Management Operating Data System (MODS)

Handbook M-32   September 2018

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 September 2018.

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Vice President
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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 Processing Operations 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
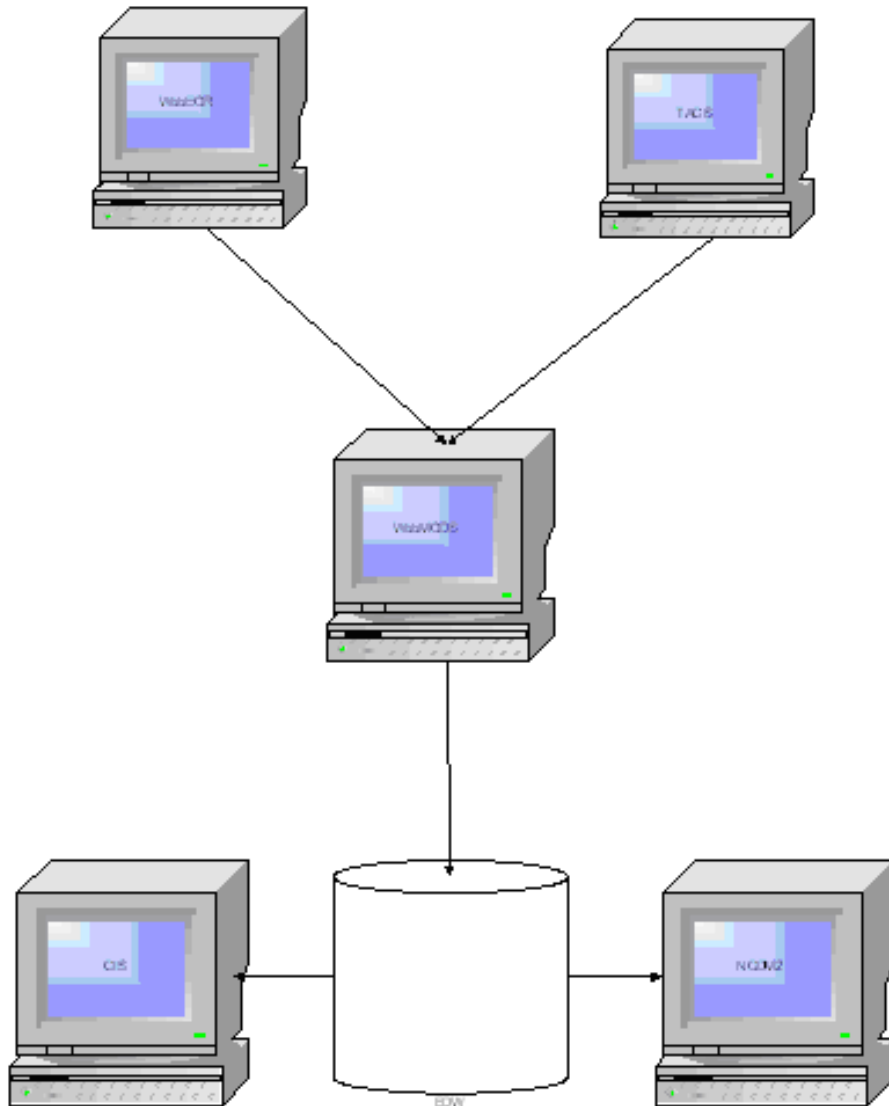
1-4   Customer Support

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.   Assigning operation numbers to work activities.

c.   Approving changes or modifications to WebMODS.

d.   Providing support to the area coordinators.

Enterprise Analytics is responsible for the following:

a.   Managing the overall operation of WebMODS.

b.   Overseeing the design and technical management of WebMODS.

c.   Providing support to the area coordinators.

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

e.   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.

f.   Reviewing WebMODS reports daily.

g.   Providing local MODS training as needed.

h.   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 mail 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 also feeds Mail Image Reporting Systems (MIRS). MODS stores the raw data and provides a historical database for national and local planning, analysis, and tracking of mail processing activities.

WebMODS transmit during the following times:

a. CDAS at 15:00 CST daily.

b. MIRS starting at 07:00 CST daily then every hour until noon.

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.

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 hyper employee badge readers (HEBR) 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 mainframe server in Eagan, MN. 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 an Integrated Data System (IDS) 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 IDS, 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, Surface Visibility (SV) scans, Plant Scanning System (PSS) and manual operations.

    e.   WebEOR will not transmit maintenance runs to WebMODS.

For more information and to view the WebEOR users' guide, type WebEOR in the address line from the Blue home page

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. All times, except where noted, are local times.

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 ends 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:

    a.   The MODS week begins on Saturday Tour II at 07:00.

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

2-6.4 **MODS Month**

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

MODS 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, Marketing 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.

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. This volume is calculated for every MODS site by Area In-Plant Support using EOR data. It is then submitted to Headquarters for review. Once approved the percentages are input by Headquarters into EOR. 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
Percentage of Automation Letter TPH Flowing to Manual Operations
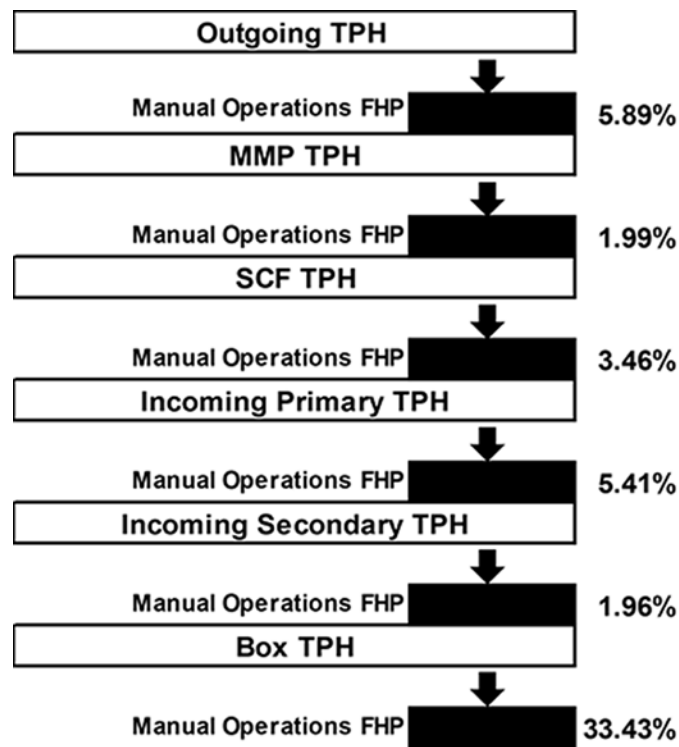
Data from each site will be used to calculate—for each mail level—the percentage of automation letter TPH that goes to manual operations, as shown in Exhibit 3-2.3a. (This diagram is only an example; your site will have different percentages.)

Exhibit 3-2.3b
Percentage of Automation Letter TPH Flowing to Manual Operations

Outgoing Flats TPH	
Manual Operations FHP	13.94%
MMP Flats TPH	
Manual Operations FHP	5.12%
SCF Flats TPH	
Manual Operations FHP	14.37%
Incoming Primary FlatsTPH	
Manual Operations FHP	28.53%
Incoming Secondary Flats TPH	
Manual Operations FHP	1.77%
Box Flats TPH	
Manual Operations FHP	95.34%
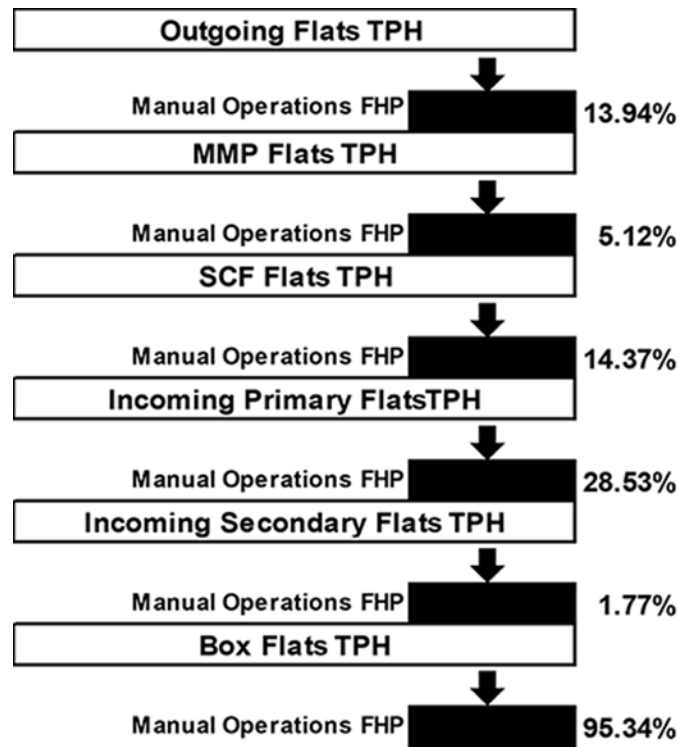
As for flats, the percentages vary by mail level, and the percentages at your site will differ from the example shown in Exhibit 3-2.3b.

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 3-2.3c.

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

FHP-FHP Flow Information

Site [ALL]
Mail Shape [ALL]
Mail Level [ALL]
Mail Class [ALL]
Effective Date [Current]
Display Zero FHP% [ ]

[Refresh Data] [Add]

[Delete]
to Bottom   Records: 9

M	Del	Site	Mail Shape	Mail Level	Manual Operations	Mail Class Code	FHP Percent Rate (%)	Updated By	Update Date/Time	Start Date	End Date	SHP Percent Rate (%)
🖉	☐	ML Sellers CA P&DC	Letters	O/G Primary Letters	030000	A	2.7918	USA\KMYT99	10/26/2015 10:15:17 AM	10/1/2015	12/31/2050	0.0000
🖉	☐	ML Sellers CA P&DC	Letters	Incoming SCF Letters	044000	A	9.3880	USA\KMYT99	10/29/2015 11:06:27 AM	10/24/2015	12/31/2050	0.0000
🖉	☐	ML Sellers CA P&DC	Letters	Incoming Secondary Letters	044000	A	7.6665	USA\KMYT99	10/29/2015 11:06:56 AM	10/24/2015	12/31/2050	0.0000
🖉	☐	ML Sellers CA P&DC	Letters	DPS Sequencing Letters	044000	A	2.5018	USA\KMYT99	10/29/2015 11:07:33 AM	10/24/2015	12/31/2050	0.0000
🖉	☐	ML Sellers CA P&DC	Flats	O/G Primary Flats	060000	A	7.8512	USA\KMYT99	10/26/2015 10:15:10 AM	10/1/2015	12/31/2050	0.0000
🖉	☐	ML Sellers CA P&DC	Flats	Incoming SCF Flats	074000	A	7.0000	USA\KMYT99	10/29/2015 11:08:05 AM	10/24/2015	12/31/2050	0.0000

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 2.5 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 891	243,126
From OPN 481	421,302
Outgoing TPH Total	664,428

To Manual Operations (OPN 030)	2.50%
=	16,611

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 7 percent. In the end, manual operations are credited with 3,370 FHP letters.

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

From OPN 897	134,785
Box TPH Total	134,785

To Manual Operations (OPN 168)	7.00%
=	3,370

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 3 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
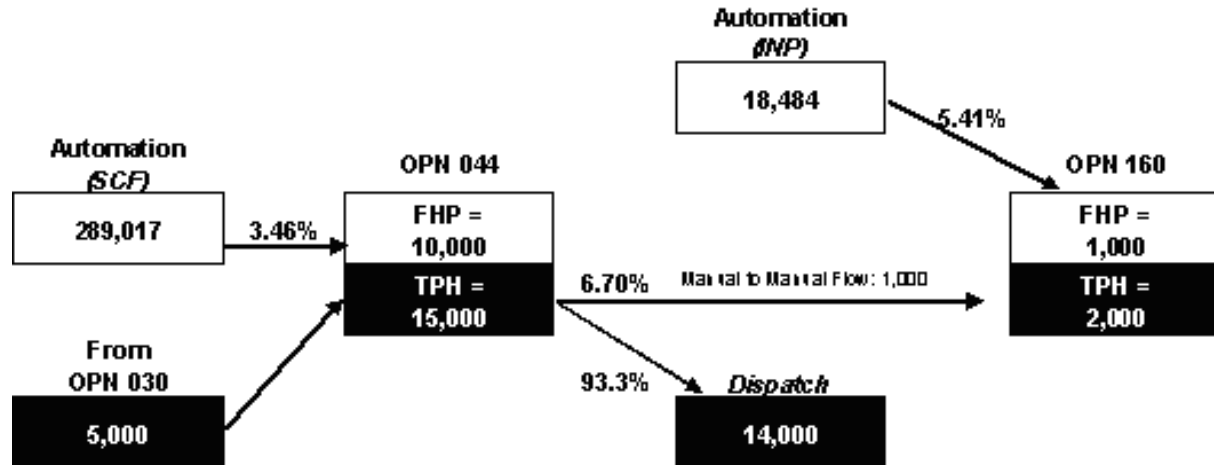
This 15,000 TPH in operation 044 is the volume to which downflow percentages are applied. Based on a density survey, 6.7 percent of 044 mail goes to OPN 160 and the remainder goes to dispatch. The 1,000 letters that represent 6.7 percent of the 044 volume go to operation 160 as SHP. There, they join 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 use ring scanners. The scan data will flow to WebEOR and on to WebMODS.

Priority Mail flats will be counted by ring scanner counts except for flats processed on flat sorting machines. Priority Mail parcels will also be counted by ring scan counts..

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 the following:

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 enter counts from meter or computer printouts that reflect pieces fed, rejects or labels applied into WebMODS. If WebEOR supports the equipment, 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 shows opening unit operation 110 with mail sent to the total FHP letters. Dividing the opening operation volume by the total FHP letters volume leads to percentages of mail flow to total FHP letters from the opening unit operation.

Table 3-5.2.2a
Example Mailflow Results

Total FHP Letters	Operation Number	Total Volume	Flow Pctg Rate
14,075,851	110	4,954,700	35.2

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 HEBR 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 B of this handbook.

Table 4-1.1
TACS Function 1 Default Operation Numbers

LDC	OPN	Operation Number Description
10	928	Supervisor Distribution Operations
11	281	LDC 11 TACS Default Operation
12	282	LDC 12 TACS Default Operation
13	283	LDC 13 TACS Default Operation
14	284	LDC 14 TACS Default Operation
15	285	LDC 15 TACS Default Operation
16	286	LDC 16 TACS Default Operation
17	287	LDC 17 TACS Default Operation
18	288	LDC 18 TACS Default Operation

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 HEBR. 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 HEBR.

<p style="text-align:right">4-2.2</p>

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 90 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 HEBR 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 HEBR 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 P&DCs, Network Distribution Centers (NDCs), 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.

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	OPERATIONAL STANDBY - MAIL PROCESS
353	OPERATIONAL STANDBY - CUSTOMER SRV
354	OPERATIONAL STANDBY - DELIVERY
603	INSTITUTIONAL STANDBY - MAIL PROCESS
604	INSTITUTIONAL STANDBY - DELIVERY
605	INSTITUTIONAL STANDBY - PVS OPNS
606	INSTITUTIONAL STANDBY - CUSTOMER SRV
614	OPERATIONAL STANDBY - PVS OPNS
790	STANDBY MAINTENANCE INSTITUTIONAL
799	STANDBY-MAINTENANCE-OPERATIONAL

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. Time & Attendance 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.

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.

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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 in a timely manner.

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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 Subsequent Handling Pieces

The term Subsequent Handling Pieces (SPH) 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 the AIIEPPS Automated Inbound International Expedited Product Processing System) enter TPH from meter readings into WebMODS.

6-1.4.2 **Mechanized Operations in WebEOR**

To record operations in WebEOR (such as SASWYB or AAA), 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.   Manual Priority parcels are counted by scanning with ring scanner.

c.   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.

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

e.   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 (operation 012) into WebEOR or WebMODS.

AFSM100 cancelled flats Operation 468 is auto-credit from WebEOR to 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 <u>Table 6-2.4</u>.

Table 6-2.4
LDC 17 Work Center Definitions

Work Center Code	Work Center Name	OPN
A	Presort Operations	002
B	Collection Mail Preparation	004–010, 012, 015-019, 066–067, 084, 089, 468
C	Metered Mail Preparation	021–022
D	Opening Unit/Mail Separation	110*
E	Pouching Operations	120, 122
F	Flat Mail Preparation	035, 140, 530
G	Dispatch Unit Operations	126*
H	Platform Operations	210-212, 225, 229-231
I	Manual Sortation Sack/Outsides	235
J	SWYB, AAA, ATS	207–209

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 (004–010, 012, 015-019, 066–067, 084, 089, 468)**

Operations 004-008, 015, 066-067 are auto-credit from WebEOR to WebMODS.

Operations 009 and 010 volume will be the result of a calculation based on total machine cancellations within WebEOR. NA TPH is auto credited to WebMODS.

Operation 012 and 016 volume is added in WebEOR from meter counts

No mail volume is credited to operation 017, 018, record work hours only

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

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

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

Operation 468, AFSM Cancellations is an auto credit in WebEOR

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)**

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.

Note: As of FY16, All Opening Unit volume is credited to OPN 110 via Local FHP Flow Configuration survey. This includes opening unit operations 112, 115, 180 and 185. These operations will soon be deactivated. Opening unit hours should be charged to OPN 110.

6-2.4.5 **Work Center E — Pouching (120, 122)**

For pouching operations (120, 122), 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 (126)**

Operation 126 includes 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.

Note: Sites are encouraged to utilize OPN 126 for dispatch operations, instead of OPN 124 and OPN 128. Those operations are being phased out.

6-2.4.8 **Work Center H — Platform Operations (210–212, 225, 229-231)**

The workload measurement is the number of inbound and outbound trips as recorded by the Surface Visibility (SV) system. Operations are as follows:

a.   Operations 210, 212: Record work hours, workload credit is auto credit from WebEOR (inbound/outbound trips) via SV scan data.

b.   Operation 225: Elevator operators — record work hours only.

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

  d. Operation 230: Equipment Operator — Forklift; workload is optional for NDCs. Work hours only in P&DCs.

  e. Operation 231: Expediter, record work hours workload credit is auto credit from WebEOR via SV scan data.

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

Sack sorting operation 235: 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 (207–209)

Operation 207 Automatic Tray Unsleever volume will be auto credit in EOR.

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 . 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	151.5
12	Letters — Marketing	107.5
13	Flats — Pref	45
14	Flats — Marketing	66
15	Flats — Periodicals	45
16	Flats — Priority	17
80	Flats — Import	115
81	Flats — Export	97
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**

As an optional requirement, 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. Although Handbook PO-401 is dated 1987, it is still relevant. 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.

e.   Ensure total percentages do not 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 PS Form 4217, *Density Test Calculation Worksheet,* or a locally–designed worksheet. A facsimile of PS Form 4217 may be found in appendix H 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. 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 Operation is 110.

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 Operation is 110.

d. Complete all site worksheets for all opening unit operations used 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 OPN is 110.

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 OPN is 110.

4. Complete all site worksheets for all opening unit operations used at the facility.

5. 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, holidays, or other end-of-the-month impacts.

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 **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. Area WebMODS Coordinators are required to calculate and input the percentages into WebEOR. Headquarters will review. If it is determined that the flow percentages are valid then they will be approved.

6-6.4 **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
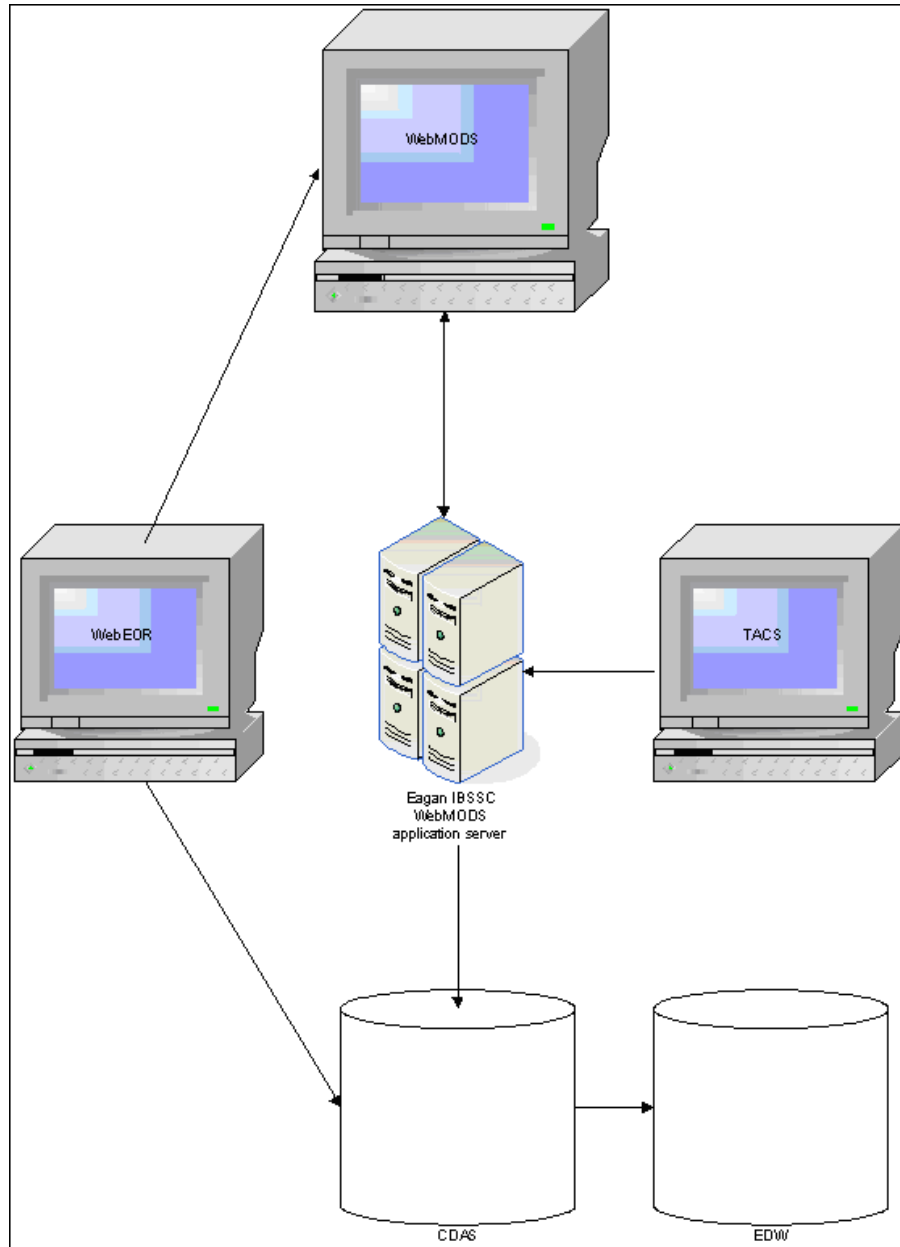
Postal Service managers can use WebMODS to generate reports to assist them in planning and estimating work hours and mail volumes, in addition to monitoring processing performance and equipment usage.

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).

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).

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).

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).

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 .

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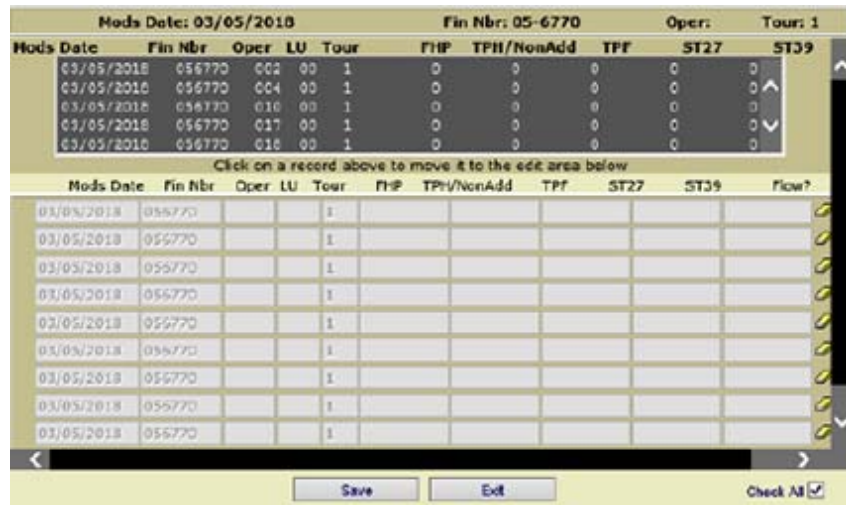
4.   Click on the desired record displayed in the list near the top of the page to move it to the edit area that occupies the lower area of the page. The desired operation number and local unit appear in the appropriate Oper and LU fields in the edit area.

