



May 12, 2023

Mr. Ivan Butts  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

RECEIVED  
MAY 15 2023

Dear Ivan,

This is a follow up to the article 19 notification sent on December 23, 2022, regarding the proposed updates to the General Expeditor (Occupation Code 2315-11XX) job description. The Postal Service has considered the APWU's feedback and has made updates to the job description.

Revisions proposed to the General Expeditor P7-07 job are to reflect the work more accurately as it is currently performed and to add national qualification standards. In addition, it will no longer have a training requirement.

Enclosed is the following:

- A copy of the General Expeditor (P7-07) job description with track changes
- A copy of the General Expeditor (P7-07) job description with track changes accepted

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink that appears to read "James Lloyd".

James Lloyd  
Director  
Labor Relations Contract Administration (NALC)

Enclosure

GENERAL EXPEDITOR (P7-07)  
OCCUPATION CODE: 2315-11XX

FUNCTIONAL PURPOSE:

~~Arranges for the proper transfer for mail which may require the knowledge of incoming and/or outgoing schemes, transportation schedules, and receipt and dispatch information in performing mail distribution between highway contract routes, mail messengers and truck routes, and other mail units; and the separating, loading, and unloading of railway storage cars, flexi-vans and piggy-back trailers, by contractors and postal employees to ensure proper and expeditious handling.~~  
Coordinates dock activities including timely loading, unloading, and scanning of mail containers, and proper routing and dispatch of mails in adherence with dispatch schedules.

DUTIES AND RESPONSIBILITIES:

- ~~1. Expedites the distribution and dispatch of all mails processed in~~ mail to and from the dock and assigned work areas.
- ~~1. Coordinates the dispatch of mail from cases, registry section, and/or other areas by giving timely notice of regular and emergency dispatches to ensure expeditious handling of mail. Coordinates the movement of mails from the platform (or related receipt point) to mail from processing areas or from cases to pouches, and pouches to dispatch points or platform operations to the dock by giving timely notice of regular, extra, or emergency routing to ensure expeditious receipt and dispatch of mail.~~
- ~~2. Recommends changes in pouch and sack racks, pouch authorization, and work assignments as changes in distribution and dispatch schedules dictate.~~
- ~~3. Assists supervisor in carrying out special assignments, such as, mail volume counts, information for surveys, observing handling of selected mail matter, and other similar duties. May maintain records of mail volumes, work hours, and other record keeping; assists with on-the-job training.~~
- ~~2.~~ Interacts with mail handlers to facilitate the movement of mail between processing operations, the dock and the vehicles being loaded and unloaded.
- ~~2.3.~~ Ensures proper labeling, timely closing, routing, and dispatch of all pouches and sacks ~~mail~~ within the assigned work area; arranges for mail transport equipment.
- ~~4. Keeps informed on contract provisions for routes serving the facility such as, loading agreements, correct sized vehicles, proper protection of the mail and other special conditions. Periodically inspects contract vehicles and reports deficiencies or irregularities to supervisor.~~
- ~~5. Keeps informed of all scheduled arrivals and departures at the duty station, and has knowledge of the most expeditious dispatches to ensure an alternative rerouting of preferential mails due to unusual circumstances; determines whether mail should be held for alternate connections.~~
- ~~3.4.~~ Examines outgoing and incoming mail loads on vehicles to determine degree of utilization and adherence to highway safety regulations and reports irregularities to supervisor.
- ~~6. Recommends arrangements for extra trips of service when necessitated by volume or unusual circumstances.~~
- ~~7. Oversees the loading and unloading of storage cars, flexi-vans, piggy-back trailers, or other mail containers intended for transportation by rail when such activities are performed at the facility.~~



~~4.5.~~ Maintains close contact with ~~supervisor in the distribution and vehicle service units~~ logistics and mail processing supervisors to assure close coordination of all-mail handling routing and dispatch operations. Identifies when extra trips may be needed due to high volume or unusual circumstances.

~~8.~~ Performs manual distribution of all classes of mail.

~~6.~~ Prepares operating and security records of inbound and outbound trailers involved in loading and unloading mail and ensures the security of mail loads through controlling of locks and seals upon opening and closing.

~~7.~~ Monitors the securing of mail loads and ensures the use of proper restraints. Maintains compliance with all dock safety procedures.

