

KCK NDC RE399

PAGE 02/05

REGIONAL INSTRUCTION - 399 REVIEW

INSTALLATION INVENTORY
OF
MAIL PROCESSING OPERATIONS

| | |
|------------------------------------|---|
| Date Completed: | |
| Signatures (LDRC Representatives): | |
| Management Representative: | Mark Verschelden, Mgr IPS <i>[Signature]</i> 9-26-07 |
| APWU Representative: | Michelle Fitzpatrick, APWU <i>[Signature]</i> 9/26/07 |
| NPMHU Representative: | LaWanda McGhee, MHU <i>[Signature]</i> 9-26-07 |

FACILITY: Kansas City Bulk Mail Center CITY: Kansas City STATE/ZIP: Kansas, 66106 DATE: September 18, 2007

| 1. OPERATION NUMBER OR LOCAL DESCRIPTION OF OPERATION | 2. FUNCTION NUMBER OR LOCAL DESCRIPTION OF FUNCTION | 3. CURRENT # OF CRAFT EMPLOYEES ASSIGNED | | 4. NUMBER OF ATTACHED DIAGRAMS |
|--|--|---|---|--------------------------------|
| | | CLERK | MAIL HANDLER | |
| Manual Non-Machineable Outsides (NMOs) Operation Number: 100 | Manual: Standard NMOs sorted to containers | | Tour 2: 0 Tour 3: 0 In Universal Staffing | |
| Inbound Docks Operation Number: 210 Dock Clerk: 231 Forklift: 230-77 | MH: Operate container unloaders to dump OTR, APC, hampers & pallets, unload containers, hampers, APCs and pallets from vans. Stack empty hampers, push empty APCs to operations staging areas. Operate forklifts to move pallets and other mail. Unload dock transfer pallets and containers and take to destination trailer. CLK: Monitor the receipt and unloading of mail, inspect vans for mail carrying worthiness, tie-out trailers, open/close doors, complete all paperwork on incoming vans. Performs Dock Management scans. | Tour 2: 1 Tour 3: 2 | Tour 2: 15 Tour 3: 18 | |
| Outbound Docks Operation Number: 213 Dock Clerk: 231 Forklift: 230-72 | MH: Load vans, operate forklift to load and unload pallets, load empty hampers, APCs, and empty equipment. Unload dock transfer pallets and containers and take to destination trailer. CLK: Monitor loading of mail, inspect vans for mail carrying worthiness. Complete paperwork, placard and seal outgoing vans. Complete paperwork on drop shipments. Performs Dock Management scans. | Tour 2: 3 Tour 3: 4 | Tour 2: 6 Tour 3: 12 | |
| Parcel Sorters (PSM) Operation Number: 101 IPPs 120-76 EE-14: 230-82 | CLK: Key/scan parcels on high speed induction line. Distribute parcels from secondary slides to sack/containers. Move containers to and from storage area. Tend missent malfunction chute including first-aid parcels and screen trays. MH: Operate container unloaders to dump OTR, APC, hampers & pallets, unload containers, hampers, APCs and pallets from vans. Stack empty hampers, push empty APCs to operations staging areas. Operate forklifts to move pallets and other mail. | Tour 2: 21 + 11 UAR Tour 3: 24 + 9 UAR Tour 2: 1 Tour 3: 1 | Tour 2: 1 Tour 3: 1 | |
| Loose-In-Mails Operation Number: 551 | CLK: Screens damaged opened parcels for matches. Identifies unlabeled parcels through information supplied by customers and sends unidentified mail to the Mail Recovery Center, charity or destruction. | Tour 2: 1 Tour 3: 1 | | |

LOCAL 297

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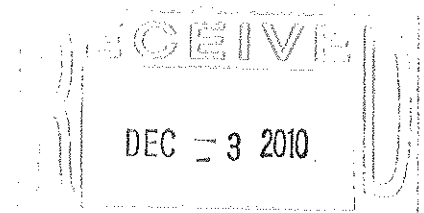
15:57

