST L MAIL BAG DEP	MO	63166
BILLINGS	MT	59101
BUTTE	MT	59701
GREAT FALLS	MT	59401
HELENA	MT	59601
MISSOULA	MT	59801
LINCOLN	NE	68501
NORTH PLATTE	NE	69101
OMAHA	NE	68108
LAS VEGAS	NV	89114
RFNJ	NV	89501
CONCORD	NH	03301
MANCHESTER	NH	03101
NASHUA	NH	03060
PORTSMOUTH	NH	03801
ASBURY PARK	NJ	07712
ATLANTIC CITY	NJ	08401
ELYONNE	NJ	07002
BLOOMFIELD	NJ	07003
BONTON	NJ	07005
CALDWELL	NJ	07006
CAMDEN	NJ	08101
CHERRY HILL	NJ	08003
CLEMENTON	NJ	08021
CLIFTON	NJ	07015
DOVER	NJ	07801
EAST ORANGE	NJ	07019
ELIZABETH	NJ	07207
ENGLEWOOD	NJ	07631
FORT LEE	NJ	07024
HACKENSACK	NJ	07602
HIGHTSTOWN	NJ	08520
HURICKEN	NJ	07030
BMC JER CITY NY DP	NJ	07097
JERSEY CITY	NJ	07303
KEARNY	NJ	07032
LAKESWOOD	NJ	08701
LINDEN	NJ	07036
LIVINGSTON	NJ	07039
MONTCLAIR	NJ	07042
MORRISTOWN	NJ	08057
MORRISTOWN	NJ	07960
NEWARK	NJ	07102
NEW BRUNSWICK	NJ	08901
NORTH BERGEN	NJ	07047
Meadows Facility	NJ	07099
ORANGE	NJ	07050
PARMUS	NJ	07652
PARTRISSANY	NJ	07054
PASSAIC	NJ	07055
PATERSON	NJ	07510
PERTH AMBOY	NJ	08861
PLAINFIELD	NJ	07061

P.O. CITY NAME	ST.	ZIP CODE
PRINCETON	NJ	08540
RED BANK	NJ	07701
EASTERN AREA SUP CTR	NJ	08877
RIDGEFIELD	NJ	07057
RIDGEWOOD	NJ	07451
RUTHERFORD	NJ	07070
SOMERVILLE	NJ	08876
SO JERSEY SHF	NJ	08099
SUMMIT	NJ	07901
TEANECK	NJ	07666
TOMS RIVER	NJ	08753
TRENTON	NJ	08603
UNION	NJ	07083
UNION CITY	NJ	07087
WAYNE	NJ	07470
WESTFIELD	NJ	07090
WEST NEW YORK	NJ	07093
WILLINGBORO	NJ	08046
WOODBURY	NJ	08096
MUNICIPALITY OF EDGEWATER	NJ	07020
ALBUQUERQUE	NM	87106
LAS CRUCES	NM	88001
SANTA FE	NM	87501
ALBANY	NY	12207
AME-JFK NY NY	NY	11060
ZUGURN	NY	13021
BOY SHORE	NY	11706
BINGHAMTON	NY	13902
BRONX	NY	10451
BROOKLYN	NY	11201
BUFFALO	NY	14240
ELIZA	NY	14901
FOR ROCKAWAY	NY	11691
FLUSHING	NY	11351
GARDEN CITY	NY	11530
GLYS FALLS	NY	12601
GREAT NECK	NY	11022
HEMPSTEAD	NY	11551
HICKSVILLE	NY	11802
HUNTINGTON STATION	NY	11746
ITHACA	NY	14850
JAMICA	NY	11431
JAMES TOWN	NY	14701
JEWETT	NY	11753
KINGSTON	NY	12401
LARCHMONT	NY	10538
LIVERPOOL	NY	13088
LONG ISLAND CITY	NY	11101
MOUNT VERNON	NY	10551
NEWBURGH	NY	12550
NEW ROCHELLE	NY	10802
NEW YORK	NY	10001
NIAGARA FALLS	NY	14302

