

<u>LDC</u>	<u>MOD/ OPER</u>	<u>DESCRIPTION</u>
<u>42</u>	<u>649</u>	<u>BRM</u>
<u>43</u>	<u>151</u>	<u>MANUAL LETTER - INCOMING PRIMARY</u>
<u>43</u>	<u>171</u>	<u>MANUAL FLAT - INCOMING PRIMARY</u>
<u>43</u>	<u>079</u>	<u>PACKAGES - INCOMING DISTRIBUTION</u>
<u>43</u>	<u>241</u>	<u>ALLIED DISTRIBUTION</u>
<u>44</u>	<u>769</u>	<u>BOX SECTION</u>
<u>45</u>	<u>355</u>	<u>WINDOW SERVICE-STATION/BRANCH</u>
<u>45</u>	<u>568</u>	<u>WINDOW SERVICE-MAIN OFFICE</u>

<u>LDC</u>	<u>MOD/ OPER</u>	<u>DESCRIPTION</u>
<u>48</u>	<u>544</u>	<u>CAGES SERVING CARRIERS/SPECIAL DELIVERY MESSENGERS</u>
<u>48</u>	<u>558</u>	<u>OFFICE WORK & RECORDKEEPING-CUSTOMER SERVICES</u>
<u>48</u>	<u>583</u>	<u>EXPRESS MAIL-CUSTOMER SERVICE</u>
<u>48</u>	<u>608</u>	<u>STEWARDS - CLERKS - CUSTOMER SERVICES</u>
<u>48</u>	<u>621</u>	<u>TRAVEL - CUSTOMER SERVICES</u>
<u>48</u>	<u>631</u>	<u>MEETING TIME - CUSTOMER SERVICES</u>
<u>48</u>	<u>742</u>	<u>MISC ACTIVITY-CUSTOMER SERVICES</u>
<u>48</u>	<u>794</u>	<u>MISC MARKUP ACTIVITIES - STATION/BRANCH</u>

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

LDC 48

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

Data requirement: Record work hours only.

639 Business Reply Mail

LDC 42

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

Data requirement: Record work hours only.

640 Collections

LDC 48

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

Data requirement: Record work hours only.

641 Meeting Time, Supervisor – Human Resources

LDC 60

See operation 630 activities and data requirement descriptions.

642 Meeting Time, Non-Supervisory – Human Resources

LDC 61

See operation 630 activities and data requirement descriptions.

643 Injury Compensation

LDC 66

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

Data requirement: Record work hours only.

644 Bulk Mail Acceptance

LDC 48

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

Data requirement: Record work hours only.

645 Production and Planning, Logistics and Transportation

LDC 05

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

Data requirement: Record work hours only.

646 Delivery Service Analyst

LDC 09

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

1. Delivery and vehicle programs specialist.

2. Delivery and vehicle programs analysts.
3. Delivery service analysts.
4. Retail programs specialists.
5. Also includes the Operations Mail activities.

Data requirement: Record work hours only.

647 VOMA Support **LDC 33**

Vehicle operations maintenance assistant (VOMA)

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

Data requirement: Record work hours only.

648 Information Systems **LDC 84**

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

Data requirement: Record work hours only.

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

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

Data requirement: Record work hours only.

650 Budget and Financial Analysis **LDC 54**

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

Data requirement: Record work hours only.

651 Administrative and Clerical – Finance **LDC 56**

Supervisor and non-supervisor work hours of Finance employees involved in miscellaneous financial activities.

Data requirement: Record work hours only.

652 Labor Relations activities **LDC 61**

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

Data requirement: Record work hours only.

653 Safety and Health **LDC 63**

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

Data requirement: Record work hours only.

654 EEO/Affirmative Action **LDC 64**

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

4. Work hours associated with SSM run outs at the docks is considered SSM 238/239 operations.

Data requirements: Workload units are recorded for these operations.

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

238 Mechanized Sort – Sacks/Outsides

LDC 13

Mechanized sack and outside sorting. Activities and data requirements: See operation 238C.

239 Mechanized Sort – Sacks/Outsides

LDC 13

Mechanized sack and outside sorting. Activities and data requirements: See operation 238C.

