IOCS/TACS

Exception Reports

GUIDE

May 04, 2009

Section 1. IOCS/TACS Exception Reports Overview

Location: The TACS Exception Reports are located on the CODES Web Base Unit's Reports menu, under Mainframe Reports.

Goal: The goal in developing these IOCS/TACS exception reports is to improve the integrity and quality of the data collected by IOCS.

Background: At the national level, IOCS has been showing a larger percentage of carrier readings on the street than we would expect based on National Work Hour Reporting System (NWRS) work hours. Although various reasons for the difference were proposed, until recently, there was no way to identify the sources of this discrepancy. We now have the capability to compare our IOCS readings directly with TACS records. In doing this, we have identified several different types of exceptions. An **exception** is defined as an event recorded in IOCS that is not recorded or that is recorded differently in TACS, or vice versa. For example, an IOCS reading shows that a carrier is working on the street, but TACS records show that the carrier was clocked to the office at the time of the reading.

The IOCS/TACS Exception Reports are designed to isolate readings that must be reviewed for further analysis to validate and improve data integrity. The MSP or designee has the responsibility to research these reports and document the results of the analysis.

A review of the exception reports should include the following analysis:

- Data collector error patterns.
- Clock ring adjustment errors.
- Phone reading error rates and patterns.
- Supervisor leave discrepancies.

Exception Reports:
- The **IOCS TACS NATIONAL REPORT** provides a brief summary of the exception statistics for all districts, plus percentages of street readings and street clock rings.
- The **IOCS TACS NATIONAL SUPERVISOR REPORT** provides district supervisor leave exceptions.
- The **IOCS/TACS DCT EXCEPTION REPORT** provides summary information for each DCT within each district.
- The **IOCS/TACS DETAIL REPORT** is a district detail report that provides the specific IOCS and TACS information for each IOCS reading that is inconsistent with TACS clock rings.
- The **IOCS/TACS DETAIL SUPERVISOR REPORT** provides a detail report of each supervisor leave exception.
- The **IOCS/TACS FINANCE NUM BY CRAFT EXCEPTION DOWNLOAD** provides summary information for each finance number within a district as a MS-Excel download file.
- The **IOCS/TACS FINANCE NUMBER – PHONE EXCEPTION REPORT** provides scheduled reading statistics for phone readings by finance number.
- The **IOCS/TACS SUMMARY REPORT** has district and national summary reports; both summary reports provide summary counts and percentages of the exceptions for each district.

Detailed descriptions of the reports are provided in Section 2. The policies for identifying exceptions are described in Section 3.

These reports are a tool that will enable the districts to pinpoint the sources of discrepancies between IOCS and TACS. Investigation will reveal the root causes, which may be due to: inaccurate data collection; phone respondent error; incorrect TACS clock rings either by the employee or by a supervisor; or other problems with either the IOCS or TACS systems.

The frequency of these exceptions provides important summary statistics that measure data integrity. The summaries can be produced for a selected pay period, or for the fiscal year to date. Identification of the root causes

of the discrepancies will lead to a reduction in the number of exceptions, and we expect to see improvement in the data integrity measures over time.

By improving the reported exceptions, we will be improving the overall integrity and quality of the data being collected by both IOCS and TACS.

Section 2. Report Descriptions

2.1 Detail Reports (District)

Detail Reports have district level information on each reading that falls into one of the following six types of exception categories (in the CODES Web Base Unit Exception Report these six types of exceptions are found in the header paragraph as "Error Type = …"):

1) IOCS is a Street Reading/TACS is an Office Activity.
2) IOCS is an Office Reading/TACS is a Street Activity.
3) IOCS Sample Time is Outside Available TACS Work Time. (*Note:* This implies that TACS shows off the clock or out to lunch.)
4) IOCS Shows a Work Activity/TACS Shows Employee on Leave.
5) IOCS Shows a Work Activity/TACS Data Missing or Incomplete.
6) IOCS-Employee Not Available/TACS Employee Working on Clock. (e.g., IOCS has the employee not scheduled, on leave, at lunch, etc., but TACS had the employee working on the clock.)

Detail reports are provided for each district / basesite, and contain the following information on each IOCS reading that has a discrepancy with TACS:

- Fin. Number — The finance number from the IOCS reading.
- Actual Date — Actual reported date of the IOCS reading (DDMMMYY).
- TACS PP Day — This is the TACS pay period day.
- Sampled Employee — Name of the sampled employee.
- Employee ID — ID number (EIN) of the sampled employee.
- Ros. Des. — Employee's Roster Designation. *See Table A-3: Roster Designation and Activity Codes, page 24.*
- Read Len. — Read Length: Duration of the reading, converted to **hundredths of an hour,** as reported by the Data Collector.
- Read Per. — Read Period: IOCS reading period (1, 2, 3, or L).
- Read Time — Actual reported time of IOCS reading, converted to **hours and hundredths**.
- TACS Ring — Sequence of valid clock rings - reported by TACS for that work date. Clock rings have been obtained from the TACS Archive database. Clock rings that have been deleted before archiving are not listed. Those that have been edited by a manager are marked with an asterisk (*).
- TACS Time — Time of TACS clock ring in **hours and hundredths**. When two clock rings have exactly the same time-stamp, they are in the correct order as transmitted to the database.
- Ring Code — TACS transaction code (e.g., 010 for begin tour, 011 for operation move, 014 for end tour). *See Table A-2: TACS Ring Codes, page 23.*
- MODS — MODS operation number (e.g., 721 for Residential Motor, Street; 722 for Residential Motor, Office). *See Table A-1: TACS MODS Operation Codes, page 13.*
- Ring Edit — Asterisk (*) if edited by manager or supervisor.
- Sample Method — How the IOCS reading was taken: On-site, Phone.
- DCT ID — Data Collector ID.
- IOCS Activity — Type of activity reported by IOCS. *See Table A-4: IOCS Activity Codes, page 25 and Appendix Groupings, page 28*.
- On Pr. — On Premise question Q16A2: Y if "On Premises", N otherwise.
- Clk St. — Clock to office or street question Q16A1: Y if "Clocked to Street", N otherwise.

2.2 Detail Reports Download (District)
Summary downloads by district are accessed through the Export link and provide additional variables not included in the Summary Report (District). Follow the "Exporting Reports" instructions contained in this document to access the data in a readable format.

The report contains the following:
- District number
- DCT three digit ID number
- Finance number
- Sample date
- Pay period date
- Employee EIN
- Employee name
- Indicator that the clock ring prior to the reading was edited by a supervisor
- Time of the previous clock ring before the reading
- Time of the next reading
- Indicator; the next ring was edited by a supervisor
- On-site or phone sample method
- Exception type
- MODS code from TACS
- Activity Label
- IOCS activity code
- Roster designation
- Roster designation after any change
- Reading period; 1, 2, 3, or L
- Codes related to; clocked to the street, and the Activity Label variable
- On premises; Y or N
- Pay status; related to the Activity Label variable
- Respondents name

2.3 Summary Reports (District)
Summary reports are provided for each district / basesite and include the following:

- Number of scheduled readings
- Number of non-stop readings
- The number of non-stop readings for city carriers that are office/street matched with TACS
- Number of exceptions that occurred for each of the six types listed above
- Total number of exceptions, and their percentage of non-stop actual readings
- Total number of on-site exceptions, and their percentage of the total number of exceptions
- Total number of phone exceptions, and their percentage of the total number of exceptions

2.4 Summary Report (National)
This includes the summary statistics reported in the District Summary reports above, as well as additional statistics on the percentage of time carriers are on the street according to IOCS and TACS.

- Number of readings; summarized by scheduled and non-stop
- Percentage non-stop of scheduled readings
- Percentage TACS street/office match city carrier non-stop actual readings
- Number of exceptions, on-site, phone, and total
- Percentage exceptions of non-stop actual readings
- Percentage on-site exceptions of total exceptions

- Percentage of on-street carrier readings according to IOCS
- Percentage of carrier readings clocked to street according to TACS clock ring (this would match the IOCS percentage of street readings above if there were no exceptions).
- Percentage of work hours clocked to street for all employees according to TACS operation code

2.5 Data Collection Technician (DCT) Report (District)

Summary reports are provided for each district and DCT within each district and contain the following information.

- DCT EIN number
- Number of scheduled readings
- All non-stop: readings, exceptions and percentage
- Non-stop on-site: readings, exceptions and percentage
- Non-stop phone: readings, exceptions and percentage

2.6 Finance Number – Phone Exception Report (District)

Summary reports are provided for each district and finance number within each district and contain the following information.

- Number of scheduled readings
- Number of stop and non-stop phone readings
- Phone exceptions and percentage
- Exceptions due to a ring edit and percentage
- On break readings, percentage and divisor of percentage calculation

2.7 Finance Number by Craft Exception Download (District)

Summary downloads are provided for each district by finance number and craft within each district. The reports contain the following information.

- District number and description
- Function (1-plant, 4-customer service)
- Craft
- Finance number (blank entry is a subtotal for each function-craft group)
- Number of scheduled readings
- Stop readings
- Stop reading exceptions
- Stop reading exceptions due to ring edit
- Number of non-stop readings
- Number of on-site non-stop readings
- Number of on-site non-stop office readings
- Number of on-site non-stop street readings
- Number of on-site non-stop exceptions
- Number of on-site non-stop exceptions due to ring edit
- Number of on-site break readings
- Number of non-stop phone readings
- Number of non-stop phone office readings
- Number of non-stop phone street readings
- Number of non-stop phone exceptions
- Number of non-stop phone exceptions due to ring edit
- Number of non-stop phone break readings

2.8 Supervisor Summary Report (National)

The National Summary Report presents exceptions where TACS shows a supervisor with work hours and an IOCS reading revealed that the employee was on leave (annual leave, sick leave, absent without leave, terminated, retired, or resigned). This report shows employees by district and pay period. It describes the IOCS sample method, either by "phone" or an on-site reading (site).

