

A Operation Number Definitions

A-1 General Application

MODS operations, represented by a 3-digit number, are provided for recording all work hours in Postal Service facilities according to the function or activity performed. A mail volume count is provided in operations that distribute or handle mail.

Generally, it is clear from the operation description what activities should be charged, work hours or credited workload. However, this appendix provides further clarification and exceptions to normal or unusual practices.

Where composite operations are indicated, all work hour and volume data for the operations used within the series is totaled in the composite operation. For example, 270C includes all hours and volumes for operations 271 through 277. All operations within the composite series are related with sub-operations defined as noted.

The work hours in Mail Processing distribution operations include time for allied labor as well as for pure distribution.

Allied labor is charged to the distribution operation, and includes, but is not limited to, the following:

1. Obtaining mail from staging areas.
2. Opening and dumping mail from sacks or containers.
3. Traying letters.
4. Loading ledges.
5. Sweeping processed mail from cases, tying out or loose packing, and dispatching of mail.
6. Moving mail to subsequent handling or staging areas.
7. Obtaining, handling, labeling, closing, and disposing of sacks or containers to dump holes, staging areas, and so forth.
8. Loading or unloading of containers.
9. Processing letter or flat tie outs (bundles).
10. Obtaining empty equipment for use in the operation and moving excess empty equipment such as trays, tubs, containers, or sacks to designated internal storage areas.
11. Recording and reporting missent mail received from other Post Offices, as required.
12. Examining and spreading empty sacks.
13. Labeling trays, placarding containers, setting up dispatch containers and other duties needed to process mail.

A-2 Operation Descriptions

001 Composite — Platform Acceptance (001) 79/70

LDC

This operation covers all acceptance and verification activities at a postal installation, except as noted below in item number 3. Platform acceptance activities include the following:

1. Explain Postal Service regulations and mailing requirement to customers.
2. Classify mail presorted and verify eligibility for rates claimed.
3. Verify that mail meets presort and other preparation requirements. Record work hours on operation 550 if most of the employee's time is spent on this activity.
4. Verify piece weight and total mail volume/weight.
5. Verify customer's postal calculation.
6. Collect postage payments through advance postage payment accounts.
7. Verify proper postage is affixed when stamps or metered postage is used.
8. Accept mail meeting all requirements for which proper postage has been paid. Release the accepted mail for processing.
9. Reject mail not meeting postal requirements. Resolve issues with the customer.
10. Move mail to subsequent handling or staging areas.
11. Obtain, handle, label, close, and dispose of sacks or containers to dump holes, staging areas, and so forth.

Data requirement: Record work hours only.

002 Presort Mail

LDC 17

[TACS system default for P&DCs/Fs LDC 17: If an employee has not been assigned a base operation number]

Presort activities specifically related to the handling of FCM/PER/Standard presort mail. The activities include traying, sleeving, strapping, and separation for the next handling operation, which is generally SWYB/SASWYB, AAA/ACDCS, distribution, or dispatch.

Use to record all originating presort volume (letters, flats, and parcels), including those originating at associate offices that are processed at the MODS offices, and all associated work hours.

1. Charge to these operations only those work hours that are required because of the peculiarities of handling presort volumes.
2. Charge any traying, sleeving, or banding that might be required for presort mail to the presort operation 002 where it is being handled.
3. If presort volumes are handled as part of another operation, charge the work hours to that operation. Presort volumes are "non-add" and are not included in any office volume counts.
4. The presort volumes are taken from the Form 3602-N, Statement of Mailing with Permit Imprints. Third Class Mail (nonprofit rates only), 3602 PC, Statement of Mailing Bulk Third-Class Mail, 3541 N, Statement of Mailing — Second Class Special and Classroom Rates

Data requirements: Optional volume reporting

- a) Record presort volume requiring additional handling in the site's distribution operations.
- b) Use bulk mail entry unit (BMEU) forms (3602, 3602-PC, 3541-A) or mailer statements for recording volumes in WebMODS as NA TPH.

004 ISS Mode Image/Header to STP

LDC 17

Handbook M-32

ISS Mode image/header to STP/IPSS. Face, cancel, lift image, spray barcode, spray ID tag

Data requirements:

- a) Volume required if work hours are used for this operation.
- b) NA TPH volume is auto credited by WebEOR.
- c) NA TPH is defined as Fed minus Bypass.

005 ISS Mode Headers only NO Image **LDC 17**

ISS Mode headers only NO image to STP/IPSS Face, cancel, no lift image, header only, spray barcode, spray ID tag

Data Requirements: See Operation 004

006 CANCEL Headers only Images to STP **LDC 17**

CANCEL ALL headers only, Images to STP Pre-faced from manual feeder, cancel, spray barcode, spray ID tag

Data Requirements: See Operation 004

007 AFCS Reject Mode NO Images **LDC 17**

AFCS Reject Processing Mode. Headers only NO Images to STP/IPSS Face, cancel, ISS, spray barcode, ID tag, special sort pockets according to selected sort plan

Data Requirements: See Operation 004

008 – CANCEL headers NO images **LDC 17**

CANCEL ALL headers only, NO images to STP/IPSS Pre-faced from manual feeder, cancel, spray barcode, spray ID tag

Data Requirements: See Operation 004

009 Hand Cancellations — Flats **LDC 17**

The manual hand cancellation of flat mail

Data requirement: Volume required if work hours are used for this operation. Volume manually input as into WebEOR. NA TPH volume is auto credited to WebMODS.

010C Composite — Originating Mail Preparation (004-010 012, 015, 018, 066-067, 468) **LDC 17**

Originating mail preparation activities include the following:

1. Obtain mail (courtesy windows, drop units, staging areas, etc.).
2. Open and dump sacks or other containers.
3. Cull (separate non-machinable mail by type into trays, hampers, conveyor, etc.).
4. Tray loose metered mail, etc., when practical.
5. Face and cancel letters on a cancellation device.

6. Hand cancel letters or cancel with Model G or other device.
7. Hand cancel flats or cancel with Model 15 or other device.
8. Cancel flats on the AFSM 100.
9. Tray canceled mail for distribution operations.
10. Rate short paid mail.
11. Repair damaged mail.
12. Examine sacks for mail content.

Notes:

- a) Volume is obtained from readings on meters for operations 012, 016, and 468.
- b) Bypass stacker volume is not credited as a piece canceled. This mail must be canceled by hand or machine before it is sent to the next distribution operation.
- c) Irregular parcels and pieces (IPP) mail is not credited to 010 volume.
- d) Record work hours of cancellation activities in the appropriate operation number (009-010, 012, 015, 016, 066-067). Record work hours of other activities in allied labor operation numbers (017-018).

010 Hand Cancellations — Letters**LDC 17**

The manual hand cancellation of letter mail.

Data requirement: Volume required if work hours are used for this operation. Volume manually input as into WebEOR. NA TPH is auto credited to WebMODS

012 MACHINE CANCELLED LETTERS – OTHER**LDC 17**

Record volume and work hours used to cancel mail using Micro Mark, Mark II, Half Mark, NEC N-6 and Flyer equipment.

Data requirement: Volume required if work hours are used for this operation. Volume is recorded in WebEOR from meter counts. NA TPH is auto credited to WebMODS.

015 Advanced Facer Cancellor System [AFCS]**LDC 17**

Record volume and work hours used to process mail using AFCS equipment.

Data requirements:

- a) Volume required if work hours are used for this operation.
- b) NA TPH volume is auto credited by WebEOR.
- c) NA TPH is defined as Fed minus Bypass.

016 Flat Cancellor**LDC 17**

Record volume and work hours used to cancel mail using flat cancellation equipment. This does not include cancellations from the AFSM100.

Data requirements:

- a) Volume required if work hours are used for this operation.
- b) Volume count is entered as NA TPH from machine meter counts.
- c) Runs will be entered into required fields in WebEOR.

017 Canceling Operations Miscellaneous**LDC 17**

Allied activities in support of the cancellation of mail. Activities include:

1. The movement of mail into the unit.
2. Setting up MTE for use in these operations; dumping, culling, facing, and containerizing mail on belts, conveyors, or tables at or around canceling equipment.
3. Facing and containerizing of loose or non-machinable mail.
4. Repair of mailpieces generated by these operations and rate short paid mail preparation.

Data requirement: Record work hours only.

018 Collection Mail Separations

LDC 17

The collection and setup of containers used in the collection mail break down area; unloading and opening of containers of collection mail from both Customer Service offices and mailers; and separation of all collection mail.

Note: If the unloading of collection mail is done ancillary to the loading or unloading of other mails, then the work hours are charged to the Platform operations (210, 212).

Data requirement: Record work hours only.

019 Tabber

LDC 17

Operation 019 is specifically for the tabbing of mailpieces using a tabbing machine in preparation for processing on automation equipment.

Data requirements:

- a) Volume required if work hours are used for this operation.
- b) Tabs applied count is credited as NA TPH.
- c) Runs will be manually entered into WebEOR.

020C Composite — Originating Meter Mail Preparation (021-022)

LDC 17

Metered mail preparation activities include the following:

1. Prepare originating metered, permit imprint, and official penalty mail received from collection routes, lobby drops, docks, slides, chutes, conveyors, and other sources for distribution.
2. Tray letters or flats.
3. Report mail with incorrect meter dates and rate short paid mail.

Notes:

- a) Metered bypass mail is metered mail arriving at the office in trays, etc. that does not require preparation before distribution can be made.
- b) Record work hours for incidental preparation of metered mail to operation numbers 021-022.
- c) Inventory is not required.
- d) All letter mail from collection boxes must go through the dual pass rough cull (DPRC) system.

021 Metered/Permit Letter Mail, Originating/Outgoing — Preferential

LDC 17

Preferential letter mail originating at the plant for outgoing distribution. The following activities are included: *See 020C activities description.*

Data requirement:

- a) NA TPH volume is auto credited by WebEOR.

022 Metered/Permit Flat Mail, Originating/Outgoing — Preferential and Periodicals **LDC 17**

Preferential flat mail originating at the plant for outgoing distribution. The following activities are included: *See 020C activities description.*

Data requirement:

- a) NA TPH volume is auto credited by WebEOR.

029 AFCS200 FHP, Outgoing Preferential **LDC 11**

- a) FHP volume is auto credited by WebEOR.

030 Manual Letter, Primary Distribution — Outgoing **LDC** **14/43**

Distribution of originating mail to Plants (International Service Centers (ISC) and Delivery Units and Associate Offices (AO). Activities include the following:

1. Distribution and dispatch of preferential and STD mixed states letter mail for separation to states, combination of states, sectional centers, cities, foreign countries, and incoming zones.
2. Distribution of outgoing NIXIE mail (incomplete, incorrect, or illegible addresses).

Data requirement: Volume required if work hours are used for this operation.

- a) FHP volume is credited to this operation based on annual survey requirements.
- b) TPH volume credit to this operation is based on semi-annual density tests.
- c) WebEOR will credit WebMODS with FHP volume, based on automation flow percentages.
- d) Sites that do not process automated outgoing operations but process mail in this operation (outgoing manual distribution operation), must count volumes and enter this volume count into WebMODS.

031 Debris/Loose Mail **LDC 17**

This operation is only valid for the NDCs for separating debris from loose letters and flats; separating, orienting and facing flats either into flat mail carts or flat tubs; and edging and/or facing letters into letter trays.

Notes:

- a) 031 mail volumes are generated from sack sorter machine debris chutes.
- b) This operation does *not* include broken flats bundles from SPBS, APPS, or LIPS operations.

Data requirements: NDC volume required if work hours are used for this operation.

- a) Workload is manually entered into WebMODS as TPH, but reported as NA TPH.
- b) Letter conversion rate is 215 times the number of trays worked
- c) Flat conversion rate is 66 times the number of trays worked.

032 Manual Letter Primary Distribution — International Export **LDC 14**

The manual distribution and dispatch of mail to foreign countries, or distribution of mail for an individual country for separation to designated distribution points or cities within that country

Data requirement: *See operation 030 data requirement.*

035 Flat Mail Preparation

LDC 17

Work hours charged to this operation are specifically for the following:

1. Removal of strapping, shrink wrap, or banding from flat bundles that are for processing on all non-AI flat sorting machines.
2. Separating, facing and loading flats into AFSM100 flat mail carts (Ergo-Cart) or other MTE that will be sent to FSMs or flat cases

Notes:

- a) Do not include volumes that will be going to the AFSM/AI operations (141–147, 461–467).
- b) Do not include subsequent handling volumes in this operation. Any preparation required for SHP volumes should be included as allied labor where the mail will be worked. For example, any prep required for operation 331 rejects flowing to the UFSM1000 operation 811 should be charged to the receiving operation.

Data requirements:

- a) Volume is required if work hours are used for this operation.
- b) Volume is auto credited by WebEOR.

039 Manual Letter, Sectional Center Facility Distribution – SCF

LDC 43

The manual distribution of one or more 3-digit ZIP Code separations for a P&DF/C.

Data requirement: Record work hours and volumes (FHP and TPH). *See operation 030 data requirement description*

040 Manual Letter, Secondary Distribution — Outgoing 14/43

LDC

Subsequent distribution of originating mail from a primary operation. Activities include the following:

1. Distribution of mail for an individual state, combination of states, and foreign countries for separation to cities, sectional centers, or en-route distribution points

Data requirement: Volume required if work hours are used for this operation.

- a) Volume is credited to this operation based on semi-annual survey requirements.
- b) FHP is not valid for this operation.
- c) Sites that do not process automated outgoing operations but have manual distribution operations must count linear volumes and enter this volume count into WebMODS.

043 Manual Letter, Managed Mail Program Distribution — MMP

LDC 14

The manual distribution of managed mail outlined/identified by the ADC logistics orders. Activities include the following:

1. Distribution of mail under MMP, for separation to P&DFs/Cs and cities within the local state(s), city zones, box sections, and firms.

Data requirement: Record work hours and volumes. *See operation 030 data requirement description.*

044 Manual Letter, Sectional Center Facility

Distribution — SCF

LDC

14/43

Manual distribution of Incoming mail for the local service area to associate offices, stations/branches and firms.

Data requirement: Record work hours and volumes. *See operation 030 data requirement description.*

046C Composite — RBCS — RTS (046-047)

LDC 11

Remote barcoding system (RBCS) — return to sender (RTS)

Automated process to barcode RTS letter mail.

046 RBCS ISS — RTS

LDC 11

Remote barcoding system Input Sub-System — return to sender

While operating the ISS processing RTS mail, this operation number is to be used.

Data requirement: Operation 046 must be set to lift all images, which will result in zero TPH. Images lifted are not counted as pieces distributed in the ISS mode. Positive TPH is the result of not setting parameter to lift all images.

047 RBCS OSS — RTS

LDC 11

Remote barcoding system Output Sub-System — return to sender

While operating the OSS processing RTS mail, this operation number is to be used.

Data requirement: Record work hours. WebEOR will credit FHP and TPH volumes for this operation.

050 Manual Priority Distribution, Mixed Shapes,

Primary — Outgoing

LDC 14

Outgoing Priority activities include the work hours used by craft employees to process originating Priority Mail® (i.e., flats, parcels, and outsides). It is used when the mail is commingled and shapes are processed together. The following activities are included:

1. Distribution of Priority Mail.
2. Transport of mail.
3. Transport of empty equipment.
4. Obtaining empty equipment from nearby operations and setup of the operation.
5. Cull, face, and cancel.
6. Open and dump mail from sacks or containers.
7. Open flat tubs and/or other containers.
8. Identification of mail that does not meet postal requirements (e.g., HAZMAT).
9. Identification of Registered Mail and Certified Mail™, Express Mail®, and other non-Priority Mail classes.
10. Pulling down sack racks, labeling, traying, and containerizing.
11. Preparing containers (e.g., ERMCS, sacks, etc.) for dispatch, including placarding, or for further distribution in downstream operations.

Data requirements:

- a) FHP and TPH are recorded for this operation.
- b) Volume tracked by container/linear counts
- c) Use standard conversion rates and enter volume manually input into WebMODS.

055 Manual Priority Distribution, Mixed Shapes, Primary — Incoming

LDC 14

Destinating Priority activities include work hours used by craft employees to process Priority Mail (flats, parcels and outsides). It is used when mail is commingled and shapes are processed together. The following activities are included:

1. Transport of mail.
2. Transport of empty equipment.
3. Cull, face, and hand cancel.
4. Open and dump sacks and/or other containers.
5. Open flat tubs or other containers.
6. Identification of mail that does not meet postal requirements (e.g., HAZMAT).
7. Identification of Registered Mail and Certified Mail, Express Mail, and other non-Priority Mail classes.
8. Pull-down sack racks, labeling, traying, and containerizing.
9. Preparing containers, (i.e., ERMCS, flats tubs, etc.), for dispatch including placarding or for further distribution in downstream operations.
10. Distribute mail.

Data requirements:

- a) FHP and TPH are recorded for this operation.
- b) Volume tracked by container/linear counts.
- c) Use standard conversion rates and enter volume manually input into WebMODS.

056 LIPS — International Export

LDC 13

Linear integrated parcel sorter

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of originating mail on the LIPS equipment. Activities include the following:

1. The transport of mail to and from this operation.
2. The transport of empty equipment.
3. Opening containers.
4. Identification of mail that does not meet postal requirements (i.e. HAZMAT).
5. Load induction stations.
6. Sweep mail from bin/run outs.
7. Labeling, traying, and containerizing.
8. Preparing containers, (e.g., ERMCS, flats tub, etc), for dispatch, including placarding.
9. The ancillary transport of mail between operations.

Data requirements:

- a) NA TPH is recorded for this operation.
- b) Total pieces fed, rejects and run time are entered into WebEOR.

060 Manual Flat, Primary Distribution — Outgoing LDC 14/43

Distribution of originating mail to Plants and ISC's. Activities include the following:

- a) Distribution and dispatch of preferential and STD mixed states mail for separation to states, combination of states, sectional centers, cities, foreign countries, and incoming zones.
- b) Distribution of outgoing NIXIE mail (i.e., incomplete, incorrect, or illegible addresses).

Data requirements: Volume required if work hours are used for this operation.

- a) FHP volume is credited to this operation based on annual survey requirements.
- b) TPH volume credit to this operation is based on semi-annual density test.
- c) WebEOR will credit WebMODS, with FHP volume, based on automation flow percentages.
- d) Sites that do not process automated outgoing operations but have manual distribution operations must count linear volumes and enter this volume count into WebMODS.

062 Manual Flat Distribution, International — Export LDC 14

The manual distribution and dispatch of mail to foreign countries, or distribution of mail for an individual country for separation to designated distribution points or cities within that country.

Data requirement: *See operation 060 data requirement.*

064 Scanning Operation LDC 17

Work hour activity used in scanning with a handheld MDCD scanner. For use in a Function 4 office only. Activities include:

1. Scanning of mailpieces using the handheld MDCD scanner. Mailpiece barcodes include Express Mail, Certified Mail, COD, firm bill, Registered Mail, Insured Mail, Return Receipt for Merchandise, and Signature Confirmation.

Data requirement: Record work hours only.

065 Scanning Operation LDC 17/48

Work hour activity used in scanning with a handheld MDCD scanner. For use in Function 1.

Activities include:

1. Scanning of mailpieces using the handheld MDCD scanner. Mailpiece barcodes include Express Mail, Certified Mail, COD, firm bill, Registered Mail, Insured Mail, Return Receipt for Merchandise, and Signature Confirmation.

Data requirement: Record work hours only.

066 AFCS Video Facing Mode LDC 14

The AFCS video facer enhances the AFCS-ISS operation by providing a face only mode for facing reject/bypass mail based on address data taken from the scanned mailpiece image.

Data requirement: WebEOR will auto credit WebMODS with pieces fed and rejects. WebMODS will compute and credit operation 066 with NA TPH volume.

067 AFCS Cancelled Mode LDC 17

The AFCS cancellation mode allows images to be captured for RBCS during the cancellation only operation thus reducing processing time and handlings. NA TPH is defined as Fed minus Bypass.

Data requirement: WebMODS will compute and credit operation 067 with NA TPH volume. NA TPH is defined as Fed minus Bypass.

070 Manual Flat, Secondary Distribution — Outgoing **LDC** **14/43**

Subsequent distribution of originating mail from a primary operation. Data requirements: Volume required if work hours are used for this operation.

- a) Volume is credited to this operation based on semi annual survey requirements.
- b) FHP is not valid for this operation.
- c) Sites that do not process automated outgoing operations but manual distribution operations must count linear volumes and enter this volume count into WebMODS.

073 Manual Flat, Managed Mail Program **LDC 14** **Distribution — MMP**

The manual distribution of managed flat mail outlined/identified by the ADC logistics orders.

Activities include the following:

1. Distribution of mail under the Managed Mail Program, for separation to P&DFs/Cs and cities within the local state(s), city zones, box sections, and firms.

Data requirement: Record work hours and volumes (FHP and TPH). *See operation 060 data requirement description.*

074 Manual Flat, Sectional Center Facility **LDC 14** **Distribution — SCF**

Primary distribution of one or more 3-digit ZIP Code separations for a P&DF/C.

Data requirement: Record work hours and volumes (FHP and TPH). *See operation 060 data requirement description.*

078 Manual Flat, Sectional Center Facility **LDC 43** **Distribution — SCF**

Primary distribution of one or more 3-digit ZIP Code separations for Function4 office.

Data requirement: Record work hours and volumes (FHP and TPH). *See operation 060 data requirement description.*

079 Manual Package, Incoming – Carrier Route **LDC 14**

Manual primary and secondary distribution of packages to carrier routes, P.O. Box sections, or callers. For use in plants, associate offices and station/branches.

Data requirements: FHP and TPH are recorded for this operation. Record the total piece count after conversion in this operation for primary and secondary handlings.

080 CIOSS All For Same COA **LDC 11**

Postal Automated Redirection System

Composite data for REC change of address (COA) forms keying.

Data requirements: Record work hours and image keyed counts. Image counts are entered into WebMODS as TPF and reported as NA TPH.

