

In implementing these assignments to primary crafts, the following guidelines should be used:

1. In order for a work component to be assigned to a primary craft there must be four or more hours of continuous work on that assignment.
2. Consideration must be given to the total operation to determine the feasibility of assigning primary crafts to work components; i.e., other than the primary craft doing the distribution function, it may not be feasible or practical to assign a primary craft to allied or auxiliary labor in that operation.
3. Other factors that must be considered in assigning primary craft responsibility are:
 - a. Volume
 - b. Processing time frames
 - c. Service standards
 - d. Operating plans
 - e. Cut-off times
 - f. Composition of present work force.

Task

Work Performance

Primary Craft

Supplemental Craft

9-14
77

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-canceled and metered 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 procedure.
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 non-machinable mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.
5. Tray loose metered mail, etc., when practical.
6. Face and cancel letters on the facer canceler (Mark II or equivalent).
7. Cancel letters on Mark II that were rejected on first pass.

Mailhandler Clerk, Carrier, Spec. D
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2025



<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>	<u>Supplement Craft</u>
010 Originating Mail Preparation (Continued)	8. Hand cancel, cancel with model G or other device.	Mailhandler	Clerk Carrier Spec. Del.
	9. Tray canceled mail for distribution operations.	Mailhandler	"
	10. Rate short-paid mail	Clerk	
	11. Repair damaged letters	Clerk	Mailhandl Carrier, Spec. Del.
	12. Examine sacks for mail content	Mailhandler	Clerk, Carrier, Spec. Del.
020 Originating Meter Mail Preparation	1. Obtaining empty equipment	Mailhandler	Clerk, Carrier, Spec. Del.
	2. Prepare originating metered, permit imprint, and official <i>penalty</i> mail received from collection routes, lobby drop, dock, slides, chutes, conveyors, and other sources for distribution.	Mailhandler	Clerk, Carrier, Spec
	3. Traying letters and separating mail by type into different containers, separating by <i>local</i> and <i>out of town</i> when feasible.	Mailhandler	Clerk, Carrier, Spec. Del
	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 case, or at loose pack or pouch racks, depending on the mark up.	Clerk	Mailhand Carrier, Spec. Del

CONFIDENTIAL

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<u>Task.</u>	<u>Work Performance</u>	<u>Primary Craft</u>	<u>Supplemental Craft</u>
030/035 Combined Outgoing-Incoming Letter Primary	1. *Obtaining empty equipment for use in operation, disposing of excess equipment	Mailhandler	Clerk, Carrier, Spec.Del.
	2. *Obtaining letters from staging areas for distribution	Mailhandler	Clerk, Carrier, Spec.Del.
	3. *Loading ledges	"	"
	4. Manual distribution of preferential and non-preferential mixed states letter mail received from local mailers or other post offices, for separation to states, combination of states, sectional centers, cities, foreign countries, and incoming boxes.	Clerk	Carrier, Spec.Del.
	5. Distribution of outgoing <u>NIXIE</u> mail (incomplete, incorrect, or illegible addresses).	Clerk	
	6. *Sweeping.	Mailhandler	Clerk, Carrier, Spec. Del
040 Outgoing Letter Secondary	1.*Obtaining unprocessed mail	Mailhandler	clerk
	2.*Loading Ledges	Mailhandler	clerk
	3. 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	
	4. Distribution of outgoing NIXIE mail.	Clerk	
	5.*Sweeping	Mailhandler	

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

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<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>	<u>Supplemental Craft</u>
043 State Distribution	1. *Obtaining empty equipment	Mailhandler	Clerk, Carrier, Spec. Del.
	2. *Obtaining unprocessed mail	Mailhandler	Clerk, Carrier, Spec. Del.
	3. *Loading ledges	Mailhandler	Clerk, Carrier, Spec. Del.
	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	Clerk
	6. *Sweeping	Mailhandler	Clerk, Carrier, Spec. Del.
	7. *Pouching or loose <u>pouching</u>	Mailhandler	Clerk, Carrier, Spec. Del.
044 Sectional Center Letters Distribution	1. *Obtaining empty equipment	Mailhandler	Clerk, Carrier, Spec. Del.
	2. *Obtaining unprocessed mail	Mailhandler	Clerk, Carrier, Spec. Del.
	3. *Loading ledges	Mailhandler	Clerk, Carrier, Spec. Del.
	4. Manual distribution of letters to associate offices	Clerk	Carrier, Spec. Del.
	5. *Sweeping	Mailhandler	Clerk, Carrier, Spec. Del.
	6. *Pouching, loose packing	Mailhandler	Clerk, Carrier, Spec. Del.

