



Management Operating Data System

Handbook M-32

April 2000

- A. **Explanation.** This handbook provides operations policies and procedures governing the Management Operating Data System (MODS) program.

- B. **Distribution.** There is no initial distribution of this handbook. Offices may order copies from the Material Distribution Center (MDC) using form 7380, *MDC Supply Requisition*.

- C. **Comments on Content.** Address comments or questions regarding the content of this handbook to:

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- D. **Effective Date.** This handbook is effective April 2000.

A handwritten signature in black ink, appearing to read "Nicholas F. Barranca".

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Introduction

I-1 Purpose of This Handbook

This handbook, *Handbook M-32*, governs the Management Operating Data System (MODS) program. *Handbook M-32* applies to offices that use the remote Main Frame, Gold Tape LAN, or stand-alone personal computer versions of MODS software for managing operational data on:

- mail volume
- work hours
- performance by operation (work activity)

This manual presents the program responsibilities for maintaining and operating the MODS System:

- when to report data
- the units of measurement used to convert mail volume
- the naming conventions to use for data reporting
- how to enter data into MODS, using input devices and importing data from other postal systems

MODS is for national application; all postal facilities in the system must follow the procedures in this handbook for volume and work hour reporting and other data entry, except where options or alternatives are specified. The MODS program has some flexibility and options to accommodate local needs. To vary from any of these procedures, you must first get the approval of USPS Headquarters Operations Technical Support Group.

I-2 Describing the MODS Program

The Management Operating Data System (MODS) is a systematic approach to gather, store, and report data on workload, work hours, and machine utilization. The operational data is entered into MODS, compiled, and communicated in reports to postal facilities for planning mail processing activities and projecting work hours and mail volumes.

Handbook M-32 is to be used as a management record-keeping system--a tool for management to track work hours and other information to maintain the efficiency of the Postal Service. Handbook M-32 is not relevant to craft jurisdiction.

Today, there are three ways to use MODS:

- the remote mainframe computer
- PCMODS on a stand-alone personal computer
- Gold Tape LAN for large facilities on a stand-alone PC

Mainframe: When the program was first developed, we were limited to the remote mainframe version of MODS for larger facilities. (Because of size, personal computers were not able to accommodate MODS for these facilities.) Most larger offices still use the remote mainframe to report data into MODS.

PCMODS: All other offices use the Personal Computer Management Operating Data Systems (PCMODS) application on either the local Gold Tape LAN or the stand-alone personal computer.

Gold Tape LAN: Today, advances in data processing technology have created a version of PCMODS software that can accommodate even larger facilities. Facilities using mainframe MODS now can migrate to the Gold Tape LAN PCMOD Systems.

I-3 How MODS Fits in the USPS Network:

The Postal Source Data System (PSDS) is an electronic data processing communications network that provides data entry and retrieval for postal systems. It is used by most of the larger facilities to manage:

- MODS (located at the Minneapolis ISCC)
- Time and Attendance System (T&A)
- National Maintenance Information and Control System (NMICS)

MODS uses the PSDS network to gather and transmit operational data to the Minneapolis ISCC for processing on the remote mainframe computer. The data is processed, organized, and compiled into reports related to volume, work hour, and machine utilization. The PSDS network then communicates these reports back to the local office for planning and tracking.

I-3.1 Data Collection Site: If You are Connected to PSDS

The PSDS communications equipment is located in each facility's Data Collection Site (DCS). The PSDS recording devices linked to the PSDS communications network are located in various locations:

- mail processing plants
- annexes
- airmail facility
- vehicle maintenance facilities
- others

These recording devices are linked to the DCS with cables and telephone lines. PSDS connects the DCS to the Minneapolis ISSC, where all collected data is managed. The Minneapolis ISSC provides "24-7" communication of data to and from facilities in the PSDS network—24 hours a day, seven days a week.

I-3.2 Electronic Time Clock (ETC) System: If You are Not Connected to PSDS

The Electronic Time Clock (ETC) system is an automated program used for collecting time and attendance data for offices not connected to the PSDS network. Similar to the PSDS Time and Attendance System, ETC records, stores, and processes employee clock rings to generate work hour data that supports PCMODS work hour reporting. ETC maintains employee data locally and transmits employee weekly totals to the Minneapolis ISSC for payroll purposes.

I-4 MODS Program Support

The Customer Support Branch in the Minneapolis ISSC provides MODS technical system support. Please direct program support or any additional guidance to the Area MODS Coordinator.

I-5 Customer Support

The Customer Support Branch in Minneapolis provides technical assistance to field users of MODS and PCMODS 24 hours a day, seven days a week:

- provides guidance
- troubleshoots problems
- helps offices use the mainframe MODS or PCMODS

For support, call 1-800-USPS-HELP (1-800-877-7435). To open a help ticket, you need this information:

- site name
- your name
- your telephone number
- Finance Number
- PRN Address (for PCMODS sites)
- description of the problem/error message

To reference and track the problem, the Customer Support Branch will assign your problem an open ticket number, which will remain open until the problem is resolved. To follow up, call Customer Support with the ticket number.

I-6 Area MODS Coordinators

Each Area has a MODS Coordinator who is responsible for:

- ensuring compliance with MODS
- providing program support
- training
- ensuring accurate data reporting
- managing related MODS activities between headquarters and the field offices

I-7 Who is Responsible for What

These are the roles and responsibilities of the various players in the MODS Program: USPS Headquarters, Area Offices, Field Offices, and Finance.

I-7.1 USPS Headquarters

Processing Operations responsible for:

- assigning a headquarters program coordinator
- managing the overall operation of MODS/PCMODS
- assigning operation numbers to work activities
- approving changes or modifications to MODS/PCMODS
- overseeing the design and technical management of MODS/PCMODS
- overseeing the development of the periodic updating of the national conversion rates
- providing program support to the area coordinators

I-7.2 Area Office

In-Plant Support is responsible for:

- assigning an area program coordinator
- coordinating program related activities between headquarters and the field offices
- providing detailed direction for accurately collecting MODS/PCMODS data
- overseeing the overall operation and technical management of MODS/PCMODS within the area

I-7.3 Field Office

Plant/Post Office is responsible for:

- managing the overall operation of the local MODS/PCMODS
- assigning a local program coordinator
- complying with all procedures outlined in this handbook
- managing the mail flow matrix and updating them annually or whenever significant changes occur
- maintaining the MODS scale profile table
- reviewing MODS/PCMODS reports daily
- accurately recording volume and work hours in MODS/PCMODS in a timely manner
- ensuring that the flow of mail is orderly through recording locations, that mail is properly presented for recording, and that correct tare weights of all rolling stock used to weigh mails are clearly marked
- preparing proper documentation and ensuring correction of data reporting errors

I-7.4 Finance

Finance is responsible for:

- managing the processing of volume and work hour data and preparing related reports for management in the PSDS facilities
- providing workhour data files for the ETC offices in a timely manner for input in the PCMODS facilities

1 The MODS Program

1-1 Functions of the MODS System

The Postal Service uses the MODS System to collect operational data, generate reports, and transmit local data files to the Corporate Data Base (CDB) through the Corporate Information System (CIS). The CDB provides long-term data storage to meet the reporting requirements of the national weekly and accounting period. MODS stores the raw data and provides a historical database for national and local planning, analysis, and tracking of mail processing activities.

- Mainframe MODS automatically transmits data files daily to the CDB through the PSDS network for weekly reporting. The weekly MODS files are rolled up into a report on each accounting period.
- The PCMODS System uses the software application's Transmit Option to activate the File Transfer Program (FTP) as described in the PCMODS User's Guide. MODS data files are transmitted to the CDB weekly, and the weekly MODS files are rolled up to create a report on each accounting period.

For all facilities—mainframe MODS and PCMODS—the MODS System performs these functions:

- assigns each activity a standard 3-digit operation number (Each facility may further define operations with a Local Unit (LU) code—a 2-digit number added to the operation number. The LUs are not transmitted to the CDB MODS files.)
- uses 2-digit source/type codes, mail distribution, and handling operation numbers to identify the origin, type designation, and other characteristics of the mail
- records mail volume by various methods (Most data is imported from other systems—the majority of the machine data is imported from the End of Run (EOR) Program. In other cases, the volume is by machine meter, machine printouts, actual piece counts—by weight, containers, or linear measurement.)
- uses national conversion rates to convert mail weight, containers, or feet into pieces of mail
- reports mail volume processed as first handling piece (FHP) and projects subsequent handling pieces (SHP) using mailflow densities or actual pieces except where noted
- records and reports actual work hours and authorized overtime by operation
- provides optional planning of hours by labor distribution code and operation number

- provides optional planning of FHP volumes by letters, flats, and parcels

The mainframe MODS System also performs these functions:

- reports workload units in non-distribution operations
- uses national factor rates to convert workload units, letters, flats, parcels, and mixed volumes to work credits

1-2 MODS Basic Components

The MODS System has two basic components: MODS 1 and MODS 2 postal facilities. The difference between the two components is the method of data collection and reporting:

- *MODS 1 facilities* use the remote mainframe computer, MODS software, and the Postal Source Data System (PSDS) communications network to collect data and generate reports. The mainframe computer is located at the Minneapolis ISSC.
- *MODS 2 facilities* use the Gold Tape LAN or stand-alone PC version of the MODS software and local printers to collect data and generate reports.

Both systems are covered in this handbook because MODS 1 and MODS 2 facilities collect the same type of operational data and share program similarities:

- operation numbers
- labor distribution codes (LDCs)
- source/type codes (S/Ts)

1-2.1 MODS 1 Offices

To input and report MODS data, MODS 1 offices use the PSDS recording devices and the communications network. The data is collected nationwide and transmitted by PSDS to the mainframe at the Minneapolis ISSC. There the MODS software application organizes, interprets, and compiles the data into reports that are communicated back to the postal facilities for planning and projecting work hours and mail volumes.

1-2.2 MODS 2 Offices

MODS 2 offices use the Gold Tape LAN or stand-alone PC to report MODS data. The data is collected using the PCMODS software application. PCMODS organizes, compiles, and generates reports for planning and projecting work hours and mail volumes.

1-2.3 Regional Post Office Code (REGPO)

To identify offices, MODS data reporting facilities are assigned a 4-digit Regional Post Office Code (REGPO). All facilities in the reporting city are assigned the same REGPO (mail processing, vehicle or air mail facility in the same city, for example). The REGPO code separates data by City Post Office name in the Corporate Data Base MODS files. REGPO codes are assigned by Area Office and City Post Office name.

1-2.4 Separate Reporting Facility (SRF) Codes

For MODS data reporting, PSDS uses Separate Reporting Facility (SRF) codes to separate each group of facilities reporting by finance number within a REGPO code. A 2-digit SRF code is assigned to each finance number within a REGPO/City. It distinguishes the office for data reporting purposes and creates separate MODS reports for each reporting facility or SRF. Individual SRFs are assigned to each facility—mail processing plant, air mail facility, delivery units, vehicle facility—in each city.

MODS 2 facilities can not use SRF codes because the Electronic Time Clock program (ETC) does not support SRFs. The ETC work hours can not be imported into PCMODS by SRF code. The PCMODS application can assign SRF codes at the program's Config Site Parameter menu.

1-3 Entering and Transmitting Data

MODS 1 and MODS 2 offices both use input devices to enter and transmit site-specific data:

- volume
- mail processing machine data
- employee work hours by time, by operation number, and employee identification number

Because of the difference in the MODS software application, the descriptions of the input and output devices vary slightly for MODS 1 and MODS 2 sites.

1-3.1 PSDS Transactor: MODS 1 Offices

MODS 1 offices use PSDS transactors as the input workstation. The workstation is an AT&T PC 6300 IWS (Industrial Workstation) that transmits to the remote mainframe computer's MODS software program in Eqan ISSC. The workstation consists of:

- a video display terminal (VDT)
- a system module for data storage
- a keyboard for data entry

The transactor uses custom screens to record inputs relating to time and attendance, personnel data, MODS volume transactions, and mail processing equipment information.

1-3.2 PCMODS Input Workstation: MODS 2 Offices

MODS 2 offices use a PC Workstation configured with the Oracle-based PCMODS software program as the input workstation. The workstation consists of:

- a Gold Tape LAN with an NT Server or stand-alone PC
- a keyboard
- a video display terminal (VDT)
- a printer

The PCMODS software uses menu-driven screens to input data, create files, store data, and interface with other postal data files to manage the daily operating data for the local site.

1-4 Work Hour Data

1-4.1 Employee Badge Reader (EBR)

Employee Badge Readers (EBR) record employees clock ring data used by several postal systems. The primary data user is the Time and Attendance system (T&A), which uses employee clock ring data to compute work hour usage by operation number with the capability of optional tour reporting.

- MODS 1 offices use Employee Badge Readers (EBR) connected to the PSDS network to collect employee clock rings. The PSDS network transmits the clock ring data to the Eqan ISSC for the MODS System to report work hours.
- MODS 2 offices use Employee Badge Readers (EBR) connected to the Electronic Time Clock System (ETC) to collect, store, and transmit clock rings for processing within ETC. The ETC program uses the stored clock rings to generate local reports that PCMODS uses to report work hours. The PCMODS programs interface with ETC to import the local clock ring data to generate work hours for MODS reporting.

1-5 Volume Data

1-5.1 MODS Scales Programs

The USPS uses Hardy Scales and PCScales software programs to collect weighed mail volume data and convert the weighed pounds to actual pieces for MODS volume input. The Hardy Scales can be used by either MODS 1 or MODS 2 programs. PCScales is only used in MODS 2 offices.

Both scales programs use platform scales to weigh containers of mail and also use a computer with software—either Hardy Scales or PCScales. The scales software program records weights, converts weighed pounds to pieces using national conversion rates, and creates mail volume files for input into MODS.

- For MODS 1 facilities, the Hardy Scales program interfaces with the PSDS communication network to transmit the data automatically to Eqan ISSC for processing in MODS.
- For MODS 2 facilities, the Hardy Scales or PCScales create weighed volume files for automatic data entry into PCMODS using the system's interface.

1-5.1.1 Hardy Scales Program

The Hardy Scales program uses the same version of software in either MODS 1 or MODS 2 facilities that:

- purchased their equipment specifically from Hardy
- connect all floor scale workstations (SWS) to a controller

In MODS 1 facilities, the Hardy Scales controller is connected to the PSDS communication network for automatic data reporting into MODS 1. The platform transmits weights in whole pounds to the Scale Workstations (SWS). The SWS stores the weight information and sends data to the Main Facility Device Controller (MFDC) through the Hardy Scales System Controller (SSC). In MODS 1 facilities, the PSDS network is used to transmit volume data from the MFDC to the mainframe MODS at the Eqan ISSC.

In MODS 2 facilities, the weight volume files from the Hardy Scales System Controller (SSC) are copied to a diskette for input into MODS using the PCMODS scales interface option.

1-5.1.2 MODS PCScales Program

PCScale is the PC version of Hardy Scales software. PCScales may or may not be connected to the platforms or any other weighing device. MODS weighing procedures must be followed to obtain the weight of the container of mail. If the platform is not connected, the weight must be manually entered into the PCScales screen. The scales program applies national conversion rates to convert pounds to pieces and create mail volume files for PCMODS input.

The scale Workstation—which includes a keyboard, video display terminal (VDT), and computer—stores the volume data. At the end of the day, the volume data from each workstation must be copied to a diskette for entry into PCMODS. The PCScales program provides volume data input for the MODS 2 facilities.

1-5.1.3 Scale Input Devices

The floor scale is a mechanical weighing device used as the primary method of entering weighed volumes into the MODS System, but other scales are used in conjunction with the scales program:

- bench scales
- in-motion scales

1-5.1.3.1 Bench Scale

The bench scale is a smaller scale that typically weighs mail up to only 10 pounds. The bench scale is usually connected to the MFDC for data transmission; however, in some cases it is not. If it is not connected, a manual entry must be made into the MODS System using the weight and source type for the weighed mail.

1-5.1.3.2 In-motion (Conveyor) Scale

The in-motion scale is positioned on a conveyor line and weighs mail as it moves along the belt. The scale is preset to facilitate the automatic recording of mail. The computer automatically deducts standard tare weights for letter and flat trays. This also includes inline scales in Tray Management Systems (TMS).

1-5.1.4 End of Run (EOR) Program

End of Run (EOR) is a software program that collects data from the automated and some mechanized mail processing equipment on a user-defined time interval from an on-site Virtual Address Extension-Virtual Memory System (VAX-VMS). In addition to on-line viewing capabilities and standard reports, EOR supplies equipment statistical data files for the MODS. EOR generates daily files to report mail pieces fed and accepted by machine and time. The machine files are used to input Total Pieces Fed (TPF) and Total Pieces Handled (TPH) volume in MODS by machine and operation number.

- MODS 1 offices automatically transfer EOR data files into MODS by establishing a File Transfer Program (FTP) connection with the VAX-VMS.
- MODS 2 offices collect EOR data files on diskettes for transfer into PCMODS to generate TPF and TPH volume by machine and operation number.

1-6 MODS Reporting Periods

1-6.1 MODS Day

The local office designates the a.m. cutoff time for processing MODS data (6:00, 7:00, or 8:00 a.m.)—when the volume of mail on hand will be at its minimum. For late morning Delivery Point Sequence (DPS) dispatch to stations and branches, DPS mail dispatch time can be after the MOD Day cutoff.

1-6.2 MODS Tour

The MODS day is made up of three tours of eight hours each. Tour 2 begins at the start of the MODS day, followed by tour 3, and ending with tour 1. Work hours are reported by tour for all functional areas on the tour work hour reports. An optional mail processing tour operating report is available on request through the local office.

1-6.3 MODS Week

The MODS week begins with tour 2 on Saturday morning and continues through tour 1 on Friday night.

1-6.4 MODS Accounting Period

The MODS accounting period begins with tour 2, Saturday, day 01, and ends with tour 1, Friday, day 28. The MODS accounting period reports consolidate data for each of the 28 days of the accounting period.

1-7 MODS Reports

The MODS 1 System creates outputs or reports daily, weekly, and by accounting period. These reports can be retrieved in two ways:

- receiving automatically generated, canned, hard-copy reports transmitted over the PSDS communications network at the designated reporting frequency and distributed to the facility by the Data Collection Site (DCS)
- accessing the Corporate Information System (CIS) to find electronically stored MODS raw data files and canned reports

The MODS 2 System creates similar reports, but daily reports can be retrieved only from the local server's storage. In MODS 2 offices, users generate canned reports from the menu-driven screen and make distribution to the facility. Weekly and accounting period reporting is available by accessing the CIS. The CIS stores MODS data for the MODS 2 facility identical to the data stored for the MODS 1 facility. Like MODS 1 users, MODS 2 users can access the electronically stored MODS raw data and canned reports.

2 MODS Operation Numbers, Source/Type Codes, and Transactions

2-1 MODS System Operation Numbers

Operation numbers are 3-digit numbers that designate uniquely defined activities (operations) performed in post offices. To record volumes, workloads, and work hours, use the operation numbers defined in Appendix A of this handbook.

2-1.1 Volume and Workload Operations

2-1.1.1 First Handling Pieces

Record mail volume in the operation where it receives its first distribution handling—the *first handling pieces* (FHP) count. A first handling piece is a letter, flat, or parcel that receives its initial distribution in a postal facility. The FHP—the number of pieces of mail received for distribution in a facility—is a useful indicator for planning and measuring the distribution workload of the facility.

First handling pieces are determined by machine meter counts or by national conversion rates.

2-1.1.1.1. Machine Meter Count

From cancellation devices, we collect machine meter counts of the number of pieces canceled. The machine meter count is credited as first handling pieces in the outgoing operation where the pieces will be distributed.

2-1.1.1.2 Advanced Facer/Canceler System (AFCS) Volume Reporting

You must enter the following:

- the number of pieces cancelled
- FIM A, B, and C
- Runtime
- Downtime

This data is available from the AFCS Single Machine Production Report. For MODS processing, use the End of Run application to bring in AFCS information.

At all times, the site must ensure that all volume from these stackers is processed in the MODS operations where it is recorded. If the volume is processed in another operation, first withdraw it as FHP using Source/Type code 01.

2-1.1.1.3 End Of Run (EOR) Application

The End of Run (EOR) application credits machine-canceled letter volume from operations 011-015 as FHP to the MLOCR-ISS, outgoing primary, operation 881. These are the volume recording procedures for EOR:

- Letter volume moving from the 011-015 operations into the operation 831 that is not credited through EOR *must be weighed*.
- Letter volume moving from the 011-015 operations into the 881 operation is *not weighed*.

Operation 881:

Mapping letter volume from 011-015 operations into operation 881 is no longer necessary; all mappings to operation 881 must be deleted. If an office leaves the 881 mapping in place, the FHP volume will still be *accurate* but it will generate an exception report. Volume mapped into operation 881 will still be sent to Minneapolis. But Minneapolis will reject all 881-01 transactions because the automatic credit accounted for this volume.

Local personnel must not mistake this exception report as lost volume and manually enter this volume into MODS

2-1.1.1.4 National Conversion Rates

Other letter and flat operations determine first handling pieces by multiplying the number of pounds of mail weighed to the operation by a standard national conversion rate of the number of pieces per pound of mail. The result is the number of first handling pieces to be distributed in the operation. The National Conversion Rates were updated September 14, 1998.

2-1.1.1.5 Priority Conversion Rates

For Priority Conversion Rates, use these conversion rate types:

Description	Pieces	Item
Priority	74	U-Cart
Priority	92	Hamper
Priority	20	Sack
Priority	19	SPBS Tray

PSDS sites must tabulate all the priority pieces and then enter the data with a Source/Type code of S/T 70. Priority Mail segregated by shape must use the appropriate letter, flat, or parcels S/T code.

2-1.1.1.6 Actual Counts

In parcel operations, first handling pieces are determined by an actual count of parcels or by standard conversion rates of the number of pieces per container (sack or hamper).

2-1.1.2 Subsequent Handling Pieces and Total Piece Handlings

First handling pieces that require more distribution into subsequent or downstream manual operations are projected as subsequent handling pieces (SHP), based on local mail flow densities. In non-automated environments, the total of FHP and SHP becomes total piece handlings (TPH).

For *mechanized and automated operations*, the total piece handlings are the total pieces fed minus any reworked and/or rejected pieces. The TPH is the number of handlings necessary to distribute each piece of mail from the time of receipt to dispatch. Comparing the FHP and TPH gives you the handling ratio of mail for a facility.

Example: If the ratio of FHP to TPH (TPH divided by FHP) is 1.5, the average piece of mail receives 1.5 handlings from the time it is received until it is dispatched from the facility.

This performance information can be used to measure performance and efficiency. This ratio can vary depending on mail flows and operating plans. A low ratio does not guarantee efficiency.

To record *machine operations that are connected to the End of Run (EOR) Application:*

- Allow EOR to compute TPH.

To record *operations not incorporated in EOR:*

- Record the actual total pieces fed from meter readings or machine printouts.
- Enter the total pieces fed for these operations with a 7-5 transaction.
- Enter the total pieces fed by the cancellation, parcel sorting, and ACDC equipment with a 7-5 transaction.

To record *workload units:*

- Record workload units in valid non-distribution operations by piece, sack, or cubic feet. (A workload unit is the amount of work performed in indirect distribution operations: banded trays, sorted sacks, a cubic foot of vehicle loaded or unloaded, or an accepted mailing.)

To record *work hour operations:*

- Record work hours in operation numbers defined in Appendix A of this handbook—except the special operations 777, 778, 888, and 999.

To record *mixed operations:*

- In general, mail distribution operations handle only one type of mail. Operations that handle one or more mail types (letters, flats, and parcels) are mixed operations. For example, priority mail can be either a letter, flat, or parcel.

To record *special operations:*

- The following operations perform special functions (do not charge work hours and direct volume inputs to these operations):

Special Operations	Function
777	Accumulates incoming letter volume finalized to carrier routes and station boxes. Volume is flowed using density matrixes from distribution operations.
778	Accumulates incoming flat volumes finalized to carrier routes and station boxes. Volume is flowed using density matrixes from distribution operations.
888	Accumulates all mail finalized for distribution. Includes residues and backflows necessary for 100% density for each operation.
999	Accumulates work hours recorded into unassigned or invalid operation numbers.

2-2 Source/Type Codes (S/T Codes)

Mail identification codes combine operation numbers and 2-digit Source/Type (S/T) codes. S/T codes may identify the size, shape, class, unit of measure, and type of mail. Use these codes to input mail volumes into the mail distribution operation.

- The system uses national conversion rates to convert pounds or units into pieces. S/T codes also are used to input workload units into non-distribution operations.
- The system uses national factors to convert workload units into work credits. Some S/T codes are used to withdraw or transfer mail between operations, and others are used for inventory purposes.

All S/T codes are uniquely described and 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.

2-2.1 Letter Mail Source/Type Codes

The physical characteristics of a letter determine whether it is machinable or non-machinable. Letter mail is recorded according to its size/machinability, regardless of the operation in which it is worked. When machinable-sized letters are worked in manual operations, enter them using machinable S/T codes.

Source/Type Codes

S/T Code	Description	Rate	Type	Mail	Handling	Action
01	Machine Canceled	35.51	Machinable	Letters	FHP	+
02	Metered Prep Pref	27.88	Machinable	Letters	FHP	+
03	Metered Bypass Pref	28.25	Machinable	Letters	FHP	+
04	Metered Prep Std	22.22	Machinable	Letters	FHP	+
05	Metered Bypass Std	19.6	Machinable	Letters	FHP	+
06	Opening Unit Mixed Pref	28.55	Machinable	Letters	FHP	+
07	Opening Unit Mixed Std	18.11	Machinable	Letters	FHP	+
08	Category C- OCR Readable	1	Machinable	Letters	INVALID	+
09	Subsequent Handling, Mixed, Std	18.11	Machinable	Letters	TPH	+
10	Second Handling, Mixed, Pref	28.55	Machinable	Letters	TPH	+
11	Hand Canceled	21.42	Non-Machinable	Letters	FHP	+
12	Metered Prep, Pref	21.52	Non-Machinable	Letters	FHP	+
13	Metered Bypass, Pref	15.07	Non-Machinable	Letters	FHP	+
14	Metered Prep, Std	11.61	Non-Machinable	Letters	FHP	+
15	Metered Bypass, Std	14.14	Non-Machinable	Letters	FHP	+
16	Opening Unit Mixed Pref	21.02	Non-Machinable	Letters	FHP	+
17	Opening Unit Mixed Std	13.57	Non-Machinable	Letters	FHP	+
18	Barcode A Field	1	Machinable	Letters	INVALID	+
19	Barcode B Field	1	Machinable	Letters	INVALID	+
20	Barcode C Field	1	Machinable	Letters	INVALID	+
21	Barcode B' Prime Field	1	Machinable	Letters	INVALID	+
22	Barcode C' Prime Field	1	Machinable	Letters	INVALID	+
23	Pre-Barcode B Field	1	Machinable	Letters	INVALID	+
24	Pre-Barcode C Field	1	Machinable	Letters	INVALID	+
25	Second Handling, Metered Prep/Metered Bypass Std	13.66	Non-Machinable	Letters	TPH	-
26	Pre Barcode B' Prime Field	1	Machinable	Letters	INVALID	+
27	Machine Rejects	35.42	Machinable	Letters	TPH	-
28	Auto/Mech Second Handling	1	Machinable	Letters	TPH	+
29	Riffle Mail	30.43	Non-Machinable	Letters	TPH	+
30	Pre Barcoded C'Prime Field	1	Machinable	Letters	INVALID	+
31	Inventory Hand Canceled	21.42	Non-Machinable	Letters	FHP	+
32	Inventory Metered Preparation, Pref	21.52	Non-Machinable	Letters	FHP	+
33	Pre Barcoded Unique 5-Digit	1	Machinable	Letters	INVALID	+
34	Inventory Opening Unit, Std	13.57	Non-Machinable	Letters	FHP	+
35	Inventory Second Handling, Std	13.57	Non-Machinable	Letters	TPH	+
36	Inventory Opening Unit, Mixed Pref	21.02	Non-Machinable	Letters	FHP	+
37	Inventory Second Handling, Pref	21.02	Non-Machinable	Letters	TPH	+
38	Category B – Script	1	Machinable	Letters	INVALID	-
39	Rework	23.72	Machinable	Letters	FHP	+
40	400 Bin	35.42	Machinable	Letters	TPH	-
41	Letters, Destination	30.98	Foreign	Letters	FHP	+

42	Letters, Origin	35.56	Foreign	Letters	FHP	+
43	Total Unique 5- digit	1	Machinable	Letters	INVALID	+
44	Withdraw – Foreign Origin	35.56	Foreign	Letters	TPH	-
45	Inventory Foreign Origin	35.56	Foreign	Letters	FHP	+
46	Inventory Foreign Origin	35.56	Foreign	Letters	TPH	+
47	Local Cancellations	33.19	Machinable	Letters	FHP	+
48	Console Reading	1	Machinable	Letters	INVALID	+
49	Carrier Bypass	1		Letters	INVALID	+
56	Category A – FIM	1		Letters	INVALID	+
75	Originating Presort, Pref	1		Letters	INVALID	+
76	Originating Presort, Std	1		Letters	INVALID	+
80	Machine Canceled	35.51		Letters	FHP	+
81	Metered Preparation, Pref	27.88		Letters	FHP	+
82	Metered Bypass, Pref	28.25		Letters	FHP	+
83	Metered BBM	22.22		Letters	FHP	+
84	Metered Bypass Std	19.6		Letters	FHP	+
85	Opening Unit, Pref	28.55		Letters	FHP	+
86	Opening Unit, Std	18.11		Letters	FHP	+
87	Metered Bypass Pref	15.07		Letters	FHP	+
88	Metered Bypass, Std	14.14		Letters	FHP	+
89	Opening Unit, Std	13.57		Letters	FHP	+
94	AFCS-ISS Script Image Lift	1		Letters	INVALID	+
95	AFCS-ISS OCR Readable Image Lift	1		Letters	INVALID	+
96	Reserved	1		Letters	INVALID	+
97	Reserved	1		Letters	INVALID	+
98	Reserved	1		Letters	INVALID	+
99	Workload Unit	1		Workload Unit	INVALID	+

Inventories minus workload from current MODS day and credits workload to the next MODS day.

2-2.1.1 Machine-canceled Stamped Mail—Input

To enter pieces canceled in operations 011-014, use S/T 01.

- Total the volume of letters canceled on canceling devices and enter the number as pieces canceled.
- To transmit the AFCS information, use the End of Run application.

2-2.1.2 Hand-canceled Mail—Input

Weigh hand-canceled mail with S/T 11, which credits 010 with canceled pieces and the distribution operation with FHP.

2-2.1.3 Metered Mail—Input

- For meter and permit letters, use S/T codes 02-05 and 12-15.
- To add FHP to the input operation and accumulate volume in operation 020, use S/T codes 02, 04, 12, and 14.

- To record letters that do not require preparation (bypass) in 020 into the distribution operations, use S/T codes 03, 05, 13, or 15. This will credit FHP to the distribution operation and to the 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.

2-2.1.4 Metered Mail—Withdrawal

2-2.1.5 Opening Unit—Input

- To enter mixed stamped and metered letters from a preferential or opening unit, use S/T codes 06, 07, 16, or 17.
- To enter letter mail that originates from the central markup, computerized forwarding units, Nixie section, etc., and requires distribution in the facility into the distribution operation, use opening unit S/T code 06, 07, 16, or 17.

2-2.1.6 Withdrawals

Do not run mail through the canceling machine more than once for Hand, No Such Numbers (NSN), or similar endorsements—and then run it through again for date. This results in an erroneous FHP count for operation 881.

Instead, make a deduction to reflect the correct number of pieces canceled by entering a transaction 7-5 (011-015) 2 xxxx, where xxxx is the number of pieces run through twice.

For adjustments other than current day, use either:

- A1 during the pay period
- PA for prior pay periods

2-2.1.7 Automation Culls

We recommend that you weigh this mail (from 883, for example) into the appropriate operation number (043, for example)--with a scales transaction 02 and a mail type of 16 or 17.

2-2.1.8 Riffle Mail SHP Inputs

Weigh riffle mail that is distributed in operation 029, but requires additional distribution, into the subsequent operation with S/T code 29.

2-2.1.9 Mechanization Operation Rework Subsequent Handling Mail

Deduct all rework mail (MPLSM Zero Bin, 400 Bin, sweepside, and machine errors) on mechanization equipment operations from the total pieces fed for that operation using S/T codes 27, 39, or 40.

- If this volume is to be reworked in another operation, record it as an SHP in the operation where it will be distributed.
- If meters are installed, enter the meter readings from the bins with a 7-3 transaction. Otherwise, this mail must be weighed.

Report these mail volumes with S/T code 39:

- Zero Bin
- Full Bin Bypass Mail
- No Key Mail

Mail volumes reported in S/T code 40 include:

- 400 Bin
- Unassigned Digits Mail
- Invalid Key Code Mail
- Any Special Assignments

Deduct *sweepaside and machine errors* from the total pieces fed by mechanization operations using S/T code 27.

