From: <u>Dean, Rickey R - Washington, DC</u>

To: <u>Lamont Brooks</u>

Cc: <u>Clint Burelson</u>; <u>Devine</u>, <u>Patrick M - Washington</u>, <u>DC</u>

**Subject:** scheme requirements - M-5

**Date:** Tuesday, February 17, 2015 8:44:32 AM

This excerpt from the M-5 goes to what we were discussing.

## 311 Working Schemes 30 Hours Per Accounting Period

Schemes will be assigned to employees only when there is a demonstrated need for scheme knowledge. When management has a reasonable expectation that employees will work a scheme for at least 30 hours an accounting period, scheme assignments may be made. If more than one scheme or one section of a scheme is routinely worked on one case and the mail is presented in a commingled fashion, the 30-hour rule applies to the aggregate and not to each section or scheme individually. In unusual circumstances, in order to meet operating requirements, the Regional Director, Mail Processing, may authorize scheme assignments where the reasonable expectation is of less than 30 hours distribution per accounting period. (Copies of the approval will be sent to the APMG, Mail Processing.)

Rickey