UNITED STATES
POSTAL SERVICE®

Management Operating Data System (MODS)

Handbook M-32   March 2009

A. **Explanation:** This handbook provides operations policies and procedures governing the Management Operating Data System (MODS) program.

B. **Distribution:** There is no initial distribution of this handbook. Offices may download this document from the Postal Service Intranet Postal Service PolicyNet website.

C. **Comments on Content:** Address comments or questions regarding the content of this handbook to:

> MANAGER, PROCESSING OPERATIONS
> US POSTAL SERVICE
> 475 L'ENFANT PLZ SW, RM 7631
> WASHINGTON DC 20260-7631

D. **Effective Date:** This handbook is effective March 2009.

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Vice President
Network Operations

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1 Introduction

1-1   Purpose of Handbook

Handbook M-32 governs the Management Operating Data System (MODS) program. Operational data is reported by operation numbers (OPNs), which are assigned to all of the following:

a.   Mail volume.

b.   Work hours.

c.   Performance by operation (i.e., work activities).

This handbook presents the program responsibilities for maintaining and operating MODS as follows:

a.   When to report data.

b.   The units of measurement used to convert mail volume.

c.   The naming conventions to use for data reporting.

d.   How to enter data into MODS.

MODS is a national program. All United States Postal Service facilities in the system must follow the procedures in this handbook for volume, work hour reporting, and other data entry, except where otherwise specified. The MODS program has some flexibility and options to accommodate local needs. Any and all procedural variance(s) to this handbook must receive written approval by Postal Service Headquarters Operations Technical and Systems Integration Support (OTSIS) group.

1-2   MODS Program

MODS is a systematic approach to gathering, storing, and reporting workload, work hours, and machine utilization. The operational data is entered into MODS, compiled, and communicated in reports to Postal Service facilities for planning mail processing activities and projecting work hours and mail volumes.

Handbook M-32 is to be used as a management record-keeping system and is a tool for management to track work hours, volumes, and other information to maintain the efficiency of the Postal Service. Handbook M-32 is not relevant to craft jurisdiction.

1-3   MODS Postal Service Network

MODS data is compiled in the Web-based application Web Management Operating Data System (WebMODS). WebMODS collects data from two major Postal Service information systems, the Time and Attendance Collection System (TACS) and Web End of Run (WebEOR).

1-3.1   TACS

TACS is an automated program used in collecting time and attendance data. TACS stores and processes employee clock rings to generate work hour data that supports WebMODS work hours reporting. Work hours are summarized and transmitted automatically to WebMODS. The transmission usually occurs within 2 hours after the 7 a.m. MODS cutoff time.

1-3.2   WebEOR

WebEOR is a Web-based application used in collecting operational data from automated and mechanized mail processing equipment (MPE). The application allows end users to retrieve, view, and store various end-of-run (EOR) statistics from automated and mechanized MPE. WebEOR's statistical data is sent to WebMODS.

1-3.3   Enterprise Data Warehouse

WebMODS transmits data to the Enterprise Data Warehouse (EDW), which houses all MODS data. In EDW, data reports can be built by using the Network Operations Data Management 2 (NODM2) and Corporate Information System (CIS) project folders. Exhibit 1-3.3 illustrates how WebMODS interfaces with other major Postal Service information systems.

Exhibit 1-3.3
WebMODS Interface
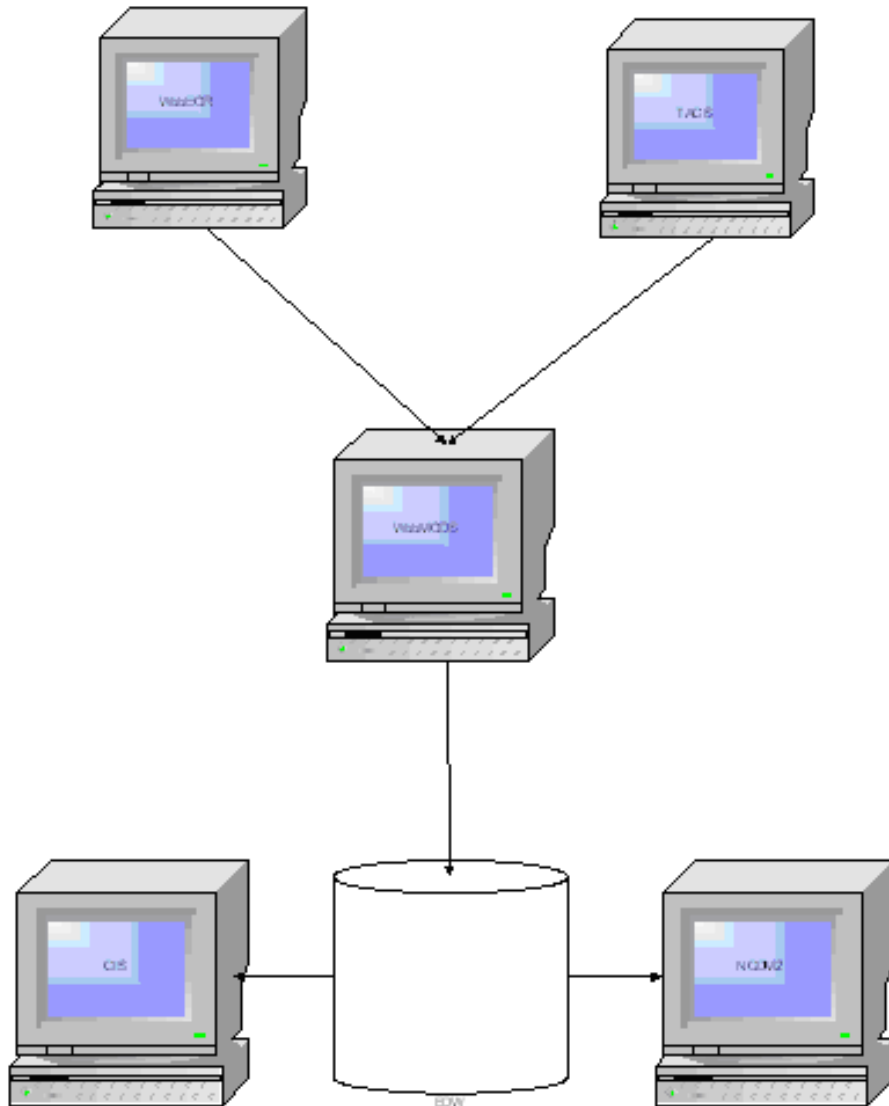
1-4   Customer Support

The Customer Support branch in Eagan, MN, provides technical assistance to WebMODS, 24 hours a day, 7 days a week. For support, call 1-800-USPS-HELP (1-800-877-7435). To open a help ticket, you need the following information:

a.   Site name.

b.   Your name.

c.   Your telephone number.

d.   Finance number.

e.   Description of the problem/error message.

To reference and track the problem, the Customer Support branch will assign your problem an open ticket number, which will remain open until the problem is resolved. To follow up, call Customer Support with the ticket number.

1-5   Area MODS Coordinators

Each area has a MODS coordinator who is responsible for the following:

a.   Ensuring MODS compliance.

b.   Providing program support to the field.

c.   Ensuring accurate data reporting.

d.   Maintaining data integrity.

e.   Conducting MODS reviews.

f.   Managing related MODS activities between Headquarters and the field offices.

1-6   Responsibilities

Subchapter 1-6 describes the roles and responsibilities for the MODS program for Postal Service Headquarters, area offices, field offices/facilities, and Finance.

1-6.1   Postal Service Headquarters

Processing Operations is responsible for the following:

a.   Assigning a Headquarters program coordinator.

b.   Managing the overall operation of WebMODS.

c.   Assigning operation numbers to work activities.

d.   Approving changes or modifications to WebMODS.

e.   Overseeing the design and technical management of MODS/ WebMODS.

f.   Overseeing the development of the periodic updating of the national conversion rates.

g.   Providing support to the area coordinators.

h.   Managing EDW MODS report and data activities.

1-6.2   Area Offices

In-Plant Support is responsible for the following:

a.   Assigning an area program coordinator.

b.   Coordinating program-related activities between Headquarters and the field offices.

c.   Providing detailed direction for accurately collecting MODS/ WebMODS data.

    d.   Overseeing the overall operation and technical management of MODS/ WebMODS within the area.

1-6.3 Field Offices/Facilities

The plant/Post Office is responsible for the following:

a.   Managing the overall operation of the local MODS/WebMODS.

b.   Assigning a local program coordinator.

c.   Complying with all procedures outlined in this handbook.

d.   Conducting MODS Reviews.

e.   Managing the local Total Piece Handling (TPH) Flow Configuration table, updating it semi-annually or when significant operational changes occur.

f.   Managing the local First Handling Piece (FHP) Flow Configuration table and updating the table annually or when significant operational changes occur for submission to headquarters.

g.   Reviewing WebMODS reports daily.

h.   Providing local MODS training as needed.

i.   Requiring data integrity as follows:

    (1)   Accurate recording of volume in the proper operation number.

    (2)   Accurate recording of clock rings/work hours in the proper operation number.

    (3)   Correcting errors in a timely manner.

    (4)   Accurate reporting/recording of mails during operational volume reviews and density analysis.

    (5)   Preparing proper documentation and ensuring correction of data reporting errors.

1-6.4 Finance

Finance is responsible for providing work hour data files for WebMODS.

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2 MODS Program

2-1 Functions of the MODS System

The Postal Service uses MODS to collect operational data, generate reports, and transmit local data files daily to the Corporate Data Acquisition Service (CDAS), which then feeds EDW in Raleigh, NC. EDW provides a historical database for rolling 3 years for national monthly reporting requirements. MODS stores the raw data and provides a historical database for national and local planning, analysis, and tracking of mail processing activities.

WebMODS transmits to EDW at 15:00 CST daily, and those files are available at 21:00 for user reports.

WebMODS performs the following functions:

a. Assigns each activity a standard 3-digit operation number. A facility may further define operations with a local unit (LU) code, a 2-digit number added to the operation number.

b. Uses source type codes combined with operation numbers to identify the origin, type designation, class, unit of measure, and other mail characteristics.

c. Records mail volume by various methods to include the following:

   (1) Imports machine EOR data from WebEOR.

   (2) Manually inputs manual volumes into WebMODS by actual piece, feet, and/or container counts.

d. Reports mail volume processed as FHP and projects manual subsequent handling pieces (SHP) using mail flow densities or actual pieces, except where noted.

e. Records and reports actual work hours and authorized overtime by operation number.

f. Provides optional planning of hours by labor distribution code and operation number.

g. Provides optional planning of FHP volumes by letters, flats, and parcels.

h. Reports workload units in nondistribution operations.

2-2   MODS Basic Component

MODS has one basic component, WebMODS. WebMODS is a Web-enabled application that provides a systematic approach to gathering, storing, and reporting data pertaining to workload, work hours, and MPE. The operational data is entered into WebMODS, compiled, and communicated in reports for planning and projecting work hours and mail volumes. Handbook M-32 governs MODS and the application WebMODS.

2-3   Data Entry and Transmission

All facilities reporting MODS system statistical information have the data entered via WebEOR, TACS, or manual entry. The data is transmitted to the WebMODS application.

2-4   Work Hour Data

The employee badge readers (EBR) record employees' clock ring data used by several Postal Service systems. The primary data user is TACS, which uses employee clock ring data to compute work hour usage by operation number with the capability of optional tour reporting.

TACS collects, stores, and transmits clock ring data for processing within WebMODS. WebMODS interfaces with TACS to import the local clock ring data to generate work hours for MODS reporting. WebMODS applies the work hours based on a MODS day, beginning at 07:00.

2-5   Volume Data

2-5.1   WebEOR

WebEOR is a Web-based software application running on a Windows 2003 server in Eagan. An EOR file is generated for each run processed on a piece of MPE and is sent to the National Directory Support System (NDSS) or a data collection server (DCS) at the conclusion of the run. WebEOR automatically looks for unprocessed data files at a regular interval, and when detected, automatically stores the data in the WebEOR database. WebEOR is configured to collect data from both the NDSS and the data collection server, depending on machine type.

In addition to online viewing capabilities and standard reports, WebEOR provides the following to WebMODS:

a.   Supplies equipment statistical data files.

b.   Generates continuous files to report mail pieces fed and accepted by machine and time.

     c.   Provides machine files input total pieces fed (TPF) and TPH volume into WebMODS by machine and operation number.

     d.   Provides FHP and TPH volume in automation, some mechanization equipment, and manual operations.

WebEOR will not transmit any maintenance runs to WebMODS.

2-5.2 Manual Volume Entry

Non-automated processing sites and sites with no mechanized flat operations have the capability to enter volume data manually into the WebMODS application.

Automated mail processing sites have restricted access to manual operational data entry in WebMODS. WebEOR will be used whenever possible for automated or mechanized operations.

2-6 MODS Reporting Periods

2-6.1 MODS Day

The MODS day in Function 1 facilities ends at 07:00, a time when the volume of mail on hand will be at its minimum. WebEOR allows later cutoff times for carrier piece counts (CPC) and delivery point sequence (DPS) for stations, branches, and associate offices.

2-6.2 MODS Tour

The MODS day is made up of three tours of 8 hours each. Tour II begins at the start of the MODS day, followed by Tour III, and ending with Tour I.

For example, if the MODS day begins at 07:00, tour times would be the following:

     a.   Tour II — From 07:00 to 14:59.

     b.   Tour III — From 15:00 to 22:59.

     c.   Tour I — From 23:00 to 06:59.

Work hours are reported by tour for all functional areas on the tour work-hour reports.

2-6.3 MODS Week

The MODS week begins with Tour II, Saturday morning, and continues through Tour I on Friday night.

For example, if the MODS day starts at 07:00, then:

     a.   The MODS week begins on Saturday Tour II at 06:00.

     b.   The MODS week ends Friday Tour I at 06:59.

2-6.4 MODS Month

The MODS monthly period begins with the start of the first MODS day of the month (always the first of the month) and ends with the last MODS day of the month. See 2-6.1 for a description of a MODS day.

2-7   MODS Reports

WebMODS creates a variety of reports designed to provide management with data pertaining to mail processing, distribution, equipment, personnel efficiency, and productivity.

MODS data is also available in the EDW under the NODM2 and CIS folders.

For a detailed description of WebMODS reports, refer to chapter 8 of this handbook.

3 Volume Reporting

3-1 MODS Operation Numbers

Operation numbers are 3-digit numbers that designate uniquely defined activities (operations) performed in Postal Service facilities. To record volumes, workloads, and work hours, use the operation numbers defined in appendix A of this handbook.

In the WebMODS application, the Admin Reports section provides a list of operation numbers and their associated source type codes, labor distribution codes (LDCs), types of handling, and composite groups.

3-2 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.

The Function 1 distribution productivity index (F1 DPI) for a facility is an FHP productivity measurement. FHP/Total F1 (Function 1) Work hours = F1 DPI.

A distribution operation is defined as the sortation of a single/individual piece of mail to an area distribution center (ADC), state, sectional center facility (SCF), cities, foreign country, official mail, associate office, station, branch, carrier route, holdout (e.g., a firm, address, institution, or boxes), box section, ZIP Code, uncoded mail, nixie, army/air force Post Office (APO), fleet Post Office (FPO), or similar separation.

3-2.1 WebEOR First Handling Piece Calculation

The Postal Service has enhanced WebEOR to automatically determine the number of FHP processed by each site. This document describes how WebEOR calculates FHP volume. The rules for WebEOR FHP are as follows:

a. For outgoing primary (OGP) operations, *all* TPH is considered FHP. That is, all of the volume for this stage of mail processing is considered FHP.

b. For outgoing secondary (OGS) operations, FHP is calculated as 0. That is, all of the volume for this stage of mail processing is considered secondary processing because all the mail has been previously handled on an outgoing primary sort program.

c. For all managed mail program (MMP) operations, *all* TPH is considered FHP.

d. WebEOR manual FHP is calculated as a percentage of volume from the operations that flow mail to manual operations.

3-2.2 WebEOR First Handling Piece Formula for Automation/Mechanization

By using the machine EOR data, WebEOR is able to calculate a facility's volume of FHP for each tour, by operation number. As Exhibit 3-2.2a shows, FHP is equal to the TPH minus SHP, where TPH is the total number of pieces fed into the MPE minus the total number of rejected mailpieces.

Exhibit 3-2.2a
FHP Formula

TPH - SHP = FHP

The formula for FHP may also be expressed as shown in Exhibit 3-2.2b.

Exhibit 3-2.2b
Expanded FHP Formula

(Fed - Rejects) - SHP = FHP

Each time a sort program run is processed, WebEOR calculates TPH by subtracting the number of rejected mailpieces from the TPF. After calculating TPH, WebEOR determines the bin volumes that comprise SHP. In order to determine the FHP, WebEOR must follow mail assigned to each bin, from the bin's primary sort program through each iteration of the downflow sort programs.

Note: FHP credit for Input Subsystem (ISS) lift mail will go to the Output Subsystem (OSS) machine rather than to the ISS image lift machine.

3-2.3 WebEOR FHP Formula for Manual FHP

Manual FHP is calculated as a percentage of volume from the operations that flow mail to manual operations. To calculate manual FHP, conduct a survey to ascertain the FHP received in each distribution operation. The percentages are based on TPH and manual FHP counted in the survey. TPH includes both the FHP and SHP. Thus, for each mail level defined in Table 3-2.3, the percentage is calculated as in Exhibit 3-2.3a.

Table 3-2.3
Mail Levels

Mail Level	Description
OGP	Outgoing primary
MMP	Managed mail program
SCF	Sectional center facility
INP	Incoming primary
INS	Incoming secondary
Box	Post Office box
INTLOG	International export
INTLIN	International import
SECSEG	Sector/segment
DPS	Delivery point sequence

Exhibit 3-2.3a
Manual FHP Calculation Equation
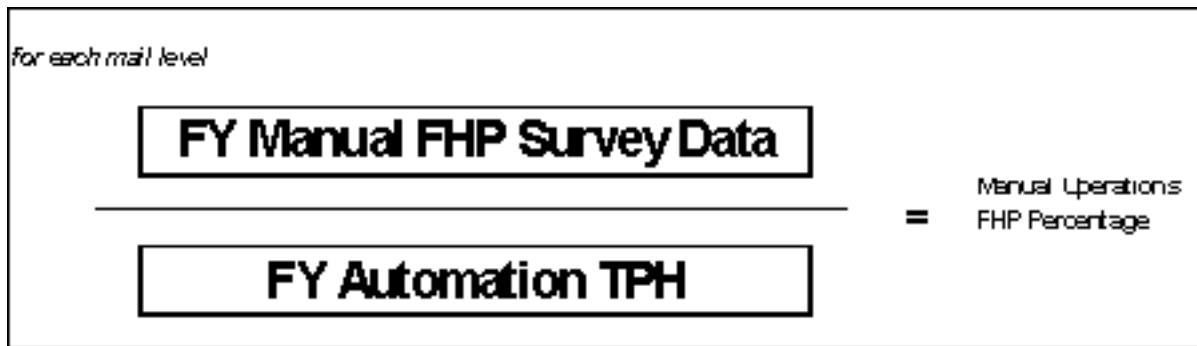
Data from each site will be used to calculate—for each mail level—the percentage of automation letter TPH that goes to manual operations, as shown in Exhibit 3-2.3b. (This diagram is only an example; your site will have different percentages.)

Exhibit 3-2.3b
Percentage of Automation Letter TPH Flowing to Manual Operations
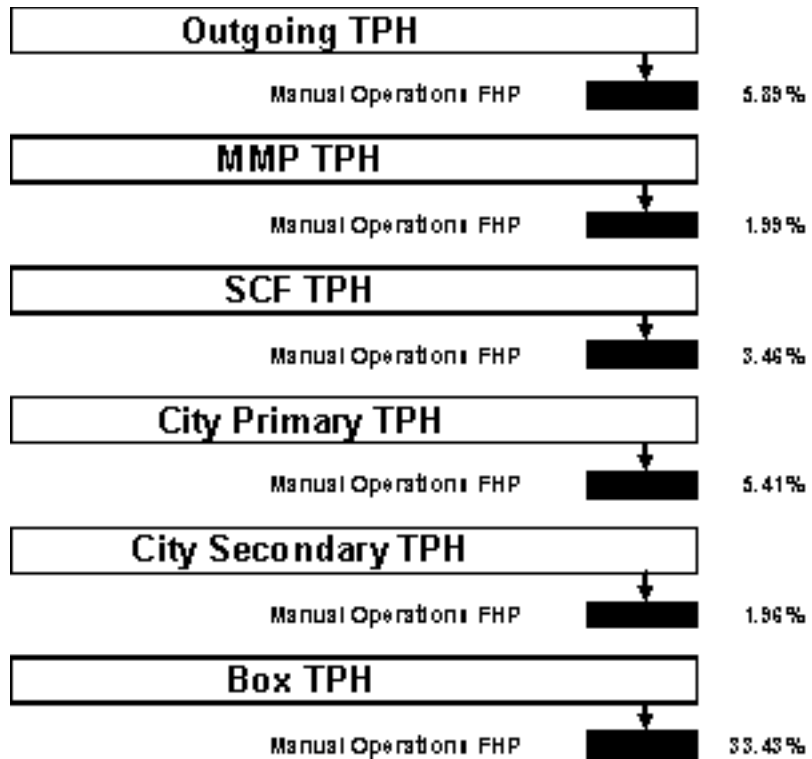
As for flats, the percentages vary by mail level, and the percentages at your site will differ from the example shown in Exhibit 3-2.3c.

Exhibit 3-2.3c
Percentage of Automation/Mechanization Flats TPH Flowing to Manual Operations
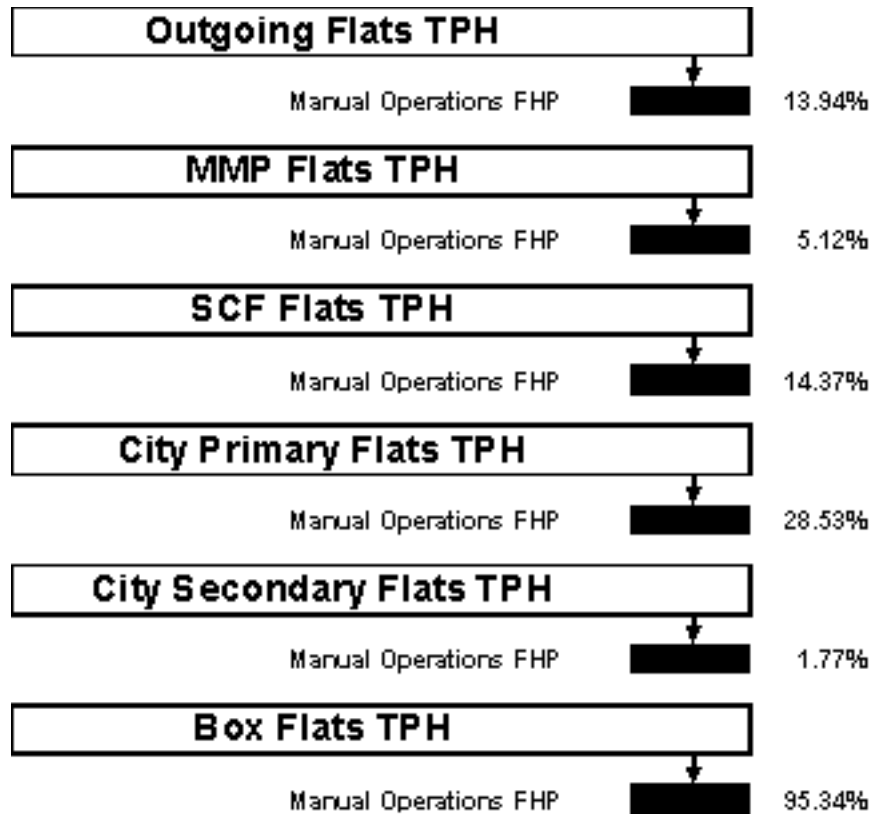
To see the percentages that are used at your site, open WebEOR. In the Mapping section of the main menu, click FHP Flows. The percentages are displayed on the Mapping — FHP Flow Information page, an example is shown in Exhibit 3-2.3d.

Exhibit 3-2.3d
WebEOR Mapping–FHP Flow Information Page

3-2.4   # Manual FHP Calculation Examples

To arrive at the FHP credited to manual operations, WebEOR uses the total volume for each mail level and multiplies that number by the percentage for that mail level. In Exhibit 3-2.4a, three volume totals from outgoing operations are combined to obtain the outgoing letter TPH total. That number is multiplied by the percentage that defines the amount of mail from outgoing operations that, on average, flows to manual operations. (This example uses 5.89 percent, but your percentage will vary.) The result is credited to manual operations.

Exhibit 3-2.4a
Manual FHP Calculated from Outgoing TPH

From OPN 261	243,126
From OPN 271	54,367
From OPN 891	421,302
Outgoing TPH Total	718,795

To Manual Operations (OPN 030)   5.89%

= 42,337

The same process applies to other mail levels — only with a different percentage. In the example in Exhibit 3-2.4b, the volume from box operations is combined and multiplied by 33.43 percent. In the end, manual operations are credited with 233,596 FHP letters.

Exhibit 3-2.4b
Manual FHP Calculated from Box Section TPH

From OPN 267	134,785
From OPN 277	221,987
From OPN 897	341,991
Box TPH Total	698,763

To Manual Operations (OPN 168)   33.43%

=   233,596

Note: WebEOR calculates manual FHP once a day, and when it performs the calculation, the application goes back 2 MODS days. For example, the calculation done on February 1 covers February 1 through February 3.

3-2.5   # Manual-to-Manual Flow Distribution

Important! Each site must have a local TPH flow configuration table or downflow matrix in place in order to receive credit for manual-to-manual operations.

WebMODS will calculate TPH for manual mail that flows from a manual operation. Sites must perform a density study to determine where the mail from manual operations downflows. The percentage of flow must then be entered in the WebMODS Local TPH Configuration module. Instructions are available in the WebMODS online help.

In the example in Exhibit 3-2.5a, letters come to manual operation 044 from automation (based on a percentage of SCF run volume) and from 030 operations that are downflow mailpieces. The volume from automation (10,000) is FHP, but the 5,000 downflow mailpieces are not. These are known as SHP and contribute to the TPH number. TPH in 044 is FHP + SHP, or 15,000.

Exhibit 3-2.5a
Manual-to-Manual Mailflow
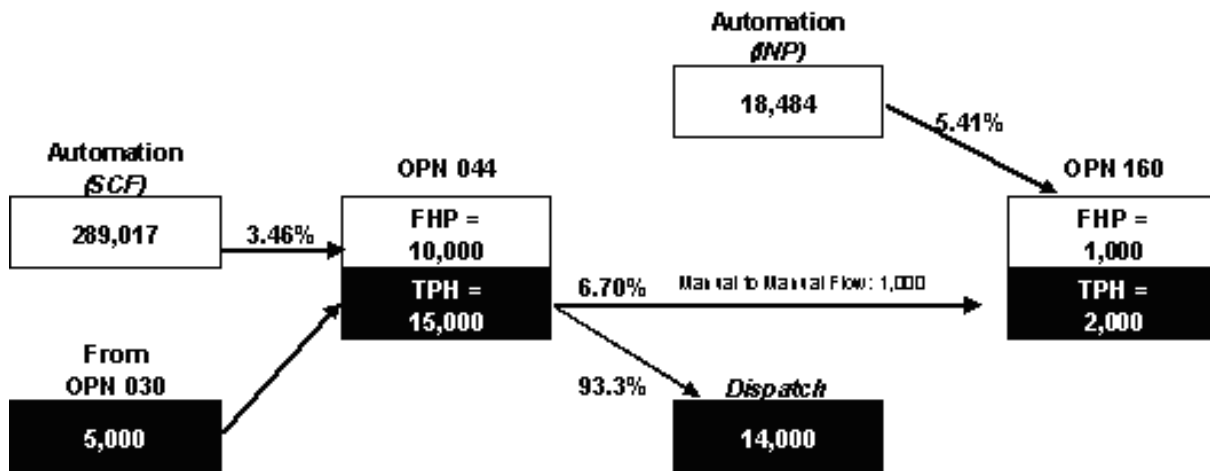
This 15,000 TPH in operation 044 is the volume to which downflow percentages are applied. Based on a density survey, 6.7 percent of 044 mail goes to OPN 160 and that the remainder goes to dispatch. The 1,000 letters that represent 6.7 percent of the 044 volume go to operation 160 as SHP. There, they join 1,000 pieces calculated as a percentage of incoming primary automation volume to total 2,000 letters of TPH, and so on.

3-2.6 Manual FHP in Non-Automated Sites

The vast majority of MODS sites use automated equipment to process mail, but certain sites do not have such equipment. Non-automated sites will count containers of manual mail, convert that count to pieces, and enter the data into WebMODS.

Sites will be required to keep written records of containers processed in manual operations. The records may be in any format convenient for the site, but should include, at a minimum, the following information:

a.   Tour.

b.   Origin operation number.

c.   Class (i.e., First-Class Mail or Standard Mail).

d.   Container type.

Priority Mail flats will be counted by container except for flats processed on flat sorting machines under OPNs 450, 451, 818, and 819. Priority Mail parcels will be counted by container.

3-2.7 Mail Not Included in FHP or TPH

FHP or TPH does not include the following:

a.   Loop mail, missent mail, or woodwork mail.

b.   Backflows or reworks. Two examples of backflows and rework mail are as follows:

(1)   Backflow — Mail missorted within a postal facility does not receive a piece handling credit. Mail worked in operation 030 and missorted to operation 040 does not receive a piece handling credit when returned back to operation 030 for processing.

(2)   Rework — Mail that is missent to a postal facility and returned to the plant for processing does not receive a piece handling credit.

3-3   Subsequent Handling Pieces and Total Piece Handling

First handling pieces that require more distribution into subsequent or downstream manual operations are projected as SHP, based on local mail flow densities. In non-automated environments, the total of FHP + SHP = TPH.

3-3.1 Automated/Mechanized TPH

For mechanized and automated operations, WebEOR calculates TPH by subtracting the number of rejected mailpieces from the TPF.

Productivity measurement in a distribution operation is:

TPH / total F1 work hours = operational productivity.

TPH sources are:

a. WebEOR.

    (1) Machine EOR data imported into the WebEOR application.

    (2) Machine meter counts and/or volume printout information manually entered into WebEOR.

b. Machine meter counts and/or volume printout information manually entered into WebMODS.

TPH is the number of handlings necessary to distribute each piece of mail from the time of receipt to dispatch. Comparing the FHP and TPH gives a facility the handling ratio of mail.

Example: If the ratio of TPH to FHP (TPH divided by FHP) is 1.5, the average piece of mail receives 1.5 handlings from the time it is received until it is dispatched from the facility.

This performance information can be used to measure performance and efficiency. This ratio can vary depending on mail flows and operating plans. A low ratio does not guarantee efficiency.

3-3.2 WebEOR SHP

As mail enters a facility it is not always possible using a single sort program to sort the mail to the finest level. Primary operations provide mail entering a facility with its first sort. Mail that is not finalized in a primary operation must be processed in a later operation. Mail flows with these residue volumes of mail are called downflows.

Subsequent operations provide downflow mail with additional processing beyond the primary level. WebEOR keeps track of these downflow mailpieces thus constituting SHP.

3-3.3 Manual SHP and TPH

In the non-automated environment, SHP for manual operations occurs just as in the automated or mechanized environment. To determine the SHP downflow volume from a primary operation, the pieces in each separation must be counted. The resulting counts of each separation are expressed as percentages of the total volume of the operation. The percentages are applied to the FHP of the primary operation and the resultant SHP is downflowed to the next processing operation.

TPH sources:

a. Manual piece counts for those facilities that do not have automation or mechanized flats

b. The local TPH flow configuration manual flow matrix in the WebMODS application

Manual TPH = FHP + SHP

3-4   Total Pieces Fed

TPF is the number of pieces inducted at the front of mechanization or automation equipment. This count includes rejects, reworks, re-feed, etc. TPF is used in calculating the gross acceptance rate (GAR). GAR = (TPH / TPF) * 100.

There is no TPF number for manual operations.

3-5   Non-Add Total Pieces Handled

The TPH count in non-distribution operations is recorded as TPH but not added to the bottom line for mail processing distribution — thus, the name non-add total pieces handled (NA TPH).

3-5.1   Workload Measurement

3-5.1.1   Operations Not in WebEOR

To record operations not incorporated in WebEOR (such as the low cost tray sorter [LCTS], Tabber, and the letter mail labeling machine [LMLM]), enter counts from meter or computer printouts that reflect pieces fed, rejects or labels applied into WebMODS. If WebEOR supports equipment like the linear integrated parcel sorter (LIPS), small parcel and bundle sorter (SPBS), LCTS, or Tabber, etc., then enter the volumes, runtime, and downtime through WebEOR.

3-5.1.2   Work Center Units

Record workload units in WebMODS in valid non-distribution operations by piece, sack, or trip. A workload unit is the amount of work performed in indirect distribution operations.

3-5.1.3   Mixed Operations

In general, mail distribution operations handle only one type of mail. Operations that handle one or more mail types (letters, flats or parcels) are mixed operations. For example, priority mail operation 050 can be a combination of a letter, flat or parcel.

3-5.2   Workload Measurement MODS Credit

FHP is calculated in WebEOR. Opening unit workload is generated from MODS FHP based on survey data of opening unit operations. Percentages are developed based on mail opened and prepared for letter or flat FHP distribution. The percentages are in WebMODS in the Local FHP Flow Configuration backflow matrix. This backflow matrix will spread or autocredit the opening units with workload based on FHP distribution operations volumes.

3-5.2.1 **Establishing Percentages**

A survey is conducted of all opening-unit operations. Containers are counted for mail opened and prepared for letter or flat distribution. The containers contents are converted to pieces. This data is then calculated to show the percentage of FHP distribution volume of letters or flats that came from various opening unit operations.

3-5.2.2 **Calculating Opening Unit Workload**

Based on opening-unit survey data, total letter or flat FHP is counted and then percentages are developed.

For example, the figures from the survey period are shown in Table 3-5.2.2a.

Table 3-5.2.2a
Example Mailflow Results

Total FHP Letters	Oper Nbr	Total Volume	Flow Pctg Rate
14,075,851	112	37,037	0.26%
	117	813,127	5.78%
	180	3,684,641	26.18%
	185	547,895	3.89%

This example shows four opening operations (112, 117, 180, and 185) with mail sent to the total FHP letters. Dividing each of the four opening operation volumes by the total FHP letters volume leads to percentages of mailflow to total FHP letters from the four opening operations.

3-6 Volume Measurement and Identification

3-6.1 **Source Type Codes**

Source type codes are 2-digit mail identification codes. These codes may identify size, shape, class, unit of measure, category and type of mail. Source type codes are used to identify how mail pieces are counted. Mailpieces are counted either as single pieces or by feet. Appendix C of this handbook provides a complete list of source type codes and their descriptions. If no conversion rate is listed, then a single piece is the conversion rate.

3-6.2 **Transaction Codes**

The transaction code identifies the action taken in conjunction with a source type generated by WebEOR as follows:

a. 73 — Increases volume.

b. 74 — Decreases volume.

c. 75 — Pieces fed.

d. 97 — Machine run time (in seconds).

e. 98 — Machine down time (in seconds).

3-6.3 **Conversion Rates**

Volume in certain operations may be determined by linear measurement or by container measurement. When pieces of mail are measured, the measurement will then be converted to a piece count and those volumes are input into WebMODS. Conversion rates are defined in appendix D of this handbook.

Conversion rates may be used, when applicable, for FHP, TPH, and NA TPH volume reporting.

A linear conversion rate is identified by the number of feet measured.

■   Letter tray = 2 feet

■   Flat tub = 1 foot

Postal containers such as hampers, wiretainers, pallets, u-cart, etc., have conversion rates identified for each type of mail based on full containers.

4 Work Hours

Work hours are fed into the WebMODS application by TACS. TACS collects work hour information from either EBR transactions or manual work hour input.

The MODS system accumulates work hours by operation, MODS day, MODS tour, MODS week, and month. Before using operation numbers to record work hours, the operation numbers must be validated. In this handbook, the term "operation" means the same as "operation number" and "operation — local unit number."

Function 1 work hours are related to processing operations, including time for allied labor. Some of the activities are defined as separate operation numbers while others are included within the distribution operation as allied labor.

The work hours in mail processing distribution operations include time for allied labor as well as for pure distribution.

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

a. Obtaining mail from staging areas.

b. Opening and dumping mail from sacks or containers.

c. Traying letters.

d. Loading ledges.

e. Sweeping processed mail from cases, tying out or loose packing, and dispatching of mail.

f. Moving mail to subsequent handling or staging areas.

g. Obtaining, handling, labeling, closing, and disposing of sacks or containers to dump holes, staging areas, and so forth.

h. Loading or unloading of containers.

i. Processing letter or flat tie outs (bundles).

j. 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.

k. Recording and reporting missent mail received from other post offices, as required.

l. Examining and spreading empty sacks.

m. Labeling trays, placarding containers, setting up dispatch containers and other duties needed to processing mail.

When employees leave an operation for personal reasons, they remain on the clock in the operation where they are assigned.

Work hours must be reported in valid finance types and in valid operation numbers only.

4-1   Work Hour Reporting

The MODS system accumulates both straight and overtime work hours by operation number from non-exempt Executive and Administrative Schedule (EAS) and craft employees' clock rings. EAS–exempt employees are not required to enter clock rings; their work hours are automatically accumulated by the MODS system based on the operation number assigned in the employee master file of TACS.

4-1.1   ## Base Default Operation Number Assignments

Each employee is assigned a base operation number. In the event that this doesn't happen, TACS uses default operation numbers when an employee has not been assigned a base operation number. TACS wants to ensure all employees are paid; therefore if an operation number has not been assigned to an employee, the clock ring is in an error status and more time and dollars are spent to correct. To counteract this situation, TACS has assigned MODS operation numbers based on the LDCs of the employee. The default operation numbers listed will readily identify an excessive amount of work hours, raising a red flag that there may be a work hour reporting problem. The operation numbers are all valid and will assist Operations in quickly seeing any anomalies. The TACS default operation numbers are listed below in Table 4-1.1 and may also be found in appendix I of this handbook.

Table 4-1.1
TACS Function 1 Default Operation Numbers

LDC	PDC Oper #	Operation Number Description
10	700	Supervisor, manual distribution, mail processing
11	282	DBCS-DIOSS ISS MODE – Outgoing Secondary
12	448	Upgraded Flat Sorting Machine 1000 (UFSM 1000), keying non scheme — incoming
13	256	LIPS preferential — incoming
14	169	Manual letter box section, main office secondary
17	002	Presort First-Class Mail® (FCM) service/Periodicals (PER) service
18	554	Office work and record keeping — mail processing

LDC	BMC Oper #	Operation Number Description
10	928	Supervisor, distribution operations
11	272	DBCS-DIOSS OSS MODE – Outgoing Secondary
12	331	Automated Flat Sorting Machine 100 (AFSM 100), primary — outgoing

LDC	BMC Oper #	Operation Number Description
13	101	Mechanized parcel sorter — secondary
14	100	Manual parcels, primary distribution — outgoing
17	210	Platform — inbound
18	560	Miscellaneous mail processing activities

4-1.2 Valid Operations by Finance Type Facility

Operation numbers are assigned to specific facility/finance types. Operation numbers that are not valid for a specific facility are not available for activation in WebMODS.

If work hours have been assigned to an operation number in TACS that is not valid in WebMODS, the hours will be placed in an error report. The report is available in WebMODS on the Interface screen under TACS Errors.

4-1.3 Local Units

To further define work hours and volumes by operation number, use local units. Local units are 2-digit numbers assigned locally to operation numbers to provide management with additional tracking options for work hours and volume reporting. For example, operation 030-01 is an operation with a local unit assigned to it. Local units appear on locally-generated reports and are stored in WebMODS for 2 years. The default local unit for all operations is 00. All other local units are invalid until activated in the local facility operation table.

To add local units to the operation validity table for work hours within TACS, use the Active Operation Maintenance Module under the site menu option. Since LU 00 is the default for TACS, it should always be activated within WebMODS as well.

To add local units in WebMODS, see chapter 6 of this handbook.

4-2 Clock Ring Procedures

The following are the procedures used to record work hours by finance number. MODS accumulates work hours from two types of clock rings:

a. Standard clock rings.

b. Transfer clock rings.

All employees must use correct clocking procedures to ensure that hours are recorded in the operation, local unit, finance type facility, and finance number where the work is performed.

4-2.1 Standard Clock Rings

Craft and non-exempt EAS employees are responsible for making the proper clock rings on an EBR. To do this:

1. Select a ring type:

   ■ BT — Begin tour.

■   OL — Out to lunch.

■   MV — Move.

■   IL — In from lunch.

■   ET — End tour.

2.   Select the proper operation number.

3.   Swipe your time card/badge.

MODS receives the work hours from TACS that were entered into the system from the EBR.

4-2.2   Finance Number Transfer Clock Rings

Craft and non-exempt EAS employees who perform work outside their finance number but within their facility will select the ring type:

■   TR — Transfer

Use the TR function key in addition to the standard clock ring types. This key will credit the proper finance number with the employee work hours.

The TR key is not intended for those employees on loan to area or headquarters projects. WebMODS does not receive the finance number associated with the transfer; however, the employees should follow clock ring procedures so this can be corrected using the reassign work hours screen within WebMODS.

If the employees enter clock rings on an EBR assigned to a different finance number than what the employees are assigned (and the transfer ring is not applicable), WebMODS reports the work hours in the finance number the employees are assigned in their employee base record within TACS. This could generate an error within WebMODS based on the operation number selected being valid for that particular finance type facility.

If the clock rings are not corrected by the 11th day in TACS, they appear in the Work Hours Reassignment screen in WebMODS. If work hours are not reassigned within 60 days, they are forced into the default operation 756 (LDC 40 or 48) for Function 4, Customer Service, and operation 565 (LDC 10 or 18) for Function 1, Mail Processing. The hours can be adjusted in WebMODS at the Work Hours Reassignment screen (accessed from the Data Entry screen), but only within the functional area where the hours defaulted:

a.   If a plant employee clocks into an EBR assigned to Customer Service and selects a Customer Service operation number, the hours are applied to default operation 565 (a Function 1, Mail Processing, operation) if they are not reassigned.

b.   If a Customer Service employee clocks into an EBR assigned to the plant and selects a plant operation number, the hours are applied to default operation 756 (a Function 4,Customer Service, operation) if they are not reassigned.

4-3 Manual Work Hour Entries

MODS accumulates work hours from manually-entered clock rings (entered in TACS) the same way as for standard and TR clock rings.

4-3.1 Non-Transactor Reporting

Non-transactor forms must be used to document employee work hours when the hours are recorded manually:

a. PS Form 1260, *Non-Transactor Card* — For an individual employee.

b. PS Form 1261, *Non-Transactor Report* — For multiple employees.

The non-transactor forms may be used when:

a. An employee misses a clock ring.

b. An EBR is not available.

4-3.2 Manual Adjustments/Corrections to Clock Rings

Adjustments entered into the clock ring editor in TACS are applied the same as for standard clock rings:

a. If the employee's assigned reporting area and finance facility type match, MODS reports these work hours properly within WebMODS.

b. If the employee's reporting area and the finance facility type are different, MODS reports the work hours as errors. Adjustments need to be made to correct these errors.

4-4 Specific Clocking Procedures

4-4.1 Non-Exempt and Craft Employees

Non-exempt and craft employees must always be clocked into the operation where they are assigned. TACS uses the employee's assigned base operation number if no operation number is selected on the EBR for the three basic clock rings (i.e., BT, MV, IL). This could cause hours to be erroneously charged to an incorrect operation if not verified.

4-4.2 Exempt Employees

EAS–exempt employees are not required to enter clock rings. Their hours are automatically accumulated and sent to MODS based on the operation number assigned in their assigned base operations.

Override this automatic accumulation of hours by entering clock rings through an EBR or by using the clock ring editor in TACS.

4-4.3 When Moving from One Operation to Another

If an employee moves from one operation to another, he/she must immediately clock into the new operation.

If the employee is moving between floors or between buildings, use the appropriate travel operation number as defined in appendix A of this handbook.

4-4.4 Stand-by Operations

Paid hours guaranteed by contractual agreements with the bargaining units that cannot be applied to performance of work must be recorded as nonproductive work hours using stand-by operations.

4-4.4.1 Definitions

Stand-by hours are hours recorded for which career bargaining unit employees are guaranteed work hours, as required by applicable national labor agreements, but for which there is insufficient work available. Normally, stand-by time is used for unplanned, low-work-volume periods on a particular day or days, or unplanned events such as equipment or communication breakdowns. Other examples include idle time as a result of storms, power failures, and lack of work. Stand-by hours do not include nonproductive time for temporary equipment breakdowns of 10 minutes or less.

Stand-by operations are listed by operation numbers specifically provided for recording nonproductive hours in section 4-4.4.6.

4-4.4.2 Applicability to Facilities

This policy applies to bargaining unit work hours in Function 1 processing facilities, such as PDCs/PDFs, L&DCs, bulk mail centers (BMC), and air mail centers or facilities; in Function 2 installations, such as Post Offices, stations, and delivery distribution units (DDU); and in Function 4 retail units and central forwarding units.

Generally, remote encoding centers (REC) must use staffing flexibilities provided by their transition employee workforce to adjust to workload fluctuations. However, equipment and communication failures that are expected to be overcome, but meet the definition of nonproductive time above, are appropriate conditions for stand-by operations at RECs.

4-4.4.3 Responsibility

The Vice President of Network Operations provides the policy direction and the reporting systems and operation numbers for recording all types of work hours, including those for stand-by operations.

Field site managers and supervisors have responsibility for directing and ensuring the accurate recording of nonproductive hours.

4-4.4.4 Use of Stand-by Operations

Recording stand-by time is encouraged, when necessary, to accurately account for employee paid hours that cannot be used for productive work activity. Accurate recording produces a true picture of workload and productivity and is preferred over the concept of "keep employees busy" during short periods of no work in a day or portion of the day.

Stand-by operations are intended for short-term use in response to situations that are not likely to continue.

Field managers must monitor stand-by time use on an ongoing basis to ensure that staffing and scheduling match workload requirements, and must make adjustments as necessary to minimize nonproductive time.

Regular use of stand-by time for groups of employees or at regular time periods, or frequent use of Article 7.2.C provisions in national agreements, indicates a need for staffing adjustments. In those situations, stand-by operations should be used as necessary while complying with contract notice periods related to employee schedule, category, or excessing changes.

4-4.4.5 Employees on Stand-by Operations

Employees who are directed to clock onto stand-by operations are "on the clock" and subject to the same direction, supervision, and work rules as when assigned to productive operations. Employees on stand-by should remain in the work facility in an area removed from normal work activity, such as in a break or meeting room, cafeteria, or an area designated for stand-by use. Employees must remain ready to assume normal work activities as needed and directed by supervisors.

4-4.4.6 Stand-by Operation Numbers

The operation numbers listed in Table 4-4.4.6 should be used to record stand-by hours.

Table 4-4.4.6
Operation Numbers for Stand-by Hours

OPN	Description
340	Stand-by — Mail processing/BMCs
353	Stand-by — Customer services
354	Stand-by — Delivery services
614	Stand-by — Postal vehicle service (PVS) operations

4-4.5 MODS Overtime

MODS overtime hours are included in work hours and are reported separately for informational purposes. MODS does not distinguish between the following:

a.   Regular overtime from penalty overtime.

b.   Out-of-schedule premium.

c.   Supervisory extra straight time hours authorized.

Penalty overtime, out-of-schedule premium, and a non-bargaining unit supervisor's over-40 hours are reported as overtime in MODS.

MODS overtime hours should be reconciled with paid overtime hours (National Work Hours Reporting System) within a tolerance of 5.0 percent per pay period.

4-5   TACS Authorizations

Hours worked over 8 hours in a day, or over 40 hours in a week, are automatically calculated in TACS as overtime and reported as overtime in MODS. T&A overtime authorizations using authorization code 091 in conjunction with employee clock rings, provide overtime hours in MODS in the operation where the overtime hours are worked. Incorrect overtime authorizations distort overtime hours in MODS.

If overtime hours for an employee cross 2 MODS days, enter the overtime authorization before the MODS split time for the first day. This ensures that the overtime is reported correctly on both MODS days.

When T&A-paid overtime hours are reported incorrectly, MODS overtime hours are also reported incorrectly as follows:

a.   For paid hours, the clock rings must be corrected and overtime authorized prior to the TACS weekly cutoff.

b.   For MODS, when the clock rings are corrected, and overtime approved, hours are resent to WebMODS automatically.

4-6   Work Hours Computations

Work hours are computed from non-exempt EAS and craft employee T&A entries according to the operation number associated with each clock ring or employee base operation number assigned. Exempt EAS employees' work hours are computed using the operation number entered in the TACS Employee Master Record. The following entries start the accrual of time:

a.   BT.

b.   IL.

c.   MV.

The following entries end the accrual of time and do not require operation numbers:

a.   OL.

b.   ET.

The MODS system adds the accrual for all employees by tour and operation number.

4-6.1   TACS Work Hours Download

WebMODS receives daily work hours from TACS 1.5 hours after the local MODS cutoff time. In addition, WebMODS pulls in TACS hours every 8 hours following the daily download of hours from TACS. Adjustments should be included within the downloads.

4-6.2   MODS Tours

MODS tour cutoffs are calculated in 8-hour increments beginning with the MODS day cutoff shown in .

Table 4-6.2a
MODS Tours

If MODS Daily Cutoff Time Is:	Tour II Cutoff Time Is:	Tour III Cutoff Time Is:	Tour I Cutoff Time Is:
0700	1500	2300	0700

The example in Table 4-6.2b demonstrates the proper clock rings for a single employee during one tour. *Note:* With a MODS day cutoff of 0700, 1 hour will be reported in MODS day 3, and the remaining 7 hours will be reported in MODS day 4.

Table 4-6.2b
Tour Clock Ring

Day	Tour	Ring	Time	OPN	Explain	Calculation	Work Hrs.
3	I	BT	0600	030	Ring 1 — Start accrual	R1=	0 hrs.
4	II	MV	0800	040	Ring 2	R2-R1=	2 hrs.
4	II	MV	0900	050	Ring 3	R3-R2=	1 hr.
4	II	OL	1000	050	Ring 4 — Stop accrual	R4-R3=	1 hr.
4	II	IL	1050	030	Ring 5 — Start accrual	R5=	0 hrs.
4	II	MV	1250	040	Ring 6	R6-R5=	2 hrs.
4	II	ET	1450	040	Ring 7 — Stop accrual	R7-R6=	2 hrs.

4-6.3 Clock Ring Sequence Errors

A sequence error occurs when:

a. The employee's standard clock rings are not entered in the proper sequence.

b. A standard clock ring is omitted or redundant; or improperly preceded, separated, or followed by a move ring.

