

ATTACHMENT 1

REGIONAL INSTRUCTION - 399 REVIEW

INSTALLATION INVENTORY

OF

MAIL PROCESSING OPERATIONS

FACILITY General Mail Facility

CITY Topeka

STATE Kansas

ZIP CODE 66675-9701

DATE COMPLETED 12/22/92

SIGNATURES (LDRC REPRESENTATIVES):

MANAGEMENT REPRESENTATIVE Judyle Gausman

APWU REPRESENTATIVE Steven J. Hall

MAIL HANDLER REPRESENTATIVE Stephen J. Fox

November 19, 1992

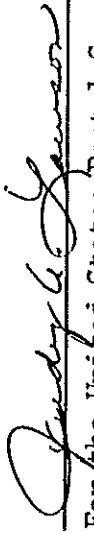
Re: Regional Instruction 399

To whom it may concern,

The parties signed below have agreed to extend the time limits on the fact finding for the RI-399 grievances initiated in Topeka Kansas.

The parties felt that by extending the time limits, some resolutions may have been reached in the pending RI-399 cases.

As of this date, no resolutions have been forthcoming and the remainder of the RI-399 cases are being forwarded to the Regional level.



For the United States Postal Service

11/19/92

Date



For the Mailhandlers Union LIUNA

11/19/92

Date



For the American Postal Workers Union

November 19, 1992

Date

LDRS REPRESENTATIVES
 INITIALS MGMT JH
 APWU J.H.
 MH S.F.

***NOTE: These operations are in dispute.

INSTALLATION INVENTORY
 OF
 MAIL PROCESSING OPERATIONS

FACILITY GFCITY TopekaSTATE/ZIP CODE Kansas 66675-9701DATE 11/30/92

1. OPERATION NUMBER OR LOCAL DESCRIPT. OF OPERATION	2. FUNCTION NUMBER OR LOCAL DESCRIPTION OF FUNCTION	3. CURRENT # OF CRAFT EMPLOYEES ASSIGNED		4. NUMBER OF ATTACHED DIAGRAMS
		CLERK	MAILHANDLER	
Section #1 Tour I Cutting Area (Directs) Tour I ***	Distributes sacks, parcels, trays and tubs to HCR Contract driver's nutting trucks for delivery to Sectional Center towns. Function # 130	Zero	One	Section #1 Diagram
Section #2 City Parcel Post Tour I	Distributes sacks, parcels and some I.P.P. to Stations and City holdouts. (Mail Handler sets up, breaks down and dispatches) Function # 200	One	Zero	Section #2 Diagram
Section # 3 SCF Ords Racks Tours II & III ***	Distributes letter bundles, Flats bundles and directs to sacks, half-liners, APC's and U-carts for Sectional Center towns. (Mail Handlers dump mail into half-liners---Casual clerks hang sacks and pull them) Function 180/SCF	One to three	Varies	Section #3 Diagram

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 MH J.F.

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		CLERK	MAILHANDLER	
Section # 4 Nixie/Register Cage Area *** Tour II	Handles damaged mail/Nixie mail for further processing. Operates heat tunnels, re-wraps parcels and letters. Handles register mail. Stamps mail for Return To Sender, Etc.	Two	Zero	Section # 4 Diagram.
Section # 5 City Ords Belt Operation 180/City Tour I ***	Separates machinable from non-machinable letters and flats into 30 U-carts & 3 half-liners. Un-bands and preps machinable flats & transports containers for further processing. Mail Handler also dumps onto belt.	Zero	Two plus Overtime hours.	Section # 5 Diagram.
Section # 6 Second class City News. Tour I ***	Dumps 5-digit Zip 2nd class flats and letters and separates to city secondary, primary and stations. Works off of pallets and containers, also. Transports containers to loading area(s).	Zero	One	Section # 6 Diagram

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		CLERK	MAILHANDLER	
180/SCF Belt 1st Class Tour I ***- allied duties	Distributes flat bundles and letter bundles to pouches and U-carts to Sectional Center towns, Priority and I.P.P. to pouches, as well. (Mail Handlers hang pouches and dumps on belt. Transports mail to areas for further distribution.)	One	One	Section # 7 Diagram
180/SCF 2nd Class News Cutting area Tour I ***	Dumps SCF 2nd Class News from sacks, pallets & APC's and separates the 5-digit bundles from working. Throws into containers and dispatches. Transports working bundles of SCF to Manual flats cases and FSM.	Zero	One	Section # 8 Diagram
180/City Belt 1st Class Tour I *** allied duties	Distributes Spars, I.P.P., letter bundles, flats bundles and City priority to 23 U-carts, 14 gurneys and 20 sacks to be dispatched to stations, Automation, etc. Mail Handler sets up, dumps and transports mail.	One	One	Section # 9 Diagram