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P.O. CITY NAME	ST.	ZIP CODE
PITTSFORD	NY	14534
PLATTSBURGH	NY	12901
PLEASANTVILLE	NY	10570
POUSHKEEPSIE	NY	12601
RIVERHEAD	NY	11901
ROCHESTER	NY	14603
SCARSDALE	NY	10583
SCHENECTADY	NY	12305
SMITHTOWN	NY	11787
STATEN ISLAND	NY	10314
SUFFERN	NY	10901
SYRACUSE	NY	13201
TROY	NY	12180
UTICA	NY	13503
WATERBURY	NY	13001
WHITE PLAINS	NY	10602
YONKERS	NY	10701
LABEL PRINTING UNIT	NY	10001
ASHVILLE	NC	28801
CHAPEL HILL	NC	27514
CHARLOTTE	NC	28202
DURHAM	NC	27701
FAYETTEVILLE	NC	28302
GREENSBORO	NC	27420
ENC GREENSBORO DP	NC	27495
HIGH POINT	NC	27260
KINGSTON	NC	28501
RALPHIGH	NC	27602
ROCKY MOUNT	NC	27801
WILMINGTON	NC	28401
WINSTON SALEM	NC	27102
FARGO	ND	58102
GRAND FORKS	ND	58201
AKRON	OH	44309
CANTON	OH	44701
CINCINNATI	OH	45234
CLEVELAND	OH	44101
COLUMBUS	OH	43216
DAYTON	OH	45401
HAMILTON	OH	45012
LIMA	OH	45801
LORAIN	OH	44052
MANSFIELD	OH	44901
MARION	OH	43302
NEWARK	OH	43055
PORTSMOUTH	OH	43062
SPRINGFIELD	OH	45501
TOLDO	OH	43001
WARREN	OH	44481
WILLOUGHBY	OH	44094
YOUNGSTOWN	OH	44501
ZANESVILLE	OH	43701
CINN MAIL BAG DEP	OH	45214

P.O. CITY NAME	ST.	ZIP CODE
ENID	OK	73701
LAWTON	OK	73501
OKLAHOMA CITY	OK	73125
TULSA	OK	74101
BEAVERTON	OR	97005
EUGENE	OR	97401
LAKE OSWEGO	OR	97034
MEDFORD	OR	97501
PORTLAND	OR	97208
SALM	OR	97301
ALLEGHTON	PA	15001
ALLENTOWN	PA	18101
ALTOONA	PA	16803
BALA CYNWYD	PA	19004
BETHEL PARK	PA	15102
BUTLER	PA	16001
CAMP HILL	PA	17011
CHAMBERSBURG	PA	17201
CHESTER	PA	19013
CONTINENTAL FACILITY	PA	19499
CORNWALLS HEIGHTS	PA	19020
DEEXEL HILL	PA	19026
DU PUIS	PA	15801
EBER	PA	16501
GREENSBURG	PA	15501
HANOVER	PA	17331
HARRISBURG	PA	17105
HAZLETON	PA	18201
INDIANA	PA	15701
JOHNSTOWN	PA	15901
LANCASTER	PA	17604
LANTCASTER	PA	19047
LANSDOWNE	PA	19050
LATROBE	PA	15850
LEBANON	PA	17042
LEHIGH VALLEY SCF	PA	18091
LEVITTOWN	PA	19058
MCKEESPORT	PA	15134
MECHANICSBURG	PA	17055
MEDIA	PA	19037
NEW CASTLE	PA	16101
NORFISTOWN	PA	19401
PIL CITY	PA	16301
PHILADELPHIA	PA	19104
PITTSBURGH	PA	15219
PITTSION	PA	15640
POTTSVILLE	PA	17901
READING	PA	19603
SCRANTON	PA	18503
STATE COLLEGE	PA	16801
UNIONTOWN	PA	15401
UPPER MARRY	PA	19082
WARREN	PA	16365

POST OFFICES WITH ONE OR MORE MAIL HANDLES  
 REPORT AS OF PP 19-75 ENDING 9/12/75

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P.O. CITY NAME	ST.	ZIP CODE
WASHINGTON	PA	15301
WEST CHESTER	PA	19380
WILKES BARRE	PA	18701
WILLIAMSPORT	PA	17701
YORK	PA	17405
MAIL BAG FAC PHILA	PA	19405
LABEL PRNG UNIT PHIL	PA	19104
CARLLINA	PR	00630
MAYAGUEZ	PR	00708
PONCE	PR	00731
SAN JUAN	PR	00936
PARTUCKET	RI	02860
PROVIDENCE	RI	02904
WARWICK	RI	02887
CHARLESTON	SC	29401
COLUMBIA	SC	29201
FLORENCE	SC	29501
GREENVILLE	SC	29602
SPARTANBURG	SC	29301
WALTERSBORO	SC	29483
MITCHELL	SD	57301
STONK FALLS	SD	57101
YANKTON	SD	57076
CHATTANOOGA	TN	37401
COCKEVILLE	TN	38501
JACKSON	TN	38301
KNOXVILLE	TN	37901
MEMPHIS	TN	38101
BMC MEMPHIS	TN	38136
NASHVILLE	TN	37202
ABILENE	TX	79604
AMARILLO	TX	79105
ARLINGTON	TX	76010
AUSTIN	TX	78710
BAYTOWN	TX	77520
BEAUMONT	TX	77704
BECKSVILLE	TX	73520
BRYAN	TX	77801
CORPUS CHRISTI	TX	78403
BMC DALLAS	TX	75211
DALLAS	TX	75200
DENTON	TX	76201
EL PASO	TX	79910
FT WORTH	TX	76101
GALVESTON	TX	77550
GARLAND	TX	75040
GREENVILLE	TX	75401
HARLINGEN	TX	78550
HOUSTON	TX	77013
IRVING	TX	75061
LAREDO	TX	78040
LONGVIEW	TX	75601
LUBBOCK	TX	79408

