

<u>Task</u>	<u>Work Performance</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 on 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-canceled 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 procedure.	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. Obtaining empty equipment.	Mailhandler
	2. Obtain mail (courtesy windows, drop units, staging areas, etc.).	Mailhandler
	3. Open and dump sacks or other containers.	Mailhandler
	4. Cull (separate nonmachinable mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.	Mailhandler
	5. Tray loose metered mail, etc.,	Mailhandler
	6. Face and cancel letters on the facer canceler (Mark II or equivalent).	Mailhandler
	7. Cancel letters on Mark II that were rejected on first pass.	Mailhandler

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
010 Originating Mail Preparation (Continued)	8. Hand cancel, cancel with model G or other advice	Mailhandler
	9. Tray canceled mail for distribution operations.	Mailhandler
	10. Rate short-paid mail	Clerk
	11. Repair damaged letters	Clerk
	12. Examine sacks for mail content.	Mailhandler
020 Originating Meter Mail Preparation	1. Obtaining empty equipment.	Mailhandler
	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.	Mailhandler
	3. Traying letters and separating mail by type into different containers, separating by local and out of town when feasible.	Mailhandler
	4. Reporting mail with incorrect meter dates and rating short-paid 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 mail can be sorted at letter case, or racks, depending on the <u>make up</u> .	Clerk
030/035 Combined Outgoing-Incoming Letter Primary	1. *Obtaining empty equipment for use in operation, disposing of excess equipment.	Mailhandler
	2. *Obtaining letters from staging areas for distribution.	Mailhandler
	3. *Loading ledges.	Mailhandler

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
030/035 Combined Outgoing-Incoming Letter Primary (Continued)	4. Distribution of outgoing NIXIE mail.	Clerk
	5. *Sweeping.	Mailhandler
040 Outgoing Letter Secondary	1. *Obtaining unprocessed mail	Mailhandler
	2. *Loading Ledges	Mailhandler
	3. Manual distribution of letter mail of an individual state, combination of states, and foreign countries received from local mailers, other post offices, and other distribution operations within the local office for separation to cities, sectional centers or enroute distribution points.	Clerk
	4. Distribution of outgoing NIXIE mail.	Clerk
	5. *Sweeping	Mailhandler
043 State Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading Ledges.	Mailhandler
	4. Manual distribution of letter mail for separation to cities, sectional centers or city zones within the local state.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping	Mailhandler
	7. * <u>Containerizing, including loose pack.</u>	Mailhandler

\*In offices where the tasks of obtaining empty equipment obtaining unprocessed mail, loading ledges and sweeping is an integral part of the distribution function and can not be separated, the entire operation is a function of the primary craft performing the distribution.

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
044 Sectional Center Letters Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of letters to associate offices.	Clerk
	5. *Sweeping.	
	6. *Containerizing, including loose pack.	Mailhandler
045 Non- Preferential Letter Manual Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of letter-sized circulators to points within designated states.	Clerk
	5. *Sweeping.	Mailhandler
	6. Sacking.	Mailhandler
	7. Reporting letter-size circulars which do not meet postal requirements.	Clerk
060 Outgoing Flat Primary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of outgoing mixed state flats of all classes to states, combination of states, sectional centers, cities, city zones, and foreign countries.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Containerizing, including sacking and loose pack.	Mailhandler

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
070 Outgoing Flat Secondary	1. *Obtaining empty equipment	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of outgoing mixed state flats of all classes to states, combination of states, sectional centers, cities, city, zones, and foreign countries.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Containerizing, including sacking and loose pack.	Mailhandler
073 State Distribution Flats	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail	Mailhandler
	3. *Loading ledges	Mailhandler
	4. Manual distribution of flats for separation to cities, sectional centers or city zones within the local state.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping.	Mailhandler
	7. *Containerizing, including loose pack.	Mailhandler
074 Sectional Center Flat Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed flats	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of flats to associate offices.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Containerizing, including loose pack.	Mailhandler

