

The way it is . . .

BY FORREST "FROSTY" NEWMAN
Director of Industrial Relations



REGIONAL INSTRUCTION No. 399

Text of Jurisdictional Order Now Challenged in Arbitration

We are publishing below the complete text of Regional Instruction 399 which is the basis of a major arbitration case wherein this union is challenging the right of the U.S. Postal Service to enter into unilateral agreements involving jurisdictional decisions adverse to our crafts.

The text published here has been up-dated to include changes and modifications to the Instruction as a result of earlier discussion with Management and which were originally set forth on Page 12 of the August, 1979, issue of the *American Postal Worker* magazine.

I. INTRODUCTION

The enclosed "Mail Processing Work Assignment Guidelines," provide primary craft designations relative to the performance of specific mail processing work functions. Compliance with the principles contained therein is mandatory and applicable to the assignment of all categories of employees in the regular work force. These assignment guidelines are to be implemented at all postal installations which perform mail processing, in accordance with the implementation criteria outlined below and consistent with the terms of the 1978 National Agreement.

II. IMPLEMENTATION CRITERIA

A. Efficient and Effective Operation

All actions taken relative to implementation of these guidelines must be consistent with an efficient and effective operation. Consistent with this obligation, no postal installation shall declare employees excess, increase the number of employees and/or increase work hours solely as a result of this instruction.

B. 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 that primary craft.

C. Distribution Activities

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 efficiently separated, the entire operation will be assigned to the primary craft performing the distribution activity.

D. Changes in Duty Assignments

No employee's current duty assignment will be modified by removing functions designed to another primary craft until and unless such duty assignment becomes vacant through attrition. In addition, management may continue to revert or abolish positions no longer needed.

E. Assignment of New and/or Additional Work

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

III. IMPLEMENTATION PROCEDURES

A. Responsibilities

Sectional Center Managers will review mail processing operations in installations within their designated MSC areas. This review will include, at a minimum, an examination of the work being performed, current duty assignments and a determination concerning what actions will be necessary to comply with the "Mail Processing Work Assignment Guidelines."

B. Identification of Primary Craft

All post offices with mail processing operations will, based on the primary craft designations, identify:

1. full-time clerk or mail handler duty assignments which are assigned to the inappropriate craft.
2. full-time clerk or mail handler duty assignments which include both clerk and mail handler primary craft functions.
3. work functions performed by part-time flexible clerks and mail handlers.

C. Implementation Plan

Based upon the above identification, each sectional center manager will develop a detailed implementation plan which will contain at a minimum:

1. the number of full-time clerk and mail handler employees.
2. the number by tour and duties, of full-time clerks and mail handlers:
 - a. with 8-hour assignments in the inappropriate craft.
 - b. whose duty assignments includes 4 or more (but less than 8) hours of work in the inappropriate craft.
3. the number of full-time clerk and mail handler vacancies as of January 26, 1979.
4. the number of full-time clerk and mail handler vacancies that are anticipated, by postal quarter, during PQ's III and IV, FY 1979, and FY 1980.
5. the number of clerk and mail handler part-time flexible employees.
6. the number of clerk and mail handler part-time flexible employees, by tour, duties and hours, performing primary craft functions designated to a different craft.
7. actions that will be taken to achieve immediate compliance, and those actions which will require phase implementation.
8. the estimated time frame (as may be necessary) for implementation, including quarterly estimates.
9. any current clerk or mail handler functions not covered in the "Mail Processing Work Assignment Guidelines."

D. Adherence

Each sectional center manager will insure that the following actions, when taken, are consistent with this instruction:

1. Review each vacant full-time clerk and mail handler duty assignment.
2. Establishment of new full-time duty assignments.
3. Accession of clerk and mail handler employees.
4. Scheduling and staffing studies.

E. Reporting Requirements

The management sectional center implementation plan will be forwarded by March 19, 1979, through the District Office to the Regional Director, Mail Processing, who will be responsible for approving the MSC's plan, insuring its timely and effective im-

plementation, and for monitoring performance against the plan. At least once every six months, a designated regional coordinator will review each MSC to determine its progress relative to making proper clerk-mail handler work assignments. The first review cycle must be completed no

later than September 1, 1979, with subsequent regional reviews of MSC performance occurring semi-annually thereafter.