■   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 [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)
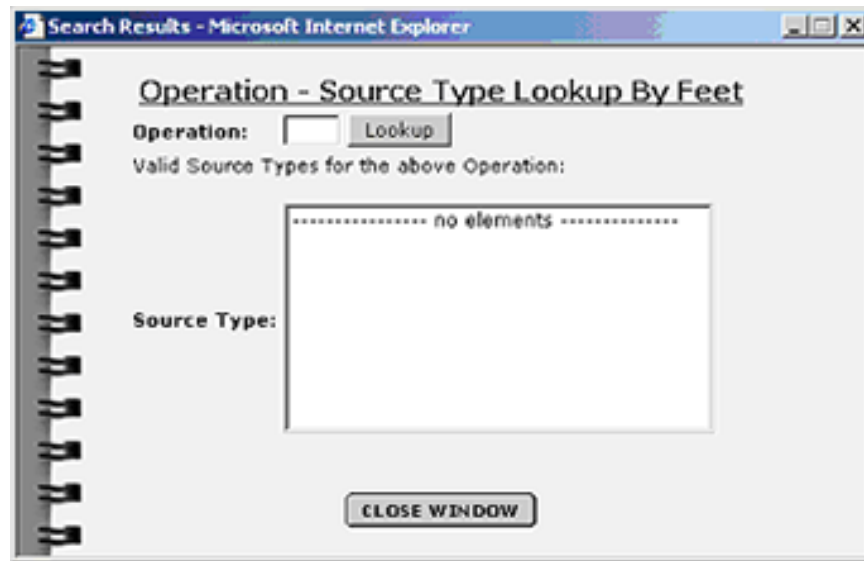
11.   Enter the operation number in the Operation field and click the Lookup icon to view the valid source types for the operation number in the Source Type field. When finished, click the **Close Window** button. The Add Feet page reappears (see Exhibit 7-3.4a). Enter the appropriate source type(s) 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
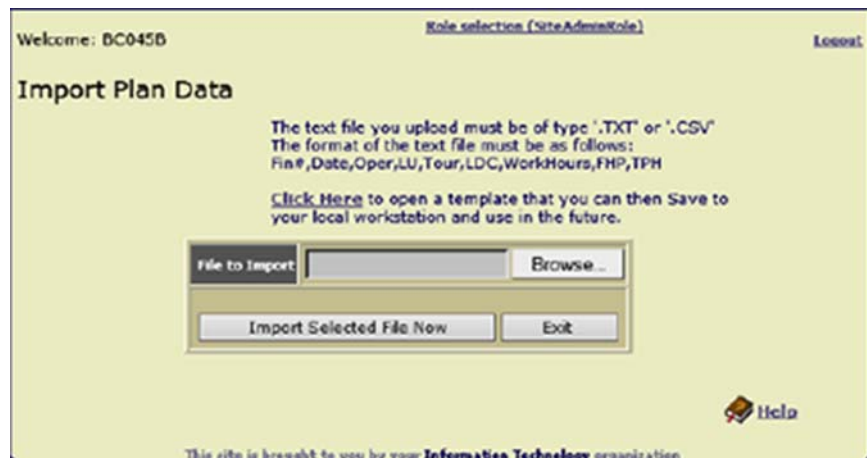
3. Click the **Browse** button and select the desired file.

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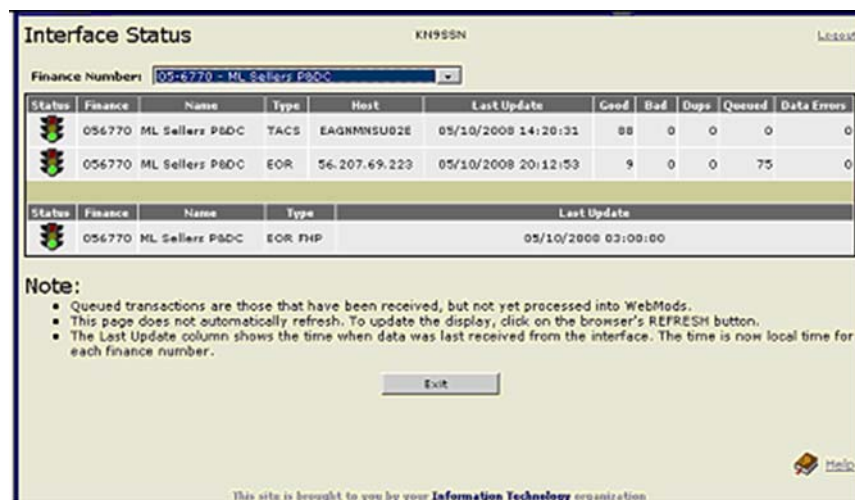
2.   Take notice of the dates and times associated with the data source files.

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.

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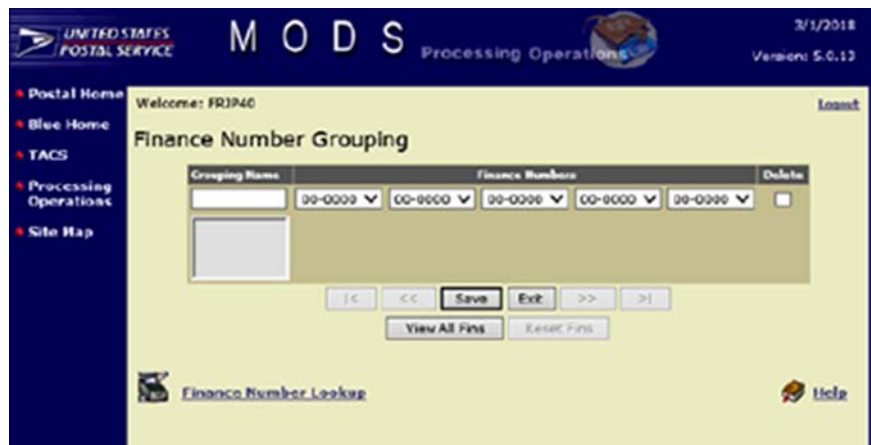
4. To select an existing grouping name from the list located below the Grouping Name field, click the incremental advance right double arrows button located to the right of the Exit button.

    ■   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	RT	Run Time	RT / Mach	Run Time / Number Machines	DT	Down Time
% DT	% Down Time	TPF / MHR	TPF Per Machine Hour	###S	### Series Totals	SI	Staffing Index (Work Hours / RT + DT)
NA	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)

The mail processing equations for these calculations are as follows:

- **% outgoing primary FHP on automation =** Measures the effectiveness of outgoing automation processing strategy.

- Outgoing primary automated FHP /all outgoing primary FHP

- **% finalized to incoming secondary on automation =** Measures incoming secondary finalized to carrier route/box section/sector/ segment and DPS.

- Incoming secondary automated TPH /all manual and automated incoming secondary TPH

- **% finalized to sector/segment** = Measures incoming secondary finalized to sector/segment.

- Sector/segment TPH /all manual and automated incoming secondary TPH

- **% finalized to DPS on DBCS** = Measures incoming secondary finalized to DPS.

  DPS volume TPH / all manual and automated incoming secondary TPH.

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

Manual vs. automated/mechanized distribution.

b.   % Mechanized

Mail processing and customer service by manual vs. automation/ mechanization.

c.   % Automation

For mail processing, customer service, and city delivery by automation/ mechanization.

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

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

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

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
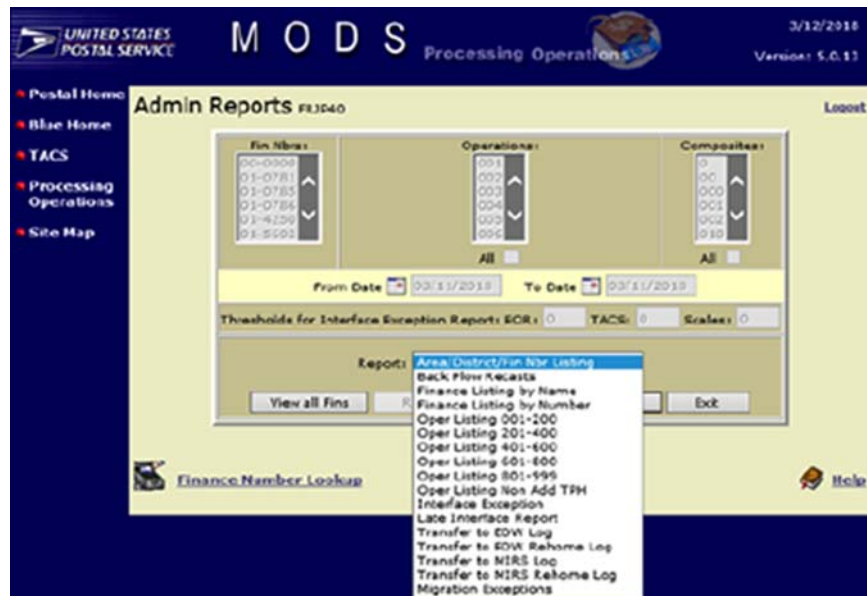
2.   Select the desired report name from the Report list.

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 icon [icon] 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 Exhibit 8-2.2.5). 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 Exhibit 8-2.2.6). 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.

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

Report(s)	Retention Period
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
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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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, 430C includes all hours and volumes for operations 431 through 439. 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

002 Presort Mail   **LDC 17**

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

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

1.   Charge to these operations only those work hours that are required because of the peculiarities of handling presort volumes.

2.   Charge any traying, sleeving, or banding that might be required for presort mail to the presort operation (002–003) 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.

004 AFCS200 ISS Mode Image/Header to STP   **LDC 17**

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

Data requirements:

a.   Volume required if work hours are used for this operation.

b.   NA TPH volume is auto credited by WebEOR.

005 AFCS200 ISS Mode Headers only NO Image   **LDC 17**

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

Data Requirements: See Operation 004

006 AFCS200 CANCEL Headers only Images to STP   **LDC 17**

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

Data Requirements: See Operation 004

007 AFCS200 Reject Mode NO Images   **LDC 17**

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

Data Requirements: See Operation 004

008 AFCS200 CANCEL headers NO images   **LDC 17**

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

Data Requirements: See Operation 004

009 Hand Cancellations — Flats   **LDC 17**

The manual hand cancellation of flat mail.

Data requirement: Volume will be the result of a calculation based on total machine cancellations within WebEOR. NA TPH is auto credited to WebMODS.

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

Originating mail preparation activities include the following:

1.   Obtain mail (courtesy windows, drop units, staging areas, etc.).

2.   Open and dump sacks or other containers.

3.   Cull (separate non-machinable mail by type into trays, hampers, conveyor, etc.).

4.   Tray loose metered mail, etc., when practical.

5.   Face and cancel letters on a cancellation device.

6.   Hand cancel letters or cancel with Model G or other device.

7.   Hand cancel flats or cancel with Model 15 or other device.

8.   Cancel flats on the AFSM 100.

9.   Tray canceled mail for distribution operations.

10.   Rate short paid mail.

11.   Repair damaged mail.

12.   Examine sacks for mail content.

Notes:

a.   Volume is obtained from readings on meters for operations 012 and 016.

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 (004-010, 012, 015, 016, 066-067). Record work hours of other activities in allied labor operation numbers (017–018).

010 Hand Cancellations — Letters   **LDC 17**

The manual hand cancellation of letter mail.

Data requirement: Volume will be the result of a calculation based on total machine cancellations within WebEOR. NA TPH is auto credited to WebMODS.

012 Machine Cancelled Letters – Other   **LDC 17**

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

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

015 Advanced Facer 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. This does not include cancellations from the AFSM100.

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

017 Canceling Operations Miscellaneous   **LDC 17**

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

1.   The movement of mail into the unit.

2.   Setting up MTE for use in these operations; dumping, culling, facing, and containerizing mail on belts, conveyors, or tables at or around canceling equipment.

3.   Facing and containerizing of loose or non-machinable mail.

4.   Repair of mailpieces generated by these operations and rate short paid mail preparation.

Data requirement: Record work hours only.

018 Collection Mail Separations   **LDC 17**

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

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

Data requirement: Record work hours only.

019 Tabber   **LDC 17**

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

Data requirements:

a.   Volume required if work hours are used for this operation.

b.   Tabs applied count is entered as NA TPH.

c.   Runs will be manually entered into WebEOR.

**020C Composite — Originating Meter Mail Preparation
   (021–022)**   **LDC 17**

Metered mail preparation activities include the following:

1.   Prepare originating metered, permit imprint, and official penalty mail received from collection routes, lobby drops, docks, slides, chutes, conveyors, and other sources for distribution.

2.   Tray letters or flats.

3.   Report mail with incorrect meter dates and rate short paid mail.

Notes:

a.   Metered bypass mail is metered mail arriving at the office in trays, etc., that does not require preparation before distribution can be made.

b.   Record work hours for incidental preparation of metered mail to operation numbers 021–022.

c.   Inventory is not required.

d.   All letter mail from collection boxes must go through the dual pass rough cull (DPRC) system.

**021 Metered/Permit Letter Mail, Originating/Outgoing —
   Preferential**   **LDC 17**

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

Data requirement:

a.   NA TPH volume is auto credited by WebEOR.

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

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

Data requirement:

a.   NA TPH volume is auto credited by WebEOR.

023 Secure Destruct Mail Verifying   **LDC 18**

To be used by clerks when verifying the waste mail generated from PARS/ FPARS processing.

Data requirement: Record work hours. Waste Mail volume is auto credited by WebEOR to WebMODS as as NA TPH.

024 Secure Destruct Mail Shredding   **LDC 18**

To be used by clerks when shredding the resulting paper waste generated from PARS/FPARS processing and staged for a recycling contractor.

Data requirement: Record work hours. Volume is auto credited by WebEOR to WebMODS as NA TPH.

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

Data requirements: Volume only no work hours required

a.   FHP 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 NDCs for separating debris from loose letters and flats; separating, orienting and facing flats either into flat mail carts or flat tubs; and edging and/or facing letters into letter trays.

Notes:

a.   031 mail volumes are generated from sack sorter machine debris chutes.

b.   This operation does *not* include broken flats bundles from APBS, APPS, or LIPS operations.

Data requirements: Auto credit from WebEOR.

032 Composite — Manual Letter Distribution, International   **LDC 14**

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

Data requirement: *See operation 030 data requirement.*

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

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

Data requirement: *See operation 030 data requirement.*

035 Flat Mail Preparation   **LDC 17**

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

1. Removal of strapping, shrink wrap, or banding from flat bundles that are for processing on all non-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 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.

032 Manual Letter Primary Distribution — International Export   LDC 14

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

Data requirement: *See operation 030 data requirement*.

035 Flat Mail Preparation   **LDC 17**

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

1. Removal of strapping, shrink wrap, or banding from flat bundles that are for processing on all non-AI flat sorting machines.

2. Separating, facing and loading flats into AFSM100 flat mail carts (Ergo-Cart) or other MTE that will be sent to FSMs or flat cases

Notes:

a. Do not include volumes that will be going to the AFSM/AI operations (141–147, 461–467).

b. Do not include subsequent handling volumes in this operation. Any preparation required for SHP volumes should be included as allied labor where the mail will be worked. For example, any prep required for operation 331 rejects 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.

036 FPARS Flat Mail Preparation   **LDC 17**

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

1. Removal of strapping, shrink wrap, or banding from flat bundles that are for processing on all flat sorting machines.

2. Separating, facing and loading flats into AFSM100 flat mail carts (Ergo-Cart) or other MTE that will be sent to FSMs or flat cases.

Notes:

a.   For non-AI sites, volume will be credited from operations 801 and 803.

b.   For AI sites, volume will be credited from operation 501 only.

Data requirements:

a.   Volume is required if work hours are used for this operation.

b.   Volume is auto credited by WebEOR.

037 PARS Automated Waste Verification   LDC 11

Not currently in use. This operation number is reserved for a future operation on the CIOSS. If implemented, a portion of the current letter PARS waste mail will be run on a single CIOSS pass. PARS software if updated will provide a more stringent review of the PARS letter waste mail to confirm the waste mail may be wasted without further manual review. For some PARS waste mail letters where the software does not have a sufficient degree of confidence that it is waste mail, the system will segregate those letter for further manual review to determine whether they can be wasted or have been identified as PARS waste mail in error.

039 Manual Letters, Sectional Center Facility Dist; 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 descriptions

040 Manual Letters, Secondary Distribution — Outgoing   LDC 14/43

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

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

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

a.   Volume is credited to this operation based on semi-annual survey requirements.

b.   FHP is not valid for this operation.

c.   Sites that do not process automated outgoing operations but have manual distribution operations must count linear volumes and enter this volume count into WebMODS.

040 Manual Letter, Secondary Distribution — Outgoing   LDC 14/43

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

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

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

a.   Volume is credited to this operation based on semi-annual survey requirements.

b.   FHP is not valid for this operation.

c.   Sites that do not process automated outgoing operations but have manual distribution operations must count linear volumes and enter this volume count into WebMODS.

043 Manual Letter, Managed Mail Program Distribution — MMP LDC 14

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

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

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

044 Manual Letter, Sectional Center Facility Distribution — SCF

LDC 14/43

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.*

050 Manual Priority Distribution, Mixed Shapes, Primary —
Outgoing   LDC 14

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

1.   Distribution of Priority Mail.

2.   Transport of mail.

3.   Transport of empty equipment.

4.   Obtaining empty equipment from nearby operations and setup of the operation.

5.   Cull, face, and cancel.

6.   Open and dump mail from sacks or containers.

7.   Open flat tubs and/or other containers.

8.   Identification of mail that does not meet postal requirements (e.g., HAZMAT).

9.   Identification of Registered Mail and Certified Mail™, Express Mail®, and other non-Priority Mail classes.

10.   Pulling down sack racks, labeling, traying, and containerizing.

11.   Preparing containers (e.g., ERMCs, sacks, etc.) for dispatch, including placarding, or for further distribution in downstream operations.

Data requirements:

a.   Volumes will be auto credited by WebEOR from ring scans.

055 Manual Priority Distribution, Mixed Shapes, Primary —
Incoming   LDC 14

Destinating Priority activities include work hours used by craft employees to process Priority Mail (flats, parcels and outsides). It is used when mail is

commingled and shapes are processed together. The following activities are included:

1. Transport of mail.

2. Transport of empty equipment.

3. Cull, face, and hand cancel.

4. Open and dump sacks and/or other containers.

5. Open flat tubs or other containers.

6. Identification of mail that does not meet postal requirements (e.g., HAZMAT).

7. Identification of Registered Mail and Certified Mail, Express Mail, and other non-Priority Mail classes.

8. Pull-down sack racks, labeling, traying, and containerizing.

9. Preparing containers, (i.e., ERMCs, flats tubs, etc.), for dispatch including placarding or for further distribution in downstream operations.

10. Distribute mail.

Data requirements:

a. Volumes will be auto credited by WebEOR from ring scans.

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 CIOSS Int Lift/Label   **LDC 11**

Combined Lift & Label (CLL). CIOSS machine will lift and label operations in one pass. A combination of operations 092 and 097. To be used when running PARS intercepted from other MPE based on name-matching functions from the change of address record server (CARS) and identified as

having a valid USPS®Form 3575 Change of Address on file. Data requirement: See operation 890C for data requirements.

058 CIOSS CIF Lift/Label LDC   11

Combined Lift & Label (CLL). CIOSS machine will lift and label operations in one pass. A combination of operations 093 and 098. To be used when running carrier identified forwards on a CIOSS machine. Data requirement: See operation 890C for data requirements.

059 CIOSS RTS Lift/Label   LDC 11

Combined Lift & Label (CLL). CIOSS machine will lift and label operations in one pass. A combination of operations 091 and 099. To be used when running return to sender mail on a CIOSS machine. Data requirement: See operation 890C for data requirements.

060 Manual Flat, Primary Distribution — Outgoing   LDC 14

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

a.   Distribution and dispatch of preferential and marketing mail 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.

062 Manual Flat Distribution, International — Export   LDC 14

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

Data requirement: *See operation 060 data requirement*.

064 Scanning Operation   LDC 48

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

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

Data requirement: Record work hours only.

065 Scanning Operation   **LDC 17**

Work hour activity used in scanning with a handheld scanner. For use in Function 1. Activities include:

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

Data requirement: Record work hours, data optional input into WebMODS as NA/TPH.

■   For PRS, obtain counts from EDW.

066 AFCS Video Facing Mode   **LDC 14**

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

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

067 AFCS Cancelled Mode   **LDC 17**

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

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

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

1.   Subsequent distribution of originating mail from a primary operation.

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

a.   Volume is credited to this operation based on semi annual survey requirements.

b.   FHP is not valid for this operation.

c.   Sites that do not process automated outgoing operations but manual distribution operations must count linear volumes and enter this volume count into WebMODS.

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

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

1.   Distribution of mail under 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.*

076 Amazon Fresh Distribution   **LDC 43**

077 Sunday Parcel Distribution   **LDC 43**

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

Primary distribution of one or more 3-digit ZIP Code separations for a Function 4 office.

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

079 Manual Package Incoming — Carrier Route   **LDC 14/43**

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

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

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**

Used to replace "hand stamping" of RTS mail with a return message being applied using the CIOSS. CIOSS software has a feature under maintenance mode that allows the user to type a text on the label. A modification of the CIOSS software added a section under mail processing operations for applying reject type labels on mailpieces run through the CIOSS in this mode. A submenu should list the 12 reason types for returning mail. Each reason type will be run separately. Data requirement: auto credited by WebEOR to WebMODS.

087 PARS 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 PARS 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 890C for data requirements.*

092 PARS Intercept Label Mode   LDC 11

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

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

093 PARS Carrier Forwards Image Lift Mode   LDC 11

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

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

094 PARS 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 280C for data requirements.*

095 PARS Combined Input/Output Sub-System
  [CIOSS] Rescan Mode   **LDC 11**

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

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

096 PARS 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 890C for data requirements.*

097 PARS Intercept Image Lift Mode   **LDC 11**

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

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

098 PARS Forwards Label Mode   **LDC 11**

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

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

099 PARS Label Mode   **LDC 11**

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

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

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

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.   Volumes will be auto credited by WebEOR from ring scans.

102 Global Business System (GBS)
MANUAL PARCELS-INTL EXP/IMP   **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.

107 Parcel Sorter Distribution, International Export   **LDC 13**

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

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

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

1. The transport of mail to and from this operation.

2. The transport of empty equipment.

3. Opening containers.

4. Identification of mail that does not meet postal requirements
    (e.g., HAZMAT).

5. Load induction stations.

6. Sweep mail and/or distribution from bin/run outs.

7. Labeling, traying, and containerizing.

8. Preparing containers (e.g., ERMCs, flats tub, etc.), for dispatch
    including placarding.

9. The ancillary transport of mail between operations.

10. Replacing and dispatching full debris chute containers.

11. Package 'first aid' for minor package damage.

12. Distribution of outside parcels worked on the machine.

Data requirements:

a. Operation can receive FHP and TPH credit.

b. Record FHP from machine meter counts and enter volume into WebMODS.

c. Record pieces fed, rejects, run time, and downtime in WebEOR as machine type LIPS or sack sorting machine (SSM).

d. WebEOR will credit WebMODS with TPH volume. FHP should not include rejects or SHP volumes.

108 Eurosorter **LDC 13**

For use at ISCs only.

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 parcels from staging areas.

2. Obtaining damaged parcels from designated separation within direct distribution operations.

3. Repairing mail so that it can be processed and delivered (i.e., rewrap).

4. Assembling contents of damaged parcels.

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. 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: Auto credit from WebEOR.

110C Composite — Opening Unit — Outgoing   **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 Opening Unit   **LDC 17**

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

112 Manual Tray Separation   **LDC 17**

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

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

1.   Preparation of containers for transport and further distribution in downstream operations.

2.   The transport and set up of empty equipment in support of this operation.

Note: As of FY16, All Opening Unit volume is credited to OPN 110 via Local FHP Flow Configuration survey. This includes opening unit operations 112, 115, 180 and 185. These operations will soon be deactivated. Opening unit hours should be charged to OPN 110.

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

The manual transport of mail includes the following activities:

1.   From opening units to downstream operations.

2.   Between sortation operations that are not an opening unit.

Data requirement: Record work hours only.

115 Opening Unit — Outgoing Marketing Mail   **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: As of FY16, All Opening Unit volume is credited to OPN 110 via Local FHP Flow Configuration survey. This includes opening unit operations 112, 115, 180 and 185. These operations will soon be deactivated. Opening unit hours should be charged to OPN 110.

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

Pouching operation activities include the following:

1.   Pouching mail into sacks, containers.

2.   Separating and transporting of Registered Mail if required.

3.   Working manual SPRs.

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 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 Manual Pouching — Incoming   **LDC 17**

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

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

126 Dispatch Operations   **LDC 17**

Work hours and volume for craft employees associated with consolidation activities in preparation for dispatch. These are activities that are not integrated into other sortation operations and include the following activities:

1. Containerize/consolidate mail in preparation for dispatch from multiple mail flows. Example: trays, sacks, bundles, parcels or Express Mail.

2. Obtain empty equipment, setup the operation and apply MTEL Placards.

3. Transport empty equipment within the bullpen area.

4. Transport mail within bullpen area.

5. Scanning, when done in combination with any of the above activities.

6. Apply sack/tray labels with barcode for saturation bundle mail (additional analysis on non-barcoded mail).

Notes:

a. If the processing facility utilizes a Tray Management System (TMS), then the work hours used for the removal of trays from the system and separation into containers should be charged to the operation that receives the trays. Example: LCTS, RCS, AAA or other Mail Handling Equipment.

b. Work hours used for the dumping of sacks and containers of working mail onto any mechanized feed system are charged to the appropriate mechanization operation. Example: APBS, APPS, SPSS or other parcel sorters.

c. Work hours used to process workload through the use of automated or mechanized equipment: APBS, APPS, PSM or other parcel sorters should be charged to the appropriate LDC 13/16 operations.

d. Sortation operations may not use Operation 126 for dispatching mail from a machine. Example: DBCS, APBS, APPS, PSM, AFSM, or any processing equipment.

e. *Sites are encouraged to utilize OPN 126 for dispatch operations, instead of OPN 124 and OPN 128. Those operations are being phased out.*

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.