Reports are provided by district and contain the following:

- Scheduled Readings - Number of Supervisor readings.
- Except - Number of exceptions.
- % Excepts To Sched - Percent of all supervisor exceptions.
- Site Except - On-site sampling method exceptions.
- % Site Excepts - Percent of total exceptions conducted on-site.
- Phone Except - Telephone sampling method exceptions.
- % Phone Excepts - Percent of total exceptions conducted by phone.

2.9 Detailed Supervisor Report (District)

The Detailed Supervisor Report presents exceptions where TACS shows a supervisor with work hours and an IOCS reading revealed that the employee was on leave (annual leave, sick leave, absent without leave, terminated, retired, or resigned). This report shows sampled employees by district and pay period. It describes the IOCS sample method, either "by phone" or on site (site).

- Fin. Number - Finance number.
- Actual Date - The date of the reading
- TACS PP Day - This is the TACS PP Day.
- Sampled Employee
- Employee ID (EIN) - Sampled employee Identification number (EIN).
- Ros. Des. - Roster designation of sampled employee.
- Read Len. - Amount of time taken to do the reading.
- Read Per. - Read period.
- TACS Time - Time of TACS clock ring.
- Ring Code - Employee ring description code (i.e., begin tour, out-to-lunch, etc.).
- MODS - MODS operation of sampled employee.
- Ring Edit - The "9" refers to auto-clock rings. An asterisk (*) indicates edited by a manager.
- Sample Method - Site or Phone.
- DCT ID - Data collector ID.
- IOCS Activity - Annual leave, sick leave, absent without leave, terminated, retired, or resigned.

2.10 Exporting Reports

To export a report, click on the "Export" link next to the desired report. When the file opens in your browser, it is important that you save the file as an MS DOS text file with a ".txt" file extension. Click *File*, *Save As*, chose the file extension "text (MS DOS) (*.txt)", and then name and file the report where you can easily find it. Then close the file.

You will need to open this text file using Microsoft Excel. Open a blank MS Excel worksheet. Choose *File*, and then *Open* and a dialog box will open. (Be sure to choose "all files" from the type of file drop down box.) Select the MS DOS text file that you saved earlier and the Text Import Wizard will open before the file displays. Click on the radio button next to "delimited" which is the file type that best describes your data, then click next. Chose the delimiter type "comma", and choose the text qualifier "none", and click next. Choose the column data format "general" then click finish and your file should be formatted for viewing.

2.11 Notes on Reports

If your district did not have any exceptions for the reporting time period then you will only receive the National Summary Report.

Different export files open differently. Watch the Preview window when selecting the delimiters to see the result of your selection.

Section 3. Rules for Matching TACS Clock Rings and IOCS Readings

This section describes the rules used to determine whether the activity recorded by IOCS matches the activity indicated by the MODS operation code recorded with the TACS clock ring. If these activities do not match initially, as described in section 3.1, then there are a number of additional rules used to ensure that mismatches are true exceptions (sections 3.2-3.15). For example, there are tolerances of a few minutes before or after the actual reading time to try to obtain a match with TACS.

3.1 Basic Comparison of IOCS to TACS

For all IOCS readings on carriers, the clock rings for the selected employee are obtained from the TACS Archive database. The TACS data includes all edits made to the clock rings by supervisors and managers. The MODS operation code from TACS that was in effect at the time of the actual sample reading is compared to the activity recorded by IOCS. MODS codes are grouped into either "street" or "office" activities; *see Appendix B, page 28*.

3.2 Mismatches Between IOCS and TACS Activities Rule: Time Tolerances

IOCS recorded a different activity from TACS at the exact actual sample reading time. Additional TACS clock rings are checked, up to **0.09** hours (about 5 minutes) earlier or less than **0.12** hours (about 7 minutes) later than the actual reading time. If any TACS clock ring within that period matches the IOCS activity, then the reading is considered a match and is not considered an exception.

Ex. 3.2a.	Read Time	TACS Time	Ring Code	MODS
	10.02	6.46	010	722
		10.29	011	719
		13.58	011	959
		16.50	014	722

In example 3.2a, IOCS recorded the carrier as on-street (10.02). However, there is no TACS street clock ring within the time tolerances of the actual reading time of 10.02, so this is a *type 1* exception (IOCS on-street, TACS in-office).

Ex. 3.2b.	Read Time	TACS Time	Ring Code	MODS
	10.25	6.46	010	722
		10.29	011	719
		13.58	011	959
		16.50	014	722

Here, IOCS again recorded the carrier as on-street (10.25). However, in this case there is a TACS street clock ring less than **.12** hours after the actual reading time (10.29). This example is not considered an exception.

3.3 Employee Clocked to Office, but Off Premises Rule

A carrier was clocked to the office but was not on the premises, IOCS converted this to a street reading. For purposes of this report, when TACS is an office function and IOCS has recoded clocked-to-office but off premises, these cases are treated as matched IOCS/TACS office readings and are not considered exceptions.

3.4 Training While On-Street Rule

In the cases where IOCS recorded a training activity but TACS showed a street activity and the office/street question (Q16A01A) was answered on-street ("B"), the reading is not considered an exception.

3.5 Lunch While On-Street Rule

IOCS data processing converts certain on-street readings to lunch readings depending on the reading time and information on the carrier's lunch schedule, but these changed readings are treated as IOCS/TACS matches and are not considered exceptions for this report.

An on-street reading is converted to a lunch reading (IOCS code 9130) if:
    1)   The carrier is taking lunch on the street (Q16D) and either
    2a) the lunch schedule is not known (Q16D2) and the reading takes place between 12:00 and 12:30, or
    2b) the lunch schedule is known, and the reading takes place within those times.

3.6 Employee Clocked to Street, but On Premises Rule: Time Tolerance

IOCS considers a reading to be in the office if the carrier can be located on the premises (Q16A2), even if they are clocked to the street at that time (Q16A1). If TACS shows any clock ring within **.25** hours of the read time (11.00), it is considered a matched IOCS/TACS street reading and is not considered an exception.

Ex. 3.6a.	Read Time	TACS Time	Ring Code	MODS	On Prem.
	11.00	8.00	010	722	Y
		10.34	011	721	
		16.38	011	722	
		16.50	014	722	

    Example 3.6a is a *type 2* exception - IOCS shows in-office, TACS shows on-street. The employee was recorded as on the premises (15.12), but the nearest clock ring was not with **.25** hours of the actual reading time.

Ex. 3.6b.	Read Time	TACS Time	Ring Code	MODS	On Prem.
	15.12	10.00	010	722	Y
		10.13	011	721	
		15.00	011	721	
		15.83	014	722	

    In example 3.6b, the actual on premises reading time (15.12) was within **.25** hours of an employee's clock ring (15.00). For purposes of this report, this reading is considered a matched street reading and is not considered an exception.

3.7 Employee Loading Vehicle While Clocked to Street

IOCS recorded an employee as clocked to the street but also loading their vehicle. TACS showed the employee clocked to street. For the purposes of this report this is considered a matched street reading and is not considered an exception. (IOCS normally codes a street reading as '6710' but loading a vehicle is coded as '6420'.)

3.8 The Sample Time is Outside the Available TACS Work Time: Time Tolerances

IOCS recorded a work reading, but TACS showed the employee off the clock. If the actual sample reading time recorded is less than or equal to **.25** hours (15 minutes) outside of the employee's begin- or end tour clock ring, then the IOCS activity is compared with TACS MODS operation codes within the 15 minute interval.

Ex. 3.8a.	Read Time	TACS Time	Ring Code	MODS
	6.00	7.00	010	722
		9.25	011	721
		14.25	011	722
		15.50	014	722

    7)   Example 3.8a is an exception because the IOCS reading (6.00) was more than **.25** hours earlier than the employee's begin tour clock ring (7.00). This is a *type 3* exception - *IOCS Sample Time is Outside Available TACS Work Time. (Note: This implies that TACS shows off the clock or out to lunch.).*

Ex. 3.8b.

Read Time	TACS Time	Ring Code	MODS
6.75	7.00	010	722
	9.25	011	721
	14.25	011	722
	15.50	014	722

Example 3.8b is within the **.25** hours tolerance (6.75 versus 7.00), which is about 15 minutes.
Note: The IOCS activity code for this reading is compared with TACS MODS code 722.

3.9 Employee Lunch Clock Rings Rule: Time Tolerances

IOCS showed a work activity, but TACS recorded the employee at lunch. If the actual reading time recorded is greater than or equal to **.09** hour (about 5 minutes) from the out to lunch ring or less than **.12** hours (about 7 minutes) from the in from lunch ring, then the IOCS reading is compared with the TACS activity at the closest available TACS time.

Ex. 3.9a.

Read Time	TACS Time	Ring Code	MODS
12.27	10.61	010	722
	12.00	012	722
	12.50	013	722
	16.11	014	722

8)   In example 3.9a, IOCS recorded a work activity (12.27). This is a *type 3* exception - *IOCS Sample Time is Outside Available TACS Work Time. (Note: This implies that TACS shows off the clock or out to lunch.) - because the IOCS reading time is not within .09 hours of the out to lunch (12.00)* ring and not less than **.12** hours from the in from lunch (12.50) ring. The IOCS reading time is outside the available TACS work time.

