

April 19, 1978

INFORMAL DRAFT FOR REVIEW OF THE PARTIES

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

In order for a work component to be assigned
to a primary craft there must be four (4) or
more hours of continuous work on that assign-
ment.

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
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-canceled and meter matter mailed in bulk quantities and verify postage.	Clerk
	4. Accept other classes of mail and receipts if necessary.	Clerk
	5. Advise customers as to proper mailing procedure.	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.	Mailhandler
	2. Obtain mail (courtesy windows, drop units, staging areas, etc.).	Mailhandler
	3. Open and dump sacks or other containers.	Mailhandler
	4. Cull (separate nonmachinable mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.	Mailhandler
	5. Tray loose metered mail, etc., when practical.	Mailhandler
	6. Face and cancel letters on the facer canceler (Mark II or equivalent).	Mailhandler
	7. Cancel letters on Mark II that were rejected on first pass.	Mailhandler

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
010 Originating Mail Preparation (Continued)	8. Hand cancel, cancel with model G or other device.	Mailhandler
	9. Tray canceled mail for distribution operations.	Mailhandler
	10. Rate short-paid mail.	Clerk
	11. Repair damaged letters.	Clerk
	12. Examine sacks for mail content.	Mailhandler
020 Originating Meter Mail Preparation	1. Obtaining empty equipment.	Mailhandler
	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.	Mailhandler
	3. Traying letters and separating mail by type into different containers, separating by local and out of town when feasible.	Mailhandler
	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
030/035 Combined Outgoing-Incoming Letter Primary	1. *Obtaining empty equipment for use in operation, disposing of excess equipment.	Mailhandler
	2. *Obtaining letters from staging areas for distribution.	Mailhandler
	3. *Loading ledges.	Mailhandler

*Note - See asterisk, page 3

Work Performance

Primary
Craft

Distribution of outgoing NIXIE mail.

Clerk

*Sweeping.

Mailhandler

*Obtaining unprocessed mail.

Mailhandler

*Loading Ledges.

Mailhandler

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

Distribution of outgoing NIXIE mail.

Clerk

*Sweeping

Mailhandler

*Obtaining empty equipment.

Mailhandler

*Obtaining unprocessed mail.

Mailhandler

*Loading Ledges.

Mailhandler

Manual distribution of letter mail for separation to cities, sectional centers or city zones within the local state.

Clerk

Distribution of NIXIE mail.

Clerk

*Sweeping

Mailhandler

*Pouching or loose pouching.

Mailhandler

ks of obtaining empty equipment, il, loading ledges and sweeping he distribution function and can tire operation is a function of aing the distribution.

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
044 Sectional Center Letters Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of letters to associate offices.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Pouching, loose packing.	Mailhandler
045 Non- Preferential Letter Manual Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of letter-sized, circulars to points within designated states.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Pouching and sacking.	Mailhandler
	7. Reporting letter-size circulars which do not meet postal requirements.	Clerk
060 Outgoing Flat Primary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading ledges.	Mailhandler
	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.	Mailhandler
	6. *Pouching, sacking or loose packing.	Mailhandler

*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
070 Outgoing Flat Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading ledges.	Mailhandler
	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.	Mailhandler
	6. *Pouching, sacking or loose packing.	Mailhandler
073 State Distribution Flats	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail	Mailhandler
	3. *Loading ledges	Mailhandler
	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
	6. *Sweeping	Mailhandler
	7. *Pouching or loose packing.	Mailhandler
074 Sectional Center Flat Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed flats.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of flats to associate offices.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Pouching, loose packing.	Mailhandler

*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
075 Outgoing Flat Secondary Non-Preferential	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed flats.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of flats to points within designated states.	Clerk
	5. *Sweeping	Mailhandler
	6. *Pouching and sacking.	Mailhandler
	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> The need for allied labor beyond that required by the rotation system will depend on the duration of the requirement, the proximity of the employee, the availability of unutilized machine operators and the requirement for any special skills.	
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> See 080-087 note	
098 SPLSM Bar Code	OCR machine distribution of all classes of letter mail.	Clerk
	<u>Note:</u> See 080-087 note	

