



# regional instructions

PART 300  
POSTAL OPERATIONS  
1085-PO-204

SUBJECT	Mail Processing Work Assignment Guidelines	DATE	2/16/79	FILING NO.	399
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## 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.

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D. Changes in Duty Assignments

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. 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 phased 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 implementation, 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.

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Postmaster General  
Operations Group

Enclosure

Standard distribution plus 2 copies to each MSC

MAIL PROCESSING WORK ASSIGNMENT GUIDELINES

U. S. Postal Service  
November 15, 1978

11/15/78

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

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

<u>Operation</u>	<u>Function</u>	Primary
029 Riffle Mail Continued	mail 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 Handler
	2. *Obtaining letters from staging areas for distribution.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of letter mail.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping, containerizing and transporting.	Mail Handler
	7. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
	8. *Pulling and dispatching pouches and/or other containers.	Mail Handler
040 Outgoing Letter Secondary	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

\*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 Handler
	2. *Obtaining unprocessed mail.	Mail Handler
	3. *Loading ledges.	Mail Handler
	4. Manual distribution of letter mail.	Clerk
	5. *Sweeping.	Mail Handler
	6. *Containerization & 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
050/055 Priority Mail Distribution	1. *Transporting empty equipment.	Mail Handler
	2. *Culling, facing and canceling.	Mail Handler
	3. *Opening and dumping.	Mail Handler
	4. *Transporting mail.	Mail Handler
	5. *Loading ledges.	Mail Handler
	6. Distribution of priority mail.	Clerk
	7. *Sweeping.	Mail Handler
	8. *Containerizing.	Mail Handler
	9. *Pulling and dispatching pouches or other containers.	Mail Handler
	10. Rating mail matter.	Clerk
	11. Maintaining current schedules and schemes.	Clerk
	12. Handling registry mail.	Clerk

\*Note - See asterisk, page 3

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
050/055 Priority Mail Distribution	13. Maintaining receipt and dispatch records.	Clerk
	14. Identifying and reporting, as appropriate, mail not meeting postal regulations.	Clerk
060 Outgoing Flat Primary	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
070 Outgoing Flat Secondary	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

\*Note - See asterisk, page 3.

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
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 Handler
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 Handler
	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

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
150 Incoming Letter Primary	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
	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
160 Incoming Letter Secondary	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
	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>
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 Handler
	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 Handler
	2. *Obtaining mail from staging areas.	Mail Handler
	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 <sup>out A-10-79</sup> 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 Handler
	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

<u>Operation</u>	<u>Function</u>	<u>Primary Craft</u>
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>Operation</u>	<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>
NMO	1. NMO 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