

MAIL PROCESSING WORK ASSIGNMENT GUIDELINES

U. S. Postal Service
November 15, 1978

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 are 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 pursuant to the criteria set forth above.

POST OFFICE - PRIMARY CRAFT DESIGNATIONS

<u>Operation</u>	<u>Function</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 of 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 customers 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. Transporting empty equipment.	Mail Handl.
	2. Obtaining mail (courtesy windows, drop units, staging areas, etc.).	Mail Handl.
	3. Open and dump sacks or other containers.	Mail Handl.
	4. Cull (separate mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.).	Mail Handl.
	5. Tray loose metered mail, etc.	Mail Handl.

OperationFunctionPrimary
Craft

010 Originating Mail Preparation (Continued)	6.	Face and cancel letters on the facer canceler (Mark II or equivalent).	Mail Handle	
	7.	Cancel letters on Mark II that were rejected on first pass.	Mail Handle	
	8.	Hand cancel, cancel with model G or other device.	Mail Handle	
	9.	Tray canceled mail for distribution operations.	Mail Handle	
	10.	Rate and cancel short paid mail.	Clerk	
	11.	Repair damaged letters.	Mail Handle	
	12.	Examine sacks for mail content.	Mail Handle	
	13.	Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk	
	14.	Back stamping of missent mail.	Mail Handle	
	020 Originating Meter Mail Preparation	1.	Transporting empty equipment.	Mail Handle
		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 Handle
		3.	Traying letters and separating mail by type into different containers, separating by local and out of town.	Mail Handle
		4.	Reporting mail with incorrect meter dates and rating short paid mail.	Clerk
		5.	Identification and handling of presorted and riffle 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	Clerk	

OperationFunction

Primary

029 Riffle Mail
Continuedmail can be sorted at letter cases,
tray packs or pouch racks, depending
on the make up.030 Combined
Outgoing-
Incoming Letter
Primary

- | | | |
|----|---------------------------------------------------------------------------------|------------|
| 1. | * Transporting empty equipment. | Mail Handl |
| 2. | *Obtaining letters from staging areas for distribution. | Mail Handl |
| 3. | *Loading ledges. | Mail Handl |
| 4. | Manual distribution of letter mail. | Clerk |
| 5. | Distribution of NIXIE mail. | Clerk |
| 6. | *Sweeping, containerizing and transporting. | Mail Handl |
| 7. | Identifying and reporting, as appropriate, mail not meeting postal regulations. | Clerk |
| 8. | *Pulling and dispatching pouches and/or other containers. | Mail Ha |

040 Outgoing
Letter
Secondary

- | | | |
|----|-------------------------------------|------------|
| 1. | * Transporting empty equipment. | Mail Handl |
| 2. | *Obtaining unprocessed mail. | Mail Handl |
| 3. | *Loading ledges. | Mail Handl |
| 4. | Manual distribution of letter mail. | Clerk |
| 5. | Distribution of 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, 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. *Transporting 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. *Transporting 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	

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
045 Non- Preferential Distribution- Letters	1. * Transporting empty equipment.	Mail Handle
	2. *Obtaining unprocessed mail.	Mail Handle
	3. *Loading ledges.	Mail Handle
	4. Manual distribution of letter mail.	Clerk
	5. *Sweeping.	Mail Handle
	6. *Containerization & transporting.	Mail Handle
	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 Handle
050/055 Priority Mail Distribution	1. *Transporting empty equipment.	Mail Handle
	2. *Culling, facing and canceling.	Mail Handle
	3. *Opening and dumping.	Mail Handle
	4. *Transporting mail.	Mail Handle
	5. *Loading ledges.	Mail Handle
	6. Distribution of priority mail.	Clerk
	7. *Sweeping.	Mail Handle
	8. *Containerizing.	Mail Handle
	9. *Pulling and dispatching pouches or other containers.	Mail Handle
	10. Rating mail matter.	Clerk
	11. Maintaining current schedules and schemes.	Clerk
	12. Handling registry mail.	Clerk

*Note - See asterisk, page 3

OperationFunctionPrimary
Craft

050/055
Priority Mail
Distribution

13. Maintaining receipt and dispatch records.
14. Identifying and reporting, as appropriate, mail not meeting postal regulations.

Clerk

Clerk

060 Outgoing
Flat Primary

1. *Transporting empty equipment.
2. *Obtaining unprocessed mail.
3. *Loading ledges.
4. Manual distribution of flat mail.
5. *Sweeping.
6. *Containerizing and transporting.
7. Identifying and reporting, as appropriate, mail not meeting postal regulations.
8. Distribution of NIXIE mail.
9. *Pulling and dispatching pouches and/or other containers.

Mail Handler

Mail Handler

Mail Handler

Clerk

Mail Handler

Mail Handler

Clerk

Clerk

Mail Handler

070 Outgoing
Flat Secondary

1. *Transporting empty equipment.
2. *Obtaining unprocessed mail.
3. *Loading ledges.
4. Manual distribution of flat mail.
5. *Sweeping.
6. *Containerizing and transporting.
7. Identifying and reporting, as appropriate, mail not meeting postal regulations.
8. Distribution of NIXIE mail.
9. *Pulling and dispatching pouches and/or other containers.

