

Morgan

APR 10 1979

REVISIONS TO REGIONAL INSTRUCTION #399
(1085-PO-204)

Subject: Mail Processing Work Assignment Guidelines

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1. Operation 010; item 4

Add: Distribution to cases or sack/pouch racks will be assigned in accordance with the appropriate distribution operation.

2. In the following operations and functional items delete the word dispatching and substitute the word transporting:

- a. Operation 030, item 8
- b. Operation 040, item 9
- c. Operation 043, item 9
- d. Operation 044, item 9
- e. Operation 045, item 9
- f. Operation 050/055, item 9
- g. Operation 060, item 9
- h. Operation 070, item 9
- i. Operation 073, item 9
- j. Operation 074, item 9
- k. Operation 075, item 9
- l. Operation 134, item 9
- m. Operation 150, item 9

- n. Operation 160, item 9
- o. Operation 170, item 9
- p. Operation 175, item 9
- q. Operation 180-189, item 8

3. Operation 080-087 "note"

Revise the "note" to read as follows:

Allied labor required is normally performed by clerks because of the rotation system employed.

4. Operation 110-129

Delete the abbreviation SPR in the operation heading and replace with IPP.

5. Operation 210-239, item 9

After the word elevators insert the following:

(incidental to the transport of mail and/or equipment where an elevator operator is not assigned).

6. Inbound Docks - BMC, item 5

Insert the word "parcel" between the words on-site and repairs.

7. Sack Sorting, Rewrap IPP's and non-ZIP Coding, item 2

Insert the work "parcel" between the words on-site and repairs.