*Note - See asterisk, page 3

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<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>	<u>Supplemental Craft</u>
045 Non- Preferential Letter Manual Distribution	1. *Obtaining empty equipment	Mailhandler	Clerk, Carrier, Spec.Del.
	2. *Obtaining unprocessed mail	Mailhandler	Clerk, Carrier, Spec.Del.
	3. *Loading ledges	Mailhandler	Clerk, Carrier, Spec.Del.
	4. Manual distribution of letter-sized circulars to points within designated states.	Clerk	Carrier, Spec.Del.
	5. *Sweeping	Mailhandler	Clerk, Carrier, Spec.Del.
	6. *Bunching & stacking	M.H.	Spec.Del.
	7. Reporting letter-size circulars which do not meet postal requirements.	Clerk	
060 Outgoing Flat Primary	1. *Obtain empty equipment	Mailhandler	Clerk, Carrier, Spec.Del.
	2. *Obtaining unprocessed mail	Mailhandler	Clerk, Carrier, Spec.Del.
	3. *Loading ledges	Mailhandler	Clerk, Carrier, Spec.Del.
	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	Carrier, Spec.Del.

*Note - See asterisk, page 3

MAIL

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Task

Work Performance

Primary Craft

Supplemental Craft

060 Outgoing Flat Primary (Continued)

5. *Sweeping

Mailhandler

Clerk, Carr. Spec. Del.

6. *Pouching, sacking or loose packing

Mailhandler

Clerk, Carrier, Spec. Del.

070 Outgoing Flat Secondary

1. *Obtain empty equipment

Mailhandler

Clerk, Carrier, Spec. Del.

2. *Obtaining unprocessed mail

Mailhandler

Clerk, Carrier, Spec. Del.

3. *Loading ledges

Mailhandler

Clerk, Carrier, Spec. Del.

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

Carrier, Spec. Del.

5. *Sweeping

Mailhandler

Clerk, Carrier, Spec. Del.

6. *Pouching, sacking or loose packing

Mailhandler

Clerk, Carrier, Spec. Del.

073 State Dist. FLATS

1. *Obtaining empty equipment

Mailhandler

Clerk, Carrier, Spec. Del.

2. *Obtaining unprocessed mail

Mailhandler

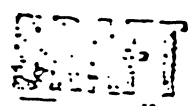
Clerk, Carrier, Spec. Del.

3. *Loading ledges

Mailhandler

Clerk, Carrier, Spec. Del.

*Note - See asterisk, page 3



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Task	Work Performance	Primary Craft	Supplement Craft
073 State Distribution Flats (Continued)	4. Manual distribution of flats for separation to cities, sectional centers or city zones within the local state	Clerk	
	5. Distribution of NIXIE mail	Clerk	Clerk
	6. *Sweeping	Mailhandler	Clerk, Carrier, Spec. Del.
	<i>7. *Pouching & loose pack</i>	<i>M.H.</i>	
074 Sectional Center Flat Distribution	1. *Obtaining empty equipment	Mailhandler	Clerk, Carrier, Spec. Del.
	2. *Obtaining unprocessed flats	Mailhandler	Clerk, Carrier, Spec. Del.
	3. *Loading ledges	Mailhandler	Clerk, Carrier, Spec. Del.
	4. Manual distribution of flats to associate offices	Clerk	Carrier, Spec. Del.
	5. *Sweeping	Mailhandler	Clerk, Carrier, Spec. Del.
	6. *Pouching, loose packing	Mailhandler	Clerk, Carrier, Spec. Del.
075 Outgoing Flat Secondary Non-Preferential	1. *Obtaining empty equipment	Mailhandler	Clerk, Carrier, Spec. Del.
	2. *Obtaining unprocessed flats	Mailhandler	Clerk, Carrier, Spec. Del.
	3. *Loading Ledges	Mailhandler	Clerk, Carrier, Spec. Del.

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*Note - See asterisk, page 3

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<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>	<u>Supplemental Craft</u>
075 Outgoing Flat Secondary Non-Preferential (Continued)	4. Manual distribution of flats to points within designated states	Clerk	Carrier, Spec. Del.
	5. *Sweeping	Mailhandler	Clerk, Carrier, Spec. Del.
	6. *Pouching and sacking	Mailhandler	Clerk, Carrier, Spec. Del.
	7. Reporting flats which do not meet postal requirements	Clerk	
080-087 MPLSM Distribution	Machine distribution of all classes of letters	Clerk	
	<u>Note:</u> All allied labor required is to be 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	
	<u>Note:</u> See 080-087 note		
090-097 SPLSM Distribution	Machine distribution of all classes of letters	Clerk	
	<u>Note:</u> All allied labor required is to be performed by clerks because of the rotation system employed.		
098 SPLSM Bar Code	OCR machine distribution of all classes of letter mail	Clerk	
	<u>Note:</u> See 090-097 note.		