130 Manual Parcels Incoming   **LDC 14**

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

1. Obtaining empty equipment from nearby operations and the setup of this operation.

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

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

Data requirement: *See operation 100 data requirement.*

131 SPSS Incoming CRRT Distribution   **LDC 13**

SPSS sortation of incoming carrier route mail distribution. The following activities are included: *See operation 134C activities and data requirement descriptions.*

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.

134C Composite — SPBS — Outgoing (134–135)   **LDC 13**

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. WebEOR automatically downloads pieces fed, mechanical rejects, run time and downtime.

134 SPSS Preferential Distribution — Outgoing   **LDC 13**

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

135 SPSS Standard Distribution — Outgoing   **LDC 13**

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

136C Composite — SPSS — 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 SPSS, 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 SPSS, 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.   WebEOR automatically downloads pieces fed, mechanical rejects, run time and downtime.

138 SPSS, 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 SPSS, 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

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**

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

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

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

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

147 AFSM 100 ATHS / AI — Box Section   **LDC 12**

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

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

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

Data requirement: *See operation 030 data requirement.*

151 APPS Single Induction, Incoming Carrier Route   **LDC 13**

APPS Distribution of incoming carrier route mail. Activities include the following: See operation 159C activities description. Data requirement: *See operation 154 data requirement.*

155 APPS Single Induction, Marketing Mail— Outgoing   **LDC 13**

Distribution of originating marketing 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, Marketing Mail— Incoming   **LDC 13**

Distribution of incoming marketing mail. 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.*

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.

160 Manual Letter Secondary Distribution — Incoming   **LDC 14**

1.   Distribution of secondary mail.

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

3.   Incidental rating and distribution of postage-due mail.

161 Manual Letter 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 14/43

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 14/43

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

Notes:

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

Data requirement: *See operation 030 data requirement.*

169 Manual Letter Box Section, Main Office — Secondary   LDC 14

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

Notes:

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

b.   FHP is not valid for this operation.

Data requirement: *See operation 040 data requirement.*

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

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 — Incoming Carrier Route   LDC 14/43

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 Incoming Box Section Distribution   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.   Window service incidental to box section activities; for example, opening and closing lockboxes, placing notices in boxes, and forwarding box mail are only charged to this operation.

Data requirement: *See operation 060 data requirement.*

179 Manual Flat Case Box Section Final Distribution   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.   Window service incidental to box section activities; for example, opening and closing lockboxes, placing notices in boxes, and forwarding box mail are only charged to this operation.

b.   FHP is not valid for this operation.

c.   Walling mail into boxes does not receive workload credit.

Data requirement: *See operation 070 data requirement.*

**180C Composite — Opening Unit — Incoming
    (180–185)**

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

1.   The separation of incoming mails, (excluding collection and presort mail), including letter trays, flat tubs and bundles, newspaper rolls and bundles, parcels and IPP/SPRs.

2.   The transport of empty equipment in support of this operation.

3.   Opening and dumping sacks and/or other containers.

4.   Identification of mail that does not meet postal requirements (e.g., HAZMAT, Anonymous Mail).

5.   Identification of Registered Mail and Certified Mail, Express Mail, and other mail classes that have not been designated for processing in this operation (e.g., Priority Mail).

6.   Preparing containers (e.g., ERMCs, flats tubs, etc.) for dispatch when integrated into this operation, including placarding.

7.   Preparation of containers for transport to further distribution in downstream operations.

8.   Include TMS handling of reject trays for re-induction into TMS, unless this activity is part of a distribution operation.

Notes:

a.   Not authorized for Priority Mail. The opening unit activities related to Priority Mail are to be incorporated into operations associated with direct distribution of Priority Mail such as: 050, 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: APBC operations 434–439 (LDC 13).

c.   Work hours used to process workload through the use of automated or mechanized tray sorters, APBSs, 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.

Note: **As of FY16, All Opening Unit volume is credited to OPN 110 via Local FHP Flow Configuration survey. This includes opening unit operations 112, 115, 180 and 185. These operations will soon be deactivated. Opening unit hours should be charged to OPN 110.**

180 Opening Unit, Preferential — Incoming   LDC 17

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

185 Opening Unit, Standard — Incoming   LDC 17

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

188 AMC/AMF Ramp Activities   LDC 17

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

1.   Monitoring mail handling operations of air carriers on the ramp and making on-the-spot checks of aircraft hangers, warehouses, and baggage rooms of both domestic and foreign airlines to determine whether all mails due for transport are included on flights for which the mail has been scheduled.

2.   Checking to ensure prompt delivery of inbound mails to the facility and that transfer mails make the proper connections; rerouting mail as necessary if intended connection cannot be made.

3.   Checking to see that proper security is provided and those airlines observe the protection required by regulations.

4.   Conferring with airline personnel on the field to determine that mail receives expeditious handling.

5.   Making decisions that involve rerouting mail during periods of irregular or emergency operations.

6.   Initiating corrective action and recording air carrier performance failures; reclaiming mail from air carriers, when warranted.

7.   Other activities associated with the AMC/AMF ramp duties.

Data requirement: Record work hours only.

189 Scanning of Inbound Mail   LDC 17

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

1.   The purpose of the scanning is to monitor the performance of the air carrier.

2.   Includes the reorientation of mail as necessary, and the placing of mail onto the conveyor equipment or rolling stock.

Data requirement: Record work hours only.

190 APPS Single Induction International — Export   LDC 13

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

Data requirement: *See operation 154 data requirement*.

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 249C activities description.*

Data requirement: *See operation 154 data requirement.*

192 APPS Dual Induction International — Export   LDC 13

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

Automated Package Processing System

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

1.   Distribution and processing of mail

2.   The transport of mail.

3.   The ancillary transport of mail between operations.

4.   The transport of empty equipment.

5.   Opening containers.

6.   Open and dump sacks and/or other containers.

7.   The separation of mails, including flats tubs and bundles, newspaper rolls and bundles, parcels and IPPs/SPRs.

8.   Identification of mail that does not meet postal requirements (e.g., HAZMAT).

9.   Identification of Registered Mail and Certified Mail, Express Mail, and other non-Priority Mail classes.

10.   Load ledges/induction stations.

11.   Sweep mail from bin/run outs.

12.   Labeling, traying and containerizing.

13.   Preparing containers, (i.e., ERMCs, flats tubs, etc.), for dispatch (when integrated into the operation) including placarding.

14.   Preparation of containers for transport and further sortation in downstream operations.

Data requirements:

a.   FHP and TPH are not valid for this operation.

b.   WebEOR will auto credit WebMODS with pieces fed, rejects, run time and downtime.

c.   WebMODS will report volume as NA TPH.

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.

Automated Package Processing System

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

1.   Distribution and processing of mail

2.   The transport of mail.

3.   The ancillary transport of mail between operations.

4.   The transport of empty equipment.

5.   Opening containers.

6.   Open and dump sacks and/or other containers.

7.   The separation of mails, including flats tubs and bundles, newspaper rolls and bundles, parcels and IPPs/SPRs.

8.   Identification of mail that does not meet postal requirements (e.g., HAZMAT).

9.   Identification of Registered Mail and Certified Mail, Express Mail, and other non-Priority Mail classes.

10.   Load ledges/induction stations.

11.   Sweep mail from bin/run outs.

12.   Labeling, traying and containerizing.

13.   Preparing containers, (i.e., ERMCs, flats tubs, etc.), for dispatch (when integrated into the operation) including placarding.

14.   Preparation of containers for transport and further sortation in downstream operations.

Data requirements:

a.   FHP and TPH are not valid for this operation.

b.   WebEOR will auto credit WebMODS with pieces fed, rejects, run time and downtime.

c.   WebMODS will report volume as NA TPH.

194 AFSM 100 International — Export   LDC 12

Automated Flat Sorting Machine 100 – AI and non-AI

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

1.   Preparation/set up of mail and equipment for this operation.

2.   Loading mail onto feeders.

3. Clearing jams.

4. Loading tubs.

5. Containerization and dispatch.

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

195 SPSS International Import   LDC 13

SPSS distribution foreign inbound LC and AO mail. See operation 134C activities and data requirement.

196 ECOPPS-INTERNATIONAL EXPORT   LDC 13

Export Compliance Outgoing Parcel Processing System. Consists of transport, scan, and logic controlled systems that work together to read LCAO and CP parcels to determine Export Compliance documentation validity/accuracy. Used for processing export parcels to Canada.

Data requirement: Workload is required if work hours are used for this operation. Enter volume manually into MODS as FHP and TPH.

197 IPPS - INTERNATIONAL EXPORT   LDC 13

Record volume and workhours used by employees engaged in feeding and sweeping the Import Parcel Processing Sorter.

Data requirements: Workload is required if work hours are used for this operation. Enter TPH volume manually into MODS. TPH is defined as total pieces inducted.

198C Composite — High Speed Tray Sorter (198–199)   LDC 16

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

1. Loading of letter and flat trays on to the conveyor tray line.

2. Removal of letter and flat trays to dispatch containers

3. Collecting/staging containers and setting up work area

4. Includes allied labor for these operations.

Data requirement: WebEOR will auto credit WebMODS.

198 High Speed Tray Sorter — Outgoing   LDC 13

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

199 High Speed Tray Sorter — Incoming   LDC 13

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

200 Manual Parcel Distribution — Incoming   LDC 14

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

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.*

207 Automatic Tray Unsleever   **LDC 17**

A self-contained unit similar in size to the Automatic Tray Sleever that receives letter trays from an upstream conveyor and removes the tray strapping and the sleeve around the tray. Empty sleeves are moved to a storage container for reuse.The ATU accepts the following four types of letter trays:

- Normal length trays, called Managed Mail trays (MM trays)
- Taller normal length trays, called Extended Managed Mail trays (EMM trays)
- Half length trays, called Small Managed Mail trays (SMM trays)
- Taller half length trays, called Extended Small Managed Mail trays (ESMM trays)
- Data requirement: WebEOR will auto credit WebMODS.

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. F1 P&DC facilities should use this operation number when SWYB operations are separate and distinct from other direct distribution operation. Otherwise, the SWYB activities, when incorporated into sweeping and "run-out" activities (as an integral part of the operation) associated with mechanized distribution of Priority Mail, are charged to the operation the mail is being worked.
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.   F1 P&DC facilities should use this operation number when SWYB operations are separate and distinct from other direct distribution operation. Otherwise, the SWYB activities, when incorporated into sweeping and "run-out" activities (as an integral part of the operation) associated with mechanized distribution of Priority Mail, are charged to the operation the mail is being worked.

c.   Workload units are recorded for this operation. Manual entry into WebEOR. Auto credited into WebMODS as NA TPH. Obtain pieces count from the transition concentrator (i.e., Starship).

   Note: MSWYB running on ACE box with SW version 5.0 or higher will auto credit to WebEOR. All others still manual input.

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.*

Data Requirements:

Workload units are recorded for this operation. Manual entry into WebEOR for AAA and ATS. Auto credited into WebMODS as NA TPH for EAA. Obtain pieces count from the transition concentrator (i.e., Starship).

210C Composite (210, 212, 225, 229–231)   **LDC 17**

Platform operations, loading and unloading

Platform activities include the following:

1.   Loading and unloading trays/tubs, sacks, outsides, or containers of mail onto or off 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.   P&DCs should use this operation number for cross dock activities.

b.   P&DCs should not use this operation number when dock activities have been integrated into other direct distribution operations (e.g., Rapistan, APBS, LIPS, SWYB, etc.)

c.   P&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 P&DCs — except where noted otherwise.

d.   P&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: SV sends daily scan counts to WebEOR. WebEOR sends to WebMODS for SV sites. Manual entry for Non-SV sites.

211 AIR CAN Build/Bedload   **LDC 17**

Used for the building/unloading of air cans in an ISC which is much more labor intensive than other sorting operations and requires every piece to be scanned. Also applies to NDC/P&DC facilities that load or unload bedloaded parcels from/onto a trailer. The workload method is a manual count and entered into WEBMODS as NA TPH. Count each Sack/NMO/Tray/Tub loaded or unloaded as a piece. Do not convert to individual pieces. For example, a can loaded with 85 sacks and 4 letter trays, would get credit for 89 pieces.

210 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 Platform — Outbound   **LDC 17**

Outbound loading platform operations.

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

215 Mechanized Dumping   **LDC 17**

The operation is used in 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.

218C Composite — Rapistan Distribution (218, 222–223)   LDC 13

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

218 Preferential — Outgoing   LDC 13

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

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

222 Rapistan Distribution, Priority — Outgoing   LDC 13

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

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

Notes:

a.   The preparation of Priority Mail related to minor container "shape separation" (i.e., flat tubs, parcels, outsides) when incorporated into mechanized distribution/processing and is an integral part of the operation.

b.   See operations 328 and 329 for use of shape-based operations that are distinct and separate from operations related to direct distribution.

c.   Includes sacking, labeling, dispatch preparation and SWYB activities when incorporated into sweeping and "run-out" activities (as an integral part of the operation) associated with mechanized distribution of Priority Mail using the Rapistan sorter.

d.   See operation 208 for use of SWYB operations that are distinct and separate from operations related to direct distribution.

223 Rapistan Distribution, Priority — Incoming   LDC 13

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

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

Notes:

a.   The preparation of Priority Mail related to minor container "shape separation" (i.e., flat tubs, parcels, outsides) when incorporated into mechanized distribution/processing and is an integral part of the operation.

b.   See operations 328 and 329 for use of shape-based operations that are distinct and separate from operations related to direct distribution.

c.   Includes sacking, labeling, dispatch preparation and SWYB activities when incorporated into sweeping and "run-out" activities (as an integral part of the operation) associated with mechanized distribution of Priority Mail using the Rapistan sorter.

d.   See operation 208 for use of SWYB operations that are distinct and separate from operations related to direct distribution.

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

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

Data requirement: Record work hours only.

226 Express Mail — Outgoing   **LDC 18**

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 18**

Work hours used exclusively in the distribution, scanning, acceptance related activities, and other related activities of incoming Express Mail by Function 1 employees at Function 4 site.

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 18/10/43/44/48

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

232 Express Mail — Outgoing   **LDC 18/48**

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 18/48**

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.

c.   Other facilities must enter volume manually into WebMODS.

238 Mechanized Sort — Sacks/Outsides   LDC 16

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

1.   Separation of sacks, pouches, or outsides by sorting machines.

2.   Separation of outside parcels when worked on the platform by sorting machines.

3.   Keying, floor operations, i.e., sack run outs and container loaders and dispatching sacks (not to include powered industrial trucks [PIT] or power equipment operators).

4.   Work hours associated with SSM run outs at the docks is considered SSM 238 operations.

Data requirements: Workload units are recorded for these operations.

a.   Volume is reported as NA TPH volume credit and is the count of pieces sorted determined by the meter reading or machine report.

b.   NDC volumes are recorded by WebEOR. WebEOR will auto credit volume to WebMODS.

c.   Other facilities must enter volume manually into WebEOR, which will feed WebMODS.

MECH SORT-SACK/NMO AIR ASSIGN   **LDC 16**

Mechanized sack and outside sorting with Air Assignment Requirement. Mechanized sack and outside sorting activities include the following:

1. Separation of sacks, pouches, or outsides by sorting machines when there is a requirement for Air Assignment.

2. Separation of outside parcels when worked on the platform by sorting machines and have an Air Assignment requirment.

Data requirements: Workload units are recorded for this operation. Only authorized for ISCs.

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. Enter volume manually into WebEOR, which will feed WebMODS.

240 APPS Dual Incoming Carrier Route   **LDC 13**

Work hours used by craft employees engaged in the preparation, dual induction, keying, distributing and the sweeping of the APPS distribution system processing incoming carrier route. Includes the following activities: See operation 249C activities description.

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.*

250C Composite — LIPS Distribution, Parcel Post (250 & 256)   LDC 13

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

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

1. The transport of mail.

2. The transport of empty equipment.

3. Opening containers.

4. Identification of mail that does not meet postal requirements (e.g., HAZMAT).

5. Load induction stations.

6. Sweep mail from bin/run outs.

7. Labeling, traying, and containerizing.

8. Preparing containers, (e.g., ERMCs, flats tub, etc), for dispatch including placarding.

9. The ancillary transport of mail between operations.

Data requirements:

a. NA TPH is recorded for this operation.

b. Total pieces fed, rejects and run time are entered into WebEOR and then will flow automatically to WebMODS.

250 LIPS Distribution, Parcel Post — Outgoing   LDC 13

Distribution of originating Parcel Post mail. Activities include the following: *See operation 250C activities description.*

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

256C Composite — LIPS — Incoming (256–257)   LDC 13

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

Activities and data requirement: *See operation 250C.*

Data requirements:

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

b. WebEOR will auto credit volume to WebMODS.

256 LIPS, Preferential — Incoming   LDC 13

Distribution of incoming preferential mail.

Activities and data requirement: *See operation 250C.*

257 LIPS, Marketing Mail— Incoming   LDC 13

Distribution of incoming standard mail.

Activities and data requirement: *See operation 250C.*

**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 250C.*

Data requirements:

a.   NA TPH is recorded for this operation.

b.   Total pieces fed, rejects and run time are entered into WebEOR and then will flow automatically to WebMODS.

258 LIPS Distribution, Priority — Outgoing   LDC 13

Distribution of originating Priority Mail. Activities include the following: *See operation 250C 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 250C activities description.*

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

Notes:

a.   The preparation of Priority Mail related to minor container "shape separation" (i.e., flat tubs, parcels, outsides) when incorporated into mechanized distribution/processing and is an integral part of the operation.

b.   See operations 328 and 329 for use of shape-based operations that are distinct and separate from operations related to direct distribution.

c.   Includes sacking, labeling, dispatch preparation and SWYB activities when incorporated into sweeping and "run-out" activities (as an integral part of the operation) associated with mechanized distribution of Priority Mail.

d.   See operation 208 for use of SWYB operations that are distinct and separate from operations related to direct distribution.

266 DBCS or DIOSS, OCR Mode   LDC 11

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

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

271C Composite — DBCS, OSS Mode (271,273,274) **LDC 11**

Delivery barcode sorter - Output Sub-System mode

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

271 DBCS, OSS Mode, Primary — Outgoing LDC 11

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

273 DBCS, OSS Mode, MMP LDC 11

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

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

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

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

281 TACS system default for LDC 11

282 TACS system default for LDC 12

283 TACS system default for LDC 13

284 TACS system default for LDC 14

285 TACS system default for LDC 15

286 TACS system default for LDC 16

287 TACS system default for LDC 17

288 TACS system default for LDC 18

291C Composite — DBCS Bulky Processing (291–297) **LDC 11**
    DBCS bulky mode

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

291 DBCS Bulky Processing, Primary — Outgoing **LDC 11**

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

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

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

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

296 DBCS Bulky Processing, Secondary — Incoming   **LDC 11**

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

305 FSM 1000, International — Export   **LDC 12**

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

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

1.   The transport of mail to and from the operation.

2.   The transport of empty equipment to set up the operation.

3.   Opening containers.

4.   Loading of ledge/feeder with mail.

5.   Preparing machine for processing, including but not limited to, printing labels, labeling trays, distributing empty trays into racks, retrieving mail, etc.

6.   Sweeping of mail from bins.

7.   Labeling, traying and containerization of mail/trays for dispatch.

8.   Preparing containers for dispatch including placarding.

9.   The ancillary transport of mail between operations.

Data requirement:

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

314 DBCS/DIOSS, BCS Mode, International — Export   **LDC 11**

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

**320C Composite — Manual Priority Parcel
   Distribution, Outsides (320, 325)**   **LDC 14**

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

1.   The transport of mail to and from the operation.

2.   The ancillary transport of mail between operations.

3.   The transport of empty equipment.

4.   Equipment set up in the operation.

5.   Labeling, placarding, and containerizing.

6.   Identification of mail that does not meet postal requirements (i.e., HAZMAT).

7. Identification of Registered Mail, and Certified Mail, Express Mail, anonymous mail and other non-priority mail classes.

8. Hand canceling when mailpieces with un-cancelled stamps are discovered in the operation.

9. Dispatch of mail from the operation.

Data requirements:

Volumes will be auto credited by WebEOR from ring scans.

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.

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.*

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.*

331C 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

The AFSM 100 processing of originating automated mail. Machine distribution of originating flat activities include: *See operation 331C 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 331C activities.*

Data requirements:

a.   FHP is not valid for this operation.

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

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

The AFSM 100 processing of destinating automated mail. The distribution of managed flat mail is outlined/identified by the ADC logistics orders. Machine distribution of MMP activities include: *See operation 331C activities and data requirement descriptions.*

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

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

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

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

Primary 5-digit distribution of incoming mail for local zones, delivery units, firms, box sections, and other local destinations. Machine distribution of incoming primary activities include: *See operation 331C 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 331C 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 331C 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**

This operation is the opening unit activity for foreign outbound LC and AO that includes

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: Workload is credited by manual input into MODS using GBS data. For LA & SFO, this is Operation 107 + 346, for JFK it is Operation 208 + 346, for Miami ISC it is Operation 056 (linear machine for Exports) + 346. The workload must be added from each operation and manually input into 343 in MODS.

344 Opening Unit, International — Import   **LDC 17**

This operation is for getting credit for workload for import mail that goes through opening and/or is inducted into Customs for processing. Includes dumping of Registry sacks. Sites should scan Import LC/AO/Registry sacks prior to dumping. This also includes the dumping of LC/AO/Registry sacks dumped and then dispatched to other plants.

Data Requirement: Workload is credited by using GBS opening unit scan. Manually input this into MODS operation 344.

345 International Pouching   **LDC 14**

Workload unit measure is a piece count. Pouching includes pouching mail into sacks or containers and working manual SPRs. Includes the manual LC/AO pouching/piece to bag. Also includes pouching into eDelcon racks.

Data Requirement: Manually input into WebMODS as NA-TPH. Workload = Export LC/AO. Sites need to do a manual count sheet to capture this volume and manually input into MODS operation 345.

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 APBS 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.   WebEOR automatically downloads pieces fed, mechanical rejects, run time, and downtime.

347 SPBS, International — Import   LDC 13

The distribution of foreign inbound (origin) LC and AO mail using APBS equipment. The preparation, induction, keying, and sweeping of mail on the SPBS equipment. *See operation 346 activities and data requirement descriptions.*

Record volume and workhours used by employees engaged in feeding and sweeping the Automated Inbound International Expedited Product Processing System.

1.   The transport of mail to and from this operation.

2.   The transport of empty equipment.

3.   Opening containers.

4.   Placing and facing mail on feed system.

5.   Manual GBS into Customs scan and overlabel of unreadable pieces.

6.   Sweeping mail from back end if not attached to a conveyor system.

7.   Containerizing pieces sorted for further customs inspection.

Data requirements:

a.   Volume required if work hours are used for this operation.

b.   TPH volume must be manually entered into MODS.

c.   TPH is defined as total pieces inducted.

350 AIIEPPS   LDC 17

Record volume and workhours used by employees engaged in feeding and sweeping the Automated Inbound International Expedited Product Processing System.

1.   The transport of mail to and from this operation.

2.   The transport of empty equipment.

3.   Opening containers.

4.   Placing and facing mail on feed system.

5.   Manual GBS into Customs scan and overlabel of unreadable pieces.

6.   Sweeping mail from back end if not attached to a conveyor system.

7.   Containerizing pieces sorted for further customs inspection.

Data requirements:

a.   Volume required if work hours are used for this operation.

b.   TPH volume must be manually entered into MODS.

c.   TPH is defined as total pieces inducted.

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

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 Lobby Assistant   LDC 45

Work hours used in serving customers in the lobby and other activities in support of retail operations.

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.

357 Government Services   **LDC 45**

Hours used by SSA to perform In Person Proofing for the candidates that will be hired by Census.

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

Distribution of Express Mail.

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

Data requirements:

a.   Work hours and Workload units are recorded in these operations.

b.   Volume required if work hours are used for this operation.

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

359 Express Mail, International — Import   **LDC 18**

Distribution of Express Mail.

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

Data requirements:

a.   Work hours and Workload units are recorded in these operations.

b.   Volume required if work hours are used for this operation.

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

369C Composite — EPPS (361-369)   **LDC 13**

Enhanced Package Processing System (EPPS)

Work hours used by craft employees engaged in the preparation, single induction, keying, distributing, and the sweeping of the EPPS 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.   dentification 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.

Data requirements:

WebEOR automatically downloads pieces fed, mechanical rejects, run time and downtime.

361 EPPS Outgoing FCM SPRS   **LDC 13**

Distribution of originating FCM SPRS. Activities include the following: *See operation 369C activities description and Data requirement.*

362 EPPS Incoming FCM SPRS   **LDC 13**

Distribution of incoming FCM SPRS. Activities include the following: *See operation 369C activities description and Data requirement.*

363 EPPS Outgoing Marketing Mail   **LDC 13**

Distribution of originating marketing mail. Activities include the following: *See operation 369C activities description and Data requirement.*

364 EPPS Outgoing Pref Bundles   **LDC 13**

Distribution of originating preferential bundles. Activities include the following: *See operation 369C activities description and Data requirement.*

365 EPPS International Import   **LDC 13**

Distribution of incoming international mail. Activities include the following: *See operation 369C activities description and Data requirement.*

366 EPPS Incoming Pref Bundles   **LDC 13**

Distribution of incoming preferential bundles. Activities include the following: *See operation 369C activities description and Data requirement.*

367 EPPS Incoming Marketing Mai   **LDC 13**

Distribution of incoming marketing mail. Activities include the following: *See operation 369C activities description and Data requirement.*

368 EPPS Outgoing Priority   **LDC 13**

Distribution of originating priority mail. Activities include the following: *See operation 369C activities description and Data requirement.*

369 EPPS Incoming Priority   **LDC 13**

Distribution of incoming priority mail. Activities include the following: *See operation 369C activities description and Data requirement.*

371 APPS SINGLE O/G FCM SPRS   **LDC 13**

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

Data requirement: *See operation 154 data requirement.*

372 APPS SINGLE I/C FCM SPRS   **LDC 13**

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

Data requirement: *See operation 154 data requirement.*

373 APPS DUAL O/G FCM SPRS   **LDC 13**

APPS sortation of originating FCM SPRS. The following activities are included: *See operation 249C activities description*.

Data requirement: *See operation 152 data requirement*.

374 APPS DUAL I/C FCM SPRS   **LDC 13**

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

Data requirement: *See operation 152 data requirement*.

375 APBS O/G FCM SPRS   **LDC 13**

APBS sortation of originating FCM SPRS. The following activities are included: *See operation 134C activities and data requirement descriptions*.

376 APBS I/C FCM SPRS   **LDC 13**

APBS sortation of incoming FCM SPRS. The following activities are included: *See operation 134C activities and data requirement descriptions*.

377 SPSS O/G FCM SPRS   **LDC 13**

SPSS sortation of originating FCM SPRS. The following activities are included: *See operation 134C activities and data requirement descriptions*.

378 SPSS I/C FCM SPRS   **LDC 13**

SPSS sortation of incoming FCM SPRS. The following activities are included: *See operation 134C activities and data requirement descriptions*.

381C Composite — Multimode Bulky Operations (381–385)   **LDC 11**

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

381 Multimode Bulky — Primary Outgoing   **LDC 11**

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

382 Multimode Bulky — Secondary Outgoing   **LDC 11**

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

Data requirements:

a.   FHP is not valid for this operation.

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

383 Multimode Bulky, MMP Distribution   **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 290C activities and data requirement descriptions.*

384 Multimode Bulky, Sectional Center Facility Distribution — SCF   LDC 11

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

Machine distribution of SCF letter activities include: *See operation 890C.*

385 Multimode Bulky, I/C Primary   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 890C.*

388 REC Mixed VCS Keying   LDC 15

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

390C Composite — High Throughput Package Sorter (HTPS) — (390–399)   LDC 13

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of originating mail on the HTPS 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:

WebEOR automatically downloads pieces fed, mechanical rejects, run time and downtime.

390 HTPS INCOMING CARRIER ROUTE   LDC 13

HTPS sortation of incoming carrier route bundles. The following activities are included: See operation 390C activities and data requirement descriptions.

391 HTPS OUTGOING PREF BUNDLES   LDC 13

HTPS sortation of outgoing pref bundles. The following activities are included: See operation 390C activities and data requirement descriptions.

392 HTPS OUTGOING MARKETING MAIL   LDC 13

HTPS sortation of outgoing marketing mail. The following activities are included: See operation 390C activities and data requirement descriptions.

393 HTPS INCOMING PREF BUNDLES   **LDC 13**

HTPS sortation of incoming pref bundles. The following activities are included: See operation 390C activities and data requirement descriptions.

394 HTPS INCOMING MARKETING MAIL   **LDC 13**

HTPS sortation of incoming marketing mail. The following activities are included: See operation 390C activities and data requirement descriptions.

395 HTPS PRIORITY OUTGOING   **LDC 13**

HTPS sortation of outgoing priority. The following activities are included: See operation 390C activities and data requirement descriptions.

396 HTPS PRIORITY INCOMING   **LDC 13**

HTPS sortation of incoming priority. The following activities are included: See operation 390C activities and data requirement descriptions.

397 HTPS O/G FCM SPRS   **LDC 13**

HTPS sortation of outgoing FCM SPRS. The following activities are included: See operation 390C activities and data requirement descriptions.

398 HTPS I/C FCM SPRS   **LDC 13**

HTPS sortation of incoming FCM SPRS. The following activities are included: See operation 390C activities and data requirement descriptions.

399 HTPS INTL IMPORT SPRS   **LDC 13**

HTPS distribution foreign inbound LC, SPRS and AO mail.

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   LDC 12
   Distribution — MMP

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   LDC 12
   Distribution — SCF

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

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

405 AFSM 100, ATHS, Primary Distribution — Incoming   LDC 12

Primary 5-digit distribution of 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.*

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.

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.*

428C Composite — Low Cost Universal
Sorter (428–433, 938–943)   **LDC 13**

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

1.   Loading of trays, sacks, parcels and outsides on the conveyor tray line.

2.   Removal of trays, sacks, parcels and Outsides to dispatch containers.

3.   Collecting/staging containers and setting up work area.

4.   Includes allied labor for this operation.

Data requirements:

a.   WebEOR will credit WebMODS with NA TPH volume for operations
      428–429.

b.   WebEOR will credit WebMODS with TPH volume for operations 938–
      943.

c.   WebEOR will credit WebMODS with FHP volume for operations 938–
      939, 942-943.

428 LCUS/HSUS/USS Outgoing Processing   **LDC 16**

See operation 428C activities and data requirement descriptions.

429 LCUS/HSUS/USS Incoming Processing   **LDC 16**

See operation 428C activities and data requirement descriptions.

430C Composite — APBS, Barcode Read Mode (434–439)   **LDC 13**

Automated parcel and bundle sorter

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

431 APBS Incoming Carrier Route **LDC 13**

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

434 APBS Outgoing Preferential **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 APBS Outgoing Marketing Mail **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 APBS Incoming Preferential **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 APBS Incoming Marketing Mail **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 APBS Outgoing Priority **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 APBS Incoming Priority **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:

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:

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

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

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

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

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

450 UFSM 1000 Priority Distribution — Outgoing   **LDC 12**

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

451 UFSM 1000 Priority Distribution — Incoming   **LDC 12**

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

453 APBS Incoming Parcel Post   **LDC 13**

Work hours used by craft employees engaged in the preparation, induction, keying, distributing, and the sweeping of ncoming 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.

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.

Data requirement: Record work hours only. ISCs can enter volume as Non Add TPH.

455 Area Projects   **LDC 88**

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

Data requirement: Record work hours only.

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

Automatic Flat Sorting Machine 100 Automatic Induction

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

1. Machine set up including rolling stock, flat tubs, placarding, labeling, etc.

2. Monitoring automated feeders.

3. Clearing mail jams.

4. Sweeping.

5. Loading/unloading plastic flat mail trays.

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

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

461 AFSM 100 AI, Primary Distribution — Outgoing   **LDC 12**

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

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

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

Data requirements:

a. FHP is not valid for this operation.

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

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

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

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

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

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

465 AFSM 100 AI, Primary Distribution — Incoming   **LDC 12**

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

466 AFSM 100 AI, Secondary Distribution — Incoming   **LDC 12**

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

467 AFSM 100 AI — Box Section   **LDC 12**

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

468 AFSM 100 Cancellations — Flats   **LDC 17**

The AFSM 100 cancels First-Class Flat Mail as it is being processed.

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

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

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

Data requirement: Record work hours only.

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

Data requirement: Record work hours only.

478 HQ Projects, Clerk   **LDC 88**

Data requirement: Record work hours only.

479 HQ Projects, Mail Handler   **LDC 88**

Data requirement: Record work hours only.

480 Headquarters Projects, SUPV   **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.   Operation 480 is used by supervision.

Data requirement: Record work hours only.

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

DBCS Input/Output Sub-System

Automatic mode processing on the DIOSS.

Data requirement: *See operation 260C for activities and data requirements.*

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

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

482 Multimode, O/G Secondary   LDC 11

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

Data requirements:

a.   FHP is not valid for this operation.

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

483 DIOSS Multimode MMP   LDC 11

The DIOSS/CIOSS processing of destinating automated mail in Multimode. Machine 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 Multimode SCF   LDC 11

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

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

485 Multimode, Incoming Primary   LDC 11

The DIOSS/CIOSS processing of single 3-digit 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 280C activities and data requirement descriptions.*

490 LCREM BACK SIDE LABEL   LDC 11

Blank labels are applied to the backside (ID Tag area) of all mailpieces fed and accepted. Data Requirements: Auto credited from WebEOR.

491 CFPS Operations   LDC 18

To be used when Mechanized Forwarding System (MFS) clerks scan Postal Service (PS) Form 3575's at the COA Forms Processing System (CFPS).

Data requirements: Workload is manually entered into WebMODS as NA TPH, volume source is CFS Performance Report.

492 Mechanized Forwarding System (MFS) Waste LDC 18

Work hours used in MFS operations for MFS-generated waste mail verification.

Data requirements: Work hours only.

493 MFS Miscellaneous Support   LDC 18

Work hours used in MFS operations for miscellaneous support tasks.

Data requirements: Work hours only.

494 MFS Dispatch   LDC 18

Work hours used in MFS operations for the dispatch of all processed non-machineable and machineable pieces to the P&DC for outgoing processing.

Data requirements: Work hours only.

495 MFS Mail Prep   **LDC 18**

Work hours used in MFS operations for the prepping of all incoming mailpieces and incoming Change of Address (COA) forms.

Data requirement: Workload is manually entered into WebMODS as NA TPH, volume source is CFS Performance Report.

496 MFS Load/Sweep FFT   **LDC 18**

Work hours used in MFS operations for the loading and sweeping of mail processed on the Flats Forwarding Terminal.

Data requirement: Workload is manually entered into WebMODS as NA TPH, volume source is CFS Performance Report.

497 MFS 3579 Operations   **LDC 18**

Work hours used in MFS operations for the casing of Periodical Address Notification (Form 3579) mailpieces, writing 3579 database, and labeling and stuffing of envelopes.

Data requirement: Workload is manually entered into WebMODS as NA TPH, volume source is CFS Performance Report.

498 MFS 3547 Operations   **LDC 18**

Work hours used in MFS operations for the photo-copying of address correction (Form 3547) mail pieces.

Data requirements: Workload is manually entered into WebMODS as NA TPH, volume source is CFS Performance Report.

499 MFS FFT Operations   **LDC 18**

Work hours used in MFS 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: Workload is manually entered into WebMODS as NA TPH, volume source is CFS Performance Report.

500 FPARS Waste Mail Verification   **LDC 18**

To be used by clerks when verifying the waste mail generated from FPARS processing from both the

AI and non-AI AFSM100's.

Data requirement: Waste Mail volume is auto credited by WebEOR to WebMODS as NA TPH.

501 AI FPARS RTS Image Lift Mode   **LDC 12**

RTS image lift mode. To be used when running carrier identified RTS mail on an AI FPARS machine in the image lift mode.

Data Requirements: Auto credited from WebEOR

503 AI FPARS Flats CIF Image Lift Mode   **LDC 12**

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

Data requirement: Auto credited from WebEOR

505 AI FPARS Rescan mode   **LDC 12**

Rescan image lift is used for mailpieces where a portion of the mailpiece image has been read by the **F**AFR or keyed by the REC site, but the **F**AFR or REC site is unable to read or determine certain mailpiece attributes.

Data requirement: Auto credited from WebEOR.

506 AI FPARS RTS OTHER   **LDC 12**

Other is only used to lift RTS images in instances where the machine was not able to capture an image during a previous RTS image lift operation 501, or where the forwarding storage unit (FSU) information could not be retrieved and a new image is needed to begin the AI FPARS process again. The RTS reason type is determined by utilizing the three letter acronym sprayed on the mailpiece during the previous lift operation.

Data requirement: Auto credited from WebEOR.

508 AI FPARS FLAT CIF FORWARD LABEL   **LDC 12**

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

Data requirement: Auto credited from WebEOR.

509 AI FPARS FLATS RTS LABEL   **LDC 12**

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

Data requirement: Auto credited from WebEOR.

510 Headquarters Projects   **LDC 89**

Work hours for non-supervision.

Work hours used on authorized Headquarters projects.

1.   This operation number is requested from Headquarters using Form 2396, *Request for Assistance Headquarters/Area Project*.

2.   This request must be submitted to Network Development and Support group for approval and validation of the MODS operation number approximately two weeks before the project's effective date.

3.   It is the project manager's responsibility to inform the Network Development and Support group when the expiration date for a project changes, and to issue notification to the offices involved of the operation number for the project and the effective and expiration dates of the project.

4.   Operation 480 is used by supervision, and operations 510 is used by non-supervision.

Data requirement: Record work hours only.

511 EEO Complaint   **LDC 88/89**

512 EEO Complaints Representative   **LDC 88/89**

513 EEO Management Representative   **LDC 88/89**

514 EEO Witness   **LDC 88/89**

515 Voice of the Employee, Craft   **LDC 89**

Workhours used to complete VOE surveys.

516 Logical Out for Delivery

Logical out for delivery event, which is an implied event created by Informed Visibility® (IV®), indicating that the mailpiece is out for delivery.

517 Logical Delivery

Logical delivery event, which is an implied event created by Informed Visibility® (IV®), indicating when the mailpiece should have been delivered. See *IV Mail Tracking & Reporting User Guide* for business rules behind logical delivery event creation.

520–529 Rural Carriers   **LDC 25**

Activities associated with rural carriers.

Data requirement: Record work hours only.

530 Stand Alone Mail Prep   **LDC 17**

Flats sequencing system

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

1.   Loading flat mail containers into ABSU and operation of ABSU.

2.   Loading flat mail tubs into SAMP unit.

3.   Supporting and performing flat mail containerization from presorted bundles and flat mail tubs into ACTs, which are loaded onto dollies.

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

Data requirements:

a.   NA TPH volume is auto credited by WebEOR.

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:

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.

539 Waste Mail Verification   **LDC 49**

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

Data requirement: Record work hours only.

540 Miscellaneous Finance Activities (Finance Employees)   **LDC 56/50**

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

Data requirement: Record work hours only.

**541 Miscellaneous Human Resources Activities
    (Human Resources Employees)**   **LDC 61/60**

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

Data requirement: Record work hours only.

542 Insured, COD, and Customs   **LDC 48**

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

Data requirement: Record work hours only.

544 Cages Serving Carriers   **LDC 48**

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

Data requirement: Record work hours only.

545 Foreign Mails   **LDC 18**

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

Data requirement: Record work hours only.

547 Scheme Examiners   **LDC 18**

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

Data requirement: Record work hours only.

548 Employees Detailed to Mail Order/Publication Houses   **LDC 18**

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

Data requirement: Record work hours only.

549 Empty Equipment Processing   **LDC 18**

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

1. Transporting, loading, and unloading empty equipment such as trays, hampers, pallets, sacks, and containers into/from storage areas for use by an associate office or postal customer.

2. Inventorying empty equipment storage areas for determining equipment needs, as required.

3. Setting up empty equipment racks to segregate sacks by type and to bundle, label, tie, and ship sacks to concentration centers, associate offices, or postal customers. The examination of sacks and parcels for mail content must be performed and charged to the operation generating them and not to this number.

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

Data requirement: Record work hours only.

550 Presort Verification   LDC 79

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

551 Inquiry and Claims   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 Office Work and Record Keeping — Mail Processing   LDC 18

Office work and record keeping include the following activities:

1. Work hours of employees performing record keeping or clerical work that cannot be classified in another operation.

2. Do not record any such work performed incidental to another operation under this operation.

3. Charge correction of schemes and schedules to this number when performed as a primary assignment.

Data requirement: Record work hours only.

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

Office work and record keeping include the following activities:

1. Work hours of employees performing record keeping or clerical work that cannot be classified in another operation.

2. Do not record any such work performed incidental to another operation under this operation.

Data requirement: Record work hours only.

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

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

Data requirement: Record work hours only.

560 Miscellaneous Mail Processing Activities   **LDC 18**

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**

Window clerks setting meters in customer facilities.

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

The WebMODS application will automatically credit operation 565 and LDC 18 (Non-supervisory) or LDC 10 (Supervisory) with work hours for any MODS operation number that is not valid for the mail processing facility (finance number). Operation numbers are assigned to specific MODS facility types. Each site can correct the errors within TACS prior to the TACS cutoff or after the 11th day within WebMODS's Work Hours Reassignment function. Sites have 60 days to correct these in WebMODS. Once the error occurs in WebMODS, they will be recorded in operation 565 until corrected through TACS or WebMODS.

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

Data requirements:

a.   Record work hours only.

b.   WebMODS Function 1 TACS errors that are not corrected are assigned in WebMODS to this operation.

c.   Operations must review and correct errors to reduce work hours charged to this default operation.

566 Training Instructors   **LDC 65**

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

Data requirement: Record work hours only.

567 Craft Relocation   **LDC1**

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.   Window clerks setting meters in customer facilities.

Data requirement: Record work hours only.

570 Administrative Services — Supply Section   **LDC 82/81**

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

Data requirement: Record work hours only.

571 Executive Section   **LDC 82/81**

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

1.   Employees such as the postal information officer and others reporting to the postmaster/installation head.

2.   Does not include work hours of functional managers.

Data requirement: Record work hours only.

572 Personnel Section   **LDC 62/60**

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

1.   Employees working in the medical unit.

2.   All doctors and non-bargaining unit nurses must use this operation number.

Data requirement: Record work hours only.

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: Non- ISCs record work hours only. ISCs are allowed to enter NA TPH into MODS for workload for 575. Enter ISAL/IPA sack count from GBS. Manually input this into MODS OPN 575.

581 Industrial Engineering   **LDC 03**

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

Data requirement: Record work hours only.

582 Quality Improvement   **LDC 02**

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

Data requirement: Record work hours only.

585 Registry Section   **LDC 18**

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

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

591 ODIS, Finance and Plan Employee   **LDC 57/50**

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

Data requirement: Record work hours only.

592 C/RA, Finance and Plan Employee   **LDC 57/50**

Cost ascertainment

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

Data requirement: Record work hours only.

593 Environmental Manager   **LDC 07/01**

Data requirement: Record work hours only.

594 Address Information Systems   **LDC 04/01**

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

The maintenance of this system includes the following activities:

1.   Establishing procedures to receive changes from associate offices and delivery units reporting directly to districts.

2.   Verifying information received to ensure completeness and accuracy.

3.   Translating data onto coding sheets according to the conventions of the system being maintained.

4.   Forwarding completed coding sheets to National ZIP Code Data Site.

5.   Verifying updates received from the National ZIP Code Data Site.

6.   Contacting associate offices and delivery units to resolve discrepancies.

7.   Maintaining sector/segment printouts and ZIP Code maps for district area.

8.   Performing frequent quality checks of updated data.

9.   Performing onsite audits related to ZIP Code and ZIP+4 programs at associate offices, stations, and branches, and contacting the delivery unit managers to correct deficiencies immediately.

10. Assigning 4-digit ZIP Code add-ons for addresses within the district and notifying customers.

11. Compiling necessary reports.

Data requirement: Record work hours only.

599 Manager, Finance   **LDC 50**

Management work hours only.

600 Manager, Human Resources   **LDC 60**

Management work hours only.

601 Manager, Customer Services Support   **LDC 70**

Management work hours only.

602 Manager, Administrative Services   **LDC 81**

Management work hours only.

603 Institutional Standby – Mail Processing   **LDC 10/18**

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

Data requirement: Record work hours only.

604 Institutional Standby – Delivery   **LDC 20/21**

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

Data requirement: Record work hours only.

605 Institutional Standby – Postal Vehicle Svc (PVS)   **LDC 30/34**

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

Data requirement: Record work hours only.

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

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

Data requirement: Record work hours only.

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

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

Data requirement: Record work hours only.

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

See operation 607 activities and data requirement descriptions.

609 Steward Time, Function 7   **LDC 78**

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 16**

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: WebEOR will auto credit WebMODS with NA TPH.

618 Low Cost Tray Sorter Outgoing   **LDC 16**

See operation 618C activities and data requirement descriptions.

619 Low Cost Tray Sorter Incoming   **LDC 16**

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.

628C Composite Robotics (627–629)   **LDC 16**

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 628C activities and data requirement descriptions.

628 Robotics — Outgoing   **LDC 13**

See operation 628C activities and data requirement descriptions.

629 Robotics — Incoming   **LDC 13**

See operation 628C activities and data requirement descriptions.

630 Meeting Time — Mail Processing 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.

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

Data requirement: Record work hours only.

637 Merchandise Return Service LDC 42

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

Data requirement: Record work hours only.

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

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

Data requirement: Record work hours only.

639 Business Reply Mail LDC 42

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

Data requirement: Record work hours only.

640 Collections LDC 48

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

Data requirement: Record work hours only.

643 Injury Compensation LDC 66

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

644 Bulk Mail Acceptance   **LDC 48**

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

Data requirement: Record work hours only.

645 Production and Planning, Logistics and Transportation   **LDC 05**

Supervisor and non-supervisor work hours of Operations Support employees involved in support of logistics and transportation activities.

Data requirement: Record work hours only.

646 Delivery Service Analyst   **LDC 09**

Supervisor and non-supervisor work hours of Operations Support employees involved in delivery and retail programs activities including the following:

1.   Delivery and vehicle programs specialist.

2.   Delivery and vehicle programs analysts.

3.   Delivery service analysts.

4.   Retail programs specialists.

5.   Also includes the Operations Mail activities.

Data requirement: Record work hours only.

647 VOMA Support   **LDC 33**

Vehicle operations maintenance assistant (VOMA)

Supervisor and non-supervisor work hours of Operations Maintenance employees assigned to VOMA positions.

Data requirement: Record work hours only.

648 Information Systems   **LDC 84**

Supervisor and non-supervisor work hours of employees involved in the maintenance, analysis, validation, coordination, or distribution of local and/or national information systems.

Data requirement: Record work hours only.

649 Parcel Return Service/Bulk Parcel Return Service   **LDC 42**

Work hours associated with the staging, scanning, and dispatching of Parcel Return Service (PRS) packages in F4 operations. Do not charge time used in the incidental handling of this type of workload to this operation, but should be charged to the operation in which the incidental handling occurred.

Data requirement: Record work hours only.

650 Budget and Financial Analysis   **LDC 54**

Supervisor and non-supervisor work hours of Finance employees involved in the preparation, tracking, and control financial budgets and all financial analysis activities.

Data requirement: Record work hours only.

652 Labor Relations Activities **LDC 61**

Supervisor and non-supervisor work hours of Human Resources employees involved in office work and record keeping and miscellaneous labor relations activities.

Data requirement: Record work hours only.

653 Safety and Health **LDC 63**

Supervisor and non-supervisor work hours of Human Resources employees involved in injury compensation or safety and health programs, including bargaining unit nurses.

Data requirement: Record work hours only.

654 EEO/Affirmative Action **LDC 64**

Supervisor and non-supervisor work hours of Human Resources employees involved in Equal Employment Opportunity and affirmative action programs.

Data requirement: Record work hours only.

655 Supervision, Business Mail Entry **LDC 70**

Work hours of supervisors involved in business mail activities.

Data requirement: Record work hours only.

656 Commercial Sales and Account Management **LDC 71**

Supervisor and non-supervisor work hours of commercial account representatives and others assigned to this activity.

Data requirement: Record work hours only.

657 Postal Business Centers **LDC 72**

Supervisor and non-supervisor work hours of employees who provide technical support to commercial sales and marketing activities as well as those who provide product training and support to postal personnel and customers.

Includes work hours for the following:

1.   Commercial programs specialist.

2.   Sales information and promotion specialist.

3.   Express Mail coordinator.

Data requirement: Record work hours only.

658 Expedited Mail Service **LDC 73**

Supervisor and non-supervisor work hours of employees who provide support to merchandising programs, sales promotion, telemarketing, and group selling. Includes hours of the sales information specialist and sales promotion specialists.

Data requirement: Record work hours only.

659 Retail Marketing **LDC 74**

Supervisor and non-supervisor work hours of employees who provide support to public and employee communications activities.

Data requirement: Record work hours only.

660 Mailing Requirements and Business Mail Entry   **LDC 79**

Supervisor and non-supervisor work hours of employees who are accepting and processing mailing permits and responding to customer inquiries of mailing requirements.

Data requirement: Record work hours only.

661 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 Remote Forwarding System – RFS   **LDC 48**

Use this operation for all Remote Forwarding System work. Scanning the barcode will start the COA Lookup process. This is a web based process that allows Delivery Unit clerks the ability to process UAA parcels, forwardables and returns. Enables automation equipment to forward or return parcels while maintaining tracking functionality of Special Services barcodes.

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.

678 Admin and Clerical — Area Stations   **LDC 48**

Supervisor and non-supervisor work hours of employees involved in miscellaneous office work and record keeping.

Data requirement: Record work hours only.

679 Admin and Clerical — Transportation and Networks   **LDC 31/30**

See operation 678 activities and data requirement descriptions.

680 Admin and Clerical — Plant and Equipment Maintenance   **LDC 39**

See operation 678 activities and data requirement descriptions.

683 Admin and Clerical — Accounting Services   **LDC 52**

See operation 678 activities and data requirement descriptions.

685 Admin and Clerical — Postal Systems Coordinators   **LDC 55**

See operation 678 activities and data requirement descriptions.

688 CFS Dispatch   **LDC 49**

Work hours used in CFS operations for the dispatch of all processed non-machinable and machinable pieces to the P&DC for outgoing processing.

Data Requirement: Record work hours only.

690-702 Reserved for Visibility Scanning Events

704 Reserved for Visibility Scanning Event

705 Supervisor, Delivery Services   **LDC 20**

Work hours of supervisors used entirely for delivery and collection service activities. Does not include hours used in route examination activities.

Data requirement: Record work hours only.

706 Supervisor/Manager, Customer Services   **LDC 40**

Work hours of supervisors used entirely for supervising Customer Services clerks.

Data requirement: Record work hours only.

707 Supervisor/Manager, Route Examination   **LDC 20**

Work hours of supervisors used entirely for route examination activities.

Data requirement: Record work hours only.

708 Supervisor/Manager, All Other Delivery/Customer Services LDC 20

Work hours for supervisors who are supervising employees performing delivery and Customer Services activities. Use operation 708 when hours cannot be charged to operations 705, 706, or 707 for the entire day.

Data requirement: Record work hours only.

709 Routers   **LDC 29**

Work hours used by delivery service employees assigned to router positions, responsible for casing mail for more than one delivery assignment.

Data requirement: Record work hours only.

712 Router PM Office Time   **LDC 29**

Work hours used by delivery service employees assigned to router positions, responsible for casing mail for more than one delivery assignment.

Data requirement: Record work hours only.

713–714, 717–722, 727–730 City Delivery Carriers

Work hours of carrier employees used to case and deliver mail on city delivery regular and auxiliary letter routes, both office and street hours. Do not include router hours and combination routes. Charge work hours according to the type of route and whether it is office time or street time.

Data requirement: Record work hours only.

713 City Delivery Carriers, VIM Route — Street   **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 – 716 Reserved for Visibility Scanning Events

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.

723 Sunday Parcel — Street   **LDC 24**
Street work hours of carriers used for Sunday delivery of parcel routes.

Data requirement: Record work hours only.

724 Sunday Parcel — Office   **LDC 24**

Office work hours of carriers used for Sunday delivery of parcel routes.

Data requirement: Record work hours only.

725 AMAZON FRESH STREET   **LDC 24**

Used for Customized Delivery – Amazon Fresh. Street Delivery of Groceries 7 days a week including Sundays and Holidays.

726 AMAZON FRESH OFFIC   **LDC 24**

Used for Customized Delivery – Amazon Fresh. Office sortation/Loading of Groceries 7 days a week *including* Sundays and Holidays.

727 City Delivery Carriers, Mixed Foot — Street   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

728 City Delivery Carriers, Mixed Foot — Street   **LDC 21/20**

See operation 713 activities and data requirement descriptions.

729 City Delivery Carriers, Mixed Motorized — Street   **LDC 22/20**

See operation 713 activities and data requirement descriptions.

730 City Delivery Carriers, Mixed Motorized — Office   **LDC 21/20**

See operation 714 activities and data requirement descriptions.

731 Collection — Street   **LDC 27/20**

Street work hours of carrier employees used to provide regular and Express Mail collection service. Does not include combination routes and hours used in collection of mail on city delivery routes.

Data requirement: Record work hours only.

732 Collection — Office   **LDC 27/20**

Office work hours of carrier employees used to provide regular and Express Mail collection service. Does not include combination routes and hours used in collection of mail on city delivery routes.

Data requirement: Record work hours only.

733 Parcel Post — Street   **LDC 23/20**

Street work hours of carriers used for the delivery of parcel post routes.

Data requirement: Record work hours only.

734 Parcel Post — Office   **LDC 23/20**

Office work hours of carriers used for the delivery of parcel post routes.

Data requirement: Record work hours only.

735 Relay Carrier — Street   **LDC 23/20**

Street work hours of carriers used for the delivery of relay routes.

Data requirement: Record work hours only.

736 Relay Carrier — Office   **LDC 23/20**

Office work hours of carriers used for the delivery of relay routes.

Data requirement: Record work hours only.

737 Combination — Street   **LDC 23/20**

Street work hours of carriers used for the delivery of combination routes. Includes those portions of combination routes that are letter delivery or collection related.

Data requirement: Record work hours only.

738 Combination — Office   **LDC 23/20**

Office work hours of carriers used for the delivery of combination routes. Includes those portions of combination routes that are letter delivery or collection related.

Data requirement: Record work hours only.

739 Carrier Drivers — Street   **LDC 23/20**

Street work hours of carriers used for the delivery of intra/inter city runs other than those made by motor vehicle operators.

Data requirement: Record work hours only.

740 Carrier Drivers — Office   **LDC 23/20**

Office work hours of carriers used for the delivery of intra/inter city runs other than those made by motor vehicle operators.

Data requirement: Record work hours only.

741 Reserved for Visibility Scanning Event

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 Same Day Delivery   **LDC 23**

Workhours of carriers used for same day delivery of parcels.

747 Maintenance — Building Services   **LDC 38**

Non-supervisor work hours of Operations Maintenance employees involved in custodial activities and protective services provided by maintenance employees in those buildings requiring guards in which Inspection Service Security Force personnel have not been authorized.

Data requirement: Record work hours only.

748 Custodial Per MOU   **LDC 38**

750 Maintenance — Postal Operating Equipment   **LDC 36**

Non-supervisor work hours of Operations Maintenance employees involved in all activities devoted to both fixed and non-fixed mail processing equipment, postal scales (BMEU/Customer Service), lobby and SSPC stamp vending equipment, and all other equipment that is uniquely designed and deployed for mail handling or other proprietary postal functions.

Data requirement: Record work hours only.

753 Maintenance — Building and Plant Equipment   **LDC 37**

Non-supervisor work hours of Operations Maintenance employees involved in all building maintenance activities and all activities devoted to the maintenance of building utilities, heating, air conditioning, lighting, and other plant equipment. Also includes any activities devoted to the maintenance of conventional support equipment such as clocks, typewriters, office furniture, and so forth.

Data requirement: Record work hours only.

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.

763 Vehicle Maintenance Facility   **LDC 31**

Administrative and clerical support of the vehicle maintenance facility (VMF).

764 Motor Vehicle Services   **LDC 31**

Administrative and clerical support of motor vehicle services (MVS).

765 Motor Vehicle Operators   **LDC 34/30**

Data requirement: Record work hours only.

766 Tractor Trailer Operators   **LDC 34/30**

Data requirement: Record work hours only.

767 Express Mail Delivery   **LDC 23**

768 City Carrier — Tertiary Distribution   **LDC 28**

Work hours of employees performing tertiary distribution of carrier mail.

Data requirement: Record work hours only.

769 Box Section — Stations or Branches   **LDC 44/40**

The distribution of preferential and Standard Mail letters, flats and parcel post to box sections or boxes in a station or branch within the reporting finance number. Includes the following activities:

1. Distribution of Post Office box mail to a totally dedicated box mail distribution case or to the actual Post Office box.

2. Hours used for distribution performed in detached Post Office box units.

3. Use local 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.

773 PVS Spotter   **LDC 34**

Career postal vehicle drivers spotting trailers on platform and in the yard.

Data requirement: Record work hours only.

777 Incoming Letters Flowed to Route/Box

778 Incoming Flats Flowed to Route/Box

779 RBCS Group Leader   **LDC 15**

Work hours used in the RECs to support but not limited to the following activities:

1.   Activities related to the hiring of new employees.

2.   Training — Orientation, computer-based interactive training (CBIT), other training duties.

3.   Keyer Performance Evaluation Reviews — including edits.

4.   Administrative support duties as assigned by management.

Data requirement: Record only work hours.

780 Training — Operations Support   **LDC 90/90**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1.   Classroom training.

2.   Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

781 Training — Mail Processing   **LDC 91**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1.   Classroom training and on-the-clock scheme study.

2.   Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

782 Training — Delivery Services   **LDC 92**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1.   Classroom training.

2.   Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

783 Training — Plant and Equipment Maintenance   **LDC 93**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1.   Classroom training.

2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

784 Training — Customer Services   LDC 94

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training and on-the-clock scheme study.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

785 Training — Finance   LDC 95

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

786 Training — Human Resources   LDC 96

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

787 Training — Customer Services Support   LDC 97

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

788 Training — Administration   LDC 98

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1. Classroom training.
2. Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

789 Training — Vehicle Services   **LDC 93**

Supervisor and non-supervisor work hours of employees undergoing training while on duty. Includes the following activities:

1.   Classroom training.

2.   Work hours for on-the-job training (if where the work performed by the trainee makes a contribution to production, then the hours are charged to the appropriate production operation).

Data requirement: Record work hours only.

790 Standby Maintenance Institutional   **LDC 39**

791 CFS — Mail Prep   **LDC 49**

Work hours used in CFS operations for the prepping of all incoming mailpieces and incoming Change of Address (COA) forms.

Data requirement: Record work hours only.

792 Load/Sweep Flats Forwarding Terminal   **LDC 49**

Work hours used in CFS operations for the loading and sweeping of mail processed on the Flats Forwarding Terminal.

Data requirement: Record work hours only.

793 Express Mail — Other Activities   **LDC 18**

Work hours used exclusively in other activities associated with Express Mail, including the following activities:

1.   Completing forms, verifying postage, and inputting acceptance data into computers by Function 1 Mail Processing employees.

2.   Do not include Customer Service work hours in this operation.

Data requirement: Record the number of pieces for which an acceptance event/scan was initiated. Data collection and manual reporting will be maintained until an automatic feed using product tracking scans can be enabled to WebMODS.

794 Miscellaneous Markup Activities — Stations/Branches   LDC 48/40

Work hours used by Customer Services employees for miscellaneous markup activities performed in units other than Centralized Mail Markup and Computer Forwarding System sites.

Data requirement: Record work hours only.

795 Periodical Address Notification (Form 3579) Operations   LDC 49

Work hours used in CFS operations for the casing of Periodical Address Notification (Form 3579) mailpieces, writing 3579 database, and labeling and stuffing of envelopes.

Data requirement: Record work hours only.

796 Notification to Mailers of Correction
**   in Address (Form 3547) Operations**   **LDC 49**

Work hours used in CFS operations for the photo-copying of address correction (Form 3547) mailpieces.

Data requirement: Record work hours only.

797 Flats Forwarding Terminal/Non-Mechanized
  Terminal Operations   **LDC 49**

Work hours used in CFS operations for processing of all non-machinable letters, machinable and non-machinable flats, CIOSS rejects, and flat PARS rejects on a flat forwarding terminal or non-mechanized terminal. Both forwardable, non–ACS and ACS RTS mail flows are included.

Data requirement: Record work hours only.

798 Miscoded/Uncoded Mail   **LDC 18**

Work hours used by mail processing for processing miscoded/uncoded mail.

Data requirement:

a.   Volume reporting is optional.

b.   NA TPH can be added into WebMODS for this operation.

c.   Use standard conversion rates and enter as pieces.

799 Standby Maintenance Operational   **LDC 39**

800 FPARS Manual Distribution   **LDC 14**

When FCIOSS processes undeliverable as addressed mail from Delivery, some of the mail cannot be finalized. FPARS reject mail to be forwarded or returned flows to the local CFS unit after sortation in the plant manual operation.

Data requirements:

a.   Record work hours.

b.   Use linear or container conversion counts for input into WebMODS.

801 FPARS (FCIOSS) RTS Image Lift Mode   **LDC 12**

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

803 FPARS (FCIOSS) Flats CIF Image Lift Mode   **LDC 12**

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

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

805 FCIOSS Rescan Mode   **LDC 12**

Rescan image lift is used for mailpieces where a portion of the mailpiece image has been read by the FAFR or keyed by the REC site, but the **F**AFR or REC site is unable to read or determine certain mailpiece attributes.

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

806 FPARS RTS OTHER   **LDC 12**

Other is only used to lift RTS images in instances where the FCIOSS was not able to capture an image during a previous RTS image lift operation 801, or where the forwarding storage unit (FSU) information could not be retrieved and a new image is needed to begin the PARS process again. The RTS reason type is determined by utilizing the three letter acronym sprayed on the mailpiece during the previous lift operation.

808 FPARS FLAT CIF FORWARD LABEL   **LDC 12**

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

809 FPARS FLATS RTS LABEL   **LDC 12**

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

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.*

814 UFSM 1000, OCR Mode, Sectional Center Facility Distribution — SCF   **LDC 12**

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

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.

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.*

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.*

831C Composite — ADUS (830-839) **LDC 13**

Automated Delivery Unit Sorter (ADUS)

Work hours used by craft employees within a plant engaged in the preparation, induction, distribution, and the sweeping of the ADUS 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 induction stations.

11. Sweep mail from bin/run outs.

12. Labeling and containerizing.

13. Preparing containers for dispatch (when integrated into the operation), including placarding.

14. Preparation of containers for transport and further sortation in downstream operations.

Data requirements:

WebEOR automatically downloads pieces fed, mechanical rejects, run time and downtime.

830 ADUS Incoming Carrier Route **LDC 13**

Distribution of Incoming Carrier Route. Activities include the following: *See operation 831C activities description and Data requirement.*

831 ADUS Outgoing FCM SPRS **LDC 13**

Distribution of originating FCM SPRS. Activities include the following: *See operation 831C activities description and data requirement.*

832 ADUS Incoming FCM SPRS **LDC 13**

Distribution of incoming FCM SPRS. Activities include the following: *See operation 831C activities description and data requirement.*

833 ADUS Outgoing Marketing Mail **LDC 13**

Distribution of originating marketing mail. Activities include the following: *See operation 831C activities description and data requirement.*

834 ADUS Outgoing Pref Bundles **LDC 13**

Distribution of originating preferential bundles. Activities include the following: *See operation 831C activities description and data requirement.*

835v ADUS International Import   **LDC 13**

Distribution of incoming international mail. Activities include the following: *See operation 831C activities description and data requirement.*

836 ADUS Incoming Pref Bundles   **LDC 13**

Distribution of incoming preferential bundles. Activities include the following: *See operation 831C activities description and data requirement.*

837 ADUS Incoming Marketing Mail   **LDC 13**

Distribution of incoming marketing mail. Activities include the following: *See operation 831C activities description and data requirement.*

838 ADUS Outgoing Priority   **LDC 13**

Distribution of originating priority mail. Activities include the following: *See operation 831C activities description and data requirement.*

839 ADUS Incoming Priority   **LDC 13**

Distribution of incoming priority mail. Activities include the following: *See operation 831C activities description and Data requirement.*

848 DIOSS Multimode – International Import   **LDC 11**

The distribution of automated international (import) mail on the DIOSS. *See operation 890C activities and data requirement descriptions*.

849 DIOSS Multimode – International Export   **LDC 11**

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

851C Composite – SSIU (851-854)

The distribution of parcel post and Priority Mail on automated the Singulate-Scan-Induction Unit (SSIU) on a Parcel Sorting Machine (PSM) at an Network Distribution Center (NDC). Activities on the SSIU include:

This operation is used in NDCs for parcel processing with automated SSIU equipment. Subsequent keying, orienting and facing on HSIUs may be required for SSIU rejected mail pieces. Activities include the following:

1.   Manual distribution at chutes and run-offs.

2.   All containerization and dispatching (i.e., hanging sacks, labeling sacks, throwing into and dispatching sacks, placarding, dispatching and replacing full containers, gathering empty equipment, etc.) for distribution of parcels generated from automated/mechanized parcel sorters.

3.   Package "first aid" for minor package damage.

4.   Staffing missent/reject chutes, replacing and dispatching full containers.

Data requirements:

a.   WebMODS will receive an auto credit of FHP, pieces fed, rejects, run time, and downtime from WebEOR.

b.   *WebMODS* will compute and report volume as TPH.

851 SSIU OutgoingPriority LDC 13

The distribution of automated outgoing Priority Mail on an SSIU at an NDC. The following activities are included: *See operation 851C activities description*.

852 SSIU Outgoing Package Services   **LDC 13**

The distribution of automated outgoing Package Services parcels on an SSIU at an NDC. The following activities are included: *See operation 851C activities description*.

853 SSIU Destinating Priority   **LDC 13**

The distribution of automated destinating Priority Mail on an SSIU at an NDC. The following activities are included: *See operation 851C activities description*.

854 SSIU Destinating Package Services   **LDC 13**

The distribution of automated destinating Package Services parcels on an SSIU at an NDC. The following activities are included: *See operation 851C activities description*.

855C Composite – HSIU (855-859)

The distribution of mechanized mail on an High Speed Induction Unit (HSIU) on the Parcel Sorter Machine (PSM) at a Network Distribution Center (NDC). Activities on the HSIU include:

This operation is used in NDCs for facing, orienting, and keying in the distribution of parcels through the parcel sorting machines. Activities include the following:

1.   Manual distribution at chutes and run-offs.

2.   All containerization and dispatching (i.e., hanging sacks, labeling sacks, throwing into and dispatching sacks, placarding, dispatching and replacing full containers, gathering empty equipment, etc.) for distribution of parcels generated from automated/mechanized parcel sorters.

3.   Package "first aid" for minor package damage.

4.   Staffing missent/reject chutes, replacing and dispatching full containers.

Data requirements:

a.   WebMODS will receive an auto credit of FHP, pieces fed, rejects, run time, and downtime from WebEOR.

b.   WebMODS will compute and report volume as TPH.

855 HSIU Outgoing Priority   **LDC 13**

The distribution of mechanized outgoing Priority Mail at an NDC. The following activities are included: *See operation 855C activities description.*

856 HSIU Outgoing Package Services   **LDC 13**

The distribution of mechanized outgoing Package Services parcels at an NDC. The following activities are Included: *See operation 855C activities description*.

857 HSIU Destinating Priority   **LDC 13**

The distribution of mechanized destinating Priority Mail at an NDC. The following activities are included: *See operation 855C activities description.*

858 HSIU Destinating Package Services   **LDC 13**

The distribution of mechanized destinating Package Services parcels at an NDC. The following activities are included: *See operation 855C activities description.*

861 Multimode O/G Primary   **LDC 41**

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

864 Multimode SCF Primary   **LDC 41**

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

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

865 – 878 Reserved for Visibility Scanning Events

888 Administrative Services

890C Composite — DBCS or DIOSS, BCS Mode
   (891–899, 916–919)   **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 at the DBCS include:

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

Data requirements: TPH and/or FHP

a. WebMODS will receive an auto credit of workload, pieces fed, rejects, runtime, and downtime from WebEOR.
b. WebMODS will compute and report volume as TPH. FHP and/or TPH is based on upstream processing and sort program next handling file information

891 DBCS 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 890C 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 890C activities.*

Data requirement:

a.   FHP is not valid for this operation.

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

893 DBCS or DIOSS, BCS Mode, Managed Mail Program
   Distribution — MMP   LDC 11

The distribution of managed mail is outlined/identified by the AADC logistics orders. Machine distribution of MMP letter activities include: *See operation 290C activities and data requirement descriptions.*

894 DBCS/BCS Mode, Sectional Center Facility Distribution   LDC 11

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

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

895 DBCS/DIOSS BCS Mode, Primary — Incoming   LDC 11

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

896 DBCS/DIOSS, BCS Mode, Secondary — Incoming   LDC 11

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

897 DBCS, BCS Box Section   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, 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 890C activities and data requirement descriptions.*

899 DBCS, BCS Mode, Sector Segment — 2nd Pass   LDC 11

The DBCS processing of barcoded sector segment mail in BCS mode. Distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. *See operation 890C activities and data requirement descriptions.*

900 Travel Time — Operations Support   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 Automated Delivery Unit Sorters (ADUS) AUTOMATION   **LDC 41**

906 Automated Delivery Unit Sorters (ADUS) MANUAL   **LDC 41**

911 Incident Costs

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 890C 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 890C activities and data requirement descriptions.*

916 DBCS/DIOSS, BCS Mode, DPS — 1st Pass   **LDC 11**

The DBCS/ALPS (Advanced Letter Processing System) processing of automated DPS mail in BCS mode. Sequenced distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. Machine distribution of box letter activities include: *See operation 890C activities and data requirement descriptions.*

917 DBCS/DIOSS, BCS Mode, DPS — 2nd Pass   **LDC 11**

The DBCS/ALPS (Advanced Letter Processing System) processing of automated DPS mail in BCS mode. Sequenced distribution of carrier route mail for local delivery units, firms, box sections, and other local destinations. Machine distribution of box letter activities include: *See operation 890C activities and data requirement descriptions.*

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 890C 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 890C 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.

954 Maintenance Engineering Specialist **LDC 35**

Management work hours only.

958 Rehabilitation **LDC 69**

Supervisor and non-supervisor:

1. Work hours for all employees rehired under the joint USPS/DOL rehabilitation program who have a permanent partial disability.

2. Work hours charged to this operation number can only be authorized by the senior injury compensation specialist at the district office.

Data requirement: Record work hours only.

959 Limited Duty **LDC 68**

Supervisor and non-supervisor:

1. Work hours of all employees who are temporarily assigned to a modified position, either part time or full time, in order to accommodate medical restrictions imposed as a result of a job related injury or illness.

2. This does not include employees who are essentially performing their regularly assigned duties with minor modification.

3. This also includes work hours of employees who are able to work in a part-time (less than 8 hours per day) capacity.

4. Work hours charged to this operation number can only be authorized by the senior injury compensation specialist at the district office.

Data requirement: Record work hours only.

968 Exchange Office Records Unit — International   **LDC 52**

Work hours of employees performing record keeping, clerical, data entry, or related work associated with foreign mail and in support of international accounting and other programs designated by Headquarters. Does not include such work performed incidental to another operation, unrelated office work, or record keeping charged to operation 681.

Includes the following specific air/surface exchange office records unit activities:

1. Auditing the preparation of inbound and outbound letter bills, parcel bills and delivery bills, used to account for terminal dues, parcel changes, transit changes, conveyance dues, and air and maritime carriage.

2. Reconciling inbound letter bills, parcel bills, and delivery bills with actual receipts of mail and amending the original data appearing on these bills, as appropriate.

3. Forwarding outbound and inbound bills to designated points for data entry, if not a data entry site.

4. Performing direct entry of data from outbound and inbound letter, parcel, and delivery bills, related verification notes (i.e., BVs), including the correction of irregular documents for transmission to the International Accounts Center.

5. Maintaining all internal logs and control forms to support the above activities.

6. Researching and responding to international claims and 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.

970 – 979 Reserved for Visibility Scanning Events

987 Ring Scanner Default

988 Loaned as — Officer in Charge   **LDC 80**

Work hours used at a postal facility other than the employee's official duty station.

1. Loaned hours do not include work at stations or branches within the same finance number.

2. Loaned hours are reported for payroll purposes and are not recorded in the MOD System.

Data requirement: Record work hours only.

989 Loaned to — Headquarters, HQ Related, Inspection Service, or Area Offices   **LDC 80**

See operation 988 activities and data requirement descriptions.

990 Loaned as — Supervisor   **LDC 10**

See operation 988 activities and data requirement descriptions.

991 Loaned as — Clerk   **LDC 47**

See operation 988 activities and data requirement descriptions.

992 Loaned as — Mail Handler   **LDC 17**

See operation 988 activities and data requirement descriptions.

993 Loaned as — Carrier   **LDC 21**

See operation 988 activities and data requirement descriptions.

995 Loaned as — Vehicle Maintenance Facility Mechanic   **LDC 32**

See operation 988 activities and data requirement descriptions.

996 Loaned as — Maintenance Building Services Employee   **LDC 37**

See operation 988 activities and data requirement descriptions.

997 Loaned as — Rural Carrier   **LDC 25**

See operation 988 activities and data requirement descriptions.

998 Headquarters/HQ Related   **LDC 80**

999 TACS Default   **LDC 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.

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Appendix B

MODS Operation Numbers

Oper Nbr	Non SUPV LDC	SUPV LDC Nbr	Oper Name	Vol Type ID	Shaped Based	Non Add TPH	Act Date	Deact Date
002	17	00	PRESORT	TPH	M	y	1/1/1990	1/1/2990
004	17	10	AFCS 200 - CANCELLATIONS	TPH	L	y	1/1/1990	1/1/2999
005	17	10	AFCS 200 - CANCEL-NO LIFT	TPH	L	y	1/1/1990	1/1/2999
006	17	10	AFCS 200 - CANCEL ONLY	TPH	L	y	1/1/1990	1/1/2999
007	17	10	AFCS 200 - REJECT MODE	TPH	L	y	1/1/1990	1/1/2999
008	17	10	AFCS 200 - CANCEL ONLY-NO LIFT	TPH	L	y	1/1/1990	1/1/2999
009	17	00	HAND CANCELLATIONS - FLATS	TPH	F	y	8/1/2008	1/1/2990
010	17	00	HAND CANCELLATIONS - LETTERS	TPH	L	y	1/1/1990	1/1/2990
012	17	00	MACHINE CANCELLED LTR - OTHER	TPH	L	y	1/1/1990	1/1/2990
015	17	00	ADV FACER CANCELLER SYS	TPH	L	y	1/1/1990	1/1/2990
016	17	00	FLAT CANCELLATIONS	TPH	F	y	1/1/1990	1/1/2990
017	17	00	CANCELLING OPERATIONS MISC	NONE	M	n	1/1/1990	1/1/2990
018	17	00	COLLECTION MAIL SEPARATION	NONE	M	n	1/1/1990	1/1/2990
019	17	00	TABBER	TPH	L	y	1/1/1990	1/1/2990
021	17	00	METERED LETTER PREPARATION	TPH	L	y	1/1/1990	1/1/2990
022	17	00	METERED FLAT PREPARATION	TPH	F	y	1/1/1990	1/1/2990
023	18	00	Secure Destruct Mail Verifying	TPH	L	y	1/1/2006	1/1/2999
024	18	00	Secure Destruct Mail Shredding	TPH	L	y	1/1/2006	9/27/2999
029	11	00	AFCS200 OGP	FHP	L	n	1/1/1990	1/1/2990
030	14	00	MANUAL LTR-OUTGOING PRIMARY	FHP	L	n	1/1/1990	1/1/2990
031	17	00	DEBRIS/LOOSE MAIL	TPH	M	y	1/1/1990	1/1/2990
032	14	00	MANUAL LTR-INTERNAT EXPORT	FHP	L	n	1/1/1990	1/1/2990
035	17	00	FLAT MAIL PREPARATION	TPH	F	y	1/1/1990	1/1/2990
036	17	00	FPARS PREP	TPH	F	y	8/18/2015	1/1/2099
037	11	00	PARS Auto Waste Verify	NONE	L	n	9/1/2016	1/1/2099
039	43	00	MANUAL LTR-SCF DISTRIBUTION	FHP	L	n	1/1/1990	1/1/2990
040	14	00	MANUAL LTR-OUTGOING SECONDARY	TPH	L	n	1/1/1990	1/1/2990
043	14	00	MANUAL LETTERS - MANAGED MAIL	FHP	L	n	1/1/1990	1/1/2990
044	14	00	MANUAL LTR-SCF DISTRIBUTION	FHP	L	n	1/1/1990	1/1/2990
050	14	00	PRIORITY - MANUAL OUTGOING	FHP	M	n	1/1/1990	1/1/2990
055	14	00	PRIORITY - MANUAL INCOMING	FHP	M	n	1/1/1990	1/1/2990
056	13	00	LIPS INTERNATIONAL - EXPORT	TPH	M	y	5/28/2005	1/1/2990
057	11	00	CIOSS INT LIFT/LABEL	TPH	L	n	8/18/2015	1/1/2099
058	11	00	CIOSS CIF Lift/Label	TPH	L	n	8/18/2015	1/1/2099
059	11	00	CIOSS RTS LIFT/LABEL	TPH	L	n	8/18/2015	1/1/2099
060	14	00	MANUAL FLT-OUTGOING PRIMARY	FHP	F	n	1/1/1990	1/1/2990
062	14	00	MANUAL FLT-INTERNAT EXPORT	FHP	F	n	1/1/1990	1/1/2990

Oper Nbr	Non SUPV LDC	SUPV LDC Nbr	Oper Name	Vol Type ID	Shaped Based	Non Add TPH	Act Date	Deact Date
064	48	00	SCANNING OPERATIONS	NONE	N	n	1/1/1990	1/1/2990
065	17	00	SCANNING OPERATIONS	TPH	N	y	1/1/1990	1/1/2990
066	17	00	AFCS VIDEO FACING MODE	TPH	L	y	1/1/2003	1/1/2099
067	17	00	AFCS CANCELLED MODE ONLY	TPH	L	y	1/1/2003	1/1/2099
070	14	00	MANUAL FLT-OUTGOING SECONDARY	TPH	F	n	1/1/1990	1/1/2990
073	14	00	MANUAL FLATS - MANAGED MAIL	FHP	F	n	1/1/1990	1/1/2990
074	14	00	MANUAL FLT-SCF DISTRIBUTION	FHP	F	n	1/1/1990	1/1/2990
076	43	40	AMAZON FRESH DISTRIBUTION	TPH	P	n	1/1/1990	1/1/2999
077	43	40	Sunday Parcel Distribution	TPH	P	n	1/1/1990	10/1/2099
078	43	00	MANUAL FLT-SCF DISTRIBUTION	FHP	F	n	1/1/1990	1/1/2990
079	43	00	PACKAGES/SPRS INCOMING DISTRIBUTION	FHP	M	n	1/28/2008	1/1/2990
080	11	00	CIOSS ALL FOR SAME COA	TPH	L	n	12/13/2008	1/1/2990
083	18	00	PARS WASTE MAIL	TPH	N	y	1/1/2003	1/1/2099
084	17	00	PARS MAIL PREP	TPH	N	y	1/1/2003	1/1/2099
085	49	00	COA SCANNING	TPH	L	y	1/1/2003	1/1/2099
086	11	00	AUTO LABELING PARS RTS REJECTS	TPH	L	n	8/21/2015	10/1/2099
087	11	00	CIOSS COA IMAGE LIFT	TPH	L	y	10/1/2005	1/1/2099
088	11	00	CIOSS COA LABEL MODE	TPH	L	n	10/1/2005	1/1/2099
089	17	00	SEPARATION/HAND STAMPING RTS	NONE	N	n	10/1/2005	1/1/2099
090	14	00	PARS MANUAL DISTRIBUTION	TPH	L	n	10/1/2005	1/1/2099
091	11	00	CIOSS RTS IMAGE LIFT MODE	TPH	L	y	1/1/2003	1/1/2099
092	11	00	CIOSS INTERCEPT LABEL MODE	TPH	L	n	1/1/2003	1/1/2099
093	11	00	CIOSS FORWARDS IMAGE LIFT MODE	TPH	L	y	1/1/2003	1/1/2099
094	11	00	CIOSS REVERSE SIDE SCAN	TPH	L	y	1/1/2003	1/1/2099
095	11	00	CIOSS RESCAN MODE	TPH	L	y	1/1/2003	1/1/2099
096	11	00	CIOSS OTHER MODE	TPH	L	y	1/1/2003	1/1/2099
097	11	00	CIOSS INTERCEPT IMAGE LIFT MODE	TPH	L	y	1/1/2003	1/1/2099
098	11	00	CIOSS FORWARDS LABEL MODE	TPH	L	n	1/1/2003	1/1/2099
099	11	00	CIOSS RTS LABEL MODE	TPH	L	n	1/1/2003	1/1/2099
100	14	00	MANUAL PARCELS-OUTGOING	FHP	P	n	1/1/1990	1/1/2990
102	14	00	GBS MANUAL PARCELS-INTL EXP/IMP	FHP	P	n	1/1/1990	1/1/2990
107	13	00	PARCEL SORTER-INTERNAT EXPORT	FHP	P	n	1/1/1990	1/1/2990
108	13	00	EUROSORTER	FHP	P	n	1/1/1990	1/1/2999
109	18	00	DAMAGED PARCEL REWRAP	TPH	P	y	1/1/1990	1/1/2990
110	17	00	OPENING UNIT	TPH	M	y	1/1/1990	1/1/2990
112	17	00	MANUAL TRAY SEPARATION	TPH	M	y	1/1/1990	1/1/2990
114	17	00	MANUAL TRANSPORT (IN-HOUSE)	NONE	M	n	1/1/1990	1/1/2990
115	17	00	OPEN UNIT - OUTGOING MKT MAIL	TPH	M	y	1/1/1990	1/1/2990
120	17	00	POUCHING - OUTGOING	TPH	M	y	1/1/1990	1/1/2990
122	17	00	POUCHING - INCOMING	TPH	M	y	1/1/1990	1/1/2990
124	17	00	DISPATCH UNIT - OUTGOING	TPH	M	y	1/1/1990	1/1/2990
126	17	00	DISPATCH UNIT - INCOMING	TPH	M	y	1/1/1990	1/1/2990
128	17	00	OPENING/DISPATCH UNIT - ADC ONLY	TPH	M	y	1/1/1990	1/1/2990
130	14	00	MANUAL PARCELS INCOMING	FHP	P	n	1/1/1990	1/1/2990
131	13	00	SPSS INCOMING CARRIER ROUTE	TPH	M	y	1/1/1990	1/1/2999
132	18	00	FIRM VERIFICATION	TPH	M	y	10/1/2007	1/1/2990

Oper Nbr	Non SUPV LDC	SUPV LDC Nbr	Oper Name	Vol Type ID	Shaped Based	Non Add TPH	Act Date	Deact Date
134	13	00	SPSS OUTGOING PREF BUNDLES	TPH	M	y	1/1/1990	1/1/2999
135	13	00	SPSS OUTGOING MKT MAIL	TPH	M	y	1/1/1990	1/1/2999
136	13	00	SPSS INCOMING PREF BUNDLES	TPH	M	y	1/1/1990	1/1/2999
137	13	00	SPSS INCOMING MKT MAIL	TPH	M	y	1/1/1990	1/1/2999
138	13	00	SPSS - PRIORITY OUTGOING	FHP	P	n	1/1/1990	1/1/2999
139	13	00	SPSS - PRIORITY INCOMING	FHP	P	n	1/1/1990	1/1/2999
140	17	00	MAIL PREPARATION ATHS/AI MACHINE	TPH	M	y	10/15/2005	1/1/2990
141	12	00	AFSM 100 - ATHS/AI - O/G PRI	TPH	F	n	5/28/2005	1/1/2990
142	12	00	AFSM 100 - ATHS/AI - O/G SEC	TPH	F	n	5/28/2005	1/1/2990
143	12	00	AFSM 100 - ATHS/AI - MAN MAIL	TPH	F	n	5/28/2005	1/1/2990
144	12	00	AFSM 100 - ATHS/AI - I/C SCF	TPH	F	n	5/28/2005	1/1/2990
145	12	00	AFSM 100 - ATHS/AI - I/C PRI	TPH	F	n	5/28/2005	1/1/2990
146	12	00	AFSM 100 - ATHS/AI - I/C SEC	TPH	F	n	5/28/2005	1/1/2990
147	12	00	AFSM 100 - ATHS/AI - BOX SECTION	TPH	F	n	5/28/2005	1/1/2990
150	14	00	MANUAL LTR-INCOMING (5D)	FHP	L	n	1/1/1990	1/1/2990
151	13	00	APPS SINGLE - I/C CARRIER ROUTE	TPH	P	y	1/1/1990	10/1/2099
154	13	00	APPS SINGLE - O/G PREF BUNDLES	TPH	P	y	1/1/2003	1/1/2099
155	13	00	APPS SINGLE INDUCTION - O/G MKT	TPH	P	y	1/1/2003	1/1/2099
156	13	00	APPS SINGLE - I/C PREF BUNDLES	TPH	P	y	1/1/2003	1/1/2099
157	13	00	APPS SINGLE INDUCTION - I/C MKT	TPH	P	y	1/1/2003	1/1/2099
158	13	00	APPS SINGLE INDUCTION - PRIORITY O/G	FHP	P	n	1/1/2003	1/1/2099
159	13	00	APPS SINGLE INDUCTION - PRIORITY I/C	FHP	P	n	1/1/2003	1/1/2099
160	14	00	MANUAL LTR-INC CARRIER ROUTE	FHP	L	n	1/1/1990	1/1/2990
161	43	00	MAN LTR-INCOMING CARRIER ROUTE	FHP	L	n	1/1/1990	1/1/2990
166	43	00	MANUAL LTR - BOX	FHP	L	n	1/1/1990	1/1/2990
168	14	00	MAN LTR-INCOMING BOX SECT DIST	FHP	L	n	1/1/1990	1/1/2990
169	14	00	MAN LTR CASE-BOX FINAL DIST	FHP	L	n	1/1/1990	1/1/2990
170	14	00	MANUAL FLT-INCOMING (5D)	FHP	F	n	1/1/1990	1/1/2990
172	43	00	MAN FLT-INCOMING CARRIER ROUTE	FHP	F	n	1/1/1990	1/1/2990
175	14	00	MANUAL FLT-INC SECONDARY (CRT)	FHP	F	n	1/1/1990	1/1/2990
176	43	00	MANUAL FLT - BOX	FHP	F	n	1/1/1990	1/1/2990
178	14	00	MAN FLT-INCOMING BOX SECT DIST	FHP	F	n	1/1/1990	1/1/2990
179	14	00	MAN FLT CASE-BOX FINAL DIST	FHP	F	n	1/1/1990	1/1/2990
180	17	00	OPENING UNIT-INCOMING PREF	TPH	M	y	1/1/1990	1/1/2990
185	17	00	OPENING UNIT - INCOMING MKT MAIL	TPH	M	y	1/1/1990	1/1/2990
188	17	00	AMC/AMF RAMP ACTIVITIES	NONE	N	n	1/1/2003	1/1/2099
189	17	00	SCANNING INBOUND MAIL	NONE	N	n	1/1/2003	1/1/2099
190	13	00	APPS Dual Induct Military	FHP	M	n	10/1/2005	1/1/2099
191	13	00	APPS Dual Induct Military Retrograde	FHP	M	y	10/1/2005	10/1/2099
192	13	00	APPS DUAL INDUCTION-INTL EXPORT	FHP	M	y	10/1/2005	1/1/2099
193	13	00	APPS DUAL INDUCTION-INTL IMPORT	FHP	M	n	10/1/2005	1/1/2099
194	12	00	AFSM100 - INTL EXPORT	TPH	F	n	1/1/1990	1/1/2990
195	13	00	SPSS - INTL IMPORT	FHP	M	n	1/1/1990	1/1/2099
196	13	00	ECOPPS-INTERNATIONAL EXPORT	FHP	M	n	6/13/2014	1/1/2099
197	13	00	IPPS - INTERNATIONAL IMPORT	FHP	M	n	8/18/2018	1/1/2099
198	16	00	HSTS/USS - OUTGOING	TPH	M	y	10/1/2016	1/1/2990
199	16	00	HSTS/USS - INCOMING	TPH	M	y	10/1/2016	1/1/2990

Oper Nbr	Non SUPV LDC	SUPV LDC Nbr	Oper Name	Vol Type ID	Shaped Based	Non Add TPH	Act Date	Deact Date
200	14	00	MANUAL PARCELS-INCOMING	FHP	P	n	1/1/1990	1/1/2990
207	17	00	ATU AUTOMATIC TRAY UNSLEEVER	TPH	M	y	1/1/1990	1/1/2999
208	17	00	SWYB/SASWYB	TPH	M	y	1/1/1990	1/1/2990
209	17	00	AAA/ATS/EAA	TPH	M	y	1/1/1990	1/1/2990
210	17	00	PLATFORM - INBOUND	TPH	N	y	1/1/1990	1/1/2990
211	17	00	AIR CAN BUILD/UNLOAD	TPH	M	y	1/1/1990	10/1/2999
212	17	00	PLATFORM - OUTBOUND	TPH	N	y	1/1/1990	1/1/2990
215	17	00	MECHANIZED DUMPING	TPH	M	y	1/1/1990	1/1/2990
218	13	00	RAPISTAN - OUTGOING PREF	TPH	P	y	9/20/2008	1/1/2990
222	13	00	RAPISTAN - PRIORITY OUTGOING	FHP	P	n	9/20/2008	1/1/2990
223	13	00	RAPISTAN - PRIORITY INCOMING	FHP	P	n	9/20/2008	1/1/2990
225	17	00	PLATFORM - MAIL FLOW CONTROL	TPH	M	y	1/1/1990	1/1/2990
226	18	00	F1 OUTBOUND EXPRESS MAIL SCAN	TPH	M	y	12/31/2011	1/1/2990
227	18	00	F1 INBOUND EXPRESS MAIL SCAN	TPH	M	y	12/31/2011	1/1/2990
228	48	40	F1 EXPRESS MAIL DELIVERY	TPH	M	y	12/24/2007	1/1/2990
229	17	00	EQUIPMENT OPERATOR - TOW	TPH	M	y	1/1/1990	1/1/2990
230	17	00	EQUIPMENT OPERATOR - FORKLIFT	TPH	M	y	1/1/1990	1/1/2990
231	17	00	EXPEDITER	TPH	N	y	1/1/1990	1/1/2990
232	18	00	OUTBOUND EXPRESS MAIL SCAN	TPH	M	y	12/24/2007	1/1/2990
233	18	00	INBOUND EXPRESS MAIL SCAN	TPH	M	y	12/24/2007	1/1/2990
234	18	10	EXPRESS MAIL DELIVERY	TPH	M	y	12/24/2007	1/1/2990
235	17	00	MANUAL SORTATION - SACKS/OUTSIDES	TPH	M	y	1/1/1990	1/1/2990
238	16	00	MECHANIZED SORT-SACK/OUTSIDE	TPH	M	y	10/1/2016	1/1/2990
239	16	00	MECH SORT-SACK/NMO AIR ASSIGN	TPH	M	y	10/1/2016	1/1/2099
240	13	00	APPS DUAL INCOMING CARRIER ROUTE	TPH	P	y	1/1/1990	10/1/2099
241	43	00	FUNCTION 4 ALLIED DISTRIBUTION	NONE	M	n	1/28/2008	1/1/2990
242	13	00	APPS DUAL INDUCTION-O/G PARCEL POST	FHP	P	n	10/1/2005	1/1/2099
243	13	00	APPS DUAL INDUCTION-I/C PARCEL POST	FHP	P	n	10/1/2005	1/1/2099
244	13	00	APPS DUAL OUTGOING PREF BUNDLES	TPH	M	y	6/23/2004	1/1/2999
245	13	00	APPS DUAL OUTGOING MKT MAIL	TPH	M	y	6/23/2004	1/1/2999
246	13	00	APPS DUAL INCOMING PREF BUNDLES	TPH	M	y	6/23/2004	1/1/2999
247	13	00	APPS DUAL INCOMING MKT MAIL	TPH	M	y	6/23/2004	1/1/2999
248	13	00	APPS DUAL PRIORITY - OUTGOING	FHP	M	n	6/23/2004	1/1/2999
249	13	00	APPS DUAL PRIORITY - INCOMING	FHP	M	n	6/23/2004	1/1/2999
250	13	00	LIPS - O/G PARCEL POST	FHP	P	n	8/1/2008	1/1/2990
256	13	00	LIPS - INCOMING PREF	TPH	M	y	1/1/1990	1/1/2990
257	13	00	LIPS - INCOMING MKT MAIL	TPH	M	y	1/1/1990	1/1/2990
258	13	00	LIPS - PRIORITY OUTGOING	FHP	P	n	1/1/1990	1/1/2990
259	13	00	LIPS - PRIORITY INCOMING	FHP	P	n	1/1/1990	1/1/2990
266	11	00	DBCS/DIOSS OCR I/C SECONDARY	TPH	L	n	1/1/1990	1/1/2990
271	11	00	DBCS/DIOSS OSS O/G PRIMARY	TPH	L	n	1/1/1990	1/1/2990
273	11	00	DBCS/DIOSS OSS MANAGED MAIL	TPH	L	n	1/1/1990	1/1/2990
274	11	00	DBCS/DIOSS OSS I/C SCF PRIMARY	TPH	L	n	1/1/1990	1/1/2990
291	11	00	DBCS BULKY - O/G PRIMARY	TPH	L	n	6/23/2004	1/1/2999
294	11	00	DBCS BULKY - SCF	TPH	L	n	6/23/2004	1/1/2999
296	11	00	DBCS BULKY - I/C SECONDARY	TPH	L	n	6/23/2004	1/1/2999

Oper Nbr	Non SUPV LDC	SUPV LDC Nbr	Oper Name	Vol Type ID	Shaped Based	Non Add TPH	Act Date	Deact Date
305	12	00	FSM 1000 INTL EXPORT PRIMARY	TPH	F	n	1/1/1990	1/1/2990
314	11	00	DBCS/DIOSS BCS INTL EXPORT PRIMARY	TPH	L	n	1/1/1990	1/1/2990
320	14	00	O/G PRIM PARCELS - PRIORITY OUTSIDES	FHP	P	n	1/1/1990	1/1/2990
321	14	00	O/G PRIMARY PARCELS - PRIORITY	FHP	P	n	1/1/1990	1/1/2990
322	14	00	O/G SECONDARY PARCELS - PRIORITY	TPH	P	n	1/1/1990	1/1/2990
324	14	00	I/C PRIMARY PARCELS - PRIORITY	FHP	P	n	1/1/1990	1/1/2990
325	14	00	I/C PRIM PARCELS - PRIORITY OUTSIDES	FHP	P	n	1/1/1990	1/1/2990
326	14	00	I/C SECONDARY PARCELS - PRIORITY	TPH	P	n	1/1/1990	1/1/2990
328	17	00	PRIORITY MAIL SHAPE SEP - ORG	NONE	N	n	1/1/1990	1/1/2990
329	17	00	PRIORITY MAIL SHAPE SEP - DEST	NONE	N	n	1/1/1990	1/1/2990
331	12	00	AFSM100 OUTGOING PRIMARY	TPH	F	n	1/1/1990	1/1/2990
332	12	00	AFSM100 OUTGOING SECONDARY	TPH	F	n	1/1/1990	1/1/2990
333	12	00	AFSM100 MANAGED MAIL	TPH	F	n	1/1/1990	1/1/2990
334	12	00	AFSM100 INCOMING SCF	TPH	F	n	1/1/1990	1/1/2990
335	12	00	AFSM100 INCOMING PRIMARY	TPH	F	n	1/1/1990	1/1/2990
336	12	00	AFSM100 INCOMING SECONDARY	TPH	F	n	1/1/1990	1/1/2990
337	12	00	AFSM100 BOX SECTION	TPH	F	n	1/1/1990	1/1/2990
340	18	00	OPERATIONAL STANDBY - MAIL PROCESS	NONE	N	n	1/1/1990	1/1/2999
341	18	00	QWL COORDINATOR - NONSUPER EMPS	NONE	N	n	1/1/1990	1/1/2990
342	00	10	QWL COOR-SUPERVISORY EMP	NONE	N	n	1/1/1990	1/1/2990
343	17	00	OPENING UNIT-INTERNAT EXPORT	TPH	M	y	1/1/1990	1/1/2990
344	17	00	OPENING UNIT INTL IMPORT	TPH	M	y	1/1/1990	10/1/2099
345	14	00	POUCHING INTERNATIONAL	TPH	M	n	1/1/1990	10/1/2099
346	13	00	APBS INTERNATIONAL EXPORT	FHP	M	n	1/1/1990	1/1/2990
347	13	00	APBS INTERNATIONAL IMPORT	FHP	M	n	1/1/1990	10/1/2099
350	17	00	AIIEPPS	NONE	N	n	1/1/1990	10/1/2099
351	17	00	PLATFORM INTERNATIONAL	TPH	M	y	1/1/1990	1/1/2990
352	45	00	Lobby Assistant	NONE	N	n	10/1/2012	1/1/2099
353	48	00	OPERATIONAL STANDBY - CUSTOMER SRV	NONE	N	n	1/1/1990	1/1/2999
354	21	00	OPERATIONAL STANDBY - DELIVERY	NONE	N	n	1/1/1990	1/1/2999
355	45	40	WINDOW SERVICE-STATION/BR	NONE	N	n	1/1/1990	1/1/2990
357	45	00	Govt Services	NONE	N	n	9/1/2016	1/1/2099
358	18	00	INTERNATIONAL EXPRESS MAIL EXPORT	TPH	M	y	3/26/2008	1/1/2999
359	18	00	INTERNATIONAL EXPRESS MAIL IMPORT	TPH	M	y	3/26/2008	10/1/2099
361	13	00	EPPS OUTGOING FCM SPRS	FHP	P	n	3/31/2018	1/1/2099
362	13	00	EPPS INCOMING FCM SPRS	FHP	P	n	3/31/2018	1/1/2099
363	13	00	EPPS OUTGOING MKT MAIL	TPH	P	y	3/31/2018	1/1/2099
364	13	00	EPPS OUTGOING PREF BUNDLES	TPH	P	y	3/31/2018	1/1/2099
365	13	00	EPPS - INTL IMPORT	FHP	P	n	3/31/2018	1/1/2099
366	13	00	EPPS INCOMING PREF BUNDLES	TPH	P	y	3/31/2018	1/1/2099
367	13	00	EPPS INCOMING MKT MAIL	TPH	P	y	3/31/2018	1/1/2099
368	13	00	EPPS - PRIORITY OUTGOING	FHP	P	n	3/31/2018	1/1/2099
369	13	00	EPPS - PRIORITY INCOMING	FHP	P	n	3/31/2018	1/1/2099
371	13	00	APPS SINGLE _ OG FCM SPRS	FHP	P	n	1/1/1990	1/1/2999
372	13	00	APPS SINGLE _ IC FCM SPRS	FHP	P	n	1/1/1990	1/1/2999
373	13	00	APPS DUAL - OG FCM SPRS	FHP	P	n	10/17/2006	1/1/2999

