

National Workhour Reporting System

LDC/FON Descriptions

<u>LDC/FON</u>	<u>Description/Definition</u>
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FUNCTION 0 - OPERATIONS - PROGRAMS SUPPORT

01/0100	Supervision All supervisory hours used in support of the Operations Programs Support function including hours for the Managers of Operations Programs Support, In-Plant Support, and Address Management Systems.
02/0200	Quality Improvement All non-supervisory hours used in the Quality Improvement Program
03/0300	Industrial Engineering All non-supervisory hours used by the Industrial Engineer and other employees assigned to this activity.
04/0400	Address management Systems All non-supervisory hours used in the maintenance and quality control of Address Management Systems (ADMS) and Address Information System (AIS) products, including hours for the Directory Analysis Specialist.
05/0500	Production Planning All non-supervisory hours used in support of production planning, including hours for the Production Planning Coordinator and the Analyst, Schemes and Schedules.
06/0600	Vacant
07/0700	Environmental Management All hours of employees involved with and in support of environmental management activities.
08/0800	Administrative and Clerical All non-supervisory hours of employees involved in miscellaneous office work and record keeping for the Operations Programs Support Function
09/0900	Delivery and Retail Programs All non-supervisory hours of employees involved in delivery and retail program activities including the Vehicle Programs Analysts, Sr., Operations Analyst, and the Delivery and Retail Analyst.
90/9000	Training - Operations Programs Support All off-the-job, on-the-clock training hours for Operations Programs Support employees.

<u>LDC/FON</u>	<u>Description/Definition</u>
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FUNCTION 1 - OPERATIONS - MAIL PROCESSING	
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10/1000	Supervision All supervisory hours in support of both direct and indirect mail processing activities including the Manager, Distribution Operations and Supervisor, Distribution Operations.
11/1100	Automated Distribution - Letters & Flats All non-supervisory hours of employees involved in the automated distribution of letters and flats.
12/1200	Mechanized Distribution - Letters & Flats All non-supervisory hours of employees involved in the mechanized distribution of letters and flats.
13/1300	Mechanized Distribution - Other All non-supervisory hours of employees involved in the mechanized distribution and process of parcels, non-machinable outsides, small parcels, bundles, IPPs, and sacks on mechanized equipment.
14/1400	Manual Distribution All non-supervisory hours of employees involved in the manual distribution of letters, flats and parcels. Also includes hours used in the manual distribution of non-machineable objects, IPPs, and sacks in the Bulk Mail Centers (BMCs).
15/1500	Remote Bar Code System All non-supervisory hours of employees involved in the advanced automation of letters using the Remote Bar Code System (RBS).
16/1600	Vacant
17/1700	MP - Other Direct Operations All non-supervisory hours of employees involved in mail processing operations other than distribution. These direct operations include mail preparation, presort operations, tray and sleeving, opening, pouching and tray, and platform operations. Also includes hours used for the Air Contract Data Collection System and at the BMCs for Forklift Operators and Dock Clerks.
18/1800	MP - Indirect/Related All non-supervisory hours of employees involved in indirect or related mail processing activities. This includes the following activities: Registry Section, Express Mail, rewrap and damaged parcels, empty equipment handling, business reply/postage due, labeling, office work, record keeping, standby time, meeting time and steward's duty time. Also includes hours used for bill preparation and verification of foreign mail, and hours for Mail Flow Coordinators, computer room operators and data entry clerks.
19/1900	Vacant
91/9100	Training - Operations - Mail Processing All off-the-job, on-the-clock training hours for Mail Processing employees.

