

MAIL HANDLERS, MESSENGERS
and Group Leaders Division of the Laborers' International
Union of North America, AFL-CIO

NATIONAL HEADQUARTERS: 905-15th STREET N.W. WASHINGTON, D.C. 20066 (202) 737-8066



June 25, 1974

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Mr. Darrell F. Brown
Senior Assistant Postmaster General
Employee Labor Relations
U. S. Postal Service
475 L'Enfant Plaza West, S.W.
Washington, D. C. 20260

Dear Mr. Brown:

The Mail Handlers Union hereby exercises its right to demand arbitration under Article XIX of the 1973-75 National Agreement.

The Postal Service has violated Articles VII, XIX, and XLIII of the National Agreement through its proposed issuance of the P-1 Handbook, issued over the signature of Brian Gillespie on May 22, 1974. The Handbook erroneously delegates workers in the clerk craft duties exclusively belonging to the Mail Handler craft. Attached to this letter is a compilation of those jobs which have been so erroneously delegated. The grievance includes, but is not limited to, this compilation.

As a remedy, the Mail Handlers Union requests that the Handbook be modified to conform to Article XLIII of the National Agreement, and that this revision be released as soon as possible.

Sincerely,

Norman Orenstein
Financial Director

/kal

cc: Mr. Brian Gillespie, USPS Labor Relations
Mr. Alvin Gandall, USPS Labor Relations
Mr. Stu Filbey, APWU
Mr. Dan Jordan, APWU

Occupational Code 0085-01 Craft-Maintenance-Custodial Key Position 5 Guard Level 4	Occupational Code 0085-06 Craft-Mail Handler Standard Position Title: Watchman (Mail Handling Areas) Key Position Reference No. 5 Salary Level: F
D-iii Retrieves Lost and found articles and delivers them to the appropriate place. D-iv Obtains names of victims, doctors, police and witnesses in the event of accident. D-vii Operates elevators on a relief basis.	E-2 Delivers lost and found articles to designated location. E-3 Obtains names of victims, doctors, police and witnesses in the event of accidents. E-4 Occasionally operates elevators.
Occupational Code 0305-03 Craft-Clerk Key Position 6 File Clerk - Level 4	Occupational Code 0322-04 Craft-Mailhandler* Standard Position Title: Typist-Label Printing Key Position Reference No. 7 Salary Level:
D-1 Types from rough draft or plain copy	D3 Types correspondence and memorandum from rough or general information.
Occupational Code 0322-01 Craft-Clerk Key Position 7 Typist Level 4	Occupational Code 0322-04 Craft-Mailhandler* Standard Position Title: Typist-Label Printing Key Position Reference No. 7 Salary Level: I
B Types correspondence and memoranda from rough drafts or general information.	D-3 Types correspondence and memorandum from rough or general information

Occupational Code 0322-01 Key Position 7
P. 8 Continuing from P. 7

Occupational Code 0322-04 stand 1

C Cuts Stencils for instructions, circulars, and other general uses.

D-ii Operates a mimeograph machine.

C Cuts stencils for instructions, circulars, and other general uses.

Occupational Code 2315-01 Key Position 3
Craft- Mailhandler

F-v Performs other miscellaneous duties, such as stamping tickets, weighing incoming sacks, cleaning and sweeping in workrooms, offices, and trucks where such work is not performed by regular cleaners.

A Prepares stencils on manual or electric stencil machine in accordance with instructions and lined.

D-1 Operates mimeograph, addressograph, collator, inserter and sealer machines.

Occupational Code 4401-05 Standard Position
Craft-Mail Handler
Title: Label Machine Operator K.P. Ref. No. 7 Sa

B Prepares stencils on stencil-cutting machines, and lining type for proper placement, and using to draw lines and special symbols to the reproduction on labels and facing slips by printing machines.

Occupational Code 2340-03* Standard Position
2340-46**
Title: Seasonal Ass.*-Postal Ass.**
Key Position Reference No. 8 Salary Level:

E In addition, may perform other miscellaneous duties such as stamping tickets, weighing incoming sacks, cleaning and sweeping in workrooms, offices and trucks where such work is not performed by regular cleaners.

