

Steven E. Wenzel  
Senior Plant Manager  
Des Moines Processing and Distribution Center



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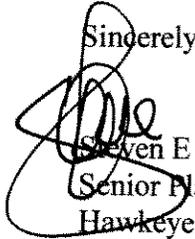
Jim Spina  
President, DSM Area Local  
APWU

Jim,

Attached is our Automation Staffing Parameter Guidelines for using one mail processor. As discussed previously these are parameters and should not be construed as hard and fast rules.

If you have any questions or concerns please feel free to contact me.

Sincerely,



Steven E Wenzel  
Senior Plant Manager  
Hawkeye District

## **Automation Staffing Parameters Des Moines P&DC**

- **MLOCR/ISS** – Normal staffing for the operation of this equipment will be two clerks. If one clerks need to be absent from the machine for a brief period, to use the restroom facilities, to collect equipment and mail, or other duties assigned, one operator can operate the machine during this time period.
  
- **MPBCS/OSS** – Normal staffing for the operation of this equipment will be two clerks. During break and lunch periods, the operations of this equipment can be covered with one clerk. If one clerks need to be absent from the machine for a short period (under thirty minutes), use the restroom facilities, to collect equipment or mail and other short term duties, one operator can operate the machine during this time period.
  
- **DBCS / DIOSS** – Normal staffing for the operation of this equipment will be two clerks. During break and lunch periods, the operations of this equipment can be covered with one clerk. During the first 60 minutes of a first pass or second pass of a DPS process this equipment can be operated by one clerk. If one clerks need to be absent from the machine for a short period (under thirty minutes), use the restroom facilities, to collect equipment or mail and other short term duties, one operator can operate the machine during this time period.

**Safety Note** – While operating any of the automation equipment with only one operator and the operator must leave the feed section of the machine for any reason, the machine must be stopped before the operator leaves the feed section of the machine.