POST CITY NAME	ST.	ZIP CODE
LUFKIN	TX	75901
MCALLEN	TX	78501
MARSHALL	TX	75670
MESQUITE	TX	75149
MIDLAND	TX	79701
NEW BRAUNFELS	TX	78130
PASADENA	TX	77501
PORT ARTHUR	TX	77640
RICHMOND	TX	77469
SAN ANGELO	TX	76901
SAN ANTONIO	TX	78205
TEMPLE	TX	75501
TEXARKANA	TX	75201
TYLER	TX	75701
VICTORIA	TX	77901
WACO	TX	76701
WICHITA FALLS	TX	76307
BEAUTIFUL	UT	84010
CODEN	UT	84401
PROVO	UT	84601
SALT LAKE CITY	UT	84101
BELLOWS FALLS	VT	05101
BRAATTLEBURY	VT	05301
RUPLINGTON	VT	05401
WHITE RIVER JUNCTION	VT	05001
CHARLOTTESVILLE	VA	22902
CHEESAPEAKE	VA	23320
DANVILLE	VA	24541
HARRISONBURG	VA	22801
LYNCHBURG	VA	24505
NORFOLK	VA	23501
NORTHERN VA SCF	VA	22081
PENINSULA FACILITY	VA	23671
PETERSBURG	VA	23803
PORTSMOUTH	VA	23705
RICHMOND	VA	23232
ROANOKE	VA	24001
STAUNTON	VA	24401
VIRGINIA BEACH	VA	23458
WOODBRIDGE	VA	22191
CHARLOTTE AMALIE	VI	00801
CHRISTIANSTED	VI	00820
BELLEVUE	WA	98009
BELLEVUEHAM	WA	98225
BREMERTON	WA	98310
BURDETTE	WA	98201
MERCER ISLAND	WA	98040
OLYMPIA	WA	98501
PASCO	WA	99301
SEATTLE	WA	98109
BYC SEATTLE OP	WA	98002
SEAKANE	WA	99210
TACOMA	WA	98402



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F.O. CITY NAME	ST.	ZIP CODE
WALLA WALLA	WA	99362
YAKIMA	WA	98501
SEATTLE MSPO	WA	98108
BECKLEY	WV	25801
BLUEFIELD	WV	24701
BUCKMINNION	WV	26201
CHARLESTON	WV	25301
CLARKSBURG	WV	26301
HUNTINGTON	WV	25701
MORGANTOWN	WV	26505
PARKERSBURG	WV	26105
WELCH	WV	24801
WHEELING	WV	26003
BELLEVUE	WI	53511
GREEN BAY	WI	54305
LA CROSSE	WI	54601
MADISON	WI	53701
MILWAUKEE	WI	53203
OSHKOSH	WI	54901
RACINE	WI	53401
CHRYSLER	NY	82001

OPERATION 210-239, PLATFORM, TRANSFER CRAFT AND RELATED ACTIVITIES

Description: Platform Activities	Craft	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Directing traffic in the platform area.	J	
Loading and unloading.	J	
a. Post office vehicles		
b. Contract vehicles		
c. Highway contract vehicles		
d. Rail storage cars		
e. Containers		
Separating sacks, pouches and outside parcels for destination dispatch.	C	X
Making dock connection transfers.	J	
Arranging for transfer of mail between trains, planes and trucks.	C	X
Assisting drivers and collectors load and unload.	J	
Segregating mixed collection mail by category (when performed on dock).	J	
Segregating trays or containers of mail - from stations, branches, firms and associate offices.	J	
Transporting collection, metered, permit mail, etc. to designated processing and staging areas.	J	
Transporting mail to platform from final processing area.	J	
Manual or mechanized sorting and routing of sacks, pouches and outside parcels.	C	X
a. Bull pen		
b. Saw tooth		
c. Slides		
d. Multi-slides		
e. Sack central		
Operating freight elevator service, tow motors, fork lifts and jacks when freight elevator operation is not assigned to the Maintenance Craft.	J	
Canceling parcel post.	J	
Verifying parcel post postage.	C	X

OPERATION 565, PREPARING FACING SLIPS AND STRIP LABELS (PRINTING UNIT ONLY)

Description: Preparation of facing slips and strip labels, etc., by use of various types of reproduction machines and presses, includes cutting stencils and plates.