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
075 Outgoing Flat Secondary Non-Preferential	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed flats.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of flats to points within designated states.	Clerk
	5. *Sweeping	Mailhandler
	6. Sacking.	Mailhandler
	7. Reporting flats which do not meet postal requirements.	Clerk
080-087 MPLSM Distribution	Machine distribution of all classes of letters.  <u>Note:</u> The need for allied labor beyond that required by the rotation system will depend on the duration of the requirement, the proximity of the employee, the availability of unutilized machine operators and the requirement for any special skills.	Clerk
088-089 Optical Character Reader Distribution	OCR machine distribution of all classes of letter mail.  <u>Note:</u> See 080-087 note	Clerk
090-097 SPLSM Distribution	Machine distribution of all classes of letters.  <u>Note:</u> See 080-087 note	Clerk
098 SPLSM Bar Code	OCR machine distribution of all classes of letter mail.  <u>Note:</u> See 080-087 note	Clerk

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
100 Outgoing Parcel Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sack or containers.	Mailhandler
	4. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operations, without scheme knowledge.	Mailhandler
	5. Manual distribution of outgoing parcel post to sack, conveyors, slides, tables, hampers, or other containers including multi-slide operation requiring scheme knowledge.	Clerk
	6. *Pulling and dispatching sacks or other containers.	Mailhandler
	7. *Transportation of processed mail to dispatch areas.	Mailhandler
105 Mechanized Parcel Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail for staging areas	Mailhandler
	3. *Dumping sacks or containers	Mailhandlers
	4. Distribution of parcel post through the use of parcel sorting machines.	Clerk
	5. *Pulling and dispatching sacks or other containers.	Mailhandler
	6. *Transportation of processed mail to dispatch areas.	Mailhandler

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
109 Rewrap Damaged Parcels	1. Obtaining empty equipment.	Mailhandler
	2. Obtain mail from staging areas.	Mailhandler
	3. Assembling contents of damaged parcels.	Mailhandler
	4. Operate strapping machines, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization.	Mailhandler
	5. Redress parcels if necessary.	Mailhandler
	6. Keep records as required.	Mailhandler

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.

110-129 Outgoing  
SPR Distribution  
Pouch Sack and  
Loose Pouch

1. *Obtaining empty equipment.	Mailhandler
2. *Obtaining mail from staging area.	Mailhandler
3. *Dumping sacks, pouches, or containers.	Mailhandler
4. *Hanging and <u>inserting labels into sacks or pouches.</u>	Mailhandler
5. *Cutting bundles and facing letters of flats.	Mailhandler
6. Distribution of outgoing SPR's, newspaper rolls, letter or flat bundles, slugs, Special Delivery or Special Handling parcel post to sacks, pouches, or containers.	Clerk
7. *Pulling sacks, pouches or containers for dispatch.	Mailhandler
8. *Transporting mail to other operations.	Mailhandler
9. *Operating "strapping" equipment.	Mailhandler

\*Note - See asterisk, page 3



<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
134 Sectional Center Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading unprocessed mail.	Mailhandler
	4. Manual distribution of all classes to associate offices.	Clerk
	5. *Sweeping.	Mailhandler
	6. * <u>Containerizing, including loose pack.</u>	Mailhandler
150 Incoming Letter Primary	1. *Obtain empty equipment.	Mailhandler
	2. *Obtain mail from staging area.	Mailhandler
	3. *Load ledges.	Mailhandler
	4. Manual distribution of letter mail received for local delivery to zones, box sections or other local destinations.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Transporting processed mail to subsequent operations.	Mailhandler
160 Incoming Letter Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Distribution of letters to carrier routes, box section or box and firms.	Clerk
	5. *Sweeping.	Mailhandler
	6. * <u>Containerizing.</u>	Mailhandler
	7. *Transporting mail to dispatch areas.	Mailhandler

