

DOMINICK V. DANIELS P&D CENTER  
850 Newark Turnpike, Kearny NJ 07099-9998

Date: February 4, 2020

**DVD**

DOMINICK V DANIELS P & DC

**RI - 399**

AGREEMENT BETWEEN MANAGEMENT

NATIONAL POSTAL MAIL HANDLERS UNION

AND

AMERICAN POSTAL WORKERS UNION

Updated Regional Instruction - 399 Review  
 Revised 9-1-17 Installation Inventory  
 of  
 Mail Processing Operations

LDRS Representatives

Printed Name

Sign

Initials

USPS: RS Blakely

*RS*

*RS*

APWU: J. Smith

*J. Smith*

*J. Smith*

NPMHU: R. Bermudez

*R. Bermudez*

*R. Bermudez*

Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	1 of 31	Date: 2/4/2020
1. Operation Number of Local Description #	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column) Clerk	4. Number of Attached Diagram(s) (Optional)	
1	Operation - Registry	Setup for Dispatch	X	
2	MODS: 585	Open Sacks	X	
3		Seal Sacks	X	
4		Count Money and Log in Computer	X	
5		Operate RIMS	X	
6		Turn over Money in Safe	X	
7		Transfer Money to armored car company	X	
8		Puts and Records Money in vault	X	
9		Armored car company priority turnover	X	
10		Receive Registers	X	
11		Sign for all Accountables	X	
12		Verify 3854	X	
13		Prepare 3854 for Dispatch	X	
14		Generate Placards	X	
15		Check Seals on Mail	X	
16		Distribute Payroll every other week	X	

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USPS:RS Blakely

APWU:J. Smith

NPMHU:R. Bermudez

Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	Date: 2/4/2020
1. Operation Number of Local Descr	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)	4. # of attached pages
	#	Clerk	
Operation - Accounting	1	Generate Data for Telecons	X
MODS: 570	2	Email Reports	X
	3	Collect Data for IPS Manager	X
	4	Sort Payroll Checks	X
	5	Answer Phones	X
	6	Hand out Payroll Checks	X
	7	retirees to pick up outstanding checks	X
	8	vouchers from window clerk	X
	9	Process and Mail Letter of Indebtness	X
	10	Keep Records and Files	X
	11	Create Employee Awards	X
	12	Create Award Pins for Employees	X
	13	Prepare Retirement Awards	X
	14	Post Bids and Distribute Copies	X
	15	Post and Update Seniority List	X
	16	Coordinate Yearly Health Fairs	X
	17	Collect, count and process money and gift cards and valuables found loose in mail stream	X
	18	Collect Jury Duty Notices and Overpayments	X
	19	See attachment	X

General Clerk: In-Plant Support / Accounting Duties

- Generate data needed by managers for morning telecons, print, prepare and distribute morning reports for Managers.
- Email Morning Reports to Managers.
- Collect all manual operation counts for the building and enter the data into Web Mods and Web EOR.
- Collect Mail for IPS Manager.
- Sort out Payroll Checks for SDO's to distribute to employees.
- Answer phone calls from employees pertaining to their pay status.
- Handout payroll checks for employees picking up checks during the week.
- Prepare and send out letters to Ex-Employees or retirees who have checks that were never picked up.
- Process prepared 2240's from management, take to a P.O with a window clerk and pickup Vouchers for employees who did not get paid.
- Process and send out prepared letters of indebtedness.
- Keep files on employees 2240's, LWOP Status, ETC.
- Create and prepare Sick Leave Award letters and pins for all employees.
- Create and prepare Years of Service Award letters and pins for all employees.
- Create and prepare Retirement Award letters for those retiring.
- Post Bids, make copies and distribute.
- Post and distribute employee seniority list.
- Coordinate yearly Health Fairs.
- Collect, count, and process money, Gift Cards and Valuables found in the Mail Stream.