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		CLERK	MAILHANDLER	
operation 180 1st Class Cutting Tour I ***	Separates sacks, tubs, trays to nutting trucks and containers. Transports this mail to Automation, FSM, manual units, city parcel area, SCF 1st Class belt, etc. Break down area of incoming mail.	Zero	One	Section # 10 Diagram
Operation # 180 SCF 668 Racks Tour I ***- allied duties	Distributes letter/flat bundles, I.P.P., spars to containers and pouches. 2nd Class 668 pallets of flats and News are distributed in this area. Mail Handler in diagram # 10 dumps for this operation.	One	Zero	Section # 11 Diagram.
Operation # 180 City Jug Area Tour I	Throws city directs/firm holdouts to sacks, containers and hampers. Mail Handlers pull sacks and dispatch this mail.	One for Approx. 1 hour	3-5 for Approx. 15 minutes	Section # 13-A Diagram

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		CLERK	MAILHANDLER	
Operation 180 Tray cutting area Tour I ***	Separates letter trays of 5-digit and working mail into containers. Transports mail to Automation and manual units for distribution.	Zero	One	Section # 14 Diagram.
Operation 115 Outgoing States Dist. 3rd Class Tour II	Distributes flat and letter bundles to sacks, U-carts and containers for outgoing 3rd class mail. Mail Handler sets up, dumps and pulls down sacks.	One	One	Section # 17-B Diagram
USPS/APWU - Operation # 120 NPMU - Operation # 020 Tour III ***	Distributes 5-digit bundles and direct (5-digit) trays to U-carts & containers. Mail consists of BMAU/Permit mail. Mail Handler transports mail to manual & Automation areas.	One	One Approx. 15 minutes.	Section # 17-C Diagram (2 DIAGRAMS)

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FACILITY GMF CITY Topeka STATE/ZIP CODE KS 66675-9701 DATE 11/30/92

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		CLERK	HAILHANDLER	
086 - Back Side of LSM Tour I ***	Clerks sweep mail from LSM into APC's. Mail Handlers transport full APC's to loading areas.	Approx. 3-4 Sweep	Approx. 4 Dispatch	Section # 23 Diagram
160 - City Secondary Tour I ***	Clerks distribute city secondaries into cases. Mail Handlers sweep cases and transport mail to loading areas.	Approx. 1-15	Approx. 1-4	Section # 24 Diagram.
150-City Primary Letters. Tour I ***-allied duties	Clerks manually sort letter mail into cases. Mail Handlers sweep and transport.	Approx. 1-15	Approx. 1-4	Section #25 Diagram.

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FACILITY GF CITY Topeka STATE/ZIP CODE KS 66675-9701 DATE 11/30/92

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		CLERK	MAILHANDLER	
044-SCF Letter Dist. Tour I ***	Clerks distribute SCF letter mail into cases. Mail Handlers sweep and dispatch.	Approx. 3-10	Approx. 1-2	Section # 26 Diagram.
170-City Flats Dist. Tour I ***	Clerks distribute City Flats into cases. Mail Handlers pull down Firm holdouts.	Approx. 1-4	Approx. 1-4	Section #27 Diagram.
074-668 SCF Flats Tours I and II ***	Clerks distribute Flats into cases. Mail Handlers sweep and transport.	Approx. 1-2	Approx. 1-2	Section # 28 Diagram.

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		CLERK	MAILHANDLER	
074--664 & 665 Flats Dist. Tours I & III ***	Clerks distribute SCF Flats into cases. Mail Handlers sweep and transport	Approx. 2-4	Approx. 2-4	Section # 29 Diagram.
175 - Incoming Flats Secondary Tours I and II ***	Clerks distribute City secondary flats into shelved APC's. Mail Handler transports mail to dock.	Approx. 9	One to Ttransport	Section # 30 Diagram.
144 - FSM 2+2, SCF Tour I ***	Clerks perform mechanized flat distribution for SCF. Upon completion, band and separate tubs into containers/nutting trucks. Mail Handler transports to dock. <i>a mailhandler</i>	Approx. 4-6	One	Section # 31 Diagram.