C. Neil Benson
Acting Senior Assistant
Postmaster General
Operations Group

POST OFFICE—PRIMARY CRAFT DESIGNATIONS

Operation	Function	Primary Craft	Operation	Function	Primary Craft
001 Platform Acceptance and Weigher's Unit	1. Accept, classify, and compute postage on second- and third-class mail.	Clerk	029 Rifle Mail	5. Identification and handling of presorted and rifle 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		Distribution of customer sequenced mail by ZIP Code, Code, state or otherwise, which is sorted by batches, avoiding piece by piece distribution. Rifle mail can be sorted at letter cases, tray packs or pouch racks, depending on the make up.	Clerk
	3. Accept pre-cancelled and meter matter mailed in bulk quantities and verify postage.	Clerk		1. * Transporting empty equipment.	Mail Handler
	4. Accept other classes of mail and receipts if necessary.	Clerk		2. * Obtaining letters from staging areas for distribution.	Mail Handler
	5. Advise customers as to proper mailing procedures.	Clerk		3. * Loading ledges.	Mail Handler
	6. Maintain records of permit holders, deposits, withdrawals and miscellaneous information.	Clerk		4. Manual distribution of letter mail.	Clerk
	7. Make necessary reports and submit to the manager of finance or equivalent.	Clerk		5. Distribution of NIXIE mail.	Clerk
010 Originating Mail Preparation	1. Transporting empty equipment.	Mail Handler	030 Combined Outgoing-Incoming Letter Primary	6. * Sweeping, containerizing and transporting.	Mail Handler
	2. Obtaining mail (courtesy windows, drop units, staging areas, etc.).	Mail Handler		7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	3. Open and dump sacks or other containers.	Mail Handler		8. * Pulling and transporting pouches and/or other containers.	Mail Handler
	4. Cull (separate mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.). (Distribution to cases or sack/pouch racks will be assigned in accordance with the appropriate distribution operation.)	Mail Handler		1. * Transporting empty equipment.	Mail Handler
	5. Tray loose metered mail, etc.	Mail Handler		2. * Obtaining unprocessed mail.	Mail Handler
	6. Face and cancel letters on the facer canceler (Mark II or equivalent).	Mail Handler		3. * Loading ledges.	Mail Handler
	7. Cancel letters on Mark II that were rejected on first pass.	Mail Handler		4. Manual distribution of letter mail.	Clerk
	8. Hand cancel, cancel with model G or other device.	Mail Handler	040 Outgoing Letter Secondary	5. Distribution of NIXIE mail.	Clerk
	9. Tray canceled mail for distribution operations.	Mail Handler		6. * Sweeping.	Mail Handler
	10. Rate and cancel short paid mail.	Clerk		7. * Containerizing and transporting.	Mail Handler
	11. Repair damaged letters.	Mail Handler		8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	12. Examine sacks for mail content.	Mail Handler		9. * Pulling and transporting pouches and/or other containers.	Mail Handler
	13. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk		1. * Transporting empty equipment.	Mail Handler
	14. Back stamping of missent mail.	Mail Handler	043 State Distribution-Letters	2. * Obtaining unprocessed mail.	Mail Handler
020 Originating Meter Mail Preparation	1. Transporting empty equipment.	Mail Handler		3. * Loading ledges.	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		4. Manual distribution of letter mail.	Clerk
	3. Traying letters and separating mail by type into different containers, separating by local and out of town.	Mail Handler		5. Distribution of NIXIE mail.	Clerk
	4. Reporting mail with incorrect meter dates and rating short paid mail.	Clerk		6. * Sweeping.	Mail Handler
				7. * Containerizing and transporting.	Mail Handler
040 Originating Meter Mail Preparation			044 Sectional Center Distribution letters	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
				9. * Pulling and transporting pouches and/or other containers.	Mail Handler
				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