240 Manual Distribution at Stations and Branches

LDC 43

All distribution of mail to carrier routes performed at stations and branches within the reporting finance number. Includes the following activities:

1. Distribution of missents, presort bundles and sacks, spreading of mail to carrier routes, and any distribution of box mail made in conjunction with the distribution of mail to carrier routes.
2. Does not include the distribution of box mail as defined in operation 769.
3. Use local unit numbers and within WebMODS rename the operation description with the ZIP Code or office name for each station or branch.

Data requirements (optional):

- a. Record FHP in this operation only for mail that has received its initial distribution handling at the station or branch within the reporting finance number.
- b. Do not include IPP in this operation.

241 Allied Distribution

LDC 43

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

Data requirement: Record work hours only.

249C Composite – APPS Dual Induction (242-249)

LDC 13

Automated Package Processing System

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

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

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

Data requirement: Record work hours only.

556 Office Work and Record Keeping — Finance LDC 56/50

Office work and record keeping include the following activities:

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

Data requirement: Record work hours only.

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

Office work and record keeping include the following activities:

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

Data requirement: Record work hours only.

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

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

Data requirement: Record work hours only.

559 Office Work and Record Keeping — Delivery Services LDC 48/40

Work hours of Delivery Services employees who perform record keeping or other clerical work in support of delivery and/or collection activities.

560–564 Miscellaneous Mail Processing Activities LDC 18

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

Data requirement: Record work hours only.

560 Miscellaneous Mail Processing Activities LDC 18

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

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

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

- 736 Relay Carrier — Office** **LDC 23/20**
 Office work hours of carriers used for the delivery of relay routes.
 Data requirement: Record work hours only.
- 737 Combination — Street** **LDC 23/20**
 Street work hours of carriers used for the delivery of combination routes.
 Includes those portions of combination routes that are letter delivery or collection related.
 Data requirement: Record work hours only.
- 738 Combination — Office** **LDC 23/20**
 Office work hours of carriers used for the delivery of combination routes.
 Includes those portions of combination routes that are letter delivery or collection related.
 Data requirement: Record work hours only.
- 739 Carrier Drivers — Street** **LDC 23/20**
 Street work hours of carriers used for the delivery of intra/inter city runs other than those made by motor vehicle operators.
 Data requirement: Record work hours only.
- 740 Carrier Drivers — Office** **LDC 23/20**
 Office work hours of carriers used for the delivery of intra/inter city runs other than those made by motor vehicle operators.
 Data requirement: Record work hours only.
- 741 Miscellaneous — Delivery Service** **LDC 48/40**
 Work hours used for Delivery Service activities that cannot be classified into another existing operation.
 Includes hours for moving equipment, labeling cases, treatment in the medical unit, first aid, civil defense activities, guide duty, and consultations with Human Resources section. Supervisor work hours input to this operation will default to operation 708.
 Data requirement: Record work hours only.
- 742 Miscellaneous — Customer Service** **LDC 48/40**
 Work hours used for Customer Service activities that cannot be classified into another existing operation. Includes hours for moving equipment, labeling cases, treatment in the medical unit, first aid, civil defense activities, guide duty, and consultations with Human Resources section. Supervisor work hours input to this operation will default to operation 706.
 Data requirement: Record work hours only.
- 743 Carrier Customer Service Activities** **LDC 26**
 Delivery activities supporting carrier case labeling and AMS-related activities.
 Data requirement: Record work hours only.
- 744 PM Carrier Office Time** **LDC 21**
 Work hours used to capture office time of carriers after they have returned back into the office.

Func ID	LDC Number	LDC Name
2	28	City Carrier – Tertiary Distribution
2	29	Routers – Office
3	30	Supervision – Vehicle Srv
3	31	Administrative & Clerical
3	32	Vehicle Maintenance
3	33	VOMA Support
3	34	Vehicle Operations
3	35	Supervision – Plant & Equip
3	36	Postal Operating Equipment
3	37	Building Systems Equipment
3	38	Building Services (Custodial)
3	39	Maintenance, Planning, Ctrl & Stores
4	40	Supervision – Customer Srv
4	41	Unit Distribution – Automated
4	42	Customer Services
4	43	Unit Distribution – Manual
4	44	Post Office Box Distribution
4	45	Window Services
4	46	Vending Equipment
4	47	Assoc Office (CAG H-L)
4	48	Admin/Misc – Mixed
4	49	Computerized Forwarding System
5	50	Supervision – Finance
5	51	Reserved
5	52	Accounting Services
5	53	Reserved
5	54	Budget and Financial Analysis
5	55	Postal Systems Coordinator
5	56	Administrative and Clerical
5	57	Statistical Programs
5	58	Other Timekeeping
5	59	Reserved
6	60	Supervision – HR
6	61	Labor Relations Activities
6	62	Personnel Services
6	63	Safety and Health
6	64	EEO
6	65	Training Support
6	66	Injury Compensation
6	67	Vacant
6	68	Limited Duty
6	69	Rehabilitation
7	70	Supervision – Mkt&Comm
7	71	Commercial Sales and Account Mgmt

