

**Docket No. N2012-1**

**USPS Library Reference N2012-1/19**

**USPS Handbook AS-504, Chapter 4:  
Workstation Units for Processing Mail Area Mail Processing  
(July 1999)**

**PREFACE**

**PURPOSE:** **USPS-LR-N2012-1/19** is a Category 2 library reference consisting of Chapter 4 of the USPS Handbook AS-504, Workstation Units for Processing Mail (1999). It consists of space requirement drawings of postal workstation unit layouts for visual reference. These workstation units are for numerous mail processing operations, including mail preparation; distribution of letter and flat mail; distribution of irregular parcels and pieces; processing special category mail and distribution of parcel post; bulk sorting and material handling operations; computerized forwarding system operations; and office and clerical operations.

**PREDECESSOR MATERIAL:** None.