When TACS encounters an employee's clock rings that do not follow the proper sequence of events (i.e., MV, BT) MODS does not receive the clock rings from TACS. The clock rings are held in an error condition until such time as they are corrected in TACS. Once the rings are corrected, all the rings will be sent to MODS.

When TACS encounters an employee's clock rings that follow a proper sequence but are missing the last ring, those rings will be sent to MODS for calculation on each operation number. MODS will project the ET based on the MODS tour cutoff time since the last ring was entered.

Example: An employee has BT 0800, OL 1200, IL 1250, and no ET. The MODS day starts at 0700.

MODS will calculate the hours between 0800 and 1250, but will estimate the remaining hours based on the next tour cutoff time. The hours MODS calculates between 0800 and 1250 is 4.0 hours. The estimated time remaining is 2.5 hours (i.e., from 1250 to 1500, which is the next tour marker). Only 6.5 hours will be accounted for in WebMODS.

TACS will not credit any work hours for the employee for the day.

Clock ring adjustments must be entered into TACS. The adjustment will be reflected on the appropriate day within WebMODS once they are corrected in TACS. If the clock ring errors are not adjusted, the work hours will not be credited in TACS; however, MODS will keep these work hours plus the projected work hours.

4-6.3.1 Missing Rings Report

Clock rings that are in sequence error condition and not corrected within the TACS weekly cutoff are never passed to WebMODS. The errors should be corrected daily using the Missing Clock Ring Report within TACS to ensure proper credit of work hours in WebMODS.

4-6.3.2 Default Hours — Operations 999, 565, and 756

Hours that cannot be charged to nationally-valid operations default to operation 999 within TACS. These hours are charged to LDC 50 for supervisory or LDC 58 for non supervisory based on the designation activity of the employee.

Operation numbers that are valid nationally but are not valid for the facility finance type will default to 565 LDC 10 supervisory or 18 non-supervisory for all Function 1 (Mail Processing) type facilities. Employees assigned to the plant but working for another type facility must use the TR button on the EBRs to ensure hours are properly reported.

Operation numbers that are valid nationally but are not valid for the finance type facility for Customer Services-type facilities will default to operation 756, LDC 40 for supervisory and 48 for nonsupervisory.

Note: Designation activity 19-0 (non-supervisory) defaults to LDC 58, 18, or 48.

Hours that cannot be charged to a valid local unit default to operation 999-00, 565-00, or 756-00.

4-6.4 TACS Ring Adjustments

T&A clock ring adjustments must be entered prior to the end of the week for both payroll and MODS. All adjustments must be entered into TACS using the clock ring editor function. If the clock rings are not properly adjusted, and TACS cutoff occurs, work hours will not be provided to WebMODS. Those hours will be missing from MODS.

4-6.5 **Invalid Employee Identification Number Adjustments**

Clock rings made with invalid employee identification numbers will accumulate work hours for MODS. To adjust, the clock rings must be deleted from TACS to eliminate them from MODS within the TACS weekly cutoff.

4-7 Time and Attendance Inquiries

TACS provides several of the following attendance inquiries for employee clock ring data:

a.   Employee on-the-clock.

b.   Employee moves.

c.   Employee everything.

Use these reports to verify attendance and ensure that employees are clocked into the operation where they are working.

4-7.1 **Employees On-the-Clock Report**

The employee-on-the-clock report provides a list of employees whose last clock ring was made on the clock (BT, IL, or MV). This report option allows the entry of finance number, pay location, and all operations; you can also select either a range of operation numbers or a specific operation number by day of the week or total for the week.

4-7.2 **Employee Moves Report**

The employee moves report provides all the employee activity for the day/ week. The report is summarized by operation and identifies work hours, overtime hours, penalty overtime, and other hours. This report can be generated by pay location or range of pay locations, weekly or daily, by employee type, all employees, or specific individual, by designation activity, for all operation numbers or by specified operation number/local unit.

4-7.3 **Employee Everything Report**

The employee everything report provides all of the current information about the employee, including the employee master file information and clock ring information. As a result, the base operation number assigned and the operations during the week that were entered for each employee can be verified. In addition, this report identifies the assigned EBR number, as well as both processed and unprocessed rings due to errors. It is suggested that this report be used once a month to verify that all employees have valid base operation number assignments.

4-8 WebMODS Reassign Work Hours Function

WebMODS' reassign work hours function is for the purpose of correcting a clock ring in an invalid operation number. If the ring is corrected prior to the weekly closeout of TACS, it will not appear on the Work Hours Reassignment screen. If not corrected in TACS prior to the weekly closeout, the error will appear as reassigned work hours 11 days after the error occurs in TACS.

5 MODS Reviews

5-1 Objectives

Each postal performance cluster must ensure that each MODS office conducts a MODS system review at least once each year. The review covers all phases and requirements of MODS and helps to determine the accuracy of MODS reporting procedures. All review team members must be familiar with MODS, and the team leader must have a good working knowledge of the system. Team members should include members from another facility. A MODS review is a joint effort of Finance and In-Plant Support. Copies of the official MODS review must be sent to the area MODS coordinator. The area MODS coordinator sends notification to the Headquarters MODS coordinator on the completion of each facility's MODS review. Headquarters provides the format for reporting completed MODS reviews to area MODS coordinators. Each office may perform a self-review periodically to ensure that everyone is using proper procedures and collecting accurate information.

5-2 Review Requirements

The review lasts at least 1 week from MODS Tour II, Saturday, through MODS Tour I, Friday. On each tour, the team must observe operations for verification of manual volume recording process for at least 4 days. The team also must make T&A checks for at least 3 days.

A sample MODS review checklist is included in appendix E. This checklist is all inclusive and some questions may not be applicable in all facilities. The MODS review checklist is to assist in formalizing review focus and facility improvement recommendations.

The review team leader gives the plant manager a report identifying all deficiencies and requesting corrective action. Except when indicated, the review team performs the procedures described in this chapter.

5-3 Review Procedures

5-3.1 Ensure Proper Manual Worksheets Are Used for All Volume Recording

The team leader must ensure that all manual volume recording worksheets used in each operation contain at a minimum: tour, class of mail, container type or feet, and signature block for supervisor. Verify that the conversion rates used on the form are applicable for the operation. Ensure that manual worksheets contain all necessary information for manual input into WebMODS.

5-3.2 Analyze and Verify Accuracy of Reports

Verify that MODS system hard copy reports are retained as required. Table 5-3.2 lists the retention requirements.

Table 5-3.2
MODS Hard Copy Report Retention

Report	Retention
MODS Management Summary	
Daily, weekly	End of month; ensure adjustments are completed
Monthly	1 year plus current month
Operation by LDC Reports	
Daily, weekly	End of month; ensure adjustments are completed
Monthly	1 year plus current month
Manual Entries Report	1 year plus current month
Work Hours Reassignment Log	1 year plus current month
Auto-Mech Report	1 month
Volume Hour Report	6 months
EOR FHP Report	6 months
Flow Opening Unit Report	6 months

5-3.3 Analyze Productivity Reports

Analyze productivity, using reports such as the Operation by LDC Report or Operation with SPLY Report. Compare productivity for the review period (day, week, or month) with productivity for similar prior periods. There are several different operations reports that can be generated. For more information, see chapter 8.

5-3.4 Observe Productivity Trends Using Volume-Hours Report

Observe productivity trends by using the Volume-Hours Report. Identify operations that show a significant change in productivity and do not show probable causes for the change.

5-3.5   **Review Manual Entries Report**

The plant manager (or designee) must review the Manual Entries Report, which lists volume transactions and adjustments. Use it to do the following:

a.   Determine the justification of volume adjustments.

b.   Verify documentation for all manual volume entries by using locally designed volume forms and documentation.

c.   Verify the accuracy of manual inputs of volumes — mail from mail preparation units — and identify the reason for the manual entry.

5-3.6   **Ensure Proper Inventory Procedures**

Inventory is optional. If an office opts to inventory, ensure that inventory procedures are observed and verify the following:

a.   That volumes and mail types are stated correctly with inventoried mail at the end of each MODS day — or at the end of each tour if the office is tour reporting.

b.   That type and origin correctly identify the inventoried volumes for each distribution operation.

c.   That first and subsequent handling pieces, preferential and standard volumes, machinable and nonmachinable mail volumes are inventoried separately.

5-3.7   **Verify Proper Volume Reporting Procedures**

Verify that employees observe all volume recording procedures. The following are the requirements for the review team:

a.   Verify that all volumes are recorded into distribution operations.

b.   Verify that all operation numbers used for activities in the office conform to the operation number definitions in appendix A.

c.   Verify that workload units (NA TPH) are entered for all workload operations used by the office. Also, verify that data collection, conversion factors, and workload unit recording procedures meet all requirements.

d.   Verify that letter, flat, priority, and parcel post volumes are identified and entered.

5-3.8   **Verify Proper Procedures for Generating Local TPH Flow Configuration**

The Local TPH Flow Configuration Table reflects all the mail flow densities (manual to manual downflows) entered for the office. The plant manager (or designee) must approve the mail flow matrix every 6 months or whenever there is a significant change in mail flow pattern. Mail flow densities must be updated every 6 months. Verify the following:

a.   That the methods for generating the densities for all operations are based on sound statistical sampling or actual mail counts (see Handbook PO 401, *Manual Distribution Operating Guidelines*, chapter 6).

b.   That all required densities have been entered for all operations used by the office.

c.   That final flow percentages are equal to local defined TPH flow configuration.

d.   That current density test documentation is on file and available for review.

5-3.9 **Verify Proper Procedures for Generating Local FHP Flow Configuration**

The Local FHP Flow Configuration Table reflects all the opening unit backflow densities entered for the office. The plant manager (or designee) must approve the Local FHP Flow Configuration backflow densities once a year or whenever there is a significant change in mail flow pattern. Backflow densities must be updated every year. Verify that current survey documentation is on file and available for review.

5-3.10 **Verify Proper Procedures for Generating Manual FHP Flows in WebEOR**

The Manual FHP Flow Table in WebEOR reflects the percentage of manual FHP that will be flowed by operation for the office. The plant manager (or designee) must approve the Manual FHP Flow Percentages once a year or whenever there is a significant change in mail flow pattern. Manual FHP Flow percentages must be updated every year. Verify that current survey documentation is on file and available for review.

5-3.11 **Verify Correct Work Hour Reporting Procedures**

Determine whether employees are clocked into the operation in which they are working. To identify employees clocked into an operation, use TACS Employees Moves and Employee On-the-Clock reports.

If it is not possible to resolve differences between employee, badge card, and inquiry listings, use employee inquiries to check the employee clock rings in question.

5-3.12 **Check Work Operations**

Verify that work hours for automation and mechanization operations are being recorded properly.

Ensure that employees are charged to the correct operation, especially when additional temporary help is being used for dispatches or for final closeout.

All allied labor hours must be charged to the correct manual, mechanization, or automation distribution operation. For more information, see chapter 4.

5-3.13 **Verify Adjustments**

Verify that adjustments are properly made. Adjustments should be entered to correct erroneous data as soon as possible. Any adjustments older than 3 months must get area-level approval. If the adjustments are older than one fiscal year, headquarters must approve.

5-3.14 **Review Work Hours Reassignment and Interface Screen**

Verify that WebMODS TACS interface errors over 11 days old are reassigned to a valid operation number for that facility. If hours have not been reassigned within 60 days, they will accumulate in operation 565. The facility must explain why work hours have not been reassigned from operation 565. The plant manager (or designee) must ensure hours have been transferred to the appropriate operation number.

5-3.15 **Verify Overtime Hours**

Verify that overtime hours are accumulated so that total MODS overtime hours can be reconciled with paid overtime hours within a tolerance of 5 percent per pay period. All hours and overtime adjustments must be entered into TACS. No work hours or overtime adjustments are accepted in WebMODS except reassignment of work hours from operations 756 or 565.

5-3.16 **Review Report Submissions**

The review team leader must submit a report to the plant manager no later than one week after completing the review. The report must identify the following:

a.   All findings.

b.   Cause of each discrepancy.

c.   Recommended corrective action.

d.   Projected completion date.

5-3.17 **Initiate Corrective Action**

Initiate corrective action promptly. Conduct follow-up monitoring to ensure that actions to correct all discrepancies are implemented. The plant manager is responsible for ensuring that all corrections are made timely.

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6 System Inputs and Computations — Workloads

6-1 General Policy

For all distribution operations, piece handling will be credited only for the distribution of letters, flats, and parcels. Priority Mail® service receives piece-handling credit in the operation where it is processed. Only designated and properly trained employees may record mail volumes.

6-1.1 Recording FHP

Record mail volume in the operation where it receives its first distribution handling — the FHP count. An FHP is a letter, flat, parcel post, or Priority Mail service that receives its initial piece distribution in a Postal Service facility.

FHP — the number of pieces of mail received for distribution in a facility—is a useful indicator for planning and measuring the distribution workload of the facility.

A distribution operation is defined as a sortation of a single/individual piece of mail to ADCs, states, SCFs, cities, foreign countries, official mail, associate offices, stations, branches, carrier routes, holdouts (for example, firms, addresses, institutions, boxes), box sections, ZIP Codes, uncoded mail, nixie, APOs, FPOs, or similar separations.

First-handling pieces are determined by machine meter counts, WebEOR calculated FHP, or by national conversion rates.

6-1.2 Recording SHP

The term SHP refers to mail that is flowed from one operation to another. In the manual operations, mail is flow from a manual operation to a manual operation. This mail that is flowed is known as SHP and is associated with the local TPH Flow Configuration table in WebMODS. This table shows how mail is flowed to a downstream operation.

6-1.3 Recording TPH

For manual operations, TPH is the total of FHP and any additional processing (SHP). For validating machine operations, MODS records the actual TPH from WebEOR.

6-1.4   **Recording NA TPH**

TPH counts in nondistribution operations are recorded as NA TPH but not added to the bottom line for mail processing distribution.

6-1.4.1   **Mechanized Operations Not in WebEOR**

To record operations not incorporated in WebEOR (such as LCTS, Tabber, and LMLM), enter the TPF and NA TPH from meter readings into WEBMODS. LIPS can be entered manually into WebEOR the same as the SPBS.

6-1.4.2   **Mechanized Operations in WebEOR**

To record operations in WebEOR (such as LCTS, Tabber, and LMLM), enter the actual TPF and NA TPH from meter readings into WebEOR. Other data may be required for entry into WebEOR, such as run time, down time, sort program name, and OPN. Parameters are set by the WebEOR application.

6-1.4.3   **Work Center Units**

Record workload units in WebMODS in valid nondistribution operations by piece or sack. A workload unit is the amount of work performed in indirect distribution operations.

6-1.4.4   **Mixed Operations**

In general, mail distribution operations handle only one type of mail. Operations that handle one or more mail types (i.e., letters, flats, and parcels) are mixed operations. For example, Priority Mail operation 050 can be a combination of a letters, flats, and parcels.

6-2   Recording Mail Volume

To record mail volume, follow these guidelines:

a.   For letters and flats:

   (1)   For automated and mechanized offices, FHP volume is generated through WebEOR and TPH is flowed.

   (2)   For nonautomated offices, volume is counted as feet or container count converted to pieces.

b.   Priority parcels are counted by container and converted to pieces.

c.   Record parcel post volume by container count and convert to pieces.

d.   For mail volume from MPE supported by WebEOR, use the WebEOR application. For manual entries into WebEOR, use console readings, meter readings, or machine report.

e.   For mail volume from MPE not supported by WebEOR, use console, manual readings, or machine generated report for input into WebMODS.

f.   Record workload units in nondistribution operations.

6-2.1 **Recording Distribution Operations**

Distribution operations sort mail to the following:

a. Automated area distribution centers (AADCs).

b. ADCs.

c. States.

d. SCFs.

e. Cities.

f. Foreign countries.

g. Official mail.

h. Associate offices.

i. Stations.

j. Branches.

k. Carrier routes.

l. Holdouts (for example, firms, addresses, institutions, and boxes).

m. Box sections.

n. ZIP Codes.

o. Uncoded mail.

p. Nixie.

q. APO, FPO, and others.

Sortations by size, shape, weight, class, tray, bundles or facing are not distributions.

6-2.2 **Canceling Mail**

For NA TPH credit for hand-cancelled letters and hand-cancelled flats, WebMODS auto credits to operations 009 and 010 as defined in WebEOR for hand-cancellations.

For operation 015 and 067, WebMODS auto credits these operations defined in WebEOR for cancelled pieces.

For NA TPH credit, enter mechanical cancelled flats into operation 016 WebEOR or WebMODS.

For NA TPH credit, enter mechanical letter canceled pieces (operations 011–014) into WebEOR or WebMODS.

For NA TPH credit, enter AFSM100 cancelled flats into operation 468 in WebEOR or WebMODS.

6-2.3 **Recording Workload Units**

Record workload units for operations that perform indirect distribution of mail. Workload units, which vary from operation to operation, give indirect distribution operations a trackable measure of work.

Work credit factors are no longer supported by WebMODS and should not be used.

6-2.4 **Recording Workload in Work Center Operations**

LDC 17 workload activities are measured by work center activities.

LDC 17 work center definitions are shown in .

Table 6-2.4
LDC 17 Work Center Definitions

Work Center Code	Work Center Name	OPN
A	Presort Operations	002– 003
B	Collection Mail Preparation	009–019, 066–067, 084, 089, 468
C	Metered Mail Preparation	020–022, 02B
D	Opening Unit/Mail Separation	110–112, 114–117, 180–181, 185–186
E	Pouching Operations	120–123
F	Flat Mail Preparations	035, 140, 530
G	Dispatch Unit Operations	124–129
H	Platform Operations	188–189, 210–214, 225, 229–231
I	Manual Sortation Sack/Outsides	235
J	ACDCS, SWYB, AAA, ATS	118, 208–209

6-2.4.1 **Work Center A — Recording Presort Operations (002–003)**

For presort operations within a MODS reporting facility, recording volume is optional within a MODS reporting facility. The data is input directly into the WebMODS system from the source document through Forms include 3541, 3602-C, 3602-EZ, 3602-G, 3602-N, 3602-NZ, and 3602-R

Include in these volume recordings all originating presort volumes processed in the acceptance unit. Volumes for these operations are NA TPH.

6-2.4.2 **Work Center B — Collection Mail Preparation (009–019, 066–067, 084, 089, 468)**

Operations 009, 010 are entered into WebEOR or WebMODS.

Mail volume in operations 011–014, 016, and 468 is entered into WebEOR or WebMODS from manual input worksheets.

Operation 015 is an auto credit in WebEOR

No mail volume is credited to operation 017, 018.

Mail volume (labels applied) in operation 019 (Tabber) is entered into WebEOR or WebMODS from the Tabber report.

Operation 066, 067 is an auto credit in WebEOR.

Operation 084, PARS Mail Preparation, records only work hours.

Operation 089, PARS separation / hand stamping RTS, records work hours only.

6-2.4.3 **Work Center C — Meter Preparation (020–022, 02B)**

Mail preparation operations 020–022, and 02B–bypass, do not receive an FHP or TPH count; they receive an NA TPH count. Piece counts for these operations are auto credits in WebEOR.

6-2.4.4 **Work Center D — Opening Unit/Mail Separation (110–112, 114–117, 180–181, 185–186)**

The workload unit of measure is the piece count processed by the opening unit. Pieces are determined by percentage of FHP pieces from an opening unit to the first handling distribution operation.

Reporting of work hours is required if workload is reported.

Volume worked is reported as NA TPH.

Reporting of sacks, containers, or trays worked is not valid.

Volume is an auto credit in WebMODS.

Operation 114 receives only work hour credit.

6-2.4.5 **Work Center E — Pouching (120–123)**

For pouching operations (120–123), the workload unit of 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. Workload reporting is optional for these operations.

Do *not* take credit for:

a.   Output from these operations — sacks pulled or containers unloaded

b.   Sacks or trays reworked within the same facility

c.   Dispatched sacks or trays that do not require processing in the opening pouching operations

Conversion rates for work credit equivalent sacks are provided in Table 6-2.4.5.

Table 6-2.4.5
Conversion Rates for Work Credit Equivalent Sacks
Sacks per Container

Container	Full	3/4 Full	1/2 Full	1/4 Full
U-Cart (1075)	4	3	2	1
Gurney (1033)	5	4	3	1
Hamper (1046)	13	10	7	3
Hamper (1046) w/insert	8	6	4	2
BMC/OTR	36	27	18	9
APC/GPMC	24	18	12	6
Wiretainer	19	14	9	5
Platform truck (1070)	27	20	13	2
Pallet/skid	38	29	19	10

6-2.4.6   **Work Center F — Flat Mail Preparation Operations (035, 140, 530)**

6-2.4.6.1   **Flat Mail Preparation, Operation 035**

The workload unit of measure is the piece count processed by the opening unit.

a.   Work hour reporting is required.

b.   Volume worked is reported as NA TPH.

c.   Volume is an autocredit by WebEOR.

6-2.4.6.2   **Flat Mail Preparation for Automatic Tray Handling System/ Automatic Induct Machine, Operation 140**

Work hours used by craft employees assigned to the AFSM 100 – automatic induction (AI) preparation stations and loader station during and prior to machine operation. The workload is an auto credit by WebEOR as NA TPH.

6-2.4.6.3   **Stand Alone Mail Preparation for Flats Sequencing System Stand Alone Mail Preparation, Operation 530**

Work hours used by craft employees assigned to the flats sequencing system (FSS) stand alone mail preparation (SAMP) unit. The SAMP includes individual preparations stations, an automated bundle singulation unit (ABSU), dolly maker, and flat mail tub induction. The volume is a manual input in WebMODS.

6-2.4.7   **Work Center G — Dispatch Unit Operations (124–129)**

Operations 124–129 include the work hours used to separate trays, sacks, bundles, or parcels into containers in preparation for dispatching. Also includes work hours used for the collection and setting up of mail transport equipment (MTE) for the unit, movement of working containers into the unit, the strapping and sleeving of trays without automatic strapping/sleeving equipment, and the staging of worked containers. Workload reporting is optional for these operations.

Do *not* take credit for:

a.   Output from these operations — sacks pulled or containers unloaded.

b.   Sacks or trays reworked within the same facility.

c.   Dispatched sacks or trays that do not require processing in the opening pouching operations.

6-2.4.8   **Work Center H — Platform Operations (188–189, 210–214, 225, 229–231)**

The workload measurement is the number of inbound and outbound trips as recorded from the area score card in the TIMESWeb system.

Enter the recorded number of trips from this report as NA TPH in one of WebMODS' valid platform operations. Operations are as follows:

a.   Operations 210–213: Work hours and workload credit (inbound/ outbound trips).

b.   Operation 214: Work hours only, no workload credit.

c.   Operation 225: Work hours only; no workload credit.

d.   Operation 229: Equipment Operator — Tow Motor; record work hours, workload is optional for BMCs.

e.   Operation 230: Equipment Operator — Forklift; workload is optional for BMCs. Work hours only in PDCs/PDFs and L&DCs.

f.   Operation 231: Expediter, work hours only.

6-2.4.9   Work Center I — Manual Sortation Sack/Outsides (235, 348)

Sack sorting operations 235, 348: a sack, pouch, or outside piece sorted. Sack sorting for work credit purposes is the first distribution of a sack, pouch, or outside piece on a mechanized sack sorter, platform, slide, chute, conveyor, multislide, or bullpen operation. Do not take credit for subsequent sorts or sorts done on the platform as a part of the vehicle unloading process. Where possible, use electromechanical devices, such as photocell counters, for piece counting. Workload units are recorded through manual sacks and outsides count.

6-2.4.10   Work Center J — ACDCS, SWYB, AAA, ATS (118, 208–209)

Operation 118, ACDCS: The number of pieces scanned is available from the computer that supports the surface-air-management systems (SAMS) equipment and EDW. Enter the total number of pieces scanned in WebMODS as NA TPH.

Operation 208,SWYB or semi-automatic scan-where-you-band (SASWYB): The loading, scanning, labeling, and unloading of trays, sacks, pouches, and outsides utilizing SWYB or SASWYB equipment. Workload units can be recorded for this operation. Use piece counts generated from SWYB workstations for WebMODS volume input. Volume is recorded as NA TPH.

Operation 209, AAA or ATS: The loading and unloading of trays using the AAA or ATS equipment.

6-3   National Conversion Rates

6-3.1   Converting Feet into Pieces

Use the linear rates in Table 6-3.1. You can also use linear rates or container rates for inventories.

Table 6-3.1
Converting Feet into Pieces

S/T Code	Description	Foot Conversion Rate
11	Letters — First Class	250
12	Letters — Standard	191
13	Flats — Pref	101
14	Flats — Std	115
15	Flats — Periodicals	101
16	Flats — Priority	17
80	Flats — Import	115
81	Flats — Export	97

S/T Code	Description	Foot Conversion Rate
82	Letters — Export	218
83	Letters — Import	273.5

6-3.2 Converting Parcel Post Volume into Pieces — Linear Rates

To convert parcel post volume into pieces, use these rates to count containers:

a.   Pieces per sack = 8.79.

b.   Pieces per hamper = 39.7.

c.   Pieces per hamper (with extension) = 65.

6-3.3 Inventory

Mail processing personnel may perform inventory at the end of the reporting period to ensure that undistributed volumes are not credited to the current period's production. These undistributed balances will be deducted as an ending inventory and counted in the next period's beginning inventory.

Offices inventory mail volume by using locally designed forms and input the volume data manually into WebMODS. Sites can manually enter inventory as pieces, or feet (linear) measurement. Local units can be used to further identify the OPN on inventoried mail.

6-4   Local TPH Flow Configuration/Mail Flow

To determine the flow of mail volume from a manual distribution operation, you must identify the frequency of separation. The TPH for manual, letter, and flat operations is expressed as percentages of the total volume of an operation; we refer to them as "densities." Densities cannot be combined for operations.

6-4.1 Requirements

Distribution operation mail flow densities are required for local managers to determine how many cases and personnel are required to distribute the mail. These densities are locally determined and must be based on sound statistical sampling or actual mail counts. Also, Handbook PO-401, *Manual Distribution Operating Guidelines,* contains a general procedure for determining manual case densities. MODS requires the combined percentage of mail flowing to each downstream operation; it does not require a detailed density by individual separation or bin. MODS does not provide piece handling credit for reworks; therefore, only positive mail flows are valid.

6-4.2 Updates

The installation head or designee approves changes and updates to mail flow densities either every 6 months, or earlier if there is a significant change in the mail flow pattern.

6-4.3 **Density Procedure**

This procedure can aid you in developing density data for establishing case diagrams:

a. Obtain representative samples of the mail entering the operation.

b. Distribute each sample into an empty case and count the pieces sorted to each separation.

c. Summarize the sampling results and calculate density percentages for each separation on the case.

d. Perform the actual calculations of the density percentages manually, according to the instructions in Chapter 6 of Handbook PO 401, *Manual Distribution Operating Guidelines.*

6-4.4 **Maintaining Accuracy**

These sampling, distribution, counting, and calculation tasks should be closely supervised to ensure that:

a. Samples are truly representative.

b. Accuracy is maintained throughout the procedure.

6-4.5 **Determining Mail Flow Density Projections**

The In-Plant Support personnel determine the mail flow density projections and manage the following:

a. Proper use of instructional materials.

b. Training and monitoring of data collectors.

c. Quality of the projections established.

d. Documentation of the task results.

Total percentages cannot exceed 100 percent.

6-4.6 **Scheduling the Sampling**

The sampling should take place on Tuesdays, Wednesdays, and Thursdays of weeks that are not subject to unusual mailings (for instance, holidays, month-ends, and elections). Take one sample per day that represents the mail processed during the normal working period for the operation studied.

Example: If operation 030 runs from 1500 hours until 2100 hours, take the sample from the containers of unworked mail in operation 030 during that entire time period.

6-4.7 **Summarizing the Daily Samples**

To record the number of pieces sorted to each bin, use either Form 4217, *Density Test Calculation Worksheet,* or a locally–designed worksheet. A facsimile of Form 4217 may be found in appendix J in this document. At the end of the sampling period, summarize the daily samples and post the required information on a spreadsheet.

6-4.8 **Mail Flow Density Calculation**

WebMODS uses manual mail flow matrixes to apply volume to subsequent distribution operations using mail flow matrixes. First, WebMODS determines the total amount of volume to be flowed. A percentage of this total volume will be added to each of the subsequent operations that will process the mail. Densities will only flow mail between operations to the operation level. The total of the percentages may not exceed 100 percent.

6-4.9 **Required/Valid Densities**

Manual mail flow densities are required for all primaries if a site has automated letter processing or automated/mechanized flat processing. WebMODS will reject any downstream OPN not listed in appendix F.

6-4.10 **WebMODS Mail Flow Density Review**

Sites must review the Local TPH Flow Configuration and Local Flow Final Report tables in WebMODS. To review these tables, go into the Browse Data section of the WebMODS reports option.

Compare the local final flow percentages with the local flow configuration percentages. Any increase in percentages is due to a cyclic flow. Sites should then make changes to prevent these cyclic flows or compensate for them by lowering the percentage of volume flowed from one OPN to another in the Local TPH Flow Configuration table.

6-5 Local FHP Flow Configuration

The Local FHP Flow Configuration table's function is to credit opening units with workload. The workload constitutes opening and preparing mail for distribution. The backflow mail volume to opening unit operations is expressed as percentages of the total FHP letters or flats volume.

6-5.1 **Requirements**

Opening unit operations backflow percentages are required for local managers to determine the personnel required to open and prepare mail for a distribution operation. These percentages are locally determined and must be based on actual mail counts.

A Local FHP Flow Configuration table is required for an opening unit operation if work hours are accumulated for the operation.

6-5.2 **Updates**

The installation head or designee approves changes and updates to Local FHP Flow Configuration percentages annually, or earlier if there is a significant change in the mail flow pattern.

6-5.3 **Survey Procedures**

This procedure can aid you in developing data for establishing backflows percentages: A survey must be conducted to update percentages. Instructions and guidelines are found in the Local FHP Flow Configuration user guide issued each year.

6-5.3.1 **Requirements**

Requirements are the following:

a.   The survey must be completed once a year.

b.   A 3-day survey must be completed (Tuesday through Thursday).

c.   The survey must be conducted by the date established by Headquarters.

d.   Results of the survey must be approved by the plant manager and submitted to the area manager of In-Plant Support (MIPS).

e.   The area MIPS/MODS coordinator must validate survey results and submit them to Headquarters.

f.   Count FHP volume only.

g.   Do not count incoming 2nd pass (DPS or SECSEG).

6-5.3.2 **Survey Parameters for Letters**

Survey parameters for letters are as follows:

a.   Collect outgoing opening unit information by container and class and convert to pieces. The OPNs are 110, 111, 115, and 116.

b.   Piece counts for meter mail are an auto credit by WebEOR.

c.   Collect incoming opening unit information by container and class and convert to pieces. The OPNs are: 180, 181, 185, and 186.

d.   Collect mail separation information by tray. The OPNs are 112 and 117.

e.   Complete all site worksheets for all opening unit operations utilized at the facility.

6-5.3.3 **Survey Parameters for Flats**

1.   Collect outgoing opening unit information by container and class and convert to pieces. The OPNs are 110, 111, 115, and 116.

2.   Piece counts for meter mail are an auto credit by WebEOR.

3.   Collect incoming opening unit information by container and class and convert to pieces. The OPNs are: 180, 181, 185, and 186.

4.   Collect mail separation information by tub. The OPNs are 112 and 117.

5.   Complete all site worksheets for all opening unit operations utilized at the facility.

6.   Piece counts for OPN 035 and 140 are an auto credit by WebEOR.

6-5.4 **Maintaining Accuracy**

The survey tasks should be closely supervised to ensure the following:

a.   All opening unit operations are surveyed.

        b.   Accuracy is maintained throughout the survey.

6-5.5 Determining Local FHP Flow Configuration Percentages

The In-Plant Support personnel determine the Local FHP Flow percentages and manage the following:

a.   Proper use of instructional materials.

b.   Training and monitoring of data collectors.

c.   Quality of the percentages established.

d.   Documentation of the task results.

6-5.6 Scheduling the Survey

The survey should take place on Tuesdays, Wednesdays, and Thursdays of weeks that are not subject to unusual mailings.

6-5.7 Summarizing the Daily Surveys

Use forms provided in the Local FHP Flow Configuration user guide. At the end of the survey period, summarize the daily survey and post the required information in a worksheet provided with the Local FHP Flow Configuration user guide.

6-5.8 FHP Flow Percentage Calculation

WebMODS uses FHP mail flow percentages to credit volume to opening units operations. First, WebMODS determines the total amount of FHP letter or flat volume to be flowed. A percentage of this total FHP volume will be added to each of the opening unit operations that opened and prepared the mail for distribution.

6-6 WebEOR Manual FHP Flow

Manual letter and flat FHP is calculated through WebEOR. To determine the FHP Flow of letter and flat volume to manual distribution operations, a survey must be taken of the mail entering each valid FHP manual operation for a given site. The manual FHP Flow is expressed as percentages of the total automation or mechanization TPH volume. Calculations are based on mail levels as defined in the FHP in Manual Operations Overview user guide.

6-6.1 Requirements

Manual FHP flow percentages are required for local managers to determine the personnel required to open and prepare mail for a distribution operation. These percentages are locally determined and must be based on actual mail counts.

WebEOR manual FHP flow percentages are required for valid FHP manual letter or flat distribution operations.

6-6.2 **Updates**

The installation head or designee approves changes and updates to WebEOR FHP flow percentages annually, or earlier if there is a significant change in the mail flow pattern.

6-6.3 **Survey Procedures**

These procedures can aid you in developing data for establishing FHP percentages: A survey must be conducted to update percentages. Instructions and guidelines are found in the WebEOR FHP Flow Percentage user guide.

6-6.3.1 **Requirements**

Requirements are as follows:

a.   One-week survey (Monday through Friday) by manual FHP OPN.

b.   Letter tray = 2 feet.

c.   Flat tray/tub = 1 foot.

6-6.3.2 **Letters/Flats**

For letters and flats, do as follows:

a.   Count full trays of mail as they enter into operation.

b.   Count the number of trays by class of mail.

c.   Count the number of trays from opening units.

d.   Count the number of trays from automation or mechanization.

e.   For data collection in incoming secondary operations for letter mail, combine classes of mail.

f.   The survey must be submitted to the area MODS coordinator by the date established by Headquarters.

g.   Areas submit data to Headquarters by established date.

6-6.3.3 **Calculations**

The site will provide the following:

a.   The time period of the survey.

b.   The opening unit count by class of mail.

c.   The count of mail from automation/mechanization.

Headquarters will calculate the following:

a.   The percentage FHP.

b.   The manual FHP flow percentage.

c.   The manual TPH flow percentage.

6-6.3.4 **Calculating Manual FHP Percentage Example**

An example of calculating manual FHP percentage is provided in Exhibit 6-6.3.4.

Exhibit 6-6.3.4
Seven-Step Example of Calculating Manual FHP Percentage

STEP 1	Automation Source Volume		
	Mail Level INP	FHP	TPH
	Operation 265	10,000	15,000
	Operation 275	25,000	35,000
	Operation 895	40,000	75,000
	Total Incoming Primary	75,000	125,000

STEP 2	Automation FHP	
		75,000
	INP Automation FHP%	125,000
	(FHP/TPH) =	60.00%

STEP 3	Total Incoming Primary TPH	125,000
	Count of Manual Mail from Opening Units	10,000
	Oper 150. Count of Manual Mail from Automation	5,000

STEP 4	Calculating Manual FHP from Automation	
	Oper 150. Count of Manual Mail from Automation	5,000
	Automation Incoming Primary %FHP	60.00%
	FHP in Oper 150 = 5000 * .60 =	3,000

STEP 5	Totaling Manual FHP	
	Manual Opening Unit	10,000
	FHP in Oper 150	3000
	Total Manual FHP Volume =	13,000

STEP 6	Calculating Oper 150 Manual FHP %	
	Total Incoming Primary TPH =	125,000
	Total Manual FHP Volume =	13,000
	Oper 150 FHP % (13,000/125,000) =	10.40%

STEP 7	Calculating Oper 150 Manual TPH %	
	Total Incoming Primary TPH =	125,000
	Oper 150 Manual Volume from Automation =	5,000
	Oper 150 FHP Volume =	3,000
	Oper 150 TPH Volume (150 Automation - 150 FHP) =	2,000
	Oper 150 TPH % (2,000/125,000) =	1.60%

6-6.4 Maintaining Accuracy

The survey tasks should be closely supervised to ensure that:

a.   All opening unit and manual operations are surveyed.

b.   Accuracy is maintained throughout the survey.

6-6.5 Determining Manual FHP Flow Percentages

The In-Plant Support personnel determine the Local FHP Flow percentages and manage the:

a.   Proper use of instructional materials.

b.   Training and monitoring of data collectors.

c.   Quality of the percentages established.

      d.   Documentation of the task results.

6-6.6 Scheduling the Survey

The survey is one week in length. It should take place on Monday through Friday of weeks that are not subject to unusual mailings.

6-6.7 Summarizing the Daily Surveys

Use forms provided in the WebEOR FHP Flow Percentage user guide. At the end of the survey period, summarize the daily survey and post the required information in a worksheet provided with the WebEOR FHP Flow Percentage user guide.

6-6.8 Manual FHP Flow Percentage Calculation

WebMODS uses WebEOR FHP Flow percentages to apply volume to manual distribution operations. First, WebMODS determines the total amount of volume to be flowed. A percentage of this total volume will be added to each of the opening unit operations that opened and prepared the mail for distribution.

6-6.9 Required/Valid Percentages

Manual FHP flow percentages are required for OPNs that are utilized by the site. WebMODS rejects any OPN not activated or listed in appendix A.

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7 WebMODS Version 4.0.6

7-1 Overview

WebMODS is a Web-enabled application that provides a systematic approach to gathering, storing, and reporting data pertaining to workload, work hours, and mail processing machine utilization. The operational data is entered into WebMODS, then compiled and displayed in reports to postal facility management for planning mail processing activities and projecting work hours and mail volumes. WebMODS automatically transmits local data files daily to CDAS. EDW provides long-term data storage to meet the requirements of national monthly reporting. WebMODS stores raw data and provides reporting facilities a historical database for local planning, analysis, and tracking of mail processing activities. WebMODS stores data for 2 years for historical purposes, and EDW stores it for 2 years plus the current year for easy access and for special needs.

WebMODS performs the following functions:

a. Assigns each activity a standard 3-digit operation number. Each facility can further define the operations with a 2-digit local unit code. The local units are transmitted to the EDW for local use/local reporting.

b. Uses 2-digit source type codes, mail distribution, and handling operation numbers to identify the origin, type designation, and other mail characteristics.

c. Records mail volume by various methods. Most data is imported from other systems, with the majority of the machine data imported from the WebEOR application.

d. Uses national conversion rates to convert feet into pieces as defined by the WebMODS source type table.

e. Reports mail volume processed as FHP and projects additional handling pieces using mail flow densities.

f. Records and reports actual work hours and overtime by operation number.

g. Provides optional planning of hours by operation numbers with labor distribution codes.

TACS is an automated program used in collecting time and attendance data. TACS stores and processes employee clock rings to generate work hour data that supports WebMODS work hours reporting. Work hours are summarized by MODS day and transmitted automatically to WebMODS. The

transmission usually occurs within 2 hours after the local office MODS cutoff at 7:00 a.m. It also occurs every 8 hours after the tour cutoff.

The interaction between WebMODS, TACS, CDAS, EDW, and WebEOR is depicted in Exhibit 7-1.

Exhibit 7-1
WebMODS Interface
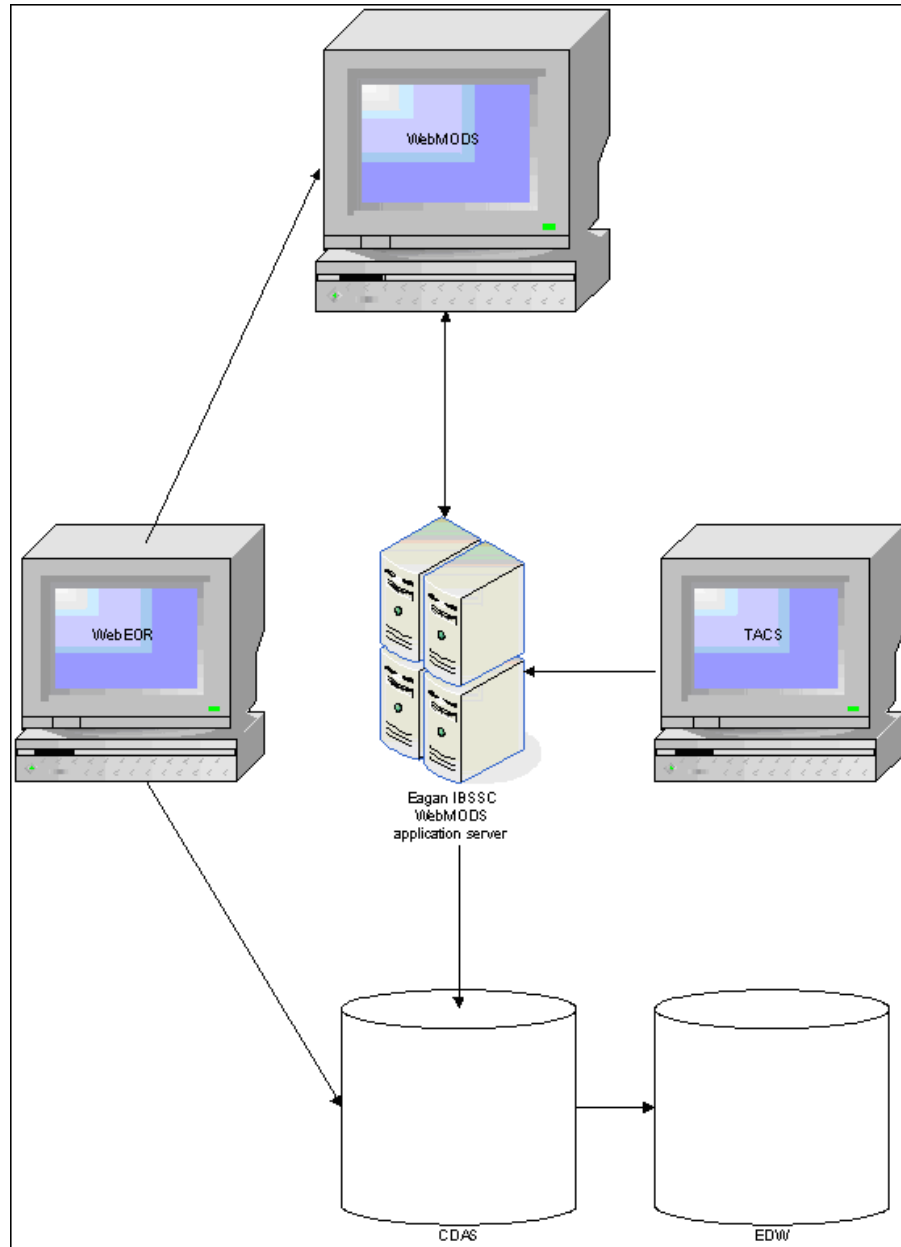
Postal Service managers can use WebMODS to generate reports to assist them in planning and estimating work hours and mail volumes, in addition to monitoring processing performance and equipment usage.

WebMODS generates the system and administration reports listed in Exhibit 7-1.

Table 7-1
WebMODS System and Administration Reports

System Reports	Administration Reports
Auto Mech	Area/District/Fin Nbr Listing
LDC 17	Finance Listing by Name
Encode/Barcode	Finance Listing by Number
Mail Processing Recap	Operation Listing 001–200
Management Summary	Operation Listing 201–400
Operation with Composites	Operation Listing 401–600
Operation with LDC	Operation Listing 601–800
Operation with SPLY	Operation Listing 801–999
Operation with Plan	Operation Listing Non Add TPH
Operation with SPLY, Plan	Interface Exception
Operation, NA TPH	Late Interface Report
Out of Bounds (Threshold 10% through 90%)	Transfer to CDB Log
Volume Hours	Transfer to EDW Log
Plan by Operation	Transfer to EDW Rehome Log
Local Operation Descriptions	Transfer to MIRS Log
EOR Detail Report — Date/Time (MODS Date)	Transfer to MIRS Rehome Log
EOR Detail Report — Operation (MODS Date)	Migration Exceptions
EOR Detail Report — Unprocessed (MODS Date)	
EOR FHP Report	
Flows FHP Distribution Report	
Flow Opening Unit	
Manual Entries — Date/Time (MODS Date)	
Manual Entries — Date/Time (Entry Date)	
Manual Entries — Operation (MODS Date)	
Manual Entries — Inventory (MODS Date)	
TACS Work Hours — Date/Time (MODS Date)	
TACS Work Hours — Operation (MODS Date)	
TACS Work Hours — Unprocessed (MODS Date)	
Work Hours Reassignment Log	

For a description of each report and its contents, refer to Chapter 8, WebMODS Reports, in this handbook.

7-2 WebMODS Administration

This section describes the Administrative function that provides the capability to perform the following tasks. At the local level, only the site system administrator has access to these functions:

a.   View Finance Number Configuration.

b.   Local TPH Flow Configuration.

c.   Local Oper/LU Configuration.

d.   Change Site Alias.

e.   Default Data Entry Operations.

7-2.1   **Finance Number Configurations**

This function provides the local system administrator with a means of viewing all finance numbers assigned to the local site. As can be seen at the View Finance Number Configurations page, all pertinent data relevant to the local site is displayed. This is a view-only page configured by Headquarters Postal Service Processing Operations. No changes may be made to the data using the page.

To view all finance numbers assigned to the local site and report any problems with the data do the following:

1.   Access the WebMODS application. The WebMODS Home page appears (see Exhibit 7-2.1a).

Exhibit 7-2.1a
WebMODS Home Page
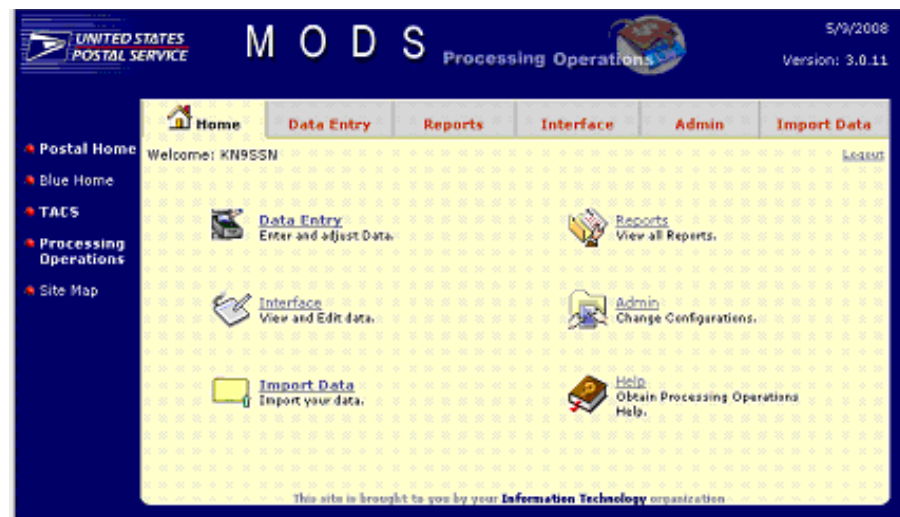
2.   Select the **Admin** tab or icon. The Admin main page appears (see Exhibit 7-2.1b).

Exhibit 7-2.1b
Admin Main Page
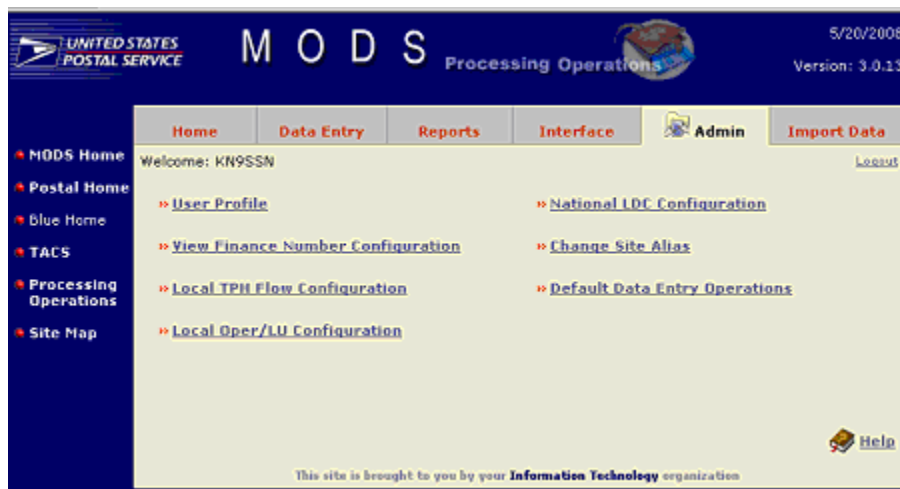
3.   Select the **View Finance Number Configuration** link. The View Finance Number Configurations page appears (see Exhibit 7-2.1c).

Exhibit 7-2.1c
View Finance Number Configurations Page

4.   If the displayed data is incorrect, notify the IT Help Desk.

■   If the site alias is to be changed, refer to Section 7-2.4, Change Site Alias.

5.   To view all other local finance numbers, click the down arrow in the Finance Numbers field. Select a desired finance number by clicking on it. The new finance number and associated data are displayed.

6.   When finished, click the **Exit** button to close the page.

7-2.2   **Local Operation/Local Unit Configuration**

Finance numbers are linked to operation numbers and local units, if applicable. If your site does *not* use local units, specify **LU 00** where applicable.

To configure (add) a local operation number and/or a local unit:

1.   With the Admin main page displayed (see Exhibit 7-2.1b), select the **Local Oper/LU Configuration** link. The Local Oper/LU Configuration page appears (see Exhibit 7-2.2a).

Exhibit 7-2.2a
Local Oper/LU Configuration Page

- The numbers that appear in the Finance Number list are preset to represent your local finance numbers.

2. Select the appropriate finance number from its list.

- The operation numbers and local units that appear in their respective lists have already been locally configured for the selected finance number.

3. Select the appropriate operation number from the Oper list.

- Clicking an operation number returns its local units, a description of the operation number, tour designation(s), and activation and deactivation dates.

4. To add a new operation number *and* local unit(s) to the configured lists, click the **Add** button below the *Oper* list (i.e., *not* below the LU list). The Add Local Operation page appears (see Exhibit 7-2.2b).

Exhibit 7-2.2b
Add Local Operation Page

5.   Click on the Oper down arrow and select the operation number you want to add.

- The page refreshes and the Description field displays the name of the operation number you selected.