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
168/169 Box Section Primary and Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging areas.	Mailhandler
	3. *Lodging ledges.	Mailhandler
	4. *Hanging and <u>inserting labels</u> <u>into</u> sacks or pouches.	Mailhandler
	5. Manual distribution of all classes of letters, flats, SPR's and parcels to box sections or boxes.	Clerk
	6. Window service incidental to box section activities.	Clerk
	7. *Pulling and dispatching sacks or pouches.	Mailhandler
170 Incoming Flat Primary	1. *Obtain empty equipment.	Mailhandler
	2. *Obtain flats from staging area.	Mailhandler
	3. *Load ledges.	Mailhandler
	4. Manual distribution of flats re- ceived for local delivery to zones, box sections or other local desti- nations.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Transporting processed flats to subsequent operations.	Mailhandler
175 Incoming Flat Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining flats from staging area.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Distribution of flats to carrier routes, box section or box and firms.	Clerk
	5. *Sweeping.	Mailhandler
	6. * <u>Containerizing</u> .	Mailhandler
	7. *Transporting mail to dispatch areas.	Mailhandler

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
180-189 Incoming SPR Distribution and Opening Unit	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sacks, pouches, or containers.	Mailhandler
	4. *Hanging and <u>inserting labels into</u> sacks or pouches.	Mailhandler
	5. *Cutting bundles and facing letters or flats.	Mailhandler
	6. Distribution of incoming SPR's newspaper rolls, letter or flat bundles, Special Delivery or Special Handling parcel post to sacks, pouches, or containers.	Clerk
	7. *Pulling sacks, pouches or containers for dispatch.	Mailhandler
	8. *Transporting mail to other operations.	Mailhandler
200 Incoming Parcel Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sacks or containers.	Mailhandler
	4. *Hanging and <u>inserting labels into</u> sacks.	Mailhandler
	5. Manual distribution of incoming parcel post to carrier routes, box sections, boxes or firms.	Clerk
	6. *Pulling and dispatching sacks or containers.	Mailhandler
210-239 Platform Operations	1. Obtaining empty equipment.	Mailhandler
	2. Loading and unloading vehicles.	Mailhandler
	3. Separating mixed collection mails.	Mailhandler

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
210-239 Platform Operations Continued	4. <u>Non-scheme separation of sacks, pouches or outside parcels for further processing.</u>	Mailhandler
	5. Manual sorting sacks, pouches, and outside parcels for destination dispatch requiring scheme knowledge.	Clerk
	6. Manual sorting of sacks, pouches and outside parcels requiring no scheme knowledge.	Mailhandler
	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.	Mailhandler
	9. Operating freight elevators, tow motors, fork lifts and jacks.	Mailhandler
	10. Directing traffic.	Mailhandler
	11. Transporting mail to and from platform areas.	Mailhandler
	12. Making dock connection transfers.	Clerk

240-339

Outgoing and incoming mail processing and related service activities at a station, branch or other detached unit. \*\*

\*\*Note - The designation of a primary craft can be applied to a detached unit which performs or supports a mail processing operation.

549 Sack Examination

- |   |             |
|---|-------------|
| 1. Examining and segregating empty bags.                  | Mailhandler |
| 2. Bundling, sacking, tying and labeling empty mail bags. | Mailhandler |

INFORMAL DRAFT FOR REVIEW OF THE PARTIES

In implementing these work performance assignments to primary crafts, the following guidelines should be used:

In order for a work performance component to be assigned to a primary craft there must be four (4) or more hours of continuous work on that assignment.

In Bulk Mail Center, where the tasks of transporting empty equipment and mail, as well as other ancillary articles, 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.

BULK MAIL CENTERS

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
<u>Inbound Docks</u>		
	1. Unload Vehicles	Mailhandler
	2. Stage & transport pallets	Mailhandler
	3. Dumping hampers	Mailhandler
	4. Culling	Mailhandler
	5. Minor on-site repairs	Mailhandler
	6. Vehicle record keeping	Clerk
	7. Weigh & Acceptance	Clerk
<u>Outbound Docks</u>		
	1. Load Vehicles	Mailhandler
	2. Culling	Mailhandler
	3. Roller table separations	Mailhandler
	4. Tend missent/malfunction chutes	Mailhandler
	5. Stage & transport containers	Mailhandler
	6. Vehicle record keeping	Clerk