2-2.1.10 Automation Operation Rework Subsequent Handling Mail

Deduct *automation operation rework mail* from the total pieces fed for that operation using S/T code 27 or 39. Stacker 1 on the automation operations is the stacker receiving non-readable mail.

1. Treat these volumes as having had valid FHP handling in these operations because the identification and separation of non-readable volumes is a function of the equipment.
2. Remove this mail to the corresponding manual or MPLSM operation for further processing.
3. Volume taken to manual operations must be either weighed or incorporated in the mail flow matrix. If weighed, use a transaction type 4.

The last stacker(s) on the automation equipment is for those volumes being rejected because of *machine malfunctions*. The End of Run application will automatically subtract stacker counts from pieces fed.

If automation rework mail is taken to a manual operation, this mail must be weighed or incorporated in the mail flow matrix. If weighed, use a transaction type 4.

The rework mail taken to the MPLSM will be reflected in that operation's total pieces fed from the console readings; therefore, a second handling entry is not required.

2-2.1.11 Subsequent Handling, Automation/Mechanization

Mail distributed on automation or mechanization operations may require more processing in a manual operation. This subsequent handling mail may be weighed or flowed to downstream operations.

An OCR bin profile report taken at the end of processing for each scheme will give the actual count of letters distributed to each stacker. Use this report to determine the number of pieces of mail going to manual operations. To enter the number of pieces of mail, use:

- a 7-3 transaction
- the manual operation number
- S/T code 28

Example: 1,725 pieces of mail from OCR stacker 12 must receive more processing in operation 168.

2-2.1.12 S/T Codes for Foreign Mail

Foreign Mail S/T codes 41, 42, 44-46 are used only in airport mail facilities or exchange offices that receive clearly identifiable foreign airmail letters.

2-2.1.13 Local Cancellations S/T Code 47

To input letters canceled at an associate office, use Local Cancellations S/T code 47, which does not add to the total pieces for operation 010 or deduct from 881 FHP. FHP will be credited only to the distribution operation.

2-2.1.14 Console Reading S/T Code 48

In PSDS offices, to enter or adjust machine console readings—for current, prior period, or year to date—use S/T code 48. This S/T code can only be used with an A-1 transaction, because S/T code 48 adjusts only the operation of input. Make adjustments by scheme operations (881, 882, etc.) as necessary. The FHP count is automatically adjusted for operation 881 when S/T code 48 is used with operations 011-015.

2-2.1.15 Carrier Bypass Volumes S/T code 49

To enter letters presorted to carrier routes or that otherwise require no distribution, use S/T code 49. The actual piece count is input with a 7-1 or 7-3 transaction to operations 253-339. This volume will be added to the station/branch carrier volume.

2-2.2 Flat and Newspaper Source/Type Codes

2-2.2.1 S/T Codes 50-69, 90-93

Use the S/T codes listed in the Flat & Newspaper Source/Type Codes with operations 060, 062, 063, 069, 070, 073-075, 141-148, 170, 175, 178, 179, 191-197, 240, 330-339, 401-409, 421-428, 441-448, 461-469, 801-807, 961-967.

Flat Sorter Reworks:

Record volume for flat sorting machines reject bin and key errors into the operation where it will receive second handling distribution. Enter meter readings for the rework volume with a 7-3 transaction. Otherwise, this mail must be weighed. To simplify and reduce the necessary recordings, Flat Sorting operations have been paired with associated manual operations. S/T code 50 deducts TPH when used with flat sorter operations.

Stamped Mail—Input:

S/T code 51 credits operation 010 with pieces canceled and the distribution operation with FHP.

Metered Mail—Input:

S/T codes 52 and 53 are for metered and permit flats. S/T code 52 adds volume to operation 020. Flats that do not require preparation are considered bypass and must be recorded into a distribution operation with S/T code 53. S/T code 53 adds volume to operation 020 bypass.

Opening Unit—Input:

To enter mixed stamped and metered flats from a preferential or bulk business opening unit, use S/T code 54 or 66. Enter flat mail from the central markup or computerized forwarding units that requires distribution within the facility into the distribution operation using S/T code 54 or 66.

Opening Unit—Newspapers:

To enter newspapers from a preferential or bulk business opening unit into a distribution operation when the newspapers are distributed in cases in a flat operation, use S/T code 55.

Withdrawals:

- Mail entered into an operation but not worked there must be weighed out with S/T code 63.
- If subsequent handling mail is withdrawn using S/T code 63 and must be worked in another operation, reenter it with S/T code 64.
- Reenter withdrawn FHP mail using the appropriate original S/T code.

FSM Subsequent Handlings:

Mail from the FSM operations may require further processing in a manual operation. Either weigh this mail or use manual matrixes.

Foreign Mail:

S/T codes 61 and 62 are used only in airport mail facilities, exchange offices, or plants that receive clearly identifiable foreign airmail flats.

Console Readings:

To enter or adjust machine console readings—current, prior period, or year to date—use S/T code 68. This S/T code can only be used with an A-1 transaction.

Because S/T code 68 adjusts only the operation of input, make adjustments to scheme operations (141, 142, etc.).

Carrier Bypass Volumes:

For flats presorted to carrier routes or that otherwise require no distribution, use S/T code 69. Enter the actual piece count with a 7-1 or 7-3 transaction to operation 240-253. This volume will be added to the station/branch carrier volume.

Flat and Newspaper Source/Type Codes

S/T Code	Description	Rate	Type	Mail	Handling	Action
50	Rework Bin and Key Errors	3.57		Flats	FHP	+
51	Machine Canceled	4.72		Flats	FHP	+
52	Meter Preparation	4.18		Flats	FHP	+
53	Meter Bypass	4.49		Flats	FHP	+
54	Opening Unit, Mixes Pref	3.57		Flats	FHP	+
55	Opening Unit, Newspapers	2.78		Flats	FHP	+
57	Inventory Mixed Pref	3.57		Flats	FHP	+
58	Inventory Mixed Pref	3.57		Flats	TPH	+
59	Inventory Newspapers	2.78		Flats	FHP	+
60	Inventory Newspapers	2.78		Flats	FHP	+
61	Flats, Origin	4.59		Flats	FHP	+
62	Inventory Foreign	4.59		Flats	FHP	+
63	Withdrawal, All Flats Second Handling	3.57		Flats	TPH	-
64	Second Handling, Mixed, Pref	3.57		Flats	TPH	+
65	Originating Std	4.83		Flats	FHP	+
66	Opening Unit, Mixed Std	4.36		Flats	FHP	+
67	Inventory, Opening Unit, Mixed Std	4.36		Flats	FHP	+
68	Console Reading (Pieces Fed)	1		Flats		+
69	Carrier Bypass	1		Flats		+
77	Originating Presort, Pref	1		Flats		+
78	Originating Presort, Std	1		Flats		+
90	Machine Canceled	4.72		Flats	FHP	+
91	Metered Preparation	4.18		Flats	FHP	+
92	Metered Bypass	4.49		Flats	FHP	+
93	Originating, Std	4.83		Flats	FHP	+

[Inventor ...]

2-2.3 Parcel Source/Type Codes

2-2.3.1 S/T Codes 70-74, 79

Use these S/T codes with operations 100, 102, 103, 105, 107, 108, 130, 138, 139, 200, and 240-253:

Parcel Source/Type Codes

S/T Code	Description	Rate	Type	Mail	Handling	Action
70	Outside Piece	1		Parcels	FHP	+
71	Sacks	8.79		Parcels	FHP	+
72	Hampers	39.7		Parcels	FHP	+
73	Hampers - Extended	65		Parcels	FHP	+
74	Inventory - Hampers	39.7		Parcels	FHP	+
79	Parcels for Delivery	1		Parcels	FHP	+

Source Description	S/T	Conv. Rate	FHP
Outside Piece	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
Parcels for Delivery	79	1.00	--

2-2.3.2 S/T Code 79

For all parcels that will be delivered by carriers—including parcels that are presorted to carrier routes or otherwise require no distribution—use S/T code 79. Enter the actual piece count with a 7-1 or 7-3 transaction to operations 240-339. MODS adds this volume to the station/branch carrier volume.

2-2.4 Originating Presort Source/Type Codes

All originating presorted volume may be entered into MODS. Originating presorted volume is not credited toward the first handling piece total of a facility. The purpose of entering this volume is to track variances in the amount or type of originating presorted volume received.

2-2.4.1 S/T Codes 75-78

Use S/T codes 75-78 with operations 002 through 009:

Source Description	S/T	Conv. Rate
Pref. Letters	75	1.00
Standard Letters	76	1.00
Pref. Flats & Parcels	77	1.00
Standard Flats & Parcels	78	1.00

2-2.5 Workload Unit Operation Source/Type Codes

Most operations in LDC 17 and 18 require entry of workload unit data—before the tour or daily MODS cutoff time established for each office. To enter workload units, use S/T code 99 and a 7-1 or 7-3 transaction.

Most workload units are entered using S/T code 99—except for SPBS, which must use a 7 transaction. The SPBS is a required entry; the others are optional.

2-2.5.1 Source/Type Code 99

Use S/T code 99 with non-distribution operations to credit work load units.

Source Description	S/T	Conv. Rate
Workload Units	99	1.00

For opening and pouching operations (110-117, 120-129, 180-189), the workload unit of measure is a sack, equivalent sack, or tray. Count all sacks or trays that require work effort in these operations as they enter the operation. Do not take credit for:

- output from these operations—sacks pulled or containers unloaded
- sacks or trays reworked within the same facility
- dispatched sacks or trays that do not require processing in the opening pouching operations

**Conversion Rates for Work Credit Equivalent Sacks
Sacks per Container**

Container	Full	3/4 Full	1/2 Full	1/4 Full
U-Card (1075)	4	3	2	1
Gurney (1033)	5	4	3	1
Hamper (1046)	13	10	7	3
Hamper (1046) w/Insert	8	6	4	2
BMC/OTR	36	27	18	9
APC/GPMC	24	18	12	6
Wire Container	19	14	9	5
Platform Truck (1070)	27	20	13	7
Pallet/Skid	38	29	19	10

These are the workload units of measure used by the various operations:

ACDCS operations (118-119): a piece scanned. The number of pieces scanned will generally be available from the computer that supports the ACDCS equipment. Facilities with remote or bypass ACDCS equipment that actually tag and scan mail must use other methods to obtain a piece count. Enter the total number of pieces scanned with a 75 transaction.

Platform operations (210-234): a cubic foot of vehicle loaded or unloaded. Take credit for both loading and unloading for mail processed for another office that requires loading and unloading as a dock transfer.

Sack sorting operations (235-239): a sack, pouch, or outside piece sorted. Sack sorting for work credit purposes is the first distribution of a sack, pouch, or outside piece on a mechanized sack sorter, platform, slide, chute, conveyor, multislides, or bullpen operation. Do not take credit for subsequent sorts or sorts done on the platform as a part of the vehicle unloading process. Where possible, use electromechanical devices, such as photocell counters, for piece counting.

Registry section operations (585-590): a piece of registered or certified mail distributed by a mail processing employee in the registry section. To determine the total of all pieces distributed, use Form 3854 and/or Form 3854A for the tour or day.

Express mail operations (131, 669, and 793): a piece of inbound or outbound express mail that requires distribution by a mail processing employee in the express mail unit.

Bulk mail entry unit operations (001 and 839): a mailing accepted by the unit. You can determine the number of mailings accepted from a count of the forms used in accepting the mailings—Form 3602, Form 3602 PC, Form 3541, etc.).

2-2.6 Applicable Source/Type Codes

For each operation number, use only the S/T codes listed in this chapter. When an S/T code is used that does not apply, it is reported on the MODS error signal report.

3 Workhours

The MODS System accumulates workhours by operation, MODS Day, MODS Tour, MODS Week, and MODS Accounting Period. Before using operation numbers to record workhours, the operation numbers must be validated. In this Handbook, the term "operation" means the same as "operation number" and "operation-LU number."

Craft workhours are related to direct distribution or processing operations—including time for allied labor. *Allied labor* includes these and others:

- obtaining mail from staging areas
- opening and dumping mail from sacks or containers
- traying letters and flats
- loading ledges
- sweeping processed mail from cases, tying out loose packing, and disposing of mail
- moving mail to scales and to subsequent handling or staging areas
- obtaining, handling, labeling, closing, and disposing of sacks or containers at staging areas, dump holes, etc.
- loading or unloading loose packs or similar containers, unless a centralized loose pack operation is used (See Operation 110, 120, or 180.)
- distributing letter or flat bundles that were tied out in a local office
- obtaining empty equipment for use in operating and moving excess empty equipment—such as trays, containers, or sacks—to designated internal storage areas
- recording and reporting missent mail received from other post offices as necessary
- examining and spreading empty sacks or pouches

Record craft workhours in valid operation numbers, which you can find in Appendix A.

3-1 Reporting Workhours

The MODS System accumulates both straight and overtime workhours by operation number from non-exempt EAS and craft employees' clock rings. EAS-exempt employees are not required to enter clock rings: their workhours are automatically accumulated by the MODS System.

3-1.1 Local Unit

To further define workhours and volumes by operation number, you can use Local Units (LUs). LUs are 2-digit numbers assigned locally to operation numbers to provide management additional tracking options for workhours and volume reporting. For example, Operation 030-01 is an operation with a local unit assigned to it.

Workhours and volumes by local unit are reported at the local level only. Local units do not appear on district, area, or national MODS reports or in the Corporate Date Base.

The default local unit for all operations is 00. All other local units are invalid until activated in the local facility operation validity table for each Separate Reporting Facility (SRF). For an explanation of SRFs, see the next section.

- To add local units to the operation validity table, use PSDS transaction 0. When activating local units, the 00 default must be activated before activating any other local units.
- To add local units in a PCMODS facility, see Chapter 8.

3-1.2 Separate Reporting Facility(SRF) Codes in PSDS Sites

Installation heads in PSDS sites who want separate reports for one or more reporting units within a finance number can assign 2-digit SRF codes. SRF codes distinguish units for reporting purposes and create separate MODS reports for the designated reporting unit/SRF.

Example: An installation head may receive separate MODS reports for:

- the P&DC (SRF 00)
- the government mail section (SRF 01) in the same building
- the priority mail annex (SRF 03) located across town

Sites may have no more than 39 SRFs. If an installation head chooses not to assign SRF codes, MODS automatically assigns SRF 00 as the default SRF for the finance number. If an SRF is deleted, the remaining SRFs are numbered as designated by the installation head.

3-1.2.1 Adding or Deleting SRFs

Submit requests to assign, add, change, or delete SRF codes to Eqan ISSC one accounting period before the implementation date. Requests should include this information:

- finance number
- post office name
- SRF name
- SRF number
- to change or delete an SRF, the number of the SRF where data will be consolidated

- effective date of the change

All SRF actions are effective on the first day of the accounting period.

3-1.2.2 Machine Number Ranges for SRFs

This exhibit lists the allowable machine identification numbers by SRF codes. The machine type determines the numerical value of the first digit of the machine identification number.

MACHINE TYPES

1- Transactor	3- Floor Scale	5- Alphanumeric System
2- Bench Scale	4- In Motion Scale	6- Badge Reader

SRF CODE	MACH ID #	SRF CODE	MACHI ID #	SRF CODE	MACH ID NO
00	X001-X275	14	X721-X730	28	X881-X890
01	X276-X385	15	X731-X740	29	X891-X900
02	X386-X435	16	X741-X750	30	X901-X910
03	X436-X485	17	X751-X780	31	X911-X920
04	X486-X620	18	X781-X790	32	X921-X930
05	X621-X630	19	X791-X800	33	X931-X940
06	X631-X640	20	X801-X810	34	X941-X950
07	X641-X660	21	X811-X820	35	X951-X960
08	X661-X670	22	X821-X830	36	X961-X970
09	X671-X680	23	X831-X840	37	X971-X980
10	X681-X690	24	X841-X850	38	X981-X990
11	X691-X700	25	X851-X860	39	X991-X999
12	X701-X710	26	X861-X870		
13	X711-X720	27	X871-X880		

3-2 Recording Workhours

Special Requirements

For PSDS offices, each employee is assigned a base finance number/SRF in the PSDS master file. This number indicates his or her normal reporting unit.

Each time-recording device is assigned an SRF code in MODS that corresponds with the finance number/SRF/reporting unit where the device is located.

Clock rings must be entered on a time clock in the finance number/SRF/reporting unit where the work will be performed.

General

All employees must use correct clocking procedures to ensure that hours are charged to the correct finance number/SRF/reporting unit.

Employees must record workhours in the operation, local unit, and SRF where the work is performed.

- Only the operation numbers in Appendix A may be used to record workhours.
- Only operation numbers validated in the SRF operation table may be used to record workhours.
- Only valid local units assigned in the SRF validity table may be used to record workhours.

The SRF validity table of the time-recording device on which clock rings are made determines the validity of operation numbers used in clock rings.

3-2.2.1 Recording Hours in the Correct Operation Number and/or Local Unit

Employees use time-recording devices to select the operation number to record workhours. When recording hours manually, enter the operation number on these two forms:

- PS Form 1260, Non-Transactor Card
- PS Form 1261, Non-Transactor Report

1-7.1.1 Recording Hours in the Correct Separate Reporting Facility

For PSDS offices, employees who perform work outside their finance number/SRF/reporting unit use special function keys (TR: transfer key) on the time-recording device in the new reporting unit/SRF to transfer hours to the new in the finance number/SRF/reporting unit.

When manually recording clock rings, enter the SRF on these two forms:

- PS Form 1260, Non-Transactor Card
- PS Form 1261, Non-Transactor Report

3-3 Specific Clocking Procedures to Record Workhours

These are the procedures we use to properly record workhours by Finance Number/SRF/Reporting Unit. MODS accumulates workhours from three types of clock rings:

- standard clock rings
- transfer/loan clock rings
- adjustment clock rings

3-3.1 Standard Clock Rings

Employees enter standard clock rings on an Employee Badge Reader (EBR). The employee selects a ring type (BT, OL, IL, ET) and an operation number.

MODS reports the workhours in the SRF assigned to the EBR. If employees enter clock rings on an EBR assigned to a different SRF/reporting area, MODS reports the workhours in the valid SRF assigned to their finance number/reporting area.

3-3.2 Transfer Clock Rings

Transfer clock rings are entered when an employee uses the TR function key on an EBR. The TR function key transfers hours to a designation/activity code, labor distribution code, and/or SRF in a facility other than the employee's base EBR/SRF/reporting area. Employees record workhours on the operation where the work is to be performed. When entering rings manually:

- Record the SRF on either PS Form 1260 or PS Form 1261.
- Do not use loaned operations numbers 988-997; these operations are for loans to finance numbers outside the facility.

TR transactions clock rings must be entered on an EBR assigned to the SRF/reporting area where the hours are transferred.

MODS reports transfer workhours in the reporting area identified in the TR transaction and the SRF assigned to the EBR where the rings are entered.

If the TR transaction reporting area and the EBR/SRF reporting area are different, MODS reports the workhours to the transferred finance number/reporting area and a default SRF assigned to the transfer reporting area.

City: Plains, USA

Name	Finance Number	Assigned SRF	Default SRF
P&DC	32-0000	00	00
CS	32-1111	01,02,03	00
AMC	32-4444	04	00
BMC	32-5555	05	00

Employee Assigned to SRF		Enters Clock Rings on EBR Assigned to SRF		Loaned to TR		MODS Reports Workhours in SRF/Finance Number		
Number	Name	Number	Name	Number	Name	SRF	Finance	Name
00	P&DC	01	CS	01	CS	01	32-1111	CS
04	AMC	00	P&DC	00	P&DC	00	32-0000	P&DC
05	BMC	00	P&DC	00	P&DC	00	32-0000	P&DC
01	CS	04	AMC	04	AMC	04	32-4444	AMC
02	CS	00	P&DC	00	P&DC	00	32-0000	P&DC

Employee Assigned to SRF		Enters Clock Rings on EBR Assigned to SRF		Loaned to TR		MODS Reports Workhours in SRF/Finance Number		
Number	Name	Number	Name	Number	Name	SRF	Finance	Name
00	P&DC	00	P&DC	01	CS	01	32-1111	CS
04	AMC	04	AMC	00	P&DC	00	32-0000	P&DC
05	BMC	05	BMC	02	CS	02	32-1111	CS
01	CS	01	CS	00	P&DC	00	32-0000	P&DC
02	CS	02	CS	04	AMC	04	32-4444	AMC
03	CS	03	CS	05	BMC	05	32-5555	BMC

3-3.3 Other Clock Rings

MODS accumulates workhours from 5 codes the same way as for Standard and Transfer/Loan clock rings.

3-3.3.1 5 Codes

5 Code clock rings are applied the same as Standard clock rings.

- If the employee's reporting area and the SRF reporting area match, MODS reports these workhours in the SRF entered in the transaction.
- If the employee's reporting area and the SRF reporting area are different, MODS reports the workhours to the *default* SRF assigned to the employee's base finance number/reporting area.

3-3.3.2 5L Transactions

5L transaction clock rings are applied the same as Transfer/loan clock rings. The 5L transaction must be entered on an SRF assigned to the reporting area where the workhours are loaned.

- If the 5L transaction finance number/reporting area and the SRF reporting area match, MODS reports the workhours in the SRF entered in the transaction.
- If the 5L transaction finance number/reporting area and the SRF reporting area are different, MODS reports the workhours in the loaned finance number/reporting area and a *default* SRF assigned to the loaned reporting area.

3-4 Specific Clocking Procedures

3-4.1 Non-exempt and Craft Employees

Non-exempt and craft employees must always be clocked into the operation where they are assigned.

3-4.2 Exempt Employees

EAS-exempt employees are not required to enter clock rings. Their hours are automatically accumulated by MODS based on the operation number assigned in the employee's master record. You can override this automatic accumulation of hours by entering clock rings through an EBR or transactor.

3-4.3 When Moving from One Operation to Another

If an employee moves from one operation to another, the employee must immediately clock into the new operation. If the employee is moving between floors or between buildings, use the appropriate travel operations in Appendix A.

3-4.4 Stand By Operations

For personnel in mail processing, customer services, and delivery services who cannot be gainfully employed, report workhours in the appropriate stand by operation number defined in Appendix A. This does not apply to temporary equipment breakdowns of ten minutes or less.

3-4.5 MODS Overtime

MODS overtime hours are included in workhours and are reported separately for informational purposes. MODS does not distinguish:

- regular overtime from penalty overtime
- out-of-schedule premium
- supervisory extra straight time hours authorized

Penalty overtime, out-of-schedule premium, and supervisory over-forty hours are reported as overtime on the MODS.

MODS overtime hours should be reconciled with paid overtime hours (NWRS) within a tolerance of 5% per pay period.

3-5 PSDS Authorizations

Hours worked over 8 hours in a day or 40 hours in a week are not reported as overtime on MODS unless PSDS timely overtime authorizations are entered. Time and Attendance overtime authorizations (TR 2-9), in conjunction with employee clock rings, provide overtime hours on MODS in the operation where the overtime hours are worked. Incorrect overtime authorizations distort overtime hours on the MODS.

Example: An employee begins two hours after tour overtime at 1500. If you enter 1400 for the after-tour overtime authorization, the overtime will be reported on MODS in the operations worked from 1400-1600—not 1500-1700.

If overtime hours for an employee cross two MODS days, enter the overtime authorization before the MODS split time for the first day. This ensures that the overtime is reported correctly on both MODS days.

Example: The office MODS day ends at 0800 a.m. An employee is on two hours after-tour overtime beginning at 0700 a.m. For MODS to report 1 hour overtime for each day, the overtime authorization must be entered before the 0900 a.m. MODS daily adjustment cutoff time.

3-5.1 MODS Overtime Adjustment

When PSDS (paid) overtime hours are reported incorrectly, MODS overtime hours are also reported incorrectly. Note, however, that two separate transactions are required to correct overtime hours:

- For paid hours, use PSDS TR 6, Total Hours Adjustment.
- For MODS overtime hours, use TR 79, Overtime Estimate.

When adjusting overtime hours with PSDS TR 6, you may need to use TR 79 to adjust MODS overtime hours.

3-5.2 Forced Overtime

The Time and Attendance System “forces” payroll records to crossfoot to 40 hours when they are not corrected in a timely manner.

Example: An employee who is eligible for overtime has more than 8 hours in a day or more than 40 in a week and the overtime is not authorized using either TR 2-9 or TR 6. In this case, the payroll system will “force” the payroll record to crossfoot by paying the unauthorized overtime.

“Forced” overtime is not reported as overtime in MODS:

- If the forced overtime is correct, adjust MODS overtime to agree with the paid overtime using TR 79 in the operation where the overtime was worked.
- If the forced overtime is **not** correct, prepare a payroll adjustment to recover the overtime hours. When the payroll adjustment is processed, the paid overtime and the MODS overtime will agree.

5.2-3 Transactor Screen 79

To adjust MODS overtime hours by operation, use transaction code 79, Overtime Estimate. Overtime resulting from a TR-6 or forced by the Time and Attendance System may require adjustment to the MODS using transaction code 79.

- For transaction code 79, use the current day of the pay period on which the transaction is entered.
- For stations and branches (customer or delivery service), enter overtime as replacement (REP) or other.

Use these character settings for this transaction:

- Characters 1-2: Transaction code 79
- Characters 3-7: Operation number
- Character 8: Value 1 = other (plus)
2 = other (minus)
3 = replacement (plus)
4 = replacement (minus)
- Character 9: Frequency
1 = Current Day
2 = Prior Period
3 = Year-to-date
- Characters 10-12: Number of whole OT hours
- Characters 13-14: SRF
- Characters 16-21: Finance

Note: The entry period for the current day is one hour after the MODS day begins until one hour after it ends. For prior period and year-to-date adjustments, the entry period is up to cut-off time Sunday morning.

SCREEN: 79

MODS OVERTIME ESTIMATE

TR CD	OPERATION/ LOCAL UNIT	VALUE	FREQUENCY	O/T HOURS	SRF	FINANCE
—	—-—	—	—	—	—	—

OPN/LU : OPERATION NUMBER - LOCAL UNIT

VALUE : 1 = PLUS REGULAR OT, 2 = MINUS REGULAR OT
3 = PLUS REPLACEMENT OT, 4 = MINUS REPLACEMENT OT

FREQUENCY : 1 = CURRENT DAY, 2 = PRIOR PERIOD, 3 = YEAR-TO-DATE

O/T HOURS : NUMBER OF OVERTIME HOURS

SRF/FINANCE : ENTER SRF OR FINANCE, ONE OR THE OTHER, NOT BOTH
HYPEN FILL FILED NOT USED

SCREEN: 71&72 73&74 75 94 95 96 97 98 PD MENU

3-6 Computing Workhours

Workhours are computed from non-exempt EAS and craft employee time and attendance entries according to the operation number associated with each clock ring. Exempt EAS employees' workhours are computed using the operation entered in the PSDS Employee Master Record Coding.

These entries start the accrual of time:

- begin tour (BT)
- in from lunch (IL)
- move (MV) entries

These entries end the accrual of time:

- out to lunch (OL)
- end tour (ET)

The system adds the accrual for all employees by separate reporting facility, tour, and operation number. Hours are rounded to the nearest whole hour.

3-6.1 MODS Tours

MODS tour cutoffs are calculated in 8-hour increments beginning with the MODS day cutoff.

Example: The MODS day cutoff is 0700, and the tour 2 cutoff is eight hours later or 1500. The next exhibit shows the MODS tour cutoffs:

MODS Tour Cutoffs

If the MODS Daily Cutoff Time is	MODS Tour 2 Cutoff Time is	MODS Tour 3 Cutoff Time	MODS Tour 1 Cutoff Time
0600	1400	2200	0600
0700	1500	2300	0700
0800	1600	2400	0800

The next exhibit shows the calculation of hours for an employee during a tour:

Employee Workhours for One MODS Work Day

Ring #	MODS Day	MODS Tour	Clock Rings			MODS Calculation of Workhours	Operation
1	3	1	BT	0600	030	(Start accumulation)	030
--Daily Cutoff Time 0700							
2	4	2	MV	0800	040	Ring 2 Minus Ring 1 = 2.00 hours	030
3	4	2	MV	0900	050	Ring 3 Minus Ring 2 = 1.00 hours	040
4	4	2	OL	1000	050	Ring 4 Minus Ring 3 = 1.00 hours	050
5	4	2	IL	1050	030	(Off the clock)	
6	4	2	MV	1250	040	Ring 6 Minus Ring 5 = 2.00 hours	030
7	4	2	ET	1450	040	Ring 7 Minus Ring 6 = 2.00 hours	040

Total = 8.00 hours

Note: With a MODS day cutoff of 0700, one hour will be reported in MODS day 3, and the remaining 7 hours will be reported in MODS day 4.

3-6.2 Clock Ring Sequence Errors

A sequence error occurs when:

- the employee's basic clock rings are not entered in the proper sequence
- when a basic clock ring is omitted, redundant, or improperly preceded, separated, or followed by a move ring

When MODS encounters an employee's clock rings, part of which are in sequence error, MODS calculates the hours for the correct clock rings and ignores the portion in sequence error.

Example: An employee has no begin-tour, an out-to-lunch at 1200, an in-from-lunch at 1250, and an end-tour at 1650. MODS will calculate the hours between 1250 and 1650, but will ignore the hours before the 1200 out-to-lunch ring.

When sequence errors in clock rings are corrected before the daily MODS cutoff, the correct workhours are reflected on the daily MODS reports.

Example: If the BT ring in the previous exhibit was omitted, the accumulation for operation 030 would be one hour short on MODS day 3 and one hour short on MODS day 4. Entering the correcting transaction (511 0600 030) during MODS day 4 would reflect the correct MODS day 4 total workhours (7.0 hours), and the correct MODS day 4 workhours on operation 030 (4.00 hours). The one hour for operation 030 on day 3 will be reflected on the weekly report.

- If a ring adjustment is entered after the daily cutoff, the next level of reporting (weekly or accounting period) reflects the adjustment.
- If the MODS day 4 begin tour clock ring is entered on MODS day 5, the result is an adjustment of two hours for operation 030 on the weekly report.

3-6.2.1 Purged Clock Rings

Purged clock rings are uncorrected sequence errors and carrier route errors. If they are not corrected within three days, they are removed from the Time and Attendance System. When these rings purge, MODS automatically deletes all hours previously charged and associated with the purged rings. Purged clock rings must be reentered exactly in the operations where they were originally worked. *Do not re-enter the purged clock rings using operation 998 (Time and Attendance Correction).*

3-6.2.2 Default Hours - Operation 999

Hours that cannot be charged to valid operations default to operation 999. These hours are charged to LDC 50 or LDC 53 based on the designation activity of the employee. Operation 999 hours are found on the Finance Operating Report.

Note: Designation activity 19-0 defaults to LDC 53.

Hours that cannot be charged to a valid local unit default to operation 999-00.

3-6.3 End Tours

3-6.3.1 Computing Hours

The most critical ring is the end tour (ET) ring. If an employee fails to enter an end tour (ET) ring, MODS will continue to accumulate time to the next MODS tour cutoff.

Example: If the employee in the next exhibit leaves without entering an end tour (ET) ring, MODS continues to charge hours until 1500—the MODS tour 2 cutoff—which overstates the hours in operation 150 by .50 hours. The .50 hours is the additional time charged from 1450 (the scheduled end tour time) and 1500 (the MODS tour 2 cutoff). When the correct end tour is entered, MODS adjusts the workhours accordingly.

Employee Workhours for One Tour

MODS Ring	MOD S Day	Tour	Clock Rings			Time Calculation	Operation
1	3	1	BT	0600	030	(Start accumulation)	030
--Daily Cutoff Time 0700							
2	4	2	MV	0800	040	Ring 2 Minus Ring 1 = 2.00 hours	030
3	4	2	OL	0900	040	Ring 3 Minus Ring 2 = 1.00 hours	040
4	4	2	IL	0950	150	Tour 2 cutoff Minus Ring 4=5.50 hours	150

--Tour 2 Cutoff Time 1500--

Total = 8.50 hours

3-6.3.2 Time and Attendance Clock Ring Adjustments.

Time and Attendance clock ring adjustments entered after the weekly MODS cutoff (Sunday daily cutoff) will be reflected in the accounting period data. Clock ring adjustments entered after the accounting period MODS cutoff will be reflected in the next accounting period MODS year-to-date data.

3-6.4 Total Hours Time and Attendance Hour Adjustments

MODS does not use Time and Attendance hour adjustments (transaction code 6 - Total Hours Adjustment) in its hour calculations; Time and Attendance hour adjustments have no effect on the MODS System. Do not use transaction code 6 instead of daily clock ring (transaction code 5) or overtime authorization (TR 2-9).

To enter any adjustments for MODS workhours or overtime, you must use the A4, 7-9, PA, or PB transactions. For more, see Chapter 4.

3-6.5 Invalid Social Security Number Adjustments

Clock rings made with invalid social security numbers will accumulate workhours for MODS. To adjust MODS hours accumulated by invalid social security numbers, either use an A-4 transaction or correct the invalid clock ring while still online in PSDS.