<p>Occupational Code 2315-04 Craft-Clerk Level 5</p>	<p>Key Position 12</p>	<p>Occupational Code 2340-55 Non-Craft Title: Postal Trainee Key Position Reference No. 3</p> <p>Standard Posit. Salary Level PS</p>
<p>C-v Opens and dumps pouches and sacks</p> <p>C-iii Faces and cancels mail.</p>		<p>B-2 . Opens and dumps pouches and sacks, and separate delivers working mails to distribution cases.</p> <p>B-3 Culls, faces and cancels mail.</p>
<p>C-iii Faces and cancels mail.</p>		<p>Occupational Code 2340-03* 2340-46* Title: Seasonal Assist*, Postal Assist* Key Position Reference No. 8</p> <p>Standard Posit. Salary Level F</p> <p>C Faces and cancels mail.</p>
		<p>Occupational Code 2340-04 Craft-Clerk Level 3</p> <p>Key Posit.</p>
<p>A Makes primary and one or more secondary distributions of incoming mail by delivery point (for example, classified or contract station or branch or other delivery unit, general delivery, lockboxes, rural or star route, or city carrier route) based on a knowledge of the distributor scheme established for that office.</p>		<p>A Sorts incoming mail for general delivery, lock boxes, and one or more delivery routes.</p>

Occupational Code 5438-01 Key Position 2 Craft-Maintenance-Custodial Level 3 Elevator Operator	Occupational Code 0085-06 Standard Position Craft-Mail Handler Title: Watchman (Mail Handling Areas) Key Position Reference No. 5 Salary Level: P
Operates Elevator Cleans cab of elevator and polishes metal fittings. Pushes handcarts of mail on and off elevator or assists in loading or unloading material carried on elevator.	E-4 Occasionally Operates elevators Occupational Code 2315-01 Key Position 8 Craft-Mailhandler Mail Handler Lev V Performs other miscellaneous duties, such as st tickets, weighing incoming sacks, cleaning and in workrooms, offices, and trucks where such wo not performed by regular cleaners.
Occupational Code 2340-04 Key Position 4 Craft-Clerk Post Office Clerk Level 3	Occupational Code 2315-01 Key Position 8 Craft-Mailhandler Mail Handler Lev
Sorts incoming mail for general delivery, lock boxes, and one or more delivery routes. BASIC FUNCTION: Sorts incoming and dispatches outgoing mail for a small number of points of separation and destination; provides a limited number of services at public windows. This office has fewer than 190 revenue units annually. Postmarks and prepares mail for dispatch by train or other mail route; closes, locks, and affixes labels to pouches and mail sacks.	A-Unloads mail received by trucks. Separates all lail and conveyors for subsequent dispatch to other conve units, and separates and delivers working mails for to distribution areas. BASIC FUNCTION: Loads, unloads, and moves bulk mail performs other duties incidental to the movemen processing of mail. B-Places empty sacks or pouches on racks, labels the labels are prearranged or racks are plainly marked, mail from sacks, cuts ties, faces letter mail, car mail to distributors for processing, places proces mail into sacks, removes filled sacks and pouches, outside pieces, separates outgoing bulk mails for patch and loads mail onto trucks.

) As the needs of the service require, may perform other related duties incidental to the operation of the Post Office.

C-Handles and sacks empty equipment, inspects empty equipment for mail content, restrings sacks.

E-Assists in supply and slip rooms and operates address mimeograph, and similar machine.

D-Cancels stamps on parcel post, operates canceling machine, carries mail from canceling machine to distribution

E-Assists in supply and slip rooms and operates address mimeograph, and similar machines.

F-In addition, may perform any of the following duties:

- i Acts as armed guard for valuable registry shipment watchman and guard around post office building.
- ii Makes occasional simple distribution of parcel post requiring no scheme knowledge.
- iii Operates electric fork-lift trucks.
- iv Rewraps soiled or broken parcels.
- V Performs other miscellaneous duties, such as stamp tickets, weighing incoming sacks, cleaning and sweeping in workrooms, offices, and trucks where such work performed by regular cleaners.

Occupational Code 0085-01 Key Position 5
Craft-Maintenance-Coustodial Chapter B
Grade-Level 4

BASIC FUNCTION: Makes rounds of the Post Office building, and punches clocks at designated stations.

Patrols buildings, punching watchman's clock where furnished, checking door and window locks, noting and reporting fire hazards and other irregularities, such as running water and unclosed doors and windows.

Sounds fire alarm.

