U.S. POSTAL SERVICE

Washington, DC 20260

MATERIAL TRANSMITTED

This handbook provides a detailed description of the Management Operating Data (MOD) System in postal tallations served by the Postal Source Data System and designated as MOD I offices. It outlines official ocedures to be used in the implementation and operation of the MOD System in affected offices.

This handbook will be revised as required in order to reflect any system modifications or corrections.

DISTRIBUTION

is handbook will be distributed to regions, districts, post offices and others who are involved in the plementation, operation or audit of the system. Additional copies may be requisitioned on Form 1286, *quest for Postal Publications,* through the Directives Control Division, U.S. Postal Service, Washington, DC 260.

IMPLEMENTATION

ese instructions are effective with the implementation of the MOD System in PSDS offices.

RECISION

is handbook supersedes handbooks M-63, *Work Load Recording System, Phase III,* and M-65, *Work Load cording System.*

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Chapter 1
GENERAL INFORMATION

110 PURPOSE OF THE MANAGEMENT OPERATING DATA SYSTEM

The Management Operating Data (MOD) System is designed to provide postal management with essential information on the relationship between workloads and actual and planned work hours. The system is not designed to compare one installation with another.

120 SCOPE

The primary function of the MOD system is to provide local management with the information they need for planning and control. However, the system is designed for national application and the procedures must be followed by all offices on the system. Local options and flexibility have been built into the system.

130 APPLICATION OF THIS HANDBOOK

This handbook applies to offices which utilize the Postal Source Data System (PSDS) and are designated as MOD 1 offices. All procedures described herein must be followed where applicable, except where options or alternatives are specified. Any other variations from these procedures must be approved by the Senior Assistant Postmaster General, Operations Group, USPS Headquarters. Procedures for MOD 2 offices will be specified in Methods Handbook, Series M-33. In the following list of MOD 1 offices, the three-digit number preceding the office name is the PSDS ID code. The first digit of the number indicates the teleconcentrator site within the Automatic Data Processing Center (ADPC):

MOD PART I OFFICES

PO# *Office*

(30) Central Region

001 – Akron, OH
002 – Chicago, IL
003 – Cincinnati, OH
004 – Cleveland, OH
005 – Columbus, OH
007 – Dayton, OH
009 – Dearborn, MI
231 – Des Moines, IA
008 – Detroit, MI
029 – Flint, MI
033 – Fort Wayne, IN
012 – Grand Rapids, MI
014 – Indianapolis, IN
232 – Kansas City, MO
034 – Lexington, KY
016 – Louisville, KY
024 – Madison, WI
011 – Milwaukee, WI
018 – Minneapolis, MN
027 – North Suburban, IL
006 – O'Hare, AMF
233 – Omaha, NE
030 – Peoria, IL
031 – Royal Oak, MI
235 – St. Louis, MO
023 – St. Paul, MN
028 – South Suburban, IL
032 – Springfield, IL
019 – Toledo, OH
234 – Wichita, KS

(17) Eastern Region

102 – Baltimore, MD
005 – Buffalo, NY
128 – Charleston, WV

106 – Harrisburg, PA
114 – Norfolk, VA
133 – No. VA Facility, VA
116 – Philadelphia, PA
115 – Pittsburgh, PA
125 – Prince Georges, MD
117 – Richmond, VA
014 – Rochester, NY
045 – SCF So. Jersey, NJ
126 – Silver Spring, MD
016 – Syracuse, NY
119 – Trenton, NJ
120 – Washington, DC
123 – Wilmington, DE

(23) **Northeast Region**

001 – Albany, NY
044 – AMF Kennedy
002 – Boston, MA
025 – Bridgeport, CT
003 – Bronx, NY
004 – Brooklyn, NY
006 – Flushing, NY
029 – Hackensack, NJ
007 – Hartford, CT
032 – Hicksville, NY
008 – Jamaica, NY
108 – Jersey City, NJ
009 – Long Island City, NY
011 – New Haven, CT
* – New York, NY (Facilities)
018 – *Grand Central Station
019 – *FDR Station
020 – *GPO
021 – *Church Street Station
023 – *Morgan Station
113 – Newark, NJ
127 – North Jersey, NJ
027 – Paterson, NJ
012 – Portland, ME
013 – Providence, RI
033 – SCF Westchester, NY
015 – Springfield, MA
031 – Yonkers, NY

(24) **Southern Region**

101 – Atlanta, GA
201 – Austin, TX
202 – Baton Rouge, LA
203 – Birmingham, AL
104 – Charlotte, NC
130 – Columbia, SC
204 – Dallas, TX
206 – Fort Worth, TX
129 – Ft. Lauderdale, FL
105 – Greensboro, NC
207 – Houston, TX
107 – Jacksonville, FL
134 – Knoxville, TN
220 – Little Rock, AR
211 – Memphis, TN
111 – Miami, FL
212 – Nashville, TN
213 – New Orleans, LA
215 – Oklahoma City, OK
131 – Orlando, FL
132 – Saint Petersburg, FL
216 – San Antonio, TX
118 – Tampa, FL
218 – Tulsa, OK

(18) **Western Region**

102 – Denver, CO
125 – Inglewood, CA
103 – Long Beach, CA
104 – Los Angeles, CA
105 – Oakland, CA
130 – Pasadena, CA
106 – Phoenix, AZ
107 – Portland, OR
108 – Sacramento, CA
109 – Salt Lake City, UT
111 – San Diego, CA
112 – San Francisco, CA
113 – San Jose, CA
129 – Santa Ana, CA
114 – Seattle, WA
115 – Spokane, WA
134 – Tacoma, WA
128 – Van Nuys, CA

40 BASIC ELEMENTS OF THE MOD SYSTEM

'he MOD System in MOD 1 installations has the ollowing basic elements:

. Standard three-digit operation numbers which desig- ate all activities performed in post offices.

). Major operations in mail processing activities that ombine two or more operations.

:. Suboperations for internal work-hour breakouts.

l. Two-digit source type codes which are used along vith mail distribution and handling operations to dentify the source, type, destination and other charac- eristics of the mail.

:. The recording of mail volume by machine meter, ictual piece counts or, when not feasible, by weight, 'eet or containers.

f. The reporting of mail volume processed as first ıandling pieces, and the projection of subsequent ıandling pieces using mail-flow densities.

g. The use of national conversion rates to convert weight, containers, or feet of mail to pieces.

h. The recording and reporting of actual work hours by operation.

i. Planned hours by post office division as a require- ment and planned hours by operation on an optional basis.

150 REPORTING SCHEDULE

151 MOD TOUR, DAY AND WEEK

The MOD day begins between the hours of 0600 and 0800. The local office will designate the cutoff time (6:00, 6:30, 7:00, 7:30, or 8:00 a.m.), which will normally be concurrent with or just after the last dispatch to the stations, so that the amount of mail on hand will be at its minimum point. The starting time for the day can be arranged with the ADPC by notification in writing and can be changed at the beginning of an accounting period. For the purpose of reporting work hours only, there will be three MOD tours (eight hours each) within the MOD day, beginning with tour 2 and ending with tour 1. The MOD week will begin with the tour 1 cutoff Saturday morning.

152 REPORT PROCESSING FREQUENCIES

152.1 The basic MOD/PSDS report is the Operating Report which furnishes operating and management information by division on all functions performed by all employees assigned to the post office.[1] A number of other reports are produced to provide detailed backup and to satisfy various information requirements.

152.2 The Management Summary and Operating reports are routinely generated Monday through Friday. A Saturday report indicates work hours only, and a consolidated Saturday/Sunday report includes volume and hours for the two days combined. These reports are also summarized by week and accounting period. Error signal reports listing input errors are produced every two hours. Some reports are produced on an optional basis while others are produced only by request.

152.3 For daily reports, the cutoff for special inputs and adjustments is one hour after period ends. For weekly and accounting period reports, the cutoff is 25 hours after the period ends. Following the cutoff, reports are processed at the two Automatic Data Processing Centers and transmitted back to PSDS offices, districts, regions and Headquarters. Depending on the time zone and other contingencies, reports are generally received within three hours after cutoff time. See chapter 6 for a further description of output reports.

160 REPORTING FACILITIES

161 If a post office has a separate mail processing facility, such as a parcel post annex, airport mail facility, etc., this separate facility may be requested by the postmaster and approved by the district manager to receive separate MOD reports. The number of separate reporting facilities should be kept to a minimum and requests for changes must be submitted in writing to the ADPC.

[1] A one-page Management Summary Report is produced for the postmaster and/or installation head.

Consolidated reports will be furnished to reflect office-wide activity.

162 Requests to add or delete an SRF must be received by the ADPC no later than one full accounting period prior to the effective implementation date. This time frame enables the ADPC to update files to properly reflect year-to-date data. All additions are effective at the beginning of an accounting period. If this time frame cannot be met, then the first A/P report, under the new configuration, will not reflect the correct year-to-date data. However, subsequent A/P's will be correct.

163 Requests should include the following information:

a. Post Office Name
b. SRF Name
c. SRF Branch Number
*d. SRF Branch Number (where the data for deleted branch will be consolidated)
e. Effective date of change

*Complete only if deleting an SRF.

164 If a branch, in a sequence, is deleted, the following branches will retain their current branch indentification. For example, a post office has SRF's numbered 00, 01, 02, 03, 04. Branch 02 is deleted. Branches 3 & 4 will retain their numeric identification. The office will have BR 00, 01, 03, and 04.

170 FUTURE CHANGES TO MOD

Changes to the MOD System will be approved by the Senior Assistant Postmaster General, Operations Group, Headquarters, only after a careful review to ensure justification. Modification of the MOD System will be preceded by detailed field instructions issued by the end of the third postal quarter. Implementation of the changes will be effective only at the beginning of a fiscal year.

)D Work Hour Transfer	1 Year
)D Station/Branch Operation – D, W	1 Year
– A/P	3 Years
)D Error Signal Report	1 A/P
'LSM Transactions	1 A/P
'LSM Performance Evaluation	1 Year
)D Volume/Hours Comparison by Day	1 Year
:nd Analysis Report	1 A/P

3 REGIONS AND HEADQUARTERS

Report	*Retention*
)D Management Summary – A/P	1 Year
)D Microfiche Cards – Volume/ Hour by Day, Week and A/P	3 Years
'LSM Consolidated Analysis	1 Year

644 AUTOMATIC DATA PROCESSING CENTER

The report tapes necessary to reproduce the post office reports have retention periods as follows:

	Retention Period in Days		
Tape	*Daily*	*Week*	*A/P*
MOD Management Summary	7	14	14
	7	14	14
MOD Operating Reports	7	14	14
MOD Volume Adjustments	7		
MOD Station/Branch Operating Report		14	14
MPLSM Performance Evaluation		14	14
MPLSM Consolidated Analysis		14	14
MOD Volume/Hours Comparison		14	14
Trend Analysis Report			14

Chapter 2
RESPONSIBILITIES

10 USPS HEADQUARTERS

1 The SAPMG, Operations, is responsible for:

Overall operation of the Management Operating ata (MOD) System.

Approving changes and/or modifications to the OD System.

Determining specific operations to be measured.

Concurring in the system design, including require-ents for recording and application.

Approving changes to field organization and/or affing required to operate and support the MOD ystem.

Approving changes in offices which are either added r deleted from the MOD 1 or MOD 2 offices.

12 The SAPMG, Manpower and Cost Control, is sponsible for:

The design and technical management of the MOD ystem.

. Consultation and coordination with concerned ınctions of USPS for changes or modifications to the IOD System.

. Preparation, publication and updating of related ıanuals.

. Program development and support to Postal Service 'raining and Development Institute.

. Procedures and techniques used in development and pplication of work standards, and conversion rates sed in the MOD System.

213 The SAPMG, Finance Group, is responsible for:

a. Monitoring mail volume recording and reporting for procedural compliance and accuracy.

b. The computer system design, programming, and equipment required for implementation and operation of the MOD System in PSDS offices.

c. Procedures necessary for periodic updating of national conversion rates.

214 The SAPMG, Employee and Labor Relations, is responsible for:

a. The development and administration of comprehensive training programs to support the MOD System.

b. Advising and consulting unions and/or management organizations, as may be required, with regard to changes in the MOD System.

220 REGIONAL OFFICE

221 The Regional Postmaster General is responsible for the efficient operation of the MOD System in designated post offices within the region.

222 The ARPMG, Mail Processing, has primary responsibility for:

a. Overall operation and technical management of the MOD System within the region.

b. Recommendations to establish MOD 1 and MOD 2 offices, and justification for establishment of PSDS (single or satellite) offices.

223 The ARPMG, Support, has primary responsibility for:

a. Providing the detailed direction and administration to districts/major offices for the accurate collection, processing, and reporting of MOD.

b. Preparing special reports, and analyzing reports.

c. Disseminating reports.

d. Actively auditing recording procedures at least once per year to assure adherence to recording procedures as specified in this handbook.

230 DISTRICT

231 The district manager is responsible for implementation and efficient operation of the MOD System in his district.

232 The district staff will support and assist subordinate offices of the district on MOD matters as directed by the district manager.

233 Recommends establishment or changes to MOD I Offices, and justification for establishment or discontinuance of PSDS (single or satellite) offices.

240 POST OFFICES

241 The postmaster is responsible for:

a. The overall operation of the MOD System within his post office.

b. Compliance with all procedures outlined in this handbook.

242 The director of mail processing or his equivalent is responsible to the postmaster for:

a. Identifying and assuring the orderly flow of mails through designated recording locations.

b. Recording and controlling manhour usage in each operation or work center.

c. Supervising the work force used in collecting mail volume data where direct supervision is not provided by the director of support or his equivalent. Employees may be assigned to other duties, to insure full utilization on assigned tours, providing it does not interfere with the accurate recording of mail volume or with duties assigned by the director of support or his equivalent.

d. Assuring that mail is properly presented for recording.

e. Reviewing volume and manhour adjustment reports.

243 The director of support or his equivalent is responsible to the postmaster for:

a. Organizing, training, supervising, and providing technical direction to the personnel used in collecting and processing MOD volume data.

b. Directing the count and piece conversion procedures relating to mail volume.

c. Monitoring tare weights and mail flow procedure.

d. Assuring accurate input of data into the system, in cooperation with the director of operations.

e. Monitoring recording procedure on a periodic basis.

f. Processing mail volume and manhour data, preparing related reports and interpretive analyses, and presenting these analyses to management.

CHAPTER 3
MOD OPERATIONS AND SOURCE TYPE CODES

10 MOD OPERATIONS

11 GENERAL

perations numbers are three-digit numbers used to esignate uniquely defined activities performed within ost offices. The use of these operations is prescribed ı the following sections.

12 VOLUME OPERATIONS

12.1 Mail volume is recorded into the operation here it will receive its first distribution handling, eferred to as the first handling piece (FHP) count. ieces requiring further distribution are then projected ıto the subsequent or downstream operations as ubsequent handling pieces (SHP) based on local mail low densities (subchapter 550). The total of FHP and HP becomes projected total piece handlings (PTPH).

12.2 For machine operations (080-089, 090-098) the ctual total piece handlings (TPH) from meter readings ıre recorded rather than computing PTPH. Meters will e reset no more than once each 24-hour period, at the eginning of each MOD day, if required. The pieces for hese operations are entered with a 7-5 transaction, explained in 532.4. Also, the piece count from the canceled pieces on the Mark II and other canceling devices ıre entered with a 7-5 transaction.

13 WORK-HOUR OPERATIONS

313.1 All valid operations, with the exception of the special operations 777, 778, 888 and 999 (section 316), can be used to record work hours.

313.2 In volume operations, the work hours recorded in the suboperations appear on the Tour Work Hours Report and accumulate and *roll back* to the first number in the series on the Mail Processing Operating Report. For all other reports a 7-6 attendance inquiry (see PSDS Supervisors Handbook, Publication 104) can be used to identify all employees in a suboperation at a specified time.

313.3 In operations where only work hours can be recorded, and suboperations are used, the activity will be printed on separate lines of the Operating Report.

314 MAJOR, KEY, AND OPTIONAL OPERATIONS

314.1 At the option of the local post office, volume and work hours in mail distribution operations can be combined into certain major and key operations. Some operations are optional for volume and/or work-hours recording.

314.2 Major operations are defined as those in which both volume and work hours must be charged when the activity defined by the operation definition (appendix A) is performed. For example, operation 240, *Distribution at Stations/Branches,* is a major operation, but if all the distribution to carriers is centralized and performed in operation 160, there would be no operation 240. Another example is bar-coded mail sorted on a single position letter sorting machine, operation 098. Obviously, this cannot be an operation without the necessary equipment.

314.3 Key operations are operations into which mail volume must be recorded, but work hours are optional. For example, operation 040 is a key operation. Any outgoing mail by-passing the primary must be recorded into either operation 040, 043, 044, or 045 as FHP. Since 043, 044 and 045 are optional, the FHP into these operations can be recorded into 040, but never into operation 030. However, the work hours can be charged to 030 only, or to 030 and 040, or to all the individual operations.

314.4 When either volume or work hours is charged to an operation (major, key, or optional), a line for that operation will be printed on the Operating Report.

314.5 If volume, but no work hours, is recorded into a key operation, the computer will consolidate the volume with its associated major operation. Key operation 029, *Riffle Mail,* is an exception. If mail volume meets the definition of riffle mail in appendix A, the volume must be recorded as 029, but the hours can be charged to any distribution operation that is consistent with the distribution being performed (e.g., if the mail is being riffled and separated to individual states, the hours can be charged to operation 030). If volume is recorded as 029, a line will be printed on the Operating Report even if hours are not charged.

314.6 For optional operations when volume, but no work hours, is recorded, one of the following will result: (a) it will be consolidated with its associated key operation, if hours are charged to the key, (b) it will be consolidated with its associated major operation, if hours are not charged to the key.

314.7 The following table lists each volume recording operation along with a code which indicates whether it is a major (M), key (K), or optional (O) operation and the action taken by the computer if volume is recorded but no work hours are charged to the operation:

Operation	*Volume, But No Work Hours*
010-M	Prints as 010.
020-K	Consolidated into 010C.
029-K	Prints as 029.
030-M	Prints as 030.
040-K	Consolidates with 030C.
043-0	Consolidates with 040C, if hours in 040; otherwise, consolidates with 030C.
044-0	Consolidates with 040C, if hours in 040; otherwise, consolidates with 030C.
045-0	Consolidates with 040C, if hours in 040; otherwise, consolidates with 030C.
050-0	Prints as 050.
055-0	Prints as 055.
060-M	Prints as 060.
070-K	Consolidates with operation 060C.
073-0	Consolidates with 070C, if hours in 070; otherwise, consolidates with 060C.
074-0	Consolidates with 070C, if hours in 070; otherwise, consolidates with 060C.
075-0	Consolidates with 070C, if hours in 070; otherwise, consolidates with 060C.
080-M*	Consolidates with 080C.
081-0	Consolidates with 080C.
082-K	Consolidates with 080C.
083-0	Consolidates with 080C.
084-0	Consolidates with 080C.
085-0	Consolidates with 080C.
086-K	Consolidates with 080C.
087-0	Consolidates with 080C.
088-M	Prints as 088.
089-M	Prints as 089.
090-M*	Consolidates with 090C.
091-0	Consolidates with 090C.
092-K	Consolidates with 090C.
093-0	Consolidates with 090C.
094-0	Consolidates with 090C.
095-0	Consolidates with 090C.

ation	Volume, But No Work Hours
K	Consolidates with 090C.
)	Consolidates with 090C.
K	Prints as 098.
M	Prints as 100.
M	Prints as 105.
)	Prints as 134.
M	Prints as 150.
K	Consolidates with 150C.
)	Prints as 168.
)	Consolidates with 168C.
M	Prints as 170.
K	Consolidates with 170C.
M	Prints as 200.
M	Prints as 240.
339-0	Consolidates with 240.

ll TPH in operations 080 and/or 090 are recorded scheme (081-087 or 091-097), no mail volume has ɔe recorded as 080 or 090. FHP can be recorded scheme, even if TPH is reported as a mixed ɜme. For any of the separate schemes for which er volume or hours are recorded, a separate line be printed along with the composite (080C or C).

3 When actual TPH is not entered by scheme , 081, 083, 084, 085 and 087), TPH is generated ıdividual schemes (or operations) by applying the ntage of FPH to the TPH in operation 080. This is rated by the following example:

	Volume Input		Computation	
ıtion	FHP	TPH	%FHP	Adj TPH
)	50	1100	5	55
	400		40	440
083	350		35	385
084	100*	150*	*	150*
085	200		20	220
087	100*	200*	*	200*
Total	1200	1450	100	1450
	-200	(FHP in operations with TPH)		
	1000	(FHP base for computing adjusted TPH)		

*When actual TPH is input for any of the individual operations, the FHP for those operations is not included in the computation. In the above example, actual TPH was input for operation 084 and 087. If volume is worked in 082 or 086 the appropriate TPH must be recorded.

315 MIXED OPERATIONS

Generally, mail distribution operations handle only one type of mail. Operations that handle one or more mail types (letters, flats, SPR's and parcels) are *mixed* operations. Operations in this category are 029, 050, 055, 134, 168, 169, 240, and 769.

316 SPECIAL OPERATIONS

The following operations have been designated to perform the special functions described (work hours and direct volume inputs cannot be charged to these operations):

Operation	Function
777	Accumulates incoming letter volume finalized to carrier routes and station boxes.
778	Accumulates incoming flat volumes finalized to carrier routes and station boxes.
888	Accumulation of all bin densities of mail finalized for distribution and other residue, including backflows, necessary for a 100% density total for each operation.

Operation	*Function*
999	Accumulation of work hours recorded into unassigned operation numbers.

317 OPERATION DESCRIPTIONS

All MOD operations are listed in numerical sequence (see appendix A for a definition of the operation):

Volume	*Work Hours*	*Operating Report*[1]	*Description*
	001	S	Platform Acceptance and Weighers Unit
010	010-019	M	Originating Mail Preparation
020	020-028	M	Originating Meter Mail Preparation
029	029	M	Riffle Mail
030	030-039	M	Combined Outgoing-Incoming Letter Primary
040	040-042	M	Outgoing Letter Secondary
043	043	M	State Distribution - Letters
044	044	M	SC Letter Distribution (Used when Operation 134 is not used)
045	045-049	M	Non-Preferential Letter Distribution
050	050-054	M	Airmail Distribution – Main Facility
055	055-059	M	Airmail Distribution – AMF
060	060-069	M	Outgoing Flat Primary
070	070-072	M	Outgoing Flat Secondary
073	073	M	State Distribution – Flats
074	074	M	SC Flat Distribution (Used when operation 134 is not used)
075	075-079	M	Outgoing Flat Secondary – Non-Preferential
080C	080C	M	MPLSM Composite (accumulation of all work hours and volume in operations 080-087)
080	080	M	MPLSM – Mixed Schemes
081	081	M	MPLSM – Outgoing Primary

Volume	*Work Hours*	*Operating Report*[1]	*Description*
082	082	M	MPLSM – Outgoing Secondary
083	083	M	MPLSM – State Distribution
084	084	M	MPLSM – Sectional Center Distribution
085	085	M	MPLSM – Incoming Primary
086	086	M	MPLSM – Incoming Secondary
087	087	M	MPLSM – Box Section
088	088	M	OCR – Bar Coded Mail
089	089	M	Optical Character Reader (OCR)
090C	090C	M	SPLSM – Composite (Accumulation of all work hours and volume in operations 090-097)
090	090	M	SPLSM – Mixed Schemes
091	091	M	SPLSM – Combined Outgoing/Incoming Primary
092	092	M	SPLSM – Outgoing Secondary
093	093	M	SPLSM – State Distribution
094	094	M	SPLSM – Sectional Center
095	095	M	SPLSM – Incoming Primary
096	096	M	SPLSM – Incoming Secondary
097	097	M	SPLSM – Box Mail
098	098	M	SPLSM – Bar-Coded Mail
100	100-104	M	Outgoing Parcel Distribution
105	105-108	M	Mechanized Parcel Sorter
	109	M	Rewrap – Damaged Parcels
	110-129	M	Outgoing SPR Distribution, Pouch Rack, Loose Pack, Opening Unit
134	134-139	M	Sectional Center Distribution (Optional, see 044 and 074)

Volume	*Work Hours*	*Operation Report*[1]	*Description*
150	150-159	M	Incoming Letter Primary
160	160-167	M	Incoming Letter Secondary
168	168	M	Box Section – Main Office Primary
169	169	M	Box Section – Main Office Secondary
170	170-174	M	Incoming Flat Primary
175	175-179	M	Incoming Flat Secondary
	180-189	M	Incoming SPR Distribution, Opening and Traying
200	200-209	M	Incoming Parcel Distribution
	210-239	M	Platform Operations
240-339	240-339	C	Distribution at Stations and Branches
	340	M	Standby-Mail Processing Employees
	353	C	Standby – Customer Services Employees
	355-454	C	Window Service, etc., at Stations and Branches
	455-464	S	Regional Projects and Studies
	465-539	S	Headquarters Projects and Studies
	540	S	Miscellaneous Support Activities
	541	E	Miscellaneous E&LR Activities
	542-543	C	Insured – COD – Customs
	544	C	Cages Serving Carr & Special Delivery Messengers
	545-546	M	Foreign Mails
	547	M	Scheme Examiners
	548	M	Detail to Mail Order/Publication House
	549	M	Sack Examination Areas
	550	S	Classification Section
	551-552	S	Inquiry and Claims

Volume	*Work Hours*	*Operating Report*[1]	*Description*
	553	M	Travel Time – Mail Processing
	554-555	M	Office Work and Record Keeping – Mail Processing
	556-557	C	Office Work and Record Keeping – Customer Services
	558	S	Office Work and Record Keeping – Support
	559	E	Office Work and Record Keeping – Employee and Labor Relations
	560-564	M	Miscellaneous Mail Processing Activities
	566	E	Training Instructors
	568	C	Window Service – Main Office
	569	S	Revenue Cost Analysis (RCA) – Non-Finance Office
	570	S	Administrative Services
	571	S	Executive Section
	572	E	Personnel Section
	573-577	S	Finance Section
	579	S	ODIS – Non-Finance Office
	580	C	Customer Service Representatives
	581	S	Industrial Engineering
	582	S	Quality Control
	583	C	Express Mail
	584	M	Mailgram
	585-590	M	Registry Section
	701	M	Supervisors – Mail Distribution
	702	C	Supervisors – Customer Services
	703	S	Supervisors – Support
	704	E	Supervisors – Employee and Labor Relations

Volume	*Work Hours*	*Operating Report*[1]	*Description*
	705	M	Supervisors – Miscellaneous Mail Processing
	713-740	C	Carrier Operations (Street and Office time will be consolidated to the odd numbers)
	713, 714	C	VIM Route – Street (713) Office (714)
	715, 716	C	Two-Trip Bus, Carr – Street (715), Office (716)
	717, 718	C	Three-Trip Bus, Carr – Street (717), Office (718)
	719, 720	C	Res. Foot Carr – Street (719), Office (720)
	721, 722	C	Res. Motor Carr – Street (721), Office (722)
	723, 724	C	Two-Trip Mixed Bus, & Res. Foot – Street (723), Office (724)
	725, 726	C	Two-Trip Mixed Bus. & Res. Motor – Street (725), Office (726)
	727, 728	C	One-Trip Mixed Bus. & Res. Foot – Street (727), Office (728)
	729, 730	C	One-Trip Mixed Bus. & Res. Motor – Street (729), Office (730)
	731, 732	C	Collection Carriers – Street (731), Office (732)
	733, 734	C	Parcel Post Carriers – Street (733), Office (734)
	735, 736	C	Relay Carriers – Street (735), Office (736)
	737, 738	C	All Combination Svcs. – Street (737), Office (738)
	739, 740	C	Carrier Drivers – Street (739), Office (740)
	741	C	Travel Time – Customer Services
	742	C	Miscellaneous Customer Service Activities
	743	C	Vehicle Service Drivers
	744	C	Special Delivery Messengers
	745	M	Maintenance – Administrative
	746	M	Maintenance Supervisors

Volume	*Work Hours*	*Operating Report*[1]	*Description*
	747-749	M	Maintenance – Building Services
	750-752	M	Maintenance – Postal Operating Equipment
	753-755	M	Maintenance – Building and Plant Equipment
	756	M	Mobile Unit
	757	C	City Office Employee Working on Rural Route
	760	C	Vehicle Maintenance – Supervisor
	761	C	Vehicle Maintenance – Mechanics
	762	C	Vehicle Maintenance – Garagemen
	763	C	Vehicle Maintenance – Clerks
769	769	C	Box Section at Stations and Branches (No direct volume inputs. Volume derived as a proportion of 777 and 778)
777			Incoming Letter Mail (No direct volume inputs)
778			Incoming Flat Mail (No direct volume inputs)
	781	E	Training – Postmaster
	782	E	Training – Supervisors
	783	E	Training – Clerks
	784	E	Training – Carriers
	785	E	Training – Vehicle Service Drivers
	786	E	Training – Special Delivery Messengers
	787	E	Training – Maintenance Svc.
	788	E	Training – Vehicle Maintenance
	789	E	Training – Mailhandler
	795	C	Address Label Preparation
	796	C	Mail Markup and Forwarding
888			Dispatch and Other Residue Mail (No direct volume inputs)

Volume	*Work Hours*	*Operating Report*[1]	*Description*
	901-910	M	Code Sort Test Bed – This series of numbers is used only in the Cincinnati Post Office. FHP can be recorded into 901 and SHP into 902 with a 7-5 transaction. Work hours can be charged into any number in the series.
	930	M	Business Reply – Postage Due
	990-995	S	Loaned Hours
	999	S	Summation of Hours in Invalid Operations

[1]M=Mail Processing, C=Customer Services, S=Support, E=Employee and Labor Relations

320 SOURCE/TYPE CODES

321 DESCRIPTION

321.1 Two-digit *source/type* codes are used along with the operation numbers to form mail identification codes. These codes provide the means to input the first piece handlings into the initial mail distribution operation. The system (PSDS) converts the pounds or other units into pieces.