- The Tour I, II, and III validities for the operation number are shown, along with the operation number's activation and deactivation dates.

6.   To associate a local unit with the operation number, enter the desired local unit in the LU field.

7.   Click the **Save** button. The Add Local Operation page closes, and you are returned to the Local Oper/LU Configuration page (see Exhibit 7-2.2a).

8.   To assign additional local unit(s) to the newly-configured local operation number or an existing operation number, select the operation number, then click the **Add** button below the *LU* list (i.e., *not* below the Oper list). The Add Local Unit page appears with the selected operation number (see Exhibit 7-2.2c).

Exhibit 7-2.2c
Add Local Unit Page

9.   Enter the desired local unit in the LU field, then click the **Save** button. The Add Local Unit page closes and returns you to the Local Oper/LU Configuration page (see Exhibit 7-2.2d).

Exhibit 7-2.2d
Local Oper/LU Configuration Page with Added Operation Number and Local Unit

10.   Click the **Save**, then **Exit**, buttons.

To delete or deactivate an operation number/local unit:

1.   Access the Add Local Operation page (see Exhibit 7-2.2b).

2.   Select the operation number to be deleted/deactivated.

3.   Change its deactivation date to the current date or date you would like the deactivation to occur.

4.   Click the **Save**, then **Exit**, buttons.

7-2.3 Local TPH Flow Configuration

If your site does flow manual operation numbers, carefully perform the flow configuration to reflect your flow density. It is imperative that the flow be configured properly to accurately reflect your site's productivity. (See chapter 5 for manual-to-manual mail flow density description.)

To perform the local flow configuration function:

1.   With the Admin main page displayed (see Exhibit 7-2.1b), select **Local TPH Flow Configuration**. The Local TPH Flow Configuration page appears (see Exhibit 7-2.3a).

Exhibit 7-2.3a
Local TPH Flow Configuration Page

2.   Select the finance number from its list.

3.   Select the appropriate operation number and local unit from the Flow From Oper-LU list. The valid local TPH Flow To Oper-LU values and percentages are displayed in their respective fields.

- Notice that the operation number is followed by a dash and a previously configured local unit. This is the standard way in which WebMODS displays an operation number (i.e., with its local unit[s]).

- Whenever the Flow From Oper–LU and Flow To Oper–LU lists are displayed in WebMODS, only valid flows from the National Flow Validity table appear in those lists.

4.   To make flow changes to a displayed operation number, highlight its existing percentage and type over it with a new value.

- If a percentage is changed to zero, the Flow To Oper–LU value is deleted from that list when you click the **Save** button.

■   Keep in mind that the total percentage of flows for an operation number must not exceed 100 percent. The Local TPH Flow Configuration page shows all the percentages you have thus far defined.

5.   Click the **Save** button. The Remaining Pct field is reset to reflect the change made by the updated percentage.

6.   If a Flow To Oper–LU value desired to be flowed is not displayed on the Local TPH Flow Configuration page, click the **Add** button. The add Local TPH Flow Configuration percentage page appears (see Exhibit 7-2.3b).

Exhibit 7-2.3b
Add Local TPH Flow Configuration Percentage Page

7.   Select the desired Flow To Oper–LU value from its list. Only valid Flow To Oper–LU values are displayed in the list.

8.   Enter the percentage of the total to be flowed in the Percentage field.

9.   Click the **Save** button. The add page closes and the Local TPH Flow Configuration page reappears (see Exhibit 7-2.3a) with the added Flow to Oper–LU value and its percentage displayed.

10.   Continue to change flow percentages and add flows as required.

11.   To delete or change an existing percentage, select the percentage, delete it or write over the old percentage with the new percentage, then click the **Save** button.

The Local TPH Flow Configuration page refreshes and displays the new figures.

7-2.4 Change Site Alias

The site alias function allows your local system administrator to change the site name on the reports you generate without affecting the national system in any way. Only your local facility will see the site alias name being used.

To change a site alias:

1.   With the Admin main page displayed (see Exhibit 7-2.1b), select **Change Site Alias**. The Change Site Alias page appears (see Exhibit 7-2.4).

Exhibit 7-2.4
Change Site Alias Page

2.   Select the appropriate finance number from its list.

3.   Enter the new alias in the field provided.

4.   Click the **Save** button to update the database.

7-2.5   # Default Data Entry Operations

This function provides the system administrator with the capability to create the most commonly used operation/local unit defaults for daily data entries. This entails identifying specific data entry default fields relevant to a MODS operation number. When volume data is entered into WebMODS, it can be entered as pieces or feet, as appropriate (see Section 7-3, Manually Entering and Adjusting WebMODS Data).

Default data entries keep a system user with limited WebMODS experience from entering data into the wrong data field(s) for a specific operation number and volume measurement. If the default function is used, only certain fields will be available (i.e., "open" or "nongrayed") to allow data entry; others will be unavailable (i.e., "grayed out"). Defaults can be configured for various combinations of operation numbers, local units, and tours.

Volume data can be entered in WebMODS as FHP, TPH/NonAdd, TPF, ST27 (machine rejects), and ST39 (read rejects). The operation number dictates which field(s) are unavailable in the system, and which are available and consequently can be manually selected (i.e., "checked"), indicating that they can accept data. The system administrator determines which available data fields are to be filled during the data entry process. Data fields that otherwise could be selected are unavailable when the data entry process is accessed and the Use Defaults function is activated.

The configuring procedures as described herein for the default data entry operation numbers for pieces or feet are generally the same. However, when mail volume is handled in containers such as trays, hampers, sacks, and the like, WebMODS uses national conversion rates to convert feet into pieces. The conversion rates are part of source type codes that identify the size,

shape, class, and type of mail and are linked to distribution operation numbers.

This Default Data Entry Operations Inventory subfunction provides the capability to configure the volume data default for selected distribution operation numbers (with their appropriate source type codes), that are known at the end of a tour to continue processing undistributed volumes beyond the current tour's production. An undistributed balance is to be deducted as an ending inventory from the current tour and added to the next tour's beginning inventory. Taking inventory is optional.

7-2.5.1 Default Volume Data Entered as Pieces

To configure default volume data entered as pieces:

1. With the WebMODS Home page displayed (see Exhibit 7-2.1a), select the **Admin** tab or icon. The Admin main page appears (see Exhibit 7-2.1b).

2. Select **Default Data Entry Operations**. The Default Data Entry Operations page appears (see Exhibit 7-2.5.1a).

Exhibit 7-2.5.1a
Default Data Entry Operations Page (Pieces Selected)

3. Select the finance number from its list, *pieces* from the Type list, and the tour from its list.

 ■ Operation numbers with the same tour designation that have established defaults appear on the page.

4. Click the **Add** button. The Add Default Data Entry Operation page appears (see Exhibit 7-2.5.1b).

Add Default Entry Operation Page (Pieces Selected)

5.   Select the operation number and local unit from the Oper and LU lists.

6.   Select the box(es) for the desired field(s) to the right of the LU list that accept volume data.

■   In Exhibit 7-2.5.1b, only the TPF and ST/27 boxes can be selected; the FHP, TPH, and ST/39 boxes are unavailable.

7.   Click the **Save** button to update the database. The Default Data Entry Operations page reappears (see Exhibit 7-2.5.1a) with the configured operation number.

8.   To delete an operation number, select the appropriate box above the Delete button (i.e., click in the box to the left of the appropriate operation number). After a checkmark appears, click the **Delete** button.

9.   When finished configuring data volume, click the **Exit** button.

7-2.5.2   **Default Volume Data Entered as Feet**

To configure default volume data entered as feet:

1.   Perform steps 1 and 2 as listed in 7-2.5.1, Default Volume Data Entered as Pieces.

2.   Select the finance number from its list, *feet* from the Type list, and tour from its list. Operation numbers with the same tour designation that have established defaults appear on the Default Data Entry Operations page (see Exhibit 7-2.5.2a).

Default Data Entry Operations Page (Feet Selected)

3.   Click the **Add** button. The Add Default Data Entry Operation page appears (see Exhibit 7-2.5.2b).

Exhibit 7-2.5.2b
Add Default Data Entry Operation Page (Feet Selected)

4.   Select the operation number and local unit from the Oper and LU lists. The page refreshes and displays a list of source type codes and their descriptions in the ST list.

5.   Select the desired source type option from the list.

6.   Click in the box(es) for the field(s) to the right of the ST list where feet data (i.e., linear measurements) will be entered during the data entry process for the operation number — local unit. A checkmark appears in a box once it is selected.

■   Notice that some of the data entry fields for the operation number are unavailable (i.e., "grayed out"). In Exhibit 7-2.5.2b, only the FHP and TPH boxes can be selected; the TPF, ST/27, and ST/39 boxes are unavailable.

7.   Click the **Save** button to update the database. The Default Data Entry Operations page reappears (see Exhibit 7-2.5.2a) with the configured operation number.

8.   To delete an operation number, select the appropriate box above the Delete button (i.e., click in the box to the left of the appropriate operation number). After a checkmark appears, click the **Delete** button.

9.   When finished configuring volume data, click the **Exit** button.

7-2.5.3   **Default Volume Data Entered as Pieces Inventory**

To configure default volume data entered as pieces inventory:

1.   Perform steps 1 and 2 as listed in Section 7-2.5.1, Default Volume Data Entered as Pieces. The Default Data Entry Operations page appears (see Exhibit 7-2.5.3a).

Exhibit 7-2.5.3a
Default Data Entry Operations Page (Inventory Pieces Selected)

2.   Select the finance number from its list, select *pieces* from the Type list, click in the Inventory box, and select the tour from its list. Operation numbers with the same tour designation that have established piece inventory defaults appear on the page.

3.   Click the **Add** button. The Add Default Entry Operation page appears (see Exhibit 7-2.5.3b).

Exhibit 7-2.5.3b
Add Default Data Entry Operations Page (Inventory Pieces Selected)

4.   Select the operation number and local unit from the Oper and LU lists.

■   The Oper list includes only operation numbers that can be pieces inventoried.

5.   Click in the box(es) for the field(s) to the right of the LU list that will accept volume by inventory pieces data. A checkmark appears in a box once it is selected.

■   Notice that some of the data entry fields are unavailable (i.e., "grayed out") for data entry. In Exhibit 7-2.5.3b, only the FHP and TPH boxes can be selected; the TPF, ST/27, and ST/39 boxes are unavailable.

6.   Click the **Save** button to update the database. The Default Data Entry Operations page reappears (see Exhibit 7-2.5.3a) with the configured operation number and local unit.

7.   To delete an operation number, select the appropriate box above the Delete button (i.e., click in the box to the left of the appropriate operation number). After a checkmark appears, click the **Delete** button.

8.   When finished configuring default volume data, click the **Exit** button.

7-2.5.4   **Default Volume Data Entered as Feet Inventory**

To configure default volume data entered as feet inventory:

1.   Perform steps 1 and 2 as listed in Section 7-2.5.1, Default Volume Data Entered as Pieces.

2.   Select the finance number from its list, select *feet* from the Type list, click in the Inventory box, and select the tour from its list. Operation numbers with the same tour designation that have established feet inventory defaults appear in the Default Data Entry Operations page (see Exhibit 7-2.5.4a).

Exhibit 7-2.5.4a
Default Data Entry Operations Page (Inventory Feet Selected)

3.   Click the **Add** button. The Add Default Entry Operation page appears (see Exhibit 7-2.5.4b).

Exhibit 7-2.5.4b
Add Default Data Entry Operations Page (Inventory Feet Selected)

4.   Select the operation number and local unit from the Oper and LU lists.

■   The Oper list includes only operation numbers that can be feet inventoried.

■   The page refreshes and displays a list of source type codes and their descriptions in the ST list.

5.   Select the appropriate source type code from the list.

6.   Click in the box(es) for the field(s) to the right of the ST list that will accept volume by feet data.

■   Notice that some of the data entry fields are unavailable (i.e., "grayed out"). In Exhibit 7-2.5.4b, only the FHP and TPH boxes

can be selected; the TPF, ST/27, and ST/39 boxes are unavailable.

7. Click the **Save** button to update the database. The Default Data Entry Operations page reappears (see Exhibit 7-2.5.4a) with the configured operation number.

8. To delete an operation number, select the appropriate box above the Delete button (i.e., click the box to the left of the appropriate operation number). After a checkmark appears, click the **Delete** button.

9. When finished configuring default volume data, click the **Exit** button.

7-3 Manually Entering and Adjusting WebMODS Data

This section describes how to manually enter and adjust WebMODS volume data. This section also includes how to reassign work hours and prepare plan data for import into WebMODS.

The Data Entry main page permits the entry of volume data not being sent over from the WebEOR system. If the data is sent from WebEOR, those operation numbers must be adjusted within WebEOR.

The following volume data is manually entered and adjusted in WebMODS:

a. FHP.

b. TPH/NA TPH.

c. TPF.

d. ST-27 machine rejects.

e. ST-39 read rejects.

f. ST-50 rework bin and key errors.

Volume data is entered into the system by pieces (volume by pieces) or feet (volume by feet). When volume data by feet is entered, the system automatically converts that data to pieces, relevant to the source type. Therefore, the system only allows the volume data to be adjusted/edited via the Volume by Pieces function.

Factors common to volume data entry are the following:

a. Use of defaults: If the Use Defaults field in the Data Entry main page (see Exhibit 7-3.1a) is checked before you click the **Add** button, only defaulted data entry operation numbers appear in the ensuing Add Pieces w/ Defaults or Add Feet w/ Defaults page (depending on which Add option was selected). The defaulted data entry fields for the displayed operation numbers have been pre-configured by your local system administrator to simplify the data entry function for routine, day-to-day operations. For example, OPN 051, Manual Flat Outgoing Primary Priority, is a daily volume data-by-pieces entry. By initially configuring the process, when the Use Defaults option is checked and the Volume by Pieces Add option is selected, only the applicable data entry fields will be open to receive volume data.

b.   MODS dates: MODS dates can be set by selecting a calendar icon or through use of the day advance–decrease arrows adjacent to the displayed MODS date.

7-3.1 **Add Volume Data by Pieces**

Volume data is applied to a finance number, operation number, tour, and MODS date. There are two unique modes related to the Add Volume by Pieces function: Add Pieces (i.e., without using defaults) and Add Pieces w/ Defaults. Both modes are included in the following procedures.

To enter volume data by pieces:

1.   With the WebMODS Home page displayed (see Exhibit 7-2.1a), select the Data Entry tab or icon. The Data Entry main page appears (see Exhibit 7-3.1a).

Exhibit 7-3.1a
Data Entry Main Page

2.   Click on the calendar icon to the right of the MODS Date field and select a date if one other than the current date is desired. The date selected appears in the MODS Date field.

3.   Select a finance number from the Fin Nbr list.

4.   Enter an operation number in the Oper field if a specific operation number is desired, or leave the field blank.

5.   Select a tour number from its list if a specific tour is desired, or leave the Tour field blank.

6.   To use defaults with pieces, select the **Use Defaults** option located underneath the Volume by Feet section of the page.

7.   Click the Volume by Pieces **Add** button (i.e., the Add button in the Volume by Pieces section of the page).

■   If you selected the Use Defaults option, proceed directly to step 16 at this time.

■   If you did not select the Use Defaults option, the Add Pieces page appears (see Exhibit 7-3.1b) with the Oper, LU, and Tour

fields populated (if that information was previously entered). If values were not previously entered, the Oper, LU, and Tour fields are blank.

Exhibit 7-3.1b
Add Pieces Page

8.   Enter the operation number, local unit, and tour in the Oper, LU, and Tour fields, if this information has not already been entered.

9.   Enter the number of pieces in the appropriate field(s) (FHP, TPH/NonAdd, TPF, ST27, and/or ST39) for the operation and local unit.

■   A data entry can be erased/cleared by selecting the eraser icon at the end of the row.

10.   If the operation number that is being adjusted should also flow, flow the adjustment as well by selecting the **Flow?** checkbox to the right of the eraser icon. A checkmark appears for that operation number.

11.   If data for more than one operation number is entered and all operation numbers are to be flowed, select the **Check All** option located near the bottom right of the page. A checkmark appears for all operation numbers, as shown in Exhibit 7-3.1b.

12.   Continue to enter volume data for other operation numbers as required.

13.   Click the **Save** button to submit all information entered to the database. A message appears at the bottom of the page indicating the number of records submitted and whether they were successfully or unsuccessfully (i.e., *failed*) submitted.

■   A record that fails to be submitted remains displayed in the page and is identified by a circled red *X* to the left of its advance-decrease arrows.

■   Successfully submitted records disappear from the page.

14.   To view the reason for a failure, place the mouse pointer over the circled red *X*. A pop-up text box appears with the reason for the failure. Example

Only FHP or TPH volume may be added for this Operation.

15. Make any required adjustments, then resubmit the record via the **Save** button.

■   Proceed directly to step 17 at this time.

16. If the Use Defaults option was checked, the Add Pieces w/ Defaults page appears instead of the Add Pieces page (see Exhibit 7-3.1c).

Exhibit 7-3.1c
Add Pieces w/Defaults Page

■   Enter the volume data in the open fields as required. Perform steps 8 through 15 above to complete the function.

17. When finished adding volume data by pieces, click the **Exit** button.

7-3.2   Edit Volume Data by Pieces

The editing of volume data by pieces requires that the desired existing record be identified by its MODS date, finance number, operation number, local unit, and tour. Once the record is retrieved, the displayed data can be changed and resaved.

To edit volume data by pieces:

1. With the Data Entry main page displayed (see Exhibit 7-3.1a), select the MODS date and finance number from their lists; enter the operation number in the Oper field (optional); and select the tour of the record to be retrieved, if a specific record is desired, from its list.

2. If more than one record is being edited for the MODS date, finance number and tour entered in step 1, do *not* enter the operation number; however, a tour selection is required. The system returns all volume by pieces records generated for that MODS date.

■   The Use Defaults option is inactive during the Edit function.

3. Click the Volume by Pieces **Edit** button. The Edit Pieces page appears with the desired record(s) displayed in the top portion of the screen and, as applicable, the bottom edit area of the screen (see Exhibit 7-3.2).

■   The MODS date, finance number, and tour are listed in their corresponding edit area columns.

■   If no operation number was entered in step 1, all records for the MODS date and tour are displayed.

Exhibit 7-3.2
Edit Pieces Page
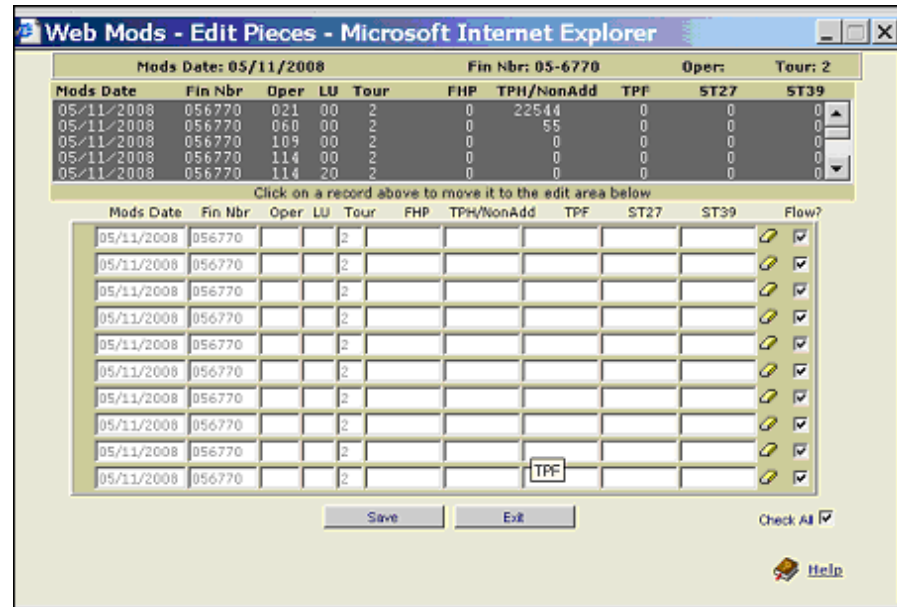
4.   Click on the desired record displayed in the list near the top of the page to move it to the edit area that occupies the lower area of the page. The desired operation number and local unit appear in the appropriate Oper and LU fields in the edit area.

■   The first edit area row now displays the record without the volume data.

5.   To change the number of FHP, TPH/NonAdd, TPF, ST27, or ST39 pieces, first note the volume displayed in the list found in the top portion of the page. Next, enter a value representing the amount to be added (or subtracted — type a negative sign in front of values to be subtracted) from the top volume in the appropriate edit area field. Repeat this process for as many volume values as necessary.

6.   Click the **Save** button to update the record. The record in the top list is updated to reflect the changes made.

7-3.3   **Inventory Volume Data by Pieces**

When the Inventory Volume by Pieces function is activated, the piece data entered for a selected/current MODS date, operation number, and tour will be credited to the next tour and subtracted from the selected/current tour.

To perform the Inventory Volume by Pieces function:

1.   With the Data Entry main page displayed (see Exhibit 7-3.1a), select the MODS date and finance number from their lists, and either enter the specific operation number or leave the Oper field blank.

2.   Select a tour from its list if a specific tour is desired, or leave the field blank.

3.   Select the **Use Defaults** option if the inventory pieces function is configured.

4.   Click the Volume by Pieces **Inventory** button. The Inventory Pieces page appears with the MODS date, Fin Nbr, and Tour values that were selected in steps 1 and 2 already populated (see Exhibit 7-3.3a). The Fr Op and LU field values will also be populated if the user selected an operation in step 1. Additionally, any Fr Op and LU field values will be repeated in the To Op and LU fields.

Exhibit 7-3.3a
Inventory Pieces Page

5.   If the Use Defaults option was selected, the Inventory Pieces w/ Defaults window appears in place of the Inventory Pieces page. Default values are automatically populated for the user in the MODS Date, Fin Nbr, Fr Op and LU, To Op and LU, and Tour fields (see Exhibit 7-3.3b).

Exhibit 7-3.3b
Inventory Pieces w/Defaults Page

6.   If the Use Defaults option is not used and an operation number was not selected in step 1, enter the from operation number and local unit in the Fr Op and LU fields. Those entries are duplicated in the To Op and LU fields.

■   The operation numbers and local units are not editable at the Inventory Pieces w/Defaults page.

7.   If the Use Defaults option is not used and a tour was not selected in step 2, enter the tour for the operation number from which the volume will be subtracted in the Tour field.

■   The tour can be modified at the Inventory Pieces w/Defaults page.

8.   Enter the volume data that will be *subtracted* from the displayed MODS date, from operation number, and local unit in the FHP and/or THP/NonAdd fields, as appropriate.

■   At the Inventory Pieces w/Defaults page, the user can enter the volume data in the blank FHP and/or TPH/NonAdd fields. No data can be entered in the darkened (i.e., black) fields.

9.   When finished, click the **Save** button to update the database.

7-3.4 Add Volume Data by Feet

Volume data by feet is applied to a finance number, operation number, tour, specific MODS date, and source type. The feet entered are systematically converted to pieces via each operation number's selected source type conversion factor.

To enter volume data by feet:

1.   With the WebMODS Home page displayed (see Exhibit 7-2.1a), select the **Data Entry** tab or icon. The Data Entry main page appears (see Exhibit 7-3.1a).

2.   Click on the calendar icon located to the right of the MODS Date field and select the MODS date if a date other than the current date is desired. The date selected appears in the MODS Date field.

3.   Enter an operation number if a specific operation number is desired, or leave the Oper field blank.

4.   Select a tour number if a specific tour is desired, or leave the Tour field blank.

5.   Either select the Use Default option or leave it blank.

6.   Click the Volume by Feet **Add** button.

   ■   If you selected the Use Default option, proceed to step 18 at this time.

   ■   If you did not select the Use Default option, the Add Feet page appears (see Exhibit 7-3.4a) with the Oper, LU, and Tour fields populated (if that information was previously entered). If values were not previously entered, the Oper, LU, and Tour fields are blank.

Exhibit 7-3.4a
Add Feet Page

7.   Enter the operation number, local unit, and tour in the Oper, LU, and Tour fields, if this information has not already been entered.

   ■   For a source type, either a) enter one in the ST field, b) select one from a list of source types for a specific operation number (see steps 8 and 9) to populate it in the ST field, or c) view a list of source types associated with any operation number (see steps 10 and 11) and then enter it in the ST field.

8.   To view and select the valid source types for the operation number entered in step 7, click the Lookup icon located between the Tour and ST fields. The Operation — Source Type Lookup by Feet page appears (see Exhibit 7-3.4b).

Exhibit 7-3.4b
Operation–Source Type Lookup by Feet Page (for Displayed Operation)
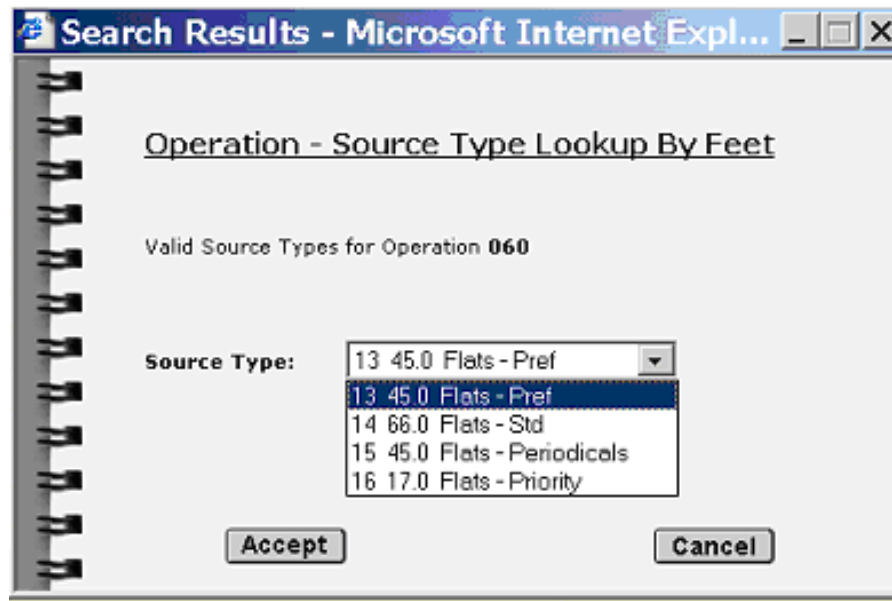
9.   If a source type was not entered in step 7, scroll to and select the desired entry in the Source Type list, then click the **Accept** button. The source type selected appears in the ST field for the operation on the Add Feet page (see Exhibit 7-3.4a).

10.   To view (but not select) valid source types for *any* operation number (as opposed to valid source types for a specific operation number), select the **Oper/Source Type Lookup** option at the lower left corner of the Add Feet page. The Operation — Source Type Lookup by Feet window for entered operations appears (see Exhibit 7-3.4c).

Exhibit 7-3.4c
Operation–Source Type Lookup by Feet Page (for Entered Operation)
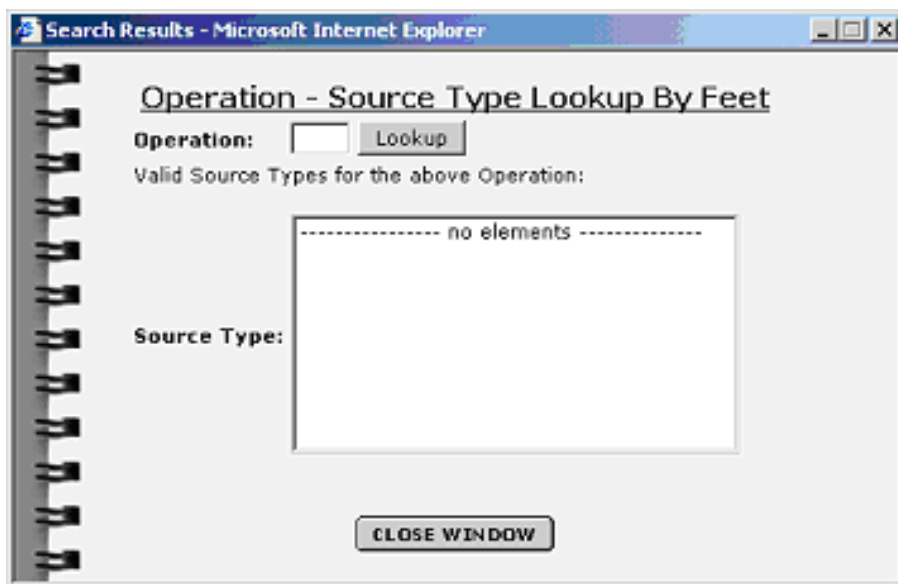
11. Enter the operation number in the Operation field and click the Lookup icon to view the valid source types for the operation number in the Source Type field. When finished, click the **Close Window** button. The Add Feet page reappears (see Exhibit 7-3.4a). Enter the appropriate source type(s) in the ST field(s).

12. Enter volume data in the appropriate field(s) (e.g., FHP, TPH/NonAdd, TPF, ST27, and/or ST39) for the operation number.

    ■ A data entry row can be erased (i.e., cleared) by selecting the eraser icon at the end of the row.

13. If the operation number that is being adjusted also flows, make the adjustment flow as well by selecting the operation number's Flow? checkbox to mark it with a check mark.

14. If data for more than one operation number is entered and all are to be flowed, select the **Check All** option located near the bottom right of the page.

15. Click the **Save** button to submit the entered information to the database. A red message appears at the bottom of the page indicating the number of records submitted and whether they were successfully or unsuccessfully (i.e., *failed*) submitted.

    ■ A record that fails to be submitted remains displayed in the page and is identified by a circled red *X* to the left of its MODS date and advance-decrease arrows.

    ■ Successfully submitted records disappear from the page.

16. To view the reason for a failure, place the mouse pointer over the circled red *X* symbol. A pop-up text box appears with the reason for the failure.

    Example

    Only FHP or TPH volume may be added for this Operation.

17. Make any required adjustments, then resubmit the record via the **Save** button.

18. If the Use Defaults option was checked, the Add Feet w/Defaults page appears instead of the Add Feet page (see Exhibit 7-3.4d).

Exhibit 7-3.4d
Add Feet w/Defaults Page

19.   Enter the volume data for the operation number(s) in the open fields (i.e., FHP and/or TPH/NonAdd) as required.

20.   If the operation number that is being adjusted is to be flowed, flow the adjustment as well by selecting the operation number's Flow? checkbox. A checkmark appears in the field.

21.   If all of the operation numbers displayed are to be flowed, select the **Check All** option located near the bottom right corner of the page.

22.   Continue entering volume data for other operation numbers, as desired.

23.   When finished, click the **Save** button to update the database.

7-3.5 # Inventory Volume Data by Feet

When the Inventory Volume by Feet function is activated, the feet data entered for a selected/current MODS date, operation, and tour are credited to the next tour and subtracted from the selected/current tour

To perform the Inventory Volume by Feet function:

1.   With the Data Entry main page displayed (see Exhibit 7-3.1a), select the MODS date and finance number from the MODS Date and Fin Nbr lists; enter the specific operation number or leave the Oper field blank. Select a tour if a specific tour is desired, or leave the Tour field blank.

2.   Check the **Use Defaults** option if the Inventory Volume by Feet default function was configured.

   ■   If you elect to use defaults, click the Volume by Feet Inventory button and proceed directly to step 4 at this time.

3.   Click the Volume by Feet **Inventory** button. If you did not elect to use defaults, the Inventory Feet page appears with the MODS Date, Fin Nbr, Fr Op and LU, To Op and LU, and Tour values displayed as

entered in step 1 (see Exhibit 7-3.5a). The To Op and LU values
duplicate the Fr Op and LU values.

Exhibit 7-3.5a
Inventory Feet Page
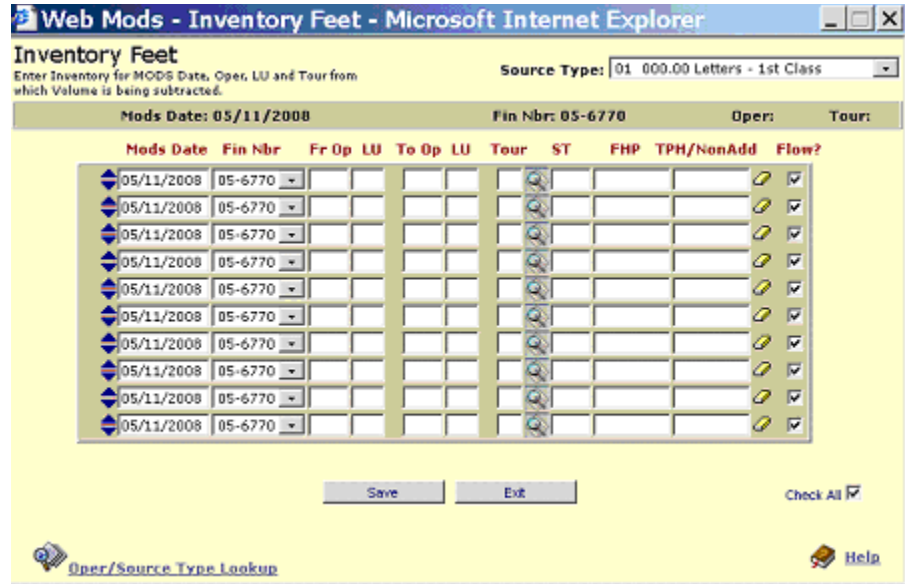
■   Proceed directly to step 5 at this time.

4. If the Use Defaults option was selected at the Data Entry main page,
    the Inventory Feet w/ Defaults page appears with all fields to the left of
    the FHP field populated with default values (see Exhibit 7-3.5b).

Exhibit 7-3.5b
Inventory Feet w/Defaults Page
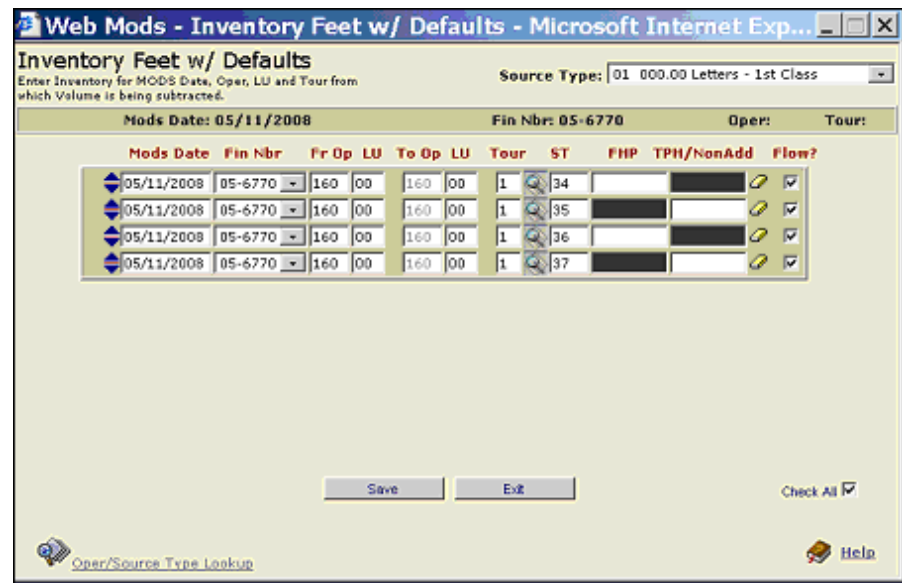
5. If the Use Defaults option was not selected and an operation number
    was not entered in step 1, enter values in the Inventory Feet page's Fr

Op and LU fields (see Exhibit 7-3.5a). These entries are duplicated in the To Op and LU fields.

■ If the Use Defaults option was selected, the user can modify the default values in the Fr Op and LU fields.

6.   If the Use Defaults option was not selected and a tour was not entered in step 1, type the tour number for the operation number from which the volume will be subtracted in the Tour field.

■ If the Use Defaults option was selected, the user can modify the default tour numbers.

7.   If the Use Defaults option was not selected, for a source type, either a) enter one in the ST field, b) select one from a list of source types for a specific operation number (see steps 8 and 9) to populate it in the ST field, or c) view a list of source types associated with any operation number (see steps 10 and 11) and then enter it in the ST field.

■ The same options apply if the Use Defaults option was selected, except that the user can modify the default source types instead of entering them.

8.   To view valid source types for the operation number entered in step 6, click the search icon located to the right of the Tour field on both the Inventory Feet and Inventory Feet w/Defaults pages. The Operation — Source Type Lookup by Feet page appears (see Exhibit 7-3.4b).

9.   If a source type was not entered in step 7, scroll to the desired entry in the Source Type list, then click the **Accept** button. The source type selected appears in the ST field for the operation number in the Inventory Feet page (see Exhibit 7-3.5a).

10. To view valid source types for an operation number(s), select the **Oper/ Source Type Lookup** option at the lower left corner on both the Inventory Feet and Inventory Feet w/Defaults pages. The Operation — Source Type Lookup by Feet page appears (see Exhibit 7-3.4c).

11. Enter the operation number in the Operation field, click the Lookup icon to view the source types in the Source Type field, and click the **Close Window** button. The Inventory Feet page reappears (see Exhibit 7-3.5a).

12. Enter volume data that will be *subtracted* from the displayed MODS date, from operation number, local unit, and tour in the FHP and/or TPH/NonAdd field(s).

■ At the Inventory Pieces w/Defaults page, the user can enter the volume data in the blank FHP and/or TPH/NonAdd fields. No data can be entered in the darkened (i.e., black) fields.

13. If the operation number that is being adjusted is to be flowed, select the operation number's **Flow?** checkbox. A checkmark appears in the field.

14. If all the operation numbers displayed are to be flowed, select the **Check All** option located near the bottom right corner of the page.

15. Continue entering volume data for other operation numbers, as desired.

16.   When finished, click the **Save** button to update the database.

7-4   Reassigning Work Hours

In WebMODS, a function identifies the operation numbers that should be used within each type of facility in the Postal Service. For example, a customer service employee within a Function 4 facility should not be entering a clock ring into a Function 1 operation number. If this error occurs, WebMODS's Work Hours Reassignment screen allows you to move these hours out of the bad operation number/finance number into the appropriate operation number, providing the hours were not corrected in the TACS system prior to the TACS weekly cutoff.

In order to correct the errors, WebMODS is designed to default Function 1 invalid work hours for Mail Processing into OPN 565, LDC 10 or 18, and default the Function 2 and 4 hours, Delivery/Customer Services, into OPN 756, LDC 40 or 48. If the supervisor does not correct the errors, either by assigning the hours to their proper operation numbers in TACS or by validating the operation numbers in WebMODS, the hours will default as previously described above, on the 11th day. The site processor/administrator will then be required to reassign the work hours from one of the defaulted operation numbers to its appropriate operation number. This action will provide proper work hour credit.

An adjustment may also be required to the associated volume data since the defaulted operation numbers do not accept volume. If the correction is not made prior to the system defaulting the hours, the volume will create an error, since OPNs 565 and 756 do not accept volume. That volume will stay in an error file for 31 days. If an adjustment is not made to that volume, it will be lost. If the volume comes from WebEOR, an adjustment will be required.

Supervisors are advised that all clock rings must be corrected in TACS prior to the weekly TACS closeout. Improperly corrected hours will default and possible volume data will be lost if the operation numbers are not valid in WebMODS.

To perform the Reassign Hours function:

1.   With the WebMODS Home page displayed (see Exhibit 7-2.1a), select the **Data Entry** tab or icon. The Data Entry main page appears (see Exhibit 7-3.1a).

2.   Click the **Reassign Hours** link. The Work Hours Reassignment page appears (see Exhibit 7-4).

Exhibit 7-4
Work Hours Reassignment Page

- *Note:* The operation numbers displayed in the list located in the upper portion of the page are invalid (i.e., not locally configured); therefore, the work hours will be defaulted to operation 565.

3. Determine where the defaulted work hours should have been applied.

4. Highlight the first record in the list located in the upper portion of the page. The related data appears on the first line of the fields in the lower portion of the page.

5. Enter the valid operation number/local unit in the Oper and LU fields, and, if necessary, select the finance number to which the hours will be reassigned from the To Fin list.

    - If you do not know which operation is to receive the work hours credit, contact the appropriate supervisor by noting the recorded date and tour of the related infraction.

6. Click the **Save** button to save the changes. A message appears near the bottom of the page indicating the number of records successfully (i.e., *failed)* or unsuccessfully submitted.

7. Continue with the process until all work hours have been successfully reassigned.

8. When finished, click the **Exit** button to complete the function and return to the Data Entry main page (see Exhibit 7-3.1a).

7-5   Importing Planned Data

To import planned data:

1. With the WebMODS Home page displayed (see Exhibit 7-2.1a), select the **Import Data** tab or icon. The Imports Data main page appears (see Exhibit 7-5a).

Exhibit 7-5a
Imports Data Main Page
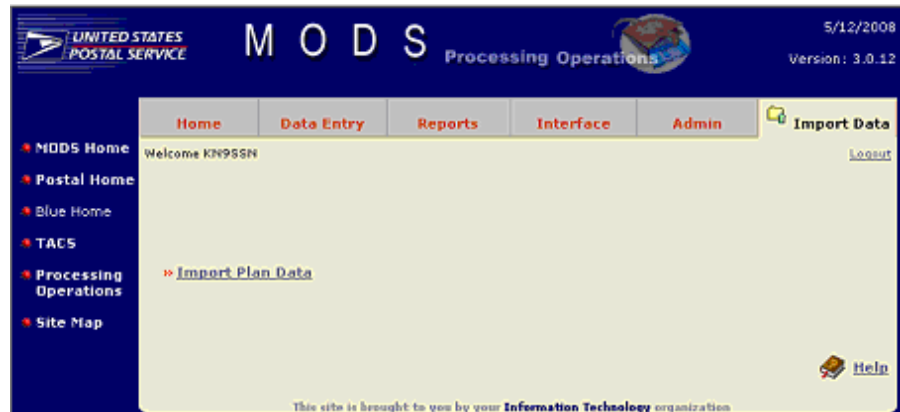
2. Click the **Import Plan Data** link. The Import Planned Data page appears (see Exhibit 7-5b).

Exhibit 7-5b
Import Plan Data Page
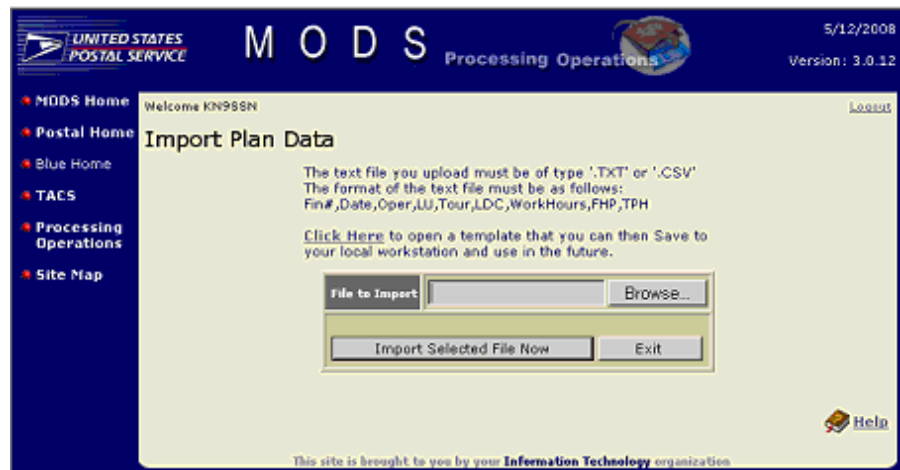
3. Click the **Browse** button and select the desired file.

4. Click the **Import Selected File Now** button to execute the upload process. A message appears at the bottom of the page indicating the number of records read, and the date and time of the reading.

   ■ The message also states the number of transactions (i.e., records) inserted into the database.

   ■ Errors are also identified and should be immediately corrected on the imported file, then re-imported.

5. When finished, click the **Exit** button to leave the Import Plan Data page.

7-6   WebMODS Interfaces

This section describes the WebMODS Interface function that includes TACS and WebEOR data sources status and error reporting, and the status of transmitted EDW files.

The following are general features of the Interface Status page:

a.   The date and time shown for each data source represent the last date and last time that data source's files were received by WebMODS, or transmitted in the case of EDW data.

b.   A quick way in determining the updated status of records contained in a specific source data file is by viewing the traffic light icon in the Status column for the data file. The traffic light colors for each interface source data file type are described in Table 7-6a.

Table 7-6a
Traffic Light Colors for WebMODS Interface Source Data File Types

Source Data File Type	Traffic Light Color	Description
EOR	Red	Data was not received in more than 32 hours.
	Yellow	Data was not received in more than 4 hours.
	Green	Data was received within the last 4 hours.
TACS	Red	Data was not received in more than 64 hours.
	Yellow	Data was not received in more than 32 hours.
	Green	Data was received within the last 32 hours.
EOR FHP	Red	Data was not received in more than 24 hours.
	Green	Data was received within the last 24 hours.

Table 7-6b describes the status column headings displayed on the Interface Status page.

Table 7-6b
Interface Status Column Headings

Column Heading	Description
Good	Number of import transactions that successfully occurred
Bad	An incomplete transmission of data when transactions came across (i.e., they had bad records)
Dups	Number of duplicate transactions that should not happen unless the system is not communicating and the file was entered twice. Once the system is up and transmitting, duplicate transactions will be automatically deleted.
Queued	WebMODS has captured the data and is waiting to transmit it to the host computer since it is past the specified times in which the data was to be updated.

Column Heading	Description
Data Errors	Indicates the true errors identified by the system such as invalid local OPNs, LUs, LDCs, or finance numbers

Table 7-6c identifies the specified times in which data is updated.

Table 7-6c
Times When Data Is Uploaded

Source Data File Type	Upload Times
EOR and EOR FHP	Updated every 30 minutes at the top and bottom of the hour
TACS	Updated at 45 minutes past the hour

To perform the Interface Status function:

1. With the WebMODS Home page displayed (see Exhibit 7-2.1a), select the Interface tab or icon. The Interface Status page appears (see Exhibit 7-6).

Exhibit 7-6
Interface Status Page

2. Take notice of the dates and times associated with the data source files.

3. Look at their associated traffic to verify their status.

4. If the Data Errors column contains an underscored number, click the number. The Errors page appears, identifying the record in error and the specific error. Some of those errors include:

   - TACS — Invalid Finance/Operation/Local Unit — Validate the operation/local unit within WebMODS, or go into TACS and correct the clock ring.

   - EOR — Local operation not valid for this date — Validate the operation within WebMODS back to the date of the transaction, or reenter into WebEOR properly and eliminate the error at the WebMODS Interface page.

- ■ EOR — Invalid Local Operation — Validate the local unit in WebMODS, or reenter properly in WebEOR and eliminate error at the WebMODS Interface page.

5. Return to the source data entry point (i.e., TACS, WebEOR, or WebMODS) and correct the error(s). Those adjustments should be entered in to WebMODS directly.

6. For WebEOR — If the error remains after the correction has already been entered into WebMODS, delete the error after the correction has been made in the source data. Those errors include erroneous local units or operation numbers.

Data to EDW is automatically transmitted on a daily basis.

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8 WebMODS Reports

8-1 Generating WebMODS Reports

This section provides procedures on how to access and execute the following WebMODS report functions:

a. Finance Number Grouping.

b. Generate Reports.

c. Generate Administration Reports.

d. Generate WebMODS History Report.

8-1.1 Finance Number Grouping

The WebMODS report generation option only allows two finance numbers to be selected for a report. The Finance Number Grouping option allows you to include five finance numbers in a MODS report. Virtually unlimited combinations of finance numbers in different named groupings can be made. This capability provides the local site (e.g., P&DC/F, ISC/F, L&DCs, BMC, and AMC) managers with a variety of consolidated data for viewing volumes, work hours, and productivity reported by other processing and distribution sites.

The grouping of select finance numbers is accomplished via WebMODS's Finance Number Grouping function. Individual reports can also be generated for each finance number as well. (See 8-1.2, General Information Regarding Generate Reports Function, for more information.)

To group finance numbers:

1. Access the WebMODS application. The WebMODS Home page appears (see Exhibit 8-1.1a).

Exhibit 8-1.1a
WebMODS Home Page
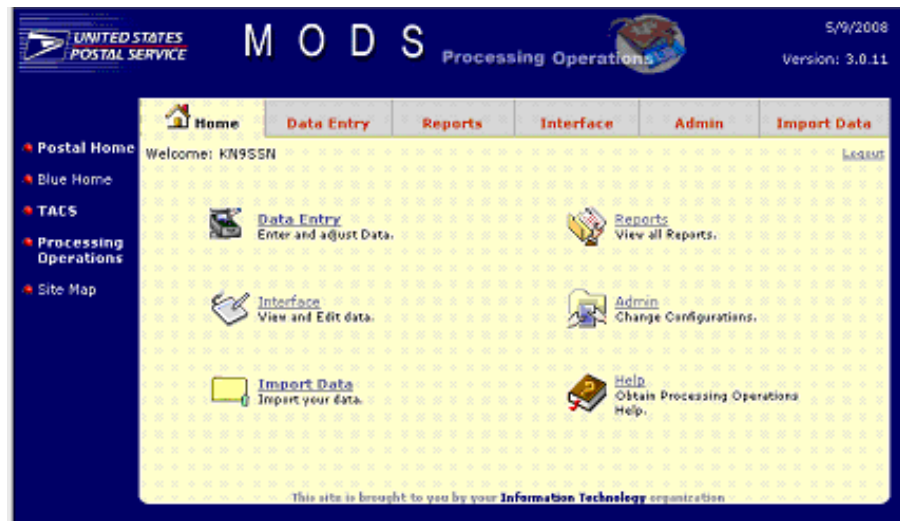
2.   Select the **Reports** tab or icon. The Reports main page appears (see Exhibit 8-1.1b).

Exhibit 8-1.1b
Reports Main Page
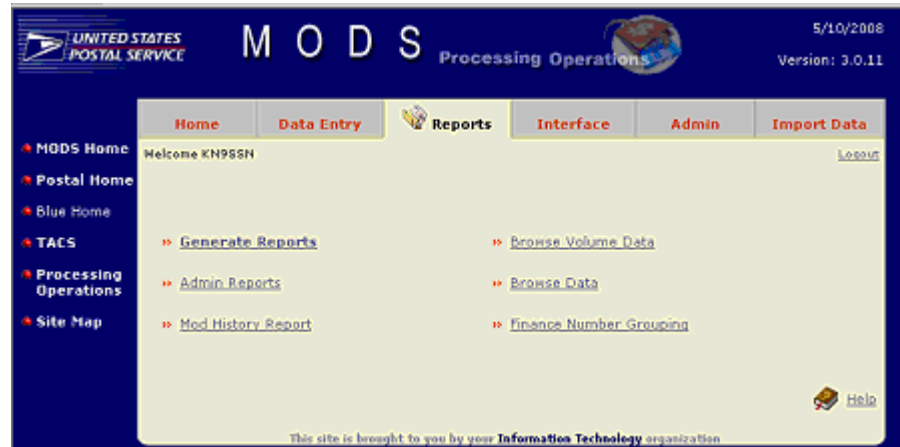
3.   Select the **Finance Number Grouping** link. The Finance Number Grouping page appears (see Exhibit 8-1.1c).