Ex. 3.9b.

Read Time	TACS Time	Ring Code	MODS
12.20	6.49	010	742
	12.12	012	722
	12.54	013	742
	15.00	014	722

In example 3.9b, IOCS again recorded a work activity (12.20), but the actual reading time is within **.09** hours of the out to lunch (12.12) ring and is not considered an exception.
Note: The IOCS activity code is compared with the TACS MODS code that is active immediately before lunch (742).

3.10 IOCS Recorded a Work Activity but TACS had Employee on Leave for the Entire Day

9)   Example 3.10 is a case where IOCS has recorded a work activity (14.70), but TACS shows this employee on annual leave for the entire day (ring code 055 at 07.00). This is a *type 4* exception - *IOCS Shows a Work Activity/TACS Shows Employee on Leave.*

Ex. 3.10.

Read Time	TACS Time	Ring Code	MODS
14.70	7.00	055	722

3.11 IOCS Recorded a Work Activity but TACS Data is Missing or Incomplete

10)   Example 3.11 is a case where IOCS has recorded a work activity (14.70), but there is no TACS for this employee on this day. This is considered a *type 5* exception - IOCS Shows a Work Activity/TACS Data Missing or Incomplete.
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Ex. 3.11.	Read Time	TACS Time	Ring Code	MODS
	14.70	0		

3.12 IOCS Recorded as on Leave Rule: Time Tolerances

IOCS recorded the employee as being on annual leave, while TACS recorded them as on the clock. If the actual reading time is less than or equal to **.09** from the employee's begin tour or less than **.12** hours from the employee's end tour clock ring then this is not considered an exception.

Ex. 3.12a.	Read Time	TACS Time	Ring Code	MODS
	14.70	6.99	010	722
		10.37	011	721
		14.86	011	722
		15.00	055	722
		15.01	014	722

11)   In example 3.12a, the actual sample reading time (14.70) was not less than **.12** hours from the employee's end tour clock ring (15.01). This is a *type 6* exception - IOCS-Employee Not Available/TACS Employee Working on Clock. (e.g., IOCS had the employee not scheduled, on leave, at lunch, etc., but TACS had the employee working on the clock.).

Ex. 3.12b.	Read Time	TACS Time	Ring Code	MODS
	10.90	7.00	010	722
		11.00	014	722
		11.00	055	722

The actual reading time (10.90) was less than **.12** hours from the employee's end tour clock ring (11.00). This reading is not considered an exception.

3.13 Five-Minute Leeway Rule: Time Tolerance

IOCS recorded a stop reading because of the 5-minute leeway, while TACS recorded the employee on the clock. If the actual reading time is less than or equal to **.14** hours (about 8 minutes) from either an employee's begin- or end tour clock ring then this is considered a matched 5-minute leeway stop reading and is not considered an exception.

Ex. 3.13a.	Read Time	TACS Time	Ring Code	MODS
	15.90	7.42	010	722
		10.22	011	721
		15.50	011	721
		15.92	091	722
		16.72	011	722
		16.92	014	722

12)   In example 3.13a, IOCS recorded a stop reading (15.90) because of the 5-minute leeway, while TACS recorded the employee on the clock (at 15.90; OT authorization). The actual reading time was not within **.14** hours of the employee's begin- or end tour clock ring. This is a *type 6* exception - *IOCS-Employee not Available/TACS Employee Working on Clock. (e.g., IOCS has the employee not scheduled, on leave, at lunch, etc., but TACS had the employee working on the clock).*

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Ex. 3.13b.	Read Time	TACS Time	Ring Code	MODS
	7.57	7.50	010	722
		9.11	011	721
		15.15	011	722
		16.00	014	722

Example 3.13b is not considered an exception, because the actual sample reading time (7.57) was within **.14** hours of the employee's begin tour clock ring (7.50).

3.14 Changed Roster Designation Rule

IOCS recorded that the roster designation for the employee was changed. This is a match and is not considered an exception.

3.15 TACS Clock Ring Occurs in Different Area than IOCS Reading Rule

Clock rings for an employee appear in a different area than the IOCS reading. For example, the reading was taken in Capital Metro area rather than in Pacific area, then the reading is not considered an exception.

APPENDIX A: DEFINITIONS OF CODES

Table A-1: TACS MODS Operation Codes

LDC	MODS	Description	LDC	MODS	Description
			14	040	Manual ltr - outgoing secondary
		OPERATIONS SUPPORT	14	043	Manual ltr - managed mail
			14	044	Manual ltr - SCF distribution
03	581	Industrial engineer	14	045	Manual ltr - bulk business
02	582	Quality improvement	11	046	ISS - return to sender
07	593	Environmental management	11	047	OSS - return to sender
04	594	ZIP+4 address info system	14	050	Priority - manual, outgoing
04	595	CRIS address info system		051C	Composite Priority (051-054)
04	596	5 digit ZIP info system	14	051	O/G primary flats - Priority
05	645	Production planning	14	052	O/G secondary flats - Priority
09	646	Delivery & retail analyst	14	053	I/C primary flats - Priority
08	668	Admin & clerical - operations support	14	054	I/C secondary flats - Priority
05	672	Admin & clerical - production planning	14	055	Priority - manual, incoming
03	673	Admin & clerical - industrial engineering	13	056	LIPS - international - export
04	674	Admin & clerical - address management system	13	057	LIPS - international - import
			14	060	Manual flt- outgoing primary
09	675	Admin & clerical - delivery & retail programs		062C	Composite - manual flt international
08	900	Travel - operations support	14	062	Manual flt -international export
	920	Manager, operations programs support	14	063	Manual flt - international import
	922	Manager, in-plant support	17	064	Scanning operations
	924	Manager, address systems	17	066	Advanced facer canceller system-video facing
		MAIL PROCESSING	17	067	Advanced facer canceller mode only
			14	069	Riffle flat mail
17	002C	Composite presort (002, 003)	14	070	Manual flt - outgoing secondary
17	002	Presort FCM/PER	14	073	Manual flt - managed mail
17	003	Presort Standard	14	074	Manual flt - SCF distribution
17	009	Hand cancellations - flats		080C	Composite - (081 - 082)
	010C	Composite mail preparation - stamped	15	081	COA forms keying
17	010	Hand cancellations - letters	15	082	PARS image keying
17	011	Micro mark	18	083	PARS waste mail
17	012	N-6	17	084	PARS mail prep
17	013	Mark II/half mark	11	087	CIOSS COA image lift
17	014	Flyer	11	088	CIOSS COA label mode
17	015	Advanced facer canceller system	17	089	Separation/hand stamping rts
17	016	Flat cancellations	14	090	PARS manual distribution
17	017	Canceling operations misc		090C	Composite CIOSS (087-088, 091-099)
17	018	Collection mail separation	11	091	CIOSS rts image lift mode
17	019	Tabber	11	092	CIOSS intercept label mode
	020C	Composite mail preparation - metered	11	093	Carrier forwards image lift
17	020	Metered mixed preparation	11	094	CIOSS reverse side scan
17	021	Metered letter preparation	11	095	CIOSS rescan
17	022	Metered flat preparation	11	096	CIOSS other
17	02B	Metered bypass-volume only	11	097	CIOSS intercept image left
14	030	Manual ltr - outgoing primary	11	098	CIOSS forwards label
14	031	Debris/loose mail	11	099	CIOSS rts label mode
14	032	Manual ltr - international export	14	100	Manual parcels - outgoing
14	033	Manual ltr - international import	13	101	Mechanized parcel sorting - secondary
17	035	Flat mail preparation			

