

7-15-78

Primary  
Craft

Task

Work Performance

transformance and  
higher'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-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 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

Originating  
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, conveyers, 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>
10 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
20 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
29 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
30/035 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

Task	Work Performance	Primary Craft
Combined In-Coming Primary (Continued)	* 4. Distribution of outgoing NIXIE mail. <i>See 9/14/77</i> 5. *Sweeping.	Clerk Mailhandler
Outgoing Secondary	1. *Obtaining unprocessed mail 2. *Loading Ledges 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. 4. Distribution of outgoing NIXIE mail. 5. *Sweeping	Mailhandler Mailhandler Clerk Clerk
te ation	1. *Obtaining empty equipment. 2. *Obtaining unprocessed mail. 3. *Loading Ledges. 4. Manual distribution of letter mail for separation to cities, sectional centers or city zones within the local state. 5. Distribution of NIXIE mail. 6. *Sweeping 7. * <u>Containerizing, including loose mail.</u>	Mailhandler Mailhandler Mailhandler Clerk Clerk Mailhandler Mailhandler

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

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Work Performance

Primary  
Craft

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|---|-------------|
| 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. * <u>Containerizing, including loose pack.</u>   | Mailhandler |
| 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       |
| 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. * <u>Containerizing, including sacking and loose pack.</u>   | Mailhandler |

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<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
Outgoing 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
3 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
1 Sectional Star 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

See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
000 going secondary ferential	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

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037 MPLSM  
tribution  
Machine distribution of all classes of letters. Clerk

Comment contained in September 14, 1977 draft  
 "Note: All allied labor required is to be performed by clerks because of the rotation system employed." ment for any special skills.

069 Optical  
eter Reader  
tribution  
10 -  
OCR machine distribution of all classes of letter mail. Clerk

Note: See 080-087 note

097 SPLSM  
tribution  
Machine distribution of all classes of letters. Clerk

Ne ment contained in September 14, 1977 draft

11 allied labor required is to be performed because of the rotation system employed." of letter mail.

Note: See 080-087 note

11 BAR  
SPLSM  
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<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
100 Outgoing 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, <u>without scheme knowledge.</u>	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
Mechanized 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

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Task

Work Performance

Primary Craft

rap  
Parcels

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|----|---|-------------|
| 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. | <u>Keep records as required.</u>  | 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.

Outgoing  
Distribution  
Sack and  
Pouch

SPR  
115-BME

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|----|--|-------------|
| 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 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 |

See asterisk, page 3



<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
34 Sectional ution	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</u> , <u>including</u> loose pack.	Mailhandler
30 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
30 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> . (SACKING OR POUCHING)	Mailhandler
	7. *Transporting mail to dispatch areas.	Mailhandler

Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
169 Box Section Primary 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>	
0-189 Incoming Distribution Unit	1. *Obtaining empty equipment. 2. *Obtaining mail from staging area.	Mailhandler Mailhandler	
	3. *Dumping sacks, pouches, or containers.	Mailhandler	
	4. *Hanging and <u>inserting labels</u> 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 containers for dispatch.	Mailhandler	
	8. *Transporting mail to other operations.	Mailhandler	
Incoming 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</u> into sacks.	Mailhandler	
	5. Manual distribution of incoming parcel post to carrier routes, bus sections, boxes or firms.	Clerk	
	6. *Pulling and dispatching sacks or containers.	Mailhandler	B,
10-239 Platform Operations	1. Obtaining empty equipment.	Mailhandler	six
	2. Loading and unloading vehicles.	Mailhandler	10
	3. Separating mixed collection mails.	Mailhandler	15

Note - See asterisk, page 3

<u>Task</u>	<u>Work Performance</u>	<u>Primary Craft</u>
10-339 Platform Functions 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 <u>outside parcels</u> requiring no scheme knowledge.	Mailhandler
	7. Mechanized sorting of sacks, pouches, and <u>outside parcels</u> requiring scheme knowledge.	Clerk
	8. Mechanized sorting of sacks, pouches, and <u>outside parcels</u> 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

*NMO's ?*

*NMO's ?  
Clerk*

0-339

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

*See 9/14/77  
Draft*

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

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

INFORMAL DRAFT FOR REVIEW OF THE PARTIES

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ion.

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.

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In DUL: 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>Abroad Docks</u>	1. Unload Vehicles	Mailhandler
	2. Stage & transport pallets	Mailhandler
	3. Dumping hampers	Mailhandler
	4. Culling	Mailhandler
	5. <u>Minor on-site repairs</u> - mail	<u>Mailhandler</u> ? <u>what.</u>
	6. Vehicle record keeping	Clerk
	7. Weigh & Acceptance	Clerk
<u>Abroad Docks</u>	1. Load Vehicles	Mailhandler
	2. Culling	Mailhandler
	3. <u>Roller table separations</u>	Mailhandler
	4. Tend misssent/malfunction chutes	Mailhandler
	5. Stage & transport containers	Mailhandler
	6. Vehicle record keeping	Clerk

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Task

Work 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

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Secondary Parcel  
Sorting

- 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

(clarify)

Sack Sorting, Rewrap, IPPs & Non-Zip Coding

- 1. Sack sorting keying Mailhandler
- 2. Culling and on-site repairs Mailhandler
- 3. Tard missent, malfunction chutes Mailhandler
- 4. Rewrap Mailhandler
- 5. Zip coding unsorted 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

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Task

Work Performance

Primary Craft

10. Transport sacks/containers Mailhandler

Shakeout, Container Dumping

- 1. Sack shakeout Mailhandler
- 2. Container dumping Mailhandler
- 3. Culling for non-machineable mail & damaged parcels Mailhandler
- 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

NFO

*clerk*

- 1. NFO sorting Mailhandler
- 2. Transporting containers and empty equipment Mailhandler