

11/23/78

IMPLEMENTATION CRITERIA

In implementing clerk-mail handler work assignments, no postal installation shall increase the number of employees solely as a result of this instruction. Furthermore, all actions taken relative to implementation must be consistent with an efficient and effective operation.

1. Four (4) Hours Criteria: If there are four (4) or more hours of continuous work consisting of one or more work functions in one or more operations designated to the same primary craft, the performance of the work should be assigned to an employee of the primary craft.
2. Where the functions of obtaining empty equipment, obtaining unprocessed mail, loading ledges and sweeping is an integral part of the distribution function and cannot be separated, the entire operation will be assigned to the primary craft performing the distribution activity.
3. No employee's current duty assignment will be modified by removing functions designated to another primary craft until and unless such duty assignment becomes vacant through attrition.

4. Assignment of new or additional work, not previously existing in the installation, shall be made in accordance with primary craft designations.

POST OFFICE - PRIMARY CRAFT DESIGNATIONS

Operation

Function

Primary
Craft

001 Platform
Acceptance and
Weigher's Unit

1. Accept, classify, and compute postage on second- and third-class mail.
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.
3. Accept pre-cancelled and meter matter mailed in bulk quantities and verify postage.
4. Accept other classes of mail and receipts if necessary.
5. Advise customers as to proper mailing procedures.
6. Maintain records of permit holders, deposits, withdrawals and miscellaneous information.
7. Make necessary reports and submit to the manager of finance or equivalent.

Clerk
Clerk
Clerk
Clerk
Clerk
Clerk
Clerk

010 Originating
Mail Preparation

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

Mail Handler
Mail Handler
Mail Handler
Mail Handler
Mail Handler

*Call M. H. Jurek
I should like to talk
May to integral portion
of D.C.
2 way
split only*

Operation

Function

Primary Craft

010 Originating Mail Preparation (Continued)

- 6. Face and cancel letters on the facer canceler (Mark II or equivalent). Mail Hand
- 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. Mail Handler
- 12. Examine sacks for mail content. Mail Handler
- 13. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk
- 14. Back stamping of missent mail. Mail Handler

with 10
→
→
→

020 Originating Meter Mail Preparation

- 1. Obtaining empty equipment. Mail Hand
- 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. Mail Handler
- 5. Rating short paid mail. Clerk
- 6. Identification and handling of presorted and riffle mail. Clerk

OBJECT TOTALLY. Conflicts item 4 (020) and operation 029.

Object same reason as above. Should have asterisk.

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 Clerk

Operation

Function

029 Riffle Mail
Continued

mail can be sorted at letter cases,
tray packs or pouch racks, depending
on the make up.

030 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 distribution of letter mail. Clerk
- 5. Distribution of outgoing NIXIE mail. Clerk
- 6. *Sweeping, containerizing and transporting mail. Mail Handler
- 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk
- 8. *Pulling and dispatching pouches and/or other containers. Mail Handler

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. Clerk
- 5. Distribution of outgoing NIXIE mail. Clerk

Transporting

*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, 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 Handler
	7. *Containerizing and transporting.	Mail Handler
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9. *Pulling and dispatching pouches and/or other containers.	Mail Handler
043 State Distribution-Letters	1. *Obtaining empty equipment.	Mail Handler
	2. *Obtaining unprocessed mail.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of letter mail.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping	Mail Handler
	7. *Containerizing and transporting.	Mail Handler
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9. *Pulling and dispatching pouches and/or other containers.	Mail Handler
044 Sectional Center Distribution letters	1. *Obtaining empty equipment.	Mail Handler
	2. *Obtaining unprocessed mail.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of letter mail.	Clerk
	5. *Sweeping.	Mail Handler
	6. *Containerizing and transporting.	Mail Handler
	7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8. Distribution of NIXIE Mail.	Clerk
	9. *Pulling and dispatching pouches and/or other containers.	Mail Handler

