

Clerk Craft Article and Handbook Assignments

(*Lead Contact Officer)

Collective Bargaining Agreement Articles		
Article 1	Union Recognition	Clint Burelson Steve Raymer
Article 2	Non-Discrimination and Civil Rights	Idowu Balogun Lamont Brooks
Article 3	Management Rights	Greg See Lynn Pallas-Barber
Article 4	Technological and Mechanization Changes	Clint Burelson Steve Raymer
Article 5	Prohibition of Unilateral Action	Greg See Lamont Brooks
Article 6	No Layoffs or Reduction in Force	Clint Burelson* Steve Raymer
Article 7	Employee Classifications Maximization	Idowu Balogun* Lamont Brooks
Article 8	Hours of Work	Greg See Lynn Pallas-Barber
Article 9	Salaries and Wages	Steve Raymer* Clint Burelson Mike Foster
Article 10	Leave	Idowu Balogun Lynn Pallas-Barber
Article 11	Holidays	Idowu Balogun Lynn Pallas-Barber
Article 12	Principles of Seniority, Posting, and Reassignments	Steve Raymer Lynn Pallas-Barber Mike Foster
Article 13	Assignment of Ill or Injured Regular Workforce Employees	Lamont Brooks* Javier Piñeres Idowu Balogun
Article 14	Safety and Health	Greg See Lynn Pallas-Barber
Article 15	Grievance-Arbitration Procedure	Idowu Balogun Javier Piñeres Lamont Brooks
Article 16	Discipline Procedure	Idowu Balogun* Lamont Brooks
Article 17	Representation	Lamont Brooks
Article 18	No Strike	Greg See Clint Burelson

Article 19	Handbooks and Manuals	(See Handbooks & Manuals Chart Below)
Article 20	Parking	Javier Piñeres Lynn Pallas-Barber
Article 21	Benefit Plans	Javier Piñeres* Idowu Balogun Lynn Pallas-Barber Judy Beard
Article 22	Bulletin Boards	Javier Piñeres* Lynn Pallas-Barber
Article 23	Rights of Union Officials to Enter Postal Installations	Lamont Brooks* Idowu Balogun
Article 24	Employees on Leave with Regard to Union Business	Idowu Balogun* Lynn Pallas-Barber
Article 25	Higher Level Assignments	Mike Foster* Idowu Balogun Lamont Brooks
Article 26	Uniforms and Work Clothes	Mike Foster* Idowu Balogun Lamont Brooks
Article 27	Employee Claims	Javier Piñeres Lamont Brooks
Article 28	Employer Claims	Lamont Brooks*
Article 29	Limitation on Revocation of OF-346	Mike Foster* Lamont Brooks
Article 30	Local Implementation	Lamont Brooks* Steve Raymer Mike Foster
Article 31	Union-Management Cooperation	Lamont Brooks
Article 32 Section 1	Subcontracting-General Principles	Mike Foster* Lamont Brooks Greg See*
Article 32 Section 2	Motor Vehicle – Highway Movement of the Mail	Mike Foster
Article 33	Promotions	Mike Foster* Idowu Balogun Lamont Brooks
Article 34	Work and/or Time Standards	Lamont Brooks* Greg See
Article 35	Alcohol and Drug Recovery Programs	Javier Piñeres* Lamont Brooks Sue Carney
Article 36	Credit Unions and Travel	Greg See* Lynn Pallas-Barber
Article 37	Clerk Craft	Clint Burelson
Article 38	Maintenance Craft	Steve Raymer
Article 39	Motor Vehicle Craft	Mike Foster
Article 40	Operating Services Craft	N/A

Article 41	Material Support Craft	Stephen R. Brooks
Article 42	Energy Shortages	Greg See Lamont Brooks
Article 43	Separability and Duration	Idowu Balogun Clint Burelson

Handbooks and Manuals Assignments

AS-504	Space Requirements	Greg See Lynn Pallas-Barber
AS-705	Field Guide – Contract Postal Units	Lamont Brooks
AS-707	USPS Procurement	Lamont Brooks*
AS-707A	Contracting Vehicle Maintenance	Mike Foster
AS-707B	Contracting Vehicle Washing and Polishing	Mike Foster
AS-707F	Contracting for Contract Postal Units	Lamont Brooks
DM-101	Mail Classification	Lamont Brooks
DM-102	Bulk Mail Acceptance	Lamont Brooks
DM-103	Penalty Mail	Lamont Brooks
DM-201	Express Mail Services	Lamont Brooks
DM-901	Registered Mail	Lamont Brooks
E-31	Registry Operating Systems Guidelines	Lamont Brooks
APWU EL-201	Position Descriptions, Bargaining Unit Positions	Steve Raymer Lynn Pallas-Barber Mike Foster
EL-301	Guidelines for Processing Personnel Action	Lynn Pallas-Barber* Steve Raymer Mike Foster
BQnet (EL-303)	Qualification Standards – Bargaining Unit Positions	Steve Raymer* Lynn Pallas-Barber Mike Foster Stephen R. Brooks
EL-304	MSS – Maintenance Selection System Handbook	Steve Raymer
EL-307	Guidelines on Reasonable Accommodations	Idowu Balogun* Lamont Brooks
EL-312	Employment and Placement	Clint Burelson* Steve Raymer Mike Foster
EL-313	Welcome to The Postal Service	Greg See Lynn Pallas-Barber
EL-314	You and the USPS	Greg See Lynn Pallas-Barber

