

## Article and Handbook Assignments

The following charts show which APWU national officers are the case officers for matters related to various articles in the Union's Collective Bargaining Agreement with the Postal Service, and the case officers for various USPS handbooks.

(\*Lead Contact Officer)

| <b>Collective Bargaining Agreement Articles</b> |   |   |
|---|---|---|
| Article 1                                       | Union Recognition   | Lamont Brooks<br>Idowu Balogun                    |
| Article 2                                       | Non-Discrimination and Civil Rights                       | Jason Treier*<br>Sam Lisenbe                      |
| Article 3                                       | Management Rights   | Terry B. Martinez<br>Lynn Pallas-Barber           |
| Article 4                                       | Technological and Mechanization Changes                   | Lamont Brooks<br>Idowu Balogun                    |
| Article 5                                       | Prohibition of Unilateral Action                          | Terry B. Martinez*<br>Sam Lisenbe                 |
| Article 6                                       | No Layoffs or Reduction in Force                          | Lamont Brooks*<br>Idowu Balogun                   |
| Article 7                                       | Employee Classifications Maximization                     | Lamont Brooks*<br>Jason Treier                    |
| Article 8                                       | Hours of Work   | Lynn Pallas-Barber*<br>Terry B. Martinez          |
| Article 9                                       | Salaries and Wages  | Idowu Balogun<br>Lamont Brooks<br>Mike Foster     |
| Article 10                                      | Leave   | Lynn Pallas-Barber*<br>Jason Treier               |
| Article 11                                      | Holidays  | Lynn Pallas-Barber*<br>Jason Treier               |
| Article 12                                      | Principles of Seniority, Posting and Reassignments        | Idowu Balogun*<br>Lamont Brooks<br>Mike Foster    |
| Article 13                                      | Assignment of Ill or Injured Regular Work Force Employees | Lamont Brooks*<br>Garrett Langley<br>Jason Treier |
| Article 14                                      | Safety and Health   | Lynn Pallas-Barber*<br>Jason Treier               |
| Article 15                                      | Grievance-Arbitration Procedure                           | Jason Treier*<br>Garrett Langley<br>Sam Lisenbe   |
| Article 16                                      | Discipline Procedure                                      | Sam Lisenbe*<br>Jason Treier                      |

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| Article 17              | Representation  | Sam Lisenbe  |
| Article 18              | No Strike   | Terry B. Martinez<br>Lamont Brooks                                   |
| Article 19              | Handbooks and Manuals                                   | (See Handbooks & Manuals Chart Below)                                |
| Article 20              | Parking   | Garrett Langley<br>Lynn Pallas-Barber                                |
| Article 21              | Benefit Plans   | Garrett Langley*<br>Lynn Pallas-Barber<br>Judy Beard<br>Jason Treier |
| Article 22              | Bulletin Boards   | Garrett Langley*<br>Lynn Pallas-Barber                               |
| Article 23              | Rights of Union Officials to Enter Postal Installations | Lamont Brooks*<br>Jason Treier                                       |
| Article 24              | Employees on Leave with Regard to Union Business        | Lynn Pallas-Barber*<br>Jason Treier                                  |
| Article 25              | Higher Level Assignments                                | Mike Foster*<br>Jason Treier<br>Sam Lisenbe                          |
| Article 26              | Uniforms & Work Clothes                                 | Lamont Brooks*<br>Garrett Langley<br>Jason Treier                    |
| Article 27              | Employee Claims   | Sam Lisenbe*<br>Garrett Langley                                      |
| Article 28              | Employer Claims   | Sam Lisenbe  |
| Article 29              | Limitation on Revocation Of OF-346                      | Mike Foster*<br>Sam Lisenbe  |
| Article 30              | Local Implementation                                    | Lamont Brooks*<br>Idowu Balogun<br>Mike Foster                       |
| Article 31              | Union-Management Cooperation                            | Sam Lisenbe  |
| Article 32<br>Section 1 | Subcontracting-General Principles                       | Mike Foster*<br>Lamont Brooks*<br>Terry B. Martinez*                 |
| Article 32<br>Section 2 | Motor Vehicle - Highway Movement of the Mail            | Mike Foster  |
| Article 33              | Promotions  | Mike Foster*<br>Sam Lisenbe<br>Jason Treier                          |
| Article 34              | Work and/or Time Standards                              | Lamont Brooks*<br>Terry B. Martinez                                  |
| Article 35              | Alcohol and Drug Recovery Programs                      | Garrett Langley*<br>Sam Lisenbe                                      |

