



8/23/78

cc; Newman
Morgen
Wolff

EMPLOYEE AND LABOR RELATIONS GROUP
Washington, DC 20260

August 11, 1978

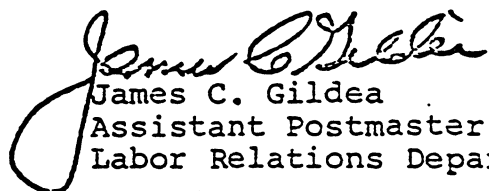
Mr. Emmet Andrews
General President
American Postal Workers
Union, AFL-CIO
817 - 14th Street, NW
Washington, DC 20005

Dear Mr. Andrews:

Attached for your review is a copy of a document which we believe sets forth the appropriate primary craft designations for specific work functions in mail processing. An identical document is being sent to the Mail Handlers for their review. We would like to meet with representatives of both Unions to discuss this document no later than September 12, 1978.

I have asked Mr. Dennis Weitzel to call you to coordinate a meeting with all parties concerned.

Sincerely,


James C. Gildea
Assistant Postmaster General
Labor Relations Department

Attachment

OperationFunctionPrimary
Craft

001 Platform
Acceptance and
Weigher's Unit

1. Accept, classify, and compute postage on second- and third-class mail. Clerk
2. Determine correct classification on second- and third-class and all other matter mailed under a permit, and determine if sufficient deposit has been made by the mailer to cover the cost of mailing. Clerk
3. Accept pre-cancelled and meter matter mailed in bulk quantities and verify postage. Clerk
4. Accept other classes of mail and receipts if necessary. Clerk
5. Advise customer's as to proper mailing procedures. Clerk
6. Maintain records of permit holders, deposits, withdrawals and miscellaneous information. Clerk
7. Make Necessary reports and submit to the manager of finance or equivalent. Clerk

010 Originating
Mail Preparation

1. Obtaining empty equipment. Mail Handler
2. Obtain mail (courtesy windows, drop units, staging areas, etc.). Mail Handler
3. Open and dump sacks or other containers. Mail Handler
4. Cull (separate nonmachinable mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.). Mail Handler
5. Tray loose metered mail, etc. Mail Handler

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

OperationFunctionPrimary
Craft

030/035
Combined
Outgoing-
Incoming Letter
Primary

1. *Obtaining empty equipment for use in operation; disposing of excess equipment. Mail Handler
2. *Obtaining letters from staging areas for distribution. Mail Handler
3. *Loading ledges. Mail Handler
4. Manual letter distribution. Clerk
5. Distribution of outgoing NIXIE mail. Clerk
6. *Sweeping. Mail Handler
7. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk

040 Outgoing
Letter
Secondary

1. *Obtaining empty equipment. Mail Handler
2. *Obtaining unprocessed mail. Mail Handler
3. *Loading ledges. Mail Handler
4. Manual distribution of letter mail of an individual state, combination of states, and foreign countries received from local mailers, other post offices, and other distribution operations within the local office for separation to cities, sectional centers or enroute distribution points. Clerk
5. Distribution of outgoing NIXIE mail. Clerk

*In offices where the tasks of obtaining empty equipment, obtaining unprocessed mail, loading ledges sweeping and containerizing is an integral part of the distribution function and cannot be separated, the entire operation is a function of the primary craft performing the distribution.

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
040 Outgoing Letter Secondary (Continued)	6. *Sweeping	Mail Handle
	7. *Containerizing and transporting.	Mail Handle
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
043 State Distribution	1. *Obtaining empty equipment.	Mail Handle
	2. *Obtaining unprocessed mail.	Mail Handle
	3. *Loading ledges.	Mail Handle
	4. Manual distribution of letter mail for separation to cities, sectional centers or city zones within the local state.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping	Mail Handle
	7. *Containerizing and transporting.	Mail Handle
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
044 Sectional Center Letters Distribution	1. *Obtaining empty equipment.	Mail Handle
	2. *Obtaining unprocessed mail.	Mail Handle
	3. *Loading ledges.	Mail Handle
	4. Manual distribution of letters to associate offices.	Clerk
	5. *Sweeping.	Mail Handle
	6. *Containerizing and transporting.	Mail Handle
	7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8. Distribution of NIXIE mail.	Clerk

*Note - See asterisk, page 3

OperationFunctionCraft045 Non-
Preferential
Letter Manual
Distribution

1. *Obtaining empty equipment. Mail Handler
2. *Obtaining unprocessed mail. Mail Handler
3. *Loading ledges. Mail Handler
4. Manual distribution of letter-sized circulars to points within designated states. Clerk
5. *Sweeping. Mail Handler
6. *Containerizing & transporting. Mail Handler
7. Reporting letter-size circulars which do not meet postal requirements. Clerk
8. Distribution of NIXIE mail. Clerk