Operation	Function	Primary Craft	Operation	Function	Primary Craft
045 Non-Preferential Distribution-Letters	9. * Pulling and transporting pouches and/or other containers.	Mail Handler	074 Sectional Center Flat Distribution	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	1. * Transporting empty equipment.	Mail Handler		9. * Pulling and transporting pouches and/or other containers.	Mail Handler
	2. * Obtaining unprocessed mail.	Mail Handler		1. * Transporting empty equipment.	Mail Handler
	3. * Loading ledges.	Mail Handler		2. * Obtaining unprocessed mail.	Mail Handler
	4. Manual distribuion of letter mail.	Clerk		3. * Loading ledges.	Mail Handler
	5. * Sweeping.	Mail Handler		4. Manual distribution of flat mail.	Clerk
	6. * Containerization & transporting.	Mail Handler		5. * Sweeping.	Mail Handler
	7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk		6. * Containerizing and transporting.	Mail Handler
	8. Distribution of NIXIE mail.	Clerk		7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
050/055 Priority Mail	9. * Pulling and transporting pouches and/or other containers.	Mail Handler	075 Outgoing Flat Secondary Non-Preferential	8. Distribution of NIXIE mail.	Clerk
	1. * Transporting empty equipment.	Mail Handler		9. * Pulling and transporting pouches and/or other containers.	Mail Handler
	2. * Culling, facing and canceling.	Mail Handler		1. * Transporting empty equipment.	Mail Handler
	3. * Opening and dumping.	Mail Handler		2. * Obtaining unprocessed flats.	Mail Handler
	4. * Transporting mail.	Mail Handler		3. * Loading ledges.	Mail Handler
	5. * Loading ledges.	Mail Handler		4. Manual distribuion of flat mail.	Clerk
	6. Distribution of priority mail.	Clerk		5. * Sweeping.	Mail Handler
	7. * Sweeping.	Mail Handler		6. * Containerization and transporting.	Mail Handler
	8. * Containerizing.	Mail Handler		7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
060 Outgoing Flat Primary	9. * Pulling and transporting pouches or other containers.	Mail Handler	080-087 MPLSM Distribution	8. Distribution of NIXIE mail.	Clerk
	10. Rating mail matter.	Clerk		9. * Pulling and transporting pouches and/or other containers.	Mail Handler
	11. Maintaining current schedules and schemes.	Clerk		Machine distribuion of all classes of letters.	Clerk
	12. Handling registry mail.	Clerk		Note: Allied labor required is normally performed by clerks because of the rotation system employed.	
	13. Maintaining receipt and dispatch records.	Clerk		OCR machine distribution of all classes of letter mail.	Clerk
	14. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk		Note: See 080-087 note.	
	1. * Transporting empty equipment.	Mail Handler		Machine distribution of all classes of letters.	Clerk
	2. * Obtaining unprocessed mail.	Mail Handler		Note: See 080-087 note.	
	3. * Loading ledges.	Mail Handler	088-089 Optical Character Reader Distribution 090-098 SPLSM Distribution 100 Outgoing Parcel Distribution	1. * Transporting empty equipment.	Mail Handler
070 Outgoing Flat Secondary	4. Manual distribution of flat mail.	Clerk		2. * Obtaining mail from staging area.	Mail Handler
	5. * Sweeping.	Mail Handler		3. * Dumping sacks or containers.	Mail Handler
	6. * Containerizing and transporting.	Mail Handler		4. Manual distribution of parcel post, without scheme knowledge.	Mail Handler
	7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk		5. Manual distribution of parcel post requiring scheme knowledge.	Clerk
	8. Distribution of NIXIE mail.	Clerk		6. * Pulling and dispatching sacks or other containers.	Mail Handler
	9. * Pulling and transporting pouches and/or other containers.	Mail Handler		7. * Containerizing and transporting mail to dispatch areas.	Mail Handler
	1. * Transporting empty equipment.	Mail Handler		8. * Hanging sacks and inserting labels.	Mail Handler
	2. * Obtaining unprocessed mail.	Mail Handler	105 Mechanized Parcel Sorter	1. * Transporting empty equipment.	Mail Handler
	3. * Loading ledges.	Mail Handler		2. * Obtaining mail from staging areas.	Mail Handler
073 State Distribution Flats	4. Manual distribution of flat mail.	Clerk		3. * Dumping sacks or containers.	Mail Handler
	5. Distribution of NIXIE mail.	Clerk		4. Distribution of parcel post through the use of parcel sorting machines.	Clerk
	6. * Sweeping.	Mail Handler		5. * Pulling and dispatching sacks or other containers.	Mail Handler
	7. * Containerization and transporting.	Mail Handler		6. * Containerizing and transporting mail to dispatch areas.	Mail Handler