Exhibit 8-1.1c
Finance Number Grouping Page

4. To select an existing grouping name from the list located below the Grouping Name field, click the incremental advance right double arrows button located to the right of the Exit button.

    ■   For example, when the Finance Number Grouping page as shown in Exhibit 8-1.1b is accessed, the Grouping Name field is already populated with the first name in the list below the field, *Area*. You can use the incremental advance right double arrows button (and the incremental advance *left* double arrows button, located to the left of the Save button, once it becomes available) to move between the selections in the list. The selected name appears in the Grouping Name field.

    ■   If the Grouping Name field is not populated (i.e., blank), or to add a new grouping name, proceed directly to step 4.

5. To add a new grouping name, enter a name in the *blank* Grouping Name field that identifies a specific grouping.

6. To view all Postal Service finance numbers, click the **View All Fins** button. All the finance numbers appear in all five Finance Numbers lists.

7. Select the finance numbers (up to five) you would like in the group named in step 4.

    ■   All Postal Service finance numbers and their names can be viewed and sorted by selecting the **Finance Number Lookup** link, located near the bottom left of the page.

8. Click the **Save** button to establish the grouping and update the database.

9. To reset the finance numbers (i.e., return the lists to their original configuration), click the **Reset Fins** button.

10. To delete a grouping, select the name from the list below the Grouping Name field, select the **Delete** checkbox located to the right of the Finance Numbers lists, and click the **Save** button.

8-1.2 **General Information Regarding Generate Reports Function**

To generate a report:

1. With the Reports Main page displayed (see Exhibit 8-1.1b), click the **Generate Reports** link. The Generate Reports page appears with the finance number grouping names displayed and all site-assigned finance numbers (see Exhibit 8-1.2a).

Exhibit 8-1.2a
Generate Reports Page
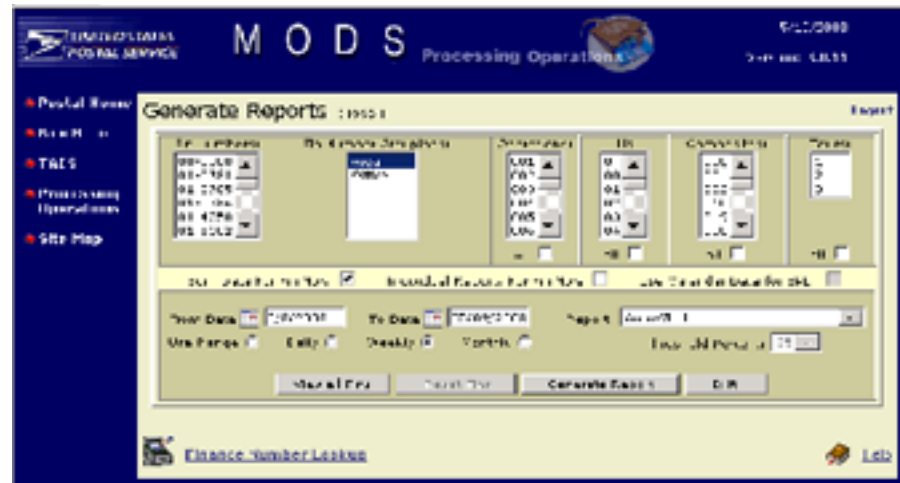
2. If a specific report is to be generated for a desired finance number grouping name, select the grouping name from the Fin Number Groupings list.

    ■   The Generate Report button is unavailable (i.e., grayed out) until a finance number or grouping name is highlighted.

3. To view all Postal Service finance numbers, click the **View all Fins** button. All finance numbers appear in the Fin Numbers list, and the View all Fins button becomes unavailable.

4. Scroll through the Fin Numbers list to view the finance numbers. When finished, click the **Reset Fins** button to refresh the Fin Numbers list, reactivate the View All Fins button, and make the Reset Fins button unavailable.

5. To view a list of all sites by name and their finance numbers, click the **Finance Number Lookup** link near the bottom left of the page. A Lookup Finance Numbers page appears with the finance numbers in numerical order (see Exhibit 8-1.2b).

Exhibit 8-1.2b
Lookup Finance Numbers Page

6. To sort the Available Finance Numbers list in name order, click the **Sort by Name** button. The names appear in alphabetical order, and the Sort by Name button changes to a Sort by Finance Numbers button.

7. To sort the list in finance number order, click the **Sort by Finance Number** button. The finance numbers appear in numerical order, and the button changes back to a Sort by Name button.

8. When finished viewing the finance numbers, click the **Close Window** button. The Generate Reports page reappears (see Exhibit 8-1.2a).

9. Select the following as required:

    ■   The MODS dates from the From Date and To Date fields (either type the dates in the fields or use the calendar icons).

    ■   An operation from the Operations list.

    ■   A local unit from the LUs list.

    ■   An operation number composite from the Composites list.

    ■   A tour from the Tour list.

    ■   To deselect an operation number, local unit, composite, or tour number already selected in their respective lists, press and hold the **Ctrl** key and click the number to be deselected.

10. Select one or more of the following checkboxes, as required:

    ■   **Sum Data For Fin Nbrs** for finance number summary data.

    ■   **Individual Reports for Fin Nbrs** for finance number individual reports.

    ■   **Use Calendar Data for SPLY** for SPLY calendar data.

11. Select, as required, the appropriate reporting period option button: **Use Range**, **Daily**, **Weekly,** or **Monthly**.

12.   Select the desired report from the Report list.

- If selecting the Out of Bounds Report, also select the threshold value from the Threshold Percent list. (The Threshold Percent list is only available when the Out of Bounds Report is selected.)

13.   Click the **Generate Report** button. The selected report appears.

14.   If desired, click the **Print** link or icon for a hard copy.

15.   Click the Close link or icon to exit the report.

8-1.3   Generate Reports

WebMODS generates a wide variety of reports, all of which are designed to provide management at all levels with valuable data pertaining to mail processing, distribution, equipment, personnel efficiency, and productivity.

The reports described in the following sections can be generated via WebMODS using the Generate Reports function.

8-1.3.1   Auto Mech Report

This detailed report displays the values for selected automated and mechanical operations data items. Exhibit 8-1.3.1 shows a sample WebMODS Auto Mech Report key.

Exhibit 8-1.3.1
Sample Auto Mech Report Key

REPORT KEY							
Heading	**Description**	**Heading**	**Description**	**Heading**	**Description**	**Heading**	**Description**
Mech	Pieces Reworked, Mechanical, Source Type 27	Non-Read	Pieces Reworked, Non-Read, Source Type 39	FSM	Pieces Reworked, FSM, Source Type 50	% Gr Acc	% Gross Accept ((TPH + NA TPH) / TPF)
% Enc Rt	% Encode Rate	% Dir Mat Rt	% Dir Match Rate	% Pre BC Rt	% Pre Barcode Rate	Mach	Number Machines
TPF / Mach	TPF / Number Machines	R T	Run Time	RT / Mach	Run Time / Number Machines	D T	Down Time
% D T	% Down Time	TPF / M HR	TPF Per Machine Hour	###S	### Series Totals	SI	Staffing Index (Work Hours / RT + DT)
N A	Non Add TPH						

8-1.3.2   Encode/Barcode Report

This report provides detailed volume information on total pieces encoded and barcoded by operation numbers; unique 5-digit; barcodes A, B, and C; and pre-barcoded information; with totals for each group.

8-1.3.3   LDC 17 Report

This report provides work hours data (including overtime [OT]) and workload data for selected LDC 17 operation numbers by work center groups.

8-1.3.4   Mail Processing Recap Report

This highly detailed volume and work hours report includes SPLY and plan data for both the selected report date range and the SPLY date range. It

displays distribution data as flats, letters, mixed, and parcels, and provides the total distribution as a percentage automated, mechanical, and manual.

8-1.3.5 **Management Summary Report**

This key MODS report is a composite of several reports. The first section reports on Work hours by Function and LDC.

8-1.3.5.1 **Work Hours**

The Management Summary Report lists work hours by LDC, summarized by function. Work hours and overtime are reported by actual, plan, and SPLY difference percentages, and overtime ratios.

8-1.3.5.2 **Key Automation Indicators**

The key automation indicators in the Management Summary Report show the percentage of:

a.   Outgoing primary FHP (automation).

b.   Incoming finalized on automation.

c.   Incoming finalized (sector/segment).

d.   Incoming finalized (to DPS)

Here are the mail processing equations for these calculations:

■   % Outgoing primary FHP on automation = Measures the effectiveness of outgoing automation processing strategy. Outgoing primary automated FHP (261 + 271 + 281 + 291 + 381 + 491 + 501 + 831 + 841 + 851 + 861 + 871 + 881 + 891 + 961 +971)/all outgoing primary FHP (030 + 261 + 271 + 281 + 291 + 381 + 491 + 501 + 831 + 841 + 851 + 861 + 871 + 881 + 891 + 961 +971)

■   % finalized to incoming secondary on automation = Measures incoming secondary finalized to carrier route/box section/sector/ segment and DPS. Incoming secondary automated TPH (266 + 267 + 276 + 277 + 278 + 286 + 287 +296 + 297+ 488 + 496 +497 + 506 + 507+ 836 + 837 + 846 + 847 + 856 + 857 + 866 + 867 + 868 + 876 + 877 + 878 + 886 + 887 + 896 + 897 + 898 +908 + 910 + 911 + 914 + 916 + 918 + 925+ 966 + 976 + 977 + 978)/all manual and automated incoming secondary TPH (160 + 168C + 266 + 267 + 276 + 277 + 278 + 286 + 287 +296 + 297+ 488 + 496 +497 + 506 + 507+ 836 + 837 + 846 + 847 + 856 + 857 + 866 + 867 + 868 + 876 + 877 + 878 + 886 + 887 + 896 + 897 + 898 +908 + 910 + 911 + 914 + 916 + 918 + 925+ 966 + 976 + 977 + 978)

■   % finalized to sector/segment = Measures incoming secondary finalized to sector/segment. Sector/segment TPH (278 + 868 + 878 + 898 + 908 + 978)/all manual and automated incoming secondary TPH (160 + 168C + 266 + 267 + 276 + 277 + 278 + 286 + 287 +296 + 297+ 488 + 496 +497 + 506 + 507+ 836 + 837 + 846 + 847 + 856 + 857 + 866 + 867 + 868 + 876 + 877 + 878 + 886 + 887 + 896 + 897 + 898 +908 + 910 + 911 + 914 + 916 + 918 + 925+ 966 + 976 + 977 + 978)

■   % finalized to DPS on BCS = Measures incoming secondary finalized to DPS. DPS volume TPH (911+ 914 + 916 + 918 + 925 / all manual and automated incoming secondary TPH (160 + 168C + 266 + 267 + 276 +

277 + 278 + 286 + 287 +296 + 297+ 488 + 496 +497 + 506 + 507+ 836 + 837 + 846 + 847 + 856 + 857 + 866 + 867 + 868 + 876 + 877 + 878 + 886 + 887 + 896 + 897 + 898 +908 + 910 + 911 + 914 + 916 + 918 + 925+ 966 + 976 + 977 + 978)

8-1.3.5.3   **Productivities**

The Management Summary Report lists productivities for flats, letters, mixed, parcels, and total MP. The report includes FHP productivity, TPH productivity, and NA TPH productivity.

The equations are:

a.   **Flats FHP productivity** — MP flat FHP/MP nonsupervisor work hours = Total mail processing flat FHP divided by mail processing clerk and mail handler flat processing work hours (not including supervisors).

b.   **Letters FHP productivity —** MP letter FHP/MP nonsupervisor work hours = Total mail processing letter FHP divided by mail processing clerk and mail handler letter processing work hours (not including supervisors).

c.   **Mixed FHP productivity —** MP mixed FHP/MP nonsupervisor work hours = Total mail processing mixed FHP divided by mail processing clerk and mail handler mixed processing work hours (not including supervisors).

d.   **Parcels FHP productivity —** MP parcel FHP/MP nonsupervisor work hours = Total mail processing parcel FHP divided by mail processing clerk and mail handler parcel processing work hours (not including supervisors).

e.   **Total MP FHP productivity —** To MP FHP/MP total work hours = Total mail processing FHP divided by total mail processing work hours (clerk, mail handler, and supervisor).

Equations for TPH and NA TPH productivity are calculated the same as FHP productivities.

The Management Summary Report shows SPLY FHP volume productivities for mail processing clerk and mailhandler work hours (MP FHP/MP NON-SUPV WKHRS). Planned productivities are shown the same as SPLY.

8-1.3.5.4   **Manual Work Hour Ratios**

This section of the Management Summary Report shows manual work hour ratio percentages for mail processing by:

a.   Manual vs. automated/mechanized distribution (LADDER A MAIL PROC).

b.   Mail processing and customer service by manual vs. automation/ mechanization (LADDER B MAIL PROC).

c.   For mail processing, customer service, and city delivery by automation/ mechanization (LADDER C MAIL PROC & CUST SERV & CITY DEL).

Below are the equations for these calculations:

a.   **LADDER A MAIL PROC** (mail processing) = Total work hours (LDC 14) divided by (LDC 11, 12, 13 and 14).

b. **LADDER B MAIL PROC** (mail processing plus customer service) = Total work hours (LDC 14, 43, and 44) divided by (LDC 11, 12, 13, 14, 41, 42, 43, and 44).

c. **LADDER C MAIL PROC & CUST SERV & CITY DEL** (mail processing plus customer service plus city delivery) = Total work hours (LDC 14, 43, 44, 21, 28 and 29) divided by (LDC 11, 12, 13, 14, 41, 42, 43, 44, 21, 28 and 29).

8-1.3.5.5 **Cancellations**

Cancellations are reported on the Management Summary Report showing the total pieces canceled for both machine and hand-cancelled pieces of letters and flats.

8-1.3.6 **Operation by Composites Report**

This report provides volume and work hours and productivity data for operation numbers grouped under their respective composites. The last section of this report shows a total distribution productivity indicator (DPI) by tour(s).

8-1.3.7 **Operation by LDC Report**

This report provides volume and work hours and productivity data breakdowns for operation numbers grouped under LDCs. The last section of this report shows summarized volume and work hours and DPI by tour.

8-1.3.8 **Operation with SPLY Report**

This report provides the same volume and work hours data as the Operation by LDC Report, but with SPLY volumes, work hour values, and SPLY percentage differences added.

8-1.3.9 **Operation with Plan Report**

This report provides the same volume and work hour data as the Operation by LDC Report, but with plan data volumes, work hour values, and plan percentage differences added.

8-1.3.10 **Operation with SPLY, Plan Report**

This report provides the same volume and work hour data as the Operation by LDC Report, with SPLY and PLAN volumes, work hour values, and LDC and SPLY percentage differences added.

8-1.3.11 **Operation, Non-Add TPH Report**

This report depicts NA TPH and related work hours and productivity for specific operation numbers and local units.

8-1.3.12 **Out of Bounds (Threshold 10% through 90%) Report**

This report provides management with the capability to view reports with data that exceed selected bounds (thresholds) for LDCs and operation numbers. Data items include average daily FHP & TPH, selected day FHP & TPH, average daily hours, and selected day hours compared against the average for the previous 364 days (year).

Out-of-bounds data is more than 25 percent higher each day than the average daily volume (FHP or TPH) or work hours by operation number over the last 12 months. For example, to determine the average daily FHP volumes for a given LDC, add the FHP for the previous 12 months for the site and divide the total by 364 MODS days.

The report is in ascending LDC order (by operation number) and lists the following for the error condition:

a.   Average daily FHP.

b.   Current day FHP.

c.   Average daily TPH.

d.   Current day TPH.

e.   Average daily work hours.

f.   Current day work hours.

If an error condition is not detected for any one of the three conditions — FHP, TPH, or work hours — the column is zero-filled.

Example:

If an error condition was detected for OPN 895 for FHP only, the report lists the average daily FHP and current day FHP, and zero-fills these columns: average and current TPH, and work hours.

8-1.3.13   **Volume Hours Report**

This report provides volume data, work hours, and productivity for all or selected operation number(s) and local unit(s). Data is totaled for each day of the week with additional columns for a total and week daily average.

8-1.3.14   **Plan by Operation Report**

This report provides a display of WebMODS plan FHP, TPH, and work hours for operation numbers by tour.

8-1.3.15   **Local Operation Descriptions Report**

This report provides a listing of operation and local unit numbers with their local and national descriptions, tour enable, activation and deactivation dates.

8-1.3.16   **EOR Detail Report — Date/Time**

This report is automatically imported into WebMODS and covers a specific time period (date or date range). These EOR detail reports are based on the Browse Volume Data table and EOR Raw Table. Data items include transaction date and time (in date and time order), operation number — local unit, transaction type, source type, pieces, run ID, MODS ID, and transaction value code. This report is not based on the MODS date, but a calendar date.

8-1.3.17   **EOR Detail Report — Operation**

This report provides the same information as the EOR Detail Report — Date/Time; however, the data is displayed with operation numbers in numerical order (lowest to highest). This report is not based on the MODS date, but on a calendar date.

8-1.3.18   **EOR Detail Report — Unprocessed**

This report provides the same data as EOR Detail Report — Date/Time, but the data is in error and was not processed by WebMODS. These errors are also reflected in the WebEOR interface screen. This report is not based on the MODS date, but on a calendar date.

8-1.3.19   **EOR FHP Report**

This report is automatically imported into WebMODS and covers a specific time period (date or date range). Data items include transaction date and time (in date and time order), operation number — local unit, transaction type, source type, pieces, run ID, MODS ID, and transaction value code. This report is not based on the MODS date, but on a calendar date.

A sample EOR FHP Report is shown in Exhibit 8-1.3.19.

Exhibit 8-1.3.19
Sample EOR FHP Report

WEBMODS EOR FHP DETAIL REPORT - BY OPER Date Range: Mon, May 12, 2008 through Mon, May 12, 2008 Fin Nbrs: 00-0000 - MY Office P&DC							
Transaction Date:Time	Oper-LU	Trans Type	Source Type	Pieces	Run ID	Mods ID	Trans Value Code
5/12/2008 11:00	030-00	73	1	15	2.00808E+21	0	1
5/12/2008 11:00	030-00	73	1	244	2.00808E+21	0	1
5/12/2008 19:00	030-00	73	1	8,033	2.00808E+21	0	1
5/12/2008 19:00	030-00	73	1	5,776	2.00808E+21	0	1
5/12/2008 19:00	030-00	73	1	4,969	2.00808E+21	0	1
5/12/2008 19:00	030-00	73	1	4,774	2.00808E+21	0	1
5/12/2008 19:00	030-00	73	1	255	2.00808E+21	0	1
Totals	030-00	73	1	24,066			

8-1.3.20   **Flows FHP Distribution Report**

This detailed report displays the FHP volume flowed to opening units from FHP distribution operations. Data items include from operation — local unit, from operation — local unit name, to operation — local unit, to operation — local unit name, pieces, flowed pieces, and percentage flowed. This report is not based on the MODS date, but a calendar date.

A sample Flows FHP Distribution Report is shown in Exhibit 8-1.3.20.

Exhibit 8-1.3.20
Sample Flows FHP Distribution Report

From Oper-LU	From Oper Name	To Oper-LU	To Oper Name	Orig Qty	Flowed NA TPH Qty	Flow Percent
030-00	MANUAL LTR-OUTGOING PRIMARY	010-00	HAND CANCELLATIONS	24,474	16,956	69.3
030-00	MANUAL LTR-OUTGOING PRIMARY	021-00	METERED LETTER PREPARATION	24,474	7,412	30.3
030-00	MANUAL LTR-OUTGOING PRIMARY	028-00	METERED BYPASS	24,474	15	0.1
030-00	MANUAL LTR-OUTGOING PRIMARY	110-00	OPENING UNIT-OUTGOING PREF	24,474	16	0.1
030-00	MANUAL LTR-OUTGOING PRIMARY	110-81	OPENING UNIT-OUTGOING PREF	24,474	57	0.2
051-00	O/G PRIMARY FLATS - PRIORITY	010-00	HAND CANCELLATIONS	8,585	4	0
051-00	O/G PRIMARY FLATS - PRIORITY	110-51	OPENING UNIT-OUTGOING PREF	8,585	8,580	99.9
053-00	I/C PRIMARY FLATS - PRIORITY	110-51	OPENING UNIT-OUTGOING PREF	1,632	2	0.1
053-00	I/C PRIMARY FLATS - PRIORITY	110-53	OPENING UNIT-OUTGOING PREF	1,632	1,629	99.8
060-00	MANUAL FLT-OUTGOING PRIMARY	110-00	OPENING UNIT-OUTGOING PREF	9,169	791	8.6
060-00	MANUAL FLT-OUTGOING PRIMARY	110-51	OPENING UNIT-OUTGOING PREF	9,169	355	3.9
060-00	MANUAL FLT-OUTGOING PRIMARY	180-00	OPENING UNIT-INCOMING PREF	9,169	8,020	87.5

8-1.3.21　Flow Opening Unit Report

This report provides the same data as the Flows FHP Distribution Report, but the data is displayed by showing the opening unit volume flowed from FHP distribution operations. Data items include to operation — local unit, to operation — local unit name, from operation — local unit, from operation — local unit name, pieces, flowed pieces, and percentage flowed.

A sample Flow Opening Unit Report is shown in Exhibit 8-1.3.21.

Exhibit 8-1.3.21
Sample Flow Opening Unit Report

To Oper-LU	To Oper Name	From Oper-LU	From Oper Name	Total Flowed Qty	Flowed NA TPH Qty	Flow Percent
010-00	MANUAL LTR-OUTGOING PRIMARY	030-00	HAND CANCELLATIONS	16,960	16,956	99.98
010-00	O/G PRIMARY FLATS - PRIORITY	051-00	HAND CANCELLATIONS	16,960	4	0.02
021-00	MANUAL LTR-OUTGOING PRIMARY	030-00	METERED LETTER PREPARATION	119,188	7,412	6.22
021-00	CIOSS RTS IMAGE LIFT MODE	091-00	METERED LETTER PREPARATION	119,188	6,447	5.41
021-00	CIOSS FORWARDS IMAGE LIFT MODE	093-00	METERED LETTER PREPARATION	119,188	4,946	4.15
021-00	DBCS/DIOSS ISS O/G PRIMARY	281-00	METERED LETTER PREPARATION	119,188	19,055	15.99
021-00	DBCS/DIOSS ISS I/C SCF PRIMARY	284-00	METERED LETTER PREPARATION	119,188	36,373	30.52
021-00	DBCS/DIOSS BCS I/C SCF PRIMARY	894-00	METERED LETTER PREPARATION	119,188	44,955	37.72
028-00	MANUAL LTR-OUTGOING PRIMARY	030-00	METERED BYPASS	15,385	15	0.1
028-00	DBCS/DIOSS ISS O/G PRIMARY	281-00	METERED BYPASS	15,385	15,370	99.9
110-00	MANUAL LTR-OUTGOING PRIMARY	030-00	OPENING UNIT-OUTGOING PREF	91,061	16	0.02
110-00	MANUAL FLT-OUTGOING PRIMARY	060-00	OPENING UNIT-OUTGOING PREF	91,061	791	0.87
110-00	CIOSS RTS IMAGE LIFT MODE	091-00	OPENING UNIT-OUTGOING PREF	91,061	34,486	37.87
110-00	CIOSS FORWARDS IMAGE LIFT MODE	093-00	OPENING UNIT-OUTGOING PREF	91,061	28,340	31.12
110-00	DBCS/DIOSS ISS O/G PRIMARY	281-00	OPENING UNIT-OUTGOING PREF	91,061	22,342	24.54
110-00	UFSM 1000 KEYING OUTGOING PRIMARY	441-00	OPENING UNIT-OUTGOING PREF	91,061	5,075	5.57
110-00	UFSM 1000 KEYING SCF	444-00	OPENING UNIT-OUTGOING PREF	91,061	11	0.01

8-1.3.22 **Manual Entries — MODS Date Report**

This report provides a log of manual volume data entries by MODS date into WebMODS by MODS date, operation — local unit, LDC, tour, and user ID. The transaction date and time are also displayed for each record.

8-1.3.23 **Manual Entries — Entry Date Report**

This report provides a log of manual volume data entries by entry date into WebMODS by MODS date, operation — local unit, LDC, tour, and user ID. The transaction date and time are also displayed for each record.

8-1.3.24 **Manual Entries — Operation Report**

This report provides a log of manual volume data entries into WebMODS by operation — local unit, MODS date, LDC, tour, and user ID. The transaction date and time are also displayed for each record. This report is based on the MODS date.

8-1.3.25 **Manual Entries — Inventory Report**

This report provides a log of manual volume data entries into WebMODS by operation — local unit, MODS date, LDC, tour, TPH, FHP, and user ID. The transaction date and time are also displayed for each record. This report is based on the MODS date.

8-1.3.26 **TACS Work Hours — Date/Time Report**

This report provides a report by MODS date of operations — local units, LDCs, tours, work hours, OT hours, total costs for hours, and error codes. This report is based on the MODS date.

8-1.3.27 **TACS Work Hours — Operation Report**

This report provides the same data as the TACS Work Hours — Date/Time Report, but displayed by operation numbers — local units rather than MODS date.

8-1.3.28 **TACS Work Hours — Unprocessed Report**

This report is of operations — local units, tours, work hours, OT hours, total cost for hours, and error code, but data did not process into WebMODS. This report is based on the MODS date.

8-1.3.29 **Work Hours Reassignment Log Report**

This report provides data that has been changed for work hours charged erroneously to operation 565 or 756. These hours need to be moved from the bad operation number into an accurate account of where the hours were worked; otherwise, the hours remain in 565 for function 1 or 756 for function 4.

8-1.4 **General Information about Admin Reports Function**

To generate and perform the Admin Reports function:

1.   With the Reports Main page displayed (see Exhibit 8-1.1b), click the **Admin Reports** link. The Admin Reports page appears (see Exhibit 8-1.4).

Exhibit 8-1.4
Admin Reports Page
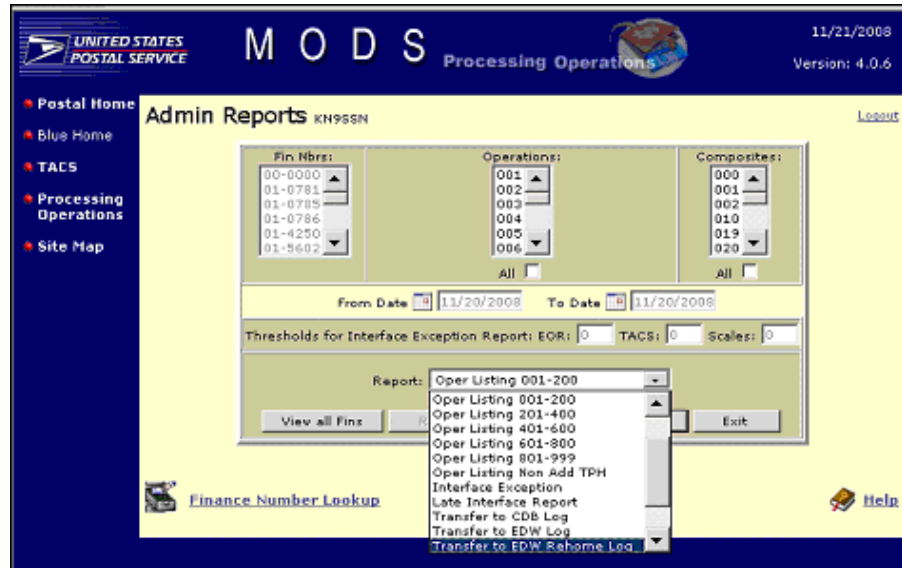
2.   Select the desired report name from the Report list.

3.   If a specific listing for a single operation number is desired, in order to view related operation data, the range in which the operation number resides must also be selected.

■   For example, if you are interested in viewing all operations data pertaining to OPN 015, you would select that number from the Operations list, then select **Oper Listing 001–200** from the Report list. The result would be an Operation Listing: 001–200 Report for operation 015.

■   If you do not select the correct operation listing (e.g., you mistakenly select 401–600 instead of 001–200), the report appears with the statement *No data found for selected criteria* under the Operation header.

■   The same holds true for operation number composites, which are selected from the Composites list. The operation listing in which the composite resides must be selected from the Report list in order to receive any related operation data.

■   Operations data for multiple operation numbers or composites can also be viewed, just as long as the criteria is properly set within the applicable operation number listing range.

4.   With all required criteria properly selected, click the **Generate Report** button. The applicable report appears.

5.   If desired, click the **Print** link or icon for a hard copy.

6.   When finished, click the **Close** link or icon to exit from the report.

8-1.5   # Generate Administration Reports

The Admin Reports function provides you with a group of reports pertaining to finance number listings and operation numbers. All of these reports are described in the following sections.

8-1.5.1   ## Area/District/Fin Nbr Listing Report

This report lists Postal Service areas, districts, finance types, their finance numbers, ZIP Codes, MODS cutoffs, aliases, and activation and deactivation dates.

8-1.5.2   ## Finance Listing by Name Report

This report provides an alphabetical listing of finance names, their finance numbers, area and district names, finance types, aliases, MODS cutoffs, ZIP Codes, and activation and deactivation dates.

8-1.5.3   ## Finance Listing by Number Report

This report provides a numerical listing of finance numbers in ascending order. This report provides the same data as the Finance Listing by Name Report.

8-1.5.4   ## Operation Listings 001–200, 201–400, 401–600, 601–800, 801–999 Report

This report provides a separate listing and description of operation numbers and their names, grouped as shown in the title. Individual and composite operation numbers can also be viewed using selected page options. Additionally, the report provides the displayed operations numbers' valid source types, valid downflows, valid finance types, and workgroup codes.

8-1.5.5   ## Operation Listing, Non Add TPH Report

This report lists and identifies operation numbers that are allowed volume entries that do not add to the total pieces being handled, since that volume data is already being captured either by automation or scales weight.

8-1.5.6   ## Interface Exception Report

This report lists interface errors by site, district, area, or HQ. Sites appear in the report depending upon the access level of the user.

8-1.5.7   ## Late Interface Report

This report identifies when the interfaces have been updated later than they are scheduled within a 4- to 8-hour period.

8-1.5.8   ## Transfer to EDW Log Report

This report is a log of the WebMODS data that is sent for MODS to EDW daily at 1800 PM local time.

8-1.5.9   ## Transfer to EDW Rehome Log Report

This report identifies when data is regenerated from the base file. Regeneration or rehome of data is necessary due to complications or customer requests for existing data contained within EDW vs. WebMODS.

8-1.5.10   **MIRS Transfer Log Report**

This report is a log of the WebMODS data that is sent to the Mail and Image Reporting System (MIRS) daily.

8-1.5.11   **MIRS Rehome Transfer Log Report**

This report identifies when data is regenerated from the base file. Regeneration or rehome of data is necessary due to complications or customer requests of existing data contained within MIRS vs. WebMODS.

8-1.6   # Generate WebMODS History Report

The WebMODS History Report provides offices with historic data up to 2 years past. This data is provided daily for 1 week, 4 weeks, or 8 weeks, and provides information associated with TPH, FHP, NA TPH, work hours, overtime, TPH/work hours, FHP/work hours, or NA TPH/work hours.

All reports under WebMODS History Reports are found in this handbook. To perform the WebMODS History Report function:

1.   With the Reports Main page displayed (see Exhibit 8-1.1b), click the **WebMODS Reports** link. The Mod History Report page appears (see Exhibit 8-1.6a).

Exhibit 8-1.6a
Mod History Report Page

2.   Select a date or dates from the Dates list.

3.   Select a finance number(s) from the Fin Nbrs list for which the report data will be returned.

■   To view all finance numbers, click the **View all Fins** button.

■   To view the location of all finance numbers, click the **Finance Number Lookup** link.

■   The Generate Reports button becomes available.

4.   Select a desired operation number(s) from the Operations list.

■   Click the **All** checkbox to select all operation numbers.

5. Select a desired composite number(s) from the Composites list.

    ■   Click the **All** checkbox to select all composites.

6. Select a tour(s) from the Tour list.

    ■   Click the **All** checkbox to select all tours.

7. Select a report field(s) from the Report Fields list.

    ■   Click the **All** checkbox to select all report fields.

8. Select **1 Week**, **4 Week**, or **8 Week**, depending upon the length of time for which you desire the report to be generated.

9. With all criteria selected, click the **Generate Report** button. The WebMODS History Report appears with data related to the selected date, dates or weeks; finance number(s); operation number (s); composite(s); tour(s); and report field(s) (see Exhibit 8-1.6b).

Exhibit 8-1.6b
Sample Mod History Report

10. Generate a printed copy by clicking the **Print** link or icon, if desired.

11. Click the **Close** link or icon to close the report.

8-2   Browse Volume Data

The Browse Volume Data function provides you with a selected group of volume data that is quickly and easily retrieved and displayed as tables either on your computer monitor or as an Excel spreadsheet. To and from date selections, along with sorting and filtering capabilities, provide easy and rapid viewing. All Browse Volume Data tables are found in this handbook.

8-2.1 **General Information about the Browse Volume Data Function**

To perform the browse volume data function:

1. With the Reports Main page displayed (see Exhibit 8-1.1b), click the **Browse Volume Data** link. The Browse Volume Data page appears (see Exhibit 8-2.1).

Exhibit 8-2.1
Browse Volume Data Page
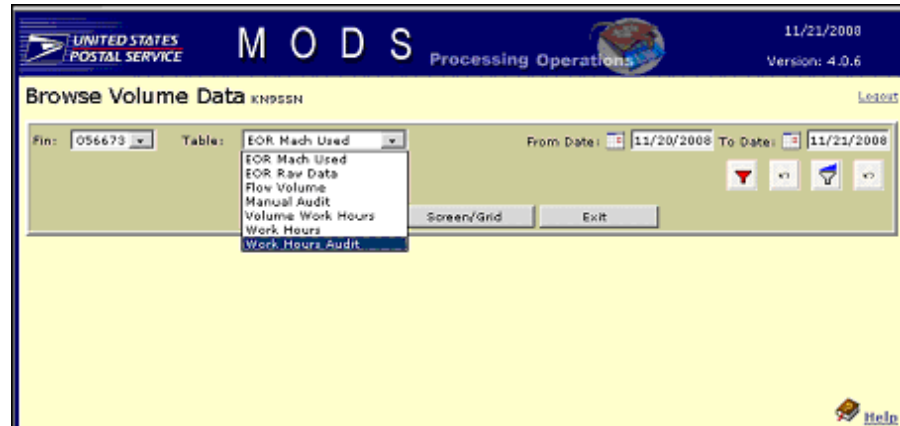
2. Select the finance number from the Fin list.

3. Click the calendar icons for the From Date and To Date fields, and select the date range. The from date cannot be more then 31 days earlier than the current date.

4. Select the desired table from its list, then click either the **Screen/Grid** button or the **Excel** button. (The Excel button is not visible in Exhibit 8-2.1 due to the Table list options being shown.) The corresponding table appears as either a Windows screen/grid or Microsoft (MS) Excel spreadsheet for the established data range.

5. Sort and filter the table as desired.

    ■   All Browse Volume Data tables include a sort function and a filter function along with their respective Clear buttons. The sort function allows you to sort any data item in either ascending or descending order. The filter function allows you to isolate and view only selected data that can then be sorted.

6. When finished, click the **Exit** button.

8-2.2 **Browse Volume Data Tables**

The volume data tables are described in the following sections.

8-2.2.1 **EOR Mach Used Table**

This table provides a list of operation numbers, local units, tours, LDCs, and MODS machine IDs for a selected MODS date or date range (see Exhibit 8-2.2.1). This data is used to report on the number of machines used

for a specific operation number in the Auto Mech Report. The EOR Mach Used Table data retention period is set at a rolling 960 days.

Exhibit 8-2.2.1
EOR Mach Used Table

8-2.2.2   **EOR Raw Data Table**

This table provides a list of EOR runs as they appear in WebMODS, with piece amounts, source types, transaction types, and operation numbers by transaction dates for a selected MODS date or date range (see Exhibit 8-2.2.2). The EOR Raw Data Table data retention period is set to a rolling 120 days.

Exhibit 8-2.2.2
EOR Raw Data Table

The columns in the table are described below:

- **Transaction Date —** The transaction date reflects the calendar date, and the time reflects the mid-tour time assigned by WebEOR.

- **Trans Type (i.e., transaction type) —** A 2-digit code that represents the volume type of the transaction:

    - 73 = actual piece count, used with source type other than 00.

    - 74 = negative value (actual piece count).

    - 75 = pieces fed, always used with source type 00.

- **Oper Nbr —** The 6-digit operation number

- **Source Type —** A 2-digit code that represents a specific volume type. (See the Source Type table in appendix C.) Example: Source type 27 with a transaction type of 73 is the number of mechanical rejects for a specific machine run.

- **Fin Nbr (Finance Number) —** The finance number of the facility sending run data from WebEOR.

- **MODS ID —** The machine number, but it is only associated with source types 97 (run time) and 98 (down time).

- **Trans Value Code —** A single value code.

    - 1 = The run is a run added or a positive number.

    - 2 = The run is a deletion or a negative number.

- **Pieces Amount —** The actual pieces associated with the transaction type and source type codes.

- **Run ID —** The EOR run ID. Each run ID is unique but may have many rows of data associated with the unique run ID.

- **Sequence Nbr. —** Index number from WebEOR to identify sequence of data rows. This number can be used to determine the sequence run IDs that have been sent to WebMODS.

8-2.2.3 **Flow Volume Table**

This table contains a list of from/to volume flowing to the next operation as defined by the WebMODS administrator (see Exhibit 8-2.2.3). The field Prcsg Method describes the source of the volume FHPEOR and TPHEOR from WebEOR and FHPMAN and TPHMAN from WebMODS manual entries. Additional data elements include piece amounts, percentage, by operation numbers, by transaction dates for a selected MODS date or date range. The Flow Volume Table data retention period is set at a rolling 2 years.

Exhibit 8-2.2.3
Flow Volume Table

8-2.2.4   **Manual Audit Table**

This table provides an audit trail by last update dates and last user IDs for all manual data entries and edits made to WebMODS volume data for a selected MODS date or date range (see Exhibit 8-2.2.4). The Manual Audit Table data retention period is set at a rolling 960 days.

Exhibit 8-2.2.4
Manual Audit Table

8-2.2.5   **Volume Work Hours Table**

This table provides a list of volume data (i.e., FHP, TPH, TPF, ST27, ST39, ST50, local unit, LDC, and tour) for a selected MODS date or date range (see

<u>Exhibit 8-2.2.5</u>). The Volume Work Hours Table data retention period is set at a rolling 35 months.

Exhibit 8-2.2.5
Volume Work Hours Table

8-2.2.6   **Work Hours Table**

This table provides a list of work hour data (i.e., quantity, OT, penalty OT quantity, work hours cost, OT hrs. cost, penalty OT hrs. cost, and other hrs. cost) recorded by operation number, local unit, tour, LDC, and error code (see <u>Exhibit 8-2.2.6</u>). The displayed data is for a selected MODS date or date range. ***Note:*** Penalty OT hrs., penalty OT cost, and OT hrs. costs are not reported in WebMODS and are always displayed as zero. The cost calculation is based on employee hourly salary cost and the number of work hours. This is only an estimate and should be used in actual employee cost analysis since OT, Penalty OT and benefits are not included. The Work Hours Table data retention period is set at a rolling 62 days.

Exhibit 8-2.2.6
Work Hours Table

8-2.2.7 **Work Hours Audit Table**

This table provides a list of work hour data that was moved from one operation to another using the Data Entry Work Hour Reassignment option. The Work Hours Audit Table data retention period is a rolling 35 months.

8-3   Browse Data

All Browse Data reports are found in this handbook.

8-3.1 **General Information about the Browse Data Function**

To perform the Browse Data function:

1. With the Reports Main page displayed (see Exhibit 8-1.1b), click the **Browse Data** link. The Browse Data page appears (see Exhibit 8-3.1).

Exhibit 8-3.1
Browse Data Page

2. Select the finance number from the Fin list.
3. Select the desired table from its list, then click either the **Screen/Grid** button or the **Excel** button. The corresponding table appears as either a Windows screen/grid or MS Excel spreadsheet.
4. Sort and filter the table information as desired.
5. Print the table, if desired.
6. When finished, click the **Exit** button.

8-3.2 **Browse Data Reports**

The Browse Data reports are extracts of the static tables used to support the WebMODS application and are described in the following sections.

8-3.2.1 **Area Report**

This report lists postal areas by area ID, name, and TACS instance.

8-3.2.2 **District Report**

This report lists postal districts by district ID, area ID, and name.

8-3.2.3 **Finance Report**

This report lists finance numbers, finance type codes, their ZIP Codes, district ID, finance name, MODS cutoff, and other related data.

8-3.2.4 **Finance Type Report**

This report lists finance type codes, their descriptions, and function IDs.

8-3.2.5 **Flow National Report**

This report lists valid downflows, including the from – to operation numbers.

8-3.2.6 **Local Operations Report**

This report lists local operation numbers by finance numbers with local units, local unit names, and related tours.

8-3.2.7 **Local TPH Flow Configurations Report**

This report lists the locally configured downflow percentages from the from operation numbers and local units to the to operation numbers and local units.

8-3.2.8 **Local TPH Flow Final Report**

This report lists the flow totals associated with each from operation number and local unit to the to operation number and local unit.

8-3.2.9 **Local FHP Flow Configurations Report**

This report lists the locally configured backflow percentages from the from operation numbers' and local units' to the to operation numbers' and local units' opening units.

8-3.2.10 **Local FHP Flow Final Report**

This report lists the flow totals associated with each from operation number and local unit to the to operation number and local unit.

8-3.2.11 **LDC Report**

This report lists LDCs, their function IDs, and LDC names.

8-3.2.12 **Location Info Report**

This report lists all postal processing site location names, addresses, EOR site IDs, and WebEOR site IDs.

8-3.2.13 **Manual Defaults Report**

This report lists volume data defaults configured by your local system administrator for the volume data entry.

8-3.2.14 **MLRCP Report**

This report lists mail recap (MLRCP) type IDs and their descriptions.

8-3.2.15 **MODS Function Report**

This report lists MODS functions by ID and name.

8-3.2.16 **National Operations Report**

This report lists national operation numbers and names, applicable LDCs, composites, volume type IDs, and other related data.

8-3.2.17 **Operation Workgroup Report**

This report lists work group IDs, related operation numbers, work group codes, and work group names.

8-3.2.18 **Operation Source Type Report**

This report lists all valid source types for operations.

8-3.2.19 **Plan Operation Report**

This report lists plan data by finance number for the current date, including operation numbers and local units, LDCs, tours, work hours, and volume data.

8-3.2.20 **Source Type Report**

This report lists source type numbers and names, their related conversion factors for pounds and feet, and related data.

8-3.2.21 **Valid Fin Operations Report**

This report lists valid operation numbers for finance type codes, including their activation and deactivation dates.

8-4   Using the Enterprise Data Warehouse

EDW is an online source for the statistical files of Postal Service financial and operating systems. The system can be used to answer your questions (called NODM2) or in pre-programmed statistical reports (called canned reports) that analyze Postal Service performance.

EDW replaced the Corporate Information System/Corporate Database (CIS/CDB), thereby supporting corporate monthly reporting in lieu of accounting period (AP) reporting. Single reports now replace several conventional reports by allowing "drill down" menu selection. This results in reduced costs by building and maintaining fewer reports.

For detailed instructions pertaining to EDW, refer to the EDW User's Guide, found on the EDW Home page at *https://crpl.usps.gov/*.

To get access to the EDW, go to *http://eAccess* and Request Access, select the Applications tab, enter **edw** in the Search for Applications field, click the **Search** button, and select the **EDW General Access (ALL Users)** link. To create NODM2 reports, request EDW–NODM2 with design mode.

8-5 Entering MODS Data

Wilkes-Barre Integrated Business Systems Solutions Center (IBSSC) forwards daily data to EDW. The data has a 35-month retention period. EDW retention period is a minimum of 3 years. EDW is reviewing its policy of retaining historical data beyond the three year limitation. The following volume and work hours data are transmitted:

a. FHP, by LDC.

b. TPH and workload unit, by operation number and local unit.

c. Pieces fed for automation and mechanization operation numbers and local unit.

d. Work hours for all operation numbers, local unit, and LDCs by function.

e. OT, by operation number and local unit.

f. Machine runtime and downtime, by operation number and local unit.

g. Machine number, by operation number and local unit.

8-6 Making Adjustments

Adjustments for MODS data must be entered at the source, which is either WebMODS or WebEOR. Sites needing to adjust data that is older than 3 months must seek approval from the area office. Once approved, information will be forwarded to Wilkes-Barre IBSSC for entry into the system. All adjustments over 1 fiscal year must be approved at the HQ level. If the adjustment crosses over from one fiscal year to the next and is more than 1 month old, it must be approved by HQ.

8-7 Retaining Reports

Retention periods are optional unless otherwise specified or required by responsible officials. P&DCs and P&DFs retain reports for the periods provided in Table 8-7.

Table 8-7
Report Retention Periods

Report(s)	Retention Period
Management Summary Report, Daily, Weekly	Until the end of the current month, if all adjustments are completed
Management Summary Report, Monthly	13 months
Operation by LDC Report, Daily, Weekly	Until the end of the current month, if all adjustments are completed
Operation by LDC Report, Monthly	13 months
MLRCP Report	1 year
Manual Adjustments Report	1 year
Manual Entries — MODS Date Report	6 months

Report(s)	Retention Period
Volume Hours Report	6 months
Auto Mech Report	1 month
EOR Detail Report — Date/Time	1 month
EOR FHP Report	1 month
Flows FHP Distribution Report	1 month
Flow Opening Unit Report	1 month

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9 WebEOR

WebEOR is a software application that allows end users to retrieve, view, and store various EOR statistics from automated MPE. WebEOR is used primarily in mail processing facilities.

WebEOR collects data from all the automated MPE — on a user-defined time interval from an on-site server — and then imports it into an Oracle database. WebEOR generates a set of standard reports with essential data for operating decisions.

WebEOR supplies information through data files for these systems:

a. **MODS:** WebMODS automatically pulls data from WebEOR daily.

b. **Finalization on Automation Secondary Tracking (FAST):** FAST files are sent daily to the EDW CIS at Eagan.

c. **CPC:** End users identify all the offices participating in the carrier piece count. When WebEOR identifies a run with information for that office, it creates (or appends) a file with the required information.

d. **EDW:** WebEOR transmits a file daily to EDW.

The relationship between WebEOR and WebMODS is shown in Exhibit 9.

Exhibit 9
WebEOR/WebMODS Configuration
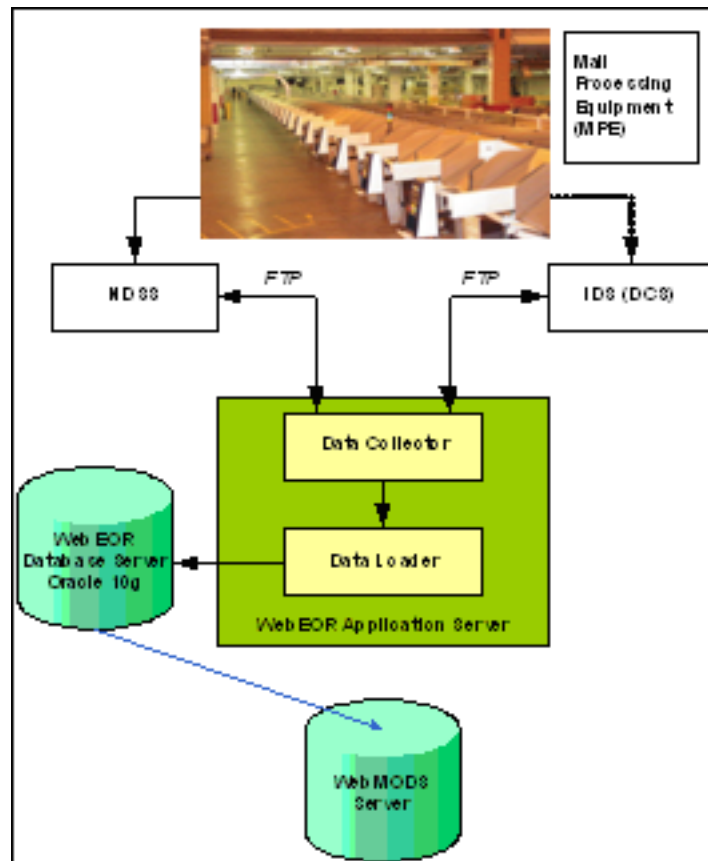
9-1   Accessing WebEOR

Before you attempt to log into WebEOR, you need an Advanced Computer Environment (ACE) user name and password. If you have not yet received your user name and password, they will be supplied by the Postal Service in a separate document or message.

To access WebEOR from an ACE workstation:

1.   Open an Internet browser on your PC after ensuring that it is connected to the Postal Network. The easiest way to open a browser is to double-click the browser's icon on the PC desktop.

e.   Click in the address field of your browser and enter the internet address for the WebEOR application: *http://webeor.usps.gov/*. Then press **Enter**. Exhibit 9-1a is displayed. This is the viewer access level in WebEOR. If the user requires other privileges such as input, the user must apply through eAccess.

Exhibit 9-1a
WebEOR Application Access Page

2.   Click the **Enter Application** button. The WebEOR login page appears (see Exhibit 9-1b).

Exhibit 9-1b
WebEOR Network User Login Page

3.   Select a parent site and click the **Log In** button. The WebEOR main menu, which provides links to all WebEOR capabilities, appears (see Exhibit 9-1c).

Exhibit 9-1c
WebEOR Main Menu

Note: The Parent Site list in Exhibit 9-1b only includes sites for which you have privileges. To view other WebEOR sites, click the
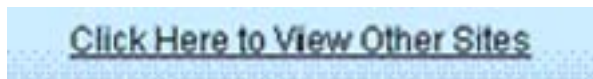
link. Doing this brings up a parent site list, as shown in Exhibit 9-1d, so you can view (but not edit) EOR data for other sites.

Exhibit 9-1d
Viewing Data from Other Parent Sites

Any user can select a parent site from the list and click the **View** button to access the application.

9-2   WebEOR Mapping

When WebEOR is accessed, a user with administrator privileges can access the Mapping menu from the main menu (see Exhibit 9-1c). As shown in Exhibit 9-2, the Mapping menu allows the site administrator to set up sites, stations, equipment, and sort programs. Additionally, downflows, valid operation numbers, and equipment type codes can be viewed.