Printing.

Stacking in sets.

Handling and shipping by item or sets to designated in-office operations or specific offices.

Filing "plates" by in-order sets.

Requisition of blank stock.

Keeping related records.

Disputed

Craft

J

J

J

J

J

J

OPERATION 560, MISCELLANEOUS NON-MAIL HANDLING ACTIVITIES BY MAILING DIVISION EMPLOYEES

	Craft	Disputed
Sign painting.	C	
Drafting and arts.	C	
Moving cases and equipment.	J	
Labeling cases.	C	X
Unblocking mail chutes in public buildings.	J	

OPERATION 549, SACK EXAMINATION AREA

Craft                      Disputed

Transporting surplus pouches and sacks to processing area.

J

Segregation of pouches and sacks:

J

- a. Bundling
- b. Sacking
- c. Tying
- d. Labeling

Filing orders.

J

Disposal of surplus quantities to concentration points or sack depository.

J

Maintaining records.

J

OPERATION 200, INCOMING PARC POST SECONDARY

Description:	Craft	Disputed
The distribution of parcels, including outsides, nixies, and reworks, received for separation to local delivery routes, box sections and firms.		
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining mail from storage areas.	J	
Hanging, labeling and pulling sacks.	J	
Distribution.	C	X
Transportation of processed mail to dispatch area by conveyor, drop hole, or platform truck.	J	
Transporting hampers, platform trucks, or other containers to storage areas or other processing units.	J	
Rewrapping damaged parcels.	J	
Preparing irregularity reports as required.	C	

OPERATION 199, MECHANIZED INCOM PARCELL POST PRIMARY

Description:	Craft	Disputed
Machine distribution of incoming parcel post.		
Obtaining equipment, disposing of excess equipment.	J	
Distribution of incoming outside parcels when distribution is made within the office and not by platform personnel.	C	X
Machine distribution.	C	
Manual distribution of incoming parcels at runoff's.	C	X
Obtaining mail from staging area.	J	
Dumping sacks, hampers or other containers.	J	
Examining and spreading empty sacks.	J	
Panel control directing mail to runoffs.	C	

OPERATION 190 - MANUAL INCOMIN RCEL POST PRIMARY

Description:	Craft	Disputed
The distribution of parcels for local delivery.	J	
Obtaining equipment for use in operation, disposing of excess equipment.	C	X
Distribution of outside parcels when distribution is made within the office and not by platform personnel.	J	
Obtaining mail from storage.	J	
Dumping sacks, hampers, and other containers on slides, distribution conveyors, hoppers or tables.	J	
Distribution.	C	X
Removing hampers or other containers of processed mail to the dispatch area, storage area, or subsequent handling areas.	J	
Hanging and labeling sacks, pulling for dispatch.	J	
Rewrapping damaged parcels.	J	
Examining, spreading and disposing of empty sacks.	J	
Unjamming chutes, slides and conveyors connected with the operation.	J	
Recording missent mail.	C	
Preparing irregularity reports as required.	C	



OPERATION 5, INCOMING NON-PREFERRED LETTERS, OPENING UNIT

Description	Craft	Disputed
The distribution of nonpreferential SPR's, newspaper, letter bundles and flat bundles from originating and transit sources to ZIP Code areas, combination of ZIP Code areas, lock box sections, carrier delivery routes or firms.	J	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Opening and dumping non-preferential pouches and sacks received from other post offices.	J	
Distribution to pouches, sacks or containers.	C	X
Cutting bundles and facing letters and flats for case distribution. Includes traying, when required, weighing and transporting letters and flats to distribution operation or staging area.	J	
Hanging and labeling sacks or pouches, pulling for dispatch.	J	
Transporting hampers or containers of mail to subsequent handling areas.	J	

OPERATION NO, INCOMING PREFE IAL, SAVING UNIT

Description: The distribution of SPR's, newspapers, letter bundles and flat bundles from originating and transit sources to ZIP Code areas, combinations of ZIP Code areas, lock box sections, carrier delivery routes or firms.	Craft	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Opening and dumping pouches and sacks received from other post offices.	J	
Distribution to sacks, pouches or containers.	C	X
Cutting bundles and facing letters and flats for case distribution. Includes traying, when required, weighing and transporting letters and flats to distribution operation or staging areas.	J	
Withdrawing Special Delivery Mail, back-stamping, and transporting to Special Delivery section.	J	
Obtaining, hanging, and labeling empty sacks or pouches and pulling for dispatch.	J	
Transporting hampers or other containers of mail to subsequent handling areas.	J	