INITIALS MGHT JH
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 MH JH

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		CLERK	MAILHANDLER	
130 - Priority and Parcel Post Tour I ***	Dumps and separates all classes of Parcel Post. Transports Containers to appropriate areas for finalization.	Zero	One	Section # 33 Diagram
115 - Outgoing Opening Belt Tour III ***	Clerk separates mail for further processing to the LSM, Automation, FSM 2+2, Manual Letter and Manual Flat cases, CFS Unit, the priority, the Kansas and the States pouching operations. Also finalizes bundles and I.P.P. to four towns. Mail Handler dumps pouches and transports.	One for Approx. 2.5 hours.	One for Approx. 2.5 hours.	Section # 7C Diagram.
120 - Kansas Pouching Operation. Tour III ***	Clerk(s) distribute/separate working and direct bundles and I.P.P., plus Registers into sacks and half-liners. Separates trays, tubs, pouches and other outsides into containers. Mail Handlers transport. (Clerk maintains MASS reports, Logistics orders & prepares Label Requests)	One to Two	One to transport	Section # 12 Diagram.

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FACILITY GF CITY Topeka STATE/ZIP CODE KS 66675-9701 DATE 11/30/92

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		CLERK	MAILHANDLER	
120 - 1st Class States Pouching Operation (Greens) Tour III ***	Clerk distributes bundles of letters and flats, I.P.P.'s to States pouches and containers. At dispatch time, Mail Handlers pull sacks and transport for dispatch to dock.	1-2 for Approx. 2 to 3 hours Monday -- Friday.	One for dispatch.	Section # 13 Diagram.
120 - Outgoing Dis Newspapers/2C. Tour III ***	Clerk distributes and separates 2c/Newspapers, directs and working, to appropriate sacks and containers. Mail Handler transports directs to dispatch area and the working mail to finalization area(s).	One	One	Section # 15 Diagram.
050 - Express and Priority Operation(s) Tour III ***	Clerks distribute Express and Priority mail into sacks and containers. Keeps records and gives information to the public. Mail Handler transports mail to dispatch area.	Two, plus additional, as needed.	One to transport.	Section # 16 Diagram.

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FACILITY GFCITY TopekaSTATE/ZIP CODE KS 66675-9701DATE 12/1/92

1. OPERATION NUMBER OR LOCAL DESCRIPT. OF OPERATION	2. FUNCTION NUMBER OR LOCAL DESCRIPTION OF FUNCTION	3. CURRENT # OF CRAFT EMPLOYEES ASSIGNED		4. NUMBER OF ATTACHED DIAGRAMS
		CLERK	MAILHANDLER	
020 - Originating Meter Belt Tour III	Separates originating metered mail received from collection boxes, the dock and other sources for finalization operations.	Zero	One to Two, as needed	Section # 18 Diagram.
010 and 014 Originating Mail Prep. Tour III	Dumps containers of mail into the DPRCS. Cull and separates by type into containers. Face and cancel flats, face and cancel heavy letters on Model "G", hand cancel chunks. Obtain mail from drop boxes and window unit. Repair damaged mail.	Zero	Three, plus two, as needed.	Section # 19 Diagram.
011 - Micro-Marks (3 Units) Tour III	Operates Mark II's, which face and sort to stackers and By-pass. Mail Handlers set up and break down/transport.	Zero	Three, plus relief.	Section # 20 Diagram.

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		CLERK	MAILHANDLER	
OCR/BCS Operations 831, 834, 835, 836, 871, 872, 874, 875, 876, 877, 878 and 879 Tours I and III ***	Clerks prep mail, feed and sweep mail for 2 OCR's and 2 BCS's. Check mail and stackers for Woodwork, incorrect bar codes, label and ACT tag the trays, pull trays and stage for banding and dispatch.	Tour I-- 16 Tour III-- 12	T-1 - One to dispatch T-3 - One to dispatch	Section # 21 Diagram <i>9 PAGES</i>
OCR/BCS Tie-out Area. Tour III ***	Clerk pulls trays from OCR and BCS, sleeves the trays, bands them and makes five (5) separations for dispatch. Clerk also labels empty trays to replace those pulled, stocks labels and ACT tags for Automation.	Intermittently for Approx. 2 hours, between 6 and 10 PM	One for dispatch, only.	Section # 22 Diagram.
MPLSM Tray Separation Area Tour III ***	Clerk sweeps, sleeves the trays, bands them and makes 7 basic separations.	Intermittently for Approx. 2 hours, between 6 and 10 PM	One for dispatch, only.	Section # 23 Diagram.