Exhibit 9-2
Mapping Menu
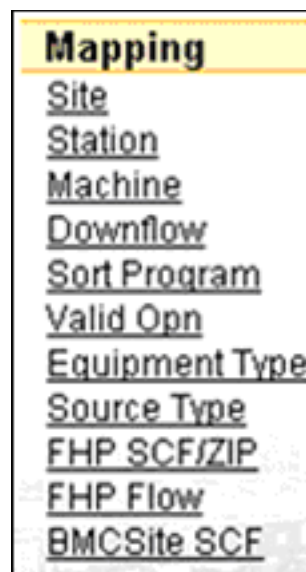
Only the following Mapping functions pertain to MODS operations and are described in this section: Site Information Mapping, Valid OPN Mapping, FHP SCF/ZIP Mapping, and FHP Flow Mapping.

9-2.1   Site Information Mapping

There are two types of sites supported by WebEOR:

a.   Parent sites — These sites are old EOR server sites that act as "parents" to one or more associate sites.

b.   Associate sites — These sites are mapped under parent sites.

With site mapping, you can view a list of sites and modify some site information. You cannot add or delete a site in WebEOR; this is done by HQ.

Click the **Site** link in the Mapping menu (see Exhibit 9-2) and a Mapping — Postal Facilities (Sites) Information — Local page appears (see Exhibit 9-2.1a and Table 9-2.1).

Exhibit 9-2.1a
Mapping — Postal Facilities (Sites) Information — Local Page

Table 9-2.1
Postal Facilities (Sites) Fields and Buttons

Field/Button Name	Description
Status	List for selecting the site status — *Active*, *Inactive*, or *Both*
Refresh Table	Button for obtaining new data after selecting a different status
Add Site	Button that enables you to add a site
National or Local	One of two buttons: ■ National — Enables you to view either all or national sites or specific national parent sites ■ Local — Enables you to view local sites
to Bottom	Link to bottom of the table
Records	The number of records in the table
M	Opens the Multi-Field Sort page, which allows you to sort the table
Site Name	The name of the parent or associate site
ZIP Code	The 9-digit ZIP Code used to identify the site
Finance Number	The 6-digit finance number used to identify the site in the MODS corporate database (CDB)
SRF Number	The 2-digit SRF code used to report MODS data and distinguish facilities
Cut Off	The MODS cutoff time for the facility7:00A.M.
Function Code	One of two MODS function codes: *1* (mail processing) or *4* (customer service)
MODS Xmit	*Y* (yes) indicates the site is a MODS site; *N* (no) indicates it is not
FAST Xmit	*Y* (yes) indicates the site is a FAST site; *N* (no) indicates it is not
Automatic Induction	A *Y/N* field to indicate whether the AFSM machines at a site are modified to include automatic induction
FHP Status	A *Y/N* field that indicates whether the site is one that handles FHP
MODS FHP Xmit	*Y* (yes) indicates the site is a MODS FHP site; *N* (no) indicates it is not
Time Zone Abbr	Standard abbreviation for the time zone in which the site falls (e.g., eastern standard time [*EST*])
Daylight Savings Ind	Whether the site observes daylight savings time (*Y* [yes] or *N* [no])
Status	The site status — *Active* or *Inactive*
Flats FHP Status	The flats FHP status — *Active* or *Inactive*
Flats FHP Xmit	*Y* (yes) indicates the site is a flats FHP site; *N* (no) indicates it is not
to Top	Link to top of the table

By clicking the National button the screen illustrated in Exhibit 9-2.1b is displayed. (Clicking the **Local** button redisplays your local screen.) You can view either *all* parent sites or a specific parent site, as shown in Exhibit 9-2.1c.

Exhibit 9-2.1b
Viewing All National Sites

Exhibit 9-2.1c
Viewing Specific Parent Sites

The national site pages have the same fields as present in the Mapping — Postal Facilities (Sites) Information — Local page (see Exhibit 9-2.1a), but with the addition of a Parent Site list at the top of the page and a Parent Site Name column to the left of the Site Name column. Additionally, a Local

button replaces the National button so that you can return to the Mapping — Postal Facilities (Sites) Information — Local page.

You can view and sort the screen displays. To sort a display, click on the column heading to sort on that field. To sort by multiple fields, click the **M** link and select the fields.

9-2.1.1 Adding and Deleting Sites

HQ is responsible for adding and deleting sites and for modifying certain fields within site information. This is to ensure that changes to site information are reflected across several corporate databases.

Note: When a site record is deleted, that data is no longer available for reporting purposes.

9-2.1.2 Modifying Site Information

Only Admin users can modify site information. To modify site information, click the pencil icon to the left of the site name. A Mapping — Postal Facilities (Sites) Information — Modify page appears with current site information, as shown in Exhibit 9-2.1.2 and Table 9-2.1.2.

Exhibit 9-2.1.2
Mapping — Postal Facilities (Sites) Information — Modify Page

Table 9-2.1.2
Postal Facilities (Sites) Information — Modify Field and Button Descriptions

Field/Button Name	Description
Parent Site	The name of the parent site (this field is not editable).
Site Name	The name of the parent or associate site (this field is not editable).
ZIP Code	The 9-digit ZIP Code used to identify the site (this field is not editable).
SRF Number	The 2-digit SRF code used to report MODS data and distinguish facilities.
Finance Number	The 6-digit finance number used to identify the site in MODS CDB (this field is not editable).
District	The district name (this field is not editable).

Field/Button Name	Description
Area	The area name (this field is not editable)
Facility Type	One of five types: plant (P), international service center (ISC), priority mail processing center (PMPC), airport mail facility (AMF), and annex or delivery distribution center (DDC) (this field is not editable).
MODS Function	One of two functions: mail processing (function 1) or customer service (function 4) (this field is not editable).
MODS Cut Off	The MODS cutoff time (7 AM) for the facility (this field is not editable).
MODS Transmission	Indicates whether the site is a MODS site: Yes or No (this field is not editable).
DBCS Accepted Intermediate Goal	The intermediate goal for the number of mailpieces accepted on the DBCS.
DBCS Accepted Real Goal	The final goal for the number of mailpieces accepted on the DBCS.
DBCS Throughput Intermediate Goal	The intermediate goal for the number of mailpieces per hour on the DBCS.
DBCS Throughput Real Goal	The final goal for the number of mailpieces per hour on the DBCS.
DBCS Letters Per Jam Intermediate Goal	The intermediate goal for the number of mailpieces that get jammed on the DBCS.
DBCS Letters Per Jam Real Goal	The final goal for the number of mailpieces that get jammed on the DBCS.
Is IPTS Site	Indicates whether the site receives IPTS data.
SCF	The 3-digit sectional center facility .
AFSM100 Automatic Induction	Checkbox indicating whether this site has automatic induction.
FHP Status	The site FHP status — *Active* or *Inactive.*
MODS FHP Xmit	Whether this is a MODS FHP site (*Y* [yes] or *N* [no]).
Flats FHP Status	The flats FHP status — *Active* or *Inactive.*
Flats FHP Xmit	Whether this is a flats FHP site (*Y* [yes] or *N* [no]).
Time Zone	Standard abbreviation for the time zone in which the site falls (e.g., eastern standard time [*EST*]).
Daylight Saving Time	Whether the site observes daylight savings time (*Y* [yes] or *N* [no]).
Facility Alias Name	A section heading for the New and Current fields where you can enter the alias name(s) for a facility; by default, the alias is the same as the standard site name. An additional alias name is needed only if National Remote Personal Computer (NRPC) uses a different alias name than the one associated with the site name.
New	A field that allows you to enter a new facility alias name.
Add	A button to add the name entered in the New field to the Current field.
Current	A field that displays the site's facility alias name(s).
Delete	A button to delete a facility alias name from the Current field.
Status	*Active* or *Inactive*.
Save	A button to save the entered/updated data on this page.
Cancel	A button to return to the Mapping — Postal Facilities (Sites) Information page without saving any updated data.

Most of the fields in **Table 9-2** cannot be edited. You can only modify the SRF number, the DBCS goals, the SCF, the facility alias name; and choose

both whether the site is an IPTS site and whether it is an AFSM 100 induction site. To modify these fields, take the following steps:

1. Enter the new values in the appropriate fields. (Red asterisks indicate required fields.)

2. Take the following steps to add, change, or delete a facility alias name:

    ■   To add a facility alias name, enter it in the New field and click the **Add** button. The new name appears in the Current field.

    ■   To delete a facility alias name, highlight a name in the Current field and click the **Delete** button. The selected name in the Current field disappears.

        Note: One default facility alias name must remain in the Current field.

    ■   To change a facility alias name, add a new one and then delete the old one.

3. Click the **Save** button to retain the information. If the save was successful, the statement, *Data has been successfully updated; Returning to Main Screen; If this page does not refresh, click here to return to the listing,* appears briefly before the Mapping — Postal Facilities (Sites) Information page reappears.

    Note: Click the **Cancel** button at any time to exit from this page without saving the data.

    The fields that cannot be modified in WebEOR must be modified by HQ.

9-2.2 Valid Operation Numbers

The Valid OPN option is used to view the official listing for valid operation numbers and their descriptions relevant to the identified machine types and functions. This list is for reference purposes only.

Note: Operation numbers are updated automatically in WebEOR when there are changes in MODS operation numbers.

To view valid operation numbers, click the **Valid OPN** link in the Mapping menu (see Exhibit 9-2). The Mapping — Valid Operation Number page appears (see Exhibit 9-2.2 and Table 9-2.2).

Exhibit 9-2.2
Mapping — Valid Operation Number Page

Table 9-2.2
Valid Operation Number Fields and Buttons

Field/Button Name	Description
Machine Type	A list for selecting a machine type (or choose *ALL*)
Mail Level	A list for selecting a mail level (or choose *ALL*)
Refresh Table	A button for refreshing the table based on a new machine type and/or mail level selection(s)
to Bottom	Link above the top left portion of the table that allows you to move to the bottom of the table
Records	The number of records in the table
M	Opens the Multi-Field Sort window, which allows you to sort the table
Func	The function number: *1* (for mail processing) or *4* (for customer service)
Mach Desc	The machine type
Operation#	The 3-digit MODS operation
Description	The MODS operation number description
Mail Level	The machine level for the particular combination of machine type and operation number
to Top	Link at the bottom left of the table that allows you to move to the top of the table (not pictured in Exhibit 9-2.2)

To view or sort the list, do one of the following:

■   To sort the display, click on the column heading to sort on that field.

■   To sort by multiple fields, click the **M** link and select the fields.

9-2.3 **SCF/ZIP Mapping**

FHPs require ZIP Codes to be mapped to a site. You cannot map SCFs or ZIP Codes in WebEOR; this is done by HQ. However, you can view SCFs and ZIP Codes for FHP by clicking the **FHP SCF/ZIP** link in the Mapping menu (see Exhibit 9-2). The Mapping — FHP SCF/ZIP Information page appears (see Exhibit 9-2.3a and Table 9-2.3).

Exhibit 9-2.3a
Mapping — FHP SCF/ZIP Information — Local Page
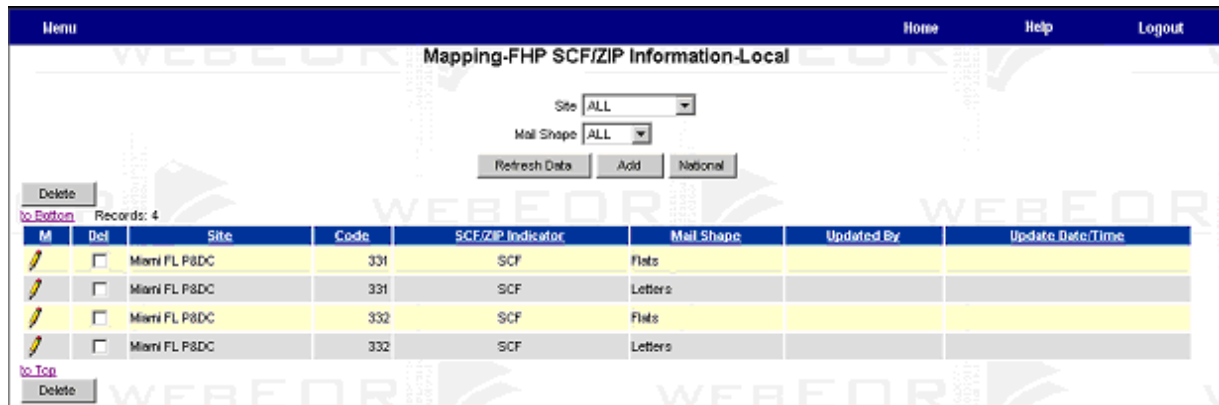
Table 9-2.3
Mapping — FHP SCF/ZIP Information — Local Fields and Buttons

Field or Button	Description
Site	List from which you can select a specific site
Mail Shape	List from which you can select just one type of mail shape to be listed
Refresh Data	Button to refresh data after a site and/or mail shape are selected
Add	Button to add FHP SCF/ZIP records
National	Button to allow you to view (only) FHP SCF/ZIP information for all sites or specific parent sites besides your own
Delete	Button above the top left portion and below the bottom left portion of the table that allows you to delete all selected records
to Bottom	Link above the top left portion of the table that allows you to move to the bottom of the table
Records	The number of records in the table
M	Opens the Multi-Field Sort window, which allows you to sort the table
Del	Checkbox for selecting one or more records to be deleted
Site	The site name to which the ZIP Code or SCF is mapped
Code	The ZIP Code or SCF
SCF/ZIP Indicator	Indicator of whether the code is an SCF or ZIP Code
Mail Shape	The type of mail shape for a particular record
Updated By	Username of the person who created or updated the mapping
Update Date/Time	The date and time of the last update to the mapping
to Top	Link at the bottom left of the table that allows you to move to the top of the table (not pictured in Exhibit 9-2.3a)

Clicking the **National** button results in the page illustrated in Exhibit 9-2.3b being displayed. (Clicking the **Local** button redisplays your local page.) You

can view FHP SCF/ZIP information for either *all* parent sites or a specific parent site, as shown in Exhibit 9-2.3c.

Exhibit 9-2.3b
Viewing All Sites with FHP SCF/ZIP Information

Exhibit 9-2.3c
Viewing a Specific Parent Site with Its FHP SCF/ZIP Information

You can alter the sort order by clicking a column name or **M**. The data displayed in each column is as described in Table 9-2.3, with the following exceptions:

■ A Parent Site list appears near the top of the page.

■ The National button is replaced by a Local button so that you can access information for your local site.

■ Because you cannot delete national records, there is no Del column in the table.

■ A Parent Site column falls between the M and Site columns in the table.

■ The Mail Shape column in the table is renamed Mail Shape Description.

9-2.4 **FHP Flow Information Mapping**

The FHP Flow Information mapping allows a site to configure the downflows and percentages used to compute manual FHP being sent to WebMODS. Percentages are applied against the total TPH for a given automated mail level, shape, and class, and flowed to the selected manual operation. Only HQ can modify these entries.

WebEOR now counts FHP at each Postal Service processing facility that processes FHPs. (Currently, WebEOR only counts letters and flats, not parcels.)

The vast majority of sites use automated equipment to process mail. Manual FHPs at sites with automation are calculated, in WebEOR, as a percentage of volume from the operations that flow mail to manual operations.

To display the Mapping — Flow Information Mapping — Local page (see Exhibit 9-2.4a and Table 9-2.4), click the **FHP Flow** link in the Mapping section of the main menu (see Exhibit 9-1c).

Exhibit 9-2.4a
Mapping — FHP Flow Information Page

Table 9-2.4
Mapping — FHP Flow Information Page Fields and Buttons

Field/Button	Description
Site	List from which you can select specific parent sites
Mail Shape	List from which you can select either *Flats* or *Letters*
Mail Level	List from which you can select the Mail Level
Mail Class	List from which you can select *ALL*, *First Class*, or *Standard*
Refresh Data	Button to refresh data after selecting a new site, mail shape, mail level, and/or mail class
Add	Button to add FHP flow records with the information from the Site, Mail Shape, Mail Level, and Mail Class fields
Delete	Button above the top left portion of the table that allows you to delete all selected FHP flow records
to Bottom	Link above the top left portion of the table that allows you to move to the bottom of the table
Records	The number of records in the table
M	Opens the Multi-Field Sort window, which allows custom sorts of the data
Del	Checkbox for selecting one or more records to be deleted
Site	The name of the parent or associate site
Mail Shape	Column indicating whether the FHP is a flat or letter
Mail Level	Specific mail level in the mail flow
Manual Operation #	Postal Service MODS operation number for manual operations
Mail Class Code	Column indicating whether the FHP is First-Class Mail® (*F*) or Standard Mail (*S*)®
Percent Rate (%)	A field permitting manual entry of new percentages
Updated By	Who or what process updated the record
Update Date/Time	When the record was updated
Start Date	The start date of the FHP flow
End Date	The end date of the FHP flow
to Top	Link at the bottom left of the table that allows you to move to the top of the table (not pictured in Exhibit 9-2.4a)

To sort the display based on a field, click on the column heading. To sort based on multiple fields, click the **M** link. Only HQ can add, edit, or delete FHP flow information.

Exhibit 9-2.4b illustrates refreshed data when the site is *Greensboro*, the mail shape is *Flats*, the mail level is *ALL*, and the mail class is *First Class*.

Exhibit 9-2.4b
Displaying FHP Flow Information Page for a Specific Parent Site

9-3 WebEOR Collector

WebEOR collects data from the National Directory Support System (NDSS) and through the Integrated Data System (IDS). IDS is a network of Data Collection Systems (DCS) that collect and store EOR files from MPE at all PDCs and associate offices. These files are stored on one of the DCSs and are then available for retrieval by external systems, such as WebEOR.

The data collection software running on the WebEOR application server retrieves data from the NDSS and DCS systems at regular intervals. The data collection system consists of a data collector and a data loader. WebEOR accesses the files and loads the data into the database on an Oracle 10g database server.

A secondary function of the collector is to transfer and load sort program label files from the NDSS computer to the application server (i.e., Oracle database).

9-3.1 Configuring the Collector

The site administrator can set or modify the location and information required to collect data files from NDSS or DCS. To configure a collector, click the **Collector** link in the main menu (see Exhibit 9-1c). The Admin — Collector Information page appears (see Exhibit 9-3.1).

Exhibit 9-3.1
Admin — Collector Information Page

Only servers listed under the current parent site are accessible. In
Exhibit 9-3.1, *ALL* sites are selected in the Site list. To see servers from
another site, select the appropriate site in the Site list and click **Refresh
Data**. Table 9-3.1 describes the columns in the Collector Information table.

Table 9-3.1
Collector Information Column Descriptions

Column Name	Description
M	Opens the Multi-Field Sort window, which allows you to sort the table
Name	The server name from which the collector retrieves binary files
Description	Information concerning the process and the data being collected
IP Address	The address of the NDSS or DCS server from which the data is collected
Type	The server type (either *NDSS* or *DCS*)
Site	Name of the parent site
IPTS	Whether the site is an IPTS site (either *Y* or *N*)

The to Bottom and to Top hyperlinks are located above and below the
Collector Information table, respectively. The links enable you to jump to the
top or the bottom of the table quickly. The total number of records in the
Collector Information table is displayed at the top of the table.

9-3.2 **Adding a Collector**

A collector can only be added to the parent site to which you are logged on.
To add a collector, click the **Add Collector** button at the Admin — Collector
Information page (see Exhibit 9-3.1). An Admin — Collector Information —
Add page appears (see Exhibit 9-3.2 and Table 9-3.2).

Exhibit 9-3.2
Adding a Collector

Table 9-3.2
Admin — Collector Information — Add Page Fields and Buttons

Field/Button Name	Description
Server Name	Name of the server from which the collector retrieves binary files (this field is required)
Server IP Address	Address of the server from which the data is retrieved (this field is required)
Server Login ID	Account used to access the above server
Server Password	Password used for the above account
Description	Information concerning the process and the data being collected
Site	Parent site to which data belongs (this field is not editable)
Collector Type	A list of available server types
Is IPTS Collector	Indicator as to whether the collector is an IPTS collector: *Yes* or *No*
Save	A button to save the entered data
Cancel	A button to return to the Admin — Collector Information page without saving any data

To add a collector, enter data in the required fields. (Red asterisks indicate required fields.) Then, click the **Save** button to save the information entered. Alternatively, click the **Cancel** button to cancel the information entered and return to the previous page.

9-3.3 **Modifying a Collector**

To modify the collector information, click the **pencil** icon to the left of the collector name at the Admin — Collector Information page (see). An Admin — Collector Information — Modify page appears (see).

Exhibit 9-3.3
Admin — Collector Information — Modify Page

For a description of the fields on this page, see <u>Exhibit 9-3.2</u>.

To modify a collector:

1.   Change the fields that need to be modified. (Red asterisks indicate required fields.)

2.   Click the **Save** button. The statement, *Data has been successfully updated/inserted*, appears briefly before the Admin — Collector Information page reappears.

    ■   Alternatively, click the **Cancel** button to return to the Admin — Collector Information page.

9-3.4   **Deleting a Collector**

To delete a collector configuration:

1.   Click the pencil icon to the left of the site group that is to be deleted. This option is available only if the users have administrator privileges. An Admin — Collector Information — Modify page appears (see <u>Exhibit 9-3.3</u>).

2.   Click the **Delete** button. A confirmation prompt appears that reads: *Are you sure you want to delete this Collector?*

3.   Click the **OK** button. The statement, *Collector (group name) successfully deleted*, appears briefly before the Admin — Collector Information page (see <u>Exhibit 9-3.1</u>) reappears.

    ■   Alternatively, click the **Cancel** button to exit without deleting the collector.

9-4   Viewing WebMODS Records

The WebMODS Viewer in WebEOR allows you to:

a.   View data awaiting export in the queue (e.g., transactions that have not yet been transferred to WebMODS).

b.   View FHP exports to WebMODS.

c. Access a WebMODS Detailed Transaction Report that lists the transactions that have been transferred to WebMODS.

To perform any of these tasks, click the **WebMODS Viewer** link in the File menu, which is found in the WebEOR main menu (see Exhibit 9-1c). A File — WebMODS Viewer page showing these options appears (see Exhibit 9-4).

Exhibit 9-4
WebMODS Viewer

9-4.1 Viewing Data in the Queue

Click the **Continue** button in the WebMODS Viewer's WebMODS Queue (i.e., top) box (see Exhibit 9-4) to view a list of transactions in the queue (see Exhibit 9-4.1 and Table 9-4.1).

Exhibit 9-4.1
File — WebMODS Viewer — WebMODS Queue Page

Table 9-4.1
WebMODS Queue Fields and Buttons

Column Name	Description
Send Status	List that enables you to select the send status
MODS Date	Field for entering the beginning MODS Date (or selecting it from a calendar by clicking the button to the right of the field)
To	Field to the right of the MODS Date field for entering the ending MODS Date (or selecting it from a calendar by clicking the button to the right of the field)
Change Day	Left and right arrows for moving incrementally through MODS dates (i.e., an alternative to entering the MODS dates or selecting them from a calendar)
Refresh Data	Button to refresh data after the send status, MODS dates, and/or entry dates are changed
to Bottom	Link above the top left portion of the table that allows you to move to the bottom of the table
Records	The number of records in the table
M	Opens the Multi-Field Sort window, which allows you to sort the table
QDate	The Julian date; in the first transaction listed in Exhibit 9-4.1, *08* is the year, *146* is the 146th day of the year, and *1900* is the time
Trans	The transaction code
Operation #	The operation number
ST	The source type
Source Type Desc	A description of the source type
Finance #	The finance number
SRF	The separate reporting facility

Column Name	Description
MODS ID	The MODS machine ID
DAP	The day of the accounting period
Value Code	A code that determines whether the record is added to or subtracted from the volume (e.g., *1* indicates added to volume; *2* indicates subtracted from volume)
Amount	Volume is in hundreds (100s)
Routing	The values in this column indicate whether a record has been tagged for transfer to WebMODS. The values are *Y* for yes or *N* for no.
Sent	A *Y/N* Column to indicate whether or not a record has been sent or not
Source	A link that displays the Detailed Viewer for the given EOR record

The WebMODS Viewer displays transactions in the queue (i.e., the data in this table has not yet been transferred to WebMODS). Transactions are deleted once the data has been exported. This page is for viewing purposes only; the data in the table cannot be edited.

Note: WebMODS automatically accesses and exports MODS transactions every minute. Given the frequent exporting, the queue will be empty most of the time.

9-4.2 Viewing the WebMODS FHP Exports Report

Click the **Continue** button in the WebMODS Viewer's WebMODS FHP Queue (i.e., middle) box (see Exhibit 9-4) to view a list of WebMODS FHP reports in the queue as shown in Exhibit 9-4.2 and described in Table 9-4.2.

Exhibit 9-4.2
File — WebMODS Viewer — WebMODS FHP Exports Page

Table 9-4.2
File — WebMODS Viewer — WebMODS FHP Export Page Fields and Buttons

Field/Button	Description
Send Status	List that enables you to select records with a particular send status—*Sent*, *Not Sent*, or *ALL*
MODS Date	Field for entering the beginning MODS Date (or selecting it from a calendar by clicking the button to the right of the field)
To	Field to the right of the MODS Date field for entering the ending MODS Date (or selecting it from a calendar by clicking the button to the right of the field)
Change MODS Day	Left and right arrows for moving incrementally through MODS dates (i.e., an alternative to entering the MODS dates or selecting them from a calendar)
Entry Date	Field for entering the beginning entry date (or selecting it from a calendar by clicking the button to the right of the field)
To	Field to the right of the Entry Date field for entering the ending entry date (or selecting it from the calendar by clicking the button to the right of the field)
Change Entry Day	Left and right arrows for moving incrementally through entry dates (i.e., an alternative to entering the entry dates or selecting them from a calendar)
Refresh Data	Button to refresh data after the send status, MODS dates, and/or entry dates are changed
to Bottom	Link above the top left portion of the table that allows you to move to the bottom of the table
Records	The number of records in the table
M	Opens the Multi-Field Sort window, which allows you to sort the table
QDate	The Julian date; in the first transaction listed in Exhibit 9-4.2, *08* is the year, *145* is the 145th day of the year, and *1100* is the time
Trans	The transaction code
Operation #	The operation number
ST	The source type
Finance #	The finance number
SRF	The separate reporting facility
MODS ID	The MODS machine ID
DAP	The day of the accounting period
Value Code	A code that determines whether the record is added to or subtracted from the volume (e.g., *1* indicates added to volume; *2* indicates subtracted from volume)
Amount	Volume in hundreds (100s)
MODS Date	The record's MODS date
Entry DTM	The record's entry date and time
Routing	The values in this column indicate whether a record has been tagged for transfer to WebMODS. The values are *Y* for yes or *N* for no.
Sent	*Y* (yes) or *N* (no)
to Top	Link at the bottom left of the table that allows you to move to the top of the table (not pictured in Exhibit 9-4.2)

9-4.3 Viewing the WebMODS Detailed Transaction Report

The WebMODS Detailed Transaction Report lists the transactions that have been transferred to WebMODS. To access the WebMODS Detailed Transaction report:

1.   In the WebMODS Detailed Transaction Report box at the WebMODS Viewer (see Exhibit 9-4), enter the MODS date in the MODS Date field

or click the button to the right of the field to select a date from a calendar.

2. Type the number of days for the report in the Days field.

3. Select all applicable MPEs.

    ■   Click the **Check All** button to select all the MPEs.

    ■   Click the **Clear All** button to deselect all the MPEs.

4. Click the **Continue** button to access the report, which appears on a new page (see Exhibit 9-4.3 and Table 9-4.3).

Exhibit 9-4.3
File — WebMODS Viewer — WebMODS Detailed Transaction Report Page

Table 9-4.3
File — WebMODS Viewer — WebMODS Detailed Transaction Report Page Column Descriptions

Column Name	Description
SRF	The separate reporting facility
Trans	The transaction code
Operation #	The operation number
Mail Type	The mail type number
Pieces	The number of pieces
Volume	The volume number
+/-	Indicates whether volume has been added to (+) or deleted from (-) a DOIS file
Tour	The number of the tour: *1*, *2*, or *3*
Trans Date	The date of the transaction
AP	The accounting period
DAP	The day of the accounting period

The report cannot be edited, but you can download a CSV file version of it. To do that:

1.   Right-click the hyperlink (**here**) and select the **Save Target As…**. link The Save As box appears.

2.   Choose the name of the file, the format to save the file in, and the location to save the file.

3.   Click the **Save** button. The Save As dialog box disappears and the File Download window appears.

When the download is complete, click the **Close** button to close the File Download window (if necessary).

9-5   WebEOR Reports

Refer to the *WebEOR User Guide* for a complete listing and description of available reports.

9-5.1   FHP Summary by Operation Report

This report summarizes FHP information for a site or sites by 3-digit operation code. It includes TPH and SHP for an entered MODS date range. This report does not include carrier sequence barcode sorters (CSBCS).

9-5.2   FHP Summary by Operation — Local Unit Report

This report summarizes FHP information for a site(s) by 6-digit operation code. It includes TPH and SHP for an entered MODS date range. This report does not include CSBCSs.

Appendix 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 be totaled in the composite operation. For example, 260C includes all hours and volumes for operations 261 through 267. All operations within the composite series have the same basic description, 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)   **LDC 79/70**

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.

002C Composite — Presort (002–003)   **LDC 17**

Use operations 002–003 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 (002–003) 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),

Form 3602 PC, *Statement of Mailing Bulk Third-Class Mail*, Form 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.

002 Presort FCM/PER 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 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. *See operation 002C activities description.*

Data requirement: *See operation 002C data requirement.*

003 Presort Standard Mail   **LDC 17**

Presort activities specifically related to the handling of 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. *See operation 002C activities description.*

Data requirement: *See operation 002C data requirement*.

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 NA TPH into WebMODS. Use standard conversion rates to track and enter volumes into WebMODS.

**010C Composite — Originating Mail Preparation
   (009–018, 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 011–014, 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 machine operations in the appropriate operation number (011–106, 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 NA TPH into WebMODS. Use standard conversion rates to track and enter volumes into WebMODS.

011 Micro Mark   **LDC 17**

Record volume and work hours used to cancel mail using Micro Mark equipment.

Data requirement: Volume required if work hours are used for this operation. Volume is recorded as NA TPH from meter counts.

012 N-6   **LDC 17**

Record volume and work hours used to cancel mail using NEC N-6 equipment.

Data requirement: Volume required if work hours are used for this operation. Volume is recorded as NA TPH from meter counts.

013 Mark II/Half Mark   **LDC 17**

Record volume and work hours used to cancel mail using Mark II and Half Mark equipment.

Data requirement: Volume required if work hours are used for this operation. Volume is recorded as NA TPH from meter counts.

014 Flyer   **LDC 17**

Record volume and work hours used to cancel mail using flyer equipment.

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 manually entered into required fields in WebEOR.

015 Advanced Facer Canceller 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 Canceller   **LDC 17**

Record volume and work hours used to cancel mail using flat cancellation equipment.

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**

Operations that relate specifically to 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 an individual who solely loads or unloads all types of inbound and outbound mail also performs the unloading of collection mail, then the work hours are charged to the Platform operations (210–213).

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 entered as NA TPH.

c.   Runs will be manually entered into WebEOR.

**020C Composite — Originating Meter Mail Preparation
   (020–022, 02B)**   **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 020–022.

c.   Inventory is not required.

d.   All letter mail from collection boxes must go through the dual pass rough cull (DPRC) system.

02B Metered Bypass Mail   **LDC 17**

Bypass mail is mail that does not require any additional handling and is taken directly to a distribution operation.

Data requirement: Workload volume is credited in operation 02B based on the WebMODS local FHP flow configuration percentages. Work hours are not valid for this operation.

020 Metered Mixed Mail   **LDC 17**

Data requirement: Record work hours only; no volume credit allowed for operation 020.

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.

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

Distribution of originating mail. 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 BMCs 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: BMC 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.

032C Composite — Manual Letter Distribution, International (032–033)   LDC 14

The manual distribution and dispatch of foreign lettres et cartes (LC) (i.e., letters, postcards, and other items) and autres objets (AO) letters.

Data requirement: *See operation 030 data requirement.*

032 Manual Letter Primary Distribution — International Export   LDC 14

The manual distribution and dispatch of foreign outbound (i.e., destination) LC and AO letter-size mail for separation to 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.*

033 Manual Letter Primary Distribution — International Import   LDC 14

The manual distribution and dispatch of foreign inbound (i.e., origin) LC and AO letter-size mail for separation to 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 is for processing on all flat sorting machines (FSM).

2.   Separating, facing and loading flats into AFSM 100 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.

037C Composite — Manual Letter Distribution (037–039)   LDC 43

Function 4 manual letter distribution.

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

037 Manual Letter, Primary Distribution — Outgoing   LDC 43

Distribution of originating mail. 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.

c.   Distribution of outgoing NIXIE mail (incomplete, incorrect, or illegible addresses).

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

038 Manual Letter, Secondary Distribution — Outgoing   LDC 43

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: Record work hours and volumes. *See operation 040 data requirement description.*

**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   LDC 14

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

Distribution of destinating mail that is processed by another facility specifically for a state or a specific range of ZIP Codes for a processing plant. 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

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

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.

048C Composite — RBCS — RTS (048–049)   LDC 41

Remote barcoding system — return to sender

Automated process to barcode RTS letter mail.

048 RBCS ISS — RTS   LDC 41

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: *See operation 046 data requirement.*

049 RBCS OSS — RTS   **LDC 41**

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: *See operation 047 data requirement.*

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.

Notes:

a. This operation is not authorized for logistics and distribution centers (L&DC).

b. This operation is not authorized for any offices using Priority shape-based processing methodology or operations. Operations such as 051, 321, etc.

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.

051C Composite — Manual Priority Distribution (051–054)   **LDC 14**

Manual distribution Priority flats

Activities include the following:

1. Distribution of Priority Mail.

2. Transport of mail.

3. Transport of empty equipment.

4. Cull, face, and hand cancel.

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. Load ledges.

9. Sweep mail from cases, labeling, traying and containerizing.

10. Preparing containers (e.g., ERMCs, flats tubs, etc.), for dispatch, including placarding, or for further distribution in downstream operations.

11. Sort, separate, and distribute mail.

051 Manual Priority Flats Distribution, Primary — Outgoing   LDC 14

Outgoing Priority activities include the work hours used by craft employees to process originating primary Priority Mail flats. The following are included: *See operation 051C activities description.*

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.

052 Manual Priority Flats Distribution, Secondary — Outgoing   LDC 14

Work hours used by craft employees to process originating secondary Priority Mail flats. The following activities are included: *See operation 051C activities description.*

Data requirements:

a. TPH is recorded for this operation. No FHP credit in this operation.

b. Volume tracked by container/linear counts or WebMODS Local TPH Flow Configuration.

c. Use standard conversion rates and enter volume manually input into WebMODS.

053 Manual Priority Flats Distribution, Primary — Incoming   LDC 14

Work hours used by craft employees to process incoming primary Priority Mail flats. The following activities are included: *See operation 051C activities description.*

Data requirements:

a. FHP and/or TPH are recorded for this operation.

b. Volume tracked by container/linear counts and/or WebMODS local TPH flow configuration.

c. Use standard conversion rates and enter volume manually input into WebMODS.

054 Manual Priority Flats Distribution, Secondary — Incoming   LDC 14

Work hours used by craft employees to process destinating secondary Priority Mail flats. The following activities are included: *See operation 051C activities description.*

Data requirements:

a.   TPH is recorded for this operation.

b.   Volume tracked by container/linear counts or WebMODS local TPH flow configuration.

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.

Notes:

a.   This operation is not authorized for L&DCs.

b.   This operation is not authorized for any offices using Priority shape-based processing methodology.

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.

057 LIPS — International Import   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.

The following activities are included: *See operation 056 activities description*.

Data requirement: *See operation 056 data requirement.*

060 Manual Flat, Primary Distribution — Outgoing   LDC 14

Distribution of originating mail. 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 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.

062C Composite — Manual Flat Distribution,
International (062, 063)   **LDC 14**

Manual distribution of foreign LC and AO flats.

Data requirement: *See operation 060 data requirement.*

062 Manual Flat Distribution, International — Export   **LDC 14**

Manual distribution of mixed foreign outbound (destination) LC and AO flats
for separation to 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.*

063 Manual Flat Distribution, International — Import   **LDC 14**

Manual distribution of mixed foreign outbound (origin) LC and AO flats for
separation to states, ADCs, SCFs, cities, and incoming zones. Also includes
distribution of separately bundled (or sacked) mail for an individual state or
combination of states, received in dispatches of foreign inbound mail for
separation to destinations within those states.

Data requirement: *See operation 060 data requirement.*

064 Scanning Operation   **LDC 17**

Function 1 work hour activity used in scanning with a hand held mobile data
collection device (MDCD) scanner. Activities include:

1.   Scanning of mailpiece barcodes includes Certified Mail, Collect on
     Delivery (COD), firm bill, Registered Mail, Insured Mail, Return Receipt
     for Merchandise, and Signature Confirmation™.

2.   Scanning combined with other operational duties should be charged to
     the operation where mail is scanned.

3.   Use this operation if scanning is the predominate activity.

Data requirement: Record work hours only.

065 Scanning Operation   **LDC 48**

Function 4 work hour activity used in scanning with a handheld MDCD
scanner. 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**

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 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 Distribution — MMP   **LDC 14**

Distribution of destinating mail that is processed by another facility specifically for a state or a specific range of ZIP Codes for a processing plant. The manual distribution of managed 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 Distribution — SCF   **LDC 14**

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

Data requirement: *See operation 060 data requirement.*

076C Composite — Manual Flat Distribution (076–078)   **LDC 43**

Manual flat distribution

076 Manual Flat, Primary Distribution — Outgoing   **LDC 43**

Distribution of originating mail. 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: *See operation 060 data requirement.*

077 Manual Flat, Secondary Distribution — Outgoing   **LDC 43**

Distribution of originating mail from a primary. 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: *See operation 070 data requirement.*

078 Manual Letter, Sectional Center Facility Distribution — SCF LDC 43

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.*

079 Manual Package, Primary and Secondary
  Distribution — Incoming   **LDC 43**

Manual primary and secondary distribution of packages/small parcels and rolls (SPR) to carrier routes, P.O. box sections, or callers. For use in 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.

080C Composite — PARS (081–082)   **LDC 15**

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.

086 Computerized Forwarding System [CFS] Label Processing   LDC 49

To be used by CFS operators when printing and sorting 3982 labels. These 3982 labels are used to notify the carriers of a new change of address and are time sensitive.

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 260C 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 260C 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 260C 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 260C 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 260C 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 260C 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 260C 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 was not able to 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 260C 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 260C 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 260C 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 260C for data requirements.*

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

[TACS system default for BMC 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 multislides 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.

101 Mechanized Parcel Sorter — Secondary   **LDC 13**

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

This operation is used in BMCs for dumping, orienting, and keying in the distribution of destinating parcels through the use of parcel sorting machines. Activities include the following:

1. Manual distribution at the 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 mechanized parcel sorters.

3. Package "first aid" for minor package damage.

4. Replacing and dispatching full debris chute 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.

**102C Composite — Manual Parcel Distribution,
  International (102–103)**   **LDC 14**

Manual distribution and pouching of foreign parcels.

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.

103 Manual Parcel Primary Distribution —
   International Import   **LDC 14**

Manual distribution and pouching of foreign inbound (origin) ordinary and insured parcels and books. Activities include the following:

1.   Separation to states, combination of states, sectional centers, cities, and incoming zones.

2.   Distribution activities: dumping, orienting, and distributing these parcels through the use of conveyors, slides, tables, hampers, or other containers.

3.   Transportation of processed mail by conveyors, drop-holes, platform trucks, etc.; and distribution of outside parcels.

4.   Verification of insured parcels against the related parcel bill *only* when the same employees actually dumping or distributing the insured parcels perform this activity and when the time cannot be separately charged to operation 580.

5.   Work hours used by mail distribution employees to assist U.S. Customs in handling foreign inbound mail subject to customs examination (whether inspected or not), or in the handling of inbound mail subject to formal entry procedures, including the collection of customs duty, customs clearance fees, and storage changes.

Data requirement: *See operation 102 data requirement.*

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.

105 Mechanized Parcel Sorter   LDC 13

This operation is used for dumping, orienting, and keying in the distribution of destinating parcels through the use of PSMs for BMCs only. Activities include the following:

1. Manual distribution at the 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 parcels generated from mechanized parcel sorters.

3. Package "first aid" for minor package damage.

4. Replacing and dispatching full debris chute 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.

c. Non–BMC sites must manually enter data into WebMODS.

106 Priority Mail International — Import   LDC 13

Mechanized distribution of Priority foreign inbound parcels for separation to states, combination of states, sectional centers, cities, and incoming zones.

Data requirements:

a. Operation can receive FHP and TPH credit.

b. FHP is manually entered from the piece red count less rejects and any SHP volume.

c. Record FHP and enter volume into WebMODS.

d. Record pieces fed, rejects, run time, and downtime in WebEOR as machine type SPBS or PSM.

e. WebEOR will credit WebMODS with TPH volume. FHP should not include rejects or SHP volumes.

**107C Composite — Parcel Sorter Distribution,
    International (107–108)   LDC 13**

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.

107 Parcel Sorter Primary Distribution — International Export   LDC 13

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

The following activities are included: *See the 107C activities description.*

Data requirement: *See operation 107C data requirement.*

108 Parcel Sorter Primary Distribution — International Import   LDC 13

Mechanized distribution and pouching of foreign inbound (origin) ordinary and insured parcels and books for separation to states, combination of states, sectional centers, cities, and incoming zones.

The following activities are included: *See the 107C activities description.*

Data requirement: *See operation 107C data requirement.*

109 Rewrap Damaged Parcels   LDC 18

Work hours used by craft employees to identify and separate and wrap mail that can not 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.   Rehabilitating 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 re-wrap 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:

   (1)   Correcting incorrect, illegible or insufficient delivery address.

   (2)   Taking appropriate steps to prepare mailpieces that have been identified as containing hazardous materials of meet "anonymous mail" characteristics.

   (3)   Performing ZIP Code lookup using a Postal Service database and computerized device.

   (4)   Applying the correct 5-digit ZIP Code to mailpieces

   (5)   Obliterating incorrect ZIP Codes and/or barcodes.

   (6)   Applying appropriate "markings" for return to sender mail.

   (7)   Applying appropriate "markings" for short-paid mailpieces.

   (8)   Hand canceling damaged mailpieces.

   (9)   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 (e.g., application of tape) that can be performed within the distribution operation.

Data requirement: Record work hours only.

110C Composite — Opening Unit — Outgoing
(110–111 Preferential, 114–116 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, 051, 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.

110–111 Opening Unit — Outgoing Preferential Mail   LDC 17

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

114 Manual Transport   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.

115–116 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: BMCs are authorized to use standard conversion rates and enter as pieces.

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

112C Composite — Manual Tray Separation (112, 117)   LDC 17

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

112 Manual Tray Separation, Preferential   LDC 17

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

See operation 112C for activities and data requirement descriptions.

117 Manual Tray Separation, Standard   LDC 17

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

Note: BMCs are authorized to use standard conversion rates and enter as pieces.

See operation 112C for activities and data requirement descriptions.

118 ACDCS/SAMS   LDC 17

Air Contract Data Collection System/Surface Air Management System

Used for the scanning of trays destined for air transport. Activities include:

1. Preparation of manifests.

2. Application of routing labels.

3. Loading and unloading of trays.

4. Clearing jams, changing printer applicator tape, changing strapping tape (standalone systems), or any other task related to operating SAMS equipment.

Data requirements:

a. Record work hours.

b. Workload is optional.

c. Workload is the number of scans and can be entered into WebMODS as NA TPH.

120C Composite — Manual Pouching (120–123)   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.

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:

   (1) Output from these operations — sacks pulled or containers unloaded.

   (2) Sacks or trays reworked within the same facility.

   (3) Dispatched sacks or trays that do not require processing in the opening pouching operations.

120–121 Manual Pouching — Outgoing   LDC 17

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

Data requirements:

a. *See data requirement 120C.*

b. BMC facilities must report volume in operation 120.

122–123 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 (124–129)   **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 211 and 213).

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.

124–125 Dispatch Operations — Outgoing   **LDC 17**

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

126–127 Dispatch Operations — Incoming   **LDC 17**

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

128–129 Opening/Dispatch Unit — ADC Only   **LDC 17**

Work hours for craft employees associated with dispatch activities that are not integrated into other sortation operations. Operations 128–129 are 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, 051, 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, Sectional Center Facility Distribution — SCF   **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.

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

a.   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.

    (1)   The FHP must be manually entered into WebMODS for both PC-104 and non PC-104 equipped SPBSs.

    (2)   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 from 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

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 141C activities and data requirement descriptions.*

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

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

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 Primary Distribution — Incoming   LDC 14

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

Data requirement: *See operation 030 data requirement.*

151C Composite — Manual Letters — Incoming (151, 161, 166)   LDC 43

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

151 Manual Letter Primary Distribution — Incoming   LDC 43

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

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. Activities include the following: *See operation 159C activities description.*

Data requirements:

a.   FHP is recorded manually in WebMODS.

b.   FHP can be a conversion rate or actual 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. 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. 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.

Data requirement: See operation 030 data requirement.

161 Manual Letter Secondary Distribution — Incoming   LDC 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.

1.   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 Box Section, Main Office — Primary   LDC 14

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.   This operation may be incorporated into the incoming secondary operation 160.

b.   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 Box Section, Main Office — Secondary   LDC 14

[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.   This operation may be incorporated into the incoming secondary operation 160.

b.   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.

c.   FHP is not valid for this operation.

Data requirement: *See operation 040 data requirement.*

170 Manual Flats Primary Distribution — Incoming   LDC 14

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

Data requirement: *See operation 060 data requirement.*

171C Composite — Manual Flats Distribution —
   Incoming (171–172, 176)   LDC 43

Composite incoming manual flat distribution.

Data requirement: *See operation 060 data requirement.*

171 Manual Flats, Primary Distribution — Incoming   LDC 43

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

Data requirement: *See operation 060 data requirement.*

172 Manual Flats, Secondary Distribution — Incoming   LDC 43

Distribution of secondary mail.

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

Data requirement: *See operation 060 data requirement.*

175 Manual Flats, Incoming Flat Secondary   **LDC 14**

Distribution of secondary mail.

1.   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 Box Section, Main Office — Primary   **LDC 14**

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.   This operation may be incorporated into incoming secondary operation 175.

b.   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 Box Section, Main Office — Secondary   **LDC 14**

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.   This operation may be incorporated into incoming secondary operation 175.

b.   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.

c.   FHP is not valid for this operation.

Data requirement: *See operation 070 data requirement.*

**180C Composite — Opening Unit — Incoming
    (180–181, 185–186)**

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, 051, 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.

180–181 Opening Unit, Preferential — Incoming   LDC 17

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

185–186 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.

190C Composite — APPS Single Induction
  International (190–191)   **LDC 13**

Automated Package Processing System

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.*

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*.

191 APPS Single Induction International — Import   **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.*

192C Composite — APPS Dual Induction
  International (192–193)   **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 (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.

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. Includes the following activities: *See operation 192C activities and data requirement description.*

193 APPS Dual Induction International Import   **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 192C activities and data requirement description.*

194C Composite — AFSM 100 International (194–195)   **LDC 12**

Automated Flat Sorting Machine 100

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.

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

Work hours used by craft employees assigned to process flats on the AFSM 100. Includes the following activities: *See operation 194C activities description and data requirement.*

195 AFSM 100 International — Import   **LDC 12**

Work hours used by craft employees assigned to process flats on the AFSM 100. Includes the following activities: *See operation 194C activities description and data requirement.*

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: Record the number of letter trays and/or flat tubs, as well as run time and downtime in WebEOR. 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:

1.   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).

2.   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.

203 Global Package Link, Standard International — Export   LDC 14

Standard processing activities for Global Package Link include the following: *See operation 202 activities description and data requirement.*

204 Global Package Link, Economy International — Export   LDC 14

Economy processing activities for Global Package Link include the following: *See operation 202 activities description and data requirement.*

205 DBCS Phase 7 Automation Compatible   LDC 11

Preproduction test equipment: *See operation 260C activities and data requirement descriptions.*

206 DBCS Phase 7 Bulky Mode Processing   LDC 11

Preproduction test equipment: *See operation 260C activities and data requirement descriptions.*

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 WebMODS 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. Use piece counts generated from scanning workstations for WebMODS volume input. Obtain pieces count from the transition concentrator (i.e., Starship). Volume is recorded as NA TPH.

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 (210–214, 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 of 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 expediters, 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 TIMESWeb report into WebMODS.

210–211 Platform — Inbound   LDC 17

[Operation 210 TACS system default for BMC 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.*

212–213 Platform — Outbound   LDC 17

Outbound loading platform operations.

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

214 Manual Transport   LDC 17

Work hours used to manually transport mail containers from a dock operation to downstream processing operations.

1.   When powered equipment is used to perform these tasks then the work hours should be appropriately recorded in operations 229–230.

2.   Pallet jacks, walk behind and motorized (riding) are reported in this operation (214).

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

215 Mechanized Dumping   LDC 17

The operation is used in BMCs 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 (216–223)   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 254C.*

216 Rapistan Distribution, Parcel Post — Outgoing   LDC 13

Distribution of originating Parcel Post mail. Activities include the following: *See operation 254C activities description.*

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

217 Rapistan Distribution, Parcel Post — Incoming   **LDC 13**

Distribution of incoming Parcel Post mail. Activities include the following: *See operation 254C activities description.*

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

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

Distribution of originating preferential mail.

Activities and data requirements: *See operation 254C.*

219 Rapistan, Standard — Outgoing   **LDC 13**

Distribution of originating Standard Mail.

Activities and data requirements: *See operation 254C.*

220 Rapistan, Preferential — Incoming   **LDC 13**

Distribution of incoming preferential mail.

Activities and data requirements: *See operation 254C.*

221 Rapistan, Standard — Incoming   **LDC 13**

Distribution of incoming Standard Mail.

Activities and data requirements: *See operation 254C.*

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

Distribution of originating Priority Mail. Activities include the following: *See operation 254C 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 254C 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.

226C Composite — Express Mail — Non-Carrier (226–228)   LDC 48/40

Express Mail related activities performed by Function 4 employees, other than carriers.

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.

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.

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.

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.

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 (e.g., mule, tug, jeep, ox, and jitney). The following activities are included:

1.   Transporting of mail from opening units 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 BMC 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. The following activities are included:

1.   Transporting of mail from opening units 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 BMC 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 — Function 1 (232–234)   **LDC 18/10**

The distribution, scanning, and related activities of Express Mail by Function 1 employees.

232 Express Mail — Outgoing   **LDC 18**

The distribution, scanning, and related activities of outgoing Express Mail by Function 1 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   LDC 18

The distribution, scanning, and related activities of incoming Express Mail by Function 1 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   LDC 18/10

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.