050/055 Air
Mail
Distribution

1. *Obtaining empty equipment. Mail Handler
2. *Culling, facing and canceling. Mail Handler
3. *Opening and dumping. Mail Handler
4. *Transporting mail. Mail Handler
5. *Loading ledges. Mail Handler
6. Distribution of letters, bundles and flats, SPR's and priority mail. Clerk
7. *Sweeping. Mail Handler
8. *Containerizing. Mail Handler
9. *Pulling and dispatching pouches or other containers. Mail Handler
10. Rating mail matters. Clerk
11. Maintaining current schedules and schemes. Clerk
12. Handling registry mail. Clerk
13. Maintaining receipt and dispatch records. Clerk

*Note - See asterisk, page 3

060 Outgoing
Flat Primary

1. *Obtaining empty equipment. Mail Handl
2. *Obtaining unprocessed mail. Mail Handl
3. *Loading ledges. Mail Handl
4. Manual distribution of outgoing mixed state flats of all classes to states, combination of states, sectional centers, cities, city zones, and foreign countries. Clerk
5. *Sweeping. Mail Handl
6. *Containerizing and transporting. Mail Handl
7. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk
8. Distribution of NIXIE mail. Clerk

070 Outgoing
Flat Secondary

1. *Obtaining empty equipment. Mail Handl
2. *Obtaining unprocessed mail. Mail Handl
3. *Loading ledges. Mail Handl
4. Manual distribution of outgoing mixed state flats of all classes to states, combination of states, sectional centers, cities, city zones, and foreign countries. Clerk
5. *Sweeping. Mail Handl
6. *Containerizing and transporting. Mail Handl
7. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk
8. Distribution of NIXIE mail. Clerk

*Note - See asterisk, page 3

OperationFunctionCraft

073 State
Distribution
Flats

1. *Obtaining empty equipment.
2. *Obtaining unprocessed mail.
3. *Loading ledges.
4. Manual distribution of flats for separation to cities, sectional centers or city zones within the local state.
5. Distribution of NIXIE mail.
6. *Sweeping.
7. *Containerizing and transporting.

Mail Handler
Mail Handler
Mail Handler
Clerk
Clerk
Mail Handler
Mail Handler

074 Sectional
Center Flat
Distribution

1. *Obtaining empty equipment.
2. *Obtaining unprocessed mail.
3. *Loading ledges.
4. Manual distribution of flats to associate offices.
5. *Sweeping.
6. *Containerizing and transporting.
7. Identifying and reporting, as appropriate, mail not meeting postal regulations.
8. Distribution of NIXIE mail.

Mail Handler
Mail Handler
Mail Handler
Clerk
Mail Handler
Mail Handler
Clerk
Clerk

075 Outgoing
Flat Secondary
Non-
Preferential

1. *Obtaining empty equipment.
2. *Obtaining unprocessed flats.
3. *Loading ledges.
4. Manual distribution of flats to points within designated states.
5. *Sweeping.

Mail Handler
Mail Handler
Mail Handler
Clerk
Mail Handler

*Note - See asterisk, page 3

OperationFunctionPrimary
Craft

075 Outgoing
Flat Secondary
Non-
Preferential
(Continued)

6. *Containerizing and transporting.
7. Reporting flats which do not meet postal requirements.
8. Distribution of NIXIE mail.

Mail Handler
Clerk
Clerk

080-087 MPLSM
Distribution

Machine distribution of all classes of letters.

Clerk

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

088-089
Optical
Character
Reader
Distribution

OCR machine distribution of all classes of letter mail.

Clerk

Note: See 080-087 note.

090-098 SPLSM
Distribution

Machine distribution of all classes of letters.

Clerk

Note: See 080-087 note.

100 Outgoing
Parcel
Distribution

1. *Obtaining empty equipment.
2. *Obtaining mail from staging area.
3. *Dumping sacks or containers.
4. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operations, without scheme knowledge.
5. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operation, requiring scheme knowledge.

Mail Handler
Mail Handler
Mail Handler
Mail Handler
Clerk

*Note - See asterisk, page 3

OperationFunctionPrimary
Craft

100 Outgoing
Parcel
Distribution
(Continued)

6. *Pulling and dispatching sacks or other containers.
7. *Transportation of processed mail to dispatch area.

Mail Handler

Mail Handler

105 Mechanized
Parcel
Distribution

1. *Obtaining empty equipment.
2. *Obtaining mail for staging areas.
3. *Dumping sacks or containers.
4. Distribution of parcel post through the use of parcel sorting machines.
5. *Pulling and dispatching sacks or other containers.
6. *Transportation of processed mail to dispatch areas.