OPERATION 175, INCOMING SECONDARY

Description:	Craft	Disputed
The case distribution of flat mail to local carrier routes, boxes and firms.	J	
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining flats from staging areas for distribution.	J	
Loading case ledges.	C	
Distribution.	C	X
Sweeping processed flats for dispatch, tie-out or loose pack.	J	
Transporting mail to the scales, when required, or to dispatch area.	J	
Hanging, labeling and pulling sacks if dispatching is done in conjunction with this operation.	J	

OPERATION 170, INCOMING T PRIMARY

Description: The case distribution of preferential and non-preferential flat mail received for local delivery from local mailers and other offices.	Craft	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining flats, newspapers and SPR's from staging area for distribution.	J	
Loading case ledges.	J	
Distribution.	C	
Sweeping processed flats requiring further distribution.	J	
Transporting mail to subsequent handling or staging areas.	J	
Sweeping processed mail for dispatch, tie-out or loose pack.	C	X
Transporting mail to scales and dispatch area.	J	
Hanging, labeling and pulling sacks.	J	
Loose packing and pouching if mail is pouching when swept and not at central rack.	C	X

OPER: ON 160, INCOMING : SR 5' ONDARY

Description: The case distribution of first-class letters and letter-size circulars to carrier delivery routes, lock box sections or firms.

	Craft	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining letters from staging area.	J	
Loading case ledges.	J	
Distribution.	C	
Sweeping processed letters for dispatch, tie-out or loose pack.	C	X
Transporting mail to scales, dispatch area of pouch rack.	J	
Hanging, labeling and pulling sacks or pouches.	J	
Loose packing or pouching mail if not done at central rack.	C	X
Incidental rating and distribution of postage due mail.	C	
Window service incidental to box section activities, e.g. placing notices in the boxes, etc.	C	
Pulling sacks of firm directs.	J	
Transporting firm direct mail to scales and designated "call" section.	J	

OPEL .ION 150, INCOMING "ER .IMARY

Description: The case distribution of letter mail received for local delivery from local mailers, other post offices (transit mail) and other operations within the office.

Obtaining equipment for use in operation, disposing of extra equipment.	J	Craft	Disputed
Obtaining letters from staging areas for distribution.	J		
Loading case ledges.	J		
Sweeping processed letters requiring further distribution. Transporting mail to scales, when required, and to subsequent handling areas.	J		
Sweeping processed letters for dispatch, tie-out or loose pack.	C		X
Transporting mail to scales, dispatch area or pouch rack.	J		
Sweeping and transporting processed letters to carrier route cases.	J		
Rating short paid mail.	C		
Repairing damaged mail.	J		
Hanging, labeling and pulling pouches or sacks.	J		
Loose packing or pouching if mail is pouched as it is swept from case and not at central rack.	C		X
Sweeping and disposing of uncanceled mail.	J		
Distribution of Nixie mail.	C		

OPERATION 125, OUTG .NC NON PREFERENTIA CON. AY RACK DISTRIBUTION

Description: The secondary distribution of local originating and transit non preferential SPR's, ordinary papers, bundles of letters, and bundles of flats to states, sectional centers, and cities. Separation is made into sacks, hampers, or other containers.	Craft	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining mail from slides or conveyor belts and transporting to staging areas.	J	
Obtaining sacks of circulars, ordinary papers and small parcels and rolls from staging areas and transporting to distribution operation.	J	
Opening and dumping sacks received from other post office.	J	
Distribution to sacks or other containers.	C	X
Cutting bundles and facing letters and flats for case distribution. Includes trayng where required and transporting mail to scales and distribution operation or staging areas.	J	
Hanging and labeling empty sacks and pulling for dispatch.	J	
Transporting processed mail to dispatch area.	J	
Examining and spreading empty sacks.	J	

OPERATION 120, OUTGOING REFERENTIAL SECONDARY POINTS AND BACK DISTRIBUTION

Description	Craft	Disputed
The secondary distribution of local originating and transit newspapers, special delivery and special-handling parcels, SPR's and bundles of letters and flats to states, sectional centers and cities. Distribution is made into pouches, sacks, hampers or other containers.	J	
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining mail from staging areas.	J	
Opening and dumping pouches and sacks received from other post offices.	J	
Distribution.	C	X
Hanging and labeling pouches and sacks, pulling for dispatch.	J	
Disposing of mail requiring subsequent handling.	J	
Transporting pouches and sacks of mail to dispatch area.	J	
Examining and spreading empty sacks.	J	