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RSB

APWU:J. Smith

NPMHU:R. Bermudez

Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	4 of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)	4. Number of Attached Diagram(s)	
	#			
Operation Platform Expeditors	1	Scanning	X	
MODS - 231	2	Accept Trucks	X	
	3	Arrive and Depart Trucks	X	
	4	Key Monitor	X	
	5	Drop Shipments - PVDS	X	
	6	Secure Loads	X	
	7	Monitor and Assign Trucks	X	
	8	Monitor Bay Red/Green Lights	X	
	9	Check Loads and Verify Mail	X	
	10	Check Bay Doors	X	
	11	Bay Checks	X	
	12	Complete Turnover Sheets	X	
	13	PVDS Audit Participation	X	
	14	Seal and unстал Trucks	X	
	15	Activate dock locks on bay doors	X	







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Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	7 of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)	4. Number of Attached Diagram(s)	
#				
1	Network Specialist Clerk	Perform Bay Checks	X	
2	MODS - 679	Coordinate with Transportation	X	
3		Prepare MTE for AO's	X	
4		Give PIT Drivers Floor Orders	X	
5		Prepare Trailer Sheets	X	
6		Prepare Green Sheets for MVS	X	
7		Assign Empty and MTEC Trailers	X	
8		Coordinate MVS Board and Trailers	X	
9		MTEC Ordering System	X	
10		Prepare Local Mailers Request	X	
11		Prepare MTE Report	X	
12		Track Equipment	X	
13		Correspond with Mailers	X	
14		Refer to Attachment	X	3 pages

# HIGHWAY TRANSPORTATION / MTE CLERKS DAILY DUTIES:

1. A bay check has to be performed for Bays 186-145 and a call to MVS is made to ask for the empty trailers or equipment:
  - We need available MTE
  - Empty trailers to load trailer loads for mailers and unload 08MTE trailers with equipment.
  - We need to see what empty bays we can utilize to have MTE put into the bays in order to either fulfill trailer loads, floor loads or building needs.

2. Give the drivers floor orders to process for mailers that are picking up MTE. (These orders are normally prepared the day before, but we go into MTEOR once the bay check is done to see if anyone has placed an order that they need for that day. If we have the equipment, we send an e-mail or call to the mailer letting them know they can pick up.

3. While the drivers are processing the floor orders, we prepare the trailer loads:
  - Write out what goes on the trailer
  - Where the equipment can be found in the bays or in the building
  - Make out the green dispatch sheet that goes to MVS
  - Make out the tag for the load with a seal
4. Assign empty trailers to have the 08MTE trailers unloaded, that we will complete for the day. We call MVS to let them know what we put in the trailers so they could put them on the board. We keep a running list of what we have completed, this helps with us locating what we want when we need it.

5. When the board does not coincide with the yard, we have to go into the yard and find that trailers we need and then make sure they are corrected on the board in MVS.
6. Then we go over to MVS and write out our trailer loads and give all pertinent information to the clerk that is on the board for MTE that is being stored and we give all the information for that trailer loads going to mailers. That information is later picked up and then we go into MTEOR and close out the order.

7. Mail Transport Equipment Ordering System: is checked several times a day. There are 8 functions in MTEOR and we control all 8 tabs on a daily basis. The tabs are either for mailers ordering equipment or us ordering equipment for the building as well as for the mailers.
  - MTEOR Orders – Open Orders – Complete/Withdrawn Orders
  - Local Mailers Request – Open orders – Complete/Withdrawn orders – Standing Orders

Below is an example of one of the tabs.

- We go into the system to check the orders that are placed by the mailers.
- We placed the orders in status of:
  1. Placed – lets us know the mailer has placed an order.
  2. Pending - lets the mailer know we have received that order.

- 3. Ready for Pick Up - lets the mailer know their or is ready.
- 4. Complete - tells the system the order has been processed and closed.
- 5. Withdrawn - tells the system the order has been cancelled or removed.
- Every order has to be recorded timely (within 72 hours)

8. Every Tuesday morning the MTE report is calculated and sent to In-Plant Support
9. We pick up bill of lading from MVS daily and track the 08MTE trailers to ensure they are not here more than 4 days. On the fifth day we get notice from MTSC that the trailer is here and it needs to be returned.
10. We supply all the equipment to AO's as they request equipment via DVD Equipment e-mail.

11. We have mailers send in the USPS trailer report so that we can keep track of the trailers we build and send to them to see how long they keep them.
12. When we build a trailer we keep a list of the trailers we send out and who they went to and on what date with a brief description of the equipment.