Preserves order in corridors and, when necessary, detains person for interrogation by post office inspectors or local police.

In addition may perform any of the following duties:
Gives directions to the public in building lobby.

ii Retrieves lost and found articles and delivers them to the appropriate place.

v Obtains names of victims, doctors, police, and witnesses in the event of accident.

Guards property entrances and prevents damage to property by public

ii Operates elevators on a relief basis.

Occupational Code 0085-06 Standard Position
Craft-Mail Handler Chapter C
Title: Watchman (Mail Handling Areas)
Key Position Reference No. 5 Salary Level: E

BASIC FUNCTION: As a member of the mail handler occupational group, is responsible for performing protective duties in mail handling areas, or in connection with the

A At entrances and exits to work areas, prevents unauthorized entry or departure; checks each person leaving building to insure that any property clearly is marked for removal; preserves order and prevents loitering on the premises; directs strangers to locations within building or to proper entrances; maintains a log of fires and dangerous conditions.

B At vehicle entrances, such as driveways, roadway ramps, guides vehicles in or out of post office and takes necessary safety control action to protect pedestrians and moving vehicles.

C At mailers' platforms prevents disorder, loitering, and thievery of parcels intended for placement in the building or parcels already the responsibility of the U.S. Post Office. May also check contents of vehicles to insure that all materials are accounted for on drivers' manifest records.

D Provides armed protection for valuable shipments; maintains items of exceptional value in the custody of the office

Occupational Code 0305-03 Craft Clerk File Clerk Level 4	Key Position 6 Chapter B	Occupational Code 0322-04 Craft-Mailhandler* Title: Typist-Label Printing Key Position Reference No. 7	Standard Position Chapter C Salary Level:
D-1 Types from rough draft or plain copy. iv Operates a mimeograph machine.		C-Types labels on carrier case label typewriter bed writing machine from approved copy, observing all special markings requested.	
Occupational Code 0322-01 Craft-Clerk Typist Level 4	Key Position 7 Chapter B		
BASIC FUNCTION: Types material such as forms, correspondence, and stencils from rough draft or plain copy.		BASIC FUNCTION: Prepares label, facing slip and stencils and types carrier case labels from a or instructions.	
C Cuts stencils for instructions, circulars, and other general uses.		A Prepares stencils on manual or electric stencil machine in accordance with instructions and finished.	
B Types correspondence and memoranda from rough drafts or general information.		D-3 Types correspondence and memorandum from rough general information.	
D-ii Files, checks requisitions, prepares vouchers, and answers the telephone.		D-1 Operates mimeograph, addressograph, collator inserter and sealer machines.	

Occupational Code 2310-01* 2310-53** Chapter B
Craft-Carrier*
Craft-Special Delivery Messenger** Key Pos. 11

Withdraws mail from the distribution case and prepare it in sequence for efficient delivery by himself or a substitute along an established route. Prepares and separates all classes of mail to be carried by truck to relay boxes along route for subsequent delivery.

Deposits mail collected in the post office upon return from route; faces such mail for stamp cancellation.

Occupational Code 2315-11 Key Position 16
Craft-Clerk
Distribution Clerk, R.P.O. or H.P.O. Level 6
Chapter B

Hangs pouches and sacks in racks and places labels in holders provided; labels letter cases in accordance with official diagram.

Prepares mail for dispatch, involving labeling and tying of letter mail in packages for distribution in pouches, closing and locking sacks and pouches, and maintenance of proper separations for connections en route.

Occupational Code 2315-01 Key Position 8
Craft-Mailhandler Chapter B
Mail Handler Level 4

Article XLIII, Section 12 - Agreement

B Places empty sacks or pouches on racks, labels where labels are prearranged or racks are plain; dumps mail from sacks, cuts ties, faces letter; carries mail to distributors for processing, places processed mail into sacks, removes filled sacks, pouches from racks, closes and locks same. Picks up sacks, pouches, and outside pieces, separates out bulk mails for dispatch and loads mail onto truck.

B Places empty sacks or pouches on racks, labels where labels are prearranged or racks are plain; dumps mail from sacks, cuts ties, faces letter; carries mail in distributors for processing, places processed mail into sacks, removes filled sacks, pouches from racks, closes and locks same. Picks up sacks, pouches, and outside pieces, separates out bulk mails for dispatch and loads mail onto truck.