LDC	MODS	Description	LDC	MODS	Description
	102C	Composite manual parcels - internatl (102-103)	14	150	Manual ltr-incoming primary
14	102	Manual parcels - international export	13	152	APPS single induction-outgoing parcel post
14	103	Manual parcels - international import	13	153	APPS single induction-incoming parcel post
13	104	Global Priority Mail - export	13	154	APPS single induction - outgoing pref
13	105	Mechanized parcel sorter	13	155	APPS single induction - outgoing Std
13	106	Global Priority Mail - import	13	156	APPS single induction - incoming pref
	107C	Composite - parcel sorter - international	13	157	APPS single induction - incoming Std
13	107	Parcel sorter-international export	13	158	APPS single induction Priority - outgoing
13	108	Parcel sorter-international import	13	159	APPS single induction Priority - incoming
18	109	Damaged parcel rewrap		159C	Composite APPS single induction (152-159)
	110C	Composite - opening unit outgoing	14	160	Manual Ltr-incoming secondary
17	110	Opening unit - outgoing pref		168C	Composite manual letters (168-169)
17	111	Opening unit - outgoing pref	14	168	Manual ltr - primary box
17	112	Manual tray separation - pref	14	169	Manual ltr - secondary box
17	114	Manual transport (in-house)	14	170	Manual flt - incoming primary
17	115	Opening unit - outgoing Standard	14	175	Manual flt - incoming secondary
17	116	Opening unit - outgoing Standard		178C	Composite - manual flats (178-179)
17	117	Manual tray separation - Standard	14	178	Manual flt - primary box
17	118	ACDCS/SAMS	14	179	Manual flt - secondary box
17	119	ACDCS incoming	17	180C	Composite - opening unit incoming (180-186)
	120C	Composite pouching operations (120-123)	17	180	Opening unit - incoming,pref
17	120	Pouching outgoing	17	181	Opening unit - incoming;pref
17	121	Pouching outgoing	17	185	Opening unit - incoming,Standard
17	122	Pouching incoming	17	186	Opening unit - incoming,Standard
17	123	Pouching incoming	17	188	AMC/AMF ramp activities
17	124C	Composite dispatch operations (124-129)	17	189	Scanning inbound mail
17	124	Dispatch unit - outgoing	13	190	APPS single induction - international export
17	125	Dispatch unit - outgoing	13	191	APPS single induction - international import
17	126	Dispatch unit - incoming	13	192	APPS dual induction - international export
17	127	Dispatch unit - incoming	13	193	APPS dual induction - international import
17	128	Opening unit / dispatch unit - ADC only	12	194	AFSM100 - international export
17	129	Opening unit / dispatch unit - ADC only	12	195	AFSM100 - international import
14	130	Manual parcels-SCF	12	196	USFM 1000 OCR - export
	131C	Composite - Express Mail distribution (793)	12	197	USFM 1000 OCR - import
18	131	Express Mail distribution	13	198	High speed tray sorter - outgoing
18	132	Firm verification	13	199	High speed tray sorter - incoming
	133	Reserved - SPBS enroute scan	14	200	Manual parcels - incoming
	134C	Composite SPBS outgoing (134-135)	14	202	Global package link - Express - int export
13	134	SPBS outgoing pref	14	203	Global package link - Standard - int export
13	135	SPBS outgoing Std	14	204	Global package link - economy - int export
	136C	Composite - SPBS incoming (136-137)	14	205	DBCS phase 7 automation compatible
13	136	SPBS incoming pref	14	206	DBCS phase 7 bulky mode processing
13	137	SPBS incoming Std	14	207	Global package link - economy - int import
	138C	Composite SPBS - Priority		208C	Composite - scan-where-you-band/AAA
13	138	SPBS-Priority, outgoing	17	208	SWYB/SASWYB
13	139	SPBS-Priority, incoming	17	209	AAA/ATS/AFTL
17	140	Flat mail preparation ATHS/AI machine		210C	Composite platform operations
	141C	Composite AFSM 100 - ATHS/AI (141-147)	17	210	Platform - inbound
12	141	AFSM 100 - ATHS/AI - outgoing primary	17	211	Platform - inbound
12	142	AFSM 100 - ATHS/AI - outgoing secondary	17	212	Platform - outbound
12	143	AFSM 100 - ATHS/AI - managed mail	17	213	Platform - outbound
12	144	AFSM 100 - ATHS/AI - incoming SCF	17	214	Manual transport
12	145	AFSM 100 - ATHS/AI - incoming primary	17	215	Mechanized dumping
12	146	AFSM 100 - ATHS/AI - incoming secondary	13	216	RAPISTAN - o/g Parcel Post
12	147	AFSM 100 - ATHS/AI - box section			

LDC	MODS	Description	LDC	MODS	Description
13	217	RAPISTAN - i/c Parcel Post	11	271	DBCS/DIOSS OSS mode - outgoing primary
13	218	RAPISTAN - outgoing pref	11	272	DBCS/DIOSS OSS mode - outgoing secondary
13	219	RAPISTAN - outgoing Std			
13	220	RAPISTAN - incoming pref	11	273	DBCS/DIOSS OSS mode - managed mail
13	221	RAPISTAN - incoming Std	11	274	DBCS/DIOSS OSS mode - incoming SCF
13	222	RAPISTAN - Priority outgoing	11	275	DBCS/DIOSS OSS mode - incoming primary
13	223	RAPISTAN - Priority incoming			
17	224	Platform load/unload	11	276	DBCS/DIOSS OSS mode - incoming secondary
17	225	Platform - mail flow control			
17	229	Equipment operator - tow	11	277	DBCS/DIOSS OSS mode - box section
17	230	Equipment operator - forklift	11	278	DBCS/DIOSS OSS mode - sec/seg,1st pass
17	231	Expediter			
18	232	Outbound Express Mail scan	11	279	DBCS/DIOSS OSS mode - sec/seg,2nd pass
18	233	Inbound Express Mail scan			
18	234	Express Mail delivery		280C	Composite DBCS/DIOSS ISS mode (281-287)
17	235	Manual sort - sacks/outsides			
17	236	Manual sort - sacks/outside	11	281	DBCS/DIOSS ISS mode - outgoing primary
17	237	Manual sort - sacks/outside	11	282	DBCS/DIOSS ISS mode - outgoing secondary
	238C	Composite mechanized sort-sacks/outsides			
13	238	Mechanized sort - sacks/outsides	11	283	DBCS/DIOSS ISS mode - managed mail
13	239	Mechanized sort - sacks/outsides	11	284	DBCS/DIOSS ISS mode - incoming SCF
13	242	APPS dual induction outgoing Parcel Post	11	285	DBCS/DIOSS ISS mode - incoming primary
13	243	APPS dual induction incoming Parcel Post	11	286	DBCS/DIOSS ISS mode - incoming secondary
13	244	APPS dual induction - outgoing pref			
13	245	APPS dual induction - outgoing Std	11	287	DBCS/DIOSS ISS mode - box section
13	246	APPS dual induction - incoming pref		291C	Composite DIOSS bulky DBCS mode
13	247	APPS dual induction - incoming Std	11	291	DIOSS bulky DBCS mode - outgoing primary
13	248	APPS dual induction - Priority - outgoing			
13	249	APPS dual induction - Priority - incoming	11	292	DIOSS bulky DBCS mode - outgoing secondary
	249C	Composite APPS dual induction - (242-249)			
	251C	Composite LIPS/RAPISTAN (250,251)	11	293	DIOSS bulky DBCS mode - managed mail
13	250	LIPS - O/G Parcel Post	11	294	DIOSS bulky DBCS mode - incoming SCF
13	251	LIPS - I/C Parcel Post	11	295	DIOSS bulky DBCS mode - incoming primary
	254C	Composite LIPS/RAPISTAN (254, 255)			
13	254	LIPS - outgoing pref	11	296	DIOSS bulky DBCS mode - incoming secondary
13	255	LIPS - outgoing Standard			
	256C	Composite LIPS/RAPISTAN (256,257)	11	297	DIOSS bulky DBCS mode - box section
13	256	LIPS - incoming pref		300C	Composite MLOCR - ISS - Intl (301-308)
13	257	LIPS - INCOMING Standard	11	301	MLOCR - ISS - international export
	258C	Composite LIPS/RAPISTAN (258,259)	11	302	MLOCR - international export
13	258	LIPS - Priority outgoing	11	303	MLOCR - ISS - international import
13	259	LIPS - Priority incoming	11	304	MLOCR - international import
	260C	Composite DBCS/DIOSS - OCR mode	12	305	FSM 1000 Intl export primary
11	261	DBCS/DIOSS OCR mode - outgoing primary	12	306	FSM 1000 Intl import primary
			12	307	UFSM 1000 Intl export primary
11	262	DBCS/DIOSS OCR mode - outgoing secondary	12	308	UFSM 1000 Intl import primary
				309C	Composite DBCS/DIOSS OCR - Intl (309,319)
11	263	DBCS/DIOSS OCR mode - managed mail			
11	264	DBCS/DIOSS OCR mode - incoming SCF	11	309	DBCS/DIOSS OCR international export prim
11	265	DBCS/DIOSS OCR mode - incoming primary			
				310C	Composite MPBCS/DBCS/OSS - Intl (311-318)
11	266	DBCS/DIOSS OCR mode - incoming secondary			
			11	311	MPBCS/OSS - international - export
11	267	DBCS/DIOSS OCR mode - box section	11	312	MPBCS - international - export
	270C	Composite DBCS-DIOSS-OSS mode (270-279,925,926)	11	313	DBCS/DIOSS OSS int export prim

