

Chapter 2

Scheme Assignment, Training, and Qualification

210 Schemes

211 Definition

A scheme is a systematic plan for the distribution of mail to its destination as determined by the mail processing functional area. Schemes are constructed of items that consist of a single set of address and routing information (e.g., Adair Street, 100-199 to Carrier 12.)

212 Size

Schemes are limited to a maximum of 1000 scheme items. Normally, schemes consist of one delivery zone. However, two or more delivery zones can be combined into a single scheme, providing (1) the mail is normally worked commingled on a single case and (2) the resulting scheme does not exceed 1000 items.

213 Memory Items

213.1 Manual Training

213.11 Definition. Memory items are distributions which are 99 items or less. As such, they do not qualify as a *scheme* with the attendant study times, but rather are learned in productive distribution, at the applicable cases.

213.12 Example. A typical example of memory items, as they apply to manual schemes, would be a small associate office with 80 scheme items. These memory items would be learned at the case by productive distribution.

213.2 Machine Training

213.21 Definition. Generally, memory items are the machine equivalents of the *firm holdouts*, *P.O. box sections*, *rural routes*, etc.

213.22 Scope. Due to the different sorting capabilities of machine distributions, these items can now be sorted using unique key codes. If the assigned, bid, or preferred job has machine duties, then these machine memory items are taught (with appropriate additional study times) to be

keyed to machine bins using these unique key codes. These items are taught after successful completion of the proper manual schemes (see 155.23) but prior to the applicable machine application of that scheme. The study time for these items is in addition to the allowed time for machine application and is calculated at the rate of 1 hour/16 items, with 4 minutes for residual items.

213.23 Limits. As in manual scheme training, machine applications limit memory items to a maximum of 99 items.

220 Scheme Assignments

221 30-Hour Rule

Employees are assigned schemes only when there is a demonstrated need for scheme knowledge to process the mail as determined by the operations unit. Scheme assignments may be made when management has a reasonable expectation that employees will work a scheme for at least 30 hours within an accounting period. Trainees should be assigned to work their schemes soon after qualifying and on a regular basis to maintain proficiency and to meet the 30-hour rule.

222 Employee Assignments.

Normally, an employee should be assigned no more than two schemes or scheme sections. **Exception:** The Regional Director, Operations Support, may approve the assignment of more than two schemes or scheme sections if operational requirements warrant such an assignment. Copies of the approval must be sent to the APMG, Delivery, Distribution and Transportation, at Headquarters.

230 Scheme Training

231 Requirements

231.1 On-Site. All scheme training provided to employees must be accomplished on postal premises, except when precluded by operational considerations.