Mail Handler

Mail Handler

Mail Handler

Clerk

Mail Handler

Mail Handler

109 Rewrap
Damaged
Parcels

1. Obtaining empty equipment.
2. Obtain mail from staging areas.
3. Assembling contents of damaged parcels.
4. Operate strapping machines, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization.
5. Redress parcels if necessary.
6. Keep records as required.

Mail Handler

Mail Handler

Mail Handler

Mail Handler

Mail Handler

Mail Handler

Note: All of the work performed in this operation can be considered an integral function of Operation 100 or 200 and may be assigned to the craft doing that distribution.

*Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
110-129 Outgoing SPR Distribution	1. *Obtaining empty equipment.	Mail Handler
Pouch Sack and Loose Pouch	2. *Obtaining mail from staging area.	Mail Handler
	3. *Dumping sacks, pouches, or containers.	Mail Handler
	4. *Hanging and inserting labels into labeling sacks or pouches.	Mail Handler
	5. *Cutting bundles and facing letters and flats.	Mail Handler
	6. Distribution of outgoing SPR's, newspaper rolls, letter or flat bundles, slugs, Special Delivery or Special Handling parcel post to sacks, pouches, or containers.	Clerk
	7. *Pulling sacks, pouches or containers for dispatch.	Mail Handler
(Continued)	8. *Transporting mail to other operations.	Mail Handler
	9. *Operating "strapping" equipment.	Mail Handler
134 Sectional Center Distribution	1. *Obtaining empty equipment.	Mail Handler
	2. *Obtaining unprocessed mail.	Mail Handler
	3. *Loading unprocessed mail.	Mail Handler
	4. Manual distribution of all classes to associate offices.	Clerk
	5. *Sweeping.	Mail Handler
	6. *Containerizing and transporting.	Mail Handler
	7. Distribution of NIXIE mail.	Clerk
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk

*Note - See asterisk, page 3

OperationFunctionPrimary
Craft150 Incoming
Letter Primary

1. *Obtain empty equipment. Mail Handler
2. *Obtain mail from staging area. Mail Handler
3. *Load ledges. Mail Handler
4. Manual distribution of letter mail received for local delivery to zones, box sections or other local destinations. Clerk
5. *Sweeping. Mail Handler
6. *Transporting processed mail to subsequent operations. Mail Handler
7. Distribution of NIXIE mail. Clerk
8. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk

160 Incoming
Letter
Secondary

1. *Obtaining empty equipment. Mail Handler
2. *Obtaining mail from staging area. Mail Handler
3. *Loading ledges. Mail Handler
4. Distribution of letters to carrier routes, box section or box and firms. Clerk
5. *Sweeping. Mail Handler
6. *Containerizing. Mail Handler
7. *Transporting mail to dispatch areas. Mail Handler
8. Distribution of NIXIE mail. Clerk
9. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk

*Note - See asterisk, page 3

OperationFunctionCraft

168/169 Box
Section
Primary
and Secondary

1. *Obtaining empty equipment. Mail Handler
2. *Obtaining mail from staging areas. Mail Handler
3. *Loading ledges. Mail Handler
4. *Hanging and labeling sacks or pouches. Mail Handler
5. Manual distribution of all classes of letters, flats, SPR's and parcels to box sections or boxes. Clerk
6. Window service incidental to box section activities. Clerk
7. *Pulling and dispatching sacks or pouches. Mail Handler
8. Distribution of NIXIE mail. Clerk
9. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk

170 Incoming
Flat Primary

1. *Obtain empty equipment. Mail Handler
2. *Obtain flats from staging area. Mail Handler
3. *Loading ledges. Mail Handler
4. Manual distribution of flats received for local delivery to zones, box sections or other local destinations. Clerk
5. *Sweeping. Mail Handler
6. *Transporting processed flats to subsequent operations. Mail Handler
7. Distribution of NIXIE mail. Clerk
8. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk

*Note - See asterisk, page 3

OperationFunctionCraft

175 Incoming
Flat Secondary

1. *Obtaining empty equipment. Mail Handler
2. *Obtaining flats from staging area. Mail Handler
3. *Loading ledges. Mail Handler
4. Distribution of flats to carrier routes, box section or box and firms. Clerk
5. *Sweeping. Mail Handler
6. *Containerizing. Mail Handler
7. *Transporting mail to dispatch areas. Mail Handler
8. Distribution of NIXIE mail. Clerk
9. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk

180-189
Incoming SPR
Distribution
and Opening
Unit

1. *Obtaining empty equipment. Mail Handler
2. *Obtaining mail from staging areas. Mail Handler
3. *Dumping sacks, pouches, or containers. Mail Handler
4. *Hanging and labeling sacks or pouches. Mail Handler
5. Distribution of incoming SPR's, newspaper rolls, letter or flat bundles, Special Delivery or Special Handling parcel post to sacks, pouches, or containers. Clerk
6. *Cutting bundles and facing letters and flats. Mail Handler
7. *Containerizing. Mail Handler
8. *Transporting mail to other operations. Mail Handler

*Note - See asterisk, page 3

Operation
200 Incoming
Parcel
Distribution

Function

Primary
Craft

1. *Obtaining empty equipment.
2. *Obtaining mail from staging area.
3. *Dumping sacks or containers.
4. *Hanging and labeling sacks.
5. Manual distribution of incoming parcel post to carrier routes, box sections, boxes or firms.
6. *Containerizing & transporting.

Mail Handler
Mail Handler
Mail Handler
Mail Handler
Clerk
Mail Handler

210-239
Platform
Operations

1. Obtaining empty equipment.
2. Loading and unloading vehicles.
3. Separating mixed collection mails.
4. Non-scheme separation of sacks, pouches or outside parcels for further processing.
5. Manual sorting of sacks, pouches, and outside parcels for destination dispatch requiring scheme knowledge.
6. Manual separation of sacks, pouches and outside parcels requiring no scheme knowledge.
7. Mechanized sorting of sacks, pouches, and outside parcels requiring scheme knowledge.
8. Mechanized sorting of sacks, pouches, and outside parcels requiring no scheme knowledge.
9. Operating freight elevators, tow motors, fork lifts and jacks.
10. Directing traffic.
11. Transporting mail to and from platform areas.
12. Making dock connection transfers.

Mail Handler
Mail Handler
Mail Handler
Mail Handler
Clerk
Mail Handler
Clerk
Mail Handler
Mail Handler
Mail Handler
Clerk

*Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
240-339	Outgoing and incoming mail processing and related service activities at a station, branch or other detached unit.	**
<p><u>**Note</u> - The designation of a primary craft can be applied to a detached unit which performs or supports a mail processing operation.</p>		
549 Sack Examination	<ol style="list-style-type: none"> 1. Examining and segregating empty bags. 2. Bundling, sacking, tying and labeling empty mail bags. 	Mail Handler Mail Handler

BULK MAIL CENTERS

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

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
<u>Inbound Docks</u>		
	1. Unload Vehicles	Mail Handler
	2. Stage & transport pallets	Mail Handler
	3. Dumping hampers	Mail Handler
	4. Culling	Mail Handler
	5. Minor on-site repairs	Mail Handler
	6. Vehicle record keeping	Clerk
	7. Weigh & Acceptance	Clerk
<u>Outbound Docks</u>		
	1. Load Vehicles	Mail Handler
	2. Culling	Mail Handler
	3. Roller table separations	Mail Handler
	4. Tend missent/malfunction chutes	Mail Handler
	5. Stage & transport containers	Mail Handler
	6. Vehicle record keeping	Clerk

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
<u>Primary Parcel Sorting</u>		
	1. Facing & keying	Clerk
	2. Culling at parcel induction stations	Clerk
	3. Minor on-site repairs/ bag damage	Clerk
	4. Sort foreign mail	Clerk
<u>Secondary Parcel Sorting</u>		
	1. Facing & keying	Clerk
	2. Culling for minor on-site repairs	Clerk
	3. Distribution of parcels to sacks	Clerk
	4. Container loader tending	Mail Handler
	5. Obtaining & moving empty equipment	Mail Handler
<u>Sack Sorting, Rewrap, IPPs & Non-Zip Coding</u>		
	1. Sack sorting keying	Mail Handler
	2. Culling and on-site repairs	Mail Handler
	3. Tend missent/malfunction chutes	Mail Handler
	4. Rewrap	Mail Handler
	5. Zip coding unzipped mail	Clerk

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
	6. Dumping hampers, sacks etc.	Mail Handler
	7. Culling of irregular parcels	Mail Handler
	8. Sorting of irregular parcels	Clerk
	9. Empty equipment handling	Mail Handler
	10. Transport sacks/containers	Mail Handler

Sack Shakeout,
Container Dumping

1. Sack shakeout	Mail Handler
2. Container dumping	Mail Handler
3. Culling for non-machineable mail & damaged parcels	Mail Handler
4. Empty sack processing	Mail Handler

Loose in the Mails

1. Sort, match and record keeping	Clerk
2. Collect and transport	Mail Handler
3. Culling and trash screening	Mail Handler

NMO

1. NMO sorting	Mail Handler
2. Transporting containers and empty equipment	Mail Handler