238C Composite — Mechanical Sack and
Outside Sorting (238–239)   LDC 13

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 238/239 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. BMC 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.

238 Mechanized Sort — Sacks/Outsides   LDC 13

Mechanized sack and outside sorting. Activities and data requirements: *See operation 238C.*

239 Mechanized Sort — Sacks/Outsides   LDC 13

Mechanized sack and outside sorting. Activities and data requirements: *See operation 238C.*

240 Manual Distribution at Stations and Branches   LDC 43

All distribution of mail to carrier routes performed at stations and branches within the reporting finance number. Includes the following activities:

1. Distribution of missents, presort bundles and sacks, spreading of mail to carrier routes, and any distribution of box mail made in conjunction with the distribution of mail to carrier routes.

2. Does not include the distribution of box mail as defined in operation 769.

3. Use local unit numbers and within WebMODS rename the operation description with the ZIP Code or office name for each station or branch.

Data requirements (optional):

a. Record FHP in this operation only for mail that has received its initial distribution handling at the station or branch within the reporting finance number.

b. Do not include IPP in this operation.

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. 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. 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. 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: *See operation 254C.*

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 the End of Run system. 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 254C 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 254C activities description.*

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

252 CSBCS — Outgoing Primary   LDC 41

Carrier sequence barcode sorter distribution

Distribution of originating mail.

Data requirement: WebEOR will auto credit WebMODS with pieces fed, rejects, run time and downtime. WebMODS will report volume as TPH.

253 CSBCS — Incoming Primary   LDC 41

Distribution of incoming mail.

Data requirement: WebEOR will auto credit WebMODS with pieces fed, rejects, run time and downtime. WebMODS will report volume as TPH.

254C Composite — LIPS — Outgoing (254–255)   LDC 13

Linear Integrated Parcel System

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 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.

254 LIPS Preferential — Outgoing   LDC 13

Distribution of originating preferential mail.

Activities and data requirement: *See operation 254C.*

255 LIPS, Standard — Outgoing   LDC 13

Distribution of originating standard mail.

Activities and data requirement: *See operation 254C.*

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.

Activities and data requirement: *See operation 254C.*

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 254C.*

257 LIPS, Standard — Incoming   LDC 13

Distribution of incoming standard mail.

Activities and data requirement: *See operation 254C.*

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 254C.*

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 254C 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 254C 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.

260C Composite — DBCS or DIOSS, OCR Mode (261–267)   **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:

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.

261 DBCS or DIOSS, OCR Mode, Primary — Outgoing   LDC 11

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

262 DBCS or DIOSS, OCR Mode, Secondary — Outgoing   LDC 11

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

Data requirements:

a. FHP is not valid for this operation.

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

263 DBCS or DIOSS, OCR Mode, Managed
**   Mail Program Distribution — MMP   LDC 11**

The DBCS processing of destinating automated mail in OCR mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

264 DBCS or DIOSS, OCR Mode, Sectional
**   Center Facility Distribution — SCF   LDC 11**

The DBCS processing of SCF automated mail in OCR 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.*

265 DBCS or DIOSS, OCR Mode, Primary — Incoming   LDC 11

The DBCS processing of incoming primary automated mail in OCR 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.*

266 DBCS or DIOSS, OCR Mode, Secondary — Incoming   LDC 11

The DBCS processing of carrier route automated mail in OCR 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.*

267 DBCS or DIOSS, OCR Mode, Secondary — Box   LDC 11

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

270C Composite — DBCS or DIOSS, OSS Mode (271–277)   LDC 11

Delivery barcode sorter or DBCS Input/Output Sub-System, 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). Activities at the DBCS include: *See operation 260C activities and data requirement descriptions.*

271 DBCS or DIOSS, 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 260C activities and data requirement descriptions.*

272 DBCS or DIOSS, OSS Mode, Secondary — Outgoing   LDC 11

[TACS system default for BMC 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 260C 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 or DIOSS, OSS Mode, Managed
     Mail Program Distribution — MMP   LDC 11

The DBCS processing of destinating automated mail in OSS mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

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

The DBCS processing of SCF automated mail in OSS 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.*

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

The DBCS processing of incoming primary automated mail in OSS 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.*

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.*

280C Composite — DIOSS, ISS Mode (281–287)   **LDC 11**

DBCS Input/Output Sub-System, Input Sub-System mode

The distribution of automated mail on the DIOSS in ISS mode. The ISS functions as an Input Sub-System with image lift capability for sending non-readable pieces through RCR and the Image Processing Sub-System (IPSS), and sorts letter mail based on POSTNET barcode or ID tag barcode with ICS. Activities at the DBCS include: *See operation 260C activities and data requirement descriptions.*

281 DIOSS, ISS Mode, Primary — Outgoing   **LDC 11**

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

a.   FHP is not valid for this operation.

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

283 DIOSS, ISS Mode, Managed
     Mail Program Distribution — MMP   **LDC 11**

The DIOSS processing of destinating automated mail in ISS mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

**284 DIOSS, ISS Mode, Sectional
    Center Facility Distribution — SCF**   **LDC 11**

The DIOSS processing of SCF automated mail in ISS 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.*

285 DIOSS, ISS Mode, Primary — Incoming   **LDC 11**

The DIOSS processing of incoming primary automated mail in ISS 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.*

286 DIOSS, ISS Mode, Secondary — Incoming   **LDC 11**

The DIOSS processing of carrier route automated mail in ISS 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.*

287 DIOSS, ISS Mode, Secondary — Box   **LDC 11**

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

**291C Composite — DBCS or DIOSS, Bulky
    Processing, BCS Mode (291–297)**   **LDC 11**

DBCS Input/Output Sub-System expanded capability (EC), DBCS bulky
mode

The distribution of bulky mail in barcode sorter (BCS) mode. The expanded
capacity has enhanced the DIOSS, allowing sortation of what was once
considered non-machinable bulky manual mail. Activities at the DBCS
include: *See operation 260C activities and data requirement descriptions.*

**291 DBCS or DIOSS, Bulky Processing,
    BCS Mode, Primary — Outgoing**   **LDC 11**

The distribution of bulky originating mail in BCS mode. Machine distribution
of originating letter activities include: *See operation 260C activities and data
requirement descriptions.*

**292 DBCS or DIOSS, Bulky Processing,
    BCS Mode, 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 260C 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 or DIOSS, Bulky Processing, BCS Mode,
   Managed Mail Program Distribution — MMP   **LDC 11**

The distribution of destinating bulky mail in BCS mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

294 DBCS or DIOSS, Bulky Processing, BCS Mode,
   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 260C activities and data requirement descriptions.*

295 DBCS or DIOSS, Bulky Processing, BCS Mode,
   Primary — Incoming   **LDC 11**

The distribution of incoming primary bulky 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.*

296 DBCS or DIOSS, Bulky Processing, BCS Mode,
   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 260C activities and data requirement descriptions.*

297 DBCS or DIOSS, Bulky Processing,
   BCS Mode, Secondary — Box   **LDC 11**

The distribution of bulky box mail in BCS mode. Machine distribution of box letter activities include: *See operation 260C activities and data requirement descriptions.*

305C Composite — FSM 1000 International (305–306)   **LDC 12**

Flat sorting machine 1000

The FSM 1000 processing of international mail.

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.

305 FSM 1000, International — Export   **LDC 12**

The FSM 1000 processing of international (export) mail. Machine activities at the FSM 1000 include: *See operation 305C activities and data requirement descriptions.*

306 FSM 1000, International — Import   **LDC 12**

The FSM 1000 processing of international (import) mail. Machine activities at the FSM 1000 include: *See operation 305C activities and data requirement descriptions.*

307C Composite — FSM 1000 International (307–308)   **LDC 12**

Flat sorting machine 1000 (FSM 1000)

The FSM 1000 processing of international mail.

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**

The UFSM 1000 processing of international (export) mail. Machine activities at the UFSM 1000 include: *See operation 305C activities and data requirement descriptions.*

308 UFSM 1000, International — Import   **LDC 12**

The UFSM 1000 processing of international (import) mail. Machine activities at the UFSM 1000 include: *See operation 305C activities and data requirement descriptions.*

309C Composite — DBCS or DIOSS, OCR Mode —
  International (309, 319)   **LDC 11**

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

The distribution of automated international mail on the DBCS or DIOSS in
OCR mode. In OCR mode, the address will be read, and a barcode applied.
Activities at the DBCS include: *See operation 260C activities and data
requirement descriptions.*

309 DBCS or DIOSS, OCR Mode, International — Export   **LDC 11**

The distribution of automated international (export) mail on the DBCS or
DIOSS in OCR mode. Activities at the DBCS include: *See operation 260C
activities and data requirement descriptions.*

310C Composite —DBCS/OSS —

International (313–314, 317-318)   **LDC 11**

Mail Processing barcode sorter or delivery barcode sorter in Output Sub-
System or barcode mode

See operation 260C 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 260C
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 260C
activities and data requirement descriptions.*

317 DBCS or DIOSS, OSS Mode, International — Import   **LDC 11**

The distribution of automated international (import) mail on the DBCS or
DIOSS in OSS mode. Activities at the DBCS include: *See operation 260C
activities and data requirement descriptions.*

318 DBCS or DIOSS, BCS Mode, International — Import   **LDC 11**

The distribution of automated international (import) mail on the DBCS or
DIOSS in BCS mode. Activities at the DBCS include: *See operation 260C
activities and data requirement descriptions.*

319 DBCS or DIOSS, OCR Mode, International — Import   **LDC 11**

The distribution of automated international (import) mail on the DBCS or
DIOSS in OCR mode. Activities at the DBCS include: *See operation 260C
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 downflow 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 outside parcels. Activities include: *See operation 320C activities and data requirement descriptions.*

Note: 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. 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 BMC 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. 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 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

The AFSM 100 processing of incoming primary automated mail. 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; traying 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.*

344 Opening Unit, International — Import   **LDC 17**

All opening unit activities for foreign inbound (origin) LC and AO mail that include the following:

1.   Dumping pouches and sacks; cutting bundles; culling small packets, books, rolls, letter packages, parcels, and letter and flat bundles; traying 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.

3. Culling and transporting dutiable mail for Customs examination, as required.

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

345 Manual Pouching Operations — International   **LDC 17**

Distribution of mail into pouch racks, tray banding, loose packing, and preparation of M-bags. This operation includes the following activities:

1. Pouching or sacking (over-the-rack manual distribution) of foreign outbound (destination) or foreign inbound (origin) LC and AO mail for separation, respectively, to countries or to states, combination of states, area distribution centers, sectional centers, cities, and incoming zones. Includes work hours used for preparing the C-12 Letter Bill only when the same employees actually pouching this mail perform this activity, and when the time cannot be separately changed to operation 577.

2. Tray banding, containerization, loose packing, and strapping of foreign outbound (destination) or foreign inbound (origin) mail of all classes. If these activities are performed incidental to another operation, change the time to the other operation.

3. Preparation of foreign outbound (destination) M bags (i.e., direct sacks of printed matter to a single addressee in another country). Includes, matching, and pouching of the printed matter items, completion of Tag 158 "M" Bag Addressee Tag, and weighing of the sack.

Data requirement: *See operation 120C 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, 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.

347 SPBS, International — Import   LDC 13

Small parcel and bundle sorter

The distribution of foreign inbound (origin) LC and AO mail using SPBS equipment. The preparation, induction, keying, and sweeping of mail on the SPBS equipment. *See operation 346 activities and data requirement descriptions.*

348 Manual Sack and Outside Sorting — International   LDC 17

Manual distribution of foreign outbound (i.e., destination) and foreign inbound (i.e., origin) sacks, pouches, or outsides on saw tooth platforms, slides, chutes, conveyors, multislides, on the platform and in bullpen operations.

Data requirement: Workload is optional.

a.   Workload is recorded through manual sacks and outsides count.

b.   Each sack or outside is counted as one piece.

349 Mechanized Sack and Outside Sorting —International   LDC 13

Distribution of foreign outbound (destination) and foreign inbound (origin) sacks, pouches or outsides by sorting machines.

Data requirements:

a.   Workload units are recorded through manual sacks and outsides count.

b.   Volume must be entered into WebEOR for an auto credit in WebMODS.

c.   Volume is reflected in WebMODS as NA TPH.

350 Over Labeling, Direct AO Sacks — International   LDC 17

Affixing C-28 or AV-8 bag labels to foreign outbound (destination) direct sacks of printed matter to a single country received from mailers or other postal facilities.

Data requirement: Record work hours only.

**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, in-house vehicle (e.g., jeep, tug) drivers, platform expediters, mail callers, traffic direction, and control center operations supporting the platform mail movements.

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

**352 Loading and Unloading Loose Mails at Piers —
    International   LDC 17**

Collection (loading into trailers) or delivery (unloading from trailers) from or to piers of loose loaded, non-containerized foreign inbound (origin) or foreign outbound (destination) mail. Includes only mail handling or distribution work hours. Related motor vehicle and tractor trailer operator work hours are charged to the appropriate domestic operation.

Data requirement: Record work hours only.

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.

356C Composite — DIOSS, ISS Mode, International (356–357)   LDC 11

The distribution of automated international mail on the DIOSS in ISS mode. The ISS functions as an Input Sub-System, Image Lift capability for sending non-readable pieces through RCR and IPSS and sort letter mail based on POSTNET barcode or ID tag barcode with ICS. Activities at the DIOSS include: *See operation 260C activities and data requirement descriptions.*

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 260C activities and data requirement descriptions.*

357 DIOSS, ISS Mode, International — Import   LDC 11

The distribution of automated incoming international mail on the DIOSS in ISS mode. Activities at the DIOSS include: *See operation 260C activities and data requirement descriptions.*

358C Composite — Express Mail, International (358, 359)   LDC 18

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 into WebMODS and based on the number of express mailpieces.

358 Express Mail, International — Export   LDC 18

Distribution of Express Mail.

Activities and data requirement: *See operation 358C.*

359 Express Mail, International — Import   LDC 18

Distribution of Express Mail.

Activities and data requirement: *See operation 358C.*

360C Composite — DBCS or DIOSS, OCR Mode (361–367)   LDC 41

Delivery barcode sorter or DBCS Input/Output Sub-System optical character reader mode

The distribution of automated mail on the DBCS or DIOSS in OCR mode. In OCR mode, the address will be read, and a barcode applied. *See operation 260C activities and data requirement descriptions.*

361 DBCS or DIOSS, OCR Mode, Primary — Outgoing   LDC 41

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

362 DBCS or DIOSS, OCR Mode, Secondary — Outgoing   LDC 41

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

Data requirements:

a.   FHP is not valid for this operation.

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

**363 DBCS or DIOSS, OCR Mode, Managed
    Mail Program Distribution — MMP   LDC 41**

The DBCS or DIOSS processing of destinating automated mail in OCR mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

**364 DBCS or DIOSS, OCR Mode, Sectional
    Center Facility Distribution — SCF   LDC 41**

The DBCS or DIOSS processing of SCF automated mail in OCR 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.*

365 DBCS or DIOSS, OCR Mode, Primary — Incoming   LDC 41

The DBCS or DIOSS processing of incoming primary automated mail in OCR
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.*

366 DBCS or DIOSS, OCR Mode, Secondary — Incoming   LDC 41

The DBCS or DIOSS processing of carrier route automated mail in OCR
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.*

367 DBCS or DIOSS, OCR Mode, Secondary — Box   LDC 41

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

370C Composite — DBCS or DIOSS, OSS Mode (371–377)   LDC 41

Delivery barcode sorter or DBCS Input/Output Sub-System, 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 RCR or the IPSS keyer results and sort the letter mail based on
POSTNET barcode or the ID tag barcode with ICS. Activities at the DBCS
include: *See operation 260C activities and data requirement descriptions.*

371 DBCS or DIOSS, OSS Mode, Primary — Outgoing   LDC 41

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

372 DBCS or DIOSS, OSS Mode, Secondary — Outgoing   LDC 41

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

Data requirements:

a.   FHP is not valid for this operation.

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

373 DBCS or DIOSS, OSS Mode, Managed
   Mail Program Distribution — MMP   **LDC 41**

The DBCS or DIOSS processing of destinating automated mail in OSS mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

374 DBCS or DIOSS, OSS Mode, Sectional
   Center Facility Distribution — SCF   **LDC 41**

The DBCS or DIOSS processing of SCF automated mail in OSS 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.*

375 DBCS or DIOSS, OSS Mode, Primary — Incoming   **LDC 41**

The DBCS or DIOSS processing of incoming primary automated mail in OSS 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.*

376 DBCS or DIOSS, OSS Mode, Secondary — Incoming   **LDC 41**

The DBCS or DIOSS 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.*

377 DBCS or DIOSS, OSS Mode, Secondary — Box   **LDC 41**

The DBCS or DIOSS processing of automated box mail in OSS mode. 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 260C activities and data requirement descriptions.*

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 mail is flats, letters, parcels, or mixed mail volumes. The keyers can be at a plant or REC.

381C Composite — DIOSS 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 sortplan or operation mode. Activities at the DBCS include: *See operation 260C activities and data requirement descriptions.*

381 DIOSS 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 260C activities and data requirement descriptions.*

382 DIOSS 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 260C 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 DIOSS Multimode Bulky, Managed Mail
     Program Distribution — MMP   **LDC 11**

The DIOSS bulky processing of destinating automated mail in Multimode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

384 DIOSS 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 260C activities and data requirement descriptions.*

385 DIOSS Multimode Bulky, Primary — Incoming   **LDC 11**

The DIOSS Bulky processing 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 260C activities and data requirement descriptions.*

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.

390C Composite — DIOSS, ISS Mode (391–397)   **LDC 41**

Delivery Input Output Sub System, Output Sub System mode

The distribution of automated mail on the DIOSS in ISS mode. The ISS functions as an Input Sub-System, image lift capability for sending non-readable pieces through RCR and IPSS, and sorting letter mail based on POSTNET barcode or ID tag barcode with ICS. Activities at the DBCS include: *See operation 260C activities and data requirement descriptions.*

391 DIOSS, ISS Mode, Primary — Outgoing   **LDC 41**

The DIOSS processing of originating automated mail in ISS mode. Machine distribution of originating letter activities include: *See operation 260C activities and data requirement descriptions.*

392 DIOSS, ISS Mode, Secondary — Outgoing   LDC 41

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:

a.   FHP is not valid for this operation.

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

393 DIOSS, ISS Mode, Managed Mail Program
     Distribution — MMP   LDC 41

The DIOSS processing of destinating automated mail in ISS mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

394 DIOSS, ISS Mode, Sectional Center Facility
     Distribution — SCF   LDC 41

The DIOSS processing of SCF automated mail in ISS 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.*

395 DIOSS, ISS Mode, Primary — Incoming   LDC 41

The DIOSS processing of incoming primary automated mail in ISS 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.*

396 DIOSS, ISS Mode, Secondary — Incoming   LDC 41

The DIOSS processing of carrier route automated mail in ISS 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.*

397 DIOSS, ISS Mode, Secondary — Box   LDC 41

The DIOSS processing of automated box mail in ISS mode. Machine distribution of box letter activities include: *See operation 260C 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**

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

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 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.*

410C Composite — UFSM 1000, OCR Mode (411–417)   LDC 42

Upgraded flat sorting machine, optical character reader

Distribution of flat mail on the UFSM 1000, with an automated flat feeder sorting flats in OCR mode. It is designed to handle flat mail not suitable for the AFSM 100. Activities include the following:

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.

411 UFSM 1000, OCR Mode, Primary Distribution — Outgoing   LDC 41

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:

a.   FHP is not valid for this operation.

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

**413 UFSM 1000, OCR Mode, Managed Mail
Program Distribution — MMP   LDC 41**

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 410C activities and data requirement descriptions.*

**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.*

417 UFSM 1000, OCR Mode — Box Section   **LDC 41**

Distribution of mail to box sections. 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 (428–433, 938–943)   **LDC 13**

Composite includes all high-speed universal sorter (HSUS) operations. It is recommend 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: Enter run information, fed, rejects, run time and down time in WebEOR.

a.   WebEOR will credit WebMODS with NA TPH volume for operations 428–433.

b.   WebEOR will credit WebMODS with TPH volume for operations 938–943.

c.   FHP can be credited to operations 938–943 and entered into WebMODS.

428 LCUS, Mixed — Outgoing   **LDC 13**

See operation 428C activities and data requirement descriptions.

429 LCUS, Mixed — Incoming   **LDC 13**

See operation 428C activities and data requirement descriptions.

430C Composite — SPBS, Barcode Read Mode (434–439)   **LDC 13**

Small parcel and bundle sorter

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

430 LCUS, Trays — Outgoing   **LDC 13**

See operation 428C activities and data requirement descriptions.

431 LCUS, Trays — Incoming   **LDC 13**

See operation 428C activities and data requirement descriptions.

432 LCUS, Sacks — Outgoing   **LDC 13**

See operation 428C activities and data requirement descriptions

433 LCUS, Sacks — Incoming   **LDC 13**

See operation 428C activities and data requirement descriptions.

434 SPBS Preferential Distribution, BCR Mode — Outgoing   **LDC 13**

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

435 SPBS Standard Distribution, BCR Mode — Outgoing   **LDC 13**

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

436 SPBS Preferential Distribution, BCR Mode — Incoming   **LDC 13**

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

437 SPBS Standard Distribution, BCR Mode — Incoming   **LDC 13**

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

438 SPBS Priority Distribution, BCR Mode — Outgoing   **LDC 13**

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

Data requirement: *See operation 138C.*

439 SPBS Priority Distribution, BCR Mode — Incoming   **LDC 13**

SPBS 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 (441–448)   **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: *See operation 410C activities and data requirement descriptions.*

**441 UFSM 1000, Keying Mode, Primary Distribution —
    Outgoing**   **LDC 12**

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

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

Primary 5-digit 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.*

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

Primary 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.*

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 410C activities description.*

447 UFSM 1000, Keying Mode — Box Section   **LDC 12**

Distribution of mail to box sections. The following activities are included: *See operation 410C activities description.*

448 UFSM 1000, Keying Non Scheme — Incoming   **LDC 12**

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

Distribution of mail to non scheme distribution. The following activities are included: *See operation 410C activities description.*

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 410C 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 410C activities description.*

451 UFSM 1000 Priority Distribution — Incoming   **LDC 12**

Distribution of incoming Priority flats. The following activities are included: *See operation 410C 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.

455–459 Area Projects (455–459, 470)   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 455–459 are 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

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 460C activities and data requirement descriptions.*

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

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

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 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 before being sorted on the AFSM 100.

Data requirement: AFSM 100 cancelled volume manually input as NA TPH into WebMODS. 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.

471–480 Headquarters Projects   LDC 88

Work hours used on authorized Headquarters projects.

1. These operation numbers are requested from Headquarters using Form 2396, Request for Assistance Headquarters/Area Project.

2. This request must be submitted to Operations Technical and System Integration Support group for approval and validation of a set of MODS operation numbers approximately two weeks before the project's effective date.

3. It is the project manager's responsibility to inform the Operations Technical and System Integration Support group when the expiration date for a project changes, and to issue notification to the offices involved of the operation numbers for the project and the effective and expiration dates of the project.

4. Operations 471–480 are used by supervision, and operations 510–519 are used by non-supervision.

Data requirement: Record work hours only.

481C Composite — DIOSS Multimode Mode (481–485)   **LDC 11**

DBCS Input/Output Sub-System

Automatic mode processing on the DIOSS.

Data requirement: *See operation 260C for activities and data requirements.*

481 DIOSS Multimode, Primary — Outgoing   **LDC 11**

The DIOSS processing of originating automated mail in Multimode. Machine distribution of originating letter activities include: *See operation 260C activities and data requirement descriptions.*

482 DIOSS Multimode, Secondary — Outgoing   **LDC 11**

The DIOSS processing of automated originating mail from a primary in Multimode. Machine distribution of originating secondary letter activities include: *See operation 260C 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 DIOSS Multimode, Managed Mail Program
      Distribution — MMP   **LDC 11**

The DIOSS processing of destinating automated mail in Multimode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

484 DIOSS Multimode, Sectional Center Facility
      Distribution — SCF   **LDC 11**

The DIOSS 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 260C activities and data requirement descriptions.*

485 DIOSS Multimode, Primary — Incoming   **LDC 11**

The DIOSS processing 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 260C activities and data requirement descriptions.*

490C Composite — DIOSS, Bulky Processing
      in ISS Mode (491–497)   **LDC 11**

DBCS Input/Output Sub-System bulky processing in Input Sub-System mode

The bulky processing of bulky mail on the DIOSS in ISS mode. The expanded capacity has enhanced the DIOSS, allowing sortation of what was once considered non-machinable bulky manual mail. Activities at the DBCS include: *See operation 260C activities and data requirement descriptions.*

491 DIOSS, Bulky Processing in ISS Mode, Primary — Outgoing LDC 11

The DIOSS processing of originating bulky mail in ISS mode. Machine distribution of originating letter activities include: *See operation 260C activities and data requirement descriptions.*

492 DIOSS, Bulky Processing in ISS Mode, Secondary —
Outgoing   LDC 11

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

Data requirements:

a.   FHP is not valid for this operation.

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

493 DIOSS, Bulky Processing in ISS Mode, MMP
Distribution — MMP   LDC 11

The DIOSS processing of destinating bulky mail in ISS mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

494 DIOSS, Bulky Processing in ISS Mode, SCF
Distribution — SCF   LDC 11

The DIOSS processing of SCF bulky mail in ISS 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.*

495 DIOSS, Bulky Processing in ISS Mode, Primary — Incoming LDC 11

The DIOSS processing of incoming primary bulky mail in ISS 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.*

496 DIOSS, Bulky Processing in ISS Mode, Secondary —
Incoming   LDC 11

The DIOSS processing of carrier route bulky mail in ISS 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.*

497 DIOSS, Bulky Processing in ISS Mode, Secondary — Box   LDC 11

The DIOSS processing of bulky box mail in ISS mode. 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 260C activities and data requirement descriptions.*

**500C Composite — DIOSS Bulky Processing In
    OSS Mode (501–507)**   **LDC 11**

DBCS Input/Output Sub-System bulky processing in Output Sub-System
mode

The bulky processing of automated mail on the DIOSS in OSS mode.
Activities at the DBCS include: *See operation 260C activities and data
requirement descriptions.*

501 DIOSS Bulky Processing in OSS Mode, Primary — Outgoing LDC 11

The DIOSS processing of originating bulky mail in OSS mode. Machine
distribution of originating letter activities include: *See operation 260C
activities and data requirement descriptions.*

**502 DIOSS Bulky Processing in OSS Mode, Secondary —
    Outgoing**   **LDC 11**

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

Data requirements:

a.   FHP is not valid for this operation.

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

**503 DIOSS Bulky Processing in OSS Mode, MMP
    Distribution — MMP**   **LDC 11**

The DIOSS processing of destinating bulky mail in OSS mode. Mail that is
processed by another facility destined specifically for a processing plant. The
distribution of managed mail is outlined/identified by the AADC logistics
orders. Machine distribution of MMP letter activities include: *See operation
260C activities and data requirement descriptions.*

**504 DIOSS Bulky Processing in OSS Mode, SCF Distribution —
    SCF**   **LDC 11**

The DIOSS processing of SCF bulky mail in OSS 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.*

505 DIOSS Bulky Processing in OSS Mode, Primary — Incoming LDC 11

The DIOSS processing of incoming primary bulky mail in OSS 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.*

**506 DIOSS Bulky Processing in OSS Mode, Secondary —
    Incoming**   **LDC 11**

The DIOSS processing of carrier route bulky 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.

507 DIOSS Bulky Processing in OSS Mode, Secondary — Box   LDC 11

The DIOSS processing of bulky box mail in OSS mode. 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 260C activities and data requirement descriptions.*

509 Automated Flats Prepping System   LDC 17

This operation is for work hours used by craft employees assigned to the Automated Flats Prepping System (AFPS) in support of FSS and AFSM–AIs modified for dolly induction. The AFPS includes two work stations, one at the bundle unloader and distribution queue (BDQ), and one at the dolly maker.

It includes the following activities:

1.   Loading flat mail pallets into the BDQ, removing bundles from the pallets orienting the bundles and placing them onto a conveyor.

2.   Inducting dollies (of empty automatic compatible trays [ACTs]) into and removing dollies (of full ACTs) from the dolly maker.

Data requirement: The operation will receive an NA TPH volume credit based on a conversion rate of pieces per ACT and the number of full or partially full ACTs produced by the operation. Mail goes to either an AFSM–AI modified with dolly induct or to the FSS operation from this operation. Mail comes to this operation either from a BMEU, an opening unit, or a platform operation.

510–519 Headquarters Projects   LDC 89

Work hours for non-supervision. *See operation 471 for activity description.*

Data requirement: Record work hours only.

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.   Manually record the number of trays processed WebEOR.

b.   WebMODS will compute and report volume as TPH.

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: Required entries in WebEOR include pieces fed, mechanical rejects, run time, and downtime.

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.

542–543 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.

545–546 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 Proficiency Monitoring **LDC 18**

Work hours of employees performing scheme proficiency checks.

Employees undergoing proficiency checks remain in their distribution operation. Employees taking initial scheme qualification tests use operation 781.

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.*

551–552 Inquiry and Claims **LDC 75/70**

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.

554–555 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.

556 Office Work and Record Keeping — Finance   LDC 56/50

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.

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.

559 Office Work and Record Keeping — Delivery Services   LDC 48/40

Work hours of Delivery Services employees who perform record keeping or other clerical work in support of delivery and/or collection activities.

560–564 Miscellaneous Mail Processing Activities   LDC 18

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.

560 Miscellaneous Mail Processing Activities   LDC 18

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

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.

568 Window Service — Main Office   LDC 45/40

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. Field work performed by self-service postal center (SSPC) technicians servicing SSPCs and window clerks setting meters in customer facilities (see operations 980–987).

Data requirement: Record work hours only.

569 C/RA, Non–Finance, and Plan Employee   LDC 57/50

Cost ascertainment

Supervisor and non-supervisor work hours of non finance employees involved in cost/revenue analysis (C/RA) data collection activities include:

1. This includes administration of C/RA tests.

2. Edit and review of C/RA documents.

3. Processing of all related forms.

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 (573–578, 580)   LDC 18

Indirect mail processing activities involving foreign mails.

Data requirement: Record work hours only.

573 Short Paid and NIXIEs — International   LDC 18

Work hours used by mail distribution employees to process foreign outbound (destination) and foreign inbound (origin) short paid, irregular, or NIXIE mail of all classes. Activities to be recorded under this operation include:

1.   Preparation and processing of forms:

   ■   2911, *Return to Sender* (card).

   ■   2947-A, *Notice-Short Paid International Mail.*

   ■   2948, *Notice-International Mail Irregularity.*

2.   Performance of directory service.

3.   Application of the T-stamp fractional endorsement to outbound mail.

4.   The calculation and rating of postage-due for inbound T mail.

Note: Irregular mail is mail that is incompletely, incorrectly, or illegibly addressed; lacks the required form; is overweight, oversize, improperly insured; or that, for any reason, cannot be dispatched abroad or forwarded to its U.S. recipient.

Data requirement: Record work hours only.

574 Repair and Rewrap — International   LDC 18

Repair, rewrap, and identification of damaged or untagged foreign outbound (i.e., destination) and foreign inbound (i.e., origin) mail of all classes, including the following activities:

1.   Obtaining damaged items or untagged sacks from staging area.

2.   Assembling contents of damaged items.

3.   Readdressing items, if necessary.

4.   Identifying mail included in untagged sacks, and, for transit mail, repacking it in sacks and preparing new sack labels.

5.   Opening wet sacks and drying and repacking and, for transit mail, re-sacking their contents.

6.   Handling rifled packages and damaged or wet diplomatic pouches in accordance with local instructions.

7. Preparing Form 2971, *Verification Note C14* (computerized); Form 2990, *International Parcel Post Verification Note CP 13* (computerized); or Form 2908, *Irregularity Notification*, or other forms, as required.

8. Operating strapping machines, heat tunnels, and other rewrap mechanization. Reloading mechanization with strapping, film, etc.; providing daily maintenance on rewrap mechanization.

9. Taking security precautions to protect contents of damaged items or untagged sacks.

10. Recording as required.

Note: This operation does not included minor repairs that can be performed within the distribution operation.

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.

576 Empty Equipment Processing (SACS Vides Handling) — International   LDC 18

Work hours of mail distribution employees involved in the following activities:

1. Setting up empty equipment racks to segregate and to bundle, label and tie foreign-owned or U.S.–owned empty sacks (SACS vides) that are being returned to the administration of origin or have been received from abroad.

2. Procuring, inventorying, transporting, loading, and unloading empty equipment, such as trays, hampers, pallets, sacks, and containers, into/from storage for use in the preparation of dispatches of foreign outbound (destination) mail, or which has been received from abroad, when these activities are not performed incidental to other operations.

Data requirement: Record work hours only.

577 Prep and Verify Delivery Bills — International   LDC 18

This operation includes the following activities:

1. Work hours used for the preparation of letter bills, parcel bills, and delivery bills for dispatches of foreign outbound (destination) mail when these activities are not performed incidental to distribution operations.

2. Work hours used for the verification of sack volumes recorded on foreign origin letter bills, parcel bills, and delivery bills, reconciliation of the bills with actual receipts of inbound dispatches, and issuance and transmission of verification notes (bulletins of verification [BVs]), when these activities are not performed in the air/surface exchange office records unit.

Data requirement: Record work hours only.

578 Registered Mail and Diplomatic Pouches — International   LDC 18

Non-supervisor work hours used in processing foreign outbound (destination) and foreign inbound (origin) registered mail and diplomatic pouches and in convey service for these mails by registry section employees. Activities to be recorded under this operation include:

1. Distribution, listing and billing of outbound registers.

2. Verification and counting, distribution and billing of inbound registers (including bank mail and reclassified printed matter handled as Certified Mail).

3. Distribution, staging, and preparation for dispatch of sacks of registered mail and diplomatic pouches.

Data requirement: Record work hours only.

579 ODIS, Non-Finance Employee   LDC 57/50

Origin Destination Information System (ODIS)

Supervisor and non-supervisor work hours of all non finance employees engaged in ODIS work. Includes the processing of all related forms.

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.

585C Composite — Registry Section (585–590)   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.

579 ODIS, Non-Finance Employee   LDC 57/50

Origin Destination Information System

Supervisor and non-supervisor work hours of finance employees involved in ODIS data collection activities including:

1.   The administration of ODIS tests.

2.   The edit and review of ODIS documents.

3.   The processing of all related forms.

Data requirement: Record work hours only.

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 ZIP+4® 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.

595 CRIS Address Information Systems   **LDC 04/01**

Carrier Route Information System (CRIS)

Supervisor and non-supervisor work hours of Operations Support employees involved in the maintenance and quality control of the CRIS 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 in Memphis.

5. Verifying updates received from the 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 CRIS programs at associate offices, stations, and branches, and contacting the delivery unit managers to correct deficiencies immediately.

10. Compiling necessary reports.

Data requirement: Record work hours only.

596 Five-Digit ZIP Address Information Systems   **LDC 04**

Work hours used exclusively in the maintenance and use of 5-digit ZIP Code information systems.

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 programs at associate offices, stations, and branches, and contacting the delivery unit managers to correct deficiencies immediately.

10. 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.

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 BMCs 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.

627C Composite Robotics (627–629)   **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 and downtime in WebEOR. WebEOR will auto credit WebMODS.

627 Robotics — Pedestal   **LDC 13**

See operation 627C activities and data requirement descriptions.

628 Robotics — Gantry Outgoing   **LDC 13**

See operation 627C activities and data requirement descriptions.

629 Robotics — Gantry Incoming   **LDC 13**

See operation 627C activities and data requirement descriptions.

630 Meeting Time — Mail Processing   **LDC 18/10**

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   **LDC 48/40**

See operation 630 activities and data requirement descriptions.

632 Meeting Time — Delivery Services   **LDC 21/20**

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.

634 Meeting Time — Maintenance Plant and Equipment   **LDC 39/35**

See operation 630 activities and data requirement descriptions.

635 Meeting Time, Supervisor — Finance   **LDC 50**

See operation 630 activities and data requirement descriptions.

636 Meeting Time, Non-Supervisory — Finance   **LDC 56**

See operation 630 activities and data requirement descriptions.

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.

641 Meeting Time, Supervisor — Human Resources   **LDC 60**

See operation 630 activities and data requirement descriptions.

642 Meeting Time, Non-Supervisory — Human Resources   **LDC 61**

See operation 630 activities and data requirement descriptions.

643 Injury Compensation   **LDC 66**

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

Data requirement: Record work hours only.

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.

651 Administrative and Clerical — Finance   **LDC 56**

Supervisor and non-supervisor work hours of Finance employees involved in miscellaneous financial 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 Consumer Affairs   **LDC 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 No Record Return   LDC 49

Work hours used in CFS operations for the distribution and dispatch of No-Record mailpieces back to the delivery units.

Data requirement: Record work hours only.

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 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.

672 Admin and Clerical — Production and Planning   LDC 05

Supervisor and non-supervisor work hours of employees involved in miscellaneous office work and record keeping.

Data requirement: Record work hours only.

673 Admin and Clerical — Industrial Engineering   LDC 03

See operation 672 activities and data requirement descriptions.

674 Admin and Clerical — Address Management System   **LDC 04**

See operation 672 activities and data requirement descriptions.

675 Admin and Clerical — Delivery and Retail Programs   **LDC 09**

See operation 672 activities and data requirement descriptions.

676 Admin and Clerical — Maintenance Support   **LDC 35**

See operation 672 activities and data requirement descriptions.

677 Admin and Clerical — Processing and Distribution   **LDC 18**

See operation 672 activities and data requirement descriptions.

678 Admin and Clerical — Area Stations   **LDC 48**

See operation 672 activities and data requirement descriptions.

679 Admin and Clerical — Transportation and Networks   **LDC 31/30**

See operation 672 activities and data requirement descriptions.

680 Admin and Clerical — Plant and Equipment Maintenance   **LDC 39**

See operation 672 activities and data requirement descriptions.

**681 Administrative and Clerical — Processing
and Distribution International**   **LDC 18**

Work hours of mail distribution employees working in offices or performing record keeping or clerical work that is related to foreign mail processing and cannot be classified into another international operation.

Activities include:

1.   The ordering of applicable international forms, tags, and labels, as well as the maintenance of these inventories, when these activities are not performed elsewhere.

2.   Does not include record keeping or clerical work performed in, or considered an aspect of, the air/surface exchange office records unit.

Data requirement: Record work hours only.

682 Admin and Clerical — Information Systems   **LDC 84**

See operation 672 activities and data requirement descriptions.

683 Admin and Clerical — Accounting Services   **LDC 52**

See operation 672 activities and data requirement descriptions.

684 Admin and Clerical — Budget and Financial Analysis   **LDC 54**

See operation 672 activities and data requirement descriptions.

685 Admin and Clerical — Postal Systems Coordinators   **LDC 55**

See operation 672 activities and data requirement descriptions.

686 Admin and Clerical — Labor Relations   **LDC 61**

See operation 672 activities and data requirement descriptions.

687 Admin and Clerical — EEO   **LDC 64**

Equal employment opportunity

See operation 672 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.

689 Admin and Clerical — Personnel Services   **LDC 62**

See operation 672 activities and data requirement descriptions.

691 Admin and Clerical — Training Support   **LDC 65**

See operation 672 activities and data requirement descriptions.

692 Admin and Clerical — Safety and Health   **LDC 63**

See operation 672 activities and data requirement descriptions.

693 Admin and Clerical — Postal Business Centers   **LDC 72**

See operation 672 activities and data requirement descriptions.

694 Admin and Clerical — Expedited Mail Services   **LDC 73**

See operation 672 activities and data requirement descriptions.

696 Admin and Clerical — Retail Marketing   **LDC 74**

See operation 672 activities and data requirement descriptions.

697 Admin and Clerical — Mailing
  Requirements & Business Mail Entry   **LDC 79**

See operation 672 activities and data requirement descriptions.

698 Supervisor, Automation — Mail Processing   **LDC 10**

Management work hours only.

699 Supervisor, Mechanization — Mail Processing   **LDC 10**

Management work hours only.

700 Supervisor, Manual Distribution — Mail Processing   **LDC 10**

[TACS system default for P&DC LDC 10: If an employee has not been assigned a base operation number.]

Management work hours only.

701 Supervisor, Other Direct Distribution — Mail Processing   **LDC 10**

Management work hours only.

702 Supervisor, Indirect — Mail Processing   **LDC 10**

Management work hours only.

703 Supervisor, Finance   **LDC 50**

Management work hours only.

704 Revenue Assurance   **LDC 56**

Data requirement: Record 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.

709–711 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.

713–730 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   **LDC 22/20**

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   **LDC 21/20**

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.

715 City Delivery Carriers, Two Trip Business — Street   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

716 City Delivery Carriers, Two Trip Business — Office   **LDC 21/20**

See operation 714 activities and data requirement descriptions.

717 City Delivery Carriers, One Trip Business — Street   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

718 City Delivery Carriers, One Trip Business — Office   **LDC 21/20**

See operation 714 activities and data requirement descriptions.

719 City Delivery Carriers, Residential Foot — Street   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

720 City Delivery Carriers, Residential Foot — Office   **LDC 21/20**

See operation 714 activities and data requirement descriptions.

721 City Delivery Carriers, Residential Motorized — Street   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

722 City Delivery Carriers, Residential Motorized — Office   **LDC 21/20**

See operation 714 activities and data requirement descriptions.

723 City Delivery Carriers, Two Trip Mixed Foot — Street   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

724 City Delivery Carriers, Two Trip Mixed Foot — Office   **LDC 21/20**

See operation 714 activities and data requirement descriptions.

**725 City Delivery Carriers, Two Trip Mixed Motorized —
      Street**   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

**726 City Delivery Carriers, Two Trip Mixed Motorized —
      Office**   **LDC 21/20**

See operation 714 activities and data requirement descriptions.

727 City Delivery Carriers, One Trip Mixed Foot — Street   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

728 City Delivery Carriers, One Trip Mixed Foot — Street   **LDC 21/20**

See operation 713 activities and data requirement descriptions.

**729 City Delivery Carriers, One Trip Mixed Motorized —
      Street**   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

**730 City Delivery Carriers, One Trip 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.

741 Miscellaneous — Delivery Service   **LDC 48/40**

Work hours used for Delivery 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 708.

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.

746 Telephone Switchboard   **LDC 39**

Non-supervisor work hours of Operations Maintenance employees involved in telephone switchboard activities.

Data requirement: Record work hours only.

747–749 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.

750–752 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.

753–754 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   **LDC 48/40**

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.

762 Servicing — General Maintenance   **LDC 32/30**

See operation 761 activities and data requirement descriptions.

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.

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 units numbers, and within WebMODS rename the operation description with the ZIP Code or office name for each station or branch.

Note: 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.

771 RBCS Contracting Officers Representative   LDC 15

Data requirement: Record work hours only.

772 Motor Vehicle Operations — Collections   LDC 34/30

Work hours used by motor vehicle operators providing collection service.

Data requirement: Record work hours only.

773 Tractor Trailer Operations — Collections   LDC 34/30

Work hours used by tractor-trailer operators providing collection service.

Data requirement: Record work hours only.

774 RBCS Audit Module   LDC 15

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.

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 90/90**

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 91/91**

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 92/92**

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 93/93**

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 94/94**

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 95/95

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 96/96

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 97/97

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 98/98

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 93/93

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.

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.

800C Composite — UFSM 1000, Keying Mode (801–807)   **LDC 42**

Upgraded Flat Sorting Machine 1000

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 410C activities and data requirement descriptions.*

801 UFSM 1000, Keying Mode, Primary Distribution —
    Outgoing   **LDC 41**

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

802 UFSM 1000, Keying Mode, Secondary Distribution —
    Outgoing   **LDC 41**

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

Data requirement:

a.   FHP is not valid for this operation.

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

803 UFSM 1000, Keying Mode, Managed
    Mail Program Distribution — MMP   **LDC 41**

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 410C activities and data requirement descriptions.*

804 UFSM 1000, Keying 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.*

805 UFSM 1000, Keying 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.*

806 UFSM 1000, Keying Mode, Secondary Distribution —
    Incoming   **LDC 41**

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

807 UFSM 1000, Keying Mode — Box Section   **LDC 41**

Distribution of mail to box sections. The following activities are included: *See operation 410C activities description.*

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 410C activities and data requirement descriptions.*

811 UFSM 1000, OCR Mode, Primary Distribution — Outgoing   LDC 12

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

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 410C activities and data requirement descriptions.*

814 UFSM 1000, OCR Mode, Sectional Center Facility Distribution — SCF   LDC 12

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.*

815 UFSM 1000, OCR Mode, 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 410C 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 410C activities description.*

817 UFSM 1000, OCR Mode — Box Section   LDC 12

Distribution of mail to box sections. The following activities are included: *See operation 410C activities description.*

818 UFSM 1000, OCR Mode, Priority — Outgoing   LDC 12

Distribution of originating Priority Mail. The following activities are included: *See operation 410C activities description.*

819 UFSM 1000, OCR Mode, Priority — Incoming   LDC 12

Distribution of incoming Priority Mail. The following activities are included: *See operation 410C activities description.*

820C Composite — DBCS/DIOSS BCS
Mode (821–829, 912–913)   **LDC 41**

Delivery barcode sorter or DBCS Input/Output Sub-System or mail processing barcode sorter, barcode sort mode

The distribution of automated mail on the DBCS or DIOSS in BCS mode. Activities at the BCS include: *See operation 260C activities and data requirement descriptions.*

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.*

822 DBCS/DIOSS BCS Mode, Secondary — Outgoing   **LDC 41**

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

Data requirements:

a.   FHP is not valid for this operation.

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

823 DBCS/DIOSS BCS Mode, Managed Mail Program
Distribution — MMP   **LDC 41**

The DBCS or DIOSS processing of destinating automated mail in BCS mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP 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.*

827 DBCS/DIOSS BCS Mode, Secondary — Box   **LDC 41**

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

828 DBCS/DIOSS BCS Mode, Sector Segment — 1st Pass   **LDC 41**

The DBCS or DIOSS 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 260C activities and data requirement descriptions.*

829 DBCS/DIOSS BCS Mode, Sector Segment — 2nd Pass   **LDC 41**

The DBCS or DIOSS 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 260C activities and data requirement descriptions.*

890C Composite — DBCS or DIOSS, BCS Mode
** (891–899, 918–919)**   **LDC 11**

Delivery barcode sorter or DBCS Input/Output Sub-System, barcode sort mode

The distribution of automated barcoded mail on the DBCS or DIOSS in BCS mode. Activities includes: *See operation 260C activities and data requirement descriptions.*

891 DBCS or DIOSS, BCS Mode, Primary — Outgoing   **LDC 11**

The DBCS or DIOSS processing of originating barcoded mail in BCS mode. Machine distribution of originating letter activities includes: *See operation 260C activities and data requirement descriptions.*

892 DBCS or DIOSS, BCS Mode, Secondary — Outgoing   **LDC 11**

The DBCS or DIOSS processing of barcoded originating mail from a primary in BCS mode. Machine distribution of originating secondary letter activities include: *See operation 260C 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 or DIOSS, BCS Mode, Managed Mail Program
** Distribution — MMP**   **LDC 11**

The DBCS or DIOSS processing of destinating barcoded mail in BCS mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

894 DBCS or DIOSS, BCS Mode, Sectional Center Facility
** Distribution — SCF**   **LDC 11**

The DBCS or DIOSS processing of SCF barcoded 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.*

895 DBCS or DIOSS, BCS Mode, Primary — Incoming   LDC 11

The DBCS or DIOSS 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 260C activities and data requirement descriptions.*

896 DBCS or DIOSS, BCS Mode, Secondary — Incoming   LDC 11

The DBCS or DIOSS 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 260C activities and data requirement descriptions.*

897 DBCS or DIOSS, BCS Mode, Secondary — Box   LDC 11

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

898 DBCS or DIOSS, BCS Mode, Sector Segment — 1st Pass   LDC 11

The DBCS or DIOSS 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 260C activities and data requirement descriptions.*

899 DBCS or DIOSS, BCS Mode, Sector Segment — 2nd Pass   LDC 11

The DBCS or DIOSS 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 260C activities and data requirement descriptions.*

900 Travel Time — Operations Support   LDC 08/01

See operation 620C activities and data requirement descriptions.

901 Travel Time — Vehicle Services   LDC 31/30

See operation 620C activities and data requirement descriptions.

902 Travel Time — Human Resources   LDC 61/60

See operation 620C activities and data requirement descriptions.

903 Travel Time — Customer Services Support   LDC 78/70

See operation 620C activities and data requirement descriptions.

904 Travel Time — Administration   LDC 82/81

See operation 620C activities and data requirement descriptions.

905 CSBCS — DPS   LDC 41

Multiple processing runs for distribution of DPS mail on the CSBCS.

See operation 260C activities and data requirement descriptions.

906 CSBCS — Incoming Secondary   LDC 41

Secondary sortation to the carrier route and/or box section on the CSBCS.

See operation 260C activities and data requirement descriptions.

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.

See operation 260C activities and data requirement descriptions.

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.

See operation 260C activities and data requirement descriptions.

909 CSBCS — Incoming Secondary   **LDC 11**

Secondary sortation to the carrier route and/or box section on the CSBCS.

See operation 260C activities and data requirement descriptions.

910 CSBCS — Box Mail   **LDC 11**

Secondary sortation to the box section on the CSBCS.

See operation 260C activities and data requirement descriptions.

911 CSBCS — Delivery Point Sequence (DPS)   **LDC 11**

Multiple processing runs for distribution of DPS mail on the CSBCS.

See operation 260C activities and data requirement descriptions.

912 DBCS/DIOSS BCS Mode, DPS — 1st Pass   **LDC 41**

The DBCS or DIOSS processing of automated DPS mail in BCS mode. 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 260C activities and data requirement descriptions.*

913 DBCS/DIOSS BCS Mode, DPS — 2nd 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. *See operation 260C activities and data requirement descriptions.*

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: *See operation 260C activities and data requirement descriptions.*

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: *See operation 260C activities and data requirement descriptions.*

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.

927 Manager, Distribution Operations   **LDC 10**

Management work hours only.

928 Supervisor, Distribution Operations   **LDC 10**

[TACS system default for BMC LDC 10: If an employee has not been assigned a base operation number.]

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 General 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.

940 LCUS, Non-Machinable Outside [NMO] — Outgoing   **LDC 13**

See operation 428C activities and data requirement descriptions.

941 LCUS, Non-Machinable Outside [NMO] — 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.

957 Non-Work/OWCP   **LDC 67**

Office of Workers Compensation Programs (OWCP)

This operation is used as:

1. A base operation number in TACS when employees are out indefinitely from work due to injury on the job and not expected to return.