321.2 Some of the source type (S/T) codes are used to withdraw or transfer mail between operations and others are used for inventory purposes.

321.3 All S/T codes are uniquely described and are grouped by type of mail (letters, flats, and parcels) so that the same S/T code reflects the same source and type of mail regardless of the operation with which it is used.

322 LETTER MAIL SOURCE/TYPE CODES

322.1 Description

The following S/T codes can be used, as applicable, with operations: 010, 029, 030, 040, 043, 044, 045, 050, 055, 080-089, 090-098, 134, 150, 160, 168, 169 and 240-339:

Source Description	*S/T*	*Conv. Rate*	*FHP*	*SHP*	*Note (Sec.)*
Machine Canceled	01	46.8	X		322.2a
Metered Preparation	02	37.9	X		322.2b
Metered Bypass	03	37.9	X		322.2b
Non-Pref Preparation	04	22.9	X		322.2b
Non-Pref Bypass	05	22.9	X		322.2b
Opening Unit (Pref)	06	41.1	X		
Opening Unit (Non-Pref)	07	22.9	X		
Uncanceled Letters	09	46.8	X	X	322.2c
Canceling Machine Bypass Stacker	10	46.8	X		322.2c
Hand Canceled Letters	11	16.1	X		322.2c
Re-enter Withdrawn					
Metered	12	37.9	X		322.2d
Non-Pref	14	22.9	X		322.2d
Non-Pref	15	22.9		X	322.2d
Mixed	16	41.1	X		322.2d
Mixed	17	41.1		X	322.2d

Source Description	S/T	Conv. Rate	FHP	SHP	Note (Sec.)
Withdraw (Stamped)	21	46.8	-X		322.2d
Withdraw (Metered)	22	37.9	-X		322.2d
Withdraw (Non-Pref)	24	22.9	-X		322.2d
Withdraw (Non-Pref)	25	22.9		-X	322.2d
Withdraw (Mixed)	26	41.1	-X		322.2d
Withdraw (Mixed)	27	41.1		-X	322.2d
Operation 089	28	1.0		X	322.2e
Operation 029	29	37.9		X	322.2d
OCR Rejects	30	1.0			322.2f
Inventory (Stamped)	31	46.8	X		524
Inventory (Metered)	32	37.9	X		524
Inventory (Non-Pref)	34	22.9	X		524
Inventory (Non-Pref)	35	22.9		X	524
Inventory (Mixed)	36	41.1	X		524
Inventory (Mixed)	37	41.1		X	524
MPLSM Zero Bin	39	41.1			322.2g
MPLSM 400 Bin	40	41.1			322.2g
Foreign Destination	41	44.2	X		322.2h
Foreign Origin	42	72.0	X		322.2h
Withdraw – Foreign	43	72.0	-X		322.2h
Withdraw – Foreign	44	72.0		-X	322.2h
Inventory – Foreign	45	72.0	X		322.2h
Inventory – Foreign	46	72.0		X	322.2h
Console Adjustment	48	1.0			322.2i
Carrier Bypass	49	1.0			322.2j

?.2 Use

Do not use S/T 01 to weigh mail into operation . The volume of letters canceled on the Mark II ?ter A + B) and other canceling devices is totaled l input with a 7-5 transaction to operation 010 with ces and simultaneously credit FHP to 081. If some the mail is worked in another operation (e.g., 030), mail will be weighed into operation 030 with S/T This will credit FHP to operation 030 and ıultaneously deduct FHP from 081. S/T 01 does not l pieces to operation 010. If an office does not have LSM, they must enter two transactions for the chine canceled letters, a 7-5 (010) and 7-3 (XXX). e XXX represents the operation where it is to be tributed.

S/T 02-05 represents meter and permit letters. S/T and 04, in addition to adding FHP to the input ?ration, accumulates volume in operation 020. tters that do not require preparation (bypass) in 020 ıst be recorded into the distribution operation with S/T 03 or 05 which will credit FHP to the distribution operation and 020 bypass. When the number of pieces requiring distribution is readily available from a mailer's statement, enter the number with a 7-3 transaction (section 532.3).

c. Mail that is taken from the by-pass stacker on the Mark II to a distribution operation must be weighed into the distribution operation with S/T 10. This will add FHP to the distribution, but will not add pieces to 010. Uncanceled mail coming back to 010 for canceling will be recorded with S/T 09 which will add SHP and deduct FHP from the distribution operation. FHP will be recaptured in the meter reading (section 322.2a). Hand-canceled mail will be weighed with S/T 11 which will credit 010 with pieces and the distribution operation with FHP. No recording of mail is required for mail that is taken from the bypass stacker, faced and again processed through 010. The count will be reflected in the A or B meter reading.

d. Mail that is weighed into an operation, but not worked there, must be weighed out with the appropriate S/T code 21-22, or 24-27. If the mail must be worked in another operation, it will be weighed in with either S/T 10-stamped, 12-metered, 14 or 15-nonpreferential, 16 or 17-mixed. For example, if meter bypass mail is weighed into operation 029, but it does not qualify as riffle mail (appendix A), it will be withdrawn with S/T 22 and weighed into a distribution operation with S/T 12. Riffle mail that is distributed in operation 029, but requires further distribution, will be weighed into the appropriate operation with S/T 29.

e. The purpose of S/T 28 is to input SHP volumes from the OCR operation 089. An OCR Bin Profile Report taken at the end of processing for each scheme will give an actual count of letters distributed to each cell. The volumes, going to downstream operations (030, 040, 050, 055, 044, 134, 150, 160, 168, 169, or 240), are identified by their cell number. These volumes are input to PSDS with a 7-3 transaction no later than one hour after the close of the MOD day. The OCR Bin Profile Report is a standard product of OCR I installations. The AOCR and OCR II have similar reports which should be used. This S/T code is *not* to be used for bar-coded mail processed on the OCR in operation 088. If operation 089 is processing mail at the close of the MOD day, a Bin Profile Report must be taken at an appropriate time to identify SHP volumes for downstream operations. To facilitate the information extraction, the local office can construct a template for each valid SHP operation. This will be a sheet of paper with cutouts corresponding to the appropriate bins for each downstream operation.

f. OCR rejects will be input into the distribution operation with S/T 30 which will add FHP to the distribution operation and simultaneously deduct FHP from operation 089.

g. All zero and 400 bin mail on the MPLSM must be recorded into the operation where it will receive distribution. If meters are installed, the meter readings will be entered with a 7-3 transaction (section 532.3). Otherwise, this mail should be weighed. To simplify and reduce the necessary recordings, MPLSM operations have been paired with associated manual operations. When S/T 39 or 40 is used with the letter mail distribution operations, PSDS will automatically credit pieces according to the following table:

S/T 39 or 40	*Deducts*		*Add*	
and Operation	*FHP*	*TPH*	*FHP*	*SHP*
080	---	080	---	---
030	081	081	030	---
081	---	081	---	---
040	---	082	---	040
082	---	082	---	---
043	083	083	043	---
083	---	083	---	---
044 or 134	---	084	---	044 or 134
084	---	084	---	---
150	085	085	150	
085	---	085	---	---
160	---	086	---	160
086	---	086	---	---
168	---	087	---	168
087	---	087	---	---

h. S/T codes 41-46 should be used in AMF's or exchange offices that receive clearly identifiable foreign airmail letters.

i. If a TPH volume input error in operations 010, 080-089, 090-098, is identified. S/T 48 can be used to adjust TPH on a weekly or A/P basis with an A-1 transaction (section 542). Since S/T 48 adjusts only the operation of input, adjustments must be made to scheme operations (081, 082, etc.) if required.

j. S/T Code 49 represents letters that are presorted to carrier routes or otherwise require no distribution. The actual piece count is input with a 7-3 transaction to operation 240-339. Operation 240-339 will not be credited with the volume, but it will be added to the station carrier volume (subchapter 550).

323 FLAT MAIL SOURCE/TYPE CODES

323.1 The following S/T codes can be used, as applicable, with operations 029, 050, 055, 060, 070, 073, 074, 075, 134, 168, 169, 170, 175 and 240-339:

Source Description	S/T	Conv. Rate	FHP	SHP	Note (Sec.)
Canceled, Stamped	51	4.91	X		323.2
Metered Preparation	52	4.91	X		323.3
Metered Bypass	53	4.91	X		323.3
Opening Units – Flats	54	4.91	X		
Opening Units – Newspapers	55	2.22	X		
Withdrawn – Flats	56	4.91	X		323.4
Inventory – Flats	57	4.91	X		524
Inventory – Flats	58	4.91		X	524
Inventory – Newspapers	59	2.22	X		524
Inventory – Newspapers	60	2.22		X	524
Foreign Origin	61	7.20	X		323.5
Inventory – Foreign	62	7.20	X		323.5
Withdrawn	63	4.91		X	323.4
Reenter Withdrawn	64	4.91		X	323.4
Carrier Bypass	69	1.00			323.6

.2 S/T 51, in addition to adding FHP to the input ration, adds volume to operation 010.

.3 S/T 52 and 53 represent meter and permit flats. 52, in addition to adding FHP to the input ration, adds volume to operation 020. Flats that do require preparation (bypass) in 020 must be rded into a distribution operation with S/T 53.

.4 S/T 56 and 63 reduces FHP and SHP of the ration in the transaction. If mail is reentered, use 54 for FHP and 64 for SHP, regardless of the origi- source.

.5 S/T codes 61 and 62 should be used only in AMF's or exchange offices that receive clearly identifiable foreign airmail flats.

323.6 S/T 69 represents flats that are presorted to carrier routes or otherwise require no distribution. The actual piece count is input with a 7-1 or 7-3 transaction to operation 240-339. This volume will not be added to 240, but to the carrier station volume (subchapter 550).

324 PARCEL SOURCE/TYPE CODES

324.1 The following S/T codes can be used, as applicable, with operations 050, 055, 100, 105, 134, 168, 169, 200 and 240-339:

Source Description	S/T	Conv. Rate	FHP	SHP	Note (Sec.)
Outsides	70	1.00	X		
Sacks	71	8.79	X		

Source Description	*S/T*	*Conv. Rate*	*FHP*	*SHP*	*Note (Sec.)*
Hampers	72	39.7	X		
Hampers – Extended	73	65.0	X		
Inventory – Hampers	74	39.7	X		524
Parcels for Delivery	79	1.0			323.2

324.2 S/T code 79 represents all parcels that will be delivered by carriers. The number of pieces will be input by station (240-339) with a 7-1 or 7-3 transaction.

330 APPLICABLE SOURCE TYPE CODES

For each operation number, only S/T codes specified in the following table can be used. When a S/T code is used which does not apply, it is reported on the MOD Error Signal Report:

Operation	*Applicable S/T Codes*
010	48
029	01-07, 09, 12, 14, 15, 16, 22, 24, 26, 31, 32, 34, 51-54, 56, 57, 63-64
030	All letter codes except 28, 48, 49
040	All letter codes except 10, 48, 49
043	All letter codes except 10, 28, 41, 48, 49
044	All letter codes except 10, 41-46, 48, 49
045	04, 05, 07, 11, 14, 15, 24, 25, 34, 35
050	01-03, 06, 09-11, 12, 15, 16, 21, 22, 26-28, 31, 32, 36, 37, 41-46, 51-54, 56-58, 61, 62-64, 70-74
055	01-03, 06, 09-11, 12, 15, 16, 21, 22, 26-28, 31, 32, 36-37, 41-46, 51-54, 56-58, 61, 62-64, 70-74
060	51-57, 59, 61, 62
070	51-62
073	51-62
074	51-60
075	51-60
080	01-07, 09, 10, 12, 14, 16, 21, 22, 24, 26, 30, 31, 32, 34, 36, 39-43, 45, 48
081	02-07, 09, 10, 12, 14, 16, 21, 22, 24, 26, 30, 31, 32, 34, 36, 39-43, 45, 48
082	01-07, 09, 10, 12, 14, 16, 22, 24, 26, 30, 32, 34, 36, 39, 40, 48
083	01-07, 09, 10, 12, 14, 16, 22, 24, 26, 30, 32, 34, 36, 39, 40, 48
084	01-07, 09, 10, 12, 14, 16, 22, 24, 26, 30, 32, 34, 36, 39, 40, 48
085	01-07, 09, 10, 12, 14, 16, 21, 22, 24, 26, 30, 31, 32, 34, 36, 39, 40, 48
086	01-07, 09, 10, 12, 14, 16, 21, 22, 24, 26, 30, 34, 36, 39, 40, 48
087	01-07, 09, 10, 12, 14, 16, 24, 26, 30, 34, 36, 39, 40, 48
088	06, 16, 26, 36, 48
089	01-07, 09, 10, 12, 14, 16, 22, 24, 26, 30, 32, 34, 36, 48
090	01-07, 09, 10, 12, 14, 16, 21, 22, 24, 26, 30, 31, 32, 34, 36, 41-43, 45, 48

eration	*Applicable S/T Codes*
091	01-07, 09, 10, 12, 14, 16, 21, 22, 24, 26, 30, 31, 32, 34, 36, 41-43, 45, 48
092	01-07, 09, 10, 12, 14, 16, 22, 24, 26, 30, 32, 34, 36, 48
093	01-07, 09, 10, 12, 14, 16, 22, 24, 26, 30, 32, 34, 36, 48
094	01-07, 09, 10, 12, 14, 16, 22, 24, 26, 30, 32, 34, 36, 48
095	01-07, 09, 10, 12, 14, 16, 21, 22, 24, 26, 30, 31, 32, 34, 36, 48
096	01-07, 09, 10, 12, 14, 16, 24, 26, 30, 34, 36, 48
097	01-07, 09, 10, 12, 14, 16, 24, 26, 30, 34, 36, 48
098	06, 16, 26, 36, 48
100	70-74

Operation	*Applicable S/T Codes*
105	70
134	01-07, 09, 12, 14, 15, 16, 17, 22, 24, 25-40, 51-60, 70-73
150	01-07,09-11,12,14,15,16,17,21,22,24-40
160	01-07, 09, 11, 12, 14, 15, 16, 17, 21, 22, 24-40
168	01-07, 09, 11, 12, 14, 15-17,21,22,24-40, 51-60, 70-73
169	01-07, 09, 11, 12, 14, 15-17,21,22,24-40, 51-60, 70-73
170	51-60
175	51-60
200	70-74
240-339	01-07, 09-11, 12, 14, 15-17, 21 22, 24-40, 49, 51-60, 69, 70-74, 79

CHAPTER 4
COMMUNICATIONS NETWORK

) AUTOMATIC DATA PROCESSING CENTERS

PSDS offices listed in subchapter 130 are linked ommunication lines to two automatic data process- :enters (ADPC). The Wilkes Barre ADPC processes for post offices in the Northeast, Eastern, and thern Regions; the St. Louis ADPC for post offices he Central and Western Regions. MOD is one of ral applications utilizing the Postal Source Data em (PSDS).

) TELECONCENTRATOR SITES

data messages generated by post offices are ived, monitored, and concentrated at teleconcen- or sites (TCS) in Wilkes Barre, PA; Oklahoma City, , Chicago, IL; and San Francisco, CA, before smission to ADPC's. Emergency communication s are used when primary lines between post offices TCS are out of order. The TCS is capable of ing data messages on magnetic tape for subsequent smission to the ADPC when either the communica- line from the TCS to the ADPC or the equipment he ADPC is out of order. Back-up computers are lable at the TCS.

) DATA COLLECTION SITE

ording devices are located in various locations: exes, AMFs, VMFs, truck terminals, stations and nches. The devices are linked by cables and tele- ne lines to a central control point called a data ection site (DCS) where all computer messages are centrated. Periodically, the messages are transmit- through the TCS to the ADPC.

) REPORT GENERATION

arate communication lines are used to transmit put data from the ADPC computers through TCS to printers in the DCS at each post office. In some s the printer at a post office is used to print reports for one or more other offices (e.g., all offices within the district/region).

450 CONTINUOUS OPERATION

The PSDS is designed to operate continuously seven days a week, twenty-four hours a day providing constant communication to all offices in the network.

460 INPUT DEVICES

461 BADGE READER

461.1 Badge readers are located where employees can record clock rings and operation numbers pertaining to the service they are performing.

461.2 Time is assigned to each entry automatically by the TCS computer from a master clock maintained internally in the system. This time is referred to as *systems time.*

461.3 A selected button from the first row of five is used to record the specific operation (section 317) *to be performed,* or which has been performed prior to ringing out to lunch or end of tour.

461.4 A selected button from the second row of five is used to record attendance data: (1) begin tour, (2) out to lunch, (3) in from lunch, (4) move (change from one operation to another), or (5) end of tour.

461.5 To activate transmission of the message, the employee firmly inserts his employee badge punched with his social security number.

461.6 The badge reader has interlocks to prevent transmission of a message until one operation button and one attendance button have been pressed down and a badge has been pushed into the employee badge slot. Buttons stay pushed down until another button in the row of five is pushed down.

461.7 Lights on the badge reader indicate when it is ready to receive, transmitting the message, or detects an error (repeat the ring).

461.8 For the badge reader, the first digit of a four-digit machine identification number is always a zero (e.g., 0001).

462 FLOOR SCALE

462.1 This scale is used to transmit weights in whole pounds up to 6,250 pounds. The scale console consists of either six-digital dials or six rows of ten buttons each numbered 0-9.

462.2 The sixth dial or the sixth row of buttons is not used as part of the volume coding system; however, the design of the scale requires that each dial or one button in each row be depressed before the code can be transmitted. This sixth digit must be set at zero at all times to permit transmission of the five-digit mail identification code.

462.3 The tare weight of the containers, trays, sacks, etc., is deducted by setting the tare weight dials on the console.

462.4 The five-digit code and net weight of the mail is transmitted to the system by depressing the transmit bar.

462.5 For the floor scale, the first digit of a four-digit machine identification number is always a 3 (e.g., 3001).

463 BENCH SCALE

463.1 These scales will accept weights to the nearest tenth of a pound up to 99.9 pounds.

463.2 The buttons on the console of these scales are identical to the floor scale except there are five rows instead of six. Five-digit codes are entered in the same manner as on the floor scale.

463.3 Only five-digit codes which relate to letter or flat mail can be used on these scales. Any other codes are rejected and listed on the Error Signal Report as *INVALID SCALE.*

463.4 Standard tare weights of letter and flat trays are automatically deducted by the computer. For letter mail, 3.5 pounds is deducted, and 8.8 pounds for flat mail. If the weight of trays in the local post office varies from these standard deductions, the scales must be adjusted to compensate for the difference. *No more than one tray of mail should be weighed in one transaction.*

463.5 The five-digit code and net weight of the mail are transmitted to the system by depressing the transmit bar.

463.6 For the bench scale, the first digit of a four-digit machine identification number is always a 2 (e.g., 2001).

464 IN-MOTION (CONVEYOR) SCALE

464.1 The in-motion scale is positioned in a conveyor line and weighs mail as it moves along the belt. The buttons on this scale, identical to the bench scale, are preset to facilitate the automatic recording of mail. Otherwise, the provisions of 463.1 through 463.4 apply to this scale also.

464.2 For the in-motion scale, the first digit of a four-digit machine identification number is always a 4 (e.g., 4001).

465 TRANSACTER

465.1 The transacter has ten dials for making various entries into the system.

465.2 The transacter can be used in place of a badge reader to make normal clock rings. In addition, transacters can be used to enter overtime, leave, and higher level assignment authorizations, on- and off-line ring corrections, carrier route number and time entries, pay hours adjustments, and employee service inquiries.

465.3 For MOD purposes, the transacter is used to enter overtime work-hour estimates by division (M, C, S, or E), MPLSM inputs, and volume transactions, including volume adjustments.

465.4 The four-digit machine identification number for transacters always starts with 1 (e.g., 1001).

466 ALPHANUMERIC INPUT DEVICE

466.1 This device is, in effect, a typewriter which simultaneously, with its typing function, prepares

ed paper tape used to enter data, including ɔetical characters. It can be used in place of a cter for MOD inputs and is also used to make weekly, and accounting period volume adjustments and to transfer MOD work hours from one operation to another.

466.2 The machine identification number for the alphanumeric device is always 5 (e.g., 5001).

CHAPTER 5
SYSTEM INPUTS AND COMPUTATIONS

) WORK HOURS REPORTING

GENERAL

k hours for all employees are accumulated by ration or suboperation number from the individual k rings.

CRAFT WORK HOURS

.1 As a general rule, employees must always be ked into the operation where they are assigned eptions in 314). When an employee moves from operation to another, he immediately clocks into operation where he will be working. If the change olves moving between floors or between buildings, rations 553 or 741 can be used for mail processing ustomer services personnel.

.2 When moves between operations are frequent, or employee is engaged in two operations almost ıltaneously, the employee can clock into the lominate operation. The supervisor should track hours expended by operation using Form 2345, *onnel Manpower,* or by other means, and transfer work hours at the end of the tour using an A-4 ısaction (section 544). The A-4 transaction can also ısed to add hours when the system is down.

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

.4 Mail processing and customer services personnel) cannot be gainfully employed and are surplus to needs of the unit should report work hours in ration 340 or 353. This does not apply to temp- y equipment breakdowns of ten minutes or less appendix A for a more detailed explanation).

.5 When the number of employees in an operation eds 200 at one time, suboperations may be used to ord the work hours of groups not exceeding 200 each. Information by suboperation and individual employee can be obtained with a 7-6 or 8-1 inquiry (see *PSDS Supervisors Handbook*, Publication 104).

512.6 Form 7020, *Authorized Absence from Workroom Floor*, when prepared by a supervisor, will serve as a pass for the individual for the purpose indicated—scheme examination, visit to medical unit, etc.

513 SUPERVISORY WORK HOURS

513.1 All regular supervisors with the exception of the postmaster will record work hours in the MOD System.

513.2 Regular supervisors in mail distribution operations will record hours in operation 701. Regular supervisors in all other operations can charge hours to any valid operation or to 702-705, 746, or 760, if the hours cannot be allocated by individual operation.

513.3 Acting supervisors, receiving higher level pay, will record work hours in 701-705, 746, or 760, as applicable.

514 OVERTIME

514.1 Overtime hours should be accumulated using T&A work schedule printout, or other means, so that the total overtime hours can be reconciled with paid overtime hours within 5% on a pay period basis.

514.2 Overtime hours by craft and supervisors will be entered into the system using a 7-9 transaction, as described in 533.2. All overtime will be summarized by organizational element on the Operating Report.

515 WORK HOUR COMPUTATION

515.1 Work hours are computed from each employee's time and attendance entries, according to the operation number associated with each clock ring. *Begin* (BT), *in from lunch* (IL), and *move* (MV) entries start

the accumulation of time. *Out to lunch* (OL) and *end tour* (ET) entries cause the accumulation of time to be *stopped* in whatever operation number was in the previous ring. For example, the following illustrates the calculation of hours for a hypothetical tour of one individual:

T&A Day	*Ring*	*MOD Day*	*MOD Tour*	*Clock Rings*	*Time Calculation*
4	1	3	1	BT 0600 030	(Start Accumulation)
——— MOD DAY CUTOFF IS 0700 FOR THIS OFFICE ———					
4	2	4	2	MV 0800 040	2–1 = 2.00 – Oper 030
4	3	4	2	MV 0900 050	3–2 = 1.00 – Oper 040
4	4	4	2	OL 1000 050	4–3 = 1.00 – Oper 050
4	5	4	2	IL 1050 030	(Off the Clock)
4	6	4	2	MV 1275 040	6–5 = 2.25 – Oper 030
4	7	4	2	ET 1450 040	7–6 = 1.75 – Oper 040
					TOTAL = 8.00 hours

515.2 With a MOD day cutoff of 0700, 1.0 hour will be reported in day 3 activity, and the remaining 7.0 hours will be reported in day 4.

515.3 The computer adds the accumulations for all employees by operation and suboperation number. Hours are rounded up or down to the nearest whole hour.

516 CLOCK RING SEQUENCE ERRORS

516.1 For MOD purposes, sequence errors in clock rings are ignored. However, when correcting transaction 5 ring adjustments are entered before the daily T&A cutoff, the correct work hours will be reflected in the Operating Report. If the transaction 5 is entered after the cutoff, the next level of reporting (weekly, or accounting period) reflects the adjustment. To illustrate, assume the BT ring in the example (section 515) was omitted. The accumulation for operation 030 would be one hour short on MOD day 3 and one hour short on MOD day 4. Entry of the correcting transaction (511 0600 030) during T&A day 4 would reflect the correct work hours, seven hours, on MOD day 4 reports. The same entry on T&A day 5 would result in the adjustment of 2.0 hours for operation 030, and would not be reflected in the daily report. This would be listed under ADJ column on the weekly MOD Volume/Hours Comparison Report.

516.2 The most critical ring is the end tour (ET) ring, as hours will compute to the end of the MOD tour in which the last ring is received. For example, assume the following:

T&A Day	*MOD Day*	*MOD Tour*	*Clock Rings*
4	*3*	*1*	*BT 0500 030*
4	*4*	*2*	*MV 0800 040*
4	*4*	*2*	*OL 0900 040*
4	*4*	*2*	*IL 0950 150*

––TOUR 2 CUTOFF = 0700 + 8 HOURS = 1500––

At the MOD day 3 cutoff time (0700), BT is the only ring present. The system will compute 2.0 hours for operation 030 day 3. At the end of MOD day 4, 1.0 hour (0800-0700) will be computed for operation 030,

hour (0900-0800) for operation 040, and 5.5 hours 00-0950) for operation 150. Since there was no end ır (ET) ring, the computer automatically terminated time accumulation at 1500, the cutoff for MOD ır 2. A total of 9.5 hours has been computed for the ployee. A clock ring must be present within the)D tour in order to calculate work hours.

5.3 Assume in the above example that the correcting nsaction 5 is not entered prior to the T&A split ıe. When clock rings leave the on-line system at split ıe, they will go to the off-line error file, the *quence Error Daily*. The corrective transaction 4-1350-150) will cause a recalculation of MOD ırs. The adjustment will reflect on the weekly lume/Hours Comparison Report and will be in- ded in the Weekly Management Summary and erating Reports. Correcting transaction 5 entries de during week 2 of a pay period for week 1 errors l reflect on the accounting period Volume/Hours mparison Report.

7 PAY HOURS ADJUSTMENTS

/ hours adjustments (transaction 6) are not used in)D hours calculation and have no impact on MOD. nsaction code 6 cannot be used in place of nsaction code 5.

8 INVALID SOCIAL SECURITY NUMBER

)ck rings made with invalid social security numbers l cause an accumulation of time for MOD hours.

0 MAIL VOLUME RECORDING

1 RECORDING PROCEDURE

1.1 Volume recording incorporates the following:

Console or meter readings of mechanical pro- sing equipment are used where available.

Most letter and flat mail recordings, other than chine counts or actual pieces from mailers' state- nts, are by weight. Linear measurements can be used inventories, or in rare situations when scales are not ilable.

Newspapers, when sorted in cases in the flat eration, are recorded by weight. SPR's, whether sorted into a case, pouch, rack, or at any other location, are not counted.

d. Parcel post volume will be recorded by container count, meter readings of parcel sorting machines, or other counters.

e. Outside parcels will be counted when they are distributed along with regular parcels, either manually or on the parcel sorting machine. When outsides are sorted in a specially configured arrangement, either manually or on a mechanized outside parcel sorter, no volume credit will be allowed. The associated work hours are charged to operation 210-239.

f. The use of clearance tags (Label 139, *Input Weighed,* Label 141, *Inventoried,* Label 142, *Do Not Weigh*) is required when the physical location of loaded carts, trucks, etc., does not positively indicate their status.