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
<u>Primary Parcel</u>		
<u>Sorting</u>		
	1. Facing & keying	Clerk
	2. Culling at parcel induction stations	Clerk
	3. Minor on-site repairs/ bag damage	Clerk
	4. Sort foreign mail	Clerk
<u>Secondary Parcel</u>		
<u>Sorting</u>		
	1. Facing & keying	Clerk
	2. Culling for minor on-site repairs	Clerk
	3. Distribution of parcels to sacks	Clerk
	4. Container loader tending	Mailhandler
	5. Obtaining & moving empty equipment	Mailhandler
<u>Sack Sorting, Rewrap (IPPs) &amp; Non-Zip Coding</u>		
	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 pallets	Mailhandler
	7. Culling of irregular parcels	Mailhandler
	8. Sorting of irregular parcels	Clerk
	9. Empty equipment handling	Mailhandler

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
	10. Transport sacks/containers	Mailhandler
<u>Sack Shakeout, Container Dumping</u>		
	1. Sack shakeout	Mailhandler
	2. Container dumping	Mailhandler
	3. Culling for non-machineable mail & damaged parcels	Mailhandler
	4. Empty sack processing	Mailhandler
<u>Loose in the Mails</u>		
	1. Sort, match and record keeping	Clerk
	2. Collect and transport	Mailhandler
	3. Culling and trash screening	Mailhandler
<u>NMO</u>		
	1. NMO sorting	Mailhandler
	2. Transporting containers and empty equipment	Mailhandler

*Courtesy:*  
 JAMES P. WILLIAMS, COORDINATOR  
 Central Region  
 AMERICAN POSTAL WORKERS UNION, AFL-CIO  
 330 South Wells Street, Rm. 1402  
 Chicago, Illinois 60606

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MOD OPERATIONS#

(BASIC) FUNCTION  
Work Performance

Primary  
Craft

001 Platform  
Acceptance and  
Weigher's Unit

1. Accept, classify, and compute postage on second- and third-class mail Clerk
2. Determine correct classification on 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-canceled 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 procedure. 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. Obtaining empty equipment. Mailhandler
2. Obtain mail (courtesy windows, drop units, staging areas, etc.). Mailhandler
3. Open and dump sacks or other containers. Mailhandler
4. Cull (separate nonmachinable mail by type) and make basic local/out of town splits into trays, hampers, conveyors, etc. Mailhandler AND/OR CLERK
5. Tray loose metered mail, etc., when practical. Mailhandler AND/OR CLERK
6. Face and cancel letters on the facer canceler (Mark II or equivalent). Mailhandler
7. Cancel letters on Mark II that were rejected on first pass. Mailhandler

18. REPORTING MAIL WHICH DOES NOT MEET POSTAL REQUIREMENTS CLERK



<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
010 Originating Mail Preparation (Continued)	8. Hand cancel, cancel with model G or other device.	Mailhandler
	9. Tray canceled mail for distribution operations.	Mailhandler
	10. Rate <sup>AND CANCEL</sup> short-paid mail.	Clerk
	11. Repair damaged letters.	Clerk
	12. Examine sacks for mail content.	Mailhandler
	020 Originating Meter Mail Preparation	1. Obtaining empty equipment.
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.		Mailhandler AND/OR CLERK
3. Traying letters and separating mail by type into different containers, <sup>BASE</sup> separating <del>by</del> local and out of town when feasible. <del>AN MAKE</del> <del>2 WAT SPRT</del>		Mailhandler AND/OR CLERK
4. Reporting mail with incorrect meter dates and rating short-paid mail, <sup>AS WELL</sup> AS MAIL NOT MEETING POSTAL REQUIREMENTS		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 mail can be sorted at letter case, or at loose-pack or pouch racks, OR TRAY RACKS depending on the <u>mark make</u> up.	Clerk
030/035 Combined Outgoing-Incoming Letter Primary	1. *Obtaining empty equipment for use in operation, disposing of excess equipment.	Mailhandler
	2. *Obtaining letters from staging areas for distribution.	Mailhandler
	3. *Loading ledges.	Mailhandler