LDC	MODS	Description	LDC	MODS	Description
11	314	DBCS/DIOSS BCS int export prim		400C	Composite AFSM 100 - ATHS (401-407)
11	315	MPBCS/OSS - international - import	12	401	AFSM 100 - ATHS - outgoing primary
11	316	MPBCS - international import	12	402	AFSM 100 - ATHS - outgoing secondary
11	317	DBCS/DIOSS OSS int import prim	12	403	AFSM 100 - ATHS - managed mail
11	318	DBCS/DIOSS BCS int import prim	12	404	AFSM 100 - ATHS - incoming SCF
11	319	DBCS/DIOSS OCR int import prim	12	405	AFSM 100 - ATHS - incoming primary
	320C	Composite Priority parcels (320, 325)	12	406	AFSM 100 - ATHS - incoming secondary
14	320	O/G primary parcels - Priority outsides	12	407	AFSM 100 - ATHS - box section
14	321	O/G primary parcels Priority	13	428	LCUS - outgoing mixed
14	322	O/G secondary parcels - Priority	13	429	LCUS - incoming mixed
14	324	I/C primary parcels - Priority	13	430	LCUS - outgoing trays
14	325	I/C primary parcels - Priority outsides	13	431	LCUS - incoming trays
14	326	I/C secondary parcels - Priority	13	432	LCUS - outgoing sacks
17	328	Priority Mail shape sep - org	13	433	LCUS - incoming sacks
17	329	Priority Mail shape sep - des		430C	Composite SPBS - BCR outgoing (434-439)
	330C	Composite AFSM100 (331-337)			
12	331	AFSM100 - outgoing primary	13	434	SPBS - BCR - outgoing pref
12	332	AFSM100 - outgoing secondary	13	435	SPBS - BCR - outgoing Std
12	333	AFSM100 - managed mail	13	436	SPBS - BCR - incoming pref
12	334	AFSM100 - incoming SCF	13	437	SPBS - BCR - incoming BBM
12	335	AFSM100 - incoming primary	13	438	SPBS - BCR - Priority outgoing
12	336	AFSM100 - incoming secondary	13	439	SPBS - BCR - Priority incoming
12	337	AFSM100 - box section		440C	Composite - UFSM 1000 (441-448)
12	338	AFSM100 - incoming non-scheme	12	441	UFSM1000 - keying - outgoing primary
18	340	Standby - mail processing	12	442	UFSM1000 - keying - outgoing secondary
18	341	QWL coordinator - nonsupervisor employees	12	443	UFSM1000 - keying - managed mail
			12	444	UFSM1000 - keying - incoming SCF
	342	QWL coordinator - supervisor employees	12	445	UFSM1000 - keying - incoming primary
17	343	Opening unit - internat export	12	446	UFSM1000 - keying - incoming secondary
17	344	Opening unit - internat import	12	447	UFSM1000 - keying - box section
17	345	Pouching - international	12	448	UFSM1000 - keying - incoming non-scheme
13	346	SPBS international export			
13	347	SPBS international import		450C	Composite UFSM1000 Priority (450-451)
17	348	Manual sack sort - international	12	450	UFSM1000 keying - Priority, outgoing
13	349	Mech sack sort - international	12	451	UFSM1000 keying - Priority, incoming
17	350	Over label/direct AO sack - internat	17	454	Code/bill/dispatch - international
17	351	Platform - internat		460C	Composite AFSM 100 AI (461-467)
17	352	Load/unload at piers - internat	12	461	AFSM 100 - AI - outgoing primary
11	356	DBCS/DIOSS ISS int export prim	12	462	AFSM 100 - AI - outgoing secondary
11	357	DBCS/DIOSS ISS int import prim	12	463	AFSM 100 - AI - managed mail
18	358	International Express Mail export	12	464	AFSM 100 - AI - incoming SCF
18	359	International Express Mail import	12	465	AFSM 100 - AI - incoming primary
	380C	Composite - keying (386-389)	12	466	AFSM 100 - AI - incoming secondary
	381C	Composite - DIOSS multimode bulky (381-385)	12	467	AFSM 100 - AI - boxed mail
			12	468	AFSM 100 AI - cancellation flats
11	381	DIOSS multimode bulky outgoing primary		481C	Composite DBCS expanded capacity mode
11	382	DIOSS multimode bulky outgoing secondary	11	481	DBCS-EC bulky mode - outgoing primary
			11	482	DBCS-EC bulky mode - outgoing secondary
11	383	DIOSS multimode bulky managed mail	11	483	DBCS-EC bulky mode - managed mail
11	384	DIOSS multimode bulky incoming SCF primary	11	484	DBCS-EC bulky mode - incoming SCF
11	385	DIOSS multimode bulky incoming primary	11	485	DBCS-EC bulky mode-incoming primary
15	386	APPS VCS keying - transitional		490C	Composite DIOSS bulky ISS mode (491-497)
15	387	Rec APPS VCS keying			
15	388	Rec mixed VCS keying	11	491	DIOSS bulky ISS mode - outgoing primary
15	389	Rec flat VCS keying			

LDC	MODS	Description	LDC	MODS	Description
11	492	DIOSS bulky ISS mode - outgoing secondary	18	620	Travel - mail processing
11	493	DIOSS bulky ISS mode - managed mail	13	625	Mechanized NMO distribution
11	494	DIOSS bulky ISS mode - incoming SCF		627C	Composite robotics (627-629)
11	495	DIOSS bulky ISS mode - incoming primary	13	627	Robotics - pedestal
11	496	DIOSS bulky ISS mode - incoming secondary	13	628	Robotics - gantry outgoing
11	497	DIOSS bulky ISS mode - box section	13	629	Robotics - gantry incoming
	500C	Composite DIOSS bulky OSS mode (501-507)	18	630	Meeting time - mail processing
11	501	DIOSS bulky OSS mode - outgoing primary	18	669	Express Mail distribution
11	502	DIOSS bulky OSS mode - outgoing secondary	18	677	Admin & clerical - processing & distribution
11	503	DIOSS bulky OSS mode - managed mail	18	681	Admin & clerical - processing & dist, international
11	504	DIOSS bulky OSS mode - incoming SCF	10	698	Supervisor, Automation - mp
11	505	DIOSS bulky OSS mode - incoming primary	10	699	Supervisor, Mechanization - mp
11	506	DIOSS bulky OSS mode - incoming secondary	10	700	Supervisor, manual - mp
11	507	DIOSS bulky OSS mode - box section	10	701	Supervisor, other direct - mp
17	509	Automated flats prepping system	10	702	Supervisor, indirect - mp
17	530	Stand alone mail prep	18	755	Delivery BCS servicing
12	538	FSS Delivery Point Sequence	10	770	Supervisor, RBCS systems administrator
18	545	Foreign mails	15	771	RBCS contracting officers representative
18	546	Foreign mails	15	774	RBCS audit module
18	547	Scheme examiners	15	775	RBCS keying
18	548	Detail - mail order/publishing house	15	776	Letter mail labeling machine
18	549	Empty equipment processing	15	779	RBCS group leader
18	554	Office work & recordkeeping - mail processing	18	793	Express Mail distribution
18	555	Office work & recordkeeping - mail processing	18	798	Miscoded/uncoded mail
				810C	Composite UFSM 1000 (811-819)
18	560	Misc activity - mail processing	12	811	UFSM 1000 OCR - outgoing primary
18	561	Misc activity - mail processing	12	812	UFSM 1000 OCR - outgoing secondary
18	562	Misc activity - mail processing	12	813	UFSM 1000 OCR - managed mail
18	563	Misc activity - mail processing	12	814	UFSM 1000 OCR - incoming SCF
18	564	Misc activity - mail processing	12	815	UFSM 1000 OCR- incoming primary
18	565	Work hour function default (function 1)	12	816	UFSM 1000 OCR - incoming secondary
18	573	Short paid & nixie - international	12	817	UFSM 1000 OCR - box section
18	574	Repair & rewrap - international	12	818	UFSM 1000 OCR - Priority - outgoing
18	575	Surface airlift & Express Mail - international	12	819	UFSM 1000 OCR - Priority - incoming
18	576	Empty equipment-international		830C	Composite - MLOCR
18	577	Prep & verify delivery bills - international	11	831	MLOCR - outgoing primary
18	578	Registered mail/diplomatic pouches - international	11	832	MLOCR - outgoing secondary
			11	833	MLOCR - managed mail
18	580	Insured & returned parcels inter	11	834	MLOCR - incoming SCF
18	585	Registry section	11	835	MLOCR - incoming primary
18	586	Registry section	11	836	MLOCR - incoming secondary
18	587	Registry section	11	837	MLOCR - box section
18	588	Registry section		840C	Composite - MLOCR bulky mod
18	589	Registry section	11	841	MLOCR bulky mod - O/G primary
18	590	Registry section	11	842	MLOCR bulky mod - O/G secondary
18	607	Stewards - clerks - mail processing	11	843	MLOCR bulky mod - managed mail
18	612	Stewards - mail handler - mail processing	11	844	MLOCR bulky mod - I/C SCF
	618C	Composite mech sort (618-619)	11	845	MLOCR bulky mod - I/C primary
			11	846	MLOCR bulky mod - I/C secondary
13	618	Mechanized tray sorter O/G	11	847	MLOCR bulky mod - box section
				850C	Composite MPBCS bulky mod
13	619	Mechanized tray sorter I/C	11	851	MPBCS bulky mod - O/G primary
			11	852	MPBCS bulky mod - O/G secondary
			11	853	MPBCS bulky mod - managed mail
			11	854	MPBCS bulky mod - I/C SCF