521.2 *The general policy for all distribution operations is that piece handlings will be credited only for letters, flats, and parcels that receive distribution.* Distribution is defined as a separation of mail to states, sectional centers, cities, foreign countries, associate offices, stations, carrier routes, firms or boxes.

521.3 Mail volume is recorded into the operation where it will receive its first distribution handling. This count is referred to as first handling pieces (FHP). *FHP are the pieces of letters, flats, and parcels sorted to cases, etc., in the local post office or sectional center office for the first time.* Each piece of mail (excluding SPR's) distributed in an office will receive one and only one FHP count. In other words, a piece of mail receives its FHP count in the operation where it is first distributed within the post office.

521.4 Mail previously distributed as FHP which re- ceives further distribution in that office will be designated subsequent handling pieces (SHP). In MOD, SHP is projected to downstream operations based on local mail-flow densities as prescribed in subchapter 550. Generally, backflows and reworks are not valid flow for SHP in the MOD system.

521.5 The total of FHP and SHP becomes projected total piece handlings (PTPH).

521.6 For machine operations (080-089, 090-098), the actual piece handlings (TPH) from meter readings are

recorded rather than computing PTPH. The pieces for these operations 080 to 087 and 090 to 097 can be combined as 080 or 090 or they can be individually entered with a 7-5 transaction, explained in 532.4.

521.7 Mail volume in distribution operations accumulates from the volume *inputs*. Operations 010 and 020 do not receive an FHP, SHP or TPH count, but a piece count of the *outputs* accumulated for these two operations simultaneously as *inputs* are recorded into the various distribution operations. The readings from all Mark II (or equivalent) A & B meters and the meter readings on Model G or other letter-mail canceling devices is totaled each day and entered with a 7-5 transaction. This automatically credits 081 with FHP as well as recording pieces to operation 010 (section 321.2a). If machine-canceled pieces are worked in another operation (e.g., 030) instead, the volume is recorded with S/T code 01 which credits 030 with FHP and deducts FHP from 081 simultaneously. Hand-canceled letters and flats are weighed into distribution operations as FHP and are also added to the 010 piece count. See subchapter 320 for an explanation of the use of the S/T codes.

521.8 Only designated employees will record mail volumes. When presented for weighing or counting, the type of mail, the origin, and destination must be ascertained and properly entered into the system. Mail volume must be recorded by operation and source/type code according to the description given in chapter 3 and appendix A. Two examples are given below:

a. In the letter group the source/type code 02 is used to identify metered letters from the metered facing unit. Thus, five-digit code 15002 indicates that a quantity of mail going into operation 150 for distribution is metered letters from the metered facing unit, and is to be converted to pieces at a rate of 37.9 letters to the pound. This mail is to be counted as first-handling pieces (FHP) in operation 150. It is also to be counted as pieces in operation 020. If code 02 is used with operation 045, the transaction will be rejected, as only circular mail is distributed in operation 045.

b. In the flats group, the source/type code 52 is used to identify flat mail coming through the metered facing unit to a distribution operation. Thus, five-digit code 06052 indicates that a quantity of mail going into operation 060 for distribution is to be converted to pieces at a rate of 4.91 flats to the pound and counted as FHP. It is also to be counted as pieces in operation 020.

522 NATIONAL CONVERSION RATES

522.1 Where automatic machine counters or meters are not available, it is the general practice to weigh letter and flat mail into distribution operations and the system converts the pounds into pieces. The following rates are used for these mail categories (the linear rates can be used for inventories or in rare situations where scales are not available):

Description	Pieces Per Pound	Pieces Per Foot
Machine Canceled Letter Mail	46.8	330
Hand-Canceled Letter Mail	16.1	115
Metered Letter Mail	37.9	267
Mixed Letter Mail	41.1	290
Mixed Letter Circulars	22.9	225
Airmail Letters at the AMF:		
Foreign Destination	44.2	
Foreign Origin	72.0	
Flat Mail (All Classes)	4.91	115
Foreign Origin AM Flats	7.20	
Newspapers	2.22	

522.2 Parcel volume is converted to pieces by counting containers using the following rates:

Description	Rate
Parcel Post	8.79 Pieces Per Sack
	39.7 Pieces Per Hamper
	65.0 Pieces Per Hamper with Extension

'or other containers, parcels can be converted as ollows:

Brickloaded (ordinary) = 3 per cubic foot

Brickloaded (outsides) = .7 per cubic foot

Looseloaded (ordinary) = 2 per cubic foot

;23 TARE WEIGHT

;23.1 The weight must be clearly and conspicuously narked on all rolling stock equipment used to trans-)ort mail to distribution operations. The accuracy of he marked weight must be within plus or minus 1)ound for equipment up to 50 pounds, plus or minus 2)ounds for equipment 50 to 100 pounds, and plus or ninus 3 pounds for equipment over 100 pounds. The um of the weight of any 10 similar containers, elected at random, must be within plus or minus 1%)f the sum of the marked weights. Standard weights nay be used for equipment when the above criteria is atisfied. Tare weights should be reviewed at least twice)er year.

;23.2 Standard tare weights are provided for plastic rays and sacks. An automatic deduction for the weight)f trays, 3.5 pounds per letter tray and 8.8 pounds per lat tray, is built into the system for mail weighed on)ench scales and in-motion scales (section 463.4). The 'ollowing average weights for sacks or pouches can be ısed when mail is weighed in the sack:

Sack or Pouch	Material	Color	Weight
No. 1	Canvas	White	3.5 pounds
No. 2	Canvas	White	2.6 pounds
No. 2	Nylon	Brown	1.3 pounds
No. 2	Cot-Lon	White	1.8 pounds
No. 3	Canvas	White	2.0 pounds
No. 3	Nylon	Brown	.8 pounds
No. 3	Cot-Lon	White	1.2 pounds
AM	Nylon	Orange	.5 pounds
FCM	Nylon	Green	.5 pounds

523.3 Containers in which mail is weighed should be kept free of non-mail objects and debris that could add to the weight.

523.4 Out-of-balance scales should be reported and correctly adjusted by responsible personnel as soon as possible. In the meantime, if scales are known to be out of adjustment, the tare weight should be adjusted to compensate. For example, if the scale is weighing 2 pounds over the actual, the tare weight setting on the console should be increased by 2 pounds.

524 INVENTORY PROCEDURE

524.1 Since mail volumes accumulate from inputs, inventories are necessary at the end of the reporting period so that volume that has not been processed will not be credited to the current period's production (section 524.6). It will be deducted as an ending inventory, from the period ending and added to the following period as a beginning inventory. No inventory will be required on a Sunday morning, since the Saturday Mail Processing Operating Report contains work hours only, by operation.

524.2 Near the end of the current period, if there is any doubt that the mail (FHP) will not be worked, Label 139, *Input Weighted* should be placed on the container showing the weight or count and the five-digit mail identification number. If it is known that the mail will not be worked, it can be weighed in as inventory. This will automatically credit the mail to the next period.

524.3 At the end of the reporting period, a designated employee should collect Labels 139, replace with Label 141, *Inventoried*, as required, and tabulate the appropriate inventories for system inputs using S/T codes specified in subchapter 320 with transactions 7-1 or 7-3 (section 532.1).

524.4 Mail distributed into cases, LSM bins, etc., which has not yet been swept or dispatched, will be considered worked in the particular operation in question. The portion that will receive a valid SHP should be included as inventory in the subsequent operation since the system will automatically credit the volume based on the local mail-flow densities. Mail on ledges, carts, etc., that has been recorded into the operation as FHP should be inventoried as FHP. Linear measurements of inventory may be taken, where necessary.

524.5 Inventory transactions can be entered up to one hour after the end of each MOD day. Offices not receiving daily reports are not required to input a daily inventory; however, an inventory at the end of the week (Saturday morning) is required for processing weekly reports.

524.6 For the purpose of illustrating the (physical) inventory procedure, a situation in operation 160 at the end of day 3 (Tuesday morning) is assumed. Clearance labels (input weighed) are collected from all containers awaiting processing indicating 310 pounds of circular letters from the opening unit (code 16007) and 256 pounds of trayed customer presorted meter mail (code 16003). Also, there are an estimated 50 feet of mixed letter mail in case ledges received from operation 150:

a. The 310 pounds of circular mail recorded in with S/T code 07 is FHP. The source type code for non-preferential letter inventory is 34, which will deduct FHP day 3 and add the same quantity as beginning inventory to day 4, Tuesday. The weight is converted to pieces, 22.9/pound, by the computer (transacter input = 71-160-34-310).

b. The 256 pounds of customer presort mail (S/T 03) is also FHP, and the S/T code for metered letter inventory is 32. The effect of this code is the same as (a) above. Weight is converted to pieces at 37.9/pound. The transacter input is (71-160-32-256).

c. The 50 feet of mixed letter mail from the incoming primary must be first converted to pieces using the national conversion rate (290/ft., section 522.1). The resulting 14,500 pieces must be inventoried with S/T code 37, which will deduct SHP from day 3 and add the same quantity as beginning inventory to day 4, the following day. The pieces are input in units of hundreds (73-160-37-145). If the weight of this mail is known (e.g., 350 pounds) the transaction would be (71-160-37-350).

530 TRANSACTER INPUTS

531 GENERAL

531.1 Mail volume recordings in MOD are generally automatic as the mail is weighed. However, parcel inputs are made in units of sacks, hampers, etc., using a transacter or the alphanumeric device (subchapter 540). The transacter can also be used to enter pounds of mail which will be converted to pieces. Form 1476-E, *Worksheet for Use With Transaction Codes 7X*, or specially designed forms will be used to maintain records of transacter inputs.

531.2 Dial 1 is the transaction code and dial 2 is transaction type. Dials 3-10 vary as described in the following sections.

531.3 An authorizer's badge is required in the B slot of the transacter.

531.4 For transaction code 7, type 1-5 and 9, the A slot is not used. For 7-1 to 7-5 transactions, a MOD authorizer badge with 99 punched in columns 2-3, followed by the authorizer's social security number, is inserted in the B slot. The 7-9 transaction requires a T&A authorizer's badge, identical to the MOD badge, except the day of the pay period is punched in column 2-3 and inserted in the B slot.

531.5 *All transacter inputs can be entered into the system one hour after the MOD day begins and up to one hour after the daily cutoff.*

532 VOLUME TRANSACTIONS

532.1 Transaction 7, used with transaction types 1, 2, 3 or 4, enters volume inputs, inventories and adjustments for the current day. The Mail Volume Adjustment Report must be approved and initialed by the director, mail processing, or his immediate mail distribution subordinate. Adjustments should never be routine, but for exceptional situations only. Transactions 7-1 and 7-3 are used to increase (add to) volume, and transactions 7-2 and 7-4 are used to decrease (subtract from) volume previously entered. Transactions 7-1 and 7-2 adjust in pounds, sacks, etc., while transactions 7-3 and 7-4 adjust in pieces to the nearest 100.

532.2 For example, assume 255 pounds of letters going to the combined Outgoing Primary Operation 030 from the 020, Originating Meter Mail Prep, were erroneously entered in operation 040 (Outgoing Secondary). Two adjustments are necessary to correct this, i.e., transaction 7-1 to record into the *correct* operation, and transaction 7-2 to reduce the *incorrect* operation by the amount of the error. The dial settings for these transactions are as follows:

Dial 1 - Transaction Code 7

Dial 2 - Transaction Type 1

(correct operation = +)

Dial 3-5 - Operation Number 030

Dial 6-7 - Source/Type Code 02

Dial 8-10 - Number of Pounds 255

- Then:

Dial 1 - Transaction Code 7

Dial 2 - Transaction Type 2

(incorrect operation = –)

Dial 3-5 - Operation Number 040

Dial 6-7 - Source/Type Code 02

Dial 8-10 - Number of Pounds 255

2.3 Transactions 7-3 and 7-4 are used for volume uts when exact piece counts are *known*. (i.e., from ilers' statements Forms 3542, *Statement Showing mber of Copies of Second-Class or Controlled culation Publication Mailed,* 3602, *Statement of iling Matter With Permit Imprints,* or 3605, *Mailing tement–Fourth-Class Bulk Rates).* In the above mple, the piece quantity in dials 8-10 would be 097 64 actual pieces).

2.4 Transaction 7-5 is used exclusively for entry of console readings from the MPSLM, SPLSM and the ter readings from Mark II and other machine iceling devices. The 7-5 TR credits the TPH in erations 080-089 and 090-098.[1] Machine-canceled ters in operation 010 are also input with a 7-5 nsaction (section 521.7):

Dial 1 - Transaction Code 7

Dial 2 - Transaction Type 5

Dial 3-5 - Operation Number

Dial 6 - Value (1 = plus, 2 = minus)

Dial 7-10 - Console reading pieces (rounded to the nearest 100 pieces. Up to 999,900 pieces may be entered in one transaction.

533 OVERTIME

533.1 Transaction 7-9 is used to enter estimated paid overtime hours, by operation, worked during the day. The transaction requires the use of a T & A authorizer's badge card for the day of pay period in which the transaction is entered.

533.2 The dial settings for the overtime transaction are:

DIAL 1 -Transaction Code 7

DIAL 2 -Transaction Type 9

DIAL 3-5 -Operation Number

DIAL 6 -Value 1 = plus
2 = minus

DIAL 7 -Frequency 1 = Day
2 = Week
3 = A/P
4 = Year-to-date

DIAL 8-10 -Number of OT Hours Worked

533.3 The entry period for the TR 7-9 is one hour after the day begins until one hour after it ends. For weekly and accounting period adjustments the entry period is 25 hours after the beginning and end of the period.

Cincinnati only FHP can be input into operation 901 and P into operation 902 with a 7-5 transaction.

534 MPLSM REPORTING

534.1 Transactions 9-5 through 9-8 are allocated to the multiposition LSM so that special MPLSM reports will be produced (see chapter 6). A T&A authorizer's badge is necessary for the following transactions:

a. Transaction 9-5 Machine Error Rate

Dial 1 - Transaction Code 9

Dial 2 - Transaction Type 5

Dial 3-4 - Operation 080-087 (e.g., 80 = 080, 81 = 081)

Dial 5 - Number of Consoles (2 = 12 consoles, 6 = 6 consoles, 8 = 8 consoles)

Dial 6-7 - Machine Number (locally assigned)

Dial 8-10 - Machine Error Percentage (e.g., 011 = 1.1%)

b. Transaction 9-6 Operator Error Rate

Dial 1 - Transaction Code 9

Dial 2 - Transaction Code 6

Dial 3-4 - Operation 080-087 (e.g., 81 = 081)

Dial 5 - Number of Consoles (2 = 12, 6 = 6, 8 = 8)

Dial 6-7 - Machine Number (locally assigned)

Dial 8-10 - Operator Error Percentage (e.g., 031 = 3.1%)

c. Transaction 9-7 Machine Run Time

Dial 1 - Transaction Code 9

Dial 2 - Transaction Type 7

Dial 3-4 - Operation 080-087 (e.g., 84 = 084)

Dial 5 - Number of consoles (2 = 12, 6 = 6, 8 = 8)

Dial 6-7 - Machine Number (locally assigned)

Dial 9-10 - Machine Run Time (e.g., 148 = 14.8 hours)

d. Transaction 9-8 Down Time

1 Dial 1 - Transaction Code 9

Dial 2 - Transaction Type 8

Dial 3-4 - Operation 080-087 (e.g., 83 = 083)

Dial 5 - Number of Consoles (2 = 12, 6 = 6, 8 = 8)

Dial 6-7 - Machine Number (locally assigned)

Dial 8-10 - Machine Down Time (e.g., 023= 2.3 hours).

534.2 Each transaction represents activity on a particular operation (scheme) and machine (MPLSM) combination for a day. The computer automatically matches the transaction with the day of the pay period (DPP) from the T&A authorizer's badge. This will enable an office to make transactions for any day's activity any time during the week, up to 25 hours after the week ends.

534.3 To correct an erroneous transaction, wait at least one minute and enter the correct transaction. The last transaction entered during the week for an operation/machine combination will replace the next most recent transaction.

534.4 A 9-5 or 9-6 transaction is only required when a change in either machine error rate or operator error rate has been found. In other words, if 9-5 transaction has been input for machine 05 with an error rate of 1.1%, the machine error rate will remain 1.1% for all successive days thereafter until another 9-5 is input. If no 9-7 or 9-8 transaction is made for a particular day, the run time or down time will be assumed to be zero.

534.5 To illustrate the procedure, assume the following conditions:

a. Activity for MPSLM No. 03, LSM scheme 084.

b. Second week of pay period 18

c. The last 9-5 and 9-6 prior to week 1, PP 18 indicated a 1.1% machine error rate and a 3.5% operator error rate:

PP	DPP	*Machine Error %*	*Operator Error*	*Run Time*	*Down Time*
18	08	1.1	3.3	6.3	.2
18	09	1.1	3.3	0.0	.0
18	10	1.1	3.3	0.0	.0
18	11	1.1	3.3	8.4	.0
18	12	1.0	3.3	7.9	.0
18	13	1.0	3.3	6.6	.3
18	14	1.0	3.3	9.1	.0

The following transactions would be necessary to ensure correct reports by MPLSM scheme:

No.	*Transaction*	*DPP in T&A Badge*
1	9-5-84-2-03-010	12
2	9-6-84-2-03-033	08
3	9-7-84-2-03-063	08
4	9-7-84-2-03-084	11
5	9-7-84-2-03-079	12
6	9-7-84-2-03-066	13
7	9-7-84-2-03-091	14
8	9-8-84-2-03-002	08
9	9-8-84-2-03-003	13

These transactions can be entered on any day 08 through day 01, PP 19 in any order.

534.6 If in the above example, the down time on day 13 was in error and should be 1.3 hours, the correcting transaction entered one or more minutes after the first should be (98-84-2-03-013).

534.7 If validity of schemes is maintained, transactions must be made for each scheme on each machine entering the portion of run time and down time by scheme.

534.8 *The minimum requirement is that the 080C (MPLSM Composite) report on a weekly basis must be valid.* This means that one 9-7 transaction must be entered for each machine used during the week. Use the T & A authorizer badge for the DPP in which the TR 9-7 is entered. Alternative reduced entries considering the above are:

a. Add run time and down time by scheme (081-087) and enter one scheme per machine.

b. Report all machines under operation 080.

540 ALPHANUMERIC INPUTS

541 GENERAL

The alphanumeric device is used for current week and accounting period volume and hours adjustments. It may be used in lieu of a transacter for current day adjustments or normal volume entries. Weekly and A/P adjustments can be made up to 25 hours after the cutoff for the period.

542 VOLUME ADJUSTMENTS (A-1)

Transaction A-1 is used to make mail volume adjustments on a daily, weekly, or A/P basis. The Mail Volume Adjustment Report must be approved and initialed by the director, mail processing, or his immediate mail distribution subordinate. Adjustments should never be routine, but for exceptional situations only. Form 1476-D, *worksheet for mail volume adjustments,* may be used to accumulate A-1 adjustments. The following describes the necessary entries for an A-1 transaction:

SOM	Start of Message Symbol &
LOM	Length of Message Symbol 4

TR Code/Type A1	
Operation Number	
Source/Type Code	
Volume Quantity	Pounds to nearest pound, pieces to the nearest 100 (i.e., 11,000 pcs. 110 = input)
Conversion	1 = pounds, etc. 2 = pieces to nearest 100
Value	+ = Increase – = Decrease
Separate - Facility Code	Two-digit code for the separate reporting facility for which the volume is being adjusted. Use 00 if not a designated separate reporting facility.
Frequency of Adjustments	1 - Current Day 2 - Current Week 3 - Current Accounting Period 4 - Yr to Date
Authorizer's Social Security Number	
EOM	End of Message Symbol @

Example: Transmission of the following message will result in the total for operation 030 being adjusted downward in the weekly Operating Report by 11,000 pieces. The accounting period totals will also reflect this adjustment:

&.4.A1.030.06.000110.2.-.00.2.245364635.@

543 VOLUME TRANSACTIONS (A-2)

Transaction A-2 can be used in lieu of a transacter input. Form 1476-E may be used to accumulate A-2 adjustments. The following describes the necessary entries for an A-2 transaction:

SOM	Start of Message Symbol &
LOM	Length of Message Symbol 0
Tr. Code/Type	A2
Dial Settings	Dial 1-10 (Same as TR7X)
Separate Facility Code	(This code is used only when adjusting a separate reporting facility. It is code 00 at all other times.)
Authorizer's Social Security Number	
EOM	End of Message Symbol @

The entry period for Tr. A-2 is the same as for Tr. 7 entries, one hour after cutoff time.

544 WORK HOUR ADJUSTMENTS (A-4)

Transaction A-4 will allow the office to add work hours or transfer work hours between operations. This has no affect on payroll accounting, only MOD. Hours can be added to one operation without deduction from another operation. However, hours cannot be deducted from one operation without adding those hours to another operation. The Work Hours Transfer Report must be approved and initialed by the appropriate divisional director. It should be used sparingly – never as an arbitrary means to level productivity. The following describes the necessary entries for an A-4 transaction:

SOM	Start of Message Symbol &
LOM	Length of Message Symbol 3
Tr Code/Type	A4
Operation From	MOD operation number from which hours are to be deducted. Not valid unless added to another operation. If hours are being added and not deducted, this entry should be 000.
Separate Facility	Two-digit code for the separate reporting facility from which hours are to be deducted. Use 00 if not a designated separate reporting facility.

ɔeration To	MOD operation to which hours are to be added.
parate Facility	Two-digit code for the separate facility to which hours are to be added.
'equency	1 = Current Day 2 = Current Week 3 = Current A/P 4 = Yr to Date
ɔ. of Work Hours	Three-digit number representing work hours to be added or transferred. If the number of hours is less than 100, zeros should be entered for the leading characters.
:aft	1 = Clk & Other 2 = Mailhandler 3 = Supervisor
;N	Authorized Social Security Number
)M	End of Message Symbol @

ɛample A-4 transactions:

The following message will add 26 work hours to ɔeration 020 and deduct 26 work hours from ɔeration 010 on the current day:

& 3.A4.010.00.020.00.1.026.1.2245364635.@

The following message will add 53 work hours to ɔeration 305 for the current week:

& 3.A4.000.00.305.00.2.053.1.245364635.@

45 PLANNED HOURS BY OPERATION (A-5)

45.1 Planned hours by operation (or suboperation) is ɔtional with the office and is independent of the anned hours by division, which is a requirement ection 546). In other words, the system will not sum anned hours by operation to arrive at the total anned hours by division which will require a Trans-:tion A-6.

45.2 Transaction A-5 will allow an office to enter anned hours by operation, by separate reporting cility, by day, week, or accounting period. If the plan entered on a daily basis, the weekly and A/P plan by operation will be the sum of the appropriate daily plans. If the plan is entered on a weekly basis, the accounting period total will be the sum of the four weekly plans.

545.3 The plan by operation, if utilized, must be input for one A/P at a time. Inputs can be made up to D-28 cutoff.

545.4 The plan can be established or adjusted for as many as seven operations with a single transaction according to the following input format:

SOM	Start of Message Symbol, &
LOM	Length of Message Symbol, 4
TR Code/Type	A5
Separate Facility Code	Two-digit code for the separate reporting facility. Use 00 if not a designated SRF.
Response Code	1 = Establishes or replaces existing plan for next A/P. 2 = Corrects existing plan for current or prior periods. If for a prior period, correction will be reflected in the period to date total.
Value	(+) = Increase or positive input (if response code = 1, value must = +). (-) = Decrease or negative correction.
Day of A/P	When plan is for a specific day, enter 01, 02 . . . or 28. If the plan is for a week, A/P, or prior period correction, enter 00.
Week of A/P	When plan is for a specific week, enter 1, 2, 3, or 4. If the plan is for a day, A/P or a prior period correction enter 0.
A/P	01, 02 . . . or 13 to represent the future A/P plan or current period correction. Enter 00 if the entries

	are for prior accounting periods. This correction will be reflected in the year to date total.
Operation No./ Planned Hours	List MOD operation (three digits) followed by the associated planned hours (five digits) for seven operations. If less than seven operations are input, the unused spaces must be filled with hyphens.
EOM	End of Message Symbol, @

545.5 Example A-5 Transactions:

a. Transmission of the following message will establish planned hours in facility 01 for day 11, A/P 4: 325 planned hours in operation 010, 250 hours in 020, 24 hours in 029, 300 hours in 030, 650 hours in 040, 150 hours in 043, and 360 hours in 050:

&.4.A5.01.1.+.11.0.04.010.00325.020.00250.029.00024.030.00300.040.00650.043.00150.050.00360.@

b. On day 25, A/P 4, the plan for the current A/P is reduced 100 hours in operation 020 and 75 hours in operation 050:

&.4.A5.01.2.-.00.0.04.020.00100.050.00075.---.-----.---.----.--.----.--.----.--.----.@

c. For the main office, the planned hours for the prior A/P are increased 380 hours in operation 569 and 1050 hours in operation 581 (this will be reflected in the year to date plan):

& .4.A5.00.2.+.00.0.00.569.00380.581.01050.---,-----,---,----,--,----,--,----,--,----,@

546 PLANNED HOURS BY POST OFFICE DIVISION (A-6)

546.1 Planned hours by division (M, C, S and E) by week is a minimum input requirement. The frequency selected for a division plan must be consistent for all separate reporting facilities. The plan by division and employee category must be input for one A/P at a time. Inputs can be made up to D-28 cutoff, according to the following format:

SOM	Start of Message Symbol, &
LOM	Length of Message Symbol, 1
TR Code/Type	A6
Separate Facility Code	Two-digit code for the separate reporting facility. Use 00 if not designated SRF.
Response Code	1 = Establishes or replaces existing plan for next A/P. 2 = Corrects existing plan for current or prior periods. If for a prior period, correction will be reflected in the period to date total.
Value	(+) = Increase or positive input (if response code = 1, value must = +). (-) = Decrease or negative correction.
Day of A/P	When plan is for a specific day, enter 01, 02 . . . or 28. If the plan is for a week or prior period correction enter 00.
Week of A/P	When plan is for a week, enter 1, 2, 3, or 4. If the plan is for a day or prior period correction, enter 0.
A/P	01,02, or 13 to represent the future A/P plan or current period correction. Enter 00 if the entries are for prior period. Prior period entries will be reflected in the year to date total.
Employee Category	1 = Clk/MH 2 = Carrier 3 = Other 4 = Supervisor
Division Code/ Planned Hours	List division (M, C, S, or E) (one digit) followed by the associated planned hours (eight digits). If less than four divisions are input with the single

	transaction, the unused spaces must be filled with hyphens.
)M	End of Message Symbol, @

5.2 Example A-6 Transactions:

Transmission of the following message will establish n-supervisory planned hours for week 2, A/P 19840 for Mail Processing, 15630 for Customer vices, 2180 for Support, and 1350 for Employee l Labor Relations:

l.A6.00.1.+.00.2.01.1.M.0019840.c.00015630.S. 002180.E.00001350.@

The following transaction will reduce supervisory nned hours for the prior periods (year to e): 1500 for Mail Processing, 2430 for Customer vices and 300 for Employee and Labor Relations:

l.A6.00.2.-.00.0.00.2.M.00001500.C.00002430.E. 000300.-.——.@

7 DETAIL VOLUME REQUEST (A-7)

nsaction A-7 is used to request the volume detail ing by operation. The listing is available through an 7 transaction after the MOD day ends, up to the ct MOD day cutoff. It will normally be printed out 2 hours after the transaction is made. The lowing describes the necesssary entries for an A-7 nsaction:

M	Start of Message Symbol, &
)M	Length of Message Symbol, 6
. Code/Type	A7
parate Reporting Code	Two-digit code for the separate reporting facility. Use 00 if not a designated SRF. Use 99 if all reporting facilities are desired.
y of A/P	01, 02 . . . or 28.
irt Operation	First operation number in sequence (e.g., 030).
op Operation	Last operation number desired (e.g., 030).
N	Authorizer's Social Security Number.
EOM	End of Message Symbol,@

548 MAIL FLOW DENSITY PROJECTIONS (A-8)

548.1 Transaction A-8 is used to delete, add, or change mail flow density projections. Transaction input during weeks 1 and 2 will be processed at the end of week 2; transaction input during week 3 will be processed at the end of week 3, and transaction input during week 4 will be processed daily. Density projections on file at the end of D-28 will be used for the next A/P.

548.2 Forms 5800-A, B and C are used as worksheets for the TR A-8. (See section 551.4.)

550 MAIL FLOW DENSITIES

551 GENERAL

551.1 Mail flow densities are required in the MOD System to project SHP from the initial or FHP count. The densities are locally determined and should be based on sound statistical sampling or actual mail counts. Section 555 provides detailed procedure for determining densities. Also refer to Handbook M-75, *Manual Letter Mail Distribution,* for a general procedure in determining manual case densities MPSLM densities can be determined by the use of ADAPT, FACTS or other automatic counting devices when available. Otherwise, the density count must be manually taken.