OPERATION 1: OUTGOING NON-PREF TIA OPENING UNIT,  
 LOOSE RACK, POUCH RACK, SPR P RY DISTRIBUTION

Description: The distribution of nonpreferential SPR's, newspapers, letter bundles, and flat bundles from originating and transit sources to states, sectional centers, and cities; the loose-packing of letter mail when this activity is centralized. Distribution is made into pouches, sacks or other containers.	Craft	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Opening and dumping pouches and sacks received from other post offices.	J	
Distribution to sacks, pouches or containers.	C	X
Cutting bundles and facing letters and flats for case distribution. Includes trayng when required, weighing and transporting letters and flats to distribution operation or staging areas.	J	
Hanging and labeling sacks or pouches and pulling for dispatch.	J	
Transporting hampers or other containers of processed mail to subsequent handling areas.	J	

Disputed  
Craft

Descript...: The distribution of SPR's, newspapers, letter bundles and flat bundles from originating and transit sources to states, sectional centers, and cities; the loose-packing of letter mail when this activity is centralized. Distribution is made into pouches, sacks and other containers.

Obtaining equipment for use in operation, disposing of excess equipment. J

Opening Unit:

Opening and dumping pouches and sacks received from other post offices. J

Distribution to sacks, pouches or containers. C X

Cutting bundles and facing letters and flats for case distribution. J

Traying mail - including loose pack managed mail. J

Weighing and transporting letters and flats to other distribution operation or staging areas. J

Pouch Rack:

Obtaining tie-outs of processed mail. J

Dumping transit pouches. J

Distribution to sacks, pouches or containers. C X

Hanging and labeling sacks and pouches and pulling for dispatch. J

Loose Pack:

Obtaining trayed processed mail from all sources. J

Hanging and labeling empty sacks. J

Loose-packing processed mail - "riffling" when required. C X

Pulling sacks for dispatch. J

Transporting hampers or other containers of processed mail to subsequent handling areas. J

OPERATIONAL 100, OUTGOING PAF POST SECONDARY

Description:	Craft	Disputed
The distribution of parcels for states and foreign countries to sacks, tandem conveyors, slides, multi-slides, tables, hampers, or other containers.	J	
Obtaining equipment, disposing of excess equipment.	C	X
Distribution.	C	X
Distribution of outside parcels that bypass the initial distribution operation.	J	
Obtaining mail from staging areas.	J	
Dumping sacks, hampers or other containers on slides, distribution conveyors, hoppers or tables.	J	
Transporting hampers or other containers of processed mail to dispatch points, staging areas, or subsequent handling areas.	J	
Hanging and labeling empty sacks and pulling sacks for dispatch.	J	
Disposing of dispatch sacks to drop holes, dispatch conveyors, or platform trucks.	J	
Transporting loaded platform trucks to staging areas, separating units or dispatch areas.	J	
Rewrapping damaged parcels.	J	
Examining and spreading empty sacks.	J	
Recording missent mail received from other offices.	C	
Preparing irregularity reports as required.	C	

OPERATION 09, MECHANIZED OUTGO, PARCEL POST PRIMARY

Description: Facing, orienting and keying in the distribution of mixed-states parcels by use of parcel sorting machines.

Obtaining equipment, disposing of excess equipment.

Machine distribution.

Distribution of mixed-states outside parcels when distribution is made within the office and not by platform personnel.

Manual secondary distribution of parcels after distribution through sorters.

Obtaining mail from staging areas.

Dumping sacks, hampers or other containers.

Examining and spreading empty sacks.

Panel control directing mail to runoffs.

J

C

C

C

J

J

J

C

Disputed

X

X

X

X

X

X

X

Craft

Description:	Craft	Disputed
The distribution of mixed-states parcels received from local mailers and other post offices (transit mail) to sectional centers and cities through the use of sacks, tandem conveyors, slides, multi-slides, tables, hampers, or other containers.	J	
Obtaining equipment, disposing of excess equipment.	J	
Obtaining mail from the staging area.	C	X
Distribution.	C	X
Distribution of outside parcels when distribution is made within the office and not by platform personnel.	J	
Dumping sacks, hampers or other containers.	J	
Cancellation when required.	J	
Transporting hampers or other containers of processed mail to dispatch areas, storage areas, or subsequent handling areas.	J	
Hanging and labeling empty sacks and pulling sacks for dispatch.	J	
Disposing of sacks to drop holes, dispatch conveyors or platform trucks.	J	
Transporting loaded platform trucks to staging areas, separating units, or dispatch areas.	C	
Recording missent mail received from other offices.	J	
Rewrapping damaged parcels.	J	
Examining and spreading empty sacks.	J	
Unjamming chutes, slides, and conveyors connected with operation.	J	