MODS Operation Numbers

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
35			951	SUPERVISOR, MAINTENANCE OPERATIONS		
35			952	MANAGER/SUPERVISOR, MAINT. OPERATIONS SUPPORT		
35			953	MANAGER, FIELD MAINTENANCE OPERATIONS		
				<u>CUSTOMER SERVICES</u>		
			037C	COMPOSITE -- MANUAL (037-039)		
	43	FHP	037	MANUAL LTR -- OUTGOING PRIMARY		
	43	FHP	038	MANUAL LTR -- OUTGOING SECONDARY		
	43	FHP	039	MANUAL LTR -- SCF DISTRIBUTION		
			048C	COMPOSITE -- RBCS -- RTS (048-049)		
	41	FHP	048	ISS -- RETURN TO SENDER	LTR	AUTO
	41	FHP	049	OSS -- RETURN TO SENDER	LTR	AUTO
	48		065	SCANNING OPERATIONS		
	43		076C	COMPOSITE -- MANUAL (076-078)		
	43	FHP	076	MANUAL FLT -- OUTGOING PRIMARY		
	43	FHP	077	MANUAL FLT -- OUTGOING SECONDARY		
	43	FHP	078	MANUAL FLT -- SCF DISTRIBUTION		
	43	FHP	079	PACKAGES/SPRS INCOMING DISTRIBUTION	MIX	MANL
	49		085	COA SCANNING		
	49		086	CFS 3982 LABEL PROCESSING		
			151C	COMPOSITE -- MANUAL (151, 161, 166)		
	43	FHP	151	MANUAL LTR -- INCOMING PRIMARY	LTR	MANL
	43	FHP	161	MANUAL LTR -- INCOMING SECONDARY	LTR	MANL
	43	FHP	166	MANUAL LTR -- BOX	LTR	MANL
			171C	COMPOSITE -- MANUAL (171-172, 176)		
	43	FHP	171	MANUAL FLT -- INCOMING PRIMARY	FLT	MANL
	43	FHP	172	MANUAL FLT -- INCOMING SECONDARY	FLT	MANL
	43	FHP	176	MANUAL FLT -- BOX	FLT	MANL
			226C	COMPOSITE -- EXPRESS MAIL DISTRIBUTION (226-228)		
	48	N-TPH	226	CS OUTBOUND EXPRESS MAIL SCAN	MIX	
	48	N-TPH	227	CS INBOUND EXPRESS MAIL SCAN	MIX	
40	48	N-TPH	228	CS EXPRESS MAIL DELIVERY	MIX	
40	43	FHP	240	MANUAL DISTRIBUTION STATION/ BRANCH	MIX	MANL
	43		241	FUNCTION 4 ALLIED DISTRIBUTION		
	41	FHP	252	CSBCS -- OUTGOING PRIMARY	LTR	AUTO
	41	FHP	253	CSBCS -- INCOMING PRIMARY	LTR	AUTO
40	48		353	STANDBY -- CUSTOMER SERVICES		