3-7 Work Hour Adjustments

3-7.1 Transactor Screen A4

Use transaction screen A4, MODS Work Hour Adjustment, to add and transfer workhours from or to operation numbers:

- by day
- by week

- by accounting period
- by year to date

This transaction adjusts hours within an accounting period only if the transaction is entered by day 1 of the next accounting period. Adjustments made for a prior accounting period after day 1 reflect only as year-to-date hours and are not reflected in next year's SPLY hours by accounting period. This transaction does not affect payroll accounting.

You can add hours to one Operation-LU without deducting from another Operation-LU; however, hours cannot be deducted from one Operation-LU without adding those hours to another Operation-LU. Subtracting workhours is permitted only for year-to-date adjustments using all zeros as the to Operation-LU.

The cutoff time for inputting transaction codes A4 is the daily cutoff time. The workhours transfer report must be verified, approved, and initialed by the appropriate functional manager or designee. These are the necessary character settings for a transaction code A4:

- Characters 1-2: Transaction code A4
- Characters 3-7: From Operation-LU
- Characters 8-9: From Separate Reporting Facility code
- Characters 10-15: From Finance Number
- Characters 16-20: To Operation-LU
- Characters 21-22: To Separate Reporting Facility code
- Characters 23-28: To Finance Number
- Characters 29-30: Accounting period to be adjusted
- Characters 31-32: Day of AP to be adjusted, 01-28
- Characters 33-35: Amount of workhours
- Character 36: Craft 1 = Clerk & Other, 2 = Mailhandler, 3 = Supervisor

										ONLINE	14.90
SCREEN: A4		MODS WORK HOUR ADJUSTMENT									
TR *	-----FROM-----**		-----TO-----*				Day				
CD	OPN/LU	SRF	FINANCE	OPN/LU	SRF	FINANCE	AP	AP	WORK	CRAFT	
									HOURS	CODE	

ENTER EITHER SRF OR FINANCE (FOR BOTH FROM AND TO)											
AP : 00 = YEAR TO DATE, 01 - 13 FOR DAILY											
CRAFT CODE : 1 = CRAFT & OTHERS, 2 = MAILHANDLER, 3 = SUPERVISOR											
SCREEN: A1 A2 A3 A5 A6 A7 A8A&B ABC A9 MENU											

3-8 Time and Attendance Inquiries

Attendance inquiries provide employee clock ring information by:

- employee number
- operation number
- specified device number
- pay location number

Use these transactions to verify attendance and ensure that employees are clocked into the operation where they are working.

3-8.1 Transactor Screen 70

Use transactor screen 70, Attendance Inquiry by Machine Number, to obtain a list of employees whose last clock ring was made on a specified input device before a specified time. The request must be for the current day, DPP. Only on-line clock rings appear on the report (begin tour, in-from-lunch, and moves). Use these character settings for these transactions:

- Characters 01-02: Transaction code 70 (preset)
- Characters 03-06: Machine number
- Characters 07-10: Time of attendance check (hours and hundredths)
- Characters 11-12: DPP. Use current day of the pay period.

SCREEN: 70 ATTENDANCE INQUIRY BY MACHINE NUMBER

TR CD	MACHINE NUMBER	TIME	DPP
----	-----	---.---	---

MACHINE NUMBER : BEGINS WITH "6" FOR BADGE READERS
 : BEGINS WITH "1" FOR TRANSACTORS

DPP : USE CURRENT DAY OF PAY PERIOD

SCREEN: 5 2L 29 2H 6 42 83 84 85 86 MENU

3-8.2 Transactor Screen 76

To obtain a list of employees whose last clock ring was made on a particular operation or pay location who are on the clock at a specified time, use Transactor Screen 76, Online Attendance Inquiry by Pay Location Number or OPN-LU,.

Note: If you enter 9999 for the time, the report will include ALL clock rings for employees who had rings on the operation/pay location requested. The request must be for the current day, DPP. Only on-line clock rings appear on the report (begin tour, in-from-lunch, and moves). If the supervisor wants all-day information for the specific operation, enter 9999 for the time. Use these character settings for these transactions:

- Characters 1-2: Transaction code 76 (preset)
- Characters 3-6: Time-of-attendance check (hours and hundredths)
- Characters 7-11: Operation-LU
- Characters 12-14: Pay Location
- Characters 15-16: DPP. Use current day of the pay period.

SCREEN: 76

ONLINE ATTENDANCE INQUIRY BY
PAY LOCATION NUMBER
OR
OPN-LU

TR	CD	TIME	OPN-LU	PAY	LOCATION	DPP
76	.		-----		----	

OPN-LU : IF INQUIRY IS FOR OPN-LU, ENTER HYPHENS IN PAY LOCATION
PAY LOCATION : IF INQUIRY IS FOR PAY LOCATION, ENTER HYPHENS IN OPN-LU
DPP : USE CURRENT DAY OF PAY PERIOD

***** NOTE *****

ENTER EITHER OPN-LU OR PAY LOCATION, ONE OR THE OTHER, NOT BOTH

SCREEN: 5 2L 29

3-8.3 Transactor Screen PD

To obtain a list of employees who made clock rings on a particular operation for a prior MODS day (up to seven MODS days back), use Transactor Screen PD, Prior MODS Day Hours Inquiry by Accounting Period and Day. Use these character settings for these transactions :

- Characters 1-2: Transaction code PD
- Characters 3-4: Accounting Period
- Characters 5-6: Prior Day of the Accounting Period
- Characters 7-8: Separate Reporting Facility (SRF) Code
- Characters 9-13: Operation-LU
- Characters 14-45: Multiple SRF and Operation-LU request

SCREEN: PD							ONLINE 14.49
PRIOR MODS DAY HOURS INQUIRY BY ACCOUNTING PERIOD AND DAY							
TR CD	AP	PRIOR/DAP	SRF	OPN-LU	SRF	OPN-LU	
---	---	---	---	-----	---	-----	
	SRF	OPN-LU	SRF	OPN-LU	SRF	OPN-LU	
	---	-----	---	-----	---	-----	
AP	: ACCOUNTING PERIOD, 01 - 13						
PRIOR DAP	: PRIOR DAY OF THE ACCOUNTING PERIOD, 01 - 28						
	NOTE. 7 DAYS PRIOR TO CURRENT DAY OF ACCOUNTING PERIOD						
SRF	: ENTER A SPECIFIC SRF, OR XX FOR ALL SRF'S						
OPN-LU	: ENTER A VALID OPN-LU, OR XXX-XX FOR ALL OPN-LU'S						
***** UNUSED FIELDS ARE DASH FILLED *****							
****ONLY ONE REQUEST ALLOWED WHEN REQUESTING ALL SRF'S WITH ALL OPN-LU'S****							
SCREEN:	MENU						

3-8.4 Transactor Screen 81

Use transactor screen 81, Attendance Inquiry by Employee ID Numbers, to obtain a list of an employee's current online clock rings. All current online clock rings appear on the report. Use these character settings for these transactions:

- Characters 1-2: Transaction code 81
- Characters 3-11: Employee ID number (social security number)

SCREEN: 81 ATTENDANCE INQUIRY BY EMPLOYEE ID NUMBERS

	PAY
	ID
TR	NUMBER
CD	
81	_____

SCREEN: 5 2L 29 2H 6 42 83 84 85 86 MENU

3-8.4 MODS Prior AP Adjustments

Input Screens:

- Screen PA: MODS Prior AP Adjustment - Part A
- Screen PB: MODS Prior AP Adjustment - Part B

These transactions cannot be used for current period adjustments. Use the correct values—and not the difference between the current amount and the correct amount.

Transactions will be generated to update the Corporate Data Base file. A report is printed the day following input to allow verification of the data entered. The PA Transaction will adjust FHP, TPH, TPF, hours, and overtime.

- Enter only the fields to be changed, and fill the unused fields with hyphens.
- Enter zeroes in a field to create an adjustment with a value of zero.
- Enter Volume Data in pieces to the nearest 100.

The OT Adjust Field will affect regular OT only—not replacement. The Hour Adjust Field will affect clerk hours only.

Example: If an operation reports clerk and supervisor hours, only the clerk hours amount will be adjusted.

Also, if an operation reports LTR, FLT, and PAR, only the LTR amount will be adjusted. This affects operations such as 713, 240, and 769.

MODS Prior AP Adjustment - Part A

TR							
CD	FY	AP	Day	LDC	SRF	OPN-LU	
P A	---	---	---	---	---	-----	
FHP	TPH	TPF	Hours	Overtime			
-----	-----	-----	-----	-----			

(Enter the total correct amount. DO NOT enter the difference between the current amount and the correct amount.)

Volume data (FHP,TPH,TPF) are entered in pieces to the nearest 100.
Only enter fields to be changed and unused fields are hyphen filled.

****This transaction can only be used for prior accounting period adjustments.****

SCREEN: MENU

The PB Transaction will adjust AFCS FIMS or AFCS categories. Enter only the fields to be changed, and fill the unused fields with hyphens. Entering zeroes in a field will create an adjustment with a value of zero.

SCREEN: PB

ONLINE 14.49

MODS Prior AP Adjustment - Part B

TR								No of	Run	Down
CD	FY	AP	Day	LDC	SRF	OPN-LU	Mach	Time	Time	
P B	---	---	---	---	---	-----	-----	-----	-----	-----
* Other equipment volume (encodes, AFCS FIMS or AFCS categories)*										
ST	Pieces		ST	Pieces		ST	Pieces		ST	Pieces
---	-----		---	-----		---	-----		---	-----

(Enter the total correct amount. DO NOT enter the difference between the current amount and the correct amount).

Use the "other equipment volume" field for adjusting encode AFCS FIMS, or AFCS categories. Only enter field to be changed and unused fields are hyphen filled.

3-9 Error Reports

3-9.1 Invalid Operation Report

This report does the following:

- identifies hours calculated from clock rings with invalid operation numbers
- transfers them to LDC 50 and LDC 53
- prints the complete set of rings for these employees

Supervisory overtime hours charged to operation 999 cannot be removed from the MODS report. This is because operation 999 is used to collect both craft and supervisory overtime charged to invalid operations and TR 79 does not distinguish between craft and supervisory overtime.

3-9.2 MODS Daily Error Transactions Report

This report reflects MODS wishes that defaulted to an SRF, which happens when the employee's reporting area/base finance number and the machine ID of the clock ring are inconsistent. The inconsistency causes MODS to default these workhours to a valid SRF for the employee's finance number.

4 System Inputs and Computations— Workloads

4-1 Recording Mail Volume

To record mail volume, follow these guidelines:

- For mail volume from *mail processing equipment*, use the End of Run (EOR) application. For manual entries into EOR, use console or meter readings.
- For *letters and flat* mail by weight, use the MODS scale system—except for machine counts or actual pieces from mailers' statements. For inventories, use the MODS scales or linear measurements.
- Record *newspapers* by weight when they are distributed in cases in a flat operation.
- Record the *parcel volume* by container count, meter readings of parcel sorting machines, or other counters. Credit outside parcels to a parcel operation.
- To show the *inventory* status of the mail volume, use clearance tags:
 - Label 139, Input Weighed
 - Label 141, Inventoried
 - Label 142, Do Not Weigh
- Record workload units in specified non-distribution operations.

4-2 Recording Distribution Operations

Distribution sorts mail to:

- automated area distribution centers (AADCs)
- area distribution centers (ADCs)
- states
- sectional facility centers
- cities
- foreign countries
- official mail
- associate offices
- stations
- branches

- carrier routes
- holdouts (for example, firms, addresses, institutions, and boxes)
- box sections
- ZIP Codes
- uncoded mail
- nixie
- APO, FPO, and others

Sortations by size, shape, weight, class, or facing are not a distribution.

4-2.1 General Policy

For all distribution operations, piece handling will be credited only for distribution letters, flats, and parcels. Priority Mail receives piece handling credit in the operation where it is processed. Only designated and properly trained employees may record mail volumes.

4.2.2 Recording First Handling Pieces (FHP)

Mail receives its FHP count—*First Handling Pieces*—in the operation where it is first distributed in the post office. Each piece of mail distributed in an office—letters, flats, and parcels, except irregular parcel post, and IPP—receives only one FHP count.

4-2.3 Recording Subsequent Handling Pieces (SHP)

Subsequent Handling Pieces (SHP) is mail that was first distributed as FHP but later receives further distribution in that office. In MODS, SHP is projected to downstream manual operations using one of these methods:

- local mailflow densities
- actual bin counts
- scale transaction

Backflows and reworks are not valid as subsequent handlings. Here are two examples of backflows and rework mail:

- For rework, mail that is mis-sent to a postal facility and returned to the plant for processing does not require a piece handling credit.
- For a backflow, mail mis-sorted within a postal facility does not receive a piece handling credit. Mail worked in operation 030 and mis-sorted to operation 040 does not receive a piece handling credit when returned back to operation 030 for processing.

4-2.4 Recording Total Piece Handlings (TPH)

For manual operations, *Total Piece Handlings (TPH)* is the total of FHP and SHP volumes. For validating machine operations, MODS records the actual total piece handling from either End Of Run (EOR) application, meter readings, or printouts.

- For PSDS offices, enter the total pieces accepted for these operations with transactor code 75 or EOR.

- For PCMODS offices, enter the total pieces accepted through the Volume Data Entry screen or EOR.

4-2.5 Recording Mail Preparation Operations

Mail volume in distribution operations accumulates from volume entries. Mail preparation operations 010-019 and 020,020B-bypass do not receive an FHP, SHP, or TPH count; they receive a non-add TPH count. A piece count is accumulated for these operations simultaneously as inputs are recorded into the distribution operations.

Example: Letter mail weighed from 020 to 881 will credit FHP to 881, and the same number of pieces to 020.

4-2.6 Letter Canceling

Mail canceled on the AFCS must be incorporated into the End of Run (EOR) application. For other canceling areas:

1. Total the readings from letter-canceling devices each day.
2. Enter them in PSDS through transactor code 7-5.

PCMODS offices manually enter the pieces canceled through the Data, Manual Entry screen. When weighing mail, follow these guidelines:

- Weigh hand-canceled letters into distribution operations with Source/type code 11 (S/T code 11).
- Weigh hand and machine-canceled flats into distribution operations with S/T code 51.

Volume weighed with S/T codes 11 and 51 will credit FHP to the distribution operation, and the same number of pieces to the canceling operation.

When mail is presented for weighing or counting, ascertain and properly enter the type of mail, its origin, and destination. Record mail volume as defined by the specific operation and S/T code (see Chapter 2 and Appendix A). Here are two PSDS examples:

- 881 02 shows that a quantity of mail going into operation 881 for distribution is metered, preferential, machinable-size letters from the metered facing unit, and is to be converted to pieces at a rate of 27.88 letters per pound. This mail is counted as first handling pieces in (FHP) operation 881. It is also counted as pieces in operation 020.
- S/T code 52 identifies metered flat mail coming from the mail preparation unit to a distribution operation. 141 52 shows that a quantity of mail going into operation 141 for distribution is to be converted to pieces at a rate of 4.18 flats per pound and counted as FHP. It is also counted as pieces in operation 020.

4-2.7 Recording Presort Operations

For the presort operations, recording volume is mandatory. The data is input directly into the system from the source document through:

- transactor screens (PSDS)
- Form 3602, Statement of Mailing with Permit Imprints

- other forms used to record bulk mailings accepted from a mailer, including Form 3602-PC, Statement of Mailing--Bulk Rates, and Form 3541-A, Statement of Mailing--Second Class/Requester Publications

Include in these volume recordings all originating presort volumes processed in the acceptance unit at the MODS or PCMODS office. For FHP purposes, volumes for these operations are "non-add".

4-2.7.1 Additional Handling

Record all presort volumes that require additional handling in the appropriate distribution operation.

4-2.7.2 Recording Procedures

Volume recordings provide a count of presort volume. Record hours required for traying and sleeving of presort volumes in the associated presort operation.

- In PSDS offices, record presort letter, flat, and parcel volumes and work hours as defined by operations 002 through 009, using S/T codes 75-78.
- In PCMODS offices, add these volumes by operation number on the Data, Manual Entry screen.

4-2.8 Recording Workload Units

Record workload units for operations that perform indirect distribution of mail. Recording workload units is a local management decision. Workload units, which vary from operation to operation, give indirect distribution operations a trackable measure of work.

Example: Opening and pouching operations record the number of sacks or equivalent sacks processed, while platform operations record the number of cubic feet loaded or unloaded.

4-2.8.1 Work Credit Factors

To convert workload units into work credits, MODS uses national conversion factors. Work credits give us a way to compare work effort in unlike operations. Work credit factors are also applied to direct distribution operations.

To arrive at the total work credits, multiply the TPH by the work credit factor.

4-2.8.2 Indirect and Direct Work Credit Factors

The next exhibit lists work credit factors:

Work Credit Factors

Composite Operation Number	Description	Work Credit Factor
010C, 020C, 020B	Mail Preparation	0.30
110C, 120C, 180C	Opening and Pouching	52.00
118C	ACDCS	15.00
210C, 230C	Platform	1.50
235C, 238C	Sack Sorting	12.40
Oper: 349	Mechanized Sack Sorter International	12.40
131C	Express Mail	25.00
Oper:585 - 590	Registry	31.40
001	Bulk Mail Acceptance	394.33
	Letters	1.00
	Flats	2.20
	Parcels	9.00
	Priority	2.80

4-2.9 National Conversion Rates

4-2.9.1 Converting Pounds into Pieces

If automatic machine counters or meters are not available, weigh letters and flat mail into distribution operations. MODS then converts pounds into pieces.

Whenever mail is weighed, affix a clearance label—MODS scale ticket or Label 139, Input Weighed. Label 139 is used in offices that have a MODS scale system, PCMODS scale. On Label 139, include this information:

- the weight
- date
- tour
- time
- number of trays
- mail identification code (the operation and the source/type code or trans type/mail type)

In those rare cases when scales are not available, use the linear rates in the next exhibit. You can also use linear rates or pound rates for inventories.

Linear Rates

Description	Pieces Per Pound	Pieces Per Foot
Letter Mail		
Machine Canceled	35.51	294
Hand Canceled	21.42	92
Machinable Metered	27.88	214
Machinable Metered Bypass	28.25	219
Non-machinable Metered	21.52	136
Non-machinable Metered Bypass	15.07	112
Machinable Mixed Pref	28.55	250
Non-machineable Mixed Pref	21.02	171
Machinable Mixed Standard	18.11	191
Non-machinable Mixed Standard	13.57	156
Foreign Originating	35.56	391
Foreign Destinating	30.98	311
Flats		
Canceled	4.72	115
Metered Pref.	4.18	99
Mixed Pref.	3.57	101
Originating Standard	4.83	115
Foreign Origin	4.59	115
Newspapers	2.78	

4-2.9.2 Converting Parcel Volume Into Pieces—Linear and Pound Rates

To convert parcel volume into pieces, use these rates to count containers:

- pieces per sack = 8.79
- pieces per hamper = 38.7
- pieces per hamper (with extension) = 65.0

To convert parcels for other containers, use these rates:

- brickloaded (ordinary) = 3 per cubic foot
- brickloaded (outsides) = 0.7 per cubic foot
- loose loaded (ordinary) = 2 per cubic foot

4-2.9.3 Tare Weight

4-2.9.3.1 Trays and Sacks

The standard tare weight of a hard plastic letter tray is 3.5 pounds; the standard tare weight of a flat tray is 8.8 pounds. The next exhibit shows the average weights for sacks or pouches that can be used when mail is weighed in the sack.

Average Weights for Weighing Mail in Sacks

Sack or Pouch	Material	Color	Weight (lbs)
No. 1	Canvas	White	3.5
No. 2	Canvas	White	2.6
No. 2	Nylon	Brown	1.3
No. 2	Cot-Lon	White	1.8
No. 3	Canvas	White	2.0
No. 3	Nylon	Brown	0.8
No. 3	Cot-Lon	White	1.2
AM	Cot-Lon	White	1.2
FCM	Nylon	Green	0.5

4-2.9.3.2 Rolling Stock

On all rolling stock equipment used to transport mail to distribution operations, mark the tare weight clearly and conspicuously. Maintenance personnel must update tare weights on repaired rolling stock equipment after routine equipment maintenance. The accuracy of the marked weight must be within these limits:

- equipment up to 50 pounds: plus or minus 1 pound
- equipment from 51 to 100 pounds: plus or minus 2 pounds
- equipment over 100 pounds: plus or minus 3 pounds
- The sum of any ten similar containers, selected at random, must be within plus or minus 1% of the sum of the marked weights.

You may use standard weights for equipment when the above criteria are satisfied. Mail processing must review tare weights at least twice a year.

4-2.9.3.3 Maintenance: Out-of-balance Scales

Mail processing employees must report out-of-balance scales to maintenance, who will quickly repair or adjust them.

4-2.9.3.4 Mail Containers

Containers in which mail is weighed must always be free of non-mail objects and debris that add to the volume weight.

4-2.10 Inventory

Mail processing or customer service personnel must perform inventory at the end of the reporting period to ensure that undistributed volumes are not credited to the current period's production. These undistributed balances will be deducted as an ending inventory and counted in the next period's beginning inventory.

- Offices receiving daily reports must input daily inventories. Tour reporting offices must inventory each tour; otherwise, all volumes entered will be considered worked.
- PSDS offices can enter tour inventories up to one hour after the end of each MODS tour and enter daily inventories up to one hour after the end of each MODS day. In PCMODS, these adjustments can be made anytime during the day.

PSDS offices inventory mail volume by:

- weighing the mail through the MODS scale
- using locally designed forms
- recording the volume and tabulating all entries for recording transaction codes 71 through 74, A1, or A2

PCMODS sites can manually enter inventory as pounds, pieces, or linear measurement.

4-2.10.1 End-of-the-Tour or Daily Cutoff Procedures

4-2.10.1.1 Affixing Inventoried Labels

At the end of the tour or daily cutoff, follow these steps:

1. Collect all the volume information from Labels 139 or scale weight tickets.
2. Attach a Label 141, Inventoried.
3. Tabulate the appropriate inventories for system inputs.

Disregard scale weight tickets that indicate that the mail has been inventoried for system input.

4-2.10.1.2 Entering Inventoried Volume

Enter the inventoried volume using the distribution operation and the appropriate inventory S/T code. Inventories are entered through the MODS scale or transaction codes 71, 73, A1, or A2. The inventory transaction automatically credits the volume to the next tour or day and deducts the same amount of volume for the current tour or day.

PCMODS sites enter inventoried mail either by pieces, weight, or linear measurements.

4-2.10.1.3 Crediting Inventories

Mail distributed into cases or automation/mechanization bins that has not been swept or dispatched will be considered worked in the particular operation in question. Because MODS automatically credits the SHP volume based on the local mail flow densities, mail processing or customer service must inventory these SHP volumes in the subsequent manual operation.

Inventory as FHP mail on ledges, carts, and in any postal equipment that has been recorded into the operation as FHP. Take linear measurements of inventory where necessary.

4-2.11 The Transactor

4-2.11.1 Components

The transactor has three components:

- *monitor*: the video component that displays the main menu, sub menu and transactor screens
- *system module*: the component that contains the processing unit and the disk drive that stores data
- *keyboard*: the primary input component

4-2.11.2 Transactor Main Menu

The Transactor Main Menu is the first screen you see on the monitor after successfully logging on to a transactor. This main menu displays one, several, or all of the sub-menu selections in the next exhibit. The number of sub-menus displayed corresponds to the user's access.

Transactor Main Menu

USPS	MAIN MENU
MODS ST/BR	MODS – Station / Branch Office Menu
MODS MO	MODS – Main Office Facility Menu
MODS DCS	MODS – Data Collection Site Menu
PERS	Personnel Menu
DCS	Data Collect Site Menu
SUPV	Supervisor Menu
T&A	Time and Attendance Menu
GENERIC	Generic Screen
EXIT	Return to Menu Type Selection

USE UP & DOWN ARROW KEYS, OR TYPE SELECTION

4-2.11.3 Logon IDs - Authorization

The general supervisor of PSDS operations controls access to MODS sub-menus and screens through PSDS equipment.

4-2.11.4 Sub-menu

The transactor sub-menu displays several screen selections that allow access to the screen for data entry. The next exhibit lists all the transactor screens in the sub-menu, "MODS-Main Office Facility Menu". This section explains the transactor screens in:

- MODS-Station/Branch Office Menu
- MODS-Main Collection Site Menu
- MODS-Data Collection Site Menu
- Data Collect Site Menu

This section also explains several screens in the Time and Attendance Menu.

MODS-Main Office Facility Menu

USPS MODS-STATION/BRANCH OFFICE MENU

71 & 72	Units Adjustments
73 & 74	Pieces Adjustments
75	Total Pieces Handling Adjustment (Mechanization Equipment)
79	Overtime Estimate
94	Inquiry Request
95	Mechanization Recycle Rate
96	Mechanization Machine Mishandling Rate
97	Mechanization Run Time
98	Mechanization downtime

USE UP & DOWN ARROW KEYS, OR TYPE SELECTION

4-2.11.5 Transactor Screen

When you select from the sub-menu, you see a transactor screen, which allows you to enter data (MODS, T&A) into PSDS. The first digit or the first two digits in each screen (preset) selection is the transaction code or TR CD.

Example: For selection 79 Overtime Estimate, the TR CD is 79, which is used in MODS reports to uniquely identify each transaction. The entire entry is a transaction.

For exhibits of transactor screens discussed in this chapter, see Appendix B.

Status Line

Transaction screens on a transactor always display the status message "ONLINE" in the upper right corner of the screen, above the header. When a transaction is transmitted, the message "TRANSMITTING" briefly overlays the on-line message. Also, if the user enters a transaction in prior or test mode, this is shown to the left of the on-line message.

Header

The first item in the header is the screen name—the name you enter to display that screen. The second field in the header is a description of the screen, which serves as the title.

Input Field

The first input field in any transaction screen is the transaction code (TR CD) field, which includes a protected value, the transaction code. When you first see the screen, the cursor appears in the first field that accepts user input.

To complete a transaction, follow these steps:

1. Type the data in the input fields.

When the field is filled, the cursor automatically advances to the next field until the last input field is completed.

2. To transmit the data, press the Return key.

4-2.11.6 Input Field Description

This section describes the input fields specific to a given screen:

- what special codes mean
- whether the fields are alphanumeric, numeric, or alphabetic
- the validation requirements for each field

4-2.11.7 One-line Menu

Every transaction entry screen has a one-line menu near the bottom of the screen. By moving the cursor to a transaction code and then pressing the Return key, you access another screen and continue to input transactions.

4-2.11.8 Message Fields

There are two 79-character fields at the bottom of each screen for messages.

Transactor Screen 71 & 72

SCREEN 71&72		MODS UNITS ADJUSTMENTS			ONLINE
TR CD	Type	OPERATION/ LOCAL UNIT	SOURCE/ TYPE	NUMBERS OF UNITS	SRF
7	1	123-45	12	123	12
TYPE		: ENTER 1 FOR PLUS TRANSACTION OR 2 FOR MINUS TRANSACTIONS			
OPERATION		: OPERATION/LOCAL UNIT THE ADJUSTMENT LOCAL UNIT GOES TO			
NUMBER OF UNITS		: POUNDS, SACKS, HAMPERS, ETC.			
SCREEN: 73&74 75 79 94 95 96 97 98 PD MENU					

4-3 Entering Data

To enter MODS data, follow these guidelines:

- A character is a single keystroke.
- A field is a character or series of characters delimited (blocked off) by spaces at both ends of the display.
- The left or right arrow keys move the cursor from field to field.
- The backspace key is used to re-enter a character.
- The backspace key will not cross field boundaries.
- A tab moves the cursor to the next field.
- Illegal characters can not be entered. *Example:* In the input field "TYPE", you can enter only 1 or 2. All other entries are illegal.
- You may edit screens as many times as necessary without "transmitting" or "saving" the transaction.
- All fields must be completely filled in.

4-4 Volume Transactions

Generally, MODS automatically records mail volume as the mail is weighed through the MODS scale system. However, some inputs are made in units of sacks, hampers, console readers, manual inventories, etc., using a transactor.

To maintain records of transactor inputs, use *Form 1476-E, Worksheet for Use With Transaction Codes 7X*, or locally designed forms. All transactor inputs can be entered into the system for the current day from one hour after the MODS day begins up to one hour after the daily cutoff time.

4-4.1 Transaction Screens 71&72

In these two screens, the second character (also a field) can be changed to 1, 2, 3, or 4. Together with the transaction code TR CD, they identify the transaction and are commonly referred to as the TR CD.

- Transaction code 7—used with transaction types 1, 2, 3, or 4—increases (adds to) or decreases (subtracts from) volume inputs, inventories, and adjustments for the current day.
- Transaction codes 71 and 73 increase volume.
- Transaction codes 72 and 74 decrease volume previously entered.
- Transaction codes 71 and 72 adjust in pounds, sacks, units, etc.
- Transaction codes 73 and 74 adjust in pieces to the nearest 100.

SCREEN 71&72		MODS UNITS ADJUSTMENTS			ONLINE
TR CD	Type	OPERATION/ LOCAL UNIT	SOURCE/ TYPE	NUMBERS OF UNITS	SRF SRF
7	1	123-45	12	123	12
TYPE		: 1 = plus transaction, 2 = minus transaction			
OPERATION LOCAL UNIT		: Operation/Local Unit the adjustment goes to			
NUMBER OF UNITS		: Pounds, Sacks, Hampers, etc.			
SRF		: Enter valid SRF			
NUMBER OF UNITS		: POUNDS, SACKS, HAMPERS, ETC.			
SCREEN: 73&74 75 79 94 95 96 97 98 PD MENU					

4-4.2 Transaction Code 7-1

This transaction is used to add pounds of mail that will be converted to pieces by the system. Use transaction code 71 to enter volume in pounds, sacks, or units. Use these character settings for these transactions:

- Character 1: Transaction code 7 (preset)
- Character 2: Transaction type 1 (1=plus)
- Characters 3-7: Operation Number
- Characters 8-9: Source/type code
- Characters 10-11: Number of pounds/units
- Characters 12-13: SRF code

4-4.3 Transaction Code 7-2

This transaction is used to minus pounds of mail that will be converted to pieces by the system. Use transaction code 72 to delete volume entered with a 71 transaction or the MODS scale system. Use these character settings for these transactions:

- Character 1: Transaction code 7 (preset)
- Character 2: Transaction type 2
- Characters 3-7: Operation Number
- Characters 8-9: Source/type code
- Characters 10-11: Number of pounds/units
- Character 12-13: SRF code

4-4.4 Sample Adjustment

Assume that 255 pounds of letters going to operation 918, DPS 1st Pass, from operation 020, Originating Meter Mail Preparation, were erroneously entered in operation 040, Outgoing Secondary/State. These two adjustments are necessary to correct this:

- transaction code 71 to record into the correct operation 918
- transaction code 72 to reduce the incorrect operation 040 by the amount of the error

Use these character settings for these transactions:

- 71: 91800 02 255
- 72: 04000 12 255

Transaction Screen 73&74

SCREEN 73&74		MODS PIECES ADJUSTMENTS			ONLINE
TR CD	Type	OPERATION/ LOCAL UNIT	SOURCE/ TYPE	NUMBERS OF PIECES	SRF SRF
7	3	123-45	12	123	12
TYPE		: ENTER 3 FOR PLUS TRANSACTION OR 4 FOR MINUS TRANSACTION			
OPERATION LOCAL UNIT		: OPERATION/LOCAL UNIT THE ADJUSTMENT GOES TO			
NUMBER OF PIECES		: NUMBER OF PIECES TO NEAREST 100			
SCREEN:		71&72 75 79 94 95 96 97 98 PD MENU			

4-4.5 Transaction Code 73

To enter volume to the nearest hundred and you know the exact piece counts, use transaction code 73. You can get them from mailer's statements:

- Form 3541, Statement of Mailing Second-Class Publications Except Requestor Publications
- Form 3541-A, Statement of Mailing Second Class/Requestor Publication
- Form 3602, Statement of Mailing Matter with Permit Imprints
- Form 3605, Statement of Mailing-Bulk Zone Rates
- mail volume reports generated by automation or mechanized equipment

Use these character settings for these transactions:

- Character 1: Transaction code 7 (preset)
- Character 2: Transaction type 3
- Characters 3-7: Operation Number/LU
- Characters 8-9: Source/type code
- Characters 10-12: Number of pieces to the nearest hundred pieces
- Characters 13-14: SRF code

4-4.6 Transaction Code 74

To delete volume entered with a 73 transaction code, use transaction code 74. Use these character settings for these transactions:

- Character 1: Transaction code 7
- Character 2: Transaction type 4
- Characters 3-7: Operation Number
- Characters 8-9: Source/type code
- Characters 10-12: Number of pieces to the nearest hundred
- Characters 12-13: SRF code

Transaction Screen 75

SCREEN 75	MODS TOTAL PIECES HANDLING ADJUSTMENT			ONLINE
TR CD	OPERATION/ LOCAL UNIT	VALUE	NUMBERS OF PIECES	SRF
75	123-45	1	123	12
<p>OPERATION : OPERATION/LOCAL UNIT</p> <p>VALUE : 1 = PLUS, 2 = MINUS</p> <p>NUMBER OF PIECES : NUMBER OF PIECES (TO NEAREST 100)</p>				
<p>SCREEN: 71&72 73&74 79 94 95 96 97 98 PD</p>				

4-4.7 Transaction Code 75

Use transaction code 75 to enter the console readings (pieces fed) from mechanized and automated equipment (MPLSM, SPBS, FSM, OCR, BCS, the meter readings from letter-canceling devices and parcel sorters, and ACDCS totals). Machine-canceled letters (operations 01-015) also is input with a transaction code 75. Use these character settings for transaction code 7-5:

- Character 1: Transaction code 7
- Character 2: Transaction type 5
- Characters 3-7: Operation Number
- Character 8: Value (1=plus, 2=minus)
- Characters 9-12: Console reading pieces (rounded to the nearest 100—up to 999,900 pieces)
- Characters 13-14: SRF code

Volume Transactions Screen A2

SCREEN A271&72		MODS UNITS ADJUSTMENTS			ONLINE
TR CD	Type	OPERATION/ LOCAL UNIT	SOURCE/ TYPE	NUMBERS OF UNITS	SRF SRF
A27	1	123-45	12	123	12
		TYPE : ENTER 1 FOR PLUS TRANSACTIONS OR 2 FOR MINUS TRANSACTIONS OPERATION/ LOCAL : ENTER VALID OPERATION NUMBER / LOCAL UNIT NUMBER OF UNITS : POUNDS, SACKS, HAMPERS, ETC. SRF : ENTER VALID SRF			
SCREEN: A273&74 A275 A279 MENU					

Transaction screen A2 allows users to enter any transaction code 7X (x equals 1, 2, 3, 4, or 5), including those for an SRF other than the current location. To accumulate A2 transactions, use Form 1476-E. Any transaction code A2 will append machine ID number 5001 to the transaction by the system for all transactors. Here are the character settings for A2 transactions:

- Character 1-2: Transaction code A2 (preset)
- Character 3-4: Transaction type 7x (71, 72, 73, 74, 75)
- Characters 5-9: Operation Number
- Characters 10-11: Source Type (for transaction code 75 position 6 is the value + or -; position 7 is volume in pieces)
- Characters 12-14: Mail volume in pounds (71&72) or pieces

- (73&74 or 75)
- Characters 15-16: SRF code

4-5 Volume Inquiries

Volume inquiries give you an online report processed on a 15-minute cycle by a specified device of operation from the start of the MODS day to the time of the request. The maximum number of requests allowed for a post office during the 15-minute period is 20. Editing these reports will aid in providing more accurate current day reports as well as reducing the number of after-the-fact adjustments.