OPERATION 089, OPTICAL CHARAC READER DISTRIBUTION

Description:	Craft	Disputed
The OCR machine distribution of letter mail.	J	
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining letters from staging area for distribution.	C	X
Loading and orienting letters on feeder ledges.	C	X
Sweeping processed letters for dispatch, tie-out or loose pack.	J	
Transporting mail to dispatch area or pouch rack.	C	X
Sweeping and traying processed mail requiring further distribution.	J	
Transporting mail to scales or subsequent handling areas.	C	X

OPERATION 080, LETTER SORTING HINE DISTRIBUTION

Description:	Craft	Disputed
The machine distribution of letters received from local mailers and other post offices (transit mail) for separation to states, sectional centers, designated cities, local ZIP Code delivery areas, carrier routes and firms.		
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining letters from staging areas.	J	
Loading tray line.	C	X
Loading, culling, facing, and orienting letters on feeder ledges.	C	X
Sweeping processed letters for dispatch, tie-out or loose pack.	C	X
Transporting mail to dispatch area or pouch rack.	J	
Verifying directs by riffling.	C	X
Sweeping and traying processed letters requiring further distribution.	C	X
Transporting mail to scales or subsequent handling areas.	J	
Sweeping and traying uncanceled mail.	C	X
Transporting uncanceled mail to Operation 010.	J	
Hanging, labeling, and pulling sacks or pouches.	C	X
Loose-packing directs from this unit.	C	X

OPERATION 075, OUTGOING NON-PREF ATIAL FLAT SECONDARY

Description:	Craft	Disputed
The case distribution of non-preferential flats received from local mailers, other post offices (transit mail), and other distribution operations within the local office.	J	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining flats from staging areas for distribution.	J	
Loading case ledges.	J	
Distribution.	C	X
Sweeping processed flats requiring further distribution and transporting to subsequent handling areas.	J	
Sweeping processed flats for dispatch, tie-out or loose pack and transporting this mail to dispatch areas.	J	
Hanging and labeling empty sacks and pulling sacks for dispatch.	J	
Loose packing and pouching when done at operation and not at central rack.	C	X



OPERATION 070, OUTGOING AIR SECONDARY

Description:	Craft	Disputed
The case distribution of first class flat size mail to states, combinations of states and foreign countries received from local mailers, other post offices and other distribution operations.	J	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining flats from staging area for distribution.	J	
Loading case ledges.	J	
Distribution.	C	X
Sweeping processed flats requiring further distribution and transporting to subsequent handling areas.	J	
Sweeping processed flats for dispatch, tie-out or loose pack.	J	
Hanging and labeling sacks or pouches and pulling for dispatch.	J	
Loose packing.	J	
Pouching.	C	X

OPERATION 060, OUTGOING FLAT 1 RY (MIXED STATES)

Description:	Craft	Disputed
The case distribution of mixed-states flats received from local mailers and other post offices (transit mail) to states, combination of states, sectional centers, cities, and foreign countries.	J	
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining flats from staging areas for distribution.	J	
Loading case ledges.	J	
Distribution.	C	X
Sweeping processed flats requiring further distribution and transporting to subsequent handling areas.	J	
Sweeping processed flats for dispatch, tie-out or loose pack.	C	X
Transporting mail to dispatch area or pouch racks.	J	
Hanging and labeling sacks or pouches and pulling sacks or pouches for dispatch.	J	
Loose packing and pouching if done in operation and not at central racks.	C	X

OPERATION 050, COMBINED JING AIRMAIL

Description:	Craft	Disputed
The distribution of mixed states flats, SPR's and air parcels received from local mailers, other post offices (transit mail), and other distribution operations. Distribution is made into cases, sacks, pouches or other containers.		
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining airmail from staging areas for distribution.	J	
Canceling all stamped mail.	J	
Rating air mail.	C	X
Loading case ledges.	J	
Opening and dumping pouches received from other post offices. Includes examining and disposing of empty sacks and pouches.	J	
Cutting and facing airmail bundles. Includes trayng when required, weighing, and transporting air mail to distribution operations or staging areas.	J	
Distributing and dispatching airmail at pouch racks.	C	X
Hanging and labeling empty sacks or pouches.	J	
Pulling sacks/pouches for dispatch.	C	X
Weighing mail when required.	C	X
Handling registers received or dispatched.	C	
Maintaining current schedules and schemes.	C	
Recording and reporting missent mail received from other post offices.	C	
Maintaining receipt and dispatch records.	C	

OPERATION 045, OUTGOING CER PRIMARY

Description:	Craft	Disputed
Case distribution of letter-size circulars received from other post offices (transit mail), local mailers, and other distribution operations within the local office.		
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining letter-size circulars from staging area for distribution.	J	
Loading case ledges.	J	
Distribution.	C	X
Sweeping processed letter-size circulars requiring further distribution.	J	
Sweeping processed letter-size circulars for tie-out or loose pack.	J	
Moving mail to scales as required.	J	
Transporting mail to subsequent handling or dispatch area.	J	
Hanging, labeling and pulling sacks or pouches.	J	
Loose packing.	J	
Pouching if done within this operation and not at a central rack.	C	X
Reporting receipt of letter-size circulars which do not meet postal requirements.	C	

