

## 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 Idowu Balogun
Article 2	Non-Discrimination and Civil Rights	Jimmie Waldon Sam Lisenbe
Article 3	Management Rights	Terry B. Martinez Lynn Pallas-Barber
Article 4	Technological and Mechanization Changes	Lamont Brooks Idowu Balogun
Article 5	Prohibition of Unilateral Action	Terry B. Martinez Sam Lisenbe
Article 6	No Layoffs or Reduction in Force	Lamont Brooks* Idowu Balogun
Article 7	Employee Classifications Maximization	Jimmie Waldon Sam Lisenbe
Article 8	Hours of Work	Terry B. Martinez Lynn Pallas-Barber
Article 9	Salaries and Wages	Idowu Balogun Lamont Brooks Mike Foster
Article 10	Leave	Jimmie Waldon Lynn Pallas-Barber
Article 11	Holidays	Jimmie Waldon Lynn Pallas-Barber
Article 12	Principles of Seniority, Posting and Reassignments	Idowu Balogun Lynn Pallas-Barber Mike Foster
Article 13	Assignment of Ill or Injured Regular Work Force Employees	Lamont Brooks* Javier Piñeres Jimmie Waldon
Article 14	Safety and Health	Terry B. Martinez Lynn Pallas-Barber
Article 15	Grievance-Arbitration Procedure	Jimmie Waldon Javier Piñeres Sam Lisenbe
Article 16	Discipline Procedure	Jimmie Waldon Sam Lisenbe

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

Article 36	Credit Unions and Travel	Terry B. Martinez* 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	N/A
Article 41	Material Support Craft	Stephen R. Brooks
Article 42	Energy Shortages	Terry B. Martinez Sam Lisenbe
Article 43	Separability and Duration	Jimmie Waldon Lamont Brooks

### **Handbook and Manual Assignments**

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

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

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 Lynn Pallas-Barber
F-16	Account Receivables Policies	Sam Lisenbe
F-12 <b>(F-15C)</b>	Relocation Guidelines	Terry B. Martinez Lynn Pallas-Barber
F-21	Time and Attendance (TACS)	Lamont Brooks* Jimmie Waldon
F-101	Field Accounting Procedures	Sam Lisenbe
F-401	Supervisor's Guide to Scheduling and Premium Pay	Terry B. Martinez Lynn Pallas-Barber
M-5	Schemes: Construction, Assignment, Training and Proficiency	Lynn Pallas-Barber
M-28	Vehicle Management Accounting System 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 Lynn Pallas-Barber
MS-47	Housekeeping - Postal Facilities	Jimmie Waldon
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 Mike Foster Lynn Pallas-Barber
PO-410	Mail Processing Operating Plan Guidelines	Lynn Pallas-Barber

PO-501	Highway Contract Route	Mike Foster
PO-502	Container Methods	Javier Piñeres* Terry B. Martinez 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	Javier Piñeres Lamont Brooks
PO-513	Mail Transportation Procurement Handbook	Mike Foster
PO-515	Highway Contractor Safety	Mike Foster
PO-602	CFS Management Guidelines	Lamont Brooks
PO-701	Fleet Management	Mike Foster
PUB-57	Plant Load Users Guide	Javier Piñeres Lamont Brooks