- 081 Change of Address [COA] Forms Keying** **LDC 15**
 To be used by data conversion operators (DCO) at the RECs when keying COA form images that were scanned at a COA forms processing site.
 Data requirement: *See operation 080C data requirement.*
- 082 PARS Image Keying** **LDC 15**
 To be used by DCOs at the REC when keying images generated from the PARS system. This could include intercepted images, carrier identified forwards, and carrier identified RTS images.
 Data requirement: *See operation 080C data requirement.*
- 083 PARS Waste Mail** **LDC 18**
 To be used by clerks when verifying the waste mail generated from Combined Input/Output Sub-System (CIOSS) PARS processing.
 Data requirement: Record work hours. Waste Mail volume is auto credited by WebEOR to WebMODS as source type 49 and reported as NA TPH.
- 084 PARS Mail Prep** **LDC 17**
 To be used in the preparation of PARS mail.
 Data requirement: Record work hours only.
- 085 Change of Address [COA] Scanning** **LDC 49**
 To be used when Computerized Forwarding System (CFS) clerks scan Postal Service (PS) Form 3575s at the COA Forms Processing System (CFPS).
 Data requirement: Record work hours only.
- 087 CIOSS COA Image Lift** **LDC 11**
Combined Input/Output Sub-System change of address
 To be used when running forms (3575 and 3546) on a CIOSS machine in the image lift mode.
 Data requirement: *See operation 890C for data requirement.*
- 088 CIOSS COA Label Mode** **LDC 11**
Combined Input/Output Sub-System change of address
 To be used when running forms (3575 and 3546) on a CIOSS machine in the label mode.
 Data requirement: *See operation 890C for data requirement.*
- 089 Separation / Hand Stamp and
 Return to Sender [RTS]** **LDC 17**
 When the CIOSS processes RTS mail from Delivery, some of the mail cannot be finalized (rejects) from CIOSS processing. It must be handled in a manual distribution case to go back to the mailer. Before that can happen the mail must be separated by RTS reason. If the mailpieces are Address Change Service (ACS), they must be given to the local CFS unit for proper handling.
 Data requirement: Record work hours only. Volume is not recorded for this operation.
- 090C Composite — CIOSS Processing
 (087–088, 091–099)** **LDC 11**
 Combined Input/Output Sub-System

Composite data as it relates to the CIOSS equipment and the PARS process.

090 PARS Manual Distribution

LDC 14

When the CIOSS processes carrier identified forwards mail from Delivery, some of the mail cannot be finalized (rejects) from CIOSS PARS processing. The only place to send the mail to be forwarded is the local CFS unit. Mail must be separated by 5 digits.

Data requirements:

- a) Record work hours.
- b) Use linear or container conversion counts for input into WebMODS.

091 CIOSS Image Lift Mode

LDC 11

RTS image lift mode. To be used when running carrier identified RTS mail on a CIOSS machine in the image lift mode.

Data requirement: *See operation 890C for data requirements.*

092 CIOSS Intercept Label Mode

LDC 11

To be used when running mail that has been previously image lifted on a CIOSS and now needs to have a label applied. Mail that was intercepted at a remote processing facility and was not worked in the local lift operation can receive FHP.

Data requirement: *See operation 890C for data requirements.*

093 Carrier Forwards Image Lift Mode

LDC 11

To be used when running carrier identified forwards on a CIOSS machine in the image lift mode.

Data requirement: *See operation 890C data requirements.*

094 CIOSS Reverse Side Scan

LDC 11

Used when running PARS mail that needs to be re-image lifted because the return address is on the reverse side.

1. This special mode is necessary because the CIOSS will use the reverse side ID tag reader to locate and read the ID tag.
2. Reverse Side Scan is used for mailpieces that the advanced forwarding reader (AFR) and REC site have determined the return address is not located or visible on the front side of the mailpieces.

Data requirement: *See operation 890C for data requirements.*

095 Combined Input/Output Sub-System [CIOSS] Rescan Mode

LDC 11

Rescan image lift is used for mailpieces where a portion of the mailpiece image has been read by the AFR or keyed by the REC site, but the AFR or REC site is unable to read or determine certain mailpiece attributes. This usually occurs when mailpiece images were lifted without a WFOV camera.

Data requirement: *See operation 890C for data requirements.*

096 CIOSS Other Mode

LDC 11

Other is only used to image lift RTS mailpieces in instances where the CIOSS was not able to capture an image during RTS image lift operation 091, or where the forwarding storage unit (FSU)

information could not be retrieved and a new image is needed to begin the PARS process again. This includes RTS mailpieces that need a LMLM label in order to apply a new ID tag, as well as mechanical rejects.

Data requirement: *See operation 890C for data requirements.*

097 CIOSS Intercept Image Lift Mode

LDC 11

To be used when running PARS intercepted from the other MPE based on name-matching functions from the change of address record server (CARS) and identified as having a valid USPS® Form 3575 Change of Address on file.

Data requirement: *See operation 890C for data requirements.*

098 CIOSS Forwards Label Mode

LDC 11

To be used when running mailpieces which have been image-lifted on the CIOSS and now needs a label applied.

Data requirement: *See operation 890C for data requirements.*

099 CIOSS Label Mode

LDC 11

To be used when running mailpieces which have been image-lifted on the CIOSS and now needs a label applied.

Data requirement: *See operation 890C for data requirements.*

100 Manual Parcel, Primary Distribution — Outgoing **LDC 14**

[TACS system default for NDC LDC 14: If an employee has not been assigned a base operation number.]

1. Manual distribution of parcels to states, combination of states, sectional centers, cities, foreign countries, and incoming zones.
2. Dumping, orienting, and distributing mixed states parcels for separation through the use of sacks, conveyors, slides, tables, hampers, or other containers (includes multislide or cone operations).
3. Transportation of processed mail to dispatch by conveyors, drop holes, and platform trucks, etc.

Data requirements:

- a) Record FHP only into WebMODS.
- b) Record FHP by actual count of parcels or by standard conversion rates of the number of pieces per container (e.g. hamper, sack).
- c) TPH is automatically credited in WebMODS from FHP volumes.
- d) Credit distribution of outside parcels to this operation.

102 Manual Parcel Primary Distribution — International Export

LDC 14

Manual distribution and pouching of foreign outbound (destination) parcels. Activities include the following:

1. Separation to countries, including the individual listing of insured parcels on the CP86/CP-11 (parcel bill) or CP87/CP-20 (air parcel post).
2. Dumping, orienting, and distributing these parcels through the use of conveyors, slides, tables, hampers, or other containers; transportation of processed mail by conveyors, drop-holes, platform trucks, etc.; and distribution of outside parcels.

3. Work hours used for preparing the parcel bill *only* when the same employees actually distributing this mail perform this activity, and when the time cannot be separately charged to operation 577.

Data requirements:

- a) Record only FHP.
- b) Record FHP by actual count of parcels or by standard conversion rates of the number of pieces per container (e.g. hamper, sack).
- c) TPH is automatically credited by FHP volumes.
- d) Credit distribution of outside parcels to this operation.

104 Priority Mail International — Export

LDC 13

Mechanized distribution of Priority foreign outbound parcels for separation to countries.

Data requirements:

- a) Operation can receive FHP and TPH credit.
- b) Record FHP and enter volume into WebMODS.
- c) Record pieces fed, rejects, run time and down time in WebEOR as machine type SPBS or parcel sorting machine (PSM).
- d) WebEOR will credit WebMODS with TPH volume. FHP should not include rejects or SHP volumes.

107 Parcel Sorter Primary Distribution — International Export

LDC 13

Mechanized distribution of mixed foreign outbound (destination) parcels for separation to countries.

Dumping, orienting, and keying in the distribution of international parcels through the use of parcel sorting machines.

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of export or import mail on a mechanized distribution system include the following activities:

1. The transport of mail to and from this operation.
2. The transport of empty equipment.
3. Opening containers.
4. Identification of mail that does not meet postal requirements (e.g., HAZMAT).
5. Load induction stations.
6. Sweep mail and/or distribution from bin/run outs.
7. Labeling, traying, and containerizing.
8. Preparing containers (e.g., ERMCS, flats tub, etc.), for dispatch including placarding.
9. The ancillary transport of mail between operations.
10. Replacing and dispatching full debris chute containers.
11. Package 'first aid' for minor package damage.
12. Distribution of outside parcels worked on the machine.

Data requirements:

- a) Operation can receive FHP and TPH credit.
- b) Record FHP from machine meter counts and enter volume into WebMODS.

- c) Record pieces fed, rejects, run time, and downtime in WebEOR as machine type LIPS or sack sorting machine (SSM).
- d) WebEOR will credit WebMODS with TPH volume. FHP should not include rejects or SHP volumes.

109 Rewrap Damaged Parcels

LDC 18

Work hours used by craft employees to identify, separate, and wrap mail that cannot be sorted because the mailpiece has been damaged. The following activities are included:

1. Obtaining damaged mailpieces from staging areas.
2. Obtaining damaged mailpieces from designated separation within direct distribution operations.
3. Repairing mail so that it can be processed and delivered (i.e., rewrap).
4. Assembling contents of damaged mailpieces.
5. Operating manual or automatic strapping equipment, heat tunnels and other rewrap related equipment.
6. The transport of empty equipment for use in the rewrap operations.
7. The transport of mail to and from the rewrap operation.

Notes:

- a) This operation is designated for "Exception Mail" handling in L&DCs.
- b) In L&DCs, the following additional activities related to normalizing mail in the "exception area" are included in this operation:
 - i. Correcting incorrect, illegible or insufficient delivery address.
 - ii. Taking appropriate steps to prepare mailpieces that have been identified as containing hazardous materials of meet "anonymous mail" characteristics.
 - iii. Performing ZIP Code lookup using a Postal Service database and computerized device.
 - iv. Applying the correct 5-digit ZIP Code to mailpieces
 - v. Obliterating incorrect ZIP Codes and/or barcodes.
 - vi. Applying appropriate "markings" for return to sender mail.
 - vii. Applying appropriate "markings" for short-paid mailpieces.
 - viii. Hand canceling damaged mailpieces.
 - ix. Identifying mailpieces that must be forwarded to a mail reclamation center and forwarding these mailpieces to the reclamation center.
- c) Does not include minor repair (application of tape, etc.) that can be performed within the distribution operation.

Data requirement: Record work hours only.

110C Composite — Opening Unit — Outgoing (110 Preferential, 114–115 Non-Preferential)

LDC 17

Outgoing opening unit activities include the following:

1. The separation of originating mails, (excluding collection and presort mail), including letter trays, flat tubs and bundles, newspaper rolls and bundles, parcels and IPP/SPRs.
2. The transport of mail.
3. The transport of empty equipment in support of the operation.
4. Opening and dumping sacks and/or other containers.
5. Opening flat tubs or other containers.

6. Identification of mail that does not meet postal requirement (i.e. HAZMAT, Anonymous Mail).
7. Identification of Registered and Certified Mail, Express Mail, and other mail classes that have not been designated for processing in this operation (i.e., Priority Mail).
8. Preparing containers (e.g., ERMCS, flats tubs, etc) for dispatch when integrated into the operation, including placarding.
9. Preparation containers for transport and further distribution in downstream operations.

Notes:

- a) Not authorized for Priority Mail. The opening unit activities related to Priority Mail are to be incorporated into operations associated with direct distribution of Priority Mail such as: 050, 258, etc.
- b) This operation is not authorized for L&DCs.

Data requirement: NA TPH volume is auto credited to these operations through the Local FHP Flow Configuration Table in WebMODS.

110 Opening Unit — Outgoing Preferential Mail**LDC 17**

Data requirement: *See operation 110C data requirement.*

112 Manual Tray Separation**LDC 17**

Separation of letter or flat trays into containers for in-house distribution.

Specifically for the separation of letter or flat trays into containers for in-house distribution.

1. Preparation of containers for transport and further distribution in downstream operations.
2. The transport and set up of empty equipment in support of this operation.

Data requirement: Volume required if work hours are used for this operation. NA TPH volume is auto credited to these operations through the Local FHP Flow Configuration table in WebMODS.

114 Manual Transport (In House)**LDC 17**

The manual transport of mail includes the following activities:

1. From opening units to downstream operations.
2. Between sortation operations that are not an opening unit.

Data requirement: Record work hours only.

115 Opening Unit — Outgoing Standard**LDC 17**

Include the work hours used for the separation of originating (outgoing) mail, excluding collection or presort operations. These operations are to be used for initial separation of letter trays, flat trays, flat bundles, newspaper bundles, sacks, parcels, and IPPs/SPRs into or onto MTE. The workload in these units may require the dumping of sacks prior to separation. The work content also includes setting up the work area, moving containers of working mail into the unit, removing strapping and sleeves from trays, and the staging of worked containers.

Note: NDCs are authorized to use standard conversion rates and enter as pieces into WebMODS..

Data requirement: *See operation 110C data requirement.*

120C Composite — Manual Pouching (120, 122)**LDC 17**

Pouching operation activities include the following:

1. Pouching mail into sacks, containers.

2. Separating and transporting of Registered Mail if required.
3. Working manual SPRs (does not include Priority – see 050/055)

Data requirements:

- a) Workload is optional for these operations.
- b) The workload unit measure is a sack, equivalent sack, or tray. Count all sacks or trays that require work effort in these operations as they enter the operation.
- c) Do not take credit for:
 - i. Output from these operations — sacks pulled or containers unloaded
 - ii. Sacks or trays reworked within the same facility
 - iii. Dispatched sacks or trays that do not require processing in the opening pouching

120 Manual Pouching — Outgoing

LDC 17

Manual pouching of originating mail. *See operation 120C activities description.*

Data requirements:

- a) *See data requirement 120C.*
- b) NDC facilities must report volume in operation 120.

122 Manual Pouching — Incoming

LDC 17

Manual pouching of incoming mail. *See operation 120C activities description.*

Data requirement: *See data requirement operation 120C.*

124C Composite — Dispatch Operations (124, 126, 128) LDC 17

Work hours for craft employees associated with dispatch activities that are not integrated into other sortation operations and include the following activities:

1. Separate trays, sacks, bundles, parcels into containers in preparation for dispatching.
2. Containerization of mail in preparation for dispatch, including placarding.
3. Obtaining empty equipment from nearby operations and setup of this operation.
4. Transport of empty equipment within the dispatch area.
5. Transport of mail within dispatch area.
6. Applying sack/tray labels and placards.
7. Sleeving and strapping of trays/tubs manually.
8. Scanning, when done in combination with any of the above activities.

Notes:

- a) If the processing facility utilizes a Tray Management System (TMS), then the work hours used on the removal of trays from the system and separated into containers for dispatch should be charged to the dispatch unit operation that reflects the mail type being worked.
- b) Dispatch activities related to the “building” and “breaking” of airline mail transport containers using roller-ball decking in L&DCs should not be included in this operation (see operations 210 and 212).

Data requirements:

- a) Workload is optional.
- b) Workload is the conversion of the number of sacks, trays or containers dispatched and input into WebMODS as pieces.
- c) WebMODS will report volume as NA TPH.

124 Dispatch Operations — Outgoing **LDC 17**

Outgoing dispatch operations. *See operation 124C activities description, notes and data requirements.*

126 Dispatch Operations — Incoming **LDC 17**

Incoming dispatch operations. *See operation 124C activities description, notes and data requirements.*

128 Opening/Dispatch Unit — ADC Only **LDC 17**

Work hours for craft employees associated with dispatch activities that are not integrated into other sortation operations. Operation 128 is specifically for work hours used at an ADC for the primary/3-digit separation of managed mail to the facilities in that ADC's service area. Activities include the following:

1. Separation of trays, tubs, sacks, bundles, parcels into containers in preparation for down stream distribution and/or dispatching.
2. Obtaining empty equipment from nearby operations and setup of this operation, including placarding.
3. Transport of empty equipment within the dispatch area.
4. Transport of mail within dispatch area.
5. Applying sack/tray labels and placards.
6. Sleeving and strapping of trays/tubs manually.
7. De-sleeving and strapping of trays/tubs manually.

Data requirement: *See data requirement operation 120C.*

Notes:

- a) Not authorized for Priority Mail. The opening unit activities related to Priority Mail are to be incorporated into operations associated with direct distribution of Priority Mail such as: 050, 258, etc.
- b) Work hours used for the dumping of sacks and containers of working mail onto an SPBS or any other mechanized feed system are charged appropriately to the appropriate mechanization operation. Example: SPBS operations 134–139 (LDC 13).
- c) Work hours used to process workload through the use of automated or mechanized tray sorters, SPBSs, or parcel sorters should be charged to the appropriate LDC 13 operations.
- d) If the processing facility uses a TMS, then the work hours used on the removal of trays from the system and separated into containers for dispatch should be charged to the dispatch unit operation that reflects the mail type being worked.
- e) Sortation operations may not use this operation for dispatching mail from a machine. Examples: delivery barcode sorter (DBCS) processing, SPBS, etc.
- f) This operation should not be used when dispatch activities have been integrated into other direct sortation operations (e.g., Rapistan, SPBS, LIPS, SWYB, etc.)

130 Manual Parcel Post, Incoming **LDC 14**

Primary distribution of one or more 3-digit ZIP Code separations for a P&DF/C.

1. Obtaining empty equipment from nearby operations and the setup of this operation.
2. Dumping, orienting, and distributing parcels for separation through the use of sacks, conveyors, slides, tables, hampers, or other containers (includes multislide operations).
3. Transportation of processed mail to dispatch by conveyors, drop holes, and platform trucks, etc.

Data requirement: See operation 100 data requirement.

132 Firm Verification

LDC 18

Use operation 132 for verification of volumes of firm direct trays prior to delivery and/or mailer pickup.

1. Do not charge work hours to this operation if verification is part of a distribution operation or within a distribution operation area.
2. Operation 132 is to be used for large volume firm direct mailers/customers only.

Data requirements:

- a) Volume recording is optional.
- b) Convert the number of trays to pieces and enter the total pieces as NA TPH in WebMODS.
- c) Use the standard letter/flat tray conversion rates when converting trays to pieces.

133 SPBS Enroute Scan — Not Valid for MODS Reporting N/A

Small parcel and bundle sorter

Operation 133 is used to identify the SPBS machine in our passive scanning systems.

Data requirement: Not applicable.

134C Composite — SPBS — Outgoing (134-135)

LDC 13

Small parcel and bundle sorter

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of originating mail on the SPBS equipment. Activities include the following activities:

1. The transport of mail to and from this operation.
2. The transport of empty equipment.
3. Opening containers.
4. Identification of mail that does not meet postal requirements (i.e. HAZMAT).
5. Dumping of mail onto feed system.
6. Load induction stations.
7. Sweep mail from bin/run outs.
8. Labeling, traying, and containerizing.
9. Preparing containers (e.g., ERMCS, flats tub, etc.), for dispatch including placarding.
10. The ancillary transport of mail between operations.

Data requirements:

- a) Workload volumes are recorded as NA TPH volume.
- b) Required entries in WebEOR include pieces fed, mechanical rejects, run time, and downtime.
- c) If SPBS has PC-104 software installed, WebEOR automatically downloads pieces fed, mechanical rejects, run time and downtime.

134 SPBS Preferential Distribution — Outgoing LDC 13

SPBS sortation of originating preferential mail distribution. The following activities are included: *See operation 134C activities and data requirement descriptions.*

135 SPBS Standard Distribution — Outgoing LDC 13

SPBS sortation of originating standard mail distribution. The following activities are included: *See operation 134C activities and data requirement descriptions.*

136C Composite — SPBS — Incoming (136-137) LDC 13

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of incoming parcels and bundles for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 134C activities and data requirement descriptions.*

136 SPBS, Preferential Distribution — Incoming LDC 13

Mechanized distribution of incoming parcels and bundles for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 134C activities and data requirement descriptions.*

137 SPBS, Standard Distribution — Incoming LDC 13

Mechanized distribution of incoming parcels and bundles for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 134C activities and data requirement descriptions.*

138C Composite — SPBS, Priority Distribution — Priority (138-139) LDC 13

Mechanized distribution of Priority parcels and bundles. The following activities are included: *See operation 134C activities description.*

Data requirements:

- a) The Priority operation receives FHP.
 - i. The FHP must be manually entered into WebMODS for both PC-104 and non PC-104 equipped SPBSs.
 - ii. FHP will be counted as the pieces fed count less rejects and SHP volume.
- b) Workload volumes are recorded as TPH volume.
- c) Required entries in WebEOR include pieces fed, mechanical rejects, run time, and downtime.
- d) If SPBS has PC-104 software installed, WebEOR automatically downloads pieces fed, mechanical rejects, run time, and downtime.

138 SPBS, Priority Distribution — Outgoing LDC 13

Mechanized distribution of originating Priority parcels and bundles. The following activities are included: *See operation 134C activities description.*

Data requirement: *See operation 138C data requirement.*

139 SPBS, Priority Distribution — Incoming LDC 13

Mechanized distribution of incoming Priority parcels and bundles for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 134C activities description.*

Data requirement: *See operation 138C data requirement.*

140 Flat Mail Prep for the AFSM 100 ATHS/AI and AFSM 100 AI

LDC 17

Automatic Flat Sorting Machine 100 Automated Tray Handling System (ATHS) /Automatic Induction and Automatic Flat Sorting Machine 100 Automatic Induction

Work hours used by craft employees assigned to the AFSM 100 automatic induction preparation stations and loader station during and prior to machine operation. The activities include:

1. Supporting and performing flat mail containerization from presorted bundles and flat mail tubs into automation compatible trays (ACT) for automatic conveyance to the AFSM 100-AI feeders for automated processing and distribution.

Data requirements:

- a) Record work hours.
- b) Volume is auto credited by WebEOR from pieces fed on all AFSM-AI operations.

141C Composite — AFSM 100 ATHS/AI (141-147) LDC 12

Automated Flat Sorting Machine 100, Automatic Tray Handling System / Automatic Induction

Work hours used by craft employees assigned to process flats on the AFSM 100 while the machine is operating in both the automatic tray handling system and the automatic induction mode. The activities include the following:

1. Monitoring the automated feeders.
2. Clearing mail jams.
3. Loading/unloading plastic flat mail trays onto and from the ATHS de-stackers.
4. Clearing flat mail tray jams caused by the ATHS.
5. Dispatching full flat trays from the end of the machine during and at the completion of a run.
6. Preparation/set up of mail and equipment for this operation.
7. Dispatch of mail from this operation.

Data requirement:

- a) WebMODS will receive FHP, TPH, rejects, and run time and downtime from WebEOR.

141 AFSM 100 ATHS / AI, Primary Distribution — Outgoing

LDC 12

Distribution of originating flats. The following activities are included: *See operation 141C activities and data requirement descriptions.*

142 AFSM 100 ATHS / AI, Secondary Distribution — Outgoing

LDC 12

Distribution of originating flats from a primary sortation. The following activities are included: *See operation 141C activities.*

Data requirements:

- a) This operation does not receive FHP credit.

b) This operation receives TPH, rejects and run time and downtime from WebEOR.

**143 AFSM 100 ATHS / AI, Managed Mail Program
Distribution — MMP LDC 12**

The distribution of managed flat mail is outlined/identified by the ADC logistics orders.

Machine distribution of MMP flats activities include: *See operation 141C activities and data requirement descriptions.*

**144 AFSM 100 ATHS / AI, Sectional Center Facility
Distribution — SCF LDC 12**

Distribution of Incoming letter mail for the local service area to associate offices, stations/branches and firms.

The following activities are included: *See operation 141C activities and data requirement descriptions.*

**145 AFSM 100 ATHS / AI, Primary Distribution —
Incoming LDC 12**

Primary 5-digit distribution of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 141C activities and data requirement descriptions.*

**146 AFSM 100 ATHS / AI, Secondary Distribution —
Incoming LDC 12**

Distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 141C activities and data requirement descriptions.*

147 AFSM 100 ATHS / AI — Box Section LDC 12

Distribution of mail to box sections. The following activities are included: *See operation 141C activities and data requirement descriptions.*

**150 Manual Letter Incoming (5D)
14/43 LDC**

Manual distribution of single 3-digit zip of Incoming mail for the local service area to associate offices, stations/branches and firms.

Data requirement: *See operation 030 data requirement.*

**159C Composite — APPS Single Induction (152–159) LDC 13
Automated Package Processing System (APPS)**

Work hours used by craft employees engaged in the preparation, single induction, keying, distributing, and the sweeping of the APPS distribution system. Includes the following activities:

1. Distribution and processing of mail.
2. The transport of mail.
3. The ancillary transport of mail between operations.

4. The transport of empty equipment.
5. Opening containers.
6. Open and dump sacks and/or other containers.
7. The separation of mails, including flats tubs and bundles, newspaper rolls and bundles, parcels, and IPPs/SPRs.
8. Identification of mail that does not meet postal requirements (e.g., HAZMAT).
9. Identification of Registered Mail and Certified Mail, Express Mail, and other non-Priority Mail classes.
10. Load ledges/induction stations.
11. Sweep mail from bin/run outs.
12. Labeling, traying, and containerizing.
13. Preparing containers (e.g., ERMCS, flats tubs, etc.) for dispatch (when integrated into the operation), including placarding.
14. Preparation of containers for transport and further sortation in downstream operations.

152 APPS Single Induction, Parcel Post — Outgoing LDC 13

Distribution of originating parcel post to Plants and ISC. Activities include the following: *See operation 159C activities description.*

Data requirements:

- a) FHP is recorded manually in WebMODS.
- b) FHP is fed piece count less rejects and all SHP.
- c) WebEOR will auto credit pieces fed, rejects run time and down time to WebMODS.
- d) WebMODS will report FHP and TPH volumes.

153 APPS Single Induction, Parcel Post — Incoming LDC 13

Distribution of incoming parcel post. Activities include the following: *See operation 159C activities description.*

Data requirement: *See operation 152 data requirement.*

154 APPS Single Induction, Preferential — Outgoing LDC 13

Distribution of originating preferential mail to Plant and ISC. Activities include the following: *See operation 159C activities description.*

Data requirements:

- a) FHP and TPH are not valid for this operation.
- b) WebEOR will auto credit WebMODS with pieces fed, rejects, run time, and downtime.
- c) WebMODS will report volume as NA TPH.

155 APPS Single Induction, Standard — Outgoing LDC 13

Distribution of originating standard mail. Activities include the following: *See operation 159C activities description.*

Data requirement: *See operation 154 data requirement.*

156 APPS Single Induction, Preferential — Incoming LDC 13

Distribution of incoming preferential. Activities include the following: *See operation 159C activities description.*

Data requirement: *See operation 154 data requirement.*

157 APPS Single Induction, Standard — Incoming LDC 13

Distribution of incoming standard. Activities include the following: *See operation 159C activities description.*

Data requirement: *See operation 154 data requirement.*

158 APPS Single Induction Priority — Outgoing LDC 13

Distribution of originating Priority Mail to Plant and ISC. Activities include the following: *See operation 159C activities description.*

Data requirement: *See operation 152 data requirement.*

159 APPS Single Induction Priority — Incoming LDC 13

Distribution of incoming Priority. Activities include the following: *See operation 159C activities description.*

Data requirement: *See operation 152 data requirement.*

160 Manual Letter Secondary Distribution — Incoming LDC 14

1. Distribution of secondary mail.
2. Distribution of carrier route mail for delivery units, firms, box sections, and other local destinations.
3. Incidental rating and distribution of postage-due mail.

161 Manual Letter - Incoming Carrier Route LDC 14/43

1. Distribution of secondary mail.
2. Distribution of carrier route mail for delivery units, firms, box sections, and other local destinations.
3. Incidental rating and distribution of postage-due mail.

Data requirement: *See operation 030 data requirement.*

166 Manual Letter Secondary Box Distribution LDC 43

Distribution of secondary box mail.

Distribution of mail to box sections.

Data requirement: *See operation 030 data requirement*

168C Composite — Manual Letter Box Distribution (168-169) LDC 14

Composite case distribution for manual letter box mail distribution.

Data requirement: *See operation 030 data requirement.*

168 Manual Letter Incoming Box Section Distribution LDC 14/43

Manual primary distribution of letters into a case for the separation of box zones, box sections or individual box, firm, or callers within the main office box section.

Notes:

- a) Window service incidental to box section activities (e.g., opening and closing lockboxes, placing notices in boxes, forwarding box mail) are only charged to this operation.

Data requirement: *See operation 030 data requirement.*

169 Manual Letter Case Box Section Final Distribution LDC 14/43

[TACS system default for P&DCs/Fs LDC 14: If an employee has not been assigned a base operation number.]

Manual secondary distribution of letters into a case for the final separation of box sections or individual box, firm, or callers within the main office box section.

Notes:

- a) Window service incidental to box section activities (e.g., opening and closing lockboxes, placing notices in boxes, forwarding box mail) are only charged to this operation.
- b) FHP is not valid for this operation.
- c) Walling mail into boxes does not receive workload credit

Data requirement: *See operation 040 data requirement.*

170 Manual Flats Incoming (5D) LDC 14/43

Primary 5-digit distribution of single 3-digit zip of incoming mail for local zones, delivery units, firms, box sections, and other local destinations.

Data requirement: *See operation 060 data requirement.*

172 Manual Flat - Incoming Carrier Route LDC 14/43

4. Distribution of secondary mail.
5. Distribution of carrier route mail for delivery units, firms, box sections, and other local destinations.
6. Incidental rating and distribution of postage-due mail.

Data requirement: *See operation 060 data requirement.*

175 Manual Flats, Incoming Flat Secondary LDC 14

Distribution of secondary mail.

Distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations.

Data requirement: *See operation 060 data requirement.*

176 Manual Flats — Box Section LDC 43

Data requirement: *See operation 060 data requirement.*

**178C Composite — Manual Flat Box Distribution
(178-179)****LDC 14**

Composite case distribution for manual flat box mail.

Data requirement: *See operation 060 data requirement.***178 Manual Flat Incoming Box Section Distribution
14/43****LDC**

Manual primary distribution of flats into a case for the separation of box zones, box sections or individual box, firm, or callers within the main office box section.

Notes:

- a) Window service incidental to box section activities; for example, opening and closing lockboxes, placing notices in boxes, and forwarding box mail are only charged to this operation.

Data requirement: *See operation 060 data requirement.***179 Manual Flat Case Box Section Final Distribution
14/43****LDC**

Manual secondary distribution of flats into a case for the final separation of box sections or individual box, firm, or callers within the main office box section.

Notes:

- a) Window service incidental to box section activities; for example, opening and closing lockboxes, placing notices in boxes, and forwarding box mail are only charged to this operation.
- b) FHP is not valid for this operation.
- c) Walling mail into boxes does not receive workload credit

Data requirement: *See operation 070 data requirement.***180C Composite — Opening Unit — Incoming (180,185)**

The initial preparation/separation of incoming trays, tubs, bundles, sack, parcels, IPP/SPRs include the following activities:

1. The separation of incoming mails, (excluding collection and presort mail), including letter trays, flat tubs and bundles, newspaper rolls and bundles, parcels and IPP/SPRs.
2. The transport of empty equipment in support of this operation.
3. Opening and dumping sacks and/or other containers.
4. Identification of mail that does not meet postal requirements (e.g., HAZMAT, Anonymous Mail).
5. Identification of Registered Mail and Certified Mail, Express Mail, and other mail classes that have not been designated for processing in this operation (e.g., Priority Mail).
6. Preparing containers (e.g., ERMCS, flats tubs, etc.) for dispatch when integrated into this operation, including placarding.
7. Preparation of containers for transport to further distribution in downstream operations.
8. Include TMS handling of reject trays for re-induction into TMS, unless this activity is part of a distribution operation.

Notes:

- a) Not authorized for Priority Mail. The opening unit activities related to Priority Mail are to be incorporated into operations associated with direct distribution of Priority Mail such as: 050, 258, etc.
- b) Work hours used for the dumping of sacks and containers of working mail onto a SPBS or any other mechanized feed system are charged appropriately to the appropriate mechanization operation. Example: SPBS operations 134–139 (LDC 13).
- c) Work hours used to process workload through the use of automated or mechanized tray sorters, SPBSs, or parcel sorters should be charged to the appropriate LDC 13 operations.
- d) This operation is not authorized for L&DCs.

Data requirement: Volume required if work hours are used for this operation. NA TPH volume is auto credited to these operations through the Local FHP Flow Configuration table in WebMODS.

180 Opening Unit, Preferential — Incoming **LDC 17**

Incoming preferential mail. *See operation 180C activities and data requirement descriptions.*

185 Opening Unit, Standard — Incoming **LDC 17**

Incoming standard mail. *See operation 180C activities and data requirement descriptions.*

188 AMC/AMF Ramp Activities **LDC 17**

Work hours of AMC/AMF ramp activities, which include:

1. Monitoring mail handling operations of air carriers on the ramp and making on-the-spot checks of aircraft hangers, warehouses, and baggage rooms of both domestic and foreign airlines to determine whether all mails due for transport are included on flights for which the mail has been scheduled.
2. Checking to ensure prompt delivery of inbound mails to the facility and that transfer mails make the proper connections; rerouting mail as necessary if intended connection cannot be made.
3. Checking to see that proper security is provided and those airlines observe the protection required by regulations.
4. Conferring with airline personnel on the field to determine that mail receives expeditious handling.
5. Making decisions that involve rerouting mail during periods of irregular or emergency operations.
6. Initiating corrective action and recording air carrier performance failures; reclaiming mail from air carriers, when warranted.
7. Other activities associated with the AMC/AMF ramp duties.

Data requirement: Record work hours only.

189 Scanning of Inbound Mail **LDC 17**

Scanning of inbound trays, sacks, pouches, and outsides that have been transported by air when they are delivered by an air carrier or an air carrier's agent to the AMC/AMF.

1. The purpose of the scanning is to monitor the performance of the air carrier.
2. Includes the reorientation of mail as necessary, and the placing of mail onto the conveyor equipment or rolling stock.

Data requirement: Record work hours only.

190 APPS Single Induction International — Export **LDC 13**

Work hours used by craft employees engaged in the preparation, single induction, keying, distributing and the sweeping of the APPS distribution system. Includes the following activities: *See operation 159C activities description.*

Data requirement: *See operation 154 data requirement.*

192 APPS Dual Induction International — Export **LDC 13**

Work hours used by craft employees engaged in the preparation, single induction, keying, distributing and the sweeping of the APPS distribution system **Automated Package Processing System**

Work hours used by craft employees engaged in the preparation, dual induction, keying, distributing and the sweeping of the APPS distribution system. Includes the following activities:

1. Distribution and processing of mail
2. The transport of mail.
3. The ancillary transport of mail between operations.
4. The transport of empty equipment.
5. Opening containers.
6. Open and dump sacks and/or other containers.
7. The separation of mails, including flats tubs and bundles, newspaper rolls and bundles, parcels and IPPs/SPRs.
8. Identification of mail that does not meet postal requirements (e.g., HAZMAT).
9. Identification of Registered Mail and Certified Mail, Express Mail, and other non-Priority Mail classes.
10. Load ledges/induction stations.
11. Sweep mail from bin/run outs.
12. Labeling, traying and containerizing.
13. Preparing containers, (i.e., ERMCS, flats tubs, etc.), for dispatch (when integrated into the operation) including placarding.
14. Preparation of containers for transport and further sortation in downstream operations.

Data requirements:

- a) FHP and TPH are not valid for this operation.
- b) WebEOR will auto credit WebMODS with pieces fed, rejects, run time and downtime.
- c) WebMODS will report volume as NA TPH.

194 AFSM 100 International — Export **LDC 12**

Automated Flat Sorting Machine 100 – AI and non-AI

Work hours used by craft employees assigned to process flats on the AFSM 100. The activities include the following:

1. Preparation/set up of mail and equipment for this operation.
2. Loading mail onto feeders.
3. Clearing jams.
4. Loading tubs.
5. Containerization and dispatch.

Data requirement: This operation receives FHP, TPH, rejects, and run time and downtime from WebEOR.

198C Composite — High Speed Tray Sorter (198–199) LDC 13

The work hours charged to this operation are specifically for the following tasks:

1. Loading of letter and flat trays on to the conveyor tray line.
2. Removal of letter and flat trays to dispatch containers
3. Collecting/staging containers and setting up work area
4. Includes allied labor for these operations.

Data requirement: WebEOR will auto credit WebMODS.

198 High Speed Tray Sorter — Outgoing LDC 13

Outgoing activities for the high speed tray sorter include the following: *See operation 198C activities description and data requirement.*

199 High Speed Tray Sorter — Incoming LDC 13

Incoming activities for the high speed tray sorter include the following: *See operation 198C activities description and data requirement.*

200 Manual Parcel Distribution — Incoming LDC 14

Manual distribution of incoming parcels to local delivery units, firms, box sections, and other local destinations. Activities include the following:

Dumping, orienting, and distributing mixed states parcels for separation through the use of sacks, conveyors, slides, tables, hampers, or other containers (includes multisided or cone operations).

Transportation of processed mail to dispatch by conveyors, drop holes, platform trucks, etc.

Data requirement: *See operation 100 data requirement.*

202 Global Package Link[®], Express International — Export LDC 14

Activities associated with an international mail service designed for companies sending merchandise packages requiring customs clearance to other countries. The Postal Service provides a pick up service for their shipments, which must be at least 10,000 packages per year within a 500-mile radius of a distribution center.

Data requirement: Volume required if work hours are used for this operation. Use actual piece count, container conversion rates, or pieces scanned for volume input.

Data requirements:

- a) Volume required if work hours are used for this operation.
- b) Use actual piece count, container conversion rates or pieces scanned for volume input.
- c) Record only FHP.
- d) TPH is automatically credited by FHP volumes.

208C Composite — SWYB/AAA (208–209) LDC 17**Scan-Where-You-Band/Automatic Airline Assignment**

Work hours for craft employees associated with the following activities are included:

1. The loading, scanning, labeling, and unloading of trays, sacks, pouches, and outsides utilizing the scanning equipment.

2. Obtaining empty equipment from nearby operations and setup of the operation.
3. Transport of empty equipment within the scanning dispatch area.
4. Sleeving and strapping of trays/tubs manually or using automatic sleeving/strapping equipment.
5. Staging and transporting containers to the next handling operation.
6. Clearing jams and refilling label supply for the scanning workstation.
7. Manually sleeving and strapping trays if the work is being performed in the unit.
8. If the operation has sleeve cars, the loading of these carts.

Data requirements:

- a) Volume reporting is required if work hours are used.
- b) L&DCs should use this operation number when SWYB operations are separate and distinct from other direct distribution operation. Otherwise, see LIPS/Rapistan operations 258 and 259 for proper work hours recording of SWYB related activities with incorporated into direct distribution operations.
- c) Workload units are recorded for this operation. Use piece counts generated from scanning workstations for volume input. Obtain pieces count from the transition concentrator (i.e., Starship). Volume is recorded as NA TPH.

208 SWYB/SASWYB**LDC 17**Scanning activities include the following: *See operation 208C activities description.*

Data requirements:

- a) Volume reporting is required if work hours are used.
- b) L&DCs should use this operation number when SWYB operations are separate and distinct from other direct distribution operation. Otherwise, see LIPS/Rapistan operations 258 and 259 for proper work hours recording of SWYB related activities with incorporated into direct distribution operations.
- c) Workload units are recorded for this operation. Manual entry into WebEOR. Auto credited into WebMODS as NA TPH. Obtain pieces count from the transition concentrator (i.e., Starship).

209 AAA/ATS**LDC 17**Specifically for the loading and unloading of trays utilizing the AAA or ATS equipment, or other integrated dispatch and receipt (IDR) equipment. Activities include the following: *See operation 208C activities description.***210C Composite – Platform Operations****(210, 212, 225, 229–231)****LDC 17**

Platform operations, loading and unloading

Platform activities include the following:

1. Loading and unloading trays/tubs, sacks, outsides, or containers of mail onto or off trucks or rail cars at the platform. This includes all highway contract routes, postal vehicle service, motor vehicle service, or mailer vehicles.
2. Any initial sack sortation performed on the platform as a part of the vehicle unloading process.
3. Obtaining empty equipment from nearby operations and setup of the operation.
4. Transport of mail within load/unload area.

5. Application of placards and/or color code time/date.
6. Application of sack/tray labels.
7. Ancillary transport of mail between operations.
8. Charge work hours for activities connected with the platform, but not directly associated with mail handling or distribution, to these operations. Activities included are dock elevator operators, transfer clerks, ramp clerks, AMF biller clerks, platform expeditors, traffic direction, and control center operations supporting the platform mail movements.

Notes:

- a) L&DCs should use this operation number for cross dock activities.
- b) L&DCs should not use this operation number when dock activities have been integrated into other direct distribution operations (e.g., Rapistan, SPBS, LIPS, SWYB, etc.)
- c) L&DCs should not use this operation if dock operations and shape-separation operations have been integrated. Operation 328, Shape-Separation Operations, should be used for platform activities in L&DCs — except where noted otherwise.
- d) L&DCs should utilize this operation specifically for work hours associated with activities related to the “building” of originating airline containers where ball-decking is used.
- e) Airline container building activities that are incorporated into other dispatch operations (i.e., operations 124 and 208), or are an integral part of direct distribution operations (i.e., operations 258 and 259), should not use this operation number.

Data requirement: Enter the number of trips recorded from the TIMES Web report into WebMODS.

210 Platform — Inbound**LDC 17**

[Operation 210 TACS system default for NDC LDC 17: If an employee has not been assigned a base operation number.]

Inbound unloading platform operations.

Activity description and data requirement: *See operation 210C.*

212 Platform — Outbound**LDC 17**

Outbound loading platform operations.

Activity description and data requirement: *See operation 210C.*

215 Mechanized Dumping**LDC 17**

The operation is used in NDCs for operating mechanized/automated container unloaders not associated with dock or platforms to include placing containers into the dumper, dumping container into an overhead system, and removing empty container for dumper.

Data requirement: Record work hours only. Volume is not recorded for this operation.

216C Composite — Rapistan Distribution**(218, 222-223)****LDC 13**

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of mail on the Rapistan mechanized distribution system. Processing activities include: *See operation 251C.*

218 Rapistan, Preferential — Outgoing**LDC 13**

Distribution of originating preferential mail.

Activities and data requirements: *See operation 251C.*

222 Rapistan Distribution, Priority — Outgoing**LDC 13**

Distribution of originating Priority Mail. Activities include the following: *See operation 251C activities description.*

Data requirement: *See operation 258C data requirement.*

Notes:

- a) The preparation of Priority Mail related to minor container “shape separation” (i.e., flat tubs, parcels, outsides) when incorporated into mechanized distribution/processing and is an integral part of the operation.
- b) See operations 328 and 329 for use of shape-based operations that are distinct and separate from operations related to direct distribution.
- c) Includes sacking, labeling, dispatch preparation and SWYB activities when incorporated into sweeping and “run-out” activities (as an integral part of the operation) associated with mechanized distribution of Priority Mail using the Rapistan sorter.
- d) See operation 208 for use of SWYB operations that are distinct and separate from operations related to direct distribution.

223 Rapistan Distribution, Priority — Incoming**LDC 13**

Distribution of incoming Priority Mail. Activities include the following: *See operation 251C activities description.*

Data requirement: *See operation 258C data requirement.*

Notes:

- a) The preparation of Priority Mail related to minor container “shape separation” (i.e., flat tubs, parcels, outsides) when incorporated into mechanized distribution/processing and is an integral part of the operation.
- b) See operations 328 and 329 for use of shape-based operations that are distinct and separate from operations related to direct distribution.
- c) Includes sacking, labeling, dispatch preparation and SWYB activities when incorporated into sweeping and “run-out” activities (as an integral part of the operation) associated with mechanized distribution of Priority Mail using the Rapistan sorter.
- d) See operation 208 for use of SWYB operations that are distinct and separate from operations related to direct distribution.

225 Platform — Mail Flow Control**LDC 17**

Work hours used for dock elevator operators, traffic direction, or control center operations supporting platform movements.

Data requirement: Record work hours only.

226 Express Mail — Outgoing**LDC 48**

Work hours used exclusively in the distribution, scanning, acceptance related activities, and other related activities of outgoing Express Mail by Function 4 employees.

Data requirement: Record the number of outgoing enroute distribution scans and/or manual counts.

Scanned volume is based on the number of individual pieces scanned from the handheld scanners prior to cradling device.

Volume is recorded and reported as NA TPH volume.

Outbound volume counts are generally defined as originating volume scanned during tour III processing hours.

Data collection and manual reporting will be maintained until an automatic feed using product tracking scans can be enabled to WebMODS.

