<u>Task</u>		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
THE TEPALOCION	2 .	Obtain mail (courtesy windows, drop units, staging areas, etc.).	Mailhardler
	3.	Open and dump sacks or other containers.	Mailhandler
	4.	Cull (separate normachinable mail by type, and make basic local/out of town splits into trays, hampers, converyors, etc.	Mailhandler
	5.	Tray loose metered mail, etc.,	Mailhandler
	6.	Face and cancel letters on the facer carceler (Mark II or equivalent).	Mailhandler
	7.	Cancel letters on Mark II that were rejected on first pass.	Mailhandler

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Task	·	Work Performance	Primary Craft
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.	Mailhardler
020 Originating Meter Mail	1.	Obtaining empty equipment.	Mailhandler
Preparation	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 make 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.	Mailhamler

^{*}Note - See asterisk, page 3

Task		Work Performance	Primary Craft
030/035 Combined	4.	Distribution of outgoing NIXIE mail.	Clerk
Outgoing-Incaming Letter Primary (Continued)	5.	*Sweeping.	Mailhandler
040 Outgoing	1.	*Obtaining unprocessed mail	Mai'handler
Letter Secondary	· 2.	*Loading Lodges	Mai handler
	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	Mailhardler ~
043 State Distribution	1.	*Obtaining empty equipment.	Mailhandler
DISCE EDUCTOR	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.	*Containerizing, including loose pack.	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.

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Task		· Work formance	Prinary <u>Craft</u>
044 Sectional Center Letters	1.	*Galaining ampty equipment.	Mailhandler
Distribution	2.	*Obligating emprecessed mail.	Mailhandler
	3.	*Loading lodges	Mailhandler
	4.	Monual distribution of letters to associate offices.	Clerk
	5.	*Sweeping.	
	6.	*Containerizing, including loose pack.	Mailhandler
045 Non- Preferential	1.	*Obtaining empty equipment.	Mailhandler
Letter Manual	2.	*Obtaining unprocessed mail.	Mailhandler
Distribution	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	1.	*Obtaining empty equipment.	Mailhandler
Flat Primary	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

Task	· ·	Work Pürformance	Primary Craft
070 Outgoing	1.	*Obtaining adity equipment	Mailhamler
Flat Secondary	2.	*Cotaining unprocessed mail.	Mailhandler
	3.	*Loadir, ledges.	Mailhardler ,
	. 4.	Manual distribution of cutgoing 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	1.	*Obtaining empty equipment.	Mailhardler
Distribution Flats	2.	*Obtaining unprocessed mail	Mailhardler
	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.	Mailhamdler
	7.	*Containerizing, including loose pack.	Mailhandler
074 Sectional	1.	*Obtaining empty equipment.	Mailhandler
Center Flat Distribution	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

	Task		Work Performance ,		Primary Craft
	075 Outgoing	1.	*Obtaining empty equipment.	Ma:	ilhamdler
	Flat Secondary Non-Preferential	2.	*Obtaining unprocessed flats.	Ma:	ilhandler
		3.	*Loading ledges.	Ма	ilhandler
		4.	Manual distribution of flats to points within designated states.		Clerk
		5.	*Sweeping	Ma	ilhandler
		6.	Sacking.	Ma.	ilhamdler
	•	7.	Reporting flats which do not meet postal requirements.		Clerk
•	080-087 MPLSM Distribution		hine distribution of all classes of ters.		Clerk
		on pro	e: The need for allied labor beyond that uired by the rotation system will depend the duration of the requirement, the ximity of the employee, the availability. unutilized machine operators and the require t for any special skills.	e -	e Jen
			•		
	088-089 Optical Character Reader		machine distribution of all classes of ter mail.		Clerk
	Distribution	Not	e: See 080-087 note		•
	090-097 SPLSM Distribution		hine distribution of all classes of ters.		Clerk
		Not	e: See 080-087 note		
	098 SPLSM Bar Code		machine distribution of all classes letter mail.		Clerk
		Not	e: See 080-087 note		

