


MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO

Re: Pre-Posting Process for NTFT Duty Assignments in Customer Service Operations

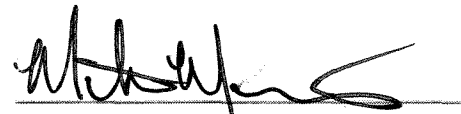
The MOU Re: Non-Traditional Full-Time (NTFT) Duty Assignments provides that, "Before implementing any new non-traditional assignments the local union will have the opportunity to review, comment, make suggestions and propose alternatives." Accordingly, the parties agree that the process described herein will be initiated locally prior the posting of NTFT duty assignments in Customer Service (F-4) operations. The parties expect strict adherence to the process by the local parties in order to alleviate disputes over union requests for information and the joint meetings that must occur before posting.

1. Management will provide the local union president or his/her designee with the following list of information that has been mutually agreed to by the parties at the national level for proposed NTFT duty assignments:
 - a. Customer Service Variance reports (CSV) – 13 weeks of activity analysis and for 302 work days (52 weeks) prior to the completion of the e1994;
 - b. Facility Data Base (FDB) report – activity time frames analysis;
 - c. LDC 42 and LDC 48 reports – detailed information of daily activities analysis;
 - d. Mail Arrival Profile – time and mail volume analysis;
 - e. e1994 data – visual schedule of employees needed for necessary functions;
 - f. WOS Earned to Actual Staffing hours – half-hour periods of the 13 week analysis; and,
 - g. Customer Service Adjusted Workload (CSAW) reports – used in the e1994 development and for the 4 weeks prior to the completion of the e1994.

2. This information will be provided, electronically whenever possible, at no cost to the union and no request for this information will be required and the union will consider this information as full and complete and under the terms of Articles 17 and 31 of the National Agreement for the purpose of reviewing, discussing or disputing NTFT duty assignments.
3. In no less than seven (7), but no more than ten (10) calendar days following the date this information has been provided to the local union president or his/her designee, the local parties will meet at which time management will describe and explain the proposed NTFT duty assignment(s) and the union president or his/her designee will have the opportunity to comment, make suggestions and propose alternatives.
4. Any exception to the pre-posting process may occur only through mutual agreement between the local parties.
5. This procedure will be implemented on a prospective basis. Any prior disputes regarding the NTFT duty assignment roll-out process will be resolved in ADRP.



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