13. From time to time, we have to track equipment when we find issues with a certain type of MTE. When there is a shortage we have to call around and bargain with other facilities and when there is excess, we have to swap out equipment. We also make sure everything around the building is being utilized to its fullest capacity.

14. When an AO calls because a new mailer needs equipment, we get the mailers e-mail address and send them the information they need to get started in MTEOR.
15. We correspond regularly with the mailers for any and all issues by phone, e-mail, and in person with them picking up equipment or us sending equipment back.

Contractors, Bill Payments, 5500s, 5397s, 5398As, and 5466s.

We currently are the Administrative Official for 22 Routes and we have 16 Contractors. We pay contractors for extra trips (5397), detour miles (5397) and late slips (5466) monthly. We collect all forms from the expeditors, MDO's office, Transportation Office, MVS office and AO offices daily. We keep the forms separated by contract routes so that at the beginning of each month we can calculate payment for each route no later than the 3<sup>rd</sup> Tuesday of each month. We collect all 5398As and file them by month and we discard them after 2 months, although we are only required to keep them for 15 days.

5500's are collect for every route we have at DVD including the long hauls. The 5500s are broken down by routes and mailed to the contractors when we find discrepancies. When a discrepancy is found, we follow protocol and send the 5500 to the mailer and we wait for a response. If no response is sent in after 15 business days from the date we mailed the form to the contractor, we compile the 5500 in a separate folder for the route/contractor. If we find there are many discrepancies with no responses we will bring the issue to the Manager's attention and start the proceedings for Suppliers' Performance Issues. We also track all omitted and

cancelled service on the 5500s that is sent out on the 10<sup>th</sup> of the following month to comply with the rules of the contractors' contract which is to take monies away for omitted and cancelled service.

The long haul trips are done the same way, except we mail the 5500s to the administrative official office and when a red flag is raised, we follow up with the Manager of Transportation. Sometimes, the SDO's, or Managers will ask for a folder for a 5500 and we will present them. We create spreadsheets and reports to break down the amount each contractor or Route is being paid on a Monthly basis.

**Contractors Clearance Packages:** We keep track of the contractor's employees that are dealing with the mail. Every contractor and their employees have to have clearance from the inspection service in order to transport the mail in their vehicles. A clearance package is given which includes the following: A transmittal cover sheet, a 2181-C form for a background check, a 2025 form which is a questionnaire/application, 2 fingerprint cards, 2 passport photos, a copy of their motor vehicle record from DMV, front and back copy of their drivers' license, and a status letter from Selective Service. When all items are received, we send the package to USPS for approval or denial.

When we receive the clearance package, we can then issue a 5139 (Temporary Employee - Contractor ID badge), along with the ID badge policy statement and the complete Safety Policy pamphlet that we keep up to date.

Once the person is approved we can then issue the 5140 (Permanent Employee - Contractor ID badge) and the Electromechanical Access Control Badge after retrieving the 5139. If the person is denied, we have to contact the contractor immediately to have the driver taken off the road, retrieve their 5139 and send out letters to the contractor and the employee as to why they were denied and what they can do to appeal the decision.

Copies of all items are maintained in a locked cabinet in folders for each contractor and their employees under the persons' name and contractor they belong to.

We have to keep track of the contractor and their employees to insure their drivers' licenses have not expired and their paperwork is up to date. Renewals for them are every 4 years and renewal packages have to be completed timely. Renewal packages consist of everything in the clearance package except the fingerprint cards.

There are definitely other responsibilities that we handle, but these are the basic responsibilities.