*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
100 Outgoing Parcel Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sack or containers.	Mailhandler
	4. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operations, without scheme knowledge.	Mailhandler
	5. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operation, requiring scheme knowledge.	Clerk
	6. *Pulling and dispatching sacks or other containers.	Mailhandler
	7. *Transportation of processed mail to dispatch areas.	Mailhandler
105 Mechanized Parcel Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail for staging areas	Mailhandler
	3. *Dumping sacks or containers	Mailhandler
	4. Distribution of parcel post through the use of parcel sorting machines.	Clerk
	5. *Pulling and dispatching sacks or other containers.	Mailhandler
	6. *Transportation of processed mail to dispatch areas.	Mailhandler

*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
109 Rewrap Damaged Parcels	1. Obtaining empty equipment.	Mailhandler
	2. Obtain mail from staging areas.	Mailhandler
	3. Assembling contents of damaged parcels.	Mailhandler
	4. Operate strapping machines, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization.	Mailhandler
	5. Redress parcels if necessary.	Mailhandler
	6. Keep records as required.	Mailhandler
	<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.	
110-129 Outgoing SPR Distribution Pouch Sack and Loose Pouch	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sacks, pouches, or containers.	Mailhandler
	4. *Hanging and labeling sacks or pouches.	Mailhandler
	5. *Cutting bundles and facing letters of flats.	Mailhandler
	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.	Mailhandler
	8. *Transporting mail to other operations.	Mailhandler
	9. *Operating "strapping" equipment.	Mailhandler

*Note - See asterisk, page 3

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

*Note - See asterisk, page 2

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
168/169 Box Section Primary and Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging areas.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. *Hanging and labeling sacks or pouches.	Mailhandler
	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.	Mailhandler
170 Incoming Flat Primary	1. *Obtain empty equipment.	Mailhandler
	2. *Obtain flats from staging area.	Mailhandler
	3. *Load ledges.	Mailhandler
	4. Manual distribution of flats received for local delivery to zones, box sections or other local destinations.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Transporting processed flats to subsequent operations.	Mailhandler
175 Incoming Flat Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining flats from staging area.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Distribution of flats to carrier routes, box section or box and firms.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Sacking or pouching.	Mailhandler
	7. *Transporting mail to dispatch areas.	Mailhandler

*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
180-189 Incoming SPR Distribution and Opening Unit	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sacks, pouches, or containers.	Mailhandler
	4. *Hanging and labeling sacks or pouches.	Mailhandler
	5. *Cutting bundles and facing letters or flats.	
	6. Distribution of incoming SPR's, newspaper rolls, letter or flat bundles, Special Delivery or Special Handling parcel post to sacks, pouches, or containers.	Clerk
	7. *Pulling sacks, pouches or containers for dispatch.	Mailhandler
	8. *Transporting mail to other operations.	Mailhandler
200 Incoming Parcel Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sacks or containers.	Mailhandler
	4. *Hanging and labeling sacks.	Mailhandler
	5. Manual distribution of incoming parcel post to carrier routes, box sections, boxes or firms.	Clerk
	6. *Pulling and dispatching sacks or containers.	Mailhandler
210-239 Platform Operations	1. Obtaining empty equipment.	Mailhandler
	2. Loading and unloading vehicles.	Mailhandler
	3. Separating mixed collection mails.	Mailhandler.

*Note - See Asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>	
210-239 Platform Operations Continued	4. Separating sacks, pouches or outside parcels for further processing.	Mailhandler	
	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	
	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	
	9. Operating freight elevators, tow motors, fork lifts and jacks.	Mailhandler	
	10. Directing traffic.	Mailhandler	
	11. Transporting mail to and from platform areas.	Mailhandler	
	12. Making dock connection transfers.	Clerk	
	240-339	Outgoing and incoming mail processing and related service activities at a station, branch or other detached unit.	**
	<p>**Note - 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	1. Examining and segregating empty bags.	Mailhandler
2. Bundling, sacking, tying and labeling empty mail bags.		Mailhandler	