

REGIONAL INSTRUCTION - 399 REVIEW

INSTALLATION INVENTORY

OF

MAIL PROCESSING OPERATIONS

FACILITY Processing & Distribution Center

DATE COMPLETED November 6, 1999

CITY Kansas City

SIGNATURES (LDRC REPRESENTATIVES)

STATE Missouri

MANAGEMENT REPRESENTATIVE [Signature]

ZIP CODE 64121

APWU REPRESENTATIVE [Signature]

MAIL HANDLER REPRESENTATIVE [Signature]

Note: #3 The current craft employees assigned (Clerks - Mailhandlers) only reflects the number of employees in the operation at the time of the inventory.

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRRC REPRESENTATIVES:
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER	4. Number of Attached Diagram
001 Platform Acceptance and Weight's Unit	1. Accept, classify, and compute postage on second and third class mail.	Tour 1: 0 Tour 1:0 Tour 2: 4 Tour 2:2 Tour 3:14 Tour 3:4	
	2. Determine correct classification of second and third class and all other matter mailed under a permit, and determine if sufficient deposit has been made by the mailer to cover the cost of mailing. 3. Accept pre-cancelled and meter matter mailed in bulk quantities and verify postage. 4. Accept other classes of mail and receipts if necessary. 5. Advise customers as to proper mailing procedures. 6. Maintain records of permit holders, deposits, withdrawals and miscellaneous information. 7. Make necessary reports and submit to the manager of finance or equivalent.	NOTE: Clerks perform all functions. MHs are assigned to this operation but only to band trays and move/load equipment	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned		4. Number of Attached Diagram
		CLERK	MAILHANDLER	
010 Originating Mail Preparation	1. Transport empty equipment.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:3	
	2. Obtaining mail (courtesy windows, drop units, staging areas, etc.).	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:2 Tour 3:3	
	3. Open and dump sacks or other containers.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:3	
	4. Cull (separate mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.). Distribution to cases or sack/pouch racks will be assigned in accordance with the appropriate distribution operation.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:6	
	5. Tray loose metered mail, etc	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:2	
	6. Face and cancel letters on the facer canceler (Mark II or equivalent).	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:7	
	7. Cancel letters on Mark II that were rejected on first pass.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	8. Hand cancel, cancel with Model G or	Tour 1:0	Tour 1:0	

	other device.	Tour 2:0 Tour 3:0	Tour 2:0 Tour 3:3	
	9. Tray canceled mail for distribution operations.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:2	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned		4. Number of Attached Diagram
		CLERK	MAILHANDLER	
	10. Rate and cancel short paid mail.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	11. Repair damaged letters.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:2 Tour 2:3 Tour 3:4	
	12. Examine sacks for mail content.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	13. Identify and reporting, as appropriate, mail not meeting postal regulations.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	14. Back stamping of missent mail.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
020 Originating Meter Mail Preparation	1. Transporting empty equipment.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:2	
	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.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:23	
	3. Traying letters and separating mail by type into different containers, separating by local and out of town.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:3	

	4. Reporting mail with incorrect meter dates and rating short paid mail.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
--	--	----------------------------------	----------------------------------	--