^{*}Note - See asterisk, page 3

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

^{*}Note - See asterisk, page 3

Task		Work Performance,	Primary Craft
109 Rewrap	1.	Obtaining empty equipment.	Mailhandler
Damaged Parcels	2.	Obtain mail from staging areas.	Mailhandler
	3.	Assembling contents of damaged parcels.	Mailhandler
-	.4.	Operate strapping machines, heat tunnels and other rewrap mechani- zation. 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
	ope fur be	e - All of the work performed in this eration can be considered an integral action of Operation 100 or 200 and may assigned to the craft doing that disbution.	
110-129 Outgoing SPR distribution	1.	*Obtaining empty equipment.	Mailhandler
Pouch Sack and Loose Pouch	2.	*Obtaining mail from staging area.	Mailhandler
Dosc Touch	3.	*Dumping sacks, pouches, or containers.	Mailhandler
	4.	*Hanging and inserting labels into sacks or pouches.	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

<u>Task</u>		Work Performance	Primary Craft
134 Sectional Center	1.	*Obtaining empty equipment.	Mailhandler
Distribution	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 loose pack.	Mailhandler
150 Incoming Letter Primary	1.	*Obtain empty equipment.	Mailhandler
recter Primary	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	1.	*Obtaining empty equipment.	Mailhandler
Letter Secondary	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.	Mailhandler
	7.	*Transporting mail to dispatch areas.	Mailhandler

^{*}Note - See asterisk, page 3

Task	•	Work Performance	Primary Craft		
	1.	*Obtaining empty equipment.	Mailhandler		
Section Primary and Secondary	2.	*Obtaining mail from staging areas.	Mailhandler		
	3.	*Lodging ledges.	Mailhandler		
	4.	*Hanging and inserting labels into 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 - '	_	total in the second sec	(3) 33		
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 received for local delivery to zones, box sections or other local destinations.	Clerk		
	5.	*Sweeping.	Mailhandler		
	6.	*Transporting processed flats to subsequent operations.	Mailhandler		
175 Incoming Flat Secondary	1.	*Obtaining empty equipment.	Mailhandler		
riac secondary	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.	Mailhandler		
	7.	*Transporting mail to dispatch areas.	Mailhandler		
*Note - See asterisk, page 3					

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Task		Work Performance	Primary <u>Craft</u>
180-189 Incoming SPR Distribution	1.	*Obtaining empty equipment.	Mailhandler
and Opening Unit	2.	*Obtaining mail from staging area.	Mailhandler
	3.	*Dumping sacks, pouches, or containers.	Mailhandler
	4.	*Hanging and inserting labels into 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 con- tainers for dispatch.	Mailhandler
	8.	*Transporting mail to other operations.	Mailhandler
200 Incoming	1.	*Obtaining empty equipment.	Mailhandler
Parcel Distribution	2.	*Obtaining mail from staging area.	Mailhandler
	3.	*Dumping sacks or containers.	Mailhandler
	4.	*Hanging and <u>inserting labels</u> <u>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	1.	Obtaining empty equipment.	Mailhandler
Operations	2.	Loading and unloading vehicles.	Mailhandler
	3.	Separating mixed collection mails.	Mailhandler
*Noto - Coo - to! -!-			

Task		Work Performance	Primary Craft
210-239 Platform Operations Continued	4.	Non-scheme separation of sacks, pouches or outside parcels for 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
240-339		Outgoing and incoming mail processing and related service activities at a station, branch or other detached unit.	**
	** <u>No</u>	te - 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
Sack examination	2.	Bundling, sacking, tying and labeling empty mail bags.	Mailhandler

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INFORMAL DRAFT FOR REVIEW OF THE PARTIES

In implementing these work performance assignments to primary crafts, the following quidelines 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

Task Inbound Docks	Wor	k Performance	Primary Craft
	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
Outbound Docks			
	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

:		•	
Task	Wor!	k Performance	Primary Craft
Primary Parcel			
Sorting		•	
	1.	Facing & keying	Clerk
·	2.	Culling at parcel induction stations	Clerk
	3.	Minor on-site repairs/ bag damage .	Clerk ·
	4.	Sort foreign mail	Clerk
Secondary Parcel			
Sorting	٠		
1	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
Sack Sorting, Rewrap IPPs & No.	n-Zi	p 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 pallets	Mailhandler
	7.	Culling of irregular parcels	Mailhandler
	8.	Sorting of irregular parcels	Clerk
	9.	Empty equipment handling	Mailhandler