551.2 MOD does not require a detailed density by individual separation or bin, but the combined percentage of mail flowing to each downstream operation. MOD does not provide piece handling credit for reworks. Therefore, only the mail flows which are in a positive direction are valid for counting purposes.

551.3 Densities will be updated and approved by the district manager at least twice per year, or whenever a significant change occurs in the mail flow pattern. Maximum update frequency will be once per accounting period.

551.4 Forms 5800-A, *Mail Flow Density Projections* (section 552.1); 5800-B *Mail Flow Proportion* (section 553.2); and 5800-C *Carrier Mail by Station and Total Station Box Mail* (section 554.1) are used as worksheets for transaction A-8.

552 DISTRIBUTION OPERATIONS

552.1 Form 5800-A, *Mail Flow Density Projections,* (appendix C) is used to transcribe the mail flow densities (percentage). The card columns (cc) on the form are described below:

cc *Description*

1 SOM. Start of message.

2 LOM. Length of message.

3-4 TRANS-TYPE. Transaction code and type.

Note A:

1 = Delete
2 = Add
3 = Replace

6-7 FROM SRF. The separate reporting facility from which mail is flowing to downstream operations.

8-9 TO SRF. The SRF to which mail flows. If mail flows to more than one facility, additional lines must be completed on Form 5800-A.

10-12 FROM OPER. The operation from which the mail flows.

13 *Note B:*

1 = Density Based on FHP Only
2 = Density Based on SHP Only
3 = Density Based on TPH (Machine Counts)
4 = Density Based on FHP and SHP
9 = Combined density

14 *Note C – Mail Category:*

1 = Stamped
2 = Metered
3 = Mixed (1 and 2)
4 = Non-Preferential
9 = Combined Density

15-17 TO OPER. The operation into which mail flows (repeated every seven columns up to cc 69).

18-21 % OF Mail. Percentage of mail (e.g., 0481 = 4.81%, 0048 = .48%), going to operation in cc 13-15 (repeated every seven columns up to cc 75).

22-81 TOTAL %. The total percentage of mail to operations on the line. The computer will assume that 9999 = 100%. If the line total is less than 100%, another line with identical information in cc 1-5 and 8-12 must be completed. The number for the separate reporting facility will be inserted in cc 6 and 7. The total of all lines representing flow out of one operation must equal 100%.

82 EOM. End of message.

552.2 The following densities are required for all operations used by the office (code refers to cc 11 and 12 explained in 552.1, cc 11 and 12. Any operation, code, or downstream operation not listed below will be rejected by the system):

Oper	*Code*	*Valid Operations for Mail Flow Density Projection*
030	11	040, 043, 044 or 134, 050, 055, 150, 160, 168, 240, 777, 888
030	12	040, 043, 044 or 134, 050, 055, 150, 160, 168, 240, 777, 888
030	13	040, 043, 044 or 134, 050, 055, 150, 160, 168, 240, 777, 888
030	14	040, 043, 044 or 134, 150, 160, 168, 240, 777, 888
030	99[1]	040, 043, 044 or 134, 050, 055, 150, 160, 168, 240, 777, 888
043	13	040, 044 or 134, 150, 160, 168, 240, 888
044	13	150, 160, 168, 240, 888
045	14	044 or 134, 150, 160, 168, 240, 888
060	13	050, 055, 070, 073, 074 or 134, 168, 170, 175, 240, 778, 888
073	13	070, 074 or 134, 168, 170, 175, 240, 888
074	13	168, 170, 175, 240, 888
075	14	074 or 134, 168, 170, 175, 240, 888
134	13	150, 160, 168, 170, 175, 240, 888
150	13	030, 040, 043, 160, 168, 169, 240, 777, 888

ɔer	Code	*Valid Operations for Mail Flow Density Projection*
;0	14	030, 040, 045, 160, 168, 169, 240, 777, 888
;0	23	160, 168, 169, 240, 777, 888
;0	99[1]	030, 040, 043, 045, 160, 168, 169, 240, 777, 888
;8	43	169, 888
;0	43	168, 169, 175, 240, 778, 888
;0	33	040, 044 or 134, 050, 055, 150, 160, 168,169,240,777,888
;1	33	040, 044 or 134, 050, 055, 150, 160, 168, 169, 240, 777, 888
;3	33	040, 044 or 134, 050, 055, 150, 160, 168, 169, 240, 777, 888
;4	33	150, 160, 168, 169, 240, 777, 888
;5	33	030, 040, 160, 168, 169, 240, 777, 888
;7	33	169, 777, 888
)0	33	040, 044 or 134, 050, 055, 150, 160, 168, 169, 240, 777, 888
)1	33	040, 044 or 134, 050, 055, 150, 160, 168, 169, 240, 777, 888
)3	33	040, 044 or 134, 050, 055, 150, 160, 168, 169, 240, 888
)4	33	150, 160, 168, 169, 240, 888
)5	33	030, 040, 160, 168, 169, 240, 777, 888
)7	33	169, 777, 888

ı operations 030 and 150, a mixed density can be rovided by using code 99 in columns 11 and 12. For ɛample, 4 densities are required for operation 030 ut the office may provide only one density using ɔde 99. If density for stamped mail (code 11) and metered mail (code 12) are desired, the other densities (code 13 and 14) may be combined by using code 99.

552.3 The following operations do not require densities and are considered terminal (special operation in parenthesis): 030 SHP ONLY (888), 040(888), 050(888), 055(888), 070(888), 082(888), 086(777), 088(888), 092(888), 096(777), 098(888), 160(777), 169(888), 175(778), 240(Letters = 777, Flats = 778).

552.4 A density is not required for operation 089 since the downstream flows are entered with TR 7-3 by actual count from the machine readout (section 322).

552.5 A completed Form 5800-A is illustrated in appendix C, exhibit 7.

553 STATION/BRANCH DISTRIBUTION

553.1 Offices that have decentralized incoming distribution and desire SHP volume by zone must obtain densities from any operation that generates mail for operation 240-339.

553.2 If the office chooses to provide densities by station, Form 5800-B, *Operation 240 Mail Flow Proportion* (appendix C, exhibit 8) must be used. Repeat information in cc 1-14, Form 5800-A, for all operations flowing mail to 240. Then enter each zone across the page under (TO OPER) columns 15-17, 22-24, etc. This total of all percentages, either a single line or several lines, depending on the number of zones, must equal 100%. Note the difference in codes in column 5, 4 = delete, 5 = add, 6 = replace.

553.3 For the flow out of 030 or 150, one density projection can be used rather than 4 (one per scheme) by entering 99 in columns 11 and 12.

553.4 The density by station should be provided only when the station or branch averages at least 96 hours per day in operation 240 distribution. Stations that do not meet this requirement are lumped together as operation 888.

553.5 For example, if the percentage of mail flowing to operation 240 from operation 150 is 31%, the percentage of mail by station might be as follows:

	Percentage 240 From 150		*Percentage of 150 (240)*
Zone 1 =	7	=	22.58 (7 ÷ 31)

	Percentage 240 From 150		*Percentage of 150 (240)*
Zone 2 =	2	=	6.45
Zone 3 =	3	=	9.68
Zone 4 =	2	=	6.45
Zone 5 =	3	=	9.68
All remaining zones:			
888 =	14	=	45.16
	31%		100.00%

553.6 Illustration #2 (appendix C, exhibit 8) provides a 240 proportion that corresponds to illustration #1 (appendix C, exhibit 7) and incorporates the percentages from the above example.

554 CARRIER VOLUME BY STATION

554.1 Form 5800-C, *Carrier Mail By Station and Total Station Box Mail*, (appendix C, exhibit 9) is provided on which the percentage of all incoming letters (operation 777) and flats (operation 778) for carrier delivery by station and total station box mail must be entered. Note that the codes in column 5 are: 7 = delete, 8 = add, 9 = replace.

554.2 To obtain the required proportion of mail by station, all incoming letters and flats must be weighed out by station for at least a one week period. This will include station box mail.

554.3 The following example indicates the procedure to be used in determining the percentages to be entered on Form 5800-C:

Zone (1)	*Percentage By Station (2)*	*Percentage (2) Box[2] (3)*	*Percentage (2) X (3) (4)*		*Percentage (2) – (4) (5)*
1	15.00	25	3.75		11.25[1]
2	10.00	30	3.00		7.00[1]
3	12.00	10	1.20		10.80[1]
16	13.00	20	2.60		10.40[1]
22	14.00	10	1.40		12.60[1]
37	16.00	30	4.80		11.20[1]
47	20.00	5	1.00		19.00[1]
			17.75[1]		82.25
			(4) + (5)	=	100.00%

[1]Percentages to be input on Form 5800-C (sample in appendix C)

[2]Percentage of total station mail that goes in station boxes may be estimated.

554.4 Illustration #3 (appendix C, exhibit 9) incorporates the above example.

555 DENSITY PROCEDURE

555.1 Refer to 552.1 to determine which operations (cases, MPLSMs and SPLSMs) are to have densities

ɜn. Establish time frames during which each cate-
y of mail is normally distributed. To illustrate:

1. O/G Mixed MPLSM – Operation 081

   5:00 p.m. to 9:00 p.m. – Daily exc. Sunday

2. Incoming Letter Primary
   (Operation 150)

   10:30 p.m. – 6:00 a.m. – Daily exc. Sunday

ɜ is the period during which the tests are to be
ormed. *Each daily test should be made at different*
ɜs to assure a representative mix of mail from across
entire time frame, thus producing a more accurate
ɔnstream mail flow. The samples to be tested should
ɜecured from the sources on hand during hour to be
ed. The density for any scheme should include a
ɾesentative portion from all measurable sources.

.2 All tests should be performed by experienced
ributors. As a minimum, the tests for each density
ɜt be made for 3 days, generally Tuesday, Wednes-
and Thursday. The test can be expanded up to a
week at the option of the post office. Saturday and
day test samples (if used) should be determined by
lyzing historical daily, Saturday and Sunday vol-
ɜs. For example, if volume in operation 060 on
ırday or Sunday is one-third of the average week-
volume, then *approximately* 300-400 pieces should
utilized as the sample. The reason for determining
ɔent of weekday volume for Saturday and Sunday is
assure that no weekend bias will be built into the
rall density.

.3 Form 4217, *Test Duration Calculation,* should
used to record the number of pieces sorted to each
. At the end of the test period, summarize the daily
s and post required information on Form 5800-A.

.4 The following procedures should be used for:

Manual Distribution – Letters and Flats

1) Select the time for making the test.

2) Count the number of trays or containers avail-
ɜ at that time.

3) Divide the number of trays on hand at the test
e into 1,000 (approximate sample size). For exam-
80 trays available: 1,000 divided by 80 = 12.5 or
ɔieces per tray.

(4) *Randomly* select the number of pieces required from each tray so that the sample size is at least 1,000 pieces.

(5) After sample is selected, an empty distribution case should be used to sort the sample.

(6) Count the pieces in all cells to provide verification for the number of pieces used in the sample.

(7) Record the time of the test on the form each day.

b. MPLSM – Multiposition Letter Sorting Machines

(1) Determine the prime hours of operation for each scheme utilized.

(2) Select hour for making the test.

(3) *Randomly* select the volume to be tested from all available trays using the following criteria:

(a) Offices having a weekday average volume of 750,000 pieces or less for a given scheme (for example, 083 State Distribution) should use a *random* sample equivalent to one tray per console.

(b) Offices having a weekday average volume of *more* than 750,000 pieces for a given scheme should use a *random* sample equivalent to two trays per console.

(c) For example, in operation 081, Outgoing Primary, the selection of the number of trays containing stamped mail versus metered mail should be made by analyzing the stamped and metered volume worked in operation 081. The sample should be in the same proportion as indicated in the analysis.

(4) Isolate a single machine (if available). Identify and empty all bins to be tested, including the 0 and 400 bins.

(5) If it is not feasible to utilize a clean machine, insert easily recognizable separators at the end of the test so that the sample can be identified.

(6) Take the meter readings prior to running the test.

(7) Evenly load console ledges with previously selected mail to assure all LSM distribution will complete distribution at approximately same time.

(8) Assure that there are an adequate number of employees to rapidly identify and remove the test mail for counting to prevent bin overflows. If the volume of mail in the 400 bin during the test exceeds 5%, the test will be invalid and can not be used.

(9) If it is not feasible to count the mail while the test is underway, sweep the full pockets, bundle and identify with bin number. These should be set aside in utility cart or other container for counting after completion of test.

(10) Take the meter reading after the test.

(11) Empty and count mail from 0 and 400 bins and deduct the total from the meter readings.

(12) Notify the supervisor that it is now possible to recommence operation of the MPLSM.

c. SPLSM – Single-Position Letter Sorting Machine

(1) Determine the prime hours of operation for each scheme utilized.

(2) Select the hour for making the test.

(3) *Randomly* select volume to be tested equivalent to 2½ to 3 trays or one-half hour run time.

(4) Use an empty SPLSM if possible or place separators in bins to be sampled prior to test.

(5) Take meter reading prior to running test.

(6) Assure that there are no bin overflows.

(7) Take the meter reading after the test.

(8) Notify supervisor that it is now possible to recommence operation of the SPLSM.

d. Calculation of Densities

After all the tests have been completed and recorded representing each day's operation, the results are to be summarized as follows:

(1) After the tests are recorded on Form 4217, the results are totaled in the last column.

(2) For each separation, the density percentage is obtained by dividing the total count for each separation by the total count for all separations and multiplying by 100. A check should be made to ascertain that the total of all separation densities equals 100%.

(3) Summarize all bin seperations which flow to the same downstream operation. Only the operations listed in section 552.2 are valid for SHP flows. For example, mail can flow from operation 030 to 040, 043, 044, or 134, 050, 055, 150, 160, 168 or 240. All other bins would be summarized as 888.

(4) Post operation flow summaries on Form 5800-A according to instructions in section 552.1.

CHAPTER 6
SYSTEM OUTPUTS

610 REPORTS SUMMARY

MOD REPORT	Distribution Frequency SRF	PO	DIS	REG
a. Management Summary[1]		DWA	DWA	
b. Operating Report				
1. Mail Processing[1]	DWA	DWA		
2. Customer Services[1]	DWA	DWA		
3. Support[1]	DWA	DWA		
4. Employee and Labor Relations[1]	DWA	DWA		
c. Volume and Hours Adjustment Report[1]		D		
d. Work Hour Transfer[1]		D		
e. Detail Volume Listing	DR	DR		
f. Volume Inquiry		R		
g. Work Hours by Operation/Tour[1]	DWA[2]	DWA[2]		
h. Station/Branch Operating Report		DWA		
i. Error Signal Report		2		
j. MOD Planned Hours Report	D			
k. Mail Flow Density Matrix Report	D			
l. 240 Matrix/777-778 Proportion File Report	D			
m. Mail Volume Factoring Error Report	D			
n. MPLSM Transactions[1]		D		
o. MPLSM Performance Evaluation[1]		W		
p. MPLSM Consolidated Analysis				RAM
q. Volume/Hours Comparison	W	WA	R	RM
r. Trend Analysis	A	A	R	RM
s. Work Hours by Oper/Hour		R	R	R
t. FHP Detail Transactions	R	R	R	R
u. FHP By Hour – Summary	R	R	R	R

[1]Daily reports are automatically transmitted to the post offices unless the office chooses not to receive any or all daily reports. The receipt or non-receipt of the daily report may be affected by notifying the appropriate ADPC no later than close of business on Wednesday of any week. The effective date of the elected option will be the first day (Saturday) of the next week. Request must be made in writing by the postmaster/in stallation head to the director, ADPC, with a courtesy copy to the district and region.

[2]Weekly and AP M.P. tour work hours reports will be produced upon request, in writing, to the ADPC.

Frequency:

2 = 2 hours, D = Daily, W = Weekly, A = A/P, R = on request (see subchapter 630) for specified time period.

M = Weekly and AP reports are produced on 4" x 6" microfiche cards (one card for each MOD 1 office in the region) about three weeks after close of A/P.

620 COMMON REPORT ABBREVIATIONS

ADJ or ADJUST – Adjustment (PLUS or MINUS)

AP or A/P – Accounting Period

ALPNO – Alphanumeric transaction code

AUTH SSN – Authorizer's Social Security Number

CAT – Category

CD – Transaction Code

CLK – Clerk

CON – Console

CONV – Conversion Rate or Code

DATE – Calendar Date of the Report Activity

DAY – Day of A/P (01-28)

DIS – District Office

DPP – Day of pay period (01 - 14)

EOM – End of Message

FHP – First-Handling Pieces

FREQ – Frequency Code (Subchapters 530 and 540)

FY – Postal Fiscal Year

HDQ – Headquarters

HRS – Hours

INV – Inventory

J/D – Julian Date (i.e. sequential day of the year)

MACH – 4-digit number that identifies PSDS input device (Subchapter 410)

M/H – Mailhandler (work hours)

MPLSM – Multiposition Letter Sorting Machine

NEG – Negative

OPER or OPN or OPR – Operation

OT – Overtime Work Hours

PAR – Parcels

PCS – Pieces

PCT – Percent

PFY – Postal Fiscal Year

P/L – Pay Location

PO – Post Office or Separate Reporting Facility

PP – Pay Period

PPMH – Pieces Per Man Hour

PTPH – Projected Total Piece Handling

Q TIME – Time Report is ready at ADPC for transmission

REG – Region

RF – ReportFrequency (day, week, etc.) to which adjustment applies.

SHP – Subsequent Handling Pieces

SIGNAL – Type of Error

SOURCE – Operation (or source) of Mail

SPR – Small Parcels and Rolls

SRF – Separate Reporting Facility

ST or S/T – Source/Type (2-digit code)

ST/BR – Station or Branch

STD – Standard (national)

SUP or SUPV – Supervisory Work Hours

TIME – Time in hours and hundreds (e.g., 1375 = 1:45 p.m.)

TPH – Total Piece Handlings

TPH/CMH(WH) – TPH per clerk Mailhandler Work Hour

TPH/FHP – Ratio of TPH to FHP

TR – Transaction Type (e.g., 7x, AX)

TRANS TME – Time Report is Transmitted

TRAN TYP – Transaction Type

UNTS or UNITS – Units in which mail conversion rates are stated: pounds, sacks, hampers, etc.

VOL – Volume (Pieces of Mail)

WEEK – Week of the A/P (1, 2, 3 or 4)

WT – Weight

ZIP – Last 2 digits of Zone or ZIP Code

630 REPORT DESCRIPTIONS

631 GENERAL

Sample reports or extracts are shown in appendix B. This subchapter describes each report, highlighting the unique aspects of each. Refer to 620 for an explanation of abbreviations used in the report headings.

632 MANAGEMENT SUMMARY

632.1 The Management Report is produced for the use of the postmaster or installation head. This one-page report summarizes work hours by category within organizational element, in addition to total office work hours. Overtime hours, by division, are also indicated. Comparisons are made between actual and planned hours for the current day and A/P to date. If the current period is an accounting period, the period to date hours will be year-to-date.

632.2 FHP volumes for letters, flats and parcels are reflected for the current period and same period last year; also, for A/P (year) to date and same period last year. The percentage represents the percentage of FHP volume by type (letters, etc.) to the total FHP volume. Following the FHP volumes are cancellations, both machine and hand, and metered mail, including meter by-pass mail, received for that day.

632.3 The report is produced 7 days a week. Saturday's report reflects hours only, and a consolidated Saturday/Sunday report includes volume and hours for both days.

Note:

a. Volumes are expressed in thousands to the nearest one decimal place (hundreds).

b. Work hours are expressed to the nearest whole hour and include overtime.

c. Overtime hours are estimated by organizational element and employee category.

d. The operations included in each category for each organizational element are as follows:

Mail Processing	OPNS (Valid Only)
Clk/MH	010-239, 340, 545-549, 553-555, 560-564, 584-590, 901-910, 930
Other	745, 747-756
Supvr.	701, 705, 746
Customer Services	
Clk/MH	240-339, 353, 355-454, 542-544, 556-557, 568, 741-742, 769, 795-796

Carrier	713-740
Other	580, 583, 743, 744, 757, 761-763
Supvr.	702, 760
Support	
Clk/MH	001, 540, 550-552, 558, 569, 570, 573-577, 579
Other*	455-464, 465-539, 571, 581, 582, 999
Supvr.	703
E & LR	
Clk/MH**	541, 559, 566, 572
Supvr.	704

*Loaned Hr. OPNS 990-995 not included
**TRNG Hrs. OPNS 781-789 not included

Hours for employees, with supervisor designations, clocking into non-supervisor operations will appear in the supervisor category of each division.

633 OPERATING REPORT

633.1 The Operating Report, the basic MOD report, furnishes operating and management information, by division, on all functions performed by all employees assigned to the post office. A separate operating report is produced for each organizational element: Mail Processing, Support, Customer Services, and Employee and Labor Relations. Reports are produced for each separate reporting facility plus an office consolidation.

633.2 The Mail Processing Operating Report reflects volume (FHP and PTPH) and man hour (actual and planned) and overtime data for all mail processing operations. The operations are grouped as follows:

a. Distribution
   - Letters
   - Flats
   - Parcels
   - Mixed Operations

b. Mail Preparation

c. Miscellaneous Mail Preparation

d. Total Mail Processing (a+b+c)

e. Maintenance

Productivity figures, FHP/CMH and PTPH/CMH, are shown for volume operations. The Total Mail Processing line is the sum of Total Distribution, Total Mail Preparation and Total Miscellaneous Mail Processing sections. A work-hour recapitulation at the end of the report, for the current and to-date periods, shows actual hours versus planned hours. The work hours and overtime hours are grouped by supervisor and non-supervisor.

Note:

a. FHP and PTPH volumes are expressed (in thousands) to the nearest one decimal place (hundreds).

b. Work hours are expressed to the nearest whole hour and include overtime.

c. Overtime hours are estimated by operation.

633.3 Operating Reports for Support, Customer Services and Employee and Labor Relations are identical in format and reflect those operations designated as Support, Customer Services, and Employee and Labor Relations. These reports reflect work and overtime hours for craft and supervisory employees, by operation, plus the current and A/P to date plans, Training operations 781-798 are included in the Employee and Labor Relations report. A separate report is produced for Station/Branch volumes and hours. At the end of each report is a work-hours recapitulation for the current period and A/P to date, showing actual hours versus planned hour for craft and supervisors plus over time for each.

634 ADJUSTMENT REPORTS

634.1 Volume and Hours Adjustment Report

.11 This report, produced daily, reflects all transaction codes 7-1, 7-2, 7-3, 7-4, 7-5, 7-9, A-1 and A-2 inputs entered during the day. The entries are listed in ascending operation-S/T sequence. Where identical operation–S/T's are encountered, the sequence is determined by time of input. Estimated overtime entries, TR 7-9, are grouped together and follow the volume adjustment inputs.

.12 The day of pay period (DPP) for TR's A-1 and A-2 will always be 00 since there is no input field for this data.

.13 The conversion code (CONV) is shown only for TR A-1:

1 = pounds, sacks, hampers, etc.

2 = pieces

.14 The frequency codes (FREQ) for TR's 7-9 and A-1 are:

1 = Daily

2 = Weekly

3 = A/P

4 = Yr to Date

634.2 Work Hour Transfer

.21 This daily report is for the A-4 transaction. The report shows the number of work hours transferred from one operation to another or the number of hours added to an operation.

.22 The frequency codes (FREQ) for the A-4 are:

1 = Current Day

2 = Current Week

3 = Current A/P

4 = Yr to Date

(See section 544 for input procedures.)

635 DETAIL REPORTS

635.1 Detail Volume Listing

This report is requested via TR-A-7, which must be entered prior to the volume day cutoff. The report shows all volume transactions in increments of .01 hours. The listing is in time sequence, totalled by S/T code within each requested operation. The column RF is the report frequency of TR A-1. Volumes are in weight or pieces, depending upon input transaction, but not both.

635.2 Work Hours by Operation/Tour

The report is produced on a daily basis for all organizational elements and optionally on a weekly and A/P frequency for Mail Processing. The report shows work hours, by operation, for non-volume recording operations and by sub-operation for volume recording operations, for each tour. Tours are even eight-hour periods beginning with the MOD day cutoff (Tour 2, 3 and 1).

Note: The option for weekly & A/P reports is on an A/P basis. Requests must be made in writing to the appropriate ADPC. Requests for weekly reports will also produce an A/P report.

635.3 Station/Branch Operating Report

This report is produced daily, weekly and A/P. It consists of volumes, FHP, PTPH and hours, planned and actual, for operations 240-339 (mail distribution) and 355-454 (window service). Data is sequenced by the last two digits of these numbers. If an office has assigned operation numbers for stations and branches according to the zone portion of the ZIP code, the report indicates data by station. For example, a station with ZIP code zone 07 would have operation 307 for processing and 407 for retail services. This station would appear in the ZIP column as 07. The planned hours will reflect the sum of operations 307 and 407. Carrier volume, by type of mail is also reflected by station. Mail volumes on this report are to the nearest 1000 pieces.

635.4 Error Signal Report

This report is printed every two hours in two parts, volume and hours. The report covers errors which have occurred since the previous report cutoff time. Except where otherwise stated, the following errors will be rejected and may be corrected by entry of correct data:

a. Invalid Operation Number

Occurs when an unrecognized (by the computer) operation number is used (either a volume entry or employee clock ring). If the entry is for volume, the entry is rejected and is corrected by another entry of the correct data. However, if the error is an employee's clock ring, the ring is accepted for pay purposes. If uncorrected by means of a TR 5 adjustment before T&A cutoff time, the elapsed hours represented by the error ring are accumulated as undistributed labor. This is *lumped* into operation 999 for reporting purposes.

Note: Since most employee rings (for MOD purposes) are entered via badge reader, and since the operation

numbers on badge readers are *prevalidated,* the incidence of this error in employee clock rings is minimized. If uncorrected, this type of error will appear for 24 hours.

b. Inconsistent Operation Number-Source/Type Code

Occurs when the operation number does not *agree* with the source/type code, for example, a letter distribution operation number used in conjunction with a source/type code used only for parcel post.

c. Invalid Scale Transmission

Occurs when the depressed buttons on a scale console are those for a type of volume that cannot be weighed; e.g., the unit of measure indicated by the buttons is other-than-pounds, or on the bench or in-motion scale entry of any volume other-than-letter or flat mail. (Bench and in-motion scales are programmed only to deduct a preset tare weight for letter and flat mail.)

d. Invalid Authorizer Badge

Occurs when a transaction code 7 (except TR 7-6 and 7-9) is transmitted using an authorizer badge which does not contain the special digits (99) in columns 2-3. The entry is rejected and may be corrected only by re-entry with a valid badge.

e. Invalid Organizational Element

Occurs when a transaction 7-9, Clerk/Mail Handler Overtime Hours entry is transmitted containing an invalid organizational element.

f. Invalid Employee Category

Occurs when dial 4 of transaction 7-9 entry contains *other than* 1, 2, 3, or 4.

g. Invalid OT Frequency

Occurs when dial 6 of a transaction 7-9 entry contains *other than* 1, 2, 3.

h. Invalid LBS-PCS Code

Occurs when this code, in an alphaumeric TR A-1, is other than 1 or 2.

i. Invalid Value Code

Occurs when the value code of TR 7-5 or 7-9 is other than 1 or 2.

j. Invalid FREQ Code

Occurs when this code, in an alphaumeric TR A-1, is other than 1, 2, or 3.

k. Negative Net Weight

Occurs when the weight in a transaction from a bench or in-motion scale is a negative value due to the deduction of tare weight, by the computer, greater than the gross weight of the transaction.

l. Transaction Error

Occurs when an unidentifiable transaction, due to computer malfunction in the reading of an already accepted record, is detected on the on-line data processing programs.

635.5 Error Signal Report – MPLSM

This report is produced for errors in input necessary to produce the MPLSM reports:

a. Invalid Operation

Occurs when the operation is other than 080-087 (transactions 9-5 through 9-8).

b. Invalid Machine Number

Machine number must be 01-99 (transactions 9-5 through 9-8).

c. Run Time is Zero

Run time must be greater than zero in a 9-7 transaction.

d. Invalid Console Number

The consoles per machine can only be (2 = 12, 6 or 8). Any other number is rejected.

e. Invalid Day of Pay Period

Transactions cannot be dated into the future and must be for the current week, except on the first day of each week. Transactions dated more than one week prior to

urrent week will be coded as errors. Current day is ased on MOD day.

35.6 MOD Planned Hours Report

This report, produced each A/P, reflects planned hours nput via TR A-5 and A-6. Data is sorted by organizational element by transaction, TR A-5 appears before TR A-6 inputs. Column headings are similar in identification and meaning to Forms 1476-G and H.