*Note-See asterisk, page 3

OperationFunctionPrimary
Craft

045 Non-
Preferential
Distribution-
Letters

1. *Obtaining empty equipment. Mail Handler
2. *Obtaining unprocessed mail. Mail Handler
3. *Loading ledges. Mail Handler
4. Manual distribution of letter-sized circulars. Clerk
5. *Sweeping. Mail Handler
6. *Containerization & transporting. Mail Handler
7. Reporting letter-size circulars which do not meet postal requirements. Clerk
8. Distribution of NIXIE mail. Clerk
9. *Pulling and dispatching pouches and/or other containers. Mail Handler

050/055
Priority 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 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

*Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
050/055 Priority Mail Distribution	13. Maintaining receipt and dispatch records.	Clerk
	14. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
060 Outgoing Flat Primary	1. *Obtaining empty equipment.	Mail Handler
	2. *Obtaining unprocessed mail.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of flat mail.	Clerk
	5. *Sweeping.	Mail Handler
	6. *Containerizing and transporting.	Mail Handler
	7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8. Distribution of NIXIE mail.	Clerk
	X 9. *Pulling and dispatching pouches and/or other containers.	Mail Handler
070 Outgoing Flat Secondary	1. *Obtaining empty equipment.	Mail Handler
	2. *Obtaining unprocessed mail.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of flat mail.	Clerk
	5. *Sweeping.	Mail Handler
	6. *Containerizing and transporting.	Mail Handler
	7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8. Distribution of NIXIE mail.	Clerk
	X 9. *Pulling and dispatching pouches and/or other containers.	Mail Handler

*Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
073 State Distribution Flats	1. *Obtaining empty equipment.	Mail Handler
	2. *Obtaining unprocessed mail.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of flat mail.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping.	Mail Handler
	7. *Containerization and transporting.	Mail Handler
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	X 9. *Pulling and dispatching pouches and/or other containers.	Mail Handler
074 Sectional Center Flat Distribution	1. *Obtaining empty equipment.	Mail Handler
	2. *Obtaining unprocessed mail.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of flat mail.	Clerk
	5. *Sweeping.	Mail Handler
	6. *Containerizing and transporting.	Mail Handler
	7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8. Distribution of NIXIE mail.	Clerk
	X 9. *Pulling and dispatching pouches and/or other containers.	Mail Handler
075 Outgoing Flat Secondary Non- Preferential	1. *Obtaining empty equipment.	Mail Handler
	2. *Obtaining unprocessed flats.	Mail Handler
	3. *Loading ledges.	Mail Handler

*Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>	
075 Outgoing Flat Secondary Non-Preferential (Cont'd.)	4. Manual distribution of flat mail.	Clerk	
	5. *Sweeping.	Mail Handl	
	6. *Containerization and transporting.	Mail Handler	
	7. Reporting flats which do not meet postal requirements.	Clerk	
	8. Distribution of NIXIE mail.	Clerk	
	*9. *Pulling and dispatching pouches and/or other containers.	Mail Handler	
	080-087 MPLSM Distribution	Machine distribution of all classes of letters.	Clerk
		<u>Note:</u> Allied labor required is normally performed by clerks.	
	088-089 Optical Character Reader Distribution	OCR machine distribution of all classes of letter mail. <u>Note:</u> See 080-087 note.	Clerk
090-098 SPLSM Distribution	Machine distribution of all classes of letters. <u>Note:</u> See 080-087 note.	Clerk	
100 Outgoing Parcel distribution	1. *Obtaining empty equipment.	Mail Handler	
	2. *Obtaining mail from staging area.	Mail Handler	
	3. *Dumping sacks or containers.	Mail Handler	
	4. Manual distribution of outgoing parcel post, without scheme knowledge.	Mail Handler	
	5. Manual distribution of outgoing parcel post requiring scheme knowledge.	Clerk	
	6. *Pulling and dispatching sacks or other containers.	Mail Handler	

*Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
100 Outgoing Parcel Distribution (Continued)	7. *Containerizing and transporting mail to dispatch areas.	Mail Handler
	8. *Hanging sacks and inserting labels.	Mail Handler
105 Mechanized Parcel Sorter	1. *Obtaining empty equipment.	Mail Handler
	2. *Obtaining mail from staging areas.	Mail Handler
	3. *Dumping sacks or containers.	Mail Handler
	4. Distribution of parcel post through the use of parcel sorting machines.	Clerk
	5. *Pulling and dispatching sacks or other containers.	Mail Handler
	6. *Containerizing and transporting mail to dispatch areas.	Mail Handler
	7. *Handling sacks and inserting labels.	Mail Handler
109 Rewrap	1. Obtaining empty equipment.	Mail Handler
	2. Obtain mail from staging areas.	Mail Handler
	3. Assembling contents of damaged parcels.	Mail Handler
	4. Operate strapping machines, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization.	Mail Handler
	5. Readdress parcels.	Mail Handler
	6. Keep records as required.	Mail Handler
<p><u>Note:</u> 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.</p>		

*Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
110-129 Outgoing SPR Distribution Pouch Sack & Loose Pouch	1. *Obtaining empty equipment.	Mail Handl
	2. *Obtaining mail from staging area.	Mail Handl
	3. *Dumping sacks, pouches, or containers.	Mail Handler
	4. *Hanging sacks or pouches.	Mail Handler
	5. *Inserting labels.	Clerk
	6. *Cutting bundles and facing letters and flats.	Mail Handler
	7. Distribution of outgoing IPP's, newspapers, rolls, letter or flat bundles, slugs, Special Delivery or Special Handling parcel post.	Clerk
	8. *Pulling sacks, pouches or containers for dispatch.	Mail Handler
	9. *Transporting mail to other operations.	Mail Handler
	10. *Operating "strapping" equipment.	Mail Handl
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 mail.	Clerk
	5. *Sweeping.	Mail Handler
	6. *Containerization and transporting.	Mail Handler
	7. Distribution of NIXIE mail.	Clerk
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	9. *Pulling and dispatching pouches and/or other containers.	Mail Handler

*Note - See asterisk, page 3

Operation

Function

Primary
Craft

150 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. 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 Clerk
9. *Pulling and dispatching pouches and/or other containers. Mail Handler

160 Incoming
Letter
Secondary

1. *Obtaining empty equipment. Mail Handler
2. *Obtaining mail from staging area. Mail Handler
3. *Loading ledges. Mail Handler
4. Manual distribution of letter mail. Clerk
5. *Sweeping. Mail Handler
6. *Containerizing and transporting mail to dispatch areas. Mail Handler
7. Distribution of NIXIE mail. Clerk
8. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk
9. *Pulling and dispatching pouches and/or other containers. Mail Handler

*Object to
M. H. in 160*

*Note - See asterisk, page 3

OperationFunctionPrimary
Craft

168/169 Box
Section
Primary
and Secondary

1. *Obtaining empty equipment. Mail Handl
2. *Obtaining mail from staging areas. Mail Handl
3. *Loading ledges. Mail Handler
4. *Hanging and labeling sacks or pouches. Mail Handler
5. Manual distribution of mail. Clerk
6. Window service incidental to box section activities. Clerk
7. *Pulling and dispatching sacks or pouches. Mail Handler
8. Distribuiton of NIXIE mail. Clerk
9. Identifying and reporting, as appropriate, mail not meeting postal regulations. Clerk
10. *Sweeping. Mail Handler

170 Incoming
Flat Primary

1. *Obtain empty equipment. Mail Handler
2. *Obtain flats from staging area. Mail Handle
3. *Loading ledges. Mail Handler
4. Manual distribution of flat mail. Clerk
- ~~X~~ 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
9. *Pulling and dispatching pouches and/or other containers. Mail Handler

*Note - See asterisk, page 3

*Object to
M. H. in
Section*

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
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 flat mail.	Clerk
	5. *Sweeping.	Mail Handler
	6. *Containerizing and transporting mail to dispatch areas.	Mail Handler
	7. Distribution of NIXIE mail.	Clerk
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	X 9. *Pulling and dispatching pouches and/or other containers.	Mail Handler
180-189 Incoming SPR Distribution, Opening and Traying	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 <u>labeling sacks or pouches.</u>	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. * <u>Cutting</u> bundles and facing letters and flats.	Mail Handler
	7. * <u>Containerizing</u> and transporting mail.	Mail Handler
	8. *Pulling and dispatching pouches and/or other containers.	Mail Handler

Object

*Note - See asterisk, page 3

Operation

Function

Primary Craft

200 Incoming Parcel Distribution

1. *Obtaining empty equipment.
2. *Obtaining mail from staging area.
3. *Dumping sacks or containers.
4. *~~xxxx~~ Hanging and labeling sacks.
5. Manual distribution of parcel post.
6. *Containerizing and transporting
7. *Pulling and dispatching pouches and/or other containers.