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned		4. Number of Attached Diagram
		CLERK	MAILHANDLER	
030 Outgoing Letters	1. *Transporting empty equipment 2. *Obtaining unprocessed mail.	Tour 1: 6 Tour 2: 18 Tour 3: 27	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	3. *Loading ledges. 4. Manual distribution of letter mail. 5. Distribution of NIXIE mail. 6. *Sweeping, containerizing and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. *Pulling and transporting pouches and/or other containers.			
040 Outgoing Letter Secondary	1. *Transporting empty equipment 2. *Obtaining unprocessed mail. 3. *Loading ledges. 4. Manual distribution of letter mail. 5. Distribution of NIXIE mail. 6. *Sweeping, containerizing and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. *Pulling and transporting pouches and/or other containers.	Tour 1: 1 Tour 2: 1 Tour 3: 1	Tour 1: 0 Tour 2: 0 Tour 3: 0	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	8. Current Craft Employees Assigned CLERK MAILHANDLER	4. Number of Attached Diagram
043 State Distribution Letters.	1. *Transporting empty equipment 2. *Obtaining unprocessed mail.	Tour 1:4 Tour 1:0 Tour 2:5 Tour 2:0 Tour 3:9 Tour 3:0 Note: Clerks perform all functions	
	3. *Loading ledges. 4. Manual distribution of letter mail. 5. Distribution of NIXIE mail. 6. *Sweeping, containerizing and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. *Pulling and transporting pouches and/or other containers.		
044 Sectional Center Distribution Letters.	1. *Transporting empty equipment 2. *Obtaining unprocessed mail. 3. *Loading ledges. 4. Manual distribution of letter mail. 5. Distribution of NIXIE mail. 6. *Sweeping, containerizing and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. *Pulling and transporting pouches and/or other containers.	Tour 1:2 Tour 1:0 Tour 2:5 Tour 2:0 Tour 3:8 Tour 3:0 Note: Clerks perform all functions	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned		4. Number of Attached Diagram
		CLERK	MAILHANDLER	
045 Non-Preferential Distribution Codes.	1. *Transporting empty equipment	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1:0 Tour 2:0 Tour 3:0	
	2. *Obtaining unprocessed mail.	Note: Clerks perform all functions		
	3. *Loading ledges. 4. Manual distribution of letter mail. 5. Distribution of NIXIE mail. 6. *Sweeping, containerizing and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. *Pulling and transporting pouches and/or other containers.			
050/055 Priority Mail Distribution	1. *Transporting empty equipment	Tour 1:0 Tour 2:1 Tour 3:1	Tour 1:0 Tour 2:0 Tour 3:1	
	2. *Culling, facing and canceling.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	3. *Opening and dumping.	Tour 1:1 Tour 2:1 Tour 3:1	Tour 1:1 Tour 2:1 Tour 3:1	
	4. *Transport mail.	Tour 1:0 Tour 2:0 Tour 3:1	Tour 1:1 Tour 2:1 Tour 3:1	
	5. *Loading ledges.	Tour 1:0 Tour 2:0	Tour 1:0 Tour 2:0	

		Tour 3:0	Tour 3:0	
	6. Distribution of priority mail.	Tour 1:1 Tour 2:1 Tour 3:8	Tour 1:0 Tour 2:0 Tour 3:0	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned		4. Number of Attached Diagram
		CLERK	MAILHANDLER	
	7. *Sweeping.	Tour 1: 0 Tour 2: 0 Tour 3: 2	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	8. *Containerizing.	Tour 1: 0 Tour 2: 1 Tour 3: 1	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	9. *Pulling and transporting pouches or other containers.	Tour 1: 0 Tour 2: 1 Tour 3: 3	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	10. Rating mail matter.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	11. Maintaining current schedules and schemes.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	12. Handling registry mail.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	13. Maintaining registry and dispatch records.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	14 Identifying and reporting, as appropriate, mail not meeting postal regulations.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 0	

REGIONAL INSTRUCTION – 399 REVIEW
INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
INITIALS: MGMT *[Signature]*
APWU *[Signature]*
MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER	4. Number of Attached Diagram
---	---	---	-------------------------------

<p>060 Outgoing Flat Primary</p>	<ol style="list-style-type: none"> 1. *Transporting empty equipment 2. *Obtaining unprocessed flats. 3. *Loading ledges. 4. Manual distribution of flat mail. 5. *Sweeping 6. *Containerization and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. Distribution of NIXIE mail. 9. *Pulling and transporting pouches and/or other containers. 	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Tour 1: 1</td> <td style="width: 50%;">Tour 1:0</td> </tr> <tr> <td>Tour 2: 1</td> <td>Tour 2:0</td> </tr> <tr> <td>Tour 3: 1</td> <td>Tour 3:0</td> </tr> </table> <p>Note: Clerks perform all functions</p>	Tour 1: 1	Tour 1:0	Tour 2: 1	Tour 2:0	Tour 3: 1	Tour 3:0	
Tour 1: 1	Tour 1:0								
Tour 2: 1	Tour 2:0								
Tour 3: 1	Tour 3:0								
<p>070 Outgoing Flat Secondary</p>	<ol style="list-style-type: none"> 1. *Transporting empty equipment 2. *Obtaining unprocessed flats. 3. *Loading ledges. 4. Manual distribution of flat mail. 5. *Sweeping 6. *Containerization and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. Distribution of NIXIE mail. 9. *Pulling and transporting pouches and/or other containers. 	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Tour 1: 1</td> <td style="width: 50%;">Tour 1:0</td> </tr> <tr> <td>Tour 2: 1</td> <td>Tour 2:0</td> </tr> <tr> <td>Tour 3: 1</td> <td>Tour 3:0</td> </tr> </table> <p>Note: Clerks perform all functions</p>	Tour 1: 1	Tour 1:0	Tour 2: 1	Tour 2:0	Tour 3: 1	Tour 3:0	
Tour 1: 1	Tour 1:0								
Tour 2: 1	Tour 2:0								
Tour 3: 1	Tour 3:0								