LDC	MODS	Description	LDC	MODS	Description
11	855	MPBCS bulky mod - I/C primary	10	932	Supervisor, international
11	856	MPBCS bulky mod - I/C secondary	13	938	LCUS outgoing Parcel Post
11	857	MPBCS bulky mod - box section	13	939	LCUS incoming Parcel Post
	860C	Composite BCS on OCR	13	940	LCUS outgoing NMO
11	861	BCS on OCR - outgoing primary	13	941	LCUS incoming NMO
11	862	BCS on OCR - outgoing secondary	13	942	LCUS outgoing Priority
11	863	BCS on OCR - managed mail	13	943	LCUS incoming Priority
11	864	BCS on OCR - incoming SCF		960C	Composite DIOSS bulky OCR mode (961-967)
11	865	BCS on OCR - incoming primary			
11	866	BCS on OCR - incoming secondary	12	961	DIOSS bulky OCR mode - outgoing primary
11	867	BCS on OCR - box section	12	962	DIOSS bulky OCR mode - outgoing secondary
11	868	BCS on OCR - sector/segment, 1st pass			
11	869	BCS on OCR - sector/segment, 2nd pass	12	963	DIOSS bulky OCR mode - managed mail
	870C	Composite - mail processing BCS (871-879)	12	964	DIOSS bulky OCR mode - incoming SCF
			12	965	DIOSS bulky OCR mode - incoming primary
11	871	MPBCS - outgoing primary			
11	872	MPBCS - outgoing secondary	12	966	DIOSS bulky OCR mode - incoming secondary
11	873	MPBCS - managed mail			
11	874	MPBCS - incoming SCF	12	967	DIOSS bulky OCR mode - box section
11	875	MPBCS - incoming primary		970C	Composite - bar code output sub system
11	876	MPBCS - incoming secondary	11	971	BCS - OSS - outgoing primary
11	877	MPBCS - box section	11	972	BCS - OSS - outgoing secondary
11	878	MPBCS - sector/segment, 1st pass	11	973	BCS - OSS - managed mail
11	879	MPBCS - sector/segment, 2nd pass	11	974	BCS - OSS - incoming SCF
	880C	Composite MLOCR - ISS (881-887)	11	975	BCS - OSS - incoming primary
11	881	MLOCR - ISS - outgoing primary	11	976	BCS - OSS - incoming secondary
11	882	MLOCR - ISS - outgoing secondary	11	977	BCS - OSS - box section
11	883	MLOCR - ISS - managed mail			
11	884	MLOCR - ISS - incoming SCF			
11	885	MLOCR - ISS - incoming primary			**DELIVERY SERVICES**
11	886	MLOCR - ISS - incoming secondary			
11	887	MLOCR - ISS - box section	21	354	Standby - delivery service
	890C	Composite DBCS/DIOSS BCS mode (891-899)	25	421	Rural carriers - Express Mail Delivery
			25	422	Rural carriers
11	891	DBCS/DIOSS BCS O/G primary	25	423	Rural carriers
11	892	DBCS/DIOSS BCS O/G secondary	25	424	Rural carriers
11	893	DBCS/DIOSS BCS managed mail	25	425	Rural carriers
11	894	DBCS/DIOSS BCS I/C SCF	25	426	Rural carriers
11	895	DBCS/DIOSS BCS I/C primary	25	427	Rural carriers
11	896	DBCS/DIOSS BCS I/C secondary	25	520	Rural carriers
11	897	DBCS/DIOSS BCS box section	25	521	Rural carriers
11	898	DBCS/DIOSS BCS sec/seg, 1st pass	25	522	Rural carriers
11	899	DBCS/DIOSS BCS sec/seg, 2nd pass	25	523	Rural carriers
	908C	Composite CSBCS (908-911)	25	524	Rural carriers
11	908	CSBCS - sector segment	25	525	Rural carriers
11	909	CSBCS - incoming secondary	25	526	Rural carriers
11	910	CSBCS - box mail	25	527	Rural carriers
11	911	CSBCS - delivery point sequence DPS	25	528	Rural carriers
11	914	MPBCS - delivery point sequence, 1st pass	25	529	Rural carriers
11	915	MPBCS - delivery point sequence, 2nd pass	21	613	Stewards - carriers
			21	622	Travel - delivery services
11	918	DBCS/DIOSS BCS DPS, 1st pass	21	632	Meeting time - delivery services
11	919	DBCS/DIOSS BCS DPS, 2nd pass	20	705	Manager/supervisor - delivery services
10	927	Manager, distribution operations	20	707	Manager/supervisor - route examination
10	928	Supervisor, distribution operations	20	708	Manager/supervisor - other delivery/cust serv
18	930	Business reply / postage due			
			29	709	Routers

LDC	MODS	Description	LDC	MODS	Description
29	710	Routers	36	752	Postal operating equipment
29	711	Routers	37	753	Building systems equipment
29	712	PM routers office time	37	754	Building systems equipment
22	713	VIM route - street	30	758	Manager, transportation & networks
21	714	VIM route - office	30	759	Supervisor, transportation operations
22	715	2-trip business - street	30	760	Manager, vehicle maintenance
21	716	2-trip business - office	32	761	Repair - general maintenance
22	717	1-trip business - street	32	762	Servicing - general maintenance
21	718	1-trip business - office	31	763	Vehicle maintenance facility
22	719	Residential foot - street	31	764	Motor vehicle service
21	720	Residential foot - office	34	765	Motor vehicle operators
22	721	Residential motor - street	34	766	Tractor trailer operator
21	722	Residential motor - office	34	772	Motor vehicle operator - collections
22	723	2trip mixed foot - street	34	773	Tractor trailer operator - collections
21	724	2trip mixed foot - office	31	901	Travel - vehicle service
22	725	2trip mixed motor - street	35	933	Manager, maintenance operations
21	726	2trip mixed motor - office	35	951	Supervisor, maintenance operations
22	727	1trip mixed foot - street	35	952	Manager/supervisor, maint. operations support
21	728	1trip mixed foot - office			
22	729	1trip mixed motor - street	35	953	Manager, field maintenance operations
21	730	1trip mixed motor - office			
27	731	Collections street			
27	732	Collections office			**CUSTOMER SERVICES**
23	733	Parcel Post - street	43	037C	Composite - manual (037-039)
23	734	Parcel-Post - office	43	037	Manual ltr-outgoing primary
23	735	Relay - street	43	038	Manual ltr-outgoing secondary
23	736	Relay - office	43	039	Manual ltr-SCF distribution
23	737	Combination - street	41	048	ISS - return to sender
23	738	Combination - office	41	049	OSS - return to sender
23	739	Carrier drivers - street	48	065	Scanning operations
23	740	Carrier drivers - office		076C	Composite - Manual (076-078)
26	743	Carrier customer support activities	43	076	Manual flt - outgoing primary
21	744	PM carrier office time	43	077	Manual flt - outgoing secondary
25	757	City employee on rural routes	43	078	Manual flt - SCF distribution
28	768	City carrier - tertiary distribution	43	079	Packages/Sprs Incoming Distribution
			49	085	COA scanning
		MAINTENANCE	49	086	CFS 3982 label processing
			43	151C	Composite – manual (151, 161, 166)
34	614	Standby PVS operations	43	151	Manual ltr - incoming primary
31	615	Stewards - VMF	43	161	Manual ltr - incoming secondary
39	616	Stewards - MTE	43	166	Manual ltr - box section
31	617	Stewards - MVS	43	171C	Composite - manual (171-172, 176)
39	624	Travel - plant & equipment	43	171	Manual flt - incoming primary
39	634	Meeting time - plant & equipment	43	172	Manual flt - incoming secondary
33	647	VOMA support	43	176	Manual flt - box section
	676	Admin & clerical - maintenance support		226C	Composite Express Mail Dist. (226-228)
31	679	Admin & clerical - transportation & networks	48	226	CS outbound Express Mail scan
			48	227	CS inbound Express Mail scan
39	680	Admin & clerical - plant & equipment	48	228	CS Express Mail delivery
39	745	Maintenance operations support	43	240	Manual distribution station/branch
39	746	Telephone switchboard	43	241	Function 4 allied distribution
38	747	Building services	41	252	CSBCS - outgoing primary
38	748	Building services	41	253	CSBCS - incoming primary
38	749	Building services	48	353	Standby-customer services
36	750	Postal operating equipment	45	355	Window service-station/branch
36	751	Postal operating equipment	41	360C	Composite - DBCS/DIOSS-OCR mode

LDC	MODS	Description	LDC	MODS	Description
41	361	DBCS/DIOSS OCR O/G primary	48	741	Misc activity - delivery services
41	362	DBCS/DIOSS OCR O/G secondary	48	742	Misc activity - customer services
41	363	DBCS/DIOSS OCR MMP	48	756	Default - function 2 & 4
41	364	DBCS/DIOSS OCR I/C SCF	44	769	Station/branch box section
41	365	DBCS/DIOSS OCR I/C primary	49	791	CFS mail prep
41	366	DBCS/DIOSS OCR I/C secondary	49	792	load/sweep flats forwarding terminal
41	367	DBCS/DIOSS OCR box section	48	794	Misc markup activities - station/branch
	370C	Composite DBCS/DIOSS OSS mode (371-379)	49	795	Periodical address notification (form 3547) operations
41	371	DBCS/DIOSS OSS O/G primary	49	796	Notice to mailers of correction in address (form 3547) operations
41	372	DBCS/DIOSS OSS O/G secondary	49	797	Flats forwarding terminal/non-mechanized terminal operations
41	373	DBCS/DIOSS OSS MMP		800C	Composite - UFSM 1000 - station and branch
41	374	DBCS/DIOSS OSS I/C SCF	42	801	UFSM 1000 - keying - outgoing primary
41	375	DBCS/DIOSS OSS I/C primary	42	802	UFSM 1000 - keying - outgoing secondary
41	376	DBCS/DIOSS OSS I/C secondary	42	803	UFSM 1000 - keying - managed mail
41	377	DBCS/DIOSS OSS box section	42	804	UFSM 1000 - keying - incoming SCF
	390C	Composite DBCS/DIOSS-ISS mode (391-397)	42	805	UFSM 1000 - keying - incoming primary
41	391	DBCS/DIOSS ISS O/G primary	42	806	UFSM 1000 - keying - incoming secondary
41	392	DBCS/DIOSS ISS O/G secondary	42	807	UFSM 1000 - keying - box section
41	393	DBCS/DIOSS ISS MMP		820C	Composite DBCS/DIOSS/MPBCS BCS mode
41	394	DBCS/DIOSS ISS I/C SCF	41	821	DBCS/DIOSS/MPBCS BCS O/G primary
41	395	DBCS/DIOSS ISS I/C primary	41	822	DBCS/DIOSS/MPBCS BCS O/G secondary
41	396	DBCS/DIOSS ISS I/C secondary	41	823	DBCS/DIOSS/MPBCS BCS MMP
41	397	DBCS/DIOSS ISS box section	41	824	DBCS/DIOSS/MPBCS BCS I/C SCF primary
	410C	CS UFSM 1000 composite (410-417)	41	825	DBCS/DIOSS/MPBCS BCS I/C primary
42	411	CS UFSM 1000 OCR - outgoing primary	41	826	DBCS/DIOSS/MPBCS BCS I/C secondary
42	412	CS UFSM 1000 OCR - outgoing secondary	41	827	DBCS/DIOSS/MPBCS BCS box section
42	413	CS UFSM 1000 OCR - managed mail	41	828	DBCS/DIOSS/MPBCS BCS s/s,1st pass
42	414	CS UFSM 1000 OCR - incoming SCF	41	829	DBCS/DIOSS/MPBCS BCS s/s, 2nd pass
42	415	CS UFSM 1000 OCR - incoming primary	41	839	MLOCR destinating
42	416	CS UFSM 1000 OCR - incoming secondary	41	905	CSBCS - DPS
42	417	CS UFSM 1000 OCR - boxed section	41	906	CSBCS - incoming secondary
49	539	Waste mail verification	41	907	CSBCS equip servicing
48	542	Insured - COD - customs	41	912	DBCS/DIOSS/MPBCS BCS DPS,1st pass
48	543	Insured - COD - customs	41	913	DBCS/DIOSS/MPBCS BCS DPSs,2nd pass
48	544	Cages serving carriers/spc dlvy msgrs	40	929	Manager, customer services operations
48	558	Office work & recordkeeping - customer svs	46	980	SSPC tech sta/br - maintenance
48	559	Office work & recordkeeping - delivery svs	46	981	SSPC tech sta/br - maintenance travel
45	568	Window service - main office	46	982	SSPC tech sta/br - service
48	583	Express Mail - customer service	46	983	SSPC tech sta/br - service travel
48	605	Mailer validation credits fhp, tph	46	984	SSPC tech main OFC - maintenance
48	606	Mailer validation no volume credits	46	985	SSPC tech main OFC - maintenance travel
48	608	Stewards - clerks - customer services	46	986	SSPC tech main OFC - service
48	621	Travel - customer services	46	987	SSPC tech main OFC - service travel
48	631	Meeting time - customer services			
48	678	Admin & clerical - area stations			
48	638	Premium Forwarding Svs/Express or Priority Reshipment			**FINANCE**
48	640	Collections	56	540	Misc activities - finance & plan
48	644	Bulk mail acceptance	56	556	Office work & recordkeeping - finance
48	664	No record return	57	569	C/RA - non finance & plan employee
48	667	Miscellaneous support			
48	678	Admin & clerical - area stations			
48	688	CFS - dispatch			
40	706	Manager/supervisor - customer services			