Pamela Jackson - 9787  
Darnella Craig - 9705

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 of  
 Mail Processing Operations

LDR: Representatives

Printed Name

Sign

USPS:RS Blakely

APWU:J. Smith

NPMHU:R. Bermudez

Initials

*[Handwritten signatures and initials]*

1. Operation Number of Local Description	City: Kearny	State/Zip Code: 07099-9998	8 of 31	Date: 2/4/2020
#	2. Function Number or Local Description	3. Craft as of 9-1-2017 (Place A "X" in Column)	4. Number of Attached	
1	Operation APBS	Keying and scanning of mail	Clerk	
2	MODS 375-376	Facing mail on belt	X	
3		Insert labels	X	
4		Sweep mail off roller tops	X	
5		Print Labels	X	
6		Hang placards on containers	X	
7		Load empty containers	X	
8		Drop and replace sacks	X	
9		Separate mail class into containers	X	
10		Scan containers	X	
11	**LOCAL DISPUTE**	Set up machine on tour 3 ONLY	X	
			Mail Handlers	
1		Transport empty equipment	X	
2		Obtain mail from staging area	X	
3		Dump sacks pouches or containers	X	
4		Cull by characteristic type and rewrap	X	
5		Pulling containers	X	
6		Containerizing and transporting	X	
7		Allied floor duties	X	
8		See attachment	X	3 pages



July 29, 2011

\*8

Mr. John Hegarty

President  
National Postal Mail Handlers  
Union (NPMHU)

1101 Connecticut Avenue NW

Washington, DC 20036-4304

Dear John:

This letter is in regard to the jurisdictional craft determination for operation of the Automated Parcel Bundle Sorter (APBS).

The APBS is a retrofit of the current Small Parcel and Bundle Sorter (SPBS) fleet. The retrofit includes the addition of an overhead camera subsystem to support the Bar Code and Optical Character Recognition. With APBS machines, all but one induction station will be modified so that mail pieces can be inducted with no keying required. The exact number of induction stations with keying may vary by location, however. Where no keying is required, the operators face and place mail pieces on the belt for subsequent reading by the Bar Code Reader/Optical Character Reader.

After reviewing the equipment operation, carefully considering the input from the American Postal Workers Union (APWU), AFL-CIO and the National Postal Mail Handlers Union (NPMHU), and applying the principles of RI-339 and the assignment of new or additional work, the Postal Service has determined that the primary craft for performing duties on the APBS are as follows:

1. Transporting empty equipment.
2. Obtaining Mail from staging area.
3. Dumping sacks, pouches or containers.
4. Culling by type/characteristic and rewrap of bundles.
5. Facing mail
6. Keying
7. Inserting labels.
8. Pulling containers.
9. \*Contaminating and transporting.
10. \*Contaminating and transporting.

Mail Handler

Mail Handler

Mail Handler

Mail Handler

Clerk

Clerk

Clerk

Mail Handler

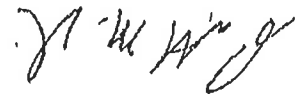
Mail Handler

175 LEEBANK Plaza, SW  
WASHINGTON DC 20260-4101  
WWW.USPS.COM

(CA2011-596)

(CA2011-596)

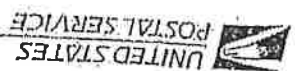
Patrick M. Devine  
Acting Manager  
Contract Administration (APWU)



Sincerely,

If you have any questions or concerns, please contact me at (202) 268-5421.

The actual number of employees required to perform these duties on the APBS at any time will be determined, applying these determinations, based on operational needs. \* Clerks will key and/or face mail for no more than 2 hours before rotating to other duties. When not keying, clerks will perform these duties. Personnel assigned to perform these duties in addition to the minimum number required to implement the rotation will be from the primary craft.



November 1, 2015

GATS #  
UNION #  
GRIEVANT:  
Work Location  
B11M-1B-C 15338513  
N15-102  
Class Action  
Assorted Locations

Raymond Bermudez  
National Postal Mail Handlers Union  
Dominick V. Daniels Processing and Distribution Center  
Kearney, New Jersey 07099-9998

Step 2 Decision

On October 20, 2015, the parties met at Step 2 of the Grievance and Arbitration Process to discuss the above captioned grievance filed by the NPMHU on behalf of the Grievant Class Members when Parcel Bundle Sorter (APBS) on tour two. The parties mutually agreed to extend the time limits to respond at Step 2 of the grievance process.

The Union alleges that Management, by using clerks to set up the APBS violated the following provisions of the 2011 - 2016 National Agreement and the corresponding sections of the Contract Interpretation Manual (CIM).