535.7 Mail Flow Density Matrix Report

This report reflects the mail flow densities, established by each office, using Form 5800-A. The report, produced each time there is a matrix change, reflects data in ascending operation number sequence by separate reporting facility. The report shows the percents of mail by type, flowing from one operation to others.

635.8 240 Matrix/777-778 Proportion-File Report

This report shows the proportion percents to each station for carrier and box mail from operations 777 & 778. The report is produced each time there is a change to the proportion percents. Form 5800-C is used to document the percent changes.

635.9 Mail Volume Factoring Error Report

This report is produced on a daily basis, as required, for each reporting facility. It reflects inputs of volumes for which no density flow has been provided. However, these transactions credit volumes to the operation identified. Column headings are self explanatory; however, S/T 00 indicates a TR 7-5 input and the frequencies are as follows:

1 = Daily
2 = Weekly
3 = A/P
4 = Year-to-date

636 MPLSM REPORTS

636.1 MPLSM Transaction Report

This report will be produced daily. It provides a listing of all MPLSM (9-5 through 9-8) transactions entered for the day by input device number, time, and authorizer's social security number.

636.2 MPLSM Performance Evaluation

A separate report is produced for each LSM scheme (i.e., 080-087) weekly and a combined report for all LSM's weekly. The columns of the report indicate the seven weekdays and the weekly total. Description of line items are:

Line *Description*

1 Number of Machines – Number of different machine numbers for which a 9-7 transaction is entered during the day. Week = max day.

2 Number of Consoles – Total consoles on all machines for which a 9-7 transaction iis entered during the day. Week = max day.

3 Piece Fed – TPH in thousands to one decimal from 7-5 transactions.

4 Throughput per machine – Line 3 ÷ line 1.

5 Throughput per console – Line 3 ÷ line 2.

6 Pieces not Distributed – 0 bin + 400 bin (cumulative TPH for source type codes 39 and 40 in thousands to one decimal).

7 Sweepside Volume – Line 3 - Line 6

8 Machine Error Percent – on each scheme report (e.g., 081) add machine error percent for all machines and divide by the number of machines (line 1). On the LSM composite report (080C) add line 9 for all schemes (080-0) and divide by the combined total pieces fed. Multiply by 100.

9 Machine Error Pieces – (line 3 x line 8) ÷ 100.

10 Operator Error Percent – On each scheme report add operator error percent for all machines and divide by the number of machines (line 1). On the 080C report, add line 11 for all schemes (080-085) and divide by the combined total pieces fed. Multiply by 100.

11 Operator Error Pieces – (Line 3 x Line 10) ÷ 100.

12 Statistical Error Pieces – Line 9 + Line 11.

13 Correctly Distributed Sweepside Volume (CDSV) – Line 3 - X (X = Line 6 or 12, whichever is greater).[1]

14 Percent Correctly Distributed – (Line 13 ÷ Line 3) x 100.

15 Percent Sweepside Error — (Line 7 - Line 13) ÷ Line 7 x 100.

16 Machine Running Time — Derived from the LSM Production Report and input with 9-7 transaction.

17 Runtime per Machine – Line 16 ÷ Line 1.

18 Machine Downtime – Derived from Form 4816, *Letter Sorting Machine Daily Down Time,* and input with 9-8 transaction.

19 Percent Downtime – Line 18 ÷ (Line 16 + Line 18) x 100.

20 Total Work Hours – Total work hours from MOD Operating Report.

21 THP per Work Hour – (Line 3 - Line 6 ÷ 20) x 1000. Same as MOD Operating Report.

22 CDSV per Hour – (Line 13 ÷ Line 20) x 100.

636.3 MPLSM Consolidated Analysis

This report is produced by region on a requested basis, on an A/P basis from information extracted from the MPLSM Performance Evaluation (080C) and the MOD Operating Report. Each office and the regional composite is listed down the left-hand column with the remaining columns defined as follows:

Column

1. Number of Machines – Maximum of 4 weekly 080C reports (line 1).

2. Number of Consoles – Maximum of 4 weekly 080C reports (line 2).

3. Total Pieces Fed – Sum of 4 week 080C reports rounded to the nearest 1000 pieces (line 3).

4. Percent Sweepside Volume – MOD TPH ÷ column 3 x 100.

5. Percent Correctly Distributed Volume – Sum of 4 weekly 080C (line 13) ÷ column 3 x 100.

6. Percent of Office FHP – Letters, FHP (080C) from Operating Report FHP (Total Office) x 100.

7. Percent of Office TPH – Letters, TPH (080C) from Operating Report TPH (Total Office) x 100.

8. Thruput per Console – Column 3 ÷ 2.

9. Percent Machine Error – Sum of 4 weekly 080C (line 9) ÷ column 3 x 100.

10. Percent Operator Error – Sum of 4 weekly 080C (line 11) ÷ column 3 x 100.

11. Percent Sweepside Error – Sum of 4 weekly 080C (line 7-13) ÷ sum line 7 x 100.

12. Runtime per Machine – Sum of 4 weekly 080C (line 16) ÷ column 1.

13. Percent Downtime – Sum of 4 weekly 080C (line 18) ÷ [sum of 4 weekly 080C (line 16 + line 18)] x 100.

14. TPH per Hour – MOD Operating Report

637 TREND REPORTS

637.1 Volume/Hours Comparison

This report shows PTPH, clerk/mailhandler work hours and PTPH/CMHWH for each mail distribution operation including C type operations, by day of the week with a weekly total. Weekly adjustments to hours and volumes are also reflected.

637.2 Trend Analysis Report

This report lists productivity (PTPH/CMHWH) in mail distribution operations including C type operations, for the most recent 14 accounting periods (beginning A/P 4, PFY 1976). The report is generated by A/P for each separate reporting facility within the post office.

[1] Line 12 should include 0 bin and 400 bin as either machine error or operator error. Since these error rates are subject to sampling error, the actual count in line 6 will be used when it exceeds line 12.

638 SPECIAL REPORTS

638.1 Work Hours by Operation/Hour

This report is produced for a post office for a specified period of time, by request, to the director, ADPC, in writing, approved by the region or Headquarters. It can also be initiated by regional, district and Headquarters units. The report shows work hours by hour of the day (24-hour period) for any specified number of operations. Work hours are rounded to the nearest whole hour.

638.2 FHP Detail Transactions

This report is produced by request only. Form 3404, *Request for Hourly FHP Data,* must be prepared and have regional or Headquarters approval. It may be initiated by regional, district or Headquarters units. The report shows FHP volumes for mail distribution operations and PTPH volumes for mail preparation operations. FHP volumes for operations 030 and 150 are identified by mail flow density codes. OPN 160 reflects pref and non-pref volumes. Entries are in increments of .01 hours summarized by hour in operation number sequence. The report is for a 24-hour period beginning at midnight.

638.3 FHP by Hour – Summary

.31 This report is produced only by request, using Form 3404, approved by the region or Headquarters units.

.32 For each operation, three lines and eight columns are used to print volume in 24-hourly increments (summarized from the FHP detail transaction listing). For example, if line 1 under *Hour* indicates 01-08, the eight entries are volumes for each hour in sequence (e.g., the second number represents the second hour (02) of the day – activity between 1:00 and 2:00 a.m.).

.33 For operation 010, the volumes are generated from 7-5 transactions, plus outputs from 010 to distribution operations. Since the recording is taken at the output of these operations, rather than the input, the time of arrival is assumed one hour earlier.

.34 Operation 001 is the sum of the outputs of all opening units and the availability is also assumed one hour earlier.

640 RETENTION OF REPORTS

641 GENERAL

Retention periods, where not specified, are optional unless otherwise specified by responsible officials.

642 POST OFFICE

Report	*Retention*
MOD Management Summary	
– D, W	1 Year
– A/P	3 Years
MOD Operating Reports	
– D, W	1 Year
– A/P	3 Years
a. Mail Processing	
b. Customer Service	
c. Support	
d. Employee and Labor Relations	
MOD Volume Adjustments	Until Audited by Responsible Authority
MOD Work Hour Transfer	1 Year
MOD Station/Branch Operation	
– D, W	1 Year
– A/P	3 Years
MOD Error Signal Report	1 A/P
MPLSM Transactions	1 A/P
MPLSM Performance Evaluation	1 Year
MOD Volume/Hours Comparison by Day	1 Year
Trend Analysis Report	1 A/P

643 REGIONS AND HEADQUARTERS

Report	*Retention*
MOD Management Summary – A/P	1 Year
MOD Microfiche Cards – Volume/ Hour by Day, Week and A/P	3 Years
MPLSM Consolidated Analysis	1 Year

644 AUTOMATIC DATA PROCESSING CENTER

The report tapes necessary to reproduce the post office reports have retention periods as follows:

	Retention Period in Days		
Tape	*Daily*	*Week*	*A/P*
MOD Management Summary	7	14	14
MOD Operating Reports	7	14	14
MOD Volume Adjustments	7		
MOD Station/Branch Operating Report		14	14
MPLSM Performance Evaluation		14	14
MPLSM Consolidated Analysis		14	14
MOD Volume/Hours Comparison		14	14
Trend Analysis Report			14

APPENDIX A
OPERATION DEFINITIONS

GENERAL APPLICATION

MOD operations represented by three-digit numbers are provided for recording all work hours in post offices according to the function or activity being performed. A mail volume count is provided in operations that distribute or handle mail. A list of all the operations is given in section 317 and procedures for their application are given in chapter 5.

Generally, it is clear from the operation description what activities should be charged; however, further clarification and exceptions to normal or unusual practices are provided by this appendix.

The work hours in distribution or processing operations include time for allied labor as well as pure distribution. Allied labor when applicable to an operation 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 and flats.

4. Loading ledges.

5. Sweeping processed mail from cases, tying-out or loose packing, and disposing of mail.

6. Moving mail to scales, when required, and to subsequent handling or staging areas.

7. Obtaining handing, labeling, closing, and disposing of sacks or containers to dump holes, staging areas, etc.

8. Loading or unloading loose packs or similar containers unless a centralized loose pack operation is necessary (see operation 110-129).

9. Distributing letter or flat tie-outs (bundles) that were tied out in the local office.

10. Obtaining equipment for use in the operation and disposing of excess equipment.

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

12. Examining and spreading empty sacks.

001 PLATFORM ACCEPTANCE AND WEIGHER'S UNIT

1. Accept, classify, and compute postage on second- and third-class mail.

2. Determine correct classification on second and third class and all other matter mailed under a permit, and determine if sufficient deposit has been made by the mailer to cover the cost of mailing.

3. Accept pre-canceled and metered matter mailed in bulk quantities and verify postage.

4. Accept other classes of mail and receipts if necessary.

5. Advise customers as to proper mailing procedure.

6. Maintain records of permit holders, deposits, withdrawals and miscellaneous information.

7. Make necessary reports and submit to the manager of finance or equivalent.

010 ORIGINATING MAIL PREPARATION

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

2. Open and dump sacks or other containers.

3. Cull (separate non-machineable mail by type, and make basic local/out of town splits into trays, hampers, conveyors, etc.

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

5. Face and cancel letters on the facer canceler (Mark II or equivalent).

6. Cancel letters on Mark II that were rejected on first pass.

7. Hand cancel, cancel with model G or other device.

8. Tray canceled mail for distribution operations.

9. Rate short-paid mail.

10. Repair damaged letters.

11. Examine sacks for mail content.

Notes:

a. Volume is obtained from readings on *meter A plus meter B, Model G or other device* (Form 2280, *Mark II Data Recordings*, is provided to collect piece count).

b. Bypass stacker when taken to distribution is weighed out, but pieces do not add to 010 volume.

c. Hand-canceled mail is weighed out.

d. Flat mail is weighed out.

e. SPR's are not counted.

f. Inventory is not required.

)20 ORIGINATING METER MAIL PREPARATION

l. Prepare originating metered, permit imprint, and)fficial *penalty* mail received from collection routes, obby drop, dock, slides, chutes, conveyors, and other ources for distribution.

'. Traying letters and separating mail by type into lifferent containers, separating by *local* and *out of own* when feasible.

3. Reporting mail with incorrect meter dates and rating short-paid mail.

Note:

a. Do not charge volume to operation 020 for (bypass) mail arriving at the office in trays, etc., that does not require preparation before distribution can be made. *Bypass mail is accumulated from inputs to distribution operations.* Hours for incidential preparation of the mail should be charged to 020.

b. Inventory is not required.

029 RIFFLE MAIL

1. Letters and flats that have been customer sequenced by ZIP Code, states, or otherwise (outgoing or incoming schemes) that can be *riffled* and sorted.

2. The number of pieces per run (batch) should average 10 or more.

3. The mail can be sorted into cases or directly into loose packs.

Note:

a. Letters that are customer presorted but do not require riffling should not be charged to 029. First-handling riffle mail should never be worked on an LSM, OCR or SPLSM.

b. Inventory codes are provided, but not required.

030 COMBINED OUTGOING-INCOMING LETTER PRIMARY

1. Manual distribution of preferential and non-preferential mixed states letter mail received from local mailers or other post offices, 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).

3. Incoming mail (local delivery), when isolated from outgoing and worked in these cases, will be charged to operation 150.

Note: During light volume periods, operation 040 may sweep 030 cases without charge to 030.

OUTGOING LETTER SECONDARY

ıual distribution of letter mail of an individual e, combination of states, and foreign countries ived from local mailers, other post offices, and er distribution operations within the local office for ıration to cities, sectional centers or enroute dis- ution points.

e: Work hours in 040 may be charged to 030, but licable volume must be recorded in 040.

STATE DISTRIBUTION–LETTERS

Manual distribution of letter mail received from r offices under the Managed Mail Program, for ıration to cities and sectional centers within the l state, city zones, box sections, and firms.

Distribution of originating mail prepared for local e distribution.

e:

. This operation will be used in SDC offices only.

. Work hours can be charged to 040, or 030 if no k hours are charged to 040.

. Volume can be charged to 040.

SECTIONAL CENTER LETTER DISTRIBU- TION

ribution of letters to associate offices of a sectional er.

e:

. This operation can be used to record volume in ional center offices that do not use operation 134.

. Work-hours can be charged to 040, or 030 if k-hours are not charged to 040.

. Volume can be charged to 040.

NON-PREFERENTIAL LETTER MANUAL DIS- TRIBUTION

Manual distribution of letter-size circulars received ı other post offices (transit), local mailers, and r distribution operations within the local office for ıration to points within designated states.

2. Reporting letter-size circulars which do not meet postal requirements.

Note:

a. Work hours can be charged to 040, or 030 if work hours are not charged to 040.

b. Volume can be charged to 040.

050 AIRMAIL DISTRIBUTION–MAIN FACILITY

1. Primary and secondary distribution of mixed-states, airmail letters, flats, SPR's, and air parcel post received from local mailers, other post offices (transit), and other distribution operations within the local office for separation to individual states, combination of states, sectional centers, cities, and foreign countries.

2. All opening unit and dispatching functions are included.

3. Maintain current schedules and schemes.

4. Handling registers received and/or dispatched.

5. Maintain receipt and dispatch records as required.

6. SPR's are not included in the volume count.

055 AIRMAIL DISTRIBUTION–AMF

This operation is the same as 050 except that the function is performed at an airmail facility (AMF).

060 OUTGOING FLAT PRIMARY

Distribution of mixed-states flats of all classes received from local mailers and other post offices (transit mail) for separation to states, combination of states, sectional centers, cities, and foreign countries.

Note: This operation includes mechanized flat sorting. FHP from meter readings can be entered with a 7-3 transaction. Unmachinable mail or rejects will not be recorded twice.

070 OUTGOING FLAT SECONDARY

Manual distribution of flat-size mail of states, combination of states, and foreign countries received from local mailers, other post offices and other distribution

operations, within the local office for separation to cities, sectional centers, or enroute distribution points.

Note: Work hours in 070 may be charged to 060, but applicable volume must be recorded in 070.

073 STATE DISTRIBUTION–FLATS

1. Manual distribution of flat mail received from other offices under the Managed Mail Program for separation to cities and sectional centers within the local state, city zones, box sections, and firms.

2. Distribution of originating mail prepared for local state distribution.

Note:

a. This operation can be used in SDC offices only.

b. Work hours can be charged to 070, or 060 if hours are not charged to 070.

c. Volume can be charged to 070.

074 SECTIONAL CENTER FLAT DISTRIBUTION

Distribution of flats to associate offices of a sectional center.

Note:

a. This operation can be used to record volume in sectional center offices that do not use operation 134.

b. Work hours can be charged to 070, or 060 if hours are not charged to 070.

c. Volume can be charged to 070.

075 OUTGOING FLAT SECONDARY–NON-PREFERENTIAL

Manual distribution of non-preferential flats received from local mailer, other post offices (transit mail), and other distribution operations within the local office for separation to points within designated states or mixed states.

Note:

a. This operation is optional, and volume can be charged to 070.

b. Work hours can be charged to 070, or 060 if hours are not charged to 070.

080C MULTIPOSITION LETTER-SORTING MACHINE COMPOSITE

The accumulation of all work-hours and colume in operations 080-087.

Allied Labor:

1. Cull, face, and orient letters on feeder ledges.

2. Load ledges directly from loose packs when feasible.

3. Verify directs by riffling.

4. Sweeping the back of machine to trays, sacks, or tie-outs to containers.

5. Pulling trays, sacks, or containers for dispatch or further distribution.

080-087 MPLSM BY SCHEME

When feasible, volume and hours should be segregated by scheme. Form 5801, *MPLSM Volume Data* (appendix C) can be used to accumulate volume by scheme on each machine. In the following list of MPLSM operations, the comparable manual operations are in parenthesis.

080 MPLSM–Mixed Schemes (mail for several schemes is worked simultaneously and cannot be readily segregated).

081 MPLSM–Outgoing Primary (030)

082 MPLSM–Outgoing Secondary (040)

083 MPLSM–State Distribution (043)

084 MPLSM–Sectional Center (044 or 134)

085 MPLSM–Incoming Primary (150)

086 MPLSM–Incoming Secondary (160)

087 MPLSM–Box Section (168/169)

e:

1. TPH is entered with a 7-5 transaction.

). Volume in the 0 and 400 bins must be deducted the appropriate scheme (section 322).

:. If a bin for *no key* is designated, the count from bin must be added to the 0 bin count.

l. Work hours may be reported by scheme or into

:. FHP can be recorded by scheme even if TPH is

. If FHP is input by scheme but TPH is entered in , the system will provide TPH by scheme as :ribed in section 314.8.

OPTICAL CHARACTER READER–BAR-CODED MAIL

this operation (according to the definition of ration 089) when bar-coded mail is sorted on the R.

OPTICAL CHARACTER READER

R distribution of letters received from local mailers separation to states, designated cities, local zones, ier routes, boxes, and firms.

ed Labor:

ıe as operation 080, plus work-hours used on the cher operation.

e: Enter only *pieces accepted* from the meter as l using a 7-5 transaction.

) SINGLE-POSITION LETTER-SORTING MACHINE COMPOSITE

accumulation of all work-hours and volume in rations 090-097.

ed Labor:

ıe as 080.

090-097 SPLSM BY SCHEME

When feasible, volume and hours should be segregated by scheme (comparable manual operation in parenthesis).

090 SPLSM–Mixed Schemes

091 SPLSM–Outgoing Primary (030)

092 SPLSM–Outgoing Secondary (040)

093 SPLSM–State Distribution (043)

094 SPLSM–Sectional Center (044 or 134)

095 SPLSM–Incoming Primary (150)

096 SPLSM–Incoming Secondary (160)

097 SPLSM–Box Section (168/169)

Note:

a. Pieces fed minus pieces sorted to reject bins will be recorded for TPH using a 7-5 transaction.

b. Work hours may be recorded by scheme or into 090.

c. FHP can be recorded by scheme even if TPH is not.

098 SPLSM–BAR-CODED MAIL

Use this operation (according to the definition of 090/097) when bar-coded mail is sorted on the SPLSM, using a special bar-code reader.

100 OUTGOING PARCEL DISTRIBUTION

1. Dumping, orienting, and distribution of mixed-states parcels received from local mailers and other post offices (transit mail) for separation to cities and states through the use of sacks, tandem conveyors, slides, tables, hampers, or other containers (includes multislide operation).

2. Transportation of processed mail to dispatch by conveyors, drop-holes, platform trucks, etc.

Note:

a. Only FHP will be counted.

b. Distribution of *outside* parcels, when worked in this operation without a special configuration, will be credited to 100.

c. Inventory is optional.

105 MECHANIZED PARCEL SORTER

Dumping, orienting, and keying in the distribution of mixed-states parcels or incoming parcels through the use of parcel-sorting machine.

Note:

a. Operation 105 includes work hours in manual distribution at the runoffs.

b. Distribution of *outsides* worked on the machine will be counted in 105.

c. The total volume input should equal the counter number minus rejects.

d. Inventory is optional.

109 REWRAP–DAMAGED PARCELS

1. Obtain damaged parcels from staging area.

2. Assemble contents of damaged parcels.

3. Operate strapping machines, heat tunnels and other rewrap mechanization. Reload mechanization with strapping, film, etc., and provide routine daily maintenance on mechanization.

4. Readdress parcels if necessary.

5. Take necessary security precautions to protect contents of damaged parcels.

6. Record keeping as required.

Note:

a. No volume credit is allowed.

b. Do not include minor repair–application of tape, etc., that can be performed within the distribution operation.

110-129 OUTGOING SPR DISTRIBUTION POUCH RACK AND LOOSEPACK

1. Distribution of preferential and non-preferential SPRs and newspaper rolls from all sources and letter and flat bundles from transit sources to cities, sectional centers, states, and countries.

2. Separate, tray, and transport special delivery and registered mail if required.

3. When centralized, this operation may include opening and traying loosepacked mail, distributing letter and flat tie-outs generated within the office, and loosepacking.

Note:

a. No volume credit is allowed. (This includes mechanized SPR distribution.)

b. Work hours can be segregated using suboperations.

134 SECTIONAL CENTER DISTRIBUTION

Distribution of preferential and non-preferential letters, flats, SPRs, and parcel post to associate offices of a sectional center(s).

Notes:

a. This operation is optional in sectional centers. If 134 is not used, 044 and 074 can be used.

b. No volume credit is allowed for loosepacking, or distributing SPRs or tie-outs.

150 INCOMING LETTER PRIMARY

1. Manual distribution of letter mail received for local delivery from local mailers, other post offices, and other operations within the office for separation to zones, box sections, and other local destinations.

2. Distribution of incoming NIXIE mail with incomplete, incorrect, or illegible addresses.

Note: Includes patching and repairing damaged letter mail received from other post offices.

160 INCOMING LETTER SECONDARY

1. Distribution of first-class letters and letter-sized circulars to carrier delivery routes, box section or box, or firms.

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

Note: Work hours can be charged to 150.

168 BOX SECTION–MAIN OFFICE PRIMARY

Distribution of all classes of letters, flats, SPRs, and parcels to box sections or boxes within the main office box section.

Note:

a. This operation is optional; it may be incorporated into the appropriate incoming secondary operations 160, 175, or 200.

b. Window service incidental to box section activities, e.g., opening and closing lock boxes, placing notices in boxes, forwarding box mail, etc., should be charged to this operation *only* if performed by distribution personnel.

c. SPRs are not included in the volume count.

169 BOX SECTION–MAIN OFFICE SECONDARY

Secondary distribution of all classes of letters, flats, SPRs and parcels to boxes within the main office.

Note:

a. No credit will be allowed for a box tertiary.

b. No volume credit will be allowed for transferring mail to boxes from cases, finalized to individual boxes.

c. SPRs are not included in the volume count.

d. The work hours in 169 can be charged to 168.

170 INCOMING FLAT PRIMARY

Distribution of flat mail (all classes) received for local delivery to delivery units, firms, and box sections.

175 INCOMING FLAT SECONDARY

Distribution of flat mail received for distribution to local carrier routes, boxes, and firms.

Note: Work hours can be charged to 170.

180-189 INCOMING SPR DISTRIBUTION, OPENING, AND TRAYING

1. Distribution of SPRs, newspaper rolls, letters, and flat bundles from all sources to local zones, lock-box station, carrier delivery routes, or firms.

2. Dumping pouches, cutting bundles, and traying letters and flats for case distribution.

3. Distribution to hampers or other containers.

Note:

a. No volume credit is allowed.

b. Work hours can be segregated using suboperations.

200 INCOMING PARCEL DISTRIBUTION

1. Dumping, orienting, and distribution of parcels received for separation to local delivery units, firms, and box sections (includes miltislide operation).

2. Transportation of processed mail to dispatch by conveyor, drop holes, platform trucks, etc.

Note:

a. Only FHP will be counted.

b. Distribution of *outside* parcels when worked in this operation without a special configuration will be credited to 200.

c. Inventory is optional.

210-239 PLATFORM OPERATIONS

1. Loaging and unloading sacks, outsides, or containers of mail on or off trucks or rail cars at the platform.

2. Distribution of sacks on machines, sawtooth platforms, slides, chutes, conveyors, multislides, and in bullpen operations.

3. Distribution of outsides when worked on the platform or any other specially configured area including a mechanized outside sorter.

4. Work hours of activities connected with the platform, but not directly associated with mail handling or distribution, should be charged to this operation. Activities included are elevator operators, transfer clerks, ramp clerks, AMF biller clerks, platform expeditors, traffic direction, and control center operations supporting the platform mail movements.

240-339 DISTRIBUTION AT STATIONS AND BRANCHES

Distribution of preferential and non-preferential letters, flats, SPRs, and parcel post to carrier routes.

Note:

a. To assure consistent identification of FHP, a procedure should be established that assures *only mail that has not been recorded as an FHP in the office can receive an FHP count in 240.*

b. FHP by station (241-339) is optional.

c. In stations using an average of 96 manhours per day, SHP can be projected by sub-operation according to procedures in section 553.

d. Inventory is optional.

e. SPRs are not included in the volume count.

340 STANDBY–MAIL PROCESSING OPERATIONS

Charge to this operation the time of mail processing employees who are idle due to lack of mail and are kept on the clock and cannot be given other work assignments or who are idle due to storms and power failures. *Only employees who cannot be gainfully employed and who are surplus to the needs of the unit will be charged to operation 340.* In order to assure an efficient operation, unneeded employees should be removed from an operation and sent to an area apart from it. Employees who cannot be gainfully employed by management and who are surplus to the needs of the unit must be charged to the standby operation.

353 STANDBY–CUSTOMER SERVICES

Charge to this operation the time of Customer Services personnel who are idle due to lack of work, power failures, etc., and when they cannot be given other work assignments.

355-454 WINDOW SERVICE, ETC., AT STATIONS AND BRANCHES

Window service performed at stations and branches when not performed *incidental* to another operation. This includes other duties as assigned when working the windows. Office work and record keeping performed *off the window* can be recorded in 556-557 Customer Services. Field work performed by SSPC technicians serving SSPC's, and window clerks setting meters in customer facilities, should be included in 335-454 or 568 (main office). Assign each station or branch an individual number.

455-464 REGIONAL PROJECTS

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

465-539 HEADQUARTERS PROJECTS

Work hours used on authorized Headquarters projects. The numbers are specified by Headquarters on Form 2396, *Request for Assistance–Departmental/Regional Project*, and can be reassigned when a project is terminated.

540 MISCELLANEOUS SUPPORT ACTIVITIES (SUPPORT EMPLOYEES)

Support activities that cannot be classified into another existing operation. Includes hours for treatment in medical unit, first aid, civil defense activities, and consultation with Employee and Labor Relations Section.

;1 MISCELLANEOUS EMPLOYEE AND LABOR RELATIONS ACTIVITIES (E&LR EMPLOYEES)

ıme as 540 for Employee and Labor Relations nployees.

42-543 INSURED, COD AND CUSTOMS

ork hours of employees assigned exclusively to the ındling of insured, COD and customs mail. If these 'pes of mail are handled in the registry section, the me will be charged to operations 585-590. Time used ı the platform and at other points in the incidental ındling of this type of mail will not be charged to this peration, but will be charged to the operation in hich the incidental handling occurred.

44 CAGES SERVING CARRIERS AND SPECIAL DELIVERY MESSENGERS

'ork hours of clerks working in cages serving carriers ıd special delivery messengers and administration and :cord keeping in support of delivery services at the :ation or branch.

45-546 FOREIGN MAILS

Vork hours of employees engaged in non-distribution unctions connected with processing foreign mail. This ıperation will be used only *at international exchange ost offices.* All distribution of foreign mails will be harged to the appropriate distribution operation.

;47 SCHEME EXAMINATIONS

Time of employees giving scheme examinations and mployees taking scheme examinations.