LDC	MODS	Description	LDC	MODS	Description
57	579	ODIS - non finance employee	70	655	Supervisor, business mail entry
57	591	ODIS - finance & plan employee	71	656	Commercial sales & account management
57	592	C/RA - finance & plan employee	72	657	Postal business centers
50	599	Manager, finance	73	658	Expedited mail service
56	610	Stewards - clerks - finance & plan	74	659	Retail marketing
56	623	Travel - finance & plan	79	660	Mailing requirements & business mail entry
58	633	Other timekeeping	76	661	Consumer affairs
50	635	Meeting time - finance - supervision	77	662	Accountable paper
56	636	Meeting time - finance - non supervision	78	663	Admin & clerical - customer services support
54	650	Budget & financial analysis			
56	651	Admin & clerical - finance	72	693	Admin & clerical - postal business centers
52	683	Admin & clerical - accounting services	73	694	Admin & clerical - expedited mail service
54	684	Admin & clerical - budget & financial analysis	74	696	Admin & clerical - retail marketing
			79	697	Admin & clerical - mailing require. & bus. mail entry
55	685	Postal systems coordinator			
50	703	Supervisor, finance	78	903	Travel - customer services support
51	704	Revenue assurance	70	946	Manager, postal business centers
50	923	Statistical programs coordinator	70	948	Manager, commercial accounts
50	936	Supervisor , accounting services	70	949	Manager, consumer affairs & claims
50	937	General supervisor, TACS operations	70	950	Manager, business mail entry
52	968	Exchange office record unit - international			
57	969	Statistical programs - international			**ADMINISTRATION**

HUMAN RESOURCES

LDC	MODS	Description	LDC	MODS	Description
			88	455	Area/district projects - supervision
			88	456	Area/district projects - supervision
61	541	Misc human resource activities	88	457	Area/district projects - supervision
62	557	Office work & recordkeeping - human resources	88	458	Area/district projects - supervision
			88	459	Area/district projects - supervision
65	566	Training support	89	470	Area/district projects - non-supervision
62	572	Personnel section	88	471	Headquarters projects - supervision
60	600	Manager, human resources	88	472	Headquarters projects - supervision
61	611	Stewards - clerks - human resources	88	473	Headquarters projects - supervision
60	641	Meeting time - human resources - supervision	88	474	Headquarters projects - supervision
			88	475	Headquarters projects - supervision
61	642	Meeting time - human resources - non-supervision	88	476	Headquarters projects - supervision
			88	477	Headquarters projects - supervision
66	643	Injury compensation	88	478	Headquarters projects - supervision
61	652	Labor relations	88	479	Headquarters projects - supervision
63	653	Safety & health	88	480	Headquarters projects - supervision
64	654	EEO	89	510	Headquarters projects - non-supervision
61	686	Admin & clerical - labor relations	89	511	Headquarters projects - non-supervision
64	687	Admin & clerical - EEO	89	512	Headquarters projects - non-supervision
62	689	Admin & clerical - personnel services	89	513	Headquarters projects - non-supervision
65	691	Admin & clerical - training support	89	514	Headquarters projects - non-supervision
63	692	Admin & clerical - safety/health	89	515	Headquarters projects - non-supervision
61	902	Travel - human resources	89	516	Headquarters projects - non-supervision
69	958	Rehabilitation	89	517	Headquarters projects - non-supervision
68	959	Limited duty	89	518	Headquarters projects - non-supervision
			89	519	Headquarters projects - non-supervision
		CUSTOMER SERVICES SUPPORT	82	570	Admin services - supply
			82	571	Executive section
79	001	Platform acceptance & weighers unit	81	602	Manager, administrative services
79	550	Presort verification	82	626	Stewards duty time - PPO
75	551	Claims & inquiries	84	648	Information systems
75	552	Claims & inquiries	82	665	Admin & clerical - administration
70	601	Manager, customer services support	83	666	Purchasing

LDC	MODS	Description
85	670	Facilities
80	671	Postmaster/installation manager
84	682	Admin & clerical - information systems
82	904	Travel - administration
81	934	Manager, information systems

TRAINING

LDC	MODS	Description
90	780	Training - operations support
91	781	Training - mail processing
92	782	Training - delivery services
93	783	Training - plant & equipment maintenance
94	784	Training - customer services
95	785	Training - finance
96	786	Training - human resources
97	787	Training - customer services support
98	788	Training - administration
93	789	Training - vehicle services

SPECIAL OPERATIONS

LDC	MODS	Description
	777	Incoming letters flowed to route/box
	778	Incoming flats flowed to route/box
	888	Flowed as finalized
	988	Loaned as officer-in-charge
	989	Loaned to headquarters
	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 maint building services
	997	Loaned as rural carrier
80	998	HQ related
58	999	TACS operation default

Table A-2: TACS Ring Codes
(Also referred to as Hours or Payroll Codes)

.

**RING
CODE   DESCRIPTION**

010	Begin Tour
011	Move
012	Out to Lunch
013	In from Lunch
014	End Tour
024	AWOL
*030	Full LWOP Hours
*031	Partial LWOP Hours
032	Telephone Time
*033	Guarantee Telephone Time
034	Beeper Time
*035	Extra Straight Time
*036	Guarantee Telephone Overtime
*043	Penalty Overtime Payment
044	Military LWOP
046	Donated Leave-Personal
*047	Rural Free Saturday
048	Holiday Schedule Premium
049	OWCP LWOP Hours
*050	Rural Carrier Trips
*051	Rural Carrier Actual Hours
*052	Work Hours
*053	Overtime Hours
054	Night Work Premium Hours
055	Annual Leave
056	Sick Leave
*057	Holiday Work
058	Holiday Leave
059	Part Day LWOP
060	Full Day LWOP
061	Court Leave
*062	Guarantee Overtime
*063	TE cross-foot
065	Meeting Time
066	Convention Leave
067	Military Leave

**RING
CODE   DESCRIPTION**

*068	Guarantee Overtime
069	Blood Donor Leave
070	Stewards Duty Time
071	Continuation of Pay Leave
072	Sunday Premium
073	Out of Schedule Premium

074	Christmas Work
*076	Non-scheduled cross-foot
077	Civil Defense Leave
078	Act of Nature Leave
079	Veterans Funeral Leave
080	Relocation Leave
081	Civil Disorder Leave
082	Travel Within Schedule
083	Travel Outside Schedule
084	Union Official Leave
085	Voting Leave
086	Other Paid Leave
088	Non-bargain Reschedule Premium
089	Postmaster Org. Leave
090	Higher Level Authorization
091	Overtime Authorization
092	Disallow Guarantee Time
093	No Lunch Punch

* Indicates system-generated rings, not input in the Clock Ring Editor or EBR.

