

FUNCTION FOUR ELEMENT DESCRIPTIONS FOR LDCs 41, 43, 44, 45, 46, & 48

LDC 41 - AUTOMATION OPERATIONS

CLEAN MACHINE

Blowing the dust out of machine/minor maintenance.

LOAD SORT PLAN

Selection of specific sort plan for loading on DBCS's/CSBCS's.

LOAD LEDGES/FEEDER

Dumping the tray of mail on the ledge feeder or jogger.

MACHINE FAILURES/IDLE TIME

Machine or computer breaks down or jams. Making notes of down time and cause.

DBCS/CSBCS MAIL PREP

Separating the DBCS/CSBCS mail by machine run.

PULL DBCS/CSBCS BINS/LETTER TRAYS

Removing mail from the DBCS/CSBCS bins and placing in letter trays. Removing letter trays from staged DBCS/CSBCS carts.

REPORTS/LOG

Printing end of run reports and writing notes in the log.

STAGING FULL/EMPTY EQUIPMENT

Removing filled or emptied equipment from the area and staging for dispatch or second pass.

SETUP/LABELING

Placing letter trays in the DBCS/CSBCS carts and setting up dispatch rolling stock. This includes obtaining header cards or labels, labeling the bins, and tagging dispatch equipment.