Operation	Function	Primary Craft	Operation	Function	Primary Craft
109 Rewrap	7. * Handling sacks and inserting labels.	Mail Handler	168/169 Box Section Primary and Secondary	5. * Sweeping.	Mail Handler
	1. Transporting empty equipment.	Mail Handler		6. * Containerizing and transporting.	Mail Handler
	2. Obtaining mail from staging areas.	Mail Handler		7. Distribution of NIXIE mail.	Clerk
	3. Assembling contents of damaged parcels.	Mail Handler		8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	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		9. * Pulling and transporting pouches and/or other containers.	Mail Handler
	5. Readdressing parcels.	Mail Handler		1. * Transporting empty equipment.	Mail Handler
110-129 Outgoing IPP Distribution Pouch Sack & Loose Pouch	6. Keeping records as required.	Mail Handler	170 Incoming Flat Primary	2. * Obtaining mail from staging areas.	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.			3. * Loading ledges.	Mail Handler
	1. * Transporting empty equipment.	Mail Handler		4. * Hanging and labeling sacks or pouches.	Mail Handler
	2. * Obtaining mail from staging area.	Mail Handler		5. Manual distribution of mail.	Clerk
	3. * Dumping sacks, pouches, or containers.	Mail Handler		6. Window service incidental to box section activities.	Clerk
	4. * Hanging sacks or pouches.	Mail Handler		7. * Pulling and dispatching sacks or pouches.	Mail Handler
134 Sectional Center Distribution	5. * Inserting labels.	Clerk	175 Incoming Flat Secondary	8. Distribution of NIXIE mail.	Clerk
	6. * Cutting bundles and facing letters and flats.	Mail Handler		9. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	7. Distribution of outgoing IPP's, newspapers, rolls, letter or flat bundles, slugs, Special Delivery or Special Handling parcel post.	Clerk		10. * Sweeping.	Mail Handler
	8. * Pulling sacks, pouches or containers for dispatch.	Mail Handler		1. * Transporting empty equipment.	Mail Handler
	9. * Containerizing and transporting.	Mail Handler		2. * Obtaining flats from staging area.	Mail Handler
	10. * Operating "strapping" equipment.	Mail Handler		3. * Loading ledges.	Mail Handler
150 Incoming Letter Primary	1. * Transporting empty equipment.	Mail Handler	180-189 Incoming SPR Distribution, Opening and Traying	4. Manual distribution of flat mail.	Clerk
	2. * Obtaining unprocessed mail.	Mail Handler		5. * Sweeping.	Mail Handler
	3. * Loading unprocessed mail.	Mail Handler		6. * Containerizing and transporting.	Mail Handler
	4. Manual distribution of mail.	Clerk		7. Distribution of NIXIE mail.	Clerk
	5. * Sweeping.	Mail Handler		8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	6. * Containerization and transporting.	Mail Handler		9. * Pulling and transporting pouches and/or other containers.	Mail Handler
160 Incoming Letter Secondary	7. Distribution of NIXIE mail.	Clerk		1. * Transporting empty equipment.	Mail Handler
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk		2. * Obtaining mail from staging areas.	Mail Handler
	9. * Pulling and transporting pouches and/or other containers.	Mail Handler		3. * Dumping sacks, pouches, or containers.	Mail Handler
	1. * Transporting empty equipment.	Mail Handler		4. * Hanging and labeling sacks or pouches.	Mail Handler
	2. * Obtaining mail from staging area.	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
	3. * Loading ledges.	Mail Handler		6. * Cutting bundles and facing letters and flats.	Mail Handler
	4. Manual distribution of letter mail.	Clerk		7. * Containerizing and transporting.	Mail Handler
	5. * Sweeping.	Mail Handler		8. * Pulling and transporting pouches and/or other containers.	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 transporting pouches and/or other containers.	Mail Handler			
	1. * Transporting empty equipment.	Mail Handler			
	2. * Obtaining mail from staging area.	Mail Handler			
	3. * Loading ledges.	Mail Handler			
	4. Manual distribution of letter mail.	Clerk			