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374	13	00	APPS DUAL - IC FCM SPRS	FHP	P	n	1/1/1990	1/1/2099
375	13	00	APBS OG FCM SPRS	FHP	P	n	1/1/1990	1/1/2999
376	13	00	APBS IC FCM SPRS	FHP	P	n	1/1/1990	1/1/2999
377	13	00	SPSS OG FCM SPRS	FHP	P	n	1/1/1990	1/1/2999
378	13	00	SPSS IC FCM SPRS	FHP	P	n	1/1/1990	1/1/2999
381	11	00	MULTIMODE BULKY O/G PRIMARY	TPH	L	n	6/1/2008	1/1/2990
382	11	00	MULTIMODE BULKY O/G SECONDARY	TPH	L	n	6/1/2008	1/1/2990
383	11	00	MULTIMODE BULKY MMP	TPH	L	n	6/1/2008	1/1/2990
384	11	00	MULTIMODE BULKY SCF	TPH	L	n	6/1/2008	1/1/2990
385	11	00	MULTIMODE BULKY I/C PRIMARY	TPH	L	n	6/1/2008	1/1/2990
386	11	00	Multimode Bulky I/C Secondary	TPH	L	n	8/31/2011	1/1/2990
388	15	00	REC MIXED VCS KEYING	TPH	P	y	1/1/1990	1/1/2990
390	13	00	HTPS INCOMING CARRIER ROUTE	TPH	M	y	6/1/2016	1/1/2099
391	13	00	HTPS OUTGOING PREF BUNDLES	TPH	M	y	6/1/2016	1/1/2099
392	13	00	HTPS OUTGOING MKT MAIL	TPH	M	y	6/1/2016	1/1/2099
393	13	00	HTPS INCOMING PREF BUNDLES	TPH	M	y	6/1/2016	1/1/2099
394	13	00	HTPS INCOMING MKT MAIL	TPH	M	y	6/1/2016	1/1/2099
395	13	00	HTPS PRIORITY OUTGOING	FHP	P	n	6/1/2016	1/1/2099
396	13	00	HTPS PRIORITY INCOMING	FHP	P	n	6/1/2016	1/1/2099
397	13	00	HTPS OUTGOING FCM SPRS	FHP	P	n	6/1/2016	1/1/2099
398	13	00	HTPS INCOMING FCM SPRS	FHP	P	n	6/1/2016	1/1/2099
399	13	00	HTPS INTL IMPORT SPRS	FHP	P	n	7/1/2017	1/1/2990
401	12	00	AFSM 100 - ATHS - O/G PRI	TPH	F	n	5/28/2005	1/1/2990
402	12	00	AFSM 100 - ATHS - O/G SEC	TPH	F	n	5/28/2005	1/1/2990
403	12	00	AFSM 100 - ATHS - MAN MAIL	TPH	F	n	5/28/2005	1/1/2990
404	12	00	AFSM 100 - ATHS - I/C SCF	TPH	F	n	5/28/2005	1/1/2990
405	12	00	AFSM 100 - ATHS - I/C PRI	TPH	F	n	5/28/2005	1/1/2990
406	12	00	AFSM 100 - ATHS - I/C SEC	TPH	F	n	5/28/2005	1/1/2990
407	12	00	AFSM 100 - ATHS - BOX SECTION	TPH	F	n	5/28/2005	1/1/2990
411	41	00	CS UFSM 1000 OCR - O/G PRIMARY	TPH	F	n	1/1/1990	1/1/2990
412	41	00	UFSM 1000 OCR - O/G SECONDARY	TPH	F	n	1/1/1990	1/1/2990
414	41	00	UFSM 1000 OCR - I/C SCF	TPH	F	n	1/1/1990	1/1/2990
415	41	00	UFSM 1000 OCR - I/C PRIMARY	TPH	F	n	1/1/1990	1/1/2990
416	41	00	UFSM 1000 OCR - I/C SECONDARY	TPH	F	n	1/1/1990	1/1/2990
428	16	00	LCUS/HSUS/USS - O/G	TPH	M	y	10/1/2016	1/1/2990
429	16	00	LCUS/HSUS/USS - INC	TPH	M	y	10/1/2016	1/1/2990
431	13	00	APBS INCOMING CARRIER ROUTE	TPH	P	y	1/6/2007	10/1/2099
434	13	00	APBS OUTGOING PREF BUNDLES	TPH	M	y	1/1/1990	1/1/2990
435	13	00	APBS OUTGOING MKT MAIL	TPH	M	y	1/1/1990	1/1/2990
436	13	00	APBS INCOMING PREF BUNDLES	TPH	M	y	1/1/1990	1/1/2990
437	13	00	APBS INCOMING MKT MAIL	TPH	M	y	1/1/1990	1/1/2990
438	13	00	APBS OUTGOING PRIORITY	FHP	P	n	1/1/1990	1/1/2990
439	13	00	APBS INCOMING PRIORITY	FHP	P	n	1/1/1990	1/1/2990
446	12	00	UFSM 1000 KEYING INCOMING SECONDARY	TPH	F	n	1/1/1990	1/1/2990
450	12	00	UFSM 1000 - PRIORITY, OUTGOING	TPH	F	n	1/1/1990	1/1/2990
451	12	00	UFSM 1000 - PRIORITY, INCOMING	TPH	F	n	1/1/1990	1/1/2990

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453	13	00	APBS INCOMING PARCEL POST	FHP	M	n	10/1/2010	12/31/2999
454	17	00	CODE/BILL/DISPATCH-INTERNAT	NONE	N	y	1/1/1990	1/1/2990
455	00	88	AREA/DISTRICT PROJECTS- SUPERVISION	NONE	N	n	1/1/1990	1/1/2990
461	12	00	AFSM 100 - AI - O/G PRI	TPH	F	n	5/28/2005	1/1/2990
462	12	00	AFSM 100 - AI - O/G SEC	TPH	F	n	5/28/2005	1/1/2990
463	12	00	AFSM 100 - AI - MAN MAIL	TPH	F	n	5/28/2005	1/1/2990
464	12	00	AFSM 100 - AI - I/C SCF	TPH	F	n	5/28/2005	1/1/2990
465	12	00	AFSM 100 - AI - I/C PRI	TPH	F	n	5/28/2005	1/1/2990
466	12	00	AFSM 100 - AI - I/C SEC	TPH	F	n	5/28/2005	1/1/2990
467	12	00	AFSM 100 - AI - BOX SECTION	TPH	F	n	5/28/2005	1/1/2990
468	17	00	AFSM100 CANCELLATIONS - FLATS	TPH	F	y	9/20/2008	1/1/2990
469	12	00	AFSM100 RTS PROCESSING	TPH	F	y	10/1/2009	12/31/2999
470	89	00	AREA/DISTRICT PROJECTS- NON-SUPERV.	NONE	N	n	1/1/1990	1/1/2990
477	00	88	EMPLOYEE SURVEY SUPV	NONE	N	n	1/1/1990	1/1/2990
478	14	00	HQ PROJECTS CLERK	NONE	N	n	1/1/1990	1/1/2990
479	17	00	HQ PROJECTS MAIL HANDLER	NONE	N	n	1/1/1990	1/1/2990
480	00	88	HEADQUARTERS PROJECTS-SUPV	NONE	N	n	1/1/1990	1/1/2990
481	11	00	MULTIMODE O/G PRIMARY	TPH	L	n	2/10/2008	1/1/2990
482	11	00	MULTIMODE O/G SECONDARY	TPH	L	n	2/10/2008	1/1/2990
483	11	00	MULTIMODE MMP	TPH	L	n	2/10/2008	1/1/2990
484	11	00	MULTIMODE SCF	TPH	L	n	2/10/2008	1/1/2990
485	11	00	MULTIMODE I/C PRIMARY	TPH	L	n	2/10/2008	1/1/2990
486	11	00	MULTIMODE I/C SECONDARY	TPH	L	n	9/16/2011	1/1/2990
487	11	00	LCREM FRONTSIDE LABEL	TPH	L	y	10/1/2017	1/1/2990
488	11	00	LCREM LABEL ALL AND BARCODE	TPH	L	n	7/1/2009	1/1/2990
489	11	00	LCREM LABEL AND BARCODE	TPH	L	n	7/1/2009	1/1/2990
490	11	00	LCREM ID TAG LABEL	TPH	L	y	10/1/2017	1/1/2990
491	18	00	CFPS Operations	TPH	L	y	8/19/2017	1/1/2099
492	18	00	MFS Waste	TPH	L	y	8/19/2017	1/1/2099
493	18	00	MFS Miscellaneous Support	TPH	L	y	8/19/2017	1/1/2099
494	18	00	MFS Dispatch	TPH	L	y	8/19/2017	1/1/2099
495	18	00	MFS Mail Prep	TPH	L	y	8/19/2017	1/1/2099
496	18	00	MFS Load/Sweep FFT	TPH	L	y	8/19/2017	1/1/2099
497	18	00	MFS 3579 Operations	TPH	L	y	8/19/2017	1/1/2099
498	18	00	MFS 3547 Operations	TPH	N	y	8/19/2017	1/1/2099
499	18	00	MFS FFT Operations	TPH	N	y	8/19/2017	1/1/2099
500	18	00	FPARS WASTE MAIL VERIFICATION	TPH	N	y	5/10/2017	1/1/2099
501	12	00	AI FPARS FLATS RTS IMAGE LIFT	TPH	F	y	5/10/2017	1/1/2099
503	12	00	AI FPARS FLATS CIF IMAGE LIFT	TPH	F	y	5/10/2017	1/1/2099
505	12	00	AI FPARS RESCAN	TPH	F	y	5/10/2017	1/1/2099
506	12	00	AI FPARS RTS OTHER	TPH	F	y	5/10/2017	1/1/2099
508	12	00	AI FPARS FLAT CID FORWARD LABEL	TPH	F	n	5/10/2017	1/1/2099
509	12	00	AI FPARS FLATS RTS LABEL	TPH	F	n	5/10/2017	1/1/2099
510	89	00	HEADQUARTERS PROJECTS NON-SUPV	NONE	N	n	1/1/1990	1/1/2990
511	89	88	EEO Complainant	NONE	N	n	7/21/2012	1/1/2990
512	89	88	EEO Complainants Representative	NONE	N	n	7/21/2012	1/1/2990

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513	89	88	EEO Management Representative	NONE	N	n	7/21/2012	1/1/2990
514	89	88	EEO Witnesses	NONE	N	n	7/21/2012	1/1/2990
515	89	00	EMPLOYEE SURVEY NON-SUPV	NONE	N	n	1/1/1990	1/1/2990
516	00	00	Logical Out for Delivery	NONE	N	n	1/1/1990	1/1/2990
517	00	00	Logical Delivery	NONE	N	n	1/1/1990	1/1/2990
520	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
521	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
522	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
523	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
524	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
525	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
526	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
527	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
528	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
529	25	00	RURAL CARRIERS	NONE	N	n	1/1/1990	1/1/2990
530	17	00	STAND ALONE MAIL PREP	TPH	F	y	11/2/2007	1/1/2990
538	12	00	FSS DPS MODE	FHP	F	n	11/2/2007	1/1/2990
539	49	00	WASTE MAIL VERIFICATION	NONE	N	n	8/1/2008	1/1/2990
540	56	50	MISC ACTIVITIES - FINANCE & PLAN	NONE	N	n	1/1/1990	1/1/2990
541	61	60	MISC HUMAN RESOURCE ACTIVITIES	NONE	N	n	1/1/1990	1/1/2990
542	48	00	INSURED - COD - CUSTOMS	NONE	N	n	1/1/1990	1/1/2990
544	48	00	CAGES SERVING CARR/SPC DLVY MSGRS	NONE	N	n	1/1/1990	1/1/2990
545	18	00	FOREIGN MAILS	NONE	N	n	1/1/1990	1/1/2990
547	18	00	SCHEME EXAMINERS	NONE	N	n	1/1/1990	1/1/2990
548	18	00	DETAIL-MAIL ORDER/PUBLISH HSE	NONE	N	n	1/1/1990	1/1/2990
549	18	00	EMPTY EQUIP PROCESSING	NONE	N	n	1/1/1990	1/1/2990
550	79	00	PRESORT VERIFICATION	NONE	N	n	1/1/1990	1/1/2990
551	75	70	CLAIMS & INQUIRIES	NONE	N	n	1/1/1990	1/1/2990
554	18	00	OFFICE WORK & RECORDS-MAIL PROC	NONE	N	n	1/1/1990	1/1/2990
557	62	60	OFFICE WORK & RECORDS-HUMAN RSRCS	NONE	N	n	1/1/1990	1/1/2990
558	48	40	OFFICE WORK & RECORDS-CUST SVCS	NONE	N	n	1/1/1990	1/1/2990
560	18	00	MISC ACTIVITY-MAIL PROC	NONE	N	n	1/1/1990	1/1/2990
565	18	10	TACS FUNCTION 1 OPERATION DEFAULT	NONE	N	n	1/1/1990	1/1/2999
566	65	00	TRAINING SUPPORT	NONE	N	n	1/1/1990	1/1/2990
567	18	00	CRAFT RELOCATION - MAIL PROC	NONE	N	n	10/1/2009	12/31/2999
568	45	40	WINDOW SERVICE-MAIN OFFICE	NONE	N	n	1/1/1990	1/1/2990
570	82	81	ADMN SERVICES - SUPPLY	NONE	N	n	1/1/1990	1/1/2990
571	82	81	EXECUTIVE SECTION	NONE	N	n	1/1/1990	1/1/2990
572	62	60	PERSONNEL SECTION	NONE	N	n	1/1/1990	1/1/2990
575	18	00	SURF AIR & EXP MAIL-INTERNAT	TPH	M	y	1/1/1990	1/1/2990
581	03	00	INDUSTRIAL ENGINEER	NONE	N	n	1/1/1990	1/1/2990
582	02	00	QUALITY IMPROVEMENT	NONE	N	n	1/1/1990	1/1/2990
585	18	00	REGISTRY SECTION	TPH	M	y	1/1/1990	1/1/2990
591	57	50	ODIS - FINANCE & PLANNING EMPLOYEE	NONE	N	n	1/1/1990	1/1/2990
592	57	50	C/RA-FINANCE & PLANNING EMPLOYEE	NONE	N	n	1/1/1990	1/1/2990
593	07	01	ENVIRONMENTAL MANAGEMENT	NONE	N	n	1/1/1990	1/1/2990

Oper Nbr	Non SUPV LDC	SUPV LDC Nbr	Oper Name	Vol Type ID	Shaped Based	Non Add TPH	Act Date	Deact Date
594	04	01	ADDRESS INFO SYS	NONE	N	n	1/1/1990	1/1/2990
599	00	50	MANAGER FINANCE	NONE	N	n	1/1/1990	1/1/2990
600	00	60	MANAGER HUMAN RESOURCES	NONE	N	n	1/1/1990	1/1/2990
601	00	70	MANAGER CUSTOMER SERVICES SUPPORT	NONE	N	n	1/1/1990	1/1/2990
602	00	81	MANAGER ADMINISTRATIVE SERVICES	NONE	N	n	1/1/1990	1/1/2990
603	18	10	INSTITUTIONAL STANDBY - MAIL PROCESS	NONE	N	n	10/1/2009	1/1/2999
604	21	20	INSTITUTIONAL STANDBY - DELIVERY	NONE	N	n	10/1/2009	1/1/2999
605	34	30	INSTITUTIONAL STANDBY - PVS OPNS	NONE	N	n	10/1/2009	1/1/2999
606	48	40	INSTITUTIONAL STANDBY - CUSTOMER SRV	NONE	N	n	10/1/2009	1/1/2999
607	18	00	STEWARDS - CLERKS - MAIL PROC	NONE	N	n	1/1/1990	1/1/2990
608	48	00	STEWARDS - CLERKS - CUST SVCS	NONE	N	n	1/1/1990	1/1/2990
609	78	00	STEWARDS TIME ? F7	NONE	N	n	3/1/2013	1/1/2099
610	56	00	STEWARDS - CLERKS - FINANCE & PLAN	NONE	N	n	1/1/1990	1/1/2990
611	61	00	STEWARDS - CLERKS - HUMAN RSRCS	NONE	N	n	1/1/1990	1/1/2990
612	18	00	STEWARDS-MAIL HANDLER-MAIL PROC	NONE	N	n	1/1/1990	1/1/2990
613	21	00	STEWARDS - CARRIERS	NONE	N	n	1/1/1990	1/1/2990
614	34	00	OPERATIONAL STANDBY - PVS OPNS	NONE	N	n	8/1/2008	1/1/2999
615	31	00	STEWARDS - VMF	NONE	N	n	1/1/1990	1/1/2990
616	39	00	STEWARDS - MTE	NONE	N	n	1/1/1990	1/1/2990
617	31	00	STEWARDS - MVS	NONE	N	n	1/1/1990	1/1/2990
618	16	00	LOW COST TRAY SORTER O/C	TPH	L	y	10/1/2016	1/1/2990
619	16	00	LOW COST TRAY SORTER I/C	TPH	L	y	10/1/2016	1/1/2990
620	18	10	TRAVEL - MAIL PROCESSING	NONE	N	n	1/1/1990	1/1/2990
621	48	40	TRAVEL - CUSTOMER SERVICES	NONE	N	n	1/1/1990	1/1/2990
622	21	20	TRAVEL - DELIVERY SERVICES	NONE	N	n	1/1/1990	1/1/2990
623	56	50	TRAVEL - FINANCE & PLANNING	NONE	N	n	1/1/1990	1/1/2990
624	39	35	TRAVEL - PLANT & EQUIPMENT	NONE	N	n	1/1/1990	1/1/2990
626	82	00	STEWARD DUTY - PPO	NONE	N	n	10/1/1990	1/1/2999
628	16	00	ROBOTICS - OUTGOING	TPH	M	y	10/1/2016	1/1/2990
629	16	00	ROBOTICS - INCOMING	TPH	M	y	10/1/2016	1/1/2990
630	18	10	MEETING TIME-MAIL PROC	NONE	N	n	1/1/1990	1/1/2990
631	48	40	MEETING TIME-CUSTOMER SERVICES	NONE	N	n	1/1/1990	1/1/2990
632	21	20	MEETING TIME-DELIVERY SERVICES	NONE	N	n	1/1/1990	1/1/2990
637	42	00	PARCEL RETURN SVC BULK PARCEL	NONE	n	n	10/10/2008	1/1/2990
638	48	00	PFS EXPRESS/PRIORITY RESHIPMENT	NONE	N	n	8/1/2008	1/1/2990
639	42	00	MERCHANDISE RETURN SVC	NONE	n	n	10/10/2008	1/1/2990
640	48	00	COLLECTIONS	NONE	N	n	8/1/2008	1/1/2990
643	66	00	INJURY COMPENSATION	NONE	N	n	1/1/1990	1/1/2990
644	48	00	BULK MAIL ACCEPTANCE	NONE	N	n	8/1/2008	1/1/2990
645	05	00	PRODUCTION PLANNING	NONE	N	n	1/1/1990	1/1/2990
646	09	00	DELIVERY & RETAIL ANALYST	NONE	N	n	1/1/1990	1/1/2990
647	33	00	VOMA SUPPORT	NONE	N	n	1/1/1990	1/1/2990
648	84	00	INFORMATION SYSTEMS	NONE	N	n	1/1/1990	1/1/2990
649	42	00	BUSINESS REPLY MAIL	NONE	L	n	10/10/2008	1/1/2990

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650	54	00	BUDGET & FINANCIAL ANALYSIS	NONE	N	n	1/1/1990	1/1/2990
652	61	00	LABOR RELATIONS	NONE	N	n	1/1/1990	1/1/2990
653	63	00	SAFETY & HEALTH	NONE	N	n	1/1/1990	1/1/2990
654	64	00	EEO	NONE	N	n	1/1/1990	1/1/2990
655	00	70	SUPERVISOR BUSINESS MAIL ENTRY	NONE	N	n	1/1/1990	1/1/2990
656	71	00	COMMERCIAL SALES & ACCOUNT MGMT	NONE	N	n	1/1/1990	1/1/2990
657	72	00	POSTAL BUSINESS CENTERS	NONE	N	n	1/1/1990	1/1/2990
658	73	00	EXPEDITED MAIL SERVICE	NONE	N	n	1/1/1990	1/1/2990
659	74	00	RETAIL MARKETING	NONE	N	n	1/1/1990	1/1/2990
660	79	00	MAILING REQ & BUSINESS MAIL ENTRY	NONE	N	n	1/1/1990	1/1/2990
661	76	70	Customer Care Centers	NONE	N	n	1/1/1990	1/1/2990
662	77	00	ACCOUNTABLE PAPER	NONE	N	n	1/1/1990	1/1/2990
663	78	00	ADMIN & CLER - CUST SERVICE SUPPORT	NONE	N	n	1/1/1990	1/1/2990
664	48	00	Remote Forwarding System-RFS	NONE	N	n	1/1/2012	10/1/2990
665	82	00	ADMIN & CLERICAL - ADMINISTRATION	NONE	N	n	1/1/1990	1/1/2990
666	83	00	PURCHASING	NONE	N	n	1/1/1990	1/1/2990
667	49	00	MISCELLANEOUS SUPPORT	NONE	N	n	8/1/2008	1/1/2990
668	08	00	ADMIN & CLER OPER SUPPT	NONE	N	n	1/1/1990	1/1/2990
670	85	00	FACILITIES	NONE	N	n	1/1/1990	1/1/2990
671	00	80	POSTMASTER/INSTALLATION MANAGER	NONE	N	n	1/1/1990	1/1/2990
678	48	00	ADMIN & CLERICAL - AREA STATIONS	NONE	N	n	1/1/1990	1/1/2990
679	31	30	ADMIN & CLER - TRANS. & NETWORKS	NONE	N	n	1/1/1990	1/1/2990
680	39	00	ADMIN & CLERICAL - PLANT/EQUIP	NONE	N	n	1/1/1990	1/1/2990
683	52	00	ADMIN & CLER - ACCOUNTING SERVICES	NONE	N	n	1/1/1990	1/1/2990
685	55	00	INTERNAL CONTROL GROUP	NONE	N	n	1/1/1990	1/1/2990
688	49	00	CFS - DISPATCH	NONE	N	n	8/1/2008	1/1/2990
690	00	00	SV CONTAINER STAGE	NONE	N	n	3/31/2018	1/1/2099
691	00	00	SV CONTAINER DE-LOAD	NONE	N	n	3/31/2018	1/1/2099
692	00	00	SV CONTAINER RELOAD	NONE	N	n	3/31/2018	1/1/2099
693	00	00	SV PLACARD TERMINATE	NONE	N	n	3/31/2018	1/1/2099
694	00	00	IDS CONSUMED	NONE	N	n	3/31/2018	1/1/2099
695	00	00	IDS PROCESSED	NONE	N	n	3/31/2018	1/1/2099
696	00	00	IDS INDUCTED	NONE	N	n	3/31/2018	1/1/2099
697	00	00	IDS NGTC_ASSIGNMENT	NONE	N	n	3/31/2018	1/1/2099
698	00	00	IDS REJECTED	NONE	N	n	3/31/2018	1/1/2099
699	00	00	SASS CARRIER DELIVERY	NONE	N	n	3/31/2018	1/1/2099
700	00	00	IDS BYPASSED	NONE	N	n	3/31/2018	1/1/2099
701	00	00	SASS CARRIER LOAD	NONE	N	n	3/31/2018	1/1/2099
702	00	00	SASS POSSESSION	NONE	N	n	3/31/2018	1/1/2099
703	00	50	SUPERVISOR FINANCE & PLANNING	NONE	N	n	1/1/1990	1/1/2990
704	00	00	SV CONTAINER BUILD	NONE	N	n	3/31/2018	1/1/2099
705	00	20	MANAGER/SUPERVISOR-DELIV. SERVICES	NONE	N	n	1/1/1990	1/1/2990
706	00	40	MANAGER/SUPERVISOR - CUST SERVICES	NONE	N	n	1/1/1990	1/1/2990
707	00	20	MANAGER/SUPERVISOR-ROUTE EXAMIN.	NONE	N	n	1/1/1990	1/1/2990
708	00	20	MGR/SUPERVISOR-OTHER DELV/CUST SERV	NONE	N	n	1/1/1990	1/1/2990