4-5.1 Transactor Screen 94

For a list of volume by a particular device or operation from the start of the MODS day to the time of the request, use *Transactor Screen 94, Inquiry Request*. You need to enter the current day of the pay period. Use these character settings for these transactions:

- Characters 1-2: Transaction code 94 (preset)
- Characters 3-6: Device Number
- Characters 7-12: Device number of operation
- Characters 13-16: Time of request (hours and hundredths)
- Characters 17-18: DPP. Enter the current day period.

4-6 Automation/Mechanization Reporting Transactions

Transactor screens 95 through 98 are allocated to the mechanized and automated mail processing equipment operations—Mechanization Performance Evaluation.

- To enter a 95 through 98 transaction code, use DPP 01 through 14.
- To enter transactions for MODS days 15 through 28, use DPP.
- Use the DPP that corresponds to the MODS day on which transaction codes 97 and 98 are to be applied.

Example: To enter transactions for MODS day 15, use DPP 01; for MODS day 16, use DPP 02; etc.

4-6.1 Machine Identification Number

Each of the transactor screens 95 through 98 represents activity in a particular operation (scheme) and machine identification number combination for a given day. The machine identification number is a locally assigned 2-digit number used to track machine performance.

4.6.1.1 Unique Identification Numbers

Assign unique identification numbers for each type of equipment. Unique identification numbers are required within each of these groups:

- Letter sorting machines: MLOCR, MPBCS, DBCS, CSBCS
- Flat sorting machines: FSM881, FSM1000, AFSM100
- Cancellation machines: Micro Mark, M-36, Flyer, Half Mark, AFCS
- Parcel sorters, SPBS, LIPS
- ACDCS equipment

4.6.1.2 Numbering Scheme

Each of these groups can use identification numbers 01-99, but must be uniquely identified.

Example: There may be an MLOCR number 03, an FSM881 number 03, and an M-36 number 03. However, there *may not* be an MLOCR number 03 and an MPBCS number 03; and there *may not* be an FSM881 number 04 and an FSM1000 number 04.

4.6.2 Automation/Mechanization Reporting Requirements

If they are not automatically entered through the EOR application, you must enter at least one runtime transaction code 97 and one downtime transaction code 98 for the 3- or 5-digit operation for each machine used on any day in which total piece handling (TPH) is reported. For each 3- or 5-digit operation (scheme) and machine used, you must enter:

- a scheme recycle rate, transaction code 95
- a machine mishandling rate, transaction code 96

The system will accept a zero runtime and a zero downtime for a scheme; however, the mechanization reports will be incomplete because these entries are used for several calculations.

4-7 Machine Mishandling Rate and Scheme Recycle Rate - Local Option Only

These rates are developed by quality control when performing distribution quality (DQ) tests and must be input for every automated and mechanized operation being worked. This information is reported in the National Quality Control Information System (NQCIS) Report 31.

Sample NQCIS Report 31

Management Operating Data Systems
Quality Control Inputs
Yourtown MSC
AP01 FY 92

Test	Operation	Recycle Density (%)	Mishandling Rate (%)
BH BCS	XXX	.2	13.2
	XXX	.0	11.2
	XXX	.1	12.1
MPFSM	XXX	.2	2.1
	XXX	.0	2.7
	XXX	.0	3.6
MPLSM	XXX	7.9	11.7
	XXX	6.7	8.9
	XXX	3.9	6.5
OCR	XXX	6.7	25.3
	XXX	10.4	24.0
Total Office	6.7	14.1	

DATE: 06/09/94 TIME: 10.01.51

4-7.1 Definitions

The *machine mishandling rate* is the percentage of mail mishandled by automated or mechanized equipment; it is derived from DQ tests.

The *scheme recycle rate* is the percentage of mail recycled back from automated or mechanized equipment; it is derived from DQ tests.

4-7.2 DQ Tests

To develop the machine mishandling rate, use the automated and mechanized distribution quality sort tests. A mishandling rate should be input for each mechanized or automated operation.

4-7.3 Recycle and Mishandling Rate Inputs

These inputs are replacement entries. To correct an erroneous recycle or mishandling rate transaction, wait at least one minute and enter the correct transaction. The last transaction entered during the day will replace a prior recycle or mishandling rate transaction for that day.

Transaction codes 95 and 96 need only be made when there is a change in recycle or mishandling rates. The rates entered will remain in the system until another 95 or 96 transaction is entered. Transaction codes 95 and 96 will not accept a recycle or mishandle rate of zero.

4-7.4 Transaction Screen 95

To enter scheme recycle rates, use transaction screen 95, Mechanization Recycle Rate. Use the following character settings for transaction code 95:

- Characters 1-2: Transaction code 95 (preset)
- Characters 3-7: Operation number
- Characters 8-9: Machine ID (locally assigned 2-digit number)
- Characters 10-12: Recycle rate (013 = 1.3%, for example)
- Characters 13-14: APDY—corresponds to MODS day
- Characters 15-16: SRF

4-7.5 Transaction Screen 96

To enter machine mishandling rates, use transaction code 96. These are the character settings for transaction code 96:

- Characters 1-2: Transaction code 96 (preset)
- Characters 3-7: Operation number
- Characters 8-9: Machine ID (locally assigned 2-digit number)
- Characters 10-12: Recycle rate (013 = 1.3%, for example)
- Characters 13-14: APDY—corresponds to MODS day
- Characters 15-16: SRF

4-8 Machine Runtime and Downtime

4-8.1 Defining Runtime and Downtime

Runtime is those hours in which a machine is processing volume. Runtime does not include downtime.

Downtime is those hours during a processing run in which a machine is not processing volume because of a mechanical breakdown. Downtime hours include all non-processing time caused by:

- jams
- pauses in the processing run for cleaning an ink jet or read head
- any unscheduled maintenance that prevents the equipment from being used for processing and terminates the processing run

Downtime does not include:

- planned corrective maintenance
- idle time resulting from lack of mail or operators
- sweep time between processing runs
- sort program change time
- lunch and other breaks without relief
- warm-up time

4-8.2 Runtime and Downtime Fields

4-8.2.1 Value Field

The transaction codes 97 and 98 value field accepts only a 1 for plus, 2 for minus. Any other character in this field will generate an online error signal message. The error signal message is "INVALID VALUE."

4.8.2.2 Machine Run/Downtime Field

The machine run/downtime field is a 2-digit field consisting of hours taken to one decimal. To enter more than 9.9 hours, two transactions are necessary. For example, runtime for operation 881, machine ID number 04, is 11.5 hours on MODS day 06. You can enter this runtime using the following transactions with a day 06 badge:

- 97 88100 04 1 99 10 00
- 97 88100 04 1 16 10 00

4-8.3 Prior Entries

Transactions 97 and 98 can be entered for the current day or any prior day of the current week—but not for future days. These transactions are reflected on the weekly and accounting period mechanization reports. Transactions for the current week must be entered before the weekly MODS cutoff time (Sunday, 0600, 0700, or 0800) as established by the local office.

Example: Downtime for operation 881, machine ID number 02, was entered incorrectly as 2.3 hours on MODS day 24 (actual downtime was 0.3 hours). To correct this transaction, enter the following: 98 88100 02 2 20 2400.

4-8.4 Transaction Screen 97

SCREEN 97		MODS AUTOMATION/MECHANIZATION RUN TIME					ONLINE
TR CD	OPERATION/ LOCAL UNIT	MACHINE ID	VALUE	MACHINE RUN TIME	AP DAY	SRF	
97	123-45	12	1	12	12	12	
OPERATION LOCAL UNIT		: ENTER VALID OPERATION NUMBER/ LOCAL UNIT					
MACHINE ID		MACHINE ASSIGNED ID NUMBER					
VALUE		: 1 = PLUS, 2 = MINUS					
MACHINE RUN TIME		: (E.G. 23 = 2.3 HOURS)					
SCREEN: 71&72, 73&74 75 79 94 95 96 98 PD MENU							

To enter machine runtime, use Screen 97, Mechanization Machine Mishandling Rate. These are the character settings for transaction code 97:

- Characters 1-2: Transaction code 97 (preset)
- Characters 3-7: Operation number
- Characters 8-9: Machine ID (locally assigned 2-digit number)
- Character 10: Value (1=plus, 2=minus)
- Character 11-12: Machine runtime (48=4.8 hours, for example)
- Characters 13-14: APDY
- Characters 15-16: SRF

4-8.5 Transaction Screen 98

SCREEN 98		MODS AUTOMATION/MECHANIZATION					ONLINE
TR CD SRF	OPERATION LOCAL UNIT	MACHINE ID	VALUE	MACHINE RUN TIME	MACHINE RUN TIME	AP DAY	
98	123-45	12	1	12	12	12	
OPERATION		: ENTER VALID OPERATION NUMBER					
LOCAL UNIT		LOCAL UNIT					
MACHINE ID		MACHINE ASSIGNED ID NUMBER					
VALUE		: 1 = PLUS, 2 = MINUS					
MACHINE RUN TIME		: (E.G. 23 = 2.3 HOURS)					
SCREEN: 71&72, 73&74 75 79 94 95 96 PD MENU							

To enter machine downtime, use transaction 9-8, Mechanization Downtime, These are the character settings for transaction code 98:

- Characters 1-2: Transaction code 97 (preset)
- Characters 3-7: Operation number
- Characters 8-9: Machine ID (locally assigned 2-digit number)
- Character 10: Value (1=plus, 2=minus)
- Characters 11-12: Machine runtime (48=4.8 hours, for example)
- Characters 13-14: APDY
- Characters 15-16: SRF

4-8-6 Transactor Screen A1

SCREEN A1		MODS MAIL VOLUME ADJUSTMENTS							ONLINE	
TR CD	OPERATION/ LOCAL UNIT	ST/ CODE	VOL. VOLUME	VALUE CODE	+ -	SRF	FREQ	/P	DAY OF A/P	
	1-1.1.2	A1	123-45	12	123456	1	+	12		1
VOLUME		: WHOLE VOLUME UNITS OR PIECES TO NEAREST 100								
CODE		: 1 = LBS., 2 = PCS.								
FREQ		: 1 = CURR. DAY, 2 = PRIOR DAY								
A/P		: 00 = YEAR TO DATE, 01 – 13 FOR DAILY								
SCREEN: A271&72 A273&74 A275 A279 A3 A4 A5 A7 A8&B A8C A9 MENU										

To make normal mail volume inputs for a current day and adjustments for prior period, use Transactor Screen A1, Mail Volume Adjustments. A prior period is a prior day in the current account period.

These are the character settings for transaction code A1:

- Characters 1-2: Transaction code A1
- Characters 3-8: Operation Number
- Characters 9-10: Source/Type
- Characters 11-16: Whole volume units or pieces to nearest 100
- Character 17: Volume code (1 = LBS, 2 = PCS)
- Character 18: Value (plus = +, minus = -)
- Characters 19-20: SRF code
- Character 21: Frequency (1 = current day, 2 = prior day)
- Characters 22-23: Accounting Period (01-13)
- Characters 24-25: MODS day (01-28)

4-8.7 MODS Operations Validity Updates: Transactor Screen O1

To establish a 5-digit operation as either valid or invalid for an SRF in an office, use transaction code O1 (ALPHA O). Changes entered before the current MODS day cutoff will become effective after the MODS split for that day (approximately 9:15 a.m. local time). Zero-fill unused operation and action code fields. Headquarters or Area/District operation numbers can only be valid or invalid by Headquarters. When transaction code O1 is used, a daily MODS validity table report will be transmitted. These are the character settings for Transactor Screen 01:

- Characters 1-2: Transaction code O1
- Characters 3-4: SRF code (00-39)
- Character 5: Action Code
 - D = delete following operation (invalid)
 - I = insert following operation (valid)
- Characters 6-10: Operation Number
- Characters 11-47: Same as 5 & 6-10

4-8.8 MODS Scale Volume Adjustment: Transactor Screen J2

To enter volume adjustments in the same format as the scale workstation transaction, use the MODS Scale Volume Adjustment. Use this transaction only to enter volume not entered into PSDS because of a hardware problem at the MODS scale workstation. These transactions will appear on the Volume Adjustment Report.

These are character settings for a transaction code J2:

- Characters 1-2: Transaction Code J2 (preset)
- Characters 3-6: Scale ID number (ie 3001)
- Characters 7-11: From operation number
- Characters 12-16: To operation number
- Characters 17-18: Transaction Type (01-09)
- Characters 19-20: Mail Type (01-66)
- Characters 21-24: Net Weight of mail volume
- Characters 25-30: Month, Day and Year of the transaction
- Characters 31-34: Time of the transaction

4-9 Number of Machines in Automation and Mechanization: Transactor Screen J1

Each local site must update its list of mechanical pieces of equipment in the facility. To add or delete the pieces of equipment used by the facility by operations, use transaction code J1. This transaction will generate a daily Number of Machines report and update the operation "number of machine field" of the Automation/Mechanization Report on Day 01 of the AP after the transaction is entered. Also, an updated report that details the number of machines and the operation will be generated on day 1 of each AP.

SCREEN J1				ONLINE	
MODS NUMBER OF MACHINES BY OPERATION/LU					
TRANS CODE	SRF	OPERATION/ LOCAL UNIT	NUMBER OF MACHINES	OPERATION/ LOCAL UNIT	NUMBER OF MACHINES
J1	12	123-45	123	123-45	123
		123-45	123	123-45	123
		123-45	123	123-45	123
 OPERATION/LOCAL UNIT : ENTER COMPOSITE OPERATION/LOCAL UNIT (EG; MPLSM = 080, MLOCR = 830)					
 NUMBER OF MACHINES : ENTER LEADING ZEROS					
 SCREEN: MENU					

These are the character settings for transaction code J1:

- Characters 1-2: Transaction Code J1 (preset)
- Characters 3-7: Operation number
- Characters 8-10: Number of Machines
- Continue until complete

4-10 Planned Volume and Hours

The planned hours transactions codes are A3 and A5. Use them to enter plan volume and work hours figures on the management summary and operating reports to compare with actual volume and hours reported—by day, week, or accounting period. Planned hours are optional.

4-10.1 MODS Planned FHP Volume: Transactor Screen A3

An office can plan FHP volumes for letters, flats, and parcels. Transaction code A3 allows an office to enter planned FHP volumes by separate reporting facility--daily, weekly, or by accounting period--for mail processing and customer service.

- If the planned volumes are entered daily, the weekly and accounting period plan will be the sum of the appropriate daily plans.
- If the planned volumes are entered weekly, the accounting period plan total will be the sum of the four weekly plans.

The plan, if used, must be input for one accounting period at a time. Inputs can be made for the next accounting period up to the MODS day 28 cutoff of the current accounting period.

These are the character settings for transaction code A3:

- Characters 1-2: Transaction code A3
- Characters 3-4: SRF code
- Character 5: Report Code
 - 1 = Establish or replace current plan for next AP
 - 2 = ADJ current plan for current or prior AP
- Characters 6-7: MP = mail processing, CS = customer service
- Character 8: Value (plus = +, minus = -)
- Characters 9-10: Day of the AP
- Character 11: Week of the AP
- Characters 12-13: Accounting Period
- Characters 14-16: Mail Type
 - (LTR = Letters, FLT = Flats, PAR = Parcels)
- Characters 17-20: Volume in pieces to the nearest 1000
- Characters 21-41: same as 14-16, 17-20

4-10.2 Planned Hours by Operation: Transactor Screen A5

An office can plan hours by function to a 5-digit operation level. Transaction code A5 allows an office to enter planned hours by separate reporting facility—by day, week, or by accounting period.

- If the plan is entered daily, the weekly and accounting period plan will be the sum of the appropriate daily plans.
- If the plan is entered weekly, the accounting period plan total will be the sum of the four weekly plans. Inputs can be made for the next accounting period up to the MODS day 28 cutoff of the current accounting period.

When a plan is established by accounting period, it may be changed (will replace) to weekly or daily plan. When a daily plan is established, the site cannot change the plan to a weekly or accounting period. The office will receive a daily report of all plan hours entered in the MODS day and master accounting period report on MODS day 02. These reports are discussed in chapter 5.

- If there is a data entry error for the next accounting period plan, use response code 1 to correct.
- If there is an error or update for the current accounting period plan, use response code 2.

Use these settings for transaction code A5:

- Characters 1-2: Transaction code A5 (preset)
- Characters 3-4: SRF code
- Character 5: Action Code
1 = Establish or replace current plan for next AP
2 = Correct current plan for current or prior AP
- Character 6: Value + = increase or positive input (if RP CD =1, value must = +)
- = decrease or negative input
- Characters 7-8: Day of AP (for day, enter 01, 02...028; for week, AP, prior period correction, enter 00)
- Character 9: Week of AP (for week, enter 1,2,3, or 4; for prior period correction, enter 0)
- Characters 10-11: AP 01, 02...013; or 00 for prior APs
- Characters 12-16: Operation Number/LU
- Characters 17-21: Amount of hours
- Characters 22-99: same as 12-16, 17-21

4-11 Optional Reports

The office can request or delete optional MODS reports through transaction codes J3, J4, J8, J9 JA, A7, or A9. For a more detailed look at these reports, see Chapter 5.

4-11.1 Tour Workhour Report: Transaction Screen J3

To control the frequency (by day, week, or AP) of the tour workhour and volume adjustment reports, use transaction code J3.

To receive a report, enter the frequency code.

- To generate the requested report according to the regular reporting cycle indefinitely, enter the day of the AP and AP. To receive a report for 1 day only, ensure that the END REQUEST field shows 1 day later than the BEGIN REQUEST field.
- To cancel a report, leave the BEGIN REQUEST field blank and fill in the END REQUEST field. Weekly and AP tour work hour reports are produced only for Mail Processing.

Use these character settings for a transaction code J3:

- Characters 1-2: Transaction Code J3 (preset)
- Character 3: Frequency
D = daily, W = weekly, A = AP, X = all
- Characters 4-7: begin date of request
- Character 8-11: end date of request

4-11.2 VARS Chronological: Transactor Screen J4

To request a detailed chronological volume listing by MODS day, use transaction code J4. The difference between this volume report and the detail listing is the way volume transactions are listed on the report. VARS sorts and lists volume transactions chronologically—by the time of day they were entered during the MODS day.

- To generate the requested report indefinitely according to the regular reporting cycle, enter the day of the AP and the AP. To receive a report for one day only, ensure that the END REQUEST field is dated one day later than the BEGIN REQUEST field.

SCREEN J4	MODS OPTIONAL REPORT REQUEST	ONLINE
	VARs CHRONOLOGICAL LISTING	
TRANSACTION CODE	BEGIN REQUEST DAY OF AP / AP	END REQUEST DAY OF AP / AP
J4	12 / 12	12 / 12
REQUEST	: BEGIN OR END, BOTH BEGIN AND END, AT LEAST ONE (IF NOT END REQUEST ENTERED, REPORT WILL RUN INDEFINITELY)	
SCREEN:	MENU	

- To cancel a report, leave the BEGIN REQUEST field blank and fill in the END REQUEST field.

Use these character settings for a transaction code J4:

- Characters 1-2: Transaction Code J4 (preset)
- Characters 3-6: Begin request (day of AP and AP)
- Characters 7-10: End request (day of AP and AP)

4-11.3 Operation Validity Table: Transactor Screen J9

To request a copy of an operation validity table, use transaction code J9. The operation validity table report lists all valid and invalid operations for the facility by SRF. The report will be transmitted with the daily MODS reports for the MODS day in which the transaction was generated.

These are the character settings for transaction code J9:

- Characters 1-2: Transaction code J9 (preset)
- Characters 3-4: SRF code

SCREEN J9	ONLINE
MODS OPTIONAL REPORT REQUEST	
OPERATION VALIDITY TABLE	
TRANSACTION CODE	SEPARATE REPORTING FACILITY CODE
J9	XX
SRF : ENTER A SPECIFIC REPORTING FACILITY OR XX FOR ALL FACILITIES	
NOTE : THIS TRANSACTION WILL PRODUCE AN OPERATION VALIDITY REPORT	
SCREEN:	MENU

4-11.4 SRF Hours Summary Report: Transactor Screen JA

The Separate Reporting Facility Hours Summary Report is a management summary report by SRF that lists functional work hours, plan hours, overtime, and SPLY figures. This report can be generated only for sites that have established SRFs.

- To request this report by SRF, use transaction code JA.
- To receive a report for a specific office, enter the SRF code or "xx" to receive a report on all SRFs.

- To generate the requested report indefinitely according to the regular reporting cycle, enter the day of the AP and the AP. To receive a report for 1 day only, be sure the END REQUEST field is dated 1 day later than the BEGIN REQUEST field.
- To cancel a report, leave the BEGIN REQUEST field blank and fill in the END REQUEST field.

Use these character settings for a transaction code JA:

- Characters 1-2: Transaction Code JA (preset)
- Characters 3-4: SRF code
- Characters 5-8: Begin request (day of AP and AP)
- Characters 9-12: End request (day of AP and AP)

4-11.5 Detail Listing: Transactor Screen A7

To request the volume detail listing by operation, use transaction code A7. The list is a daily MODS report with transactions for a 24-hour period, beginning at the start of the MODS day. If the office requests the report to run indefinitely, another A7 transaction is required to terminate the report.

Use these character settings for transaction code A7:

- Characters 1-2: Transaction Code A7 (preset)
- Characters 3-4: SRF code
- Characters 5-9: Beginning operation number
- Characters 10-14: Ending operation number
- Characters 15-18: Begin request (day of AP and AP)
- Characters 19-22: End request (day of AP and AP)

4-11.6 MODS Optional Reports Request: Transaction Code A9

To request or terminate optional mail processing tour operating reports, weekly activity reports, or separate Saturday and Sunday management summary and operating reports, use transaction code A9.

The report will be generated continuously unless you enter an end-of-request date into the transaction. An office can discontinue a report later by entering another transaction code A9 with an end-of-request date. If the mail processing report is discontinued in the middle of an A/P it will discontinue at the end of the AP.

These are the character settings for transaction code A9:

- Characters 1-2: Transaction Code A9 (preset)
- Character 3: Report type:
T = Mail Processing Activity Report
A = Weekly Mail Processing Activity Report
S = Separate Saturday and Sunday Management Summary
- Characters 4-7: Begin request (day of AP and AP)

- Characters 8-11: End request (day of AP and AP)

4-12 Mail Flow Densities

To determine the flow of mail volume from a distribution operation, you must identify the frequency of separation. The SHP for manual, letter, and flat operations is expressed as percentages of the total volume of an operation; we refer to them as "Densities."

4-12.1 Requirements

Distribution operations mail flow densities are required to project subsequent handling (SHP) from the initial FHP count. These densities are locally determined and must be based on sound statistical sampling or actual mail counts. Also, *Handbook PO-401, Manual Distribution Operating Guidelines*, contains a general procedure for determining manual case densities. MODS requires the combined percentage of mail flowing to each downstream operation; it does not require a detailed density by individual separation or bin. MODS does not provide piece handling credit for reworks; therefore, only positive mail flows are valid.

4-12.2 Updates

The installation head or designee approves changes and updates to mail flow densities every 6 months or whenever the mail flow pattern changes. For PSDS sites, the maximum update frequency is once per AP. PCMODS can be updated more frequently as needed.

4-12.3 Worksheets

Use these forms as worksheets for transaction code A8:

- 5800-A, Mail Flow Density Projections
- 5800-B, Operation 4300 Mail Flow Proportion
- 5800-C, Carrier Mail by Station and Total Station Box Mail

4-12.4 Mail Flow Density Projections

MODS uses mail flow matrixes to apply volume to subsequent distribution operations using mail flow matrixes. First, MODS determines the total amount of volume to be flowed from an operation by adding all S/T codes that correspond to the mail flow code. A percentage of this total volume will be added to each of the subsequent operations that will process the mail. Densities will only flow mail between operations to the operation level. In PSDS offices, the total of the percentages must equal 100%. The computer assumes that .9999 =100%.

For these projections, use the following:

- Form 5800-A Mail Flow Density Projections
- Form 5800-B, Operation 4300 Mail Flow Proportion

Use these character settings for transaction code A8A&B and forms 5800-A/5800-B:

- Characters 1-2: Transaction code A8 (preset)
- Character 3: Action Code A
5800A 1 = delete, 2 =delete, 3 = replace
5800B 4 = delete, 5 = add, 6 = replace
- Characters 4-5: 2-digit "From" SRF
- Characters 6-7: 2-digit "To" SRF
- Characters 8-12: From operation
- Character 13: Note B - Type Flow:
1 = FHP, 2 = SHP, 3 = TPH, 4 = FHP & SHP,
9 = combination of 1, 2, & 4 (must be used with
9 in note C)
- Character 14: Note C - Mail Category:
1 = stamped, 2 = metered, 3 = mixed,
4 = Standard Mail, 9 = combination of 1, 2, and
4 (must be used with 9 in note B)
- Characters 15-19: "To" operation
- Characters 20-25: Percentage of Mail going to operation in position
15-19

Note: A Replace transaction is not valid when a mail flow combination has more than one SRF. Enter Delete action, then an Add action for the entire mail flow combination. One Delete transaction will delete an entire mail flow combination regardless of the number of SRFs mail is flowed to.

4-12.5 Mail Flow Codes

Mail flow codes show the type of flow and mail category. Here is a cross-reference of mail flow codes and the corresponding S/T codes.

Mail Flow Code	Source Type Code
11 (FHP-STAMPED)	01, 11, 47, 51
12 (FHP-METERED)	02, 12, 03, 13, 52, 53
13 (FHP-MIXED)	06, 16, 54, 61, 55, 41, 42
14 (FHP-STANDARD)	04, 05, 07, 14, 15, 17, 65, 66
23 (SHP-MIXED)	10, 29
24 (SHP-STANDARD)	09
33 (THP-MIXED)	MACHINE CONSOLE READINGS
43 (FHP & SHP-MIXED)	06, 16, 10, 29, 54, 55, 61, 64,
44 (FHP STANDARD)	65,66
99 FHP SHP STAMPED, METERED & STANDARD	ANY VALID COMBINATION OF MAIL FLOW CODES FOR A GIVEN OPERATION NUMBER

4-12.6 Combining Densities

To combine valid mail flow densities, use mail flow code 99. Mail flow code 99 will provide only flows of valid types.

Example: Four densities are required for operation 030, which may be combined and entered using code 99. If you want specific densities for stamped mail (flow code 11) and metered mail (flow code 12), you may use code 99 to combine the other densities (flow codes 13 and 14).

4-12.7 Mail Flow Matrix

Given a mail flow matrix of 150 23 160 1201 161 0024 168 0101 240 0008 777 0023 888 8943 9999, MODS first determines the total amount of mixed, total piece handling (mail flow code 23) volume for operation 150. MODS does this by adding all S/T codes that correspond to the mail flow code. S/T codes 10 and 29 correspond to mail flow code 23.

4-12.8 Projecting Total Volume

MODS automatically adds a percentage of the total volume to subsequent operations. The total of the percentages must equal 100%. The total volume will be projected as follows:

- 12.01% of operation 150 mixed SHP volume are added to operation 160
- 1.24% of operation 150 mixed SHP volume are added to operation 161
- 0.08% of operation 150 mixed SHP volume are added to operation 240
- 0.23% of operation 150 mixed SHP volume are added to operation 777
- 86.43% of operation 150 mixed SHP volume are added to operation 888

4-12.9 Required Densities

The densities presented in Appendix D are required for all operations used by an office. MODS will reject any operation, code, or downstream operation not listed in Appendix D.

4-12.10 Station/Branch Distribution Projections

Station and Branch Distribution Projections represent decentralized distribution—from a Distribution operation to a Station/Branch Distribution operation.

- To flow incoming distribution mail to a specific station/branch number (00-99), use the operation Mail Flow Proportion matrix (5800B Form). MODS use Form 5800-A to determine the total amount of volume from the distribution operation that flows to operation 240.

- To flow operation 240 volume to individual stations or branches, MODS uses the 5800-B matrix. The total percentages must equal 100%.

4-12.11 Form 5800-B, Operation Mail Flow Proportion

Offices with decentralized incoming distribution that want SHP volume by station/branch must obtain densities from an operation that generates mail for operation 240. Offices that choose to provide densities by station/branch must use Form 5800-B, Operation Mail Flow Proportion; Mail Flow Density Projections; and Operation Mail Flow Proportion Transactor Screen A8A&B.

Use the transactor screen A8A&B to enter Form 5800-B into the MODS.

Notes:

- The operation and flow code combination must be a combination that appears on Form 5800-A flowing to operation 240.
- One delete action will delete the entire operation mail flow for the operation/flow code combination indicated in character 4 through 13, regardless of the number of TO operations.
- To remove a single operation from an operation mail flow combination, use Action Code 6, replace, and enter "00.00" in the percentage field for the operation to be deleted.
- Use add action only to establish the entire operation proportion for a mail flow combination. To add to, remove from, or change an operation mail flow combination, use Action code 6-replace.

4-12.12 Carrier Volume by Station

To flow incoming letter and flat mail to a specific branch number (00 through 99) and to the station box mail operation, use this Carrier Mail by Station and Total Station Box Mail matrix. MODS determines the total amount of volume that has been flowed to operations 777 and 778 from all distribution operations, from the 5800-A mail flow matrix of all operations.

MODS uses the 5800-C matrix to flow operation 777 and 778 volume to operation 713 (carrier volume) by individual branch numbers and to the station box mail (operation 760). The total of the percentages must equal 100%.

4-12.12.1 Form 5800-C, Carrier Mail By Station and Total Station Box Mail

Enter the percentage of all incoming letters (operation 777) and flats (operation 778) for carrier delivery by station and total station box mail from Form 5800-C through transactor screen A8C. To obtain the required proportion of mail by station, weigh all letters and flats, including station box mail, by station for at least one week.