09/23/2009

| 1. OPERATION NUMBER OR LOCAL DESCRIPTION OF OPERATION | 2. FUNCTION NUMBER OR LOCAL DESCRIPTION OF FUNCTION | 3. CURRENT # OF CRAFT EMPLOYEES ASSIGNED | | 4. NUMBER OF ATTACHED DIAGRAMS |
|---|---|--|--|--------------------------------|
| | | CLERK | MAIL HANDLER | |
| Rewrap Operation Number: 100 | M-1: Repairs damaged parcels. | | Tour 2: 2 Tour 3: 2 | |
| Sack/NMO Mechanized Sortation Universal Sorter: 429 Sack Shake-Out: 116 PIE 230-84 | Key/scan sacks and NMOs on high speed induction station. Cull and "first aid". Cull loose mail, PPS, pref, parcels, and rewrap and dispatch to appropriate unit. Tend roller tables and sort tables. Open sacks of parcels into containers or on belt. Spread empty sacks. | | Tour 2: 19 Tour 3: 18 Tour 2: 5 Tour 3: 3 | |
| APPS Operation Numbers: Outgoing FCM: 244 Outgoing STD: 245 Incoming STD: 247 Incoming PER: 247 Incoming Priority: 249 PIE: 230-85 | Load dumpers or dump sacks. | | Tour 2: 27 Tour 3: 27 for all APPS | |
| APPS Prep Operation Number: 188 | Dump Sacks on separate prep belt | | Tour 2: 0 Tour 3: 0 in APPS | |
| High Speed Tray Sorter Operation Number: 618/109 | Infact: unload pallets/containers onto conveyor/feed depalletizer Swsep: remove trays from runouts and place in container/pallet | | Tour 2: 11 Tour 3: 10 | |
| Non-Zip Labeling Operation Number: 798 | Places correct label in tray/tub without a label | Tour 2: 1 Tour 3: 0 | | |
| General Clerk Operation Number 554. | Performs a variety of office clerical duties | Tour 2: 1 Tour 3: 1 | | |
| Foreign Operation Number: 101-10 | Sorts foreign and preferential mail and unzipped parcels into containers, dispatches. | Tour 2: 1 Tour 3: 1 | | |

NOTE: Operation numbers designated on the Installation Inventory are listed as they currently exist, and are subject to change. The parties agree that any change of Operation Numbers does not necessarily constitute an Operational Change as the term applies to the Dispute Resolution Procedures.

REGIONAL INSTRUCTION - 399 REVIEW
****** ADDITION TO SEPTEMBER 18, 2007 ******
INSTALLATION INVENTORY
OF
MAIL PROCESSING OPERATIONS



| | |
|---|---|
| Date Completed: | |
| Signatures (LDRC Representatives): | |
| Management Representative: | Mark Verschelden, Mgr IPS <i>Mark Verschelden 12/1/10</i> |
| APWU Representative: | Gary Ross, APWU <i>Gary Ross 12-1-10</i> |
| NPMHU Representative: | LaWanda McGhee, MHU <i>LaWanda McGhee 12-1-10</i> |

FACILITY: Kansas City Network Distribution Center CITY: Kansas City STATE/ZIP: Kansas, 66106 DATE: December 1, 2010

| 1. OPERATION NUMBER OR LOCAL DESCRIPTION OF OPERATION | 2. FUNCTION NUMBER OR LOCAL DESCRIPTION OF FUNCTION | CRAFT EMPLOYEES ASSIGNED | | 4. NUMBER OF ATTACHED DIAGRAMS |
|---|--|--------------------------|--------------|--------------------------------|
| | | CLERK | MAIL HANDLER | |
| Parcel Sorters (PSM) Operation Number: 101 | Take sacks from container, place on SWYB scale, scan/key from label, apply tag to sack, place sack into container/conveyor. Take sacks from container/conveyor and place in container based on bin code on D&R tag on sack. | Tour 3: 2 | | |
| SWYB (Scan-Where-You-Band) Operation Number: 208 | | | Tour 3: 1 | |