



March 11, 2016

**MEMORANDUM FOR: ALL EMPLOYEES**

**SUBJECT: PERSONNEL CHANGE ORDER 2016 - 09**

**CLERK CRAFT**

After review of the posted jobs, management and APWU representatives are providing this PCO as clarification to some of the specific wording. Work Hours and Days off shall remain unchanged. Please see the comments below:

- Page 1 - Job ID:70293172 – Charlotte P&DC PAA: Mail Processing Automation Flats and Other Duties As Assigned
- Page 2 - Job ID:70719975 – Charlotte P&DC PAA: Mail Processing Automation Letters and Other Duties As Assigned
- Page 2 - Job ID:70719984 – Charlotte P&DC PAA: Mail Processing Automation Letters and Other Duties As Assigned
- Page 2 - Job ID:70719988 – Charlotte P&DC PAA: Mail Processing Automation Letters and Other Duties As Assigned
- Page 3 - Job ID:70720001 – Charlotte P&DC PAA: Mail Processing Automation Flats and Other Duties As Assigned
- Page 3 - Job ID:70720013 – Charlotte P&DC PAA: Mail Processing Automation Flats and Other Duties As Assigned
- Page 3 - Job ID:70820863 – Charlotte P&DC PAA: Registry Section Other Duties as Assigned – Add in Comments “Registry Training Required”
- Page 4 - Job ID:70821026 – Charlotte P&DC PAA: Mail Processing Automation Flats and Other Duties As Assigned
- Page 4 - Job ID:71136946 – Tour should state “Tour I” – Remove Comments “NS Days Thur/Fri/Sat”, Work Schedule Should say “2000-0630-30L-We-Ths-Fri”
- Page 7 - Job ID:71279904 – Remove Comments “Pending HQ adaption of service standard changes”
- Page 7 - Job ID:71279907 – Remove Comments “Pending HQ adaption of service standard changes” – Tour should state “Tour III”
- Page 8 - Job ID:71316154 – Charlotte P&DC PAA: Mail Processing Automation Flats and Other Duties As Assigned
- Page 8 - Job ID:71316155 – Charlotte P&DC PAA: Mail Processing Automation Flats and Other Duties As Assigned

- Page 9 - Job ID:71549862 – Charlotte P&DC PAA: Registry Section Other Duties as Assigned – Add in Comments “Registry Training Required”
- Page 10 - Job ID:95181344 – Charlotte P&DC PAA: Registry Section Other Duties as Assigned – Add in Comments “Registry Training Required” – Remove Comments “PL231 CMS Job Slot ID:4547038”
- Page 10 - Job ID:95077317 – Charlotte P&DC PAA: Mail Processing Automation Letters and Other Duties As Assigned – Remove all additional comments
- Page 11 - Job ID:95137467 – Charlotte P&DC PAA: Mail Processing Automation Letters and Other Duties As Assigned
- Page 11 - Job ID:95169943 – Tour should state “Tour I”
- Page 18 - Job ID:71051895 – Tour should state “Tour I”
- Page 18 - Job ID:71069718 – Tour should state “Tour II” Work Schedule should state “0900-1930-30L-Su-MoS-Tue
- Page 18 - Job ID:71525704 – Tour should state “Tour II”
- Page 19 - Job ID:71525705 – Tour should state “Tour II”
- Page 19 - Job ID:71525706 – Tour should state “Tour II”
- Page 19 - Job ID:71525707 – Tour should state “Tour II”
- Page 20 - Job ID:71525708 – Tour should state “Tour II”
- Page 20 - Job ID:71525709 – Tour should state “Tour II”
- Page 20 - Job ID:71525710 – Tour should state “Tour II”
- Page 21 - Job ID:71525711 – Tour should state “Tour II”
- Page 21 - Job ID:71525712 – Tour should state “Tour II”
- Page 21 - Job ID:71525713 – Tour should state “Tour II”
- Page 22 - Job ID:71527574 – Tour should state “Tour III”
- Page 22 - Job ID:71527576 – Tour should state “Tour III”
- Page 22 - Job ID:71527577 – Tour should state “Tour III”
- Page 23 - Job ID:71527578 – Tour should state “Tour III”
- Page 23 - Job ID:71527579 – Tour should state “Tour III”
- Page 23 - Job ID:71527580 – Tour should state “Tour III”
- Page 24 - Job ID:71527581 – Tour should state “Tour III”
- Page 24 - Job ID:71527582 – Tour should state “Tour III”
- Page 24 - Job ID:71527583 – Tour should state “Tour III”
- Page 25 - Job ID:71527584 – Tour should state “Tour III”
- Page 25 - Job ID:95419803 – Mid-Carolinas P&DC :PAA General Expeditor and Other Duties As Assigned – Remove all other comments



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