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
030/035 Combined Outgoing-Incoming Letter Primary (Continued)	4. Distribution of outgoing NIXIE mail.	Clerk
	5. *Sweeping. <i>2. REPORTING MAIL, ETC</i>	Mailhandler CLERK
040 Outgoing Letter Secondary	1. *OBTAINING EMPTY EQUIPMENT	MAILHANDLER
	2. *Obtaining unprocessed mail.	Mailhandler -
	3. *Loading Ledges.	Mailhandler
	4. Manual distribution of letter mail of an individual state, combination of states, and foreign countries received from local mailers, other post offices, and other distribution operations within the local office for separation to cities, sectional centers or enroute distribution points.	Clerk
	5. Distribution of outgoing NIXIE mail.	Clerk
043 State Distribution	6. *Sweeping <i>7. CONTAINERIZATION INC</i>	Mailhandler "
	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading Ledges.	Mailhandler
	4. Manual distribution of letter mail for separation to cities, sectional centers or city zones within the local state.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping	Mailhandler
	7. *Pouching-or-loose-pouching. *Containerizing, <sup>including</sup> including <u>loose pack.</u>	Mailhandler
8. REPORTING MAIL, ETC	CLERK	

\*In offices where the tasks of obtaining empty equipment, obtaining unprocessed mail, loading ledges and sweeping AND CONTAINERIZING ~~IS~~ is an integral part of the distribution function and can not be separated, the entire operation is a function of the primary craft performing the distribution.

Task

Work Performance

Primary Craft

044 Sectional Center Letters Distribution

- 1. \*Obtaining empty equipment.
- 2. \*Obtaining unprocessed mail.
- 3. \*Loading ledges.
- 4. Manual distribution of letters to associate offices.

Mailhandler  
 Mailhandler  
 Mailhandler  
 Clerk

8. Distribution of sectional center  
 Nixie mail - Clerk

- 5. \*Sweeping.
- 6. \*Pouching, ~~loose-packing.~~  
~~\*Containerizing~~, including loose  
~~packs~~ REPORTING MAIL, ETC.

Mailhandler  
 Mailhandler  
 CLERK

045 Non-Preferential Letter Manual Distribution

- 1. \*Obtaining empty equipment.
- 2. \*Obtaining unprocessed mail.
- 3. \*Loading ledges.
- 4. Manual distribution of letter-sized circulars to points within designated states.

Mailhandler  
 Mailhandler  
 Mailhandler  
 Clerk

050-055 -  
 Air Mail Distribution  
 Clerk

- 5. \*Sweeping.
- 6. ~~\*Pouching and sacking.~~  
 CONTAINERIZING
- 7. Reporting letter-size circulars which do not meet postal requirements.

Mailhandler  
 Mailhandler  
 Clerk

8. Distribution of Nixie Mail

clerk

060 Outgoing Flat Primary

- 1. \*Obtaining empty equipment.
- 2. \*Obtaining unprocessed mail.
- 3. \*Loading ledges.
- 4. Manual distribution of outgoing mixed state flats of all classes to states, combination of states, sectional centers, cities, city zones, and foreign countries.

Mailhandler  
 Mailhandler  
 Mailhandler  
 Clerk

- 5. \*Sweeping.
- 6. \*Pouching, <sup>IN</sup>~~containerizing~~, including ~~sacking or and loose-packing.~~

Mailhandler  
 Mailhandler

\*Note - See asterisk, page 3

7. REPORTING MAIL, ETC

CLERK

8. DIST. of Nixie Mail

clerk

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
070 Outgoing Flat Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of outgoing mixed state flats of all classes to states, combination of states, sectional centers, cities, city zones, and foreign countries.	Clerk
	5. *Sweeping.	Mailhandler
9. Distribution of Nixie mail Clerk	6. *Pouching, <u>Containerizing</u> , including <del>sacking or</del> loose packing, REP. M, ETC	Mailhandler
	7. <del>packing, REP. M, ETC</del>	CLERK
073 State Distribution Flats	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail	Mailhandler
	3. *Loading ledges	Mailhandler
	4. Manual distribution of flats for separation to cities, sectional centers or city zones within the local state.	Clerk
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping	Mailhandler
	7. *Pouching- <del>or</del> <u>containerizing</u> , including <del>loose packing</del> .	Mailhandler
8. REP. M, ETC	CLERK	
074 Sectional Center Flat Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed flats.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of flats to associate offices.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Pouching, <u>containerizing</u> , including <del>loose packing</del> .	Mailhandler
	7. <del>packing - H-2k</del>	CLERK
*Note - See asterisk, page 3	8. Distribution of Nixie mail	CLERK