OPERATION 6-0, OUTGOING FIRST S LETTER SECONDARY

Description:	Craft	Disputed
Case distribution of letter mail for individual states, and foreign countries received from local mailers, other post offices, and other distribution operations.		
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining letters from staging areas for distribution.	J	
Loading case ledges.	J	
Distribution.	C	X
Sweeping processed letters requiring further distribution.	J	
Sweeping processed letters for tie-out or loose pack.	J	
Moving mail to scales when required.	J	
Transporting mail to subsequent handling or dispatch areas.	J	
Loose packing.	J	
Pouching.	C	X
Hanging and labeling sacks/pouches.	J	
Distribution of Nixie mail.	C	

OPERATION 6.5 - COMBINED OUTGO INCOMING PRIMARY

Description:	Craft	Disputed
The manual distribution of mixed states letter mail in outgoing primary cases which may be expanded to include incoming separations.	J	
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining letters from staging areas for distribution.	J	
Loading case ledges.	C	X
Distribution.	J	
Sweeping processed letters requiring further distribution, moving mail to scales, when required, and transporting mail to subsequent handling, staging or dispatch areas.	J	
Loose packing.	C	X
Pouching.	J	
Hanging, labeling, pulling pouches or sacks. (If done in conjunction with this operation and not at a central rack.)	J	
Sweeping uncanceled mail.	C	
Distribution of outgoing Nixie mail.		

OPERATION 0-0, ORIGINATING ME MAL. PREPARATION

Description:	Craft	Disputed
Preparing metered, permit-imprint, and official "penalty" mail received from collection routes, drops, docks, slides, chutes, conveyors, and other sources for distribution.	J	
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Obtaining mail from staging areas.	J	
Opening and dumping sacks and other containers.	J	
Segregating trayed mail for:	C	X
a. Standard processing		
b. Optical character reader		
c. "Rifle" requirement		
Packing empty mail bag equipment and disposing of excess equipment.	J	
Traying letter mail for "local" and "out-of-town" distribution.	J	
Culling and segregating flats, bundles of flats, SPR's, parcels, etc. to trays, carts, gurneys, hampers and belts.	J	
Reporting mail with incorrect meter dates.	C	
Rating short paid mail.	C	X
Transporting mail to scales when required or to staging and processing areas.	J	

OPERATION 010, ORIGINAL MAIL PREPARATION FACIN CULLING AND CANCELING

Descriptio	Craft	Disputed
Preparing mixed collection and drop mail for distribution. This operation includes the canceling of stamped mail from all points of receipt (dock, slides, chutes, conveyors and other).	J	
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Segregating by sack label - stamped letters/flats, metered letters/flats, air mail, parcels, and SPR's (when performed in operation).	J	
Segregating trayed mail - from stations or firms.	J	
Obtaining mail from staging areas.	J	
Opening and dumping sacks and other containers.	J	
Packing empty mail equipment.	J	
Culling and segregating letter bundles, flats, flat bundles, SPR's, parcels, etc., to trays, carts, gurneys, hampers, or conveyors.	J	
Recovering, facing and traying loose metered letters on culling belt to the extent practicable.	J	
Segregating bundles of letters to "local" and "out of town".	J	
Traying letters for distribution or cancelation.	J	
Canceling all stamped mail.	J	
Handstamping all types of unmachinable stamped mail.	J	
Rating short paid mail.	C	X
Repairing damaged mail.	J	
Collecting mail from courtesy windows, drops and street boxes adjacent to processing facility.	J	
Orienting facer canceler machine rejects for cancelation.	J	
Reporting incorrect meter dates on mail.	C	
Transporting mail to scales when required and delivering mail to staging or processing area.	J	



OPERATION 001, PLATFORM ACCEPTAI AND WEIGHER'S UNIT

Description: Accepting, classifying, and computing postage on second and third class mail and other matter mailed under permit.	Craft	Disputed
Obtaining equipment for use in operation, disposing of excess equipment.	J	
Determining classification	C	
Determining if sufficient advance deposit has been made to cover cost of mailing.	C	
Maintaining records of permit holders.	C	
Accepting precanceled and metered matter - verifying that correct postage has been paid.	C	
Accepting other classes of mail, issuing receipts when necessary.	C	
Advising mailer as to proper mailing procedures.	C	
Segregating mail by class to drop holes, conveyor lines, or other equipment for delivery to designated processing operation.	J	