- Article 7 -- Employee Classifications
- Article 8 -- Hours of Work
- Article 12 -- Principles of Seniority Posting and Reassignment
- Article 15 -- Grievance-Arbitration Procedure
- Article 19 -- Handbooks and Manuals
- Mittenhall National Arbitration Award, H8C-2F-C-7406 (August 23, 1982)

As its remedy, the union is requesting that Management cease and desist the use of clerks to perform mail handler work, create a mail handler bid job, pay the senior mail handler on the rest day overtime list for every hour clerks performed these duties at their overtime rate.

The parties have met to discuss the facts and evidence presented at Step 2 and thoroughly discussed the merits of the grievance. At the Step 2 meeting the parties reviewed the July 29, 2011 letter from Patrick M. Davine, A Manager Contract Administration (APWL) to John Hegarty, President NPMHU, on the jurisdictional craft determination for the APBS. This letter of determination allows the Clerks to pull full containers from the APBS and replace them with empty containers; however, these duties are performed while the APBS is operational and not at the initial set-up period. It is determined that this grievance is resolved as the following:

1. Management agrees to review the craft designation in the July 29, 2011 letter with the responsible managers and supervisors and to direct them to comply with the proper task assignments.
2. The Union agrees no further appeal of this grievance under the provisions of Article 15 of the National Agreement will be made.
3. The parties agree this settlement is without precedence and cannot be cited in any other forum except to enforce the provisions of this agreement.

For U.S. Postal Service  
*Eric W. Schmidt*  
Date 11/4/15  
For Union  
*Raymond Bermudez*  
Date 11/4/15  
Raymond Bermudez  
NPMHU Branch President - Local 300  
DVD P&DC  
Labor Relations Specialist



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 Mail Processing Operations

Printed Name: USPS:RS Blakely  
 Sign: *[Signature]*  
 Initials: *[Initials]*

APWU: J. Smith  
 NPMHU: R. Bermudez  
 Sign: *[Signature]*  
 Initials: *[Initials]*

Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	9 of 31	Date: 2/4/2020
1. Operation Number of Local Descr	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place A "X" in Column)	4. Number of Attached Diagram(s)	
	#			
Operation - FC Platform	1 Unload trailers	X		
MODS - 212	2 Break up pallets of mail	X		
	3 Separate missent mail	X		
	4 Rescue mail	X		
	5 Dispatch to express	X		
	6 Unload and scasn express	X		
	7 Transport mail to culling belts	X		
	8 Work RDC mail	X		
	9 Separate priority mail	X		
	10 Separate non-machinable mail	X		
	11 Placard for express mail dispatch	X		
	12 Load trailers for dispatch	X		
	13 PARS separate and breakdown	X		
	14 CIF separate and breakdown	X		
	15 Allied floor duties	X		
		Clerk		
	1 HAZMAT Breakdown & separate for dispatch	X		
	2 Express breakdown and dispatch	X		
	3 Pouching breakdown and dispatch	X		

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Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	10 of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)	4. Number of Attached Diagram(s)	
#				
1	Collect Empty Equipment	X		
2	Dispatch Mail	X		
3	Pick Up Working Mail	X		
4	Feed IDR with OG Flats	X		
5	Culls Mail for Clerks	X		
6	Dispatch after Sweep	X		
7	Open and Dump Sacks	X		
8	Allied Floor Duties	X		
1	Manual Distribution of Flats	X		
2	Sweep flat cases for dispatch	X		
3	Casing flat mail	X		
4	Stage flat tubs for dispatch	X		
5	Identify and report mail not meeting postal regulations	X		
6	Print labels for tubs	X		
7	Print placards for dispatch	X		

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Printed Name: *Blakely* Sign: *RS* Initials: *RS*  
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 NPMHU: R. Bermudez

1. Operation Number of Local Description	City: Kearny State/Zip Code: 07099-9998	10 of 31	Date: 2/4/2020
#	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place A "X" in Column) Mailhandler	4. Number of Attached Diagram(s)
1	Collect Empty Equipment	X	
2	Dispatch Mail	X	
3	Pick Up Working Mail	X	
4	Feed IDR with OG Flats	X	
5	Culls Mail for Clerks	X	
6	Dispatch after Sweep	X	
7	Open and Dump Sacks	X	
8	Allied Floor Duties	X	
		Clerk	
1	Manual Distribution of Flats	X	
2	Sweep flat cases for dispatch	X	
3	Casing flat mail	X	
4	Stage flat tubs for dispatch	X	
5	Identify and report mail not meeting postal regulations	X	
6	Print labels for tubs	X	
7	Print placards for dispatch	X	