2. No work hours should ever be paid from this operation.

3. This operation is not carried in the MODS system.

Data requirement: Record 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.

960C Composite — DIOSS Bulky Processing, OCR Mode (961–967) **LDC 11**

DBCS Input/Output Sub-System, bulky processing in optical character reader mode

The distribution of bulky mail on the DIOSS in the OCR mode. The bulky processing allows sortation of what was once considered non-machinable bulky manual mail. In OCR mode, the address will be read, a barcode applied, and the mailpiece sorted. Activities include: *See operation 260C activities and data requirement descriptions.*

961 DIOSS Bulky Processing, OCR Mode, Primary — Outgoing   LDC 11

The DIOSS processing of originating bulky mail in OCR mode. Machine distribution of originating letter activities include: *See operation 260C activities and data requirement descriptions.*

962 DIOSS Bulky Processing, OCR Mode, Secondary — Outgoing **LDC 11**

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

Data requirements:

a.   FHP is not valid for this operation.

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

963 DIOSS Bulky Processing, OCR Mode, Managed Mail Program Distribution — MMP **LDC 11**

The DIOSS processing of destinating bulky mail in OCR mode. Mail that is processed by another facility destined specifically for a processing plant. The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 260C activities and data requirement descriptions.*

964 DIOSS Bulky Processing, OCR Mode, Sectional Center Facility Distribution — SCF **LDC 11**

The DIOSS processing of SCF bulky mail in OCR 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.*

965 DIOSS Bulky Processing, OCR Mode, Primary — Incoming   LDC 11

The DIOSS processing of incoming primary bulky mail in OCR 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.*

966 DIOSS Bulky Processing, OCR Mode, Secondary —
   Incoming   **LDC 11**

The DIOSS processing of carrier route bulky mail in OCR 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.*

967 DIOSS Bulky Processing, OCR Mode, Secondary — Box   LDC 11

The DIOSS processing of bulky box mail in OCR mode. Machine distribution of box letter activities include: *See operation 260C activities and data requirement descriptions.*

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 inquires 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   **LDC 50/57**

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 SSPC Tech Station/Branch — Maintenance   **LDC 46/40**

Self-service postal center technician

Activities of Customer Services SSPC technicians assigned to the main office or stations/branches involved in maintenance, service, and travel activities associated with trouble shooting, preventive maintenance, performing accounting duties, handling customer complaints, replenishing stock, and collecting money from self service postal equipment.

Data requirement: Record work hours only.

981 SSPC Tech Station/Branch — Maintenance Travel   **LDC 46/40**

See operation 980 activities and data requirement descriptions.

982 SSPC Tech Station/Branch — Service   **LDC 46/40**

See operation 980 activities and data requirement descriptions.

983 SSPC Tech Station/Branch — Service Travel   **LDC 46/40**

See operation 980 activities and data requirement descriptions.

984 SSPC Tech Main Office — Maintenance   **LDC 46/40**

See operation 980 activities and data requirement descriptions.

985 SSPC Tech Main Office — Maintenance Travel   **LDC 46/40**

See operation 980 activities and data requirement descriptions.

986 SSPC Tech Main Office — Service   **LDC 46/40**

See operation 980 activities and data requirement descriptions.

987 SSPC Tech Main Office — Service Travel   **LDC 46/40**

See operation 980 activities and data requirement descriptions.

988 Loaned as — Officer in Charge   **LDC 80/80**

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 80/80**

See operation 988 activities and data requirement descriptions.

990 Loaned as — Supervisor   **LDC 10/10**

See operation 988 activities and data requirement descriptions.

991 Loaned as — Clerk   **LDC 47/47**

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 37/37**

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 80/80**

999 TACS DefaultLDC 58/50

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.

Appendix B

MODS Operation Numbers

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
				OPERATIONS SUPPORT		
	3		581	INDUSTRIAL ENGINEER		
	2		582	QUALITY IMPROVEMENT		
1	7		593	ENVIRONMENTAL MANAGEMENT		
1	4		594	ZIP+4 ADDRESS INFO SYSTEM		
1	4		595	CRIS ADDRESS INFO SYSTEM		
	4		596	5 DIGIT ZIP INFO SYSTEM		
	5		645	PRODUCTION PLANNING		
	9		646	DELIVERY & RETAIL ANALYST		
	8		668	ADMIN & CLERICAL — OPERATIONS SUPPORT		
	5		672	ADMIN & CLERICAL — PRODUCTION PLANNING		
	3		673	ADMIN & CLERICAL — INDUSTRIAL ENGINEERING		
	4		674	ADMIN & CLERICAL — ADDRESS MANAGEMENT SYSTEM		
	9		675	ADMIN & CLERICAL — DELIVERY & RETAIL PROGRAMS		
1	8		900	TRAVEL — OPERATIONS SUPPORT		
1			920	MANAGER, OPERATIONS PROGRAMS SUPPORT		
1			922	MANAGER, IN-PLANT SUPPORT		
1			924	MANAGER, ADDRESS SYSTEMS		
				MAIL PROCESSING		
			002C	COMPOSITE PRESORT (002, 003)		
	17	N-TPH	002	PRESORT FCM/PER		
	17	N-TPH	003	PRESORT STANDARD		
	17	N-TPH	009	HAND CANCELLATIONS — FLATS		
			010C	COMPOSITE MAIL PREPARATION — STAMPED (009 — 018, 067)		
	17	N-TPH	010	HAND CANCELLATIONS — LETTERS		
	17	N-TPH	011	MICRO MARK		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	17	N-TPH	012	N-6		
	17	N-TPH	013	MARK II/HALF MARK		
	17	N-TPH	014	FLYER		
	17	N-TPH	015	ADVANCED FACER CANCELLER SYSTEM		
	17	N-TPH	016	FLAT CANCELLATIONS		
	17		017	CANCELING OPERATIONS MISC		
	17		018	COLLECTION MAIL SEPARATION		
	17	N-TPH	019	TABBER		MECH
			020C	COMPOSITE MAIL PREPARATION — METERED (020–022, 02B)		
	17	N-TPH	020	METERED MIXED PREPARATION		
	17	N-TPH	021	METERED LETTER PREPARATION		
	17	N-TPH	022	METERED FLAT PREPARATION		
	17	N-TPH	02B	METERED BYPASS — VOLUME ONLY		
	14	FHP	030	MANUAL LTR — OUTGOING PRIMARY	LTR	MANL
	17	N-TPH	031	DEBRIS/LOOSE MAIL		MANL
			032C	COMPOSITE MANUAL LTR INTERNATIONAL (032–033)		
	14	FHP	032	MANUAL LTR — INTERNATIONAL EXPORT	LTR	MANL
	14	FHP	033	MANUAL LTR — INTERNATIONAL IMPORT	LTR	MANL
	17	N-TPH	035	FLAT MAIL PREPARATION	FLT	MANL
	14	FHP	040	MANUAL LTR — OUTGOING SECONDARY	LTR	MANL
	14	FHP	043	MANUAL LTR — MANAGED MAIL	LTR	MANL
	14	FHP	044	MANUAL LTR — SCF DISTRIBUTION	LTR	MANL
			046C	COMPOSITE — RBCS — RTS (046–047)		
	11	FHP	046	ISS — RETURN TO SENDER	LTR	AUTO
	11	FHP	047	OSS — RETURN TO SENDER	LTR	AUTO
	14	FHP	050	PRIORITY — MANUAL, OUTGOING	MIX	
			051C	COMPOSITE PRIORITY (051–054)		
	14	FHP	051	O/G PRIMARY FLATS — PRIORITY	FLT	MANL
	14	FHP	052	O/G SECONDARY FLATS — PRIORITY	FLT	MANL
	14	FHP	053	I/C PRIMARY FLATS — PRIORITY	FLT	MANL
	14	FHP	054	I/C SECONDARY FLATS — PRIORITY	FLT	MANL
	14	FHP	055	PRIORITY — MANUAL, INCOMING	MIX	
	13	N-TPH	056	LIPS INTERNATIONAL — EXPORT		MECH
	13	N-TPH	057	LIPS INTERNATIONAL — IMPORT		MECH
	14	FHP	060	MANUAL FLT — OUTGOING PRIMARY	FLT	MANL
			062C	COMPOSITE — MANUAL FLT INTERNATIONAL (062–063)		
	14	FHP	062	MANUAL FLT — INTERNATIONAL EXPORT	FLT	MANL
	14	FHP	063	MANUAL FLT — INTERNATIONAL IMPORT	FLT	MANL
	17		064	SCANNING OPERATIONS		

LDC Supv	LDC Non- Supv	Vol Type	MODS Oper	Description	Shape	Method
17	N-TPH		066	ADVANCED FACER CANCELLER SYSTEM — VIDEO FACING	LTR	MECH
17	N-TPH		067	ADVANCED FACER CANCELLER MODE ONLY	LTR	MECH
14	FHP		070	MANUAL FLT — OUTGOING SECONDARY	FLT	MANL
14	FHP		073	MANUAL FLT — MANAGED MAIL	FLT	MANL
14	FHP		074	MANUAL FLT — SCF DISTRIBUTION	FLT	MANL
			080C	COMPOSITE (081–082)		
15	N-TPH		081	COA FORMS KEYING	LTR	AUTO
15	N-TPH		082	PARS IMAGE KEYING	LTR	AUTO
18	N-TPH		083	PARS WASTE MAIL		
17			084	PARS MAIL PREP		
11	FHP		087	CIOSS COA IMAGE LIFT	LTR	AUTO
11	TPH		088	CIOSS COA LABEL MODE	LTR	AUTO
17			089	SEPARATION/ HAND STAMPING RTS		
14	TPH		090	PARS MANUAL DISTRIBUTION	LTR	MANL
			090C	COMPOSITE CIOSS (087–088, 091– 099)	LTR	AUTO
11	FHP		091	CIOSS RTS IMAGE LIFT MODE	LTR	AUTO
11	TPH		092	CIOSS INTERCEPT LABEL MODE	LTR	AUTO
11	FHP		093	CARRIER FORWARDS IMAGE LIFT	LTR	AUTO
11	N-TPH		094	CIOSS REVERSE SIDE SCAN		
11	N-TPH		095	CIOSS RESCAN	LTR	AUTO
11	N-TPH		096	CIOSS OTHER	LTR	AUTO
11	FHP		097	CIOSS INTERCEPT IMAGE LIFT	LTR	AUTO
11	TPH		098	CIOSS FORWARDS LABEL	LTR	AUTO
11	TPH		099	CIOSS RTS LABEL MODE	LTR	
14	FHP		100	MANUAL PARCELS — OUTGOING	PP	MANL
13	FHP		101	MECHANIZED PARCEL SORTING — SECONDARY	PP	MECH
			102C	COMPOSITE MANUAL PARCELS — INTERNATIONAL (102–103)		
14	FHP		102	MANUAL PARCELS — INTERNATIONAL EXPORT	PP	MANL
14	FHP		103	MANUAL PARCELS — INTERNATIONAL IMPORT	PP	MANL
13	FHP		104	GLOBAL PRIORITY MAIL — EXPORT	MIX	MECH
13	FHP		105	MECHANIZED PARCEL SORTER	PP	MECH
13	FHP		106	GLOBAL PRIORITY MAIL — IMPORT	MIX	MECH
			107C	COMPOSITE — PARCEL SORTER — INTERNATIONAL (107–108)		
13	FHP		107	PARCEL SORTER — INTERNATIONAL EXPORT	PP	MECH
13	FHP		108	PARCEL SORTER — INTERNATIONAL IMPORT	PP	MECH

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	18		109	DAMAGED PARCEL REWRAP		
			110C	COMPOSITE — OPENING UNIT OUTGOING (110–111, 114–116)		
	17	N-TPH	110	OPENING UNIT — OUTGOING PREF		
	17	N-TPH	111	OPENING UNIT — OUTGOING PREF		
			112C	COMPOSITE — MANUAL TRAY SEPARATION (112, 117)		
	17	N-TPH	112	MANUAL TRAY SEPARATION — PREF		
	17	N-TPH	114	MANUAL TRANSPORT (IN-HOUSE)		
	17	N-TPH	115	OPENING UNIT — OUTGOING STANDARD		
	17	N-TPH	116	OPENING UNIT — OUTGOING STANDARD		
	17	N-TPH	117	MANUAL TRAY SEPARATION — STANDARD		
	17	N-TPH	118	ACDCS/SAMS		
			120C	COMPOSITE POUCHING OPERATIONS (120–123)		
	17	N-TPH	120	POUCHING OUTGOING		
	17	N-TPH	121	POUCHING OUTGOING		
	17	N-TPH	122	POUCHING INCOMING		
	17	N-TPH	123	POUCHING INCOMING		
			124C	COMPOSITE DISPATCH OPERATIONS (124–129)		
	17	N-TPH	124	DISPATCH UNIT — OUTGOING		
	17	N-TPH	125	DISPATCH UNIT — OUTGOING		
	17	N-TPH	126	DISPATCH UNIT — INCOMING		
	17	N-TPH	127	DISPATCH UNIT — INCOMING		
	17	N-TPH	128	OPENING UNIT / DISPATCH UNIT — ADC ONLY		
	17	N-TPH	129	OPENING UNIT / DISPATCH UNIT — ADC ONLY		
	14	FHP	130	MANUAL PARCELS — SCF	PP	MANL
			131C	COMPOSITE — EXPRESS MAIL DISTRIBUTION (793)		
	18	N-TPH	132	FIRM VERIFICATION		
			133	RESERVED — SPBS ENROUTE SCAN		
			134C	COMPOSITE SPBS OUTGOING (134–135)		
	13	N-TPH	134	SPBS OUTGOING PREF	MIX	MECH
	13	N-TPH	135	SPBS OUTGOING STD	MIX	MECH
			136C	COMPOSITE — SPBS INCOMING (136–137)		
	13	N-TPH	136	SPBS INCOMING PREF	MIX	MECH
	13	N-TPH	137	SPBS INCOMING STD	MIX	MECH
			138C	COMPOSITE SPBS — PRIORITY (138–139)		
	13	FHP	138	SPBS — PRIORITY, OUTGOING	MIX	MECH
	13	FHP	139	SPBS — PRIORITY, INCOMING	MIX	MECH

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
17	N-TPH		140	FLAT MAIL PREPARATION ATHS/AI MACHINE		
	12		140C	COMPOSITE AFSM 100 — ATHS / AI (141–147)		
	12	FHP	141	AFSM 100 — ATHS / AI — OUTGOING PRIMARY	FLT	AUTO
	12	FHP	142	AFSM 100 — ATHS / AI — OUTGOING SECONDARY	FLT	AUTO
	12	FHP	143	AFSM 100 — ATHS / AI — MANAGED MAIL	FLT	AUTO
	12	FHP	144	AFSM 100 — ATHS / AI — INCOMING SCF	FLT	AUTO
	12	FHP	145	AFSM 100 — ATHS / AI — INCOMING PRIMARY	FLT	AUTO
	12	FHP	146	AFSM 100 — ATHS / AI — INCOMING SECONDARY	FLT	AUTO
	12	FHP	147	AFSM 100 — ATHS / AI — BOX SECTION	FLT	AUTO
	14	FHP	150	MANUAL LTR — INCOMING PRIMARY	LTR	MANL
	13	FHP	152	APPS SINGLE INDUCTION — OUTGOING PARCEL POST	PP	MECH
	13	FHP	153	APPS SINGLE INDUCTION — INCOMING PARCEL POST	PP	MECH
	13	N-TPH	154	APPS SINGLE INDUCTION — OUTGOING PREF	PP	MECH
	13	N-TPH	155	APPS SINGLE INDUCTION — OUTGOING STD	PP	MECH
	13	N-TPH	156	APPS SINGLE INDUCTION — INCOMING PREF	PP	MECH
	13	N-TPH	157	APPS SINGLE INDUCTION — INCOMING STD	PP	MECH
	13	FHP	158	APPS SINGLE INDUCTION PRIORITY — OUTGOING	MIX	MECH
	13	FHP	159	APPS SINGLE INDUCTION PRIORITY — INCOMING	MIX	MECH
			159C	COMPOSITE APPS SINGLE INDUCTION (152–159)		
	14	FHP	160	MANUAL LTR — INCOMING SECONDARY	LTR	MANL
			168C	COMPOSITE MANUAL LETTERS (168–169)		
	14	FHP	168	MANUAL LTR — PRIMARY BOX	LTR	MANL
	14	FHP	169	MANUAL LTR — SECONDARY BOX	LTR	MANL
	14	FHP	170	MANUAL FLT — INCOMING PRIMARY	FLT	MANL
	14	FHP	175	MANUAL FLT — INCOMING SECONDARY	FLT	MANL
			178C	COMPOSITE — MANUAL FLATS (178–179)		
	14	FHP	178	MANUAL FLT — PRIMARY BOX	FLT	MANL
	14	FHP	179	MANUAL FLT — SECONDARY BOX	FLT	MANL
	17		180C	COMPOSITE — OPENING UNIT INCOMING (180–186)		
	17	N-TPH	180	OPENING UNIT — INCOMING, PREF		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	17	N-TPH	181	OPENING UNIT — INCOMING, PREF		
	17	N-TPH	185	OPENING UNIT — INCOMING, STANDARD		
	17	N-TPH	186	OPENING UNIT — INCOMING, STANDARD		
	17		188	AMC/AMF RAMP ACTIVITIES		
	17		189	SCANNING INBOUND MAIL		
			190C	COMPOSITE APPS SINGLE INDUCTION INTERNATIONAL (190–191)		
	13	TPH	190	APPS SINGLE INDUCTION — INTERNATIONAL EXPORT	PP	MECH
	13	TPH	191	APPS SINGLE INDUCTION — INTERNATIONAL IMPORT	PP	MECH
			192C	COMPOSITE APPS DUAL INDUCTION INTERNATIONAL (192–193)		
	13	TPH	192	APPS DUAL INDUCTION — INTERNATIONAL EXPORT	PP	MECH
	13	TPH	193	APPS DUAL INDUCTION — INTERNATIONAL IMPORT	PP	MECH
			194C	COMPOSITE AFSM100 — INTERNATIONAL (194–195)		
	12	FHP	194	AFSM100 — INTERNATIONAL EXPORT	FLT	AUTO
	12	FHP	195	AFSM100 — INTERNATIONAL IMPORT	FLT	AUTO
			198C	COMPOSITE HIGH SPEED TRAY SORTER (198–199)		
	13	N-TPH	198	HIGH SPEED TRAY SORTER — OUTGOING		MECH
	13	N-TPH	199	HIGH SPEED TRAY SORTER — INCOMING		MECH
	14	FHP	200	MANUAL PARCELS — INCOMING	PP	MANL
	14	FHP	202	GLOBAL PACKAGE LINK — EXPRESS — INTERNATIONAL EXPORT		MANL
	14	FHP	203	GLOBAL PACKAGE LINK — STANDARD — INTERNATIONAL EXPORT		MANL
	14	FHP	204	GLOBAL PACKAGE LINK — ECONOMY — INTERNATIONAL EXPORT		MANL
	14	FHP	205	GLOBAL PACKAGE LINK — EXPRESS — INTERNATIONAL IMPORT		MANL
	14	FHP	206	GLOBAL PACKAGE LINK — STANDARD — INTERNATIONAL IMPORT		MANL
			208C	COMPOSITE — SCAN-WHERE-YOU-BAND/AAA (208–209)		
	17	N-TPH	208	SWYB/SASWYB		
	17	N-TPH	209	AAA/ATS/AFTL		
			210C	COMPOSITE PLATFORM OPERATIONS (210–214, 216–225, 229–231)		
	17	N-TPH	210	PLATFORM — INBOUND		
	17	N-TPH	211	PLATFORM — INBOUND		
	17	N-TPH	212	PLATFORM — OUTBOUND		
	17	N-TPH	213	PLATFORM — OUTBOUND		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	17	N-TPH	214	MANUAL TRANSPORT		
	17	N-TPH	215	MECHANIZED DUMPING	PP	MECH
	17	N-TPH	216	PLATFORM LOAD/UNLOAD		
	17	N-TPH	217	PLATFORM LOAD/UNLOAD		
	17	N-TPH	218	PLATFORM LOAD/UNLOAD		
	17	N-TPH	219	PLATFORM LOAD/UNLOAD		
	17	N-TPH	220	PLATFORM LOAD/UNLOAD		
	17	N-TPH	221	PLATFORM LOAD/UNLOAD		
	17	N-TPH	222	PLATFORM LOAD/UNLOAD		
	17	N-TPH	223	PLATFORM LOAD/UNLOAD		
	17	N-TPH	225	PLATFORM — MAIL FLOW CONTROL		
	17	N-TPH	229	EQUIPMENT OPERATOR — TOW		
	17	N-TPH	230	EQUIPMENT OPERATOR — FORKLIFT		
	17	N-TPH	231	EXPEDITER		
			232C	COMPOSITE — EXPRESS MAIL DISTRIBUTION (232–234)		
	18	N-TPH	232	OUTBOUND EXPRESS MAIL SCAN	MIX	
	18	N-TPH	233	INBOUND EXPRESS MAIL SCAN	MIX	
10	18	N-TPH	234	EXPRESS MAIL DELIVERY	MIX	
	17	N-TPH	235	MANUAL SORT — SACKS/OUTSIDES		
			238C	COMPOSITE MECHANIZED SORT — SACKS/OUTSIDES (238–239)		
	13	N-TPH	238	MECHANIZED SORT — SACKS/OUTSIDES		
	13	N-TPH	239	MECHANIZED SORT — SACKS/OUTSIDES		
	13	FHP	242	APPS DUAL INDUCTION OUTGOING PARCEL POST	PP	MECH
	13	FHP	243	APPS DUAL INDUCTION INCOMING PARCEL POST	PP	MECH
	13	N-TPH	244	APPS DUAL INDUCTION — OUTGOING PREF	PP	MECH
	13	N-TPH	245	APPS DUAL INDUCTION — OUTGOING STD	PP	MECH
	13	N-TPH	246	APPS DUAL INDUCTION — INCOMING PREF	PP	MECH
	13	N-TPH	247	APPS DUAL INDUCTION — INCOMING STD	PP	MECH
	13	FHP	248	APPS DUAL INDUCTION — PRIORITY — OUTGOING	MIX	MECH
	13	FHP	249	APPS DUAL INDUCTION — PRIORITY — INCOMING	MIX	MECH
			249C	COMPOSITE APPS DUAL INDUCTION — (242–249)		
			251C	COMPOSITE LIPS/RAPISTAN (250,251)		
	13	FHP	250	LIPS/RAPISTAN — OUTGOING PARCEL POST	MIX	MECH

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
13	FHP	251	LIPS/RAPISTAN — INCOMING PARCEL POST	MIX	MECH
			254C	COMPOSITE LIPS/RAPISTAN (254, 255)		
13	N-TPH	254	LIPS/RAPISTAN — OUTGOING PREF	MIX	MECH
13	N-TPH	255	LIPS/RAPISTAN — OUTGOING STD	MIX	MECH
			256C	COMPOSITE LIPS/RAPISTAN (256, 257)		
13	N-TPH	256	LIPS/RAPISTAN — PREF	MIX	MECH
13	N-TPH	257	LIPS/RAPISTAN — STANDARD	MIX	MECH
			258C	COMPOSITE LIPS/RAPISTAN (258, 259)		
13	FHP	258	LIPS/RAPISTAN — PRIORITY OUTGOING	MIX	MECH
13	FHP	259	LIPS/RAPISTAN — PRIORITY INCOMING	MIX	MECH
			260C	COMPOSITE DBCS/DIOSS — OCR MODE (261–267)		
11	FHP	261	DBCS/DIOSS OCR MODE — OUTGOING PRIMARY	LTR	AUTO
11	FHP	262	DBCS/DIOSS OCR MODE — OUTGOING SECONDARY	LTR	AUTO
11	FHP	263	DBCS/DIOSS OCR MODE — MANAGED MAIL	LTR	AUTO
11	FHP	264	DBCS/DIOSS OCR MODE — INCOMING SCF	LTR	AUTO
11	FHP	265	DBCS/DIOSS OCR MODE — INCOMING PRIMARY	LTR	AUTO
11	FHP	266	DBCS/DIOSS OCR MODE — INCOMING SECONDARY	LTR	AUTO
11	FHP	267	DBCS/DIOSS OCR MODE — BOX SECTION	LTR	AUTO
			270C	COMPOSITE DBCS — DIOSS — OSS MODE (270–279,925,926)		
11	FHP	271	DBCS — DIOSS OSS MODE — OUTGOING PRIMARY	LTR	AUTO
11	FHP	272	DBCS — DIOSS OSS MODE — OUTGOING SECONDARY	LTR	AUTO
11	FHP	273	DBCS — DIOSS OSS MODE — MANAGED MAIL	LTR	AUTO
11	FHP	274	DBCS — DIOSS OSS MODE — INCOMING SCF	LTR	AUTO
11	FHP	275	DBCS — DIOSS OSS MODE — INCOMING PRIMARY	LTR	AUTO
11	FHP	276	DBCS — DIOSS OSS MODE — INCOMING SECONDARY	LTR	AUTO
11	FHP	277	DBCS — DIOSS OSS MODE — BOX SECTION	LTR	AUTO
			280C	COMPOSITE DBCS — DIOSS ISS MODE (281–287)		
11	FHP	281	DBCS — DIOSS ISS MODE — OUTGOING PRIMARY	LTR	AUTO

LDC Supv	LDC Non- Supv	Vol Type	MODS Oper	Description	Shape	Method
	11	FHP	282	DBCS — DIOSS ISS MODE — OUTGOING SECONDARY	LTR	AUTO
	11	FHP	283	DBCS — DIOSS ISS MODE — MANAGED MAIL	LTR	AUTO
	11	FHP	284	DBCS — DIOSS ISS MODE — INCOMING SCF	LTR	AUTO
	11	FHP	285	DBCS — DIOSS ISS MODE — INCOMING PRIMARY	LTR	AUTO
	11	FHP	286	DBCS — DIOSS ISS MODE — INCOMING SECONDARY	LTR	AUTO
	11	FHP	287	DBCS — DIOSS ISS MODE — BOX SECTION	LTR	AUTO
			291C	COMPOSITE DIOSS BULKY DBCS MODE (294–297)	LTR	AUTO
	11	FHP	291	DIOSS BULKY DBCS MODE — OUTGOING PRIMARY	LTR	AUTO
	11	FHP	292	DIOSS BULKY DBCS MODE — OUTGOING SECONDARY	LTR	AUTO
	11	FHP	293	DIOSS BULKY DBCS MODE — MANAGED MAIL	LTR	AUTO
	11	FHP	294	DIOSS BULKY DBCS MODE — INCOMING SCF	LTR	AUTO
	11	FHP	295	DIOSS BULKY DBCS MODE — INCOMING PRIMARY	LTR	AUTO
	11	FHP	296	DIOSS BULKY DBCS MODE — INCOMING SECONDARY	LTR	AUTO
	11	FHP	297	DIOSS BULKY DBCS MODE — BOX SECTION	LTR	AUTO
	12	FHP	305	FSM 1000 INTL EXPORT PRIMARY	FLT	MECH
	12	FHP	306	FSM 1000 INTL IMPORT PRIMARY	FLT	MECH
	12	FHP	307	UFSM 1000 INTL EXPORT PRIMARY	FLT	AUTO
	12	FHP	308	UFSM 1000 INTL IMPORT PRIMARY	FLT	AUTO
			309C	COMPOSITE DBCS/DIOSS OCR — INTERNATIONAL (309, 319)		
	11	FHP	309	DBCS/DIOSS OCR INTERNATIONAL EXPORT PRIM	LTR	AUTO
			310C	COMPOSITE MPBCS/DBCS/OSS — INTERNATIONAL (313–314, 317-318)		
	11	FHP	313	DBCS/DIOSS OSS INT EXPORT PRIM	LTR	AUTO
	11	FHP	314	DBCS/DIOSS BCS INT EXPORT PRIM	LTR	AUTO
	11	FHP	317	DBCS/DIOSS OSS INT IMPORT PRIM	LTR	AUTO
	11	FHP	318	DBCS/DIOSS BCS INT IMPORT PRIM	LTR	AUTO
	11	FHP	319	DBCS/DIOSS OCR INT IMPORT PRIM	LTR	AUTO
			320C	COMPOSITE PRIORITY PARCELS (320, 325)		
	14	FHP	320	O/G PRIMARY PARCELS — PRIORITY OUTSIDES	PP	MANL

LDC Supv	LDC Non- Supv	Vol Type	MODS Oper	Description	Shape	Method
			321C	COMPOSITE PRIORITY PARCELS (321– 322, 324, 326)		
	14	FHP	321	O/G PRIMARY PARCELS PRIORITY	PP	MANL
	14	FHP	322	O/G SECONDARY PARCELS — PRIORITY	PP	MANL
	14	FHP	324	I/C PRIMARY PARCELS — PRIORITY	PP	MANL
	14	FHP	325	I/C PRIMARY PARCELS — PRIORITY OUTSIDES	PP	MANL
	14	FHP	326	I/C SECONDARY PARCELS — PRIORITY	PP	MANL
	17		328	PRIORITY MAIL SHAPE SEP — ORG		
	17		329	PRIORITY MAIL SHAPE SEP — DES		
			330C	COMPOSITE AFSM100 (331–337)		
	12	FHP	331	AFSM100 — OUTGOING PRIMARY	FLT	AUTO
	12	FHP	332	AFSM100 — OUTGOING SECONDARY	FLT	AUTO
	12	FHP	333	AFSM100 — MANAGED MAIL	FLT	AUTO
	12	FHP	334	AFSM100 — INCOMING SCF	FLT	AUTO
	12	FHP	335	AFSM100 — INCOMING PRIMARY	FLT	AUTO
	12	FHP	336	AFSM100 — INCOMING SECONDARY	FLT	AUTO
	12	FHP	337	AFSM100 — BOX SECTION	FLT	AUTO
	12	FHP	338	AFSM100 INCOMING NON-SCHEME	FLT	AUTO
	18		340	STANDBY — MAIL PROCESSING		
	18		341	QWL COORDINATOR — NONSUPERVISOR EMPLOYEES		
10			342	QWL COORDINATOR — SUPERVISOR EMPLOYEES		
	17	N-TPH	343	OPENING UNIT — INTERNAT EXPORT		
	17	N-TPH	344	OPENING UNIT — INTERNAT IMPORT		
	17	N-TPH	345	POUCHING — INTERNATIONAL		
	13	N-TPH	346	SPBS INTERNATIONAL EXPORT		MECH
	13	N-TPH	347	SPBS INTERNATIONAL IMPORT		MECH
	17	N-TPH	348	MANUAL SACK SORT — INTERNATIONAL		
	13	N-TPH	349	MECH SACK SORT — INTERNATIONAL		
	17		350	OVER LABEL/DIRECT AO SACK — INTERNAT		
	17	N-TPH	351	PLATFORM — INTERNAT		
	17		352	LOAD/UNLOAD AT PIERS — INTERNAT		
	11	FHP	356	DBCS/DIOSS ISS INT EXPORT PRIM	LTR	AUTO
	11	FHP	357	DBCS/DIOSS ISS INT IMPORT PRIM	LTR	AUTO
	18	N-TPH	358	INTERNATIONAL EXPRESS MAIL EXPORT		
	18	N-TPH	359	INTERNATIONAL EXPRESS MAIL IMPORT		
			380C	COMPOSITE — KEYING (386–389)		
			381C	COMPOSITE — DIOSS MULTIMODE BULKY (381–385)		
	11	FHP	381	DIOSS MULTIMODE BULKY OUTGOING PRIMARY	LTR	AUTO

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	11	FHP	382	DIOSS MULTIMODE BULKY OUTGOING SECONDARY	LTR	AUTO
	11	FHP	383	DIOSS MULTIMODE BULKY MANAGED MAIL	LTR	AUTO
	11	FHP	384	DIOSS MULTIMODE BULKY INCOMING SCF PRIMARY	LTR	AUTO
	11	FHP	385	DIOSS MULTIMODE BULKY INCOMING PRIMARY	LTR	AUTO
	15	N-TPH	387	REC APPS VCS Keying	PP	
	15		388	REC MIXED VCS KEYING	FLT	
	15	N-TPH	389	REC FLAT VCS KEYING	FLT	
	12		400C	COMPOSITE AFSM 100 — ATHS (401–407)		
	12	FHP	401	AFSM 100 — ATHS — OUTGOING PRIMARY	FLT	AUTO
	12	FHP	402	AFSM 100 — ATHS — OUTGOING SECONDARY	FLT	AUTO
	12	FHP	403	AFSM 100 — ATHS — MANAGED MAIL	FLT	AUTO
	12	FHP	404	AFSM 100 — ATHS — INCOMING SCF	FLT	AUTO
	12	FHP	405	AFSM 100 — ATHS — INCOMING PRIMARY	FLT	AUTO
	12	FHP	406	AFSM 100 — ATHS — INCOMING SECONDARY	FLT	AUTO
	12	FHP	407	AFSM 100 — ATHS — BOX SECTION	FLT	AUTO
			428C	COMPOSITE LCUS (428–433, 938–943)		
	13	N-TPH	428	LCUS — OUTGOING MIXED		MECH
	13	N-TPH	429	LCUS — INCOMING MIXED		MECH
	13	N-TPH	430	LCUS — OUTGOING TRAYS		MECH
	13	N-TPH	431	LCUS — INCOMING TRAYS		MECH
	13	N-TPH	432	LCUS — OUTGOING SACKS		MECH
	13	N-TPH	433	LCUS — INCOMING SACKS		MECH
			430C	COMPOSITE SPBS — BCR (434–439)		
	13	N-TPH	434	SPBS — BCR — OUTGOING PREF		
	13	N-TPH	435	SPBS — BCR — OUTGOING STD		
	13	N-TPH	436	SPBS — BCR — INCOMING PREF		
	13	N-TPH	437	SPBS — BCR — INCOMING BBM		
	13	FHP	438	SPBS — BCR — PRIORITY OUTGOING	MIX	MECH
	13	FHP	439	SPBS — BCR — PRIORITY INCOMING	MIX	MECH
			440C	COMPOSITE — UFSM 1000 (441–448)		
	12	FHP	441	UFSM1000 — KEYING — OUTGOING PRIMARY	FLT	MECH
	12	FHP	442	UFSM1000 — KEYING — OUTGOING SECONDARY	FLT	MECH
	12	FHP	443	UFSM1000 — KEYING — MANAGED MAIL	FLT	MECH
	12	FHP	444	UFSM1000 — KEYING — INCOMING SCF	FLT	MECH

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	12	FHP	445	UFSM1000 — KEYING — INCOMING PRIMARY	FLT	MECH
	12	FHP	446	UFSM1000 — KEYING — INCOMING SECONDARY	FLT	MECH
	12	FHP	447	UFSM1000 — KEYING — BOX SECTION	FLT	MECH
	12	FHP	448	UFSM1000 — KEYING — INCOMING NON-SCHEME	FLT	MECH
			450C	COMPOSITE UFSM1000 PRIORITY (450–451)		
	12	FHP	450	UFSM1000 KEYING — PRIORITY, OUTGOING	FLT	MECH
	12	FHP	451	UFSM1000 KEYING — PRIORITY, INCOMING	FLT	MECH
	17		454	CODE/BILL/DISPATCH — INTERNATIONAL		
			460C	COMPOSITE AFSM 100 AI (461–467)		
	12	FHP	461	AFSM 100 — AI — OUTGOING PRIMARY	FLT	AUTO
	12	FHP	462	AFSM 100 — AI — OUTGOING SECONDARY	FLT	AUTO
	12	FHP	463	AFSM 100 — AI — MANAGED MAIL	FLT	AUTO
	12	FHP	464	AFSM 100 — AI — INCOMING SCF	FLT	AUTO
	12	FHP	465	AFSM 100 — AI — INCOMING PRIMARY	FLT	AUTO
	12	FHP	466	AFSM 100 — AI — INCOMING SECONDARY	FLT	AUTO
	12	FHP	467	AFSM 100 — AI — BOXED MAIL	FLT	AUTO
	17	N-TPH	468	AFSM100 CANCELLATIONS - FLATS		
	11		481C	COMPOSITE DBCS EXPANDED CAPACITY MODE (481–485)		
	11	FHP	481	DIOSS MULTIMODE — OUTGOING PRIMARY	LTR	AUTO
	11	FHP	482	DIOSS MULTIMODE — OUTGOING SECONDARY	LTR	AUTO
	11	FHP	483	DIOSS MULTIMODE — MANAGED MAIL	LTR	AUTO
	11	FHP	484	DIOSS MULTIMODE —SCF PRIMAARY	LTR	AUTO
	11	FHP	485	DIOSS MULTIMODE — INCOMING PRIMARY	LTR	AUTO
	11		490C	COMPOSITE DIOSS BULKY ISS MODE (491–497)		
	11	FHP	491	DIOSS BULKY ISS MODE — OUTGOING PRIMARY	LTR	AUTO
	11	FHP	492	DIOSS BULKY ISS MODE — OUTGOING SECONDARY	LTR	AUTO
	11	FHP	493	DIOSS BULKY ISS MODE — MANAGED MAIL	LTR	AUTO
	11	FHP	494	DIOSS BULKY ISS MODE — INCOMING SCF	LTR	AUTO

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	11	FHP	495	DIOSS BULKY ISS MODE — INCOMING PRIMARY	LTR	AUTO
	11	FHP	496	DIOSS BULKY ISS MODE — INCOMING SECONDARY	LTR	AUTO
	11	FHP	497	DIOSS BULKY ISS MODE — BOX SECTION	LTR	AUTO
	11		500C	COMPOSITE DIOSS BULKY OSS MODE (501–507)		
	11	FHP	501	DIOSS BULKY OSS MODE — OUTGOING PRIMARY	LTR	AUTO
	11	FHP	502	DIOSS BULKY OSS MODE — OUTGOING SECONDARY	LTR	AUTO
	11	FHP	503	DIOSS BULKY OSS MODE — MANAGED MAIL	LTR	AUTO
	11	FHP	504	DIOSS BULKY OSS MODE — INCOMING SCF	LTR	AUTO
	11	FHP	505	DIOSS BULKY OSS MODE — INCOMING PRIMARY	LTR	AUTO
	11	FHP	506	DIOSS BULKY OSS MODE — INCOMING SECONDARY	LTR	AUTO
	11	FHP	507	DIOSS BULKY OSS MODE — BOX SECTION	LTR	AUTO
	17	N-TPH	530	STAND ALONE MAIL PREPARATION FOR FSS	FLT	AUTO
	12	FHP	538	FLATS SEQUENCING SYSTEM DELIVERY POINT SEQUENCE	FLT	AUTO
	18		545	FOREIGN MAILS		
	18		546	FOREIGN MAILS		
	18		547	SCHEME EXAMINERS		
	18		548	DETAIL — MAIL ORDER/PUBLISHING HOUSE		
	18		549	EMPTY EQUIPMENT PROCESSING		
	18		554	OFFICE WORK & RECORDKEEPING — MAIL PROCESSING		
	18		555	OFFICE WORK & RECORDKEEPING — MAIL PROCESSING		
	18		560	MISC ACTIVITY — MAIL PROCESSING		
	18		561	MISC ACTIVITY — MAIL PROCESSING		
	18		562	MISC ACTIVITY — MAIL PROCESSING		
	18		563	MISC ACTIVITY — MAIL PROCESSING		
	18		564	MISC ACTIVITY — MAIL PROCESSING		
10	18		565	WORK HOUR DEFAULT (FUNCTION 1)		
	18		573	SHORT PAID & NIXIE — INTERNATIONAL		
	18		574	REPAIR & REWRAP — INTERNATIONAL		
	18		575	SURFACE AIRLIFT & EXPRESS MAIL — INTERNATIONAL		
	18		576	EMPTY EQUIPMENT — INTERNATIONAL		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	18		577	PREP & VERIFY DELIVERY BILLS — INTERNATIONAL		
	18		578	REGISTERED MAIL/DIPLOMATIC POUCHES — INTERNATIONAL		
	18		580	INSURED & RETURNED PARCELS INTER		
			585C	COMPOSITE REGISTRY SECTION (585–590)		
	18	N-TPH	585	REGISTRY SECTION		
	18	N-TPH	586	REGISTRY SECTION		
	18	N-TPH	587	REGISTRY SECTION		
	18	N-TPH	588	REGISTRY SECTION		
	18	N-TPH	589	REGISTRY SECTION		
	18	N-TPH	590	REGISTRY SECTION		
	18		607	STEWARDS — CLERKS — MAIL PROCESSING		
	18		612	STEWARDS — MAIL HANDLER — MAIL PROCESSING		
			618C	COMPOSITE MECH SORT (618–619)		
	13	N-TPH	618	MECHANIZED TRAY SORTER O/G		MECH
	13	N-TPH	619	MECHANIZED TRAY SORTER I/C		MECH
10	18		620	TRAVEL — MAIL PROCESSING		
	13	FHP	625	MECHANIZED NMO DISTRIBUTION	PP	MECH
			627C	COMPOSITE ROBOTICS (627–629)		
	13	N-TPH	627	ROBOTICS — PEDESTAL		MECH
	13	N-TPH	628	ROBOTICS — GANTRY OUTGOING		MECH
	13	N-TPH	629	ROBOTICS — GANTRY INCOMING		MECH
10	18		630	MEETING TIME — MAIL PROCESSING		
	18		677	ADMIN & CLERICAL — PROCESSING & DISTRIBUTION		
	18		681	ADMIN & CLERICAL — PROCESSING & DIST, INTERNATIONAL		
10			698	SUPERVISOR, AUTOMATION — MP		
10			699	SUPERVISOR, MECHANIZATION — MP		
10			700	SUPERVISOR, MANUAL — MP		
10			701	SUPERVISOR, OTHER DIRECT — MP		
10			702	SUPERVISOR, INDIRECT — MP		
	18		755	DELIVERY BCS SERVICING		
10			770	SUPERVISOR, RBCS SYSTEMS ADMINISTRATOR		
	15		771	RBCS CONTRACTING OFFICERS REPRESENTATIVE		
	15		774	RBCS AUDIT MODULE		
	15	N-TPH	775	RBCS KEYING		
	15	N-TPH	776	LETTER MAIL LABELING MACHINE		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	15		779	RBCS GROUP LEADER		
	18	N-TPH	793	EXPRESS MAIL DISTRIBUTION		
	18	N-TPH	798	MISCODED/UNCODED MAIL		
	12		810C	COMPOSITE UFSM 1000 (811–819)	FLT	AUTO
	12	FHP	811	UFSM 1000 OCR — OUTGOING PRIMARY	FLT	AUTO
	12	FHP	812	UFSM 1000 OCR — OUTGOING SECONDARY	FLT	AUTO
	12	FHP	813	UFSM 1000 OCR — MANAGED MAIL	FLT	AUTO
	12	FHP	814	UFSM 1000 OCR — INCOMING SCF	FLT	AUTO
	12	FHP	815	UFSM 1000 OCR — INCOMING PRIMARY	FLT	AUTO
	12	FHP	816	UFSM 1000 OCR — INCOMING SECONDARY	FLT	AUTO
	12	FHP	817	UFSM 1000 OCR — BOX SECTION	FLT	AUTO
	12	FHP	818	UFSM 1000 OCR — PRIORITY — OUTGOING	FLT	AUTO
	12	FHP	819	UFSM 1000 OCR — PRIORITY — INCOMING	FLT	AUTO
			890C	COMPOSITE DBCS/DIOSS BCS MODE (891–899)		
	11	FHP	891	DBCS/DIOSS BCS O/G PRIMARY	LTR	AUTO
	11	FHP	892	DBCS/DIOSS BCS O/G SECONDARY	LTR	AUTO
	11	FHP	893	DBCS/DIOSS BCS MANAGED MAIL	LTR	AUTO
	11	FHP	894	DBCS/DIOSS BCS I/C SCF	LTR	AUTO
	11	FHP	895	DBCS/DIOSS BCS I/C PRIMARY	LTR	AUTO
	11	FHP	896	DBCS/DIOSS BCS I/C SECONDARY	LTR	AUTO
	11	FHP	897	DBCS/DIOSS BCS BOX SECTION	LTR	AUTO
	11	FHP	898	DBCS/DIOSS BCS SEC/SEG, 1ST PASS	LTR	AUTO
	11		899	DBCS/DIOSS BCS SEC/SEG, 2ND PASS	LTR	AUTO
			908C	COMPOSITE CSBCS (908–911)		
	11	FHP	908	CSBCS — SECTOR SEGMENT	LTR	AUTO
	11	FHP	909	CSBCS — INCOMING SECONDARY	LTR	AUTO
	11	FHP	910	CSBCS — BOX MAIL	LTR	AUTO
	11	FHP	911	CSBCS — DELIVERY POINT SEQUENCE DPS	LTR	AUTO
	11	FHP	918	DBCS/DIOSS BCS DPS, 1ST PASS	LTR	AUTO
	11		919	DBCS/DIOSS BCS DPS, 2ND PASS	LTR	AUTO
10			927	MANAGER, DISTRIBUTION OPERATIONS		
10			928	SUPERVISOR, DISTRIBUTION OPERATIONS		
	18	N-TPH	930	BUSINESS REPLY/POSTAGE DUE		
10			932	SUPERVISOR, INTERNATIONAL		
	13	FHP	938	LCUS — OUTGOING PARCEL POST	PP	MECH
	13	FHP	939	LCUS — INCOMING PARCEL POST	PP	MECH
	13	FHP	940	LCUS — OUTGOING NMO	PP	MECH