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
.75 Outgoing Flat Secondary Non-Preferential	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed flats.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Manual distribution of flats to points within designated states.	Clerk
	5. *Sweeping	Mailhandler
	6. *Pouching-and <sup>INC</sup> sacking.	Mailhandler
	7. Reporting flats <sup>MAIL</sup> which do not meet postal requirements.	Clerk
	8. <i>Distribution of Nixie mail</i>	<i>clerk</i>
080-087 MPLSM Distribution	Machine distribution of all classes of letters.	Clerk
	<u>Note:</u> The need for allied labor beyond that required by the rotation system will depend on the duration of the requirement, the proximity of the employee, the availability of unutilized machine operators and the requirement for any special skills.	
088-089 Optical Character Reader Distribution	OCR machine distribution of all classes of letter mail.	Clerk
	<u>Note:</u> See 080-087 note	
090-097 SPLSM Distribution	Machine distribution of all classes of letters.	Clerk
	<u>Note:</u> See 080-087 note	
098 SPLSM Bar Code	OCR machine distribution of all classes of letter mail.	Clerk
	<u>Note:</u> See 080-087 note	

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
00 Outgoing Parcel Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sack or containers.	Mailhandler
	4. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operations, <del>without scheme knowledge.</del>	Mailhandler CLERK
	<del>5. Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operation, requiring scheme knowledge.</del>	<del>Clerk</del>
	5. *Pulling and dispatching sacks or other containers.	Mailhandler
	6. *Transportation of processed mail to dispatch areas.	Mailhandler
105 Mechanized Parcel Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail for staging areas	Mailhandler
	3. *Dumping sacks or containers	Mailhandler
	4. Distribution of parcel post through the use of parcel sorting machines.	Clerk
	5. *Pulling and dispatching sacks or other containers.	Mailhandler
	6. *Transportation of processed mail to dispatch areas.	Mailhandler

NOTE: Mailhandler may perform occasional simple distribution IN THIS BASIC FUNCTION

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
109 Rewrap Damaged Parcels	1. Obtaining empty equipment.	Mailhandler
	2. Obtain mail from staging areas.	Mailhandler
	3. Assembling contents of damaged parcels.	Mailhandler
	4. Operate strapping machines, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization.	Mailhandler -
	5. Redress parcels if necessary.	Mailhandler
	6. Keep records as required.	Mailhandler

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.

110-129 Outgoing SPR Distribution Pouch Sack and Loose Pouch	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sacks, pouches, or containers.	Mailhandler
	4. <sup>CONTAINERIZING</sup> *Hanging and inserting labels into labeling sacks or pouches.	Mailhandler
	5 <del>6</del> *Cutting bundles and facing letters of flats.	<del>Mailhandler</del>
	6 <del>7</del> Distribution of outgoing SPR's, newspaper rolls, letter or flat bundles, slugs, Special Delivery or Special Handling parcel post to sacks, pouches, or containers.	Clerk
	7. *Pulling sacks, pouches or containers for dispatch.	Mailhandler
	8. *Transporting mail to other operations.	Mailhandler
	9. *Operating "strapping" equipment..	Mailhandler

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
134 Sectional Center Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining unprocessed mail.	Mailhandler
	3. *Loading unprocessed mail.	Mailhandler
	4. Manual distribution of all classes to associate offices.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Containerizing, including *Pouching, loose packing.	Mailhandler
	7. <i>Distribution of NIXIE MAIL</i>	<i>CLERK</i>
150 Incoming Letter Primary	1. *Obtain empty equipment.	Mailhandler
	2. *Obtain mail from staging area.	Mailhandler
	3. *Load ledges.	Mailhandler
	4. Manual distribution of letter mail received for local delivery to zones, box sections or other local destinations.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Transporting processed mail to subsequent operations.	Mailhandler
	7. <i>Distribution of NIXIE MAIL</i>	<i>CLERK</i>
160 Incoming Letter Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Distribution of letters to carrier routes, box section or box and firms.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Containerizing <del>*Sacking or</del> pouching.	Mailhandler
	7. *Transporting mail to dispatch areas.	Mailhandler
	8. <i>DISTRIBUTION NIXIE MAIL</i>	<i>CLERK</i>