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	8. Current Craft Employees Assigned CLERK MAILHANDLER	4. Number of Attached Diagram
073 State Distribution Flats	1. *Transporting empty equipment 2. *Obtaining unprocessed flats.	Tour 1: 1 Tour 1:0 Tour 2: 1 Tour 2:0 Tour 3: 1 Tour 3:0 Note: Clerks perform all functions	
	3. *Loading ledges. 4. Manual distribution of flat mail. 5. *Sweeping 6. *Containerization and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. Distribution of NIXIE mail. 9. *Pulling and transporting pouches and/or other containers.		
074 Sectional Center Flat Distribution	1. *Transporting empty equipment 2. *Obtaining unprocessed flats. 3. *Loading ledges. 4. Manual distribution of flat mail. 5. *Sweeping 6. *Containerization and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. Distribution of NIXIE mail. 9. *Pulling and transporting pouches and/or other containers.	Tour 1:1 Tour 1:0 Tour 2:1 Tour 2:0 Tour 3:1 Tour 3:0 Note: Clerks perform all functions	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER		4. Number of Attached Diagram
075 Outgoing Flat Secondary Non-Preferential	1. *Transporting empty equipment 2. *Obtaining unprocessed flats.	Tour 1:1 Tour 2:1 Tour 3:1	Tour 1:0 Tour 2:0 Tour 3:0 Note: Clerks perform all functions	
	3. *Loading ledges. 4. Manual distribution of flat mail. 5. *Sweeping 6. *Containerization and transporting. 7. Identifying and reporting, as appropriate, mail not meeting postal regulations. 8. Distribution of NIXIE mail. 9. *Pulling and transporting pouches and/or other containers.			
080-087 MPLSM Distribution	Machine distribution of all classes of letters Note: Allied labor required is normally performed by clerks because of the rotation system employed.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1:0 Tour 2:0 Tour 3:0	
088-089 Optical Character Reader Distribution	OCR machine distribution of all classes of mail. Note: See 080-087 note.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1:0 Tour 2:0 Tour 3:0	
090-098 SPLSM Distribution	Machine distribution of all classes of letters. Note: See 080-087 note.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK	MAILHANDLER	4. Number of Attached Diagram
100 Outgoing Parcel Distribution	1. *Transporting empty equipment. 2. *Obtaining mail from staging area. 3. *Dumping sacks or containers. 4. Manual distribution of parcel post, without scheme knowledge. 5. Manual distribution of parcel post requiring scheme knowledge. 6. *Pulling and dispatching sacks or other containers. 7. *Containerizing and transporting mail to dispatch areas. 8. *Hanging sacks and inserting labels.	NONE	NONE	
105 Mechanized Parcel Sorter	1. *Transporting empty equipment. 2. *Obtaining mail from staging area. 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. *Containerizing and transporting mail to dispatch areas. 7. *Hanging sacks and inserting labels.	NONE	NONE	
109 Rewrap	1. Transporting empty equipment.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1:1 Tour 2:1 Tour 3:1	
	2. Obtaining mail from staging area.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1:1 Tour 2:1 Tour 3:1	
	3. Assembling contents of damaged	Tour 1: 0	Tour 1:0	

	parcels.	Tour 2: 0 Tour 3: 0	Tour 2:0 Tour 3:0	
--	----------	------------------------	----------------------	--

REGIONAL INSTRUCTION - 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER		4. Number of Attached Diagram
	4. Operating strapping machines, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	5. Redressing parcels.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	6. Keeping records as required. 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.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT [Signature]
 APWU [Signature]
 MH [Signature]