~~8.~~ Performs scanning functions involved in placarding, arrival/departure of trips, loading, and unloading of mail processing equipment on the dock area.

~~9.~~ Adheres to required procedures for Postal Verified Drop Shipment (PVDS).

~~5-10.~~ Performs other job-related tasks in support of primary duties.

SUPERVISION:

~~Manager, Airport Mail Center/Facility~~ Supervisor Distribution Operations or other designated supervisor.

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0015

~~These jobs do not have national qualification standards; therefore requirements must be developed locally. These are then included in the vacancy announcement or job posting to indicate the requirements which all applicants or bidders must meet. Human Resources officials or persons handling personnel functions must keep appropriate documentation used to develop requirements for a period of 2 years from the date used for selection. The documentation may be kept in the vacancy file. (Handbook EL-312 Employment and Placement, section 727.2)~~

GENERAL EXPEDITOR (P7-07)  
OCCUPATION CODE: 2315-11XX

BARGAINING UNIT QUALIFICATION STANDARD  
2315-11XX

GENERAL EXPEDITOR

DOCUMENT DATE: TBD

FUNCTION:

Arranges for the proper transfer for mail which may require the knowledge of incoming and/or outgoing schemes, transportation schedules, and receipt and dispatch information in performing mail distribution between mail units to ensure proper and expeditious handling.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to use reference materials and manuals.
3. Safety in performance of duties common to the position.
4. Ability to maintain records and prepare reports.
5. Ability to instruct.
6. Ability to perform basic arithmetic computations.
7. Ability to follow directions.
8. Ability to work with others.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment MP (476).

PHYSICAL REQUIREMENTS:

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation.

GENERAL EXPEDITOR (P7-07)  
OCCUPATION CODE: 2315-11XX

FUNCTIONAL PURPOSE:

Coordinates dock activities including timely loading, unloading, and scanning of mail containers, and proper routing and dispatch of mails in adherence with dispatch schedules.

DUTIES AND RESPONSIBILITIES:

1. Expedites the dispatch of mail to and from the dock and assigned work areas. Coordinates the movement of mail from processing operations to the dock by giving timely notice of regular, extra, or emergency routing to ensure expeditious receipt and dispatch of mail.
2. Interacts with mail handlers to facilitate the movement of mail between processing operations, the dock and the vehicles being loaded and unloaded.
3. Ensures proper labeling, timely closing, routing, and dispatch of mail within the assigned work area; arranges for mail transport equipment.
4. Examines mail loads on vehicles to determine degree of utilization and adherence to highway safety regulations and reports irregularities to supervisor.
5. Maintains close contact with logistics and mail processing supervisors to assure close coordination of mail routing and dispatch operations. Identifies when extra trips may be needed due to high volume or unusual circumstances.
6. Prepares operating and security records of inbound and outbound trailers involved in loading and unloading mail and ensures the security of mail loads through controlling of locks and seals upon opening and closing.
7. Monitors the securing of mail loads and ensures the use of proper restraints. Maintains compliance with all dock safety procedures.
8. Performs scanning functions involved in placarding, arrival/departure of trips, loading, and unloading of mail processing equipment on the dock area.
9. Adheres to required procedures for Postal Verified Drop Shipment (PVDS).
10. Performs other job-related tasks in support of primary duties.

SUPERVISION:

Supervisor Distribution Operations or other designated supervisor.

SELECTION METHOD:

Senior Qualified

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0015

GENERAL EXPEDITOR (P7-07)  
OCCUPATION CODE: 2315-11XX

BARGAINING UNIT QUALIFICATION STANDARD  
2315-11XX

GENERAL EXPEDITOR

DOCUMENT DATE: TBD

FUNCTION:

Arranges for the proper transfer for mail which may require the knowledge of incoming and/or outgoing schemes, transportation schedules, and receipt and dispatch information in performing mail distribution between mail units to ensure proper and expeditious handling.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to use reference materials and manuals.
3. Safety in performance of duties common to the position.
4. Ability to maintain records and prepare reports.
5. Ability to instruct.
6. Ability to perform basic arithmetic computations.
7. Ability to follow directions.
8. Ability to work with others.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment MP (476).

PHYSICAL REQUIREMENTS:

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation.