

U.S. POSTAL SERVICE
Washington, DC 20260

MANAGEMENT OPERATING DATA SYSTEM
Handbook M-32

Transmittal Letter 8
October 2, 1982

A. MATERIAL TRANSMITTED

This transmits a complete revision of Methods Handbook M-32.

B. EXPLANATION OF CHANGES

This transmittal letter reflects changes required as a result of the May 1980 National MOD Conference, changes implemented by the National Workload Recording System (NWRS), requirements for advanced automation letter sorting operation numbers, and requirements for uncoded mail operations. These changes are:

1. Chapter 1 Changes

- a. Part 132 revised to add Western Nassau as a MOD 1 office.
- b. Section 152.1a revised to indicate change in size of Management Summary Report.
- c. Part 161 revised to include requirements for reporting of all stations and branches.
- d. Part 162 revised to include stations and branches in adding or deleting an SRF.
- e. Part 163 revised to include instructions on format for adding or deleting stations and branches.

2. Chapter 2 Changes

- a. Section 222d added to responsibilities of Regional Director, Mail Processing.
- b. Part 231 revised to expand district manager's direct responsibilities for implementation and efficient operation of the MOD System in his district.

3. Chapter 3 Changes

- a. Section 314.7 revised to include operations 841-867 and to delete invalid Advanced Automation Operations.
- b. Part 317 revises various LDC Codes, expands applicable operating reports, changes operation descriptions, deletes operations 713-740 under volume column, and adds operations.
- c. Section 322.1 revises applicable operations for letter source/type codes and includes operations 841-847, 851-857, and 860-869.
- d. Section 322.2e revises statement on methodology.
- e. Sections 322.2f, 322.2i, and 322.2p redefined.
- f. Section 322.2h revises methodology on MPLSM S/T codes 27, 39, and 40.
- g. Section 323.2 revises MPFSM automatic credit table per changes in operation descriptions.

- h. Section 323.7 revises statement TPH adjustments for flat sorting operations.
- i. Section 324.1 revises applicable operations statement for parcel and originating presort source/type codes and adds listing of presort source/type codes.
- j. Part 325 revises table for opening and pouching source/typed codes by eliminating references to FHP application.
- k. Subchapter 330 revises listing of applicable source type codes according to requirements of system changes and adds codes for advanced automation operations.

4. Chapter 4

There are no changes in Chapter 4.

5. Chapter 5 Changes

- a. Section 513.1 revised to include notation on impacts when rings input to Operation 671, postmasters.
- b. Section 513.2 revised to indicate Handbook F-22 as source for procedures on effecting automatic workhour credits.
- c. Section 514.3 revised to include time of the ADPC split time.
- d. Section 521.2 provides revised definition of distribution.
- e. Section 521.6 adds advanced automation operations.
- f. Section 521.9 further clarifies recording procedures on originating presort volumes.
- g. Section 523.1 revised to include notation on updating of tare weights on rolling stock as being part of routine maintenance and required for updating on repaired equipment.
- h. Section 531.2 added to emphasize the DSMO's responsibilities for authorizer badges per Handbook F-22.
- i. Sections 531.3 through 531.6 renumbered from sections 531.2 through 531.5.
- j. Section 532.4 revised to include the advanced automation equipment.
- k. Sections 533.1 and 533.2 revised to provide instructions on entering overtime for stations and branches as split to either replacement or other.
- l. Part 534 revised per changes in Handbook F-2, National Workhour Reporting System, and includes REJ-INC D/A-LDC changes.
- m. Section 536.1 revised to include transaction 9-5 MPLSM Scheme Recycle Rate, which is that portion of the SQS test data being recycled on the same machine.
- n. Section 536.3 revised to indicate that the last transaction entered during the Day will replace a prior transaction.
- o. Section 536.4 redefines MPLSM recycle rate source.
- p. Part 543 revised to show change in workhour adjustments for prior A/P as well as current period when adjustments entered by Day 21.
- q. Part 546 revised to add action codes for starting or stopping receipt of volume detail listing.
- r. Part 548 revised to include ability to request tour or separate Saturday/Sunday reports.
- s. Part 549 corrected to show definition for both delete and insert codes.

- t. Section 552.2 revised to include flows for uncoded operations and operations added to provide outgoing secondary functions; also adds advanced automation operations to Density Projection Matrix.
- u. Part 555 revised to provide density procedures in line with procedures provided for manual operations (M-75) and MPLSMS (SQS Handbook).
- v. Section 555.44 revised to include example of generating flows to pouching, tray banding, and loose packing operations.

6. Chapter 6 Changes

- a. Subchapter 610 revised to reflect expansion of operating reports from 4 to 9 reports.
- b. Section 632.1 revised to indicate increase in number of pages for Management Summary Reports.
- c. Section 632.4 adds LDC 16 for ECOM and changes supervisor LDCs as required.
- d. Section 632.4c added to identify LDC/operation crosswalk by functional category.
- e. Part 633 expanded to give detailed information on all of the operating reports; 633.2 changes LDC 11 to 10 and adds LDC for E-COM; 633.3 changes LDC 21 to 20; 633.5 changes LDC 41 to 40; 633.7 changes LDC 61 to 60; and 633.8 changes LDC 71 to 70.
- f. Section 634.13 revised to indicate changes in frequency codes for transactions 7-9 and A-1 and changes in descriptions of frequencies.
- g. Section 634.22 revised to indicate changes in frequency codes for transactions A-4.
- h. Section 635.1, revised to indicate provision for starting and stopping Detail Volume Listing reports via TR A-7.
- i. Section 635.3 revised to indicate change in Station/Branch Operating Report and to change LDCs 21 and 41 to 20 and 40.
- j. Section 635.4g revised to indicate revision in number of valid value codes.
- k. Section 635.4h revised to indicate revision in TR A-1 frequency codes.
- l. Section 636.2 revised to reflect changes in MPLSM Performance Evaluation Report and time frames.
- m. Section 636.3 revised to reflect changes in MPLSM Consolidated Analysis Report format.
- n. Sections 637.1 and 637.2 revised to reflect addition of FHP volume and FHP/CMHWH productivity.

7. Chapter 7

Chapter is added to reflect prescribed system audit procedures.

8. Appendix A

This appendix revises descriptions for operations 002, 004, 050, 055, 082, 092, 142, 192, 210-239, 240, 465-539, 549, 624, 629, 634, 745, 753-754, 755, 757, 760-766, 769, 780-787, and 988-998; expands descriptions for operations 841-847, 851-857, and 860-867 to scheme descriptions similar to 080-087 series; and adds descriptions for operations 042, 072, 099, 148, 149, 152, 172, 198, 199, 578, 851-857, 860-867, 958 and 959.

9. **Appendix B**

This appendix revises report formats for reports A, B.2, B.5, B.6, B.7, G, H, M, N, O, and P; and adds reports B.1, B.3, B.4, B.8, and B.9.

10. **Appendix C**

This appendix revises Forms 1476-D, 1476-F, 1476-K and 1476-L; and adds Forms 3922, 3602 and 4217.

C. DISTRIBUTION

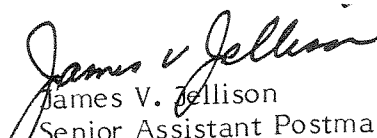
1. **Initial.** This handbook is being distributed directly to all MOD 1 offices, regions, and districts.

2. **Additional Copies.** Installations listed in C-1 may order additional copies on Form 1286, Request for USPS Directives. Send orders to your Regional Administration Branch. Headquarters offices order through the Document Control Division.

D. COMMENTS AND QUESTIONS

Address any comments or questions regarding the content of this directive to:

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CHAPTER I

GENERAL INFORMATION

110 PURPOSE OF MODS

The Management Operating Data (MOD) System is designed to provide postal management with essential information on the relationship between workloads and actual versus planned workhours. 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 APPLICABILITY OF HANDBOOK

131 General

This handbook applies to offices which use the Postal Source Data System (PSDS) and are designated as MOD 1 offices. All procedures described 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.

132 MOD 1 Offices

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):

PO # Office

(29) CENTRAL REGION

001 - Akron, OH
 002 - Chicago, IL
 003 - Cincinnati, OH
 004 - Cleveland, OH
 005 - Columbus, OH
 007 - Dayton, OH
 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 - AMF O'Hare, IL
 233 - Omaha, NE
 030 - Peoria, IL
 031 - Royal Oak, MI
 035 - 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 - MSC So. Jersey, NJ

(17) EASTERN REGION

126 - Silver Spring, MD
 016 - Syracuse, NY
 119 - Trenton, NJ
 120 - Washington, DC
 123 - Wilmington, DE

(25) NORTHEAST REGION

001 - Albany, NY
 044 - AMF Kennedy, NY
 002 - Boston, MA
 025 - Bridgeport, CT
 135 - Bronx, NY
 136 - Brooklyn, NY
 137 - Flushing, NY
 029 - Hackensack, NJ
 007 - Hartford, CT
 139 - Hicksville, NY
 008 - Jamaica, NY
 108 - Jersey City, NJ
 138 - Long Island City, NY
 030 - Middlesex-Essex, MA
 011 - New Haven, CT
 020 - New York, NY
 113 - Newark, NJ
 127 - North Jersey, NJ
 027 - Paterson, NJ
 012 - Portland, ME
 013 - Providence, RI
 140 - MSC Westchester, NY
 * 026 - Western Nassau, NY
 015 - Springfield, MA
 031 - Yonkers, NY

(25) SOUTHERN REGION

205 - Atlanta, GA
 201 - Austin, TX
 202 - Baton Rouge, LA
 203 - Birmingham, AL
 208 - Charlotte, NC
 222 - Columbia, SC
 204 - Dallas, TX
 206 - Fort Worth, TX
 221 - Ft. Lauderdale, FL
 209 - Greensboro, NC
 207 - Houston, TX
 214 - Jacksonville, FL
 225 - Knoxville, TN
 220 - Little Rock, AR
 211 - Memphis, TN
 217 - Miami, FL
 212 - Nashville, TN
 213 - New Orleans, LA

(25) SOUTHERN REGION

215 - Oklahoma City, OK
 223 - Orlando, FL
 224 - Saint Petersburg, FL
 216 - San Antonio, TX
 219 - Tampa, FL
 218 - Tulsa, OK
 228 - West Palm Beach, FL

(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

140 BASIC ELEMENTS OF MODS

The MOD System in MOD 1 installations has the following basic elements:

- a. Standard three-digit operation numbers which designate all activities performed in post offices.
- b. Major operations in mail processing activities that combine two or more operations.
- c. Suboperations for internal work-hours breakouts.
- d. Two-digit source type codes which are used along with mail distribution and handling operations to identify the source, type, destination, and other characteristics of the mail.
- e. The recording of mail volume by machine meter, actual piece counts or, if these methods are not feasible, by weight, feet or containers.

*Estimated PSDS Application, 5/83

f. The reporting of mail volume processed as first handling pieces, and the projection of subsequent handling 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 workhours by operation.

i. Planned hours by labor distribution code as a requirement 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, 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 workhours 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. Note:

a. A three-page Management Summary Report is produced for the postmaster and/or installation head.

b. A number of other reports are produced to provide detailed backup and to satisfy various information requirements.

152.2 The Management Summary and the Operating reports are routinely generated Monday through Friday. A Saturday report indicates workhours only, and a consolidated Saturday/Sunday report includes volume and hours for the two days combined. These reports are also summarized by week and by accounting period with an annual consolidation. 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 tour and 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 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 AND STATION/BRANCH CODES

161 Designations of SRFs

161.1 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 (SRFs) should be kept to a minimum and requests for changes must be submitted in writing to the ADPC.

161.2 All stations and branches as well as the separate reporting facilities are to be identified with a two-digit code. If a station reports to an SRF, that station's data will be reported separately as well as on consolidated SRF reports. All other stations will be reported separately and then consolidated into office-wide reports.

162 Additions or Deletions

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/Ps will be correct. The total number of station/branch codes will not exceed 100 and an SRF's code will be the same as its station code.

163 Requests

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) complete only if deleting an SRF.

- e. Effective date of change.

164 Station Codes

Follow this same format when establishing station codes. If the station is reporting to an SRF, that must be identified in the request.

165 Deletions

If a branch in a sequence is deleted, the preceding and following branches will retain their current branch identification. For example, a post office has SRFs numbered 00, 01, 02, 03, 04. Branch 02 is deleted. Branches 01 & 03 will retain their numeric identification. The office will then 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. The changes are implemented only at the beginning of a fiscal year.

CHAPTER 2

RESPONSIBILITIES

210 USPS HEADQUARTERS

211 Operations

The SAPMG, Operations Group, is responsible for:

- a. Overall operation of the MOD System.
- b. Approving changes and/or modifications to the MOD System.
- c. Determining specific operations to be measured.
- d. Approving changes to field organization and/or staffing required to operate and support the MOD System.
- e. Approving additions or deletions to list of MOD 1 offices.
- f. The design and technical management of the MOD System.
- g. Consultation and coordination with concerned functions of USPS for changes or modifications to the MOD System.
- h. Preparation, publication, and updating of related manuals.
- i. Program development and support to the Postal Service Training and Development Institute.
- j. Procedures and techniques used in development and application of work standards, and conversion rates used in the MOD System.

212 Finance

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.

213 Employee and Labor Relations

The SAPMG, Employee and Labor Relations Group, 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 RPMG

The Regional Postmaster General is responsible for (a) the efficient operation of the MOD System in designated post offices within the region and (b) recommending to SAPMG Operations Group, additions or deletions list of MOD 1 offices.

222 Mail Processing

The Regional Director, Mail Processing has primary responsibility for:

- a. Overall operation and technical management of the MOD System within the region.
- b. Recommendations to Regional Postmaster General on additions or deletions to list of MOD 1 offices.
- c. Justification for establishment of PSDS (single or satellite) offices.

d. Assisting the Regional Director, Finance in the review of recording procedures at postal facilities.

223 Finance

The Regional Director, Finance, 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, which includes the technical accuracy of all base information as well as verification of all computations.

232 The district staff will support and assist subordinate offices of the district on MOD matters as directed by the district manager. The district recommends establishment or changes to MOD 1 offices, and justification for establishment or discontinuance of PSDS (single or satellite) offices.

240 POST OFFICES

241 **Postmaster.** The postmaster is responsible for:

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

b. Compliance with all procedures outlined in this handbook.

242 **Mail Processing.** The director of mail processing or 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 workhour adjustment reports.

243 **Support.** The director of support or 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 (which includes the training, monitoring, and quality control aspects of those procedures).

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

310 MOD OPERATIONS

311 General

Operation numbers are three-digit numbers used to designate uniquely defined activities performed within post offices. The use of these operations is prescribed in the following sections.

312 Volume Operations

312.1 Mail volume is recorded into the operation where it will receive its first distribution handling, referred to as the first handling pieces (FHP) count. Pieces requiring further distribution are then projected into the subsequent or downstream operations as subsequent handling pieces (SHP) based on local mail flow densities (subchapter 550). The total of FHP and SHP becomes projected total piece handlings (PTPH).

312.2 For machine operations (e.g., 080-089) the actual total piece handlings (TPH) from meter readings are recorded rather than computing PTPH. Meters will be reset no more than once each 24-hour period, at the beginning of each MOD day, if required. The pieces for these operations are entered with a 7-5 transaction, explained in section 532.4. Also, the piece count from the canceled pieces on the Mark II and other can ceiling devices are entered with a 7-5 transaction.

313 Workhours Operations

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

313.2 In volume operations, the workhours recorded in the suboperations appear on the Tour Workhours Report, accumulate, and then

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 Publication 104, PSDS Supervisor Handbook) can be used to identify all employees in a suboperation at a specified time.

313.3 In operations where only workhours 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 workhours in mail distribution operations can be combined into certain major and key operations. Some operations are optional for volume and/or workhours recording.

314.2 Major operations are defined as those in which both volume and workhours 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 workhours recording is optional. For example, operation 040 is a key operation. Any outgoing mail bypassing 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 workhours can be charged to 030 only, or to 030 and 040, or to each of the individual operations.

314.4 When either volume or workhours 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 workhours, 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 workhours, 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 workhours are charged to the operation:

<u>Operation</u>	<u>Volume, But No Workhours</u>
002-M	Prints as 002
004-M	Prints as 006
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

<u>Operation</u>	<u>Volume, But No Workhours</u>
042-0	Consolidates with 040C if hours in 040; otherwise 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, consolidated with 030C.
050-0	Prints as 050.
055-0	Prints as 055.
060-M	Prints as 060.
070-K	Consolidates with operation 060C.
072-0	Consolidates with operation 070C if hours in 070, otherwise consolidates with 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.
082-0	Consolidates with 080C.
083-0	Consolidates with 080C.
084-0	Consolidates with 080C.

<u>Operation</u>	<u>Volume, But No Workhours</u>	<u>Operation</u>	<u>Volume, But no Workhours</u>
085-0	Consolidates with 080C.	125-0	Consolidates with 115C if hours in 115; otherwise consolidates with 110C.
086-K	Consolidates with 080C.		
087-0	Consolidates with 080C.	128-0	Consolidates with 120C if hours in 120; otherwise consolidates with 110C.
088-M	Prints as 088.		
089-M	Prints as 089.	129-0	Consolidates with 110C.
090-M*	Consolidates with 090C.	134-0	Prints as 134.
091-0	Consolidates with 090C.	140-M*	Consolidates with 140C.
092-0	Consolidates with 090C.	141-0	Consolidates with 140C.
093-0	Consolidates with 090C.	142-0	Consolidates with 140C.
094-0	Consolidates with 090C.	143-0	Consolidates with 140C.
095-0	Consolidates with 090C.	144-0	Consolidates with 140C.
096-K	Consolidates with 090C.	145-0	Consolidates with 140C.
097-0	Consolidates with 090C.	146-K	Consolidates with 140C.
098-K	Prints as 098.	147-0	Consolidates with 140C.
099-K	Consolidates with 090C.	148-0	Consolidates with 140C.
100-M	Prints as 100.	149-K	Consolidates with 140C.
105-M	Prints as 105.	150-M	Prints as 150.
110-M	Prints as 110.	152-0	Consolidates with 150C.
113-0	Consolidates with 110C.	160-K	Consolidates with 150C.
115-K	Consolidates with 110C.	168-0	Prints as 168.
118-0	Consolidates with 115C if hours in 115; otherwise consolidates with 110C.	169-0	Consolidates with 168C.
120-K	Consolidates with 110C.	170-M	Prints as 170.
123-0	Consolidates with 120C if hours in 120; otherwise consolidates with 110C.	172-0	Consolidates with 170C.
124-0	Consolidates with 120C if hours in 120; otherwise consolidates with 110C.	175-K	Consolidates with 170C.
		180-M	Prints as 180.
		185-0	Consolidates with 180C.
		190-M*	Consolidates with 190C.

<u>Operation</u>	<u>Volume, But no Workhours</u>	<u>Operation</u>	<u>Volume, But no Workhours</u>
191-0	Consolidates with 190C.	852-O	Consolidates with 850C.
192-0	Consolidates with 190C.	853-0	Consolidates with 850C.
193-0	Consolidates with 190C.	854-0	Consolidates with 850C.
194-0	Consolidates with 190C.	855-0	Consolidates with 850C.
195-0	Consolidates with 190C.	856-K	Consolidates with 850C.
196-K	Consolidates with 190C.	857-0	Consolidates with 850C.
197-0	Consolidates with 190C.	860-M*	Consolidates with 860C.
198-0	Consolidates with 190C.	861-O	Consolidates with 860C.
199-K	Consolidates with 190C.	862-O	Consolidates with 860C.
200-M	Prints as 200.	863-0	Consolidates with 860C.
240-M	Prints as 240.	864-0	Consolidates with 860C.
241-339-0	Consolidates with 240.	865-0	Consolidates with 860C.
841-O	Consolidates with 840C.	866-K	Consolidates with 860C.
842-O	Consolidates with 840C.	867-0	Consolidates with 860C.
843-0	Consolidates with 840C.		
844-0	Consolidates with 840C.		
845-0	Consolidates with 840C.		
846-K	Consolidates with 840C.		
847-0	Consolidates with 840C.		
851-O	Consolidates with 850C.		

*If all TPH in mechanized operations are recorded by scheme (e.g., 081-087), no mail volume has to be recorded as 080. FHP can be recorded by scheme, even if TPH is reported as a mixed scheme. For any of the separate schemes for which either volume or hours are recorded, a separate line will be printed along with the composite (080C).

314.8 When actual TPH is not entered by scheme (080, 081, 083, 084, 085, and 087), TPH is generated for individual schemes (or operations) by applying the percentage of FHP to the TPH in operation 080. This is illustrated by the following example

Operation	Volume Input		Computation	
	FHP	TPH	%FHP	Adj TPH
080	50	1100	5	55
081	400		40	440
083	350		35	385
084	100*	150*	*	150*
085	200		20	220
087	00*	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.

Note: This proration of TPH "assumes" that within all schemes the ratios of FHP to TPH are equal. This will not be true if one operation (081) is predominantly FHP and a second operation (085) is predominantly SHP. In this case 081 prorated TPH would be overstated; 085 prorated TPH would be understated. Therefore, TPH should be entered by scheme whenever it is operationally feasible.

315 MIXED OPERATIONS

Generally, mail distribution operations handle only one type of mail. Operations that handle one or more mail types (letters, flats, IPP'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 (workhours 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 (including flows to letter sorting machines) of mail finalized for distribution and other residue (including backflows necessary for a 100% density total for each operation).
999	Accumulation of workhours 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	Workhours	Labor Distribution Code		Operating Report*	Description
		Supv.	Craft		
	001	51	53	A & F	Platform Acceptance and Weighers Unit
002	002	10	14	M	Presort-Preferential
	003	10	14	M	Presort-Traying and Slewing
004	004	10	14	M	Presort-Non-Preferential
	009	10	13	M	Enricher
010	010-019	10	14	M	Originating Mail Preparation
020	020-028	10	14	M	Originating Meter Mail Preparation
029	029	10	14	M	Rifle Mail
030	030-039	10	14	M	Combined Outgoing-Incoming Letter Primary
040	040-041	10	14	M	Outgoing Letter Secondary
042	042	10	14	M	Outgoing Uncoded Letters
043	043	10	14	M	State Distribution-Letters
044	044	10	14	M	SC Letter Distribution (Used when Operation 134 is not)
045	045-049	10	14	M	Non-Preferential Letter Distribution
050	050-054	10	14	M	Priority Mail - Main Facility
055	055-059	10	14	M	Priority Mail - AMF
060	060-069	10	14	M	Outgoing Flat Primary
070	070-071	10	14	M	Outgoing Flat Secondary
072	072	10	14	M	Outgoing Uncoded Flats
073	073	10	14	M	State Distribution - Flats
074	074	10	14	M	SC Flat Distribution (Used when operation 134 is not)

Volume	Workhours	Labor Distribution Code		Operating Report*	Description
		Supv.	Craft		
075	075-079	10	14	M	Outgoing Flat Secondary - Non-Preferential
080C	080C	10	13	M	MPLSM Composite (accumulation of all workhours and volume in operations 080-087)
080	080	10	13	M	MPLSM - Mixed Schemes
081	081	10	13	M	MPLSM - Combined Outgoing/Incoming Primary
082	082	10	13	M	MPLSM - Outgoing Uncoded Letters
083	083	10	13	M	MPLSM - State Distribution
084	084	10	13	M	MPLSM - Sectional Center Distribution
085	085	10	13	M	MPLSM - Incoming Primary
086	086	10	13	M	MPLSM - Incoming Secondary
087	087	10	13	M	MPLSM - Box Section
088	088	10	13	M	OCR - Bar-Coded Mail
089	089	10	13	M	Optical Character Reader (OCR)
090C	090C	10	13	M	SPLSM - Composite (Accumulation of all workhours and volume in operations 090-097, 099)
090	090	10	13	M	SPLSM - Mixed Schemes
091	091	10	13	M	SPLSM - Combined Outgoing/Incoming Primary
092	092	10	13	M	SPLSM - Outgoing Uncoded Letters
093	093	10	13	M	SPLSM - State Distribution
094	094	10	13	M	SPLSM - Sectional Center Distribution
095	095	10	13	M	SPLSM - Incoming Primary
096	096	10	13	M	SPLSM - Incoming Secondary
097	097	10	13	M	SPLSM - Box Section

Volume	Workhours	Labor Distribution Code		Operating Report*	Description
		Supv.	Craft		
098	098	10	13	M	SPLSM - Bar-Coded Mail
099	099	10	13	M	SPLSM - Outgoing Secondary
100	100-104	10	14	M	Outgoing Parcel Distribution
105	105-108	10	13	M	Mechanized Parcel Sorter
	109	12	15	M	Rewrap - Damaged Parcels
110-129	110-129	10	14	M	Outgoing IPP Distribution, Pouch Rack, Loose pack, Opening Unit
110-114	110-114	10	14	M	Outgoing Opening & Primary Distribution (Optional, see 110-129, above, if option not used)
115-119	115-119	10	14	M	Outgoing Non-Preferential Opening & Primary Distribution (Optional, see 110-129, above, if option not used)
120-127	120-127	10	14	M	Pouch Racks (Optional, see 110-129, above, if option not used)
128	128	10	14	M	Tray Banding (Optional, see 110-129, above, if option not used)
129	129	10	14	M	Loose Pack (Optional, see 110-129, above, if option not used)
134	134-139	10	14	M	Section Center Distribution (Optional, see 044 and 074)
140C	140C	10	13	M	MPFSM - Composite (Accumulation of all workhours and volume in operations 140-149)
140	140	10	13	M	MPFSM - Mixed Schemes
141	141	10	13	M	MPFSM - Combined Outgoing/Incoming Primary
142	142	10	13	M	MPFSM - Outgoing Uncoded Flats
143	143	10	13	M	MPFSM - State Distribution
144	144	10	13	M	MPFSM - Sectional Center Distribution
145	145	10	13	M	MPFSM - Incoming Primary
146	146	10	13	M	MPFSM - Incoming Secondary

Volume	Workhours	Labor Distribution Code		Operating Report*	Description
		Supv.	Craft		
147	147	10	13	M	MPFSM - Box Section
148	148	10	13	M	MPFSM - Incoming Uncoded Flats
149	149	10	13	M	MPFSM - Outgoing Secondary
150	150-151, 153-159	10	14	M	Incoming Letter Primary
152	152	10	14	M	Incoming Letters Uncoded
160	160-167	10	14	M	Incoming Letter Secondary
168	168	10	14	M	Box Section - Main Office Primary
169	169	10	14	M	Box Section - Main Office Secondary
170	170-174	10	14	M	Incoming Flat Primary
172	172	10	14	M	Incoming Flats Uncoded
175	175-179	10	14	M	Incoming Flat Secondary
180-189	180-189	10	14	M	Incoming IPP Distribution, Opening and Traying
180-184	180-184	10	14	M	Incoming Opening and/or Distribution (Optional, see 180-189, above, if option not used)
185-189	185-189	10	14	M	Incoming Non-Preferential Opening and/or Distribution (Optional, see 180-189, above, if option not used)
190C	190C	10	13	M	SPFSM - Composite (Accumulation of all workhours and volume in operations 190-197)
190	190	10	13	M	SPFSM - Mixed Schedules
191	191	10	13	M	SPFSM - Combined Outgoing/Incoming Primary
192	192	10	13	M	SPFSM - Outgoing Uncoded Flats
193	193	10	13	M	SPFSM - State Distribution
194	194	10	13	M	SPFSM - Sectional Center Distribution
195	195	10	13	M	SPFSM - Incoming Primary
196	196	10	13	M	SPFSM - Incoming Secondary

Volume	Workhours	Labor Distribution Code		Operating Report*	Description
		Supv.	Craft		
197	197	10	13	M	SPFSM - Box Section
198	198	10	13	M	SPFSM - Incoming Uncoded Flats
199	199	10	13	M	SPFSM - Outgoing Secondary
200	200-209	10	14	M	Incoming Parcel Distribution
210 #	210-234, 237-239	10	14	M	Platform Operations (Except 235-236)
235-236 #	235-236	10	13	M	Mechanized Platform Operations
240-339	240-339	40	43	C	Distribution at Stations and Branches
	340	12	15	M	Standby-Mail Processing Employees
	353	40	48	C	Standby-Customer Services Employees
	354	20	26	D	Standby-Delivery Services Employees
	355	40	42	C	Window Service, etc., at Stations and Branches
	455-464	08	09	PM	Regional Projects and Studies
	465-539	08	09	PM	Headquarters Projects and Studies
	540	51	52	A & F	Miscellaneous Support Activities
	541	60	62	E	Miscellaneous Employee and Labor Relations Activities
	542-543	40	46	C	Insured - COD - Customs
	544	40	46	C	Cages Serving Carriers & Special Delivery Messengers
	545-546	12	15	M	Foreign Mails
	547	12	15	M	Scheme Proficiency Monitoring
	548	12	15	M	Detail to Mail Order/Publication House
	549	12	15	M	Empty Equipment Processing
	550	51	53	A & F	Classification Section
	551-552	51	52	A & F	Inquiry and Claims

<u>Volume</u>	<u>Workhours</u>	<u>Labor Distribution Code</u>		<u>Operating Report*</u>	<u>Description</u>
		<u>Supv.</u>	<u>Craft</u>		
554-555	12	15		M	Office Work and Record keeping-Mail Processing
556	51	52		A & F	Office Work and Record keeping-Support
557	60	62		E	Office Work Record Keeping-Employee and Labor Relations
558	40	47		C	Office Work and Record Keeping-Customer Services Clerks
559	20	26		D	Office Work and Record Keeping-Delivery Services Clerks
560-564	12	15		M	Miscellaneous Mail Processing Activities
566	60	62		E	Training Instructors
568	40	42		C	Window Service-Main Office
569	51	52		A & F	Revenue Cost Analysis (RCA) - Non-Finance Division Employees
570	51	52		A & F	Administrative Services
571	05	06		PM	Executive Section
572	60	62		E	Personnel Section
573-577	51	52		A & F	Finance Section
578	16	16		M	E-COM Mail
579	51	52		A & F	ODIS - Non-Finance Division Employees
580	45	--		C	Customer Service Representatives
581	03	03		PM	Industrial Engineering
582	02	02		PM	Quality Control
583	40	47		C	Express Mail
584	12	15		M	Mailgram
585-590	12	15		M	Registry Section
595	20	29		D	Address Information Systems

Volume	Workhours	Labor Distribution Code		Operating Report*	Description
		Supv.	Craft		
	607		15	D	Stewards Duty Time-Clerks (MP)
	608		48	C	Stewards Duty Time-Clerks (CS)
	609		26	D	Stewards Duty Time-Clerks (DS)
	610		52	A & F	Stewards Duty Time-Clerks (Support)
	611		62	E	Stewards' Duty Time-Clerks (E & LR)
	612		15	M	Stewards Duty Time-Mailhandler
	613		22	D	Stewards Duty Time-Carriers
	614		24	D	Stewards Duty Time-Special Delivery Messengers
	615		32	V	Stewards Duty Time-VMF Employees, MVS Drivers
	616		75	F & M	Stewards Duty Time-Maintenance Employees
	620	12	15	M	Travel Time (Within Established Hours of Service)-MP
	621	40	48	C	Travel Time (Within Established Hours of Service)-CS
	622	20	26	D	Travel Time (Within Established Hours of Service)-DS
	623	51	52	A & F	Travel Time (Within Established Hours of Service)-Supt., E&LR
	624	70	75	F & M	Travel Time (Within Established Hours of Service)-Maint.
	625	12	15	M	Travel Time (Outside of Established Hours of Service)-MP
	626	40	48	C	Travel Time (Outside of Established Hours of Service)-CS
	627	20	26	D	Travel Time (Outside of Established Hours of Service)-DS
	628	51	52	A & F	Travel Time (Outside of Established Hours of Service)-Supt., E&LR
	629	70	75	F & M	Travel Time (Outside of Scheduled Workhours)-Maint.

Volume	Workhours	Labor Distribution Code		Operating Report*	Description
		Supv.	Craft		
	630	12	15	M	Meeting Time-MP
	631	40	48	C	Meeting Time-CS
	632	20	26	D	Meeting Time-DS
	633	51	52	A & F	Meeting Time-Supt., E&LR
	634	70	75	F & M	Meeting Time-Maint.
	671	01	01	PM	Postmasters or Installation Heads
	701	10	11	M	Supervisors-Direct Mail Distribution
	702	12	12	M	Supervisors-Indirect Mail Distribution
	703	51	51	A & F	Supervisors-Support
	704	60	61	E	Supervisors-Employee and Labor Relations
	705	20	21	D	Supervisors-Delivery Services
	706	40	41	C	Suprvisors-Retail Services
	707	20	21	D	Supervisors-Route Examination
	708	20	21	D	Supervisors-All Other Delivery/Customer Services
	713-740		22/23/27	D	Carrier Operations (Street and Office time will be consolidated to the odd numbers) (No Direct Volume Inputs, Volume Derived From 777 & 778 Proportions)
	713, 714	20	22	D	VIM Route-Street (713) Office (714)
	715, 716	20	22	D	Two-Trip Bus, Carrier-Street (715), Office (716)
	717, 718	20	22	D	One-Trip Bus. Carrier-Street (717), Office (718)
	719, 720	20	22	D	Res. Foot Carrier-Street (719), Office (720)
	721, 722	20	22	D	Res. Motor Carrier-Street (721), Office (722)

<u>Volume</u>	<u>Workhours</u>	<u>Labor Distribution Code</u>		<u>Operating Report*</u>	<u>Description</u>
		<u>Supv.</u>	<u>Craft</u>		
723, 724	20	22	D	Two-Trip Mixed bus., & Res. Foot-Street (723), Office (724)	
725, 726	20	22	D	Two-Trip Mixed Bus., & Res. Motor-Street (725) Office (726)	
727, 728	20	22	D	One-Trip Mixed Bus. & Res. Foot-Street (727), Office (728)	
729, 730	20	22	D	One-Trip Mixed Bus. & Res. Motor-Street (729), Office (730)	
731, 732	20	27	D	Collection Carriers-Street (731), Office (732)	
733,734	20	23	D	Parcel Post Carriers- Street (733), Office (734)	
735, 736	20	23	D	Relay Carrier-Street (735) Office (736)	
737, 738	20	23	D	All combination Services- Street (737), Office (738)	
739, 740	20	23	D	Carrier - Drivers-Street (739), Office (740)	
741	20	26	D	Miscellaneous Delivery Services Activity	
742	40	48	C	Miscellaneous Customer Services Activity	
744	20	24	D	Special Delivery Messengers	
745	70	71	F & M	Maintenance Administration	
746	75	75	F & M	Acting Supervisor Maintenance	
747-749	70	74	F & M	Maintenance-Building Services	
750-752	70	72	F & M	Maintenance-Postal Operating Equipment	
753-754	70	73	F & M	Maintenance-Building and Plant Equipment	
755	70	78	F & M	Maintenance Management	
757	20	25	D	Rural Carriers & City Office Employee Working on Rural Route	

Volume	Workhours	Labor Distribution Code		Operating Report*	Description
		Supv.	Craft		
	758	30	30	V	Manager, Fleet Operations (includes acting)
	759	30	30	V	Supervisors, Fleet Operations (includes acting)
	760	31	31	V	Supervisors, Maintenance (includes acting)
	761		32	V	Mechanics
	762		32	V	Garagemen
	763		35	V	Clerk-VMF
	764		36	V	Clerk-MVS
	765		34	V	Motor Vehicle Operator
	766		34	V	Tractor-Trailer Operator
769	769	40	44	C	Box Section at Stations and Branches (No Direct volume inputs. Volume Derived From Proportion of 777-778).
777					Incoming Letter Mail (No direct volume inputs)
778					Incoming Flat Mail (No direct volume inputs)
	780	90	90	T	Training - Postal Management
	781	91	91	T	Training - Mail Processing
	782	92	92	T	Training - Delivery Services
	783	93	93	T	Training - Vehicle Service
	784	94	94	T	Training - Customer Services
	785	95	95	T	Training - Administration & Finance
	786	96	96	T	Training - Employee & Labor Relations
	787	97	97	T	Training - Facilities & Maintenance
	795	40	49	C	Address Label Preparation- Manual System

<u>Volume</u>	<u>Workhours</u>	<u>Labor Distribution Code</u>		<u>Operating Report*</u>	<u>Description</u>
		<u>Supv.</u>	<u>Craft</u>		
	796	40	49	C	Mail Markup and Forwarding - Manual System
	797	40	49	C	Computer Mail Forwarding
840C	840C	10	13	M	Read Code Sort Composite
841	841	10	13	M	Read Code Sort - Outgoing Primary
842	842	10	13	M	Read Code Sort - Outgoing Secondary
843	843	10	13	M	Read Code Sort - Managed Mail
844	844	10	13	M	Read Code Sort - Incoming SCF Primary
845	845	10	13	M	Read Code Sort - Incoming Primary
846	846	10	13	M	Read Code Sort - Incoming Secondary
847	847	10	13	M	Read Code Sort - Box Section
850C	850C	10	13	M	OCR-Channel Sorter Composite
851	851	10	13	M	OCR-Channel Sorter-O/G Primary
852	852	10	13	M	OCR-Channel Sorter-O/G Secondary
853	853	10	13	M	OCR-Channel Sorter-Managed Mail
854	854	10	13	M	OCR-Channel Sorter-Incoming SCF Primary
855	855	10	13	M	OCR-Channel Sorter-Incoming Primary
856	856	10	13	M	OCR-Channel Sorter-Incoming Secondary
857	857	10	13	M	OCR-Channel Sorter-Box Section
860C	860C	10	13	M	Small BC Sorter Composite
860	860	10	13	M	Small BC Sorter-Mixed Scheme
861	861	10	13	M	Small BC Sorter-Outgoing Primary
862	862	10	13	M	Small BC Sorter-Outgoing Secondary
863	863	10	13	M	Small BC Sorter-Managed Mail
864	864	10	13	M	Small BC Sorter-Incoming SCF Primary

Volume	Workhours	Labor Distribution Code		Operating Report*	Description
		Supv.	Craft		
865	865	10	13	M	Small BC Sorter-Incoming Primary
866	866	10	13	M	Small BC Sorter-Incoming Secondary
867	867	10	13	M	Small BC Sorter-Box Section
888					Dispatch and Other Residue Mail (No direct volume inputs)
	930	10	14	M	Business Reply - Postage Due
	958	60	69	E	Rehabilitation
	959	60	68	E	Limited Duty
	980	40	48	C	SSPC Technician Station/Branch Maintenance
	981	40	48	C	SSPC Technician Station/ Branch Maintenance - Travel
	982	40	48	C	SSPC Technician Station/ Branch Service
	983	40	48	C	SSPC Technician Station/ Branch Service - Travel
	984	40	48	C	SSPC Technician Main Office Maintenance
	985	40	48	C	SSPC Technician Main Office Maintenance - Travel
	986	40	48	C	SSPC Technician Main Office Service
	987	40	48	C	SSPC Technician Main Office - Travel
	988-997				Loaned Hours
	999		52	S	Summation of Hours in Invalid Operations

*
PM = Postal Management
M = Mail Processing
C = Customer Services
D = Delivery Services
V = Vehicle Services
F&M = Facility & Maintenance
A&F = Administration and Finance
E = Employee & Labor Relations

= Recording of platform volume is restricted to Performance Feedback System offices only.

320 SOURCE/TYPE CODES**321 DESCRIPTION**

321.1 Two-digit source/type (S/T codes are used along with the operation numbers to form mail identification codes. These codes provide the means to input 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 (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, 042, 043, 044, 045, 050, 055, 080-089, 090-099, 134, 150, 152, 160, 168, 169, 240-339, 841-847, 851-857, and 860-867:

<u>Source Description</u>	<u>S/T</u>	<u>Conv. Rate</u>	<u>FHP</u>	<u>SHP</u>	<u>To Withdraw Use S/T</u>	<u>Note (Sec.)</u>
Machine Canceled	01	46.8	X			322.2a
Metered Preparation	02	37.9	X		22	322.2b
Metered Bypass	03	37.9	X		23	322.2b
Non-Pref. Preparation	04	22.9	X		24	322.2b
Non-Pref. Bypass	05	22.9	X			322.2b
Opening Unit (Pref.)	06	41.1	X		26	
Opening Unit (Non-Pref.)	07	22.9	X		08	
Withdraw Opening Unit (Non-Pref.)	08	22.9	-X			322.2e
Re-enter Withdrawn						
Non-Pref.	09	22.9		X		322.2e
Mixed	10	41.1		X		322.2e
Hand Canceled Letters	11	16.1	X			322.2c
Non-Machinable						
Metered Preparation	12	37.9	X		18	322.2d
Metered Bypass	13	37.9	X		19	322.2d

<u>Source Description</u>	<u>S/T</u>	<u>Conv. Rate</u>	<u>FHP</u>	<u>SHP</u>	<u>To Withdraw Use S/T</u>	<u>Note (Sec.)</u>
Non-Pref. Preparation	14	22.9	X			322.2d
Non-Pref Bypass	15	22.9	X			322.2d
Opening Unit (pref.)	16	41.1	X		20	322.2d
Opening Unit (Non-Pref.)	17	22.9	X		21	322.2d
Withdrawn						
Metered (Non-Mach.)	18	37.9	-X			322.2b
Metered Bypass (Non-Mach.)	19	37.9	-X			322.2b
Opening Unit (pref. Non-Mach.)	20	41.1	-X			322.2b
Opening Unit (Non-Pref. Non-Mach.)	21	22.9	-X			322.2b
Metered Preparation	22	37.9	-X			322.2b
Metered Bypass	23	37.9	-X			322.2b
Originating (Non-Pref.)	24	22.9	-X			322.2e
Originating (Non-Pref.)	25	22.9		-X		322.2e
Mixed	26	41.1	-X			322.2e
Mixed	27	41.1		-X		322.2e
Operation 089	28	1.0		X		322.2h
Operation 029	29	37.9		X		322.2g
OCR Rejects	30	1.0				322.2i
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

<u>Source Description</u>	<u>S/T</u>	<u>Conv. Rate</u>	<u>FHP</u>	<u>SHP</u>	<u>To Withdraw Use S/T</u>	<u>Note (Sec.)</u>
Uncanceled Letters	38	46.8	-X	X		322.2h
MPLSM Zero Bin	39	41.1				322.2K
MPLSM 400 Bin	40	41.1				322.2L
Foreign Destination	41	44.2	X			322.2O
Foreign Origin	42	72.0	X			322.2O
Withdraw - Foreign	43	72.0	-X			322.2O
Withdraw - Foreign	44	72.0		-X		322.2O
Inventory - Foreign	45	72.0	X			322.2O
Inventory - Foreign	46	72.0		X		322.2O
Local Cancellations	47	46.8	X			322.2a
Console Adjustment	48	1.0				322.2P
Carrier Bypass	49	1.0				322.2Q

322.2 Use

a. Do not use S/T 01 to weigh mail into operation 081. The volume of letters canceled on the Mark II (meter A+B) and other canceling devices is totaled and input with a 7-5 transaction to operation 010 with pieces and simultaneously credit FHP to 081. If some of the mail is worked in another operation (e.g., 030), the mail will be weighed into operation 030 with S/T 01. This will credit FHP to operation 030 and simultaneously deduct FHP from 081. S/T 01 does not add pieces to operation 010. If an office does not have an LSM, they must enter two transactions for the machine-canceled letters, a 7-5 (010) and 7-3 (XXX). The XXX represents the operation where it is to be distributed. Use a 7-2 or a 7-4 with S/T 01 to withdraw stamped mail. S/T 47 can be used to input letters cancelled at an associate office. S/T 47 will not add to operation 010.

b. S/T 02-05 and 12-15 represent meter and permit letters. S/T 02, 04, 12, and 14, in addition to adding FHP to the input operation, accumulate volume in operation 020. Letters that do not require preparation (bypass) in 020 must be recorded into the distribution operations with S/T 03, 05, 13, or 15, 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). Letters withdrawn with S/T 18 or 22 will deduct volume from operation 020; letters withdrawn with S/T 19 or 23 will deduct volume from operation 020 bypass.

c. To withdraw metered bypass mail entered with S/T codes 05 and 15, use TR 7-2 or TR 7-4. Reenter the bypass volume in the new operation using the original S/T code. 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. S/T 12-17 represent non-machinable letters. Non-machinable letters are defined in Methods Handbook M-54 Mechanization Criteria-Multiposition Letter Sorting Machines. The physical characteristics of a letter determine whether it is machinable or non-machinable. Letter mail will be recorded as to its machinability regardless of the operation in which it is worked. When machinable letters are, for any reason, worked in manual operations, they will be entered using machinable S/T codes. Unless otherwise stated, S/T codes represent machinable letters.

e. Mail that is weighed into an operation, but not worked there, must be weighed out with the appropriate S/T code, 08 or 18-27. If withdrawn SHP mail must be worked in another operation, it will be reentered with S/T 9 (non-preferential) or 10 (Mixed). Withdrawn FHP mail is to be reentered using the appropriate S/T code. For example, if metered mail is entered into an operation with S/T 02 and withdrawn with S/T 22, it will be reentered into the new distribution operation with S/T 02.

f. Non-machineable mail which has been culled at the ledge of an MPLSM, SPLSM, or rejected by an Advanced Automation machine should be withdrawn using one of the machineable S/T codes, 22-27 and re-entered into the appropriate manual distribution operation using a non-machineable S/T Code, 12-17.

g. Mail generated by the CMU, Nixie Section, etc., which is subsequently run back through Mark II's and/or Model G's for forwarding or return to sender will be treated as FHP mail for MOD. If such mail is run through the canceling machine more than once for Hand, NSN, or similar endorsements, and then run through again for date, S/T 26 must be used to deduct one of the erroneous FHP counts in 081. Riffle mail that is distributed in operation 029, but requires further distribution, will be weighed into the appropriate operation with S/T 29.

h. Use S/T 28 to input SHP volumes from 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 (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 (a sheet of paper with cutouts corresponding to the appropriate bins for each valid SHP operation.)

i. OCR/BCR rejects will be input into the distribution operation with S/T 01-07 which will add FHP to the distribution operation and with S/T Code 30 deduct FHP from the OCR/BCR operations.

j. All rework (MPLSM O Bin and MPLSM 400 Bin) bin mail on the MPLSM must be recorded into the operation where it will be distributed. If meters are installed, the meter readings will be entered with a 7-3 transaction (section 532.3). Otherwise, this mail should be weighed.

k. Mail volumes reported in S/T 39 (O Bin Mail) include the following types of mail:

- . Full Bin Bypass Mail
- . No Key Mail

l. Mail volumes reported in S/T 40 (400 Bin Mail) include the following types of mail:

- . Unassigned Digits Mail
- . Invalid Key Code Mail
- . Any Special Assignments

m. 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 and Operation	Deducts		Adds	
	FHP	TPH	FHP	SHP
080	---	080	---	---
030	081	081	030	---
081	---	081	---	---
042	---	082	---	042
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	---	---

n. Sweepaside and machine errors must also be deducted from the total pieces fed. These errors include mail found to have been keyed to the wrong bin during riffling procedures, mail faced by the MPLSM, mail on the stray letter belt, and dropper jam volumes. This mail is to be withdrawn with a 7-1 or 7-3 transaction using S/T 27.

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

p. If a TPH volume input error in operations 010, 080-089, 090-099, 841-847, 851-857, or 860-867, is identified, S/T 48 can be used to adjust TPH on a current, prior period or YTD basis with an A-1 transaction (section 541.1). Since S/T 48 adjusts only the operation of input, adjustments must be made to scheme operations, (081, 082, etc.) if required. Section 314.8 describes how scheme adjustments are made. Note that the FHP count is automatically adjusted for 081 when S/T 48 is used with 010.

q. 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).

r. Missent mail is not credited toward the SHP count except when valid density flows have been established (section 552.2). In all cases where missent mail is isolated, it receives no credit for backstamping and is not weighed into a distribution operation. Credit for valid flows is automatically included in density projections.

s. Uncanceled mail coming back to 010 for cancelation will be recorded with S/T 38, which will add SHP and deduct FHP from the distribution operation. FHP will be recaptured in the meter reading (Section 322.2a).

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, 072, 073, 074, 075, 134, 140-149, 168, 169, 170, 172, 175, 190-199, and 240-339.

<u>Source Description</u>	<u>S/T</u>	<u>Conv. Rate</u>	<u>FHP</u>	<u>SHP</u>	<u>(Sec.)</u>
MPFSM Reject Bin & Key Errors	50	4.91	X		323.2
Canceled, Stamped	51	4.91	X		323.3
Metered Preparation	52	4.91	X		323.4
Metered Bypass	53	4.91	X		323.4
Opening Units - Flats	54	4.91	X		323.5
Opening Units - Newspapers	55	2.22	X		521.1C
Withdrawn - Flats	56	4.91	-X		323.5
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		323.6
Inventory - Foreign	62	7.20	X		323.6
Withdrawn	63	4.91		-X	323.5
Reenter Withdrawn	64	4.91		X	323.5
Non-Pref. - Originating	65	4.91	X		
Non-Pref. - Transit (Opening Unit)	66	4.91	X		
Inventory - Non. Pref	67	4.91	X		524
Console Adjustment	68	1.00			323.7
Carrier Bypass	69	1.00			323.8

323.2 Volume for MPFSM Reject Bin and Key errors 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, MPFSM operations have been paired with ASSOCIATED MANUAL OPERATIONS. When S/T 50 is used with flat mail distribution operations, PSDS will automatically credit pieces according to the following table:

S/T 50 & Operation	Deducts		Adds	
	FHP	TPH	FHP	SHP
140	---	140	---	---
060	141	141	060	---
141	---	141	---	---
072	---	142	---	072
142	---	142	---	---
073	143	143	073	---
143	---	143	---	---
074 or 134	---	144	---	074
144	---	144	---	---
170	145	145	170	---
145	---	145	---	---
175	---	146	---	175
146	---	146	---	---
168	---	147	---	---
147	---	147	---	---
148	---	148	---	---
149	---	149	---	---
070	---	149	---	070

323.3 S/T 51, in addition to adding FHP to the input operation, adds volumes to operation 010.

323.4 S/T 52 and 53 represent meter and permit flats. S/T 52, in addition to adding FHP to the input operation, adds volume to operation 020. Flats that do not require preparation (bypass) in 020 must be recorded into a distribution operation with S/T 53.

323.5 S/T 56 and 63 reduces FHP and SHP of the operation in the transaction. If mail is reentered, use S/T 54 for FHP and 64 for SHP, regardless of the original source. SHP volumes generated thru the MPFSM Log Dump can be recorded in downstream operations using transaction 7-3 with S/T 64.

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

323.7 If a TPH volume input error in operations 140-149 or 190-199 is identified, S/T 68 can be used to adjust TPH on a Weekly, A/P, or YTD basis with an A-1 transaction (541.1). Since S/T 68 adjusts only the operation of input, adjustments must be made to scheme operations (140, 141, etc.) if required.

323.8 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).

323.9 Use S/T 58 to inventory SHP for non-preferential flats.

324 PARCEL AND ORIGINATING PRESORT SOURCE/TYPE CODES

324.1 S/T codes 70-74 & 79 can be used, as applicable, with operations 050, 055, 100, 105, 134, 168, 169, 200, and 240-339; while S/T codes 75-78 can be used, as applicable, with operations 002 and 004:

<u>Source Description</u>	<u>S/T</u>	<u>Conv. Rate</u>	<u>FHP</u>	<u>SHP</u>	<u>Note (Sec.)</u>
Outsides	70	1.00	X		
Sacks	71	8.79	X		
Hampers	72	39.7	X		
Hampers-Extended	73	65.0	X		
Inventory-Hampers	74	39.7	X		524
Parcels for Delivery	79	1.00			324.2
Presort - Pref Letters	75	1.00			521.9
Non-Pref Ltrs.	76	1.00			521.9
Pref Flats	77	1.00			521.9
Non-Pref Flats	78	1.00			521.9

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.

325 OPENING & POUCHING SOURCE/TYPE CODES

The following S/T codes can be used, as applicable, with operation 110-129 and 180-189.

<u>Source Description</u>	<u>S/T</u>	<u>Rate</u>	<u>PTPH</u>	<u>Note</u>
Operation 010	81	1.61	X	a
Orig IPP #2	82	1.61	X	b
Transit IPP	85	36.80	X	c
Transit IPP	86	1.61	X	c
Transit Newspapers	87	34.30	X	d
Inventory	88	1.0	X	e
Trays	90	1.0	X	f

NOTE

- a. Mixed IPP's culled and cancelled in operation 010.
- b. S/T 82 - Originatin IPP from other than 010.
- c. S/T 85 - IPP arriving in transit pouches.
S/T 86 - IPP opening units.
- d. S/T 87 - Newspapers in transit pouches.
- e. Inventory is optional
- f. Tray banded in operation 128. Use when counters are present on tray banding machines.

326 PLATFORM SOURCE/TYPE CODES

326.1 The following S/T codes can be used as applicable with operations 210-239. S/T 91-99 are restricted to use by only Performance Feedback System offices.

<u>Source Description</u>	<u>S/T*</u>	<u>Rate</u>	<u>PTPH</u>
Originating Outsides	91	1.0	X
Originating Sacks	92	1.0	X
Originating IPP	93	1.0	X
Transit Outsides	94	1.0	X
Transit Sacks	95	1.0	X

<u>Source Description</u>	<u>S/T*</u>	<u>Rate</u>	<u>PTPH</u>
Transit Containers	96	1.0	X
Outsides	97	1.0	X
Sacks	98	1.0	X
Containers	99	1.0	X

*S/T 91-96 Transfers

S/T 91-93 Originate within sectional center

S/T 94-96 Originate outside sectional center

S/T 97-99 Non Transfers (Working Mail)

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:

<u>Operation</u>	<u>Applicable S/T Codes</u>	<u>Operation</u>	<u>Applicable S/T Codes</u>
002	75, 77	060	50-67
004	76, 78	070	50-67
029	01-09, 12-24, 26, 31, 32, 34, 38, 47, 51-54, 56, 57, 63-67	072	50-67
030	All letter codes except 28, 48, 49	073	50-67
040	All letter codes except 48, 49	074	50-67
042	" " " " " "	075	51-67
043	All letter codes except 28, 41, 48, 49	080	01-08, 22-24, 26, 27, 30, 31, 32, 34, 36, 38-43, 45, 47, 48
044	All letter codes except 41, 48, 49	081	02-08, 22-24, 26, 27, 30, 31, 32, 34, 36, 39-43, 45, 47, 48
045	04, 05, 07, 08, 11, 14, 15, 17, 21, 24, 25, 34, 35	082	01-08, 22-24, 26, 27, 30, 32, 34, 36, 38-41, 47, 48
050	01-03, 06, 11-13, 16, 18-20, 22-24, 26-28, 31, 32, 36, 37, 38, 41-47, 51-54, 56-58, 61, 62-64, 70-74	083	01-08, 22-24, 26, 27, 30, 32, 34, 36, 38, 39, 40, 47, 48
055	01-03, 06, 11-13, 16, 18-20, 22-24, 26, 28, 31, 32, 36-38, 41-47, 51-54, 56-58, 61, 62-64, 70-74	084	01-08, 22-24, 26, 27, 30, 32, 34, 36, 38, 39, 40, 042-46, 47, 48
		085	01-08, 22-24, 26, 27, 30, 31, 32, 34, 36, 38-40, 42, 47, 48
		086	01-08, 22-24, 26, 27, 30, 32, 34, 36, 38-40, 42, 47, 48

<u>Operation</u>	<u>Applicable S/T Codes</u>	<u>Operation</u>	<u>Applicable S/T Codes</u>
087	01-08, 22-34, 26, 27, 30, 34, 36, 38-40, 47, 48	142	50-54, 56, 57, 61, 62, 65-68
088	06, 26, 36, 48	143	50-54, 56, 57, 61, 62, 65-68
089	01-08, 22-24, 26, 27, 30, 32, 34, 36, 38, 47, 48	144	50-54, 56, 57, 61, 62, 65-68
090	01-08, 22-24, 26, 27, 30, 31, 32, 34, 36, 38, 41-43, 45, 47, 48	145	50-54, 56, 57, 61, 62, 65-68
091	01-08, 22-24, 26, 27, 30, 31, 32, 34, 36, 38, 41-43, 45, 47, 48	146	50-54, 56, 57, 61, 62, 65-68
092	01-08, 22-24, 26, 27, 30, 32, 34, 36, 38, 41, 47, 48	147	50-54, 56, 57, 61, 62, 65-68
093	01-08, 22-24, 26, 27, 30, 32, 34, 36, 38, 47, 48	148	50-54, 56, 57, 61, 62, 65-68
094	01-08, 22-24, 26, 27, 30, 32, 34, 36, 38, 47, 48	149	50-54, 56, 57, 61, 62, 65-68
095	01-08, 22-24, 26, 27, 30, 31, 32, 34, 36, 38, 42, 47, 48	150	01-40, 47
096	01-08, 22-24, 26, 27, 30, 34, 36, 38, 42, 47, 48	152	01-40, 47
097	01-08, 22-24, 26, 27, 30, 34, 36, 38, 47, 48	160	01-40, 42-46, 47
098	06, 26, 36, 48	168	01-40, 47, 50-67, 70-73
099	01-08, 22-24, 26, 27, 30, 32, 34, 36, 38, 41, 47, 48	169	01-40, 47, 51-67, 70-73
100	70-74	170	50-67
105	70	172	50-67
110-127	81, 82*, 85**, 86, 87, 88	175	50-67
128	88, 90	180-189	81, 82, 85, 86, 87, 88
129	86, 88	190	51-54, 56, 57, 61, 62, 65-68
134	01-08, 12-40, 47, 51-67, 70-73	191	51-54, 56, 57, 61, 62, 65-68
140	50-54, 56, 57, 61, 62, 65-68	192	51-54, 56, 57, 61, 62, 65-68
141	50-54, 56, 57, 61, 62, 65-68	193	51-54, 56, 57, 61, 62, 65-68
		194	51-54, 56, 57, 61, 62, 65-68
		195	51-54, 56, 57, 61, 62, 65-68
		196	51-54, 56, 57, 61, 62, 65-68
		197	51-54, 56, 57, 61, 62, 65-68
		198	51-54, 56, 57, 61, 62, 65-68
		199	51-54, 56, 57, 61, 62, 65-68
		200	70-74

<u>Operation</u>	<u>Applicable S/T Codes</u>	<u>Operation</u>	<u>Applicable S/T Codes</u>
240-339	01-40, 47, 49, 51-67, 69, 70-74, 79	855	01-07, 22-24, 26, 30-38, 47, 48
841	01-07, 22-24, 26, 30-38, 47, 48	856	01-07, 22-24, 26, 30-38, 48
842	01-07, 22-24, 26, 30-38, 48	857	01-07, 22-24, 26, 30, 34-37, 47, 48
843	06, 07, 24, 26, 30, 34-37, 48	860	01-07, 22-24, 26, 30-38, 47, 48
844	02-07, 22-24, 26, 30, 32-37, 47, 48	861	01-07, 22-24, 26, 30-38, 47, 48
845	01-07, 22-24, 26, 30-38, 47, 48	862	01-07, 22-24, 26, 30-38, 48
846	01-07, 22-24, 26, 30-38, 48	863	06-07, 24, 26, 30, 34-37, 48
847	01-07, 22-24, 26, 30-37, 47, 48	864	02-07, 22-24, 26, 30, 32-37, 47, 48
851	01-07, 22-24, 26, 30-38, 47, 48	865	01-07, 22-24, 26, 30-38, 47, 48
852	01-07, 22-24, 26, 30-38, 48	866	01-07, 22-24, 26, 30-38, 48
853	06-07, 24, 26, 30, 34-37, 48	867	01-07, 22-24, 26, 30, 34-37, 47, 48
854	02-07, 22-24, 26, 30, 32-37, 47, 48		

*S/T 82 Valid with OPNS 110-127

**S/T 85 Valid with OPNS 110-119



CHAPTER 4

COMMUNICATIONS NETWORK

410 AUTOMATIC DATA PROCESSING CENTERS

The Postal Source Data System (PSDS) offices listed in subchapter 130 are linked by communication lines to two automatic data processing centers (ADPC). The Wilkes-Barre ADPC processes data for post offices in the Northeast and Eastern Regions; the St. Louis ADPC for post offices in the Southern, Central, and Western Regions. MOD is one of several systems utilizing PSDS.

420 TELECONCENTRATOR SITES

All data messages generated by post offices are received, monitored, and concentrated at teleconcentrator sites (TCS) in Wilkes-Barre, PA; Oklahoma City, OK; Chicago, IL; and San Francisco, CA, before transmission to ADPC's. Emergency communication lines are used when primary lines between post offices and TCS are out of order. A TCS is capable of storing data messages on magnetic tape for subsequent transmission to the ADPC when either the communication line from the TCS to the ADPC or the equipment at the ADPC is out of order. Backup computers are available at the TCS.

430 DATA COLLECTION SITE

Recording devices are located in various locations; annexes, AMFs, VMFs, truck terminals, stations, and branches. The devices are linked by cables and telephone lines to a central control point called a data collection site (DCS) where all computer messages are concentrated. Periodically, the messages are transmitted through the TCS to the ADPC.

440 REPORT GENERATION

Separate communication lines are used to transmit output data from the ADPC computers through TCS to the printers in the DCS at each post office. In some cases 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 (part 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 and transmit 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 required 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 the scale, are preset to facilitate the automatic recording of mail. These scales will accept weights to the nearest tenth of a pound up to 99.9 pounds.

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

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

464.4 Standard tare weights for letter and flat trays are automatically deducted by the computer. For letter mail, 3.5 pounds is deducted and 8.8 pounds is deducted 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 shall be weighed in one transaction.

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

465 TRANSACTION

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

465.2 The transaction can be used in place of a badge reader to make normal clock rings. In addition, transactions 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 transaction is used to enter overtime workhour 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 transactions 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 punched paper tape used to enter data, including alphabetical characters. It can be used in place of a transaction for MOD inputs and is also used to make daily, weekly, and accounting period volume adjustments and to transfer MOD workhours 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

510 WORKHOURS REPORTING

511 GENERAL

Workhours for all employees are accumulated by operation or suboperation number from the individual clock rings.

512 CRAFT WORKHOURS

512.1 Employees should always be clocked into the operation where they are assigned (exceptions in part 314). When an employee moves from one operation to another, he immediately clocks into the operation where he will be working. If the change involves moving between floors or between buildings, travel operations 620-629, as appropriate, can be used.

512.2 When moves between operations are frequent, or the employee is engaged in two operations almost simultaneously, the employee can clock into the predominate operation. The supervisor should track the hours expended by operation using Form 2345, Personnel Manpower, or by other means, and transfer the work hours at the end of the tour using an A-4 Transaction (part 544). The A-4 transaction can also be used to add hours when clock rings cannot be entered.

512.3 When employees leave an operation for personal reasons, they remain on the clock in the operation where they are assigned.

512.4 Mail processing, customer services, and delivery services personnel who cannot be gainfully employed and are surplus to the needs of the unit should report workhours in operation 340, 353, or 354. This does not apply to temporary equipment breakdowns of ten minutes or less (see appendix A for a more detailed explanation).

512.5 When the number of employees in an operation exceeds 200 at one time, suboperations may be used to record the

workhours 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 medical unit, etc.).

513 SUPERVISORY WORKHOURS

513.1 All regular supervisors except the postmaster, fulltime doctors, and managers in grades 24 and above will record workhours in the MOD System. All operation 671 hours are automatically assigned through ADP Center programming. Input rings to operation 671 are invalid and will appear on the two hour error report and will accumulate in LDC 51 as operation 999.

513.2 Workhours for Postmaster, Installation Head and management personnel in grades 24 and above, will automatically be accumulated to MOD operation number as follows:

Postmaster & Installation Head	671
Doctor (full time)	572
Industrial Engineering	581
Mail Processing	701
	or 702
Support	703
E & LR	704
Delivery & Collection	705
Retail Services	706
Maintenance	745
Executive Section	571

PSDS EMR procedures contained in PSDS T&A Handbook F-22, must be followed in order to effect this automatic workhour credit.

513.3 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 702-708, 746, or 760, if the hours cannot be allocated by individual operation.

513.4 Acting supervisors, receiving higher level pay, will record workhours in 701-708, 746, or 760, as applicable.

514 OVERTIME

514.1 Overtime hours should be accumulated so that total overtime hours can be reconciled with paid overtime hours within a tolerance of 5% per pay period.

514.2 Overtime hours, by operation, will be provided by the Time and Attendance (T&A) Overtime Authorization, TR2-9. Overtime resulting from TR 6 transactions or forced by the T&A system must be entered using MOD overtime transaction 7-9.

514.3 MOD overtime is primarily dependent on T&A overtime authorizations,

therefore, TR2-9's must be input on a timely basis. If overtime for an employee crosses two MOD days, a TR 2-9 must be entered prior to the ADPC 0900 split time for the first MOD day.

514.4 Supervisor overtime for the following operations must be reported in the operation number and not in the related supervisor operation number (701-708).

455-464 = Regional Projects and Studies

465-537 = Headquarters Projects and Studies

571 = Executive Section

581 = Industrial Engineering

582 = Quality Control

The system does not automatically accumulate supervisor overtime in these operations to the related supervisor operation number.

515 WORKHOUR COMPUTATION

515.1 Workhours 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 end the accumulation of time in whatever operation number was in the previous ring. The following table illustrates the calculation of hours for a hypothetical tour of one individual:

T&A		MOD		Clock Rings	Time Calculation
Day	Ring	Day	Tour		
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 workhours 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 (part 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 workhours, 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.

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		MOD	
Day	Day	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, 1.0 hour (0900-0800) for operation 040, and 5.5 hours (1500-0950) for operation 150. Since there was no end tour (ET) ring, the computer automatically terminated the time accumulation at 1500, the cutoff for MOD tour 2. A total of 9.5 hours has been computed for the employee. A clock ring must be present within the MOD tour in order to calculate workhours.

516.3 Transaction 5 inputs for any day of week 2 can be entered until the day 03 p.m. cutoff. Transaction 5 inputs for any day in week 1 can be entered up until the day 12 cutoff. Transaction 5 entries made for a prior week are entered before the A/P closeout, they will be reflected in the MOD A/P reports. Entries made after A/P closeout will be reflected on the MOD year-to-date reports for the following A/P.

517 TOTAL HOURS ADJUSTMENTS

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

518 INVALID SOCIAL SECURITY NUMBER

Clock rings made with invalid social security numbers will cause an accumulation of time for MOD hours, and therefore should not be used.

520 MAIL VOLUME RECORDING

521 RECORDING PROCEDURE

521.1 Volume recording incorporates the following:

a. Console or meter readings of mechanical processing equipment are used where available.

b. Most letter and flat mail recordings, other than machine counts or actual pieces from mailers' statements, are by weight. Linear measurements can be used for inventories, or in rare situations when scales are not available.

c. Newspapers, when sorted in cases in the flat operation, are recorded by weight. Volume recording in opening and pouching operations is optional (see Part 521.9).

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

e. Outside parcels may be credited to a parcel operation number. If worked on the platform, associated workhours should be charged to opns 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 sortation of mail to ADCs, states, sectional centers, cities, foreign countries, official mail, associate offices, stations, branches, carrier routes, holdouts (e.g. firms, addresses, institutions, boxes), box sections, ZIP Codes, uncoded mail, Nixie, APO, FPO, or similar separations.

Any separation by size, shape, weight, or class is not a distribution.

521.3 Mail volume is recorded into the operation where it will receive its first distribution handling referred to as first handling pieces (FHP) count. FHP are the 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 IPP) 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 receives 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 flows for SHP in the MOD system.

521.5 The total of the FHP and SHP volumes then becomes the Projected Total Piece Handlings (PTPH).

521.6 For machine operations (080-089, 090-098, 140-148, 190-198, 841-846, 851-856, and 860-867), the actual piece handling (TPH) from meter readings are recorded rather than computing PTPH. The pieces for these operations, 080 to 087, 090 to 097, 140 to 147, and 190 to 198 and etc. can be combined as 080, 090, 140, or 190, respectively, or they can be individually entered with a 7-5 transaction as 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 per pound. This mail is to be counted as first handling pieces (FHP) in operation 150. It is also counted as pieces in operation 020. If code 02 is used with operation 045, the transaction will be rejected, since only non-pref 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 per pound and counted as FHP. It is also counted as pieces in operation 020.

521.9 Volume recording for the presort operations is mandatory and will be input into the system directly from the source document, Form 3602. These volume recordings are to include all originating presort volumes processed, in the acceptance unit at the MOD 1 office. Volumes for these operations are "non-add" and are not included in any office total. Presort volume requiring additional handling in other operations must also be recorded into the distribution operations following the procedures applicable to entering volumes for those distribution operations. Recording procedures are as follows:

1. Presort letter and flat size volumes and workhours are recorded into operations 002 (preferential) and 004 (non-preferential), using S/T codes 75-78. These volume recordings only provide for a count of presort volume. Workhours required for traying and sleeving presort volumes can be recorded in operation 003.

b. Volumes for opening and pouching operations (110-129 and 180-189) are generated primarily thru expanded MOD flow densities supplemented with S/T code inputs of IPP volumes, S/T codes 81-90.

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):

<u>Description</u>	<u>Pieces Per Pound</u>	<u>Pieces Per Foot</u>
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 Non-preferential Letter	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	
Originating IPP	1.61	

<u>Description</u>	<u>Pieces Per Pound</u>	<u>Pieces Per Foot</u>
Transit IPP in Pouches	36.80	
Transit IPP from Opening Units	1.61	
Transit Newspapers	34.30	
Banded Trays of IPP	1.00	

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

<u>Description</u>	<u>Rate</u>
Parcel Post	8.79 Pieces Per Sack
	39.7 Pieces Per Hamper
	65.0 Pieces Per Hamper with Extension
For other containers, parcels can be converted as follows:	
Brickloaded (ordinary)	= 3 per cubic foot
Brickloaded (outsides)	= .7 per cubic foot
Looseloaded (ordinary)	= 2 per cubic foot

523 TARE WEIGHT

523.1 The weight must be clearly and conspicuously marked on all rolling stock equipment used to transport mail to distribution operations. The tare weights of rolling stock are to be updated incident to routine maintenance and maintenance personnel are to update tare weights on repaired equipment. The accuracy of the marked weight must be within plus or minus 1 pound for equipment up to 50 pounds, plus or minus 2 pounds for equipment 50 to 100 pounds, and plus or minus 3 pounds for equipment over 100 pounds. The sum of the weight of any 10 similar containers, selected at random, must

be within plus or minus 1% of the sum of the marked weights. Standard weights may be used for equipment when the above criteria is satisfied. Tare weights should be reviewed at least twice per year.

523.2 Standard tare weights are provided for plastic trays and sacks. An automatic deduction for the weight of trays, 3.5 pounds per letter tray and 8.8 pounds per flat tray, is built into the system for mail weighed on in-motion scales (section 463.4). The following average weights for sacks or pouches can be used when mail is weighed in the sack:

<u>Sack or Pouch</u>	<u>Material</u>	<u>Color</u>	<u>Weight</u>
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	Cot-Lon	White	1.2 pounds
FCM	Nylon	Green	.5 pounds

523.3 Containers in which mail is weighed should be kept free of nonmail 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 workhours only.

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 not known that the mail will 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 them 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. Offices receiving daily reports will input daily inventories. Tour reporting offices must inventory each tour if volumes are on hand; otherwise, volumes will be consider

worked. Tour inventories can be entered up to one hour after the end of each MOD tour.

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 non-pref 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 received from operation 150 on the case ledges:

- The 310 pounds of non-pref 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).

- 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).

- The 50 feet of mixed letter mail from the incoming primary must first be converted to pieces using the national conversion rate (290/ft., section 522.1). The resulting 14,500 pieces must then 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. 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 Authorizer badges are required in order to make transacter inputs. This precludes unauthorized transactions by employees. The data system management officer (DSMO) is responsible for issuing accurately prepared authorized badges and for withdrawing them when the employees are removed due to change of assignment or separation from the service. The authorizer is held responsible for safeguarding the badges issued to him, insuring that they are not used to enter unauthorized transactions. In the event any of these badges are lost, replacements may be issued, providing a record of the loss is maintained and the DSMO is satisfied that the lost badges are not being misused. Replacement of lost authorizer badges are controlled by local office policy. However, it is recommended that at least two pay periods elapse before reissuing such badges. (See Handbook F-22, Section 121, General Description and use of Badges).

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

531.4 An authorizer's badge (green) is required in the B slot of the transactor.

531.5 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 (green) 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 (orange), identical to the MOD badge, except the day of the pay period is punched in column 2-3 and inserted in the B slot.

531.6 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 not become routine; they are only for exceptional situations. 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

532.3 Transactions 7-3 and 7-4 are used for volume inputs when exact piece counts are known (i.e., from mailer's statements Forms 3541, Statement of Mailing Second-Class Publications; 3541-A, Statement of Mailing Controlled Circulation Publications; 3602, Statement of Mailing Matter with Permit Imprints; or 3605, Statement of Mailing-Bulk Zone Rates). In the above example, the piece quantity in dials 8-10 would be 097 (9664 actual pieces).

532.4 Transaction 7-5 is used exclusively for entry of the console readings from the MPLSM, SPLSM, MPFSM, SPFSM, OCR/CS, SBCS, READSCAN, and the meter readings from Mark II and other machine canceling devices. The 7-5 TR credits the TPH in operations 080-089, 090-099, 140-149, 190-199, 851, 852, 861, 862, 871, and 872. Machine canceled letters in operation 010 are also input with a 7-5 transaction (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 adjustments to overtime hours, by operation, worked during the day. Overtime resulting from TR 6 transactions must be entered using transaction 7-9. The 7-9 transaction requires the use of a T&A authorizer's badge for the day of the pay period on which the transaction is entered.

Overtime for stations and branches is to be entered as replacement (REP) or other. These 7-9 transactions also require the use of a T&A

authorizer's badge when inputs are made on the transactor.

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 (other) 2 = minus (other) 3 = replace plus 4 = replace minus
Dial 7	-Frequency 1 = Current Day 2 = Prior Period 3 = Year-to-date
Dial 8-10	-Number of OT Hours Worked

533.3 The entry period for the current day is one hour after the day begins until one hour after it ends. For prior period and year-to-date adjustments, the entry period is up to 25 hours after the period ends.

534 LABOR DISTRIBUTION CODE (LDC) Change Transaction

534.1 Transaction 86 is used to establish and change LDC's in the ADPC Employee Master File. LDC's appear in the PSDS generated NWRS Workhour and Labor Utilization reports. TR 86 also appears in the T&A Employee Master File Change Report and P/L Weekly Time Certification Report.

534.2 Input TR8-6 as follows:

- Insert the employee badge in Slot A.
- Insert any current pay period authorizer badge (orange) in Slot B.

Note: For prior period LDC changes, for employees listed in the day 14 Time Certification Exception Listing, use only prior period authorizer badges, (yellow). Inputs can be made in day 01 (after day 14 cut-off) through day 03 mini-split cut-off.

- c. Dial Settings
 Dial 1 Transaction Code 8
 Dial 2 Transaction Type 6
 Dials 3-4 Enter LDC if change is effective week 1, otherwise enter 00.
 Dials 5-6 Enter LDC if change is effective week 2, otherwise enter 00.
 Dial 7-10 Zero, not used.

d. To delete an incorrect entry, repeat dials 1-8, set dials 9 and 10 to 99.

e. TR 8-6 updates PSDS masterfile on day of input. Inputs are applied at the PDC at the end of the week entered. Leave hours and dollars paid for the NWRS Labor Utilization Report are accumulated to the new LDC.

534.3 Transaction 8-6 is processed thru several program edits.

- a. On-Line Edits - Rejected transactions appear on the two-hour T&A Transaction Errors Report.

- (1) Invalid DPP - If DPP in the authorizer badge is invalid.
- (2) Duplicate - If input is identical to previous input (within the same processing cycle).
- (3) No Match - If input has 99 in dials 9 & 10 and there is no matching previous input.
- (4) PR PP Badge - If DPP of the prior period (yellow) authorizer badge is used and processing day is not day 01 (after day 14 cut-off) thru day 03 (prior to mini-split cut-off).
- (5) INV DS 3-4 - If LDC input is not one listed in Sec. 317.

- b. Off-line Edits - Rejected transactions appear on the "EMF Related Error Conditions and Transactions" section of the Employee Master File Change Report.

- (1) No Master Record - If SSN not on name file.

(2) Not On Day 14 RPT - If the employee's week 2 record has already been sent to the PDC and the input hours made with a prior period (yellow) authorizer badge.

(3) REJ-INC D/A-LDC - IF THE LDC is inconsistent with the D/A Code as established below.

<u>D/A</u>	<u>LDC</u>
05-3	31
06-6	70
06-7	70
06-8	70
06-9	70
X8-0	01
09-0	01, 02, 03, 05, 10, 12, 16, 20, 30, 40, 45, 51, 60
09-1	01
X1-X	02, 03, 06, 13, 14, 15, 16, 17, 18, 26, 36, 42, 43, 44, 45, 46, 47, 48, 49, 52, 53, 62
X2-0	13, 14, 15, 16, 43, 48, 52, 53
X3-4	22, 23, 26, 27
X3-5	18, 34
X4-0	24
15-1	32
15-2	32
15-3	35
16-6	74
16-7	73
16-8	16, 72
16-9	75

<u>D/A</u>	<u>LDC</u>	<u>D/A</u>	<u>LDC</u>
19-0	60	46-9	75
31-0	06, 13, 14, 15, 17, 18, 26, 36, 42, 43, 44, 46, 48, 49	49-0	60
32-0	14, 15	51-9	01-03, 05, 06, 10, 12, 16, 20, 30, 31, 40, 45, 51-53, 60, 62, 70
33-4	22, 23, 26, 27	58-0	01
33-5	18, 34	58-9	01
34-0	24	59-0	60
35-1	32	61-0	06, 13, 14, 15, 17, 18, 26, 36, 42, 43, 44, 46, 47, 48, 49, 52, 62
35-2	32	62-0	13, 14, 15, 43, 48
35-3	35	63-4	22, 23, 26, 27
36-6	74	63-5	18, 34
36-7	73	64-0	24
36-8	72	65-1	32
36-9	75	65-2	32
39-0	60	65-3	35
41-0	06, 13, 14, 15, 17, 18, 26, 36, 42, 43, 44, 46, 47, 48, 49, 52, 62	66-6	74
42-0	13, 14, 15, 43, 48	66-7	73
43-4	22, 23, 26, 27	66-8	72
43-5	18, 34	66-9	75
44-0	24	69-0	60
45-1	32	71-0	25
45-2	32	72-0	25
45-3	35	73-0	25
46-6	74	74-0	25
46-7	73	77-0	25
46-8	72	78-0	25
		79-0	25
		88-0	01

535 VOLUME INQUIRY REQUEST

535.1 Transaction 9-4 is used to request the MOD Inquiry for Operation or Device Report. Volume input transactions, for operation number or device, from the start of the MOD day to the requested time will be listed. The transaction will be processed on a 15 minute basis. Maximum number of requests are 20 per 15 minutes per post office. TR 9-4 requires the use of the current (calendar) DPP Authorizer's (orange) badge card. The volume inputs should be reviewed prior to the end of the day so that any duplicate or triplicate entries can be corrected. This will aid in reducing the number of after the fact adjustments and will provide a more meaningful daily report.

535.2 Dial settings are as follows:

OPERATION NUMBER

Dial 1-2	94
Dial 3	Zero
Dial 4-6	Operation No
Dial 7-10	Time Requested

DEVICE NUMBER

Dial 1-2	94
Dial 3-6	Device No
Dial 7-10	Time Requested

536 MPLSM REPORTING

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

a. Transaction 9-5 MPLSM Scheme Recycle Rate

Dial 1	-Transaction Code 9
Dial 2	-Transaction Code 5
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	-Recycle Rate (e.g. 013=1.3%)

b. Transaction 9-6 MPLSM Scheme Mishandling 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	-Mishandling Rate (e.g., 071=7.1%)

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

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).

536.2 Each of the transactions in 536.1 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 end of the week.

536.3 To correct an erroneous transaction, wait at least one minute and enter the correct transaction. The last transaction entered during the day for an operation/machine combination will replace a prior transaction for that day.

536.4 The Scheme Recycle Rate is to be developed from the MPLSM System Quality Sort (SQS) test. This rate is the amount of the sample taken for the SQS test that is recycled to the same operation. This is shown on the contribution analysis--Worksheet 66, Exhibit 544, in the unofficial draft handbook labeled PO-862-1. This contribution analysis is reproduced here as Exhibit 536.4. In those operations for which an SQS test has not been conducted, a weighted recycle rate can be calculated as well as a weighted SQS rate.

536.5 The Scheme Mishandling Rate will be developed using the MPLSM System Quality Sort (SQS) test. A mishandling rate must be input for each MPLSM operation worked. For those operations for which an SQS test has not been conducted the office will use a weighted mishandling rate. Calculate the weighted rate as follows:

- a. Identify those operations for which an SQS test was performed.
- b. Using the most recent A/P Mail Processing Operation Report list the PTPH for those operations in a.
- c. Calculate mishandled pieces for each operation in b. (PTPH X mishandling rate).
- d. Sum the PTPH, and the mishandling pieces.
- e. Divide the mishandled pieces by the PTPH and multiply by 100.
- f. Enter this rate, using TR 9-6, for all MPLSM operations for which an SQS test was not performed.

536.6 A 9-5 and a 9-6 transaction need only be made when there is a change in scheme recycle or mishandling rates. In other words, if 9-6 transaction has been input for scheme 081 with an error rate of 7.1%, the machine error rate will remain 7.1% for all successive days thereafter until another 9-6 is input.

536.7 To illustrate the procedure, assume the following conditions:

- a. Activity for MPLSM No. 01, LSM scheme 084.
- b. Second week of pay period 18.

MPI SM SYSTEM QUALITY SORT TEST
CONTRIBUTOR ANALYSIS

RECYCLE RATE

PART I. SAMPLE SIZES				PART III. KEYING CONTRIBUTIONS				PART V. ZIP CODE TYPE CONTRIBUTIONS						
CATEGORY	SAMPLE SIZE	NUMBER MISHANDLED	MISHANDLING INDICATOR	MISHANDLING CONTRIBUTION	CATEGORY	SAMPLE SIZE	NUMBER MISHANDLED	MISHANDLING INDICATOR	MISHANDLING CONTRIBUTION	CATEGORY	SAMPLE SIZE	NUMBER MISHANDLED	MISHANDLING INDICATOR	MISHANDLING CONTRIBUTION
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(10)	(19)	(20)	(21)	(22)
a. SHSO	964	76	7.08	1.22	a. FIR	2610	89	3.40	1.42	a. 9-DIGT	40	7	17.50	11
b. SMAN	220	67	30.45	1.07	b. CAS	2697	156	5.78	2.49	b. OTHER	6215	649	10.44	10.38
c. RSOP	419	415	99.05	6.61	c. HEM	653	104	15.93	1.66	TOTAL	6255	656	10.49	10.49
d. TTPM	125	2	1.60	.03	d. MIS	189	184	97.35	2.94					
e. TOT. H-HOUSE	1728	560	32.41	0.95	e. NON	98	98	100.00	1.57					
f. OTSP	4527	96	2.12	1.54	f.									
g. TOT. TEST	6255	656	10.49	10.49	g. TOTAL	6255	631	10.09	10.09					
h. UNFACED	6176	25	.40	.40	h. TOTAL	6255	631	10.09	10.09					
PART IV. HIGH CONTRIBUTOR SEPARATIONS				PART V. ZIP CODE TYPE CONTRIBUTIONS										
SEPARATION	SAMPLE SIZE	NUMBER MISHANDLED	MISHANDLING INDICATOR	MISHANDLING CONTRIBUTION	CATEGORY	SAMPLE SIZE	NUMBER MISHANDLED	MISHANDLING INDICATOR	MISHANDLING CONTRIBUTION					
(11)	(14)	(15)	(16)	(17)	(10)	(19)	(20)	(21)	(22)					
1 400 Bin	255	255	100.00	4.08	a. 9-DIGT	40	7	17.50	11					
2 Zero Bin	81	81	100.00	1.29	b. OTHER	6215	649	10.44	10.38					
3 Unfaced	79	72	91.14	1.15	TOTAL	6255	656	10.49	10.49					
4 Sta. Uncod	88	35	39.77	.56										
5 47302	197	32	16.24	.51										
6 Ind. Uncod	46	17	36.96	.27										
7 47304	129	14	10.85	.22										
8 47105	95	13	13.68	.21										
9 47303	105	10	9.52	.16										
10 Cty. Uncod	63	8	12.70	.13										
SUB TOTAL	1138	537	47.00	0.59										
TOTAL	5117	119	2.33	1.90										
OTHER BINS														
TOTAL	6.55	656	10.49	10.49										

SPS RATE

Type Distribution Outgoing
Type Mail FC Ltrs
Date 9/4/81

c. The last 9-6 prior to week 1, pp 18 indicated a scheme recycle rate of 5.6% and a mishandling rate of 8.5%:

<u>PP</u>	<u>DPP</u>	<u>Recycle Rate</u>	<u>Mishandling Rate</u>	<u>Run Time</u>	<u>Down Time</u>
18	08	5.6	8.5	6.3	.2
18	09	5.6	8.5	0.0	.0
18	10	5.6	8.5	0.0	.0
18	11	5.6	8.5	8.4	.0
18	12	5.6	8.5	7.9	.0
18	13	5.6	8.5	6.6	.3
18	14	5.6	8.5	9.1	.0

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

<u>No</u>	<u>Transaction</u>	<u>DPP in T&A Badge</u>
1	9-7-84-2-01-063	08
2	9-7-84-2-01-084	11
3	9-7-84-2-01-079	12
4	9-7-84-2-01-066	13
5	9-7-84-2-01-091	14
6	9-8-84-2-01-002	08
7	9-8-84-2-01-003	13

These transactions can be entered on any day 08, PP 18 through day 01, PP 19 in any order.

NOTE: 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 (9-8-84-2-03-013).

536.8 If validity of schemes is to be maintained, transactions must be made for each scheme on each machine entering the portion of run time and down time by scheme. The System must have a 9-7 input for each day for each scheme for which TPH is reported or prorated. If scheme volumes have been prorated by the System (Section 314.8), run time and down time must be entered for the schemes with prorated TPH. The System will accept a 9-7 with 0 run time and a 9-8 for 0 down time for a scheme which has its actual times included in an 080 9-7 input.

536.9 The minimum requirement is that the 080C (MPLSM Composite) report on a weekly basis must be valid. This means that at least one 9-7 transaction must be entered for each machine used on any day in which TPH is reported. If TPH is reported only once a week, at least one 9-7 must be entered for each machine used during the week. The 9-7 must be entered on the same day in which volume is reported. 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 of 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 ADJUSTMENTS AND TRANSACTIONS

542.1 Mail Volume Adjustments and Transactions

.11 Volume Adjustments (A-1)

.111 Transaction A-1 is used to make normal mail volume inputs for a current day

and adjustments for a prior period. A prior period is defined as follows:

- a. A prior day in current accounting period.
- b. A prior day in the preceding accounting period, (providing input is made prior to Day 21 MODS cutoff of current accounting period)
- c. Year-to-Date

.112 The following describes the necessary entries for an A-1 transaction.

SOM	Start of Message Symbol &
LOM	Length of Message Symbol 0
TR Code/Type	A1
Operation No.	XXX
Source/Type Code	XX
Volume Quantity	Pounds to nearest whole 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
Station Code	Two-digit code for the station for which volume is being adjusted.
Frequency:	1 = Current Day Only 2 = Prior Period
A/P	Enter AP being Adjusted (01-13) Enter 00 if adjustment is YTD
Day A/P	Day of A/P to be adjusted (01-28). If adjustment is YTD, enter a valid day even though ADJ will only adjust YTD data.
Authorizer's SSN	XXX-XX-XXXX
EOM	End of message symbol @

.12 Volume Transactions (A-2)

.121 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)
 Station Code XX
 Authorizer's
 SSN XXX-XX-XXXX
 EOM End of Message Symbol @

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

542.2 Planned FHP Volumes for Letters, Flats, and Parcels (A-3)

.21 Planned FHP volumes for letters, flats, and parcels is available on an optional basis.

.22 Transaction A-3 will allow an office to enter Planned FHP Volumes by separate reporting facility by day, week, or accounting period. If the Plan is entered on a daily basis, the weekly and A/P Plan 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.

.23 The Plan, if utilized, must be input for one A/P at a time. Inputs can be made up to day 28 cutoff, according to the following format:

SOM Start of Message Symbol &
 LOM Length of Message Symbol 7
 TR Code/Type A3
 Station Code XX

Response Code 1 = Establish or replace existing plan for next A/P.

2 = Adjust existing plan for current or prior A/P. Adjustment for prior A/P will reflect in period-to-date total.

Value (+) = Increase or positive input. (If resp code=1, value must = +)
 (-)=decrease or negative adjustment.

Day of A/P When plan is for specific day, enter 01, 02...or 28. If plan is for 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.

Mail Type LTR, FLT, PAR

Plan Pcs (000) 6 digits

EOM End of message symbol @

542.3 Workhour Adjustments (A-4)

.31 Transaction A-4 will allow the office to add workhours and to transfer workhours operations on a daily, weekly, A/P, or year-to-date frequency. For current period, adjustment will be applied based on frequency. For SPLY (when current becomes SPLY) adjustment will be applied based on frequency. For SPLY (when current becomes SPLY) adjustment will be applied based on day or A/P entered. This transaction does

not affect payroll accounting. Hours can be added to one operation without deduction from another operation. Generally, hours cannot be deducted from one operation without adding those hours to another operation. A subtraction of workhours is permitted only for year-to-date adjustments. Cutoff time for input of TR A-4 is the daily cutoff time. The workhours 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 6
TR Code/Type	A4
Operation From	MOD Operation from which hours are to be deducted. Not valid unless added to another operation except for year-to-date adjustments. If hours are being added and not deducted, this entry should be 000.
Station	Two-digit code for the station from which hours are to be deducted.
Operation To	MOD operation to which hours are to be added.
Station	Two-digit code for the station to which hours are to be added.
A/P	XX, 00 = YTD ADJ. 01-13 = Daily ADJ.
Day A/P	Day of A/P to be adjusted (XX)
No. Workhours	Three-digit number representing workhours to be added or transferred. If the number of hours is less than 100, zeros should be entered for the leading characters.

Craft	1 = Clerk & Other 2 = Mailhandler 3 = Supervisor
Supv. SSN	Authorized Social Security Number
EOM	End of Message Symbol @

Note: For YTD adjustments, day A/P will be adusted for SPLY.

.32 Example A-4 Transactions

.321 The following message will add 26 workhours to operation 020 and deduct 26 workhours from operation 010 on the current day (day 01, A/P 13).

&6.A4.010.01.020.01.13.01.026.1.2245364635.@

.322 The following message will add 53 workhours to operation 305 for the current week (for day 01, A/P 13):

&6.A4.000.01.305.01.13.01.053.1.245364635.@

Note: Current period adjustments will be applied to the specified day of the accounting period for the Weekly MPLSM and Volume/Hours Comparison Reports.

542.4 Planned Hours by Operation (A-5)

.41 Planned hours by operation (or suboperation) is optional with the office and is independent of the planned hours by division, which is a requirement (Part 546). In other words, the system will not sum planned hours by operation to arrive at the total planned hours by division, which require a Transaction A-6.

.42 Transaction A-5 will allow an office to enter planned hours by operation, by separate reporting facility, by day, week, or accounting period. If the plan is 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.

.43 The plan by operation, if utilized, must

Stop Operation	Last operation number desired (e.g., 198).	Tour or Activity	TOUR, SEPR, ACTV, OR DLET
Supv. SSN	Authorizer's Social Security Number.	Tour or Activity	If two reports are being requested, enter second report, TOUR, SEPR or ACTV; otherwise, enter 0000.
EOM	End of Message Symbol @		

542.7 Mail Flow Density Projections (A-8)

.71 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 Day-28 will be used for the next A/P.

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

542.8 MOD Optional Report Request (A-9)

.81 Transaction A-9 may be used to request or terminate optional Mail Processing Tour Reports and to request optional Weekly Activity Reports or separate Saturday and Sunday Management Summary and Operating Reports. TRA-9 Tour Report Requests, can be input anytime, and will be continuous until deleted with a subsequent TRA-9. These requests/deletions will be effective the next MOD day. TRA-9 requests for the Weekly Activity Report (ACTV) or the separate Saturday and Sunday Management Summary Reports (SEPR) must be input during the requested week. To receive prior period activity reports (up to 8 weeks), contact your supporting ADPC, in writing.

.82 The following describes the necessary entries for A-9 transactions.

SOM	Start of Message Symbol &
LOM	Length of Message 2
TR Code/Type	A9
P.O. Code	3-digit P.O. Code (See subchapter 130)

Tour or Activity
If all three reports are being requested, enter third report, TOUR, SEPR, or ACTV; otherwise enter 0000.

EOM End of Message, Symbol @

542.9 MODS Operation Validity Change Transactions (01)

Transaction 0-1 (ALPHA 0) may be used to establish an operation as either valid or invalid. Transactions will become effective the day following the day they are input. Transactions input prior to ADPC daily processing will become operational immediately following ADPC daily processing. Zero fill unused operation and action code positions. The following describes the necessary entries for the 0-1 transaction.

SOM	Start of Message Symbol = &
LOM	Length of Message Symbol 5
TR Code	01
Applicable Branch	2-digit station code
Action Code (1)	D = Delete following Operation (Invalid) I = Insert following Operation (Valid)
Operation Code (1)	3-digit Operation Code to be inserted or deleted
Action Code (2)	Same as Action Code (1), or Zero

Operation Code (2)	Same as Operation Code (1). or Zeros
Action Code (3)	Same as Action Code (1) or Zero
Operation Code (3)	Same as Operation Code (1) or Zero
Action Code (4)	Same as Action Code (1) or Zero
Operation Code (4)	Same as Operation Code (1) or Zeros
Action Code (5)	Same as Action Code (1) or Zero
Operation Code (5)	Same as Operation Code (1) or Zeros
* Action Code (6)	Same as Action Code (1) or Zero
Operation Code (6)	same as Operation Code (1) or Zeros
EOM	End of Message Symbols @

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. Part 553 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. Preferably, MPLSM densities should be determined by the use of ADAPT or other automatic counting devices. When such devices are not available the density count may be taken manually.

551.2 MOD does not require a detailed density by individual separation or bin,

but it does require 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 every six months 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, exhibit 7) is used to transcribe the mail flow densities (percentage). The card column (CC) on the form are described below:

cc	Description
1-4	&0A8
5	Note A - One-digit Action Code: 1 = Delete 2 = Add 3 = Replace
6-7	Two-digit "From" Station
8-9	Two-digit "to" Station
10-12	Valid three-digit "From" Operation (Sec. 552.2)
13	Note B-Type Flow: 1 = FHP 2 = SHP 3 = TPH 4 = FHP & SHP 9 = Combination of 1, 2, & 4
14	Note C - Mail Category: 1 = Stamped 2 = Metered 3 = Mixed 4 = Non-Preferential 9 = Combination of 1, 2, & 4

	<u>Oper</u>	<u>Code</u>	<u>Density Projection</u>
Non-Pref. will be flowed as mixed if no flow is input with note c = 4.			
15-17 For a Delete action, zero-fill columns 15 thru 81 For Add & Replace actions, enter a valid three digit to Operation. (See Section 552.2.)	030	12	040, 042, 043, 044 or 134, 050, 055, 120-127, 128, 129, 150, 152, 160, 168, 240, 777, 888
18-21 % OF Mail. Percentage of mail (e.g., 0481 = 4.81%, 0048 = .48%), going to operation in cc 15-17 (repeated every seven columns up to cc 77).	030	13	040, 042, 043, 044 or 134, 050, 055, 120-127, 128, 129, 150, 152, 160, 168, 240, 777, 888
78-81 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 5-7 and 10-14 must be completed. The number for the separate reporting facility will be inserted in cc 8 and 9. The total of all lines representing flow out of one operation must equal 100%.	030	14	040, 042, 043, 044 or 134, 120-127, 128, 129, 150, 152, 160, 168, 240, 777, 888, 1
	030	99	040, 042, 043, 044 or 134, 050, 055, 120-127, 128, 129, 150, 152, 160, 168, 240, 888
	040	99	120-127, 128, 888
	042	99	043, 044, 152, 160, 120-127, 128, 129, 240, 888
82 EOM. End of message symbol @.	043	13	040, 043, 044 or 134, 120-127, 128, 129, 150, 160, 168, 240, 888
Note: A Replace transaction is not valid when a mail flow combination has more than one (1) station. A Delete action must be entered and then an Add action entered for the entire mail flow combination. One delete transaction will delete an entire mail flow combination regardless of the number of stations mail is flowed to.	043	43	120-127, 128, 129, 888
	044	13	120-127, 128, 129, 150, 160, 168, 240, 888
	044	23	120-127, 128, 129, 888
552.2 The following densities are required for all operations used by the office (code refers to cc 13 and 14 explained in 552.1, cc 13 and 14. Any operation, code, or, downstream operation not listed below will be rejected by the system)	045	14	44 or 134, 120-127, 128, 129, 150, 160, 168, 240, 888
	045	24	120-127, 128, 129, 888
Valid Operations for Mail Flow	060	13	050, 055, 070, 072, 073, 074 or 134, 120-127, 128, 129, 168, 170, 172, 175, 240, 778, 888
	060	14	050, 055, 070, 072, 073, 074, or 134, 120-127, 128, 129, 168, 170, 175, 240, 778, 888
	060	23	120-127, 128, 129, 888
	060	24	120-127, 128, 129, 888

<u>Oper</u>	<u>Code</u>	<u>Density Projection</u>	<u>Oper</u>	<u>Code</u>	<u>Density Projection</u>
070	99	074, 120-127, 128, 129, 170, 888	160	43	160, 888
072	99	073, 074, 172, 175, 120-127, 128, 129, 240, 888	168	43	169, 888
073	13	070, 074 or 134, 120-127, 128, 129, 168, 170, 175, 240, 888	170	43	060, 168, 169, 175, 240, 778, 888
073	23	120-127, 128, 129, 888	170	44	060, 168, 169, 175, 240, 778, 888
073	14	070, 074 or 134, 120-127, 128, 129, 168, 170, 175, 240, 888	172	99	168, 175, 120-127, 128, 129, 240, 888
073	24	120-127, 128, 129, 888	080	33	030, 040, 042, 043, 044 or 134, 050, 055, 120-127, 128, 129, 150, 160, 168, 169, 240, 888
074	13	120-127, 128, 129, 168, 170, 175, 240, 888	081	33	030, 040, 042, 043, 044 or 134, 050, 055, 120-127, 128, 129, 150, 152, 160, 168, 169, 240, 777, 888
074	14	120-127, 128, 129, 168, 170, 175, 240, 888	082	33	160, 120-127, 128, 129, 240, 888
075	14	120-127, 128, 129, 074 or 134, 168, 170, 175, 240, 888	083	33	040, 043, 044 or 134, 050, 055, 120-127, 128, 129, 150, 160, 168, 169, 240, 777, 888
075	24	120-127, 128, 129, 888	084	33	044 or 134, 120-127, 128, 129, 150, 160, 168, 169, 240, 777, 888
134	13	120-127, 128, 129, 150, 160, 168, 170, 175, 240, 888	085	33	030, 040, 120-127, 128, 129, 150, 152, 160, 168, 169, 240, 777, 888
134	14	120-127, 128, 129, 150, 160, 168, 170, 175, 240, 888	086	33	160, 888
134	23	120-127, 128, 129, 888	087	33	169, 888
134	24	120-127, 128, 129, 888	090	33	030, 040, 042, 043, 044 or 134, 050, 055, 120-127, 128, 129, 150, 160, 168, 169, 240, 777, 888
150	13	030, 040, 043, 152, 160, 168, 169, 240, 777, 888	091	33	030, 040, 042, 043, 044 or 134, 050, 055, 120-127, 128, 129, 150, 152, 160, 168, 169, 240, 777, 888
150	14	030, 040, 045, 152, 160, 168, 169, 240, 777, 888	092	33	160, 120-127, 128, 129, 240, 888
150	23	160, 168, 169, 240, 777, 888, 1			
150	99	030, 040, 043, 045, 150, 152, 160, 168, 169, 240, 777, 888			
152	99	160, 168, 120-127, 128, 129, 240, 888			

<u>Oper</u>	<u>Code</u>	<u>Density Projection</u>	<u>Oper</u>	<u>Code</u>	<u>Density Projection</u>
093	33	040, 044 or 134, 050, 055, 120-127, 128, 129, 150, 160, 168, 169, 240, 888	191	33	050, 055, 060, 070, 072, 073, 074 or 134, 120-127, 128, 129, 168, 170, 172, 175, 240, 778, 888
094	33	044 or 134, 120-127, 128, 129, 150, 160, 168, 169, 240, 888	192	33	175, 120-127, 128, 129, 240, 888
095	33	030, 040, 150, 152, 160, 168, 169, 120-127, 128, 129, 240, 777, 888	193	33	120-127, 128, 129, 070, 074 or 134, 168, 170, 175, 240, 778, 888
096	33	160, 888	194	33	120-127, 128, 129, 074 or 134, 168, 170, 175, 240, 778, 888
097	33	169, 888	195	33	120-127, 128, 129, 060, 070, 072, 168, 169, 170, 175, 240, 778, 888
099	33	120-127, 128, 129, 888	197	33	169, 888
140	33	050, 055, 060, 070, 072, 073, 074 or 134, 120-127, 128, 129, 168, 170, 175, 240, 778, 888	198	33	120-127, 128, 129, 888
141	33	050, 055, 060, 070, 072, 073, 074 or 134, 120-127, 128, 129, 168, 170, 172, 175, 240, 778, 888	199	33	120-127, 128, 129, 888
142	33	175, 120-127, 128, 129, 240, 888	841	33	042, 120-127, 128, 129, 152, 240, 777, 888
143	33	120-127, 128, 129, 070, 168, 170, 175, 240, 778, 888	842	33	120-127, 128, 129, 240, 777, 888
144	33	074 or 134, 120-127, 128, 129, 168, 170, 175, 240, 778, 888,	843	33	120-127, 128, 129, 240, 777, 888
145	33	120-127, 128, 129, 060, 070, 168, 169, 170, 172, 175, 240, 778, 888	844	33	120-127, 128, 129, 152, 240, 777, 888
147	33	169, 888	845	33	042, 120-127, 128, 129, 152, 240, 777, 888
148	33	175, 120-127, 128, 129, 888	846	33	120-127, 128, 129, 152, 240, 777, 888
149	33	120-127, 128, 129, 088	847	33	120-127, 128, 129, 152, 240, 777, 888
190	33	050, 055, 060, 070, 072, 073, 074 or 134, 120-127, 128, 129, 168, 170, 175, 240, 778, 888	851	33	042, 120-127, 128, 129, 152, 240, 777, 888
			852	33	120-127, 128, 129, 240, 777, 888

<u>Oper</u>	<u>Code</u>	<u>Density Projection</u>	<u>Oper</u>	<u>Code</u>	<u>Density Projection</u>
853	33	120-127, 128, 129, 240, 777, 888	863	33	120-127, 128, 129, 160, 240, 777, 888
854	33	120-127, 128, 129, 152, 240, 777, 888	864	33	120-127, 128, 129, 240, 777, 888
855	33	042, 120-127, 128, 129, 152, 240, 777, 888	865	33	120-127, 128, 129, 160, 240, 777, 888
856	33	120-127, 128, 129, 240, 777, 888	866	33	120-127, 128, 129, 160, 240, 777, 888
857	33	120-127, 128, 129, 240, 777, 888	867	33	120-127, 128, 129, 240, 777, 888
860	33	120-127, 128, 129, 160, 168, 240, 777, 888			
861	33	120-127, 128, 129, 240, 777, 888			
862	33	120-127, 128, 129, 240, 777, 888			

¹In operations 030 and 150, a mixed density can be provided by using code 99 in columns 13 and 14. For example, four densities are required for operation 030 but the office may provide only one density using code 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 except for optional flows to pouching operations and are considered terminal (special operation in parenthesis): 030 SHP ONLY (888), 050(888), 055(888), 086(777), 088(888), 096(777), 098(888), 099(888), 146(778), 149(888), 160(777), 169(888), 175(888), 196(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 When opting to generate volumes for pouching operations, use the following rates to convert the density flows from pieces to the appropriate units of count.

<u>Letters Bundles</u>		<u>Flat Bundles</u>	
Pref (Mixed)	47	Pref	39
Non Pref (Mixed)	30	Non Pref	27
<u>Letters Trays</u>		<u>Loose Pack</u>	
Pref	580	Letters	1160
Non Pref	450	Flats	145

552.6 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. The card columns (cc) on the form are described below:

cc	Description
1-4	&0A8
cc	Description
5	Note A - Action Code:
	4=Delete
	5=Add
	6=Replace

6-14 Same as 5800A instructions. This must be an operation type flow category combination which appears on 5800A flowing to operation 240.

15-17 For a Delete action, hyphen-fill to column 81. For an Add or Replace action, enter operation number 240-339 and/or 888. (888 represents mail that is not allocated in 240).

18-21 For an Add or Replace action, a four-digit numeric figure representing the percent of flow to the operation number indicated in columns 15 thru 17.

22-77 For an Add or Replace action, same as for columns 15 thru 21, or hyphen-fill all unused columns.

78-82 Same as 5800-A.

NOTES:

- a. One (1) Delete Action will delete the entire 240 mail flow for the operation/type handling/mail category mail flow combination indicated in columns 6 thru 14, regardless of the number of To Operations.
- b. To remove an operation from a 240 mail flow combination, use Action Code 6 - Replace, add 00.00 in the percent field for the operation to be deleted.
- c. An Add Action can be used only to establish the entire 240 proportion for a mail flow combination. To add to, remove from, or change an existing 240 mail flow combination, use Action Code 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 13 and 14.

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)
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
TOTAL	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.

The card columns (cc) on the form are described below:

cc	Description
1-4	&0A8
5	Note A - Action Code: 7=Delete 8=Add 9=Replace
cc	Description
6-8	Note B - Mail Category 777 = Letters to be Delivered by Carriers &

Station Boxes (Excluding Carrier Bypass)

778 = Flats - same as above

9 Note C - Type Handling

C=Carrier Mail
B=Station Box Mail

10-11 For a Delete action, enter BX and hyphen-fill columns 12 thru 81. This will delete the entire 777 - Carrier Letter and Box Letter Mail Matrix and 778 - Carrier Flat & Box Flat Mail Matrix. For an Add or Replace action, enter 00-99 or BX

12-15 For an Add or Replace action a four digit numeric figure representing the percent of flow to the Zone, zip or, BX indicated in columns 10 thru 11.

16-81 An Add or Replace action for Box Mail - fill out unused portion of last line. An Add or Replace action for Carrier Mail - same as for columns 10 thru 15. If it is not desired to use the preprinted zone format in exhibit 9, one must be careful to complete each line with data for valid zones or with 0.0 percentages for unused zones.

82 @.

Notes:

a. An Add action can only be used to establish an entire 777 or 778 matrix.

b. A Replace action can be used to add or change some zones in an existing 777/778 matrix.

c. To delete a station, an office must delete the entire 777/778 matrix and input an ADD transaction for the new 777/778 matrix.

554.2 To obtain the required proportion of mail by station, all incoming letters and flats must be weighted 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 ¹
			(4)+(5) =	100.00%

¹Percentages to be input on Form 5800-C (sample in appendix C)
²Percentages of total station mail that goes in station boxes may be estimated.

555 DENSITY PROCEDURE

555.1 General

.11 In order to analyze a distribution operation quantitatively, it is necessary to determine the frequency at which each separation occurs. These frequencies expressed as percentages of the total distribution population, are known, in postal terminology as "densities."

.12 The following procedure is recommended for developing density data for use in establishing case diagrams:

a Determine density. The following steps are involved in density determination:

- (1) Obtaining representative samples of the mail entering the operation.
- (2) Distribution of each sample into an empty case, and counting the pieces sorted to each separation.
- (3) Summarizing the sampling results and calculating density percentages for each separation on the case.

(4) Several methods are available for use in performing the actual calculations of the density percents:

(a) Manually, per instructions in Appendix A of Handbook M-75, Manual Letter Mail Distribution.

(b) Case Analysis System (CAS), a computerized system that can be used to generate density or to provide refinements to existing density.

(c) ZDL/ADAPT System, the preferred computerized system for use in generating density for the MPLSM operations.

b. These sampling, distribution, counting and calculation tasks should be closely supervised in order to assure that the samples are truly representative, and that accuracy is maintained throughout the procedure.

c. The Industrial Engineering Coordinator, or equivalent, is directly responsible for the determination of the Mail Flow Density Projections, the proper use of instructional materials, the training and monitoring of data collectors, the quality of the projections established, and the documentation of the results of the task.

d. The sampling should take place on Tuesdays, Wednesdays and Thursdays of weeks which are not subject to unusual mailings (e.g., holidays, month-ends, elections). One sample should be taken per day, representing the mail processed during the normal working period for the operation under study. For example, if an 030 operation runs from 1500 hours until 2100 hours, the sample would be taken from the containers of unworked mail in operation 030 during that entire time period.

.13 Form 4217, Test Duration Calculation, should be used to record the number of pieces sorted to each bin. At the end of the sampling period, summarize the daily samples and post required information on Form 5800-A.

555.2 Sampling Procedure for Manual Distribution of Letters and Flats, MPFSM, and SPFSM Operations.

.21 **Sampling.** Approximately 1000 pieces of mail should be collected for each sample. Insofar as possible, an equal number of letters should be withdrawn from each tray of mail entering the operation for distribution. To arrive at the number of pieces to be withdrawn from each tray, it is necessary to estimate the total number of trays to be distributed, and then divide this number into the sample size. For example, if the total number of trays are estimated at 250, then the sample increment to be withdrawn from each tray is $1000/250 = 4$ pieces. In this case, the person collecting the sample should mentally divide each tray sampled into four portions and then randomly extract a piece from each portion of the tray.

.22 Distribution of Sample Counting and Recording

a. The sample should be distributed by an experienced distributor into an empty case. This distribution should be performed concurrently with the regular distribution in order to avoid delaying the mail.

b. Count the pieces in all separations to provide verification for the number of pieces used in the sample.

c. Record the time of the sampling on the form each day.

d. Upon completion of distribution, the pieces sorted into each separation are counted and recorded on Form 4217 (see figure A-1), and the sample letters moved to subsequent operations.

555.3 Procedures for MPLSMs

.31 The preferred method is the use of ZDL/ADAPT for the accumulation of volumes sorted into each separation. When the ZDL/ADAPT unit is not available then a manual method of counting and recording the samples can be performed.

.32 While more than one scheme can be run on the ZDL/ADAPT program and a total recap for each scheme will be acquired, it would provide a broader volume base if a ZMT were dedicated to machines running one scheme when densities are being developed.

.33 A minimum of three days volume is to be sampled for each scheme being analyzed. Additional days of sampling can be performed at the post offices option.

555.4 Calculation of Densities

.41 **Procedure for Manual Operations, SPLSM, and Mechanized Flat Operations.** After all the samples have been completed and recorded representing each day's operation, the results are to be summarized as follows:

a. After the samples are recorded on Form 4217, the results are totaled in the last column.

b. 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 assure that the total of all separation densities equals 100%.

c. Summarize all bin separations 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 the following operations: 040, 042, 043, 044 or 134, 045, 050, 120-127,

128, 129, 150, 160, 168 or 240. All other bins would be summarized as 888.

.42 Procedure for Calculating Mail Flow Projections for MPLSMs:

a. All mail not sorted to a separation must be deducted from the base volume. This includes mail going to the zero and 400 bins, dropper jam, and stray letter belt volumes.

b. If the volume of mail in the 400 bin exceeds 5% of the base the sample will be invalid since it indicates a major problem exists in the machines' functions. There could be impacts to distribution of mail to bin separations also occurring.

c. The ZDL/ADAPT Program will provide a printout of total volume sorted to each separation along with a percentage of that separation's volume to the base (total). The deductions indicated in (a) must be made at this point to gain true density percents.

d. Summarize all bin separations which flow to the same downstream operation. For example, mail can flow from operation 081 to the following operations: 030, 040, 042, 043, 044 or 134, 050, 055, 120-127, 128, 129, 150, 160, 168, 169, and 240. All other bins would be summarized in operation 888.

.43 Posting. Post the operational flow projections on Form 5800-A according to instructions in section 552.1.

.44 Pouching, Tray Banding, and Loose Packing. Calculate MOD density flow

projections to pouching, tray banding, and loose pack operations as follows:

a. Identify the percent flowing to a specific pouching operation.

b. Divide the percent flowing by the appropriate conversion rate (see section 552.5). This provides a new flow percent which converts the pieces being projected with the appropriate unit of count (letter bundles, flat bundles, letter trays, or loose packs) for the optional operation.

c. Post these flow projections on Form 5800-A and adjust operation 888 so that the total projections for the affected mail processing operation total 100%.

EXAMPLE: Operation 030's projection to operation 888 is 65%, of which the majority (50% of the total volume) flows to operation 120, Outgoing Pouch Rack. The conversion rate for letter bundles is 47 pieces/bundle (Section 552.5). The flow percent to 120 is then 50% ($50\%/47=1.06\%$). The new flow percent for operation 888 is 63.94%.

<u>INITIAL FLOWS</u>	<u>UPDATED FLOWS</u>
040 - 22%	040 - 22%
042 - 3%	042 - 3%
043 - 10%	043 - 10%
888 - 65%	120 - 1.06%
100%	888 - 63.94%
	100%

This example treated the case of only one flow to a pouching operation, the same process would be followed for multiple flows to pouching, tray banding, and loose pack operations.



CHAPTER 6
SYSTEM OUTPUTS

610 REPORTS SUMMARY

<u>MOD REPORT</u>	Distribution Frequency			
	<u>SRF</u>	<u>PO</u>	<u>DIS</u>	<u>REG</u>
a. Management Summary ¹		DWA	DWA	A ³ M
b. Operating Report ¹				
1. Postal Management	DWA	DWAY		A ³ YM
2. Mail Processing ⁴	DWA	DWAY		A ³ YM
3. Delivery Services	DWA	DWAY		A ³ YM
4. Vehicle Services	DWA	DWAY		A ³ YM
5. Customer Services	DWA	DWAY		A ³ YM
6. Administrative & Finance	DWA	DWAY		A ³ YM
7. Employee and Labor Relations	DWA	DWAY		A ³ YM
8. Facility & Maintenance	DWA	DWAY		A ³ YM
9. Training	DWA	DWAY		A ³ YM
c. MODS Mail volume Adjustments ¹		D		
d. Work Hour Transfer ¹		D		
e. MODS Detail Listing	DR	DR		
f. Volume Inquiry		R		
g. Mail Processing Tour Work Hour Report ¹	DWA ²			
h. Station/Branch Operating Report		DWA		
i. Error Signal Report		2		
j. MOD Planned Hours Report	D			
k. Mail Flow Reports				
1. Mail Flow Density Matrix	D			
2. Mail Volume Factoring Error Rpt.	D			
l. MPLSM Transactions ¹		D		RWA
m. MPLSM Performance Evaluation ¹				RAM
n. MPLSM Consolidated Analysis				RAM
o. Volume/Hours Comparison	W	WA	R	RM
p. Trend Analysis	A	A	R	RM
q. MODS Work Hour Study by Operation Code	R	R	R	R
r. FHP Detail Transactions	R	R	R	R
s. Hourly FHP Flow By Operation	R	R	R	R
t. Mail Processing Activity	R	R	R	R

¹Daily reports are automatically transmitted to the post office 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/installation head to the director, ADPC, with a courtesy copy to the district and region.

²Weekly and AP Mail Processing tour workhours reports will be produced upon request, in writing to the ADPC.

³A/P reports for each office and regional summary are available to each region upon request in writing to the ADPC.

⁴Separate reports for Saturday and Sunday can be produced upon request. This option can be exercised on an A/P frequency. Requesting offices must secure approval from regional headquarters. Regional headquarters must give written notification to their ADPC by close of business on Thursday of week 04 of the previous A/P.

Frequency:

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

Y = Yearly.

M = Weekly and A/P reports are produced on 4" x6" 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

IPP - Irregular Parcels and Pieces

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

LDC - Labor Distribution Code

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

MH - Mailhandler (workhours)

MPLSM - Multiposition Letter Sorting Machine

NEG - Negative

NWRS - National Workhours Reporting System

OPER or OPN or OPR - Operation

OT - Overtime workhours

PAR - Parcels

PCS - Pieces

PCT - Percent

PFY - Postal Fiscal Year

P/L - Pay Location

PO - Post Office

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 - Report Frequency (day, week, etc.) to which adjustment applies.,

SHP - Subsequent Handling Pieces

SIGNAL - Type of Error

SOURCE - Operation (or source) of Mail

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 workhours
 TIME - Time in hours and hundreds (e.g.,
 1375 = 1:45 p.m.)
 TPH - Total Piece Handlings
 TPH/CMH(WH) - THP per clerk mailhandler
 workhour
 TPH/FHP - Ratio of TPH to FHP
 TR - Transaction Type (e.g., 7x, AX)
 TRANS TIME - 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 subchapter 620 for an explanation of abbreviations used in the report headings.

632 MANAGEMENT SUMMARY

632.1 The Management Summary Report is produced for the use of the postmaster or installation head. This three-page report

summarizes workhours by functional category, as assigned in the National Workhour Reporting System (NWRs), and total office workhours. SPLY workhours for the current and to-date periods and overtime hours are also reported. 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 Actual FHP volumes and planned FHP volumes, if input, 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 "% Diff" is the difference between the actual and planned FHP volumes. Station/Branch volumes are separate line items, but are included in the total. Presort volumes are non-add volumes for OPNS. 002 and 004.

632.3 Following the FHP volumes are cancellations, both machine and hand, and metered mail, including meter bypass mail, received for that day. FHP productivities for Mail Processing Clerk Mailhandler Workhours (FHP/MPCMHWH), Total Mail Processing Workhours (FHP/TMPWH), Station/Branch Workhours (FHP/SBWH) and Total Office Workhours (FHP/TOWH) are shown. Also the percents of FHP letters and Incoming Secondary Letters processed on the LSM's are displayed. The equations for these percents are:

% FHP LTRS ON MACHINES

$$\frac{\text{FPH (080 + 090 series) LTRS} \times 100}{\text{TOTAL OFFICE FHP LTRS}}$$

% INCOMING SECONDARY LTRS ON MACHINES

$$\frac{\text{PTPH (086 + 096) X 100}}{\text{PTPH (160 + 240 + 086 + 096)}}$$

632.4 The report is produced 7 days a week. Saturday's report reflects volume and hours, 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. Workhours are expressed to the nearest whole hour and include overtime.

c. Overtime hours by operation appears on the operating report.

d. The operations included in each LDC are as follows:

<u>Labor Distribution Code</u>	<u>Operation Numbers</u>	<u>Labor Distribution Code</u>	<u>Operation Numbers</u>
01	671 (Accumulated automatically from T&A OPN 671)	24	614, 744
02	582 (Supv & NonSupv)	25	757
03	581 (Supv & NonSupv)	26	354, 559, 609, 622, 627, 632, 741
05	571 (Supv)	27	731, 732
06	571 (Non Supv)	29	595
08	Supv hours charged to opns in LDC 09	30	758, 759
09	455-539	31	760
10	701 plus supv hrs charged to opns in LDCs 13 and 14	32	615, 617, 761, 762
12	702 plus supv hrs charged to opns in LDC 15	34	617, 765, 766
13	009, 080-099, 105-108, 140-149, 190-199, 235, 236, 841-867	35	763
14	002-004, 010-079, 100-104 110-234 (except 140-149 & 190-199), 237-239, 930	36	764
15	109, 340, 545-549, 554-555, 560-564, 584-590, 607, 612, 620, 625, 630	40	706, plus supv hours charged to opns in LDCs 42 thru 44 and LDCs 46-49
16	578 (Sup & NonSupv)	42	355-454, 568
20	705, 707, 708, plus supv hrs. charged to opns in LDCs 22 thru 29 except opn 757	43	240-339
22	613, 713-730	44	769
23	733-740	45	580
		46	542-544
		47	558, 583
		48	353, 608, 621, 626, 631, 742, 980-987
		49	795-797
		51	703, plus supv hours charged to opns in LDC 52, 53
		52	540, 551-552, 556, 569-570, 573-577, 579, 610, 623, 628, 633, 999
		53	001, 550

<u>Labor Distribution Code</u>	<u>Operation Numbers</u>	<u>Functional Categories</u>	<u>MOD Operation Numbers</u>
60	704, plus supv hours charged to opns in LDC 62 and doctors & nurses in Opn 572	0 <u>Postal Management</u>	
62	541, 557, 566, 572, 611	01 Installation Head (Postmaster)	671
68	959	02 Quality Control	582
69	958	03 Industrial Engineering	581
70	745, plus Supv hours charged to opns in LDCs 72 thru 75, 78	05 Supervision	571
72	750-752	06 Clerical	571
73	753-754	08 Management projects-- Supervision	455-539
74	747-749	09 Management projects-- Nonsupervision	455-539
75	616, 624, 629, 634, 746	1 <u>Mail Processing</u>	
78	755	10 Supervision-- Direct	002-004, 009-108, 110, 701, 841-847, 851-857, 860-869, 930
<u>Total Office</u>	<u>Labor Distribution Codes</u>	12 Supervision-- Indirect	109, 340, 545-549, 554-555, 560-564, 584-590, 620, 625, 630, 702
SUPVR	01, 05, 08, 11, 12, 21, 31, 41, 51, 61, 71, Supv in 02, 03, & 45 plus opns 781 & 782	13 Mail Processing-- Direct Mechanical	009, 080-099, 105-108, 140-149, 190-199, 235, 236, 841-867
CLK/MH	All other plus opns 783 & 789	14 Mail Processing-- Direct Manual	002-004, 010-079, 100-104, 110-234, 237-239 (except 140-149, 190-199), 930
CARRIER	22, 23, 24, 25, 26, 27, plus opns 784-786	15 Mail Processing-- Indirect	109, 340, 545-549, 554-555, 560-564, 584-590, 607, 612, 620, 625, 630
MAINT	32, 72, 73, 74, 75, plus opns 787 & 788	16 ECOM	578
OVERTIME	ALL OVERTIME		

e. Labor Distribution Code/Operation Number Crosswalk for MOD 1 Offices. (See Appendix A of Handbook F-2, Functional Management, for LDC definitions).

<u>Functional Categories</u>	<u>MOD Operation Numbers</u>	<u>Functional Categories</u>	<u>MOD Operation Numbers</u>
<u>2 Delivery Services</u>		43 Distribution	240-339
20 Supervision	354, 559, 595, 622, 627, 632, 705, 707, 708, 713-740, 741, 744,	44 Post Office Box Distribution	769
22 City Delivery	613, 713-730	45 Customer Service Representatives	580
23 Other Delivery	733-740	46 Postage Due and Serving Carriers	542, 543, 544
24 Special Delivery	614, 744	47 Administrative Hours	558, 583
25 Rural Delivery	757	48 Miscellaneous Customer Services	353, 608, 621, 626, 631, 742, 980-987
26 Delivery Support	354, 559, 609, 622, 627, 632, 741	49 Mail Markup	795, 796, 797
27 Collection	731 and 732	<u>5 Finance</u>	
29 Address Information System	595	51 Supervision	001, 540, 550-552, 556, 569, 570, 573-577, 579, 623, 628, 633, 703, 999
<u>3 Vehicle Services</u>		52 Clerical	540, 551-552, 556, 569, 570, 573-577, 579, 610, 623, 628, 633, 999
30 Supervision - Operations	758 and 759	53 Revenue Protection	001, 550
31 Supervision - Maintenance	760	<u>6 Employee and Labor Relations</u>	
32 Vehicle Maintenance	615, 761-762	60 Supervision	541, 557, 566, 572, 704
34 Vehicle Operators	617, 765, 766	62 Clerical	541, 557, 566, 572, 611
35 Clerical - Vehicle Maintenance	763	68 Limited Duty	959
36 Clerical - Vehicle Operations	764	69 Rehabilitation	958
<u>4 Customer Services</u>		<u>7 Facilities and Maintenance</u>	
40 Supervision	240-339, 353, 355-454, 542-544, 558, 568, 583, 621, 626, 631, 706, 708, 742, 769, 795, 796, 797, 980-987	70 Supervision	624, 629, 634, 745, 746-755
42 Window Service	355-454, 568	72 Postal Operating Equipment	750-752

<u>Functional Categories</u>	<u>MOD Operation Numbers</u>
<u>7 Facilities and Maintenance</u>	
73 Building Systems Equipment	753-754
74 Cleaning	747-749
75 Maintenance Administration & Control	616, 624, 629, 634, 745
78 Maintenance Management	755
<u>9 Training</u>	
90 Postal Management	780
91 Mail Processing	781
92 Delivery Services	782
93 Vehicle Services	783
94 Customer Services	784
95 Finance	785
96 Employee & Labor Relations	786
97 Facilities & Maintenance	787

633 OPERATING REPORT

The Operating Report, the basic MOD report, furnishes operating and management information, by functional category according to the Labor Distribution Code/operation number relationships assigned. A separate operating report is produced for each functional category: Postal Management, Mail Processing, Delivery Services, Vehicle Services, Customer Services, Finance, Employee and Labor Relations, Facilities and Maintenance, and Training. Reports are produced for each separate reporting facility with an office consolidation on a daily, weekly, and A/P basis with an optional annual report.

633.1 The Postal Management Operating Report reflects workhours and overtime hours for craft and supervisory employees, by Labor Distribution Code with totals for each operation assigned, plus the current and period-to-date plans. The format for this report is as follows:

<u>LDC</u>	<u>DESCRIPTION</u>
01	INST. HEAD
02	QLTY CNTL
03	INDST ENGR
05	SUPERVISOR
06	CLERICAL
08	MGT PRJ SUP
09	MGT PRJ NONSUP

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

<u>LDC</u>	<u>DESCRIPTION</u>
10	SUP, DIRECT
12	SUP, INDIRECT
13	a. LETTER OPN - MECH b. FLAT OPN - MECH c. PARCEL OPN - MECH d. SACK & O/S - MECH
14.	a. LETTER OPN - MANUAL b. FLAT OPN - MANUAL c. PARCEL OPN - MANUAL d. MIXED OPN - MANUAL Total DISTRIBUTION (LDC 13 a-c + LDC 14 a-d) e. MAIL PREP f. OPENING & POUCHING g. PLATFORM (EXCEPT OPNS 235-236) h. PRESORT
15	INDIRECT
16	E-COM

Productivity figures, FHP/CMH and PTPH/CMH, are shown for volume operations. The Labor Distribution Code recap at the end of the report is the sum of net distribution, mail preparation, and indirect mail processing categories. It provides a recap of volumes by type of mail consistent with reportings on the

Management Summary Report. The workhours and overtime hours are reported for total supervisors and each category of non-supervision personnel

and other. The format for this report is as follows:

NOTE:

- (a) FHP and PTPH volumes are expressed in thousands to the nearest one decimal place (hundreds).
- (b) Workhours are expressed to the nearest whole hour and include overtime.
- (c) Overtime hours are reported for each operation.
- (d) An optional Mail processing Operating Report, by tour, is available upon request. It will be processed and transmitted, for all three tours, following transmission of daily MOD reports. These reports are also available on a weekly, A/P, and an annual reporting basis. Again, the reports for the three tours will follow the transmission of the MOD reports for that period (weekly, A/P, or annual). The tour report is a condensed version of the Mail processing Operating Report and reflects FHP and PTPH volumes, clerk-mailhandler workhours, supervisor workhours, and FHP and PTPH productivity for each operation worked. Transaction A-9 (see part 548) must be used to request this report. Separate Saturday and Sunday tour reports will be produced automatically when tour reports are requested.

633.3 The Delivery Services Operating report reflects carrier volumes, workhours, and overtime hours for all delivery services functions by Labor Distribution Code. The carrier volumes are summarized as a line item from the details of the Consolidated Station/Branch Operating Report and includes letter, flat, and parcel volumes as flowed to each station. Overtime hours for craft and supervisors will be reported for replacements

LDC DESCRIPTION

- 20 SUP
- 22 CITY DELIVERY
- 23 OTHER DELIVERY
- 24 SPECIAL DELIVERY
- 25 RURAL DELIVERY
- 26 DELIVERY SUPPORT
- 27 COLLECTION
- 29 Address Information System

The recap at the end of the report is the sum of the Labor Distribution codes. The workhours (actual and plan) and overtime hours are recapped for supervisors, carriers, and other delivery functions.

NOTE:

- (a) Carrier volumes are expressed in thousands to the nearest one decimal place (hundreds).
- (b) Workhours (ACT HRS) are expressed to the nearest whole hour and include overtime.
- (c) Overtime is reported for each operation and is also reported for replacement and other categories.

633.4 The Vehicle Services Operating Report reflects the workhours (actual and planned) and overtime data for all vehicle services operations. The activities are reported as follows:

LDC DESCRIPTION

- 30 SUP - OPERATIONS
- 31 SUP - MAINTENANCE
- 32 VEHICLE MAINTENANCE
- 34 VEHICLE OPERATOR
- 35 CLERICAL - VEH. MAINTENANCE
- 36 CLERICAL - VEH OPERATIONS

A workhour recapitulation at the end of the report, for the current and to-date periods, shows grouping of workhours and overtime by supervisor and non-supervisor.

NOTE:

- (a) Workhours are expressed to the nearest whole hour and include overtime.
- (b) Overtime hours are reported for each operation and are also reported for replacement and other categories.

633.5 The Customer Services Operating Report reflects distribution volumes (FHP and PTPH), workhours (actual and planned), and overtime hours (replacement and other) for all customer services functions by Labor Distribution Code. The distribution volumes consist of flows to stations and are summarized as a line item from the details of the Consolidated Station/Branch Operating Report. Overtime hours for craft and supervisors will be reported in total and also for replacement and other categories. The format for this report is as follows:

<u>LDC</u>	<u>DESCRIPTION</u>
40	Supervision
42	Window Service
43	Distribution
44	Post Office Box Distribution
45	Customer Service Representatives
46	Postage Due and Serving carriers
47	Administrative Hours
48	Misc. Customer Services
49	Mail Markup

At the end of the report is a volume, revenue, workhour and overtime recapitulation.

NOTE:

- (a) Distribution volumes are expressed in thousands to the nearest one decimal place (hundreds).
- (b) Workhours (Act. Hrs) are expressed to the nearest whole hour and include overtime.
- (c) Overtime is reported for each operation and is also reported for replacement and other categories.

633.6 The Finance Operating Report reflects the workhours (actual and planned) and overtime data for all administrative and financial operations. The activities are reported as follows:

<u>LDC</u>	<u>DESCRIPTION</u>
51	Supervision
52	Clerical
53	Revenue Protection

NOTE:

- (a) Workhours are expressed to the nearest whole hour and include overtime.
- (b) Overtime hours are reported for each operation.
- (c) The percent difference of actual workhours reported to the plan is calculated for each operation.
- (d) The calculations for the current period and to-date period cover the same items:

Hours
Plan
% diff
OT

633.7 The Employee and Labor Relations Operating Report reflects the workhours (actual and planned) and overtime data for all employee and labor relations operations. The activities are reported as follows:

<u>LDC</u>	<u>DESCRIPTION</u>
60	Supervision
62	Clerical
68	Limited Duty
69	Rehabilitation

NOTE:

- (a) Workhours are expressed to the nearest whole hour and include overtime.
- (b) Overtime hours are reported for each operation.

(c) The percent difference of actual workhours reported to the plan is calculated for each operation.

(d) The calculations for the current period and to-date period cover the same items:

Hours
Plan
% diff
OT

633.8 The Facility and Maintenance Operating Report reflects the workhours (actual and planned) and overtime data for all facility and maintenance operations. The activities are reported as follows:

<u>LDC</u>	<u>DESCRIPTION</u>
70	Supervision
72	Postal Operating Equipment
73	Building Systems Equipment
74	Cleaning
75	Maintenance Administration & Control
78	Maintenance Management

NOTE:

- (a) Workhours are expressed to the nearest whole hour and include overtime.
- (b) Overtime hours are reported for each operation.
- (c) The percent difference of actual workhours reported to the plan is calculated for each operation.
- (d) The calculations for the current period and to-date period cover the same items:

Hours
Plan
% Diff
OT

633.9 The Training Operating Report reflects the workhours (actual and planned) and overtime data for all training operations. The activities are reported as follows:

<u>LDC</u>	<u>DESCRIPTION</u>
90	Postal Management
91	Mail Processing
92	Delivery Services
93	Vehicle Services
94	Customer Services
95	Administration & Finance
96	Employee and Labor Relations
97	Facilities and Maintenance

NOTE:

(a) Workhours are expressed to the nearest whole hour and include overtime.

(b) Overtime hours are reported for each operation.

At the end of the report is a workhour recapitulation for the current period and period-to-date, showing actual hours versus planned hours for supervisors and nonsupervisors plus the overtime 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 in listing is by time of input. Overtime adjustment entries, TR 7-9, are grouped together and follow the volume adjustment inputs.

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

1 = pounds, sacks, hampers & etc.

2 = pieces

.13 The frequency codes (FREQ) for TR 7-9 are:

1 = Current Day

2 = Prior Period

3 = Year-To-Date

For A-1 transactions the frequencies are:

1 = Current Period

2 = Prior Period

634.2 Workhour Transfer

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

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

A/P, 00 is YTD Adjustment
01-13 is Daily Adjustment
Day A/P, Day of A/P to be Adjusted

(See part 543 for input procedure)

635 DETAIL REPORTS

635.1 Detail Volume Listing

This report is requested via TR A-7, which can be for continuous receipt or as required. The request 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, totaled 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 (71-74), but not both.

635.2 Tour Workhour Report

The report is produced on a daily basis for all organizational elements and is optional on a weekly and A/P frequency for Mail processing. The report shows workhours, by operation, for non-volume recording operations, and by suboperations for volume recording operations, for each tour. Overtime is shown as a "non-add" item (it is included in first line figure) immediately below the operations hours for each tour as well as the daily total. Tours are eight-hour periods beginning with the MOD day cutoff (tour 2, 3 and 1).

Note: The option for weekly and 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 as a consolidated report for the entire office on a daily, weekly, and A/P basis. Detail reports are available for each Station/Branch upon request in writing to the ADPC. The report consists of carrier volumes, workhours (actual and planned), and overtime hours (replacement and other) for delivery services. For customer services, the report indicates distribution volumes, workhours (actual and planned), and overtime (replacement and other). The totals from the consolidated report are carried forward to the Delivery services Operating Report and the Customer Services Operating Report as subtotals of the MOD 1 office's functions. The activities are reported as follows:

<u>CAT</u>	<u>LDC</u>	<u>DESCRIPTION</u>
2		Delivery Services
	20	Supervision
	22	City Delivery
	23	Other Delivery
	24	Special Delivery
	25	Rural Delivery
	26	Delivery Support
	27	Collection
	29	Address Information System
		TOTAL DELIVERY
4		Customer Services
	40	Supervision
	42	Window Service
	43	Distribution
	44	Post Office Box Distribution
	45	Customer Service Representatives
	46	Postage Due and Serving Carriers
	47	Administrative Hours
	48	Misc. Customer Services
	49	Mail Markup
		TOTAL CUSTOMER SERVICES
		TOTAL STATION/BRANCH

NOTE:

- (a) Carrier volumes are expressed in thousands to the nearest one decimal place (hundreds).
- (b) Distribution volumes are expressed in thousands to the nearest one decimal place (hundreds).
- (c) Workhours (ACT HRS) are expressed to the nearest whole hour and include overtime.
- (d) Overtime is reported for each operation and is also reported for replacement and other categories.

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 indicated and may be corrected by inputting the correct data:

a. Invalid Operation Number. Occurs when an unrecognized (by the computer) operation number is used (either as a volume entry or as an employee clock ring). If the entry is for volume, the entry is rejected and is to be corrected by inputting 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. These errors are 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 type of

error is minimal. 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 applicable 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 when an in-motion scale entry for any volume other than letter or flat mail. (Note: In-motion scales are programmed to deduct only 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 input is rejected and may only be corrected by input with a valid badge.

e. Invalid OT Frequency. Occurs when dial 7 of a transaction 7-9 entry contains other than 1, 2, or 3.

f. Invalid LBS-PCS Code. Occurs when this code, in an alphanumeric TR A-1, is other than 1 or 2.

g. Invalid Value Code. Occurs when the value code of TR 7-5 is other than 1 or 2 and TR 7-9 is other than 1, 2, or 3.

h. Invalid FREQ Code. Occurs when this code, in an alphanumeric TR A-1 other than 1 or 2.

i. 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,

being greater than the gross weight of the transaction. Alphabetic values in an alphanumeric input will also result in negative net weight errors.

j. Transaction Error

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

635.5 Error Signal Report - MPLSM

This report is produced for errors in the inputs 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. Invalid Console Number

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

d. 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 current week will be coded as errors. Current day is based on MOD day.

635.6 MOD Planned Hours Report

This report, produced each A/P, reflects planned hours input 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.

635.7 Mail Flow Reports

a. Mail Flow Density Matrix

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.

b. 240 Matrix/777-778 Proportion-File

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.

c. Mail Volume Factoring Error

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

635.8 Operation Validity Table Listing

This report is produced daily, after file maintenance is performed on the operation validity table, to apply Transaction 0-1 inputs. Listing is not produced when an office does not change the operation validity tables.

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 LSMs both weekly and on an A/P basis. The columns of the weekly report indicate the seven weekdays and the weekly total while the A/P Report totals the four weekly figures for each day of the week and the weekly totals. Description of line items are:

<u>Line</u>	<u>Description</u>
1	Base Workload = Total Pieces Fed (3) less those pieces recycled on the same machine (2).
2	PCS Recycled, from the SQS Test = Those pieces recycled on the same machine based on percentage shown on SQS test and input into MOD System with 9-5 transaction as a decimal. This decimal times the Total Pieces Fed equals PCS Recycled.
3	Pieces Fed = in thousands to one decimal from 7-5 transactions.
4	PCS COR HAN = Pieces Fed (3) less (Pieces Fed (3) x SQS Test PCT (9-6 transaction) divided by 100)
5	PCS Mishandled = Pieces Fed (3) x SQS Test Pct (9-6 transaction) expressed as a decimal
6	No. of Machines = Number of different machine numbers for which 9-7 transactions are entered each day. Week = total number of machines reported.
7	No. of Consoles = Total number of consoles on machines for which

<u>Line</u>	<u>Description</u>
	9-7 transactions are entered each day. Week = total number of consoles reported.
8	Thruput/Mach. = Pieces Fed (3) divided by the number of machines reported (6).
9	Thruput/Console = Pieces Fed (3) divided by the number of consoles reported (7).
10	Mach. Runtime = Derived from the MPLSM Production Report and is input with a 9-7 transaction.
11	Runtime/Mach. = Machine Runtime (10) divided by the number of machines reported (6).
12	Machine Downtime = Derived from Form 4816, Letter Sorting Machine Downtime, and is input with a 9-8 transaction.
13	PCT. Downtime = Machine Downtime (12) divided by (Machine Runtime (10) + Machine Downtime (12)) x 100.
14	Total Workhours = workhours from the Mail Processing Operating Report.
15	Thruput/Hour = Pieces Fed (3) divided by total workhours (14) x 1000.
16	PCT COR HAN = PCS COR HAN (4) divided by Pieces Fed (3) x 100.
17	PCS COR H/HR = PCS COR HAN (4) divided by Total Workhour (14) x 1000.

Note: This report is available to Regions and Headquarters upon request. Requests will be in writing to the Director of the applicable ADP Center.

636.3 MPLSM Consolidated Analysis

This report is produced upon request by Region on an A/P basis. Separate reports

are produced for each MPLSM scheme (OPNS 081-087) plus the 080 composite (080C). Source data is extracted from the post office MOD MPLSM Performance Evaluation Reports (scheme & 080C) and the MOD Mail Processing Operating Report. Each office and the regional summary is listed down the left-hand column with the remaining columns defined as follows:

<u>Column</u>	<u>Description</u>
1.	BASE WKLD = Sum of 4 weekly 081 reports, rounded to nearest 1000 pieces (line 1*).
2.	PCS RCYD = Sum of 4 weekly 081 reports, rounded to nearest 1000 pieces (line 2*).
3.	Total Pieces Fed = Sum of 4 weekly 081 reports, rounded to the nearest 1000 pieces (Line 3*) plus A/P adjustments.
4.	PCT OFFICE FHP = Sum of 4 weekly 081 FHP volumes divided by the sum of 4 weekly outgoing primary letters FHP volumes (operations 030 + 081) times 100.
5.	PCT OFFICE TPH = Sum of 4 weekly 081 TPH volumes divided by the sum of 4 weekly outgoing primary letters TPH volumes (030 + 081) times 100.
6.	No. of Mach = The total number of unique machine numbers reported for operation 081 during the four weeks (line 6*).
7.	No. of Consoles = The total number of consoles reported for operation 081 during the four weeks (line 7*).
8.	Runtime/MACH = Sum of 4 weekly 081 reports on runtime (line 10*) divided by the sum of 4 weekly 081 reports on the number of unique machine numbers reported (Column 6) times 100.

<u>Column</u>	<u>Description</u>
9.	PCT Downtime = Sum of 4 weekly 081 reports on downtime reported (line 12*) divided by sum of the 4 weekly 081 reports on machine run time (line 10*) plus the downtime reported (line 12*) x 100.
10.	THRUPUT/HR = Sum of 4 weekly 081 reports on total pieces fed (line 3*) divided by the sum of the 4 weekly reportson 081 workhours (line 14*) x 1000.
11.	PCT COR HAN = Sum of 4 weekly 081 reports on pcs correctly handled (line 4*) divided by the sum of 4 weekly 081 reports on total pieces fed (line 3*) x 100.
12.	PCS COR HAN/HR = Sum of 4 weekly 081 reports on pcs correctly handled (line 4*) divided by the sum of the 4 weekly 081 reports on workhours (line 14*) times 1000.

*MPLSM Performance Evaluation Report

Note: 081 is used as an illustration of method. The same method would be used for each scheme with 080C being compared with the total Mail Processing FHP and PTPH letter volumes.

637 TREND REPORTS

637.1 Volume/Hours Comparison

This report shows FHP, PTPH, Clerk/Mailhandler workhours, FHP/CMHWH and PTPH/CMHWH for each mail distribution operation including all C type operations, by day of the week with a weekly total.

637.2 TREND ANALYSIS REPORT

This report lists volumes (FHP & PTPH), hours, and productivity (FHP/CMHWH & PTPH/CMHWH) in mail distribution operations including all C type operations, for the most

recent 14 accounting periods. The report is generated each A/P for each of the separate facilities reporting to the post office.

638 SPECIAL REPORTS

638.1 Tour Workhour Report

This report is produced for a post office for a specified period of time with an indication of processing time desired (daily, weekly), 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 workhours by hour of the MOD day (24-hour period) for any specified number of operations. Workhours are to hundredths of an hour.

638.2 FHP Detail Transactions

This report is produced by request only. Form 3404, Request for Hourly FHP Data, must be prepared and must 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 preferential and non-preferential volumes. Entries are in increments of .01 hours, summarized each hour and are 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 by request only, using Form 3404, approved by the region or Headquarters units.

.32 For each operation, six lines and four 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 four entries are volume 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.

.35 A character "T" will be printed next to any hourly FHP volume in which a transactor input has been made and a character "W" will identify a withdrawal.

.36 Inventories are not included in this report.

638.4 MOD Mail Processing Activity Report

.41 The Activity Report is produced by request, on a weekly basis for all separate reporting facilities. There is no office consolidation of this report. The report contains the following information for each volume recording operation:

a. FHP volume inputs, by operation, in ascending source/type sequence.

b. Mail flows to an operation from other operations, in operation number sequence.

c. Mail flowed to other operations, in operation number sequence.

d. Workhours by operation.

e. Overtime by operation.

f. Total volume by operation.

g. Productivity by operation.

h. YTD FHP, SHP, PTPH and Workhours by operation.

.42 Post Offices must use TRA-9 (see part 548) to request this report. Regions and Districts may receive this report, by request, in writing to the Director of their supporting ADP Center.

639 VOLUME INQUIRY REPORT

639.1 This request report can be produced for a device (scale or transacter) or a specific MOD operation number. The report lists all volume transactions entered from the start of the MOD day to the time of request. The report will be produced approximately 15 minutes after the request.

639.2 TR9-4 (see Part 535) is used to make these requests.

639.3 Various edits are made in TR9-4 and appear on the next 15-minute update. They are:

a. No Volume Transaction for This Request - Volume not entered into operation number or device up to time of request.

b. No Volume Illegal Request - Wrong DPP Authorizer card used.

c. Excessive Inquiry Report - Special on-line report listing those requests exceeding 20 inquiries during a 15-minute update.

Note: The use of TR 9-4 should be controlled through the Data Collection Site.

640 RETENTION OF REPORTS**641 GENERAL**

Retention periods are optional unless otherwise specified or required by responsible officials.

642 POST OFFICES

<u>Report</u>	<u>Retention</u>
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	

<u>Report</u>	<u>* Retention</u>
MOD Volume Adjustments	Until Audited by Responsible Authority
MOD Workhour Transfer	1 Year
MOD Station/Branch Operating Report	
-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
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

<u>Reports</u>	<u>Retention</u>
MOD Management Summary - A/P	1 year
MPLSM Consolidated Analysis - A/P	1 year
MOD Microfiche Cards Volume/Hour by Day, Week, and A/P	3 years

644 AUTOMATIC DATA PROCESSING CENTER

Retention Period in Days

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

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



CHAPTER 7

MOD AUDIT PROCEDURES

710 OBJECTIVES

A MOD audit is to be performed at least once a year in each MOD 1 office to determine the accuracy of MOD recording procedures. The audit should cover all phases of MOD, including the accuracy and timeliness of MOD volume recordings. A team consisting of at least six employees can cover all three tours. Large offices will require additional employees. All team members must be familiar with the MOD system, and at least one must have a very good working knowledge of the system. It is recommended that team members be from another facility.

720 SUMMARY

The audit will last at least one week, from MOD Tour 2 Saturday thru MOD Tour 1 Friday. The scales and control center must be observed part time on each tour, Saturday through Tuesday. Floor observations, Time and Attendance (T&A) checks, etc., are to be performed Wednesday thru Friday. A report is to be issued to the Postmaster identifying all problems and requesting that corrective actions be taken.

730 PROCEDURE

731 Condition of PSDS Equipment

During the week preceding the audit, the Data Systems Management Officer (DSMO) should insure that all necessary PSDS equipment is working and that floor scales are calibrated to zero. Tare weights of mail transport equipment should be spot checked per Section 23.1.

732 Reports

732.1 MOD Productivity Reports

732.1.1 Mail Processing Operating Report - The Mail Processing Operating Report, one of the

two productivity reports, can be used to evaluate productivity. Productivities for the audit period (day, week or A/P) should be compared with productivities for similar prior periods.

732.1.2 Trend Analysis Report - The Volume/Hours Comparison and the Trend Analysis Report (the other productivity report) can be used to observe productivity trends. Audit emphasis should be placed on those operations showing a significant change in productivity.

732.2 Mail Volume Adjustment Report

This report, transmitted daily for each reporting facility, lists transactions 7-1 thru 7-5, 7-9 and adjustments A-1 and A-2. (See Section 540 for transaction and adjustment code definitions and use). The report must be initialed by the Director of Mail Processing or an immediate subordinate (Section 542). Determine justification of A-1 adjustments. Check inputs against MOD Worksheet for Mail Volume Adjustments (Form 1476-D). Check for transactor inputs of volumes that are normally weighed (i.e., mail from preparation and opening units).

732.3 MOD Detail Listing

Request that the Data Collection Site provide this report daily during the audit. This report lists all volume inputs (by scale, transactor or alpha-numeric). All volume withdrawn from an operation must be reentered to another operation. Use the report to verify that volume was recorded correctly. Occasionally, a volume transaction may be duplicated and must be corrected using a TR A-1 entry.

732.4 MOD Workhours Transfer Report

This report is a listing of all TR A-4 inputs. The report must be initialed by the appropriate

Division Director (Section 543). Review method of determining hours for transfer. TR A-4 should be used sparingly and never as a means to control productivity, or in lieu of normal employee clock rings.

733 Planned Hours TR A-5 & A-6

733.1 Planned hours by operation (TR A-5) is optional (Section 544).

733.2 Planned hours by Labor Distribution Code (LDC) TR A-6) by week is a requirement of the system (Section 545). Verify that these inputs have been made each A/P.

734 Inventory Procedures

Inventories are to be taken daily as required. Accompany the employee taking the inventory and verify that volumes are correctly stated. An inventory is required for all mail volume on hand (Subchapter 524). Verify that SHP volumes are not inventoried as FHP and that pref and nonpref volumes are not combined.

735 Volume Recordings

735.1 Conduct observations at the floor scales and in the control center. Both areas should be observed for correct recording procedures. The mail processing employee identifies the mail type, container/transport equipment, and tare weight while the Data Collection Site technician assigns the S/T code and inputs the data into the system.

735.2 Separate pref and non-pref mail inputs. Letter and flat recordings must be separated. Mail trayed by a mailer and bypassing OPN. 020 must be identified as bypass. Riffle mail, regardless of where it is to be worked, must always be input to OPN. 029.

735.3 Verify that the Data Site Technician selects the correct S/T code (Section 320) and that correct tare weights are being used.

735.4 All volumes must be recorded into distribution operations upon leaving the preparation operation (s).

736 Mail Flow Density Calculations

This report reflects all the transactor A-8 inputs for the office's mail flow densities. The report is produced each time there is a matrix change. Review the method used in each task needed to generate the densities for both manual and mechanized operations.

736.1 Sampling Procedures

.11 Manual Operations

.111 Assure that a minimum of (3) separate samples were taken and that the sampling was performed in a week not subject to unusual mailings.

.112 Assure that only one sample was taken each day, that it was taken at a different time each day and occurred during the normal distribution hours for that operation.

.113 Assure that the sample size was approximately 1000 pieces of mail.

.114 Assure that equal amounts of mail were randomly selected from each container (trays, sacks, etc.) that entered the operation for distribution.

.12 MPLSM Operations

.121 Assure that a minimum of (3) separate samples were taken and that the sampling was performed in a week not subject to unusual mailings.

.122 Assure that where possible the ZDL/ADAPT equipment was used to accumulate the volume count per separation and the calculation of the density percentage of each to the total volume distributed.

736.2 Calculation of Densities

.21 Manual operations, SPLSM, and mechanized flat operations

.211 Verify that the sample has been recorded on Form 4217 and has been totaled in the fourth column.

.212 Verify that a density percentage has been calculated for each separation and that the total of the densities equals 100%.

.213 Verify that all separations that flow to the same downstream operation have been summarized and that only those operations listed in section 552.2 have been included.

.22 MPLSM Operations

.221 Verify that all mail not sorted to a separation has been deducted from the base (total) volume.

.222 Determine if mail in the 400 bin exceeded 5% of the base volume. If it did, was an investigation of the cause performed and corrective action taken?

.223 Verify that all separations that flow to the same downstream operation have been summarized and that only those operations listed in section 552.2 have been included.

.23 Pouching, Tray Banding, and Loose Packing

.231 Verify that all separations flowing to pouching, etc. have been identified.

.232 Verify that density percentages are correct and that the correct conversion rates have been applied.

.233 Verify that the flow projections have been updated to include the flows to the pouching, tray banding, and loose packing operations.

736.3 Preparation For Input PSDS

Verify that all of the instructions in section 552.1 have been followed and documented.

737 Work Hour Recordings (Section 510)

737.1 Determine that employees are clocked into the operation in which they are working. Use TR 7-6 to identify employees clocked into an operation. In instances where differences between employee, badge cards, or 7-6 listings cannot be resolved, use TR 8-1 to check the clock rings of employee(s) in question.

737.2 Verify that hours for MPLSM operations are recorded properly. Verify that employees performing MPLSM activities are charged to the correct operation, especially when additional temporary help is being used for dispatches or for final closeout.

740 Audit Report

An audit report must be submitted to the Postmaster one week following conclusion of the audit. The report will identify all discrepancies found, the cause of each discrepancy, and the recommended corrective actions.

750 Corrective Action

The corrective action must be initiated as soon as possible. Follow-up monitoring is to be conducted by an audit team member to ensure that actions are implemented to correct all discrepancies. The Postmaster is to be notified of the corrective action taken.



APPENDIX A

OPERATION DEFINITION

GENERAL APPLICATION

MOD operations represented by three-digit numbers are provided for recording all workhours 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 in part 317 and procedures for their application are 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 workhours in distribution or processing operations include time for allied labor as well as for 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, handling, 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 a local office.
10. Obtaining empty equipment for use in the operation and moving excess empty equipment such as MM trays, containers or

- sacks to designated internal storage areas.
11. Recording and reporting missent mail received from other post offices, as required.
12. Examining and spreading empty sacks.

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 mail and all other matter mailed under a permit; determine if sufficient deposit has been made by 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 give receipts if necessary.
5. Explain proper mailing procedures to customers.
6. Maintain records of permit holders, deposits, withdrawal, and miscellaneous information.
7. Prepare necessary reports and submit to the manager of finance or equivalent.

002 PRESORT--PREFERENTIAL

Use this operation to record all originating preferential (letters & flats) presort volume, including those originating at associate offices which are processed at the MOD 1 office, and all associated workhours. Charge only those workhours that are required due to the peculiarities of handling presort volumes. If presort volumes are handled as part of another operation, charge the workhours to that operation. Presort volumes are "non-add" and will not be included in any office volume counts. The input of presort volumes will be taken from the Form 3602.

Note: Presort volume requiring additional handling in other operations must also be recorded into the distribution operations following the procedures applicable to entering volumes for those operations.

003 PRESORT--TRAYING AND SLEEVING

Use this operation only to record workhours associated with traying and sleeving presort volumes.

004 PRESORT--NONPREFERENTIAL

Use this operation to record all non-preferential (letters & flats) presort volume and associated workhours. These presort volumes are "non-add" and will not be included in any office volume counts. The input of volume counts will be from the Form 3602.

Note: Presort volume requiring additional handling in other operations must also be recorded into the distribution operations following the procedures applicable to entering volumes for those operations.

009 ENRICHER

Use of a machine (enricher) to separate OCR address readable mail.

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 nonmachinable mail by type, and make basic local/out of town splits into trays, hampers, conveyor, 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, or 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 of Model G or other device (Form 2280, Mark II data recordings, is provided to collect piece count).
- b. Bypass stacker when mail taken to distribution is weighed out. Pieces do not add to 010 volume.
- c. Hand canceled mail is weighed out.
- d. Flat mail is weighed out.
- e. IPP count does not add to 010 volume.
- f. Inventory is not required.

020 ORIGINATING METER MAIL PREPARATION

1. Prepare originating metered, permit imprint, and official penalty mail received from collection routes, lobby drops, docks, slides, chutes, conveyors, and other sources for distribution.
2. Tray letters and separate mail by type into different containers; separate by local and out of town when feasible.
3. Report mail with incorrect meter dates and rate short paid mail.

Notes:

- 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 volume is accumulated from inputs to distribution operations. Hours for incidental 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 empty distribution cases or directly into loose packs.

Notes:

- 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 a BCR, MPLSM, 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.

040 OUTGOING LETTER SECONDARY

Manual distribution of letter mail for an individual state, 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: Workhours in 040 may be charged to 030, but applicable volume must be recorded in 040.

042 OUTGOING UNCODED LETTERS

Manual distribution of uncoded 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.

043 STATE DISTRIBUTION--LETTERS

1. Manual distribution of letter 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.

Notes:

- a. This operation will be used in State Distribution Center offices only.
- b. Workhours can be charged to 040, or 030 if workhours are not charged to 040.
- c. Volume can be charged to 040.

044 SECTIONAL CENTER LETTER DISTRIBUTION

Distribution of letters to associate offices of a sectional center.

Notes:

- a. This operation can be used to record volume in sectional center offices that do not use operation 134.
- b. Workhours can be charged to 040, or 030 if workhours are not charged to 040.
- c. Volume can be charged to 040.

045 NONPREFERENTIAL LETTER MAIL DISTRIBUTION

1. Manual distribution of non-pref letters received from other post office (transit), local mailers, and other distribution operations within the local office for separation to points within designated states.
2. Reporting non-pref letters which do not meet postal requirements.

Notes:

- a. Workhours can be charged to 040, or 030 if workhours are not charged to 040.
- b. Volume can be charged to 040.

050 PRIORITY MAIL - MAIN FACILITY

1. Distribution of priority mail 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 separation to individual states, combination of states, sectional centers, cities, and foreign countries.
2. Transporting empty equipment.
3. Culling, facing, and canceling.
4. Opening and dumping.
5. Transporting mail.
6. Loading ledges.
7. Sweeping.
8. Containerizing.
9. Pulling and dispatching pouches or other containers.
10. Rating mail matter.
11. Maintaining current schedules and schemes.
12. Handling registry mail.
13. Maintaining receipt and dispatch records.
14. Identifying and reporting, as appropriate, mail not meeting postal regulations.

050 PRIORITY MAIL - AMF

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

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, combinations of states, sectional centers, cities, and foreign countries.

070 OUTGOING FLAT SECONDARY

Manual distribution of flat-size 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: Workhours in 070 may be charged to 060, but applicable volume must be recorded in 070.

072 OUTGOING UNCODED FLATS

Manual distribution of uncoded preferential and nonpreferential mixed states flats received from local mailers and other post offices for separation to states, combinations of states, sectional centers, cities, and foreign countries.

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 State Distribution Center offices only.
- b. Workhours 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. Workhours 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 nonpreferential 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. Workhours can be charged to 070, or 060 if hours are not charged to 070.

080C MPLSM COMPOSITE

The accumulation of all work hours and volume 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, Exhibit 5) 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 Uncoded Letters (042)

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)

Notes:

- a. TPH is entered with a 7-5 transaction.
- b. Volume in the O and 400 bins must be deducted by the appropriate scheme (Part 322).
- c. Workhours may be reported by scheme or into O80.
- e. FHP can be recorded by scheme even if TPH is not.
- f. If FHP is input by scheme but TPH is entered in O80, the system will provide TPH by scheme as described in section 314.8.
- g. Stray letters, sweepside errors, mail faced by an LSM, and dropper jam volumes do not constitute a handling (defined in section 521.2). These volumes must be withdrawn using S/T 27.

088 OPTIONAL CHARACTER READER--BAR-CODED MAIL

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

089 OPTICAL CHARACTER READER

OCR distribution of letters received from local mailers for separation to states, designated cities, local zones, carrier routes, boxes and firms.

Allied Labor:

Same as operation 080, plus workhours used on the enricher operation. Note: Enter only pieces accepted from the meter as TPH using a 7-5 transaction.

090 SPLSM COMPOSITE

The accumulation of all workhours and volume in operations 090-097.

Allied Labor:

Same as O8O.

O9O-097, O99 SPLSM BY SCHEME

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

- O9O SPLSM-Mixed Schemes
- O91 SPLSM-Outgoing Primary (O3O)
- O92 SPLSM-Outgoing Uncoded Letters (O42)
- O93 SPLSM-State Distribution (O43)
- O94 SPLSM-Sectional Center (O44 or 134)
- O95 SPLSM-Incoming primary (15O)
- O96 SPLSM-Incoming Secondary (16O)
- O97 SPLSM-Box Section (168/169)
- O99 SPLSM - Outgoing Secondary (O4O)

Notes:

- a. Pieces fed minus pieces sorted to reject bins will be recorded for TPH using a 7-5 transaction.
- b. Workhours may be recorded by scheme or into O9O.
- c. If a bin for no key is designated, the count from this bin must be added to the reject bin count.
- d. FHP can be recorded by scheme even if TPH is not.
- e. See O8O-O87 MPLSM By Scheme, Note g.

O98 SPLSM-BAR-CODED MAIL

Use this operation (according to the definition of O9O/097) when bar-coded mail is sorted on the SPLSM, using a special bar-code reader.

1O0 OUTGOING PARCEL DISTRIBUTION

1. Dumping, orienting, and distribution of mixed-states parcel 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 multislid operation).

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

Notes:

- a. Only FHP will be counted.
- b. Distribution of outside parcels, when worked in this operation without a special configuration, will be credited to 1O0.
- c. Inventory is optional.

1O5 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 1O5 includes work hours in manual distribution at the runoffs.
- b. Distribution of outsides worked on the machine will be counted in 1O5.
- c. The total volume input should equal the counter number minus rejects.
- d. Inventory is optional.

1O9 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.

Notes:

- a. No volume credit is allowed.
- b. Do not include minor repair (application of tape, etc.), that can be performed within the distribution operation.

10-129 OUTGOING IPP DISTRIBUTION TOUCH RACK AND LOOSEPACK

1. Distribution of preferential and non-preferential IPP 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.

Notes:

- a. Volume recording is optional. The volumes are "non-add" and do not apply to any office total. (This includes mechanized IPP distribution).
- b. Workhours can be segregated by using appropriate suboperation numbers.

134 SECTIONAL CENTER DISTRIBUTION

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

Notes:

- a. This operation is optional in sectional centers. If 134 is not used, 044 and 074 are to be used.
- b. No volume credit is allowed for loosepacking, distributing IPP, or for tie-outs.

140-149 MPFSM BY SCHEME

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

- 140 MPFSM - Mixed Schemes (mail for several schemes is worked simultaneously and cannot be readily segregated).

- 141 MPFSM - Outgoing Primary (O60)
- 142 MPFSM - Outgoing Uncoded Flats (O72)
- 143 MPFSM - State Distribution (O73)
- 144 MPFSM - Sectional Center (O74 or 134)
- 145 MPFSM - Incoming Primary (170)
- 146 MPFSM - Incoming Secondary (175)
- 147 MPFSM - Box Section (168/169)
- 148 MPFSM - Incoming Uncoded Flats (172)
- 149 MPFSM - Outgoing Secondary (070)

Notes:

- a. TPH is entered with a 7-5 transaction.
- b. Volume in reject bins must be deducted by the appropriate scheme (Part 323).
- c. If a bin for no key is designated, the count from this bin must be added to the reject bin count.
- d. Workhours may be reported by scheme or into 140.
- e. FHP can be recorded by scheme even if TPH is not.

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.

3. Workhours used by station/branches for distribution cannot be applied to this operation (see opns 240-339).

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

152 INCOMING UNCODED LETTERS

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

160 INCOMING LETTER SECONDARY

1. Distribution of First-Class and non-preferential letters to carrier delivery routes, box section or box, or firms.
2. Incidental rating and distribution of postage-due mail. Note: Workhours can be charged to 150.
3. Workhours used by stations/-branches for distribution cannot be applied to this operation (see opns 240-339).

168 BOX SECTION--MAIN OFFICE PRIMARY

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

Notes:

- 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. IPP are not to be included in the volume count.

169 BOX SECTION--MAIN OFFICE SECONDARY

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

Notes:

- 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. IPP are not to be included in the volume count.
- d. The workhours 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.

172 INCOMING UNCODED FLATS

Manual distribution of uncoded 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: Workhours can be charged to 170.

180-189 INCOMING IPP DISTRIBUTION, OPENING, AND TRAYING

1. Distribution of IPP, newspaper rolls, letters, and flat bundles from all sources to local zones, Post Office 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. Volume recording is optional. The volumes are "non-add" and do not apply to any office total.
- b. Workhours can be segregated by using appropriate sub-operation numbers.

190-199 SPFSM BY SCHEME

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

190 SPFSM - Mixed Schemes (mail for several schemes is worked simultaneously and cannot be readily segregated).

- 191 SPFSM - Outgoing Primary (O60) ,
192 SPFSM - Outgoing
Uncoded Flats (O72)
- 193 SPFSM - State Distribution (O73)
- 194 SPFSM - Sectional Center (O74 or 134)
- 195 SPFSM - Incoming Primary (170)
- 196 SPFSM - Incoming Secondary (175)
- 197 SPFSM - Box Section (168/169)
- 198 SPFSM - Incoming Uncoded Flats (172)
- 199 SPFSM - Outgoing Secondary (070)

Notes:

- a. Pieces fed minus pieces sorted to reject bins will be recorded for TPH using a 7-5 transaction.
- b. Workhours may be recorded by scheme or into 190.
- c. FHP can be recorded by scheme even if TPH is not.

200 INCOMING PARCEL DISTRIBUTION

- 1. Dumping, orienting, and distribution of parcels received for separation to local delivery units, firms, and box sections (includes multislides operation).
- 2. Transportation of processed mail to dispatch by conveyor, drop holes, platform trucks, etc.

Notes:

- 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.

210-234, 237-239 PLATFORM OPERATIONS

- 1. Loading 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 parcels when worked on the platform.
- 4. Volume recording restricted to Performance Feedback System offices. The volumes are "non-add" and do not apply to any office total.

5. Workhours 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.

235-236 MECHANIZED PLATFORM OPERATIONS

Those offices with mechanized sack and outsides sorters can use operations 235 and 236 for reporting workhours in those activities.

240-339 DISTRIBUTION AT STATIONS AND BRANCHES

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

Notes:

- a. To assure consistent identification of FHP, a procedure should be established to assure that only mail which has 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 workhours per day, SHP can be projected by sub-operation according to procedures in part 553.
- d. Inventory is optional.
- e. IPP are not included in the volume count.

340 STANDBY--MAIL PROCESSING OPERATIONS

Charge to this operation the time of mail processing employees who are kept on the clock, but are idle due to storms, power failures, lack of workload, lack of containers or equipment for the processing or transportation of mail, or downtime as outlined in section 512.4. Postal supervisors must insure that the productivity objectives of each operation for which they are responsible are achieved. When mail volume varies from established patterns, adjustments in the planned staffing

level may be necessary in order to meet service standards and achieve planned productivity rates or goals. Employees who are excess to the needs of an operation should be sent to an area apart from it. In order to insure that the productivity of an operation is maintained at the highest possible level consistent with service standards, each supervisor must fully use operation number 340.

353 STANDBY--CUSTOMER SERVICES

Charge to this operation the time of Customer Services personnel who are idle due to lack of work and are kept on the clock and cannot be given other work assignments or who are idle due to storms, power failures, etc.

354 STANDBY--DELIVERY SERVICES EMPLOYEES

Charge to this operation the time of Delivery Services employees who are idle due to lack of work and are kept on the clock and cannot be given other work assignments or who are idle due to storms, power failures, etc.

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 operation 558, Customer Services. Assign each station or branch an individual number.

455-464 REGIONAL PROJECTS

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

465-539 HEADQUARTERS PROJECTS

Workhours used on authorized Headquarters projects. The operation numbers are requested from Headquarters on Form 2396, Request for Assistance --Departmental/Regional Project. (Appendix C, Exhibit 16). This form must be

submitted to Office of Industrial Engineering for issuance of a MOD operation number, approximately three weeks prior to the project's effective date. Multiple operation numbers for a single project can be requested when several crafts are involved. However, due to the limited number of operation numbers available this practice should only be followed on a necessity basis. It is the project manager's responsibility to inform the Office of Industrial Engineering when offices are added/deleted from a project, when the expiration date for a project changes, notification to the offices involved of the operation numbers(s) for the project, and the effective and expiration dates of the project.

540 MISCELLANEOUS SUPPORT ACTIVITIES (FIN 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.

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

Same as 540 for Employee and Labor Relations employees.

542-543 INSURED, COD, AND CUSTOMS

Workhours of employees assigned exclusively to the handling of insured, COD, and customs mail. If these types of mail are handled in the registry section, the time will be charged to operations 585-590. Time used on the platform and at other points in the incidental handling of this type of mail will not be charged to this operation, but will be charged to the operation in which the incidental handling occurred.

544 CAGES SERVING CARRIERS AND SPECIAL DELIVERY MESSENGERS

Workhours of clerks working in cages serving carriers and special delivery messengers and administration and record keeping in support of delivery services at the station or branch.

545-546 FOREIGN MAILS

Workhours of employees engaged in nondistribution functions connected with processing foreign mail. This operation will be used only at international exchange post offices. All distribution of foreign mails will be charged to the appropriate distribution operation.

547 SCHEME PROFICIENCY MONITORING

Charge to this operation hours of clerks performing scheme proficiency checks.

Note: Employees undergoing proficiency checks will remain in their distribution operation. Employees taking initial scheme qualification tests will record their time in Operation 781.

548 EMPLOYEES DETAILED TO MAIL ORDER HOUSES, ETC.

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

549 EMPTY EQUIPMENT PROCESSING

1. Workhours of employees utilized in the transport, loading and unloading of empty equipment such as trays, hampers, pallets, sacks and containers into/from storage areas for use by an associate office or postal customer.
2. Inventorying empty equipment storage areas for determining equipment needs, as required.
3. Workhours of employees utilized in setting up empty equipment racks to segregate sacks by type and to bundle, label, tie and ship sacks to concentration centers, associate offices or postal customers. "The examination of sacks and parcels for mail content must be performed and charged to the operation generating them and not to this number."

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

550 CLASSIFICATION SECTION

Workhours of employees engaged exclusively in classification work at a separate point.

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

551-552 INQUIRY AND CLAIMS

Workhours 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.

554-557 OFFICE WORK AND RECORD KEEPING

Workhours 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 FINANCE
- 557 EMPLOYEE AND LABOR RELATIONS

558 OFFICE WORK AND RECORD KEEPING--CUSTOMER SERVICES CLERKS

Charge to this operation the workhours of Customer Services clerks at stations/branches performing the following functions:

Filing receipts, maintaining required records, preparing reports, timekeeping, resolving personnel matters and other general administrative duties related to retail activities.

Also included in this operation are those functions performed by clerical employees supporting CSRs.

559 OFFICE WORK AND RECORD KEEP- ING--DELIVERY SERVICES CLERKS

Charge to this operation workhours of Delivery services employees who perform record keeping or other clerical work that pertains only to delivery and/or collection activities.

560-564 MISCELLANEOUS MAIL PROCESS- ING ACTIVITIES

Workhours 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 INSTRUCTORS

Workhours 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

Workhours of employees performing window service at the main office.

Include the hours for window service that is not incidental to another operation. This includes 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 SSPCs and window clerks setting meters in customer facilities should be included in 980-987.

569 REVENUE COST ANALYSIS (RCA)-- COST ASCERTAINMENT

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

570 ADMINISTRATIVE SERVICES

Workhours used in the supply section, including mimeograph operation.

571 EXECUTIVE SECTION

Workhours used in the offices of the postmaster/installation head and related activities. Includes supervisory and non-supervisory employees such as Postal Information Officer, Postal Systems Examiner and others reporting to the postmaster/-installation head.

572 PERSONNEL SECTION

Workhours used in personnel functions. Include employees working in the medical unit. All doctors and nurses are to use this number.

573-577 FINANCE SECTION

Workhours 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 (revenue cost ascertainment) clerks.

578 E-COM

Workhours used in sending and receiving E-COM messages. No distribution or delivery hours should be charged to this operation.

579 ORIGIN/DESTINATION INFORMATION SYSTEM (ODIS)

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

580 CUSTOMER SERVICES REPRESENT- ATIVES

Workhours used by the customer services representatives and anyone else assigned to this function.

581 INDUSTRIAL ENGINEERING

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

582 QUALITY CONTROL

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

583 EXPRESS MAIL

Workhours 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

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

585-590 REGISTRY SECTION

Workhours used in processing registered mail and in convoy service by registry section employees. Do not include hours incidental to window service or the handling of registers with other operations.

595 ADDRESS INFORMATION SYSTEMS

The maintenance of address information systems (5-digit ZIP Code, CRIS, and ZIP + 4). The file maintenance of these systems involves the following activities:

- a. Establish procedures to receive changes from associate offices and delivery units reporting directly to MSCs.
- b. Verify information received to ensure completeness and accuracy.
- c. Translate data onto coding sheets according to the conventions of the system being maintained.
- d. Forward completed coding sheets to National ZIP Code Data Site in Memphis.
- e. Verify updates received from the data site.
- f. Contact associate offices and delivery units to resolve discrepancies.
- g. Maintain sector/segment printouts and ZIP Code maps for MSC area.
- h. Perform frequent quality checks of updated data.
- i. Perform on-site audits related to ZIP Code and CRIS programs at associate offices, stations, and branches, and contact the delivery unit managers to correct deficiencies immediately.
- j. Assign 4-digit ZIP Code add-ons for addresses within the MSC and notify customers.

k. Compile necessary reports.

The workhours used to support the Address Information Systems file maintenance must be charged as follows:

MSC Offices:

- a. Nonsupervisory workhours used - new LDC 29, Address Information Systems.
- b. Supervisory workhours used - LDC 21, Supervision Delivery Services.
- c. Training hours used for all off-the-job training - LDC 92, Training--Delivery Services.

MOD 1 Offices: All hours (supervisory and nonsupervisory) - MOD Operation 595, Address Information Systems.

607-616 STEWARDS DUTY TIME

Charge to the operations time spent by certified union stewards during their scheduled tour for investigating, presenting, and adjusting grievances as authorized by the applicable collective bargaining agreement. Record workhours in the following operations as applicable:

- 607 CLERKS (M.P.)
- 608 CLERKS (C.S.)
- 609 CLERKS (D.S.)
- 610 CLERKS (A&F)
- 611 CLERKS (E&LR)
- 612 MAIL HANDLER
- 613 CARRIERS
- 614 S.D. MESSENGERS
- 615 VEHICLE SERVICES
- 616 MAINTENANCE
- 617 VEHICLE OPERATORS (Off A/P 3, FY 83)

620-624 TRAVEL TIME--WITHIN ESTABLISHED HOURS OF SERVICE

Charge to these operations compensable travel time of employees on-the-clock, when traveling from job site to job site, to another city and back within one service day, or away from home overnight, or local travel, transferring between buildings or floors of the same building, providing the travel occurs within the employees established hours of service on

both scheduled and nonscheduled days. It does not include travel from the office to carrier delivery routes or travel between units (operations or work centers) on the same floor (see Publication 118 for rules regarding compensable travel). Record workhours in the following operations as applicable:

- 620 MAIL PROCESSING
- 621 CUSTOMER SERVICES
- 622 DELIVERY SERVICES
- 623 FINANCE
- 624 MAINTENANCE

625-629 TRAVEL TIME--OUTSIDE ESTABLISHED HOURS OF SERVICE

Charge to these operations compensable travel time of employees on-the-clock for the same reasons as listed for 620-624 above, except that such travel occurs outside of the employees established hours of service on a scheduled or nonscheduled day. See Publication 118 for rules regarding compensable travel. Record workhours on the following operations as applicable:

- 625 MAIL PROCESSING
- 626 CUSTOMER SERVICES
- 627 DELIVERY SERVICES
- 628 FINANCE
- 629 MAINTENANCE

630-634 MEETING TIME

Charge to these operations the time employees spend attending meetings, conferences, hearings, etc., when such time is authorized by the official in charge of the installation. Time spent in informal operational meetings such as safety talks, stand up sessions, etc., conducted on the workroom floor is not considered meeting time, and those hours are charged to the operations on the workroom floor. Record workhours in the following operations as applicable:

- 630 MAIL PROCESSING
- 631 CUSTOMER SERVICES
- 632 DELIVERY SERVICES
- 633 SUPPORT AND EMPLOYEE & LABOR RELATIONS
- 634 MAINTENANCE

671 POSTMASTERS OR INSTALLATION HEADS

Workhours for Postmaster, installation head are accumulated automatically through the Time and Attendance System.

701-708 SUPERVISORS

Except for mail processing distribution and maintenance supervisors, all supervisors, who cannot allocate hours to an individual operation, or acting supervisors qualifying for higher level pay should use one of the following numbers depending on the function being performed:

- 701 MAIL PROCESSING DISTRIBUTION
- 702 MISCELLANEOUS MAIL PROCESSING
- 703 SUPPORT
- 704 EMPLOYEE AND LABOR RELATIONS
- 705 SUPERVISOR-DELIVERY SERVICES.

Workhours of supervisors used entirely for delivery and collection service functions. Exclude hours used in route examination activities.

706 SUPERVISOR-CUSTOMER SERVICES.

Charge to this operation workhours of supervisors who spend all of their time supervising customer services clerks.

707 SUPERVISOR-ROUTE EXAMINATION.

Charge to this operation workhours of supervisors who spend all of their time supervising customer services clerks.

708 SUPERVISOR-ALL OTHER DELIVERY/-CUSTOMER SERVICES.

Charge to this operation workhours for supervisors who are supervising employees performing delivery and customer services functions.

Note: Use Operation 708 when hours cannot be charged to operations 705, 706, or 707 for the entire day.

713-740 CITY DELIVERY CARRIERS

Workhours of carrier employees used in casing mail, etc., in the office, and delivery. Hours should be charged according to the type of route and whether it is office time or street time according to the description of the operations given in Part 317.

741 MISCELLANEOUS DELIVERY SERVICE ACTIVITIES

Activities performed by Delivery Services employees that cannot be classified into other delivery operations. Supervisory hours input to this operation will default to Operation 705.

742 MISCELLANEOUS CUSTOMER SERVICE ACTIVITIES

Workhours used for sign painting, drafting and arts, moving equipment, labeling cases, check or cloakroom activities, treatment in medical unit, first aid, civil defense activities, guide duty, and consultation with employee and labor relations section. Supervisory hours input to this operation will default to operation 706.

744 SPECIAL DELIVERY MESSENGERS

Workhours of special delivery messengers in performing their duties.

745 MAINTENANCE ADMINISTRATION

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

746 ACTING SUPERVISOR MAINTENANCE**747-749 MAINTENANCE--BUILDING SERVICES**

Custodial activities and protective services provided by maintenance employees and their supervisors in those buildings requiring guards in which Inspection Service Security Force personnel have not been authorized.

750-752 MAINTENANCE--POSTAL OPERATING EQUIPMENT

All activities, including supervisors workhours, 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.

753-754 MAINTENANCE--BUILDING AND PLANT EQUIPMENT

All building maintenance activities, including supervisors workhours and all activities devoted to the maintenance of building utilities, heating, air conditioning, lighting, and other plant equipment. All includes any activities devoted to the maintenance of conventional support equipment such as clocks, typewriters, office furnitures, etc.

755 MAINTENANCE MANAGEMENT**757 CITY OFFICE EMPLOYEE WORKING ON RURAL ROUTE AND RURAL CARRIERS**

Workhours of city office employees temporarily working on a rural route as well as rural carriers.

758-766 VEHICLE SERVICES

Workhours of vehicle services employees should be charged as follows:

- 758 MANAGER, FLEET OPERATIONS (includes acting).
- 759 SUPERVISOR, FLEET OPERATIONS (includes acting).
- 760 SUPERVISORS (includes acting)
- 761 MECHANICS
- 762 GARAGEMEN
- 763 CLERKS - VEHICLE MAINTENANCE
- 764 CLERKS - VEHICLE OPERATIONS
- 765 MOTOR OPERATOR
- 766 TRACTOR OPERATOR

769 BOX SECTION--STATIONS OR BRANCHES

Distribution of preferential and nonpreferential

letters, flats, IPP, 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 Post Office 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. IPP are not included in the volume count.

780-787 TRAINING

Workhours of employees undergoing training while on duty. Include classroom training and on-the-clock scheme study. Hours for on-the-job training where the work performed by the trainee makes a contribution to production should be charged to the appropriate production operation except as specifically provided for in Handbook P-23, Orientation and Craft Skill Training. Select the operation number consistent with type of training being received.

780 POSTAL MANAGEMENT

781 MAIL PROCESSING

782 DELIVERY SERVICES

783 VEHICLE SERVICES

784 CUSTOMER SERVICES

785 FINANCE

786 EMPLOYEE AND LABOR RELATIONS

787 FACILITIES AND MAINTENANCE

795 ADDRESS LABEL PREPARATION

Workhours used in the printing and preparation of address labels for manual centralized mail markup systems.

796 MAIL MARKUP AND FORWARDING (Manual Systems)

Workhours used to process mail undeliverable as addressed:

a. Disposing of waste mail.

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

c. Applying labels to forwards from the PO box section and carrier routes.

d. Processing address correction request mail from (Form 3547, Notice to Mailer of Correction in Address), photocopy and handwritten.

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

f. 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).

797 COMPUTER MAIL FORWARDING

Workhours used to process mail undeliverable addressed:

a. Processing change of address (Form 3575, Change of Address Order) and change forwarding (Form 3546, Notice to Change Forwarding Order) form into computer records and purging expired orders.

b. Producing labels with forwarding address or disposition instructions.

c. Applying labels to forwards from the post office box sections and carrier routes.

d. Disposing of waste mail from the unit.

e. Processing mail to be returned to sender from the unit or from the carrier throwback case.

f. Processing address correction requested mail form (Form 3547), photocopy and handwritten.

g. Processing notification to publishers (Form 3579).

h. Rating mail forwarded out of town postage due.

Note: The above functions done at a centralized mail markup unit should be charged to operation 795 or 796, as appropriate. The 797 operation is to be used only at offices with computer forwarding systems.

840C Read Code Sort Optical Character Reader Composite

The accumulation of all workhours and volume in operations 841-847. Allied labor:

1. Cull, face, and orient letters on feeder.
2. Load feeders directly from trays.
3. Verify directs by riffling.
4. Sweeping the machines to trays.
5. Pulling trays for dispatch or further distribution.

841-847 READ CODE SORT BY SCHEME

Volume and hours are to be segregated by scheme. In the following list of Readscan operations, the comparable MPLSM and manual operations are in parenthesis.

- 841 Read Code - Outgoing Primary (081-030)
- 842 Read Code - Outgoing Secondary (-, 040)
- 843 Read Code - Managed Mail (083, 043)
- 844 Read Code - Incoming SCF Primary (084, 044)
- 845 Read Code - Incoming Primary (085, 150)
- 846 Read Code - Incoming Secondary (086, 160)
- 847 Read Code - Box Section (087, 168/169)

Notes:

- a. TPH is entered with a 7-5 transaction.
- b. Non-machineable mail is withdrawn with a S/T code 22-24 or 26 and entered into manual operation with the appropriate S/T code, 12-17.
- c. Non-readable mail is withdrawn from scheme with a S/T code 30 and input MPLSM with appropriate S/T code, 01-07.
- d. Workhours and volumes are to be reported by scheme.

850C Optical Character Reader, Channel Sorter Composite

The accumulation of all workhours and volume in operations 851-857. Allied labor:

1. Cull, face, and orient letters on feeder.
2. Load feeders directly from trays.
3. Sweeping the machines to trays.
4. Pulling trays for dispatch or further distribution.

851-857 OCR/CHANNEL SORTER BY SCHEME

Volume and hours are to be segregated by scheme. In the following list of OCR/Channel Sorter operations, the comparable MPLSM and manual operations are in parenthesis.

- 851 OCR/Channel Sorter - Outgoing Primary (081-030)
- 852 OCR/Channel Sorter - Outgoing Secondary (-, 040)
- 853 OCR/Channel Sorter - Managed Mail (083, 043)
- 854 OCR/Channel Sorter - Incoming SCF Primary (080-044)
- 855 OCR/Channel Sorter - Incoming Primary (085, 150)
- 856 OCR/Channel Sorter - Incoming Secondary (086, 160)
- 857 OCR/Channel Sorter - Box Section (087, 168/169)

Notes:

- a. TPH is entered with a 7-5 transaction.
- b. Non-machineable mail is withdrawn with a S/T code 22-24 or 26 and entered into manual operation with the appropriate S/T code, 12-17.
- c. Non-readable mail is withdrawn from scheme with a S/T code 30 and input MPLSM with appropriate S/T code, 01-07.
- d. Workhours and volumes are to be reported by scheme.

860C SMALL BAR CODE SORTER COMPOSITE

The accumulation of all workhours and volume in operations 860-867. Allied labor:

1. Cull, face, and orient letters on feeder.
2. Load feeders directly from trays.
3. Sweeping the machines to trays.
4. Pulling trays for dispatch or further distribution.

860-867 SMALL BAR CODE SORTER BY SCHEME

Volume and hours are to be segregated by scheme. In the following list of SBCR operations, the comparable MPLSM and manual operations are in parenthesis.

- 860 SBCR - Mixed Schemes (mail for several schemes is worked simultaneously and cannot be readily segregated) (080,-)
- 861 SBCR - Outgoing Primary (081, 030)
- 862 SBCR - Outgoing Secondary (-, 040)
- 863 SBCR - Managed Mail (083, 043)
- 864 SBCR - Incoming SCF Primary (084, 044)
- 865 SBCR - Incoming Primary (085, 150)
- 866 SBCR - Incoming Secondary (086, 160)
- 867 SBCR - Box Section (087, 168/169)

Notes:

- a. TPH is entered with a 7-5 transaction.
- b. Non-machineable mail is withdrawn with a S/T code 22-24 or 26 and entered into manual operation with the appropriate S/T code, 12-17.
- c. Non-readable mail is withdrawn from scheme with a S/T code 30 and input MPLSM with appropriate S/T code, 01-07.
- d. Workhours and volumes are to be reported by scheme.

930 BUSINESS REPLY—POSTAGE DUE

If management desires to keep a record of workhours 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.

958 REHABILITATION

Workhours of all employees rehired under the joint USPS/DOL Rehabilitation Program who have a permanent partial disability.

959 LIMITED DUTY

Workhours of all employees who are recovering from a job-related injury or illness and are not able to perform their regularly assigned duties. Also, workhours of employees who are on OWCP but are able to work in a parttime (less than 8 hours per day) capacity.

980-987 SSPC TECHNICIANS

This series of operation numbers is for SSPC technicians assigned to the main office or stations/branches for recording hours in:

- a. Travel and maintenance activities associated with self-service customer services equipment, trouble-shooting, preventive maintenance, performing accounting duties, handling customer complaints, etc.
- b. Travel and servicing activities associated with self-service customer services equipment, replenishing stock, collecting money, performing accounting duties, handling customer complaints, etc.

Individual operations are identified as follows:

- 980 SSPC TECH STA/BR. MAINT
- 981 SSPC TECH STA/BR. MAINT-TRAVEL
- 982 SSPC TECH STA/BR. SERVICE
- 983 SSPC TECH STA/BR. SERVICE-TRAVEL
- 984 SSPC TECH. M. O. MAINT
- 985 SSPC TECH. M.O. MAINT-TRAVEL
- 986 SSPC TECH M.O. SERVICE
- 987 SSPC TECH M.O. SERVICE-TRAVEL

988-997 LOANED HOURS

This series of operation numbers is for recording loaned hours, individual operations are identified as follows:

- 988 LOANED AS OFFICER-IN-CHARGE
- 989 LOANED TO HEADQUARTERS,
HEADQUARTERS RELATED,
INSPECTION SERVICE, OR
REGIONAL OFFICES
- 990 LOANED AS SUPERVISOR

- 991 LOANED AS CLERK
- 992 LOANED AS MAIL HANDLER
- 993 LOANED AS CARRIER
- 994 LOANED AS SPECIAL DELIVERY
MESSENGER
- 995 LOANED AS VMF MECHANIC
- 996 LOANED AS MAINTENANCE
BUILDING SERVICES EMPLOYEE
- 997 LOANED AS RURAL CARRIER

999 UNASSIGNED

Workhours that are charged to invalid operations are recorded in operation 999.





Appendix B

Sample Reports

(Sequenced According to Listing, Subchapter 610)





0328 09/19/82 Q TME 1084 TRANS TME 1089

PO

MANAGEMENT SUMMARY

WEEK 2 A/P 13 FY 82

	-----WORK HOURS WEEK-----*			-----WORK HOURS A/P TO DATE-----*				
	ACTUAL	PLAN	%DIFF	SPLY	ACTUAL	PLAN	%DIFF	SPLY
0 PO MANGMNT								
01 INST HED	40	40		32	64	40	60.0	64
02 QLTY CTL	263	421	37.5-	383	471	765	38.4-	671
03 IDST EGR	310	390	20.5-	465	559	705	20.7-	839
05 SUPVR	703	912	22.9-	586	1267	1617	21.7-	1090
06 CLERICAL	726	856	15.2-	730	1157	1544	25.1-	1345
08 MGTPJSPV	131	188	30.3-	205	230	336	31.6-	333
09 MGTPJCFT	341	394	13.5-	701	553	739	25.2-	1161
TOTAL	2514	3201	21.5-	3102	4301	5746	25.2-	5503
OVERTIME	57			25	76			106
1 MAIL PROC								
11 SPVDIRCT	8133	8600	5.4-	8740	15669	16073	2.5-	16392
12 SPVINDIR	1049	1030	1.8	966	2024	1822	11.1	1693
13 C/M-DMEC	12448	12184	2.2	14526	23281	22570	3.2	26977
14 C/M-DMAN	85937	83565	2.8	88178	159836	157802	1.3	166590
15 C/M-INDR	12409	10656	16.5	10972	22736	20272	12.2	20864
16 ECOM	224				456			
TOTAL	120200	116035	3.6	123382	224002	218539	2.5	232516
OVERTIME	1323			2242	3618			5261
2 DELIVERY								
21 SPV	2527	2193	15.2	2459	4594	3932	16.8	4380
22 CARRIERS	28585	30273	5.6-	27858	52778	55546	5.0-	51410
23 OTHR DEL	5713	5345	6.9	6029	10667	9807	8.8	11331
24 SPEC DEL	649	635	2.2	1159	1215	1186	2.5	2200
25 RURLCARR								
26 DEL SPRT	1097	1223	10.3-	1307	2070	2402	13.8-	2540
27 COLLECTS	1530	2187	30.0-	1837	2868	4012	28.5-	3574
29 ADD INFO	107				190			
TOTAL	40208	41856	3.9-	40649	74382	76885	3.3-	75435
OVERTIME	2399			1499	4401			2535
3 VEH. MNT								
30 SPV-OPER	686	604	13.6	675	1288	1208	6.6	1308
31 SPV-MNT	350	329	6.4	408	657	627	4.8	795
32 MECH+GAR	1899	2053	7.5-	2525	3416	3855	11.4-	4525
34 VEHCL OP	3885	4284	9.3-	4921	7273	8568	15.1-	9149
35 CLRK VMF	450	398	13.1	415	793	745	6.4	899
36 CLRK MVS	220	273	19.4-	259	365	545	33.0-	424
TOTAL	7490	7941	5.7-	9203	13792	15548	11.3-	17100
OVERTIME	421			337	815			901
4 CUST SRV								
41 SPV	1350	1122	20.3	1194	2308	2016	14.5	2101
42 WNDW SRV	7239	7429	2.6-	7309	12639	13619	7.2-	13079
43 DISTRIB	2408	2332	3.3	2692	4317	4347	.7-	4898
44 LCKBXDIS	497	938	47.0-	445	924	1718	46.2-	898
45 C.S. REP	251	184	36.4	112	463	328	41.2	247
46 PSTG DUE	1653	2425	31.8-	2390	3111	4515	31.1-	4249
47 ADMIN	1864	2233	16.5-	2035	3293	4088	19.5-	3640
48 MISC CS	483	291	66.0	244	727	525	38.5	425
49 MAILMKUP	939-	542	273.3-	728	458-	993	146.1-	1273
TOTAL	14806	17496	15.4-	17149	27324	32149	15.0-	30810
OVERTIME	731			537	1358			1120

P0

MANAGEMENT SUMMARY

WEEK 2 A/P 13 FY 82

	-----WORK HOURS WEEK -----*			-----WORK HOURS A/P TO DATE -----			SPL	
	ACTUAL	PLAN	%DIFF	ACTUAL	PLAN	%DIFF		
5 ADMIN-FIN								
51 SPV	705	726	2.9-	746	1383	1336	3.5	134
52 CLERICAL	5589	4619	21.0	4964	9226	8573	7.6	924
53 REV PROT	1675	1086	54.2	905	2920	1952	49.6	159
TOTAL	7969	6431	23.9	6615	13529	11861	14.1	1218
OVERTIME	15			21	45			7
6 EM LABREL								
61 SPV	1591	1715	7.2-	1757	2963	2962		307
62 CLERICAL	1874	2146	12.7-	2158	3306	3815	13.3-	384
68 LIMITED	2429			2618	4559			465
69 REHAB	366			136	649			17
TOTAL	6260	3861	62.1	6669	11477	6777	69.4	1175
OVERTIME	4			3	60			1
7 FAC+MAINT								
71 SPV	976	905	7.9	853	1896	1727	9.8	174
72 PO OP EQ	1974	2235	11.7-	2133	3589	4273	16.0-	407
73 BLDY EQ	2057	2089	1.5-	1910	3571	3880	8.0-	360
74 CLEANING	4710	4334	8.7	3863	8483	8122	4.4	713
75 MNTADMCT	900	848	6.1	935	1665	1543	7.9	163
78 MNT MGT								
TOTAL	10617	10411	2.0	9694	19204	19545	1.7-	1818
OVERTIME	853			131	1454			21
9 TRAINING								
90 TR-POMGT	40				72			2
91 TR-MAILP	792			446	1097			85
92 TR-DELSV	323			87	451			17
93 TR-VEHSV	351			169	591			24
94 TR-CSTSV	459			573	718			87
95 TR-ADMFI	105			42	133			4
96 TR-EL+ R	86			186	102			29
97 TR-FACMT	719			95	1308			15
TOTAL	2875			1598	4472			266
OVERTIME	28				34			

0 MANAGEMENT SUMMARY
WEEK 2 A/P 13 FY 82

	-----WORK HOURS WEEK -----*			-----WORK HOURS A/P TO DATE -----				
	ACTUAL	PLAN	ZDIFF	SPLY	ACTUAL	PLAN	ZDIFF	SPLY
OT OFFICE								
SPV	19239	18548	3.7	19842	35947	34024	5.7	36575
CLK/MH	140519	134401	4.6	144831	258873	252234	2.6	270618
CARRIER	40645	42724	4.9-	41883	75212	79119	4.9-	77804
MAINT	12536	11559	8.5	11505	22451	21673	3.6	21152
TOTAL	212939	207232	2.8	218061	392483	387050	1.4	406149
OT	5831			4795	11861			10225
HP VOLUME (000) WEEK PLAN ZDIFF SPLY AP-T-DATE PLAN ZDIFF SPLY								
LETTERS	25783	23511	9.7	27264	47504	43932	8.1	50047
FLATS	5010	4401	13.8	5345	9266	8224	12.7	9630
PARCELS	122	210	41.9-	133	234	392	40.3-	236
TOTAL MP	30915	28122	9.9	32742	57004	52548	8.5	59913
LETTERS	62			21	97			33
FLATS	101			24	191			45
PARCELS	101			113	184			198
TOT STA/BR	264			158	472			276
OTAL OFF	31179	28122	10.9	32900	57476	52548	9.4	60189
REF PRESRT	18828			644	18839			1121
PRF PRESRT								
WEEK ZDIFF SPLY AP-T-DATE ZDIFF SPLY								
CS MCH CAN	4904		15.5	4247	8786		14.2	7693
CS HAN CAN	212		50.4	141	454		42.3	319
CS METERD	9850		12.7-	11280	18238		8.2-	19875
OTAL	14966		4.5-	15668	27478		1.5-	27887
HP/MPCMWH	279		3.1-	288	277		.7-	279
HP/TMPWH	258		2.6-	265	255		1.2-	258
HP/TSBWH	110		86.4	59	109		94.6	56
HP/TOWH	146		3.3-	151	146		1.4-	148
FHP LETTERS ON LSM			42.6					
INC SEC LTR ON LSM			47.7					

EOM 0126 LINES



0338* 09/19/82 @ TME 1102 TRANS TME 1517

0 CONSOLIDATED POSTAL MGMT
OPERATING REPORT
WEEK 2 A/P 13 FY 82

	CRAFT	SUPV	PLAN	OT	A/P TO DATE ACTUAL	PLAN
1 INST HED						
671		40			64	
2 QLTY CTL						
582	104	159			471	
3 IDST EGR						
581	54	256			559	
5 SUPVR						
571		703			1267	
6 CLERICAL						
571	726			17	1157	
8 MGTPJSPV						
456		40			72	
464		91			158	
9 MGTPJCFT						
455	5				5	
457	38				62	
464	124			40	196	
470	21				101	
479	80				80	
531	73				109	
TOT LDC 09	341			40	553	
TOT POSTAL M	1225	1289		57	4301	

EOM 0028 LINES

Report B.1



0339* 09/19/82 Q TME 1102 TRANS TME 1517

3
 CONSOLIDATED MAIL PROCESSING
 OPERATING REPORT
 WEEK 2 A/P 13 FY 82

		HRS	PLAN		OT	-----A/P TO DATE-----		PLAN		
						ACTUAL				
1	SPVDIRCT									
	701	8133		8600	26	15669		16073		
2	SPVINDIR									
	548	8				8				
	555					8				
	560	82				162				
	564					4				
	585					8				
	586					4				
	702	959		1030	9	1830		1822		
	TOTAL LDC 12									
		1049		1030	9	2024		1822		
	FHP	PTPH	CMMH	PTPH /CMH	CLK/MH HOURS	PLANNED HOURS	OT HRS	A/P TO DATE ACTUAL	PLANNED	
3	C/M-DMEC									
	ETTER OPR-MECH									
	80	8.6	115.5	165	2221	52	42	97	74	
	81	6389.5	8271.9	1268	1641	5041	5566	6	9678	10050
	85	4598.1	5637.5	1335	1637	3443	3221	36	6222	6109
	86	23.1	4972.7	6	1324	3756	3202	45	6949	6061
	87		256.2		1743	147	153	21	310	276
	80C	11019.3	19253.8	886	1548	12439	12184	108	23256	22570
	89	19.2		6400		3	68		10	124
	**TOTAL LTRS									
		11038.5	19253.8	887	1547	12442	12252	108	23266	22694
	AT OPR-MECH									
	90								5	
	90C								5	
	**TOTAL FLTS									
									5	
	RCEL POST OPR-MECH									
	05								4	
	**TOTAL PP									
									4	
	CKS + OUTSIDES-MECH									
	35					6			6	
	**TOTAL SACK									
						6			6	
	TOTAL LDC 13									
		11038.5	19253.8	887	1547	12448	12252	108	23281	22694
	TIER OPR-MAN									
	C/M-DMAN									
	30	2695.8	2932.1	514	559	5245	4546	56	9423	9112

CONSOLIDATED		MAIL PROCESSING OPERATING REPORT WEEK 2 A/P 13 FY 82							
	FHP	PTPH	FHP/ CMMH	PTPH /CMH	CLK/MH HOURS	PLANNED HOURS	OT HRS	A/P TO DATE ACTUAL	PLANNED
040	39.1	599.2	38	576	1041	1531		1667	2925
042		128.4		427	301			577	
150	2668.7	3418.5	498	638	5362	6922	143	9383	12921
152		220.9		176	1258		76	2475	
160	3305.7	5381.5	422	687	7829	7573	166	15207	14812
**TOTAL LTRS	8709.3	12680.6	414	603	21036	20572	441	38732	39770
LAT DPR-MAN									
060	2108.9	2125.7	486	490	4338	4757	61	7937	8554
070	45.5	400.4	54	476	842	906	12	1426	1738
072		21.5		398	54		2	80	
170	1488.2	1687.8	338	383	4409	4206	62	8721	7718
172		2.6		18	148			235	
175	1181.7	2284.5	179	346	6610	6606	63	12561	12300
**TOTAL FLTS	4824.3	6522.5	294	398	16401	16475	200	30960	30310
ARCEL POST DPR-MAN									
100					1			1	
200	68.6	68.6	202	202	339	395	1	662	732
**TOTAL PP	68.6	68.6	202	202	340	395	1	663	732
MIXED OPERATIONS									
029	4781.8	4781.8	3929	3929	1217	813		2082	1520
055	1481.3	1629.3	627	690	2362	2632	68	4710	4913
168	11.1	473.9	16	663	715	977	27	1448	1861
169		227.3		244	930	890	3	1686	1711
**TOTAL MIXD	6274.2	7112.3	1201	1361	5224	5312	98	9926	10011
TOT DISTRIB	30914.9	45637.8	558	823	55443	55006	848	103556	103521
MAIL PREPARATION									
010		5115.7		2603	1965	1971	20	3495	3461
020B		1893.3							
020		7955.2		3060	2600	2233	16	4518	4251
**TOTAL MPRP		14964.2		3278	4565	4204	36	8013	7711
OPENING + POUCHING									
110					717	5921	2	1347	1133
111					158			267	
112					1104		26	1950	
113					1970		9	3598	
114					398			745	
116					970			1698	
117					56			99	
119					103			186	

0		CONSOLIDATED		MAIL PROCESSING OPERATING REPORT WEEK 2 A/P 13 FY 82					
	FHP	PTPH	FHP/ CMMH	PTPH /CMH	CLK/MH HOURS	PLANNED HOURS	OT HRS	A/P TO DATE ACTUAL	PLANNED
110C					5476	5921	37	9890	11334
120					1481	5172		2774	9227
121					533		12	1035	
122					2042		6	3816	
123					310			579	
124					4			4	
126					509			963	
127					3			7	
129					3			4	
120C					4885	5172	18	9182	9227
180					185	11594		362	22257
181					4264		57	8104	
182					823			1624	
183					2020		17	3748	
184					1261		16	2374	
185					18			30	
186					1764		1	3503	
187					2273			4082	
180C					12608	11594	91	23827	22257
**TOTAL O+P									
					22969	22687	146	42899	42818
LATFORM									
210						12362			23480
211					2013		1	3925	
212					1896		4	3263	
213					513		1	871	
214					149		4	307	
215					270			514	
216					156		4	278	
218					320			638	
230					80			132	
232					1050		17	2139	
233					800		4	1479	
234					1727			3145	
237					883		4	1672	
238					1919		2	3548	
239					797			1590	
210C					12573	12362	41	23501	23480
**TOTAL PLAT									
					12573	12362	41	23501	23480
RESORT									
002		18828.0							
003					5			5	
004					90			219	
**TOTAL PRES									

Report B.2 (p.3)

		CONSOLIDATED		MAIL PROCESSING OPERATING REPORT WEEK 2 A/P 13 FY 82					
	FHP	PTPH	FHP/ CMMH	PTPH /CMH	CLK/MH HOURS	PLANNED HOURS	OT HRS	A/P TO DATE ACTUAL	PLANNE PLA
		18828.0		98189	95			224	
BUSINESS REPLY									
930					2734	1490	14	4918	283
**TOTAL BUSN					2734	1490	14	4918	283
TOTAL LDC 14									
19876.4	26384.0		231	307	85937	83497	977	159836	15767
								-----A/P TO DATE-----	
								ACTUAL	PLA
15 C/M-INDR									
109		198		206				289	3
545								3	
548		1326		428		120		2311	8
549		1089		909				1962	17
554		327		1676				592	36
555		2024				2		3578	
560		299		928				536	15
561		154				13		221	
562		333				9		601	
563		2						4	
564		68						129	
584		150		119				296	2
585		26				7		133	
586		4759		4833		29		8929	89
587		211		257				393	4
588		199		309				373	5
589		124		96				203	1
590		335		280		4		656	5
607		303		255				583	4
620		466		360		9		925	6
630		16						19	
TOTAL LDC 15		12409		10656		193		22736	202
16 ECOM									
578		224				10		456	
TOTAL LDC 16		224				10		456	
TOTAL SUPV					9182	9630	35	17693	1789
TOTAL LETTER									
19747.8	31934.4	590	954	33478	32824	549		61998	6246
TOTAL FLAT									
4824.3	6522.5	294	398	16401	16475	200		30965	3031

PD	CONSOLIDATED		MAIL PROCESSING OPERATING REPORT WEEK 2 A/P 13 FY 82					A/P TO DATE ACTUAL PLANNED	
	FHP	PTPH	FHP/ CMMH	PTPH /CMMH	CLK/MH PLANNED HOURS	OT HRS			
TOTAL PARCEL	68.6	68.6	202	202	340	395	1	667	732
TOTAL MISC	6274.2	7112.3	130	148	48166	46055	335	89487	86866
TOTAL INDIR					12633	10656	203	23192	20272
TOTAL MAIL PRO	30914.9	45637.8	257	380	120200	116035	1323	224002	218539

EOM 0209 LINES

Report B.2 (p.5)



0209 09/17/82 Q TME 1146 TRANS TME 1429

PO MAIL PROCESSING TOUR OPERATING REPORT
TOUR3 THU DAY 13 A/P 13 FY 82

11 SUPV, DIRECT		HRS	OT				
701		563					
TOTAL SUPVR, DIRECT							
12 SUPV, INDIRECT		563					
		HRS	OT				
560		3					
702		51					
TOTAL SUPVR, INDIRECT							
13 C/M-D MEC		54					
LETTER OPR-MEC							
DISTRIBUTION				FHP/	PTPH	CLK/MH	OT
		FHP	PTPH	CMHH	/CMH	HOURS	HOURS
081		1171.9	39.6	1653	56	709	
085		246.1	570.6	1139	2642	216	
086		23.1	69.4	563	1693	41	
080C		1441.1	679.6	1492	704	966	
TOTAL C/M-D MECH							
		1441.1	679.6	1492	704	966	
14 C/M-D MAN							
LETTER OPR-MAN							
030		340.6	354.3	878	913	388	
040		1.6	53.8	34	1145	47	
042		.0	6.0		375	16	
150		195.1	198.1	938	952	208	
152		.0	18.5		264	70	
160		80.2	416.3	422	2191	190	
TOTAL LETTER OPR-MAN							
		617.5	1047.0	672	1139	919	
FLAT OPR-MAN							
060		275.4	275.8	622	623	443	
070		.9	47.8	11	569	84	

FD DISTRIBUTION	MAIL PROCESSING TOUR OPERATING REPORT					OT HOURS
	FHP	PTPH	FHP/ CMHH	PTPH /CMH	CLK/MH HOURS	
072	.0	3.0		750	4	
170	52.8	64.9	278	342	190	
172	.0	.4		80	5	
175	1.1	62.3	9	491	127	
TOTAL FLAT OPR-MAN	330.2	454.2	387	532	853	
MIXED OPERATIONS						
029	204.0	204.0	20400	20400	10	
055	97.3	105.8	726	790	134	
168	.8	51.1	47	3006	17	
169	.0	22.0		400	55	
TOTAL MIXED OPERATIONS	302.1	382.9	1399	1773	216	
MAIL PREPARATION						
010	.0	568.5		3090	184	
020	.0	1138.8		3244	351	
TOTAL PREPARATION	.0	1707.3		3191	535	
OPENING + POUCHING						
110	.0	.0			46	
111	.0	.0			9	
112	.0	.0			127	
113	.0	.0			148	
114	.0	.0			29	
116	.0	.0			20	
119	.0	.0			1	
110C	.0	.0			380	
120	.0	.0			107	
121	.0	.0			30	

PO DISTRIBUTION	MAIL PROCESSING TOUR OPERATING REPORT					OT HOURS
	FHP	PTPH	FHP/ CMHH	PTPH /CMH	CLK/MH HOURS	
122	.0	.0			174	
123	.0	.0			51	
126	.0	.0			27	
120C	.0	.0			389	
180	.0	.0			2	
181	.0	.0			428	
182	.0	.0			36	
184	.0	.0			58	
186	.0	.0			49	
187	.0	.0			38	
180C	.0	.0			611	
TOTAL OPENING + POUCHING	.0	.0			1380	
PLATFORM						
211	.0	.0			109	
212	.0	.0			141	
213	.0	.0			54	
215	.0	.0			28	
216	.0	.0			7	
218	.0	.0			40	
230	.0	.0			14	
232	.0	.0			64	
233	.0	.0			77	
234	.0	.0			77	
237	.0	.0			52	
238	.0	.0			123	

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PD DISTRIBUTION	MAIL PROCESSING TOUR OPERATING REPORT					OT HOURS
	FHP	PTPH	FHP/ CMHH	PTPH /CMH	CLK/MH HOURS	
239	.0	.0			48	
210C	.0	.0			834	
TOTAL PLATFORM	.0	.0			834	
POSTAGE DUE						
930	.0	.0			76	
TOTAL POSTAGE DUE	.0	.0			76	
TOTAL C/M-D MAN						
	1249.8	3591.4	260	746	4813	
15 C/M INDIRECT						
	HRS	OT				
109	15					
549	45					
554	13					
555	119					
560	35					
561	13	7				
562	4					
564	5					
584	8					
586	274					
587	6					
588	7					
589	2					
590	18					
607	26					
620	63					
TOTAL C/M INDIRECT						
	653	7				
16 ECOM						
	HRS	OT				

PO MAIL PROCESSING TOUR OPERATING REPORT
TOUR3 THU DAY 13 A/P 13 FY 82

16 ECOM	HRS	OT
578	16	
TOTAL ECOM		
	16	

EDM 0142 LINES THIS MESSAGE

340* 09/19/82 Q TME 1102 TRANS TME 1519

DELIVERY
 CONSOLIDATED OPERATING REPORT
 WEEK 2 A/P 13 FY 82

	-----CURRENT PERIOD-----						--PERIOD TO DATE--		
	LTR	FLT	PAR	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
SPV									
OPN 595				41			73		
REPL OT									
OTHER OT									
OPN 632				4			4		
REPL OT									
OTHER OT									
OPN 705				1383			2551		
REPL OT						24			25
OTHER OT									8
OPN 707				149			283		
REPL OT									
OTHER OT						5			8
OPN 708				946			1679		
REPL OT									
OTHER OT						24			37
OPN 735				4			4		
REPL OT									
OTHER OT									
TAL LDC 21				2527			4594		
REPL OT						24			25
OTHER OT						29			53
CARRIERS									
OPN 713	13419.6	3385.5	60.2	1017			1907		
REPL OT									
OTHER OT						33			119
OPN 717				2697			4946		
REPL OT									
OTHER OT						64			171
OPN 719				9738			17791		
REPL OT						4			5
OTHER OT						548			980
OPN 721				13931			25874		
REPL OT									
OTHER OT						1243			2174
OPN 725							2		
REPL OT									
OTHER OT									
OPN 727				1202			2258		
REPL OT						4			9
OTHER OT						54			136
TAL LDC 22	13419.6	3385.5	60.2	28585			52778		
REPL OT						8			14
OTHER OT						1942			3580
OTHR DEL									

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PO

DELIVERY
OPERATING REPORT
WEEK 2 A/P 13 FY 82

CONSOLIDATED

	-----CURRENT PERIOD-----			--PERIOD TO DATE--					
	LTR	FLT	PAR	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
OPN 733				32			32		
REPL OT									
OTHER OT									
OPN 735				829			1549		4
REPL OT						4			
OTHER OT						12			13
OPN 737				1930			3591		
REPL OT									6
OTHER OT						5			10
OPN 739				2922			5495		
REPL OT									
OTHER OT						152			357
TOTAL LDC 23				5713			10667		
REPL OT						4			10
OTHER OT						169			380
24 SPEC DEL									
OPN 614				21			21		
REPL OT									
OTHER OT									
OPN 744				628			1194		
REPL OT									
OTHER OT						22			21
TOTAL LDC 24				649			1215		
REPL OT									
OTHER OT						22			21
26 DEL SPRT									
OPN 559				6			6		
REPL OT									
OTHER OT									
OPN 622									
REPL OT									1
OTHER OT									
OPN 741				1091			2062		
REPL OT									
OTHER OT						87			12
TOTAL LDC 26				1097			2070		
REPL OT									
OTHER OT						87			12
27 COLLECTS									
OPN 731				1530			2868		
REPL OT						64			11
OTHER OT						50			8
TOTAL LDC 27				1530			2868		
REPL OT						64			11
OTHER OT						50			8

PO

CONSOLIDATED DELIVERY OPERATING REPORT WEEK 2 A/P 13 FY 82

	-----CURRENT PERIOD-----						--PERIOD TO DATE--		
	LTR	FLT	PAR	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
29 ADD INFO									
OPN 595				107			190		
REPL OT									
OTHER OT									
TOTAL LDC 29				107			190		
REPL OT									
OTHER OT									

	-----CURRENT PERIOD-----						--PERIOD TO DATE--		
	LTR	FLT	PAR	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
SUPERVISDR				2527			4594		
REPL OT						24			25
OTHER OT						29			53
CARRIERS	13419.6	3385.5	60.2	35828			66313		
REPL OT						76			137
OTHER OT						2161			4042
OTHER DELY				1853			3475		
REPL OT									
OTHER OT						109			144
TOTAL D+S	13419.6	3385.5	60.2	40208			74382		
REPL OT						100			162
OTHER OT						2299			4239

EOM 0124 LINES

0341 09/19/82 Q TME 1102 TRANS TME 1519

FO CONSOLIDATED VEHICLE SERVICES
OPERATING REPORT
WEEK 2 A/P 13 FY 82

	-----CURRENT PERIOD-----			-----PERIOD-TO-DATE-----		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
30 SPV-OPER						
OPN 758	40			80		
REPL OT						
OTHER OT						
OPN 759	646			1208		
REPL OT						
OTHER OT			17			57
TOTAL LDC 30	686			1288		
REPL OT						
OTHER OT			17			57
31 SPV-MNT						
OPN 760	350			657		
REPL OT						
OTHER OT			7			16
TOTAL LDC 31	350			657		
REPL OT						
OTHER OT			7			16
32 MECH+GAR						
OPN 615	5			9		
REPL OT						
OTHER OT						
OPN 761	1295			2391		
REPL OT						
OTHER OT			46			83
OPN 762	599			1016		
REPL OT						
OTHER OT			34			56
TOTAL LDC 32	1899			3416		
REPL OT						
OTHER OT			80			139
34 VEHCL OP						
OPN 765	2481			4634		
REPL OT						
OTHER OT			139			238
OPN 766	1404			2639		
REPL OT						
OTHER OT			177			364
TOTAL LDC 34	3885			7273		
REPL OT						
OTHER OT			316			602
35 CLRK VMF						
OPN 763	450			793		

PD	CONSOLIDATED	VEHICLE SERVICES OPERATING REPORT WEEK 2 A/P 13 FY 82			--PERIOD TO DATE--		
		ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
	REPL OT						
	OTHER OT			1			1
	TOTAL LDC 35	450			793		
	REPL OT						
	OTHER OT			1			1
36	CLRK MVS						
	OPN 764	220			365		
	REPL OT						
	OTHER OT						
	TOTAL LDC 36	220			365		
	REPL OT						
	OTHER OT						
	TOTAL VEHICLE SRVCS						
	SUPERVISION	1036			1945		
	REPL OT						
	OTHER OT			24			73
	NON SUPERVISOR	6454			11847		
	REPL OT						
	OTHER OT			397			742
	TOT VEH SRV	7490			13792		
	REPL OT						
	OTHER OT			421			815

EOM 0075 LINES

0342 09/19/82 Q TME 1102 , TRANS TME 1520

PO CONSOLIDATED CUSTOMER SERVICES
OPERATING REPORT
WEEK 2 A/P 13 FY 82

	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
41 SPV						
OPN 355	54			54		
REPL OT						
OTHER OT			20			20
OPN 583	40			72		
REPL OT						
OTHER OT						
OPN 631	6			6		
REPL OT						
OTHER OT						
OPN 706	1250			2176		
REPL OT						
OTHER OT			17			43
TOTAL LDC 41	1350			2308		
REPL OT						
OTHER OT			37			63
42 WNDW SRV						
OPN 355	6350			11083		
REPL OT						
OTHER OT			336			631
OPN 568	889			1556		
REPL OT						
OTHER OT			9			19
TOTAL LDC 42	7239			12639		
REPL OT						
OTHER OT			345			650
				--PERIOD-TO-DATE--		
			ACT	PLAN	TOT	
			HRS	HRS	OT	ACT HRS
						PLAN HRS
						TOT OT
43 DISTRIB						
OPN 240			2408			4317
LTR	61.5	61.5				
FLT	101.1	101.1				
PP	100.5	100.5				
TOTAL	263.1	263.1				
REPL OT						
OTHER OT						
TOTAL LDC 43			2408		66	4317
LTR	61.5	61.5				
FLT	101.1	101.1				
PP	100.5	100.5				
TOTAL	263.1	263.1				140

PO

CONSOLIDATED
CUSTOMER SERVICES
OPERATING REPORT
WEEK 2 A/P 13 FY 82

	-----CURRENT PERIOD-----			--PERIOD TO DATE--				
	FHP	PTPH	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
REPL OT								
OTHER OT					66			140
44 LCKBXDIS			497			924		
OPN 769								
LTR	409.2							
FLT	57.7							
PP								
TOTAL	466.9							
REPL OT								
OTHER OT					35			45
TOTAL LDC 44			497			924		
LTR	409.2							
FLT	57.7							
PP								
TOTAL	466.9							
REPL OT					35			45
OTHER OT								
45 C.S. REP			251			463		
OPN 580								
REPL OT								
OTHER OT								
TOTAL LDC 45			251			463		
REPL OT								
OTHER OT								
46 PSTG DUE			246			495		
OPN 542								
REPL OT								
OTHER OT								1
OPN 543			92			164		
REPL OT								6
OTHER OT								
OPN 544			1315			2452		
REPL OT								
OTHER OT					61			141
TOTAL LDC 46			1653			3111		
REPL OT								6
OTHER OT					61			142
47 ADMIN			1514			2670		
OPN 558								
REPL OT								
OTHER OT					97			191
OPN 583			350			623		
REPL OT								

PD

CONSOLIDATED
 CUSTOMER SERVICES
 OPERATING REPORT
 WEEK 2 A/P 13 FY 82

	-----CURRENT PERIOD-----			--PERIOD TO DATE--				
	FHP	PTPH	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
OTHER OT								
TOTAL LDC 47			1864			3293		2
REPL OT								
OTHER OT								
48 MISC CS					97			193
OPN 621			10			13		
REPL OT								
OTHER OT								
OPN 631			3			3		
REPL OT								
OTHER OT								
OPN 742			467			701		
REPL OT								
OTHER OT								
OPN 985			3		21	10		21
REPL OT								
OTHER OT								
TOTAL LDC 48			483			727		
REPL OT								
OTHER OT								
49 MAILMKUP					21			21
OPN 796			13			54		
REPL OT								
OTHER OT								
OPN 797			952-		2	512-		2
REPL OT								
OTHER OT								
TOTAL LDC 49			939-		67	458-		96
REPL OT								
OTHER OT								
					69			98
	-----CURRENT PERIOD-----			--PERIOD TO DATE--				
	FHP	PTPH	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
SUPERVISOR			1350			2308		
REPL OT								
OTHER OT								
WINDOW SERVICE			7239		37	12639		63
REPL OT								
OTHER OT								
DISTRIBUTION			2905		345	5241		650
LTR	61.5	470.7						
FLT	101.1	158.8						
PP	100.5	100.5						
TOTAL	263.1	730.0						

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PO

CONSOLIDATED

CUSTOMER SERVICES
OPERATING REPORT
WEEK 2 A/P 13 FY 82

		-----CURRENT PERIOD-----				--PERIOD TO DATE--			
		FHP	PTPH	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
REPL OT									
OTHER OT						101			185
OTHER CRAFT				3312			7136		
REPL OT									6
OTHER OT						248			454
TOT CUST SRV		263.1	730.0	14806			27324		
REPL OT									6
OTHER OT						731			1352

EOM 0156 LINES

Report B 5 (p.4)

0343 09/19/82 Q TME 1102 TRANS TME 1521

PD CONSOLIDATED ADMINISTRATIVE + FINANCE
OPERATING REPORT
WEEK 2 A/P 13 FY 82

	ACTUAL	PLAN %DIFF	OT	-----A/P-----	TO DATE-----	OT
				ACTUAL	PLAN %DIFF	
51 SPV						
001	4			38		
550	8			16		
551	45			80		
570	36			68		
573	72			123		
574	72			136		
575	40			100		
576	121			235		
577	40			80		
633	9			9		
703	258			496		
999				2		4
TOT LDC 51	705			1383		4
52 CLERICAL						4
540	2			26		17
551	325			601		
556	80			142		
569	1637			1733		2
570	617		3	1102		3
573	200			332		
574	220			386		
575	744			1436		4
576	1293			2485		1
577	433			929		
579	5			19		
633				3		
999	33		3	32		3
TOT LDC 52	5589		6	9226		30
53 REV PROT						
001	1094		9	1996		11
550	581			924		
TOT LDC 53	1675		9	2920		11
TOT ADM+FIN	7969		15	13529		45

EOM 0038 LINES

Report B 6

0344 09/19/82 Q TME 1102 TRANS TME 1521

PO CONSOLIDATED EMPLOYEE AND LABOR RELATIONS
OPERATING REPORT
WEEK 2 A/P 13 FY 82

	ACTUAL	PLAN %DIFF	OT	-----A/P TO DATE----- ACTUAL	PLAN %DIFF	OT
61 SPV						
557	376			679		
566				25		9
572	1111		1	2090		32
704	104			169		
TOT LDC 61	1591		1	2963		41
62 CLERICAL						
541	5			26		
557	200			326		2
566	105		3	128		5
572	1564			2826		
TOT LDC 62	1874		3	3306		7
68 LIMITED						
959	2429			4559		7
TOT LDC 68	2429			4559		7
69 REHAB						
958	366			649		5
TOT LDC 69	366			649		5
TOT EMP+LAB	6260		4	11477		60

EOM 0023 LINES

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0345 09/19/82 Q TME 1102 TRANS TME 1521

PO

CONSOLIDATED FACILITY + MAINTENANCE
OPERATING REPORT
WEEK 2 A/P 13 FY 82

	ACTUAL	PLAN %DIFF	OT	ACTUAL	A/P TO DATE PLAN %DIFF	OT
71 SPV						
746	957			1831		165
747			57	17		
748	10			14		
750	5			30		
753	4			4		
TOT LDC 71	976		57	1896		165
72 PO OP EQ						
750	1974		219	3589		461
TOT LDC 72	1974		219	3589		461
73 BLDSY EQ						
753	2057		121	3571		145
TOT LDC 73	2057		121	3571		145
74 CLEANING						
747	3847		445	6920		662
749	863		3	1563		5
TOT LDC 74	4710		448	8483		667
75 MNTADMCT						
745	900		8	1665		16
TOT LDC 75	900		8	1665		16
TOT FAC+MANT	10617		853	19204		1454

EOM 0025 LINES

Report B 8

0346 09/19/82 Q TME 1102 TRANS TME 1521

PD CONSOLIDATED TRAINING OPERATING REPORT
WEEK 2 A/P 13 FY 82

	ACTUAL	PLAN %DIFF	OT	-----A/P-----	TO DATE-----	OT
				ACTUAL	PLAN %DIFF	
90 TR-POMGT						
780	40			72		
TOT LDC 90	40			72		
91 TR-MAILP						
781	792			1097		2
TOT LDC 91	792			1097		2
92 TR-DELSV						
782	323		27	451		28
TOT LDC 92	323		27	451		28
93 TR-VEHSV						
783	351			591		
TOT LDC 93	351			591		
94 TR-CSTSV						
784	459		1	718		3
TOT LDC 94	459		1	718		3
95 TR-ADMFI						
785	105			133		
TOT LDC 95	105			133		
96 TR-EL+ R						
786	86			102		
TOT LDC 96	86			102		
97 TR-FACMT						
787	719			1308		1
TOT LDC 97	719			1308		1
TOT TRAINING	2875		28	4472		34

EDM 0029 LINES

Report B 9

0235 09/19/82 Q TME 1010 TRANS TME 1463

PD	MODS MAIL VOLUME ADJUSTMENTS						DY 15 AP 13	FY 82	
OPER-ST	TIME	TR	CD	DPP	MACH	AUTH--SSN	PIECES	UNITS	FREQ
010 00	1589	7-5		01	1009	223561870	11800		
010 00	1589	7-5		01	1009	223561870	13300		
010 00	1589	7-5		01	1009	223561870	26400		
010 00	1971	7-5		01	1009	577629312	100		
010 00	2366	7-5		01	1009	579648451	204400		
010 00	2366	7-5		01	1009	579648451	68800		
010 00	2371	7-5		01	1009	577629312	200		
010 00	0148	7-5		02	1009	223682569	10000		
010 00	0634	7-5		02	1029	223682569	27900		
010 00	0664	7-5		02	1017	223682569	800		
030 31		A-1		14	5001	143182771	18500		
040 17		A-1		15	5001	417206125	13190-	576-	2
055 70		A-1		15	5001	223561870	551	551	1
055 72		A-1		15	5001	223561870	2819	71	1
055 54		A-1		15	5001	223561870	6737	1372	1
055 06		A-1		15	5001	223561870	13070	318	1
055 57		A-1		14	5001	246401611	1075	219	2
055 72		A-1		14	5001	246401611	1191	30	2
055 54		A-1		14	5001	246401611	3093	630	2
055 41		A-1		14	5001	246401611	42520	962	2
055 01		A-1		14	5001	246401611	800		2
055 71	1969	7-1		01	1009	577629312	1582	180	
055 41	1969	7-1		01	1009	577629312	44156	999	
055 41	1969	7-1		01	1009	577629312	10652	241	
055 06	2369	7-1		01	1009	577629312	41059	999	
055 54	2369	7-1		01	1009	577629312	3093	630	
055 06	2369	7-1		01	1009	577629312	27784	676	
055 41	2369	7-1		01	1009	577629312	35404	801	
055 54	2369	7-1		01	1009	577629312	4905	999	
055 54	2369	7-1		01	1009	577629312	4905	999	
055 54	2369	7-1		01	1009	577629312	4905	999	
055 72	2371	7-1		01	1009	577629312	794	20	
055 54	0663	7-1		02	1017	223682569	2101	428	
055 41	0663	7-1		02	1017	223682569	41902	948	
055 72	0664	7-1		02	1017	223682569	1151	29	
055 71	0664	7-1		02	1017	223682569	747	85	
055 70	0664	7-1		02	1017	223682569	199	199	
055 01	1969	7-3		01	1009	577629312	100		
055 01	2371	7-3		01	1009	577629312	200		
055 01	0664	7-3		02	1017	223682569	800		
081 48		A-1		14	5001	246401611	140600		2
081 48		A-1		14	5001	246401611	164000		2
081 39	2041	7-3		01	1009	577629312	5400		
081 39	2373	7-3		01	1009	577629312	16000		
081 00	2041	7-5		01	1009	577629312	70300		
081 00	2373	7-5		01	1009	577629312	406700		

Report C

0201 09/17/82 Q TME 1096 TRANS TME 1106
PO MODS WORK HOUR TRANSFER AP 13 DY 13 09/16/82
OPERATION FACILITY WORK AP
FROM TO FROM TO MACH TIME HOURS CRAFT DY FREQ AUTH--SSN
797 569 00 00 5001 1534 0550 1 11 1 578206689
797 569 00 00 5001 1534 0550 1 10 1 578206689
797 569 00 00 5001 1534 0405 1 12 1 578206689

EOM 0006 LINES

Report D

POST OFFICE	MACH	OPERNO	TIME	TRANTYP	MAILTYP	WEIGHT	AP 06	DA 10	PAGE 01	PIECES	ADJUST	ST/BR	RF	AUTH	SSN
	5001	002	1706	A1		75				330500	PLUS	00	1	246401611	
					MAIL TYPE TOTALS					330500					
					OPERATION TOTALS					330500					
	5001	004	1706	A1		76				341200	PLUS	00	1	246401611	
					MAIL TYPE TOTALS					341200					
					OPERATION TOTALS					341200					
	1009	010	1744	75		00				22400	PLUS	00		579648451	
	1009	010	1744	75		00				5400	PLUS	00		579648451	
	1009	010	1744	75		00				31200	PLUS	00		579648451	
	1017	010	2353	75		00				742100	PLUS	00		254703964	
	1017	010	2353	75		00				29600	PLUS	00		254703964	
	1017	010	0658	75		00				17100	PLUS	00		577465301	
	1017	010	0713	75		00				390700	PLUS	00		577465301	
					MAIL TYPE TOTALS					1238500					
					OPERATION TOTALS					1238500					
	3005	029	0576			01				277.0	PLUS	00			
	3005	029	0633			01				233.0	PLUS	00			
					MAIL TYPE TOTALS					510.0					
	3009	029	2361			02				543.0	PLUS	00			
	3005	029	0593			02				437.0	PLUS	00			
					MAIL TYPE TOTALS					980.0					
	3006	029	1636			12				114.0	PLUS	00			
	3006	029	1696			12				57.0	PLUS	00			
	3006	029	1871			12				386.0	PLUS	00			
	3006	029	1969			12				241.0	PLUS	00			
	3006	029	2109			12				54.0	PLUS	00			
	3006	029	2216			12				262.0	PLUS	00			
	3006	029	2301			12				233.0	PLUS	00			
	3005	029	0323			12				675.0	PLUS	00			
					MAIL TYPE TOTALS					2022.0					
	3006	029	2371			22				543.0	PLUS	00			
	3006	029	2379			22				466.0	PLUS	00			
	3006	029	0598			22				199.0	PLUS	00			
					MAIL TYPE TOTALS					1208.0					
	1009	029	0736	73		31				44200	PLUS	00		250243977	
					MAIL TYPE TOTALS					44200					

Report E

001R

03/02/83 0 TME 0132 TRANS TME XXXX <

POST OFFICE MODS INQUIRY FOR OPERATION 029 PP 05 DAY 12 PAGE 01

REQURSTOR NAME SSN PL DAY TIME OP/DEV BR
HUGHES JP JF 250242977 553 12 0125 029 00

DAY TIME	OPN	MACH	TR	S/T	POUNDS	PIECES	ADJ	AUTH/SSN
11 1629	029	3006	00	12	000348.0		PLUS	
11 1668	029	3006	00	12	000235.0		PLUS	
11 1886	029	3006	00	12	000312.0		PLUS	
11 1928	029	3006	00	12	000230.0		PLUS	
11 2123	029	3006	00	12	000228.0		PLUS	
11 2191	029	3006	00	12	000226.0		PLUS	
11 2304	029	3006	00	12	000141.0		PLUS	
12 0108	029	3003	00	22	000592.0		PLUS	
12 0109	029	3003	00	22	000618.0		PLUS	

NR LINES THIS REPORT 000912

0190 09/17/82 Q TME 1092 TRANS TME 1098

PO CONSOLIDATED	PO MANAGEMENT TOUR WORK HOUR REPORT THU DAY 13 A/P 13 FY 82			OPER TOTALS
	TOUR 2	TOUR 3	TOUR 1	
INST HEAD				
671 POSTMASTER/INSTALL HEAD	8			8
TOTAL HOURS-INST HEAD	8			8
QLTY CNTL				
582 QUALITY CONTROL	21	19	1	41
TOTAL HOURS-QLTY CNTL	21	19	1	41
INDST ENGR				
581 INDUSTRIAL ENGINEER	47	14		61
TOTAL HOURS-INDST ENGR	47	14		61
SUPERVISOR				
571 EXECUTIVE SECTION	115	32		147
TOTAL HOURS-SUPERVISOR	115	32		147
CRAFT				
571 EXECUTIVE SECTION	97	57	2	156
TOTAL HOURS-CRAFT	97	57	2	156
MGT PRJ SPV				
456 REGIONAL PROJECTS	6	2		8
464 REGIONAL PROJECTS	10	2	3	15
TOTAL HOURS-MGT PRJ SPV	16	4	3	23
MGT PRJ CFT				
457 REGIONAL PROJECTS	2	7		9
464 REGIONAL PROJECTS	8	1		9
470 HEADQUARTERS PROJECTS	4			4
479 HEADQUARTERS PROJECTS	31	9		40
TOTAL HOURS-MGT PRJ CFT	45	17		62
TOTAL HOURS-PO MANAGEMENT	349	143	6	498

EOM 0038 LINES

Report G 1

M-32, TL-8, 10-2-82

0191		09/17/82 Q TME 1092 TRANS TME 1099			
PO CONSOLIDATED		MAIL PROCESSING		TOUR WORK HOUR REPORT	
		THU DAY 13 A/P 13 FY 82			
		TOUR 2	TOUR 3	TOUR 1	OPER TOTALS
SUPVR, DIRECT					
701 SUPV - MAIL DIST		376	586	406	1368
*DT					
TOTAL HOURS-SUPVR, DIRECT		376	586	406	1368
*DT					
SUPVR, INDIRECT					
560 MISC ACTIVITY-MAIL PROC		1	3	7	11
702 SUPV - MISC MAIL PROC		106	59	33	198
TOTAL HOURS-SUPVR, INDIRECT		107	62	40	209
C/M-D MECH					
LETTER OPR-MECH					
081 MPLSM-OUTGOING PRIMARY			709	209	918
085 MPLSM-INCOMING PRIMARY		146	216	220	582
086 MPLSM-INCOMING SECONDARY		23	41	595	659
087 MPLSM-BOX SECTION					
080C MPLSM-COMPOSITE		169	966	1024	2159
089 OPTICAL CHARACTER READER				1	1
TOTAL HOURS-LETTER OPR-MECH		169	966	1025	2160
TOTAL HOURS-C/M-D MECH		169	966	1025	2160
C/M-D MAN					
LETTER OPR-MAN					
030 COMB O/G - I/C PRIMARY		43	300	356	699
031 COMB O/G - I/C PRIMARY		67	85	14	166
032 COMB O/G - I/C PRIMARY			3	12	15
040 OUTGOING SECONDARY		8	26	46	80
041 OUTGOING SECONDARY		42	21	57	120
042 OUTGOING MANUAL UNCD LTR		15	16	16	47
150 INCOMING PRIMARY		155	207	201	563
152 INCOMING CITY UNCD LTRS		24	70	112	206
153 INCOMING PRIMARY		64	70	153	287
160 INCOMING SECONDARY		101	49	180	330
161 INCOMING SECONDARY		43	15	46	104
162 INCOMING SECONDARY		113	57	210	380
163 INCOMING SECONDARY		48	69	174	291
164 INCOMING SECONDARY				3	3
166 INCOMING SECONDARY		37	5	65	107
167 INCOMING SECONDARY		56	20	20	96
TOTAL HOURS-LETTER OPR-MAN		816	1013	1665	3494
FLAT OPR-MAN					

Report G 2 (p.1)

M-32, TL-8, 10-2-82

PD CONSOLIDATED	MAIL PROCESSING				OPER TOTALS
	TOUR WORK HOUR REPORT				
	THU DAY 13 A/P 13 FY 82				
	TOUR 2	TOUR 3	TOUR 1		
060 OUTGOING FLAT PRIMARY	34	428	203	665	
061 OUTGOING FLAT PRIMARY	127	8	2	137	
062 OUTGOING FLAT PRIMARY	11	1		12	
063 OUTGOING FLAT PRIMARY		6	8	14	
070 OUTGOING FLAT SECONDARY	26	84	73	183	
072 OUTGOING MANUAL UNCD FLT	7	4	3	14	
170 INCOMING FLAT PRIMARY	133	176	179	488	
171 INCOMING FLAT PRIMARY	55	14	10	79	
172 INCOMING CITY UNCD FLTS		5	2	7	
173 INCOMING FLAT PRIMARY	67	67	66	200	
175 INCOMING FLAT SECONDARY	244	49	114	407	
176 INCOMING FLAT SECONDARY	258	78	240	576	
178 INCOMING MANUAL UNCD FLT	29	19	37	85	
179 INCOMING FLAT SECONDARY	5	7	2	14	
TOTAL HOURS-FLAT OPR-MAN	996	946	939	2881	
PARCEL POST OPR-MAN					
202 INCOMING PP DISTRIBUTION	4	16	24	44	
TOTAL HOURS-PARCEL POST OPR-MAN	4	16	24	44	
MIXED OPERATIONS					
029 RIFFLE MAIL	18	11	67	96	
055 AIR MAIL DISTR AMF	178	134	137	449	
*OT	21			21	
168 BOX SECTION PRIMARY	38	17	80	135	
169 BOX SECTION SECONDARY	66	55	48	169	
TOTAL HOURS-MIXED OPERATIONS	300	217	332	849	
*OT	21			21	
MAIL PREPARATION					
010 ORIG STAMPED MAIL PREP		11	18	29	
011 ORIG STAMPED MAIL PREP	24	134	7	165	
013 ORIG STAMPED MAIL PREP					
014 ORIG STAMPED MAIL PREP	23	36	15	74	
017 ORIG STAMPED MAIL PREP	22	3	14	39	
018 ORIG STAMPED MAIL PREP			1	1	
020 ORIG METERED MAIL PREP	1	113	6	120	
021 ORIG METERED MAIL PREP	24	171	12	207	
022 ORIG METERED MAIL PREP	15	52	7	74	
024 ORIG METERED MAIL PREP	14	15	7	36	
027 ORIG METERED MAIL PREP	5			5	
TOTAL HOURS-MAIL PREPARATION	128	535	87	750	
OPENING + POUCHING					
110 O/G OPEN - PRIMARY DIST	23	46	64	133	

FO CONSOLIDATED	MAIL PROCESSING TOUR WORK HOUR REPORT THU DAY 13 A/P 13 FY 82			OPER TOTALS
	TOUR 2	TOUR 3	TOUR 1	
	111 O/G OPEN - PRIMARY DIST	8	9	
112 O/G OPEN - PRIMARY DIST	11	127	102	240
113 O/G OPEN - PRIMARY DIST	69	148	149	366
*OT				
114 O/G OPEN - PRIMARY DIST	10	29	14	53
116 O/G NP OPEN - PRIM DIST	120	20	3	143
117 O/G NP OPEN - PRIM DIST	8			8
119 O/G NP OPEN - PRIM DIST	22	1	2	25
120 POUCH RACKS	43	107	111	261
121 POUCH RACKS	38	30	25	93
*OT	4			4
122 POUCH RACKS	36	175	193	404
123 POUCH RACKS	3	51	11	65
126 POUCH RACKS	17	27	42	86
129 LOOSEPACK				
180 I/C OPEN AND/OR DIST	8	2	16	26
181 I/C OPEN AND/OR DIST	58	428	260	746
182 I/C OPEN AND/OR DIST	8	36	96	140
183 I/C OPEN AND/OR DIST	77	103	152	332
184 I/C OPEN AND/OR DIST	108	58	76	242
185 I/C NP OPEN AND/OR DIST	3			3
186 I/C NP OPEN AND/OR DIST	262	49	33	344
187 I/C NP OPEN AND/OR DIST	384	38	15	437
TOTAL HOURS-OPENING + POUCHING	1316	1484	1370	4170
*OT	4			4
PLATFORM				
211 PLATFORM OPERATIONS	98	109	149	356
212 PLATFORM OPERATIONS	91	141	84	316
213 PLATFORM OPERATIONS	26	66	6	98
214 PLATFORM OPERATIONS	15		8	23
215 PLATFORM OPERATIONS	13	28	12	53
216 PLATFORM OPERATIONS	7	7	11	25
218 PLATFORM OPERATIONS	29	40		69
230 PLATFORM OPERATIONS		14	2	16
232 PLATFORM OPERATIONS	60	64	53	177
233 PLATFORM OPERATIONS	56	77	14	147
234 PLATFORM OPERATIONS	95	77	85	257
237 PLATFORM OPERATIONS	56	52	52	160
*OT	2			2
238 PLATFORM OPERATIONS	126	123	71	320
239 PLATFORM OPERATIONS	53	48	33	134
TOTAL HOURS-PLATFORM	725	846	580	2151
*OT	2			2
PRESORT				
004 NON PREFERENTIAL	2			2
TOTAL HOURS-PRESORT				
	2			2
POSTAGE DUE				

PD CONSOLIDATED	MAIL PROCESSING TOUR WORK HOUR REPORT THU DAY 13 A/P 13 FY 82				OPER TOTALS
	TOUR 2	TOUR 3	TOUR 1		
930 POSTAGE-DUE BUSNS REPLY	216	82	208		506
TOTAL HOURS--POSTAGE DUE					
	216	82	208		506
TOTAL HOURS--C/M-D MAN					
	4503	5139	5205		14847
*OT	27				27
C/M INDIRECT					
109 DAMAGED PARCEL REWRAP	15	15	5		35
548 DETAIL-MAIL ORD-PUB HSE	120	42	3		165
549 SACK EXAMINATION	187	45	6		238
554 OFFICE WORK-RECORDS	33	13	12		58
555 OFFICE WORK-RECORDS	231	121	53		405
*OT	2				2
560 MISC ACTIVITY-MAIL PROC	29	37	17		83
561 MISC ACTIVITY-MAIL PROC	34	13			47
*OT		7			7
562 MISC ACTIVITY-MAIL PROC	63	4			67
564 MISC ACTIVITY-MAIL PROC	5	5	1		11
584 MAILGRAM	8	8	8		24
586 REGISTRY SECTION	320	274	294		888
587 REGISTRY SECTION	31	6	7		44
588 REGISTRY SECTION	22	7	4		33
589 REGISTRY SECTION	27	2			29
590 REGISTRY SECTION	15	18	25		58
607 STEWARDS - CLERKS - MP	20	26	15		61
620 TRAVEL TIME - MP	17	63	24		104
TOTAL HOURS--C/M INDIRECT					
	1177	699	474		2350
*OT	2	7			9
EOM					
578 E-COM	8	16	9		33
TOTAL HOURS--EOM					
	8	16	9		33
TOTAL HOURS--MAIL PROCESSING					
	6340	7468	7159		20967
*OT	29	7			36
EOM 0190 LINES					

Report G 2 (p.4)

M-32, TL-8, 10-2-82

0192 09/17/82 Q TME 1092 TRANS TME 1100					
PD		DELIVERY			
CONSOLIDATED		TOUR WORK HOUR REPORT			
		THU DAY 13 A/P 13 FY 82			
		TOUR 2	TOUR 3	TOUR 1	OPER TOTALS
SUPERVISION					
595 SUPV - INFORMATION SYSTE		7	2		9
705 SUPV - DELIVERY SRVS		180	32	5	217
707 SUPV - ROUTE EXAMINATION		20	2	3	25
708 SUPV - ALL OTHER		125	34	2	161
735 RELAY CARRIERS			4		4
TOTAL HOURS-SUPERVISION		332	74	10	416
CARRIERS					
713 VIM ROUTE		133			133
*OT		3			3
717 1-TRIP BUSINESS		305		151	456
*OT		22			22
719 RESIDENTIAL FOOT		1359	215	44	1618
*OT		44	31		75
721 RESIDENTIAL MOTOR		1947	237	73	2257
*OT		68	86		154
727 1-TRP MXD-BUS/RES FOOT		165		46	211
*OT		6			6
TOTAL HOURS-CARRIERS		3909	452	314	4675
*OT		143	117		260
DELIVERY SUPPORT					
733 PARCEL POST CARRIERS		5		2	7
735 RELAY CARRIERS		125	16	1	142
*OT			1		1
737 COMBINATION SERVICES		278	24	26	328
739 CARRIER DRIVERS		273	141	79	493
*OT		10	31		41
TOTAL HOURS-DELIVERY SUPPORT		681	181	108	970
*OT		10	32		42
SPECIAL DELIVERY					
614 STEWARDS - SD MESS		1	8	1	10
744 SPECIAL DELIVERY MSNGR		67	26	4	97
TOTAL HOURS-SPECIAL DELIVERY		68	34	5	107
OTHER DELIVERY					
559 OFFICE WORK - RECORDS DS		1			1
741 MISC ACT-DELIVERY SRVCS		98	107	2	207
*OT		1	21	1	23
TOTAL HOURS-OTHER DELIVERY		99	107	2	208
*OT		1	21	1	23
COLLECTIONS					

PD CONSOLIDATED	DELIVERY			TOUR 1	OPER TOTALS
	TOUR WORK HOUR	REPORT			
	THU DAY 13 A/P	13 FY 82			
	TOUR 2	TOUR 3			
731 COLLECTION CARRIERS	90	193		1	284
*OT		23			23
TOTAL HOURS--COLLECTIONS					
	90	193		1	284
*OT		23			23
ADDRESS INFORMATION SYSTEMS					
595 ADDRESS INFORMATION SYST	13	3			16
TOTAL HOURS--ADDRESS INFORMATION SYSTEMS					
	13	3			16
TOTAL HOURS--DELIVERY					
	5192	1044		440	6676
*OT	154	193		1	348
EDM 0064 LINES					

Report G 3 (p.2)

0193 09/17/82 Q TME 1092 TRANS TME 1100				
PO VEHICLE SERVICES				
CONSOLIDATED TOUR WORK HOUR REPORT				
THU DAY 13 A/P 13 FY 82				
	TOUR 2	TOUR 3	TOUR 1	OPER TOTALS
SUPERVISION - OP				
758 MANAGER FLEET OPERATIONS	6	2		8
759 SUPVR FLEET OPERATIONS	49	32	24	105
TOTAL HOURS-SUPERVISION - OP	55	34	24	113
SUPERVISION - MAINT				
760 VEHICLE MAINT SUPVR	33	16	9	58
*OT		2		2
TOTAL HOURS-SUPERVISION - MAINT	33	16	9	58
*OT		2		2
CRAFT				
615 STEWARDS - VMF - MVS		2	1	3
761 VEHICLE MAINT MECHANICS	94	85	43	222
*OT	3	1		4
762 VEHICLE MAINT GARAGEMEN	53	34	26	113
*OT	7	1		8
TOTAL HOURS-CRAFT	147	121	70	338
*OT	10	2		12
VEHICLE OPERATORS				
765 MOTOR VEHICLE OPERATOR	159	188	104	451
*OT	19	11	10	40
766 TRACTOR TRAILER OPERATOR	70	68	77	215
*OT	8	1	7	16
TOTAL HOURS-VEHICLE OPERATORS	229	256	181	666
*OT	27	12	17	56
CLERICAL VEH-MAINT				
763 CLERICAL - VMF	44	29	19	92
*OT	1			1
TOTAL HOURS-CLERICAL VEH-MAINT	44	29	19	92
*OT	1			1
CLERICAL VEH-OP				
764 CLERICAL - MVS	27	14	8	49
TOTAL HOURS-CLERICAL VEH-OP	27	14	8	49
TOTAL HOURS-VEHICLE SERVICES	535	470	311	1316
*OT	38	16	17	71

EOM 0044 LINES

0194 09/17/82 Q TME 1092 TRANS TME 1101

PD

CONSOLIDATED

CUSTOMER SERVICES
 TOUR WORK HOUR REPORT
 THU DAY 13 A/P 13 FY 82
 TOUR 2 TOUR 3 TOUR 1 OPER TOTALS

SUPERVISION

583 EXPRESS MAIL	6	2		8
706 SUPV - RETAIL SRVS	158	81	2	241
*OT		2		2
TOTAL HOURS-SUPERVISION				
	164	83	2	249
*OT		2		2

WINDOW SERVICE

356 WINDOW SERVICE-STA/BR	10	4		14
357 WINDOW SERVICE-STA/BR	17	8		25
*OT		1		1
358 WINDOW SERVICE-STA/BR	6	2		8
360 WINDOW SERVICE-STA/BR	11	4		15
*OT		2		2
361 WINDOW SERVICE-STA/BR	28	12		40
362 WINDOW SERVICE-STA/BR	7	2		9
363 WINDOW SERVICE-STA/BR	7	2		9
364 WINDOW SERVICE-STA/BR	15	6		21
365 WINDOW SERVICE-STA/BR	12	5		17
*OT		1		1
366 WINDOW SERVICE-STA/BR	12	3		15
368 WINDOW SERVICE-STA/BR	7	1		8
369 WINDOW SERVICE-STA/BR	7	2		9
370 WINDOW SERVICE-STA/BR	13	4		17
372 WINDOW SERVICE-STA/BR	8	4		12
*OT		1		1
373 WINDOW SERVICE-STA/BR	18	6		24
*OT		1		1
374 WINDOW SERVICE-STA/BR	18	7		25
*OT		1		1
375 WINDOW SERVICE-STA/BR	26	7		33
*OT		1		1
376 WINDOW SERVICE-STA/BR	11	5		16
377 WINDOW SERVICE-STA/BR	7	2		9
378 WINDOW SERVICE-STA/BR	16	7		23
379 WINDOW SERVICE-STA/BR	11	3		14
*OT				
380 WINDOW SERVICE-STA/BR	7	3		10
*OT		2		2
381 WINDOW SERVICE-STA/BR	17	9		26
*OT		2		2
382 WINDOW SERVICE-STA/BR	12	5		17
*OT	1			1

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PD CONSOLIDATED	CUSTOMER SERVICES			
	TOUR WORK HOUR REPORT			
	THU DAY 13 A/P 13 FY 82			
	TOUR 2	TOUR 3	TOUR 1	OPER TOTALS
383 WINDOW SERVICE-STA/BR	12	5		17
*OT		1		1
384 WINDOW SERVICE-STA/BR	8	2		10
385 WINDOW SERVICE-STA/BR	21	6		27
*OT		3		3
386 WINDOW SERVICE-STA/BR	13	6		19
*OT		2		2
387 WINDOW SERVICE-STA/BR	34	13		47
404 WINDOW SERVICE-STA/BR	30	20	1	51
*OT	2	4		6
408 WINDOW SERVICE-STA/BR	15	7		22
*OT		2		2
410 WINDOW SERVICE-STA/BR	21	7		28
416 WINDOW SERVICE-STA/BR	47	20		67
417 WINDOW SERVICE-STA/BR	8	8		16
*OT		1		1
418 WINDOW SERVICE-STA/BR	17	7		24
*OT	2			2
419 WINDOW SERVICE-STA/BR	17	10		27
420 WINDOW SERVICE-STA/BR	16	8		24
*OT		1		1
424 WINDOW SERVICE-STA/BR	19	9		28
426 WINDOW SERVICE-STA/BR	24	8		32
432 WINDOW SERVICE-STA/BR		3		3
*OT		1		1
433 WINDOW SERVICE-STA/BR	28	12		40
436 WINDOW SERVICE-STA/BR	73	35		108
*OT				
437 WINDOW SERVICE-STA/BR	23	8		31
*OT		2		2
440 WINDOW SERVICE-STA/BR	19	5		24
*OT	7	2		9
454 WINDOW SERVICE-STA/BR	29	11		40
*OT		1		1
568 WINDOW SERVICE-MAIN OFF	81	67	7	155
TOTAL HOURS--WINDOW SERVICE				
	858	390	8	1256
*OT	12	32		44

DISTRIBUTION

246 STA/BR DISTRIBUTION	2			2
301 STA/BR DISTRIBUTION	6		2	8
302 STA/BR DISTRIBUTION	24	2	6	32
304 STA/BR DISTRIBUTION	19	1	6	26
*OT	2			2
307 STA/BR DISTRIBUTION	11		5	16
308 STA/BR DISTRIBUTION	22		8	30
310 STA/BR DISTRIBUTION	26	1	5	32
311 STA/BR DISTRIBUTION	33	4	8	45

PO CONSOLIDATED	CUSTOMER SERVICES TOUR WORK HOUR REPORT THU DAY 13 A/P 13 FY 82			OPER TOTALS
	TOUR 2	TOUR 3	TOUR 1	
312 STA/BR DISTRIBUTION	6		2	8
314 STA/BR DISTRIBUTION	1	1		2
315 STA/BR DISTRIBUTION	12		4	16
316 STA/BR DISTRIBUTION	27	4	6	37
317 STA/BR DISTRIBUTION	14		1	15
318 STA/BR DISTRIBUTION	7		1	8
*OT	1			1
319 STA/BR DISTRIBUTION	11		2	13
320 STA/BR DISTRIBUTION	12		1	13
324 STA/BR DISTRIBUTION	37		3	40
331 STA/BR DISTRIBUTION	5			5
332 STA/BR DISTRIBUTION	10	3	1	14
336 STA/BR DISTRIBUTION	43	3	21	67
337 STA/BR DISTRIBUTION			5	5
338 STA/BR DISTRIBUTION	5			5
TOTAL HOURS-DISTRIBUTION				
	333	19	87	439
*OT	3			3
LOCKBOX DISTRIBUTION				
769 STA/BR BOX SECTION	48	9	14	71
*OT	2			2
TOTAL HOURS-LOCKBOX DISTRIBUTION				
	48	9	14	71
*OT	2			2
C.S. REPRESENTATIVE				
580 CUSTOMER SRVC REPS	24	8		32
TOTAL HOURS-C.S. REPRESENTATIVE				
	24	8		32
POSTAGE DUE + SRVC CARRIERS				
542 INSURED - COD - CUSTOMS	33	9	5	47
543 INSURED - COD - CUSTOMS	9	3	5	17
544 CAGES SRVC CARR-SPC DLY	130	31	55	216
*OT	5	6		11
TOTAL HOURS-POSTAGE DUE + SRVC CARRIERS				
	172	43	65	280
*OT	5	6		11
ADMINISTRATIVE HOURS				
558 OFFICE WORK - RECORDS CS	216	85		301
*OT	11	9		20
583 EXPRESS MAIL	33	33	8	74
TOTAL HOURS-ADMINISTRATIVE HOURS				
	249	118	8	375
*OT	11	9		20
MISCELLANEOUS C.S.				

PD CONSOLIDATED	CUSTOMER SERVICES				TOUR 1	OPER TOTALS
	TOUR WORK HOUR REPORT					
	THU DAY 13	A/P 13	FY 82			
	TOUR 2	TOUR 3				
621 TRAVEL TIME - CS		1			1	
742 MISC ACT-CUSTOMER SRVCS	64	21		8	93	
TOTAL HOURS-MISCELLANEOUS C.S.	64	22		8	94	
MAIL MARK UP						
796 MAIL MARKUP/FORWARDING		1			1	
797 COMPUTER MAIL FORWARDING	40	47			87	
TOTAL HOURS-MAIL MARK UP	41	47			88	
TOTAL HOURS-CUSTOMER SERVICES	1953	739		192	2884	
*OT	33	49			82	

EDM 0162 LINES

Report G 5 (p.4)

0195 09/17/82 Q TME 1092 TRANS TME 1102

PD CONSOLIDATED	ADMINISTRATION + FINANCE TOUR WORK HOUR REPORT THU DAY 13 A/P 13 FY 82			
	TOUR 2	TOUR 3	TOUR 1	OPER TOTALS
SUPERVISION				
550 CLASSIFICATION SECTION	6	2		8
551 INQUIRY AND CLAIMS	7	2		9
570 ADMINISTRATIVE SERVICES	6	2		8
573 FINANCE SECTION	6	2		8
574 FINANCE SECTION	6	2		8
575 FINANCE SECTION	6	2		8
576 FINANCE SECTION	1		7	8
577 FINANCE SECTION	6	2		8
703 SUPV - REG AND ACTING	33	16	1	50
TOTAL HOURS-SUPERVISION	77	30	8	115
CLERICAL				
551 INQUIRY AND CLAIMS	49	13		62
556 OFFICE WORK AND RECORDS	12	4		16
569 REVENUE/COST ANALYSIS	9	11	1	21
570 ADMINISTRATIVE SERVICES	102	34		136
573 FINANCE SECTION	30	14		44
574 FINANCE SECTION	35	13		48
575 FINANCE SECTION	118	24	2	144
576 FINANCE SECTION	81	58	72	211
577 FINANCE SECTION	38	13	13	64
999 INVALID OPERATIONS	4			4
TOTAL HOURS-CLERICAL	478	184	88	750
REVENUE PROTECTION				
001 PLATFORM ACCEPT/WEIGHER	103	103		206
550 CLASSIFICATION SECTION	78	30		108
TOTAL HOURS-REVENUE PROTECTION	181	133		314
TOTAL HOURS-ADMINISTRATION + FINANCE	736	347	96	1179

EOM 0036 LINES

Report G 6

0196 09/17/82 Q TME 1092 TRANS TME 1102

PO CONSOLIDATED	EMPLOYEE AND LABOR RELATIONS TOUR WORK HOUR REPORT THU DAY 13 A/P 13 FY 82			
	TOUR 2	TOUR 3	TOUR 1	OPER TOTALS
SUPERVISION				
557 OFFICE WORK AND RECORDS	54	12	8	74
572 PERSONNEL SECTION	156	43	10	209
704 SUPV - REG AND ACTING	16	3		19
TOTAL HOURS-SUPERVISION	226	58	18	302
CLERICAL				
541 MISC ACTIVITY - E/L REL		1		1
557 OFFICE WORK AND RECORDS	24	9		33
566 TRAINING INSTRUCTORS	13	3	8	24
*OT		1		1
572 PERSONNEL SECTION	213	84	11	308
TOTAL HOURS-CLERICAL	250	97	19	366
*OT		1		1
LIMITED DUTY				
959 LIMITED DUTY	223	129	45	397
TOTAL HOURS-LIMITED DUTY	223	129	45	397
REHABILITATION				
958 REHABILITATION	53	9	4	66
TOTAL HOURS-REHABILITATION	53	9	4	66
TOTAL HOURS-EMPLOYEE AND LABOR RELATIONS	752	293	86	1131
*OT		1		1

EOM 0029 LINES

Report G 7

0197 09/17/82 Q TME 1092 TRANS TME 1102

PD
CONSOLIDATEDFACILITY + MAINTENANCE
TOUR WORK HOUR REPORT
THU DAY 13 A/P 13 FY 82
TOUR 2 TOUR 3

TOUR 1 OPER TOTALS

SUPERVISION

746 SUPV - REG + ACTING	107	35	26	168
*OT	2			2
TOTAL HOURS-SUPERVISION	107	35	26	168
*OT	2			2

POSTAL OPERATING EQUIPMENT

750 POSTAL OPERATING EQUIP	133	92	96	321
*OT	27	21	9	57
TOTAL HOURS-POSTAL OPERATING EQUIPMENT	133	92	96	321
*OT	27	21	9	57

BUILDING SYSTEMS EQUIPMENT

753 BUILDING + PLANT EQUIP	274	62	42	378
TOTAL HOURS-BUILDING SYSTEMS EQUIPMENT	274	62	42	378

CLEANING

747 BUILDING SERVICES	299	197	126	622
*OT		19	2	21
749 BUILDING SERVICES	138	20	11	169
TOTAL HOURS-CLEANING	437	217	137	791
*OT		19	2	21

MAINTENANCE ADM + CONTROL

745 ADMINISTRATION	132	27	18	177
TOTAL HOURS-MAINTENANCE ADM + CONTROL	132	27	18	177
TOTAL HOURS-FACILITY + MAINTENANCE	1083	433	319	1835
*OT	29	40	11	80

EOM 0033 LINES

Report G 8

0198 09/17/82 Q TME 1092 TRANS TME 1103

PD CONSOLIDATED	TRAINING TOUR WORK HOUR REPORT THU DAY 13 A/P 13 FY 82	TOUR 2	TOUR 3	TOUR 1	OPER TOTALS
TRAINING - POSTAL MANAGEMENT					
780 TRAINING - POSTAL MGMT		6	2		8
TOTAL HOURS-TRAINING - POSTAL MANAGEMENT		6	2		8
TRAINING - MAIL PROCESSING					
781 TRAINING - MAIL PROC		21	42	64	127
TOTAL HOURS-TRAINING - MAIL PROCESSING		21	42	64	127
TRAINING - DELIVERY SERVICES					
782 TRAINING - DELVRY SVCS		51	9		60
TOTAL HOURS-TRAINING - DELIVERY SERVICES		51	9		60
TRAINING - VEHICLE SERVICES					
783 TRAINING - VEHICLE SVCS		22	11	1	34
TOTAL HOURS-TRAINING - VEHICLE SERVICES		22	11	1	34
TRAINING - CUSTOMER SERVICES					
784 TRAINING - CUST SVCS		71	25	1	97
*OT			1		1
TOTAL HOURS-TRAINING - CUSTOMER SERVICES		71	25	1	97
*OT			1		1
TRAINING - ADMIN + FINANCE					
785 TRAINING - ADMIN + FIN		6	9	2	17
TOTAL HOURS-TRAINING - ADMIN + FINANCE		6	9	2	17
TRAINING - E + L R					
786 TRAINING - E L + R		9	2		11
TOTAL HOURS-TRAINING - E + L R		9	2		11
TRAINING - FACIL + MAINT					
787 TRAINING - FAC + MAINT		78	40	11	129
TOTAL HOURS-TRAINING - FACIL + MAINT		78	40	11	129
TOTAL HOURS-TRAINING		264	140	79	483
*OT			1		1

EOM 0040 LINES

0414 09/19/82 @ TME 1123 TRANS TME 1533

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CONSOLIDATED

STATION/BRANCH
OPERATING REPORT
FRI WK 02 A/P 13 FY 82

02DELIVERY

	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
21 SUPERVISION						
OPN 595						
BRANCH 00	41			73		
OPN 632						
BRANCH 00	4			4		
OPN 705						
BRANCH 00	1383			2551		
REPL OT			10			25
OTHER OT						8
OPN 707						
BRANCH 00	149			283		
OTHER OT						8
OPN 708						
BRANCH 00	946			1679		
OTHER OT			22			37
OPN 735						
BRANCH 00	4			4		
TOTAL LDC 21						
			2527	4594		
REPL OT			10			25
OTHER OT			22			53

	LTR	FLT	PAR	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
				ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
22 CARRIERS									
OPN 713									
BRANCH 00				1017			1907		
OTHER OT						31			119
BRANCH 01	256.8	42.9	2.0						
BRANCH 02	459.5	118.3	2.1						
BRANCH 04	420.0	112.2	4.3						
BRANCH 05	3.5	3.1							
BRANCH 07	538.1	150.7	3.8						
BRANCH 08	539.1	152.7	2.4						
BRANCH 10	678.7	197.6	3.4						
BRANCH 11	501.5	108.0	2.1						
BRANCH 12	331.8	85.1	.5						
BRANCH 14	531.3	133.8							
BRANCH 15	677.4	198.5	1.9						

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	LTR	FLT	PAR	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
				ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
22 CARRIERS									
OPN 713									
BRANCH 16	848.0	188.7	4.4						
BRANCH 17	158.3	54.3	.9						
BRANCH 18	146.2	40.9	2.6						
BRANCH 19	294.4	114.7	3.2						
BRANCH 20	311.2	64.5	2.1						
BRANCH 21	144.9	32.6							
BRANCH 22	241.5	61.7							
BRANCH 23	371.8	63.5							
BRANCH 24	502.8	142.9	5.9						
BRANCH 25	2122.7	406.6							
BRANCH 27	191.7	38.6							
BRANCH 31	307.3	72.8							
BRANCH 32	167.0	48.1	1.6						
BRANCH 34	508.6	136.0							
BRANCH 36	1839.4	489.7	12.2						
BRANCH 37	265.8	115.8	2.1						
BRANCH 38	33.5	5.8	1.7						
BRANCH 39	26.8	5.4							
BRANCH 51			1.0						
TOTAL OPN 713	13419.6	3385.5	60.2	1017			1907		
OTHER OT						31			119
OPN 717							4946		
BRANCH 00				2697					
OTHER OT						61			171
OPN 719							17791		
BRANCH 00				9738					
REPL OT							4		5
OTHER OT							520		980
OPN 721									
BRANCH 00				13931			25874		
OTHER OT						1149			2174
OPN 725									
BRANCH 00							2		
OPN 727									
BRANCH 00				1202			2258		
REPL OT							4		9
OTHER OT							47		136
TOTAL LDC 22	13419.6	3385.5	60.2	28585			52778		
REPL OT							8		14
OTHER OT						1808			3580

	LTR	FLT	PAR	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
				ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT

23 DELIVERY SUPPORT

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	LTR	FLT	PAR	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
				ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
23 DELIVERY SUPPORT									
OPN 733									
BRANCH 00				32			32		
OPN 735									
BRANCH 00				829			1549		
REPL OT						4			4
OTHER OT						12			13
OPN 737									
BRANCH 00				1930			3591		
REPL OT									6
OTHER OT						1			10
OPN 739									
BRANCH 00				2922			5495		
OTHER OT						135			357
TOTAL LDC 23				5713			10667		
REPL OT						4			10
OTHER OT						148			380
				TOT					
24 SPECIAL DELIVERY									
OPN 614									
BRANCH 00				21			21		
OPN 744									
BRANCH 00				628			1194		
OTHER OT						22			22
TOTAL LDC 24				649			1215		
REPL OT									
OTHER OT						22			22
				TOT					
26 OTHER DELIVERY									
OPN 559									

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PO
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	LTR	FLT	PAR	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
				ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
TOTAL DELVY SRV									
SUPV				2527			4594		
REPL OT						10			25
OTHER OT						22			53
CARRIERS	13419.6	3385.5	60.2	35935			66503		
REPL OT						76			137
OTHER OT						1980			4042
OTHER DELVY				1746			3285		
REPL OT									
OTHER OT						108			144
TOTAL ****	13419.6	3385.5	60.2	40208			74382		
REPL OT						86			162
OTHER OT						2110			4239

EOM 0239 LINES

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0415 09/19/82 @ TME 1123 TRANS TME 1534

PG
CONSOLIDATED

STATION/BRANCH
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FRI WK 02 A/P 13 FY 82

04CUSTOMER SERVICES

41 SUPERVISION
OPN 355
BRANCH 00

OTHER OT
BRANCH 61

TOTAL OPN 355

OTHER OT
OPN 583
BRANCH 00

OPN 631
BRANCH 00

OPN 706
BRANCH 00

OTHER OT

TOTAL LDC 41

REPL OT
OTHER OT

--CURRENT PERIOD-- --PERIOD-TO-DATE--
ACT PLAN TOT ACT PLAN TOT
HRS HRS OT HRS HRS OT

	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
	45			45		
			20	9		20
TOTAL OPN 355	54			54		
			20			20
	40			72		
	6			6		
	1250			2176		
			14			43
TOTAL LDC 41	1350			2308		
			34			63

--CURRENT PERIOD-- --PERIOD-TO-DATE--
ACT PLAN TOT ACT PLAN TOT
HRS HRS OT HRS HRS OT

42 WINDOW SERVICE
OPN 355
BRANCH 00

OTHER OT
BRANCH 01
BRANCH 04

OTHER OT
BRANCH 08

OTHER OT
BRANCH 10

OTHER OT
BRANCH 11
BRANCH 16

OTHER OT

	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
	214			214		
			99	1		99
	1			575		
	277					
			27	221		54
	120					
			4	317		12
	162					
			4			4
	2			11		
	325			547		
			1			15

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CONSOLIDATED

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	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
42 WINDOW SERVICE						
OPN 355						
BRANCH 17	116			248		
OTHER OT			5			15
BRANCH 18	154			244		
OTHER OT			5			12
BRANCH 19	133			257		
OTHER OT			4			8
BRANCH 20	204			340		
OTHER OT			1			2
BRANCH 24	179			299		
OTHER OT			12			29
BRANCH 26	147			261		
OTHER OT			7			28
BRANCH 32	103			176		
OTHER OT			11			26
BRANCH 33	192			341		
OTHER OT			8			11
BRANCH 36	612			1077		
OTHER OT			1			6
BRANCH 37	224			366		
OTHER OT			3			11
BRANCH 40	103			187		
OTHER OT			15			30
BRANCH 42	2			2		
BRANCH 48	3			3		
BRANCH 54	185			303		
OTHER OT			6			10
BRANCH 56	58			99		
OTHER OT						2
BRANCH 57	186			346		
OTHER OT			15			22

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	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
42 WINDOW SERVICE BRANCH 58	40			73		
OTHER OT BRANCH 60	60			139		1
OTHER OT BRANCH 61	171		6	278		17
OTHER OT BRANCH 62	59			110		5
OTHER OT BRANCH 63	45		1	72		2
BRANCH 64	87			153		
OTHER OT BRANCH 65	119			198		3
OTHER OT BRANCH 66	83		4	136		13
BRANCH 68	40			69		
BRANCH 69	48			86		
OTHER OT BRANCH 70	74		2	127		2
OTHER OT BRANCH 72	72		1	142		2
OTHER OT BRANCH 73	141		8	245		11
OTHER OT BRANCH 74	151		2	267		29
OTHER OT BRANCH 75	171		5	284		18
OTHER OT BRANCH 76	80		5	138		10
OTHER OT BRANCH 77	44			80		1
OTHER OT			1			2

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CONSOLIDATED

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	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
42 WINDOW SERVICE BRANCH 78	119			215		
OTHER OT BRANCH 79	70			122		11
OTHER OT BRANCH 80	74		1	141		1
OTHER OT BRANCH 81	126		4	226		4
OTHER OT BRANCH 82	92		9	169		16
OTHER OT BRANCH 83	102		5	170		10
OTHER OT BRANCH 84	60		5	118		10
OTHER OT BRANCH 85	139		4	239		5
OTHER OT BRANCH 86	94		15	173		31
OTHER OT BRANCH 87	225		10	370		18
OTHER OT BRANCH 88	62		3	108		9
OTHER OT			4			4
TOTAL OPN 355	6350			11083		
OTHER OT OPN 568 OPN 568 BRANCH 00	889		319	1556		631
OTHER OT			9			19
TOTAL LDC 42	7239			12639		
REPL OT OTHER OT			328			650

43 DISTRIBUTION
OPN 240

FNP

PTPH

	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT

PD
CONSOLIDATED

STATION/BRANCH
OPERATING REPORT
FRI WK 02 A/P 13 FY 82

	FHP	PTPH	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
			ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
43 DISTRIBUTION								
OPN 240						113		
BRANCH 01			54					4
OTHER OT								
BRANCH 02			235			432		5
OTHER OT					4			
BRANCH 04			140			173		18
OTHER OT					17			
BRANCH 07			87			180		7
OTHER OT					5			
BRANCH 08			135			225		21
OTHER OT					6			
BRANCH 10			146			258		
FLT	11.5	11.5						
TOTAL	11.5	11.5						
OTHER OT					3			4
BRANCH 11			219			386		
LTR	4.1	4.1						
FLT	23.1	23.1						
TOTAL	27.2	27.2						
OTHER OT					2			8
BRANCH 12			54			100		
LTR	7.5	7.5						
FLT	9.7	9.7						
TOTAL	17.2	17.2						
OTHER OT								3
BRANCH 14			2			2		
BRANCH 15			86			161		
OTHER OT					3			6
BRANCH 16			224			386		10
OTHER OT								
BRANCH 17			66			101		7
OTHER OT					2			
BRANCH 18			36			57		
LTR	16.1	16.1						
FLT	6.5	6.5						
TOTAL	22.6	22.6						
OTHER OT					1			8
BRANCH 19			78			144		
LTR	2.2	2.2						
FLT	7.7	7.7						
TOTAL	9.9	9.9						
OTHER OT					2			2
BRANCH 20			57			107		
LTR	3.5	3.5						
FLT	4.5	4.5						
TOTAL	8.0	8.0						
OTHER OT								4

PD
CONSOLIDATED

STATION/BRANCH
OPERATING REPORT
FRI WK 02 A/P 13 FY 82

	FHP	PTPH	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
			ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
44 LOCKBOX DISTRIBUTION								
OPN 769								
BRANCH 00			497			924		
LTR		409.2						
FLT		57.7						
TOTAL		466.9						
OTHER OT					16			45
TOTAL LDC 44			497			924		
LTR		409.2						
FLT		57.7						
TOTAL		466.9						
REPL OT								
OTHER OT					16			45
			--CURRENT PERIOD--			--PERIOD-TO-DATE--		
			ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
45 C.S. REPRESENTATIVE								
OPN 580								
BRANCH 00			251			463		
TOTAL LDC 45			251			463		
REPL OT								
OTHER OT								
			--CURRENT PERIOD--			--PERIOD-TO-DATE--		
			ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
46 POSTAGE DUE + SRVC CARRIERS								
OPN 542								
BRANCH 00			246			495		
OTHER OT								1
OPN 543								
BRANCH 00			92			164		
REPL OT								6
OPN 544								

PO
CONSOLIDATED

STATION/BRANCH
OPERATING REPORT
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	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
46 POSTAGE DUE + SRVC CARRIERS						
OPN 544						
BRANCH 00	1315			2452		
OTHER OT			57			141
TOTAL LDC 46	1653			3111		
REPL OT						6
OTHER OT			57			142
	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
47 ADMINISTRATIVE HOURS						
OPN 558						
BRANCH 00	1514			2670		
OTHER OT			98			191
OPN 583						
BRANCH 00	350			623		
OTHER OT						2
TOTAL LDC 47	1864			3293		
REPL OT						
OTHER OT			98			193
	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
48 MISCELLANEOUS C.S.						
OPN 621						
BRANCH 00	10			13		
OPN 631						
BRANCH 00	3			3		
OPN 742						
BRANCH 00	467			701		
OTHER OT			16			21
OPN 985						
BRANCH 00	3			10		
TOTAL LDC 48	483			727		
REPL OT						
OTHER OT			16			21
	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
49 MAIL MARK UP						
OPN 796						

PO
CONSOLIDATED

STATION/BRANCH
OPERATING REPORT
FRI WK 02 A/P 13 FY 82

	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
	ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
49 MAIL MARK UP						
OPN 796						
BRANCH 00	13			54		
OTHER OT			2			2
OPN 797						
BRANCH 00	952			512		
OTHER OT			65			96
TOTAL LDC 49						
	939			458		
REPL OT						
OTHER OT			67			98

Report H (p.14)

PO
CONSOLIDATED

STATION/BRANCH
OPERATING REPORT
FRI WK 02 A/P 13 FY 82

	FHP	PTPH	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
			ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
CUST SERVICES								
SUPERVISORS			1350			2308		
REPL OT								
OTHER OT					34			63
WINDOW SRVC			7239			12639		
REPL OT								
OTHER OT					328			650
DISTRIBUTION			2905			5241		
LTR	61.5	470.7						
FLT	101.1	158.8						
PAR	100.5	100.5						
TOTAL	263.0	730.0						
REPL OT								
OTHER OT					74			185
OTHER CRAFT			3312			7136		
REPL OT								6
OTHER OT					238			454
TOTAL	263.0	730.0	14806			27324		
REPL OT						6		
OTHER OT						674		1352
						EDM 0501 LINES		

Report H (p.15)

0416 09/19/82 Q TME 1123 TRANS TME 1536

PD
CONSOLIDATED

STATION/BRANCH
OPERATING REPORT
FRI WK 02 A/P 13 FY 82

	LTR	FLT	PAR	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
				ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
TOTAL DELVY SRV									
TOTAL ****	13419.6	3385.5	60.2	40208			74382		

REPL OT						86			162
OTHER OT						2110			4239

	FHP	PTPH	--CURRENT PERIOD--			--PERIOD-TO-DATE--		
			ACT HRS	PLAN HRS	TOT OT	ACT HRS	PLAN HRS	TOT OT
CUST SERVICES								
TOTAL	263.0	730.0			14806			27324

REPL OT						6			
OTHER OT						674			1352

EOM 0023 LINES

Report H (p.16)

PO	MACH TIME	AUTH	SSN	CD-TP	OPER	FC	VAL	FREQ	TCDE	VOLUME	SIGNAL	
										2313	03/01/R3	006
	1017	2143	143182771	7	3	851	00			13	INCONS OP/ST<	
	3009	2101		0	0	061	22			87	INV VOL OP<	

PO	EMPLOYEE NAME	SOC	SEC	P/L	MACH	DY	TIME	CD-TP	OPER	HOURS	SIGNAL	
										2313	03/01/R3	007
	SPELLER	QE	223564165	369	1016	11	2156	3	3	859	INV HRS OP<	
	SAUNDERS	RR	578527436	340	1016	11	2400	3	5	000	INV HRS OP<	
	MOORE	R	254668296	573	1059	11	1892	3	2	006	INV HRS OP<	
	MOORE	R	254668296	573	1059	11	1967	3	3	006	INV HRS OP<	

Report I

PU	TR	LUC/	TR-PL	MDD	PLANNED	HOURS	REPORT	U45	DAY	24	AP	U5	FY	33	PAGE	1
		OPEK	CODE	AP	WK	DA	TR-PLAN	MST-PL	U45	DAY	AP	U5	FY	33	ACTION	
				AP	AP	AP	HRS/VOL	CUCL			PLAN-HR	VLL			MESSAGE	
00	A5	080	DAY	06	0	01	9	DAY			9				EST NEW MASTER	
00	A5	080	DAY	06	0	02	14	DAY			14				UPD OLD MASTER	
00	A5	080	DAY	06	0	04	5	DAY			5				UPD OLD MASTER	
00	A5	080	DAY	06	0	05	21	DAY			21				UPD OLD MASTER	
00	A5	080	DAY	06	0	05	7	DAY			7				UPD OLD MASTER	
00	A5	080	DAY	06	0	09	2	DAY			2				UPD OLD MASTER	
00	A5	080	DAY	06	0	09	18	DAY			18				UPD OLD MASTER	
00	A5	080	DAY	06	0	11	19	DAY			19				UPD OLD MASTER	
00	A5	080	DAY	06	0	12	34	DAY			34				UPD OLD MASTER	
00	A5	080	DAY	06	0	16	90	DAY			90				UPD OLD MASTER	
00	A5	080	DAY	06	0	17	29	DAY			29				UPD OLD MASTER	
00	A5	080	DAY	06	0	18	15	DAY			15				UPD OLD MASTER	
00	A5	080	DAY	06	0	19	14	DAY			14				UPD OLD MASTER	
00	A5	080	DAY	06	0	20	36	DAY			36				UPD OLD MASTER	
00	A5	080	DAY	06	0	23	9	DAY			9				UPD OLD MASTER	
00	A5	080	DAY	06	0	25	22	DAY			22				UPD OLD MASTER	
00	A5	080	DAY	06	0	26	11	DAY			11				UPD OLD MASTER	
00	A5	080	DAY	06	0	27	19	DAY			19				UPD OLD MASTER	
00	A5	080	DAY	06	0	28	32	DAY			32				UPD OLD MASTER	
00	A5	081	DAY	06	0	01	261	DAY			261				EST NEW MASTER	
00	A5	081	DAY	06	0	02	50	DAY			50				UPD OLD MASTER	
00	A5	081	DAY	06	0	03	655	DAY			655				UPD OLD MASTER	
00	A5	081	DAY	06	0	04	953	DAY			953				UPD OLD MASTER	
00	A5	081	DAY	06	0	05	932	DAY			932				UPD OLD MASTER	
00	A5	081	DAY	06	0	06	828	DAY			828				UPD OLD MASTER	
00	A5	081	DAY	06	0	07	988	DAY			988				UPD OLD MASTER	

Report J

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PC      120 MAIL FLOW DENSITY MATRIX REPORT 02 18 83 JUL-DT 0049 PAGE 1
NOTE A 1#FHP 2#SHP 3#TPH 4#FHP/SHP 9#ALL
NOTE B 1#STAMPED 2#METERED 3#MIXED 4#NON-PREF 9#ALL
TYPE FROM FROM NOTE TO -----TO-----TO-----TO-----TO-----
CHCE SRF OPER A B SKF UPR = OPR = UPR = OPR = OPR = OPR =
00 030 1 1 00 040 11.94 042 2.10 055 2.36 152 3.81 160 17.32
      168 1.05 888 57.48
      01 160 3.94
MATRIX ANALYSIS - CORRECT
00 030 1 2 00 040 22.43 042 .64 055 .32 152 .54 160 2.25
      168 .10 888 71.25
      01 160 2.47
MATRIX ANALYSIS - CORRECT
00 030 1 3 00 040 19.62 042 1.00 055 .80 152 1.40 160 6.41
      168 .30 888 67.67
      01 160 2.80
MATRIX ANALYSIS - CORRECT
00 030 1 4 00 040 5.18 150 4.44 888 89.39
      01 150 .99
MATRIX ANALYSIS - CORRECT
00 030 9 9 00 040 19.72 042 1.10 055 .80 152 1.49 160 6.57
      168 .40 888 66.92
      01 160 3.00
MATRIX ANALYSIS - CORRECT
00 060 1 3 00 055 1.47 070 17.03 072 1.10 170 4.40 172 .13
      175 5.07 888 66.83
      01 170 3.97
MATRIX ANALYSIS - CORRECT
00 060 1 4 00 070 4.49 170 13.55 888 78.61
      01 170 3.35
MATRIX ANALYSIS - CORRECT
    
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Report K.1

PG 240 MATRIX/777-778 PROPORTION FILE REPORT 03/11/83 JD 3070 PG 0001
 240 MATRIX UPDATE/MASTER STATUS

FROM		TYPE MAIL		STATION DENSITY														
TR/	SRF	OPER	HAND	MAIL	ST	=	ST	=	ST	=	ST	=	ST	=	ST	=	ST	=
MST	01	043	1	3 NO-CHGE	27	14.22	78	19.00	86	16.18	88	25.00	93	25.00				
MST	01	060	1	3 NO-CHGE	59	100.00												
MST	01	073	1	3 NO-CHGE	27	11.43	59	22.86	78	19.68	86	17.14	88	16.19				
					93	12.70												
MST	01	081	3	3 NO-CHGE	27	20.22	78	22.40	86	18.58	88	26.23	93	12.57				
MST	01	083	3	3 NO-CHGE	27	11.26	78	20.72	86	13.96	88	13.51	89	4.96				
MST	01	093	3	3 NO-CHGE	27	20.27	91	3.16	93	12.16								
MST	01	141	3	3 NO-CHGE	27	15.55	78	25.56	86	20.00	88	20.74	93	18.15				
MST	01	143	3	3 NO-CHGE	59	100.00												
DEL	01	143	3	3 ENTIRE	240	MATRIX	RECORD	DELETED										
ADD	01	143	3	3 PRIOR														
					REVIS	27	9.76	59	21.55	78	21.55	86	7.07	88	23.23			
					PRIOR													
					REVIS	93	16.84											
MST	01	143	3	3 REVISED	27	9.76	59	21.55	78	21.55	86	7.07	88	23.23				
					93	16.84												
					P=	.00												
MST	01	150	1	3 NO-CHGE	27	14.24	78	24.50	86	17.41	88	29.16	93	14.69				
MST	01	191	3	3 NO-CHGE	59	100.00												
MST	01	193	3	3 NO-CHGE	27	11.64	59	20.63	78	16.93	86	5.56	88	32.81				
					93	12.43												
MST	01	861	3	3 NO-CHGE	27	20.22	78	22.40	86	18.58	88	26.23	93	12.57				
MST	01	863	3	3 NO-CHGE	27	11.26	78	20.72	86	13.96	88	13.51	89	4.96				
					90	20.27	91	3.16	93	12.16								
MST	07	081	3	3 NO-CHGE	27	20.22	78	22.40	86	18.58	88	26.23	93	12.57				
MST	07	083	3	3 NO-CHGE	27	11.26	78	20.72	86	13.96	88	13.51	89	4.96				
					90	20.27	91	3.16	93	12.16								
MST	07	093	3	3 NO-CHGE	27	15.55	78	25.56	86	20.00	88	20.74	93	18.15				
MST	11	081	3	3 NO-CHGE	27	20.22	78	22.40	86	18.58	88	25.23	93	12.57				
MST	11	083	3	3 NO-CHGE	27	11.26	78	20.72	86	13.96	88	13.51	89	4.96				
					90	20.27	91	3.16	93	12.16								

PD BOSTON
 240 SUMMARY-ADDS REJ 0000 REV REJ 0000 P/DEL REJ 0000 C/DEL REJ 0000
 ADDS ACC 0001 REV ACC 0000 P/DEL ACC 0000 C/DEL ACC 0001

% EDM 39 LINES <

Report K.2

PU MAIL VOLUME FACTORING ERROR REPORT DAY 24 AP 05 FY 83 PAGE 1
 OPERATION S/T FREQ PIECES
 085 00 1 1076641
 085 00 2 347800

EOM 0004 LINES

Report K.3

0237 09/19/82 Q TME 1010 TRANS TME 1465
 PD MODS MPLSM TRANSACTIONS AP 13 DY 15 09/18/82

TR	OPER	NR CONSOLES	MACH NR	MACH-OPER HOUR/PERCENT	DAY	MACH	TIME	AUTH--SSN	BR	ADJ
97	081	2	02	06.6	14	1009	1293	417206125	00	
97	081	2	02	06.6	14	1009	1293	417206125	00	
98	081	2	02	00.2	14	1009	1296	417206125	00	
97	081	2	03	08.0	14	1009	1293	417206125	00	
97	081	2	03	08.0	14	1009	1293	417206125	00	
98	081	2	03	00.5	14	1009	1296	417206125	00	
97	081	2	04	02.0	14	1009	1293	417206125	00	
97	081	2	04	02.0	14	1009	1293	417206125	00	
98	081	2	04	00.1	14	1009	1296	417206125	00	
97	081	2	05	06.1	14	1009	1294	417206125	00	
97	081	2	05	06.1	14	1009	1294	417206125	00	
98	081	2	05	00.2	14	1009	1296	417206125	00	
97	081	2	06	04.8	14	1009	1294	417206125	00	
97	081	2	06	04.8	14	1009	1294	417206125	00	
97	081	2	07	07.3	14	1009	1294	417206125	00	
97	081	2	07	07.3	14	1009	1294	417206125	00	
97	081	2	08	07.4	14	1009	1294	417206125	00	
97	081	2	08	07.4	14	1009	1294	417206125	00	
97	081	2	09	04.7	14	1009	1294	417206125	00	
97	085	2	02	01.9	14	1009	1288	417206125	00	
97	085	2	02	01.9	14	1009	1288	417206125	00	
97	085	2	03	07.6	14	1009	1289	417206125	00	
97	085	2	03	07.6	14	1009	1289	417206125	00	
98	085	2	03	00.6	14	1009	1291	417206125	00	
98	085	2	03	00.6	14	1009	1291	417206125	00	
97	085	2	04	17.5	14	1009	1289	417206125	00	
97	085	2	04	17.5	14	1009	1289	417206125	00	
98	085	2	04	00.9	14	1009	1291	417206125	00	
98	085	2	04	00.9	14	1009	1291	417206125	00	
97	085	2	07	03.0	14	1009	1289	417206125	00	
97	085	2	07	03.0	14	1009	1289	417206125	00	
98	085	2	07	00.2	14	1009	1291	417206125	00	
98	085	2	07	00.2	14	1009	1291	417206125	00	
97	085	2	10	02.1	14	1009	1289	417206125	00	
97	085	2	10	02.1	14	1009	1289	417206125	00	
98	085	2	10	00.3	14	1009	1293	417206125	00	
98	085	2	10	00.3	14	1009	1293	417206125	00	
97	086	2	01	04.6	14	1009	1278	417206125	00	
98	086	2	01	01.0	14	1009	1286	417206125	00	
98	086	2	01	01.0	14	1009	1286	417206125	00	
97	086	2	02	03.5	14	1009	1281	417206125	00	
97	086	2	02	03.5	14	1009	1281	417206125	00	
97	086	2	06	05.1	14	1009	1283	417206125	00	
97	086	2	06	05.1	14	1009	1283	417206125	00	
97	086	2	07	06.0	14	1009	1283	417206125	00	

Report L

PO	MPLSM-PERFORMANCE EVALUATION										AP 13	WEEK 2	DATE 09/18/82
OPER 0800	03	04	09	01	02	05	06	07	08	10			
LINE-DESC	SAT	SUN	MON	TUE	WED	THU	FRI	WEEK					
VOLUME DATA													
1.BASE WORKLOAD	928	2119	2469	2974	3875	3241	3527	19132					
2.PCS RECYCLED	49	96	148	170	214	181	195	1052					
3.PIECES FED	977	2215	2617	3143	4089	3422	3722	20184					
4.PCS COR HAN	906	1991	2448	2923	3787	3172	3444	18671					
5.PCS MISHANDLED	71	224	169	221	302	250	278	1513					
MACHINE UTILIZATION													
6.NO OF MACHINES	7	9	8	10	10	10	10	10					
7.NO OF CONSOLES	84	108	96	120	120	120	120	120					
8.THRUPUT/MACH	139.5	246.1	327.1	314.3	408.9	342.1	372.1	2018.4					
9.THRUPUT/CONSOL	11.6	20.5	27.2	26.1	34.0	28.5	31.0	168.2					
MACHINE PERFORMANCE													
10.MACH RUNTIME	36.0	79.2	87.5	111.1	128.2	111.0	114.8	667.8					
11.RUNTIME/MACH	5	9	11	11	13	11	11	67					
12.MACH DOWNTIME	1.3	2.4	3.0	4.7	5.3	5.8	4.2	26.7					
13.PCT DOWNTIME	3.4	2.9	3.3	4.0	3.9	4.9	3.5	3.8					
PRODUCTIVITY													
14.TOT WORKHOURS	611	1255	1576	1930	2449	2163	2455	12439					
15.THRUPUT/HOUR	1599	1765	1660	1629	1670	1582	1516	1623					
16.PCT COR HAND	92.7	89.8	93.5	92.9	92.6	92.6	92.5	92.5					
17.PCS COR H/HR	1483	1586	1553	1514	1547	1466	1403	1501					

@EOM 0204 LINES^

Report M

REGION		080C -MPLSM-CONSOLIDATED-ANALYSIS										AP04 FY83 DATE 01/22/83		
		VOLUME DATA					MACHINE PERFORMANCE					PRODUCTIVITY		
		TOTAL	PCT	PCT			NO	NO	RUN	PCT	THRU	PCT	PCS	
OFFICE	BASE	PCS	PCS/FED	OFF	OFF	OF	OF	TIME	DOWN	PUT	COR	COR		
	WKLD	RCYD	(000)	FHP	TPH	MACH	CONS	MACH	TIME	/HR	HAND	H/HR		
	0055387	002969	0058356	79.6	82.0	06	72	0337	5.0	1747	91.4	01597		
	0029157	002332	0031489	75.6	72.8	04	48	0305	2.2	1804	92.1	01663		
	0032747	002082	0034829	78.4	84.2	04	48	0303	3.0	1773	99.8	01770		
	0043208	002352	0045560	84.9	85.1	05	60	0314	1.6	1857	91.2	01694		
	0082345	004167	0086513	73.1	76.0	10	120	0291	3.1	1711	92.3	01579		
	0046563	003103	0049666	79.4	79.0	06	72	0249	3.6	1768	91.9	01625		
	0129382	005553	0134935	64.3	68.5	16	192	0287	3.2	1625	89.6	01456		
	0024522	001264	0025786	62.7	70.3	04	48	0205	2.6	1771	91.5	01621		
	0022196	000816	0023013	80.3	80.8	03	36	0244	6.5	1520	94.9	01442		
	0016633	000000	0016633	72.0	68.0	02	24	0245	2.6	1874	92.6	01737		
	0046807	002094	0048902	82.1	78.3	06	72	0293	2.1	1806	91.3	01650		
	0105624	005653	0111278	70.8	79.8	12	144	0301	6.8	1551	90.4	01402		
	0079178	005022	0084201	62.2	71.1	11	132	0254	5.6	1577	90.5	01428		
	0032334	003101	0035435	68.4	65.6	04	48	0241	1.5	1754	96.8	01698		
	0011476	000000	0011476	63.1	57.9	01	12	0321	3.1	1846	97.7	01805		
	0060464	005449	0065914	79.4	74.1	07	84	0298	3.6	1699	91.7	01558		
	0000000	000000	0000000	.0	.0	00	0	0000	.0	0000	.0	00000		
	0015739	001252	0016992	78.1	77.2	02	24	0283	3.4	1978	92.4	01829		
TOT REG	0833769	047216	0880986	65.6	66.9	103	1236	0283	3.9	1690	91.8	01552		

(EOM 0023 LINES)

Report N

PO	MOD VOLUME-HOURS COMPARISON DAILY							WEEK 2	AP 13	09/17/82	4
CONSOLIDATED											
OPER	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL			
055 FHP	176	192	137	136	279	287	275	1482			
PTPH	188	194	161	162	307	314	303	1629			
HRS	291	316	208	219	397	449	482	2362			
FHPH	605	608	659	621	703	639	571	627			
PTHH	646	614	774	740	773	699	629	690			
168 FHP				5	4	2		11			
PTPH	45	74	18	36	54	97	151	475			
HRS	54	177	97	72	97	135	79	711			
FHPH				69	41	15		15			
PTHH	833	418	186	500	557	719	1911	668			
169 FHP											
PTPH	19	35	11	21	30	42	70	228			
HRS	90	87	120	129	147	177	180	930			
FHPH											
PTHH	211	402	92	163	204	237	389	245			
010 FHP											
PTPH	438	113	999	1025	781	704	1055	5115			
HRS	118	41	252	370	362	316	506	1965			
FHPH											
PTHH	3712	2756	3964	2770	2157	2228	2085	2603			
020 FHP											
PTPH	467	113	1303	1517	1326	1340	1890	7956			
HRS	61	34	492	548	524	450	491	2600			
FHPH											
PTHH	7656	3324	2648	2768	2531	2978	3849	3060			
020B FHP											
PTPH	126	2	237	224	408	347	550	1894			
HRS											
002 FHP											
PTPH	12		164	42	104		18506	18828			
HRS											
TOTL FHP											
PTPH	6341	5167	11012	13310	14076	12919	35867	98693			
HRS	5442	7653	9863	11132	12785	12416	13146	72437			
FHPH											
PTHH	1165	675	1116	1196	1101	1041	2728	1362			

EDM 0261 LINES

UNITED STATES POSTAL SERVICE
TREND ANALYSIS REPORT POST OFFICE WASHNGTN AP 06 FY 83

01

OPN	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP
NO	01	02	03	04	05	06	07	08	09	10	11	12	13
	SPLY												
080	HRS											19-	
081	FHP	27940	29843	33887	34155	27916	30578	33574					
		30416	38875	31479	33164	31081	31517	27853					
	PTPH	30733	33922	36943	35758	33301	31494	37021					
		34370	42400	36102	36757	32600	34434	32557					
	HRS	19340	21355	24589	22453	19958	19724	24030					
		21715	26919	22517	23303	20442	21480	20142					
	FHPH	1445	1397	1378	1521	1399	1550	1397					
		1401	1444	1398	1423	1520	1467	1383					
	PTHH	1589	1588	1502	1593	1669	1597	1541					
		1583	1575	1603	1577	1595	1603	1616					
082	FHP		1244	1660									
			1206	1808									
	PTPH		1652	1630		6-							
			1302	1813									
	HRS		1359	1072									
			1124	1348									
	FHPH		915	1548									
			1073	1341									
	PTHH		1216	1520						1597		1541	
			1158	1345						1603		1616	
083	HRS		58	21									
			97										
085	FHP	17491	17606	18325	17929	16728	16908	19591					
		17770	21420	19281	19867	16988	16734	17364					
	PTPH	20625	22588	25270	21375	19735	19390	22804					
		22031	23633	27259	22000	19614	20144	20286					
	HRS	13316	14932	15808	14036	12571	12509	15598					
		13994	15923	17945	15161	12613	12621	12943					
	FHPH	1314	1179	1159	1277	1331	1352	1256					
		1270	1345	1074	1310	1347	1326	1342					
	PTHH	1549	1513	1599	1523	1570	1550	1462					
		1574	1484	1519	1451	1555	1596	1567					
086	FHP	17	18	4-	28-	3	19	33					
	PTPH	19216	20950	23399	19749	16219	16573	22660					
		20701	20322	21205	20215	17827	18354	19738					
	HRS	13682	15179	14619	14506	11467	12268	17182					
		15004	14809	15644	15130	12736	13526	14594					
	FHPH	1	1		3		1						
	PTHH	1404	1380	1601	1361	1414	1351	1319					
		1380	1372	1355	1336	1400	1357	1352					
087	FHP			114		3							
	PTPH	1066	874	1236	149	892	666	215					
		1083	977	1036	195	194	908	891					

PO	BR	00	MO	DS	WORK	HOUR	STUDY	BY	OPER	CODE	AP	05	DAY	01	PAGE	NO	003
UPR	TM	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200				
024	AM							.06		2.00				1.03			
024	PM	1.00		1.00					1.91		2.00			.51			1.00
0024	OPERATION TOTAL IS		.50		.50												1.00
029	AM							1.00		7.00				1.00			
029	PM						.59		5.47			3.28					.91
0029	OPERATION TOTAL IS				19.25												
030	AM	.99		1.00		1.49			2.07		8.12			8.69			
030	PM	1.54	1.50	2.00	.97	7.01	.56		6.31	9.70	15.75	9.76		31.14			4.59
0030	OPERATION TOTAL IS		1.86		5.90		7.13		3.33			20.31					37.89
031	AM	.69						.35		25.00				12.44			
031	PM	2.01	.06	3.00					19.94			17.81					7.92
0031	OPERATION TOTAL IS		2.94		1.29												93.45
032	AM																
032	PM						.56										
0032	OPERATION TOTAL IS				.19												0.75

Report Q

POST OFFICE			MODS FHP DETAIL TRANSACTIONS				PP 04	DAY 13	PG NO 01				
MACH	OPERND	TIME	ALPNO	TRANTYP	SOURCE	WEIGHT	AP 05	DAY 27	ST/BR	REF	AUTH	SS	NO
							ADJ						
3005	001	0003			55	383.0							
3005	001	0026			07	88.0							
3005	001	0026			06	72.0							
3005	001	0028			07	243.0							
3005	001	0029			07	198.0							
3005	001	0031			54	217.0							
3005	001	0033			06	726.0							
3005	001	0043			06	324.0							
3005	001	0049			06	217.0							
3009	001	0051			06	642.0							
3005	001	0053			06	233.0							
3005	001	0054			06	115.0							
3005	001	0056			06	251.0							
3005	001	0059			06	213.0							
3005	001	0061			06	362.0							
3005	001	0068			07	254.0							
3005	001	0068			07	153.0							
3005	001	0069			07	184.0							
3005	001	0069			07	147.0							
3005	001	0071			07	148.0							
3005	001	0073			07	152.0							
3005	001	0073			07	128.0							
3005	001	0089			26	36.0-							
3005	001	0091			06	36.0							
3005	001	0093			06	61.0							
3005	001	0093			26	61.0-							
3005	001	0094			54	632.0							
3006	001	0096			16	350.0							
		HOUR TOTALS				6432.0							
3005	001	0106			07	146.0							
3009	001	0108			06	406.0							
3005	001	0109			54	312.0							
3005	001	0121			16	199.0							
3005	001	0138			05	141.0							
3005	001	0139			54	181.0							
3005	001	0146			16	307.0							
3005	001	0161			54	790.0							
3005	001	0164			55	156.0							
3005	001	0166			06	709.0							
3005	001	0169			54	889.0							
3005	001	0176			55	300.0							
3005	001	0178			06	531.0							
3009	001	0181			16	123.0							

POST OFFICE		MODS HOURLY FHP FLOW BY OPERATION		FIRST HANDLING		PIECES BY HOUR		PP 04	DAY 13
OPER		WASH DC STN						AP 05	DAY 27
001	00	187889	01	117234	02	206995	03	53489	
	04	37785	05	63729	06	81628 T	07	159708	
	08	28305	09	23854	10	85621	11	47001	
	12	133412	13	57960	14	250470	15	165095 T	
	16	86415	17	69495	18	56362	19	44922	
	20	15685	21	17627	22	44180 T	23	172119 T	
010	00		01	14678 T	02	2321	03		
	04	3848	05	4492	06	94869 T	07		
	08		09		10		11		
	12		13		14	2867	15		
	16	281321 T	17	1958	18	2232	19	789	
	20	3564	21	3292	22		23	619500 T	
020	00	52946	01	35057	02	39099	03	27279	
	04	32784	05	11522	06	17737	07	25865	
	08		09	2642	10	12393	11	22351	
	12		13		14	43141	15	18791	
	16	140054	17	91372	18	117818	19	188544	
	20	176126	21	220843	22	135512	23	39370	
029	01	20011	02	54159	03	5496-	04	227	
	05	5496-	06		07		08		
	09		10		11		12		
	13		14		15		16		
	17	10764	18		19	11029	20	6860	
	21	17131	22	7618	23	28089	24		
03011	01		02	1578	03	1658	04		
	05		06	4492	07	869	08		
	09		10		11		12		
	13		14		15		16		
	17	1224	18	1143	19	1417	20		
	21	4063	22	5902	23	936	24		
03012	01	32935	02	14251	03	3904	04		
	05	24825	06	11522	07	17737	08		
	09		10		11		12		
	13		14		15	4207	16		
	17	26720	18	39909	19	30282	20	54386	
	21	47641	22	41083	23	20656	24	14743	
03013	01		02	5055	03	1069	04		
	05		06		07	7111	08		
	09	9988	10	3370	11	4357	12		
	13		14	3452	15		16		
	17	26839	18	2959	19	2178	20	1397	
	21		22	7234	23	6658	24		
03014	01		02		03		04		
	05		06		07		08	6366	
	09		10		11		12		

MAIL PROCESSING ACTIVITY REPORT
 PD WEEK 3 A/P 05 FY 83 PAGE 002
 SRF 00

		OPERATION 081		
S/T	** FHP **	** SHP **	** PTPH **	
31	176900			
32	118000			

00				8501900
02	3414904			
03	542616			
06	81460			
07	5267			
22	87208-			
26	63335-			
39				528500-
40				6823-
42	20016			
48				329000

32	12800-			
36	59700-			

FLOWS FROM SRF				
010	00	4012600		
029	00			
030	00	42540-		42540-
055	00			

FLOWS TO SRF				
020	00			3327696
020B	00			542616
030	00		78405	
040	00		40440	
042	00		102338	
055	00		67674	
152	00		93259	
160	00		1491325	
160	01		142777	
168	00		184868	
777	00			320218
888	00			5731734

TOTAL VOLUME	8106180	0		8253037
YTD VOLUME	150885700	0		168250500
TOTAL WORKHOURS	4777	D/T HOURS	11	PRODUCTIVITY 1727.7
YTD WORKHOURS	105689			

Appendix C
Forms & Labels

INPUT WEIGHED

WEIGHT:
DATE:
TOUR:
TIME:
NO. OF TRAYS:
CODE NO.:

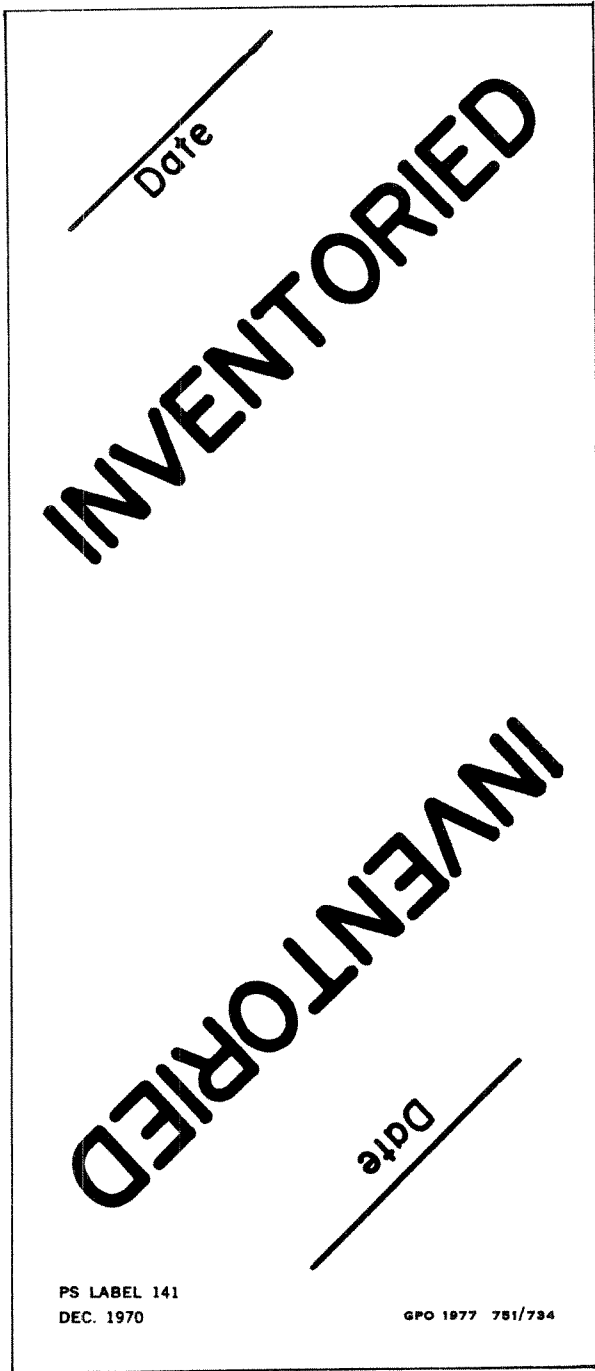
WEIGHT:
DATE:
TOUR:
TIME:
NO. OF TRAYS:
CODE NO.:

INPUT WEIGHED

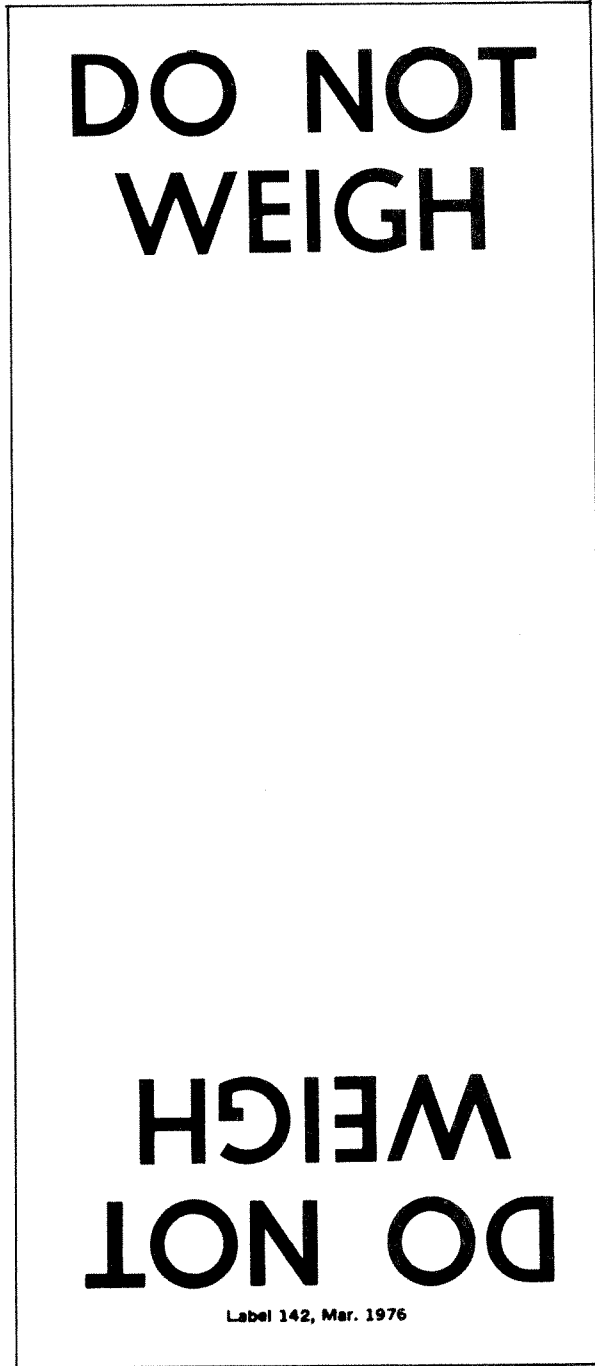
LABEL 139
OCT. 1976

★ GPO: 1976-654-532

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:			
<input type="checkbox"/> WILKES-BARRE APDC		<input type="checkbox"/> 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		e. OUTPUT	
<input type="checkbox"/> SUMMARY <input type="checkbox"/> DETAIL		<input type="checkbox"/> TRANSMIT <input type="checkbox"/> PUNCHED CARDS <input type="checkbox"/> MAIL	
5. REMARKS			
6. REQUESTED BY			
a. DATE SIGNED	b. PRINTED NAME AND TITLE		c. SIGNATURE

PS Form 3404
June 1975

Exhibit 4

U. S. POSTAL SERVICE MARK II DATA RECORDINGS <i>(Use this form to complete Form 2277)</i>			MACHINE		DATE		
			TOUR	DAY	WEEK	A/P	PFY
READING	TIME <i>(1)</i>	INPUT METER <i>(2)</i>	FIRST PASS			RUNNING TIME METER. <i>(6)</i>	
			METER A <i>(3)</i>	METER B <i>(4)</i>	TOTAL A + B <i>(5)</i>		
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

U.S. Government Printing Office: 1974 - 650-427/1258 Region 5-1

Exhibit 6

POST OFFICE		BRANCH		OPERATION 240 MAIL FLOW PROPORTION											TOTAL %																																																																		
SL	TO	FROM	NO	TO	%	TO	%	TO	%	TO	%	TO	%	TO	%	TO	%	TO	%	TO	%	TO	%	TO	%	TO	%																																																						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80 <td>81</td> <td>82</td>	81	82
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80 <td>81</td> <td>82</td>	81	82

NOTE: (A) ACTION CODE 4 = DELETE, 5 = ADD, 6 = REPLACE
 (B) 1 = FHP, 2 = SHP, 3 = TPH, 4 = FHP & SHP, 9 = COMBINED
 (C) MAIL CATEGORY 1 = STAMPED, 2 = METEDED,
 3 = MIXED, 4 = NON-PREF
 9 = COMBINED

PREPARED BY _____
 DATE _____
 Page _____ of _____

Exhibit 8

POST OFFICE		FORM PREPARED BY		NOTE: (A) ACTION CODE 7 = DELETE. 8 = ADD. 9 = REPLACE (B) OPEN 777 LTRS. TO BE DELIVERED BY CARRIERS & STATION BOXES (INCLUDING CARRIER BY PASS) OPN 778 - FLATS - SAME AS ABOVE (C) C = CARRIER MAIL; B = STATION BOX MAIL		
STATION	NO	DATE	NO	DATE	NO	DATE
STATION BOX MAIL			CARRIER MAIL BY STATION AND TOTAL STATION BOX MAIL			
SL	NO	DATE	SL	NO	DATE	SL
NO	DATE	NO	NO	DATE	NO	NO
1	23	14	15	16	17	18
2	23	14	15	16	17	18
3	23	14	15	16	17	18
4	23	14	15	16	17	18
5	23	14	15	16	17	18
6	23	14	15	16	17	18
7	23	14	15	16	17	18
8	23	14	15	16	17	18
9	23	14	15	16	17	18
10	23	14	15	16	17	18
11	23	14	15	16	17	18
12	23	14	15	16	17	18
13	23	14	15	16	17	18
14	23	14	15	16	17	18
15	23	14	15	16	17	18
16	23	14	15	16	17	18
17	23	14	15	16	17	18
18	23	14	15	16	17	18
19	23	14	15	16	17	18
20	23	14	15	16	17	18
21	23	14	15	16	17	18
22	23	14	15	16	17	18
23	23	14	15	16	17	18
24	23	14	15	16	17	18
25	23	14	15	16	17	18
26	23	14	15	16	17	18
27	23	14	15	16	17	18
28	23	14	15	16	17	18
29	23	14	15	16	17	18
30	23	14	15	16	17	18
31	23	14	15	16	17	18
32	23	14	15	16	17	18
33	23	14	15	16	17	18
34	23	14	15	16	17	18
35	23	14	15	16	17	18
36	23	14	15	16	17	18
37	23	14	15	16	17	18
38	23	14	15	16	17	18
39	23	14	15	16	17	18
40	23	14	15	16	17	18
41	23	14	15	16	17	18
42	23	14	15	16	17	18
43	23	14	15	16	17	18
44	23	14	15	16	17	18
45	23	14	15	16	17	18
46	23	14	15	16	17	18
47	23	14	15	16	17	18
48	23	14	15	16	17	18
49	23	14	15	16	17	18
50	23	14	15	16	17	18
51	23	14	15	16	17	18
52	23	14	15	16	17	18
53	23	14	15	16	17	18
54	23	14	15	16	17	18
55	23	14	15	16	17	18
56	23	14	15	16	17	18
57	23	14	15	16	17	18
58	23	14	15	16	17	18
59	23	14	15	16	17	18
60	23	14	15	16	17	18
61	23	14	15	16	17	18
62	23	14	15	16	17	18
63	23	14	15	16	17	18
64	23	14	15	16	17	18
65	23	14	15	16	17	18
66	23	14	15	16	17	18
67	23	14	15	16	17	18
68	23	14	15	16	17	18
69	23	14	15	16	17	18
70	23	14	15	16	17	18
71	23	14	15	16	17	18
72	23	14	15	16	17	18
73	23	14	15	16	17	18
74	23	14	15	16	17	18
75	23	14	15	16	17	18
76	23	14	15	16	17	18
77	23	14	15	16	17	18
78	23	14	15	16	17	18
79	23	14	15	16	17	18
80	23	14	15	16	17	18
81	23	14	15	16	17	18
82	23	14	15	16	17	18
83	23	14	15	16	17	18
84	23	14	15	16	17	18
85	23	14	15	16	17	18
86	23	14	15	16	17	18
87	23	14	15	16	17	18
88	23	14	15	16	17	18
89	23	14	15	16	17	18
90	23	14	15	16	17	18
91	23	14	15	16	17	18
92	23	14	15	16	17	18
93	23	14	15	16	17	18
94	23	14	15	16	17	18
95	23	14	15	16	17	18
96	23	14	15	16	17	18
97	23	14	15	16	17	18
98	23	14	15	16	17	18
99	23	14	15	16	17	18
100	23	14	15	16	17	18

Exhibit 9

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 or Revenue to Nearest Dollar (6)	Code 1 = Lbs. 2 = Pcs. 3 = Rev. (1)	Value + or - (1)	Station Code (2)	Freq. 1 = Curr. Day 2 = Prior (1)	A/P (2)	Day A/P (2)	Authorizer's Social Security Number (9)	EOM
&	Ø	A1											@
&	Ø	A1											@
&	Ø	A1											@
&	Ø	A1											@
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&	Ø	A1											@

Exhibit 10

PS Form 1476-D, Dec. 1981

U. S. POSTAL SERVICE
WORKSHEET FOR USE WITH TRANSACTION CODES 7X

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

PS Form 1476-E
Aug. 1971

Exhibit 11

U.S. POSTAL SERVICE PLANNED FHP VOLUME													
S L O M	TR	BR	R P C D	V A L U E	W E E K	A/P	MAIL TYPE	VOLUME (000)	MAIL TYPE	VOLUME (000)	MAIL TYPE	VOLUME (000)	EOM
		(2)		(2)		(2)	(3)	(6)	(3)	(6)	(3)	(6)	(6)
& 7	A3												@
& 7	A3												@
& 7	A3												@
& 7	A3												@
& 7	A3												@
& 7	A3												@
& 7	A3												@
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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
MAIL TYPE - LET (letters), FLT (flats), PAR (parcels)
If less than 3 mail types entered, hyphen fill unused spaces.

U.S. POSTAL SERVICE
MOD Work Hours Adjustment Worksheet

SOM	LOM	TR	OPN From (3)	BR (2)	OPN to (3)	BR (2)	A/P (2)	Day A/P (2)	Work Hours (3)	Craft ^b (1)	Authorized SSN (9)	COM
&	6	A4										@
&	6	A4										@
&	6	A4										@
&	6	A4										@
&	6	A4										@
&	6	A4										@
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&	6	A4										@
&	6	A4										@
&	6	A4										@

PS Form 1476-F, Dec. 1981

b1 = Craft & Other 2 = Mail handler 3 = Super

Exhibit 13

U.S. POSTAL SERVICE
PLANNED HOURS BY OPERATION

S L O O M M	T R	B R	R A C U B D E	V	R	L	D	A	O	F	W	E	A/P	K	(2)	O P N (3)	H O U R S (5)	O P N (3)		H O U R S (5)		E O M	
																		O P N (3)	H O U R S (5)	O P N (3)	H O U R S (5)		
&	4	A5																				@	
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
&	4	A5																					@
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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.
Unless OPEN/HOURS fields must be hyphen filled.

PS FORM 1476-G
June 1975

U.S. POSTAL SERVICE																					
PLANNED HOURS BY LABOR DISTRIBUTION CODE																					
S	L	TR	BR	V	DAY	W	A/P	LDC	HOURS	LDC	HOURS	LDC	HOURS	LDC	HOURS	LDC	HOURS	LDC	HOURS	EOM	
OM	OM		(2)	P	OF	E	(2)	(2)	(7)	(2)	(7)	(2)	(7)	(2)	(7)	(2)	(7)	(2)	(7)		
				C	A/P	K															
				U																	
				E																	
& 3		A6																			@
& 3		A6																			@
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NOTE: RESPONSE CODE 1 = Establish or replace existing plan for next 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
 LABOR DISTRIBUTION CODE 01-75 (See M-32, Sec. 632.4)
 If less than 7 LDC's entered, hyphen fill unused spaces

U.S. POSTAL SERVICE		MCD OPERATION NUMBER ASSIGNED
REQUEST FOR ASSISTANCE – HEADQUARTERS/REGIONAL PROJECT		
1. REQUEST FROM		
OFFICE	DIVISION	
SIGNATURE AND TITLE OF REQUESTING OFFICIAL		DATE
2. PROJECT		
ESTIMATED NUMBER OF WORKHOURS	BEGINNING DATE	PROJECTED ENDING DATE
PROGRAM MANAGER	PROGRAM MANAGER'S TITLE	TELEPHONE NO.
EXPLAIN PROJECT IN DETAIL		
3. REGIONS AND OFFICES AFFECTED BY PROJECT		
4. ISSUING OFFICER		
EXACT DATE PROJECT TERMINATED	NAME (Signature)	DATE
TOTAL WORKHOURS USED	TITLE	

PS Form 2396
Sep. 1978

Exhibit 16

M-32, TL-8, 10-2-82

U.S. POSTAL SERVICE MOD Detail Volume Request										
SOM	LOM	TR	Station (2)	" Action (2)	Start Operation (3)	Stop Operation (3)	SSN (9)	EDM		
&	6	A7						@		
&	6	A7						@		
&	6	A7						@		
&	6	A7						@		
&	6	A7						@		
&	6	A7						@		
&	6	A7						@		
&	6	A7						@		
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&	6	A7						@		
&	6	A7						@		
&	6	A7						@		
Footnote ^a Action: 01 = Start 02 = Stop										

PS Form 1476-K, Dec. 1981

Exhibit 17

U.S. POSTAL SERVICE MOD OPTIONAL REPORT REQUEST						
SOM	LOM	TR	PO CODE <small>(3)</small>	TOUR/ACTIVITY [✓] <small>(4)</small>	TOUR/ACTIVITY [✓] <small>(4)</small>	EOM
&	6	A9				(a)
&	6	A9				(a)
&	6	A9				(a)
&	6	A9				(a)
&	6	A9				(a)
&	6	A9				(a)
&	6	A9				(a)
&	6	A9				(a)
&	6	A9				(a)
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&	6	A9				(a)
&	6	A9				(a)
&	6	A9				(a)
&	6	A9				(a)

FOOTNOTES: ✓ Enter TOUR, ACTV, OR DLET
 ✓ Enter second report, TOUR OR ACTV, otherwise enter 0000

U.S. POSTAL SERVICE MOD P.O. OPERATION VALIDITY TRANSACTION WORKSHEET																														
SOM	LOM	TR CODE	BR CODE (2)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	AC (1)	OPER (3)	EOM		
&	5	01																												@
&	5	01																												@
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TR CODE = Alphabetic O
 NOTE: Fill unused positions with a ZERO (0).
 AC = ACTION CODE: -- Input "D" to delete (invalidate) an operation.
 -- Input "I" to insert (validate) an operation.

PS Form 5802
 Mar. 1980

Exhibit 19

FOR ZONE RATED MAIL USE PS FORM 3605

U.S. POSTAL SERVICE STATEMENT OF MAILING WITH PERMIT IMPRINTS		MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labeled "RCA Offices."			PERMIT NO.		
POST OFFICE		DATE	RECEIPT NO.	SACKS	TRAYS	OTHER CONTAINERS	
CHECK APPLICABLE BOX: <input type="checkbox"/> 1st Class single piece rate <input type="checkbox"/> 2nd Newspapers and magazines entered at transient rate <input type="checkbox"/> 3rd Merchandise less than 16 ozs. <input type="checkbox"/> 4th Library rate							
<input type="checkbox"/> International <input type="checkbox"/> Presorted 1st Class rate <input type="checkbox"/> 3rd Circulars and other printed matter <input type="checkbox"/> 3rd Books or catalogs of 21 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> Presorted Special 4th Class							
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)		TELEPHONE NO.	WEIGHT OF A SINGLE PIECE		RCA Offices:		
Check if non-profit under 623, DMM.		TOTAL IN MAILING		RATE CHARGEABLE		TOTAL POSTAGE	
		PIECES	POUNDS	PIECE	AT	\$	
PRESORT COMPUTATION (if applicable)							
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)		1. PIECE RATE POSTAGE CHARGE	NO. PIECES	RATE/PIECE	POSTAGE		
		2. POUND RATE POSTAGE CHARGE	NO. POUNDS	RATE/POUND	POSTAGE		
		3. PRESORT	NO. QUALIFYING PIECES	RATE REDUCTION	POSTAGE		
		NET POSTAGE (1 or 2 minus 3)				➔	
The signature of a nonprofit mailer certifies that (1) The mailing does not violate section 623.5 DMM and (2) Only the mailer's matter is being mailed, and (3) This is not a cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges, and (4) This mailing has not been undertaken by the mailer on behalf of or produced for another person or organization that is not entitled to special bulk mailing privileges.						TELEPHONE NO.	
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred.)							

PS Form 3602
Jan 1981

Willful Entry of false, fictitious or fraudulent statements or representations hereon punishable by fine up to \$10,000 or imprisonment up to 5 years, or both (18 USC 1001)

FOR USE OF POSTAL SERVICE ONLY						
STATION OR UNIT						PERMIT NO.
						<input type="checkbox"/> (Check here if company permit)
FINANCE NO.		ZIP CODE	NAME OF PERMIT HOLDER			
RECEIVED AND WEIGHED			<input type="checkbox"/> LETTER SIZE—All mail normally processed through letter cases. <input type="checkbox"/> FLAT SIZE—All mail normally processed through flat cases. <input type="checkbox"/> PARCELS—Not normally distributed in letter or flat cases.			RCA OFFICES ONLY
DATE		TIME				
		A.M. P.M.				
NUMBER OF			CLASS	WEIGHT OF A SINGLE PIECE	NUMBER OF	
SACKS	TRAYS	OTHER CONTAINERS			PIECES IN A POUND	TOTAL PIECES
						TOTAL POUNDS
FOR TOTAL MAILING		FOR PIECES QUALIFYING FOR PRESORT RATE		RATE CHARGEABLE	PIECE	AT
TOTAL WEIGHT (lbs.)		WEIGHT OF PIECES (lbs.)		PIECE	PIECE	TOTAL POSTAGE \$
LESS TARE (lbs.)		LESS TARE (lbs.)		PIECE	PIECE	
NET TOTAL WT. (lbs.)		NET WEIGHT (lbs.)		PRESORT COMPUTATION (if applicable)		
				1. PIECE RATE POSTAGE CHARGE	NO. PIECES	RATE/PIECE
				2. POUND RATE POSTAGE CHARGE	NO. POUNDS	RATE/POUND
				3. PRESORT	NO. QUALIFYING PIECES	RATE REDUCTION
				NET POSTAGE (1 or 2 minus 3)		
I CERTIFY that the matter mailed has been inspected, the statement of mailing on the reverse of this form has been verified, and the annual mailing fee has been paid.				SIGNATURE OF WEAHER		

FINANCIAL DOCUMENT—FORWARD TO FINANCE OFFICER



APPENDIX D
MAIL FLOW ALLOCATIONS

DIAGNOSTICS AND ACTIONS

The following list of diagnostics is generated by the MOD system when matrix entries are rejected or accepted. Each office is required to take the appropriate action to correct the error condition.

1. MAIL FLOW DENSITY PROJECTIONS (FORM 5800-A)

<u>Diagnostic</u>	<u>Action</u>
a. Add Transaction Rejected- Already in File	Office should verify the original matrix entry to determine if subsequent matrix is a duplicate. System has rejected subsequent entry because a matrix for that operation and branch is already on file. Office can either delete or replace the original matrix.
b. Delete Transaction Rejected - Not in File	Office should determine which matrix it attempted to delete and re-enter it correctly. System has rejected matrix entry because there was no matrix for that operation and branch on the file.
c. Rev Transaction Rejected - Not in File	Office should determine which matrix it attempted to replace and re-enter it correctly. System has rejected the matrix entry because there was no matrix for that operation and branch on the file.
d. Error-Density Percentage Does Not Equal 100%	Office must verify the submitted matrix and make the necessary correction. The system has accepted the matrix entry, however, since the total percentage for all "to" operation does not equal 100%, no volume will be flowed. Therefore, the office must delete the entries in question and resubmit a density that totals 100% flow to downstream operations.
e. Error-030 Matrix Missing BR XX	Office must submit a matrix for operation 030 for the branch indicated in the diagnostic. System is notifying the office that 030 is a mandatory operation that requires a matrix for the branch indicated. If 030 operation is not used in that branch, an 030 matrix must still be submitted to satisfy the system requirements. 080 can be used to terminate the operation with a percent of 99.99.
f. Error-150 Matrix Missing BR XX	Same as 030 error.
g. Duplicate Operation Dropped	Office should verify matrix entry for that operation and branch and make the necessary correction. System has read two identical operations in the to fields and dropped the first operation while accepting the second. Diagnostic will indicate the operation number and percentage dropped.

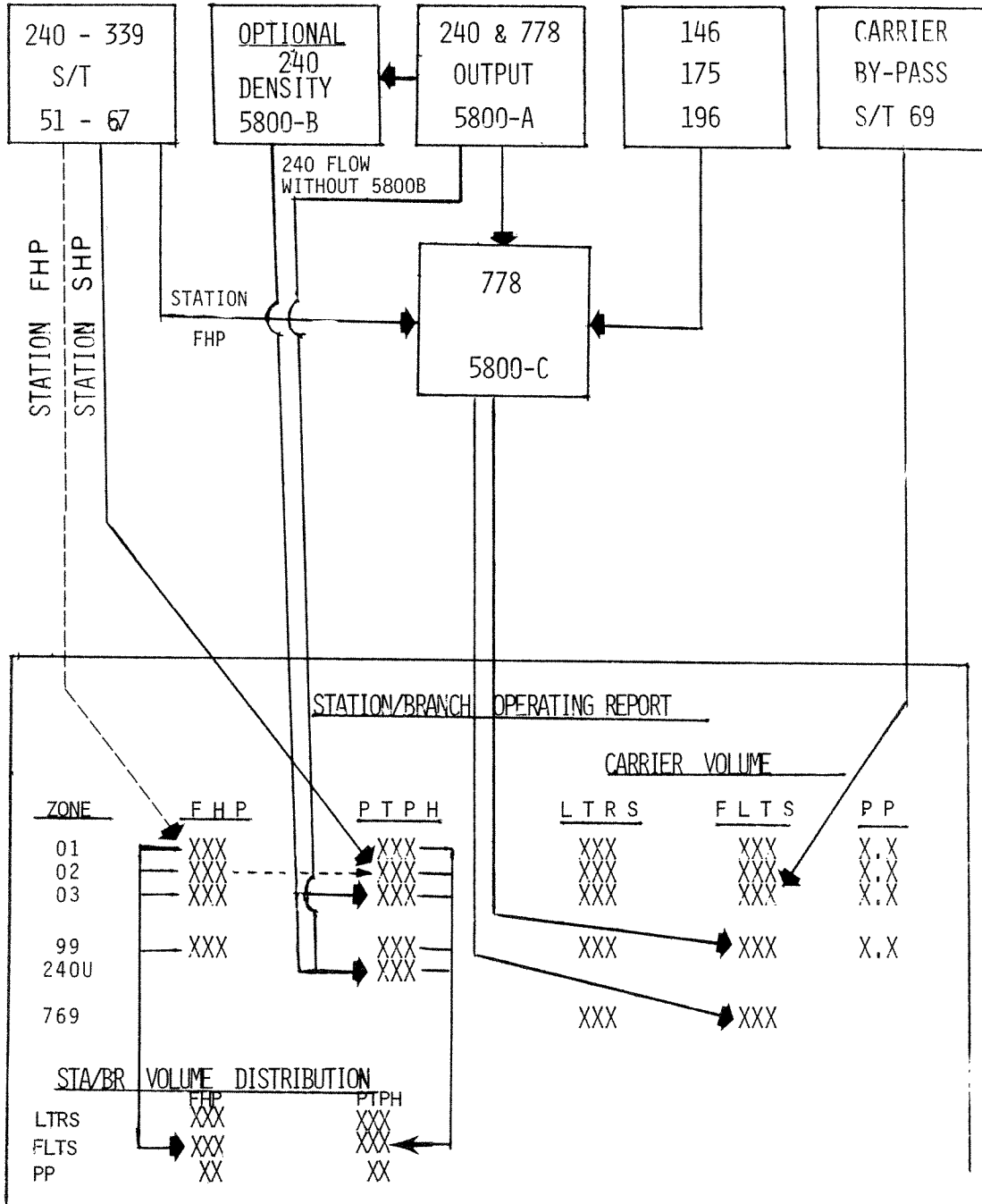
- | | | |
|----|--|---|
| h. | Error-Mail Flowed to SHP Operation 150, original 168, or 170. A Required Matrix Entry for One or More of these Operations Not in P.O. File | Office should verify the matrix entry to determine if an entry for 150, 168, or 170 was omitted. System has accepted the original matrix entry. However, this entry indicates that mail is flowing to one or more of these operations and there is no SHP matrix for them. Additional matrix for 150-23, 150-99, 168-43, or 170-43 must be submitted. |
| i. | Add Transaction Accepted-Above Data Added | No action required. System indicates that the add matrix is accepted. |
| j. | Delete Transaction Accepted-Above Data Deleted | No action required. System indicates that the delete matrix is accepted. |
| k. | Rev XX XXX XX XXXX Prior Data XXXXXXXXXXXX Revised Data | No action required. System indicates that the replace matrix is accepted. The first line of data indicates the matrix formerly in the system. The second line is the new matrix. |
| l. | Matrix Analysis Correct | No action required. System indicates the matrix entry satisfies all the requirement for a good matrix. |

2. STATION MAIL BY STATION AND TOTAL STATION BOX MAIL (FORM 5800-C)

<u>Diagnostic</u>	<u>Action</u>
a. 777 Proportion Record Less Than 100%	Office must verify matrix entry and make the necessary correction. System has summed all the percentages for the two-digit ZIP Codes plus the box mail and the total is less than 100%. Office can replace any of the percentages by resubmitting a corrected matrix. Columns 1 through 7 must match information presently in the system, the two-digit ZIP, and the correct percentage for any of the erroneous ZIP or box mail entries.
b. 778 Proportion Record Less Than 100%	Same as a.
c. 777 Proportion Record Greater Than 100%	Same as a.
d. 778 Proportion Record Greater Than 100%	Same as a.
e. 777/778 Proportion Record Greater Than 100%	Both letter and flat mail matrix entries are greater than 100%. Office must correct as above.
f. 777/778 Proportion Record Less Than 100%	Both letter and flat mail matrix entries are less than 100%. Office must correct as above.

ALLOCATIONS 5800-C (FLTS)

FLAT VOLUME CALCULATIONS IN THE STATION/BRANCH
OPERATING REPORT



Allocations 5800 - (LTRS)

LETTER VOLUME CALCULATIONS IN THE STATION/BRANCH

OPERATING REPORT