Operation	Function	Primary Craft
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
	1. Transporting empty equipment.	Mail Handler
	2. Loading and unloading vehicles.	Mail Handler
	3. Separating mixed collection vehicles.	Mail Handler
	4. Non-scheme separation of sacks, pouches or outside parcels for further processing.	Mail Handler
210-239 Platform Operations	5. Manual sorting of sacks, for destination dispatch pouches, and outside parcels 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 tow motors, fork lifts and jacks.	Mail Handler
	10. Directing traffic.	Mail Handler
	11. Transporting mail to and from platform areas.	Mail Handler
	12. Making dock connection transfers.	Clerk
	Distribution of mail.	Clerk
	The designation of a primary craft can be applied to a detached unit which performs or supports a mail processing operation.	
	1. Examining and segregating empty bags.	Mail Handler
240-339 Distribution at Stations & Branches	2. Bundling, sacking, tying and labeling empty mail bags.	Mail Handler
549 Sack Examination		

* 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.

OAKLAND INSTALLATION



Included at the Oakland CA installation recently were (from left) Western Region Coordinator Raydell Moore, General President Milton Mapp of the Local, Vice President Restelli Brown, Local Business Agent Gary L. Connely, National Vice President David Johnson, National VP Herb Rosenberg (Clerks) and National 5th VP Melvin Henley (Motor Vehicles).

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.

Operation	Function	Primary Craft
Inbound Docks	1. Unload vehicles.	Mail Handler
	2. Stage and transport pallets.	Mail Handler
	3. Dumping hampers.	Mail Handler
	4. Culling.	Mail Handler
	5. Minor on-site parcel repairs	Mail Handler
	6. Vehicle record keeping.	Clerk
	7. Weigh and acceptance.	Clerk
	1. Load vehicles	Mail Handler
	2. Culling.	Mail Handler
	3. Roller table separations.	Mail Handler
	4. Tend missent/malfunction chutes.	Mail Handler
Outbound Docks	5. Stage and transport containers.	Mail Handler
	6. Vehicle record keeping.	Clerk
	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 missent/malfunction chutes.	Clerk
	7. Container loader tending.	Mail Handler
	8. Obtaining and moving empty equipment.	Mail Handler
	1. Facing and keying.	Clerk
Primary Parcel Sorting	2. Culling for minor on-site repairs.	Clerk
	3. Distribution of parcels to sacks/containers.	Clerk
	4. Container loader tending.	Mail Handler
	5. Obtaining and moving empty equipment.	Mail Handler
	1. Sack sorting keying.	Mail Handler
	2. Culling and on-site parcel repairs.	Mail Handler
	3. Tend missent/malfunction chutes	Mail Handler
	4. Rewrap.	Mail Handler
	5. ZIP Coding unzipped mail.	Clerk
	6. Dumping hampers, sacks, etc.	Mail Handler
	7. Culling of irregular parcels.	Mail Handler
Secondary Parcel Sorting	8. Sorting of irregular parcels.	Clerk
	9. Empty equipment handling.	Mail Handler
	10. Transport sacks/containers.	Mail Handler
	11. Sack sorter run out tending.	Mail Handler
	1. Sack shakeout.	Mail Handler
	2. Container dumping.	Mail Handler
	3. Culling for non-machinable mail and damaged parcels.	Mail Handler
	4. Empty sack processing.	Mail Handler
	1. Sort, match and record keeping	Clerk
	2. Collect and transport	Mail Handler
	3. Culling and trash screening.	Mail Handler
Sack Shakeout, Container Dumping	1. NMO sorting.	Mail Handler
	2. Transporting containers and empty equipment.	Mail Handler
	1. Dumping containers, racks, pallets.	Mail Handler
	2. Culling and bundle repair.	Mail Handler
	3. Distribute second- and third-class to sacks and containers.	Clerk
	4. Empty equipment handling.	Mail Handler
	5. Transport sacks, containers pallets.	Mail Handler
Loose in the Mail		
NMO		
Outgoing SPR Opening and Distribution		