EL-505	Injury Compensation Procedures for Control Offices/Points	Lamont Brooks* Idowu Balogun
EL-506	Civil Service Disability	Sue Carney* Idowu Balogun Lamont Brooks
EL-601	Employee Suggestion Program (Ideas Program)	Idowu Balogun* Lamont Brooks
EL-602	Food Service Operation	Greg See Lynn Pallas-Barber
EL-604	Guide for Handling MSPB Cases	Steve Raymer Lamont Brooks
EL-606	Supervisor's Guide to the Employee Suggestion Program	Idowu Balogun Lamont Brooks
EL-701	Orientation and Craft Skill Training	Lynn Pallas-Barber* Idowu Balogun Javier Piñeres
EL-801	Supervisor's Safety Handbook	Greg See* Lynn Pallas-Barber
EL-803	Maintenance Employee's Guide to Safety	Greg See
EL-804	Safe Driver Program	Mike Foster Idowu Balogun Lamont Brooks
EL-806	Health and Medical Service (Plus Supplement: CPR Booklet)	Greg See Lamont Brooks
EL-809	Guidelines for Local Joint Labor-Management Safety and Health Committees	Greg See* Lynn Pallas-Barber
EL-811	Accident Report User's Guide	Greg See* Lynn Pallas-Barber
EL-812	Employee Awareness – Hazardous Materials	Mike Foster* Greg See Lynn Pallas-Barber
EL-814	Postal Employee's Guide to Safety	Greg See* Lynn Pallas-Barber
EL-921	Supervisor's Guide to Handling Grievances	Idowu Balogun Lamont Brooks
F-2	Functional Management	Lamont Brooks* Idowu Balogun
F-4	Examination of Postmaster's Accounting Transactions	Lamont Brooks
F-7	Revenue/Cost Analysis Studies and Tests at First and Second Class Post Offices	Lamont Brooks

F-15	Travel and Relocation	Greg See Lynn Pallas-Barber
F-16	Account Receivables Policies	Lamont Brooks
F-12 (F-15C)	Relocation Guidelines	Greg See Lynn Pallas-Barber
F-21	Time and Attendance (TACS)	Lamont Brooks* Idowu Balogun
F-101	Field Accounting Procedures	Lamont Brooks
F-401	Supervisor's Guide to Scheduling and Premium Pay	Greg See Lynn Pallas-Barber
M-5	Schemes: Construction, Assignment, Training, and Proficiency	Lynn Pallas-Barber
M-28	Vehicle Management Accounting System Microcomputer Operating Instructions	Mike Foster
M-32	Management Operating Data System for Mod 1 Offices	Lamont Brooks
M-39	Management of Delivery Service	Lamont Brooks
M-41	City Delivery Carriers Duties and Responsibilities	Lamont Brooks
M-60	Origin Destination Information System (ODIS)	Lynn Pallas-Barber
M-61	Origin Destination Information System Data Collection Procedures	Lynn Pallas-Barber
MS Series	All Handbooks	Steve Raymer Lynn Pallas-Barber
MS-47	Housekeeping – Postal Facilities	Idowu Balogun
PO-101	Postal Service Operated Retail Facilities Discontinuance Guide	Lamont Brooks
PO-102	Retail Vending Operational and Marketing Program	Lamont Brooks
PO-201	Philatelic Center Operations	Lamont Brooks
PO-401	Manual Distribution Operating Guidelines	Lynn Pallas-Barber
PO-402-T	Scheme Training – Instructor's Guide	Lynn Pallas-Barber
PO-406-A	Flats Sorting Machines (FSM 881) Guidelines	Lynn Pallas-Barber
PO-408	Developing and Implementing Area Mail Processing	Steve Raymer* Mike Foster Lynn Pallas-Barber
PO-410	Mail Processing Operating Plan Guidelines	Lynn Pallas-Barber
PO-501	Highway Contract Route	Mike Foster
PO-502	Container Methods	Javier Piñeres * Greg See Lynn Pallas-Barber
PO-504	Highway Contract Route Administration	Mike Foster
PO-507	Air Contract Administrative Procedures	Lynn Pallas-Barber
PO-512	Plant Loading and Procedures	Javier Piñeres Lamont Brooks
PO-513	Mail Transportation Procurement Handbook	Mike Foster
PO-515	Highway Contractor Safety	Mike Foster
PO-602	CFS Management Guidelines	Lamont Brooks
PO-701	Fleet Management	Mike Foster

PUB-57	Plant Load Users Guide	Javier Piñeres Lamont Brooks
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