227 Express Mail — Incoming

LDC 48

Work hours used exclusively in the distribution, scanning, acceptance related activities, and other related activities of incoming Express Mail by Function 4 employees.

Data requirements: Record the number of incoming pieces distributed.

If incoming pieces are scanned enroute, volume is based on the number of individual pieces scanned from the handheld scanners prior to cradling device.

Volume is recorded and reported as NA TPH volume.

Inbound volume counts are generally defined as Destinating volume scanned during tour I and II processing hours

228 Express Mail Delivery

LDC 48

Work hours used exclusively in the delivery of Express Mail by non-carrier employees. Supervisor hours used exclusively for the delivery of Express Mail is charged to this operation.

Data requirement: Record the number of attempted/delivery scans or manual counts. Manual data entry into WebMODS.

229 Equipment Operator — Tow

LDC 17

Work hours related to the transport of mail using a powered tow (mule, tug, jeep, ox, and jitney). The following activities are included:

1. Transporting of mail to downstream operations.
2. Transporting of mail between operations that are not opening unit.
3. Transporting of mail to dock dispatch.
4. Acquiring and transporting empty equipment.

Data requirement: Record work hours. Workload is optional, except for NDC facilities. Workload is the count of cross-dock pallets.

230 Equipment Operator — Forklift

LDC 17

Work hours related to the transport of mail using a forklift or a self propelled pallet jack (walking or riding). The following activities are included:

1. Transporting of mail from to downstream operations.
2. Transporting of mail between operations that are not opening unit.
3. Transporting of mail to dock dispatch.
4. Acquiring and transporting empty equipment.

Data requirement: Record work hours. Workload is optional, except for NDC facilities. Workload is the count of cross-dock pallets.

231 Expediter

LDC 17

This operation should be used for tracking and recording the work hours related to the performance of the following activities:

1. Monitoring, tracking, and initiating the transportation of mail from one operation to another.

2. Monitoring, tracking, and initiating the transportation of mail to maintain originating and destinating transportation schedules.
3. The ancillary manual movement of mail between operations and/or platform operations to meet dispatch schedules.
4. Scheduling new and/or contingency transportation in order to facilitate the timely dispatch of mail to maintain service commitments.
5. Coordinating activities related to timely dispatch of the mail.

Data requirement: Record work hours only. This operation does not receive volume credit.

232C Composite — Express Mail — (232-234)

LDC 18/10/43/44/48

The distribution, scanning, and related activities of Express Mail by employees.

232 Express Mail — Outgoing 18/48

LDC

The distribution, scanning, and related activities of outgoing Express Mail by All Functions employees.

Data requirements: Record the number of outgoing enroute distribution scans and/or manual counts.

- a) Scanned volume is based on the number of individual pieces scanned from the handheld scanners prior to cradling device.
- b) Volume is recorded and reported as NA TPH volume.
- c) Outbound volume counts are generally defined as originating volume scanned during tour III processing hours.

Data collection and manual reporting will be maintained until an automatic feed using product tracking scans can be enabled to WebMODS.

233 Express Mail — Incoming 18/48

LDC

The distribution, scanning, and related activities of incoming Express Mail by all Function employees.

Data requirements: Record the number of incoming pieces distributed.

- a) If incoming pieces are scanned enroute, volume is based on the number of individual pieces scanned from the handheld scanners prior to cradling device.
- b) Volume is recorded and reported as NA TPH volume.
- c) Inbound volume counts are generally defined as destinating volume scanned during tour I and II processing hours.

Data collection and manual reporting will be maintained until an automatic feed using product tracking scans can be enabled to WebMODS.

234 Express Mail Delivery 18/10

LDC

Work hours used exclusively in the delivery of Express Mail by Function 1 Mail Processing employees. Do not include Customer Service work hours in this operation.

Data requirement: Record the number of attempted/delivery scans or manual counts to MODS coordinator for data input into WebMODS.

235 Manual Sack and Outside Sortation**LDC 17**

Manual sack and outside sorting activities include the following:

1. Manual separation of sacks, pouches, or outsides on saw tooth platforms, slides, chutes, conveyors, multislides, and in bullpen operations.
2. Manual separation of outside parcels when worked on the platform.

Data requirements: Workload is optional.

- a) Volume is reported as NA TPH.
- b) Workload is the count of all “pieces” worked. A “piece” is a sack, tray, container or outside. No conversion rate is to be used in this operation.
- c) Other facilities must enter volume manually into WebEOR, which will feed WebMODS.

238 Mechanized Sort — Sacks/Outsides**LDC 13**

Mechanized sack and outside sorting. Mechanized sack and outside sorting activities include the following:

1. Separation of sacks, pouches, or outsides by sorting machines.
2. Separation of outside parcels when worked on the platform by sorting machines.
3. Keying, floor operations, i.e., sack run outs and container loaders and dispatching sacks (not to include powered industrial trucks [PIT] or power equipment operators).
4. Work hours associated with SSM run outs at the docks is considered SSM 238 operations.

Data requirements: Workload units are recorded for these operations.

- a) Volume is reported as NA TPH volume credit and is the count of pieces sorted determined by the meter reading or machine report.
- b) NDC volumes are recorded by WebEOR. WebEOR will auto credit volume to WebMODS.
- c) Other facilities must enter volume manually into WebEOR, which will feed WebMODS.

241 Allied Distribution**LDC 43**

Customer Service Function 4 allied distribution activities including setup/stage, pull down, spreading of mail, and the distribution of carrier route sorted bundles. For use in associates offices and station/branches.

Data requirement: Record work hours only.

249C Composite — APPS Dual Induction (242-249)**LDC 13****Automated Package Processing System**

Work hours used by craft employees engaged in the preparation, dual induction, keying, distributing and the sweeping of the APPS distribution system. Includes the following activities:

1. Distribution and Processing of mail
2. The transport of mail.
3. The ancillary transport of mail between operations.
4. The transport of empty equipment.
5. Opening containers.
6. Open and dump sacks and/or other containers.
7. The separation of mails, including flats tubs and bundles, newspaper rolls and bundles, parcels and IPPs/SPRs.

8. Identification of mail that does not meet postal requirements (i.e., HAZMAT).
9. Identification of Registered Mail and Certified Mail, Express Mail, and other non-Priority Mail classes.
10. Load Ledges/induction stations
11. Sweep mail from bin/run outs
12. Labeling, traying and containerizing.
13. Preparing containers, (e.g., ERMCS, flats tubs, etc.), for dispatch (when integrated into the operation) including placarding
14. Preparation of containers for transport and further sortation in downstream operations.

242 APPS Dual Induction, Parcel Post — Outgoing LDC 13

Distribution of originating parcel post to Plant and ISC. Activities include the following: *See operation 249C activities description.*

Data requirement: *See operation 152 data requirement.*

243 APPS Dual Induction, Parcel Post — Incoming LDC 13

Distribution of incoming parcel post. Activities include the following: *See operation 249C activities description.*

Data requirement: *See operation 152 data requirement.*

244 APPS Dual Induction, Preferential — Outgoing LDC 13

Distribution of originating preferential mail to Plant and ISC. Activities include the following: *See operation 249C activities description.*

Data requirement: *See operation 154 data requirement.*

245 APPS Dual Induction, Standard — Outgoing LDC 13

Distribution of originating standard mail. Activities include the following: *See operation 249C activities description.*

Data requirement: *See operation 154 data requirement.*

246 APPS Dual Induction, Preferential — Incoming LDC 13

Distribution of incoming preferential mail. Activities include the following: *See operation 249C activities description.*

Data requirement: *See operation 154 data requirement.*

247 APPS Dual Induction, Standard — Incoming LDC 13

Distribution of incoming standard mail. Activities include the following: *See operation 249C activities description.*

Data requirement: *See operation 154 data requirement.*

248 APPS Dual Induction, Priority — Outgoing LDC 13

Distribution of originating Priority Mail to Plant and ISC. Activities include the following: *See operation 249C activities description.*

Data requirement: *See operation 152 data requirement.*

249 APPS Dual Induction, Priority — Incoming LDC 13

Distribution of incoming Priority Mail. Activities include the following: *See operation 249C activities description.*

Data requirement: *See operation 152 data requirement.*

251C Composite — LIPS Distribution, Parcel Post (250–251)

LDC 13

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of Parcel Post mail on the LIPS mechanized distribution system. Processing activities **include:**

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of originating mail on the LIPS mechanized distribution system. Includes the following activities:

1. The transport of mail.
2. The transport of empty equipment.
3. Opening containers.
4. Identification of mail that does not meet postal requirements (e.g., HAZMAT).
5. Load induction stations.
6. Sweep mail from bin/run outs.
7. Labeling, traying, and containerizing.
8. Preparing containers, (e.g., ERMCS, flats tub, etc), for dispatch including placarding.
9. The ancillary transport of mail between operations.

Data requirement: FHP and TPH volume.

- a) FHP is manually entered into WebMODS from the piece fed count less rejects and any SHP volume.
- b) Enter pieces fed, rejects, and run information in WebEOR. Reject volumes must be entered as mechanical rejects.
- c) Required entries in WebEOR include pieces fed, mechanical rejects, run time, and downtime.

250 LIPS Distribution, Parcel Post — Outgoing

LDC 13

Distribution of originating Parcel Post mail. Activities include the following: *See operation 251C activities description.*

Data requirement: *See operation 258C data requirement.*

251 LIPS Distribution, Parcel Post — Incoming

LDC 13

Distribution of incoming Parcel Post mail. Activities include the following: *See operation 251C activities description.*

Data requirement: *See operation 258C data requirement.*

256C Composite — LIPS — Incoming (256–257)

LDC 13

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of incoming mail on the LIPS mechanized distribution system.

See operation 251C activities description.

Data requirements:

- a) LIPS are NA TPH operations and the unit of measure is piece sorted.

- b) Total pieces fed, rejects, and run time are entered into WebEOR.

256 LIPS, Preferential — Incoming **LDC 13**

[TACS system default for P&DC LDC 13: If an employee has not been assigned a base operation number.]

Distribution of incoming preferential mail.

Activities and data requirement: *See operation 251C.*

257 LIPS, Standard — Incoming **LDC 13**

Distribution of incoming standard mail.

Activities and data requirement: *See operation 251C.*

258C Composite — LIPS Distribution, Priority (258–259) **LDC 13**

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of Priority Mail on the LIPS mechanized distribution system. Processing activities include: *See operation 251C.*

Data requirements: FHP and TPH volume.

- a) FHP is manually entered into WebMODS from the piece fed count less rejects and any SHP volume.
- b) Enter pieces fed, rejects, and run information in the WebEOR system. Reject volumes must be entered as mechanical rejects.
- c) Required entries in WebEOR include pieces fed, mechanical rejects, run time, and downtime.

258 LIPS Distribution, Priority — Outgoing **LDC 13**

Distribution of originating Priority Mail. Activities include the following: *See operation 251C activities description.*

Data requirement: *See operation 258C data requirement.*

Notes:

- a) The preparation of Priority Mail related to minor container “shape separation” (i.e., flat tubs, parcels, outsides) when incorporated into mechanized distribution/processing and is an integral part of the operation.
- b) See operations 328 and 329 for use of shape-based operations that are distinct and separate from operations related to direct distribution.
- c) Includes sacking, labeling, dispatch preparation and SWYB activities when incorporated into sweeping and “run-out” activities (as an integral part of the operation) associated with mechanized distribution of Priority Mail.
- d) See operation 208 for use of SWYB operations that are distinct and separate from operations related to direct distribution.

259 LIPS Distribution, Priority — Incoming **LDC 13**

Distribution of incoming Priority Mail. Activities include the following: *See operation 251C activities description.*

Data requirement: *See operation 258C data requirement.*

Notes:

- a) The preparation of Priority Mail related to minor container “shape separation” (i.e., flat tubs, parcels, outsides) when incorporated into mechanized distribution/processing and is an integral part of the operation.
- b) See operations 328 and 329 for use of shape-based operations that are distinct and separate from operations related to direct distribution.
- c) Includes sacking, labeling, dispatch preparation and SWYB activities when incorporated into sweeping and “run-out” activities (as an integral part of the operation) associated with mechanized distribution of Priority Mail.
- d) See operation 208 for use of SWYB operations that are distinct and separate from operations related to direct distribution.

266 DBCS or DIOSS, OCR Mode

LDC 11

Delivery barcode sorter or DBCS Input/Output Sub-System, optical character reader (OCR) mode

The distribution of automated mail on the DBCS or DIOSS in OCR mode. In OCR mode, the address will be read, a barcode applied, and the mailpiece sorted. Activities at the DBCS include: *See operation 890C activities and data requirement descriptions.*

270C Composite — DBCS, OSS Mode (271-275)

LDC 11

Delivery barcode sorter - Output Sub-System mode

The distribution of automated mail on the DBCS or DIOSS in OSS mode. The OSS functions as an output subsystem, it will spray a POSTNET based on the remote computer reader (RCR) or the REC keyer results and sort the letter mail based on POSTNET barcode or the ID tag barcode with Identification Code Sorting (ICS).

271 DBCS, OSS Mode, Primary — Outgoing

LDC 11

The DBCS processing of originating automated mail in OSS mode. Machine distribution of originating letter activities include: *See operation 890C activities and data requirement descriptions.*

272 DBCS, OSS Mode, Secondary — Outgoing

LDC 11

[TACS system default for LDC 11: If an employee has not been assigned a base operation number.]

The DBCS processing of automated originating mail from a primary in OSS mode. Machine distribution of originating secondary letter activities include: *See operation 890C activities.*

Data requirements:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects, and run time and downtime from WebEOR.

273 DBCS, OSS Mode, Managed Mail Program Distribution — MMP

LDC 11

The DBCS processing of destinating automated mail in OSS mode. The distribution of managed mail is outlined/identified by the AADC logistics orders.

Machine distribution of MMP letter activities include: *See operation 890C activities and data requirement descriptions.*

**274 DBCS, OSS Mode, Sectional
Center Facility Distribution — SCF LDC 11**

Distribution of Incoming letter mail for the local service area to associate offices, stations/branches and firms.

Machine distribution of SCF letter activities include: *See operation 890C activities and data requirement descriptions.*

**275 DBCS, OSS Mode,
Primary — Incoming LDC 11**

Primary 5-digit distribution incoming mail for local zones, delivery units, firms, box sections, and other local destinations. Machine distribution of letter activities include: *See operation 890C activities and data requirement descriptions.*

276 DBCS or DIOSS, OSS Mode, Secondary — Incoming LDC 11

The DBCS processing of carrier route automated mail in OSS mode. Distribution to carrier route for local delivery units, firms, box sections, and other local destinations. Machine distribution of carrier routed letter activities include: *See operation 260C activities and data requirement descriptions.*

277 DBCS or DIOSS, OSS Mode, Secondary — Box LDC 11

The DBCS processing of automated box mail in OSS mode. Machine distribution of box letter activities include: *See operation 260C activities and data requirement descriptions.*

282 DIOSS, ISS Mode, Secondary — Outgoing LDC 11

[TACS system default for P&DC LDC 11: If an employee has not been assigned a base operation number.]

The DIOSS processing of automated originating mail from a primary in ISS mode. Machine distribution of originating secondary letter activities include: *See operation 260C activities.*

Data requirements:

FHP is not valid for this operation.

This operation receives TPH, rejects and run time and downtime from WebEOR.

**291C Composite — DBCS Bulky
Processing (291-297) LDC 11**

DBCS bulky mode

The distribution of bulky mail in barcode sorter (BCS) mode. The expanded capacity has enhanced the DBCS, allowing sortation of what was once considered non-machinable bulky manual mail. Activities at the DBCS include: *See operation 890C activities and data requirement descriptions.*

291 DBCS Bulky Processing, Primary — Outgoing LDC 11

The distribution of bulky originating mail in BCS mode. Machine distribution of originating letter activities include: *See operation 890C activities and data requirement descriptions.*

292 DBCS Bulky Processing, Secondary — Outgoing LDC 11

The distribution of bulky originating mail, from a primary, in BCS mode. Machine distribution of originating secondary letter activities include: *See operation 890C activities.*

Data requirements:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects, and run time and downtime from WebEOR.

**293 DBCS Bulky Processing,
Managed Mail Program Distribution — MMP LDC 11**

The distribution of destinating bulky mail in BCS mode. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 890C activities and data requirement descriptions.*

**294 DBCS Bulky Processing,
Sectional Center Facility Distribution — SCF LDC 11**

The distribution of SCF bulky mail in BCS mode. Primary distribution of one or more 3-digit ZIP Code separations for a P&DF/C.

Machine distribution of SCF letter activities include: *See operation 890C activities and data requirement descriptions.*

295 DBCS Bulky Processing, Primary — Incoming LDC 11

The distribution of incoming primary bulky mail in BCS mode. Primary 5-digit distribution incoming mail for local zones, delivery units, firms, box sections, and other local destinations.. Machine distribution of incoming primary letter activities include: *See operation 890C activities and data requirement descriptions.*

296 DBCS Bulky Processing, Secondary — Incoming LDC 11

The distribution of carrier route bulky mail in BCS mode. Distribution to carrier route for local delivery units, firms, box sections, and other local destinations. Machine distribution of carrier routed letter activities include: *See operation 890C activities and data requirement descriptions.*

297 DBCS Bulky Processing, Secondary — Box LDC 11

The distribution of bulky box mail in BCS mode. Machine distribution of box letter activities include: *See operation 890C activities and data requirement descriptions.*

305 FSM 1000, International — Export LDC 12

The FSM 1000 processing of international (export) mail. Machine activities at the FSM 1000 include:

Work hours used by craft employees assigned to process flats on the FSM 1000. The activities include the following:

1. The transport of mail to and from the operation.
2. The transport of empty equipment to set up the operation.
3. Opening containers.
4. Loading of ledge/feeder with mail.
5. Preparing machine for processing, including but not limited to, printing labels, labeling trays, distributing empty trays into racks, retrieving mail, etc.
6. Sweeping of mail from bins.

7. Labeling, traying and containerization of mail/trays for dispatch.
8. Preparing containers for dispatch including placarding.
9. The ancillary transport of mail between operations.

Data requirement:

- a) WebMODS will receive FHP, TPH, rejects, and run time and downtime from WebEOR.

307 UFSM 1000, International — Export

LDC 12

Flat sorting machine 1000 (FSM 1000)

The UFSM 1000 processing of international (export) mail in OCR mode. Machine activities at the UFSM 1000 include:

Work hours used by craft employees assigned to process flats on the UFSM 1000. The activities include the following:

1. The transport of mail to and from the operation.
2. The transport of empty equipment to set up the operation.
3. Opening containers.
4. Loading of ledge/feeder with mail.
5. Preparing machine for processing, including but not limited to, printing labels, labeling trays, distributing empty trays into racks, retrieving mail, etc.
6. Sweeping of mail from bins.
7. Labeling, traying and containerization of mail/trays for dispatch.
8. Preparing containers for dispatch including placarding.
9. The ancillary transport of mail between operations.

Data requirement:

- a) WebMODS will receive FHP, TPH, rejects, and run time and downtime from WebEOR.

310C Composite —DBCS/OSS — International (313-314)

LDC 11

Mail Processing barcode sorter or delivery barcode sorter in Output Sub-System or barcode mode
See operation 890C activities and data requirement descriptions.

313 DBCS/DIOSS, OSS Mode, International — Export

LDC 11

The distribution of automated international (export) mail on the DBCS or DIOSS in OSS mode. Activities at the DBCS include: *See operation 890C activities and data requirement descriptions.*

314 DBCS/DIOSS, BCS Mode, International — Export

LDC 11

The distribution of automated international (export) mail on the DBCS or DIOSS in BCS mode. Activities at the DBCS include: *See operation 890C activities and data requirement descriptions.*

320C Composite — Manual Priority Parcel Distribution, Outsides (320, 325)

LDC 14

Includes activities performed by craft employees for the manual sortation/containerization of Priority Mail ‘outsides’ [i.e., parcels that will not fit in a sack/pouch]. The following activities are also included:

1. The transport of mail to and from the operation.
2. The ancillary transport of mail between operations.
3. The transport of empty equipment.
4. Equipment set up in the operation.
5. Labeling, placarding, and containerizing.
6. Identification of mail that does not meet postal requirements (i.e. HAZMAT).
7. Identification of Registered Mail, and Certified Mail, Express Mail, anonymous mail and other non-priority mail classes.
8. Hand canceling when mailpieces with un-cancelled stamps are discovered in the operation.
9. Dispatch of mail from the operation.

Data requirements:

- a) Record FHP piece count in WebMODS.
- b) Record TPH [if down flow from previous operation] piece count in WebMODS.

320 Manual Priority Parcel Distribution, Outsides — Outgoing **LDC 14**

The manual distribution of originating Priority outside parcels. Activities include: *See operation 320C activities and data requirement descriptions.*

321C Composite — Manual Priority Parcel Distribution (321-322, 324, 326) **LDC 14**

The manual distribution of Priority parcels and outsides (NMO). Activities include: *See operation 320C activities and data requirement descriptions.*

Note:

- a) The appropriate Priority parcel operation should be used if a combination of outsides and sackable parcel sortation method has been established. For example, operation 326 should be used for a combination of incoming secondary outsides and parcel operation.

321 Manual Priority Parcel Distribution, Primary — Outgoing **LDC 14**

The manual distribution of originating Priority parcels. Activities include: *See operation 320C activities and data requirement descriptions.*

322 Manual Priority Parcel Distribution, Secondary — Outgoing **LDC 14**

The manual distribution of originating Priority parcels from a primary. Activities include: *See operation 320C activities and data requirement descriptions.*

324 Manual Priority Parcel Distribution, Primary — Incoming **LDC 14**

The manual distribution of incoming Priority parcels. Activities include: *See operation 320C activities and data requirement descriptions.*

325 Manual Priority Parcel Distribution, Outsides — Incoming **LDC 14**

The manual distribution of incoming Priority outside parcels. Activities include: *See operation 320C activities and data requirement descriptions.*

326 Manual Priority Parcel Distribution, Secondary — Incoming

LDC 14

The manual distribution of incoming Priority parcels. The distribution to carrier route for local delivery units, firms, box sections, and other local destinations. Activities include: *See operation 320C activities and data requirement descriptions.*

328 Priority Mail Shape Separation — Outgoing

LDC 17

The shape-based container separations of originating priority mail. This includes the recontainerization of flat tubs, sacks and outsides for transport to direct distribution operations.

