

# VAN NUYS FSS

UPDATED REGIONAL INSTRUCTION - 399 REVIEW

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

LDRC REPRESENTATIVES:

PRINTED NAME  
 USPS: VINCENT MANNING  
 APWU: DAVID PARRAZ  
 NPMHU: PETER K. BEHEN

SIGNATURE & DATE  
 USPS: [Signature] 06/20/19  
 APWU: [Signature] 6-20-19  
 NPMHU: [Signature] 6/13/2019

PAGE 1 OF 1

1. OPN # or Local Description of OPN	2. Function Number or Local Description of Function	3. Craft Assigned as of 9-1-2017 (Place a "X" in Column)		Comment
		CLERK	MAIL HANDLER	
074	MANUAL FLT-SCF DISTRIBUTION	X		
140	MAIL PREPARATION ATHS/AI MACHINE		X	Nationally Determined Guidelines attached
208	SWYB/SASWYB	X	X	Nationally Determined Guidelines attached
210	PLATFORM - INBOUND (LOAD / UNLOAD TRUCKS)		X	
212	PLATFORM - OUTBOUND (LOAD / UNLOAD TRUCKS)		X	
229	EQUIPMENT OPERATOR - TOW		X	
230	EQUIPMENT OPERATOR - FORKLIFT		X	Includes: Center Rider.
231	EXPEDITER	X		
232	OUTBOUND EXPRESS MAIL SCAN	X		
233	INBOUND EXPRESS MAIL SCAN	X		
530	STAND ALONE MAIL PREP		X	
538	FSS DPS MODE	X	X	See Attached
549	EMPTY EQUIP PROCESSING		X	
144 / 146	AFSM 100 - ATHS/AI - I/C SCF	X		Nationally Determined Guidelines attached

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

FACILITY: VAN NUYS FSS      CITY: VAN NUYS      STATE/ZIP CODE: 91406      DATE:

LDRG REPRESENTATIVES  
 PRINTED NAME & DATE  
 USPS: Vincent Munday  
 APWU: David Paroz 6-20-19 APWU: DP  
 NPMHU: Peter K. Berger 4/21/19 NPMHU: PKB

INITIALS  
 USPS: *VM*  
 APWU: *DP*  
 NPMHU: *PKB*

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	
OPN: 538 FSS DPS Mode		Inducting dollies (of full ACT's) into and removing dollies (of empty ACT's) from dolly induct.		X	
		Monitoring the automated feeders.	X		
		Clearing mail jams (both depending on where the jam is)	X	X	
		Inducting carrier automated street tray racks (CASTR) (of empty street trays) into and removing CASTRs (of full street trays) from integrated tray converters (ITC)		X	

LABOR RELATIONS

~ UNITED STATES POSTAL SERVICE

February 8, 2006

Mr. William Burrus  
President  
American Postal Workers Union, AFL-CIO  
1300 L Street, N.W.  
Washington DC 20005-4304

Certified Mail.  
7002 0860 0006 9346 7457

Dear Bill:

This letter is in regard to the staffing of the Automated Flats Sorting Machine 100 (AFSM-100) with the recent enhancements of the Automated Induction (AI) system and the Automatic Tray Handling System 100 (ATHS).

The AI system automates the ledge loading task for the AFSM-100 and also brings the flats preparation operation into close proximity to the AFSM-100. The system includes new ergonomic work stations where the flat mail is prepared and loaded into standardized tubs called Automation Compatible Trays (ACTs), and entered into the system. The ACTs are transported by the AI to the feeder where they are automatically unloaded to the AFSM feeder and then returned to the system for reuse. The feeder enhancements of the AI system allow mail staged in ACTs to be automatically removed, stacked on the feeder ledge, and inducted into the feeder for sortation by the AFSM-100. The ATHS-100 system automatically exchanges full mail trays with empty ones, and a label on the outbound trays. ATHS will identify double-labeled trays and prevent these trays from entering the mail stream. Of the 534 AFSM-100's currently in operation, it is anticipated that a total of 350 AFSM-100's will receive the ATHS enhancement. Of the 350 AFSM-100's that will receive the ATHS enhancement, it is anticipated that 206 AFSM-100's will also receive the AI enhancement. Therefore, it is anticipated that there will be 206 AFSM-100's with both AI and ATHS, 144 AFSM-100's that will be non-AI with ATHS, leaving 184 AFSM-100's without AI and without ATHS.

Staffing on the AI involves three (3) different work stations. The first, whereby one employee at the Load Station is required to load bundles or flats trays, with the assistance of a container tilter, onto a conveyor belt. The employee sets up the workstation and stages the support equipment and containers, loads the containers into the tilter and operates the tilting controls, retrieves and loads the bundled or tray mail onto the Bundle Conveyor Subsystem, processes culled, non-machinable mail pieces into flat mail trays under the conveyor, processes loose mail pieces into ACTs at the Half Prep Station, maintains a continuous flow of mail on the conveyor, clears any jams on the bundle conveyor, and positions the trays on the work table for processing.

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The second work station, where up to four employees work at four workstations called Prep Stations. Each Prep Station is equipped with a Bundle Accumulation Chute, work table, Package Recovery System (PRS) vacuum chute, operator control panel, and an ACT induction system referred to as the "takeaway." These employees set up the workstation and stage support equipment and containers, prepare and process bundled mail, flat mail trays, and loose mail pieces by using the work table to prepare and orient mail pieces to be placed in the ACT, dispose of bundled waste, plastic wrap, and banding using a vacuum chute, cull any out-of-spec or damaged mailpieces, clear any jams on the Bundle Accumulation Chute, prepare and load mail volume from bundles and flat mail trays into ACTs, induct full ACTs into the ACT buffer.