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709	29	00	ROUTERS	NONE	N	n	1/1/1990	1/1/2990
710	00	00	SASS FEDEX HUB NEST	NONE	N	n	3/31/2018	1/1/2099
711	00	00	SASS FEDEX ARRIVED	NONE	N	n	3/31/2018	1/1/2099
712	29	00	ROUTER PM OFFICE TIME	NONE	N	n	10/1/1990	1/1/2999
713	22	20	VIM ROUTE - STREET	NONE	N	n	1/1/1990	1/1/2990
714	21	20	VIM ROUTE - OFIFCE	NONE	N	n	1/1/1990	1/1/2990
715	00	00	SASS FEDEX BREAK	NONE	N	n	3/31/2018	1/1/2099
716	00	00	SASS FEDEX BUILD	NONE	N	n	3/31/2018	1/1/2099
717	22	20	BUSINESS - STREET	NONE	N	n	1/1/1990	1/1/2990
718	21	20	BUSINESS - OFFICE	NONE	N	n	1/1/1990	1/1/2990
719	22	20	RESIDENTIAL FOOT-STREET	NONE	N	n	1/1/1990	1/1/2990
720	21	20	RESIDENTIAL FOOT-OFFICE	NONE	N	n	1/1/1990	1/1/2990
721	22	20	RESIDENTIAL MOTOR-STREET	NONE	N	n	1/1/1990	1/1/2990
722	21	20	RESIDENTIAL MOTOR-OFFICE	NONE	N	n	1/1/1990	1/1/2990
723	24	00	Sunday Parcel Street	NONE	N	n	1/1/1990	10/1/2099
724	24	20	Sunday Parcel Office	NONE	N	n	1/1/1990	10/1/2099
725	24	20	AMAZON FRESH STREET	NONE	N	n	1/1/1990	1/1/2999
726	24	00	AMAZON FRESH OFFICE	NONE	N	n	1/1/1990	1/1/2999
727	22	20	MIXED FOOT - STREET	NONE	N	n	1/1/1990	1/1/2990
728	21	20	MIXED FOOT - OFFICE	NONE	N	n	1/1/1990	1/1/2990
729	22	20	MIXED MOTOR - STREET	NONE	N	n	1/1/1990	1/1/2990
730	21	20	MIXED MOTOR - OFFICE	NONE	N	n	1/1/1990	1/1/2990
731	27	20	COLLECTIONS STREET	NONE	N	n	1/1/1990	1/1/2990
732	27	20	COLLECTIONS OFFICE	NONE	N	n	1/1/1990	1/1/2990
733	23	20	PARCEL-POST-STREET	NONE	N	n	1/1/1990	1/1/2990
734	23	20	PARCEL-POST-OFFICE	NONE	N	n	1/1/1990	1/1/2990
735	23	20	RELAY-STREET	NONE	N	n	1/1/1990	1/1/2990
736	23	20	RELAY-OFFICE	NONE	N	n	1/1/1990	1/1/2990
737	23	20	COMBINATION-STREET	NONE	N	n	1/1/1990	1/1/2990
738	23	20	COMBINATION-OFFICE	NONE	N	n	1/1/1990	1/1/2990
739	23	20	CARRIER DRIVERS-STREET	NONE	N	n	1/1/1990	1/1/2990
740	23	20	CARRIER DRIVERS-OFFICE	NONE	N	n	1/1/1990	1/1/2990
741	00	00	SASS FEDEX DEPARTED	NONE	N	n	3/31/2018	1/1/2099
742	48	40	MISC ACTIVITY-CUSTOMER SERVICES	NONE	N	n	1/1/1990	1/1/2990
743	26	00	CARRIER CUSTOMER SUPPORT ACTIVITIES	NONE	N	n	1/1/1990	1/1/2990
744	21	00	CARRIER PM OFFICE TIME	NONE	N	n	1/1/1990	1/1/2990
745	39	00	MAINTENANCE OPERATIONS SUPPORT	NONE	N	n	1/1/1990	1/1/2990
746	23	20	SAME DAY DELIVERY	NONE	N	n	8/18/2018	1/1/2990
747	38	00	BUILDING SERVICES	NONE	N	n	1/1/1990	1/1/2990
748	38	00	Custodial per MOU	NONE	N	n	1/1/2012	1/1/2990
750	36	00	POSTAL OPERATING EQUIPMENT	NONE	N	n	1/1/1990	1/1/2990
753	37	00	BUILDING SYSTEMS EQUIPMENT	NONE	N	n	1/1/1990	1/1/2990
756	48	40	TACS FUNCTION 2/4 OPERATION DEFAULT	NONE	N	n	1/1/1990	1/1/2999
757	25	00	CITY EMP ON RURAL ROUTES	NONE	N	n	1/1/1990	1/1/2990

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758	00	30	MANAGER TRANSPORTATIONS & NETWORKS	NONE	N	n	1/1/1990	1/1/2990
759	00	30	SUPERVISOR - TRANSPORTATION OPERS	NONE	N	n	1/1/1990	1/1/2990
760	00	30	MANAGER VEHICLE MAINTENANCE	NONE	N	n	1/1/1990	1/1/2990
761	32	30	REPAIR-GENERAL MAINTENANCE	NONE	N	n	1/1/1990	1/1/2990
763	31	00	VEHICLE MAINTENANCE FACILITY	NONE	N	n	1/1/1990	1/1/2990
764	31	00	MOTOR VEHICLE SERVICE	NONE	N	n	1/1/1990	1/1/2990
765	34	30	MOTOR VEHICLE OPERATORS	NONE	N	n	1/1/1990	1/1/2990
766	34	30	TRACTOR TRAILER OPERATOR	NONE	N	n	1/1/1990	1/1/2990
767	23	00	EXPRESS MAIL DELIVERY	NONE	N	n	10/1/2009	12/31/2999
768	28	00	CITY CARRIER-TERTIARY DISTRIBUTION	NONE	N	n	1/1/1990	1/1/2990
769	44	40	STATION/BRANCH BOX SECTION	FLOW	M	n	1/1/1990	1/1/2990
770	00	10	SUPERVISOR RBCS SYSTEMS ADMIN	NONE	N	n	1/1/1990	1/1/2990
773	34	30	PVS SPOTTER	NONE	N	n	1/1/1990	1/1/2090
777	00	00	INCOMING LETTERS FLOWED TO ROUTE/ BX	FLOW	L	n	1/1/1990	1/1/2990
778	00	00	INCOMING FLATS FLOWED TO ROUTE/ BOX	FLOW	F	n	1/1/1990	1/1/2990
779	15	00	RBCS GROUP LEADER	NONE	N	n	1/1/1990	1/1/2990
780	90	90	TRAINING - OPERATIONS SUPPORT	NONE	N	n	1/1/1990	1/1/2990
781	91	91	TRAINING - MAIL PROCESSING	NONE	N	n	1/1/1990	1/1/2990
782	92	92	TRAINING - DELIVERY SERVICES	NONE	N	n	1/1/1990	1/1/2990
783	93	93	TRAINING - PLANT & EQUIP MAINT	NONE	N	n	1/1/1990	1/1/2990
784	94	94	TRAINING - CUSTOMER SERVICES	NONE	N	n	1/1/1990	1/1/2990
785	95	95	TRAINING - FINANCE & PLANNING	NONE	N	n	1/1/1990	1/1/2990
786	96	96	TRAINING - HUMAN RESOURCES	NONE	N	n	1/1/1990	1/1/2990
787	97	97	TRAINING - CUSTOMER SERV.SUPPORT	NONE	N	n	1/1/1990	1/1/2990
788	98	98	TRAINING-ADMINISTRATION	NONE	N	n	1/1/1990	1/1/2990
789	93	93	TRAINING - VEHICLE SERVICES	NONE	N	n	1/1/1990	1/1/2990
790	39	00	STANDBY MAINTENANCE INSTITUTIONAL	NONE	N	n	10/1/2009	12/31/2999
791	49	00	CFS MAIL PREP	NONE	N	n	8/1/2008	1/1/2990
792	49	00	LOAD/SWEEP FLATS FORWARDING TERMINAL	NONE	N	n	8/1/2008	1/1/2990
793	18	00	EXPRESS MAIL - OTHER ACTIVITIES	TPH	M	y	1/1/1990	1/1/2990
794	48	40	MISC MARKUP ACTIV-ST/BR	NONE	N	n	1/1/1990	1/1/2990
795	49	00	PERIODICAL ADDRESS NOTIFICATION	NONE	N	n	8/1/2008	1/1/2990
796	49	00	NOTICE TO MAILERS-ADDRESS CORRECTION	NONE	N	n	8/1/2008	1/1/2990
797	49	00	FLATS FORWARDING/NON-MECHANIZED OPER	NONE	N	n	8/1/2008	1/1/2990
798	18	00	MISCODED/UNCODED MAIL	TPH	M	y	1/1/1990	1/1/2990
799	39	00	STANDBY-MAINTENANCE-OPERATIONAL	NONE	N	n	10/1/2009	12/31/2999
800	14	00	FPARS MANUAL DIST	TPH	F	y	3/19/2015	1/1/2990
801	12	00	FPARS FLATS RTS IMAGE LIFT	TPH	F	y	3/19/2015	1/1/2099
803	12	00	FPARS FLATS CIF IMAGE LIFT	TPH	F	y	3/19/2015	1/1/2099
805	12	00	FPARS RESCAN	TPH	F	y	3/19/2015	1/1/2099
806	12	00	FPARS RTS OTHER	TPH	F	y	3/19/2015	1/1/2099
808	12	00	FPARS FLAT CID FORWARD LABEL	TPH	F	n	3/9/2015	1/1/2099

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809	12	00	FPARS FLATS RTS LABEL	TPH	F	n	3/9/2015	1/1/2099
811	12	00	UFSM 1000 OCR - O/G PRIMARY	TPH	F	n	1/1/1990	1/1/2990
814	12	00	UFSM 1000 OCR - I/C SCF	TPH	F	n	1/1/1990	1/1/2990
816	12	00	UFSM 1000 OCR - I/C SECONDARY	TPH	F	n	1/1/1990	1/1/2990
821	41	00	DBCS/DIOSS/MPBCS BCS O/G PRIMARY	TPH	L	n	1/1/1990	1/1/2990
824	41	00	DBCS/DIOSS/MPBCS BCS I/C SCF PRIMARY	TPH	L	n	1/1/1990	1/1/2990
825	41	00	DBCS/DIOSS/MPBCS BCS I/C PRIMARY	TPH	L	n	1/1/1990	1/1/2990
826	41	00	DBCS/DIOSS/MPBCS BCS I/C SECONDARY	TPH	L	n	1/1/1990	1/1/2990
830	13	30	ADUS INCOMING CARRIER RT	TPH	P	y	8/18/2018	1/1/2990
831	13	00	ADUS OUTGOING FCM SPRS	TPH	P	n	7/12/2018	1/1/2099
832	13	00	ADUS INCOMING FCM SPRS	FHP	P	n	7/12/2018	1/1/2099
833	13	00	ADUS OUTGOING MKT MAIL	TPH	P	y	7/12/2018	1/1/2099
834	13	00	ADUS OUTGOING PREF BUNDLES	TPH	P	y	7/12/2018	1/1/2099
835	13	00	ADUS INTERNATIONAL IMPORT	FHP	P	n	7/12/2018	1/1/2099
836	13	00	ADUS INCOMING PREF BUNDLES	TPH	P	y	7/12/2018	1/1/2099
837	13	00	ADUS INCOMING MKT MAIL	TPH	P	y	7/12/2018	1/1/2099
838	13	00	ADUS PRIORITY OUTGOING	FHP	P	n	7/12/2018	1/1/2099
839	13	00	ADUS PRIORITY INCOMING	FHP	P	n	7/12/2018	1/1/2099
848	11	00	DIOSS MULTIMODE INTL IMPORT	TPH	L	n	10/1/2009	10/1/2090
849	11	00	DIOSS MULTIMODE INTL EXPORT	TPH	L	n	10/1/2009	12/31/2999
851	13	00	SSIU OUTGOING PRIORITY	FHP	M	n	10/1/2009	12/31/2999
852	13	00	SSIU OUTGOING PACKAGE SERVICES	FHP	P	n	10/1/2009	12/31/2999
853	13	00	SSIU DESTINATING PRIORITY	FHP	M	n	10/1/2009	12/31/2999
854	13	00	SSIU DESTINATING PACKAGE SERVICES	FHP	P	n	10/1/2009	12/31/2999
855	13	00	HSIU OUTGOING PRIORITY	FHP	M	n	10/1/2009	12/31/2999
856	13	00	HSIU OUTGOING PACKAGE SERVICES	FHP	P	n	10/1/2009	12/31/2999
857	13	00	HSIU DESTINATING PRIORITY	FHP	M	n	10/1/2009	12/31/2999
858	13	00	HSIU DESTINATING PACKAGE SERVICES	FHP	P	n	10/1/2009	12/31/2999
861	41	00	DIOSS MULTIMODE OUTGONG PRIMARY	TPH	L	n	10/1/2009	1/1/2990
864	41	00	DIOSS MULTIMODE SCF PRIMARY	TPH	L	n	10/1/2009	1/1/2990
865	00	00	SV NESTING EVENT	NONE	N	n	10/1/2017	1/1/2990
866	00	00	SV NESTING EVENT TRAILER DEPART	NONE	N	n	10/1/2017	1/1/2990
867	00	00	IMDAS TRAILER ARRIVAL	NONE	N	n	10/1/2017	1/1/2990
868	00	00	IMDAS CONTAINER ACCEPTANCE	NONE	N	n	10/1/2017	1/1/2990
869	00	00	IMDAS CONTAINER UNLOAD	NONE	N	n	10/1/2017	1/1/2990
870	00	00	IMDAS CONTAINER DISTRIBUTION	NONE	N	n	10/1/2017	1/1/2990
871	00	00	IMDAS BUNDLE CURTAILED	NONE	N	n	10/1/2017	1/1/2990
872	00	00	IMDAS PIECE DELIVERY EVENT	NONE	N	n	10/1/2017	1/1/2990
873	00	00	FAST APPOINTMENT ARRIVAL	NONE	N	n	10/1/2017	1/1/2990
874	00	00	CONTAINER POSSESSION SCAN	NONE	N	n	10/1/2017	1/1/2990
875	00	00	SV HANDLING UNIT UNLOAD	NONE	N	n	10/1/2017	1/1/2990
876	00	00	SV CONTAINER UNLOAD	NONE	N	n	10/1/2017	1/1/2990
877	00	00	SV HANDLING UNIT LOAD	NONE	N	n	10/1/2017	1/1/2990
878	00	00	SV CONTAINER LOAD	NONE	N	n	10/1/2017	1/1/2990
888	88	88	ADMINISTRATIVE SERVICES	NONE	N	n	1/1/1990	1/1/2990

Oper Nbr	Non SUPV LDC	SUPV LDC Nbr	Oper Name	Vol Type ID	Shaped Based	Non Add TPH	Act Date	Deact Date
891	11	00	DBCS/DIOSS BCS O/G PRIMARY	TPH	L	n	1/1/1990	1/1/2990
892	11	00	DBCS/DIOSS BCS O/G SECONDARY	TPH	L	n	1/1/1990	1/1/2990
893	11	00	DBCS/DIOSS BCS MANAGED MAIL	TPH	L	n	1/1/1990	1/1/2990
894	11	00	DBCS/DIOSS BCS I/C SCF PRIMARY	TPH	L	n	1/1/1990	1/1/2990
895	11	00	DBCS/DIOSS BCS I/C PRIMARY	TPH	L	n	1/1/1990	1/1/2990
896	11	00	DBCS/DIOSS BCS I/C SECONDARY	TPH	L	n	1/1/1990	1/1/2990
897	11	00	DBCS/DIOSS BCS BOX SECTION	TPH	L	n	1/1/1990	1/1/2990
898	11	00	DBCS/DIOSS BCS SEC/SEG, 1ST PASS	TPH	L	n	1/1/1990	1/1/2990
899	11	00	DBCS/DIOSS BCS SEC/SEG, 2ND PASS	TPH	L	n	1/1/1990	1/1/2990
900	08	01	TRAVEL - OPERATIONS SUPPORT	NONE	N	n	1/1/1990	1/1/2990
901	31	30	TRAVEL - VEHICLE SERVICE	NONE	N	n	1/1/1990	1/1/2990
902	61	60	TRAVEL - HUMAN RESOURCES	NONE	N	n	1/1/1990	1/1/2990
903	78	70	TRAVEL - CUSTOMER SERVICES SUPPORT	NONE	N	n	1/1/1990	1/1/2990
904	82	81	TRAVEL - ADMINISTRATION	NONE	N	n	1/1/1990	1/1/2990
905	41	00	ADUS Automation	TPH	P	n	1/1/1990	1/1/2990
906	41	00	ADUS Manual	TPH	P	n	1/1/1990	1/1/2990
911	89	88	INCIDENT COSTS	NONE	N	n	7/31/2009	1/1/2990
912	41	00	DBCS/DIOSS/MPBCS BCS DPS, 1ST PASS	TPH	L	n	1/1/1990	1/1/2990
913	41	00	DBCS/DIOSS/MPBCS BCS DPS, 2ND PASS	TPH	L	n	1/1/1990	1/1/2990
916	11	00	DBCS/ALPS BCS DPS 1ST PASS	TPH	L	n	9/30/2017	1/1/2050
917	11	00	DBCS/ALPS BCS DPS 2ND PASS	TPH	L	n	9/30/2017	1/1/2050
918	11	00	DBCS/DIOSS BCS DPS, 1ST PASS	TPH	L	n	1/1/1990	1/1/2990
919	11	00	DBCS/DIOSS BCS DPS, 2ND PASS	TPH	L	n	1/1/1990	1/1/2990
920	00	01	MGR OPERATIONS PROGRAMS SUPPORT	NONE	N	n	1/1/1990	1/1/2990
922	00	01	MANAGER IN-PLANT SUPPORT	NONE	N	n	1/1/1990	1/1/2990
923	00	50	STATISTICAL PROGRAMS COORDINATOR	NONE	N	n	1/1/1990	1/1/2990
924	00	01	MANAGER ADDRESS SYSTEMS	NONE	N	n	1/1/1990	1/1/2990
926	18	00	MAIL FLOW CONTROLLER - NDC	NONE	N	n	7/1/2011	1/1/2999
927	00	10	MANAGER DISTRIBUTION OPERATIONS	NONE	N	n	1/1/1990	1/1/2990
928	00	10	SUPERVISOR DISTRIBUTION OPERATIONS	NONE	N	n	1/1/1990	1/1/2990
929	00	40	MANAGER CUSTOMER SERVICES OPERS	NONE	N	n	1/1/1990	1/1/2990
930	18	00	BUSINESS REPLY/POSTAGE DUE	TPH	L	y	1/1/1990	1/1/2990
932	00	10	SUPERVISOR INTERNATIONAL	NONE	N	n	1/1/1990	1/1/2990
933	00	35	MANAGER MAINTENANCE OPERATIONS	NONE	N	n	1/1/1990	1/1/2990
934	00	81	MANAGER INFORMATION SYSTEMS	NONE	N	n	1/1/1990	1/1/2990
936	00	50	SUPERVISOR ACCOUNTING SERVICES	NONE	N	n	1/1/1990	1/1/2990
937	00	50	SUPERVISOR TACS OPERATIONS	NONE	N	n	1/1/1990	1/1/2990
938	16	00	LCUS/HSUS/USS - O/G PP	FHP	M	n	10/1/2016	1/1/2990
939	16	00	LCUS/HSUS/USS - INC PP	FHP	M	n	10/1/2016	1/1/2990
942	16	00	LCUS/HSUS/USS - O/G PRIOR	FHP	M	n	10/1/2016	1/1/2990
943	16	00	LCUS/HSUS/USS - INC PRIOR	FHP	M	n	10/1/2016	1/1/2990
946	00	70	MANAGER POSTAL BUSINESS CENTERS	NONE	N	n	1/1/1990	1/1/2990
948	00	70	MANAGER COMMERCIAL ACCOUNTS	NONE	N	n	1/1/1990	1/1/2990
949	00	70	MANAGER CONSUMER AFFAIRS & CLAIMS	NONE	N	n	1/1/1990	1/1/2990
950	00	70	MANAGER BUSINESS MAIL ENTRY	NONE	N	n	1/1/1990	1/1/2990

Oper Nbr	Non SUPV LDC	SUPV LDC Nbr	Oper Name	Vol Type ID	Shaped Based	Non Add TPH	Act Date	Deact Date
951	00	35	SUPERVISOR MAINTENANCE OPERATIONS	NONE	N	n	1/1/1990	1/1/2990
952	00	35	MGR/SUPV MAINTENANCE OPERS. SUPPORT	NONE	N	n	1/1/1990	1/1/2990
953	00	35	MANAGER FIELD MAINTENANCE OPERS	NONE	N	n	1/1/1990	1/1/2990
954	00	35	MES	NONE	N	n	1/1/1990	9/8/2099
958	69	69	REHABILITATION	NONE	N	n	1/1/1990	1/1/2990
959	68	68	LIMITED DUTY	NONE	N	n	1/1/1990	1/1/2990
968	52	00	EXCHANGE OFC RECORD UNIT-INTERNAT	NONE	N	n	1/1/1990	1/1/2990
969	57	00	STATISTICAL PROGRAMS-INTERNAT	NONE	N	n	1/1/1990	1/1/2990
970	00	00	IDS MSWYB ASSIGNMENT	NONE	N	n	3/31/2018	1/1/2099
971	00	00	SASS CARRIER SORT	NONE	N	n	3/31/2018	1/1/2099
972	00	00	IMDAS TRAY ACCEPT	NONE	N	n	3/31/2018	1/1/2099
973	00	00	IMDAS TRAY DISTRIBUTED SCAN	NONE	N	n	3/31/2018	1/1/2099
974	00	00	SV HANDLING UNIT CLOSE	NONE	N	n	3/31/2018	1/1/2099
975	00	00	IDS HANDLING UNIT CONSUMED	NONE	N	n	3/31/2018	1/1/2099
976	00	00	SASS D&R ASSIGNMENT	NONE	N	n	3/31/2018	1/1/2099
977	00	00	SV HANDLING UNIT ASSIGN	NONE	N	n	3/31/2018	1/1/2099
978	00	00	SV HANDLING UNIT STAGE	NONE	N	n	3/31/2018	1/1/2099
979	00	00	IMDAS TRAY ARRIVAL POINT	NONE	N	n	3/31/2018	1/1/2099
987	00	00	Ring Scanner Default	NONE	N	n	8/11/2015	8/1/2099
988	80	80	LOANED AS OFFICER IN CHARGE	NONE	N	n	1/1/1990	1/1/2999
989	80	80	LOANED TO HEADQUARTERS	NONE	N	n	1/1/1990	1/1/2999
990	10	10	LOANED AS SUPERVISOR	NONE	N	n	1/1/1990	1/1/2999
991	47	00	LOANED AS CRAFT/ADM	NONE	N	n	1/1/1990	1/1/2999
992	17	00	LOANED AS MAIL HANDLER	NONE	N	n	1/1/1990	1/1/2999
993	21	00	LOANED AS CITY CARRIER	NONE	N	n	1/1/1990	1/1/2999
995	32	00	LOANED AS VMF MECHANIC	NONE	N	n	1/1/1990	1/1/2999
996	37	00	LOANED AS MAINT BLDG SERVICE	NONE	N	n	1/1/1990	1/1/2999
997	25	00	LOANED AS RURAL CARRIER	NONE	N	n	1/1/1990	1/1/2999
998	80	80	HQ HQ-RELATED	NONE	N	n	1/1/1990	1/1/2990
999	58	50	TACS OPERATION DEFAULT	NONE	N	n	1/1/1990	1/1/2990

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 - Fim 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	151.5	61	Flats - Export	0
12	Letters - Std	107.5	62	Letters - Export	0
13	Flats - Pref	45	63	Letters - Import	0
14	Flats - Std	66	64	Reserved	0
15	Flats - Periodicals	45	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 Worksheet

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? (0700)		
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 default TACS Operation Numbers (281-288) monitored on a daily basis in WebMODS?		
12	Automation and Mechanization operation numbers used in WebEOR are in alignment with Manual Operation Numbers assigned in WebMODS. (i.e. 893 flows to 043)		
13	Are work hours in error (WebMODS TACS Interface Errors) re-assigned within 90 days in WebMODS before accumulating in TACS Function 1 Operations Default 565?		
14	If an operation requires workload, then work hours are being recorded in that operation. (MODS exceptions report reviewed)		
15	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?		
16	Is the density test information current for the Local TPH Flow Configuration table? (within 6 months of the last density test)		

Question #	Review Section	YES	NO
17	Does the Local TPH Flow Configuration data in WebMODS match current density test data?		
18	PSS ring scanners are checked frequently to make sure they are paired to a valid manual parcel operation? (987 scans monitored)		
19	Manual entries into MODS are reviewed daily to ensure accuracy and necessity of making a manual entry.		
20	Are WebMODS EOR interface errors corrected daily?		
21	Local Operation Numbers activated in WebMODS are presently used by the facility.		
22	Does the Local Opening Unit Survey accurately represent the appropriate workload to manual opening unit operations as a percentage of FHP distribution letters and flats?		
23	Documentation for the last Opening Unit Survey is available for inspection.		
24	There are no work hours in operation 565.		
25	Are unmapped sort plans in WebEOR corrected on a daily basis?		
	Total Score	**0%**	

Item #	General Comments

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Mail Flow

The National Mail Flow Chart identifies the allowable flow of mail from one operation to another, manual to manual

National Mail Flow Chart

From Oper	To Operation Numbers										
30	32	40	43	44	50	55	150	160	168		
32	32										
43	40	43	44	150	168						
44	40	44	150	160	168						
50	50	55									
51	50	55									
55	50	51	52	55							
60	50	51	52	55	62	70	73	74	170	175	178
62	50	51	52	55	62	70	73	74	170	175	178
70	74										
73	70	74	170	178							
74	74	170	178								
150	30	40	44	160	168	169					
168	169										
170	60	70	73	74	178	179					
178	179										
320	50	55	321	322	324	325	326				
321	50	55	321	322	324	325	326				
322	50	55	321	322	324	325	326				
324	50	55	321	322	324	325	326				
325	50	55	320	321	322	324	325	326			
326	50	55	321	322	324	325	326				

Appendix G

LDC 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 G-1.

Table G-1

Func ID	LDC Number	LDC Name
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	Parcel Processing
1	14	Manual Distribution
1	15	Remote Bar Code System
1	16	Fixed Mech
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
2	24	Delivery Initiatives
2	25	Rural Delivery
2	26	Carrier Customer Support Activities
2	27	Collections
2	28	City Carrier — Tertiary Distribution
2	29	Routers — Office
3	30	Supervision — Vehicle Srv
3	31	Administrative & Clerical
3	32	Vehicle Maintenance

Func ID	LDC Number	LDC Name
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
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

Func ID	LDC Number	LDC Name
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

Appendix H
PS Form 4217 – Density Test Calculation

U.S. POSTAL SERVICE							POSTAL FACILITY	
DENSITY TEST CALCULATION WORKSHEET								
DATE OF LAST TEST		DATE OF THIS TEST	DISTRIBUTION CASE TITLE				ANALYST	
		Date:	Date:	Date:		3 Day		
Sep No.		Day 1 Count	Day 2 Count	Day 3 Count		Total Count	Density %	Rank

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Appendix I

Acronym List

An acronym list is provided in Table I-1.

Table I-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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