B " " " " " "

SAME AS B ABOVE

ii. Unloads mail and equipment at terminal of run.

A Unloads mail received by trucks. Separates all mail received by trucks and conveyors for subsequent delivery to other conveying units, and separates and delivers working mails for delivery to distribution areas.

Occupational Code 3565-01 Key Position 51
Aircraft-Maintenance-Custodial
Technician - Level 1 Chapter B

Sweeps, mops, dusts, washes, and otherwise performs light cleaning and housekeeping tasks to maintain offices, washrooms, lobbies, corridors, stairways, and other areas of the building in neat and orderly condition.

Performs such duties as dusting, waxing and polishing office furniture, sweeping and mopping floors, vacuuming rugs, emptying wastebaskets and trash, washing interior window and partition glass and fixtures which can be reached without use of ladders or scaffolding.

F-v Performs other miscellaneous duties, such as stamping tickets, weighing incoming sacks, cleaning and sweeping in workrooms, offices, and trucks where such work not performed by regular cleaners.

Occupational Code 0322-02 Standard Position 1-2
Aircraft-Clerk
Title: Clerk-Typist
Key Position Reference No. 7 Salary Level: PFS-4

Cuts mimeograph stencils and masters for duplication by other process of similar and related materials.

Types from handwritten and other drafts or from dictating machine records, letters, memorandums, reports and other materials; sets up the material typewritten in accordance with prescribed format and prepares it for initialing, signing, routing, and

Occupational Code 0322-04 Standard Position
Aircraft-Mailhandler*
TITLE: Typist-Label Printing
Key Position Reference No.7 Salary Level PFS-

C Types labels on carrier case label typewriter or hand writing machine in accordance with instructional list furnished.

D-3 Types correspondence and memorandum from rough draft or general information.

Occupational Code 0322-02
Continuing

Occupational Code 0322-04
Continuing

8 Operates office machines such as the mimeograph, comptometer, and adding machine.

D-1 Operates mimeograph, addressograph, collator, inserter and sealer machines.

Occupational Code 0301-01 Standard Position 1-12
Craft-Clerk
Title: Office Clerk
Key Position Reference No. 6 Salary Level: PFS-4

Occupational Code 0322-04 Contin.

Occupational Code 0818-01 Standard Position 1-17
Craft-Clerk (If in post office branch)
Craft-Maintenance (If in maintenance branch)
Title: Drafting Clerk
Key Position Reference No. 13

Article XLIII, Section 12

Occupational Code 0322-04 Standard Position
(continuing from above)

2 Letters labels for cases, racks, files, etc.
3 Maintains file and records of prepared drawings.
4 Makes layouts and cuts stencils.

Article XLIII, Section 12
National Agreement

Occupational Code 2340-02 Standard Position 2-;
Craft-Clerk
Title: Distribution, Window and Markup Clerk
Key Position Reference No. 12 Salary Level: PS-5

Occupational Code 0322-04 Standard Position
Craft-Mailhandler*
Title: Typist-Label Printing
Key Position Reference No. 7 Salary Level PF

1 Orders new address labels for forwarding mail for all carrier routes and box sections within designat.

Occupational Code 4401-05 Standard Position
Craft-Mailhandler*
Title: Label Machine Operator
Key Position Reference No. 7 Salary Level:

ARTICLE XLIII, SECTION 12 National Agreement

Occupational Code 2340-02 Continuing

- .ii Verifies and files new labels and index cards and reorders labels daily, prior to forwarding mail.
- .iii Processes mail for forwarding or return to sender by withdrawing related address file box, matches names of customer on mail with name on index card, affixes new address label, makes appropriate endorsement on index card, if needed, and separates processed mail in prescribed manner.
- .iv Prepares required forms for address correction services.
 - .i During period of operation, operates printing machine and related equipment.
 - .ii Provides immediate supervisor with information for continuous efficient operation.
 - .iii Performs routine printing machine maintenance, such as, cleaning, oiling and minor adjustments.
 - .i Types index cards and stencils from information extracted from change of address order or reorder form.
 - .ii Types correspondence and memoranda in draft form.
 - .i Maintains records of mail.
 - .ii Faces and cancels mail.
 - .iii Labels and ties out mail for dispatch.
 - .iv Opens and dumps pouches and sacks.
 - .vi Assists in alien registration and census matters.