Mail Handl
Mail Handl
Mail Handler
Mail Handler
Clerk

Object Requires Scheme Knowledge

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 no 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.

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

object

object

*object
object*

*Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
210-239 Platform Operations (Continued)	11. Transporting mail to and from platform areas.	Mail Handler
	12. Making dock connection transfers.	Clerk
240-339 Distribution at Stations & Branches	Distribution of mail. -The designation of a primary craft can be applied to a detached unit which performs or supports a mail processing operation.	Clerk
549 Sack Examination	1. Examining and segregating empty bags.	Mail Handler
	2. Bundling, sacking, tying and labeling empty mail bags.	Mail Handler

BULK MAIL CENTERS

Primary Craft Designations

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, the entire operation is a function of the primary craft performing the distribution.

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
Inbound Docks	1. Unload vehicles.	Mailhandler
	2. Stage and transport pallets.	Mailhandler
	3. Dumping hampers	Mailhandler
	4. Culling ?	Mailhandler
	<i>try to delete</i> → 5. Minor on-site repairs	Mailhandler
	6. Vehicle record keeping	Clerk
	7. Weigh and acceptance	Clerk
Outbound Docks	1. Load vehicles	Mailhandler
	2. Culling ?	Mailhandler
	3. Roller table separations <i>denture</i>	Mailhandler
	4. Tend missent/malfunction chutes	Mailhandler
	5. Stage and transport containers	Mailhandler
	6. Vehicle record keeping	Clerk

OperationFunctionPrimary Craft

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
Primary Parcel Sorting	1. Facing and keying	Clerk
	2. Culling at parcel induction stations.	Clerk
	3. Minor on-site repairs/bag damage.	Clerk
	4. Sort foreign mail.	Clerk
	5. Distribution at roller tables to sacks/containers.	Clerk
	6. Distribution at missents/mal-function chutes.	Clerk
	7. Container loader tending	Mailhandler
	8. Obtaining and moving empty equipment.	Mailhandler
Secondary Parcel Sorting	1. Facing and keying	Clerk
	2. Culling for minor on-site repairs.	Clerk
	3. Distribution of parcels to sacks/containers.	Clerk
	4. Container loader tending	Mailhandler
	5. Obtaining and moving empty equipment.	Mailhandler

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
Sack Sorting, Rewrap IPPs and Non-ZIP Coding	1. Sack sorting keying.	Mailhandler
	2. Culling and on-site repairs.	Mailhandler
	3. Tend missent/malfunction chutes	Mailhandler
	4. Rewrap	Mailhandler
	5. ZIP Coding unzipped mail.	Clerk
	6. Dumping hampers, sacks, etc.	Mailhandler
	7. Culling of irregular parcels.	Clerk
	8. Sorting of irregular parcels.	Clerk
	9. Empty equipment handling	Mailhandler
	10. Transport sacks/containers	Mailhandler
	11. Sack sorter run out tending	Mailhandler
Sack Shakeout, Container Dumping	1. Sack shakeout	Mailhandler
	2. Container dumping	Mailhandler
	3. Culling for non-machinable mail and damaged parcels.	Mailhandler
	4. Empty sack processing	Mailhandler
Loose in the Mail	1. Sort, match and record keeping	Mailhandler
	2. Collect and transport	Mailhandler
	3. Culling and trash screening	Mailhandler

OperationFunctionPrimary Craft

MHO

1. MHO sorting
2. Transporting containers and empty equipment.

Mailhandler

Mailhandler

Outgoing SPR
Opening and
Distribution

1. Dumping containers, racks, pallets
2. Culling and bundle repair
3. Distribute second- and third-class to sacks and containers.
4. Empty equipment handling
5. Transport sacks, containers pallets.

Mailhandler

Mailhandler

Clerk

Mailhandler

Mailhandler