\*Note - See asterisk, page 3



<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
168/169 Box Section Primary and Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging areas.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. <sup>HANGING AND LABELING SACKS</sup> <del>*Hanging and inserting labels into labeling sacks or pouches.</del>	Mailhandler
	5. Manual distribution of all classes of letters, flats, SPR's and parcels to box sections or boxes.	Clerk
	6. Window service incidental to box section activities.	Clerk
	7. *Pulling and dispatching sacks or pouches.	Mailhandler
	8. <i>Distribution of Nixie mail</i>	<i>Clerk</i>
170 Incoming Flat Primary	1. *Obtain empty equipment.	Mailhandler
	2. *Obtain flats from staging area.	Mailhandler
	3. *Load ledges.	Mailhandler
	4. Manual distribution of flats re- ceived for local delivery to zones, box sections or other local desti- nations.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Transporting processed flats to subsequent operations.	Mailhandler
	7. <i>Distribution of Nixie mail</i>	<i>Clerk</i>
175 Incoming Flat Secondary	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining flats from staging area.	Mailhandler
	3. *Loading ledges.	Mailhandler
	4. Distribution of flats to carrier routes, box section or box and firms.	Clerk
	5. *Sweeping.	Mailhandler
	6. *Containerizing <del>*Seaking or pouching.</del>	Mailhandler
	7. *Transporting mail to dispatch areas.	Mailhandler
	8. <i>Distribution of Nixie mail</i>	<i>Clerk</i>

\*Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
100-189 Incoming SPR Distribution and Opening Unit	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sacks, pouches, or containers.	Mailhandler
	4. *Hanging and inserting labels into labeling sacks or pouches.	Mailhandler -
	5.5 *Cutting bundles and facing letters or flats.	Mailhandler <del>Subhandler</del>
	5.6 Distribution of incoming SPR's, newspaper rolls, letter or flat bundles, Special Delivery or Special Handling parcel post to sacks, pouches, or containers.	Clerk
	7. CONTAINERIZING *Pulling sacks, pouches or containers for dispatch.	Mailhandler
	8.7 *Transporting mail to other operations.	Mailhandler
200 Incoming Parcel Distribution	1. *Obtaining empty equipment.	Mailhandler
	2. *Obtaining mail from staging area.	Mailhandler
	3. *Dumping sacks or containers.	Mailhandler
	5. *Hanging and inserting labels into labeling sacks.	Mailhandler
	5.7 Manual distribution of incoming parcel post to carrier routes, box sections, boxes or firms.	Clerk
	5 * CONTAINERIZING 6. *Pulling and dispatching sacks or containers.	MAILHANDLER Mailhandler
210-239 Platform Operations	1. Obtaining empty equipment.	Mailhandler
	2. Loading and unloading vehicles.	Mailhandler
	3. Separating mixed collection mails.	Mailhandler.

\*Note - See Asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
210-239 Platform Operations Continued	4. Separating sacks, pouches or outside parcels for further processing.	Mailhandler
	5. Manual sorting sacks, pouches, and outside parcels for destination dispatch requiring scheme knowledge.	Clerk
	6. Manual sorting of sacks, pouches and outside parcels requiring no scheme knowledge.	Mailhandler
	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.	Mailhandler
	9. Operating freight elevators, tow motors, fork lifts and jacks.	Mailhandler
	10. Directing traffic.	Mailhandler
	11. Transporting mail to and from platform areas.	Mailhandler
	12. Making dock connection transfers.	Clerk

*This should be clerk*

240-339

*See 9-11-77  
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Outgoing and incoming mail processing and related service activities at a station, branch or other detached unit.

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**\*\*Note** - The designation of a primary craft can be applied to a detached unit which performs or supports a mail processing operation.

549 Sack Examination

1. Examining and segregating empty bags.	Mailhandler
2. Bundling, sacking, tying and labeling empty mail bags.	Mailhandler