

DATE: June 28, 1984

**REVISIONS TO REGIONAL INSTRUCTION #399  
MAIL PROCESSING WORK ASSIGNMENT GUIDELINES****Regional Directors  
Mail Processing Department**

JUL 02 1984

DIST. SYSTEMS BRANCH

The following revisions are to be incorporated into the Mail Processing Work Assignment Guidelines - Regional Instruction Filing No. 399.

1. In Operations 110-129 the words "opening and traying" will be added to the operation description. This description change accurately reflects the work currently being performed.
2. Item 3 in Operations 110-129 will be revised as follows:

"Dumping sacks, pouches, or containers. Cull/segregate mail by type/characteristics and make basic local/out-of-town splits to trays, hampers, gurneys, conveyors, nutting trucks, or other containers.

This change reflects that, in operations where culling is not an integral part of the distribution function, the primary craft for assignment of this work is mail handler.

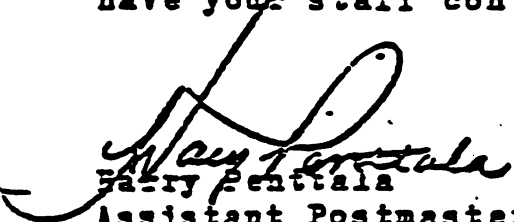
3. Operations 140-149 will be added to reflect Multi-Position Flat Sorting Machine distribution. The primary craft for the machine distribution of all classes of flats will be identified as clerk.
4. Item 3 in Operations 180-189 will be revised as follows:

\*Dumping sacks, pouches, or containers. Cull/segregate mail by type/characteristics and make basic local/out-of-town splits to trays, hampers, gurneys, conveyors, nutting trucks, or other containers.

This represents the same type of change as identified above in Operations 110-129.

The craft unions have been notified of these revisions.  
Please disseminate this information to your mail processing  
facilities.

If you have any questions concerning these revisions, please  
have your staff contact Harry McCulloch at FTS 245-4101.

  
Harry Penttala  
Assistant Postmaster General  
Mail Processing Department