The third work station, where one employee is working at the Feeder Subsystem, who sets up workstation and stages support equipment and containers, tends mail on the feeder ledge to help prevent jams, clears basic jams that occur at the Feeder or transport subsystems of the machine, and culls out-of-spec or damaged mailpieces. The operator is required to tend the mail on the feeder ledge, which involves making sure the mail is positioned flush against the back wall of the feeder ledge, to ensure the mail has a neat and orderly induction into the feeder, and must pay particular attention to mail tending functions when the mail volume has a variety of mailpiece sizes, all of which helps to reduce the risk of a feeder jam. In addition, the operator must clear any jams occurring at the feeders or the AFSM-100 Transport Subsystems. In the event that the AI system becomes inoperable, but the AFSM-100 continues to function properly, the machine is switched to contingency operation mode and the operator directly inducts mailpieces into the AFSM-100.

The work of removing full trays of mail from the AFSM-100, and replacing the full trays with empty trays has been replaced by operation of the AHS-100 enhancement. Staffing on the AHS requires the operator to load empty trays and clear jams. In performing the loading duties, the employee retrieves empty flat mail trays from the staging area near the AHS-100. A stack of empty flat mail trays from the staging area is loaded onto the Stack Accumulation Conveyor, by tilting the tray stack and placing it horizontally onto the conveyor, until the stack accumulation conveyor is full. The employee who stages and load empty flat mail trays for the operation of the AHS-100 must ensure that flat mail trays are not made of cardboard. In addition, as much as possible, the employee should ensure that flat mail trays are clean and free of debris, tray labels are removed, and the seams and handles of the trays are intact and the bottom of the tray is flat. The employee must also make sure that the stackers are continuously full of empty trays.

The sweeping duties on the AHS-100 include removing full flat mail trays from the discharge conveyors of the AFSM-100 if no tray takeaway system is present, sorting the full trays into dispatch equipment for processing in subsequent operations or for dispatch, removing rejected empty flat mail trays from the discharge conveyors of the AFSM-100 or AHS-100 reject conveyors, removing old labels from rejected trays, watching the AFSM-100 Message Display Board for messages and alerts, observing the stack lights and responding to their alerts, listening for audio and horn which signal jams,

clearing ATHS-100 jams, changing the Label Roll as necessary, monitoring the number of trays on all discharge or reject conveyors to prevent them from becoming full, and removing the rejected empty flat mail trays from the discharge or reject conveyors.

After reviewing the equipment operation, carefully considering the input from the American Postal Workers Union, AFL-CIO and the National Postal Mail Handlers Union, and applying the principles of RI-399, the Postal Service has determined that on the AFSM-100 with AI, the duties performed at the feed station are similar to the duties currently performed by a mail processing clerk. The duties performed at the load station and prep station are similar to the duties currently performed by a Mail Handler. On the AFSM-100 with ATHS, the duties performed by the employee working on the ATHS are similar to the duties currently performed by a Mail Handler.

Accordingly, on the AFSM-100 with AI, the primary jurisdiction of the Feed station is the clerk craft. The primary jurisdiction of the Load station is the mailhandler craft. The primary jurisdiction of the Prep station is the mailhandler craft. The primary jurisdiction of the employee operating the ATHS is the mailhandler craft.

On the non-AI AFSM 100's with ATHS, staffing will be 4 clerks (3 clerks manually inducting mail and 1 clerk operating the ATHS), because of the rotation pattern of clerks on the non-AI AFSM 100's, which allows for ergonomic relief.

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

*Signed*

John W. Dockins  
Manager  
Contract Administration (APWU)

bcc: Mr. Tulino  
Mr. Dockins\*  
Mr. Johnson\*  
Mr. Evans\*  
Mr. Johnson\*  
Mr. Daigneault\*  
Ms. Martin\*  
Mr. Rachel\*  
Mr. Lefevre\*  
Ms. Hercules\*  
Mr. Devine\* (CA 2005-10)  
Ms. Proud\*  
Mr. Lambson\*  
Mr. Williams\*  
Ms. Cocci\*  
All Area Managers, Labor Relations

File: RI-399  
Reading Devine  
Chron

Doc 10: LRshared:GRV\_ARB:10-2121:Devine:letterto all unions regarding staffing of  
the Automated Flats Sorting Machine 100  
LR120: PMDevine:pzr:20260-4126

Asterisked bcc's distributed via cc:mail



## SETTLEMENT AGREEMENT


The undersigned parties have resolved the jurisdictional dispute related to the SCAN where you Ban "Operation 208" in Priority Parcels and Flats section. Tour 3 at the Santa Clarita P&DC. After careful review and consideration, it is agreed that the SWYB unit "Operation 208" is an allied function of both the Clerks and Mail Handlers assigned to Tour 3 Priority SPBS Operation and Priority Cone Operation.

It is also agreed that the Mail Handlers will be the Primary craft for strapping and containerizing in "Operation 208" Priority Flats.


It also agreed that the Clerk craft will be the Primary craft for the SWYB for Priority Flats "Operation 208".

It is understood that any grievance pending, as of the date of signature, related to Tour 3 SWYB Priority Parcels and Flats will be considered resolved.


It is mutually understood that all parties have entered into this Agreement without threats, coercion, or intimidation of any type. It is further understood that this Settlement Agreement has been made without precedent or prejudice to any of the signatory parties. The parties recognize that this Agreement addresses the issues raised in the above-referenced issue. By signing below, the parties agree to uphold the above terms and conditions.

  
Terry L. Johnson NPMHU Rep.

11-15-02  
Date

  
Raymond Francis APWU Rep.

11-15-02  
Date

  
Ralph Montgomery MDO

11/15/02  
Date