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned		4. Number of Attached Diagram
		CLERK	MAILHANDLER	
134. Sectional Center Distribution	1. *Transporting empty equipment.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 1 Tour 2: 1 Tour 3: 1	
	2. *Obtaining unprocessed mail.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 1 Tour 2: 1 Tour 3: 1	
	3. *Loading unprocessed mail	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 1 Tour 2: 1 Tour 3: 1	
	4. Manual distribution of mail.	Tour 1: 8 Tour 2: 8 Tour 3: 8	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	5. *Sweeping	Tour 1: 1 Tour 2: 1 Tour 3: 1	Tour 1: 0 Tour 2: 0 Tour 3: 0	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER		4. Number of Attached Diagram
	6. *Containerization and transporting	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	7. Distribution of NIXIE mail.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	8. Identify and reporting, as appropriate, mail not meeting postal regulations.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	9. *Pulling and transporting pouches and/or other containers.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	

150 Incoming Letter Primary

1. *Transporting empty equipment.

Tour 1:40

Tour 1:0

2. *Obtaining unprocessed flats.

Tour 2: 0

Tour 2:0

Tour 3:10

Tour 3:0

3. *Loading ledges.

NOTE: Clerks perform all functions.

4. Manual distribution of flat mail.

5. *Sweeping

6. *Containerization and transporting.

7. Distribution of NIXIE mail.

8. Identifying and reporting, as appropriate, mail not meeting postal regulations.

9. *Pulling and transporting pouches and/or other containers.

	section activities. 7. *Pulling and dispatching sacks or pouches. 8. Distribution of NIXIE mail.		
--	--	--	--

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC

CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER	4. Number of Attached Diagram
160 Incoming Letter Secondary	1. *Transporting empty equipment. 2. *Obtaining unprocessed flats. 3. *Loading ledges.	Tour 1:35 Tour 1:0 Tour 2:0 Tour 2:0 Tour 3:10 Tour 3:0 NOTE: Clerks perform all functions.	
	4. Manual distribution of flat mail. 5. *Sweeping 6. *Containerization and transporting. 7. Distribution of NIXIE mail. 8. Identifying and reporting, as appropriate, mail not meeting postal regulations. 9. *Pulling and transporting pouches and/or other containers.		
168/169 Box Section Primary and Secondary	1. *Transporting empty equipment. 2. *Obtaining unprocessed flats. 3. *Loading ledges. 4. *Hanging and labeling sacks or pouches. 5. Manual distribution of mail. 6. Window Service incidental to box	Tour 1:13 Tour 1:0 Tour 2: 6 Tour 2:0 Tour 3:15 Tour 3:0 NOTE: Clerks perform all functions.	

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES
 INITIALS: MGMT *[Signature]*
 APWU *[Signature]*
 MH *[Signature]*

FACILITY: P&DC


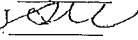
CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER	4. Number of Attached Diagram
	9. Identifying and reporting, as appropriate, mail not meeting postal regulations. 10 *Sweeping.		
170 Incoming Flat Primary	1. *Transporting empty equipment. 2. *Obtaining unprocessed flats. 3. *Loading ledges. 4. Manual distribution of flat mail. 5. *Sweeping 6. *Containerization and transporting. 7. Distribution of NIXIE mail. 8. Identifying and reporting, as appropriate, mail not meeting postal regulations. 9. *Pulling and transporting pouches and/or other containers.	Tour 1:23 Tour 1:0 Tour 2:0 Tour 2:0 Tour 3:10 Tour 3:0 NOTE: Clerks perform all functions.	
175 Incoming Flat Secondary	1. *Transporting empty equipment. 2. *Obtaining unprocessed flats. 3. *Loading ledges. 4. Manual distribution of flat mail.	Tour 1:20 Tour 1:0 Tour 2:0 Tour 2:0 Tour 3:15 Tour 3:0 NOTE: Clerks perform all functions.	

	5. *Sweeping 6. *Containerization and transporting. 7. Distribution of NIXIE mail.		
--	--	--	--

