

USPS Library Reference N2014-1/2

Load Leveling Terms:

Definitions of Terminology in Library Reference Spreadsheets

Cased Volume (letters or flats) is mail that is sorted to the particular carrier route, but is not in delivery order. This mail is required to be cased by the carrier in order to put it into delivery order.

City Carriers (CC) are those carriers represented by the National Association of Letter Carriers (NALC). They are paid an hourly wage similar to clerks and mail handlers and receive overtime for hours worked in excess of contractual limits. For full-time career carriers, regular overtime (1.5 times the base rate) is paid for hours in excess of 8 in a workday or 40 in a workweek. In addition, they receive penalty overtime (twice the base rate) for hours in excess of 10 in a workday or 56 in a workweek.

Delivery Operations Information System (DOIS) is the equivalent system to WebMODS used by Delivery Operations to track volume and workhours in City Delivery. The following terms are applicable to DOIS.

Delivery Point Sequence (DPS) is mail that is distributed by Mail Processing operations and presented to the carriers to take directly to the street for delivery.

First Handling Pieces (FHP) records mail volume in the operation where it receives its first distribution handling. A first handling piece is a letter, flat, or parcel that receives its initial distribution in a Postal Service facility. Each mailpiece distributed in an office receives one and only one FHP count. The mailpiece can be First-Class Mail® service, Priority Mail®, Periodicals service, Standard Mail®, or Parcel Post®. FHP, the number of pieces of mail received for distribution in a facility, is a useful indicator for planning and measuring the distribution workload or productivity of the facility.

Office hours are hours spent by City Carriers in the delivery unit casing mail and assembling their volumes, loading vehicles, etc.

Total Pieces Fed (TPF) is the number of pieces of mail inducted into an automated or mechanized operation. The mailpieces are counted by the machine in question and reported up to the MODS system.

Total Piece Handlings (TPH) is the number of handlings necessary to distribute each piece of mail from the time of receipt to dispatch. For mechanized and automated operations, TPH is calculated by subtracting the number of rejected mailpieces from the TPF.

Sequence Mail is mail that is produced by mailers already in delivery sequence and presented to the carriers to take to the street for delivery.

Street hours are hours spent by City Carriers outside the delivery unit. This includes time to travel to the route, time spent on the route delivering the mail, and time spent collecting mail from collections points associated with the route.

Subsequent Handling Pieces (SHP) are mailpieces that require further distribution beyond the first handling in manual operations. The total of SHP and FHP, in manual operations, becomes the TPH.

Total Volume is the total count of mail being taken to the street for delivery.

Mail Processing Labor Distribution Codes (LDC):

LDC	Title	Description
10	Supervision	Operations used to track the hours used by employees in the supervision of Mail Processing activities.
11	Automated Distribution – Letters	Operations used to track the volume and hours used by employees in the distribution of letter size mail through automated equipment.
12	Automated/Mechanized Distribution – Flats	Operations used to track the volume and hours used by employees in the distribution of flat size mail through automated or mechanized equipment.
13	Mechanized Distribution – Other	Operations used to track the volume and hours used by employees in the distribution of other mail (not letters or flats) through mechanized equipment.
14	Manual Distribution	Operations used to track the volume and hours used by employees in the distribution of all mail through manual (non-machine) operations.
15	Remote Barcode System	Operations used to track the hours used in support of operations associated with the remote encoding of mail.
17	Other Direct Operations	Operations used to track workload and hours used by employees in the direct preparation of mail for distribution or dispatch.
18	Indirect/Related Operations	Operations used to track hours used by employees in support of Mail Processing, but not directly related to handling the mail.
91	Training	Operation used to track the hours incurred in training employees in Mail Processing.