-14- 2

<u>Task</u>	Wor	k Performance	Primary Craft
•	10.	Transport sacks/containers	Mailhandler
Sack Shakeout, Container Dump	ing		
	1.	Sack shakeout	Mailhandler
	2.	Container dumping	Mailhandler
•	3.	Culling for non-machineable mail & damaged parcels	Mailhan 'ler
•	4.	Empty sack processing	Mailhandler
Loose in the Mails			
• .	1.	Sort, match and record keeping	Clerk
•	2.	Collect and transport	Mailhandler
	3.	Culling and trash screening	Mailhandler
MMO			•
	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

-15**-** 3

MOD OPERATION

Vork Performence

Primary Craft

JO1 Platform Acceptance and Weigher's Unit 1. Accept, classify, and compute postage on second- and third-class mail

Clerk

 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

 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 mits, 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 and splits into trays, hampers, conveyors, etc.

Mailhandler AND/OR CLERK

5. Tray loose metered mail, etc., when practical.

Mailhandler

6. Face and cancel letters on the facer canceler (Mark II or equivalent).

Mailhandler

 Cancel letters on Mark II that were rejected on first pass.

Mailhandler

ARET POSTAL REQUIREMENTS

CLERK

- 1 .---

Task	Wor	k Performance	Primary Craft
010 Originating Mail Preparation (Continued)	8. Hand cance or other d	l, cancel with model G evice.	Mailhandler
(Conclined)	operations	led mail for distribution	Mailhandler
	10. Rate short	-paid mail.	Clerk
•	11. Repair dam	naged letters.	Clerk
	12. Examine sa	acks for mail content.	Mailhandler
020 Originating Meter Mail	1. Obtaining	empty equipment.	Mailhandler
Preparation	imprint, a received i lobby drop	riginating metered, permit and official penalty mail from collection routes, p, dock, slides, chutes, , and other sources for ion.	Mailhandler ' Anoles clesk
AN INET	by type i	etters and separating mail nto different containers, as by local and out of town tible.	Mailhandler Ano/on occar
	dates and	mail with incorrect meter is rating short-paid mail, As NOT MEETING PATAL REQUIRE	
029 Riffle Mail	mail by a which is piece by mail can or at-1	tion of customer sequenced ZIP Code, state or otherwise sorted by batches, avoiding piece distribution. Riffle be sorted at letter case, cose-pack-or pouch racking on the mark make up.	3
030/035 Combined Outgoing-Incoming Letter Primary		ing empty equipment for use ation, disposing of excess	Mailhandler
•		ing letters from staging or distribution.	Mailhandler
	3. *Loading	g ledges.	Mailhandler

Task	Work Performance	Primary Craft
030/035 Combined Outgoing-Incoming	4. Distribution of outgoing NIXIE mail.	Clerk
Letter Primary (Continued	5. *Sweeping. By Reporting Mail , ste	Mailhandler CLERK
•	1. HOBTRINING EMPTY EQUIPMENT	MAKHAHOLER
040 Outgoing Letter Secondary	%2 *Obtaining unprocessed mail.	Mailhandler _
	23 *Loading Ledges.	Mailbandler
	8# Manual distribution of letter mail of an individual state, combination of states, and foreign countries received from local mailers, other post offices,	Clerk
	and other distribution operations within the local office for separation to cities, sectional centers or enroute distribution points.	
•	#5 Distribution of outgoing NIXIE mail.	Clerk
현. -	5.L. *Sweeping % 7. CONTAINERIZATION	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	Clerk
	centers or city zones within the local state.	•
	5. Distribution of NIXIE mail.	Clerk
	6. *Sweeping	Mailhandler
	7. *Pouching-or-loose-pouching. *Containerizing, including loose-pack.	Mailhandler
tin office where	8. REPORTINGIMALL, EEC the tasks of obtaining empty equipment	CLERK