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1. Operation Number of Local Description	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)	4. Number of Attached Diagram(s)
#		Clerk	
1	Operation - Manual Letters	X	
2	MODS: 030, 040, 043, 044	X	
3		X	
4		X	
5		X	
6		X	
7		X	
		Mailhandler	
1	Pick up Mail from DBCS	X	
2	Load Ledges	X	
3	Sleeve Letter Trays	X	
4	Dispatch OG Mail to HSTS	X	
5	Dispatch IC Mail to HSUS	X	
6	Allied Floor Duties	X	













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Facility: Dominick V Daniels P & DC	City: Kearny State/Zip Code: 07099-9998	17 of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)	4. Number of Attached Diagram(s)
#		Clerk	
1 Operation - Rewrap	1 Repair Letters and Flats	X	
2 MODS - 109	2 Transport Trash to Dumpster	X	
		Mailhandler	
1	Repair Parcels	X	
2	Transport Trash to Dumpster	X	
3	Allied Floor Duties	X	



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Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	19 of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description #	3. Craft Assigned as of 9-1-2017 (Place A "X" in Column)	4. Number of Attached Diagram(s)	
Operation - AFSM	1 Operate Feed Stations	X		
MODS - Clerk - 141-146	2 Setup Programs	X		
MODS - Mailhandler - 140	3 Clear soft Jams in Feeders	X		
	4 Cull and Remove Non-Machinable Mail from Feeders	X		
	5 Start and end new programs	X		
	6 Generate placards - tour 3	X		
	7 Contingency mode only ** Feed mail directly onto feed station	X		
		Mailhandler		
	1 Prep Mail	X		
	2 Load Auto Tray Handling System	X		
	3 Sweep Tubs	X		
	4 Containerize Mail	X		
	5 Dispatch Mail	X		
	6 Allied Floor Duties	X		
	7 Generate Placards on tour 1 & 2	X		



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APWU: J. Smith

Initials

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NPMHU:R. Bermudez

Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	21 of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)	4. Number of Attached Diagram(s)	
	#			
Operation - APPS	1 Operate Semi-Auto Facing Packages	X		
MODS: 246-247, 373-374	2 Operate Dumpers and Loaders	X		
	3 Operate Feeding Stations	X		
	4 Operate Feed buttons	X		
	5 Cull and Separate Mail on Belt	X		
	6 Cull and Separate Loose Mail	X		
	7 Sweep Bins on all sides	X		
	8 Replace Full Bins with Empty Equipment	X		
	9 Pull Full Sacks and Replace	X		
	10 Transport Dispatches	X		
	11 Transport Empty Equipment	X		
	12 Transport Mail to APPS	X		
	13 Placard Containers and Scan	X		
	14 Containerize Mail for Processing	X		
	15 Containerize Mail for Dispatch	X		
	16 Allied Floor Duties	X		



Updated Regional Instruction - 399 Review  
 Revised 9-1-17 Installation Inventory  
 of  
 Mail Processing Operations

LDRC Representatives

Printed Name Sign Initials

USPS:RS Blakely  RB

APWU:J. Smith  JS

NPMHUR: Bermudez  RB

Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	23 A of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place A "X" in Column)	4. Number of Attached Diagram(s)	
#		Clerk		
1	Operation - Pouching	Hang Sacks	X	
2	MODS - 120	Label Sacks	X	
3		Cull Letters from Parcels	X	
4		Distribute Parcels from Belt into containers for secondary processing	X	
5		Final Distribution into Sacks	X	
6		Containerize Oversized Parcels	X	
7		Distribute Parcels into Sacks	X	
8		Drop Sacks for Dispatch	X	
9		Identify mail not conforming to Postal Regulations	X	
10		Process FLY mail on Scan where you band	X	
11		Dispatch FLY Mail by Cutoff	X	
12		Print placards for dispatch	X	
13		Print labels for sacks	X	
14		Scan parcels on belt with ring scanners	X	