Standard Position Description
Occupational Code 2330-64
Craft-Clerk

Chapter C
Standard Position 2-217

Standard Position Descriptions
Occupational Code 2315-62
Craft: Mail Handler*

Chapter C
Standard Position

POSTAL FIELD SERVICE

POSTAL FIELD SERVICE

Title: Transfer Clerk, AMF
Key Position Reference No. 15

Salary Grade: PPS-6

Title: Mailhandler Technician
Key Position Reference No. 12

Salary Level

BASIC FUNCTION. Receives, dispatches, documents and maintains records of all classes of foreign or domestic air mail or both and of other air transported mail.

DUTIES AND RESPONSIBILITIES.

- (A) Receives and dispatches mail at an AMF; determines how mail should be routed; contacts carrier representatives and arranges for the handling or re-handling of mails for dispatch and rescheduling of dispatches where flights have been canceled or delayed; determines priority of mail that can be held and that which can be sent immediately in cases where the amount on hand for dispatch exceeds the carrier limit for a particular flight.
- (B) Prepares the forms necessary to expedite mail for either domestic or foreign flights or both as required; prepares forms for receipt of mail from carrier, for transfer of mail to the AMF or to another carrier when flight was interrupted.
- (C) When processing foreign mail, makes division of mails between competitive carriers and controls volume of mails dispatched to a foreign flag carrier where bilateral agreement exists, based on information furnished.
- (D) Records any serious delay or other irregularity pertaining to delivery of mail to AMF by completing a form used to report irregularities in handling of mail by carriers; reports irregularities to supervisor so that appropriate action may be taken.
- (E) Records flight delays and advises supervisor of changes; advises supervisor of alternate routings in event of serious delay or interruption of service affecting the dispatch of mails.
- (F) Reviews the duty schedule and schedules changes noting the effects; notifies supervisor and employees who are affected; studies schedule and recommends changes for improvement of service.
- (G) Furnishes airline personnel with estimate of amount of mail on hand and to be dispatched; makes necessary arrangements for use of additional flights when volume of mail becomes unusually heavy or a backlog develops.
- (H) Personally observes the transfer of mail between carriers at terminal locations and in that connection may operate a vehicle in moving between locations.
- (I) In addition may perform the following duties:
Distributes mail; pouches mail; receives and opens incoming foreign mail checking it for proper documentation; or processes registered mail.

ORGANIZATIONAL RELATIONSHIPS. Is responsible to the supervisor in charge of this and other functions of the AMF.

BASIC FUNCTION. At a centralized pouching point or opening unit or "front" (in largest post offices), performs the sorting of pouches, sacks, and/or preferential mail and routes them to the appropriate processing or dispatching point. Includes incoming and outgoing surface pouches, incoming and outgoing airmail transit pouches, incoming and transit sacks of newspapers, and sacks of special and special handling parcels and papers. This position is for use only in sections of other large post offices (over 500 employees) where the volume of incoming or transit mail warrants a centralized pouching point or opening unit or front substantially on a full-time basis during the tour involved.

DUTIES AND RESPONSIBILITIES. Performs either (A) or (B), or a combination of both:

- (A) At a centralized pouching or routing point, examines, sorts and routes hundreds of pouches and sacks of preferential mail daily to appropriate processing and dispatching points. While scheme knowledge is not required, it must be familiar with dispatch times and changes in routings at different times of tour. Maintains record of late arriving pouches and sacks and supervisory employees of late arriving mail or mail which fails to correct dispatch. Provides on-the-job training for employees assigned to centralized pouching and/or routing points. Performs loading, unloading, dumping, sacking and other mailhandler functions as required.
- (B) At a centralized pouching point or opening unit, performs the sorting of pouches or sacks of preferential mail and routes them to proper processing point; opens and dumps pouches and sacks at the incoming or transit unit and separates contents in accordance with classification of established work areas for such classifications. Is responsible for mail promptly to pouch racks, newspaper racks, distribution cases, processing point within each working area. Sorts and routes pouches and sacks to star routes, railroads, highway post offices, and airlines. Maintains records of late arriving pouches and sacks and advises supervisory employees of late arriving mail which fails to make the proper dispatch. Provides on-the-job training to employees assigned to centralized pouching or opening unit. Performs loading, unloading, dumping, sacking and other mailhandler functions as required.

