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CONTRACT ADMINISTRATION UNIT  
N.A.L.C. WASHINGTON, D.C.

Mr. Vincent R. Sombrotto  
President  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue NW  
Washington DC 20001-2197

Re: B90N-4B-C 93047134  
CLASS ACTION  
LYNNFIELD, MA 01940-9998

Dear Mr. Sombrotto:

On several occasions, most recently December 29, 1995, we met with your representatives to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance is whether Management violated the National Agreement by assigning supervisors to perform "station input" into the Decision Support Information System (DSIS) computer.

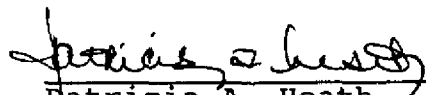
After reviewing this matter, we mutually agreed that no national interpretive issue is fairly presented in this case.

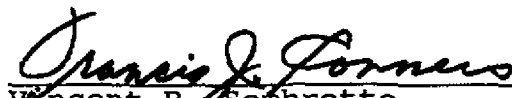
Accordingly, we agreed to remand this case for application of Section 111.2 of Handbook M-39, to the parties at Step 3 for further processing or to be rescheduled for arbitration, as appropriate.

Please sign and return the enclosed copy of this decision as your acknowledgment of agreement to remand this case.

Time limits were extended by mutual consent.

Sincerely,

  
\_\_\_\_\_  
Patricia A. Heath  
Grievance and Arbitration  
Labor Relations

  
\_\_\_\_\_  
Vincent R. Sombrotto  
President  
National Association of Letter  
Carriers, AFL-CIO

Date: 1/4/96

## Delivery Point Sequencing

Effective immediately, Handbooks M-39, *Management of Delivery Services*, and M-41, *City Delivery Carriers Duties and Responsibilities*, are revised to incorporate the September 1992 Memorandums of Understanding signed by the National Association of Letter Carriers (NALC) and the U.S. Postal Service (USPS) concerning issues relating to the implementation of Delivery Point Sequencing. District managers should have copies of the M-41 changes made for each route in their district and ensure that each city delivery route book is updated. These revisions and additions update the current handbooks and do not rewrite the entire book. Future editions of the Handbooks M-39 and M41 will include these revisions.

### M-39

#### Chapter 1

#### 111.2 Daily Operations

*h.* Assure that accountable items are properly handled, so as to facilitate delivery of the items, and that carriers are cleared in a timely manner upon return to the office.

*p.* Maintain sort scheme for delivery zones in the unit as per local Delivery Point Sequencing (DPS) procedures.

#### 116.4 Receipt of Morning Close-Out Dispatch

**.41 Mail To Be Cased.** When mail is distributed elsewhere for a delivery unit, the morning close-out dispatch is typically very light and is received loose in trays or tied in bundles. If mail is trayed separately and is identified for each route, it should be taken to the carriers' cases. Otherwise, carriers may obtain it from a central point.

**.42 Delivery Point Sequence Mail.** The Delivery Point Sequence mail trays will be handled in accordance with the appropriate procedures established for the unit.

**116.6 Carrier Withdrawal of Letters and Flats.** Carriers may be authorized to make up to two withdrawals from the distribution cases prior to leaving the office, plus a final cleanup sweep to include Delivery Point Sequence mail as they leave the office.

#### 117 Utilizing Work Area and Equipment

**117.1 h. Accountable Mail Cage.** Locate where it will be near the carriers while permitting the clerk to do other work when not serving carriers. Do not require the carriers to make more than one stop for available accountables and keys. An optional method for use in the morning is to take available accountable letters, flats, parcels, keys, change, etc., to the carriers using a suitable conveyance

capable of holding all these items. Aisles must be wide enough to permit passage of this equipment.

(Delete Section 117.1i and teletter sections 117.1j, k, l, m, and n accordingly.)

#### 117.2 Determine Carrier Case Requirements

*a. Case Configurations.* Carrier cases will be six (6) equally spaced shelves for casing letters and/or flats unless a four (4) or five (5) shelf case configuration is agreed upon in accordance with the Case Configuration MOU dated September 1992.

*f. Letter Casing Equipment Required.* Use the table below to determine the required casing equipment. Letter carrier case Item 124; with 6 shelves has 240 separations, with 5 shelves has 200 separations, and with 4 shelves 160 separations, which are each 1 inch wide. Examples of these separations are used as follows for a 6-shelf case:

*g. Determine Flat Separations.* Use the same criteria as above when utilizing Vertical Flat Casing or following guidelines below to determine the proper flat separations when utilizing horizontal flat casing:

**117.41** Carrier case labels must be applied in accordance with the following:

*a. Label Uniformly and for Efficiency.* Delivery unit managers are responsible for the efficient use of the CLASS case labels on all carrier cases. They must schedule frequent reviews of carrier-case layout to assure maximum efficient use of available equipment, route layout, and housekeeping.

**121.11 Casing Systems.** There are three basic casing systems used for casing and preparing mail for delivery: One-Bundle, Two-Bundle, and Modified Two-Bundle. The system(s) that best meets the requirements of the unit should be used. However, for efficiency and economy, some degree of uniformity should be maintained. Use of the most advantageous system, including proper use of all authorized equipment is required. The local manager and union designee will select the most efficient work method possible from the options listed and in accordance with the Memorandum of Understanding regarding this subject. Under Delivery Point Sequencing, the following are approved work methods for handling residual letter mail:

Case residual letters in the same separations with vertically cased flat mail; pull down and carry as a single bundle.