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FACILITY GMF CITY Topeka STATE/ZIP CODE KS 66675-9701 DATE 12/1/92

1. OPERATION NUMBER OR LOCAL DESCRIPT. OF OPERATION	2. FUNCTION NUMBER OR LOCAL DESCRIPTION OF FUNCTION	3. CURRENT # OF CRAFT EMPLOYEES ASSIGNED		4. NUMBER OF ATTACHED DIAGRAMS
		CLERK	MAILHANDLER	
030 and 040 Outgoing Manual Letters Tour III ***	Clerks perform manual distribution of letter and Nixie mail, sweep cases, ties out bundles and trays for dispatch.	Averages of 2 to 6	One to transport.	Section # 26 Diagram
141, 142 and 144 Flat Sorter Machine Tour III ***	Clerks perform mechanized distribution of flats, load, sweep and key same. Clerks performing sweeping function pull full tubs, place on rollers, place lid and ACT tag on tub, run through automatic bander then make separations to 7 containers.	6 operators 2 sweepers	One to Transport	Section # 31 Diagram.
060 and 070 Outgoing Manual Flats Tour III ***	Clerk performs manual distribution of flats, sweep cases, Bundle and place in U-carts and half-liners for finalization in pouching operations.	One, average 2 hours, daily.	One to transport	Section # 32 Diagram.

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		CLERK	MAILHANDLER	
Star Routes separation Area. Operation 210 Tour III	Mail Handler separates incoming Star Route mail and empty equipment into 16 containers for further processing within the facility. Mail Handler transports to operations.	Zero	One from 6 to 7:30 PM Mon.- Friday.	Section # 34 Diagram
230 - Parcel Post and 1st Class cutting Areas Tour III	Mail Handlers make initial separation of mail and empty equipment from ICR, collections and MVS into 26 containers for further processing and dispatch. Mail Handler then transports to operations and dispatches same.	Zero	Two, from 2 to 8:40 PM Mon.- Sat.	Section # 35 Diagram
230 Permit Cutting Area	Mail Handler separates trays and sacks of mail cleared through the BMWU into 7 separations for further processing and/or dispatch.	Zero	One, plus one for dispatch	Section # 36 Diagram.

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INSTALLATION INVENTORY
 OF
 MAIL PROCESSING OPERATIONS

FACILITY Main Office CITY Topeka STATE/ZIP CODE 66603-9998 DATE 12/1/92

1. OPERATION NUMBER OR LOCAL DESCRIPT. OF OPERATION	2. FUNCTION NUMBER OR LOCAL DESCRIPTION OF FUNCTION	3. CURRENT # OF CRAFT EMPLOYEES ASSIGNED		4. NUMBER OF ATTACHED DIAGRAMS
		CLERK	MAILHANDLER	
240-339 Main Office Station--Carrier Section ***	Mail Handler takes mail from APC's and spreads the mail on the carrier ledges. Mail Handler separates the 2c by-pass mail and loads it on the varrier ledges.	14	1 FIR 1 casual from 5 to 8:30 AM	

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FACILITY Colby CITY Kansas STATE/ZIP CODE 67701-9998 DATE 12/1/92

1. OPERATION NUMBER OR LOCAL DESCRIPT. OF OPERATION	2. FUNCTION NUMBER OR LOCAL DESCRIPTION OF FUNCTION	3. CURRENT # OF CRAFT EMPLOYEES ASSIGNED		4. NUMBER OF ATTACHED DIAGRAMS
		CLERK	MAILHANDLER	
Colby, Ks Post Office ***	Clerks perform all duties in the facility including loading, unloading trucks, cancelling mail, facing mail and performing all manual distribution.	6 FTR's 7 PTF's	Zero	

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FACILITY Junction City CITY Kansas STATE/ZIP CODE 66441 DATE 12/1/92

1. OPERATION NUMBER OR LOCAL DESCRIPT. OF OPERATION	2. FUNCTION NUMBER OR LOCAL DESCRIPTION OF FUNCTION	3. CURRENT # OF CRAFT EMPLOYEES ASSIGNED		4. NUMBER OF ATTACHED DIAGRAMS
		CLERK	MAILHANDLER	
Junction City Post Office. ***	Clerks perform all duties in the facility, including loading and unloading trucks, dumping sacks, cancelling mail, facing mail and performing all manual distribution duties.	5 FTR's 7 PIF's	Zero	