ORGANIZATIONAL RELATIONSHIPS. Reports to foreman of mailhandler designated supervisor.

Filled by senior qualified mail handler.

POSTAL FIELD SERVICE

Is: Parcel Post Distributor (Machine)
Position Reference No. 17

Salary Level PFS-6

BASIC FUNCTION. Makes separations of outgoing parcel post operations in an electro-mechanical parcel post sorting machine by operation of a keyboard applying codes being either (1) a city distribution scheme covering delivery points such as carrier routes and stations and branches not limited to ZIP Code keying; or, (2) an approved outgoing scheme which may include distribution by other than ZIP Code, directs, alphabetical, geographical groupings; or a combination of (1) and (2). Must be able to demonstrate maintain machine distribution at an average rate of at least 30 parcels per minute on outgoing parcels, or at an average rate of at least 35 parcels per minute on outgoing code, or at an average rate of at least 30 parcels per minute on mixed incoming and going parcels; with an accuracy rate of 98 percent.

DUTIES AND RESPONSIBILITIES

- (1) Reads address on each parcel positioned on the supply belt by the facer. Associates the scheme item with the applicable machine code and depresses a combination of keys to set the triggering mechanism on the parcel pallets to dump the parcel at the desired destination runoff belt or chute.
- (2) Pushes parcels on signal by buzzer or light to respective pallets that the keying device has set to trigger at the selected destination runoff.
- (3) May periodically interchange assignments during a tour with the facer if the occupant of that assignment is qualified to fill the distribution assignment.
- (4) Performs other clerical duties as assigned when not occupied in the keying or alternating in the keying and facing functions on the machine.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman or other trained supervisor.

Filled by senior qualified bidder



POSTAL FIELD SERVICE

Title: Sack Sorting Machine Operator
Key Position Reference No. 12

Salary Level

BASIC FUNCTION. Makes separations of sacks of mail on an electro-mechanical sack sorting machine by operation of a keyboard, applying machine codes to a pallet, without scheme examination, distribution by other than ZIP Code, directs, alphabetical or geographical groupings. Must be able to demonstrate and maintain machine distribution at an average of at least 10 sacks per minute with an accuracy rate of 9 cent.

DUTIES AND RESPONSIBILITIES

- (A) Reads sack labels as sacks are fed on a conveyor to the operator; depresses combination of keys to set the triggering mechanism on the sack machine pallets to dump the sack at the desired destination runoff belt or chute.
- (B) Pushes sack on to loader tray which trips automatically, dumping the sack to the machine pallet the keying device has set to trigger at the destination runoff.

ORGANIZATIONAL REQUIREMENTS. Reports to a foreman or designated supervisor.

*Filled by best qualified mail handler

Standard Position Description *Clerical Mail Handler* (Chapter C)
Occupational Code 2315 66 *Standard Position 2315*
Title Designation: *Clerk* (Revised)

POSTAL FIELD SERVICE

Parcel Post Distributor (Machine)
Position Reference No. 17

Salary Level PFS-6

BASIC FUNCTION. Makes incoming or outgoing parcel post separations in an electro-mechanical parcel post sorting machine by operation of a keyboard applying codes using either (1) a city distribution scheme covering delivery points such as carrier routes and sections and branches not limited to ZIP Code keying or, (2) an approval outgoing scheme which must include distribution by other than ZIP Code, directs, alphabetical, geographical groupings; or a combination of (1) and (2). Must be able to demonstrate maintain machine distribution at an average rate of at least 30 parcels per minute on incoming parcels, or at an average rate of at least 35 parcels per minute on outgoing parcels, or at an average rate of at least 30 parcels per minute on mixed incoming and outgoing parcels, with an accuracy rate of 98 percent.

DUTIES AND RESPONSIBILITIES

- (1) Reads address on each parcel positioned on the supply belt by the facer. Associates the scheme item with the applicable machine code and depresses a combination of keys to set the triggering mechanism on the parcel pallets to dump the parcel at the desired destination runout belt or chute.
- (2) Pushes parcels on signal by buzzer or light to respective pallets that the keying device has set to trigger at the selected destination runout.
- (3) May periodically interchange assignments during a tour with the facer if the occupant of that assignment is qualified to fill the distribution assignment.
- (4) Performs other clerical duties as assigned when not occupied in the keying or alternating in the keying and facing functions on the machine.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman or other designated supervisor.