LDC/FON Description/Definition

FUNCTION 2 – OPERATIONS – DELIVERY SERVICES

- 20/2000 Supervision**
All supervisory hours in support of the Delivery Services function.
- 21/2100 City Delivery – Office Time**
All non-supervisory office hours used on city delivery regular and auxiliary letter routes (excluding combination routes and router hours). Also includes steward's duty time, standby time, travel time, meeting time, and miscellaneous delivery service activities.
- 22/2200 City Delivery – Street Time**
All non-supervisory street hours used on city delivery regular and auxiliary letter routes, (excluding combination routes) Also includes waiting time. *Note: Hours for this LDC/FON are entered via PS Form 1236-A in non-automated time keeping systems.*
- 23/2300 Other City Delivery**
All non-supervisory hours used for the delivery of parcel post, relays, intra/inter city runs (other than those made by motor vehicle operators, LDC 34) and combination routes. Includes those portions of combination routes that are letter delivery or collection related.
- 24/2400 Special Delivery**
All non-supervisory hours of special delivery messengers, including meeting time and union duty time of certified stewards.
- 25/2500 Rural Delivery**
All non-supervisory hours of rural carriers, substitutes, and city office employees temporarily working on a rural route, meeting time, and union duty time of certified stewards.
- 26/2600 Carrier Customer Support Activities**
All office hours used by city letter carriers for Address Management. This includes Address Correction Service (ACS), Address Management Systems (AMS), Computerized Delivery Sequence (CDS), Computerized Labeling Address Sequence Service (CLASS), and any other file verification procedures related to creating Delivery Point Sequencing (DPS) sort plans and improving address quality. *Note: Hours for this LDC/FON are entered via PS Form 1236-A in non-automated time keeping systems.*
- 27/2700 Collections**
All non-supervisory hours used to provide collection service, excluding combination routes and hours used in collection of mail on city delivery letter routes.
- 28/2800 City Carrier – Tertiary Distribution**
All hours used by city carriers to perform a manual tertiary or delivery preparation of mail destinating to city delivery routes, or to post office box sections served by those routes, that:
 1. Occur after an incoming secondary operation.
 2. Involve activities that do not require memorization of distribution scheme items.
 3. Involve the use of the distribution equipment instead of carrier casing equipment.
- 29/2900 Routers – Office**
All non-supervisory office hours of employees assigned to router positions (responsible for casing mail for more than one delivery assignment). *Note: Any street duties performed by such employees are charged to LDC 22.*
- 92/9200 Training – Operations – Delivery Services**
All off-the-job, on-the-clock training hours for City Delivery Service employees.

LDC/FON **Description/Definition**

FUNCTION 3A - VEHICLE SERVICES

- 30/3000 Supervision**
At Processing and Distribution facilities, all supervisory hours used in support of transportation, networks, and vehicle operations, including the Manager, Transportation and Networks, and Supervisory Transportation Operations. At Customer Service facilities, all supervisory hours used in support of vehicle maintenance activities. Also includes non-bargaining, non-supervisory hours for the Networks Specialist and the Air Transportation Specialist positions.
- 31/3100 Administrative & Clerical**
At Processing and Distribution facilities, all non-supervisory hours of bargaining unit employees used in Support of transportation, networks, and vehicle operations. At Customer Service facilities, all non-supervisory hours used in support of vehicle maintenance and vehicle operations. Also includes hours of employees involved in stockroom duties, meeting, and stewards duty time
- 32/33 Vehicle Maintenance**
All non-supervisory hours of employees involved in the repair of postal vehicles, including removal and installation of individual parts or major component parts. Also includes, but is not limited to, diagnosing and resolving mechanical and electrical problems, adjustments and tune-ups, conduction road test, and operating testing equipment. In addition to the above, all non-supervisory hours of employees involved in performing routine services incidental to the proper maintenance of postal vehicles. Includes, but is not limited to, lubricating vehicles; tires, filter, and oil changes; washing and fueling vehicles, and cleaning the maintenance facility, as required.
- 33/3300 VOMA Support**
All non-supervisory hours of employees assigned to Vehicle Operations Maintenance Assistants (VMOA) positions.
- 34/3400 Vehicle Operations**
All non-supervisory hours of motor vehicle and tractor trailer operators. Includes hours used in operating tractor trailer, cargo vans, and spotter at all facilities.
- 93/9300 Training - Operations - Maintenance**
All off-the-job, on-the-clock training hours for Vehicle Services employees.

FUNCTION 3B - OPERATIONS- PLANT & EQUIPMENT MAINTENANCE

- 35/3500 Supervision**
Supervisory hours in support of plant and equipment maintenance activities. Also includes non-bargaining, non-supervisory hours of maintenance technical personnel at assigned offices.
- 36/3600 Postal Operating Equipment**
All non-supervisory hours devoted to maintenance of fixed and non-fixed mail processing equipment PSDS equipment, postal scales, lobby and Self Service Postal Center (SSPC) stamp vending equipment and all other equipment which is uniquely designed and deployed for mail handling or other proprietary postal functions.
- 37/3700 Building Systems Equipment**
All non-supervisory hours devoted to building maintenance, including maintenance of building utilities, heating, air conditions, lighting, and other plant equipment. Also includes activities devoted to the maintenance of conventional support equipment such as clocks, typewriters, office furniture, etc.
- 38/3800 Building Services (Custodial)**
All non-supervisory hours of employees involved in custodial activities, including protective services provided by maintenance employees in buildings where Inspection Service Security Force personnel have not been authorized.