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*Note - See asterisk, page 3



<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>	<u>Supplemental Craft</u>
100 Outgoing Parcel Distribution	1. *Obtaining empty equipment	Mailhandler	Clerk, Carrier, Spec. Del.
	2. *Obtaining Mail from staging area	Mailhandler	Clerk, Carrier, Spec. Del.
	3. *Dumping sack or containers	Mailhandler	Clerk, Carrier, Spec. Del.
	4. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including <u>multi-slide operations, without scheme knowledge</u>	Mailhandler	Clerk
	5. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operation, acquiring scheme knowledge	Clerk	
	6. *Pulling and dispatching sacks or other containers	Mailhandler	Clerk, Carrier, Spec. Del.
7. *Transportation of processed mail to dispatch areas	Mailhandler	Clerk, Carrier, Spec. Del.	
105 Mechanized Parcel Distribution	1. *Obtaining empty equipment	Mailhandler	Clerk
	2. *Obtaining mail for staging areas	Mailhandler	Clerk
	3. *Dumping sacks or containers	Mailhandler	Clerk
	4. Distribution of parcel post through <u>USE OF P.P. SORTING MACHINE</u>	Clerk	
	5. *Pulling and dispatching sacks or <u>OTHER CONTAINERS</u>	Mailhandler	Clerk
	6. *Transportation of processed mail to dispatch areas	Mailhandler	Clerk



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*Note - See asterisk, page 3

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TaskWork PerformanceCraftCraft

Damaged Rewrap
Damaged Parcels

- | <u>Task</u> | <u>Work Performance</u> | <u>Craft</u> | <u>Craft</u> |
|-------------|--|--------------|--------------|
| | 1. Obtaining empty equipment | Mailhandler | Clerk |
| | 2. Obtain mail from staging areas | Mailhandler | Clerk |
| | 3. Assembling contents of damaged parcels | Mailhandler | Clerk |
| | 4. Operate strapping machines, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization. | Mailhandler | Clerk |
| | 5. Redress parcels if necessary | Mailhandler | Clerk |
| | 6. Keep records as required | Mailhandler | Clerk |

Research

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 Primary Craft doing that distribution.

1, O-129 Outgoing
& Distribution
Pouch Sack and
Loose Pouch

SPR

- | | | | |
|--|---|-------------|-------|
| | 1. *Obtaining empty equipment | Mailhandler | Clerk |
| | 2. *Obtaining mail from staging area | Mailhandler | Clerk |
| | 3. *Dumping sacks, pouches, or containers | Mailhandler | Clerk |
| | 4. *Hanging and labeling sacks or pouches | Mailhandler | Clerk |
| | 5. *Cutting bundles and facing letters or flats | Mailhandler | Clerk |
| | 6. Distribution of outgoing <u>SPRs</u> , 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 | Mailhandler | Clerk |
| | 8. *Transporting mail to other operations | Mailhandler | Clerk |

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*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Craft</u>	<u>Craft</u>
34 Sectional Center Distribution	1. *Obtaining empty equipment	Mailhandler	Clerk, Carrier, Spec. Del.
	2. *Obtaining unprocessed mail	Mailhandler	Clerk, Carrier, Spec. Del.
	3. *Loading ledges	Mailhandler	Clerk, Carrier, Spec. Del.
	4. Manual distribution of all classes to associate offices	Clerk	Spec. Del.
	5. *Sweeping	Mailhandler	Clerk, Carrier, Spec. Del.
	6. *Pouching, loose packing	Mailhandler	Clerk, Carrier, Spec. Del.
10 Incoming Letter Primary	1. *Obtain empty equipment	Mailhandler	Clerk
	2. *Obtain mail from staging area	Mailhandler	Clerk
	3. *Load ledges	Mailhandler	Clerk
	4. Manual distribution of letter mail received for local delivery to zones, box sections or other local destinations	Clerk	
	5. *Sweeping	Mailhandler	Clerk
	6. *Transporting processed mail to subsequent operations	Mailhandler	Clerk
160 Incoming Letter Secondary	1. *Obtaining empty equipment	Mailhandler	Clerk
	2. *Obtaining mail from staging area	Mailhandler	Clerk
	3. *Loading ledges	Mailhandler	Clerk
	4. Distribution of letters to carrier routes, box section or box and firms	Clerk	

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*Note - See asterisk, page 3