Filled by senior qualified bidder

Standard Position Description
Occupational Code 2315-72
Craft Designation: Mail Handler*

Standard Position

POSTAL FIELD SERVICE

Title: Sack Sorting Machine Operator
Key Position Reference No. 8

Salary 1

BASIC FUNCTION. Operates a keyboard control unit on an electro-sorting machine to sort outgoing sacks of nonpreferential mail making approval ZIP Code, directs and alphabetical and geographical groupings. Must be able to operate and maintain machine distribution at an average rate of at least 100 parcels per minute with an accuracy rate of 98 percent.

DUTIES AND RESPONSIBILITIES

- (1) Reads sack labels as sacks are fed on a conveyor to the operator; depresses separation item and code; depresses combination of keys to enable machine to direct each sack to appropriate separation area.
- (2) When not engaged in machine operation, performs duties such as unloading bulk mail, separating mail for subsequent dispatch to other sorting units, placing empty sacks or pouches on racks, labeling sacks or dumping mail from sacks, removing filled sacks and pouches from racks, closing and locking sacks, inspecting empty equipment for malfunctions, restringing sacks, rewrapping soiled or broken parcels and occasional sorting of parcel post requiring no scheme knowledge.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman or other designated supervisor.

*Filled by senior qualified mail handler

CHAPTER C
PART I GENERAL

<p>Occupational Code 0322-02 Standard Position 1-2 Craft-Clerk Title: Clerk-Typist Key Position Reference No. 7 Salary Level: PFS-4</p>	<p>Occupational Code 0322-04 Standard Posit. Craft-Mailhandler Title: Typist-Label Printing Key Position Reference No. 7 Salary Level:</p>
<p>8 Operates office machines such as the mimeograph, comptometer, and adding machine.</p>	<p>D-1 Operates mimeograph, addressograph, collator, inserter and sealer machines.</p>
<p>Occupational Code 3502-03-02 Standard Position 1-11 Craft-Maintenance (If in maintenance Branch) Craft-Mailhandler (If in post office Branch) Title: Laborer, Materials Handling Key Position Reference No. 3 Salary Level: PFS-1</p>	<p>Occupational Code 3555-01 Standard Posit. Title: Summer Helper Key Position Reference 1 Salary Level:</p>
<p>B-2 Trends the lawn, shrubbery, and premises of the building.</p> <p>B-4 Moves and arranges office furniture.</p>	<p>A-1 Trends to lawns, shrubbery and premises of the office in such duties as cutting spraying, water trimming, raking, pruning, seeding and cultivation.</p> <p>A-3 Moves furniture and equipment.</p>
<p>A-1 Loads and unloads freight cars and trucks.</p>	<p>Occupational Code 2340-55 Standard Posit Non-Craft Title: Postal Trainee Reference No. 3 Salary Level P.</p> <p>B-1 Loads and unloads vehicles and perform duties.</p>

CHAPTER - C

<p>Occupational Code 2340-02 Standard Position 2-1 Craft-Clerk Title: Distribution, Window and Markup Clerk Key Position Reference No. 12</p>	<p>Occupational Code 4401-06 Standard Position Craft-Mail Handler Title: Label Printing Technician Key Position Reference No. 12 Salary Level:</p>
<p>E-iii Performs routine printing machine maintenance, such as, cleaning, oiling and minor adjustments.</p>	<p>H Maintains machines in proper working order, oiling and adjusting as needed to prevent breakdowns but maintaining mail production; oils, cleans parts and makes minor repairs to machines.</p>
<p>G-ii Faces and cancels mail,</p>	<p>Occupational Code 2340-03* 2340-46** Standard Position Title: Seasonal Assistant* Postal Assistant** Key Position Reference No. 8 Salary Level</p>
<p>G-ii Faces and cancels mail,</p>	<p>C Faces and cancels mail.</p>
<p>F-1 Types index cards and stencils from information extracted from changes of address order or reorder form.</p>	<p>Occupational Code 0322-04 Standard Position Craft-Mailhandler* Title: Typist-Label Printing Key Position Reference No. 7 Salary Level</p>
<p>F-1 Types index cards and stencils from information extracted from changes of address order or reorder form.</p>	<p>A Prepares stencils on manual or electric stencil machine in accordance with instructions and list of materials furnished.</p>

Occupational Code 2340-02 Craft-Clerk Continuing

E-iii Performs routine printing machine maintenance, such as, cleaning, oiling and minor adjustment

E Cleans, Oils, and adjusts machines to maintain in proper working order.