1. The transport of mail to and from the operation.
2. The ancillary transport of mail between operations.
3. The transport of empty equipment.
4. Equipment set up in the operation.
5. Labeling and containerizing.
6. Identification of mail that does not meet postal requirements (i.e. HAZMAT).
7. Identification of Registered Mail, and Certified Mail, Express Mail, anonymous mail and other non-priority mail classes.
8. Dispatch of mail from the operation.
9. Preparing "wheeled" containers (e.g., ERMCS, GPMCS, nutting trucks, U-Carts, etc.) for dispatch including placarding or for further distribution in downstream operations.

Notes:

- a) Individual mailpiece shape distribution activities for originating volumes should not be performed using this operation number.
- b) This operation number should be used in L&DCs when "normal" originating platform operations have been incorporated into shape-separation activities.
- c) This operation number should be used in sites performing shape-based processing.

Data requirement: Record work hours only. No volume is recorded for this operation.

329 Priority Mail Shape Separation — Incoming

LDC 17

Work hours used by craft employees to perform shape-based container separations of destinating Priority Mail. This includes the re-containerization of flat tubs, sacks and outsides for transport to direct distribution operations. Activities include: *See operation 328 activities and data requirement descriptions.*

330C Composite — AFSM 100 (331-337)

LDC 12

Automated Flat Sorting Machine 100

Work hours used by craft employees assigned to process flats on the AFSM 100 for Plant and ISC. The activities include the following:

1. The transport of mail to and from the operation.
2. The transport of empty equipment to set up the operation.
3. Opening containers.
4. Loading of ledge/feeder with mail.

5. Preparing machine for processing, including but not limited to, printing labels, labeling trays, distributing empty trays into racks, retrieving mail, etc.
6. Sweeping of mail from bins.
7. Labeling, traying and containerization of mail/trays for dispatch.
8. Preparing containers for dispatch including placarding.
9. The ancillary transport of mail between operations.

Data requirement:

- a) WebMODS will receive FHP, TPH, rejects, and run time and downtime from WebEOR.

331 AFSM 100, Primary — Outgoing **LDC 12**

[TACS system default for NDC LDC 12: If an employee has not been assigned a base operation number.]

The AFSM 100 processing of originating automated mail. Machine distribution of originating flat activities include: *See operation 330C activities and data requirement descriptions.*

332 AFSM 100, Secondary — Outgoing **LDC 12**

The AFSM 100 processing of automated originating mail from a primary. Machine distribution of originating secondary activities include: *See operation 330C activities.*

Data requirements:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects, and run time and downtime from WebEOR.

333 AFSM 100, Managed Mail Program Distribution — MMP **LDC 12**

The AFSM 100 processing of destinating automated mail. The distribution of managed flat mail is outlined/identified by the ADC logistics orders. Machine distribution of MMP activities include: *See operation 330C activities and data requirement descriptions.*

334 AFSM 100, Sectional Center Facility Distribution — SCF **LDC 12**

The AFSM 100 processing of SCF automated mail. Primary distribution of one or more 3-digit ZIP Code separations for a P&DF/C.

Machine distribution of SCF activities include: *See operation 330C activities and data requirement descriptions.*

335 AFSM 100, Primary — Incoming **LDC 12**

Primary 5-digit distribution of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. Machine distribution of incoming primary activities include: *See operation 330C activities and data requirement descriptions.*

336 AFSM 100, Secondary — Incoming **LDC 12**

The AFSM 100 processing of carrier route automated mail. Distribution to carrier route for local delivery units, firms, box sections, and other local destinations. Machine distribution of carrier routed activities include: *See operation 330C activities and data requirement descriptions.*

337 AFSM 100, Secondary — Box Section **LDC 12**

The AFSM 100 processing of automated box mail. Machine distribution of box activities include:
See operation 330C activities and data requirement descriptions.

340 Standby, Mail Processing Operations **LDC 18**

Work hours of mail processing employees who are kept on the clock, but are idle as a result of:

1. Lack of work or low volume periods on particular days, time periods in a day, etc.
2. Unplanned events such as equipment or communication breakdowns, storms, power failures, lack of workload.
3. This does not apply to temporary equipment breakdowns of 10 minutes or less.

Data requirement: Record work hours only.

341 Quality of Working Life Coordinator **LDC 18**

Work hours of mail processing non-supervisor employees serving as quality of working life (QWL) coordinators.

Data requirement: Record work hours only.

342 Quality of Working Life Coordinator **LDC 10**

Work hours of mail processing supervisor employees serving as QWL coordinators.

Data requirement: Record work hours only.

343 Opening Units, International — Export **LDC 17**

All opening unit activities for foreign outbound (destination) LC, AO, that include the following:

1. Dumping pouches and sacks; cutting bundles; culling small packets, books, rolls, letter packages, parcels, and letter and flat bundles; trayng letters and flats for distribution.
2. Distribution, at the opening unit itself, (when performed simultaneously with opening unit activities) of small packets, books, rolls, letter packages, and letter and flat bundles to pouches, sacks, hampers or other containers, for separation to countries or geographical areas.

Data requirement: *See operation 110C data requirement.*

346 SPBS, International — Export **LDC 13**

Small parcel and bundle sorter

The distribution of foreign outbound (i.e., destination) LC and AO mail using small parcel and bundle sorting equipment. The preparation, induction, keying, and sweeping of mail on the SPBS equipment. Activities include the following:

1. The transport of mail to and from this operation.
2. The transport of empty equipment.
3. Opening containers.
4. Identification of mail that does not meet postal requirements (e.g.,HAZMAT).
5. Dumping of mail onto feed system.
6. Load induction stations.
7. Sweep mail from bin/run outs.
8. Labeling, trayng, and containerizing.
9. Preparing containers, (e.g. ERMcs, flats tub, etc), for dispatch including placarding.
10. The ancillary transport of mail between operations.

Data requirements:

- a) Workload volumes are recorded as NA TPH volume.
- b) Required entries in WebEOR include pieces fed, mechanical rejects, run time and downtime.
- c) If SPBS has PC-104 software installed, WebEOR automatically downloads pieces fed, mechanical rejects, run time, and downtime.

**351 Platform, Unloading, Loading,
and Miscellaneous — International****LDC 17**

This operation includes the following platform and platform-related activities:

1. Platform unloading and loading. Unloading or loading foreign outbound (destination) or foreign inbound (origin) sacks, outsiders, containers, or pallets off or onto trucks, trailers, railcars, air and ocean containers, and platform chutes. Includes any initial sack sortation performed on the platform as part of the vehicle unloading process.
2. Ramp clerk activities. Work hours of AMF ramp clerk activities related to foreign outbound (destination) or foreign inbound (origin) mail that include:
 - a. Monitoring mail handling operations of air carriers on the ramp and making on-the-spot checks of aircraft hangers, warehouses, and baggage rooms of both domestic and foreign airlines to determine whether all mails due for transport are included on flights for which the mail has been scheduled.
 - b. Checking to ensure prompt delivery of inbound mails to the facility and that transit mails make the proper connections; rerouting mail as necessary if intended connection cannot be made.
 - c. Checking to see that proper security is provided and those airlines observe the protection required by regulations.
 - d. Conferring with airlines personnel on the field to determine that foreign airmail receives expeditious handling.
 - e. Making decisions that involve rerouting mail during periods of irregular or emergency operations.
 - f. Initiating corrective action and recording air carrier performance failures; reclaiming mail from air carriers, when warranted.
 - g. Other activities associated with the AMF ramp clerk's duties related to foreign mail.
3. Platform — Miscellaneous Clerical activities. Work hours of certain clerical activities connected with the platform and related to foreign mail, but not directly associated with mail handling or distribution, that includes the following:
 - a. AMF transfer clerk activities, that involves the receipt, dispatch, transfer, rescheduling, and documentation of all classes of foreign outbound (destination) or foreign inbound (origin) mail.
 - b. Preparation of load or unload records for foreign outbound or foreign inbound mail that may be the basis for preparing or reconciling letter, parcel, or delivery bills or mail volume summary reports.
 - c. Coordinating with the vehicle control center and recording the movements of trucks, trailers, and air and ocean containers to and from the platform.
 - d. Checking the worthiness of trailers or containers before loading and ensuring they have been properly placarded upon dispatch.
 - e. Reporting irregularities pertaining to the delivery or arrival of mail from a carrier.
 - f. Other clerical activities connected with the platform and related to foreign mail that cannot be classified into another existing international operation.

4. Platform — Non-clerical activities. Work hours for certain non-clerical activities connected with platform and related to foreign mail, but not directly associated with mail handling or distribution. These activities include dock elevator operations, mail callers, traffic direction, and control center operations supporting the platform mail movements.

Data requirement: *See operation 210C data requirement.*

353 Standby Customer Services **LDC** **48/40**

Work hours of customer services employees who are kept on the clock, but are idle as a result of:

1. Storms, power failures, lack of workload, lack of containers or equipment for the processing, or transportation of mail.
2. This does not apply to temporary equipment breakdowns of 10 minutes or less.

Data requirement: Record work hours only.

354 Standby Delivery Services **LDC** **21/20**

Work hours of customer services employees who are kept on the clock, but are idle as a result of:

1. Storms, power failures, lack of workload, lack of containers or equipment for the processing, or transportation of mail.
2. This does not apply to temporary equipment breakdowns of 10 minutes or less.

Data requirement: Record work hours only.

355 Window Service at Stations and Branches **LDC** **45/40**

Work hours used in serving customers at windows, firm callers, general delivery customers, and other activities in support of retail operations. Activities include:

1. Other duties as assigned when working the windows.
2. Office work and record keeping performed off the window can be recorded in operation 558.
3. Office work and record keeping, Customer Services.
4. Assign each station or branch an individual local unit number.

Data requirement: Record work hours only.

356 DIOSS, ISS Mode, International — Export **LDC 11**

The distribution of automated outgoing international mail on the DIOSS in ISS mode. Activities at the DIOSS include: *See operation 890C activities and data requirement descriptions.*

358 Express Mail, International — Export **LDC 18**

Distribution of Express Mail.

Work hours used exclusively in the distribution and processing of international Express Mail by Mail Processing employees.

Data requirements:

- a) Work hours and Workload units are recorded in these operations.
- b) Volume required if work hours are used for this operation.

- c) Workload requires manual input (enter as NA TPH) into WebMODS and based on the number of express mailpieces.

380C Composite — VCS Keying (387—389)

LDC 15

The Video Coding System (VCS) requires keyers to input address information for images that the barcode reader (BCR) and OCR cannot resolve. The images are from flats, letters, parcels, or mixed mail volumes. The keyers can be at a plant or REC.

381C Composite — Multimode Bulky Operations (381–385)

LDC 11

The DIOSS Multimode Bulky has been modified to run in OSS, ISS, or BCS mode without changing the sort program or operation mode. Activities at the DBCS include: *See operation 890C activities and data requirement descriptions.*

381 Multimode Bulky, — Primary Outgoing

LDC 11

The DIOSS bulky processing of originating automated mail in Multimode. Machine distribution of originating letter activities include: *See operation 890C activities and data requirement descriptions.*

382 Multimode Bulky, — Secondary Outgoing

LDC 11

The DIOSS bulky processing of automated originating mail from a primary in Multimode. Machine distribution of originating secondary letter activities include: *See operation 890C activities.*

Data requirements:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects, and run time and downtime from WebEOR.

383 Multimode Bulky, Managed Mail Program Distribution — MMP

LDC 11

The DIOSS bulky processing of destinating automated mail in Multimode. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 890C activities and data requirement descriptions.*

384 Multimode Bulky, Sectional Center Facility Distribution — SCF

LDC 11

The DIOSS bulky processing of SCF automated mail in Multimode. Primary distribution of one or more 3-digit ZIP Code separations for a P&DF/C.

Machine distribution of SCF letter activities include: *See operation 890C activities and data requirement descriptions.*

385 Multimode Bulky, Primary — Incoming

LDC 11

The DIOSS Bulky processing of incoming primary automated mail in Multimode. Primary 5-digit distribution incoming mail for local zones, delivery units, firms, box sections, and other local destinations. Machine distribution of incoming primary letter activities include: *See operation 890C*

386 Multimode Bulky, Secondary — Incoming LDC 11**387 REC APPS VCS Keying LDC 15**

See operation 380C activities and data requirement descriptions.

388 REC Mixed VCS Keying LDC 15

See operation 380C activities and data requirement descriptions.

389 REC Flat VCS Keying LDC 15

See operation 380C activities and data requirement descriptions.

400C Composite — AFSM 100, ATHS (401–407)**Automated Flat Sorting Machine 100, Automatic Tray Handling System**

Work hours used by craft employees assigned to process flats on the AFSM 100 when the machine is operating in the ATHS mode. The activities include the following:

- a) Machine set up including rolling stock, flat tubs, placarding, labeling, etc.
- b) Loading flats onto the feeder consoles from flat mail carts, flat trays, pallets and other MPE used to stage mail.
- c) Clearing mail jams.
- d) Loading/unloading plastic flat mail trays onto and from the ATHS destackers.
- e) Clearing flat mail tray jams caused by ATHS.
- f) Dispatching full flat mail trays from the end of the machine during and at the completion of a run.

Data requirement:

- a) WebMODS will receive FHP, TPH, rejects, and run time and downtime from WebEOR.

401 AFSM 100, ATHS, Primary Distribution — Outgoing LDC 12

Distribution of originating flats. The following activities are included: *See operation 400C activities and data requirement descriptions.*

402 AFSM 100, ATHS, Secondary Distribution — Outgoing LDC 12

Distribution of originating flats from a primary sortation. The following activities are included: *See operation 400C activities.*

Data requirements:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects and run time and downtime from WebEOR.

403 AFSM 100, ATHS, Managed Mail Program Distribution — MMP LDC 12

Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the ADC logistics orders. Machine distribution of MMP flats activities include: *See operation 400C activities and data requirement descriptions.*

**404 AFSM 100, ATHS, Sectional Center
Facility Distribution — SCF**

LDC 12

Distribution of Incoming mail for the local service area to associate offices, stations/branches and firms.

The following activities are included: *See operation 400C activities and data requirement descriptions.*

**405 AFSM 100, ATHS, Primary Distribution —
Incoming**

LDC 12

Primary 5-digit distribution of single 3-digit of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 400C activities description.*

**406 AFSM 100, ATHS, Secondary Distribution —
Incoming**

LDC 12

Distribution to carrier route for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 400C activities description.*

407 AFSM 100, ATHS — Box Section

LDC 12

Distribution of mail to box sections. The following activities are included: *See operation 400C activities description.*

- a) WebMODS will receive FHP, TPH, rejects, and run time and downtime from WebEOR.

411 UFSM 1000, OCR Mode, Primary Distribution Outgoing LDC41

Distribution of originating flats. The following activities are included: *See operation 410C activities and data requirement descriptions.*

**412 UFSM 1000, OCR Mode, Secondary Distribution —Outgoing LDC
41**

Distribution of originating flats from a primary sortation. The following activities are included: *See operation 410C activities.*

Data requirements:

FHP is not valid for this operation.

This operation receives TPH, rejects and run time and downtime from WebEOR.

**414 UFSM 1000, OCR Mode, Sectional Center
Facility Distribution — SCF LDC 41**

Primary distribution of one or more 3-digit ZIP Code separations for a P&DF/C.

The following activities are included: *See operation 410C activities and data requirement descriptions.*

415 UFSM 1000, OCR Mode, Primary Distribution — Incoming LDC 41

Primary 5-digit distribution of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 410C activities description.*

416 UFSM 1000, OCR Mode, Secondary Distribution — Incoming LDC 41

Distribution to carrier route for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 410C activities description.*

420–427 Rural Carriers

LDC 25

Reserved for TACS use only.

428C Composite — Low Cost Universal Sorter (428–429, 938–939, 942–943)

LDC 13

Composite includes all high-speed universal sorter (HSUS) operations. It is recommended you use local units greater than 90 and rename the operation description to reflect the HSUS name. Work hours charged to this operation are specifically for the following activities:

1. Loading of trays, sacks, parcels and outsides on the conveyor tray line.
2. Removal of trays, sacks, parcels and Outsides to dispatch containers.
3. Collecting/staging containers and setting up work area.
4. Includes allied labor for this operation.

Data requirements:

- a) WebEOR will credit WebMODS with NA TPH volume for operations 428–429.
- b) WebEOR will credit WebMODS with TPH volume for operations 938–943.
- c) FHP can be credited to operations 938–939, 942–943 and entered into WebMODS.

428 LCUS Outgoing Processing

LDC 13

See operation 428C activities and data requirement descriptions.

429 LCUS Incoming Processing

LDC 13

See operation 428C activities and data requirement descriptions.

430C Composite — APBS, Barcode Read Mode (434–439)

LDC 13

Automated parcel and bundle sorter

Work hours used by craft employees engaged in the preparation, induction, distribution, and the sweeping of mail on the APBS equipment processing in barcode mode. The following activities are included: *See operation 134C activities and data requirement descriptions.*

434 APBS Outgoing Pref**LDC 13**

APBS sortation of originating preferential mail distribution in barcode read mode. The following activities are included: *See operation 134C activities and data requirement descriptions.*

435 APBS Outgoing Standard**LDC 13**

APBS sortation of originating standard mail distribution in barcode read mode. The following activities are included: *See operation 134C activities and data requirement descriptions.*

436 APBS Incoming Pref**LDC 13**

APBS sortation of incoming preferential mail distribution in barcode read mode. The following activities are included: *See operation 134C activities and data requirement descriptions.*

437 APBS Incoming Standard**LDC 13**

APBS sortation of incoming standard mail distribution in barcode read mode. The following activities are included: *See operation 134C activities and data requirement descriptions.*

438 APBS Outgoing Priority**LDC 13**

APBS sortation of originating Priority Mail in barcode read mode. The following activities are included: *See operation 134C activities.*

Data requirement: *See operation 138C.*

439 APBS Incoming Priority**LDC 13**

APBS sortation of incoming Priority Mail in barcode read mode. The following activities are included: *See operation 134C activities.*

Data requirement: *See operation 138C.*

**440C Composite — UFSM 1000,
Keying Mode (441–446)****LDC 12**

Upgraded flat sorting machine

Distribution of flat mail on the UFSM 1000, in keying mode. The UFSM 1000 is designed to handle flat mail not suitable for the AFSM 100. The following activities are included:

- a) The transport of mail to and from the operation.
- b) The transport of empty equipment to set up the operation.
- c) Opening containers.
- d) Loading of ledge/feeder with mail.
- e) Preparing machine for processing, including but not limited to, printing labels, labeling trays, distributing empty trays into racks, retrieving mail, etc.
- f) Sweeping of mail from bins.
- g) Labeling, traying and containerization of mail/trays for dispatch.
- h) Preparing containers for dispatch including placarding.
- i) The ancillary transport of mail between operations.

Data requirement:

- a) WebMODS will receive FHP, TPH, rejects, and run time and downtime from WebEOR.

441 UFSM 1000, Keying Mode,

Primary Distribution — Outgoing**LDC 12**

Distribution of originating flats. The following activities are included: *See operation 440C activities and data requirement descriptions.*

**442 UFSM 1000, Keying Mode, Secondary
Distribution — Outgoing****LDC 12**

Distribution of originating flats from a primary sortation. The following activities are included: *See operation 440C activities.*

Data requirements:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects, and run time and downtime from WebEOR.

**443 UFSM 1000, Keying Mode, Managed
Mail Program Distribution — MMP****LDC 12**

Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the ADC logistics orders. Machine distribution of MMP flats activities include: *See operation 440C activities and data requirement descriptions.*

**444 UFSM 1000, Keying Mode, Sectional
Center Facility Distribution — SCF****LDC 12**

Distribution of Incoming mail for the local service area to associate offices, stations/branches and firms.

The following activities are included: *See operation 440C activities and data requirement descriptions.*

**445 UFSM 1000, Keying Mode, Primary
Distribution — Incoming****LDC 12**

Primary distribution of single 3-digit of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 440C activities description.*

**446 UFSM 1000, Keying Mode,
Secondary Distribution — Incoming****LDC 12**

Distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 440C activities description.*

448 FSS Phase 2 Prototype**LDC 12**

[TACS system default for P&DC LDC 12: *If an employee has not been assigned a base operation number.*] Flats sequencing system delivery point sequence

Work hours used by craft employees engaged in the processing of flat into DPS on the FSS main machine. Includes the following activities:

1. Inducting dollies (of full ACTs) into and removing dollies (of empty ACTs) from dolly induct.
2. Monitoring the automated feeders.

3. Clearing mail jams.
4. Inducting carrier automated street tray racks (CASTR) (of empty street trays) into and removing CASTRs (of full street trays) from integrated tray converters (ITC).

Data requirement: Volume and work hours.

- a) Required entries in WebEOR include pieces fed, mechanical rejects, run time, and downtime.

450C Composite — UFSM 1000 Priority (450-451) LDC 12

Distribution of flat mail on the UFSM 1000, in keying mode. The UFSM 1000 is designed to handle flat mail not suitable for the AFSM 100. The following activities are included: *See operation 440C activities and data requirement descriptions.*

450 UFSM 1000 Priority Distribution — Outgoing LDC 12

Distribution of originating Priority flats. The following activities are included: *See operation 440C activities description.*

451 UFSM 1000 Priority Distribution — Incoming LDC 12

Distribution of incoming Priority flats. The following activities are included: *See operation 440C activities description.*

454 Automated Coding, Billing, Dispatching — International LDC 17

Activities directly associated with an automated billing and dispatching system for foreign outbound (i.e., destination) or foreign inbound (i.e., origin) mail, when the activities are not performed incidental to other operations. These activities include:

1. Programming support, coding and scanning and production of barcoded labels, letter bills, parcel bills, delivery bills, and related reports.
2. The scanning of international mail using the ACDCS, or when the ACDCS is used for foreign billing purposes.

Data requirement: Record work hours only.

455 Area Projects LDC 88

Work hours used on authorized area projects. Numbers are assigned by the area and can be reassigned when a project is terminated. Operations 455 is used by supervision.

Data requirement: Record work hours only.