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| Article 36 | Credit Unions and Travel  | Terry B. Martinez*<br>Lynn Pallas-Barber |
| Article 37 | Clerk Craft               | Lamont Brooks                            |
| Article 38 | Maintenance Craft         | Idowu Balogun                            |
| Article 39 | Motor Vehicle Craft       | Mike Foster                              |
| Article 40 | Operating Services Craft  | Arrion Brown                             |
| Article 41 | Material Support Craft    | Arrion Brown                             |
| Article 42 | Energy Shortages          | Terry B. Martinez<br>Sam Lisenbe         |
| Article 43 | Separability and Duration | Lamont Brooks<br>Jason Treier            |

### Handbook and Manual Assignments

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|-----------------------|---|--|
| <b>AS-504</b>         | Space Requirements                                  | Terry B. Martinez<br>Lynn Pallas-Barber                            |
| <b>AS-705</b>         | Field Guide - Contract Postal Units                 | Sam Lisenbe  |
| <b>AS-707</b>         | USPS Procurement                                    | Sam Lisenbe  |
| <b>AS-707A</b>        | Contracting Vehicle Maintenance                     | Mike Foster  |
| <b>AS-707B</b>        | Contracting Vehicle Washing and Polishing           | Mike Foster  |
| <b>AS-707F</b>        | Contracting For Contract Postal Units               | Sam Lisenbe  |
| <b>DM-101</b>         | Mail Classification                                 | Sam Lisenbe  |
| <b>DM-102</b>         | Bulk Mail Acceptance                                | Sam Lisenbe  |
| <b>DM-103</b>         | Penalty Mail  | Sam Lisenbe  |
| <b>DM-201</b>         | Express Mail Services                               | Sam Lisenbe  |
| <b>DM-901</b>         | Registered Mail                                     | Sam Lisenbe  |
| <b>E-31</b>           | Registry Operation Systems Guidelines               | Sam Lisenbe  |
| <b>APWU EL-201</b>    | Position Descriptions, Bargaining Unit Positions    | Idowu Balogun<br>Lynn Pallas-Barber<br>Mike Foster                 |
| <b>EL-301</b>         | Guidelines for Processing Personnel Action          | Lynn Pallas-Barber*<br>Idowu Balogun<br>Mike Foster                |
| <b>BQnet (EL-303)</b> | Qualification Standards - Bargaining Unit Positions | Idowu Balogun<br>Lynn Pallas-Barber<br>Mike Foster<br>Arrion Brown |
| <b>EL-304</b>         | MSS - Maintenance Selection System Handbook         | Idowu Balogun  |
| <b>EL-307</b>         | Guidelines on Reasonable Accommodations             | Sam Lisenbe*<br>Jason Treier                                       |

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|---------------|--|---|
| <b>EL-312</b> | Employment and Placement   | Lamont Brooks*<br>Idowu Balogun<br>Mike Foster                        |
| <b>EL-313</b> | Welcome to The Postal Service  | Terry B. Martinez<br>Lynn Pallas-Barber                               |
| <b>EL-314</b> | You and the USPS   | Terry B. Martinez<br>Lynn Pallas-Barber                               |
| <b>EL-505</b> | Injury Compensation Procedures for Control Offices/Points                | Sam Lisenbe*<br>Jason Treier  |
| EL-506        | Civil Service Disability   | Sam Lisenbe*<br>Jason Treier  |
| EL-601        | Employee Suggestion Program (Ideas Program)                              | Sam Lisenbe<br>Jason Treier   |
| <b>EL-602</b> | Food Service Operation   | Terry B. Martinez<br>Lynn Pallas-Barber                               |
| <b>EL-604</b> | Guide for Handling MSPB Cases  | Idowu Balogun*<br>Sam Lisenbe   |
| <b>EL-606</b> | Supervisor's Guide to The Employee Suggestion Program                    | Idowu Balogun<br>Sam Lisenbe  |
| EL-701        | Orientation and Craft Skill Training                                     | Lynn Pallas-Barber*<br>Sam Lisenbe<br>Garrett Langley<br>Jason Treier |
| <b>EL-801</b> | Supervisor's Safety Handbook   | Jason Treier*<br>Lynn Pallas-Barber                                   |
| <b>EL-803</b> | Maintenance Employee's Guide to Safety                                   | Jason Treier  |
| <b>EL-804</b> | Safe Driver Program  | Mike Foster*<br>Lynn Pallas-Barber<br>Jason Treier                    |
| <b>EL-806</b> | Health and Medical Service (Plus Supplement: CPR Booklet)                | Terry B. Martinez<br>Sam Lisenbe                                      |
| <b>EL-809</b> | Guidelines for Local Joint Labor-Management Safety and Health Committees | Lynn Pallas-Barber*<br>Jason Treier                                   |
| <b>EL-811</b> | Accident Report User's Guide   | Lynn Pallas-Barber*<br>Jason Treier                                   |
| <b>EL-812</b> | Employee Awareness - Hazardous Materials                                 | Mike Foster*<br>Jason Treier<br>Lynn Pallas-Barber                    |
| <b>EL-814</b> | Postal Employee's Guide to Safety  | Lynn Pallas-Barber*<br>Jason Treier                                   |
| <b>EL-921</b> | Supervisor's Guide to Handling Grievances                                | Sam Lisenbe<br>Jason Treier   |
| <b>F-2</b>    | Functional Management  | Sam Lisenbe*<br>Jason Treier  |