Occupational Code 2340-01 Craft-Clerk Title: General Clerk Key Position Reference No. 13	Standard Position 2-45 Salary Level: PFS-5	Occupational Code 0322-04 Title: Typist-Label Printing Key Position Reference No. 7	Standard Position Salary Level:
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H-1 Types correspondence and memorandum from rough drafts, General information, Etc.

D-3 Types correspondence & memorandum from rough drafts of general information.

Occupational Code 2315-72
Craft Designation: Clerk*
Title: Sack Sorting Machine Operator
Key Position Reference No. 17

Standard Position 2-102
Salary Level: PFS-6

Occupational Code 2315-72
Craft Designation: Mail Handler*
Title: Sack Sorting Machine Operator
Key Position Reference 8

Standard Position
Salary Level PFS-

A Reads sack labels as sacks are fed on a conveyor to the operator; depresses combination of keys to set the triggering mechanism on the sack machine pallets to dump the sack at the desired destination runout belt or chute.

1 Reads sack labels as sacks are fed on conveyor operator; determines separation item and code; combination of keys to enable machine to direct sack to appropriate separation area.

Occupational Code 0301-05
Craft-Maintenance
Title: Office Clerk, Custodial
Key Position Reference No. 13

Standard Posit. 6-55
Salary Level: PFS-5

Occupational Code 0322-04
Craft-Mail Handler
Typist Label Printing K/P/Ref. No.7

Standard Posit.
Salary Level

correspondence and memoranda from rough drafts
3 Types correspondence and memorandum from rough drafts

JUL 9 1974

Mr. Lonnie Johnson, National Director
National Post Office Mail Handlers, Watchmen,
Messengers & Group Leaders
Division of the Laborers International
Union of North America, AFL-CIO
905 - 16th Street, N.W.
Washington, D. C. 20008

Dear Mr. Johnson:


This responds to your letter of June 18, 1974, to Darrell F. Brown and Mr. Orenstein's letter of June 25, 1974, which was also addressed to Mr. Brown, concerning the Postal Services' notification to the Mail Handlers Union of the proposed issuance of the P-1 Handbook - Position Descriptions.

At the June 25, 1974, meeting between representatives of the Postal Service and the Mail Handlers Union, at which the handbook was discussed, it became apparent that the Mail Handlers Union is disputing the assignment in the proposed Handbook of certain USPS work to the bargaining unit represented by the American Postal Workers Union, AFL-CIO.

In the circumstances, the Postal Service deems the grievance filed by the Mail Handlers Union and encompassed in your June 18, 1974, letter to be subject to the December 14, 1973, Memorandum of Understanding between the Postal Service, the American Postal Workers Union, AFL-CIO, and the Mail Handlers Union for the resolution work jurisdiction disputes.

Please advise the dates that are convenient to you for holding a Step 4 meeting in accordance with the provisions of the Memorandum of Understanding.

Sincerely,


James C. Gildea
Assistant Postmaster General
Labor Relations Department

cc: ✓ Mr. Francis S. Filbey
Mr. Dan Jordan
Mr. Orenstein
Mr. Bernstein



EMPLOYEE AND LABOR RELATIONS GROUP
Washington, DC 20260

JUL 9 1974

Mr. Francis S. Filbey General President
American Postal Workers
Union, AFL-CIO
817 - 14th Street, N.W.
Washington, D. C. 20005

Dear Mr. Filbey:

By letters dated June 18 and 25, 1974, the Mail Handlers Union filed a grievance protesting Postal Service work assignments described in the proposed P-1 Handbook. The Postal Service construes the grievance filed by the Mail Handlers Union as one subject to the December 14, 1973, Memorandum of Understanding between the Postal Service, the Mail Handlers Union, and the American Postal Workers Union, AFL-CIO, for the resolution of work jurisdiction disputes.

Please advise the dates that are convenient to you for holding a Step 4 meeting in accordance with the provisions of the Memorandum of Understanding.

Sincerely,

James C. Gildea
Assistant Postmaster General
Labor Relations Department

cc: Mr. Lonnie Johnson
Mr. Jules Bernstein

JUL 10 1974