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<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>	<u>Supplemental Craft</u>
160 Incoming Letter Secondary (Continued)	5. *Sweeping	Mailhandler	Clerk
	6. *Sacking or pouching	Mailhandler	Clerk
	7. *Transporting mail to dispatch areas	Mailhandler	Clerk
168/169 Box Section Primary and Secondary	1. *Obtaining empty equipment	Mailhandler	Clerk
	2. *Obtaining mail from staging areas	Mailhandler	Clerk
	3. *Loading ledges	Mailhandler	Clerk
	4. *Hanging and labeling sacks or pouches	Mailhandler	Clerk
	5. Manual distribution of all classes of letters, flats, SPRs and parcels to box sections or boxes.	Clerk	
	6. Window service incidental to box section activities	Clerk	
	7. *Pulling and dispatching sacks or pouches	Mailhandler	Clerk
170 Incoming Flat Primary	1. *Obtain empty equipment	Mailhandler	Clerk
	2. *Obtain flats from staging area	Mailhandler	Clerk
	3. *Load ledges	Mailhandler	Clerk
	4. Manual distribution of flats received for local delivery to zones, box sections or other local destinations.	Clerk	N/A
	5. *Sweeping	Mailhandler	Clerk
	6. *Transporting processed flats to subsequent operations	Mailhandler	Clerk

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*Note - See asterisk, page 3

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<u>Task</u>	<u>Work Performance</u>	<u>Craft</u>	<u>Craft</u>
Incoming Flat Secondary	1. *Obtaining empty equipment	Mailhandler	Clerk
	2. *Obtaining flats from staging area	Mailhandler	Clerk
	3. *Loading ledges	Mailhandler	Clerk
	4. Distribution of flats to carrier routes, box section or box and firms	Clerk	
	5. *Sweeping	Mailhandler	Clerk
	6. *Sacking or pouching	Mailhandler	Clerk
	7. *Transporting mail to dispatch areas	Mailhandler	Clerk
180-189 Incoming SPR Distribution and Opening Unit	1. *Obtaining empty equipment	Mailhandler	Clerk
	2. *Obtaining mail from staging area	Mailhandler	Clerk
	3. *Dumping sacks, pouches, or containers	Mailhandler	Clerk
	4. *Hanging and labeling sacks or pouches	Mailhandler	Clerk
	5. *Cutting bundles and facing letters or flats	Mailhandler	Clerk
	6. Distribution of incoming SPRS, 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.	Mailhandler	Clerk
	8. *Transporting mail to other operations	Mailhandler	Clerk
200 Incoming Parcel Distribution	1. *Obtaining empty equipment	Mailhandler	Clerk
	2. *Obtaining mail from staging area	Mailhandler	Clerk
	3. *Dumping sacks or containers	Mailhandler	Clerk

*Note - See asterisk, page 3

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<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>	<u>Supplement Craft</u>
Incoming Parcel Distribution (Continued)	4. *Hanging and labeling sacks	Mailhandler	Clerk
	5. Manual distribution of incoming parcel post to carrier routes, box sections, boxes or firms	Clerk	
	6. *Pulling and dispatching sacks or containers	Mailhandler	Clerk
210-239 Platform Operations	1. Obtaining empty equipment	Mailhandler	Clerk
	2. Loading and unloading vehicles	Mailhandler	Clerk
	3. Separating mixed collection mails	Mailhandler	Clerk
	4. Separating sacks, pouches or outside parcels for further processing	Mailhandler	Clerk
	5. Manual sorting sacks, pouches, and outside parcels for destination dispatch requiring scheme knowledge	Clerk	
	6. Manual sorting of sacks, pouches and outside parcels requiring no scheme knowledge	Mailhandler	Clerk
	7. Mechanized sorting of sacks, pouches, and outside parcels requiring scheme knowledge	Clerk	
	8. Mechanized sorting of sacks, pouches, and outside parcels requiring no scheme knowledge	Mailhandler	Clerk
	9. Operating <u>freight elevators</u> , tow motors, fork lifts and jacks	Mailhandler	Clerk
	10. Directing traffic	Mailhandler	Clerk
	11. Transporting mail to and from platform areas	Mailhandler	Clerk
	12. Making dock connection transfers	Clerk	

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*Note - See asterisk, page 3.

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Task

Work Performance

Primary
Craft

Supplemental
Craft

240-339
Distribution at
Stations and
Branches

All allied labor required at Stations
and Branches is an integral part of
the distribution or window service
operation.

549
Sack Examination

1. Examining and segregating empty
bags

Mailhandler Clerk

2. Bundling, sacking, tying and
labeling empty mail bags

Mailhandler Clerk

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