LDRC REPRESENTATIVES

	PRINTED NAME	INITIALS
USPS:	William Taddei	USPS: WM
APWU:	Robert Armentani	APWU: RJA
NPMHU:	Nick Campellone	NPMHU: NC

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

REVISED 9-1-2017 INSTALLATION INVENTORY
OF
MAIL PROCESSING OPERATIONS

FACILITY: South Jersey P&DC CITY: Bellmawr STATE/ZIP CODE: 8031 DATE: 1/30/2019

1. OPERATION NUMBER OR LOCAL DESCRIPTION		#	2. FUNCTION NUMBER OR LOCAL DESCRIPTION	3. CRAFT ASSIGNED AS OF 9-1-2017 (PLACE A "X" IN COLUMN)		
OPR #				CLERK	MAIL HANDLER	
211	080 Dispatch Break-Up	1	Break-up / Sort NMOs and Priority and Express Mail Sacks to Containers		X	
211	082 Dispatch Break-Up	1	Break-up / Sort NMOs and Priority and Express Mail Sacks to Containers		X	
211	083 Dispatch Break-Up	1	Break-up / Sort NMOs and Priority and Express Mail Sacks to Containers		X	
244-249	APPS	1	Feed Parcel Post into APPS machine		X	
		2	Dispatch Parcel Post mail sorted by APPs		X	
		3	Dumping mail on belts		X	
		4	Sweeping and changing containers		X	
		5	Facing stations/towers		X	
		6	Changing rejects	X	X	BOTH
		7	Manual distribution of parcels when APPS is down	X		
	Automation (Bullpen)	1	Preparation of Metered Letter Trays		X	
115	BBM Dispatch	1	Distribute BBM mixed states letters and flats to sacksand containers	X		
		2	Break down letters and flats (Machineable vs. Non-Machineable)	X		
		3	Transport Mail		X	
		4	Drop sacks and throw into OTRs for dispatch	X		
087-088	CIOSS	1	Feed mail into machine	X		
		2	Sweep full bins and place into trays on racks	X		
		3	Remove trays from racks and containerize for dispatch	X		
		4	Set up machine and label trays	X		

		5	Bring mail to machine			X	
		6	Transport full containers			X	
		7	Bring Empty Equipment			X	
890 Series	DBCS						
		1	Feed mail into machine	X			
		2	Sweep full bins and place into trays on racks	X			
		3	Remove trays from racks and containerize for dispatch	X			
		4	Set up machine and label trays	X			
		5	Bring mail to machine			X	
		6	Transport full containers			X	
		7	Bring Empty Equipment			X	
481-483	DIOSS						
		1	Feed mail into machine	X			
		2	Sweep full bins and place into trays on racks	X			
		3	Remove trays from racks and containerize for dispatch	X			
		4	Set up machine and label trays	X			
		5	Bring mail to machine			X	
		6	Transport full containers			X	
		7	Bring Empty Equipment			X	
660	Clerical Support						
		1	Typing	X			
		2	Answer Phones	X			
		3	General Clerical Duties	X			
110, 010	Culling Area						
012, 015		1	Repair damaged letters. Rip & Torn		X		
018, 066		2	Move mail from 010/020 to distribution operations		X		
& 067		3	Hand Stamp		X		
		4	Dump and Cull on belt		X		
		5	AFCS 200	X			Active National Dispute
,018	Culling Area Break Up						
		1	Break up mail from culling area and put in trays		X		
549	Empty Equipment						
		1	Process empty equipment on platform and in GMF		X		
		2	Make up bums for subsequent dispatch		X		
		3	Fill Equipment orders		X		