LDRG Representatives

Updated Regional Instruction - 399 Review  
Revised 9-1-17 Installation Inventory

of  
Mail Processing Operations

Printed Name

USPS:RS Blakely

Sign

APWU:J. Smith

NPMHJR: Bermudez

Initials

Facility: Dominick V Daniels P &DC	#	City: Kearny State/Zip Code: 07099-9998	25 of 31	Date: 2/4/2020
1. Operation Number of Local Description	#	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place A "X" in Column) Mailhandler	4. Number of Attached Diagram(s)
Operation - Front DBCS	1	Break up Mixed States Pallets from	X	
MODS - 114, 126		HSTS Bay 30 BMEU	X	
	2	Collect Mail form AFCS	X	
	3	Collect Mail for DBCS	X	
	4	FEED Mail onto IDR Belt	X	
	5	Setup DBCS with Equipment	X	
	6	Allied Floor Duties	X	
	7	Sleeve and unsleeve letter trays	X	

Updated Regional Instruction - 399 Review  
 Revised 9-1-17 Installation Inventory  
 of  
 Mail Processing Operations

LDRC Representatives

Printed Name

Sign

Initials

USPS:RS Blakely

APWU:J. Smith

NPMHU:R. Bermudez

Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	26 of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)	4. Number of Attached Diagram(s)	
#				
1	Operation - Middle DBCS	Breakup Pallets in Bullpen	X	
2	MODS - 114, 619	Collect Mail from HSTS	X	
3		Collect Mail for AFCS	X	
4		Collect Mail from DBCS	X	
5		Long Haul Bullpen	X	
6		Separate front and Middle DPS Mail	X	
7		Dispatch Mail for DBCS	X	
8		Dispatch Mail form Long Haul Bullpen	X	
9		Transport Mail to Elevator	X	
10		Pull out Dispatches	X	
11		Separate Down Flow and Rejects	X	
12		Separate and Dispatch MMP	X	
13		Dispatch Tour Two Mail	X	
14		Collect Empty Equipment	X	
15		Allied Floor Duties	X	
16		Sleeve and unsleeve letter trays	X	

Updated Regional Instruction - 399 Review  
 Revised 9-1-17 Installation Inventory

LDRC Representatives

of  
 Mail Processing Operations

Printed Name

Sign

USPS:RS Blakely

APWU:J. Smith

NPMHU:R. Bermudez

Date: 2/4/2020

4. Number of Attached Diagram(s)

Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	27 of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column) Mailhandler	4. Number of Attached Diagram(s)	
Operation - Mezzanine DBCS	1	Transport Mail on Elevator	X	
MODS - 114, 126	2	Operate Elevator	X	
	3	Transport Mail to DBCS	X	
	4	Transport Dispatches to Elevator	X	
	5	Supply DBCS with Empty Equipment	X	
	6	Induct Dispatch into IDR	X	
	7	Operate ATS and SWYB on IDR	X	
	8	Locate Jams on IDR Lines	X	
	9	Allied Floor Duties	X	
	10	Sleeve and unsleeve letter trays	X	

Initials  
 rca  
 [Signatures]









STD JOB DESCRIPTION

U.S. Postal Service

BULK MAIL TECH (P7-07)  
OCCUPATION CODE: 2320-28XX

**FUNCTIONAL PURPOSE:**

Accepts, verifies, classifies, and computes postage on all classes of domestic and international business mail. Provides customer assistance to ensure customer understanding of postal mailing standards, mail preparation requirements and methods of presentation.

**OPERATIONAL REQUIREMENTS:**

NOTE: Serves as a working leader to one or more employees on a tour OR works alone for approximately 75% of the time.

**DUTIES AND RESPONSIBILITIES:**

1. Provides customer education including advising customers as to proper mailing procedures, business mail preparation, postage payment systems, and related requirements. Resolves customer complaints and inquiries, providing mailing options and necessary information to promote customer satisfaction.