460C Composite — AFSM 100 AI (461-467) LDC 12

Automatic Flat Sorting Machine 100 Automatic Induction

Work hours used by craft employees assigned to process flats on the AFSM 100 when the machine is operating in the AI mode. The activities include the following:

1. Machine set up including rolling stock, flat tubs, placarding, labeling, etc...
2. Monitoring automated feeders.
3. Clearing mail jams.
4. Sweeping.
5. Loading/unloading plastic flat mail trays.

6. Dispatching full flat mail trays from the end of the machine during and at the completion of a run.

Data requirement: WebMODS will receive FHP, TPH, rejects, and run time and downtime from WebEOR.

461 AFSM 100 AI, Primary Distribution — Outgoing LDC 12

Distribution of originating flats. The following activities are included: *See operation 460C activities and data requirement descriptions.*

**462 AFSM 100 AI, Secondary Distribution —
Outgoing LDC 12**

Distribution of originating flats from a primary sortation. The following activities are included: *See operation 460C activities.*

Data requirements:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects and run time and downtime from WebEOR.

**463 AFSM 100 AI, Managed Mail
Program Distribution — MMP LDC 12**

The distribution of managed mail is outlined/identified by the ADC logistics orders. Machine distribution of MMP flats activities include: *See operation 460C activities and data requirement descriptions.*

**464 AFSM 100 AI, Sectional Center
Facility Distribution — SCF LDC 12**

Distribution of Incoming mail for the local service area to associate offices, stations/branches and firms.

The following activities are included: *See operation 460C activities and data requirement descriptions.*

465 AFSM 100 AI, Primary Distribution — Incoming LDC 12

Primary 5-digit distribution of single 3-digit of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 460C activities and data requirement descriptions.*

466 AFSM 100 AI, Secondary Distribution — Incoming LDC 12

Distribution to carrier route for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 460C activities and data requirement descriptions.*

467 AFSM 100 AI — Box Section LDC 12

Distribution of mail to box sections. The following activities are included: *See operation 460C activities and data requirement descriptions.*

468 AFSM 100 Cancellations — Flats LDC 17

The AFSM 100 cancels first class flat mail as it is being processed.

Data requirement: Auto credited from WebEOR. Work hours are not valid for this operation. Work hours are charged to the distribution operation on which the flats are being cancelled.

470 Area Projects Non-Supervisory **LDC 89**

Work hours used on authorized area projects. The number is assigned by the area and can be reassigned when a project is terminated. Non-supervisory.

Data requirement: Record work hours only.

477 Voice of the Employee Survey, Supv **LDC 88**

Data requirement: Record work hours only.

480 Headquarters Projects **LDC 88**

Work hours used on authorized Headquarters projects.

1. This operation number is requested from Headquarters using Form 2396, Request for Assistance Headquarters/Area Project.
2. This request must be submitted to Network Development and Support group for approval and validation of the MODS operation number approximately two weeks before the project's effective date.
3. It is the project manager's responsibility to inform the Network Development and Support group when the expiration date for a project changes, and to issue notification to the offices involved of the operation number for the project and the effective and expiration dates of the project.
4. Operation 480 is used by supervision, and operations 510 is used by non-supervision.

Data requirement: Record work hours only.

481C Composite — Multimode Mode (481-486) **LDC 11**

DBCS Input/Output Sub-System

Automatic mode processing on the DIOSS/CIOSS.

Data requirement: *See operation 890C for activities and data requirements.*

481 Multimode O/G Primary **LDC 11**

The DIOSS/CIOSS processing of originating automated mail in Multimode. Machine distribution of originating letter activities include: *See operation 890C activities and data requirement descriptions.*

482 Multimode O/G Secondary **LDC 11**

The DIOSS/CIOSS processing of automated originating mail from a primary in Multimode. Machine distribution of originating secondary letter activities include: *See operation 890C activities.*

Data requirements:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects and run time and downtime from WebEOR.

483 Multimode MMP**LDC 11**

The DIOSS/CIOSS processing of destinating automated mail in Multimode. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 890C activities and data requirement descriptions.*

484 Multimode SCF**LDC 11**

Distribution of Incoming mail for the local service area to associate offices, stations/branches and firms.

Machine distribution of SCF letter activities include: *See operation 890C activities and data requirement descriptions.*

485 Multimode Incoming Primary**LDC 11**

The DIOSS/CIOSS processing of single 3-digit of incoming primary automated mail in Multimode. Primary 5-digit distribution of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. Machine distribution of incoming primary letter activities include: *See operation 890C activities and data requirement descriptions.*

486 Multimode Incoming Secondary**LDC 11**

The DIOSS/CIOSS processing of carrier route barcoded mail in Multimode. Distribution to carrier route for local delivery units, firms, box sections, and other local destinations. Machine distribution of carrier routed letter activities include: *See operation 890C activities and data requirement descriptions.*

487C Composite - LCREM (487, 490)**LDC 15****487 LCREM FRONT SIDE LABEL****LDC 15**

Blank labels are applied to the front side (POSTNET / IMB area) of all mailpieces fed and accepted. This mode can **ONLY** be used for POSTNET verifier errors.
Data Requirements: Auto credited from WebEOR

488C Composite - LCREM (488, 489)**LDC 11****488 LCREM LABEL ALL AND BARCODE****LDC 11**

Blank labels are applied to the front side (POSTNET / IMB area) of all mailpieces fed and accepted. In addition, an IMB or POSTNET barcode is applied to the new, blank label on all mailpieces for which the address can be read and encoded. This mode would **ONLY** be used for very large volumes of slick / shiny mail.
Data Requirements: Auto credited from WebEOR

489 LCREM LABEL AND BARCODE**LDC 11**

This mode is the same as 488 above with one exception.
Labels are applied **ONLY** to the front side (POSTNET / IMB area) of mailpieces for which the address can be read and encoded.
Data Requirements: Auto credited from WebEOR

490 LCREM BACK SIDE LABEL**LDC 15**

Blank labels are applied to the backside (ID Tag area) of all mailpieces fed and accepted.

Data Requirements: Auto credited from WebEOR

510 Headquarters Projects**LDC 89**

Work hours for non-supervision.

Work hours used on authorized Headquarters projects.

1. This operation number is requested from Headquarters using Form 2396, Request for Assistance Headquarters/Area Project.
2. This request must be submitted to Network Development and Support group for approval and validation of the MODS operation number approximately two weeks before the project's effective date.
3. It is the project manager's responsibility to inform the Network Development and Support group when the expiration date for a project changes, and to issue notification to the offices involved of the operation number for the project and the effective and expiration dates of the project.
4. Operation 480 is used by supervision, and operations 510 is used by non-supervision.

Data requirement: Record work hours only.

511 – EEO Complaint**LDC 88/89****512 – EEO Complaints Representative****LDC 88/89****513 EEO Management Representative****LDC 88/89****514 EEO Witness****LDC 88/89****515 Voice of the Employee, Craft****LDC 89**

Workhours used to complete VOE surveys.

520–529 Rural Carriers**LDC 25**

Activities associated with rural carriers.

Data requirement: Record work hours only.

530 Stand Alone Mail Prep**LDC 17****Flats sequencing system**

Work hours used by craft employees assigned to FSS SAMP unit. The SAMP includes individual preparations stations, Automated Bundle Separation Unit (ABSU), dolly maker, and flat mail tub induction. Includes the following activities:

1. Loading flat mail containers into ABSU and operation of ABSU.
2. Loading flat mail tubs into SAMP unit.
3. Supporting and performing flat mail containerization from presorted bundles and flat mail tubs into ACTs, which are loaded onto dollies.

4. Inducting dollies (of empty ACTs) into and removing dollies (of full ACTs) from Dolly Maker.

Data requirements:

- a) NA TPH volume is auto credited by WebEOR.

531,538 FSS DPS Mode

LDC 12

Flats sequencing system delivery point sequence

Work hours used by craft employees engaged in the processing of flat into DPS on the FSS main machine. Includes the following activities:

1. Inducting dollies (of full ACTs) into and removing dollies (of empty ACTs) from dolly induct.
2. Monitoring the automated feeders.
3. Clearing mail jams.
4. Inducting carrier automated street tray racks (CASTR) (of empty street trays) into and removing CASTRs (of full street trays) from integrated tray converters (ITC).

Data requirement: Volume and work hours.

- a) Required entries in WebEOR include pieces fed, mechanical rejects, run time, and downtime. WebEOR records TPF and FHP and will credit WebMODS

539 Waste Mail Verification

LDC 49

Work hours used in CFS operations for CFS-generated waste mail verification

Data requirement: Record work hours only.

540 Miscellaneous Finance Activities (Finance Employees)

LDC

56/50

Work hours used for Finance activities that cannot be classified into another existing operation. Includes hours for treatment in medical unit, first aid, civil defense activities, and consultation with the Human Resources section.

Data requirement: Record work hours only.

541 Miscellaneous Human Resources Activities (Human Resources Employees)

LDC

61/60

Work hours used for the personnel section of Human Resources and other activities that are performed in the processing centers.

Data requirement: Record work hours only.

542 Insured, COD, and Customs

LDC 48

Work hours of Customer Service employees assigned exclusively to the handling of insured, COD, and Customs mail. Do not charge time used on the platform and at other points in the incidental handling of this type of mail to this operation, but will be charged to the operation in which the incidental handling occurred.

Data requirement: Record work hours only.

544 Cages Serving Carriers

LDC 48

Work hours of Customer Service employees working in accountables cages serving carriers, administration or record keeping in support of delivery services at the station or branch.

Data requirement: Record work hours only.

545 Foreign Mails

LDC 18

Work hours of employees engaged in non-distribution functions connected with processing foreign mail. This operation is used only at international exchange Post Offices. All distribution of foreign mails is charged to the appropriate distribution operation.

Data requirement: Record work hours only.

547 Scheme Examiners

LDC 18

Work hours of employees performing On-The-Job instruction.

Data requirement: Record work hours only.

548 Employees Detailed to Mail Order/Publication Houses

LDC 18

Work hours of employees detailed to mail order houses to distribute and dispatch mail.

Data requirement: Record work hours only.

549 Empty Equipment Processing

LDC 18

Work hours of Mail Processing employees involved in the following activities:

1. Transporting, loading, and unloading empty equipment such as trays, hampers, pallets, sacks, and containers into/from storage areas for use by an associate office or postal customer.
2. Inventorying empty equipment storage areas for determining equipment needs, as required.
3. Setting up empty equipment racks to segregate sacks by type and to bundle, label, tie, and ship sacks to concentration centers, associate offices, or postal customers. The examination of sacks and parcels for mail content must be performed and charged to the operation generating them and not to this number.

Note: This operation is only authorized at those offices that receive and dispatch empty equipment to and from concentration centers, associate offices, or postal customers.

Data requirement: Record work hours only.

550 Presort Verification

LDC 79

Non-supervisor work hours of Mail Processing employees used to verify that mail meets presort and other preparation requirements. *See operation 001 for activities and data requirement.*

551 Inquiry and Claims 75/70

LDC

Supervisor and non-supervisor work hours of Marketing and Communications employees who are accepting and processing claims and responding to customer inquiries of claims and dead mail. Do not charge the handling of claims, inquiries, and so forth that are incidental to other operations to this operation.

Data requirement: Record work hours only.

**554 Office Work and Record Keeping —
Mail Processing LDC 18**

Office work and record keeping include the following activities:

1. Work hours of employees performing record keeping or clerical work that cannot be classified in another operation.
2. Do not record any such work performed incidental to another operation under this operation.
3. Charge correction of schemes and schedules to this number when performed as a primary assignment.

Data requirement: Record work hours only.

**557 Office Work and Record Keeping —
Human Resources LDC
62/60**

Office work and record keeping include the following activities:

1. Work hours of employees performing record keeping or clerical work that cannot be classified in another operation.
2. Do not record any such work performed incidental to another operation under this operation.

Data requirement: Record work hours only.

**558 Office Work and Record Keeping —
Customer Services LDC
48/40**

Work hours of Customer Services employees at stations/branches who are filing receipts, maintaining required records, preparing reports, timekeeping, resolving personnel matters, and other general administrative duties related to retail Customer Services activities.

Data requirement: Record work hours only.

560 Miscellaneous Mail Processing Activities LDC 18

[TACS system default for NDC LDC 18: If an employee has not been assigned a base operation number.]

Work hours used for Mail Processing activities that cannot be classified into another existing operation. Includes hours for sign painting, drafting and arts, moving equipment labeling cases, clearing mail chutes in public buildings, treatment in the medical unit, first aid, civil defense activities, guide duty, and consultations with Human Resources section.

Data requirement: Record work hours only.

**565 Work Hour Default, Function 1 — WebMODS LDC
18/10**

The WebMODS application will automatically credit operation 565 and LDC 18 (Non-supervisory) or LDC 10 (Supervisory) with work hours for any MODS operation number that is not valid for the mail processing facility (finance number). Operation numbers are assigned to specific MODS

facility types. Each site can correct the errors within TACS prior to the TACS cutoff or after the 11th day within WebMODS's Work Hours Reassignment function. Sites have 60 days to correct these in WebMODS. Once the error occurs in WebMODS, they will be recorded in operation 565 until corrected through TACS or WebMODS.

Note: Work hours charged to this operation number will be a review item during a MODS audit.

Data requirements:

- a) Record work hours only.
- b) WebMODS Function 1 TACS errors that are not corrected are assigned in WebMODS to this operation.
- c) Operations must review and correct errors to reduce work hours charged to this default operation.

566 Training Instructors

LDC 65

Work hours of instructors devoted to training other employees. Do not include the time employees engaged in production work where the training is only incidental to their regular duties.

Data requirement: Record work hours only.

567 Craft Relocation

LDC18

568 Window Service — Main Office

LDC 45

Work hours of employees performing window service at the main office. Include the hours for window service that are not incidental to another operation. This includes other duties as assigned when working on the windows. This operation does not include:

1. Office work and record keeping performed off the window (see operation 558).
2. Window clerks setting meters in customer facilities.

Data requirement: Record work hours only.

570 Administrative Services — Supply Section

LDC

82/81

Supervisor and non-supervisor work hours used in the supply section, including photocopy/high volume printing operation.

Data requirement: Record work hours only.

571 Executive Section

LDC

82/81

Supervisor and non-supervisor work hours used by those who report directly to the postmaster or installation head include the following:

1. Employees such as the postal information officer and others reporting to the postmaster/installation head.
2. Does not include work hours of functional managers.

Data requirement: Record work hours only.

572 Personnel Section

LDC

62/60

Supervisor and non-supervisor work hours used in personnel functions includes:

1. Employees working in the medical unit.
2. All doctors and non-bargaining unit nurses must use this operation number.

Data requirement: Record work hours only.

573C Composite — Indirect — International (575, 580)

LDC 18

Indirect mail processing activities involving foreign mails.

Data requirement: Record work hours only.

575 Surface Air Lift and Express Mail — International LDC 18

Activities related to processing International Surface Air Lift™ (ISAL) and Express Mail International Service (EMS):

1. Work hours used exclusively in the receipt, distribution, processing, and billing of EMS by mail distribution employees, including Electronic Marketing Reporting System (EMRS) data entry.
2. Work hours used exclusively in the receipt, documentation, processing, and billing of foreign outbound (destination) ISAL mail.

Data requirement: Record work hours only.

580 Insured and Returned Parcels — International

LDC 18

This operation includes the following activities:

1. Verifying and counting foreign inbound (origin) insured parcels against the related CP-11 (Parcel Bill) or CP-20 (Air Parcel Post), when this activity is performed separately from, and not merely incidentally to, the dumping or distribution of this mail. Includes the reconstruction of missing parcel bills.
2. Verifying, rating, and distributing foreign outbound (origin) and foreign inbound (U.S. origin) return or rebut parcels, or redirected parcels, including the following activities:

For outbound parcels:

- a) Inspecting the parcel to determine disposition.
- b) Removing CF Form 3419, Mail Entry — Customs, from the parcel and forwarding the forms to the U.S. Customs Service.
- c) Preparing the return parcel bill to include individual recording of the calculation of the appropriate outward land, sea, and transit land rates, and presentation to Customs and storage changes.
- d) Pouching the parcels and, at time of dispatch, summarizing the entries on the return parcel bill.

For inbound parcels:

- a) Obtaining all relevant parcel bills and Forms CP-25, Statement of Changes, prepared by the returning administration.
- b) Verifying the reason for return and the changes due the returning or redirecting administration for each parcel, against the parcel bill and related statement of changes.
- c) Preparing Form 2993, Returned or Redirected Parcel, to be affixed to the address side of each parcel being returned to a U.S. sender, to include sender's ZIP Code, U.S. return exchange office, dispatch number, and the changes due (to be collected from the sender

at time of delivery), taking into account the elements, standards, and limitations permitted for the change on each line of the form.

- d) Forwarding the return parcels for distribution with other inbound parcels.

Data requirement: Record work hours only.

581 Industrial Engineering

LDC 03

Non-supervisor work hours used by the industrial engineer and others assigned to this activity in the processing centers, such as In-Plant Support staff except Quality Improvement personnel.

Data requirement: Record work hours only.

582 Quality Improvement

LDC 02

Supervisor and non-supervisor work hours used in the quality control activities and others assigned to this activity.

Data requirement: Record work hours only.

585 Registry Section

LDC 18

Non-supervisor work hours used in processing registered mail. Do not include work hours incidental to window service or the handling of registers with other operations.

Data requirement: Workload is required if work hours are used for this operation. Record mail distributed from this operation. To determine the total of all pieces distributed, use Form 3854 and/or Form 3854A for each tour.

591 ODIS, Finance and Plan Employee

LDC

57/50

Supervisor and non-supervisor work hours of finance employees involved in C/RA data collection activities. This involves administration of C/RA tests and edit and review of C/RA documents, and processing of all related forms.

Data requirement: Record work hours only.

592 C/RA, Finance and Plan Employee

LDC

57/50

Cost ascertainment

Supervisor and non-supervisor work hours of finance employees involved in C/RA data collection activities. This involves administration of C/RA tests and edit and review of C/RA documents, and processing of all related forms.

Data requirement: Record work hours only.

593 Environmental Manager

LDC

07/01

Data requirement: Record work hours only.

594 Address Information Systems

LDC

04/01

Supervisor and non-supervisor work hours of Operations Support employees involved in the maintenance and quality control of the ZIP+4 address information system.

The maintenance of this system includes the following activities:

1. Establishing procedures to receive changes from associate offices and delivery units reporting directly to districts.
2. Verifying information received to ensure completeness and accuracy.
3. Translating data onto coding sheets according to the conventions of the system being maintained.
4. Forwarding completed coding sheets to National ZIP Code Data Site.
5. Verifying updates received from the National ZIP Code Data Site.
6. Contacting associate offices and delivery units to resolve discrepancies.
7. Maintaining sector/segment printouts and ZIP Code maps for district area.
8. Performing frequent quality checks of updated data.
9. Performing onsite audits related to ZIP Code and ZIP+4 programs at associate offices, stations, and branches, and contacting the delivery unit managers to correct deficiencies immediately.
10. Assigning 4-digit ZIP Code add-ons for addresses within the district and notifying customers.
11. Compiling necessary reports.

Data requirement: Record work hours only.

599 Manager, Finance LDC 50

Management work hours only.

600 Manager, Human Resources LDC 60

Management work hours only.

601 Manager, Customer Services Support LDC 70

Management work hours only.

602 Manager, Administrative Services LDC 81

Management work hours only.

603 Institutional Standby – Mail Processing LDC
10/18

This operation is used to record workhours for both supervisory and non-supervisory employees associated with recurring events that exceed a full day. Examples include but are not limited to: Insufficient work due to bid realignments resulting in excess employees for the day; Long term volume changes resulting in excess employees for the day.

Data requirement: Record work hours only.

604 Institutional Standby – Delivery LDC 20/21

This operation is used to record workhours for both supervisory and non-supervisory employees associated with recurring events that exceed a full day. Examples include but are not limited to: Insufficient work due to bid realignments resulting in excess employees for the day; Long term volume changes resulting in excess employees for the day.

Data requirement: Record work hours only.

605 Institutional Standby – Mail Processing **LDC**
30/34

This operation is used to record workhours for both supervisory and non-supervisory employees associated with recurring events that exceed a full day. Examples include but are not limited to: Insufficient work due to bid realignments resulting in excess employees for the day; Long term volume changes resulting in excess employees for the day.

Data requirement: Record work hours only.

606 Institutional Standby – Customer Service **LDC**
40/48

This operation is used to record workhours for both supervisory and non-supervisory employees associated with recurring events that exceed a full day. Examples include but are not limited to: Insufficient work due to bid realignments resulting in excess employees for the day; Long term volume changes resulting in excess employees for the day.

Data requirement: Record work hours only.

607 Steward Time, Clerk — Mail Processing **LDC 18**

Non-supervisor work hours of certified union stewards during their scheduled tour for investigating, presenting, and adjusting grievances as authorized by the applicable collective bargaining agreement.

Data requirement: Record work hours only.

608 Steward Time, Clerk — Customer Services **LDC 48**

See operation 607 activities and data requirement descriptions.

610 Steward Time, Clerk — Finance **LDC 56**

See operation 607 activities and data requirement descriptions.

611 Steward Time, Clerk — Human Resources **LDC 61**

See operation 607 activities and data requirement descriptions.

612 Steward Time, Mail Handler — Mail Processing **LDC 18**

See operation 607 activities and data requirement descriptions.

613 Steward Time — Carriers **LDC 21**

See operation 607 activities and data requirement descriptions.

614 Standby — PVS Operations **LDC 34**

Work hours of PVS drivers who are kept on the clock, but are idle as a result of:

1. No scheduled work assignment.
2. Waiting for a work assignment to be assigned to move mail or mail transport equipment.
3. Unplanned events such as equipment or communication breakdowns, storms, power failures, lack of workload.

4. This does not apply to temporary equipment breakdowns of 10 minutes or less.

Data requirement: Record work hours only.

615 Steward Time — Vehicle Services **LDC 31**

See operation 607 activities and data requirement descriptions.

616 Steward Time — Maintenance **LDC 39**

See operation 607 activities and data requirement descriptions.

617 Steward Time — Vehicle Operators **LDC 31**

See operation 607 activities and data requirement descriptions.