NM
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MC

		4	Dispatch empty equipment to post offices and MBD		X	
669	Express Mail	1	Distribute & Dispatch Express Mail	X		
		2	Distribute Express Mail, CTT operations	X		
110	FCM & Priority Residue Pouches (080, 082, 083)	1	Throw off mail, drop sacks, hang sacks & set up	X		
		2	Bring in mail, pull full containers, dispatch all		X	
110	Pouches, (all classes of mail)	1	Throw off into pouches	X		
		2	Set up, pull sacks, dispatch	X		
		3	Bring in mail, pull full containers, dispatch all		X	
070-079	Flat Aisle	1	Distribute flats in case	X		
		2	Sweep flats from cases to dispatch containers	X		
		3	Move mail from staging areas for distribution		X	
116	FSM	1	Put lids on flat tubs		X	
		2	Operate banding machines		X	
		3	Break up		X	
		4	Break up of flat mail from platform for subsequent distribution		X	
		5	Supplying mail and equipment to FSM operations		X	
		6		X		
116	FSM-AI	1	Cancellation on AI	X	X	Both
		2	Manual Mail Preparation		X	
		3	Stack Wire Containers		X	
		4	Loading ACTs		X	
		5	Sweeping Back of Machine		X	
140 Series	FSM	1	Keying, Feeding Loading &Sweeping (In rotation)	X		
		2	Monitoring clear feeding in Non-AI	X		
198-199	High Speed Tray Sorter	1	Remove sleeves from mail trays		X	
		2	Load trays onto feeder		X	
		3	Remove trays from roller and load into containers		X	
		4	Dispatch containers		X	

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		5	Container Scanning	X			
		6	Create Labels for No Reads		X		
560	Label Room	1	Order and Prepare labels & facing slips for operations	X			
030-045	Letter Aisle	1	Distribute letters in case	X			
		2	Sweep letters from cases to dispatch containers	X			
		3	Pull and dispatch trays		X		
		4	Move mail from staging areas for distribution.		X		
		5	Bring Mail		X		
		6	Pull full trays, sleeve trays & dispatch		X		
778	LCREM	1	Operate LCREM	X			
110	Mail Room	1	Tour 2	X			
		2	Tour 3		X		
115	Mail Transport	1	Operate tow motors, fork lifts, "big joes" and power hand trucks		X		
,020	Meter Prep	1	Meter Mail Prep		X		
110	Mixed States Pouches	1	Bring mail		X		
		2	Sort mail into pouches	X			
		3	Set up, pull sacks and dispatch	X			
110	Nixie Area	1	Recover pieces of damaged letters & piece together		X		
		2	Claims and Inquiries Clerk	X			
		3	Correct Addressing problems on nixie mail; Cross out bad barcodes and prepare mail for subsequent manual distribution.	X			
,060	Outgoing Priority	1	Dispatch containers and load truck		X		
		2	Distribute mail into containers and/or pouches	X			
109	Parcel Wrap	1	Parcel Re-Wrap and Repair		X		
211, 050	Platform Bullpen	1	Priority Mail Separation by placards		X		

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231, 585, 232-233	Platform					
		1	Removes and/or replaces truck seals	X		
		2	Scans truck arrivals and departures	X		
		3	Prints dispatch tickets	X		
		4	Scanning containers on and off the trucks		X	
		5	Print container placards		X	
		6	Registry Cage	X		
		7	Expresse Mail	X		
		8	Load/Unload		X	
231	Platform Drop Ship Desk					
		1	Prepare Reports	X		
		2	Scanning	X		
		3	Load/Unloads		X	
231	Platform Office					
		1	Expediting & Communicating with Yard Jockey	X		
		2	Enter transit log records	X		
,050	Priority South Jersey					
		1	Distribute and dispatch priority mail	X		
560	Procuremant					
		1	Activities related to procurement and supply	X		
582	Quality Control					
		1	Quality control data collection technicians	X		
585	Registry					
		1	Process and dispatch registered mail	X		
110	Revenue protection					
		1	Rate short paid mail	X		
208	Scan where you band					
		1	Print act tags		X	
		2	Apply act tags to trays		X	