These are the character settings for transaction code 8A, screen A8C, and Form 5800-C:

SCREEN AB C**MODS CARRIER MAIL BY STATION
AND TOTAL STATION BOX MAIL****ONLINE**

TR CD	ACTION CODE	LTR/ FLT	CARRIER/ BOX	STA ZIP	% OF MAIL	STA ZIP	% OF MAIL	STA ZIP	% OF MAIL	STA ZIP	% OF MAIL	STA ZIP	% OF MAIL
A8	7	777	B	12		1234	12	1234	1	1234	12	1234	12

STA ZIP	% OF MAIL	STA ZIP	% OF MAIL	STA ZIP	% OF MAIL	STA ZIP	% OF MAIL	STA ZIP	% OF MAIL	STA ZIP	% OF MAIL	STA ZIP	% OF MAIL	ZIP
12	1234	12	1234	1	1234	12	1234	12	1234	12	1234	1	1234	1234

ACTION CODE : 7 = DELETE, 8 = ADD, 9 = REPLACE

LTR / FLT : 777 = LETTERS FLOWED (FROM INCOMING SECONDARY)
MAIL PROCESSING DISTRIBUTION. FINALIZED TO ROUTE/BOX
778 = FLATS FLOWED (FROM INCOMING SECONDARY)
MAIL PROCESSING DISTRIBUTION. FINALIZED TO ROUTE/BOX

CARRIER / BOX : C = CARRIER ROUTE MAIL, B = STATION BOX MAIL

SCREEN: A1 A3 A4 A5 A6 A7 A8A&B A9 MENU

- Characters 1-2: Transaction code A8 (preset)
- Character 3: Action Code A
7 = delete, 8 = add, 9 = replace
- Characters 4-6: Note B - Mail Category
777 = letters to be delivered by carriers & station boxes (excluding carrier bypass)
778 = flats (same as letters)
- Character 7: Carrier Box - Type Handling
C = Carrier Box, B = Station Box mail

- Characters 8-9: Station/Branch Code (2 digits)
Delete = enter BX and hyphen-fill 12-81
Add/replace = 00-99 or BX (station box mail)
- Characters 10-13: Percentage of mail in Characters 8-9, for add/replace
- Characters 14-83: same as 11-12 and 13-16

Notes:

- An Add action can be used only to establish an entire 0077 or 0078 matrix.
- A Replace action can be used to add or change station/branches in an existing 0077/0078 matrix.
- To delete a station/branch, an office must delete the entire 0077/0078 matrix and input an ADD transaction for the new 0077/0078 matrix.

4-12.12.2 Mail Flow Matrix

The mail flow matrix flows incoming letter and flat mail to a specific branch number (00 through 99) and to the station box mail operation. Given a mail flow matrix of 777 C 01 1125 02 0700 03 1080 16 1040 22 1260 37 1120 47 1900 777 B BX 1775, MODS uses Form 5800-A to determine the total amount of volume flowed to operations 777 and 778 from all distribution operations.

4-12.13 Total Volume Projections

To flow operation 777 and 778 volume to operation 713 (carrier volume) by individual branch numbers and to the station box mail operation 769, MODS uses the 5800-C matrix. The total of the percentages must be 100%. The volume will be projected as follows:

- 11.25% of the volume flowed to operation 777 will be credited to operation 713, branch number 01
- 7.00% of the volume flowed to operation 777 will be credited to operation 713, branch number 02
- 10.80% of the volume flowed to operation 777 will be credited to operation 713, branch number 03
- 10.40% of the volume flowed to operation 777 will be credited to operation 713, branch number 16
- 12.60% of the volume flowed to operation 777 will be credited to operation 713, branch number 22
- 11.20% of the volume flowed to operation 777 will be credited to operation 713, branch number 37
- 19.00% of the volume flowed to operation 777 will be credited to operation 713, branch number 47
- 17.75% of the volume flowed to operation 777 will be credited to operation 769, branch number 00

4-12.14 Density Procedure

This procedure can help you develop density data for establishing case diagrams:

1. Obtain representative samples of the mail entering the operation.
2. Distribute each sample into an empty case and count the pieces sorted to each separation.
3. Summarize the sampling results and calculate density percentages for each separation on the case.
4. Use one of these methods to perform the actual calculations of the density percentages:
 - manually, according to the instructions in chapter 6, *Handbook PO-401 Manual Distribution Operating Guidelines*
 - using the Density Analysis System (DAS), a computerized system that generates or refines density

4-12.15 Maintaining Accuracy

These sampling, distribution, counting, and calculation tasks should be closely supervised to ensure that:

- the samples are truly representative
- accuracy is maintained throughout the procedure

4-12.16 Determining Mail Flow Density Projections

The industrial engineering coordinator (or equivalent) determines the mail flow density projections and manages the following:

- the proper use of instructional materials
- the training and monitoring of data collectors
- the quality of the projections established
- the documentation of the task results

4-12.16.1 Scheduling the Sampling

The sampling should take place on Tuesdays, Wednesdays, and Thursdays of weeks that are not subject to unusual mailings (for instance, holidays, month-ends, and elections). Take one per day that represents the mail processed during the normal working period for the operation studied.

Example: If an operation 030 runs from 1500 hours until 2100 hours, take the sample from the containers of unworked mail in operation 030 during that entire time period.

4-12.16.2 Summarizing the Daily Samples

To record the number of pieces sorted to each bin, use *Form 4217, Density Test Calculation Worksheet*. At the end of the sampling period, summarize the daily samples and post the required information on Form 5800-A.

4-13 Alphanumeric PC

The PSDS application software for the alphanumeric device provides two menus:

- the Batch Menu
- the Badge Menu

4-13.1 Batch Menu

The alphanumeric device can access the Batch Menu to enter transactions in the On-Line or Batch mode:

- BAPPEND Append transactions to current batch
- BCOPY Make a copy of a batch of transactions
- BCREATE Create a new batch of transactions
- BDELETE Delete a transaction from the current batch
- BERASE Erase an entire batch
- BRENAME Rename a batch of transactions
- BSELECT Select a batch for batch mode entry
- BVIEW View the transactions in a batch
- BXMIT Transmit a batch of transactions to the host
- ONLINE Enter on-line transmission mode
- QUIT Terminate

To make a selection, follow these steps:

1. Use the up and down arrow keys or type in your selection.
2. Then press the Enter key.

On-Line Mode

When you select ONLINE, the alphanumeric device works the same as a transactor allowing you to transmit MODS or T&A transactions to the host. In this mode, you can use all but transaction codes 71 through 75. If these codes are sent from the alphanumeric, the on-line system at Wilkes-Barre PDC will reject them. Rejected transactions appear on the next 2-hour error signal report.

Batch Mode

Batching is the process of preparing up to 100 PSDS (MODS, T&A) transactions in advance and storing them in one of 40 batch files on the MFDC. The operator can transmit this file. These batch files can be created, copied, renamed, and erased. Individual transactions in the batch file can be added or deleted. The only MODS transactions that should be used for batching are plan hours transaction code A5 or plan volume A3.

4-13.2 Badge Menu

The operator can use the badge menu to create employee badge cards through the Badge Preparation Equipment (BPE). The employee can then record work hours into PSDS through the employee badge reader.

5 End of Run

End of Run (EOR) is a software application that allows end users to retrieve, view, and store various statistics from automated mail processing equipment. EOR is used primarily in mail processing facilities.

EOR collects data from all the automated mail processing equipment—on a user-defined time interval from an on-site VAX—and then imports it into an Oracle database. EOR generates a set of standard reports with essential data for operating decisions. End users also can use Crystal Reports to design their own reports using the same information.

EOR supplies information through data files for these systems:

- *Management Operating Data System (MODS) / PCMODS*: EOR allows configurations to identify the type of MODS site. MODS I offices can make a direct FTP connection to send information daily. PCMODS offices make output files on disk to transfer to the system.
- *Finalization on Automation Secondary Tracking (FAST)*: At the end of each AP, end users must use EOR to create a file for FAST to upload to San Mateo.
- *Carrier Piece Count (CPC)*: End users identify all the offices participating in the carrier piece count. When EOR identifies a run with information for that office, it creates (or appends) a file with the required information.

5-1 Site Configuration

When the program is installed, any user with the “Configure EOR” privileges can enter local settings. To access these settings, follow these steps:

1. From the Config menu, select **Site Configuration**.
2. Enter this information:

- SITENAME: Identify your site. The name appears at the top of each *End of Run* report.
- SITECODE: Prepare and transmit FAST data. Follow the format "Zxxxxx"; xxxxx is the 5-digit ZIP Code for your site.
- MODS/PCMODS: Use the drop-down arrows to select from these options:

MODS	For MODS I sites with an FTP connection to the MFDC: Enter the IP Address. (If you don't know the address, contact local IS.)
PCMODS LOCAL	For PCMODS sites that run PCMODS on the same computer
PCMODS EXT	For PCMODS sites that run PCMODS on a different computer

5-1.1 NDSS Configuration

End of Run can download data through an FTP (File Transfer Protocol) connection. For this to work, you must configure the FTP address. Follow these steps:

1. From the Config menu, select **NDSS Configuration**.
2. Enter this information:
 - Username: **DMSEOR**
 - Password: **RUNEOR**
 - HOST: the FTP Address (It should resemble 56.xx.nn.11 for a direct poll to the NDSS.)
3. Enter the Number of Days to look back on the NDSS for any new data. Enter the number of previous days to check. (The NDSS compresses—zips—files older than 3 days. Files in this format cannot be imported into EOR; they must be un-compressed first.)
4. To exit without saving,
 - To accept, select **OK**.
 - To exit without saving, select **Cancel**.

5-1.2 AFCS/ISS Opn Mappings

End of Run data is transmitted to the MODS program every day. End of Run will credit the MODS with FHP as generated from AFCS.

1. From the Config menu, select **AFCS/ISS Opn Mappings** or click on the **MODS** icon.
2. Enter a 6-digit operation number that identifies the following downflow operation to receive the FHP credit:

- CAT A - is FIM mail; the typical mapping is 871000 or 891000.
- CAT B- is Script mail; the typical mapping is 881000.
- CAT C- is “Readable” mail; the typical mapping is 831000.
- CAT B_ISS - is Script mail where the image was lifted at the AFCS; typical mapping is 971000 or 271000.
- CAT C_ISS - is “Readable” mail where the image was lifted at the AFCS; typical mapping is 971000 or 271000.

3. When all selections are complete

- To save the entries and continue, click **Save**.
- To exit without saving the entries, click **Cancel**.

A valid social security number must be configured for any EOR user who is to transmit MODS data. MODS uses it to identify the person responsible for the transmitted data. Social security numbers are typically configured for each user ID when they are established. However, if a user ID does not have a social security number configured, one must be configured.

5-1.3 FAST Upload Configuration

FAST data can be sent to a server daily at 9:00 a.m. This data will in turn be loaded to the Corporate Data Base. This option is used to set the configuration needed to process the upload.

Fill in these fields:

- Username: Enter Anonymous.
- Password: Enter your e-mail address (the first initial of your first name, your last name, and email.usps.gov).
- Host: Contact Area EOR coordinator for host IP address.
- FAST ID: Enter your 5-digit ZIP Code.
- Mainframe ID: for future use

5-1.4 EOR Server Configuration

The EOR Server is a separate computer responsible for downloading data, doing daily backups, and creating a carrier piece count file. To properly configure the EOR Server, follow these steps:

1. On the main menu, select **EOR-Server Configuration** from the Config option.
2. Fill in these fields:
 - Server Name: Enter the site's name.
 - Server ID: Enter the site's 9-digit zip.
 - Server Address: Enter the server address.
3. To change the password on the server, fill in these fields:

- Old Password: Enter the password.
- New Password: Enter the new password.
- Confirm New Password: Enter the new password.

5-2 MODS Transactions

EOR transmits machine run data to the MODS application every day. Each site has its own MODS cutoff—the time by which the data must be transmitted for the data to appear on the daily reports. With *EORWIN 1.X or higher*, there are no time restrictions. If the cutoff time is missed, a time stamp on each transaction is placed to ensure posting to the proper day. Volumes will not be reflected until the weekly report.

- MODS I offices use an FTP connection to the MFDC, which then transmits to Minneapolis for daily consolidation.
- PCMODS offices output the MODS transactions to a file, which can then be imported to the local PCMODS program.

Before transmitting to MODS, check all runs for accuracy and edit them.

5-2.1 MODS/PCMODS Transmission Configuration

To transmit data to MODS, you must set two configurations.

- The first is located under the site configuration where the type of site is selected—PCMODS (PSDS), PCMODS (local), or PCMODS (external). This configuration selection prepares EOR for the data transfer.
- The Configuration button on the MODS menu is to determine the next handling after the AFCS. This configuration requests the operation number (6 digits) for each of these fields:

Field	Description	Typical Entry
CAT A	FIM Mail	871000 or 891000
CAT B	Script Mail	881000 or 281000
CAT C	Enriched Mail	831000 or 881000
CAT B ISS	Script Mail – image lifted on AFCS	971000 or 271000
CAT C ISS	Enriched Mail – image lifted on AFCS	971000 or 271000
BYPASS	Mail not canceled	081000 or blank

The operations listed in the configuration will receive FHP volume based on the data received from the AFCS. The default for entries left blank is operation 881000.

5-2.2 Preparing MODS Transactions

EOR transmits an ASCII file to MODS with all the necessary data for each machine type. In the MODS I and PCMODS version 2.x environment, other transactions with adjustments for FHP are also transmitted.

EOR creates MODS transactions and writes them to a file with a numerical batch name and file extension of TAC. EOR creates PCMODS transactions and writes them to a file named PCMODS.TAC. In both cases, the file is commonly referred to as the TAC file. The TAC file resides in the directory specified by the user.

To prepare MODS transactions for transmission, follow these steps:

1. From the Utilities menu, select MODS or click on the MODS icon.
2. Select the MODS DATE for which you want to prepare transactions—either by entering the date in the field or by using the spin buttons.

You see a list of machine types for which transactions can be prepared.

3. To select machine types, click on either the corresponding check box or on the machine type itself.

EOR prepares the transactions and stores them the TAC file until they are transmitted. After transmission, the file is deleted.

Preparing transactions when TFRSCALE.TAC already exists simply appends the additional transactions to the end of the file. In the MODS I environment this creates an additional file that duplicates previously transmitted information.

5-2.3 Transmitting MODS Transactions

To transmit transactions to MODS, you must configure EOR as described in the Site Configuration section for MODS. To transmit the transactions:

- Select the Transmit button.

The .TAC file is then created and either transmitted to the MFDC computer or output as an ASCII file to a user-defined location.

If there is an error, you can un-transmit records.

5-3 MODS Reports

After transactions have been prepared and transmitted, MODS reports become available. The End of Run system under the MODS option provides two reports:

- Detail Listing Report
- Mechanization Report

These reports are available only for MODS 1 offices.

5-3.1 MODS Detail Listing Report

The MODS Detail Listing Report lists all volume transactions by each SRF and operation number. This report gives you this information:

Field	Description
SRF	Separate Reporting Facility
TRANS	MODS Transaction Code 7-3: to enter volume to the nearest hundredth, when exact piece counts are known 7-4: to delete volume entered with a 7-3 transaction 7-5: to enter the console readings (pieces fed) from mechanized and automated equipment
OPN #	Operation #
MAIL TYPE	MODS 2-digit source/type codes that identify the size, shape, and class of mail
PCS	Exact number of pieces
VOLUME	Number of pieces in thousands

Field	Description
TOUR	Tour on which the volume was processed
TRANSDATE	MODS date for the volume transmitted to the MODS system (AC appears in the column when data was processed after the MODS cutoff time.)
AP/DAP	AP and MODS day when the volume was processed

5-3.2 MODS Mechanized Report

The MODS Mechanized Report lists all 9-7 and 9-8 MODS transactions by each SRF and operation number. This report gives you the following information:

Field	Description
SRF	Separate Reporting Facility
TRANS	MODS Transaction Code 9-7: to enter machine runtime 9-8: to enter machine downtime
OPN #	Operation #
MODS ID	Machine number
RUN	Machine runtime for 9-7 transactions or machine downtime for 9-8 transactions
TOUR	Tour on which the run was processed
TRANSDATE	Date when the runtime and downtime were transmitted to the MODS system
AP/DAP	AP and MODS date when the run was processed

6 The MODS System Reports

6-1 The MODS Reports

The MODS System produces a wide range of useful reports, which are described in this section.

6-1.1 Management Summary Report

6-1.1.1 Overview

The Management Summary Report, produced seven days a week for the plant manager or installation head, summarizes workhours by functional category and subcategories. A consolidated Saturday/Sunday report includes volume and hours for both days.

- For a crosswalk of the labor distribution codes, see *Handbook F-2, Functional Management*.
- For the column headings of the Management Summary Report.

The Management Summary Report does the following:

- expresses volumes in thousands, rounded to the nearest first decimal place, and workhours (including overtime hours) to the nearest whole hour
- lists total office workhours by supervisor, clerk/mailhandler, delivery, maintenance, and overall office total, including SPLY workhours and overtime for the current period and period to date
- shows a percentage of difference (% DIFF) comparison between actual and planned hours for the current period and period to date
- shows a percentage of difference comparison between actual and SPLY workhours for the current period and the period to date (Overtime is shown LDC and by functional total.)

If the current period is a day, the period to date is the AP. If the current period is a week, the period to date is the AP. If the current period is an AP, the period to date is the year to date.

List of PSDS MODS Reports

SRF Hours Summary Reports
Mail Processing Tour Operating Report

Management Summary:
 Operating Report
 Operations Support
 Mail Processing
 Delivery Services
 Operations Maintenance
 Customer Services
 Finance and Planning
 Human Resources
 Customer Services Support
 Administration Field
 Training
Detail Listings:
 By Operation
 Chronological (VARs)
Mail Processing Tour Workhour Report
Tour Workhour Report
Mail Flow Reports:
 Mail Flow Density Matrix
 777-778 Proportion File
Planned Hours/Volume Report
MODS Mail Volume Adjustments
Volume-Hours Comparison

Mechanization Performance Evaluation
Mechanization Scheme Analysis
Mail Processing Activity
Trend Analysis
Volume Inquiry
OT Transaction Report
Hourly FHP Flow Operation
MODS Daily Error Transactions Report
National Operation Code Validity Report
Mail Flow Reports
Mail Volume Factoring Error Report
Mechanization Transactions Reports
Workhour Transfer
Error Signal Report
Mail Processing Work Credit Summary
Report
FHP Letter Volume Extract
Originating Letters Summary Report
Work Hour Study by Operation Code
Source Type by Area Report
Out of Bounds Report
Stale Transaction Report

Management Summary Report

Management Summary

FRI DAY 28 AP 01 FY 99

```
-----CURRENT PERIOD WORKHOURS-----  -----PERIOD TO DATE WORKHOURS-----  
ACTUAL  PLAN  %DIFF  OT  SPLY  %DIFF  OT  ACTUAL  PLAN  %DIFF  SPLY  %DIFF  OT
```

Saturday and Sunday Reports:

On request, the PSDS MODS can produce separate reports for Saturday and Sunday.

- To request or terminate separate Saturday and Sunday reports, use transaction code A9.

SRF Hours Summary Report – PSDS Offices only:

The SRF Hours Summary Report is the same as the Management Summary Report, but contains only workhour data by functional category and subcategory. This report lists data for:

- actual workhours
- planned workhours
- percentage of difference
- SPLY workhours
- percentage of difference
- overtime for the current period and the period to date

There is no volume information on this report.

- To request the SRF Hours Summary Report, use transaction code JA.

6-1.1.2 Workhour Summary

The Management Summary Report lists workhour totals for supervisor, clerk/mail handler, delivery, and maintenance. Here are the equations for these productivity calculations:

Supervisor = 01 + 10 + 20 + 30 + 35 + 40 + 50 + 60 + 70 + 80 + 81 + 88 + 89 + 90 + 91 + 92 + 93 + 94 + 95 + 96 + 97 + 98

Clerk/Mail handler = 02 + 03 + 04 + 05 + 07 + 08 + 09 + 11 + 12 + 13 + 14 + 15 + 17 + 18 + 41 + 42 + 43 + 44 + 45 + 46 + 47 + 48 + 49 + 51 + 52 + 53 + 54 + 55 + 56 + 57 + 61 + 62 + 63 + 64 + 65 + 71 + 72 + 73 + 74 + 75 + 76 + 77 + 78 + 79 + 82 + 83 + 85 + 89 + 90 + 91 + 94 + 95 + 96 + 97 + 98

Delivery = 21 + 22 + 23 + 24 + 25 + 26 + 27 + 28 + 29 + 92

Maintenance = 31 + 32 + 33 + 34 + 36 + 37 + 38 + 39 + 93

6-1.1.3 First Handling Pieces (FHP) Volumes

The Management Summary Report:

- lists FHP volumes and planned FHP volumes to the nearest thousand pieces for the current period, actual, and SPLY—for period to date, actual, and SPLY
- shows the percentage of difference between the actual and planned FHP volumes and between the actual and SPLY volumes
- shows separate total FHP volumes for mail processing and customer service by letters, flats, parcels, and a total FHP for each (The Total Office FHP is the sum of total mail processing FHP and total customer service FHP.)
- reports presort volumes by operation definition (operation numbers 002 through 009) to the nearest thousand pieces along with a preferential and standard totals (These presort volumes are not added to FHP, TPH, or work credit.)

6-1.1.4 Cancellations

The Management Summary Report shows volumes to the nearest thousand pieces for cancellation (both machine and hand-canceled pieces) and metered mail (including meter bypass mail).

6-1.1.5 FHP Productivities

This section shows FHP productivities. These are the equations:

MP FHP/MP NON-SUPV WKHRS = Total mail processing FHP divided by mail processing clerk and mail handler workhours (not including supervisors)

MP FHP/MP TOTAL WKHRS = Total mail processing FHP divided by total mail processing workhours (clerk, mail handler, and supervisor)

MP FHP/MP+TRAINING HRS = Total mail processing FHP divided by total mail processing workhours including training hours

CUST SV FHP/CUST SV WKHR = Total Customer Service FHP divided by total customer service workhours

DISTRIBUTION PRODUCTIVITY INDICATOR = Total office FHP divided by total mail processing and customer service workhours, including training hours (Total LDC 91 + 94) minus LDC 45 & 47

TOT OFC WKHR = Total office FHP divided by total office workhours

This equation shows TPH productivity:

TPH PRODUCTIVITY = MP TPH/MP + TRAINING HOURS = Total mail processing TPH divided by mail processing workhours, including training hours

6-1.1.6 SPLY FHP Productivities

The Management Summary Report shows:

- SPLY FHP volume productivities for mail processing clerk and mailhandler workhours (MP FHP/MP NON-SUPV WKHRS)
- total SPLY workhours mail processing (MP FHP/MP TOTAL WKHRS)
- customer service SPLY workhours (Customer Service FHP/Customer Service Total Workhours)
- total office SPLY workhours (TOT OFC FHP/TOT OFC WKHRS)

6-1.1.7 Letter and Flat Processing

The Management Summary Report shows the percentage of FHP and TPH letters processed on the automation LDCs, mechanization LDCs, and manual LDCs. Here are the equations for these percentages:

6-1.1.7.1 Mail Processing Volume by Distribution Type

$\%FHP\text{---}AUTOMATED = \text{FHP Mail Processing Letters (Automated) divided by FHP Mail Processing Letters (Automated, Mechanized, Manual)}$

$\%FHP\text{---}MECHANIZED = \text{FHP Mail Processing Letters (Mechanized) divided by FHP Mail Processing Letters (Automated, Mechanized and Manual)}$

$\%FHP\text{---}MANUAL = \text{FHP Mail Processing Letters (Manual) divided by FHP Mail Processing Letters (Automated, Mechanized and Manual)}$

$\% \text{ TPH INCOMING SECONDARY LETTERS---}AUTOMATED = \text{TPH automated incoming secondary letters divided by TPH Mail Processing Letters (Automated, Mechanized and Manual)}$

$\% \text{ TPH INCOMING SECONDARY LETTERS---}MECHANIZED = \text{TPH mechanized incoming secondary letters divided by TPH Mail Processing Letters (Automated, Mechanized and Manual)}$

$\% \text{ TPH INCOMING SECONDARY LETTERS---}MANUAL = \text{TPH manual incoming secondary letters divided by TPH Mail Processing Letters (Automated, Mechanized and Manual)}$

$\%FHP \text{ FLATS---}MECHANIZED = \text{FHP mechanized flats divided by total FHP Mail Processing flats (Mechanized and Manual)}$

$\%FHP \text{ FLATS---}MANUAL = \text{FHP manual flats divided by total FHP Mail Processing flats (Mechanized and Manual)}$

$\%TPH \text{ INCOMING SECONDARY FLATS---}MECHANIZED = \text{TPH mechanized flats divided by TPH Mail Processing flats (Mechanized and Manual)}$

$\%INCOMING \text{ SECONDARY FLATS---}MANUAL = \text{TPH manual flats divided by TPH Mail Processing flats}$

6-1.1.7.2 Customer Service Volume by Distribution Type

%FHP—AUTOMATED = FHP Customer Service Letters, Automated divided by FHP Customer Service Letters, Automated, Mechanized, Manual

%FHP—MECHANIZED = FHP Customer Service Letters, Mechanized divided by FHP Customer Service Letters, Automated, Mechanized, Manual

%FHP—MANUAL = FHP Customer Service Letters, Manual divided by FHP Customer Service Letters, Automated, Mechanized and Manual

%TPH—AUTOMATED = TPH Customer Service Letters, Automated divided by TPH Customer Service Letters, Automated, Mechanized, Manual

%TPH—MECHANIZED = TPH Customer Service Letters, Mechanized divided by TPH Customer Service Letters, Automated, Mechanized, Manual

%TPH—MANUAL = TPH Customer Service Letters, Manual divided by TPH Customer Service Letters, Automated, Mechanized, Manual

6-1.1.8 Manual Workhour Ratios

This section of the Management Summary shows manual workhour ratio percentages for mail processing by:

- manual vs. automated/mechanized distribution (LADDER A MAIL PROC)
- mail processing and customer service by manual vs. automation/mechanization (LADDER B MAIL PROC)
- for mail processing, customer service, and city delivery by automation/mechanization (LADDER C MAIL PROC & CUST SERV & CITY DEL)

Here are the equations for these calculations:

LADDER A MAIL PROC (mail processing) = Total workhours (LDC 14) divided by LDC 11, 12, 13 and 14

LADDER B MAIL PROC (mail processing plus customer service) = Total workhours (LDC 14, 43, and 44) divided by LDC 11, 12, 13, 14, 41, 42, 43, and 44

LADDER C MAIL PROC & CUST SERV & CITY DEL = Total workhours (LDC 14,43,44,21, 28 and 29) divided by LDC 11,12,13,14,41,42,43,44, 21,28 and 29

6-1.1.9 Key Automation Indicators

The Key Automation Indicators on the Management Summary show the percentage of:

- FHP mail volume processed on automated equipment (OUTGOING PRIMARY FHP ON AUTOMATION)
- TPH mail volume finalized to the route or box section (FINALIZED TO ROUTE/BOX ON AUTOMATION)

- TPH finalized on automated equipment to delivery sector/segment (FINALIZED TO SECTOR/SEGMENT ON BCS).

Here are the equations for these calculations:

% OUTGOING PRIMARY FHP ON AUTOMATION = Measures effectiveness of outgoing automation processing strategy. Outgoing primary automated FHP (831 + 841 + 851 + 861 + 871 + 881 + 891 + 971 + 261 + 271 + 281) / All outgoing Primary FHP (030C + 841 + 851 + 861 + 871 + 881 + 891 + 971 + 261 + 271 + 281)

% FINALIZED TO INCOMING SECONDARY ON AUTOMATION = Measures incoming secondary finalized to carrier route/box section/sector/segment and DPS. Incoming Secondary automated TPH (836 + 837 + 846 + 847 + 856 + 857 + 866 + 867 + 868 + 876 + 877 + 878 + 886 + 887 + 896 + 897 + 898 + 976 + 977 + 978 + 266 + 267 + 276 + 277 + 278 + 286 + 287 + 908 + 910 + 911 + 914 + 916 + 918 + 925) / All manual, mechanized, and automated incoming secondary TPH (160C + 168C + 086 + 087 + 089 + 096 + 097 + 099 + 836 + 837 + 846 + 856 + 857 + 866 + 867 + 868 + 876 + 877 + 878 + 886 + 887 + 896 + 897 + 898 + 976 + 977 + 978 + 266 + 267 + 276 + 277 + 278 + 286 + 287 + 288 + 908 + 909 + 910 + 911 + 914 + 916 + 918 + 925)

% FINALIZED TO SECTOR/SEGMENT ON BCS = Measures incoming secondary finalized to sector/segment. Sector/Segment TPH (868 + 878 + 898 + 978 + 278 + 288 + 908) / All Manual, mechanized, and automated incoming secondary TPH (160C + 168C + 086 + 087 + 089 + 096 + 097 + 099 + 836 + 837 + 846 + 847 + 856 + 857 + 866 + 867 + 868 + 876 + 877 + 878 + 886 + 887 + 896 + 897 + 898 + 976 + 977 + 978 + 266 + 267 + 276 + 277 + 278 + 286 + 287 + 288 + 908 + 909 + 910 + 911 + 914 + 916 + 918 + 925)

% FINALIZED TO DELIVERY POINT SEQUENCE ON BCS = Measures incoming secondary finalized to delivery point sequence. Delivery Point Sequence Volume TPH (911+ 914 + 916 + 918 + 925 / All Manual, mechanized, and automated incoming secondary TPH (160C + 168C + 086 + 087 + 089 + 096 + 097 + 099 + 836 + 837 + 846 + 847 + 856 + 857 + 866 + 867 + 868 + 876 + 877 + 878 + 886 + 887 + 896 + 897 + 898 + 976 + 977 + 978 + 266 + 267 + 276 + 277 + 278 + 286 + 287 + 288 + 908 + 909 + 910 + 911 + 914 + 916 + 918 + 925)

6-1.2 Operating Reports

The Operating Report gives data to the operational level, volume (FHP & TPH), actual and planned workhours, and overtime for current period and period to date—by day, week, and AP. Each functional category also produces a separate operating report:

- Operations Support
- Mail Processing
- Delivery Services
- Operations Maintenance
- Customer Services
- Controller
- Human Resources

- Marketing and Communications
- Administration
- Training

Each separate reporting facility (SRF) produces an individual Operating Report and a consolidated report by functional category—by day, week, and AP.

LDCs for Operating Reports

Operations Support Operating Report	
01	SUPERVISION - OPERATIONS SUPPORT
02	QUALITY CONTROL ACTIVITIES
03	INDUSTRIAL ENGINEERING ACTIVITIES
04	ADDRESS INFORMATION SYSTEMS
05	CONTROL LOGISTICS & TRANSPORTATION
07	ENVIRONMENTAL
08	ADMINISTRATIVE & CLERICAL
09	DELIVERY & RETAIL PROGRAMS
Mail Processing Operating Report	
10	SUPERVISION MAIL PROCESSING
11	AUTOMATED LETTERS/MLOCR
12	MECH LETTERS/MPLSM MIXED
13	MECHANIZED/PARCEL SORTER
14	MANUAL LETTERS, FLATS & PARCELS
15	REMOTE BAR CODE SORTER (and LMLM)
17	PLATFORM OPERATIONS (OTHER DIRECT OPER)
18	REGISTRY (INDIRECT/OTHER RELATED)
Delivery Service Operating Report	
20	SUPERVISION - DELIVERY SERVICE
21	CITY DELIVERY - OFFICE TIME
22	CITY DELIVERY - STREET TIME
23	CITY DELIVERY – OTHER
24	SPECIAL DELIVERY
25	RURAL DELIVERY
26	CUSTOMER SUPPORT
27	COLLECTIONS – MIXED
28	[TIERATY?] CITY CARRIER
29	ROUTER
Operations Maintenance Operating Report	
<i>Vehicle Services</i>	
30	SUPERVISOR - VEHICLE SERVICES
31	ADMINISTRATIVE & CLERICAL
32	VEHICLE MAINTENANCE
33	VPO SUPPORT
34	VEHICLE OPERATIONS
<i>Plant & Equipment Maintenance</i>	
35	SUPERVISION – PLANT & EQUIPMENT MAINTENANCE
36	POSTAL OPERATING EQUIPMENT
37	BUILDING SYSTEMS EQUIPMENT
38	BUILDING SERVICES

39	MAINTENANCE PLANNING, CONTROL & STORES
Customer Services Operating Report	
40	SUPERVISION – CUSTOMER SERVICES
41	AUTOMATED DISTRIBUTION – LETTERS
42	MECHANIZED DISTRIBUTION - LETTERS & FLATS
43	MANUAL DISTRIBUTION - LETTERS, FLATS, PARCELS
44	POST OFFICE BOX DISTRIBUTION - MANUAL
45	WINDOW SERVICES
46	VENDING EQUIPMENT
47	ASSOCIATE OFFICE (CAG H-L)
48	ADMINISTRATIVE/MISCELLANEOUS
49	COMPUTERIZED FORWARDING SYSTEM
Controller Operating Report	
50	SUPERVISION – FINANCE
51	REVENUE ASSURANCE
52	ACCOUNTING SERVICES
53	PSDS OPERATIONS
54	BUDGET & FINANCIAL ANALYSIS
55	SYSTEMS COMPLIANCE
56	ADMINISTRATIVE & CLERICAL
57	STATISTICAL PROGRAMS
58	OTHER TIMEKEEPING ACTIVITIES
Human Resources Operating Report	
60	SUPERVISION – HUMAN RESOURCES
61	LABOR RELATIONS ACTIVITIES
62	PERSONNEL SERVICES
63	SAFETY & HEALTH
64	EEO/AFFIRMATIVE ACTION
65	TRAINING SUPPORT
66	INJURY COMPENSATION
68	LIMITED DUTY
69	REHABILITATION
Marketing & Communication Operating Report	
70	SUPERVISION – MARKETING & COMMUNICATION
71	ACCOUNT MANAGEMENT
72	POSTAL BUSINESS CENTER
73	EXPEDITED MAIL SERVICE
74	RETAIL MARKETING
75	CLAIMS & INQUIRIES/DEAD MAIL
76	CONSUMER AFFAIRS
77	ACCOUNTABLE PAPER
78	ADMINISTRATIVE & CLERICAL
79	MAIL REG & BUSINESS MAIL ENTRY
Administration Operating Reporting	
80	POSTMASTER/INSTALLATION HEAD
81	SUPERVISION - ADMINISTRATION (FIELD)
82	ADMINISTRATIVE & CLERICAL
83	PROCUREMENT
84	INFORMATION SYSTEMS
85	FACILITIES
88	MANAGEMENT PROJECTS - SUPERVISION

89	MANAGEMENT PROJECTS - NON-SUPERVISION
Training Operating Report	
90	TRAINING - OPERATIONS SUPPORT
91	TRAINING - MAIL PROCESSING
92	TRAINING - DELIVERY SERVICES
93	TRAINING - MAINTENANCE
94	TRAINING - CUSTOMER SERVICES
95	TRAINING - CONTROLLER
96	TRAINING - HUMAN RESOURCES
97	TRAINING - MARKETING & COMMUNICATION
98	TRAINING - ADMINISTRATION

Saturday and Sunday Reports:

On request, MODS can produce separate operating reports for Saturday and Sunday.

- To request or terminate separate Saturday and Sunday reports, use transaction code A9.

6-1.2.1 Operations Support Operating Report

The Operations Support Operating report lists:

- actual and planned workhours by LDC
- percentage difference between actual and plan
- overtime for current period and period to date

The report expresses workhours by LDC to the nearest whole hour and includes overtime; overtime workhours are reported for each LDC.

For the major column headings of the Operations Support Operating Report, see the next exhibit.

OPERATIONS SUPPORT OPERATING REPORT											
FRI DAY 28 AP 01 FY 99											
-----CURRENT PERIOD -----							-----PERIOD TO				
DATE -----											
		SUPV	NONSUPV	PLANNED			SUPV	NONSUPV	PLANNED		
LDC	OPN-LU	WORKHRS	WORKHRS	WORKHRS	%DIFF	O/T	WORKHRS	WORKHRS	WORKHRS	%DIFF	OT

6-1.2.2 Mail Processing Operating Report

The Mail Processing Operating Report shows the following for all mail processing LDCs:

- volume (FHP, TPH, WKLD UNITS)
- productivity calculations (FHP/HR, TPH/HR, WKLD/HR, WC/HR)
- workhours (actual and planned)
- overtime data for all mail processing LDCs (The report recaps all column items by LDC, lists a total of LDCs 10-18, and has work credits.)

The report expresses FHP, TPH, WKLD, and WORK CREDITS in thousands, rounded to the first decimal place. It expresses workhours to the nearest whole hour, including overtime, and reports overtime hours for each LDC for the current period and period to date.

On request, an optional daily, weekly, and AP tour mail processing Operating Report is available.

- To request or terminate this report, use transaction code A9.

The tour report lists data in the same format as the daily operating report and divides the data into separate tours. We recommend that a request tour reporting begin or end at the beginning of an AP. Requests entered during an AP will result in incomplete period-to-date data. When the report is terminate in the middle of an AP, the report will continue until the end of the AP.

For the major column headings of the Mail Processing Operating Report, see the next exhibit.

MAIL PROCESSING OPERATING REPORT															
FRI DAY 28 AP 01 FY 99															
-----CURRENT PERIOD -----								-----PERIOD TO							
DATE -----															
		FHP	TPH	WORK	PLANNED			FHP	TPH	WORK	PLANNED				
LDC	OPN-LU	FHP	TPH	/HR	/HR	HOURS	WORKHRS	O/T	FHP	TPH	/HR	/HR	HOURS	WORKHRS	O/T

6-1.2.3 Delivery Services Operating Report

The Delivery Service Operating Report shows:

- carrier volumes
- actual and planned workhours
- percentage difference between actual and plan
- overtime hours for all delivery services functions by LDC

The carrier volumes are listed as letters, flats, and parcels as flowed to each 2-digit station code and summarized as a line total under LDC 22. The report lists actual workhours, planned workhours, and total overtime for the current period and period to date. Overtime hours are reported for replacements and other categories at the LDC level.

The report expresses carrier volumes in thousands, rounded to the nearest first decimal place (hundreds). It expresses workhours to the nearest whole hour including overtime.

For the major headings of the delivery services operating report, see the next exhibit.

DELIVERY - SERVICES OPERATING REPORT											
FRI DAY 28 AP 01 FY 99											
-----CURRENT PERIOD -----						-----PERIOD TO					
DATE -----											
LDC	OPN-LU	DELIVERY VOLUME	ACTUAL WORKHRS	PLANNED WORKHRS	%DIFF	O/T	DELIVERY WORK	ACTUAL WORKHRS	PLANNED WORKHRS	%DIFF	OT

6-1.2.4 Operations Maintenance Operating Report

The Operations Maintenance Operating Report shows:

- workhours (actual and planned)
- percentage difference between actual and plan
- total overtime data for all vehicle and maintenance LDCs for the current period and period to date
- individual totals for Vehicle Services LDCs and Plant and Equipment Maintenance LDCs

The report expresses workhours to the nearest whole hour and includes overtime.

For the major column headings of the Operations Maintenance Operating Report, see the next exhibit.

**OPERATIONS - MAINTENANCE
OPERATING REPORT**

FRI DAY 28 AP 01 FY 99

-----CURRENT PERIOD -----						-----PERIOD TO DATE -----					
		ACTUAL		PLANNED				ACTUAL		PLANNED	
LDC	OPN-LU	WORKHRS	WORKHRS	%DIFF	O/T	WORKHRS	WORKHRS	%DIFF	OT		

6-1.2.5 Customer Services Operating Report

The Customer Service Operating Report shows the following information for the current period and period to date:

- volume (FHP & TPH) and productivity calculations (FHP/HR, TPH/HR)
- manual distribution volumes for letters, flats and parcels (FHP, TPH)
- workhours (actual and planned)
- overtime hours (replacement and other) for customer services by LDC

The manual distribution volumes consist of FHP and TPH volumes recorded in LDC 43. This volume will appear to a station/branch level if the office records FHP in LDC 43. This would require a Form 5800-B. (See chapter 4.) This volume is then totaled for letters, flats, and parcels.

The report expresses distribution volumes in thousands, rounded to the first decimal place (hundreds). It expresses workhours to the nearest whole hour including overtime. Overtime hours are reported for replacement and other overtime.

For the major headings of the Customer Services Operating Report, see the next exhibit.

CUSTOMER SERVICES OPERATING REPORT											
-----CURRENT PERIOD -----						-----PERIOD TO DATE -----					
		WORK		PLANNED				WORK		PLANNED	
LD	OPN-LU	FHP	TPH	HOURS	WORKHRS	O/T	FHP	TPH	HOURS	WORKHRS	O/T

6-1.2.6 Finance & Planning Operating Report

The Finance Operating Report shows the following information for the current period and period to date:

- workhours (actual and planned)
- percentage difference between actual and plan
- overtime data for all Finance LDCs

The report expresses workhours to the nearest whole hour, including overtime, and lists overtime hours for each LDC.

For the major headings of the Finance Operating Report, see the next exhibit.

FINANCE OPERATING REPORT									
FRI DAY 28 AP 01 FY 99									
-----CURRENT PERIOD -----					-----PERIOD TO DATE -----				
ACTUAL					PLANNED				
ACTUAL					PLANNED				
LD	OPN-LU	WORKHRS	WORKHRS	% DIFF	O/T	WORKHRS	WORKHRS	% DIFF	O/T
C									

6-1.2.7 Human Resources Operating Report

The Human Resources Operating Report shows the following information for the current period and period to date:

- workhours (actual and planned)
- percentage difference between actual and plan
- overtime data for all human resources LDCs

The report expresses workhours to the nearest whole hour, including overtime, and list overtime hours for each LDC.

For the major column headings of the Human Resources Operating Report, see the next exhibit.

HUMAN RESOURCES OPERATING REPORT									
FRI DAY 28 AP 01 FY 99									
-----CURRENT PERIOD -----					-----PERIOD TO DATE				

		ACTUAL	PLANNED			ACTUAL	PLANNED		
LD	OPN-LU	WORKHRS	WORKHRS	%DIFF	O/T	WORKHRS	WORKHRS	% DIFF	O/T
C									

6-1.2.8 Customer Service Support Operating Report and the Administration – Field Operating Report

The Customer Service Support Operating Report and the Administrative-Field Operating Report both show the following information for the current period and period to date:

- workhours (actual and planned)
- percentage difference between actual and plan workhours
- overtime data for all Customer Service Support LDCs and for all Administration-Field LDCs

The reports express workhours to the nearest whole hour, including overtime, and report overtime hours for each LDC.

For the major column headings of the Customer Service Support Operating Report, see the next exhibit.

CUSTOMER SERVICE SUPPORT OPERATING REPORT									
FRI DAY 28 AP 01 FY 99									
-----CURRENT PERIOD -----					-----PERIOD TO DATE				

		ACTUAL	PLANNED			ACTUAL	PLANNED		
LD	OPN-LU	WORKHRS	WORKHRS	% DIFF	O/T	WORKHRS	WORKHRS	% DIFF	O/T
C									

For the major column headings of the Administration – Field Operating Report, see the next exhibit.

**ADMINISTRATION - FIELD
OPERATING REPORT**

FRI DAY 28 AP 01 FY 99

-----CURRENT PERIOD -----					-----PERIOD TO				
DATE -----									
		ACTUAL	PLANNED		ACTUAL	PLANNED			
LD	OPN-LU	WORKHRS	WORKHRS	% DIFF	O/T	WORKHRS	WORKHRS	% DIFF	O/T
C									

6-1.2.9 Training Operating Report

The Training Operating Report shows the following information for the current period and period to date:

- workhours (actual and planned)
- percentage difference between actual and plan workhours
- overtime data for all Training LDCs

The report expresses workhours to the nearest whole hour, including overtime, and lists overtime hours for each LDC.

For the major column headings of the Training Operating Report, see the next exhibit.

TRAINING OPERATING REPORT											
FRI DAY 28 AP 01 FY 99											
-----CURRENT PERIOD -----						-----PERIOD TO					
DATE -----											
		SUPV	NONSUPV	PLANNED			SUPV	NONSUPV	PLANNED		
LDC	OPN-LU	WORKHRS	WORKHRS	WORKHRS	% DIFF	O/T	WORKHRS	WORKHRS	WORKHRS	% DIFF	O/T

6-1.3 Adjustment Reports

6-1.3.1 Mail Volume Adjustment Report

Produced daily, the Mail Volume Adjustment Report reflects all transaction codes 71, 72, 73, 74, 75, 79, A1, A2, and J2 inputs entered during the day. The report lists the entries in ascending numerical LDC. After the volume adjustment entries, the report lists overtime adjustment entries 79 and MODS scale volume adjustment transactions. These are the report's major column headings and descriptions.

6-1.3.2 Special A1

If a communication interruption or hardware failure in PSDS causes mail volume data to be transmitted after the MODS cutoff, MODS will generate transaction code A1 for MODS Scale System transactions or transaction code AC for transaction codes 71, 72, 73, 74, 75, and A2. The transactions will apply the volume to the correct MODS day.

Example: A communication failure occurs in the PSDS lower network at 07:00 am, MODS day 04, in an office with an 08:00 am MODS cutoff. The problem is corrected by 09:30 am, and the data is transmitted to the host. The volume data will appear in the MODS day 05 reports, and volume data between 07:00 and 08:00 am are reflected in the period-to-date section of the Management Summary and Operating Reports.

MODS-generated A1 transaction codes are identified with an asterisk in the volume adjustment report, VARS, and detail listing in the first digit in the social security field in the A1. The next eight digits are the month, day, and year the transaction was entered (mmdyyy). System-generated TCs are defined by the letters AC in the transaction type field of the transaction.

For the major column headings of the Mail Volume Adjustment Report, see the next exhibit.

MODS MAIL VOLUME ADJUSTMENTS						DY 24 AP13 FY 1999 PAGE 1			
OPN-LU	ST	TIME	TR-CD	DPP	MACH	AUTH--SSN	PIECES	UNITS	FREQ

OPN-LU Operation Number
 ST Source/Type Code
 TIME Transmission time of entry
 TR CD Transaction code
 DPP Day of pay period
 MACH Machine number of equipment on which transaction was entered
 AUTH-SSN Social security number of employee who enter the transaction
 PIECES Number of pieces entered
 (units x conversion rate if entered with a transaction code 71 or 72)
 UNITS Pounds, sacks, workload units, etc. from characters 11-13 in transaction code 71 or 72
 FREQ Frequency code from A1 or 79 transactions only. Note: The frequency code is shown for the
 A1 in the FREQ field:
 1 = Current Period
 2 = Prior Period
 Note: The frequency code is shown for the 79 in the FREQ field:
 1 = Current Day
 2 = Prior Period

6-1.4 Workhour Transfer Report

The Workhour Transfer Report is a daily report that shows all transaction code A4 entered in PSDS in the MODS day listed in the header of the report. The report shows the number of workhours transferred from one LDC to another or the number of hours added to a LDC. These are the column headings and descriptions:

MODS WORK HOUR TRANSFER						AP13	DY 24	09/15/99		
OPN-LU	OPN-LU	FACILITY	FACILITY			WORK		AP		
FROM	TO	FROM	TO	MACH	TIME	HOURS	CRAFT	DAY	FREQ	AUTH--SSN

Column	Description
OPN-LU FROM	Operation number hours are transferred from
OPN-LU TO	Operation Number hours are transferred to
FACILITY FROM	SRF code workhours are transferred from
FACILITY TO	SRF code workhours are transferred to
MACH	Machine number of equipment on which transaction was entered
TIME	Transmission time of entry
WORKHOURS	Number of workhours to be transferred

CRAFT Craft code (1 = Clerk, 2 = Mailhandler, 3 = Supervisor)
 AP DY Day of accounting period
 FREQ Frequency of transaction (current or prior AP)
 AUTH-SSN Social security number of authorized user who enter transaction

6-1.5 Additional Reports

6-1.5.1 Detail Listing Report

The Detail Listing Report is a daily report you can request by entering transaction code A7 and receive continuously as required. A request or termination of this report will occur on the MODS day after transaction code A7 is entered. The listing is in time sequence, in increments of 0.01 hours, and totaled by S/T code in each requested operation number. Volume entries for transaction code 71, 72, 73, 74, 75, A1, and A2 are reflected as units or pieces, depending on input transaction, but not both. These are the column headings and descriptions:

MODS DETAIL LISTING AP13 DY 24 DA 02 PAGE 5										
MACH	OPN-LU	TIME	TRANSTYP	MAILTYP	WEIGHT	PIECES	ADJUST	ST/BR	RF	AUTH--SSN

Column	Description
MACH	Machine number of equipment on which transaction was entered
OPN-LU	Operation number
TIME	Transmission time of entry
TRANSTYP	Transaction code (71, 72, 73, 74, 75, A1, A2)
MAILTYP	Mail type (Source/type code)
WEIGHT	Pounds, workload units, sacks, hampers, etc. (from 71, 72, A2 transaction)
PIECES	Number of pieces entered with transaction code 73, 74, 75, A1
ADJUST	Adjustment type (PLUS or MINUS transaction type)
ST/BR	Separate reporting facility code
RF	Report frequency of transaction code A1 (current, prior)
AUTH SSN	Social security number of authorized user who enters transaction

6-1.5.2 Chronological (VARS) Detail Listing Report

The Chronological Detail Volume Listing Report is a daily report you can request by entering transaction code J4 and receive continuously as needed. The request for or termination of the report will occur the MODS day after the transaction is entered. The listing is in time sequence starting with an offices MODS cutoff, in increments of 0.01 hours. Volumes entries for transaction code 71,72,73,74,75,A1,and A2 are expressed as weight or pieces, depending on input transaction, but not both. These are the column headings and descriptions:

**MODS FHP VARS CHRONOLOGICAL DETAIL LISTING PP04 DAY 14
FY 1999 AP 05 DAY 28**

TIME	OPN-LU	ST	WEIGHT	PIECES	TR-TYP	MACH	PP	DA	RF	SB	AUTH--SSN
------	--------	----	--------	--------	--------	------	----	----	----	----	-----------

TIME	Transmission time of entry
OPN-LU	Operation Number
ST	Source/Type code
WEIGHT	Pounds, workload units, sacks, hampers, etc. (from 7-1, 7-2, A-2 transactions)
PIECES	Number of pieces entered with transaction
TR-TYP	Transaction Code (71, 72, 73, 74, 75, A1, A2)
MACH	Machine number of equipment on which transaction was entered
PP	Pay period
DA	Day of the pay period (01-14)
RF	Report frequency of transaction code A1 (current, prior)
SB	Separate Reporting facility code

6-1.5.3 Tour Workhour Report

The Tour Workhour Report is produced daily for all functional areas and weekly each AP for mail processing. This report shows workhours and overtime by operation for each of all three tours. Overtime is shown as a "non-add" item (included in workhours) below the operation workhours for each tour as well as the daily total. Tours are 8-hour periods beginning with the MODS day cutoff (tour 2, 3, and 1).

For the major column headings of the Tour Workhour Report, see the next exhibit.

**TOUR WORKHOUR REPORT
WEEK 4 AP 07 FY 1999**

OPN-LU	TOUR 2	TOUR 3	TOUR 1	PIECES	TOTALS
--------	--------	--------	--------	--------	--------

6-1.5.4 Error Signal Report and Error Signal Report—Mechanization

The Error Signal Report is printed in intervals established by the local site through the Wilkes-Barre Postal Data Center customer support branch. The report has two parts: volume and hours. Each covers errors that have occurred since the previous report cutoff time.

For the major column headings of the Error Signal Report, see the next exhibit.

MODS ERROR SIGNAL REPORT - VOLUME 1831 05/25/99

MACH	TIME	AUTH SSN	CD-TP	OPN-LU	FC	VAL	FREQ	TCDE	VOLUME	SIGNAL
------	------	----------	-------	--------	----	-----	------	------	--------	--------

If you see these errors, correct them by entering the correct data. (The abbreviations appear in parentheses.)

- *Invalid Function Operation Number (INV VOL OP):* An invalid operation number was used—either as a volume entry or as an employee clock ring. If the entry is for volume, the entry is rejected and must 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 an erroneous clock ring is not corrected by means of transaction code 5 adjustment before the time and attendance cutoff time, the elapsed hours represented by the error ring are accumulated as undistributed labor. These errors are lumped into operation 999.

- *Inconsistent Operation Number-Source/Type Code (INCONS OPN-LU/ST):* The operation number does not agree with the source/type code (a letter distribution operation number used with a source/type code applicable only for flats, for example).

- *Invalid From/To Operation Number (INV FROM/TO LDC):* A scale transaction is made with an invalid from or to LDC.

- *Invalid OT Frequency (INV OT FREQ):* The frequency code in a transaction code 79 entry is other than 1, 2, or 3.

- *Invalid LBS-PCS Code (INV LBS-PCS):* The LBS-PCS Code in transaction code A1 is other than 1 or 2.

- *Invalid Value Code (INV VALUE):* The value code in a transaction code 75 is other than 1 or 2; or in a transaction code 79 is other than 1, 2, or 3.

- *Invalid FREQ Code (INV FREQ):* The frequency code in a transaction code A1 is other than 1 or 2.

- *Unidentified Transaction Error (UNIDENT TRANS):* A transaction cannot be identified (incorrect data in one or more fields).

- *Invalid Accounting Period (INV ACCT PD):* The accounting period in a transaction code A1 or A4 is entered as other than 00-13.

- *Invalid Day of Accounting Period (INV AP DAY):* The day of accounting period in a transaction code A1 or A4 is entered as other than 00-28.
- *Invalid Value Plus and/or Minus (INV VALUE +/-):* The value in a transaction code A1 is other than + or -.

Error Signal Report—Mechanization

This report is produced for these errors that may occur when entering information necessary to produce the mechanization reports:

- *Invalid Operation (INV VOL OP):* Numbers other than automation or mechanization operation numbers are used with transaction code 95 through 98.
- *Invalid Machine Number (INV MACH NO):* A machine number is other than 01-99 in a transaction code 95 through 98.
- *Invalid Day of Pay Period (INV DPP):* Transaction code 95 through 98 are entered for a future day, or before the current week.
- *Run or Downtime Not Numeric (RUN TIME 00):* The run or downtime entered in a transaction code 97 or 9-8 is other than 0-9.
- *Non-numeric Data*
- *Invalid Date*

6-1.5.5 Out-of-Bounds Report

Out-of-Bounds Reports are both on-line and off-line reports for MODS volume and workhours by operation number for each site. Out-of-bounds data is more than 25% higher each day than the average daily volume (FHP or TPH) or workhours by operation number over the last 13 APs.

For example, to determine the average daily FHP volumes for a given LDC, add the FHP for the previous 13 APs for the site and divide the total by 364 MODS days.

On-Line Reports:

If an on-line error condition is detected, the site will receive a report at the next 2-hour time and attendance processing interval (see F-22 640). The report lists on-line checks for individual transactions by operation number for workhours greater than 25% higher than daily average and a standard message that the amount is out of bounds.

If a site receives this report, it must verify the warning condition and make any necessary adjustment.

Off-Line Reports:

The off-line report checks for volume (FHP & TPH) and workhours greater than 25% higher than the daily average and negative volume conditions. A separate off-line out-of-bounds report is generated for each site after the daily volume adjustments reports. The report is in ascending LDC order (by operation number) and lists the following for the error condition:

- average daily FHP
- current day FHP
- average daily TPH
- current day TPH
- average daily workhours
- current day workhours

If an error condition is not detected for any one of the three conditions—FHP, TPH, or workhours—the column is zero-filled.

Example: If an error condition was detected for operation number 875 for FHP only, the report will list the average daily FHP, current day FHP, and zero-fill these columns: average and current TPH, and workhours.

6-1.5.6 Planned Hours/Volume Report

Produced each AP, the Planned Hours/Volume Report reflects planned hours entered with transaction code A5 and A6 and planned FHP volumes entered with a transaction code A3.

6-1.5.7 Mail Flow Reports

6-1.5.7.1 Mail Flow Density Matrix

The Mail Flow Density Matrix Report reflects the mail flow densities established by each office that are entered with a transaction code A8. The report, produced at the beginning of each AP, lists data in ascending operation sequence by separate reporting facility. The report shows the percentages of mail, by type, flowing from one operation to another. For the major headings of this report, see the next exhibit.

**MAIL FLOW DENSITY MATRIX SUMMARY 09/19/1999
OPERATING REPORT**

NOTE A	1=FHP	2=SHP	3=TPH	4=FHP/SHP	9=ALL
NOTE B	1= STAMPED	2=METERED	3=MIXED	4=BULK BUS	9=ALL

FROM FROM NOTE -----TO- ----- TO- -----TO- -----TO- -----TO- -----TO-
 --- TO---- --- --- --- --- --- ---
 SRF OPN A B OPER % OPER % OPER % OPER % OPER % OPER % OPER % OPER %

6-1.5.7.2 Matrix/777-778 Mail Flow Proportion-File Report

The operation number Mail Flow Proportion Report shows the percentage proportion entered with transaction code A8 of volumes flowed to each branch for carrier and box mail for operation numbers 777 and 778 from the Mail Flow Density Matrix, Form 5800-A. This report is produced at the beginning of each accounting period. To document the percentage changes, use Form 5800-C, Carrier Mail by Station and Total Station Box Mail. For the major headings of this report, see the next exhibit.

MAIL FLOW DENSITY 777-778 PROPORTION FILE REPORT 09/19/1999

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

6-1.5.7.3 Mail Volume Factoring Error Report

The Mail Volume Factoring Error Report is produced daily for each office. It reflects volumes entered into operation numbers for which no density flow has been provided. These transactions credit volumes to the operation number identified, but do not flow to downstream operations. Use the information on the factoring error report as a guide to update mail flow densities that have not been entered.

Diagnostics and Actions

Here is a list of messages generated by MODS on mail flow reports when matrix entries are rejected or accepted. Each post office is required to take the appropriate action to correct any error condition.

Add Transaction Rejected – Already in File

The system has rejected a subsequent matrix entry because a matrix for that operation and SRF is already on file. The plant must verify the original matrix entry to determine whether a subsequent matrix is a duplicate. The office can either delete or replace the original matrix.

Delete Transaction Rejected – Not in File

The system has rejected a matrix entry because there was no matrix for that operation and SRF on the file. The plant must determine which matrix it attempted to delete and reenter it correctly.

Rev Transaction Rejected – Not in File

The system has rejected the matrix Not in File entry because there was no matrix for that operation number and SRF on the file. The plant must determine which matrix it attempted to replace and reenter it correctly.

Error—Density Percentage Does Not Equal 100%

The system has accepted the matrix entry; however, because the total percentage for all "to" operations does not equal 100%, no volume will be flowed. The post office must reenter the transaction with densities in the "to" operations that total 100%.

Error—030 Matrix Missing

030 is a mandatory operation that requires a matrix for the SRF indicated. The post office must submit a matrix for operation 030 for the SRF indicated in the diagnostic. If the operation 030 is not used in that SRF, an 030 matrix must still be submitted to satisfy the system requirements. A matrix flow to operation 888 with a percentage of 99.99 can be used to satisfy this requirement.

Error--150 Matrix Missing

150 is a mandatory LDC that requires a matrix for the SRF indicated. The office must submit a matrix for operation 150 for the SRF indicated in the diagnostic. If operation 150 is not used in that SRF, a 150 matrix must still be submitted to satisfy the system requirements. A matrix flow to operation 888 with a percentage of 99.99 can be used to satisfy this matrix requirement.

Duplicate Operation Dropped

The system has read two identical operations in the "to" fields. The first operation number is dropped, and the second one is accepted. The diagnostic will indicate the operation number and percentage dropped. The plant must verify the matrix entry for that operation and SRF and make the necessary correction.

ERROR—Mail flowed to shp operation 150, original 168, or 170. A required matrix entry for one of more of these operations not in the file.

The system has accepted the original matrix entry. However, SHP mail is flowing to one or more of these operations, and there is no SHP matrix for them. The post office must submit a matrix for one of these:

- 150 mail flow code 23
- 150 mail flow code 99
- 168 mail flow code 43
- 170 mail flow code 43

The plant must verify the matrix entry to determine whether an entry for 150, 168, or 170 was omitted.

Add Transaction Accepted—Above Data Added

The add matrix is accepted. No action is required.

Delete Transaction Accepted—Above Data Deleted

The delete matrix is accepted. No action is required.

Rev XXXXXXXXXXXX Prior Data XXXXXXXXXXXX Revised Data

The replace matrix is accepted. The first line of data indicates the matrix formerly in the system; the second line is the new matrix. No action is required.

Matrix Analysis Correct

The matrix entry satisfies all the requirements for a valid matrix. No action is required.

777 Proportion Record Less Than 100%

Letter mail matrix entries are less than 100%. The system has summed all the percentages for the branch codes and the box mail, and the total is less than 100%. The plant must verify the matrix entry and resubmit a matrix that equals 100%.

778 Proportion Record Less Than 100%

Flat mail matrix entries are less than 100%. The system has summed all the percentages for the branch codes and the box mail, and the total is less than 100%. The post office must verify the matrix entry and resubmit a matrix that totals 100%.

777 Proportion Record Greater Than 100%

Letter mail matrix entries are greater than 100%. The system has summed all the percentages for the branch codes and the box mail, and the total is greater than 100%. The plant must verify the matrix entry and resubmit a matrix that totals 100%.

778 Proportion Record Greater Than 100%

Flat mail matrix entries are greater than 100%. The system has summed all the percentages for the branch codes and the box mail, and the total is greater than 100%. The plant must verify the matrix entry and resubmit a matrix that totals 100%.

777/778 Proportion Record Greater Than 100%

Both letter and flat mail matrix entries are greater than 100%. The system has summed all the percentages for the branch codes and the box mail, and the total is greater than 100%. The plant must verify the matrix entry and resubmit a matrix that totals 100%.

777/778 Proportion Record Less than 100%

Both letter and flat mail matrix entries are less than 100%. The system has summed all the percentages for the branch codes and the box mail, and the total is greater than 100%. The plant must verify the matrix entry and resubmit a matrix that totals 100%.

6-1.5.8 Operation Validity Table Listing

The Operation Validity Table Report is produced daily with transaction code O1, or on request with a transaction code J9. The listing is produced when:

- an office changes the local oper validity tables
- national operation number validities are changed by the PDC
- an office enters a transaction code J9

The report is transmitted with the daily MODS reports. The validity table lists all operation numbers. An "X" beside the oper number means the oper number is invalid.

6-1.5.9 Originating Letters Summary Report

The Originating Letters Summary Report summarizes originating letter FHP volume by source type—weekly and by AP. The report has three sections: mail processing, customer services, and total office. This report does the following:

- lists volume in thousands, rounded to the first decimal place (hundreds)
- shows first total FHP volume by source type, then the percentage of this volume against the total originating FHP and total originating letters volume
- gives subtotals for machinable, non-machinable, preferential, and bulk business presort letter volume
- gives totals for presort, originating volume, letter FHP, and total letter volume

For the major headings of this report, see the next exhibit.

WEEKLY ACTIVITY REPORT

WEEK 4 AP 01 FY 1999

ORIGINATING LETTER SUMMARY

		MAIL PROCESSING			CUSTOMER SERVICES			TOTAL OFFICE		
S/T		% TOTAL	% TOTAL	% TOTAL	% TOTAL	% TOTAL	% TOTAL	% TOTAL	% TOTAL	
CODE	DESCRIPT.	FHP	ORIG FHP	ORIG VOL	FHP	ORIG FHP	ORIG VOL	FHP	ORIG FHP	ORIG VOL

6-1.5.10 Mechanization Reports

6.1.5.10.1 Mechanization Transactions Report

The Mechanization Transaction Report lists all mechanization transactions entered during the MODS day, including:

- scheme recycle rate (95)
- machine mishandling rate (96)
- machine run time (97)
- machine downtime (98)

These are the report column headings and descriptions:

Column	Description
TR	Transaction type
OPN	Operation Number
MACH NR	Machine identification number
MACH-OPN HOUR PERCENT	Percentage of mishandling or recycle rate: or number of workhours of run or downtime
DAY	Day of pay period of transaction
TIME	Transmission time of entry
AUTH—SSN	Social security number of user who enter transaction
BR	Separate reporting facility code
ADJU	Adjustment code

6-1.5.10.2 Mechanization Performance Utilization Report

MODS produces a separate report for each automated and mechanized scheme for volume reported daily, weekly, and each AP to the operation level. The report lists operation numbers in ascending order for the following: CANCELLERS, ML-OCR, SL-OCR, OCR AS BCS, MP-BCS, DBCS, FSM-BCS, AFSM-BCS, MPLSM, SPLSM, LSM AS BCS, AFSM, PARCEL SORTER, SPBS, ACDCS SHRINK MACH, AND BCS-ABC.

For the major headings, see the next exhibit.

MECHANIZATION REPORT
PERFORMANCE EVALUATION - WEEKLY
AP 01 WEEK 2 FY 2000 OPERATION 141 DATE 09/15/1999 PAGE 2

SAT SUN MON TUES WED THURS FRI TOTAL

A separate page of the report summarizes data for letters and for flats.

Report Structure:

The columns of the daily reports show the individual schemes by operation number, equipment summaries, and mail category summaries. The weekly report columns indicate the 7 weekdays and the weekly total; the AP report columns indicate the 4 weeks and the AP total.

Unique Calculations:

Because the office calculates and enters recycling and mishandling rates for daily application, these values must be recalculated both weekly and each AP. The computer does the following:

- adds all of the pieces fed for the week or the AP, the pieces recycled, and the pieces mishandled
- divides the total pieces fed into the total pieces recycled or the total pieces mishandled
- multiplies that result by 100 for the resulting weekly and AP recycle or mishandled rate

Line Item Descriptions—Mechanization Performance Evaluation Report

Line	Item	Description
1	PIECES FED	From transaction code 75 in thousands, to first decimal place
2	RECYCL RATE	(Scheme Recycle Rate) Percentage recycled to same OPN from DQ Test (input with transaction code 95)
3	PCS RECYCLD	Result of recycle rate (line 2) times pieces fed (line 1)
4	PCS NOT DST	Total of the following: S/T 27 - Total Source/Type Code 27 Transactions S/T 39 - Total Source/Type Code 39 transactions S/T 40 - Total Source/Type Code 40 Transactions S/T 50 - Total Source/Type Code 50 transactions
5	TPH	Pieces fed (line 1) less PCS NOT DST (line 4)
6	GROSS AC RT	TPH (line 5) divided by PIECES FED (line 1) = (Gross Acceptance Rate) times 100
7	%FHP	OPN FHP divided by the total FHP (letter, flat, or parcel)
8	% TPH	OPN TPH divided by the total TPH (letter, flat, or parcel)
9	MSHLG RATE	Percentage of mishandling rate from DQ Test input with transaction code 96
10	PCS MSHLD Pieces Mishandled	Pieces fed (line 1) times MSHLG RATE (line 9)

11	PCS CR HLD Pieces correctly handled	PIECES FED (line 1) minus PCS MSHLD (line 10)
12	NO OF MACHS Number of machines	Number of unique machine IDs for which 95 through 98 transactions are entered each day. Week = total number of unique IDs reported during the week. AP = sum of the four weekly totals.
13	FED/MACH	PIECES FED (line 1) divided by the NO OF MACHS (line 12)
14	MACH RUNTIM	Runtime input with a transaction code 97
15	RUNTIM/MACH	MACH RUNTIME (line 14) divided by the NO OF MACHS (line 12)
16	MACH DWNTME	Downtime input with a transaction code 98
17	RUN + DWNTME	(Run Time Plus Downtime) The sum of MACH RUNTIM (line 14) and MACH DWNTIME (line 16)
18	PCT DWNTME	MACH DWNTIME (line 16) divided by MACH RUNTIME + MACH DWNTIME (line 17) times 100
19	TOT WKHRS	Workhours from the mail processing operating report
20	FED/MACH HR	FED/MACH HR(Pieces Fed per Machine Hour) PIECES FED (line 1) divided by RUN+DNTME (line 17)
21	PCT CR HLD	PCS CR HLD (line 11) divided by PIECES FED (line 1) times 100
22	TPH/WKHR	TPH (line 5) divided by TOT WKHRS (line 19) times 1000
23	STAFF INDEX	TOT WKHRS (line 19) divided by the RUN + DWNTIME (line 17)

6-1.5.10.3 Mechanization Scheme Analysis Report

The Mechanization Scheme Analysis Report is produced for each region daily, weekly, and by AP. Separate reports are produced for each scheme. Source data is extracted from the post office MODS performance evaluation reports and the MODS mail processing operating report. Each office and the area summary are listed as line items. For the columns of the report, see the next exhibit.

Line Item Descriptions—Mechanization Scheme Analysis Report

Line	Item	Description
1	PCS FED (Pieces Fed)	Total pieces fed in thousands, to first decimal place
2	TPH (Total Pieces Handled)	PIECES FED (line 1) less PCS NOT DST (line 4)
3	GROSS AC (Gross Acceptance Rate)	TPH (line 2) divided by PCS FED (line 1) times 100
4	PCT FHP (Percent of FHP)	OPN FHP divided by the total FHP (letter, flat, or parcel)
5	PCT TPH (Percent of TPH)	OPN TPH divided by the total TPH (letter, flat, or parcel)
6	NUM MACH	Number of unique machine IDs reported
7	RUN/MACH	RUNTIME divided by NUM MACH
8	PCT DWN	MACH DWNTIME divided by (MACH RUNTIME + MACH DWNTIME) times 100
9	FED/MACH	PIECES FED divided by NO OF MACHS
10	FED/MACH HR (Pieces Fed per Machine Hour)	PIECES FED divided by RUN + DNTIME (RUNTIME PLUS DOWNTIME)
11	PCT CORHD (Percent Correctly Handled)	PCS CR HLD divided by PIECES FED times 100

12	TPH/WKHR (Total Pieces Handled per Workhour)	TPH divided by total workhours times 1000
13	STAFF IND (STAFF INDEX)	TOT WKHRS divided by the RUN + DNTME (runtime plus downtime)

6-1.5.10.4 Number of Machines Report

The Number of Machines Report is a daily report generated whenever the PSDS office updates the number of automated or mechanized pieces of equipment in the office. The AP Number of Machines Report summarizes pieces of equipment by operation number in the site. For the major columns of this report, see the next exhibit.

6-1.5.11 Trend Reports

6.1.5.11.1 Volume/Hours Comparison Report

For each mail processing operation number that reports volume, the Volume/Hours Comparison Report shows FHP, TPH, HOURS, FHP/HR, and TPH/HR:

- by day
- the total for each week
- the total for each AP

For the major column headings of this report, see the next exhibit.

MODS VOLUME - HOURS COMPARI								
DAILY WEEK 4 AP 07								
OPN-LU	SAT	SUN	MON	TUES	WED	THURS	FRI	TOTAL

6-1.5.11.2 Trend Analysis Report

The Trend Analysis Report lists volumes (FHP and TPH), workhours, and productivity (FHP/HR and TPH/HR) in mail processing operations that report volume, for the most recent 14 APs. The report is generated each AP for each of the separate facilities reporting to the plant. For the major column headings of this report, see the next exhibit.

MODS VOLUME - HOURS COMPARI															
DAILY WEEK 4 AP 07															
	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	
OPN-LU	1	2	3	4	5	6	7	8	9	10	11	12	13	AVERAGE	SPLY

6-1.5.12 Mail Processing Activity Report

The Mail Processing Activity Report is produced weekly by request (A9) for all separate reporting facilities. There is no office consolidation of this report. The report contains the following information for each volume recording operation:

- FHP volume inputs, by operation number, in ascending source/type code sequence
- mail flows to an operation from other operations, in ascending operation numbers
- mail flows to other operation numbers, in ascending operation numbers
- workhours, by operation number
- overtime, by operation number
- total volume by operation number
- productivity by operation number
- year-to-date, FHP, SHP, TPH, and workhours, by operation number

6-1.5.13 Volume Inquiry Report

The Volume Inquiry Report lists all volume transactions entered from the start of the MODS day to the time of request. The report will be produced approximately fifteen minutes after the request. It can be produced for a device (scale or transactor) or a specific operation number.

Requesting the Report:

To request the report, use transaction code 94 (see 4xx). The following edits are made in transaction code 94:

No Volume Transaction for This Request.

Volume not entered into operation number or device up to time of request.

No Volume Illegal Request.

Wrong DPP used.

Excessive Inquiry Report.

Special online report listing those requests exceeding 20 inquiries during a 15-minute update.

Note: The use of transaction code 94 is to be controlled through the data collection site.

6-1.5.14 MODS Hour Inquiry

The MODS Hour Inquiry Report lists all employee social security numbers for the requested operation numbers by MODS day. You can request this data up to 7 previous MODS days from the current MODS day. If multiple requests are made for the same MODS day, a consolidated report listing operation numbers in ascending order is generated for the requesting office. The report will be produced approximately 15 minutes after the request. Six requests can be entered within a 15-minute period with only one exclusion, the requestor is restricted to one request when he/she enters XX for SRF and XXXXXX for an operation number in this period.

Requesting the report:

To request the report, use transaction code (see 4xx). The following edit is made in transaction code PA and appears on the next 15-minute update:

"No Record Found. There are no workhours charged for the requested LDC."

6-2 Retaining Reports

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

Processing and Distribution Centers and Facilities (PSDS and PCMODS Offices) retain reports for the following periods:

Report	Retention
MODS Management Summary	
Daily, Weekly	until the end of the current AP, if all adjustments are completed
AP	14 APs
SRF Hour Summary	
Daily, Weekly	until the end of the current AP, if all adjustments are completed
AP	14 APs
MODS Operating Reports	
Daily, Weekly	until the end of the current AP, if all adjustments are completed
AP	14 APs
MODS Volume Adjustments	1 Year
MODS Workhour Transfer	1 Year
MODS Error Signal Report	1 AP
Mechanization Transactions	1 AP
Mechanization Performance Evaluation	1 AP
MODS Volume/Hours Comparison	6 AP
Trend Analysis Report	1 AP

6-3 Separate Reporting Facilities (SRFs)

6-3.1 Designation

The plant manager of a separate mail processing facility (SRF), such as a parcel post annex or an airport mail facility, may receive separate MODS reports with the approval of Headquarters, Processing Operations. The plant manager must submit written requests for changes to the Manager, Processing Operations. The maximum number of SRFs is 39.

6-3.2 Adding and Deleting SRFs

Effective dates:

To add or delete an SRF, submit requests no later than one full AP before the effective implementation date so the files can be updated to reflect year-to-date data. Additions or deletions are effective on day 01 of the AP in which the change is implemented.

Required Information

Include this information in your request:

- Processing and Distribution Center (Facility) name
- SRF name (2-16 alphanumeric characters, including spaces)
- SRF number (00 through 39)
- number of the SRF where the data for the deleted SRF will be consolidated (only if deleting an SRF)
- effective date of change

If an SRF is deleted, renumber the remaining SRFs in ascending order. No gap in the SRF numbering convention is allowed. (*Example:* If an office with SRFs 01 through 06 deletes number 04, SRF 05 and 06 must be re-numbered so no gap occurs.)

6-3.3 Site Preparation

The local office is responsible for updating machine identification numbers for all devices (EBR, Transactor, Scale Workstation) in the lower network affected by the addition or deletion of SRFs. Additions or deletions must be implemented on day 01 of the AP period in which the change is effective. All updates to devices are done through the DSMO console.

6-3.4 Machine Number Ranges for SRFs

The next exhibit lists the allowable machine identification numbers by SRF codes. The machine type determines the first position of the machine identification number.

Machine Identification Number by SRF Code

SRF Code	Machine ID No.	SRF Code	Machine ID No.
00	X001-X275	20	X801-X810
01	X276-X385	21	X811-X820
02	X386-X435	22	X821-X830
03	X436-X485	23	X831-X840
04	X486-X620	24	X841-X850
05	X621-X630	25	X851-X860
06	X631-X640	26	X861-X870
07	X641-X660	27	X871-X880
08	X661-X670	28	X881-X890
09	X671-X680	29	X891-X900
10	X681-X690	30	X901-X910
11	X691-X700	31	X911-X920
12	X701-X710	32	X921-X930
13	X711-X720	33	X931-X940
14	X721-X730	34	X941-X950
15	X731-X740	35	X951-X960
16	X741-X750	36	X961-X970
17	X751-X780	37	X971-X980
18	X781-X790	38	X981-X990
19	X791-X800	39	X991-X999

Machine Type

1 Transactor	3 Scale Workstation	5 Alphanumeric Device
6 Employee Badge Reader		

6-4 Corporate Data Base

Corporate Information System - Corporate Data Base (CDB) is an on-line source for the statistical files of postal financial and operating systems. You can use this system to answer questions designed by the user (called AD HOC QUERIES - using FOCUS) or in pre-programmed statistical reports (called CANNED REPORTS) that analyze Postal Service performance.

The Corporate Data Base is located in the National Information Systems Support Center (NISSC) Raleigh, NC. For access to CBD, you must first submit a PS Form 1357, User's Request for Computer ID, through Minneapolis ISSC.

6-4.1 MODS Data

The Wilkes-Barre ISSC forwards weekly and AP data to the Corporate Data Base—Sunday MODS days 09, 16, 26, and 02. The data has a 3-year retention period. Here is the list of volume and workhours data transmitted:

- FHP, by LDC
- TPH and Workload unit, by operation number
- PIECES FED for automation and mechanization operation number
- workhours for all operation numbers and LDCs by function
- overtime, by operation number
- machine runtime and downtime, by operation number
- number of machine, by operation number
- FIM A through C totals

6-4.2 Year-to-Date Adjustments

Any year-to-date volume or workhour (transaction code A1s & A4s) adjustments are excluded from data forwarded to the MODS CDB. Any correction to the MODS CDB for YTD adjustments must be submitted in writing by the requesting offices to the Area office.

7 MODS Audits

7-1 Objectives

Each MODS office must conduct a MODS System review at least once each year. The review covers all phases and requirements of the MODS System and helps to determine the accuracy of MODS reporting procedures. All review team members must be familiar with MODS, and the team leader must have a good working knowledge of the system. Ideally, team members will be from another facility. Each office may perform a self-review periodically to ensure that everyone is using proper procedures and collecting accurate information.

7-2 Review Requirements

The review lasts at least one week, from MOD tour 2, Saturday, through MOD tour 1, Friday. On each tour the team must observe the scales and verification process at least part time and for at least four days. The team also must observe operations and make Time and Attendance checks for at least three days.

The review team leader gives the plant manager a report identifying all deficiencies and requesting corrective action. Except when indicated, the review team performs the procedures described in this chapter.

7-3 Review Procedures

7-3.1 Ensure Proper Condition of all Volume Recording Equipment

During the week before the review, the team leader must ensure that floor scales are calibrated to zero. Verify that all equipment is maintained and repaired in a timely manner.

7-3.2 Spot-check Tare Weights

To verify that the tare weight is clearly and conspicuously marked on all rolling stock equipment for transporting mail to distribution operations, spot-check the tare weights of mail transport equipment.

7-3.3 Analyze and Verify Accuracy of Reports

Verify that MOD System reports are retained as required.

7-3.4 Productivity Reports

To analyze productivity, use the Mail Processing Operating Report. Compare productivity for the review period (day, week, or AP) with productivity for similar prior periods.

7-3.5 Trend Analysis Report

To observe productivity trends, use the Volume/Hours Comparison Report and the Trend Analysis Report. Identify operations that show a significant change in productivity and do not show probable causes for the change.

7-3.6 Mail Volume Adjustment Report

For PSDS offices, the Plant Manager (or designee) must review the Mail Volume Adjustment Report, which lists volume transactions and adjustments.

- Determine the justification of volume adjustments (TR A-1).
- Verify documentation for all transactor volume entries, using either Form 1476D MOD Worksheet for Mail Volume Adjustments or locally designed volume forms.
- Verify the accuracy of transactor inputs (TR7) of volumes that are normally weighed—mail from preparation and opening units—and identify the reason for transactor entry.

7-3.7 MODS Daily Detail Listing

To verify that volume was recorded correctly (particularly withdrawal transactions), use the Daily Detail Listing Report provided each day by the PSDS Data Collection Site. This report lists all volume entries from scales and transactors.

- Verify that all volume withdrawn from an operation to another operation is entered in this report.
- To correct duplicate volume transactions, verify the use of a TR A-1 entry.

7-3.8 Verify the Entry of Planned Hours

Verify that planned hours have been entered by labor distribution code (TR A-6) by week in each accounting period since the last review.

7-3.9 Ensure Proper Inventory Procedures

Ensure that inventory procedures are observed and verify the following:

- that volumes and mail types are stated correctly with inventoried mail at the end of each MOD day—or at the end of each tour if the office is tour reporting

- that type and origin correctly identify the inventoried volumes for each distribution operation with mail volume on hand
- that first and subsequent handling pieces, preferential and standard volumes, and machinable and nonmachinable mail volumes are inventoried separately

7-3.10 Verify Proper Volume Reporting Procedures

Verify that employees observe all volume recording procedures. These are the requirements for the review team:

- Monitor scale transaction at the floor scales for proper recording procedures. The mail processing employee identifies the originating and designating operation numbers, mail type, source type, containers, transport equipment, and tare weight. Preferential, Standard, and machinable and nonmachinable letters and flats are weighed separately.
- Verify that the mail processing employee identifies the correct source type.
- Verify that all volumes are recorded into distribution operations.
- Verify that all operation numbers used for activities in the office conform to the operation number definitions in Appendix A.
- Verify that workload units are entered for all work credit operations used by the office. Also, verify that data collection, conversion factors and workload unit recording procedures meet all requirements.
- Verify that letter, flat, priority, and parcel post volumes are identified and entered by source type code as required.

7-3.11 Verify Proper Procedures for Generating Mail Flow Density Matrix

The Mail Flow Density Matrix Report reflects all the mail flow densities entered for the office. The report is produced at the beginning of each accounting period. The plant manager (or designee) must approve the mail flow matrix every six months or whenever there is a significant change in mail flow pattern. Mail flow densities must be updated every six months.

Verify the following:

- that the methods for generating the densities for all operations are based on sound statistical sampling or actual mail counts
- that all required densities have been entered for all operations used by the office
- that proportions of mail by station have been obtained
- that carrier mail has been entered by station and total station box to establish the 777/778-proportion file

7-3.12 Verify Correct Workhour Reporting Procedures

Determine whether employees are clocked into the operation in which they are working. To identify employees clocked into an operation, use either PSDS or ETC/TACS.

If it is not possible to resolve differences between employee, badge card, and inquiry listings, use employee inquiries to check the employee clock rings in question.

7-3.13 Operations

Verify that hours for automation and mechanization operations are being recorded properly. Ensure that employees are charged to the correct operation, especially when additional temporary help is being used for dispatches or for final closeout. All allied labor hours must be charged to the correct manual, mechanization, or automation distribution operation.

7-3.14 Adjustments

Verify that adjustments are properly made.

7-3.15 Unassigned or Invalid Operation Numbers

Verify that adjustments are made to transfer all MODS hours that have accumulated in operation 999 for unassigned or invalid operation numbers.

7-3.16 Workhours Transfer Report

The workhours transfer report is a list of all TR A-4 entries. The plant manager (or designee) must approve hours that have been transferred. Use workhour transfer entries sparingly—never to control productivity or instead of normal employee clock rings.

7-3.17 Overtime

Verify that overtime hours are accumulated so that total MODS overtime hours can be reconciled with paid overtime hours within a tolerance of 5% per pay period. To enter overtime resulting from TR 6 entries or forced by the Time and Attendance System, use the overtime adjustment transaction TR7-9.

7-3.18 Verify Proper Mechanization Automation

Verify the following:

- that a scheme recycle rate and machine mishandling rate have been entered for each mechanization and automation operation used in the office (These rates must agree with the most recent distribution quality tests conducted by the Quality Control Office.)
- that at least one runtime transaction and one downtime transaction have been entered for each machine the office used on any day in which total piece handling is reported
- that unique machine identification numbers are assigned to equipment in each group as required

7-3.19 Review Report

The review team leader must submit a report to the plant manager no later than one week after completing the review. The report must identify:

- all findings
- the cause of each discrepancy
- recommended corrective action

7-3.20 Corrective Action

Initiate corrective action promptly. Conduct follow-up monitoring to ensure that actions to correct all discrepancies are implemented. The plant manager is responsible for ensuring that timely corrections are made.

8 PCMODS, Version 3.1: for MODS 2 Offices

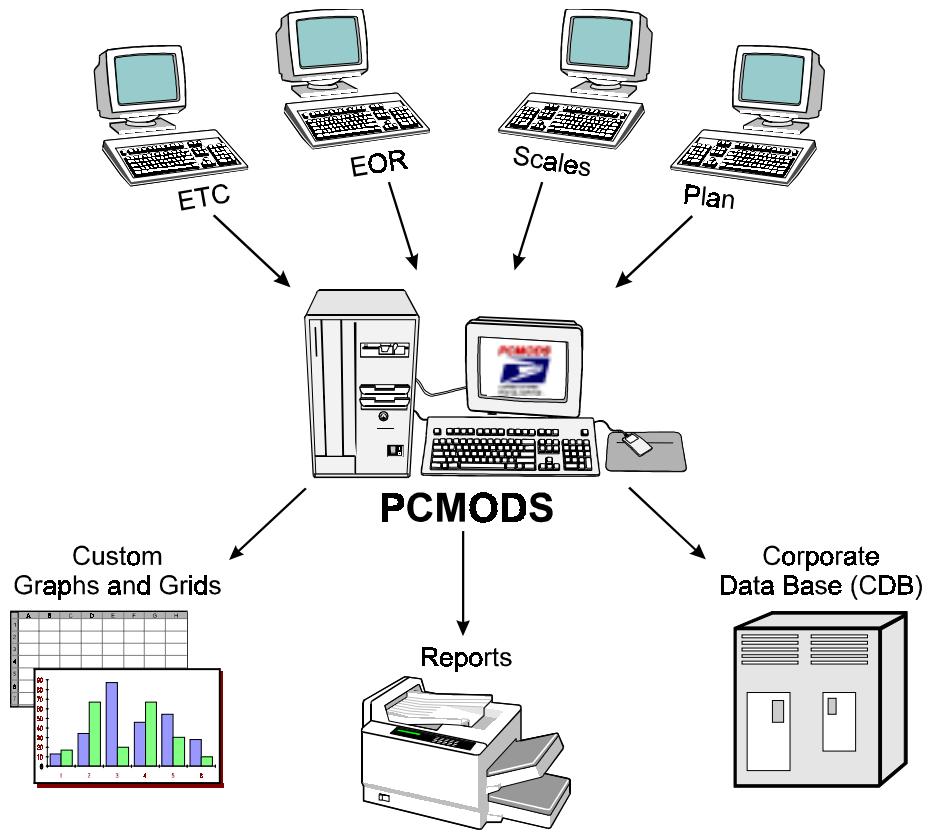
8-1 Overview

The Postal Service uses PCMODS (Personal Computer Management Operating Data System) to collect, process, and transmit data on work hours and mail volume. This information enables local and national postal management personnel to maintain and assess productivity. PCMODS imports data from other USPS information systems:

- *Work hour data* is imported from the Electronic Time Clock (ETC) system.
- *Volume data* is imported from the End-of-Run (EOR) and Scales systems.

To meet weekly national reporting requirements, PCMODS transmits data directly to the Corporate Data Base (CDB).

Figure 8-1 shows how PCMODS interfaces with other USPS information systems.



PCMODS generates four kinds of reports to help postal managers:

- plan and estimate mail volumes
- plan and estimate work hours
- monitor processing performance
- monitor equipment usage

PCMODS generates four reports:

- Management Summary Report
- Operating Report
- Mail Processing Recap
- Auto/Mech Report

All of the reports can be generated daily, weekly, and by Accounting Period (AP). All except the Management Summary can also be year to date (YTD).

PCMODS also provides a Graphical Reporting function that enables local Postal personnel to create custom graphs and grids to display information.

At each site, the Postmaster/installation head ensures that the site:

- enters the required data into PCMODS
- transmits that data to the Corporate Data Base (CDB) each week
- installs new software releases for PCMODS according to the instructions in the release notes

Failure to install each release could prevent a site from sending data to the CDB and/or making prior period adjustments to PCMODS data. Currently, the CDB performs the final update on Monday at 16:00 Central Time, except when Monday is a holiday.

8-2 Finance Numbers, SRFs, Operations, Local Units, and Tour Data

This section shows you how to work with Finance Numbers, Separate Reporting Facilities (SRFs), Operations, Local Units, and Tour Data to do these tasks:

- adding
- deleting
- editing

Finance Numbers are linked to Separate Reporting Facilities, Operations, and Local Units, if applicable.

- If your site does not use Local Units, specify Local Unit 00.
 - If your site does not use SRFs, specify SRF 00.

8-2.1 Adding a Finance Number, SRF, Operation, or Local Unit

Adding a Finance Number activates SRFs, Operations, and Local Units for that Finance Number. To add a Finance Number, SRF, Operation, or Local Unit, follow these steps:

- >> From the PCMODS Main Menu, select **Config>Finance Numbers/SRFs/Operations**.

You see the Finance Numbers/SRFs/Operations window.

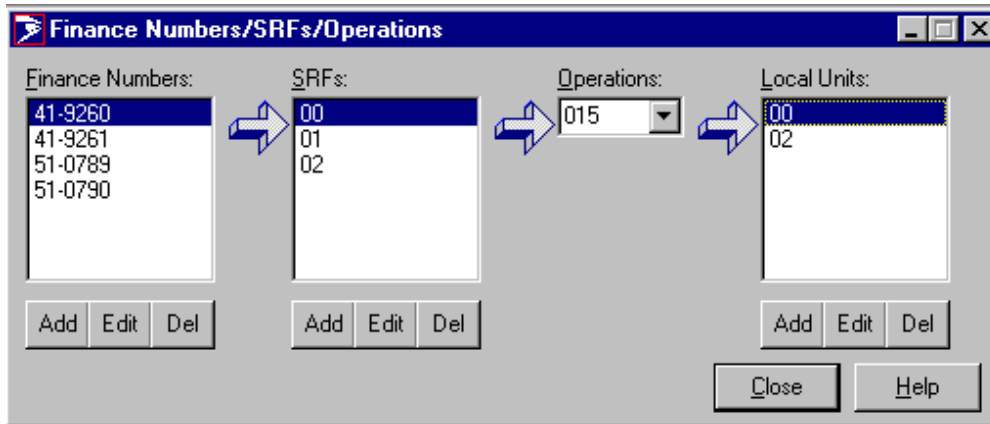


Figure 8-2. Finance Numbers/SRFs/Operations Window

The values that appear in the Finance Number and SRFs boxes have already been entered into PCMODS.

To add a Finance Number,

- >> Under the Finance Numbers box, click **Add**.

You see the Finance Number Data window.

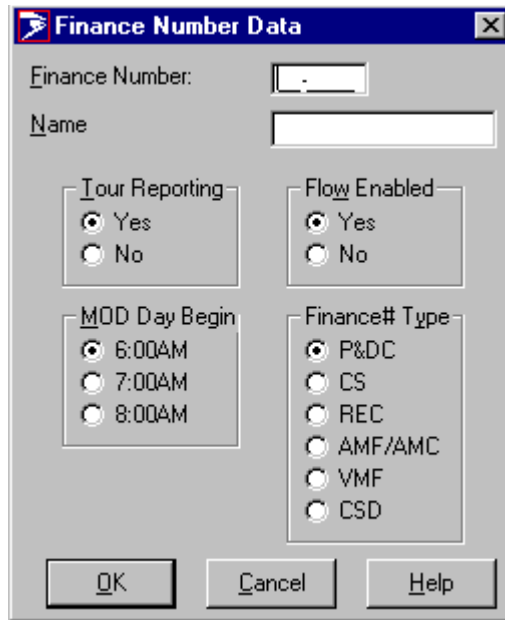


Figure 8-3. Finance Number Data Window

On the Finance Number Data Window, follow these steps:

1. In the Finance Number Field, type a 6-digit (only) Finance Number.
2. In the Name field, type the name of your facility.
3. Select the option bullets that apply to your facility and click **OK**.

The system shows you the Finance Numbers/SRFs/Operations window and highlights the Finance Number you just added. An arrow points to the SRFs box.

To add SRF data,

- >> Under the SRFs box, click **Add**.

You see the Select SRF to Add window.



Figure 8-4. Select SRF to Add Window

On the Select SRF to Add Window,

>> Click one number.

You see the Separate Reporting Facility Data window.

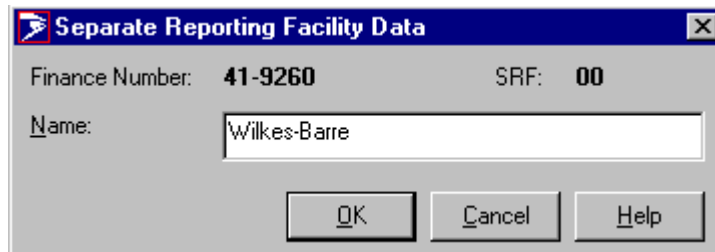


Figure 8-5. Separate Reporting Facility Data Window

On the Separate Reporting Facility Data Window,

>> Enter the Separate Reporting Facility name and click **OK**.

The system shows you the Finance Numbers/SRFs/Operations window and highlights the SRF you just added. An arrow points to the Operations box.

To select an operation, follow these steps:

1. Type the Operation Number or click on the Operations drop-down list box.
2. Highlight the operation you want to add.

After you select the Operation Number, the system highlights the Operation you just added. An arrow points to the Local Units box.

To select a Local Unit for this Finance Number,

>> Under the Local Units box, click **Add**.

You see the Select LU to Add window.



Figure 8-6. Select LU to Add Window

On the Select LU to Add window,

>> Click on one number.

You see the Local Unit Data window.

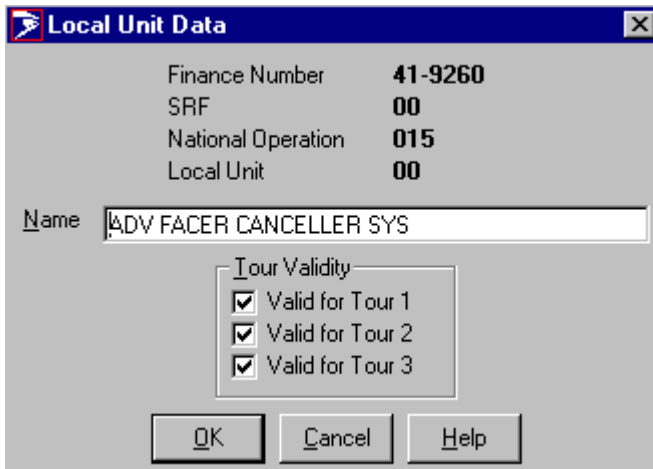


Figure 8-7. Local Unit Data Window

On the Local Unit Data window, you see the name of the operation and the Tour Validity for that operation. If the Finance Number does not perform Tour reporting, these boxes are disabled (shown in gray).

Verify that these are correct:

- If they are correct, click **OK**.
- If they are not correct, enter the correct information and then click **OK**.

8-2.2 Editing a Finance Number, SRF, Local Unit, or Tour Data

To edit a Finance Number, SRF, Local Unit, or tour data, follow these steps:

>> Under the box with the data you want to change, click **Edit**.

The system shows you the appropriate Data window.

>> Change the data and click **OK**.

8-2.3 Deleting a Finance Number, SRF, Local Unit, or Tour Data

To delete Finance Number, SRF, Local Unit, or tour data:

>> Under the box with the data you want to delete, click **Del**.

You see a message about what will happen if you delete the data.

- If you do not want to delete this data, click **No**.
- If you want to delete this data, click **Yes**.

8-3 Flow and Flow Percentage

If your site flows manual operations, follow these steps to set up your flow percentages:

>> From the PCMODS Main Menu, select **Config>Flow**.

You see the Flow Setup window.

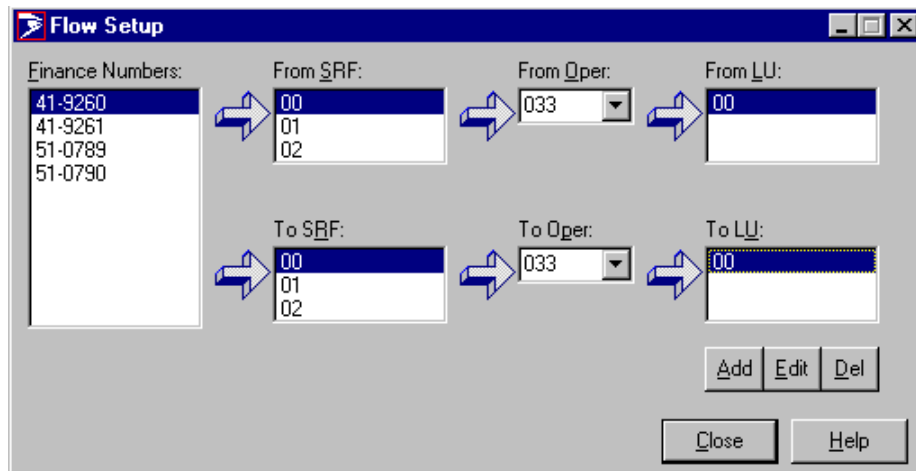


Figure 8-8. Flow Window Setup

On the Flow Setup Window, follow these steps:

1. Highlight the Finance Number.
2. Select from SRF, Operation, and Local Unit.
3. Select the To SRF and Operation. (The From and To operations you select must be valid flows in the Flow Validity Table.)
4. Click **Add**.

When you see a list of Local Units on the window,

>> Select one.

You see the Enter Flow Percentage window.

To SRF	To Oper	To LU	Percent
00	033	00	20.00

Figure 8-9. Enter Flow Percentage Window

On the Enter Flow Percentage Window, follow these steps:

1. Type a percentage that does not exceed 100 in the Enter Percentage field and click **OK**. (The total percentage of flows for an operation must not exceed 100%. The table shows the flows that you have defined so far.)
2. To copy the data, save it, or export it to Excel, click the appropriate button:
 - Copy:
 - Save:
 - Export to Excel:
3. To continue adding flows, repeat these steps.
4. To delete flows, you see the Confirm Flow Deletion window.
 - To delete the flow, click **Yes**.
 - If you do not want to delete the flow, click **No**.

8-4 Entering Data

8-4.1 Entering Workhour Data

Workhour data applies to a Finance Number, SRF, Operation Number, local unit, and if applicable, Tour. Sites with Finance Numbers that do not perform Tour reporting select the Finance Number, SRF, operation, and local unit. Table 4-1 describes the Work Hour data fields that you need to complete.