618C Composite — Low Cost Tray Sorter (618-619) **LDC 13**

The work hours charged to this operation are specifically for the following tasks:

1. Loading of letter and flat trays on to the conveyor tray line.
2. Removal of letter and flat trays to dispatch containers
3. Collecting/staging containers and setting up work area
4. Includes allied labor for this operation.

Data requirement: Record the number of letter trays and/or flat tubs, as well as run time and downtime in WebEOR. WebEOR will auto credit WebMODS with NA TPH.

618 Low Cost Tray Sorter Outgoing **LDC 13**

See operation 618C activities and data requirement descriptions.

619 Low Cost Tray Sorter Incoming **LDC 13**

See operation 618C activities and data requirement descriptions.

620 Travel Time — Mail Processing **LDC**
18/10

Work hours used for compensable travel time of employees on the clock during the following:

[Providing the travel occurs within the employee's established hours of service on both scheduled and nonscheduled days.]

1. Travel from job site to job site.
2. Local travel.
3. Travel to another city and back within 1 service day.
4. Travel away from home overnight.
5. Transferring between buildings or floors of the same building.
6. Does not include travel from the office to carrier delivery routes or travel between units (operations or work centers) on the same floor (see Handbook F 21, Time and Attendance, for rules regarding compensable travel).

Data requirement: Record work hours only.

621 Travel Time — Customer Services **LDC**
48/40

See operation 620C activities and data requirement descriptions.

622 Travel Time — Delivery Services **LDC**
21/20

See operation 620C activities and data requirement descriptions.

623 Travel Time — Finance **LDC**
56/50

See operation 620C activities and data requirement descriptions.

**624 Travel Time — Operations Maintenance,
 Plant and Equipment** **LDC**
39/35

See operation 620C activities and data requirement descriptions.

625 Mechanized NMO Distribution **LDC 13**

Non-machinable outsides

This operation is used in the NDCs for loading, dumping, orienting, and keying in the distribution of non-machinable outside parcel post through the use of non-machinable outside parcel sorting machines.

Notes:

- a) Operation 625 includes work hours in manual distribution at the run-offs.
- b) Includes work hours for all containerization and dispatching.

Data requirements:

- a) This operation receives FHP as applicable.
- b) The FHP must be manually entered into Web MODS.
- c) FHP will be counted as the pieces fed count less rejects and SHP volume.
- d) Workload volumes are recorded as TPH volume.
- e) Required entries in WebEOR include pieces fed, mechanical rejects.

626 Steward Duty - PPO **LDC 82**

628C Composite Robotics (628-629) **LDC 13**

The work hours charged to this operation are specifically for the following tasks:

1. Loading of letter and flat trays on to the conveyor tray line.
2. Removal of letter and flat trays to dispatch containers.
3. Collecting/staging containers and setting up work area.
4. Includes allied labor for this operation.

Data requirement: Record the number of mail containers (letter or flat trays), as well as run time. WebEOR credits WebMODS with NA TPH

628 Robotics — Outgoing **LDC 13**

See operation 628C activities and data requirement descriptions.

629 Robotics — Incoming**LDC 13***See operation 628C activities and data requirement descriptions.***630 Meeting Time — Mail Processing
18/10****LDC**

Work hours of employees attending meetings, conferences, hearings, and so forth, when such time is authorized by the official in charge of the installation. Time spent in informal operational meetings such as safety talks, stand up sessions, etc., conducted on the workroom floor is not considered meeting time, and those hours are charged to the operations on the workroom floor.

Data requirement: Record work hours only.

**631 Meeting Time — Customer Services
48/40****LDC***See operation 630 activities and data requirement descriptions.***632 Meeting Time — Delivery Services
21/20****LDC***See operation 630 activities and data requirement descriptions.***633 Other Timekeeping****LDC 58**

Work hours of finance employees involved in the support of TACS.

Data requirement: Record work hours only.

637 Merchandise Return Service**LDC 42**

Work hours associated with the identification of Merchandise Return Service by permit number, counting, weighing and rating, dispatch, customer account maintenance and other tasks associated with the processing of this service in F4 operations.

Data requirement: Record work hours only.

**638 Premium Forwarding Service/Express
or Priority Reshipment****LDC 48**

Work hours associated with the processing of Premium Forwarding Service (PFS) or Reshipment, including but not limited to collecting mail to be forwarded, packaging shipments, weighing, rating, tracking, scanning, and dispatch of mailpieces in F4 operations. Do not charge time used in the incidental handling of this type of workload to this operation, but should be charged to the operation in which the incidental handling occurred.

Data requirement: Record work hours only.

639 Business Reply Mail**LDC 42**

Work hours associated with the identification of Business Reply Mail (BRM) by permit number, counting, weighing and rating, dispatch, customer account maintenance and other tasks associated with the processing of this service in F4 operations.

Data requirement: Record work hours only.

640 Collections**LDC 48**

Work hours used by F4 employees that are associated with the pickup of mail from lobby drops or collection boxes, located at the employees work location, as scheduled to meet processing and dispatch requirements. Do not charge time used in the incidental handling of this type of workload to this operation, but should be charged to the operation in which the incidental handling occurred.

Data requirement: Record work hours only.

643 Injury Compensation LDC 66

Work hours of human resource employees involved in the support of injury compensation activities.

644 Bulk Mail Acceptance LDC 48

Work hours used by F4 employees to accept and verify mailings, customer account maintenance, and other tasks associated with the processing of mailings that are accepted in a delivery unit other than BMEU locations.

Data requirement: Record work hours only.

645 Production and Planning, Logistics and Transportation LDC 05

Supervisor and non-supervisor work hours of Operations Support employees involved in support of logistics and transportation activities.

Data requirement: Record work hours only.

646 Delivery Service Analyst LDC 09

Supervisor and non-supervisor work hours of Operations Support employees involved in delivery and retail programs activities including the following:

1. Delivery and vehicle programs specialist.
2. Delivery and vehicle programs analysts.
3. Delivery service analysts.
4. Retail programs specialists.
5. Also includes the Operations Mail activities.

Data requirement: Record work hours only.

647 VOMA Support LDC 33

Vehicle operations maintenance assistant (VOMA)

Supervisor and non-supervisor work hours of Operations Maintenance employees assigned to VOMA positions.

Data requirement: Record work hours only.

648 Information Systems LDC 84

Supervisor and non-supervisor work hours of employees involved in the maintenance, analysis, validation, coordination, or distribution of local and/or national information systems.

Data requirement: Record work hours only.

649 Parcel Return Service/Bulk Parcel Return Service LDC 42

Work hours associated with the staging, scanning, and dispatching of Parcel Return Service (PRS) packages in F4 operations. Do not charge time used in the incidental handling of this type of

workload to this operation, but should be charged to the operation in which the incidental handling occurred.

Data requirement: Record work hours only.

650 Budget and Financial Analysis **LDC 54**

Supervisor and non-supervisor work hours of Finance employees involved in the preparation, tracking, and control financial budgets and all financial analysis activities.

Data requirement: Record work hours only.

652 Labor Relations activities **LDC 61**

Supervisor and non-supervisor work hours of Human Resources employees involved in office work and record keeping and miscellaneous labor relations activities.

Data requirement: Record work hours only.

653 Safety and Health **LDC 63**

Supervisor and non-supervisor work hours of Human Resources employees involved in injury compensation or safety and health programs, including bargaining unit nurses.

Data requirement: Record work hours only.

654 EEO/Affirmative Action **LDC 64**

Supervisor and non-supervisor work hours of Human Resources employees involved in Equal Employment Opportunity and affirmative action programs.

Data requirement: Record work hours only.

655 Supervision, Business Mail Entry **LDC 70**

Work hours of supervisors involved in business mail activities.

Data requirement: Record work hours only.

656 Commercial Sales and Account Management **LDC 71**

Supervisor and non-supervisor work hours of commercial account representatives and others assigned to this activity.

Data requirement: Record work hours only.

657 Postal Business Centers **LDC 72**

Supervisor and non-supervisor work hours of employees who provide technical support to commercial sales and marketing activities as well as those who provide product training and support to postal personnel and customers.

Includes work hours for the following:

1. Commercial programs specialist.
2. Sales information and promotion specialist.
3. Express Mail coordinator.

Data requirement: Record work hours only.

658 Expedited Mail Service **LDC 73**

Supervisor and non-supervisor work hours of employees who provide support to merchandising programs, sales promotion, telemarketing, and group selling. Includes hours of the sales information specialist and sales promotion specialists.

Data requirement: Record work hours only.

659 Retail Marketing

LDC 74

Supervisor and non-supervisor work hours of employees who provide support to public and employee communications activities.

Data requirement: Record work hours only.

660 Mailing Requirements and Business Mail Entry

LDC 79

Supervisor and non-supervisor work hours of employees who are accepting and processing mailing permits and responding to customer inquiries of mailing requirements.

Data requirement: Record work hours only.

661 Customer Care Centers

LDC 70/76

Supervisor and non-supervisor work hours of employees who are responding to customer complaints, inquiries, and suggestions. Employees with daily customer contact, such as window clerks and carriers, are not to use this operation regardless of the number of hours involved.

Data requirement: Record work hours only.

662 Accountable Paper

LDC 77

Supervisor and non-supervisor work hours of employees involved in the receipt, storage, and distribution of accountable paper within an installation designated to distribute accountable paper.

Data requirement: Record work hours only.

663 Administrative and Clerical — Customer Services Support

LDC 78

Supervisor and non-supervisor work hours of employees involved in miscellaneous office work and record keeping for the Customer Services Support function. Also includes the record keeping and paperwork required by the Express Mail® program.

Data requirement: Record work hours only.

664 - Remote Forwarding System - RFS

LDC 48

665 Administrative and Clerical — Administration

LDC 82

Non-supervisor work hours of Administration employees involved in clerical and administrative functions who report to the postmaster or installation head, or those who report directly to the postmaster or installation head.

Data requirement: Record work hours only.

666 Purchasing

LDC 83

Supervisor and non-supervisor work hours of Administration employees involved in procurement and contractual activities.

Data requirement: Record work hours only.

667 CFS Miscellaneous Support **LDC 49**

Work hours used in CFS operations for miscellaneous support tasks.

Data requirement: Record work hours only.

**668 Administrative and Clerical —
Operations Support** **LDC 08**

Supervisor and non-supervisor work hours of Operations Support employees involved in miscellaneous office work and record keeping.

Data requirement: Record work hours only.

670 Facilities **LDC 85**

Supervisor and non-supervisor work hours of Administration employees involved in miscellaneous office work and record keeping in support of facilities activities.

Data requirement: Record work hours only.

671 Postmasters or Installation Heads **LDC 80**

Work hours of postmaster and/or installation head.

Data requirement: Record work hours only.

678 Admin and Clerical — Area Stations **LDC 48**

Supervisor and non-supervisor work hours of employees involved in miscellaneous office work and record keeping.

Data requirement: Record work hours only.

**679 Admin and Clerical — Transportation
and Networks** **LDC**
31/30

See operation 678 activities and data requirement descriptions.

**680 Admin and Clerical — Plant and
Equipment Maintenance** **LDC 39**

See operation 678 activities and data requirement descriptions.

**683 Admin and Clerical —
Accounting Services** **LDC 52**

See operation 678 activities and data requirement descriptions.

**685 Admin and Clerical —
Postal Systems Coordinators** **LDC 55**

See operation 678 activities and data requirement descriptions.

688 CFS Dispatch **LDC 49**

Work hours used in CFS operations for the dispatch of all processed non-machinable and machinable pieces to the P&DC for outgoing processing.

Data Requirement: Record work hours only.

703 Supervisor, Finance **LDC 50**

Management work hours only.

705 Supervisor, Delivery Services **LDC 20**

Work hours of supervisors used entirely for delivery and collection service activities. Does not include hours used in route examination activities.

Data requirement: Record work hours only.

706 Supervisor/Manager, Customer Services **LDC 40**

Work hours of supervisors used entirely for supervising Customer Services clerks.

Data requirement: Record work hours only.

707 Supervisor/Manager, Route Examination **LDC 20**

Work hours of supervisors used entirely for route examination activities.

Data requirement: Record work hours only.

**708 Supervisor/Manager, All Other
Delivery/Customer Services** **LDC 20**

Work hours for supervisors who are supervising employees performing delivery and Customer Services activities. Use operation 708 when hours cannot be charged to operations 705, 706, or 707 for the entire day.

Data requirement: Record work hours only.

709 Routers **LDC 29**

Work hours used by delivery service employees assigned to router positions, responsible for casing mail for more than one delivery assignment.

Data requirement: Record work hours only.

712 Router PM Office Time **LDC 29**

Work hours used by delivery service employees assigned to router positions, responsible for casing mail for more than one delivery assignment.

Data requirement: Record work hours only.

713- 714, 717-722, 727-730 City Delivery Carriers

Work hours of carrier employees used to case and deliver mail on city delivery regular and auxiliary letter routes, both office and street hours. Do not include router hours and combination routes. Charge work hours according to the type of route and whether it is office time or street time.

Data requirement: Record work hours only.

**713 City Delivery Carriers, VIM Route — Street
22/20** **LDC**

Work hours of carrier employees used to deliver mail on city delivery regular and auxiliary letter routes, street hours. Do not include router hours and combination routes.

Data requirement: Record work hours only.

**714 City Delivery Carriers, VIM Route — Office
21/20** **LDC**

Work hours of carrier employees used to case mail on city delivery regular and auxiliary letter routes, office hours. Do not include router hours and combination routes.

Data requirement: Record work hours only.

**717 City Delivery Carriers, Business — Street
22/20** **LDC**

See operation 713 activities and data requirement descriptions.

**718 City Delivery Carriers, Business — Office
21/20** **LDC**

See operation 714 activities and data requirement descriptions.

**719 City Delivery Carriers, Residential
Foot — Street
22/20** **LDC**

See operation 713 activities and data requirement descriptions.

**720 City Delivery Carriers, Residential
Foot — Office
21/20** **LDC**

See operation 714 activities and data requirement descriptions.

**721 City Delivery Carriers, Residential
Motorized — Street
22/20** **LDC**

See operation 713 activities and data requirement descriptions.

**722 City Delivery Carriers, Residential
Motorized — Office
21/20** **LDC**

See operation 714 activities and data requirement descriptions.

**727 City Delivery Carriers
Mixed Foot — Street
22/20** **LDC**

See operation 713 activities and data requirement descriptions.

**728 City Delivery Carriers
Mixed Foot — Office
21/20** **LDC**

See operation 713 activities and data requirement descriptions.

729 City Delivery Carriers
Mixed Motorized — Street **LDC**
22/20

See operation 713 activities and data requirement descriptions.

730 City Delivery Carriers
Mixed Motorized — Office **LDC**
21/20

See operation 714 activities and data requirement descriptions.

731 Collection — Street **LDC**
27/20

Street work hours of carrier employees used to provide regular and Express Mail collection service. Does not include combination routes and hours used in collection of mail on city delivery routes.

Data requirement: Record work hours only.

732 Collection — Office **LDC**
27/20

Office work hours of carrier employees used to provide regular and Express Mail collection service. Does not include combination routes and hours used in collection of mail on city delivery routes.

Data requirement: Record work hours only.

733 Parcel Post — Street **LDC**
23/20

Street work hours of carriers used for the delivery of parcel post routes.

Data requirement: Record work hours only.

734 Parcel Post — Office **LDC**
23/20

Office work hours of carriers used for the delivery of parcel post routes.

Data requirement: Record work hours only.

735 Relay Carrier — Street **LDC**
23/20

Street work hours of carriers used for the delivery of relay routes.

Data requirement: Record work hours only.

736 Relay Carrier — Office **LDC**
23/20

Office work hours of carriers used for the delivery of relay routes.

Data requirement: Record work hours only.

737 Combination — Street **LDC**
23/20

Street work hours of carriers used for the delivery of combination routes. Includes those portions of combination routes that are letter delivery or collection related.

Data requirement: Record work hours only.

738 Combination — Office **LDC**
23/20

Office work hours of carriers used for the delivery of combination routes. Includes those portions of combination routes that are letter delivery or collection related.

Data requirement: Record work hours only.

739 Carrier Drivers — Street **LDC**
23/20

Street work hours of carriers used for the delivery of intra/inter city runs other than those made by motor vehicle operators.

Data requirement: Record work hours only.

740 Carrier Drivers — Office **LDC**
23/20

Office work hours of carriers used for the delivery of intra/inter city runs other than those made by motor vehicle operators.

Data requirement: Record work hours only.

742 Miscellaneous — Customer Service **LDC**
48/40

Work hours used for Customer Service activities that cannot be classified into another existing operation. Includes hours for moving equipment, labeling cases, treatment in the medical unit, first aid, civil defense activities, guide duty, and consultations with Human Resources section. Supervisor work hours input to this operation will default to operation 706.

Data requirement: Record work hours only.

743 Carrier Customer Service Activities **LDC 26**

Delivery activities supporting carrier case labeling and AMS-related activities.

Data requirement: Record work hours only.

744 PM Carrier Office Time **LDC 21**

Work hours used to capture office time of carriers after they have returned back into the office.

Data requirement: Record work hours only.

745 Maintenance Operations Support **LDC 39**

Non-supervisor work hours of Operations Maintenance employees involved in maintenance control, work scheduling, record keeping, inventory control, etc. Includes activities performed by personnel in the maintenance control sections and in the tools and parts stockrooms.

Data requirement: Record work hours only.

747 Maintenance — Building Services

LDC 38

Non-supervisor work hours of Operations Maintenance employees involved in custodial activities and protective services provided by maintenance employees in those buildings requiring guards in which Inspection Service Security Force personnel have not been authorized.

Data requirement: Record work hours only.

748 Custodial Per MOU

LDC 38

750 Maintenance — Postal Operating Equipment

LDC 36

Non-supervisor work hours of Operations Maintenance employees involved in all activities devoted to both fixed and non-fixed mail processing equipment, postal scales (BMEU/Customer Service), lobby and SSPC stamp vending equipment, and all other equipment that is uniquely designed and deployed for mail handling or other proprietary postal functions.

Data requirement: Record work hours only.

753 Maintenance — Building and Plant Equipment

LDC 37

Non-supervisor work hours of Operations Maintenance employees involved in all building maintenance activities and all activities devoted to the maintenance of building utilities, heating, air conditioning, lighting, and other plant equipment. Also includes any activities devoted to the maintenance of conventional support equipment such as clocks, typewriters, office furniture, and so forth.

Data requirement: Record work hours only.

755 Delivery BCS Servicing

LDC 18

Data requirement: Record work hours only.

756 TACS Function 4 Default 48/40

LDC

Reports on invalid WebMODS work hours.

Data requirements:

- a) Record work hours only.
- b) WebMODS Function 4 TACS errors that are not corrected are assigned in WebMODS to this operation.

757 City Employees on Rural Routes

LDC 25

Work hours of rural carriers, substitute, associate, and auxiliary rural carriers, and clerical and city delivery employees temporarily working on a rural route.

Data requirement: Record work hours only.

758 Manager, Transportation Networks

LDC 30

Data requirement: Record work hours only.

759 Supervisor, Transportation Operations **LDC 30**

Data requirement: Record work hours only.

760 Manager, Vehicle Maintenance **LDC 30**

Data requirement: Record work hours only.

761 Repair — General Maintenance **LDC**
32/30

Work hours of Operations Maintenance employees involved in the following vehicle services activities:

1. The repair of postal vehicles.
2. The removal and installation of individual parts or major component parts.
3. The diagnosing and resolving mechanical and electrical problems, adjustments, and tune up.
4. Conducting road tests and operating testing equipment.
5. Performing routine services incidental to the proper maintenance of postal vehicles.
6. Lubricating vehicles, changing tires, filters, and oil; washing and fueling vehicles; and cleaning of the maintenance facility.

Data requirement: Record work hours only.

763 Vehicle Maintenance Facility **LDC 31**

Administrative and clerical support of the vehicle maintenance facility (VMF).

764 Motor Vehicle Services **LDC 31**

Administrative and clerical support of motor vehicle services (MVS).

765 Motor Vehicle Operators **LDC**
34/30

Data requirement: Record work hours only.

766 Tractor Trailer Operators **LDC**
34/30

Data requirement: Record work hours only.

767 Express Mail Delivery **LDC 23**

768 City Carrier — Tertiary Distribution **LDC 28**

Work hours of employees performing tertiary distribution of carrier mail.

Data requirement: Record work hours only.

769 Box Section — Stations or Branches **LDC**
44/40

The distribution of preferential and Standard Mail letters, flats and parcel post to box sections or boxes in a station or branch within the reporting finance number. Includes the following activities:

1. Distribution of Post Office box mail to a totally dedicated box mail distribution case or to the actual Post Office box.
2. Hours used for distribution performed in detached Post Office box units.
3. Use local unit numbers, and within WebMODS rename the operation description with the ZIP Code or office name for each station or branch.

Note:

- a) Charge window service incidental to box section activities, opening and closing Post Office boxes, placing notices in boxes, forwarding box mail, etc., to this operation only if performed by distribution personnel.

Data requirements:

- a) This operation can only receive a TPH count.
- b) Input volume into WebMODS using linear conversion rates.
- c) IPPs are not included in the volume count.

770 Supervisor, RBCS Systems Administrator **LDC 10**

Data requirement: Record work hours only.

775 RBCS Keying **LDC 15**

Data requirement: Record letter VCS images as NA TPH counts in this operation.

776 Letter Mail Labeling Machine [LMLM] **LDC 15**

Data requirements:

- a) Volume required if work hours are used for this operation.
- b) Data provided by run reports should be entered in WebEOR.
- c) WebMODS will report this volume as NA TPH.

777 Incoming Letters Flowed to Route/Box

778 Incoming Flats Flowed to Route/Box

779 RBCS Group Leader **LDC 15**

Work hours used in the RECs to support but not limited to the following activities:

1. Activities related to the hiring of new employees.
2. Training — Orientation, computer-based interactive training (CBIT), other training duties.
3. Keyer Performance Evaluation Reviews — Including edits.
4. Administrative support duties as assigned by management.

Data requirement: Record only work hours.

