

**UPDATED REGIONAL INSTRUCTION - 399 REVIEW**  
 REVISED 9-1-2017 INSTALLATION INVENTORY  
 OF  
 MAIL PROCESSING OPERATIONS

LDRG REPRESENTATIVES

PRINTED NAME

USPS: Tanya Scott

APWU: Robert Armentani

NPMHU: Nick Campellone

INITIALS

USPS

APWU

NPMHU

FACILITY: Camden Annex

CITY: Camden

STATE/ZIP CODE: NJ 08104

DATE: 12/27/2018

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)		4. NUMBER OF ATTACHED DIAGRAM(S) (OPTIONAL)
			CLERK	MAIL HANDLER	
081 Breakdown	1	NMO's (All classes of mail including Priority) 5-Digit breakdown into cages		X	
	2	Primary sortation by last 2 digit to hampers, Parcels, SPRs and Flats		X	
	3	Transporting of Cages		X	
2, 3, 4 Zone	1	Bundles to knockers by carrier route		X	
	2	After mail is on knockers, spread mail to carrier		X	
	3	Cage from breakdown brought to zone and sorted by scheme	X		
	4	Distributing flats to tubs	X		
	5	Spreading of tubs		X	
	6	Distribution of SPRs	X		
	7	Spreading of SPRs		X	
	8	NOVM/UBBM - Take tub and verify no live mail	X		
	9	Take NOVM/UBBM to trash	X		
	10	AAU Scans	X		
Zones 5 to 10, 08059 Mt. Ephraim, 08030 Gloucester City, 08031 Bellmawr, 08093 Westville, and 08035 Haddon Heights	1	Breakdown to knockers by carrier route	X		
	2	Spread mail to carrier	X		
	3	Sort by Scheme	X		
	4	Flat and SPR Distribution	X		
	5	Nixie Work	X		
	6	Distribution of SPRs	X		
	7	AAU Scans	X		
	8	Mail brought from the trucks		X	
	9	NOVM/UBBM - Take tub and verify no live mail	X		

Manual Letter Aisle

Dock

Other

10	Take NOVMA/UBBM to trash	X		
1	Distribute letters	X		
2	Spread 2, 3, 4		X	
3	Spread 5-10	X		
4	Box Mail	X		
1	Sort DPS mail to Pie Carts by Carrier Route	X	X	Shared
2	Bring in empty hampers	X	X	Shared
3	Transport empty equipment by tow motor		X	
1	Setting up Zones	X		
2	Business Reply Mail	X		
3	CFS / Damage mail repair	X		
4	Collect tubs and trays and remove labels	X	X	Shared
5	Bring tubs and tray to empty equipment	X	X	Shared
6	Shrink Wrap tubs and trays	X	X	Shared
7	Use Powered Industrial Equipment (PIT)		X	

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*Paul J. [Signature]* 1/30/19

*Lanya [Signature]* 1/30/19

*Travis [Signature]* 2/6/19