Mail Handler

Mail Handler

Mail Handler

Clerk

Mail Handler

Mail Handler

Clerk

Clerk

Mail Handler

*Note - See asterisk, page 3

OperationFUNCTIONGrade

073 State
Distribution
Flats

- | | | |
|----|---------------------------------------------------------------------------------|--------------|
| 1. | *Transporting 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 |
| 9. | *Pulling and dispatching pouches and/or other containers. | Mail Handler |

074 Sectional
Center Flat
Distribution

- | | | |
|----|---------------------------------------------------------------------------------|--------------|
| 1. | *Transporting 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 |
| 9. | *Pulling and dispatching pouches and/or other containers. | Mail Handler |

075 Outgoing
Flat Secondary
Non-
Preferential

- | | | |
|----|--------------------------------|--------------|
| 1. | *Transporting 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 Handler	
	6. *Containerization 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	
	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.	Clerk
	<u>Note:</u> See 080-087 note.		
090-098 SPLSM Distribution	Machine distribution of all classes of letters.	Clerk	
	<u>Note:</u> See 080-087 note.		
100 Outgoing Parcel Distribution	1. *Transporting empty equipment.	Mail Handler	
	2. *Obtaining mail from staging area.	Mail Handler	
	3. *Dumping sacks or containers.	Mail Handler	
	4. Manual distribution of parcel post, without scheme knowledge.	Mail Handler	
	5. Manual distribution of 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 Hand
105 Mechanized Parcel Sorter	1. *Transporting 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. Transporting empty equipment.	Mail Hand
	2. Obtaining 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. Readdressing parcels.	Mail Handler
	6. Keeping 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. * Transporting empty equipment.	Mail Handler
	2. *Obtaining mail from staging area.	Mail Handler
	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. *Containerizing and transporting.	Mail Handler
	10. *Operating "strapping" equipment.	Mail Handler
134 Sectional Center Distribution	1. *Transporting 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

OperationFunctionPrimary
Cl150 Incoming
Letter Primary

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

Mail Hand
Mail Handler
Mail Handler
Clerk
Mail Handler
Mail Handler
Clerk
Clerk
Mail Handler160 Incoming
Letter
Secondary

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

Mail Han(
Mail Han
Mail Handler
Clerk
Mail Handler
Clerk
Clerk
Mail Handler

Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
168/169 Box Section Primary and Secondary	1. *Transporting 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 mail.	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
	10. *Sweeping.	Mail Handler
170 Incoming Flat Primary	1. *Transporting empty equipment.	Mail Handler
	2. *Obtaining flats from staging area.	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. 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

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
175 Incoming Flat Secondary	1. *Transporting empty equipment.	Mail Handl
	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
	9. *Pulling and dispatching pouches and/or other containers.	Mail Handler
180-189 Incoming SPR Distribution, Opening and Traying	1. *Transporting empty equipment.	Mail Handl
	2. *Obtaining mail from staging areas.	Mail Handl
	3. *Dumping sacks, pouches, or containers.	Mail Handler
	4. *Hanging and labeling sacks or pouches.	Mail Handler
	5. Distribution of incoming IPP'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 and transporting.	Mail Handler
	8. *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>
200 Incoming Parcel Distribution	1. * Transporting empty equipment.	Mail Handler
	2. *Obtaining mail from staging area.	Mail Handler
	3. *Dumping sacks or containers.	Mail Handler
	4. *Hanging and labeling sacks.	Mail Handler
	5. Manual distribution of parcel post.	Clerk
	6. *Containerizing and transporting	Mail Handler
	7. *Pulling and dispatching pouches and/or other containers.	Mail Handler
210-239 Platform Operations	1. Transporting empty equipment.	Mail Handler
	2. Loading and unloading vehicles	Mail Handler
	3. Separating mixed collection mails.	Mail Handler
	4. Non-scheme separation of sacks, pouches or outside parcels for further processing.	Mail Handler
	5. Manual sorting of sacks, pouches, and outside parcels for destination dispatch requiring scheme knowledge.	Clerk
	6. Manual separation of sacks, pouches and outside parcels requiring no scheme knowledge.	Mail Handler
	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.	Mail Handler
	9. Operating freight elevators, tow motors, fork lifts and jacks.	Mail Handler
	10. Directing traffic.	Mail Handler

*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 Hand
	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 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>
Inbound Docks	1. Unload vehicles.	Mailhandler
	2. Stage and transport pallets.	Mailhandler
	3. Dumping hampers	Mailhandler
	4. Culling	Mailhandler
	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	Mailhandler
	4. Tend missent/malfunction chutes	Mailhandler
	5. Stage and transport containers	Mailhandler
	6. Vehicle record keeping	Clerk

OperationFunctionPrimary Craft

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>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.	Mailhandler
	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	Clerk
	2. Collect and transport	Mailhandler
	3. Culling and trash screening	Mailhandler

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
NFO	1. NFO sorting	Mailhandler
	2. Transporting containers and empty equipment.	Mailhandler
Outgoing SPR Opening and Distribution	1. Dumping containers, racks, pallets	Mailhandler
	2. Culling and bundle repair	Mailhandler
	3. Distribute second- and third-class to sacks and containers.	Clerk
	4. Empty equipment handling	Mailhandler
	5. Transport sacks, containers pallets.	Mailhandler