Vote: Scheme training should not be charged to this ıperation. The only hours chargeable to operation 547 .re those necessary to take a scheme examination, and hose of clerks detailed as examiners. Time spent by nail dispatch expediters and/or distribution review :lerks in checking cases or racks for distribution ıccuracy should be charged to the mail processing ıperation in which the service is performed. Industrial :ngineering or quality control personnel performing hese functions should be charged to operation 581 or ;82.

548 EMPLOYEES DETAILED TO MAIL ORDER HOUSES, ETC.

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

549 SACK EXAMINATION AREAS

Work hours of employees utilized in pouch and sack segregation, bundling, tying, and shipping. *The examination of sacks and pouches for mail content must be performed and charged in the operation generating them and not to this number.*

Note: This operation is authorized at only those sectional centers that supply their associate offices with pouches and sacks and concentration points.

550 CLASSIFICATION SECTION

Work hours of employees engaged exclusively in classification work at a *separate point.*

Note: When such work is performed in a general office or incidental to other work, this number will not be used.

551-552 INQUIRY AND CLAIMS

Work hours of employees working in a *separate group* handling claims, inquiries, etc.

Note: The handling of claims, inquiries, etc., incidental to other operations will *not* be charged to this operation.

553 TRAVEL TIME–MAIL PROCESSING

This number will be used to record travel time of mail processing employees transferring between buildings or floors *only.* (No travel time credit allowance will be given when employees are moved b tween units on the same floor in the same building.)

554-559 OFFICE WORK AND RECORD KEEPING

Work hours of employees working in offices or performing record keeping or clerical work that cannot be classified in another operation. Any such work performed incidental to another operation should not be recorded under this operation. Correction of schemes and schedules should be charged to this number when performed as a primary assignment.

Note: Use applicable operation listed below:

554-555 Mail Processing

556-557 Customer Services

558 Support

559 Employee and Labor Relations

560-564 MISCELLANEOUS MAIL PROCESSING ACTIVITIES

Work hours used for sign painting, drafting and arts, moving equipment, labeling cases, check or cloakroom duties, unblocking mail chutes in public buildings, treatment in the medical unit, first aid, civil defense activities, guide duty, and consultations with Employee and Labor Relations Section.

566 TRAINING INSTRUCTIONS

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

568 WINDOW SERVICE–MAIN OFFICE

Work hours of employees performing window service at the main office. Include the hours for window service that is not incidental to another operation. This included other duties as assigned when *working the windows*, but does not include office work and record keeping performed *off the window* that should be recorded in 556-557 Customer Services. Field work performed by SSPC technicians servicing SSPC's and window clerks setting meters in customer facilities should be included in 568 or 355-454 (stations and branches).

569 REVENUE COST ANALYSIS (RCA)–COST ASCERTAINMENT

Work hours of all non-finance division clerk mailhandler employees engaged in RCA work. This includes processing of all related forms.

570 ADMINISTRATIVE SERVICES

Work hours used in the supply section, including mimeograph operation.

571 EXECUTIVE SECTION

Work hours used in the offices of the postmaster and related activities.

572 PERSONNEL SECTION

Work hours used in personnel functions. Include employees working in the medical unit.

573-577 FINANCE SECTION

Work hours used in all functions under the administration of the director of support, or the chief accountant. Include ATAL clerks and postal source data technicians, MOD, ODIS, and RCA (cost ascertainment) clerks.

579 ORIGIN/DESTINATION INFORMATION SYSTEM (ODIS)

Work hours of all non-finance division employees engaged in ODIS work. This includes the processing of all related forms.

580 CUSTOMER SERVICES' REPRESENTATIVES

Work hours used by the Customer Services representatives and anyone else assigned to this function.

581 INDUSTRIAL ENGINEERING

Work hours used by the industrial engineer and anyone else assigned to this function.

582 QUALITY CONTROL

Work hours used by the quality control officer and anyone else assigned to this function.

583 EXPRESS MAIL

Work hours used in record keeping and paperwork required by the Express Mail Program. No distribution or delivery hours should be charged to this operation.

584 MAILGRAM

Work hours used in sending and receiving mailgrams on the teletype. No distribution or delivery hours should be charged to this operation.

35-590 REGISTRY SECTION

ork hours used in processing registered mail and in nvoy service by registry section employees. Do not clude hours incidental to window service or the ndling of registers with other operations.

01-705 SUPERVISORS

xcept for mail processing distribution and maintenance supervisors, all supervisors, who cannot allocate urs to an individual operation, or acting supervisors alifying for higher level pay should use one of the llowing numbers depending on the function being rformed:

01 Mail Processing Distribution

02 Customer Services

03 Support

04 Employee and Labor Relations

05 Miscellaneous Mail Processing

13-740 CITY DELIVERY CARRIERS

ork hours of carrier employees used in casing the ail, etc., in the office and delivery. Hours should be arged according to the type of route and whether it office time or street time according to the description of the operations given in 317.

41 TRAVEL TIME–CUSTOMER SERVICES

is number will be used to record travel time of stomer Services employees transferring between ilding or floors *only*. It does not include the travel ne from the office to carrier delivery routes.

42 MISCELLANEOUS CUSTOMER SERVICE ACTIVITIES

ork hours used for sign painting, drafting and arts, oving equipment, labeling cases, check or cloakroom tivities, treatment in medical unit, first aid, civil fense activities, guide duty, and consultation with nployee and Labor Relations Section.

43 VEHICLE SERVICE DRIVERS

ork hours of vehicle service employees in performing eir duties.

744 SPECIAL DELIVERY MESSENGERS

Work hours of special delivery messengers in performing their duties.

745 MAINTENANCE ADMINISTRATION

All activities in the area of maintenance control, including work scheduling, record keeping, inventory control, etc. Activities performed by personnel in the maintenance control sections and in the tool and parts stockrooms should be charged to this category.

746 MAINTENANCE SUPERVISORS

Work hours of supervisors, who cannot allocate hours to an individual maintenance operation number and all acting supervisors.

747-749 MAINTENANCE–BUILDING SERVICES

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.

750-752 MAINTENANCE–POSTAL OPERATING EQUIPMENT

All activities devoted to both fixed and non-fixed mail processing equipment, PSDS equipment , postal scales, lobby and SSPC stamp vending equipment, and all other equipment which is uniquely designed and deployed for mailhandling or other proprietary postal functions.

753-755 MAINTENANCE–BUILDING AND PLANT EQUIPMENT

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, etc.

756 MOBILE UNIT

Work hours of employees working in mobile unit.

757 CITY OFFICE EMPLOYEE WORKING ON RURAL ROUTE

Work hours of city office employees temporarily working on a rural route.

760-763 VEHICLE MAINTENANCE

Work hours of vehicle maintenance employees should be charged as follows:

760 Supervisors (includes acting)

761 Mechanics

762 Garagemen

763 Clerks

769 BOX SECTION–STATIONS OR BRANCHES

Distribution of preferential and non-preferential letters, flats, SPRs, and parcel post to box sections or boxes within the station or branch box section.

Note:

a. Window service incidental to box section activities, etc., opening and closing lock boxes, placing notices in boxes, forwarding box mail, etc., should be charged to this operation *only* if performed by distribution personnel.

b. Inventory is optional.

c. SPRs are not included in the volume count.

781-789 TRAINING

Work hours of employees undergoing training while on duty. Include on-the-clock scheme study. Do not include on-the-job training where the work performed by the trainee makes a contribution to production, except that specifically provided for in Handbook P-23, *Orientation and Craft Skill Training.* Hours should be charged according to the craft of the employee as follows:

781 Postmaster
782 Supervisor
783 Clerk
784 Carrier
785 Vehicle Service Driver
786 Special Delivery Messenger
787 Maintenance Services
788 Vehicle Maintenance
789 Mailhandler

795 ADDRESS LABEL PREPARATION

Work hours used in the printing and preparation of address labels for centralized mail markup.

796 MAIL MARKUP AND FORWARDING

Work hours used to process mail undeliverable as addressed:

1. Disposing of waste mail.

2. Processing mail to be returned to the sender from the throwback case.

3. Applying labels to forwards from the P.O. box section and carrier routes.

4. Processing address correction requested mail form (3547, *Notice to Mailer of Correction in Address*) photocopy and hand-written.

5. Processing notification to publishers (Form 3579, *Undeliverable 2d, 3d, 4th or Controlled Circulation Matter*).

6. Rating mail forwarded out of town postage due.

Note: The above functions done incidental to another operation should be charged to that operation. (Example: Writing Forms 3547 at main office windows would be charged to operation 568.)

901-910 CODE SORT TEST BED

This series of numbers is used only in the Cincinnati, OH Post Office and should not be used elsewhere. FHP can be recorded into 901 and SHP into 902 with a 7-5 transaction. Work hours can be charged into all numbers in the series.

930 BUSINESS REPLY–POSTAGE DUE

If management desires to keep a record of manhours for business reply-postage due mail, they may do so by charging hours associated with the distribution function to operation 930. Other functions, such as bookkeeping associated with business reply mail, should be charged to office work and record keeping.

APPENDIX B

SAMPLE REPORTS

(Sequence According to Listing, Subchapter 610)

0-995 LOANED HOURS

ork hours that are officially on loan to another ganization:

0 Postal Data Center

1 Headquarters

2 Region

993 Inspection Service

994 Civil Service Commission

995 Other

999 UNASSIGNED

Work hours that are charged to invalid operations are recorded in operation 999.

REPORT A

MANAGEMENT SUMMARY
FRIDAY 07 A/P 13 FY 75

	WORK HOURS TODAY ACTUAL	PLANNED	%DIFF	WORK HOURS A/P TO DATE ACTUAL	PLANNED	%DIFF
MAIL PROCESSING						
NON-SUPV	3780	3454	9.4	18747	19923	- 5.9
SUPVISOR	320	330	- 3.0	1791	1738	3.1
TOTAL	4100	3784	8.4	20538	21661	- 5.2
OVERTIME	65					
CUSTOMER SERVICES						
NON-SUPV	5615	5522	1.7	28600	29223	- 2.1
SUPVISOR	312	320	- 2.5	1716	1760	- 2.5
TOTAL	5927	5842	1.5	30316	30983	- 2.2
OVERTIME	87			336		
SUPPORT						
NON-SUPV	378	350	8.0	1860	1781	4.4
SUPVISOR	128	128		680	651	4.5
TOTAL	506	478	5.9	2540	2432	4.4
OVERTIME	8			20		
EMPLOYEE + LABOR RELATIONS						
NON-SUPV	225	168	33.9	608	826	-26.4
SUPVISOR	56	64	-12.5	320	342	- 6.4
TOTAL	281	232	21.1	928	1168	-20.6
OVERTIME						
TOTAL OFFICE						
NON-SUPV	9998	9494	5.3	49815	51753	- 3.7
SUPVISOR	816	842	- 3.1	4507	4491	.4
TOTAL	10814	10336	4.6	54322	56244	- 3.4
OVERTIME	160			524		

FHP VOLUME	TODAY	%TOT	SPLY	%DIFF	A/P TO DATE	%TOT	SPLY	%DIFF
LETTERS	2161.0	84.4	2215.0	- 2.4	12966.0	75.7	13321.0	- 2.7
FLATS	300.0	11.7	280.0	7.1	3579.0	20.9	3450.0	3.7
PARCELS	100.0	3.9	95.0	5.3	590.0	3.4	550.0	7.3
TOTAL	2561.0		2590.0	- 1.1	17135.0		17321.0	- 1.1
PIECES MACHINE CANCELLED			485.6					
PIECES HAND CANCELLED			17.4					
PIECES METERED			500.0					
TOTAL			1003.0					

(Revised Report to be issued later.)

REPORT B.1

MAIL PROCESSING OPERATING REPORT
FRI DAY 07 A/P 13 FY 75

DISTRIBUTION LETTERS	FHP	PTPH	FHP/ CMHH	PTPH /CMH	CLK/MH	PLANNED	A/P TO DATE ACTUAL	A/P TO DATE PLANNED
030	455.0	460.0	1391	1406	327	284	1562	1884
040	368.0	368.0	1348	1348	273	253	1392	1502
043	137.0	137.0	1427	1427	96	94	517	528
081	370.0	372.0	1713	1722	216	208	1144	1200
085	539.0	539.0	1585	1585	340	299	1645	1858
080C	909.0	911.0	1635	1638	556	507	2789	3058
090	68.0	68.0	1619	1619	42	40	220	231
090C	68.0	68.0	1619	1619	42	40	220	231
TOTAL LETTERS	1937.0	1944.0	1496	1502	1294	1178	6480	7183
FLATS								
060	63.0	65.0	875	903	72	64	346	360
070	35.0	36.0	854	878	41	37	200	205
073	33.0	33.0	868	868	38	34	184	190
170/175	116.0	187.0	439	705	264	236	1274	1320
TOTAL FLATS	247.0	320.0	595	771	415	371	2004	2075
PARCELS								
100	15.0	15.0	395	395	38	33	158	172
105	36.0	36.0	554	554	65	68	340	343
200	34.0	37.0	354	385	96	90	432	460
TOTAL PARCELS	85.0	88.0	427	442	199	191	930	975
MIXED OPERATIONS								
029	101.0	101.0	5941	5941	17	15	83	
050	83.0	145.0	638	1115	130	161	886	
055	108.0	162.0	554	831	195	181	995	
168/169	48.0	58.0	667	806	72	65	357	
TOTAL MIXED OPER	340.0	466.0	821	1126	414	422	2321	2330
TOTAL DISTRIBUTION	2609.0	2818.0	1124	1214	2322	2162	11735	12563
MAIL PREPARATION								
010		503.0		4572	110	99	355	403
020		158.0		5852	27	25	127	150
020 BY-PASS		342.0						
TOTAL MAIL PREPARATION		1003.0			137	124	482	553

MISC MAIL PROCESSING	CRAFT	SUPV	PLANNED	A/P TO DATE ACTUAL	A/P TO DATE PLANNED
111 OUTGOING OPENING UNIT	24		21	116	126
112 OUTGOING OPENING UNIT	248		218	1199	1308
180 INCOMING OPENING UNIT	160		140	770	840
210 PLATFORM ACTIVITIES	200		176	968	1056
554 OFFICE WORK-RECORDS	240		211	1160	1266

PAGE NO 2

560 MISC ACTIVITY-MAIL PROC	66		58	319	348
585 REGISTRY SECTION	102		89	489	534
701 SUPV - MAIL DISTRIBUTION		200	220	1185	1000
705 SUPV - MISC MAIL PROC		56	50	300	350
TOTAL MISC MAIL PROCESSING	1040	256	1183	6506	6828
MAINTENANCE					
745 ADMINISTRATION	55		50	265	302
746 SUPV - REG + ACTING		64	60	307	288
747 BUILDING SERVICES	86		80	473	440
750 POSTAL OPERATING EQUIP	140		125	770	687
TOTAL MAINTENANCE	281	64	315	1815	1717

MAIL PROCESSING	WORK HOURS TODAY ACTUAL	PLANNED	%DIFF	WORK HOURS A/P TO DATE ACTUAL	PLANNED	%DIFF
NON-SUPV	3780	3454	9.4	18747	19923	- 5.9
SUPVISOR	320	330	- 3.0	1791	1738	3.1
TOTAL	4100	3784	8.4	20538	21661	- 5.2
OVERTIME CRAFT	63			158		
SUPVR	2			10		

(Revised Report to be issued later.)

REPORT B.2

CUSTOMER SERVICES OPERATING REPORT
FRI DAY 07 A/P 13 FY 75

CARRIERS	CRAFT	SUPV	PLANNED	A/P TO DATE ACTUAL	A/P TO DATE PLANNED
715 2-TRIP BUSINESS	120		117	585	614
719 RESIDENTIAL FOOT	600		578	2890	3034
721 RESIDENTIAL MOTOR	2400		2360	11803	12393
731 COLLECTION CARRIERS	150		155	778	762
733 PARCELL POST CARRIERS	72		75	376	368
737 COMBINATION SERVICES	40		36	181	188
TOTAL CARRIERS	3382		3321	16613	17359
744 SPECIAL DELIVERY MSNGR	146		144	763	778
STA/BR DISTRIBUTION					
24	793		666	4445	4330
769	152		144	790	776
TOTAL STA/BR DISTR	945		810	5235	5106
RETAIL SALES + SVCS					
355 WINDOW SERVICE-STA/BR	326		459	1905	1857
568 WINDOW SERVICE-MAIN OFF	40		40	212	218
TOTAL RETAIL SALES + SVCS	366		499	2117	2075
OTHER CUSTOMER SERVICES OPERS					
542 INSURED + COD + CUSTOMS	16		16	84	86
544 CAGES SRVC CARR-SPC DLY	24		24	120	122
556 OFFICE WORK - RECORDS	52		48	240	248
580 CUSTOMER SRVS REPS	8		8	40	41
583 EXPRESS MAIL	6		5	30	33
741 TRAVEL - CUSTOMER SRVCS	66		60	304	316
742 MISC ACT-CUSTOMER SRVCS	142		136	682	709
795 ADDRESS LABEL PREP	40		35	192	200
796 MAIL MARKUP+FORWARDING	86		80	424	440
702 SUPV - REG + ACTING		264	280	1512	1484
TOTAL OTHER CUST SERV OPRN	440	264	692	3628	3679
MOTOR VEHICLE					
743 VEHICLE SERVICE DRIVER	163		160	832	850
760 VEHICLE MAINT SUPVR		48	48	288	277
761 VEHICLE MAINT MECHANICS	73		72	360	371
762 VEHICLE MAINT GARAGEMEN	76		72	360	366
763 VEHICLE MAINT CLERKS	24		24	120	122
TOTAL MOTOR VEHICLE	336	48	376	1960	1986

PAGE NO 2

CUSTOMER SERVICES	WORK HOURS TODAY ACTUAL	PLANNED	%DIFF	WORK HOURS A/P TO DATE ACTUAL	PLANNED	%DIFF
NON-SUPV	5615	5522	1.7	28600	29223	- 2.1
SUPVISOR	312	320	- 2.5	1716	1760	- 2.5
TOTAL	5827	5842	-.5	30316	30983	- 2.2
OVERTIME CRAFT	81			342		
SUPVR	6			12		

(Revised Report to be issued later.)

REPORT B.3

SUPPORT OPERATING REPORT
FRI DAY 07 A/P 13 FY 75

SUPPORT	CRAFT	SUPV	PLANNED	A/P TO DATE ACTUAL	A/P TO DATE PLANNED
551 INQUIRY + CLAIMS	24		24	120	118
552 INQUIRY + CLAIMS	32		32	160	160
569 REVENUE/COST ANALYSIS	14		16	80	75
570 ADMINISTRATIVE SERVICES	48	16	72	360	370
573 FINANCE SECTION	48	40	88	448	440
574 FINANCE SECTION	132	24	148	772	788
579 O•D•I•S•	12		10	40	41
703 SUPV REG + ACTING		8	8	40	42
TOTAL	310	88	398	2020	2034
OTHER SUPPORT OPERATIONS					
571 EXECUTIVE SECTION	8	8	16	80	80
581 INDUSTRIAL ENGINEER	24	8	32	160	155
582 QUALITY CONTROL	8	24		160	163
455 REGIONAL PROJECTS	16			67	
465 HEADQUARTERS PROJECTS	12			53	
TOTAL OTHER SUPPORT OPERATIONS	68	40	80	520	398

SUPPORT	WORK HOURS TODAY ACTUAL	PLANNED	%DIFF	WORK HOURS A/P TO DATE ACTUAL	PLANNED	%DIFF
NON-SUPV	378	350	8.0	1860	1781	4.4
SUPVISOR	128	128		680	651	4.5
TOTAL	506	478	5.9	2540	2432	4.4
OVERTIME CRAFT	6			18		
SUPVR	2			2		

EMPLOYEE + LABOR RELATIONS OPERATING REPORT
FRI DAY 07 A/P 13 FY 75

EMPLOYEE + LABOR RELATIONS	CRAFT	SUPV	PLANNED	A/P TO DATE ACTUAL	A/P TO DATE PLANNED
559 OFFICE WORK + RECORDS	8		8	40	40
566 TRAINING INSTRUCTORS	16	16	32	168	164
572 PERSONNEL SECTION	40	24	64	80	78
704 SUPV - REG + ACTING		8	8	40	40
TOTAL E + L RELATIONS	64	48	112	328	322
TRAINING					
782 SUPERVISOR		8	8	40	40
783 CLERK	66		48	240	328
784 CARRIER	91		48	240	427
789 MAILHANDLER	4		16	80	51
TOTAL TRAINING	161	8	120	600	846

EMPLOYEE + LABOR	WORK HOURS TODAY ACTUAL	PLANNED	%DIFF	WORK HOURS A/P TO DATE ACTUAL	PLANNED	%DIFF
NON-SUPV	225	168	33.9	608	826	-26.4
SUPVISOR	56	64	-12.5	320	342	-6.4
TOTAL	281	232	21.1	928	1168	-20.6
OVERTIME CRAFT						
SUPVR						

(Revised Report to be issued later.)

REPORT C

'O MOD MAIL VOLUME ADJUSTMENTS WED DAY 19 A/P 11 04/16/75

PER-ST	MACH	TIME	UNITS	PIECES	TR	CD	AUTH SSN	DPP	CONV	FREQ	
055 26	1024	0719	944	4635+	7	1	194186347	05			
055 26	1024	0719	709	3437+	7	1	194186347	05			
055 26	1024	1498	900	4419+	7	1	194186347	05			
055 26	1024	1499	700	3437+	7	1	194186347	05			
055 26	1024	1499	700	3437+	7	1	194186347	05			
055 26	1024	2309	974	4782+	7	1	194186347	05			
055 37	1024	0721	49	9163+	7	1	194186347	05			
055 37	1024	1499	220	8696+	7	1	194186347	05			
055 37	1024	2311	290	10672+	7	1	194186347	05			
055 39	1024	0721	13	516+	7	1	194186347	05			
055 39	1024	1499	9	357+	7	1	194186347	05			
055 39	1024	2311	72	2858+	7	1	194186347	05			
055 39	1024	2311	72	2858+	7	1	194186347	05			
055 42	1024	0721	105	923+	7	1	194186347	05			
055 42	1024	1499	255	2242+	7	1	194186347	05			
055 42	1024	2311	90	791+	7	1	194186347	05			
055 43	1024	0721	11	437+	7	1	194186347	05			
217 00	1024	0496	6+		7	9	182243691	05		1	
217 00	1024	0496	6+		7	9	182243691	05		1	
217 00	1024	0496	6+		7	9	182243691	05		1	
217 01	1024	0713	552	552+	7	1	194186347	05			
217 01	1024	1496		1600+	7	3	194186347	05			
217 02	1024	0713	196	196+	7	1	194186347	05			
217 02	1024	1496	213	213+	7	1	194186347	05			
217 02	1024	2306	152	152+	7	1	194186347	05			
217 03	1024	0713	85	85+	7	1	194186347	05			
217 03	1024	1496	200	200+	7	1	194186347	05			
217 04	1024	0713	687	687+	7	1	194186347	05			
217 04	1024	1496	510	510+	7	1	194186347	05			
217 04	1024	2308	359	359+	7	1	194186347	05			
217 05	1024	0713	325	325+	7	1	194186347	05			
217 05	1024	1498	33	33+	7	1	194186347	05			
217 05	1024	2308	230	230+	7	1	194186347	05			
217 06	1024	0716	194	194+	7	1	194186347	05			
217 06	1024	1498	50	50+	7	1	194186347	05			
217 06	1024	2308	40	40+	7	1	194186347	05			
235 01	1024	0716		11900+	7	3	194186347	05			
235 01	1024	1498		4200+	7	3	194186347	05			

REPORT D

'O XXXXXXXX MOD WORK HOUR TRANSFER DAY XX AP XX DATE XX/XX/XX

'PERATION		SEP	FAC			WORK				
'ROM	TO	FROM	TO	MACH	TIME	HOURS	CRAFT	FREQ	AUTH	SSN
XX	XXX	XX	XX	XXXX	XXXX	XXXX	X	X	XXX-XX-	XXXX

REPORT E

POST OFFICE MOD DETAIL LISTING PP 21 DAY 12 J/D 282 PG NO 04

MACH	OPERNO	TIME	ALPNO	TRANTYP	MAILTYP	WEIGHT	PIECES	ADJUST	ST/BR	RF	AUTH SS NO
3004	030	1124			30	000091					
1009	038	1153		71	62	000012		PLUS			414541017
3001	030	1331			01	000097					
3004	038	1353			27	000044					
3004	038	1303			30	000038					
3001	038	1445			04	000016					
3001	038	1473			05	000010					
3001	038	1447			04	000050					
3002	038	1418			07	000045					
3001	038	1489			04	000071					
3002	038	1475			20	000006					
3001	038	1544			03	000009					
3001	038	1565			07	000075					
3001	038	1553			07	000004					
3001	038	1534			07	000024					
3001	038	1508			15	000138					
3001	038	1563			23	000018					
3001	038	1557			51	000016					
3001	038	1594			51	000009					
1003	038	1503		72	51	000018		MINUS			411326457
3001	038	1558			51	000089					
3001	038	1561			51	000066					
3001	038	1564			53	000011					
3001	038	1571			51	000016					
3001	038	1563			53	000034					
3001	038	1564			53	000075					
3001	038	1565			54	000012					
3001	038	1508			54	000138					
3001	030	1644			03	000009					
3001	038	1648			04	000014					
3001	038	1694			06	000014					
3001	038	1631			07	000011					
3001	038	1676			07	000048					
3001	038	1633			04	000012					
3001	038	1634			15	000057					
3001	038	1656			24	000013					
3001	038	1718			01	000003					
3001	038	1713			03	000359					
3001	038	1721			03	000045					
3001	038	1721			06	000032					
3002	038	1723			07	000015					
3001	038	1721			07	000016					
3001	038	1721			15	000092					
3001	038	1799			15	000048					
3001	038	1764			15	000030					

REPORT F

Report F
to be
furnished
later

REPORT G

MAIL PROCESSING TOUR WORK HOUR REPORT

FRI DAY 21 A/P 13 FY 75

	TOUR 1	TOUR 2	TOUR 3	OPER TOTALS
DISTRIBUTION				
LETTER OPERATIONS				
030 COMB O/G - I/C PRIMARY	8	103	352	463
040 OUTGOING SECONDARY	52	80	113	245
043 STATE DISTRIBUTION	47	60	91	198
081 MPLSM - OUTGOING PRIME		139	976	1115
083 MPLSM - STATE DISTRIBUTION	20	100	420	540
085 MPLSM - INCOMING PRIME	79	75	613	767
086 MPLSM - INCOMING SECONDARY	469	57	60	586
08nC MPLSM - COMPOSITE	568	371	2069	3008
091 SPLSM - COMB O/G-I/C PRIME		18	97	115
095 SPLSM - INCOMING PRIME	6		80	86
097 SPLSM - BOX MAIL	15	15	15	45
09nC SPLSM - COMPOSITE	21	33	192	246
150 INCOMING PRIMARY	5	10	86	101
160 INCOMING SECONDARY	292	20	54	366
TOTAL HOURS-LETTER DISTRIBUTION	993	677	2957	4627
FLAT OPERATIONS				
060 OUTGOING PRIMARY		94	203	297
070 OUTGOING SECONDARY	55	50	110	215
075 NON-PREF O/G SECONDARY	9	153	18	180
170 INCOMING PRIMARY	57	60	55	172
175 INCOMING SECONDARY	58	43	45	146
TOTAL HOURS-FLAT DISTRIBUTION	179	400	431	1010
PARCEL OPERATIONS				
100	29	25	81	135
200	163	1	36	200
TOTAL HOURS-PARCEL DISTRIBUTION	192	26	117	335
MIXED OPERATIONS				
029		2	3	5
050	31	28	61	120
168 BOX SECTION PRIMARY	14	13	13	40
169 BOX SECTION SECONDARY	16	15	10	41
TOTAL HOURS - MIXED OPERATIONS	61	58	87	206
TOTAL HOURS - DISTRIBUTION	1425	1161	3592	6178
MAIL PREPARATION				
010	24	125	348	497
020		32	151	183
TOTAL HOURS - MAIL PREPARATION	24	157	499	680

MISC MAIL PROCESSING				
109 DAMAGED PARCEL REWRAP		8	8	16
110 O/G SPR DISTN-POUCH RACK	141	116	194	431
114 O/G SPR DISTN-POUCH RACK	94	63	52	209
180 I/C SPR DISTN-OPEN + TRAY	120	100	30	250
210 PLATFORM ACTIVITIES	166	170	224	560
214 PLATFORM ACTIVITIES	50	37	37	124
547 SCHEME EXAMINERS		16	4	20
553 TRAVEL - MAIL PROCESSING	5	37	11	53
554 OFFICE WORK - RECORDS	8	16	16	40
560 MISC ACTIVITIES- MAIL PROC	16	33	20	66
561 MISC ACTIVITIES- MAIL PROC		72		72
584 MAILGRAMS	3	2	1	6
585 REGISTRY SECTION	95	135	108	338
711 SUPV- MAIL DISTRIBUTION	8	16	24	48
715 SUPV- MISC MAIL PROCESSING	8	216	16	240
TOTAL HOURS - MISC MAIL PROCESSING	694	1034	745	2473
MAINTENANCE				
745 ADMINISTRATIVE		16	8	24
746 SUPERVISORS	8	24	16	48
747 BUILDING SERVICES	104	30	31	165
750 POSTAL OPERATING EQUIPMENT	17	61	118	196
753 BUILDING + PLANT EQUIPMENT	51	77	156	284
TOTAL HOURS-MAINTENANCE	180	208	329	717
MAIL PROCESSING WORK HOURS				
NON-SUPV	2267	2314	5005	9546
SUPVISOR	96	246	160	502
TOTAL	2363	2560	5165	10048
OVERTIME				115

(Revised Report to be issued later.)