Table A-3: Roster Designation and Activity Codes

Employee Category	Supv	Full Time	P-T Reg	P-T Flex	Temp	Casual	Relief	Trans
City Delivery Carriers		**13-4**	**33-4**	**43-4**		**63-4**		**83-4**
Clerks		**11-0**	**31-0**	**41-0**		**61-0**		**81-0**
Mail Handlers		**12-0**	**32-0**	**42-0**		**62-0**		**82-0**
Maint/Admin		16-9	36-9			66-9		86-9
Maint/Bldg & Equip		16-7	36-7			66-7		86-7
Maint/Bldg Svcs		16-6	36-6			66-6		86-6
Maint/Postal Operating Equip		16-8	36-8			66-8		86-8
Managers & Supervisors	**09-0**							
-Maint/Admin	06-9							
-Maint/Bldg & Equip	06-7							
-Maint/Bldg Svcs	06-6							
-Maint/Postal Op Equip	06-8							
-VMF	05-3							
Medical Officers & Head Nurses	09-0		39-0					
Nonbargaining Prof/Tech/Admin		**19-0**	39-0	49-0	59-0			
Nurses		11-1		41-1				
Postmasters	08-0		38-0		58-9		58-0	
Rural Carriers								
-Aux Rural Carrier							77-0	
-RCA Service Vacant Rt							74-0	
-RCS Service Aux Rt							79-0	
-Rural Carrier		71-0		76-0				
-Rural Carrier Assoc							78-0	
-Rural Relief Carrier							75-0	
-Sub RC Serving Vacant Rt							72-0	
-Sub Rural Carrier							73-0	
-Temp Relief Carrier						70-0		
-Temp Relief Carrier						70-1		
Special Delivery Messengers		14-0	34-0	44-0		64-0		84-0
Vehicle Operators		13-5	33-5	43-5		63-5		83-5
VMF Administrative		15-3	35-3	45-3		65-3		85-3
VMF Garagemen & Jr. Mech		15-2	35-2	45-2		65-2		85-2
VMF Mechanics & Analysts		15-1	35-1	45-1		65-1		85-1
HQ & Related Offices								
CAG M-Z(excluding CAG 'S')								
All Employees	11-9	11-9	31-9	41-9	51-9	61-9		81-9
CAG S								
-Postal Inspectors	08-9	08-9						
-Non-Inspectors	11-9	11-9	31-9	41-9	51-9			
Postal Police Officers	17-9	17-9		47-9				

Note: Roster Designation and Activity Codes in **bold** refer to categories sampled by IOCS.

Table A-4: IOCS Activity Codes

1. UNDERLINE DIRECT MAIL

   Direct mail codes are grouped by shape, class, and subclass of mail in the following order:

   - Cards and Letters
   - Flats
   - Irregular Parcels and Pieces (IPPs)
   - Parcels

   0 - 4999

2. MIXED MAIL

   Mixed mail codes are applied to mail when one of the direct mail codes is not appropriate for identification of that mail in the IOCS. The codes are listed for mail classes and combinations of mail classes and for shapes.

   5300-5740

3. WINDOW AND RELATED OFFICE ACTIVITIES

   5020-5195
   6000-6200

4. NONPOSTAL ACTIVITIES (WORK FOR OTHER GOVERNMENT AGENCIES)

   6270 Selective Service Registration
   6275 Internal Revenue Service
   6290 OMMS (Only Washington D.C. Post Office)

5. MAIL-RELATED ACTIVITIES

   6210 Platform Acceptance
   6211 Caller service at platform
   6220 Dock Expeditor or Dock/Ramp/Transfer Clerk
   6230 Registry
   6231 Express Mail
   6240 Nixie
   6320 Supplies and Equipment
   6330 Claims and Inquiry
   6420 Carrier Performing Routine Office Work or Going to Vehicle
   6430 Checking In/Obtaining Accountable Mail or Keys/Checking Vehicle/Safety Meeting
   6435 Delivery Confirmation
   6436 Signature Confirmation
   6460 Vehicle Service Clerical Work
   6480 Quality Control/Revenue Protection
   6495 Headquarters/Area Test
   6500 Conducting and Taking Scheme Exams
   6519 Training
   6521 Break/Personal Needs

MAIL-RELATED ACTIVITIES (5. continued)

    6522 Clocking In or Clocking Out
    6523 Moving Empty Equipment
    6524 Moving Empty Equipment - Dock Transfer
    6525 Waiting for mail or machine restart
    6570 Central Mail Mark-Up
    6580 Postage Due
    6620 Accounting or Auditing

6. GENERAL SERVICES ACTIVITIES

    6630 General Administrative Services
          Note: 6630 also includes:

          • Transfer Office Work
          • Industrial Engineering
          • Marketing and Communication
          • Secretarial Work
          • Transportation-Related
          • Production Control Planning
          • Other Special Activities
    6650 Time and Attendance

7. OUT-OF-OFFICE TIME

    6710 City Carrier Street Time
    6715 Clerk or Mailhandler Off-Premises (Not related to Express or DMU)

8. SUPERVISORY ACTIVITIES

    7170 Window Service Supervision
    7410 Rural Delivery Carrier Supervision
    7420 City Delivery Carrier Supervision
    7430 Checking In/Out Accountable Mail or Keys
    7460 Vehicle Service Clerical Work
    7470 Supervision of Mixed Clerk/Mailhandler Activities
    7480 Quality Control/Revenue Protection
    7510 Training - Not Specified
    7570 Central Mail Mark-Up
    7631 Higher Level Supervisors
    7632 Employee and Labor Relations
    7633 General Supervision of Mail Processing
    7634 General Supervision of Collection and Delivery
    7635 Supervision of Two or More Clerical and/or Mailhandler Activities
    7635 Supervision of Two or More of the Following Crafts:
          (1) City Delivery Carriers
          (2) Rural Carriers
    7637 Supervision of Clerks and/or Mailhandlers and At Least One of the Following:
          (1) City Delivery Carriers
          (2) Rural Carriers
    7750 Mail Processing Supervision
    7610 Personnel and E&LR Work
    7640 Time and Attendance at Non-PSDS Office

SUPERVISORY ACTIVITIES (8. continued)
   7650 PSDS/MODS/TACS- Time and Attendance
   7620 Accounting or Auditing
   7630 General Administrative Work
   7210 Platform Acceptance
   7230 Registry
   7240 Nixie
   7320 Supplies and Equipment
   7330 Claims and Inquiry
   7495 Headquarters/Area Test
   7523 Moving Empty Equipment
   7580 Postage Due

9. LUNCH AND LEAVE ACTIVITIES

   9010 Annual Leave
   9020 Sick Leave
   9030 Loaned to Others (when on Form 1232)
   9040 Military Leave (continuation of pay)
   9050 Other Paid Leave
   9060 Jury Duty/Court Leave
   9070 Non-Scheduled
   9080 Terminated, Resigned, Retired
   9090 Transferred
   9110 Leave Without Pay (including AWOL)
   9120 Split Shift
   9130 Lunch
   9140 Five-Minute Leeway Time (FLSA)
   9150 Guaranteed Time
   9190 Scheduled reading cancelled
   9200 CODES Record for Scheduled Sample Not Received
   9201 Non-IOCS Occupation Code
   9202 Sample Contains Insufficient Data for Coding
   9203 Non-IOCS Roster Designation/Activity Combination
   9206 Supervisor Lunch/Leave/Non-Scheduled

Note: Activity Codes may be useful for identifying patterns when tracking individual data collector exceptions.

APPENDIX B: IOCS/TACS REPORTS CODE GROUPINGS

B-1: TACS MODS Operation Code Activity Definition

TACS carrier activity at reading time (from clock rings) and TACS work hours category (from operations hour summary) are 'Street' if MODS Operation code is in:
      713,715,717,719,721,723,725,727,729,731,733,735,737,739

TACS work hours category (used for calculation of office/street split from total work hours) is 'Office' if MODS Operation code is in:
      354,613,622,632,714,716,718,720,722,724,726,728,730,732,734,736,738,740,782,614,744,757, 743,768,709,711,959,958

For purposes of this report, all other MODS codes are treated as an 'Office' activity when clock rings are compared to the IOCS activity.

B-2: IOCS Activity Code Groups for Carriers

Activity Group	Activity Codes Included	Remark
Mail Pieces	0000 - 4999	Handling single piece of mail
Mixed Mail	5300 - 5740	Handling mixed mail
Misc. Window	5020 - 5195 or 6000 - 6200	Window activity
Street	6710	See table B-3 for subgrouping
NonPostal Act.	6270, 6275, 6290	For other government agencies
Mail-Related Act.	6210 - 6240	Platform, dock, registry, Express, nixie
Training-Other Tr	6519	
General Serv.	6630 - 6600	Administrative, TACS, etc.
Annual Leave	9010	
Sick Leave	9020	
Loaned	9030	
Other Leave	9040, 9050, 9060, 9110	Military, jury duty, other leave
Nonscheduled	9070	
Not USPS Employee	9080	Retired, resigned, terminated
Transferred	9090	
Lunch	9130	
5-minute Leeway	9140	
Nonroster design.	9203	New roster designation, not sampled by IOCS
Other	All other codes	Other includes all activity codes not previously defined

B-3: IOCS Activity Code Subgroups When Exception is IOCS Street / TACS Office

When the exception is IOCS street/TACS office, the Street label has been broken into the following subcategories based on answers to IOCS laptop software questions:

Rt-Bus Res or Mix	Q16E01-"A" (Route Type question)
Rt-Package	Q16E01-"B"
Rt-Collection	Q16E01-"C"
Rt-Ex Mail	Q16E01-"D"
Rt-Relay	Q16E01-"E"
Rt-Combo/Other	Q16E01-"F"
OffPr-Package	Q16B01C-"A" (Off Premise activity question)
OffPr-Collection	Q16B01C-"B"
OffPr-Ex Mail	Q16B01C-"C"
OffPr-Relay	Q16B01C-"D"
OffPr-Combination	Q16B01C-"E"
OffPr-Other	Q16B01C-"F"