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	45		355	WINDOW SERVICE – STATION/BRANCH		
			360C	COMPOSITE – DBCS/DIOSS – OCR MODE (361–367)		
	41	FHP	361	DBCS/DIOSS OCR O/G PRIMARY	LTR	AUTO
	41	FHP	362	DBCS/DIOSS OCR O/G SECONDARY	LTR	AUTO
	41	FHP	363	DBCS/DIOSS OCR MMP	LTR	AUTO
	41	FHP	364	DBCS/DIOSS OCR I/C SCF	LTR	AUTO
	41	FHP	365	DBCS/DIOSS OCR I/C PRIMARY	LTR	AUTO
	41	FHP	366	DBCS/DIOSS OCR I/C SECONDARY	LTR	AUTO
	41	FHP	367	DBCS/DIOSS OCR BOX SECTION	LTR	AUTO
			370C	COMPOSITE DBCS/DIOSS OSS MODE (371–379)		
	41	FHP	371	DBCS/DIOSS OSS O/G PRIMARY	LTR	AUTO
	41	FHP	372	DBCS/DIOSS OSS O/G SECONDARY	LTR	AUTO
	41	FHP	373	DBCS/DIOSS OSS MMP	LTR	AUTO
	41	FHP	374	DBCS/DIOSS OSS I/C SCF	LTR	AUTO
	41	FHP	375	DBCS/DIOSS OSS I/C PRIMARY	LTR	AUTO
	41	FHP	376	DBCS/DIOSS OSS I/C SECONDARY	LTR	AUTO
	41	FHP	377	DBCS/DIOSS OSS BOX SECTION	LTR	AUTO
			390C	COMPOSITE DBCS/DIOSS – ISS MODE (391–397)		
	41	FHP	391	DBCS/DIOSS ISS O/G PRIMARY	LTR	AUTO
	41	FHP	392	DBCS/DIOSS ISS O/G SECONDARY	LTR	AUTO
	41	FHP	393	DBCS/DIOSS ISS MMP	LTR	AUTO
	41	FHP	394	DBCS/DIOSS ISS I/C SCF	LTR	AUTO
	41	FHP	395	DBCS/DIOSS ISS I/C PRIMARY	LTR	AUTO
	41	FHP	396	DBCS/DIOSS ISS I/C SECONDARY	LTR	AUTO
	41	FHP	397	DBCS/DIOSS ISS BOX SECTION	LTR	AUTO
			410C	CS UFSM 1000 COMPOSITE (410–417)		
	41	FHP	411	CS UFSM 1000 OCR – OUTGOING PRIMARY	FLT	AUTO
	41	FHP	412	CS UFSM 1000 OCR – OUTGOING SECONDARY	FLT	AUTO
	41	FHP	413	CS UFSM 1000 OCR – MANAGED MAIL	FLT	AUTO
	41	FHP	414	CS UFSM 1000 OCR – INCOMING SCF	FLT	AUTO
	41	FHP	415	CS UFSM 1000 OCR – INCOMING PRIMARY	FLT	AUTO
	41	FHP	416	CS UFSM 1000 OCR – INCOMING SECONDARY	FLT	AUTO
	41	FHP	417	CS UFSM 1000 OCR – BOXED SECTION	FLT	AUTO
	49		539	WASTE MAIL VERIFICATION		
	48		542	INSURED – COD – CUSTOMS		
	48		543	INSURED – COD – CUSTOMS		

MODS Operation Numbers

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	48		544	CAGES SERVING CARRIERS/SPC DLVY MSGRS		
40	48		558	OFFICE WORK & RECORDKEEPING – CUSTOMER SERVICES		
40	48		559	OFFICE WORK & RECORDKEEPING – DELIVERY SERVICE		
40	45		568	WINDOW SERVICE – MAIN OFFICE		
	48		608	STEWARDS – CLERKS – CUSTOMER SERVICES		
40	48		621	TRAVEL – CUSTOMER SERVICES		
40	48		631	MEETING TIME – CUSTOMER SERVICES		
	48		638	PREMIUM FORWARDING SERVICE/ EXPRESS OR PRIORITY RESHIPMENT		
	48		640	COLLECTIONS		
	48		644	BULK MAIL ACCEPTANCE		
	49		664	NO RECORD RETURN		
	49		667	MISCELLANEOUS SUPPORT		
	48		678	ADMIN & CLERICAL – AREA STATIONS		
	49		688	CFS – DISPATCH		
40			706	MANAGER/SUPERVISOR – CUSTOMER SERVICES		
40	48		741	MISC ACTIVITY – DELIVERY SERVICES		
40	48		742	MISC ACTIVITY – CUSTOMER SERVICES		
40	48		756	DEFAULT – FUNCTION 2 & 4		
40	44		769	STATION/BRANCH BOX SECTION		
	49		791	CFS MAIL PREP		
	49		792	LOAD/SWEEP FLATS FORWARDING TERMINAL		
40	48		794	MISC MARKUP ACTIVITIES – STATION/ BRANCH		
	49		795	PERIODICAL ADDRESS NOTIFICATION (FORM 3579) OPERATIONS		
	49		796	NOTICE TO MAILERS OF CORRECTION IN ADDRESS (FORM 3547) OPERATIONS		
	49		797	FLATS FORWARDING TERMINAL/NON-MECHANIZED TERMINAL OPERATIONS		
			800C	COMPOSITE – UFSM 1000 – Station and Branch (801–807)		
	41	FHP	801	UFSM 1000 – KEYING – OUTGOING PRIMARY	FLT	MECH
	41	FHP	802	UFSM 1000 – KEYING – OUTGOING SECONDARY	FLT	MECH
	41	FHP	803	UFSM 1000 – KEYING – MANAGED MAIL	FLT	MECH
	41	FHP	804	UFSM 1000 – KEYING – INCOMING SCF	FLT	MECH
	41	FHP	805	UFSM 1000 – KEYING – INCOMING PRIMARY	FLT	MECH