REPORT H

STATION/BRANCH ORT

ZIP	FHP	PTPH	240 HRS	355 HRS	TOTAL HRS	PLAN HRS	A/P TD ACTUAL	A/P ID PLAN	CARRIER VOLUME LTRS	FLTS	PP
01	10	123	125	40	165	170	957	935	86	24	2.5
02	8	122	125	31	156	152	858	836	85	24	2.0
03			61	25	76	78	441	429			
04			68	64	132	136	726	748			
05	6	117	120	38	158	155	916	892	81	23	1.8
06			40	15	55	56	303	308			
07			48	30	78	80	452	440			
08			75	20	95	90	523	495			
09	9	126	126	45	171	176	992	988	88	25	1.8
10			15	18	33	32	182	176			
2400		300									
	33	788	793	326	1119	1125	6350	6187	340	96	8.1
BOX MAIL											
769					152	144	790	776	100	20	
STA/BR TOTALS											
	33	788	793	326	1271	1269	7140	6993	440	116	8.1

STA/BR DISTRIBUTION VOLUME

	FHP	PTPH
LTRS	25	681
FLTS	6	82
PP	2	25
TOTAL	33	788

REPORT I

P. ERROR SIGNAL REPORT-VOLUME 2277 11/20/74 034

MACH	TIME	AUTH	SSN	CD-TP	OPER	FC	VAL	FREQ	VOLUME	SIGNAL
1051	1884	482091382		7 9	570	2	•		4	INV OT TOUR
3008	1881			0 0	057	35			172	INCONS OP/ST
4007	1928			0 0	160	15			.0	NEG NET WT
4007	1939			0 0	160	15			.0	NEG NET WT
4007	1941			0 0	160	15			.0	NEG NET WT

P. ERROR SIGNAL REPORT-HOURS 2277 11/20/74 035

EMPLOYEE NAME			SOC SEC	P/L	MACH	TIME	CD-TP	OPER	SIGNAL
BROWER	G	00	140105768	314	1026	1961	3 2	873	INV HRS OP
JOHNSON	D	00	299383125	320	1026	1963	3 2	873	INV HRS OP
*NICHOLSON	M	00	224681951	583	1047	1536	3 1	567	INV HRS OP
DAVIS	R	00	212298001	874	1059	1549	3 1	673	INV HRS OP

REPORT J

* 0313* 10/04/75 Q TME 1174 TRANS TME 1175

PO ! MOD PLANNED HOURS REPORT 276 DAY 21 AP 04 FY 76 PAGE 1

BR	TR	D I	OPER	TR-PL CODE	WK AP	DA AP	R E	VAL	EMP CAT	TR-PLAN HOURS	MST-PL CODE	UPD-MST PLAN-HR	ACTION MESSAGE
00	A6	M	999	DAY	05	0 01	1	1	2	959	DAY	959	EST NEW MASTER
00	A6	M	999	DAY	05	0 01	1	1	1	14631	DAY	14631	UPD OLD MASTER
00	A6	M	999	DAY	05	0 02	1	1	1	7831	DAY	7831	UPD OLD MASTER
00	A6	M	999	DAY	05	0 02	1	1	2	595	DAY	595	UPD OLD MASTER
00	A6	M	999	DAY	05	0 03	1	1	1	9899	DAY	9899	UPD OLD MASTER
00	A6	M	999	DAY	05	0 03	1	1	2	757	DAY	757	UPD OLD MASTER
00	A6	M	999	DAY	05	0 04	1	1	2	1833	DAY	1833	UPD OLD MASTER
00	A6	M	999	DAY	05	0 04	1	1	1	24727	DAY	24727	UPD OLD MASTER
00	A6	M	999	DAY	05	0 05	1	1	1	25638	DAY	25638	UPD OLD MASTER
00	A6	M	999	DAY	05	0 05	1	1	2	1949	DAY	1949	UPD OLD MASTER
00	A6	M	999	DAY	05	0 06	1	1	2	1931	DAY	1931	UPD OLD MASTER
00	A6	M	999	DAY	05	0 06	1	1	1	26487	DAY	26487	UPD OLD MASTER
00	A6	M	999	DAY	05	0 07	1	1	2	1914	DAY	1914	UPD OLD MASTER
00	A6	M	999	DAY	05	0 07	1	1	1	26034	DAY	26034	UPD OLD MASTER
00	A6	M	999	DAY	05	0 08	1	1	1	12872	DAY	12872	UPD OLD MASTER
00	A6	M	999	DAY	05	0 08	1	1	2	890	DAY	890	UPD OLD MASTER
00	A6	M	999	DAY	05	0 09	1	1	1	8222	DAY	8222	UPD OLD MASTER
00	A6	M	999	DAY	05	0 09	1	1	2	550	DAY	550	UPD OLD MASTER
00	A6	M	999	DAY	05	0 10	1	1	2	1637	DAY	1637	UPD OLD MASTER
00	A6	M	999	DAY	05	0 10	1	1	1	22031	DAY	22031	UPD OLD MASTER
00	A6	M	999	DAY	05	0 11	1	1	1	22453	DAY	22453	UPD OLD MASTER
00	A6	M	999	DAY	05	0 11	1	1	2	1697	DAY	1697	UPD OLD MASTER
00	A6	M	999	DAY	05	0 12	1	1	2	1816	DAY	1816	UPD OLD MASTER
00	A6	M	999	DAY	05	0 12	1	1	1	23906	DAY	23906	UPD OLD MASTER
00	A6	M	999	DAY	05	0 13	1	1	1	24105	DAY	24105	UPD OLD MASTER
00	A6	M	999	DAY	05	0 13	1	1	2	1755	DAY	1755	UPD OLD MASTER
00	A6	M	999	DAY	05	0 14	1	1	2	1736	DAY	1736	UPD OLD MASTER
00	A6	M	999	DAY	05	0 14	1	1	1	24003	DAY	24003	UPD OLD MASTER

REPORT K

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* 0411*          08/19/75  Q TME 1530  TRANS TME 1530

PO                MAIL FLOW DENSITY MATRIX REPORT  08/14/75  JUL-DT 5226 PAGE   1

    NOTE A 1=FHP  2=SHP  3=TPH  4=FHP/TPH  9=ALL
    NOTE B 1=STAMPED  2=METERED  3=MIXED  4=NON-PREF  9=ALL

 TYPE FROM FROM NOTE  TO ----TO---- ----TO---- ----TO---- ----TO---- ----TO---- ----TO----
 CHGE  SRF OPER A  B SRF OPR    %   OPR    %   OPR    %   OPR    %   OPR    %   OPR    %

       00  030 9  9  00 040  30.61 150   2.28 160  19.11 168    .37 888  46.91
                     01 055    .72
        MATRIX ANALYSIS - CORRECT

       00  060 1  3  00 070  29.41 073   2.14 170  11.19 175   1.70 888  54.72
                     01 055    .84
        MATRIX ANALYSIS - CORRECT

       00  073 1  3  00 070    .16 170    .03 888  99.81

        MATRIX ANALYSIS - CORRECT

       00  080 3  3  00 160  14.80 168    .83 777  78.64 888   5.73

        MATRIX ANALYSIS - CORRECT

       00  081 3  3  00 040  11.65 150   1.63 160  16.61 168   1.05 777   1.97
                        888  66.23
                     01 055    .86
        MATRIX ANALYSIS - CORRECT

       00  083 3  3  00 040    .51 888  99.49

        MATRIX ANALYSIS - CORRECT

       00  085 3  3  00 030   5.07 160  57.53 168   4.17 169  10.63 777  14.25
                        888   8.35
        MATRIX ANALYSIS - CORRECT

       00  087 3  3  00 169    .21 888  99.79

        MATRIX ANALYSIS - CORRECT

       00  150 9  9  00 030   1.42 040   1.93 160  77.25 168   2.28 777  13.44
                        888   3.68
        MATRIX ANALYSIS - CORRECT

       00  168 4  3  00 169  49.61 888  50.39

        MATRIX ANALYSIS - CORRECT
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REPORT L

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* 0412*          08/19/75  Q TME 1533  TRANS TME 2005

PO           240 MATRIX/777-778 PROPORTION FILE REPORT 08/14/75 JD 5226 PG 0001
                           777-778 PROPORTION FILE

TR/       TYPE            ----- -- -PROPORTION PERCENTAGES TO STATIONS---------------
MST OPER MAIL             ST    %   ST     %    ST     %    ST     %    ST     %    ST     %

REV  777  CAR PRIOR
               REVIS 04   4.94

MST  777       REVIS 04   4.94 07   2.77 08   3.22 10   4.15 11   3.54 12   2.67
                     14   3.82 15   4.90 16   5.24 17   1.29 18   1.18 19   2.42
                     20   2.53 21   3.08 23   3.55 24   3.52 25  17.57 27   1.82
                     31   2.48 32   1.38 34   3.00 36  12.45 37   2.95 38   2.76

     777  BOX             2.77

MST  778       REVIS 04   5.67 07   3.53 08   3.77 10   3.60 11   2.13 12   2.47
                     14   5.03 15   4.23 16   4.81 17   1.11 18    .73 19   1.62
                     20   1.68 21   2.97 23   2.86 24   2.96 25  19.00 27   1.39
                     31   1.86 32   1.11 34   3.57 36  17.38 37   2.76 38   2.44

     778  BOX             1.32

PO
   777-778 SUMMARY  ADDS REJ 000 REV REJ 0000 DEL REJ 000
                    ADDS ACC 001 REV ACC 0001 DEL ACC 000

                                              ( EOM   18 LINES )
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REPORT O

XXXXXXXX MPSLM-PERFORMANCE EVALUATION

RATION XXXX AP XX, WEEK X DATE XX,XX,XX

HINE ID NUMBERS XX,XX,XX,XX,XX. . .

	SAT	SUN	MON	TUE	WED	THU	FRI	WEEK
NO OF MACHINES	XX	XX	XX	XX	XX	XX	XX	XX
NO OF CONSOLES	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX
PIECES FED	XXXXX.X	XXXX.X	XXX.X	XXXX.X	XXXX.X	XXXX.X	XXX.X	XXXX.X
THRUPUT/MACH	XXXX.X							
THRUPUT/CONS	XXX.X							
PCS NOT DIST	XXXX.X							
SWEEPSIDE VOL	XXXXX.X							
MACH ERR PCT	XX.X							
MACH ERR PCS	XXXX.X							
OPER ERR PCT	XX.X							
OPER ERR PCS	XXXX.X							
STAT ERR PCS	XXXX.X							
CDSV	XXXXX.X							
PCT COR DIST	XX.X							
PCT SS ERR	XX.X							
MACH RUNTIME	XXXX.X							
RUNTIME/MACH	XXX.X							
MACH DOWNTIME	XXX.X							
PCT DOWNTIME	XX.X							
TOT WORKHOURS	XXXXX.X							
THP PER HOUR	XXXX							
CDSV PER HOUR	XXXX							

REPORT M

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* 0188*          08/21/75  Q TME 1516  TRANS TME 1526

 PO |              MAIL VOLUME FACTORING ERROR REPORT DAY 05 AP 03 FY 75  PAGE    1
      OPERATION    S/T  FREQ     PIECES

          084       00    1         277
          094       00    1        5900
          094       06    1        5220
          150       01    1        1591
          150       02    1        1175

                                          ( EOM 0005 LINES )
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REPORT N

```
PO  XXXXXXXX     MPLSM  TRANSACTIONS

AP  XX     DAY  XX                              DATE  XX/XX/XX


TRANSACTION          MACH       TIME       AUTH    SSN
XX-XX-X-XX-XXX       XXXX       XXXX       XXX-XX-XXXX
```

REPORT P

REGION XXXXXXXX — MPLSM CONSOLIDATED ANALYSIS — A/P 12 — PFY 75

OFFICE	NO OF MACH	NO OF CONS	TOTAL PCS FED (000)	PCT SS VOL	PCT CORR DIST	PCT OFF FHP	PCT OFF TPH	THRU PUT/ CONS	PCT MACH ERR	PCT OPER ERR	PCT SS ERR	RUN TIME/ MACH	PCT DOWN TIME	T P H
XXXXXXXX	10	120	90751	97.1	96.6	66	48	756	1.1	2.3	3.3	296	5.3	1
XXXXXXXX	4	48	37574	97.2	97.2	74	62	783	.5	1.4	2.8	319	6.3	1
XXXXXXXX	3	36	28156	97.8	97.8	65	51	782	.1	2.1	2.2	307	3.9	1
	3	36	22313	98.5	98.2	74	62	620	.6	1.2	1.7	224	5.7	1
	0	0	0	.0	.0	0	0	0	.0	.0	.0	0	.0	
	6	72	43909	97.2	97.1	70	56	610	1.1	1.7	2.8	187	4.4	1
	3	36	26251	98.0	97.1	69	56	729	.7	2.2	2.9	264	6.2	1
	2	24	9050	97.6	96.3	52	35	377	.8	2.7	3.6	125	6.3	1
	5	60	52273	96.5	95.6	56	41	871	1.0	3.3	4.3	277	8.1	1
	2	24	17206	96.5	96.4	64	48	717	.0	.2	3.5	271	7.5	1
	2	20	13239	97.3	97.3	71	55	662	.4	2.0	2.7	274	5.7	1
	3	36	29678	96.6	96.4	70	57	824	.3	3.2	3.5	312	2.9	1
	3	36	25051	97.0	97.0	67	61	696	.1	1.4	3.0	275	1.5	1
	5	56	30543	94.6	94.3	62	42	545	.1	.1	5.4	157	4.1	1
	5	60	59308	95.2	93.3	53	36	988	2.0	4.4	6.4	308	3.3	1
	4	48	31201	97.9	97.2	58	44	650	.7	2.1	2.7	249	4.1	1
	9	108	67663	95.0	93.5	51	36	627	2.6	3.5	6.1	229	5.2	1
	3	36	28411	96.8	96.7	56	55	789	.5	1.9	3.2	298	4.7	1
	2	18	10663	98.7	96.2	55	44	592	.1	3.7	3.8	198	2.8	1
	6	72	47479	98.2	97.1	75	59	659	2.0	.8	2.8	266	3.9	1
	4	48	35958	97.5	97.5	62	45	749	.2	.2	2.5	259	2.8	1
	3	36	25904	98.4	98.3	72	54	720	.2	1.3	1.6	256	3.4	1
	2	20	14846	96.8	96.6	56	40	742	.3	1.6	3.2	208	10.0	1
TOT REG	89	1050	747424	96.9	96.8	60	46	712	1.0	2.1	3.1	255	4.8	1

REPORT Q

```
* 01378          12/12/74  Q TME 0518  TRANS TME 0558

PO                  VOLUME-HOURS COMPARISON             AP 06      12/06/74/ 1
```

OPER		SAT	SUN	MON	TUE	WED	THU	FRI	ADJ	TOTAL
030	PCS	612	203	2022	1978	1978	1354	1792		9949
	HRS	585	187	1830	1785	1765	1246	1605		9003
	PPMH	1046	1086	1105	1108	1121	1095	1117		1105
040	PCS	346	38	1008	817	881	641	841		4572
	HRS	87	37	631	596	642	497	645		3135
	PPMH	3977	1027	1597	1371	1372	1290	1304		1458
045	PCS	35	99	69	85	42	72	76		478
	HRS	20	93	61	72	40	73	69		428
	PPMH	1750	1065	1131	1181	1050	986	1101		1117
087	PCS			218	225	248	171	249		1111
	HRS	7-	5-	138	150	170	118	165		729
	PPMH			1580	1500	1459	1449	1509		1524
150	PCS	178	182	51	250	127	117	130		1035
	HRS	155	183	65	116	125	227	173		1044
	PPMH	1148	995	785	2155	1016	515	751		991
160	PCS	26	189	40	32	67	48	47		449
	HRS	8	205	37	40	49	68	54		461
	PPMH	3250	922	1081	800	1367	706	870		974
060	PCS	19	4	112	118	139	83	129		604
	HRS	30	4	127	135	141	93	147		677
	PPMH	633	1000	882	874	986	892	878		892
070	PCS	72	68	73	55	64	69	85		486
	HRS	76	75	92	70	93	96	105		607
	PPMH	947	907	793	786	688	719	810		801
075	PCS	62	49	54	78	24	59	67		393
	HRS	70	79	90	107	39	86	79		550
	PPMH	886	620	600	729	615	686	848		715
170	PCS	29	32	44	63	72	52	65		357
	HRS	42	67	67	63	69	74	78		460
	PPMH	690	478	657	1000	1043	703	833		776

REPORT R

UNITED STATES POSTAL SERVICE 04

SOUTHERN REGIONAL OFFICE

TREND ANALYSIS REPORT POST OFFICE AP 06 FY 75 CONS-OPER

OPN NO	AP 01	AP 02	AP 03	AP 04	AP 05	AP 06	AP 07	AP 08	AP 09	AP 10	AP 11	AP 12	AP 13	SPLY
030	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
040	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
043														
044														
045														
050														

REPORT S

10/25/75 0 TME 1721 TRANS TME 1721

DO1 M10 WORK HOUR STUDY BY OPER CODE PP 22 DAY 05 PAGE NO 001

HOUR	OPR 010	OPR 020	OPR 030	OPR 040	OPR 050	OPR 055	OPR 060	OPR 070	OPR 075	OPR 080	OPR 081	OPR 089	OPR 110	OPR 150
0100	4	23	99	26	5	33	8	4	4	3	10	1	6	12
0200	2	10	55	21	1	32	3	2	4	2	7	1	4	13
0300	1	1	19	19	0	25	1	0	4	2	7	0	4	11
0400	1	0	14	18	1	21	0	0	1	2	7	0	4	8
0500	1	0	7	15	1	28	1	0	0	1	10	0	4	11
0600	1	0	1	9	1	31	2	0	0	1	12	0	3	6
0700	0	0	4	13	1	49	4	1	0	0	10	0	3	14
0800	0	0	1	18	2	31	15	1	5	1	9	2	12	11
0900	0	0	1	16	2	31	14	1	3	1	10	6	9	8
1000	1	1	3	15	2	30	9	1	5	1	6	6	9	8
1100	1	1	5	14	2	20	9	1	6	1	6	6	9	9
1200	1	1	10	19	2	21	8	1	6	1	10	5	7	7
1300	1	0	17	14	1	26	11	1	4	1	8	1	6	4
1400	1	0	20	14	2	23	15	1	6	2	10	2	8	5
1500	0	0	31	14	4	28	16	1	9	2	8	8	7	5
1600	1	4	31	9	4	32	14	0	4	2	4	5	4	4
1700	2	10	21	9	4	30	8	0	2	2	4	2	3	4
1800	7	14	24	7	6	26	6	2	2	2	6	2	2	6
1900	7	16	24	9	6	24	9	3	2	2	7	1	2	2
2000	7	15	32	9	5	29	9	2	2	2	6	1	2	5
2100	5	10	19	10	7	33	8	3	1	2	3	1	2	3
2200	2	9	13	8	5	32	3	2	2	1	5	2	2	5
2300	1	6	28	6	3	32	0	2	2	0	4	2	1	6
2400	1	4	21	4	1	13	0	1	2	0	3	2	1	5
TOTL	48	125	500	316	68	680	173	30	76	34	176	56	114	172

REPORT T

10/04/75 Q TME 0909 TRANS TME 0948

POST OFFICE PP 21 DAY 06 J/D 276 PG NO 01

MOD FHP DETAIL TRANSACTIONS

MACH	OPERNO	TIME	ALPNO	TRANTYP	SOURCE	WEIGHT	PIECES	ADJ	ST/BR	RF	AUTH	SS NO
3001	035	1704			02	32.0	1213.0					
3001	035	1728			02	174.0	6595.0					
3001	035	1743			03	198.0	7504.0					
3001	035	1761			02	101.0	3828.0					
3001	035	1773			01	8.0	374.0					
3001	035	1774			06	72.0	2959.0					
3002	035	1781			02	71.0	2691.0					
3001	035	1783			03	219.0	8300.0					
			HOUR TOTALS			1258.0	51388.0					
3001	035	1809			01	91.0	4259.0					
3001	035	1826			03	285.0	10802.0					
3001	035	1853			01	31.0	1451.0					
3001	035	1856			02	94.0	3563.0					
3001	035	1864			01	18.0	842.0					
3001	035	1894			02	99.0	3752.0					
			HOUR TOTALS			618.0	24669.0					
3001	035	1901			03	704.0	26682.0					
3001	035	1918			02	148.0	5609.0					
1005	035	1939		72	03	597.0-	22626.0-	MINUS				242525247
3001	035	1963			02	101.0	3828.0					
3001	035	1973			02	102.0	3866.0					
3002	035	1974			02	225.0	8528.0					
3001	035	1988			02	113.0	4283.0					
3001	035	1991			03	168.0	6367.0					
3002	035	1996			02	47.0	1781.0					
			HOUR TOTALS			1011.0	38318.0					
3001	035	2021			02	159.0	6026.0					
3001	035	2049			06	60.0	2466.0					
3001	035	2064			02	334.0	12659.0					
3001	035	2096			03	199.0	7542.0					
			HOUR TOTALS			752.0	28693.0					
3001	035	2121			02	226.0	8565.0					
3001	035	2124			01	14.0	655.0					
3001	035	2141			01	137.0	6412.0					
3001	035	2144			01	9.0	421.0					
3001	035	2148			02	220.0	8338.0					
3001	035	2153			06	95.0	3905.0					

REPORT U

10/04/75 Q TME 0957 TRANS TME 1057

HOURLY FHP FLOW BY OPERATION

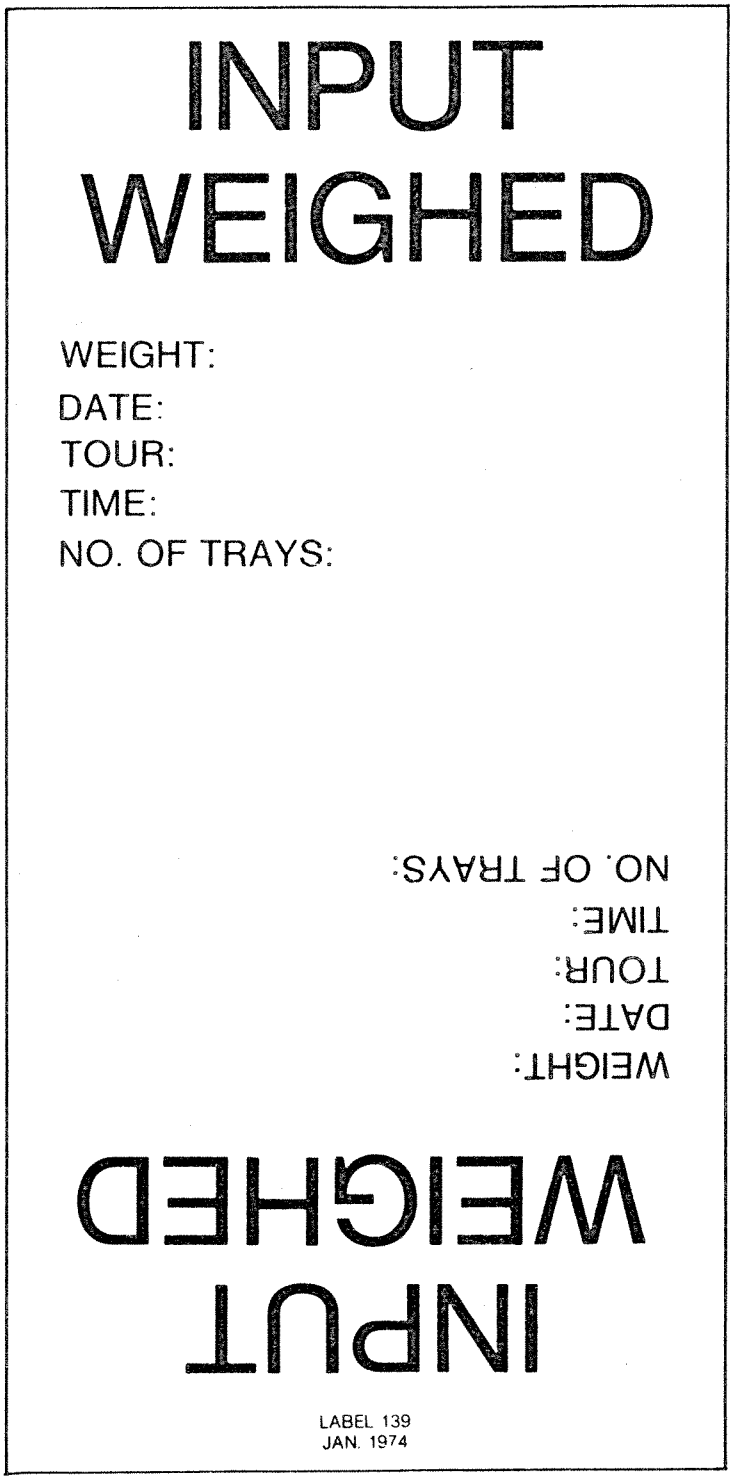
POST OFFICE

DATE 10 04 75
AP 04 DAY 20

OPER	HOUR	FIRST HANDLING PIECES BY HOUR							
010	00-07	9098-	1451					3207	1410
	08-15		111	61	24	58	480	1272	949
	16-23	13423	40155	19734	10683	46195	31281	40252	12229
020	00-07	1112					76		
	08-15					3001			626
	16-23	8932	16415	17321	39134	30849	37850	7847	129
030	01-08	25666	1451					3182	796
	09-16					2009	2426		4889
	17-24	27761	51388	24669	38318	28693	46136	23202	13970
040	01-08	8631	26180	370	1850				
	09-16					5912	6042	6042	6412-
	17-24	2426			123		206	5813	534
043	01-08	2302	1891	1151	5302	781		5343	5549
	09-16	3740	5672	4028		2179	9002	40155	18947
	17-24	34483	22441	8015	5179	12084	14180	3699	9454
045	01-08			664		4717			4878
	09-16	6504	13260	2611	18801	5083	11336	4282	
	17-24						687		
050	01-08	87			187	462	692	25	575
	09-16		111	61	24	58	627	1272	211
	17-24	682	832	1534	1879	1919	5497	1108	545
060	01-08								
	09-16							157	408
	17-24	363	1419	1178	3343	3205	888	869	549
070	01-08	550	1075		795	648		2494	530
	09-16	147	3186		1409	1541	1832	2273	1930
	17-24	2534	1940	2312	2146	1213	638	1792	972
075	01-08			933					2023
	09-16	6584	3545	2289	6859	2784	8946	9163	3457
	17-24						2293	653	
081	01-08	14741-							
	09-16								
	17-24		19937	11513	30096	41699	24823	23260	
083	01-08							49977	93832
	09-16		31400		34935	17468	494-	60745	49978
	17-24	12289	4521-						
084	01-08	15248	2836						
	09-16								
	17-24		1192		3124		1767	1151	6946
090	01-08							4209	