*In offices where the tasks of obtaining empty equipment, obtaining unprocessed mail, loading ledges and sweeping and contained 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	1.	*Obtaining empty equipment.	Mailhandler
Distribution	2.	*Obtaining unprocessed mail.	Mailhandler
	3,	*Loading ledges.	Mailhandler
	4.	Manual distribution of letters to associate offices.	Clerk
8. Distribution of	5.	*Sweeping.	Mailhandler
sectional content Nikle Mail - deal		*Pouching,-loose-packing. *Containerizing, including loose) Mailhandler
045 Non-	1.	Pack? REPORTING MAIL, ETE!	Mailhandler
Preferential Letter Manual		*Obtaining unprocessed mail.	Mailhandler
Distribution	3.	*Loading ledges.	Mailhandler
s Phail Distal Which	4.	Manual distribution of letter-sized circulars to points within designated states.	Clerk
المائي وكيم	5.	*Sweeping.	Mailhandler
r Plant	6.	*Pountage and sacking	Mailhandler
U	7.	Reporting letter-size circulars which do not meet postal require-	. Clerk
	3	. Distribution of Hisie Mail	e heark.
060 Ou going Flat Primary	Ż	*Obtaining empty equipment.	Kailhandler .
rac rimary	2.	*Obtaining unprocessed mail.	Mailhandler
	. 3.	*Loading ledges.	Yailhandler
	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	*Pouching, containerizing, including sacking or and loose as	Mailhandler
*Note - See aster	isk,		CLERK
	•	8. 015T. of PIZIE-MALL	eleck

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Task Task		Work Performance	Primary Craft
770 Outgoing	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,	Clerk -
	•	sectional centers, cities, city zones, and foreign countries.	•
. protect-king of	5.	*Sweeping.	Mailhandler
Nixie in Ail Clark		*Pouthing. Containerizing. including macking or and loose	Mailhandler
	7.	RECKING RED M, ATC	CLERK
· 073 State	· 1.	*Obtaining empty equipment.	Mailhandler
Distribution	→		
Flats	2.	*Obtaining unprocessed mail	Mailhandler
· · · · · · · · · · · · · · · · · · ·	3.	*Loading ledges	Mailhandler
•	4.	Manual distribution of flats for separation to cities, sectional	Clerk
		centers or city zones within the local state.	·
	5.	Distribution of NIXIE mail.	Clerk
	6.	*Sweeping	Mailhandler
•	7.	*Pouching-or containerizing, including loose packing.	Mailhandler
	8	REP. M. ETC	CLECK
074 Sectional Center Flat	1.		Mailhandler
Distribution	2.	*Obtaining unprocessed flats.	Mailhandler
•	3	. *Loading ledges.	Mailhandler
•	4	. Manual distribution of flats to associate offices.	Clerk
	5	*Sweeping.	Mailhandler
	6	*Pouching, containerizing, including loose packing.	Mailhandler
		· Zerst-H-etc	clerk.
*Note - See aste	erisk,	page 3	chereK.
		page 5.	

<u>Task</u>	Work Performance	Craft
.75 Outgoing	1. *Obtaining empty equipment.	Mailhandler
Ylat Secondary Non-Preferential	2. *Obtaining unprocessed flats.	Mailhandler
	3. *Loading ledges.	Mailhandler
	 Manual distribution of flats to points within designated states. 	Clerk .
•	5. *Sweeping	Mailhandler
	6. *Pouching-and-sacking.	Mailhandler
•	7. Reporting flats which do not meet postal requirements.	Clerk
	9. Disteibution of Nix1e mail	eleck
080-087 MPLSM Distribution	Machine distribution of all classes of letters.	Clerk
	Note: 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
	Note: See 080-087 note	
090-097 SPLSM Distributio	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
•	Note: See 080-087 note	

*Note - See asterisk, page 3

A	Task	•	Work Performance	Primary Craft
•	00 Outgoing	1.	*Obtaining empty equipment.	Mailhandler
	Distribution	2.	*Obtaining mail from staging area.	Mailhandler
	·	3.	*Dumping sack or containers.	Mailhandler
de	T: markadus may fun securid somble substant IN THIS BASIC TUNCTION		Manual distribution of outgoing parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operations, without scheme knowledge.	Ma ilhandler CLERK —
F		5.	Manual distribution of outgoing	_Clerk
·		•	parcel post to sacks, conveyors, slides, tables, hampers, or other containers including multi-slide operation, requiring scheme knowledge.	
٠	•	٠٤٠	*Pulling and dispatching sacks or other containers.	Hailhandler
<u>ج</u> سي		6.	*Transportation of processed mail to dispatch areas.	Mailhandler
	105 Mechanized Parcel	1.	*Obtaining empty equipment.	Mailhandler
	Distribution	2.	*Obtaining mail for staging areas	Hailhandler
		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 - See asterisk, page 3

Task	Work Performance	Primary Craft
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	1. *Obtaining empty equipment.	Mailhandler
Pouch Sack and Loose Pouch	2. *Obtaining mail from staging area.	Mailhandler
	*Dumping sacks, pouches, or containers.	Mailhandler
	4. *Hanging and inserting labels into labeling sacks or pouches.	Mailhandler
	*Cutting bundles and facing letters of flats.	Mailhandler
	py 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
•	 *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