2. Accepts and verifies all classes of business mail presented at either postal or customer facilities, as required.  
3. Determines classification of all mail matter, weight, number of pieces, and computes postage and fees to be charged. Determines accuracy of postage statements. Reviews customer accounts to ensure applicable fees are paid and checks availability of sufficient deposit by customer to cover cost of mailing. Releases cleared mail to processing operations.  
4. Accepts deposits and writes receipts. Maintains records of permit holders, deposits, withdrawals and miscellaneous information for all classes of business mail. Completes the necessary reports and submits as directed.  
5. Utilizes a variety of business equipment for the collection, calculation, recording and reporting of all types of business mail entry data, including mail piece characteristics.

6. Conducts training on business mail preparation, requirements and procedures to internal and external customers in a variety of on and off site locations. Participates in mailer meetings. May be required to be certified and serve as an on the job instructor.

7. May assist management with duties such as scheduling, timekeeping and preparing administrative reports. May serve as liaison by keeping other employees current on present rulings, changes in rates, acceptance procedures, or other related matters.

8. May be required to accept, review, complete and process applications for all classes of mail; issue licenses and permits; notify customers of noncompliance, improper use, cancellations and revocations of licenses, permits, etc. and take appropriate action.

9. May be required to perform audits and reviews for all classes of mail, both on and off site, and take appropriate action.

10. Performs other related duties and directed. May be required to separate and distribute mail that has been accepted, and perform general business mail entry administrative duties.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

Senior Qualified

**BARGAINING UNIT:**

CLERK



Updated Regional Instruction - 399 Review  
 Revised 9-1-17 Installation Inventory  
 of  
 Mail Processing Operations

Printed Name  
 USPS:RS Blakely *RSB*  
 APWU:J. Smith *JSmith*  
 NPMHU:R. Bermudez *RB*

Sign  
*RSB*  
*JSmith*

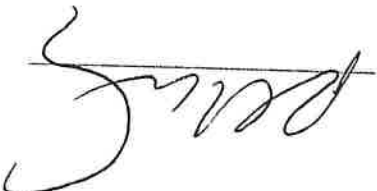
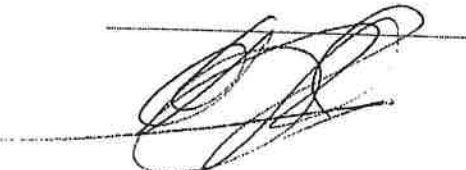
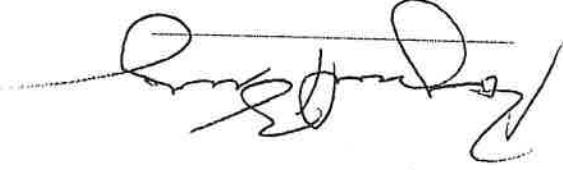
Initials  
*RSB*

Facility: Dominick V Daniels P & DC	City: Kearny	State/Zip Code: 07099-9998	31 B of 31	Date: 2/4/2020
1. Operation Number of Local Description	2. Function Number or Local Description		3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)	4. Number of Attached Diagram(s)
#				
1	Operation AFCS 200	Reload reject mail on feeder	X	
2	MODS: 017, 110	Feed mail on belt	X	
3		Sweep bins into trays	X	
4		Pull trays for dispatch	X	
5		Put empty trays into racks	X	
6		Cull non-machinable mail on belt	X	
7		Input sort plan into computer	X	
8		Separate mail trays into various dispatches	X	
9		Stage mail for dispatch	X	
10		Call ET for jams	X	
****PENDING THE RESULTS OF THE NATIONAL JURISDICTION RESULTS***				

Date: February 4, 2020

Subject: RI-399 SIGN OFF

- Page 6 Local dispute - CLERKS dispute tour 3 vacation schedule
- Page 8 Local dispute - MAILHANDLERS dispute set up of APBS by clerks
- Page 15 Local dispute - CLERKS dispute TOUR 3 OPERATION ONLY
- Page 31 A Local jurisdictional dispute - CLERKS dispute AFCS 100
- Page 31 B Local jurisdictional dispute - MAILHANDLERS dispute National jurisdiction on AFCS 200

PRINT	SIGNATURE	DATE
RS BLAKELY RS Blakely - Management		2/4/2020
JONATHAN SMITH Jonathan Smith - APWU		2/4/2020
Ray Bernudez Ray Bernudez - Local 300		2/4/2020