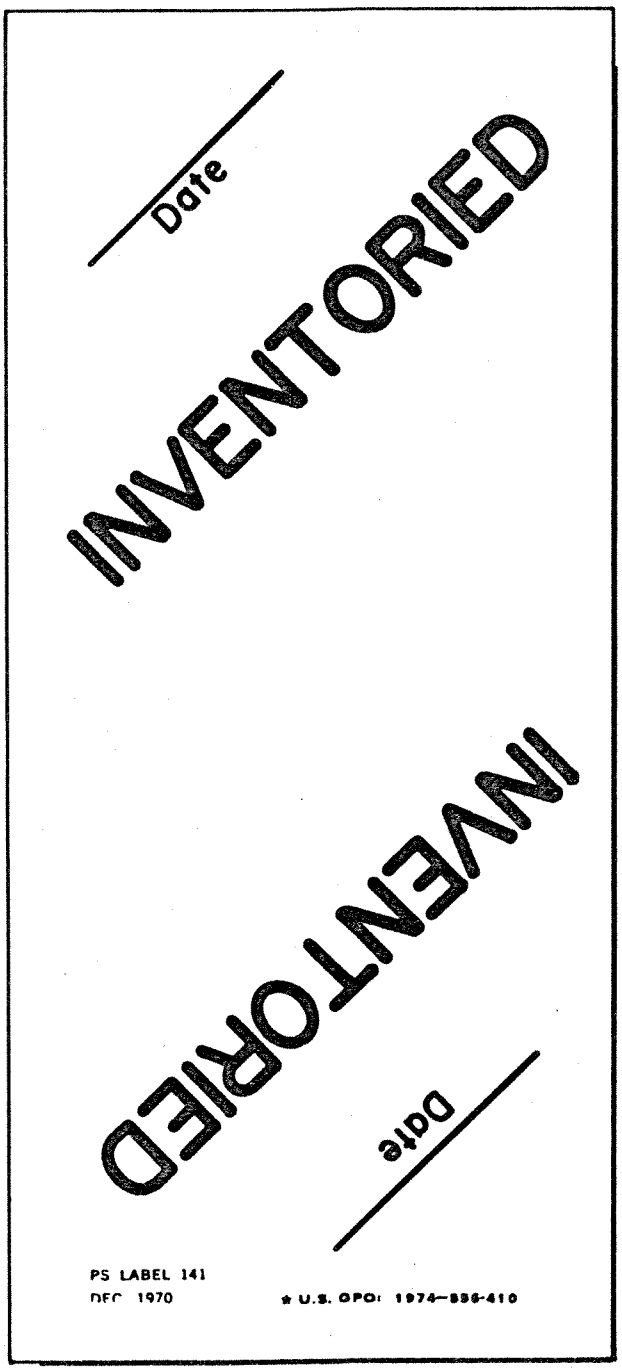
APPENDIX C

FORMS



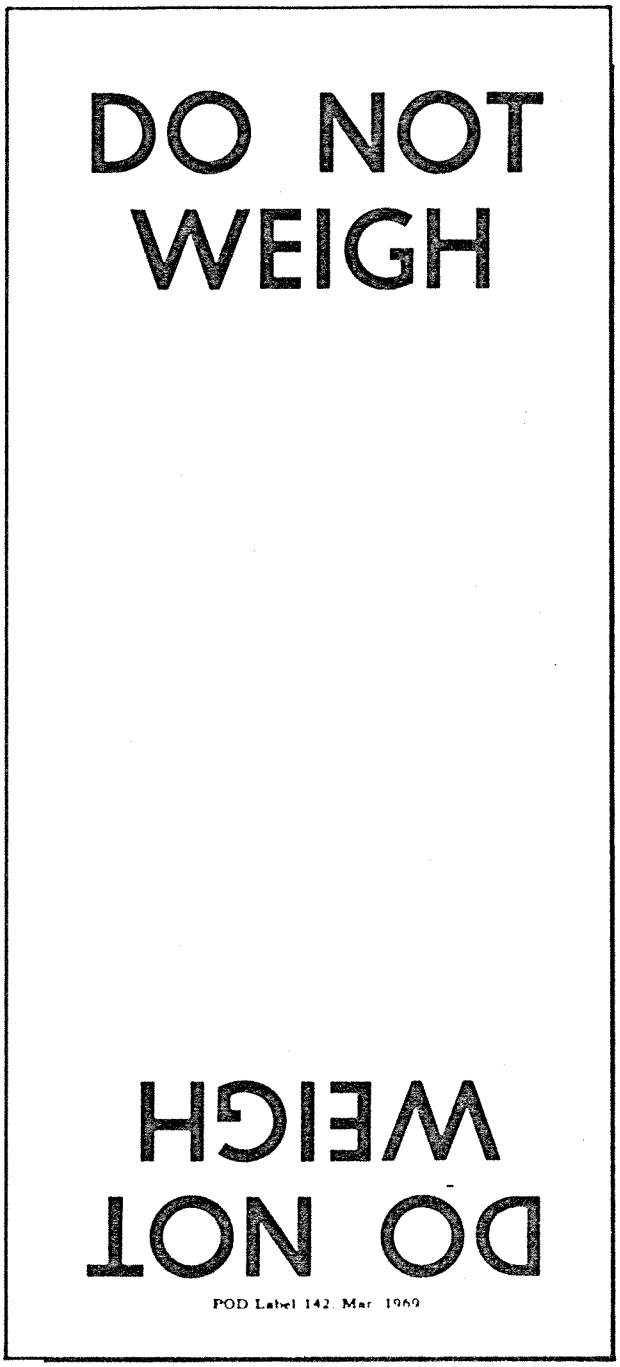
YELLOW

Exhibit 1



PINK

Exhibit 2



GREEN

Exhibit 3

U. S. POSTAL SERVICE REQUEST FOR HOURLY FHP DATA	1. REQUESTING UNIT
NOTE: Data will be received for all Mail Distribution Operations	2. DATE REQUIRED

TO:

☐ WILKES-BARRE APDC ☐ ST LOUIS ADPC

3. RECEIVING POST OFFICE

a. NAME	b. ADDRESS	c. ATTENTION

4. DATA REQUEST FOR

a. POST OFFICE	b. A/P	c. PERIOD	
		BEGIN *(Mo, Day, Year)*	END *(Mo, Day, Year)*

d. REPORTS REQUIRED ☐ SUMMARY ☐ DETAIL

e. OUTPUT ☐ TRANSMIT ☐ PUNCHED CARDS ☐ MAIL

5. REMARKS

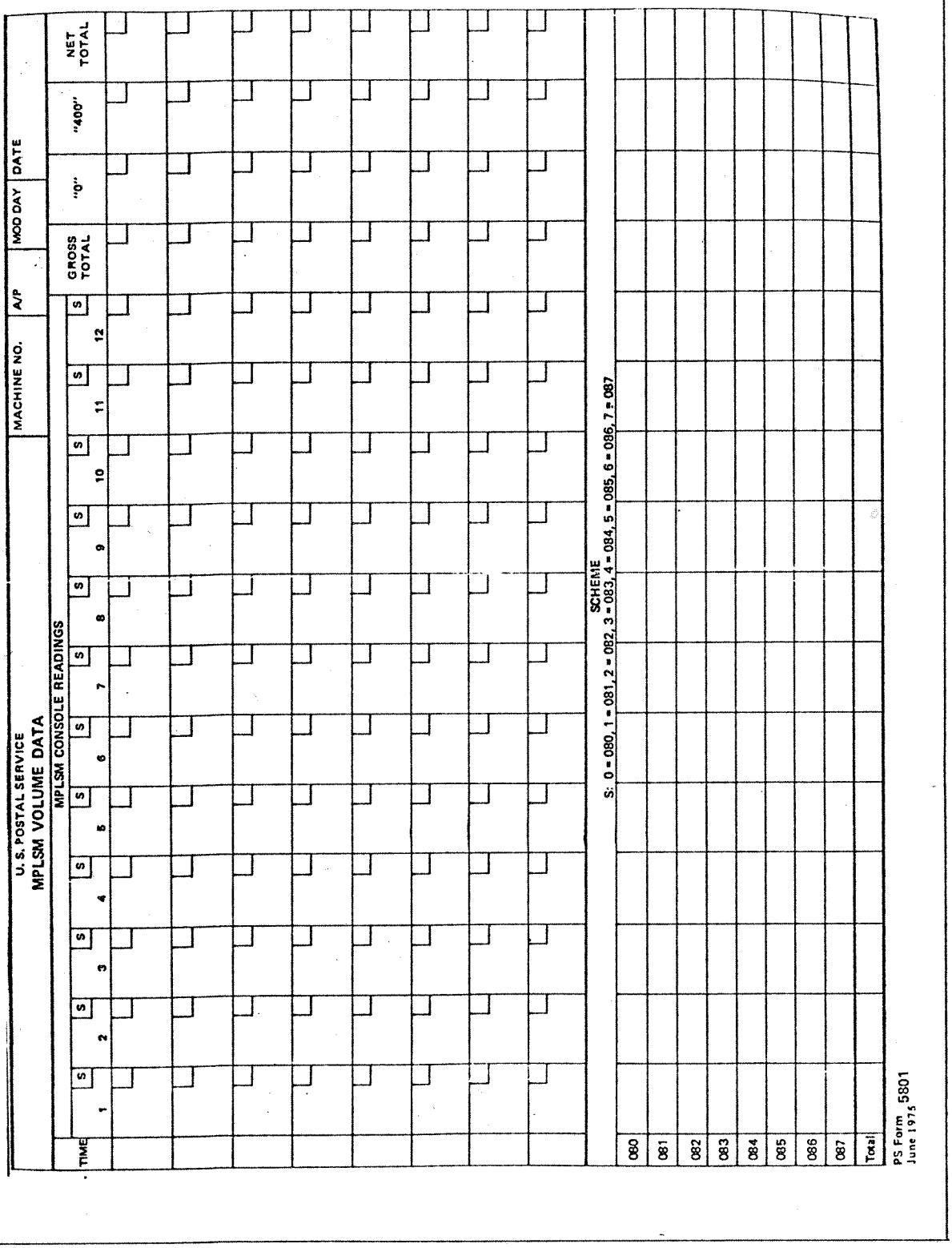
6. REQUESTED BY

a. DATE SIGNED	b. PRINTED NAME AND TITLE	c. SIGNATURE

PS Form 3404
June 1975

Exhibit 4

Exhibit 5


U. S. POSTAL SERVICE
MPLSM VOLUME DATA
MACHINE NO.
A/P
MOD DAY
DATE
MPLSM CONSOLE READINGS
TIME
S 1
S 2
S 3
S 4
S 5
S 6
S 7
S 8
S 9
S 10
S 11
S 12
GROSS TOTAL
"0"
"400"
NET TOTAL
SCHEME
S: 0 = 080, 1 = 081, 2 = 082, 3 = 083, 4 = 084, 5 = 085, 6 = 086, 7 = 087
080
081
082
083
084
085
086
087
Total
PS Form 5801
June 1975

U. S. POSTAL SERVICE

MARK II DATA RECORDINGS

(Use this form to complete Form 2277)

MACHINE		DATE		
TOUR	DAY	WEEK	A/P	PFY

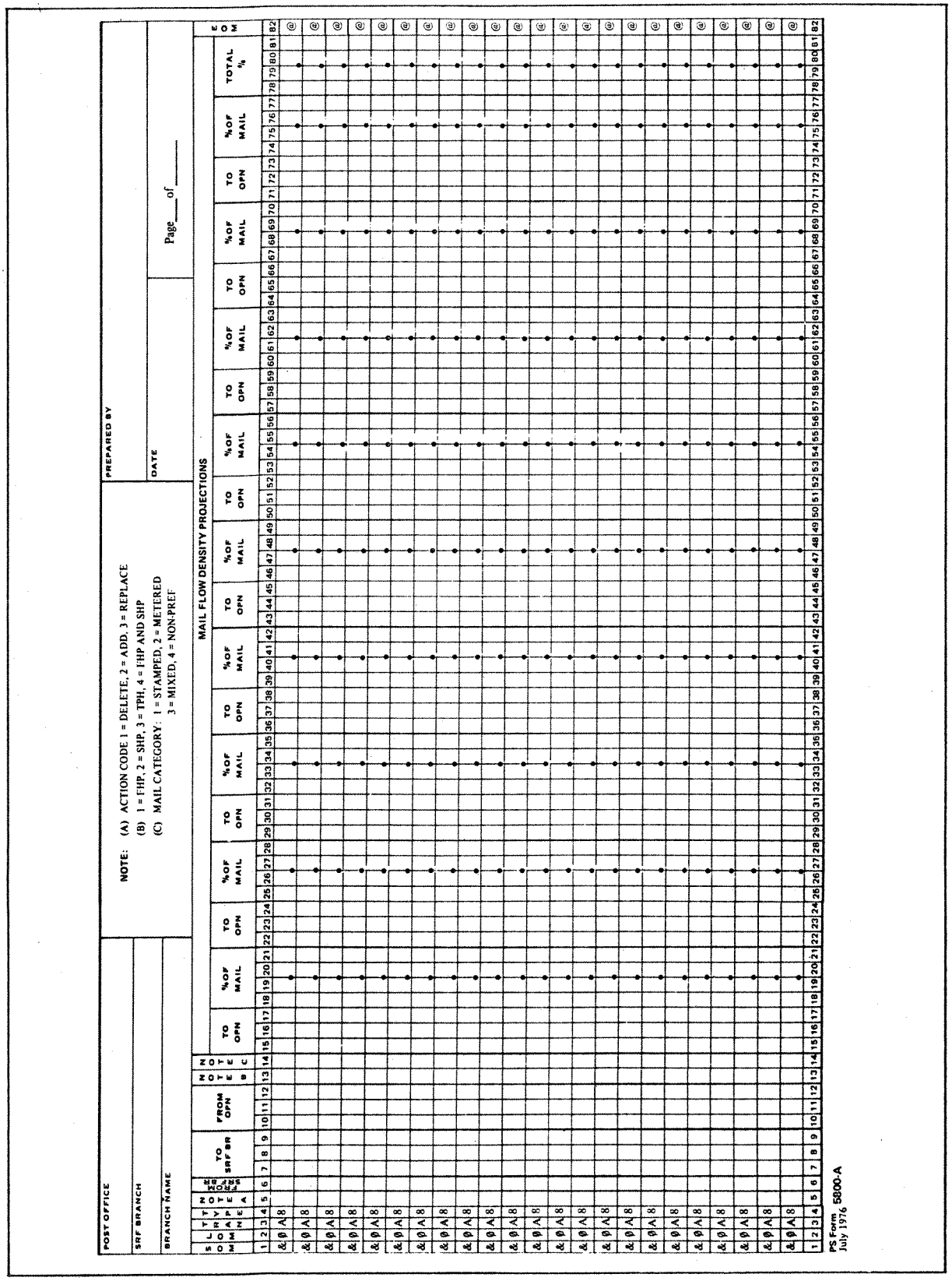
READING		TIME	INPUT METER	FIRST PASS METER A	FIRST PASS METER B	FIRST PASS TOTAL A + B	RUNNING TIME METER.
		(1)	(2)	(3)	(4)	(5)	(6)
1	STOP						
	START						
	SUB-TOTAL						
2	STOP						
	START						
	SUB-TOTAL						
3	STOP						
	START						
	SUB-TOTAL						
4	STOP						
	START						
	SUB-TOTAL						
5	STOP						
	START						
	SUB-TOTAL						
6	STOP						
	START						
	SUB-TOTAL						
7	STOP						
	START						
	SUB-TOTAL						
8	STOP						
	START						
	SUB-TOTAL						
9	STOP						
	START						
	SUB-TOTAL						
TOTAL							

Except for Column 1 which is time that the operator is performing at the machine and totals, all numbers entered are machine meter reading.

PS Form 2280
Sep. 1974

Exhibit 6

Exhibit 7



POST OFFICE

SRF BRANCH

BRANCH NAME

NOTE: (A) ACTION CODE 1 = DELETE, 2 = ADD, 3 = REPLACE
(B) 1 = FHP, 2 = SHP, 3 = TPH, 4 = FHP AND SHP
(C) MAIL CATEGORY: 1 = STAMPED, 2 = METERED
3 = MIXED, 4 = NON-PREF

PREPARED BY

DATE

Page___of_____

SLOT NO. | ACTION CODE | MAIL CATEGORY | FROM SRF BR | TO SRF BR | FROM OPN | NOTE A | NOTE B | NOTE C | MAIL FLOW DENSITY PROJECTIONS | EOM

TO OPN	%OF MAIL	TO OPN	%OF MAIL	TO OPN	%OF MAIL	TO OPN	%OF MAIL	TO OPN	%OF MAIL	TO OPN	%OF MAIL	TO OPN	%OF MAIL	TO OPN	%OF MAIL	TOTAL %

PS Form 5800-A
July 1976

Exhibit 8

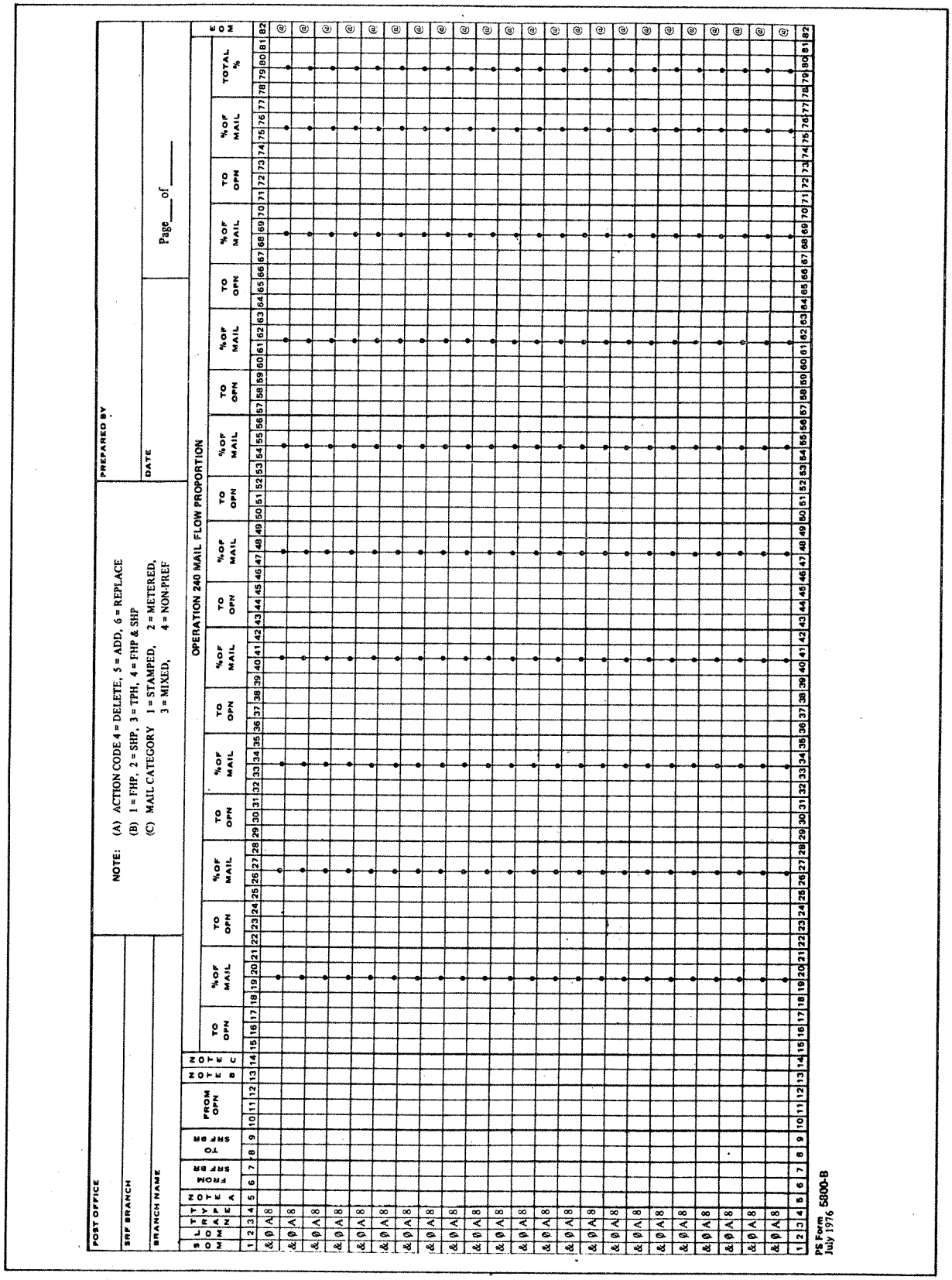

POST OFFICE
SRF BRANCH
BRANCH NAME
NOTE: (A) ACTION CODE 4 = DELETE, 5 = ADD, 6 = REPLACE
(B) 1 = FHP, 2 = SHP, 3 = TPH, 4 = FHP & SHP
(C) MAIL CATEGORY 1 = STAMPED, 2 = METERED,
3 = MIXED, 4 = NON-PREF
PREPARED BY
DATE
Page ___ of ___
OPERATION 240 MAIL FLOW PROPORTION
SLTTNOOMAPEMNEA
&ØA8
FROM OPN
TO OPN
NOTE B
NOTE C
TO OPN
%OF MAIL
TOTAL %
EOM
@
PS Form 5800-B
July 1976

Exhibit 9

POST OFFICE

NOTE: (A) ACTION CODE 7 = DELETE, 8 = ADD, 9 = REPLACE
(B) ORN 777 - LTRS TO BE DELIVERED BY CARRIERS & STATION BOXES (EXCLUDING CARRIER BY PASS)
OPN 778 - FLATS–SAME AS ABOVE
(C) C = CARRIER MAIL; B = STATION BOX MAIL

FORM PREPARED BY

DATE

CARRIER MAIL BY STATION AND TOTAL STATION BOX MAIL

1	2	3	4	5	OPN / NOTE B (6-8)	NOTE C (9)	STA ZIP CODE (10-11)	% OF MAIL (12-15)	STA ZIP CODE (16-17)	% OF MAIL (18-21)	STA ZIP CODE (22-23)	% OF MAIL (24-27)	STA ZIP CODE (28-29)	% OF MAIL (30-33)	STA ZIP CODE (34-35)	% OF MAIL (36-39)	STA ZIP CODE (40-41)	% OF MAIL (42-45)	STA ZIP CODE (46-47)	% OF MAIL (48-51)	STA ZIP CODE (52-53)	% OF MAIL (54-57)	STA ZIP CODE (58-59)	% OF MAIL (60-63)	STA ZIP CODE (64-65)	% OF MAIL (66-69)	STA ZIP CODE (70-71)	% OF MAIL (72-75)	STA ZIP CODE (76-77)	% OF MAIL (78-81)	EOM (82)
&	∅	A	8		777	C	00	.	01	.	02	.	03	.	04	.	05	.	06	.	07	.	08	.	09	.	10	.	11	.	@
&	∅	A	8		777	C	12	.	13	.	14	.	15	.	16	.	17	.	18	.	19	.	20	.	21	.	22	.	23	.	@
&	∅	A	8		777	C	24	.	25	.	26	.	27	.	28	.	29	.	30	.	31	.	32	.	33	.	34	.	35	.	@
&	∅	A	8		777	C	36	.	37	.	38	.	39	.	40	.	41	.	42	.	43	.	44	.	45	.	46	.	47	.	@
&	∅	A	8		777	C	48	.	49	.	50	.	51	.	52	.	53	.	54	.	55	.	56	.	57	.	58	.	59	.	@
&	∅	A	8		777	C	60	.	61	.	62	.	63	.	64	.	65	.	66	.	67	.	68	.	69	.	70	.	71	.	@
&	∅	A	8		777	C	72	.	73	.	74	.	75	.	76	.	77	.	78	.	79	.	80	.	81	.	82	.	83	.	@
&	∅	A	8		777	C	84	.	85	.	86	.	87	.	88	.	89	.	90	.	91	.	92	.	93	.	94	.	95	.	@
&	∅	A	8		777	C	96	.	97	.	98	.	99	.		.		.		.		.		.		.		.		.	@
&	∅	A	8		777	B	BX	.		.		.		.		.		.		.		.		.		.		.		.	@
&	∅	A	8		778	C	00	.	01	.	02	.	03	.	04	.	05	.	06	.	07	.	08	.	09	.	10	.	11	.	@
&	∅	A	8		778	C	12	.	13	.	14	.	15	.	16	.	17	.	18	.	19	.	20	.	21	.	22	.	23	.	@
&	∅	A	8		778	C	24	.	25	.	26	.	27	.	28	.	29	.	30	.	31	.	32	.	33	.	34	.	35	.	@
&	∅	A	8		778	C	36	.	37	.	38	.	39	.	40	.	41	.	42	.	43	.	44	.	45	.	46	.	47	.	@
&	∅	A	8		778	C	48	.	49	.	50	.	51	.	52	.	53	.	54	.	55	.	56	.	57	.	58	.	59	.	@
&	∅	A	8		778	C	60	.	61	.	62	.	63	.	64	.	65	.	66	.	67	.	68	.	69	.	70	.	71	.	@
&	∅	A	8		778	C	72	.	73	.	74	.	75	.	76	.	77	.	78	.	79	.	80	.	81	.	82	.	83	.	@
&	∅	A	8		778	C	84	.	85	.	86	.	87	.	88	.	89	.	90	.	91	.	92	.	93	.	94	.	95	.	@
&	∅	A	8		778	C	96	.	97	.	98	.	99	.		.		.		.		.		.		.		.		.	@
&	∅	A	8		778	B	BX	.		.		.		.		.		.		.		.		.		.		.		.	@
&	∅	A	8					.		.		.		.		.		.		.		.		.		.		.		.	@
&	∅	A	8					.		.		.		.		.		.		.		.		.		.		.		.	@
&	∅	A	8					.		.		.		.		.		.		.		.		.		.		.		.	@

PS Form 5800-C
July 1976

U. S. POSTAL SERVICE

WORKSHEET FOR MAIL VOLUME ADJUSTMENTS

SOM	LOM	TRANS. CODE	OPERATION NUMBER (3)	S/T CODE (2)	WHOLE VOLUME UNITS OR PIECES TO NEAREST 100 (6)	CODE 1 = LBS. 2 = PCS. (1)	VALUE + OR – (1)	SEP. FACIL. CODE (2)	FREQ. 1 = WK 2 = A/P 3 = TOUR (1)	AUTHORIZER'S SOCIAL SECURITY NUMBER (9)	EOM
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@
&	4	A1									@

PS FORM Aug. 1971 1476-D

☆GPO—1972—751-235/219

Exhibit 11

U. S. POSTAL SERVICE

WORKSHEET FOR USE WITH TRANSACTION CODES 7X

SOM	LOM	TRANS. CODE	DIALS 1	2	3	4	5	6	7	8	9	10	SEP., FACIL. (2)	AUTHORIZER'S SOCIAL SECURITY NO. (9)	EOM
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•
&	0	A2	7												•

PS Form 1476-E
Aug. 1971

U. S. POSTAL SERVICE

MOD WORK HOURS ADJUSTMENT WORKSHEET

SOM	LOM	TR	OPN FROM (3)	BR (2)	OPN TO (3)	BR (2)	FREQ (1)	WORK HOURS (3)	CRAFT (1)	AUTHORIZER SSN (9)	EOM
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@

PS Form 1476-F
June 1975

Exhibit 13

Exhibit 13,
Form 1476-G,
will be furnished later.

Exhibit 14,
Form 1476-H, will
be furnished later.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1975— 631-273/470

Exhibit 12

U. S. POSTAL SERVICE

MOD WORK HOURS ADJUSTMENT WORKSHEET

SOM	LOM	TR	OPN FROM (3)	BR (2)	OPN TO (3)	BR (2)	FREQ (1)	WORK HOURS (3)	CRAFT (1)	AUTHORIZER SSN (9)	EOM
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
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&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@
&	3	A4									@

PS Form 1476-F
June 1975

Exhibit 13

U.S. POSTAL SERVICE

PLANNED HOURS BY OPERATION

SOM	LOM	TR	BR	RPCD	VALUE	DAY OF A/P	WEEK	A/P (2)	OPN (3)	HOURS (5)	OPN (3)	HOURS (5)	OPN (3)	HOURS (5)	OPN (3)	HOURS (5)	OPN (3)	HOURS (5)	OPN (3)	HOURS (5)	OPN (3)	HOURS (5)	EOM
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
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&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@

NOTE: RESPONSE CODE 1 = Establish or replace existing plan for next A/P 2 = ADJ existing plan for current or prior A/P. If ADJ for prior A/P it will reflect in period to date total.
VALUE - (+) = increase or positive input (if resp code = 1, value must = +). (-) decrease or negative adjustment.
Unused OPN/HOURS fields must be hyphen filled.

PS FORM 1476-G
June 1975

GPO 891-970

U.S. POSTAL SERVICE

PLANNED HOURS BY DIVISION

SOM	LOM	TR	BR (2)	RPCD	VALUE	DAY OF A/P (2)	WEEK	A/P (2)	EMP CAT	ORG ELE (1)	HOURS (8)	ORG ELE (1)	HOURS (8)	ORG ELE (1)	HOURS (8)	ORG ELE (1)	HOURS (8)	EOM
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
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&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@
&	1	A6																@

NOTE: RESPONSE CODE 1 = Establish or replace existing plan for next A/P 2 = Adj existing plan for current or prior A/P
If adj for prior A/P it will reflect in period to date total
VALUE - (+) = increase or positive input. (If resp code = 1, value must = +), (-) decrease or negative adjustment
EMP CAT - 1 = CLK/MH, 2 = Carrier, 3 = Other, 4 = Supervisor
FAC - Must = M.C.S. or E. If less than 4 divisions, hyphen fill unused spaces

PS Form 1476-H
July 1976

☆ U. S. GOVERNMENT PRINTING OFFICE : 1976 211-365/112