LDC Supv	LDC Non-Supv	Vol Type	MODS Oper	Description	Shape	Method
	41	FHP	806	UFSM 1000 -- KEYING -- INCOMING SECONDARY	FLT	MECH
	41	FHP	807	UFSM 1000 -- KEYING -- BOX SECTION	FLT	MECH
			820C	COMPOSITE DBCS/DIOSS/MPBCS BCS MODE (821-829, 912-913)		
	41	FHP	821	DBCS/DIOSS/MPBCS BCS O/G PRIMARY	LTR	AUTO
	41	FHP	822	DBCS/DIOSS/MPBCS BCS O/G SECONDARY	LTR	AUTO
	41	FHP	823	DBCS/DIOSS/MPBCS BCS MMP	LTR	AUTO
	41	FHP	824	DBCS/DIOSS/MPBCS BCS I/C SCF PRIMARY	LTR	AUTO
	41	FHP	825	DBCS/DIOSS/MPBCS BCS I/C PRIMARY	LTR	AUTO
	41	FHP	826	DBCS/DIOSS/MPBCS BCS I/C SECONDARY	LTR	AUTO
	41	FHP	827	DBCS/DIOSS/MPBCS BCS BOX SECTION	LTR	AUTO
	41	FHP	828	DBCS/DIOSS/MPBCS BCS S/S,1ST PASS	LTR	AUTO
	41		829	DBCS/DIOSS/MPBCS BCS S/S,2ND PASS	LTR	AUTO
	41	FHP	905	CSBCS -- DPS	LTR	AUTO
	41	FHP	906	CSBCS -- INCOMING SECONDARY	LTR	AUTO
	41		907	CSBCS EQUIP SERVICING		
	41	FHP	912	DBCS/DIOSS/MPBCS BCS DPS,1ST PASS	LTR	AUTO
	41		913	DBCS/DIOSS/MPBCS BCS DPS,2ND PASS	LTR	AUTO
40			929	MANAGER, CUSTOMER SERVICES OPERATIONS		
40	46		980	SSPC TECH STA/BR -- MAINTENANCE		
40	46		981	SSPC TECH STA/BR -- MAINTENANCE TRAVEL		
40	46		982	SSPC TECH STA/BR -- SERVICE		
40	46		983	SSPC TECH STA/BR -- SERVICE TRAVEL		
40	46		984	SSPC TECH MAIN OFC-MAINTENANCE		
40	46		985	SSPC TECH MAIN OFC-MAINTENANCE TRAVEL		
40	46		986	SSPC TECH MAIN OFC-SERVICE		
40	46		987	SSPC TECH MAIN OFC-SERVICE TRAVEL		
				<u>FINANCE</u>		
50	56		540	MISC ACTIVITIES -- FINANCE & PLAN		
50	56		556	OFFICE WORK & RECORDKEEPING -- FINANCE		
50	57		569	C/RA -- NON FINANCE & PLAN EMPLOYEE		
50	57		579	ODIS -- NON FINANCE EMPLOYEE		
50	57		591	ODIS -- FINANCE & PLAN EMPLOYEE		
50	57		592	C/RA -- FINANCE & PLAN EMPLOYEE		
50			599	MANAGER, FINANCE		