39/3900 Maintenance, Planning, Control and Stores
All non-supervisory hours devoted to maintenance operations support, including work scheduling, record keeping, inventory control, etc; activities performed by personnel in the maintenance operations support sections; and in the tool and parts stockrooms. Also includes meeting time and steward's duty time.

93/9300 Training - Operations - Maintenance
All off-the-job, on-the-clock training hours for Plant and Equipment Maintenance employees.

LDC/FON Description/Definition

FUNCTION 4 - OPERATIONS - CUSTOMER SERVICES

40/4000 Supervision
All supervisory hours in support of Customer Services activities.

41/4100 Unit Distribution - Automated
All non-supervisory hours of employees at station, branches, and associate offices involved in the automated distribution of letters and flats.

42/4200 Unit Distribution - Mechanized
All non-supervisory hours of employees at stations, branches, and associate offices involved in the mechanized distribution of letters and flats.

43/4300 Unit Distribution - Manual
All non-supervisory hours used at stations, branches, and associate offices (CAG A-G only) for manual distribution of mail to carrier routes. Includes distribution of presort bundles and sacks, spreading of mail to carrier routes, and distribution of mail to carrier routes. Excludes distribution of mail to post office boxes, as defined in LDC/FON 44/4400.

44/4400 Post Office Box Distribution
All non-supervisory hours used in the distribution of preferential and bulk business letters, flats, IPPs, and parcel post to the post office box section in a station, branch, or non-MOD office. This includes distribution of mail to post office boxes to a totally dedicated box mail distribution case or to the actual post office box, as well as hours used for distribution performed in detached post office box units by clerical employees.

45/4500 Window Services
All non-supervisory hours of employees serving customers at windows, firm callers, general delivery customers, and other activities in support of retail operations.

46/4600 Vending Equipment
All non-supervisory hours of SSPC technicians and other employees providing support for postal vending equipment programs.

47/4700 Miscellaneous (CAG H-L only)
All non-supervisory hours used in Customer Service activities in CAG H-L offices. This LDC/FON is restricted to CAG H-L only.

48/4800 Customer Services - Administrative/Miscellaneous
All non-supervisory hours of Customer Service employees assigned to dispatch activities, office work, record keeping, and miscellaneous retail activities at stations, branches, and associate offices, including standby time, steward's duty time, travel time and meeting time. Also includes non-supervisory hours and in support of delivery service, such as working Postage Due, Insured, COD, Customs, and Business Reply mail; serving the carrier cage; performing markup activities in units other than Computerized Forwarding System (CFS) sites; and other miscellaneous customer and clerical activities. In addition, includes Bulk mail acceptance, 1412 consolidation and financial activities in facilities without a specialized staff.

- 49/4900 Computerized Forwarding System**
All non-supervisory hours of employees used to process undeliverable-as-addressed (UAA) mail in a CFS Unit.
- 94/9400 Training - Operations - Customer Services**
All off-the-job, on-the-clock training hours for Customer Services employee.

LDC/FON Description/ Definition

FUNCTION 5 - FINANCE & PLANNING

- 50/5000 Supervision**
All supervisory hours in support of finance and planning activities
- 51/5100 Vacant**
- 52/5200 Accounting Services**
All non-supervisory hours of finance employees involved in miscellaneous financial accounting activities, including Financial Systems Coordinator and Financial Services Coordinator.
- 53/5300 PSDS Operations**
All non-supervisory hours of finance employees involved in support of PSDS operations.
- 54/5400 Budget & Financial Analysis**
All non-supervisory hours of finance employees involved in the preparation, tracking, and control of Financial budgets. Also includes all financial analysis activities.
- 55/5500 Postal Systems Coordinator**
All non-supervisory hours used by employees authorized to perform Postal Systems Coordinator activities, including transfers of accountability, which were previously reported in LDC/FON 82/8200.
- 56/5600 Administrative & Clerical**
All non-supervisory hours of finance employees involved in miscellaneous financial activities, including Steward's duty time, travel time, and meeting time.
- 57/5700 Statistical Programs**
All non-supervisory hours of employees involved in support of statistical programs such as ODIS, RPW, IOCS, TRACS, etc.
- 58/5800 Other Timekeeping**
All non-supervisory hours of employees authorized to perform RTAPS, CTAPS, PC-CTAPS, and Electric Time Clock (ETC) activities. (ETC hours were previously reported in LDC/FON 52/5200.)
Note: LDC 58 is only authorized in offices ROG 1-4, with authorized finance staffing.
- 59/5900 Vacant**
- 95/9500 Training-Finance and Planning**
All off-the-job, on-the-clock training hours for Finance and Planning employees.