REGIONAL INSTRUCTION – 399 REVIEW
 INSTALLATION INVENTORY OF MAIL PROCESSING OPERATIONS

LDRC REPRESENTATIVES:
 INITIALS: MGMT 
 APWU 
 MH _____

FACILITY: P&DC CITY: KANSAS CITY, MO 64108

DATE: NOVEMBER 6, 1999

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER		4. Number of Attached Diagram
	8. Identifying and reporting, as appropriate, mail not meeting postal regulations. 9. *Pulling and transporting pouches and/or other containers.			
1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER		4. Number of Attached Diagram
200 Incoming Parcel Distribution	1. *Transporting empty equipment.	Tour 1: 2 Tour 2: 0 Tour 3: 0	Tour 1:0 Tour 2:0 Tour 3:0	
	2. *Obtaining unprocessed flats.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	3. *Dumping sacks or containers	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	4. *Hanging and labeling sacks.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	5. Manual distribution of parcel post.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
	6. *Containerizing and transporting.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
1. Operation Number or Local	2. Function Number or Local	9. Current Craft Employees Assigned		4. Number of Attached

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER		4. Number of Attached Diagram
210-339 Platform Operations	1. Transporting empty equipment.	Tour 1: 0 Tour 2: 4 Tour 3: 0	Tour 1: 0 Tour 2: 15 Tour 3: 1-12	
	2. Loading and unloading vehicles.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 1-2 Tour 2: 1 Tour 3: 1-2	38
	3. Separating mixed collection mails.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 1 Tour 2: 1 Tour 3: 1-5	
	4. Non-scheme separation of sacks, pouches or outside parcels for further processing.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 1-2	
	5. Manual sorting of sacks, pouches, and outside parcels for destination dispatch requiring scheme knowledge.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 2 Tour 2: 1 Tour 3: 2	
	6. Manual separation of sacks, pouches and outside parcels requiring no scheme knowledge.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 2 Tour 2: 1 Tour 3: 2	39,40,25
	7. Mechanized sorting of sacks, pouches and outside parcels requiring scheme knowledge.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	8. Mechanized sorting of sacks, pouches, and outside parcels requiring no scheme knowledge.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 0	
	9. Operating tow-motors, fork lifts and jacks.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 6-7 Tour 2: 5-6 Tour 3: 5-6	

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned		4. Number of Attached Diagram
	10. Directing traffic.	CLERK	MAILHANDLER	
		Tour 1: 2 Tour 2: 1 Tour 3: 2	Tour 1: 5 Tour 2: 4 Tour 3: 5	

1. Operation Number or Local Description of Operation	2. Function Number or Local Description of Function	3. Current Craft Employees Assigned CLERK MAILHANDLER	4. Number of Attached Diagram
	11. Transporting mail to and from platform areas.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 5-6 Tour 2: 4-5 Tour 3: 5-6
	12. Making dock connection transfer.	Tour 1: 5 Tour 2: 2 Tour 3: 5	Tour 1: 0 Tour 2: 0 Tour 3: 0
240-339 Distribution at Stations & Branches	Distribution of mail. --- The designation of a primary craft can be applied to a detached unit which performs or supports a mail processing operation.	Tour 1: 0 Tour 2: 20 Tour 3: 0	Tour 1: 0 Tour 2: 2 Tour 3: 0 41
549 Sack Examination	1. Examining and segregating empty bags.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 0 Various Locations and set-ups
	2. Bundling, sacking, tying and labeling empty mail bags.	Tour 1: 0 Tour 2: 0 Tour 3: 0	Tour 1: 0 Tour 2: 0 Tour 3: 0

Description of Operation	Description of Function	CLERK	MAILHANDLER	Diagram
	7. *Pulling and dispatching pouches and/or other containers.	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:0 Tour 2:0 Tour 3:0	
140-147 421-467 MPFSM	MPFSM Distribution function only	Tour 1:7 Tour 2:7 Tour 3:7	Tour 1:0 Tour 2:0 Tour 3:0	
549 Sack Examination	Sack examination	Tour 1:0 Tour 2:0 Tour 3:0	Tour 1:1 Tour 2:2 Tour 3:2	
585 Registry	Registry	Tour 1:4 Tour 2:3 Tour 3:4	Tour 1:0 Tour 2:0 Tour 3:0	
793 Express Mail	Express Mail	Tour 1:1 Tour 2:1 Tour 3:1	Tour 1:0 Tour 2:0 Tour 3:0	
776 Letter Mail Labeling Machine	LMLM	Tour 1:4 Tour 2:4 Tour 3:4	Tour 1:0 Tour 2:0 Tour 3:0	
871-919 MPBCS, MLOCR-ISS, DBCS	MPBCS, MLOCR-ISS, DBCS	Tour 1:28 Tour 2:28 Tour 3:28	Tour 1:0 Tour 2:0 Tour 3:0	