780 Training — Operations Support **LDC 90**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

781 Training — Mail Processing **LDC 91**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training and on-the-clock scheme study.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

782 Training — Delivery Services **LDC 92**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

783 Training — Plant and Equipment Maintenance **LDC 93**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

784 Training — Customer Services **LDC 94**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training and on-the-clock scheme study.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

785 Training — Finance **LDC 95**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

786 Training — Human Resources **LDC 96**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

787 Training — Customer Services Support **LDC 97**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

788 Training — Administration **LDC 98**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

789 Training — Vehicle Services **LDC 93**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

790 Standby Maintenance Institutional **LDC 39**

791 CFS — Mail Prep **LDC 49**

Work hours used in CFS operations for the prepping of all incoming mailpieces and incoming Change of Address (COA) forms.

Data requirement: Record work hours only.

792 Load/Sweep Flats Forwarding Terminal **LDC 49**

Work hours used in CFS operations for the loading and sweeping of mail processed on the Flats Forwarding Terminal.

Data requirement: Record work hours only.

793 Express Mail — Other Activities **LDC 18**

Work hours used exclusively in other activities associated with Express Mail, including the following activities:

1. Completing forms, verifying postage, and inputting acceptance data into computers by Function 1 Mail Processing employees.
2. Do not include Customer Service work hours in this operation.

Data requirement: Record the number of pieces for which an acceptance event/scan was initiated. Data collection and manual reporting will be maintained until an automatic feed using product tracking scans can be enabled to WebMODS.

794 Miscellaneous Markup Activities — Stations/Branches **LDC** **48/40**

Work hours used by Customer Services employees for miscellaneous markup activities performed in units other than Centralized Mail Markup and Computer Forwarding System sites.

Data requirement: Record work hours only.

795 Periodical Address Notification (Form 3579) Operations **LDC 49**

Work hours used in CFS operations for the casing of Periodical Address Notification (Form 3579) mailpieces, writing 3579 database, and labeling and stuffing of envelopes.

Data requirement: Record work hours only.

796 Notification to Mailers of Correction in Address (Form 3547) Operations **LDC 49**

Work hours used in CFS operations for the photo-copying of address correction (Form 3547) mailpieces.

Data requirement: Record work hours only.

797 Flats Forwarding Terminal/ Non-Mechanized Terminal Operations **LDC 49**

Work hours used in CFS operations for processing of all non-machinable letters, machinable and non-machinable flats, CIOSS rejects, and flat PARS rejects on a flat forwarding terminal or non-mechanized terminal. Both forwardable, non-ACS and ACS RTS mail flows are included.

Data requirement: Record work hours only.

798 Miscoded/Uncoded Mail LDC 18

Work hours used by mail processing for processing miscoded/uncoded mail.

Data requirement:

- a) Volume reporting is optional.
- b) NA TPH can be added into WebMODS for this operation.
- c) Use standard conversion rates and enter as pieces.

799 Standby Maintenance Operational LDC 39

**810C Composite — UFSM 1000,
OCR Mode (811–819) LDC 12**

Upgraded Flat Sorting Machine 1000, optical character mode

Distribution of flat mail on the UFSM 1000, in OCR mode. The UFSM 1000 is designed to handle flat mail not suitable for the AFSM 100. The following activities are included: *See operation 440C activities and data requirement descriptions.*

**811 UFSM 1000, OCR Mode,
Primary Distribution — Outgoing LDC 12**

Distribution of originating flats for Plant and ISC. The following activities are included: *See operation 440C activities and data requirement descriptions.*

**812 UFSM 1000, OCR Mode, Secondary
Distribution — Outgoing LDC 12**

Distribution of originating flats from a primary sortation. The following activities are included: *See operation 440C activities.*

Data requirements:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects, and run time and downtime from WebEOR.

**813 UFSM 1000, OCR Mode, Managed
Mail Program Distribution — MMP LDC 12**

The distribution of managed mail is outlined/identified by the ADC logistics orders. Machine distribution of MMP flats activities include: *See operation 440C activities and data requirement descriptions.*

**814 UFSM 1000, OCR Mode, Sectional
Center Facility Distribution — SCF LDC 12**

Distribution of Incoming mail for the local service area to associate offices, stations/branches and firms.

The following activities are included: *See operation 440C activities and data requirement descriptions.*

**815 UFSM 1000, OCR Mode,
Primary Distribution — Incoming LDC 12**

Primary 5-digit distribution incoming mail for local zones, delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 440C activities description.*

**816 UFSM 1000, OCR Mode,
Secondary Distribution — Incoming LDC 12**

Distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. The following activities are included: *See operation 440C activities description.*

817 UFSM 1000, OCR Mode — Box Section LDC 12

Distribution of mail to box sections. The following activities are included: *See operation 440C activities description.*

818 UFSM 1000, OCR Mode, Priority — Outgoing LDC 12

Distribution of originating Priority Mail. The following activities are included: *See operation 440C activities description.*

819 UFSM 1000, OCR Mode, Priority — Incoming LDC 12

Distribution of incoming Priority Mail. The following activities are included: *See operation 440C activities description.*

821 DBCS/DIOSS BCS Mode, Primary — Outgoing LDC 41

The DBCS or DIOSS processing of originating automated mail in BCS mode. Machine distribution of originating letter activities include: *See operation 260C activities and data requirement descriptions.*

**824 DBCS/DIOSS BCS Mode, Sectional Center Facility
Distribution — SCF LDC 41**

The DBCS or DIOSS processing of SCF automated mail in BCS mode. Primary distribution of one or more 3-digit ZIP Code separations for a P&DF/C. Machine distribution of SCF letter activities include: *See operation 260C activities and data requirement descriptions.*

825 DBCS/DIOSS BCS Mode, Primary — Incoming LDC 41

The DBCS or DIOSS processing of incoming primary automated mail in BCS mode. Primary 5-digit distribution of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. Machine distribution of incoming primary letter activities include: *See operation 260C activities and data requirement descriptions.*

826 DBCS/DIOSS BCS Mode, Secondary — Incoming LDC 41

The DBCS or DIOSS processing of carrier route automated mail in BCS mode. Distribution to carrier route for local delivery units, firms, box sections, and other local destinations. Machine distribution of carrier routed letter activities include: *See operation 260C activities and data requirement descriptions.*

849 DIOSS Multimode – International Export LDC 11

The distribution of automated international (export) mail on the DIOSS. Activities at the D include: *See operation 890C activities and data requirement descriptions.*

851C Composite – SSIU (851-854)

The distribution of parcel post and Priority Mail on automated the Singulate-Scan-Induction Unit (SSIU) on a Parcel Sorting Machine (PSM) at an Network Distribution Center (NDC). Activities on the SSIU include:

This operation is used in NDCs for parcel processing with automated SSIU equipment. Subsequent keying, orienting and facing on HSIUs may be required for SSIU rejected mail pieces. Activities include the following:

1. Manual distribution at chutes and run-offs.
2. All containerization and dispatching (i.e., hanging sacks, labeling sacks, throwing into and dispatching sacks, placarding, dispatching and replacing full containers, gathering empty equipment, etc.) for distribution of parcels generated from automated/mechanized parcel sorters.
3. Package "first aid" for minor package damage.
4. Staffing missent/reject chutes, replacing and dispatching full containers.

Data requirements:

- a. WebMODS will receive an auto credit of FHP, pieces fed, rejects, run time, and downtime from WebEOR.
- b. WebMODS will compute and report volume as TPH.

851 SSIU Outgoing Priority

LDC 13

The distribution of automated outgoing Priority Mail on an SSIU at an NDC. The following activities are included: *See operation 851C activities description.*

852 SSIU Outgoing Package Services

LDC 13

The distribution of automated outgoing Package Services parcels on an SSIU at an NDC. The following activities are included: *See operation 851C activities description.*

853 SSIU Destinating Priority

LDC 13

The distribution of automated destinating Priority Mail on an SSIU at an NDC. The following activities are included: *See operation 851C activities description.*

854 SSIU Destinating Package Services

LDC 13

The distribution of automated destinating Package Services parcels on an SSIU at an NDC. The following activities are included: *See operation 851C activities description.*

855C Composite – HSIU (855-859)

The distribution of mechanized mail on an High Speed Induction Unit (HSIU) on the Parcel Sorter Machine (PSM) at a Network Distribution Center (NDC). Activities on the HSIU include:

This operation is used in NDCs for facing, orienting, and keying in the distribution of parcels through the parcel sorting machines. Activities include the following:

1. Manual distribution at chutes and run-offs.
2. All containerization and dispatching (i.e., hanging sacks, labeling sacks, throwing into and dispatching sacks, placarding, dispatching and replacing full containers, gathering empty equipment, etc.) for distribution of parcels generated from automated/mechanized parcel sorters.
3. Package “first aid” for minor package damage.
4. Staffing missent/reject chutes, replacing and dispatching full containers.

Data requirements:

- a. WebMODS will receive an auto credit of FHP, pieces fed, rejects, run time, and downtime from WebEOR.
- b. WebMODS will compute and report volume as TPH.

855 HSIU Outgoing Priority**LDC 13**

The distribution of mechanized outgoing Priority Mail at an NDC. The following activities are included: *See operation 855C activities description.*

856 HSIU Outgoing Package Services**LDC 13**

The distribution of mechanized outgoing Package Services parcels at an NDC. The following activities are included: *See operation 855C activities description.*

857 HSIU Destinating Priority**LDC 13**

The distribution of mechanized destinating Priority Mail at an NDC. The following activities are included: *See operation 855C activities description.*

858 HSIU Destinating Package Services**LDC 13**

The distribution of mechanized destinating Package Services parcels at an NDC. The following activities are included: *See operation 855C activities description.*

861 Multimode O/G Primary**LDC 41**

The DIOSS/CIOSS processing of originating automated mail in Multimode. Machine distribution of originating letter activities include: *See operation 890C activities and data requirement descriptions.*

864 Multimode SCF Primary**LDC 41**

Distribution of Incoming mail for the local service area to associate offices, stations/branches and firms.

Machine distribution of SCF letter activities include: *See operation 890C activities and data requirement descriptions.*

888 Flowed as Finalized

890C Composite — DBCS, BCS Mode (891–899, 918–919)

LDC 11

Delivery barcode sorter barcode sort mode

The distribution of automated barcoded mail on the DBCS in BCS mode. Activities at the DBCS include:

1. The transport of mail to and from the operation.
2. The transport of empty equipment to set up the operation.
3. Opening containers.
4. Loading of ledge/feeder with mail.
5. Culling, facing, and orienting letters on feeder.
6. Preparing machine for processing, including but not limited to, printing labels, labeling trays, distributing empty trays into racks, retrieving mail, etc.
7. Sweeping of mail from bins.
8. Labeling, traying and containerization of mail/trays for dispatch.
9. Preparing containers for dispatch including placarding.
10. The ancillary transport of mail between operations.

Data requirements: TPH and/or FHP

- a) WebMODS will receive an auto credit of workload, pieces fed, rejects, runtime, and downtime from WebEOR.
- b) WebMODS will compute and report volume as TPH. FHP and/or TPH is based on upstream processing and sort program next handling file information.

891 DBCS, BCS Mode, Primary — Outgoing

LDC 11

The DBCS processing of originating barcoded mail in BCS mode. Machine distribution of originating letter activities includes: *See operation 890C activities and data requirement descriptions.*

892 DBCS, BCS Mode, Secondary — Outgoing

LDC 11

The DBCS processing of barcoded originating mail from a primary in BCS mode. Machine distribution of originating secondary letter activities include: *See operation 890C activities.*

Data requirement:

- a) FHP is not valid for this operation.
- b) This operation receives TPH, rejects and run time and downtime from WebEOR.

893 DBCS, BCS Mode, Managed Mail Program Distribution — MMP

LDC 11

The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 890C activities and data requirement descriptions.*

894 DBCS, BCS Mode, Sectional**Center Facility Distribution — SCF****LDC 11**

Distribution of Incoming mail for the local service area to associate offices, stations/branches and firms.

Machine distribution of SCF letter activities include: *See operation 890C activities and data requirement descriptions.*

**895 DBCS, BCS Mode,
Primary — Incoming****LDC 11**

The DBCS processing of incoming primary barcoded mail in BCS mode. Primary 5-digit distribution of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. Machine distribution of incoming primary letter activities include: *See operation 890C activities and data requirement descriptions.*

**896 DBCS, BCS Mode,
Secondary — Incoming****LDC 11**

The DBCS processing of carrier route barcoded mail in BCS mode. Distribution to carrier route for local delivery units, firms, box sections, and other local destinations. Machine distribution of carrier routed letter activities include: *See operation 890C activities and data requirement descriptions.*

**897 DBCS, BCS Mode,
Secondary — Box****LDC 11**

The DBCS processing of barcoded box mail in BCS mode. Machine distribution of box letter activities include: *See operation 890C activities and data requirement descriptions.*

**898 DBCS, BCS Mode,
Sector Segment — 1st Pass****LDC 11**

The DBCS processing of automated sector segment mail in BCS mode. Distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. *See operation 890C activities and data requirement descriptions.*

**899 DBCS, BCS Mode,
Sector Segment — 2nd Pass****LDC 11**

The DBCS processing of barcoded sector segment mail in BCS mode. Distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. *See operation 890C activities and data requirement descriptions.*

**900 Travel Time — Operations Support
08/01****LDC**

See operation 620C activities and data requirement descriptions.

901 Travel Time — Vehicle Services 31/30	LDC
<i>See operation 620C activities and data requirement descriptions.</i>	
902 Travel Time — Human Resources 61/60	LDC
<i>See operation 620C activities and data requirement descriptions.</i>	
903 Travel Time — Customer Services Support 78/70	LDC
<i>See operation 620C activities and data requirement descriptions.</i>	
904 Travel Time — Administration 82/81	LDC
<i>See operation 620C activities and data requirement descriptions.</i>	
905 CSBCS — Delivery Point Sequence (DPS)	LDC 41
Multiple processing runs for distribution of DPS mail on the CSBCS. <i>See operation 890C activities and data requirement descriptions.</i>	
906 CSBCS — Incoming Secondary	LDC 41
Secondary sortation to the carrier route and/or box section on the CSBCS. <i>See operation 890C activities and data requirement descriptions.</i>	
907 CSBCS Equipment Servicing	LDC 41
CSBCS equipment serviced by clerk employees. Data requirement: Record work hours only.	
908C Composite — CSBCS (908, 911)	LDC 11
Carrier sequence barcode sorter Sorts letter mail based on the POSTNET barcode or ID tag barcode with ICS. <i>See operation 890C activities and data requirement descriptions.</i>	
908 CSBCS — Sector Segment	LDC 11
Multiple processing runs for distribution of sector segment sortation to the carrier route and/or box section on the CSBCS. <i>See operation 890C activities and data requirement descriptions.</i>	
911 Incident Costs	LDC 89
912 DBCS/DIOSS, BCS Mode, DPS — 1st Pass	LDC 41
The DBCS or DIOSS processing of automated DPS mail in BCS mode. Sequenced distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations.	

Machine distribution of box letter activities include: *See operation 890C activities and data requirement descriptions.*

913 DBCS/DIOSS, BCS Mode, DPS — 2nd Pass	LDC 41
The DBCS or DIOSS processing of barcoded DPS mail in BCS mode. Sequenced distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. Machine distribution of box letter activities include: <i>See operation 890C activities and data requirement descriptions</i>	
918 DBCS/DIOSS, BCS Mode, DPS — 1st Pass	LDC 11
The DBCS or DIOSS processing of automated DPS mail in BCS mode. Sequenced distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. Machine distribution of box letter activities include: <i>See operation 890C activities and data requirement descriptions.</i>	
919 DBCS/DIOSS, BCS Mode, DPS — 2nd Pass	LDC 11
The DBCS or DIOSS processing of barcoded DPS mail in BCS mode. Sequenced distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. Machine distribution of box letter activities include: <i>See operation 890C activities and data requirement descriptions.</i>	
920 Manager, Operation Program Support	LDC 01
Management work hours only.	
922 Manager, In-Plant Support	LDC 01
Management work hours only.	
923 Supervisor, Statistical Programs Coordinator	LDC 50
Management work hours only.	
924 Manager, Address Systems	LDC 01
Management work hours only.	
926 Mail Flow Controller - NDC	LDC 18
Data requirement: work hours only.	
927 Manager, Distribution Operations	LDC 10
Management work hours only.	
928 Supervisor, Distribution Operations	LDC 10
[TACS system default for BMC LDC 10: <i>If an employee has not been assigned a base operation number.</i>]	
Management work hours only.	

929 Manager, Customer Services Operations LDC 40

Management work hours only.

930 Business Reply — Postage Due LDC 18

Work hours used by Mail Processing employees for the distribution of business reply postage due mail. Charge other activities such as bookkeeping associated with Business Reply Mail, to office work and record keeping.

Data requirement: Volume is required if work hours are used in this operation.

932 Supervisor, International LDC 10

Management work hours only.

933 Manager, Maintenance Operations LDC 35

Management work hours only.

934 Manager, Information Systems LDC 81

Management work hours only.

936 Supervisor, Accounting Services LDC 50

Management work hours only.

937 Supervisor, TACS Operations LDC 50

Management work hours only.

938 LCUS, Parcel Post — Outgoing LDC 13

Low cost universal sorter (LCUS)

See operation 428C activities and data requirement descriptions.

939 LCUS, Parcel Post — Incoming LDC 13

See operation 428C activities and data requirement descriptions.

942 LCUS, Priority — Outgoing LDC 13

See operation 428C activities and data requirement descriptions.

943 LCUS, Priority — Incoming LDC 13

See operation 428C activities and data requirement descriptions.

946 Manager, Postal Business Centers LDC 70

Management work hours only.

948 Manager, Commercial Accounts LDC 70

Management work hours only.

949 Manager, Consumer Affairs and Claims LDC 70

Management work hours only.

950 Manager, Business Mail Entry**LDC 70**

Management work hours only.

951 Supervisor, Maintenance Operations**LDC 35**

Management work hours only.

952 Manager/Supervisor, Maintenance Operations Support**LDC 35**

Management work hours only.

953 Manager, Field Maintenance Operations**LDC 35**

Management work hours only.

958 Rehabilitation**LDC 69**

Supervisor and non-supervisor:

1. Work hours for all employees rehired under the joint USPS/DOL rehabilitation program who have a permanent partial disability.
2. Work hours charged to this operation number can only be authorized by the senior injury compensation specialist at the district office.

Data requirement: Record work hours only.

959 Limited Duty**LDC 68**

Supervisor and non-supervisor:

1. Work hours of all employees who are temporarily assigned to a modified position, either part time or full time, in order to accommodate medical restrictions imposed as a result of a job related injury or illness.
2. This does not include employees who are essentially performing their regularly assigned duties with minor modification.
3. This also includes work hours of employees who are able to work in a part-time (less than 8 hours per day) capacity.
4. Work hours charged to this operation number can only be authorized by the senior injury compensation specialist at the district office.

Data requirement: Record work hours only.

968 Exchange Office Records Unit — International**LDC 52**

Work hours of employees performing record keeping, clerical, data entry, or related work associated with foreign mail and in support of international accounting and other programs designated by Headquarters. Does not include such work performed incidental to another operation, unrelated office work, or record keeping charged to operation 681.

Includes the following specific air/surface exchange office records unit activities:

1. Auditing the preparation of inbound and outbound letter bills, parcel bills and delivery bills, used to account for terminal dues, parcel changes, transit changes, conveyance dues, and air and maritime carriage.
2. Reconciling inbound letter bills, parcel bills, and delivery bills with actual receipts of mail and amending the original data appearing on these bills, as appropriate.

3. Forwarding outbound and inbound bills to designated points for data entry, if not a data entry site.
 4. Performing direct entry of data from outbound and inbound letter, parcel, and delivery bills, related verification notes (i.e., BVs)], including the correction of irregular documents for transmission to the International Accounts Center.
 5. Maintaining all internal logs and control forms to support the above activities.
 6. Researching and responding to international claims and inquiries received from U.S. International Claims and Inquiry offices and from exchange offices located abroad, regarding the dispatch and receipt of foreign mail.
 7. Translating BVs and other international correspondence for the facility and other U.S. exchange offices.
 8. Preparing and replying to BVs that report various irregularities and changes in the makeup, dispatch, and receipt of foreign mail.
 9. Issuing BVs to amend original letter bill, parcel bill, and delivery bill data to reflect actual dispatches or receipts.
 10. Other related clerical work performed in the air/surface exchange office records unit.
- Data requirement: Record work hours only.

969 Statistical Programs — International 50/57

LDC

Supervisory and non-supervisory work hours of all employees involved in foreign C/RA; foreign Revenue, Pieces, and Weights (RPW); international ODIS; and terminal dues data collection activities. Includes administration of all tests and edit, review, and processing of all documents and related forms.

Data requirement: Record work hours only.

980 Customer Contact Centers 40/46

LDC

Work hours only.

988 Loaned as — Officer in Charge

LDC 80

Work hours used at a postal facility other than the employee's official duty station.

1. Loaned hours do not include work at stations or branches within the same finance number.
2. Loaned hours are reported for payroll purposes and are not recorded in the MOD System.

Data requirement: Record work hours only.

989 Loaned to — Headquarters, HQ Related, Inspection Service, or Area Offices

LDC 80

See operation 988 activities and data requirement descriptions.

990 Loaned as — Supervisor

LDC 10

See operation 988 activities and data requirement descriptions.

991 Loaned as — Clerk

LDC 47

See operation 988 activities and data requirement descriptions.

992 Loaned as — Mail Handler **LDC 11**

See operation 988 activities and data requirement descriptions.

993 Loaned as — Carrier **LDC 21**

See operation 988 activities and data requirement descriptions.

**995 Loaned as — Vehicle Maintenance
Facility Mechanic** **LDC 32**

See operation 988 activities and data requirement descriptions.

**996 Loaned as — Maintenance
Building Services Employee** **LDC 37**

See operation 988 activities and data requirement descriptions.

997 Loaned as — Rural Carrier **LDC 25**

See operation 988 activities and data requirement descriptions.

998 Headquarters/HQ Related **LDC 80**

**999 TACS Default
58/50** **LDC**

Supervisor and non-supervisor work hours recorded in operations that are not valid nationally or locally are defaulted by the system to this operation. All work hours should be adjusted from this operation number.

Data requirement: Work hours recorded by WebMODS.