Task	Work Performance	Primary Craft
134 Sectional	1. *Obtaining empty equipment.	Mailhandler
Center Distribution	2. *Obtaining unprocessed mail.	Mailhandler
· ·	3. *Loading unprocessed mail.	Mailhandler
	 Manual distribution of all classes to associate offices. 	Clerk -
·	5. *Sweeping.	Mailhandler
	6. *Containerizing, including *Panching, loose packing. 7. Distribution of Nixie man	Mailhandler clerk
150 Incoming	1. *Obtain empty equipment.	Mailhandler
Letter Primary	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. 7. Piskeikskin of Nixie mail	Mailhandler glassK
160 Incoming	1. *Obtaining empty equipment.	Mailhandler
Letter Secondary	 *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 *Sacking-or pouching.	Mailhandler
*Note - See aste	7. *Transporting mail to dispatch areas. § PISIR BULLE MIXIC MAIL risk, page 3	Mailhandler ز لايميل

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Task	Work Performance	Primary Craft
168/169 Box	1. *Obtaining empty equipment.	Mailhandler
Section Primary and Secondary	2. *Obtaining mail from staging areas.	Mailhandler
	3. *Loading ledges.	Mailhandler
•	4. Hanging and inserting labels into labeling 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
	8. Distai out was of Nixie much	عيمان
170 Incoming	1. *Obtain empty equipment.	Mailbandler
Fiat Filmary	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. 7 Pittib-Fich of Nizie ma. i	Mailhandler C Lcvン人
175 Incoming Flat Secondary	1. *Obtaining empty equipment.	Mailhandler
riat Secondary	2. *Obtaining flats from staging area.	Mailhandler
٠	*Loading ledges.	Mailhandler
· ·	 Distribution of flats to carrier routes, box section or box and firms. 	Clerk
	5. *Sweeping.	Mailhandler
• •	6. *Containerizing *Sacking or pouching.	Mailhandler
*Soco - See asto	7. *Transporting mail to dispatch areas. S. Pisterbolico of Paristral risk, page 3 Fixe mark	Mailhandler dlenk.
	- 10 -	• • • • • • • • • • • • • • • • • • • •

Task		Work Performance	Primary Craft
,			Clare
100-189 Incoming SPR Distribution	1.	*Obtaining empty equipment.	Mailhandler
and Opening Unit	2.	*Obtaining mail from staging area.	Mailhandler
	3.	*Dumping sacks, pouches, or containers.	Mailhandler
	4.	*Happing and inserting Tabels into labeling sacks or pouches.	<u> Mailbandier – </u>
<i>,</i>	8.8 8.	*Cutting bundles and facing letters or flats.	Mailhandler
	6.	Distribution of incoming SPR's, newspaper rolls, letter or flat	Clerk
		bundles, Special Delivery or Special Handling parcel post to sacks, pouches, or containers.	
	1.	CONTAINERIZING *Pulling sacks pourhes or con- tainers for dispatch.	Mailhandler
ato ***.	\$. ⁷	*Transporting mail to other operations.	Mailhandler
200 Incoming Parcel	1.	*Obtaining empty equipment.	MaiIhandler
Distribution	2.	*Obtaining mail from staging area.	Mailhandler
•	3.	*Dumping sacks or containers.	Mailhandler
		*Hanging/and inserting labels into labeling sacks.	Mailhandler
. /	5. +	Manual distribution of incoming parcel post to carrier routes,	Clerk
(_	· ·	box sections, boxes or firms. 5 t CONTAINERILING	MAILHANDLER
	6.		Mailhandler
210-239 Platform Operations	1.	Obtaining empty equipment.	Mailhandler
	2.	Loading and unloading vehicles.	Mailbandler
•	3.	Separating mixed collection mails.	Mailhandler.

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Task

Operations Continued

This should

210-239 Platform

Work Performance

Primary Craft

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

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

Mailhandler

Operating freight elevators, tow

Mailhandler

motors, fork lifts and jacks.

scheme knowledge.

10. Directing traffic.

Mailhandler

11. Transporting mail to and from platform areas.

Mailhandler

12. Making dock connection transfers.

Clerk

Outgoing and incoming mail processing Y 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