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|--------------|--|---|
| F-4          | Examination of Postmaster's Accounting Transactions                            | Sam Lisenbe                                   |
| F-7          | Revenue/Cost Analysis Studies and Tests at First and Second Class Post Offices | Sam Lisenbe                                   |
| F-15         | Travel and Relocation  | Terry B. Martinez<br>Lynn Pallas-Barber       |
| F-16         | Account Receivables Policies   | Sam Lisenbe                                   |
| F-12 (F-15C) | Relocation Guidelines  | Terry B. Martinez<br>Lynn Pallas-Barber       |
| F-21         | Time and Attendance (TACS)   | Lamont Brooks*<br>Jason Treier                |
| F-101        | Field Accounting Procedures  | Sam Lisenbe                                   |
| F-401        | Supervisor's Guide to Scheduling and Premium Pay                               | Terry B. Martinez<br>Lynn Pallas-Barber       |
| M-5          | Schemes: Construction, Assignment, Training and Proficiency                    | Lynn Pallas-Barber                            |
| M-28         | Vehicle Management Accounting System<br>Microcomputer Operating Instructions   | Mike Foster                                   |
| M-32         | Management Operating Data System for Mod 1 Offices                             | Sam Lisenbe                                   |
| M-39         | Management of Delivery Service   | Sam Lisenbe                                   |
| M-41         | City Delivery Carriers Duties and Responsibilities                             | Sam Lisenbe                                   |
| 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  | Idowu Balogun<br>Lynn Pallas-Barber           |
| MS-47        | Housekeeping - Postal Facilities   | Idowu Balogun                                 |
| PO-101       | Postal Service Operated Retail Facilities Discontinuance Guide                 | Sam Lisenbe                                   |
| PO-102       | Retail Vending Operational and Marketing Program                               | Sam Lisenbe                                   |
| PO-201       | Philatelic Center Operations   | Sam Lisenbe                                   |
| PO-401       | Manual Distribution Operating Guidelines                                       | Lynn Pallas-Barber                            |
| PO-402-T     | Scheme Training - Instructors' Guide   | Lynn Pallas-Barber                            |
| PO-406-A     | Flats Sorting Machines (FSM 881) Guidelines                                    | Lynn Pallas-Barber                            |
| PO-408       | Developing and Implementing Area Mail Processing                               | Idowu Balogun<br>Mike Foster<br>Lamont Brooks |
| PO-410       | Mail Processing Operating Plan Guidelines                                      | Lynn Pallas-Barber                            |

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| PO-501 | Highway Contract Route                   | Mike Foster  |
| PO-502 | Container Methods                        | Garrett Langley*<br>Jason Treier<br>Lynn Pallas-Barber |
| PO-504 | Highway Contract Route Administration    | Mike Foster  |
| PO-507 | Air Contract Administrative Procedures   | Lynn Pallas-Barber                                     |
| PO-512 | Plant Loading & Procedures               | Garrett Langley<br>Sam Lisenbe                         |
| PO-513 | Mail Transportation Procurement Handbook | Mike Foster  |
| PO-515 | Highway Contractor Safety                | Mike Foster  |
| PO-602 | CFS Management Guidelines                | Sam Lisenbe  |
| PO-701 | Fleet Management                         | Mike Foster  |
| PUB-57 | Plant Load Users Guide                   | Garrett Langley<br>Sam Lisenbe                         |