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	13	FHP	941	LCUS — INCOMING NMO	PP	MECH
	13	FHP	942	LCUS — OUTGOING PRIORITY	PP	MECH
	13	FHP	943	LCUS — INCOMING PRIORITY	PP	MECH
			960C	COMPOSITE — DIOSS BULKY OCR MODE (961–967)		
	11	FHP	961	DIOSS BULKY OCR MODE — OUTGOING PRIMARY	LTR	AUTO
	11	FHP	962	DIOSS BULKY OCR MODE — OUTGOING SECONDARY	LTR	AUTO
	11	FHP	963	DIOSS BULKY OCR MODE — MANAGED MAIL	LTR	AUTO
	11	FHP	964	DIOSS BULKY OCR MODE — INCOMING SCF	LTR	AUTO
	11	FHP	965	DIOSS BULKY OCR MODE — INCOMING PRIMARY	LTR	AUTO
	11	FHP	966	DIOSS BULKY OCR MODE — INCOMING SECONDARY	LTR	AUTO
	11	FHP	967	DIOSS BULKY OCR MODE — BOX SECTION	LTR	AUTO
				DELIVERY SERVICES		
20	21		354	STANDBY — DELIVERY SERVICE		
	25		421	RURAL CARRIERS — EXPRESS MAIL DELIVERY		
	25		422	RURAL CARRIERS		
	25		423	RURAL CARRIERS		
	25		424	RURAL CARRIERS		
	25		425	RURAL CARRIERS		
	25		426	RURAL CARRIERS		
	25		427	RURAL CARRIERS		
	25		520	RURAL CARRIERS		
	25		521	RURAL CARRIERS		
	25		522	RURAL CARRIERS		
	25		523	RURAL CARRIERS		
	25		524	RURAL CARRIERS		
	25		525	RURAL CARRIERS		
	25		526	RURAL CARRIERS		
	25		527	RURAL CARRIERS		
	25		528	RURAL CARRIERS		
	25		529	RURAL CARRIERS		
	21		613	STEWARDS — CARRIERS		
20	21		622	TRAVEL — DELIVERY SERVICES		
20	21		632	MEETING TIME — DELIVERY SERVICES		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
20			705	MANAGER/SUPERVISOR — DELIVERY SERVICES		
20			707	MANAGER/SUPERVISOR — ROUTE EXAMINATION		
20			708	MANAGER/SUPERVISOR — OTHER DELIVERY/CUST SERV		
	29		709	ROUTERS		
	29		710	ROUTERS		
	29		711	ROUTERS		
	29		712	PM — ROUTERS OFFICE TIME		
20	22		713	VIM ROUTE — STREET		
20	21		714	VIM ROUTE — OFFICE		
20	22		715	2-TRIP BUSINESS — STREET		
20	21		716	2-TRIP BUSINESS — OFFICE		
20	22		717	1-TRIP BUSINESS — STREET		
20	21		718	1-TRIP BUSINESS — OFFICE		
20	22		719	RESIDENTIAL FOOT — STREET		
20	21		720	RESIDENTIAL FOOT — OFFICE		
20	22		721	RESIDENTIAL MOTOR — STREET		
20	21		722	RESIDENTIAL MOTOR — OFFICE		
20	22		723	2TRIP MIXED FOOT — STREET		
20	21		724	2TRIP MIXED FOOT — OFFICE		
20	22		725	2TRIP MIXED MOTOR — STREET		
20	21		726	2TRIP MIXED MOTOR — OFFICE		
20	22		727	1TRIP MIXED FOOT — STREET		
20	21		728	1TRIP MIXED FOOT — OFFICE		
20	22		729	1TRIP MIXED MOTOR — STREET		
20	21		730	1TRIP MIXED MOTOR — OFFICE		
20	27		731	COLLECTIONS STREET		
20	27		732	COLLECTIONS OFFICE		
20	23		733	PARCEL — POST — STREET		
20	23		734	PARCEL — POST — OFFICE		
20	23		735	RELAY — STREET		
20	23		736	RELAY — OFFICE		
20	23		737	COMBINATION — STREET		
20	23		738	COMBINATION — OFFICE		
20	23		739	CARRIER DRIVERS — STREET		
20	23		740	CARRIER DRIVERS — OFFICE		
	26		743	CARRIER CUSTOMER SUPPORT ACTIVITIES		
	21		744	PM — CARRIER OFFICE TIME		
	25		757	CITY EMPLOYEE ON RURAL ROUTES		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	28		768	CITY CARRIER — TERTIARY DISTRIBUTION		
				MAINTENANCE		
	34		614	STANDBY — PVS OPERATIONS		
	31		615	STEWARDS — VMF		
	39		616	STEWARDS — MTE		
	31		617	STEWARDS — MVS		
35	39		624	TRAVEL — PLANT & EQUIPMENT		
35	39		634	MEETING TIME — PLANT & EQUIPMENT		
	33		647	VOMA SUPPORT		
	32		676	ADMIN & CLERICAL — MAINTENANCE SUPPORT		
30	31		679	ADMIN & CLERICAL — TRANSPORTATION & NETWORKS		
	39		680	ADMIN & CLERICAL — PLANT & EQUIPMENT		
	39		745	MAINTENANCE OPERATIONS SUPPORT		
	39		746	TELEPHONE SWITCHBOARD		
	38		747	BUILDING SERVICES		
	38		748	BUILDING SERVICES		
	38		749	BUILDING SERVICES		
	36		750	POSTAL OPERATING EQUIPMENT		
	36		751	POSTAL OPERATING EQUIPMENT		
	36		752	POSTAL OPERATING EQUIPMENT		
	37		753	BUILDING SYSTEMS EQUIPMENT		
	37		754	BUILDING SYSTEMS EQUIPMENT		
30			758	MANAGER, TRANSPORTATION & NETWORKS		
30			759	SUPERVISOR, TRANSPORTATION OPERATIONS		
30			760	MANAGER, VEHICLE MAINTENANCE		
30	32		761	REPAIR — GENERAL MAINTENANCE		
30	32		762	SERVICING — GENERAL MAINTENANCE		
	31		763	VEHICLE MAINTENANCE FACILITY		
	31		764	MOTOR VEHICLE SERVICE		
	34		765	MOTOR VEHICLE OPERATORS		
	34		766	TRACTOR TRAILER OPERATOR		
	34		772	MOTOR VEHICLE OPERATOR — COLLECTIONS		
	34		773	TRACTOR TRAILER OPERATOR — COLLECTIONS		
30	31		901	TRAVEL — VEHICLE SERVICE		
35			933	MANAGER, MAINTENANCE OPERATIONS		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
35			951	SUPERVISOR, MAINTENANCE OPERATIONS		
35			952	MANAGER/SUPERVISOR, MAINT. OPERATIONS SUPPORT		
35			953	MANAGER, FIELD MAINTENANCE OPERATIONS		
				CUSTOMER SERVICES		
			037C	COMPOSITE — MANUAL (037–039)		
	43	FHP	037	MANUAL LTR — OUTGOING PRIMARY		
	43	FHP	038	MANUAL LTR — OUTGOING SECONDARY		
	43	FHP	039	MANUAL LTR — SCF DISTRIBUTION		
			048C	COMPOSITE — RBCS — RTS (048–049)		
	41	FHP	048	ISS — RETURN TO SENDER	LTR	AUTO
	41	FHP	049	OSS — RETURN TO SENDER	LTR	AUTO
	48		065	SCANNING OPERATIONS		
	43		076C	COMPOSITE — MANUAL (076–078)		
	43	FHP	076	MANUAL FLT — OUTGOING PRIMARY		
	43	FHP	077	MANUAL FLT — OUTGOING SECONDARY		
	43	FHP	078	MANUAL FLT — SCF DISTRIBUTION		
	43	FHP	079	PACKAGES/SPRS INCOMING DISTRIBUTION	MIX	MANL
	49		085	COA SCANNING		
	49		086	CFS 3982 LABEL PROCESSING		
			151C	COMPOSITE — MANUAL (151, 161, 166)		
	43	FHP	151	MANUAL LTR — INCOMING PRIMARY	LTR	MANL
	43	FHP	161	MANUAL LTR — INCOMING SECONDARY	LTR	MANL
	43	FHP	166	MANUAL LTR — BOX	LTR	MANL
			171C	COMPOSITE — MANUAL (171–172, 176)		
	43	FHP	171	MANUAL FLT — INCOMING PRIMARY	FLT	MANL
	43	FHP	172	MANUAL FLT — INCOMING SECONDARY	FLT	MANL
	43	FHP	176	MANUAL FLT — BOX	FLT	MANL
			226C	COMPOSITE — EXPRESS MAIL DISTRIBUTION (226–228)		
	48	N-TPH	226	CS OUTBOUND EXPRESS MAIL SCAN	MIX	
	48	N-TPH	227	CS INBOUND EXPRESS MAIL SCAN	MIX	
40	48	N-TPH	228	CS EXPRESS MAIL DELIVERY	MIX	
40	43	FHP	240	MANUAL DISTRIBUTION STATION/ BRANCH	MIX	MANL
	43		241	FUNCTION 4 ALLIED DISTRIBUTION		
	41	FHP	252	CSBCS — OUTGOING PRIMARY	LTR	AUTO
	41	FHP	253	CSBCS — INCOMING PRIMARY	LTR	AUTO
40	48		353	STANDBY — CUSTOMER SERVICES		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	45		355	WINDOW SERVICE — STATION/BRANCH		
			360C	COMPOSITE — DBCS/DIOSS — OCR MODE (361–367)		
	41	FHP	361	DBCS/DIOSS OCR O/G PRIMARY	LTR	AUTO
	41	FHP	362	DBCS/DIOSS OCR O/G SECONDARY	LTR	AUTO
	41	FHP	363	DBCS/DIOSS OCR MMP	LTR	AUTO
	41	FHP	364	DBCS/DIOSS OCR I/C SCF	LTR	AUTO
	41	FHP	365	DBCS/DIOSS OCR I/C PRIMARY	LTR	AUTO
	41	FHP	366	DBCS/DIOSS OCR I/C SECONDARY	LTR	AUTO
	41	FHP	367	DBCS/DIOSS OCR BOX SECTION	LTR	AUTO
			370C	COMPOSITE DBCS/DIOSS OSS MODE (371–379)		
	41	FHP	371	DBCS/DIOSS OSS O/G PRIMARY	LTR	AUTO
	41	FHP	372	DBCS/DIOSS OSS O/G SECONDARY	LTR	AUTO
	41	FHP	373	DBCS/DIOSS OSS MMP	LTR	AUTO
	41	FHP	374	DBCS/DIOSS OSS I/C SCF	LTR	AUTO
	41	FHP	375	DBCS/DIOSS OSS I/C PRIMARY	LTR	AUTO
	41	FHP	376	DBCS/DIOSS OSS I/C SECONDARY	LTR	AUTO
	41	FHP	377	DBCS/DIOSS OSS BOX SECTION	LTR	AUTO
			390C	COMPOSITE DBCS/DIOSS — ISS MODE (391–397)		
	41	FHP	391	DBCS/DIOSS ISS O/G PRIMARY	LTR	AUTO
	41	FHP	392	DBCS/DIOSS ISS O/G SECONDARY	LTR	AUTO
	41	FHP	393	DBCS/DIOSS ISS MMP	LTR	AUTO
	41	FHP	394	DBCS/DIOSS ISS I/C SCF	LTR	AUTO
	41	FHP	395	DBCS/DIOSS ISS I/C PRIMARY	LTR	AUTO
	41	FHP	396	DBCS/DIOSS ISS I/C SECONDARY	LTR	AUTO
	41	FHP	397	DBCS/DIOSS ISS BOX SECTION	LTR	AUTO
			410C	CS UFSM 1000 COMPOSITE (410–417)		
	41	FHP	411	CS UFSM 1000 OCR – OUTGOING PRIMARY	FLT	AUTO
	41	FHP	412	CS UFSM 1000 OCR – OUTGOING SECONDARY	FLT	AUTO
	41	FHP	413	CS UFSM 1000 OCR – MANAGED MAIL	FLT	AUTO
	41	FHP	414	CS UFSM 1000 OCR – INCOMING SCF	FLT	AUTO
	41	FHP	415	CS UFSM 1000 OCR – INCOMING PRIMARY	FLT	AUTO
	41	FHP	416	CS UFSM 1000 OCR – INCOMING SECONDARY	FLT	AUTO
	41	FHP	417	CS UFSM 1000 OCR – BOXED SECTION	FLT	AUTO
	49		539	WASTE MAIL VERIFICATION		
	48		542	INSURED — COD — CUSTOMS		
	48		543	INSURED — COD — CUSTOMS		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	48		544	CAGES SERVING CARRIERS/SPC DLVY MSGRS		
40	48		558	OFFICE WORK & RECORDKEEPING — CUSTOMER SERVICES		
40	48		559	OFFICE WORK & RECORDKEEPING — DELIVERY SERVICE		
40	45		568	WINDOW SERVICE — MAIN OFFICE		
	48		608	STEWARDS — CLERKS — CUSTOMER SERVICES		
40	48		621	TRAVEL — CUSTOMER SERVICES		
40	48		631	MEETING TIME — CUSTOMER SERVICES		
	48		638	PREMIUM FORWARDING SERVICE/ EXPRESS OR PRIORITY RESHIPMENT		
	48		640	COLLECTIONS		
	48		644	BULK MAIL ACCEPTANCE		
	49		664	NO RECORD RETURN		
	49		667	MISCELLANEOUS SUPPORT		
	48		678	ADMIN & CLERICAL — AREA STATIONS		
	49		688	CFS — DISPATCH		
40			706	MANAGER/SUPERVISOR — CUSTOMER SERVICES		
40	48		741	MISC ACTIVITY — DELIVERY SERVICES		
40	48		742	MISC ACTIVITY — CUSTOMER SERVICES		
40	48		756	DEFAULT — FUNCTION 2 & 4		
40	44		769	STATION/BRANCH BOX SECTION		
	49		791	CFS MAIL PREP		
	49		792	LOAD/SWEEP FLATS FORWARDING TERMINAL		
40	48		794	MISC MARKUP ACTIVITIES — STATION/ BRANCH		
	49		795	PERIODICAL ADDRESS NOTIFICATION (FORM 3579) OPERATIONS		
	49		796	NOTICE TO MAILERS OF CORRECTION IN ADDRESS (FORM 3547) OPERATIONS		
	49		797	FLATS FORWARDING TERMINAL/NON-MECHANIZED TERMINAL OPERATIONS		
			800C	COMPOSITE — UFSM 1000 — Station and Branch (801–807)		
	41	FHP	801	UFSM 1000 — KEYING — OUTGOING PRIMARY	FLT	MECH
	41	FHP	802	UFSM 1000 — KEYING — OUTGOING SECONDARY	FLT	MECH
	41	FHP	803	UFSM 1000 — KEYING — MANAGED MAIL	FLT	MECH
	41	FHP	804	UFSM 1000 — KEYING — INCOMING SCF	FLT	MECH
	41	FHP	805	UFSM 1000 — KEYING — INCOMING PRIMARY	FLT	MECH

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	41	FHP	806	UFSM 1000 — KEYING — INCOMING SECONDARY	FLT	MECH
	41	FHP	807	UFSM 1000 — KEYING — BOX SECTION	FLT	MECH
			820C	COMPOSITE DBCS/DIOSS/MPBCS BCS MODE (821–829, 912–913)		
	41	FHP	821	DBCS/DIOSS/MPBCS BCS O/G PRIMARY	LTR	AUTO
	41	FHP	822	DBCS/DIOSS/MPBCS BCS O/G SECONDARY	LTR	AUTO
	41	FHP	823	DBCS/DIOSS/MPBCS BCS MMP	LTR	AUTO
	41	FHP	824	DBCS/DIOSS/MPBCS BCS I/C SCF PRIMARY	LTR	AUTO
	41	FHP	825	DBCS/DIOSS/MPBCS BCS I/C PRIMARY	LTR	AUTO
	41	FHP	826	DBCS/DIOSS/MPBCS BCS I/C SECONDARY	LTR	AUTO
	41	FHP	827	DBCS/DIOSS/MPBCS BCS BOX SECTION	LTR	AUTO
	41	FHP	828	DBCS/DIOSS/MPBCS BCS S/S,1ST PASS	LTR	AUTO
	41		829	DBCS/DIOSS/MPBCS BCS S/S,2ND PASS	LTR	AUTO
	41	FHP	905	CSBCS — DPS	LTR	AUTO
	41	FHP	906	CSBCS — INCOMING SECONDARY	LTR	AUTO
	41		907	CSBCS EQUIP SERVICING		
	41	FHP	912	DBCS/DIOSS/MPBCS BCS DPS,1ST PASS	LTR	AUTO
	41		913	DBCS/DIOSS/MPBCS BCS DPS,2ND PASS	LTR	AUTO
40			929	MANAGER, CUSTOMER SERVICES OPERATIONS		
40	46		980	SSPC TECH STA/BR — MAINTENANCE		
40	46		981	SSPC TECH STA/BR — MAINTENANCE TRAVEL		
40	46		982	SSPC TECH STA/BR — SERVICE		
40	46		983	SSPC TECH STA/BR — SERVICE TRAVEL		
40	46		984	SSPC TECH MAIN OFC-MAINTENANCE		
40	46		985	SSPC TECH MAIN OFC-MAINTENANCE TRAVEL		
40	46		986	SSPC TECH MAIN OFC-SERVICE		
40	46		987	SSPC TECH MAIN OFC-SERVICE TRAVEL		
				FINANCE		
50	56		540	MISC ACTIVITIES — FINANCE & PLAN		
50	56		556	OFFICE WORK & RECORDKEEPING — FINANCE		
50	57		569	C/RA — NON FINANCE & PLAN EMPLOYEE		
50	57		579	ODIS — NON FINANCE EMPLOYEE		
50	57		591	ODIS — FINANCE & PLAN EMPLOYEE		
50	57		592	C/RA — FINANCE & PLAN EMPLOYEE		
50			599	MANAGER, FINANCE		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	56		610	STEWARDS — CLERKS — FINANCE & PLAN		
50	56		623	TRAVEL — FINANCE & PLAN		
	58		633	OTHER TIMEKEEPING		
50			635	MEETING TIME — FINANCE — SUPERVISION		
	56		636	MEETING TIME — FINANCE — NON SUPERVISION		
	54		650	BUDGET & FINANCIAL ANALYSIS		
	56		651	ADMIN & CLERICAL — FINANCE		
	52		683	ADMIN & CLERICAL — ACCOUNTING SERVICES		
	54		684	ADMIN & CLERICAL — BUDGET & FINANCIAL ANALYSIS		
	55		685	POSTAL SYSTEMS COORDINATOR		
50			703	SUPERVISOR, FINANCE		
	56		704	REVENUE ASSURANCE		
50			923	STATISTICAL PROGRAMS COORDINATOR		
50			936	SUPERVISOR, ACCOUNTING SERVICES		
50			937	GENERAL SUPERVISOR, TACS OPERATIONS		
	52		968	EXCHANGE OFFICE RECORD UNIT — INTERNATIONAL		
	57		969	STATISTICAL PROGRAMS — INTERNATIONAL		
				HUMAN RESOURCES		
60	61		541	MISC HUMAN RESOURCE ACTIVITIES		
60	62		557	OFFICE WORK & RECORDKEEPING — HUMAN RESOURCES		
	65		566	TRAINING SUPPORT		
60	62		572	PERSONNEL SECTION		
60			600	MANAGER, HUMAN RESOURCES		
	61		611	STEWARDS — CLERKS — HUMAN RESOURCES		
60			641	MEETING TIME — HUMAN RESOURCES — SUPERVISION		
	61		642	MEETING TIME — HUMAN RESOURCES — NON-SUPERVISION		
	66		643	INJURY COMPENSATION		
	61		652	LABOR RELATIONS		
	63		653	SAFETY & HEALTH		
	64		654	EEO		
	61		686	ADMIN & CLERICAL — LABOR RELATIONS		
	64		687	ADMIN & CLERICAL — EEO		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	62		689	ADMIN & CLERICAL — PERSONNEL SERVICES		
	65		691	ADMIN & CLERICAL — TRAINING SUPPORT		
	63		692	ADMIN & CLERICAL — SAFETY/HEALTH		
60	61		902	TRAVEL — HUMAN RESOURCES		
69	69		958	REHABILITATION		
68	68		959	LIMITED DUTY		
				CUSTOMER SERVICES SUPPORT		
70	79		001	PLATFORM ACCEPTANCE & WEIGHERS UNIT		
	79		550	PRESORT VERIFICATION		
70	75		551	CLAIMS & INQUIRIES		
70	75		552	CLAIMS & INQUIRIES		
70			601	MANAGER, CUSTOMER SERVICES SUPPORT		
70			655	SUPERVISOR, BUSINESS MAIL ENTRY		
	71		656	COMMERCIAL SALES & ACCOUNT MANAGEMENT		
	72		657	POSTAL BUSINESS CENTERS		
	73		658	EXPEDITED MAIL SERVICE		
	74		659	RETAIL MARKETING		
	79		660	MAILING REQUIREMENTS & BUSINESS MAIL ENTRY		
	76		661	CONSUMER AFFAIRS		
	77		662	ACCOUNTABLE PAPER		
	78		663	ADMIN & CLERICAL — CUSTOMER SERVICES SUPPORT		
	72		693	ADMIN & CLERICAL — POSTAL BUSINESS CENTERS		
	73		694	ADMIN & CLERICAL — EXPEDITED MAIL SERVICE		
	74		696	ADMIN & CLERICAL — RETAIL MARKETING		
	79		697	ADMIN & CLERICAL — MAILING REQUIRE. & BUS. MAIL ENTRY		
70	78		903	TRAVEL — CUSTOMER SERVICES SUPPORT		
70			946	MANAGER, POSTAL BUSINESS CENTERS		
70			948	MANAGER, COMMERCIAL ACCOUNTS		
70			949	MANAGER, CONSUMER AFFAIRS & CLAIMS		
70			950	MANAGER, BUSINESS MAIL ENTRY		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
				ADMINISTRATION		
88			455	AREA/DISTRICT PROJECTS — SUPERVISION		
88			456	AREA/DISTRICT PROJECTS — SUPERVISION		
88			457	AREA/DISTRICT PROJECTS — SUPERVISION		
88			458	AREA/DISTRICT PROJECTS — SUPERVISION		
88			459	AREA/DISTRICT PROJECTS — SUPERVISION		
	89		470	AREA/DISTRICT PROJECTS — NON-SUPERVISION		
88			471	HEADQUARTERS PROJECTS — SUPERVISION		
88			472	HEADQUARTERS PROJECTS — SUPERVISION		
88			473	HEADQUARTERS PROJECTS — SUPERVISION		
88			474	HEADQUARTERS PROJECTS — SUPERVISION		
88			475	HEADQUARTERS PROJECTS — SUPERVISION		
88			476	HEADQUARTERS PROJECTS — SUPERVISION		
88			477	HEADQUARTERS PROJECTS — SUPERVISION		
88			478	HEADQUARTERS PROJECTS — SUPERVISION		
88			479	HEADQUARTERS PROJECTS — SUPERVISION		
88			480	HEADQUARTERS PROJECTS — SUPERVISION		
	89		510	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		511	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		512	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		513	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		514	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		515	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		516	HEADQUARTERS PROJECTS — NON-SUPERVISION		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	89		517	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		518	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		519	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		531	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		532	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		533	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		534	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		535	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		536	HEADQUARTERS PROJECTS — NON-SUPERVISION		
	89		537	HEADQUARTERS PROJECTS — NON-SUPERVISION		
81	82		570	ADMIN SERVICES — SUPPLY		
81	82		571	EXECUTIVE SECTION		
81			602	MANAGER, ADMINISTRATIVE SERVICES		
	82		626	STEWARDS DUTY TIME — PPO		
	84		648	INFORMATION SYSTEMS		
	82		665	ADMIN & CLERICAL — ADMINISTRATION		
	83		666	PURCHASING		
	85		670	FACILITIES		
80			671	POSTMASTER/INSTALLATION MANAGER		
	84		682	ADMIN & CLERICAL — INFORMATION SYSTEMS		
81	82		904	TRAVEL — ADMINISTRATION		
81			934	MANAGER, INFORMATION SYSTEMS		
				TRAINING		
90	90		780	TRAINING — OPERATIONS SUPPORT		
91	91		781	TRAINING — MAIL PROCESSING		
92	92		782	TRAINING — DELIVERY SERVICES		
93	93		783	TRAINING — PLANT & EQUIPMENT MAINTENANCE		
94	94		784	TRAINING — CUSTOMER SERVICES		
95	95		785	TRAINING — FINANCE		
96	96		786	TRAINING — HUMAN RESOURCES		
97	97		787	TRAINING — CUSTOMER SERVICES SUPPORT		

LDC Supv	LDC Non- Supv	Vol Type	MODS Oper	Description	Shape	Method
98	98		788	TRAINING — ADMINISTRATION		
93	93		789	TRAINING — VEHICLE SERVICES		
				SPECIAL OPERATIONS		
			777	INCOMING LETTERS FLOWED TO ROUTE/ BOX		
			778	INCOMING FLATS FLOWED TO ROUTE/ BOX		
			888	FLOWED AS FINALIZED		
			988	LOANED AS OFFICER-IN-CHARGE		
			989	LOANED TO HEADQUARTERS		
			990	LOANED AS SUPERVISOR		
			991	LOANED AS CLERK		
			992	LOANED AS MAIL HANDLER		
			993	LOANED AS CARRIER		
			994	LOANED AS SPECIAL DELIVERY MESSENGER		
			995	LOANED AS VMF MECHANIC		
			996	LOANED AS MAINT BUILDING SERVICES		
			997	LOANED AS RURAL CARRIER		
80	80		998	HQ HQ RELATED		
50	58		999	TACS OPERATION DEFAULT		

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Appendix C
Source Type Codes

Source type codes are 2-digit mail identification codes. These codes may identify size, shape, class, unit of measure, category, and type of mail.

Source type codes are used by the WebEOR and WebMODS applications. There are two source groups for these codes, WebEOR and WebMODS manual entry.

The source type codes are listed in Exhibit C-1.

Exhibit C-1
Source Type Codes

S/T Code	Description	Foot Conv Rate	S/T Code	Description	Foot Conv Rate
01	Letters - 1st Class	0	51	Reserved	0
02	Letters - Std	0	52	Reserved	0
03	Flats - Pref	0	53	Reserved	0
04	Flats - Std	0	54	Reserved	0
05	Flats - Periodicals	0	55	Reserved	0
06	Flats - Priority	0	56	Cat A - Firm A/C	0
07	Reserved	0	57	Reserved	0
08	CAT C - OCR Readable	0	58	Reserved	0
09	Reserved	0	59	Reserved	0
10	Reserved	0	60	Flats - Import	0
11	Letters - 1st Class	250	61	Flats - Export	0
12	Letters - Std	191	62	Letters - Export	0
13	Flats - Pref	101	63	Letters - Import	0
14	Flats - Std	115	64	Reserved	0
15	Flats - Periodicals	101	65	Priority - Mixed F/P	0
16	Flats - Priority	17	66	Priority - Parcels	0
17	Reserved	0	67	Priority - Mixed P/P	0
18	Barcoded A	0	68	Parcel Post	0
19	Barcoded B	0	69	Parcel 1st Class	0
20	Barcoded C	0	70	Outside Piece	0
21	Barcoded B Prime	0	71	Reserved	0
22	Barcoded C Prime	0	72	Reserved	0
23	PreBarcoded B	0	73	Reserved	0
24	PreBarcoded C	0	74	Reserved	0
25	Reserved	0	75	Reserved	0
26	PreBarcoded B Prime	0	76	Reserved	0
27	Machine Rejects	0	77	Reserved	0
28	Reserved	0	78	Reserved	0
29	Reserved	0	79	Reserved	0
30	PreBarcoded C Prime	0	80	Flats - Import	115
31	Reserved	0	81	Flats - Export	97
32	Reserved	0	82	Letters - Export	218
33	PreBarcoded Uniq 5 Digit	0	83	Letters - Import	273.5
34	Reserved	0	84	Reserved	0
35	Reserved	0	85	Priority - Mixed F/P	0
36	Reserved	0	86	Priority - Parcels	0
37	Reserved	0	87	Priority - Mixed P/P	0
38	CAT B - Script	0	88	Parcel Post	0
39	Read Rejects/ Zero Bin	0	89	Parcel 1st Class	0
40	PARS INTERCEPT IMAGE	0	90	Reserved	0
41	Reserved	0	91	Reserved	0
42	Reserved	0	92	Reserved	0
43	Total Uniq 5 Digit	0	93	Reserved	0
44	Reserved	0	94	ISS Script Image Lift	0
45	Reserved	0	95	ISS Read Image Lift	0
46	Reserved	0	96	Reserved	0
47	Reserved	0	97	Reserved	0
48	Console Readings	0	98	Reserved	0
49	PARS Waste Mail	0	99	Workload Unit	0
50	Reject Bin/Key Errors	0			

Appendix D

Conversion Rates

Conversion rates may be used when automation, mechanization, meters, or other counting mechanisms are not available. Conversion rates may also be used when conducting volume surveys.

Note: Linear measurement = Letter tray: 2 feet; flat tray: 1 foot; SPBS tray: 2 feet.

The following exhibits give the conversion factors for various container types/mail type/mail shape combinations.

Table D-1 shows the conversion rates for Priority Mail™ containers.

Table D-1
Priority Mail Container-to-Pieces Conversion Rate

	Shape	Container	Rate
Priority Mail	Flats	Flat tray	17
		U-cart	30
		APC/GPMC/EMRC	600
	Mixed	SPBS tray	5.98
		Orange sack	10.89
		U-cart	10.62
		1033 hamper	19.23
		1046 hamper	42.5
		Pallet 1'	34.18
		Pallet 2'	68.35
		Pallet 3'	102.53
		Pallet 4'	136.7
		APC/GPMC/ERMC	85
		Wiretainer	85.84
		OTR/BMC	170
		Gaylord 3'	170
		Gaylord 4'	226.7
		Gaylord 5'	283.3
	Parcels	Sack	7
		APC/GPMC/EMRC	70
		OTR/BMC	140

Table D-2 shows the conversion rates for flat mail containers.

Table D-2
Flats Container-to-Pieces Conversion Rates

	Container	Preferential	Periodicals	Standard
Flats	Flat tray	101	101	115
	#1 sack	180.62	180.62	264
	#2 pouch	205.71	205.71	294.15
	#2 brown plastic sack	267.87	267.87	383.04
	#3 plastic sack	150.52	150.52	215.23
	FCM #3 sack	105.4	105.4	—
	U-cart	414.06	414.06	391
	1033 hamper	414.06	414.06	718
	1046 hamper	1,656.24	1,656.24	1,588.00
	APC/GPMC/ERMC	2,208.32	2,208.32	3,148.00
	Pallet 1'	1,050.81	1,050.81	1,502.62
	Pallet 2'	2,101.62	2,101.62	3,005.23
	Pallet 3'	3,152.43	3,152.43	4,507.85
	Pallet 4'	4,203.24	4,203.24	6,010.47
	Gaylord 3'	2,484.36	2,484.36	4,033.00
	Gaylord 4'	3,312.48	3,312.48	5,378.00
	Gaylord 5'	4,141.00	4,141.00	6,722.00
	Wiretainer	2,484.36	2,484.36	3,208.00
	OTR/BMC	5,520.80	5,520.80	6,654.00
	Ergo-cart	2,729.50	2,729.50	2,835.50

Table D-3 shows the conversion rates for letter mail containers.

Table D-3
Letter Container-to-Pieces Conversion Rates

	Container	First–Class Mail	Standard
Letters	Letter tray	500	382
	#2 pouch	—	832
	#2 brown plastic sack	—	1,084
	#3 plastic sack	—	609
	U-cart	1,514	1,107
	1033 hamper	2,422	2,034
	1046 hamper	4,542	4,495
	APC/GPMC/ERMC	10,900	8,909
	Pallet 2'	7,266	5,160
	Pallet 3'	10,900	7,740
	Pallet 4'	14,533	10,320
	Gaylord 3'	12,716	11,414
	Gaylord 4'	17,257	15,219
	Gaylord 5'	21,800	19,024
	Wiretainer	—	9,079
	OTR/BMC	19,680	18,830

Appendix E
MODS Review

A worksheet for MODS review is provided in Exhibit E-1.

Exhibit E-1
MODS Review Worksheet

MODS Review:

**Facility
Name**   _____

**Finance
Number**   _____

**Review
Date**   _____

Score:

Question #	Review Section	YES	NO
1	Are MODS Operations Reports reviewed daily by the Plant Manager or designee?		
2	Managers and Supervisors know what time their Plant's MODS Day begins?		
3	The office has a local MODS Program Coordinator?		
4	Does the MODS Coordinator or designee responsible for inputting WebMODS look daily for missing or incorrect data?		
5	Are missing count sheets reported to managers?		
6	Is there a valid operation number listing for your office posted and/or available for each Manager and Supervisor?		
7	Are pre-programmed operation numbers on badge readers the same as prescribed in the MODS Handbook M-32 that are applicable for your office?		
8	Are badge reader operation numbers appropriate for surrounding work area?		
9	Are employees clocked into the correct operation for which work is being performed?		
10	All employees know the operation number on which they are working?		
11	Are employee badges made available only five minutes before reporting time?		
12	Is a supervisor at the time clock to make assignment when an employee reports for duty or on return from lunch?		
13	Are racks provided for employee badges at time clock?		
14	Are employee badges put in a rack provided for the operation they are currently working?		
15	Are badges for employees who fail to report on time collected by the supervisor?		

Question #	Review Section	YES	NO
16	Are badges secured for employees that are not scheduled?		
17	Are leave inputs made daily by responsible supervisor?		
18	Is all clock ring data approved on a daily basis by the supervisor?		
19	Is overtime authorized by responsible supervisor before leaving?		
20	Are default TACS Operation Numbers monitored on a daily basis in WebMODS?		
21	Are work hours in error (WebMODS TACS Interface Errors) re-assigned within 60 days in WebMODS before accumulating in TACS Function 1 Operations Default 565?		
22	In most facilities there is a badge rack located at or near each operation. Verify that the badges match the employees in the operation. Do they match?		
23	Select an operation to verify the badges match employees in the operation. Run TACS reports to verify who is in the operation at the time badges were observed. Does the badge name match the TACS report listing?		
24	There are no work hours in Operation 448?		
25	If the office does not have a LIPS there no work hours in Operation 256?		
26	If the office has a LIPS are the work hours in Operation 256 not overstated?		
27	Work hours in Operation 169 are box secondary letter processing and not TACS default work hours for LDC 14.		
28	If the office has a LMLM machine and has workload reported, there are also work hours in operation 776.		
29	All work hours in Operation 002 are employees working presort.		
30	All work hours in operation 554 are office work and can be documented?		
31	Is all allied labor, as prescribed in the MODS M-32, charged to the appropriate operations?		
32	If Local Units (LUs) are utilized is there documentation defining their use?		
33	If an operation has workload, then work hours are being recorded in that operation.		
34	If a TABBER is utilized, are the workload and work hours recorded in operation 019?		
35	If an operation has work hours, then workload is being reported in that operation.		
36	Do local WebMODS input forms have listed the operation, unit (sacks, hampers, feet) reason(s) and/or comment(s), and signature block for approving supervisor, manager, or designee for the input?		
37	Do operation numbers being used by the office represent manual operations processed by the facility?		
38	Is mail taken to its next valid manual distribution operation receiving an SHP count?		
39	If an office is using Shape-Based Priority Operation Numbers, no Mixed Priority Operation Numbers (050,055) are being used?		
40	Parcel Post workload is being recorded correctly?		
41	Does FLASH FHP match MODS FHP within plus or minus 0.01%? EDW eFLASH, EDW WebMODS		
42	Is the density test information current for the Local TPH Flow Configuration table? (within 6 months of the last density test)		
43	Does the Local TPH Flow Configuration data in WebMODS match current density test data?		
44	Are mail flow densities for the Local TPH Flow Configuration table updated and approved by the Plant Manager at least every six months?		

Question #	Review Section	YES	NO
45	Documentation for the last density test for the TPH Flow Percentage study is available for inspection.		
46	Are WebMODS EOR interface errors corrected daily?		
47	Operation Numbers activated in WebMODS are presently used by the facility.		
48	Local FHP Flow Configuration densities have been updated within the last year.		
49	Documentation for the last FHP Flow Configuration study is available for inspection.		
50	There are no work hours in operation 565.		
51	Are unmapped sort plans in WebEOR corrected on a daily basis?		
52	The Manual FHP Flow Percentages have been updated within the last year.		
53	There are no 3-digit Local Units mapped.		
54	Automation and Mechanization operation numbers used in WebEOR are in alignment with Manual Operation Numbers assigned in WebMODS.		
55	Documentation for the last Manual FHP Flow Percentage study is available for inspection.		
	Total Score	**0%**	

MODS
Review Date_____

Item #	General Comments

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Appendix F

Mail Flow

The National Mail Flow Chart identifies the allowable flow of mail from one operation to another, manual to manual (see Table F-1).

Table F-1
National Mail Flow Chart

From Operation Number	To Operation Numbers
030	032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169
032	032, 033
033	032, 033
037	038, 039, 151, 161, 166, 240
038	037, 039, 151, 161, 166, 240
039	037, 151, 161, 166, 240
043	040, 043, 044, 150, 160, 168
044	040, 044, 150, 160, 168
050	050, 051, 052, 053, 054, 055
051	050, 051, 052, 053, 054, 055
052	050, 051, 052, 053, 054, 055
053	050, 051, 052, 053, 054, 055
054	050, 051, 052, 053, 054, 055
055	050, 051, 052, 053, 054, 055
060	050, 051, 052, 053, 054, 055, 062, 063, 070, 073, 074, 170, 175, 178
062	050, 051, 052, 053, 054, 055, 062, 063, 070, 073, 074, 170, 175, 178
063	050, 051, 052, 053, 054, 055, 062, 063, 070, 073, 074, 170, 175, 178
070	074
073	070, 074, 170, 175, 178
074	074, 170, 175, 178
076	077, 078, 171, 172, 176, 240
077	076, 078, 171, 172, 176, 240
078	076, 171, 172, 176, 240
150	030, 032, 033, 040, 043, 044, 045, 150, 160, 168, 169
151	038, 039, 161, 166, 240
160	160, 168, 169
161	166, 240
166	161, 240
168	169
170	060, 062, 063, 070, 073, 074, 075, 175, 178, 179
171	076, 078, 172, 176, 240

From Operation Number	To Operation Numbers
172	176, 240
175	175, 178, 179
176	172, 240
178	179
320	050, 055, 321, 322, 324, 325, 326
321	050, 055, 321, 322, 324, 325, 326
322	050, 055, 321, 322, 324, 325, 326
324	050, 055, 321, 322, 324, 325, 326
325	050, 055, 320, 321, 322, 324, 325, 326
326	050, 055, 321, 322, 324, 325, 326

Appendix G

LDC 17 Workgroup Descriptions

LDC 17 is defined as: Mail Processing Direct — Other Operations. The activities include all work hours of craft employees that support direct distribution operations in Mail Processing.

A list of LDC 17 workgroups is found in Table G-1.

Table G-1
LDC17 Workgroups

Code	Description	Operations
A	Presort Operations	002–003
B	Collection Mail Preparation	009–019, 066–067, 084, 089, 468
C	Meter Mail Preparation	020 –022, 02B
D	Opening Unit/Mail Separation	110–112, 114–117,180–181, 185–186
E	Pouching Operations	120–123
F	Flat Mail Preparation	035, 140, 530
G	Dispatch Unit Operations	124–129
H	Platform Operations	210–214, 225, 229–231
I	Manual Sortation — Sacks/Outsides	235
J	ACDCS, Scan-Where-You-Band, AAA/ATS	118, 208, 209

Specific operations are described in Table G-2.

Table G-2
LDC17 Workgroup Operations

Oper	Description	Group
002	Presort FCM/PER	A
003	Presort Standard	A
009	Hand Cancellations — Flats	B
010	Hand Cancellations — Letters	B
011	Micro Mark	B
012	N-6	B
013	Mark 2/Half Mark	B
014	Flyer	B
015	Advancer Facer Canceller [AFCS]	B
016	Flat Canceller	B
017	Canceling Operations Miscellaneous	B
018	Collection Mail Separations	B

Oper	Description	Group
019	Tabber	B
020	Meter Mixed Preparation	
021	Metered Letter Preparation	C
022	Metered Flat Preparation	C
035	Flat Mail Preparation	F
066	AFCS Video Facing Mode	B
067	AFCS Cancelled Mode	B
084	PARS Mail Prep	B
089	Separation / Hand Stamp and Return To Sender [RTS]	B
110	Opening Unit — Outgoing Preferential	D
111	Opening Unit — Outgoing Preferential	D
112	Manual Tray Separation, Preferential	D
114	Manual Transport	D
117	Manual Tray Separation, Standard	D
118	ACDCS/SAMS	J
120–121	Manual Pouching — Outgoing	E
122–123	Manual Pouching — Incoming	E
124–125	Dispatch Operations — Outgoing	G
126–127	Dispatch Operations — Incoming	G
128–129	Opening/Dispatch Unit — ADC Only	G
140	Flat Mail Prep for the AFSM-100 ATHS/AI and AFSM-100 AI	F
180–181	Opening Unit, Preferential — Incoming	D
185–186	Opening Unit, Standard — Incoming	D
208	SWYB/SASWYB	J
209	AAA/ATS	J
210–211	Platform — Inbound	H
212–213	Platform — Outbound	H
214	Manual Transport	H
225	Platform — Mail Flow Control	H
229	Equipment Operator — Tow	H
230	Equipment Operator — Forklift	H
231	Expediter	H
235	Manual Sack and Outside Sortation	I
468	AFSM100 Cancellations – Flats	B
509	Automated Flats Prepping System	F
530	Stand Alone Mail Preparation for FSS (SAMP)	F

Workgroups are listed by workgroup ID in Table G-3.

Table G-3
LDC17 Workgroup Operations by Workgroup ID

Workgroup ID	Oper Nbr	Workgroup Code	Workgroup Name
17	002	A	Presort Operations
17	003	A	Presort Operations
17	009	B	Collection Mail Preparation
17	010	B	Collection Mail Preparation
17	011	B	Collection Mail Preparation
17	012	B	Collection Mail Preparation
17	013	B	Collection Mail Preparation
17	014	B	Collection Mail Preparation
17	015	B	Collection Mail Preparation
17	016	B	Collection Mail Preparation
17	017	B	Collection Mail Preparation
17	018	B	Collection Mail Preparation
17	019	B	Collection Mail Preparation
17	066	B	Collection Mail Preparation
17	067	B	Collection Mail Preparation
17	084	B	Collection Mail Preparation
17	089	B	Collection Mail Preparation
17	468	B	Collection Mail Preparation
17	020	C	Metered Mail Preparation
17	021	C	Metered Mail Preparation
17	022	C	Metered Mail Preparation
17	02B	C	Metered Mail Preparation
17	110	D	Opening Unit/Mail Separation
17	111	D	Opening Unit/Mail Separation
17	112	D	Opening Unit/Mail Separation
17	114	D	Opening Unit/Mail Separation
17	115	D	Opening Unit/Mail Separation
17	116	D	Opening Unit/Mail Separation
17	117	D	Opening Unit/Mail Separation
17	180	D	Opening Unit/Mail Separation
17	181	D	Opening Unit/Mail Separation
17	185	D	Opening Unit/Mail Separation
17	186	D	Opening Unit/Mail Separation
17	120	E	Pouching Operations
17	121	E	Pouching Operations
17	122	E	Pouching Operations
17	123	E	Pouching Operations
17	035	F	Flat Mail Preparations
17	140	F	Flat Mail Preparations
17	509	F	Flat Mail Preparations
17	530	F	Flat Mail Preparations

Workgroup ID	Oper Nbr	Workgroup Code	Workgroup Name
17	124	G	Dispatch Unit Operations
17	125	G	Dispatch Unit Operations
17	126	G	Dispatch Unit Operations
17	127	G	Dispatch Unit Operations
17	128	G	Dispatch Unit Operations
17	129	G	Dispatch Unit Operations
17	188	H	Platform Operations
17	189	H	Platform Operations
17	210	H	Platform Operations
17	211	H	Platform Operations
17	212	H	Platform Operations
17	213	H	Platform Operations
17	214	H	Platform Operations
17	225	H	Platform Operations
17	229	H	Platform Operations
17	230	H	Platform Operations
17	231	H	Platform Operations
17	235	I	Manual Sortation Sack/Outsides
17	118	J	ACDCS, SWYB, AAA, ATS
17	208	J	ACDCS, SWYB, AAA, ATS
17	209	J	ACDCS, SWYB, AAA, ATS

Appendix H

Labor Distribution Code Descriptions

An LDC is a 2-digit code that identifies major work assignments of employees. The first number identifies the function within an office, and the second number identifies the type of activity being performed.

LDC descriptions are provided in Table H-1.

Table H-1
LDC Descriptions

Func ID	LDC Number	LDC Name
0	00	Operations Support
0	01	Supervision — Op Support
0	02	Quality Improvement
0	03	Industrial Engineering
0	04	Address Management Systems
0	05	Production Planning
0	06	Vacant
0	07	Environmental Management
0	08	Administrative and Clerical
0	09	Delivery and Retail Programs
1	10	Supervision — Mail Proc
1	11	Automated Distribution — Ltrs
1	12	Auto/Mech — Flats
1	13	Mechanized Distribution — Other
1	14	Manual Distribution
1	15	Remote Bar Code System
1	16	Vacant
1	17	MP — Other Direct Operations
1	18	MP — Indirect/Related
1	19	Vacant
2	20	Supervision — Delivery Srv
2	21	City Delivery — Office
2	22	City Delivery — Street
2	23	Other City Delivery
2	24	Special Delivery
2	25	Rural Delivery
2	26	Carrier Customer Support Activities
2	27	Collections

Func ID	LDC Number	LDC Name
2	28	City Carrier — Tertiary Distribution
2	29	Routers — Office
3	30	Supervision — Vehicle Srv
3	31	Administrative & Clerical
3	32	Vehicle Maintenance
3	33	VOMA Support
3	34	Vehicle Operations
3	35	Supervision — Plant & Equip
3	36	Postal Operating Equipment
3	37	Building Systems Equipment
3	38	Building Services (Custodial)
3	39	Maintenance, Planning, Ctrl & Stores
4	40	Supervision — Customer Srv
4	41	Unit Distribution — Automated
4	42	Customer Services
4	43	Unit Distribution — Manual
4	44	Post Office Box Distribution
4	45	Window Services
4	46	Vending Equipment
4	47	Assoc Office (CAG H-L)
4	48	Admin/Misc — Mixed
4	49	Computerized Forwarding System
5	50	Supervision — Finance
5	51	Reserved
5	52	Accounting Services
5	53	Reserved
5	54	Budget and Financial Analysis
5	55	Postal Systems Coordinator
5	56	Administrative and Clerical
5	57	Statistical Programs
5	58	Other Timekeeping
5	59	Reserved
6	60	Supervision — HR
6	61	Labor Relations Activities
6	62	Personnel Services
6	63	Safety and Health
6	64	EEO
6	65	Training Support
6	66	Injury Compensation
6	67	Vacant
6	68	Limited Duty
6	69	Rehabilitation
7	70	Supervision — Mkt&Comm
7	71	Commercial Sales and Account Mgmt

Func ID	LDC Number	LDC Name
7	72	Postal Business Centers
7	73	Expedited Mail Service
7	74	Communications
7	75	Claims & Inquiries — Dead Mail Brnch
7	76	Consumer Affairs
7	77	Accountable Paper
7	78	CS Suppt Admin&Clerical
7	79	Mailing Requirements and Bulk Mail
8	80	Postmaster or Installation Manager
8	81	Supervision — Admin
8	82	Administrative & Clerical
8	83	Purchasing
8	84	Information Systems
8	85	Facilities
8	86	Vacant
8	87	Vacant
8	88	Management Projects — Supervisory
8	89	Management Projects — Nonsupervisory
9	90	Training — Operations Support
9	91	Training — Mail Processing
9	92	Training — Delivery Services
9	93	Training — Maintenance
9	94	Training — Customer Services
9	95	Training — Finance & Planning
9	96	Training — Human Resources
9	97	Training — Customer Srvcs Support
9	98	Training — Administration (Field)
9	99	Default Code

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Appendix I
TACS Default Operation Numbers

TACS uses default operation numbers when an employee has not been assigned a base operation number. TACS wants to insure all employees are paid; therefore, if an operation number has not been assigned to an employee, the clock ring is in an error status and more time and dollars are spent to correct the problem. To counteract this situation, TACS has assigned MODS Operation Numbers based on the LDC of the employee. The default operation numbers listed will readily identify an excessive amount of work hours, raising a red flag. The operation numbers are all valid, but would assist Operations in quickly seeing any anomalies.

TACS default operation numbers are provided in .

Table I-1
TACS Function 1 Default Operation Numbers

LDC	P&D Oper #	Operation Number Description
10	700	Supervisor, Manual Distribution, Mail Processing
11	282	DBCS-DIOSS ISS MODE, outgoing secondary
12	448	UFSM 1000, Keying non Scheme — Incoming
13	256	LIPS (Linear Integrated Parcel Sorter) Preferential — Incoming
14	169	Manual Letter Box Section, Main Office Secondary
17	002	Presort FCM/Per
18	554	Office Work and Record Keeping — Mail Processing

LDC	BMC Oper #	Operation Number Description
10	928	Supervisor, Distribution Operations
11	272	DBCS-DIOSS OSS MODE, outgoing secondary
12	331	AFSM100, Primary — Outgoing
13	101	Mechanized Parcel Sorter — Secondary
14	100	Manual Parcel, Primary Distribution — Outgoing
17	210	Platform — Inbound
18	560	Miscellaneous Mail Processing Activities

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Appendix J

PS Form 4217

		U.S. POSTAL SERVICE						POSTAL FACILITY	
		DENSITY TEST CALCULATION WORKSHEET							
DATE OF LAST TEST		DATE OF THIS TEST	DISTRIBUTION CASE TITLE				ANALYST		
Sep No.		Date: Day 1 Count	Date: Day 2 Count	Date: Day 3 Count			3 Day Total Count	Density %	Rank

PS Form 4217 Facsimile

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Appendix K

Abbreviations and Acronyms

An acronym list is provided in Table K-1.

Table K-1
Acronym List

Acronym	Expansion
AAA	automated airline assignment
AADC	automated area distribution center
ABSU	automated bundle separation unit
ACDCS	Air Contract Data Collection System
ACE	Advanced Computing Environment
ACS	Address Change Service
ACT	automation compatible tray
ADC	area distribution center
AFPS	Automated Flats Prepping System
AFR	advanced forwarding reader
AFSM	automated flat sorting machine
AI	automatic induction
AMC	airport mail center
AMF	airport mail facility
AO	autres objets
AP	accounting period
APC	all-purpose container
APO	army/air force Post Office
APPS	Automated Package Processing System
ATHS	Automated Tray Handling System
ATS	automatic tray sleever
BCR	barcode reader
BCS	barcode sorter
BDQ	bundle unloader and distribution queue
BMC	bulk mail center
BMEU	bulk mail entry unit
BRM	Business Reply Mail
BT	begin tour
BV	bulletin of verification
C/RA	cost and revenue analysis
CARS	change of address record server
CASTR	carrier automated street tray rack

Acronym	Expansion
CBIT	computer-based interactive training
CDAS	Corporate Data Acquisition System
CDB	Corporate Database
CFPS	Computerized Forms Processing System
CFS	Computerized Forwarding System
CIOSS	Combined Input/Output Sub-System
CIS	Corporate Information System
COA	change of address
COD	Collect on Delivery
CPC	carrier piece count
CRIS	Carrier Route Information Service
CSBCS	carrier sequence barcode sorter
DBCS	delivery barcode sorter
DCO	data conversion operator
DCS	data collection server or data collection system
DDC	delivery distribution center
DDU	delivery distribution unit
DIOSS	DBCS Input/Output Sub-System
DPI	distribution productivity index
DPRC	dual pass rough cull
DPS	delivery point sequence
EAS	Executive and Administrative Schedule
EBR	employee badge reader
EC	expanded capability
EDW	Enterprise Data Warehouse
EOR	end of run
ERMC	eastern region mail container
ESM	Express Mail International Service
EST	Eastern Standard Time
ET	end tour
F1	Function 1
F1 DPI	Function 1 distribution productivity index
F4	Function 4
FAST	Finalization on Automation Secondary Tracking
FCM	First-Class Mail®
FHP	first handling piece
FHPEOR	first handling piece end of run
FPO	fleet Post Office
FSM	flat sorting machine
FSS	flats sequencing system
FSU	forwarding storage unit
GAR	gross acceptance rate
GPMC	general purpose mail container
HSUS	high-speed universal sorter

Acronym	Expansion
ICS	Identification Code Sorting
IDR	integrated dispatch and receipt
IDS	Integrated Data System
IL	in from lunch
INP	incoming primary
INS	incoming secondary
INTLIN	international incoming (i.e., international import)
INTLOG	international outgoing (i.e., international export)
IPSS	Image Processing Sub-System
IPP	irregular parcels and pieces
ISAL	International Surface Air Lift
ISC	international service center
ISF	international service facility
ISS	Input Sub-System
IT	information technology
ITC	integrated tray converter
LC	lettres et cartes
LCTS	low cost tray sorter
LCUS	low cost universal sorter
L&DC	logistics and distribution center
LDC	labor distribution code
LIPS	linear integrated parcel sorter
LMLM	letter mail labeling machine
LU	local unit
MDCD	mobile data collection device
MIRS	Mail and Image Reporting System
MLOCR	multiline optical character reader
MLRCP	mail recap
MMP	managed mail program
MODS	Management Operating Data System
MPBCS	mail processing barcode sorter
MPE	mail processing equipment
MS	Microsoft
MTE	mail transport equipment
MV	move
MVS	motor vehicle services
NA TPH	non-add total pieces handled
NDSS	National Directory Support System
NMO	non-machinable outside
NODM2	Network Operations Data Management 2
NRPC	National Remote Personal Computer
OCR	optical character reader
ODIS	Origin Destination Information System
OGP	outgoing primary

Acronym	Expansion
OGS	outgoing secondary
OL	out to lunch
OPN	operation number
OSS	Output Sub-System
OT	overtime
OTR	over-the-road
OTSIS	Operations Technical and Systems Integration Support
OWCP	Office of Workers Compensation Programs
PARS	Postal Automated Redirection System
P&DC	processing and distribution center
P&DF	processing and distribution facility
PARS	Postal Automated Redirection System
PER	periodicals
PFS	Premium Forwarding Service
PIT	powered industrial truck
PMPC	plant mail processing center
PRS	Parcel Return Service
PS	Postal Service
PSM	parcel sorting machine
PVS	postal vehicle service
QWL	quality of working life
RBCS	remote barcoding system
RCR	remote computer reader
REC	remote encoding center
RPW	Revenue, Pieces, and Weight
RTS	return to sender
SAMP	stand alone mail preparation
SAMS	surface-air-management system
SASWYB	semi-automatic scan-where-you-band
SCF	sectional center facility
SECSEG	sector/segment
SHP	subsequent handling piece
SPBS	small parcel and bundle sorter
SPLY	same period last year
SPR	small parcels and rolls
SSM	sack sorting machine
SSPC	self-service postal center
ST	source type
STD	standard
SWYB	scan-where-you-band
T&A	time and attendance
TACS	Time and Attendance Collection System
TMS	Tray Management System
TPF	total pieces fed

Acronym	Expansion
TPH	total piece handling
TPHEOR	total piece handling end of run
TR	transfer
UFSM	upgraded flat sorting machine
USPS	United States Postal Service
VCS	Video Coding System
VMF	vehicle maintenance facility
VOMA	vehicle operations maintenance assistant
WebEOR	Web End of Run
WebMODS	Web Management Operating Data System
WFOV	wide field of view

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