Work Hour Data Entry Field Descriptions

Field	Description	Range	Notes
Operation Number	Any 3-digit number	001 to 999	
Local Unit	Any 2-digit number	00 to 99	
Hours	Any number up to 5 digits	0 to 99999	Enter hours, OT hours, or both.
OT Hours	Any number up to 5 digits	0 to 99999	Enter hours, OT hours, or both.

To enter Work Hour data into PCMODS, follow these steps:

>> From the PCMODS menu bar, select **Data>Entry>Work Hour**.

You see the Select Date window.

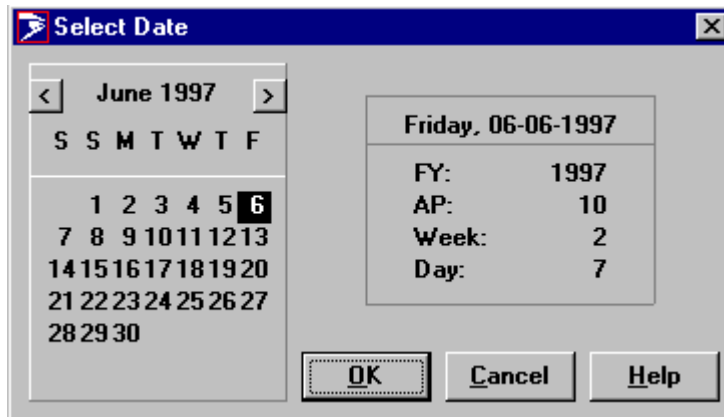


Figure 8-10. Select Date Window

On the Select Date Window,

>> Select the MOD day date.

The date that is highlighted is the previous MOD day. If you select a different date, the FY, AP, Week, and Day information on the right-hand side of the window will change to reflect the date you choose.

You see the Work Hour Entry window and the MOD day you selected.

The screenshot shows the 'Work Hour Entry' window with the title bar 'MOD Day 06/06/1997'. It features three dropdown menus for 'Finance Numbers' (41-9260, 41-9261, 51-0789), 'SRFs' (00, 01, 02), and 'Tour' (1, 2, 3). Below these are input fields for 'Operation' (175), 'Local Unit' (00), 'Hours' (8), and 'OT Hours'. There are radio buttons for 'LDC' with options 'Craft' (selected) and 'Supervisor'. At the bottom, there are 'Process', 'Close', and 'Help' buttons, and a table with columns: MOD Day, Finance, SRF, Oper, LU, Tour, Whc, Hours.

	MOD Day	Finance	SRF	Oper	LU	Tour	Whc	Hours	
▶	6/6/97	41-9260	00	168	00	1	PO7	8	
	6/6/97	41-9260	00	160	00	1	PO7	8	
	6/6/97	41-9260	00	150	00	1	PO7	8	▼

Figure 8-11. Work Hour Entry Window

On the Work Hour Entry Window, follow these steps:

1. Select a Finance Number, SRF, and if applicable, Tour.

2. Enter the Operation Number.

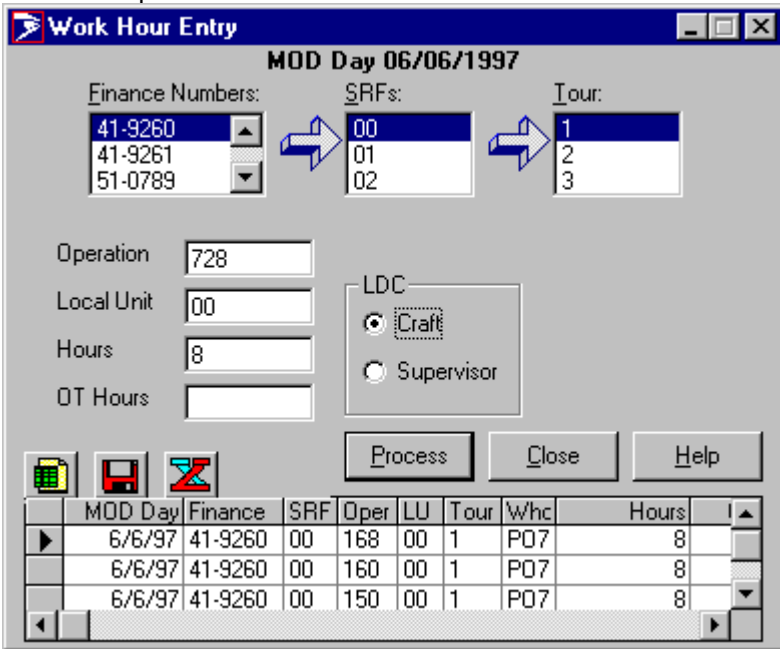


Figure 8-12 . Craft LDC on Work Hour Entry Window

3. Enter the Local Unit.

4. Enter the hours or overtime (OT) hours or both.

To enter the data in the PCMODS database,

>> Click **Process**.

You see the data you entered in the spreadsheet at the bottom of the window. The spreadsheet shows the following information:

To copy the data, save it, or export it to Excel,

>> Click the appropriate button:

- Copy: 
- Save: 
- Export to Excel: 

To exit the screen and clear all data from the window,

>> Click **Close**.

8-4.2 Entering Cancellation Data

Cancellation data applies to a Finance Number, SRF, Operation Number, Local Unit, and if applicable, Tour. Sites with Finance Numbers that do not perform Tour reporting select the Finance Number, SRF, operation number, and local unit. The next exhibit describes the Cancellation data fields that you need to complete.

Cancellation Data Entry Field Descriptions

Field	Description	Range	Notes
Operation Number	Any 3-digit number	001 to 999	Must be cancellation operation
Local Unit	Any 2-digit number	00 to 99	
Cancellation Count	Any number up to 7 digits	0 to 9999999	

The procedures for cancellation Operation 015 are different from the procedures for other cancellation operations. The next sections provide step-by-step procedures for each type of cancellation count entry.

8-4.2.1 Entering Data for Cancellation Operations Other Than 015

To enter Cancellation data for Operation Numbers other than 015, follow these steps:

- >> From the PCMODS menu bar, select **Data>Entry>Cancellation**.

You see the Select Date window.

- >> Select the MOD day date.

You see the Cancellation Entry window and the MOD day you selected.

Finance	SRF	Oper	LU	Tour	Whc	TPH	Script
41-9260	00	015	00	1	PO7	800	200
41-9260	00	015	00	1	PO7	200	125
41-9260	00	015	00	2	PO7	400	

Figure 8-13. Cancellation Entry Window




On the Cancellation Entry Window, follow these steps:

1. Select a Finance Number, SRF, and if applicable, Tour.

2. In the Oper field, type the operation number.
3. In the LU field, type the local unit.
4. In the Cancellation Count field, type the number of pieces canceled.
5. To enter the data in the PCMODS database, click **Process**.

You see the data you entered in the spreadsheet at the bottom of the window.

6. To enter the data in the PCMODS database, click **Process**.
7. To copy the data, save it, or export it to Excel, click the appropriate button:

- Copy: 
- Save: 
- Export to Excel: 

8. To exit the screen and clear all data from the window, click **Close**.

8-4.2.2 Manually Entering Data for Cancellation Operation 015

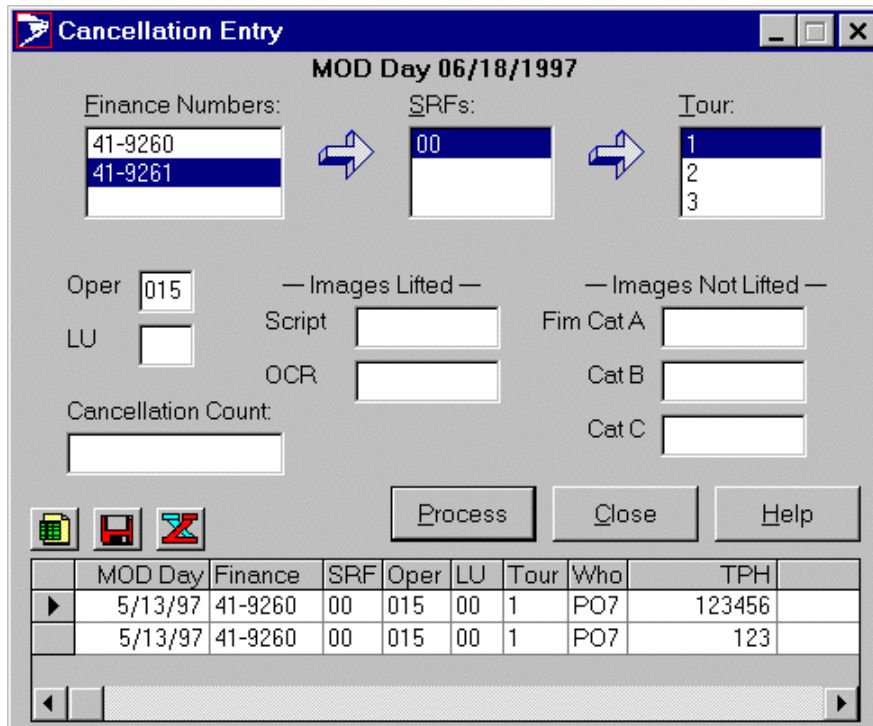
If End of Run fails to report operation 015 cancellation volume, use this option. To enter cancellation data for Operation 015, follow these steps:

>> From the PCMODS menu bar, select **Data>Entry>Cancellation**.

You see the Select Date window. On this window,

>> Select the MOD day date.

You see the Cancellation Entry window and the MOD day you selected.



Cancellation Entry
MOD Day 06/18/1997

Finance Numbers: 41-9260, 41-9261
SRFs: 00
Tour: 1, 2, 3

Oper: 015
LU:
Cancellation Count:
— Images Lifted —
Script:
OCR:
— Images Not Lifted —
Fim Cat A:
Cat B:
Cat C:
Process Close Help

	MOD Day	Finance	SRF	Oper	LU	Tour	Who	TPH
▶	5/13/97	41-9260	00	015	00	1	PO7	123456
	5/13/97	41-9260	00	015	00	1	PO7	123




Figure 8-14. Operation 015 Cancellation Entry Window

On the Operation 015 Cancellation Entry Window, follow these steps:

1. Select a Finance Number, SRF, and if applicable, Tour.
2. In the Oper field, type **015**.
3. In the LU field, type the local unit.
4. In the Cancellation Count field, type the number of pieces canceled.

5. Type the Images Lifted and Images Not Lifted data in the appropriate fields.
6. To enter the data in the PCMODS database, click **Process**.

You see the data you entered in the spreadsheet at the bottom of the window. To copy the data, save it, or export it to Excel, click the appropriate button:

- Copy: 
- Save: 
- Export to Excel: 

7. To exit the screen and clear all data from the window, click **Close**.

8-4.3 Entering Machine Runtime/Downtime Data

Runtime/Downtime data applies to a Finance Number, SRF, Operation Number, Local Unit, and if applicable, Tour. Sites with Finance Numbers that do not report Tours select only the Finance Number and SRF. Table 8-3 describes the Runtime/Downtime data fields that you need to complete.

Table 8-3. Runtime/Downtime Data Entry Field Descriptions

Field	Description	Range	Notes
Operation Number	Any 3-digit number	001 to 999	Must be automated or mechanized operation
Local Unit	Any 2-digit number	00 to 99	
Runtime	Any number up to 5 digits		Enter runtime, downtime, or both.
Downtime	Any number up to 5 digits		Enter runtime, downtime, or both.
Machine Number	Any number up to 2 digits		Required field.

To enter Machine Runtime/Downtime data, follow these steps:

- >> From the PCMODS menu bar, select **Data>Entry>Runtime/Downtime**.

You see the Select Date window. On this window,

- >> Select the MOD day date.

You see the Runtime/Downtime Entry window and the MOD day you selected.

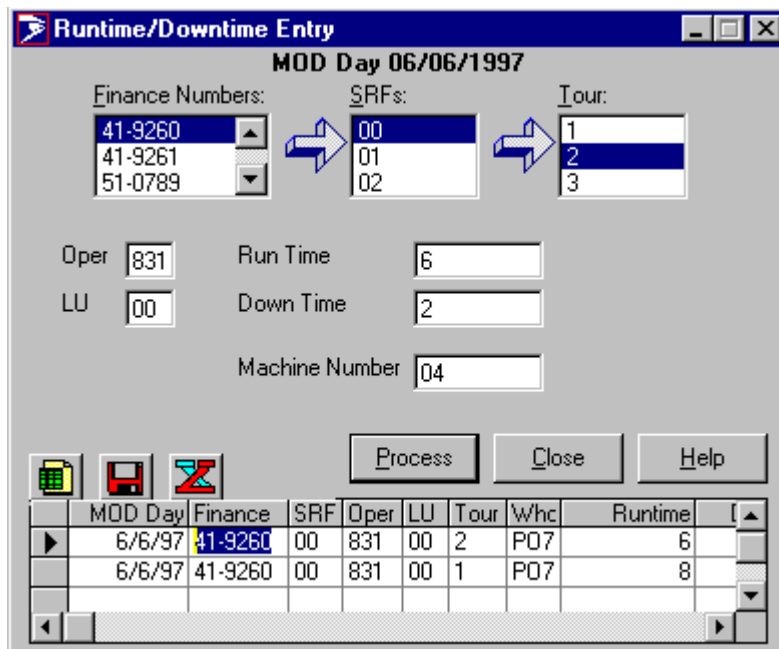





Figure 8-15. Runtime/Downtime Entry Window

On the Runtime/Downtime Entry window, follow these steps:

1. Select a Finance Number, SRF, and if applicable, Tour.
2. Enter the Operation Number and Local Unit.
3. Enter the Runtime and/or Downtime for a particular machine.
4. Enter the Machine number that corresponds to the runtime/downtime data.
5. To enter the data in the PCMODS database, click **Process**.

You see the data you entered in the spreadsheet at the bottom of the window.

6. To copy the data, save it, or export it to Excel, click the appropriate button:

- Copy: 
- Save: 
- Export to Excel: 

7. To exit the screen and clear all data from the window, click **Close**.

8-4.4 Entering Volume Data

Volume data applies to a Finance Number, SRF, Operation Number, Local Unit, and if applicable, Tour. Sites with Finance Numbers that do not perform Tour reporting should select only the Finance Number and SRF. Table 8-4 describes the Volume data fields that you need to complete.

Table 8-4 Volume Data Entry Field Descriptions

Field	Description	Range	Notes
Operation Number	Any 3-digit number	001 to 999	Must be an operation that allows volume input.
Local Unit	Any 2-digit number	00 to 99	

To enter volume data, follow these steps:

1. From the PCMODS menu bar, select **Data>Entry>Volume**.

You see the Select Date window.

2. Select the MOD day date.

You see the Volume Entry window and the MOD day you selected.

The screenshot shows the 'Volume Entry' window for MOD Day 06/06/1997. It features three dropdown menus for Finance Numbers (41-9260, 41-9261, 51-0789), SRFs (00, 01, 02), and Tour (1, 2, 3). Below these are input fields for Operation (045) and Local Unit (00), a checkbox for Turnover, and radio buttons for Volume Measurement (Pieces, Pounds, Feet). A 'Next' button is highlighted. At the bottom is a data table with columns: MUD Day, Finance, SRF, Oper, LU, Tour, Whc, and FHP.

	MUD Day	Finance	SRF	Oper	LU	Tour	Whc	FHP
▶	5/18/97	41-9260	00	143	00	1	P07	78
	5/18/97	41-9260	00	045	00	1	P07	89
	5/18/97	41-9260	00	033	00	1	P07	68

Figure 8-16. Volume Entry Window

On the Volume Entry Window, follow these steps:

3. Select a Finance Number, SRF, and if applicable, Tour.
4. Enter the Operation Number and the Local Unit.
5. You have the option of selecting the turnover feature.
6. Select the volume of measurement by clicking the appropriate option button.
7. Click **Next**.

If you select pieces for the Volume Measurement, you see the Volume Data Entry window. Proceed to step 10.

If you select pounds or feet, you see the Select Source Type window for the type of mail represented by the Operation Number.

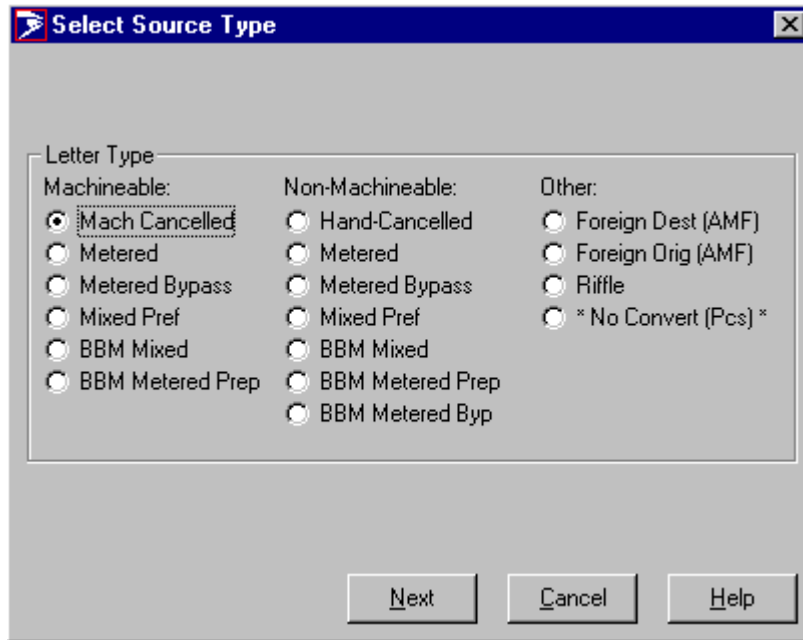


Figure 8-17. Sample Select Source Type Window

8. On the Select Source Type window, select one type by clicking the appropriate option button.
9. To move to the Volume Data Entry window, click **Next**.

Volume Data Entry			
MOD Day 06/06/1997			
Finance Number	41-9260	Tour	1
SRF	00	Pieces/Pounds/Feet	Pieces
National Operation	045	Turnover	No
Local Unit	00	Conversion Factor	1.00
FHP:	<input type="text" value="2000"/>	Bc-'A'	
TPH:		Bc-'B'	
TPF:		Bc-'C'	
SHP:		Bc-'B'Prm	
		Bc-'C'Prm	
S/T 27		Pre-Bc-'B'	
S/T 39		Pre-Bc-'C'	
S/T 40		Pre-Bc-'B'Prm	
S/T 50		Pre-Bc-'C' Prm	
		Pre-BcUniq5dig	
		TotUniq5dig	
TPH = FHP + SHP			
			<input type="button" value="Process"/>
			<input type="button" value="Cancel"/>
			<input type="button" value="Help"/>

Figure 8-18. Volume Data Entry Window

- On the Volume Data Entry window, enter volume data (either a positive or negative number) in the appropriate fields and click **Process** to update the database.

- You see the Volume Entry window and the data you entered in the spreadsheet at the bottom of the window.

8-5 Viewing and Adjusting PCMODS Data

The View and Adjust Data window has a notebook format with separate folders for:

- Work Hours
- FHP/TPH/TPF/SHP
- Auto/Mech
- Encode
- Advanced Facer/Canceller System (AFCS)

The availability of these folders depends on the Operation Number you enter.

Example: Operation Number 015 makes all folders available except Encode, and Operation Number 881 makes all folders available except AFCS.

To view and adjust data, follow these steps:

- >> From the PCMODS menu bar, select **Data>View and Adjust**.

You see the View and Adjust Data window.

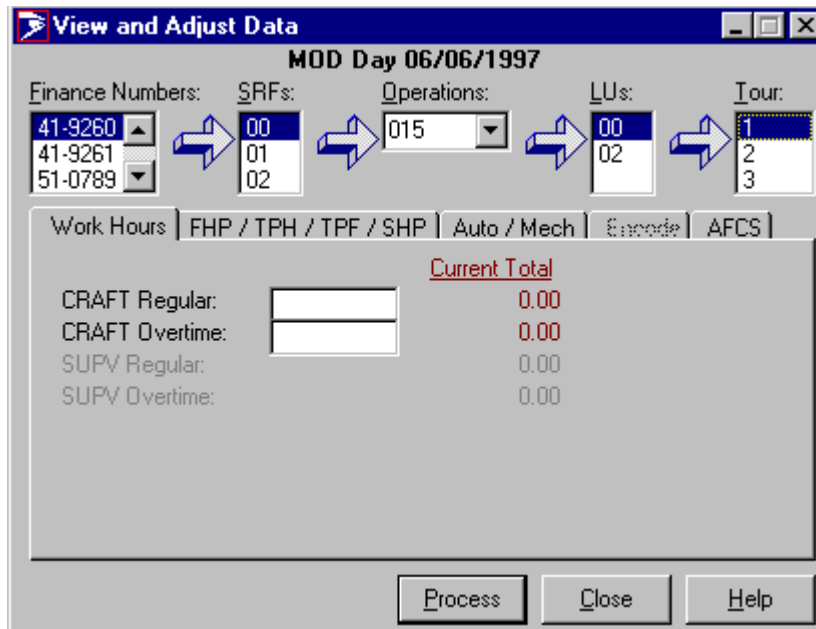


Figure 8-19. View and Adjust Data Window

On the View and Adjust Data Window,

- >> Select the Finance Number, SRF, Operation Number, Local Unit, and if applicable, Tour.

The View and Adjust Data Window shows you five separate folder tabs. If you want to just view the data, click the appropriate folder tab. The following subsections give step-by-step procedures for adjusting the data in each of these folders.

To adjust Work Hours data:

1. Click the **Work Hours** folder tab.

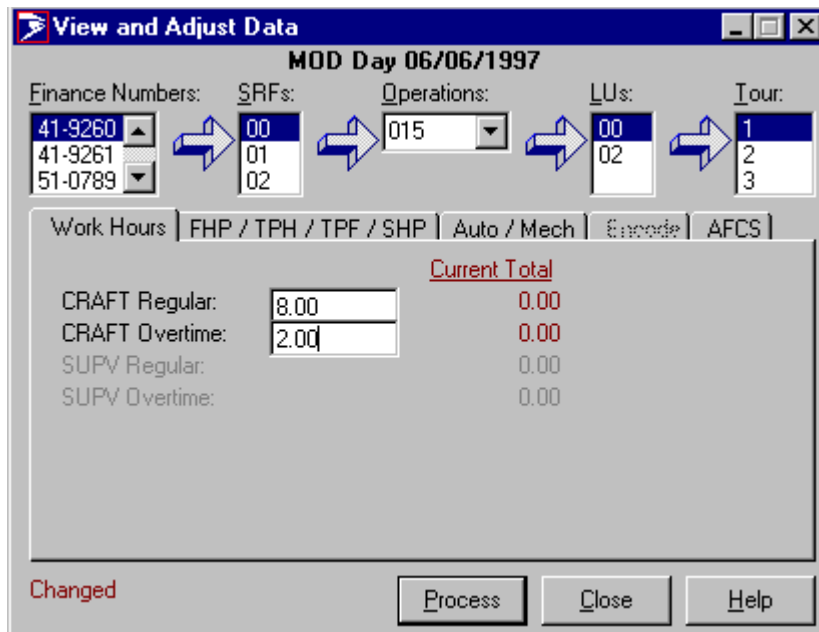


Figure 8-20. View and Adjust Data (Work Hours) Window

2. Move the cursor to the field after the kind of hours you want to change (for example, CRAFT Regular).
3. Type the value you want to add or subtract from the value in the Current Total column and press the Enter key.
4. Continue to adjust data as needed.

To adjust FHP/TPH/TPF/SHP data:

1. Click the FHP/TPH/TPF/SHP folder tab.

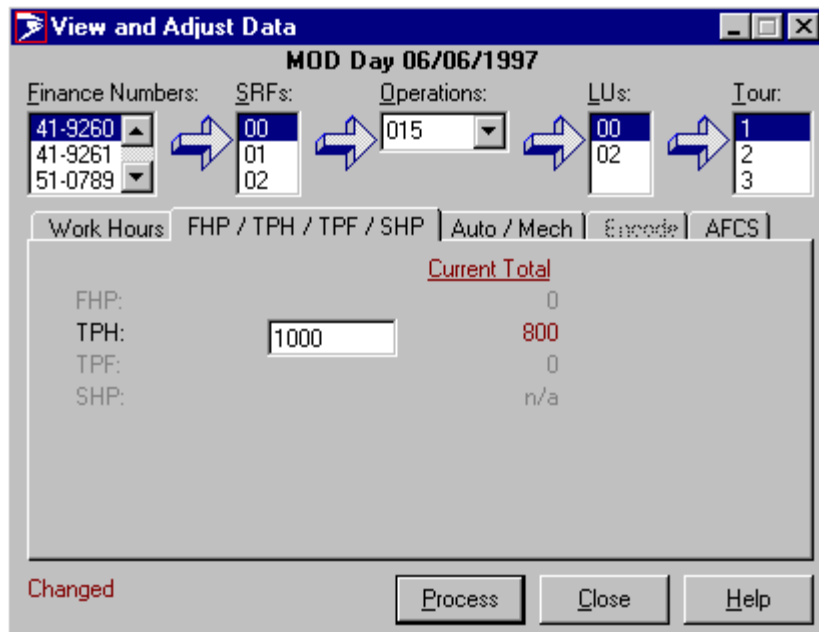


Figure 8-21. View and Adjust Data (FHP/TPH/TPF/SHP) Window

2. Move the cursor to the field after the kind of data you want to change (for example, TPH).
3. Type the value you want to add or subtract from the value in the Current Total column and press the Enter key.
4. Continue to adjust data as needed.

To adjust Machine Runtime/Downtime data:

1. Click the **Auto/Mech** folder tab.

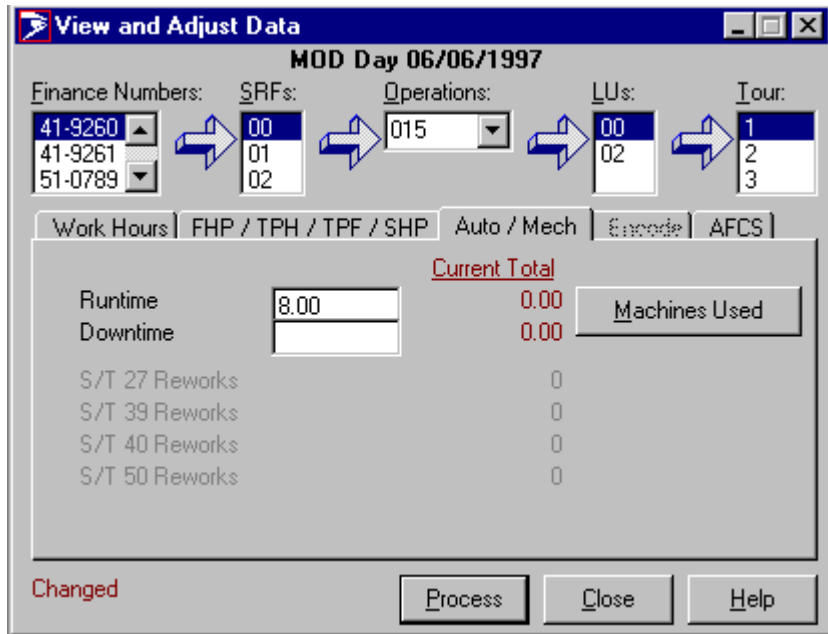


Figure 8-22. View and Adjust Data (Auto/Mech) Window

2. Move the cursor to the field after the kind of data you want to change (for example, Runtime).
3. Type the value you want to add or subtract from the value in the Current Total column and press the Enter key.
4. Continue to adjust data as needed.

To adjust encoded data:

1. Click the **Encode** folder tab.

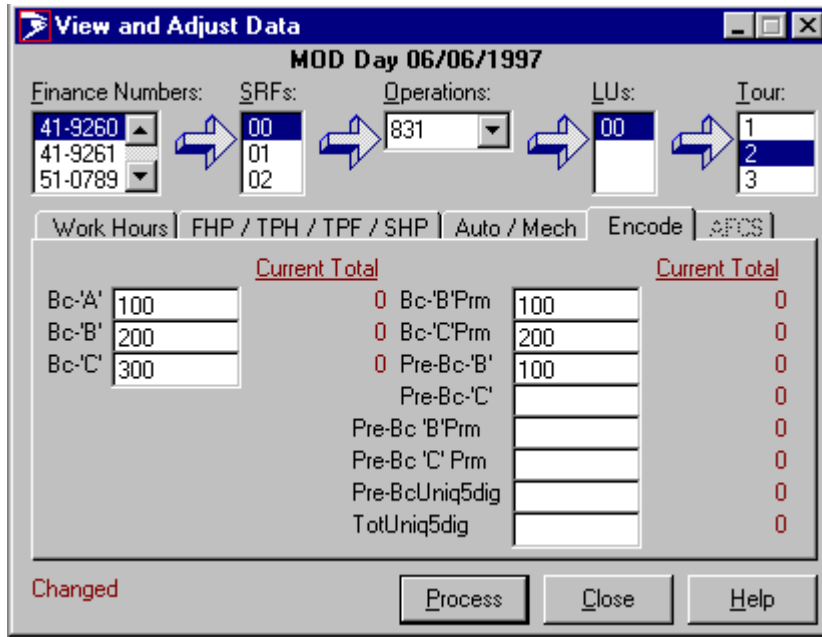


Figure 8-23. View and Adjust Data (Encode) Window

2. Move the cursor to the field after the kind of data you want to change (for example, Bc-'A').
3. Type the value you want to add or subtract from the value in the Current Total column and press the Enter key.
4. Continue to adjust data as needed.

To adjust AFCS data:

1. Click the AFCS folder tab.

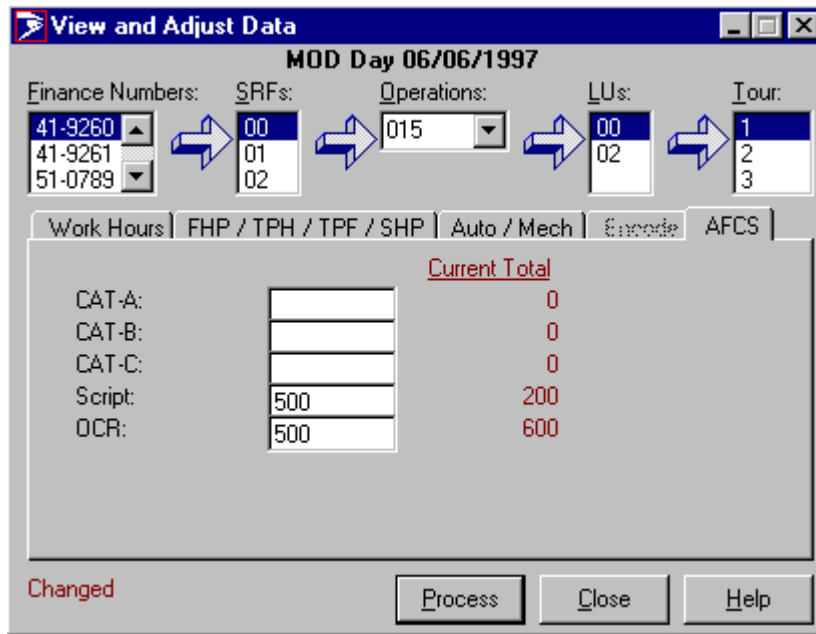


Figure 8-24. View and Adjust Data (AFCS) Window

2. Move the cursor to the field after the label for the kind of data you want to change (for example, CAT-A or OCR).
3. Type the value you want to add or subtract from the value in the Current Total column and press the Enter key.
4. Continue to adjust data as needed.
5. When you have finished entering your adjustments to data, click **Process** to update the database. If you do not want to update the database, click **Close** to erase your entries.

8-6 Using PCMODS Data Load

To access PCMODS data load, follow these steps:

1. Start PCMODS.
2. From the PCMODS main menu, complete one of the following steps:
 - Select File>Load External Data.

OR

- Click the **Load External Data** icon. 

You see the PCMODS Data Load window.

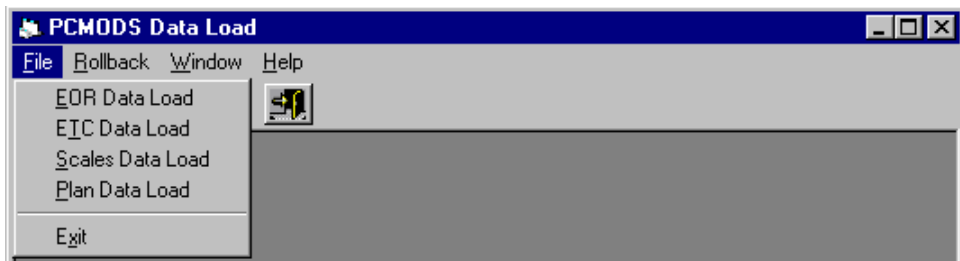



Figure 8-25. PCMODS Data Load Window

You use the PCMODS Data Load window to load EOR, ETC, Scales, and Plan data. The next sections give you step-by-step procedures for each type of data.

8-6.1 Loading EOR Data

To load EOR data, follow these steps:

- >> From the PCMODS Data Load Window, select **File>EOR Data Load** or click the **EOR Interface** icon. 

You see the EOR window.

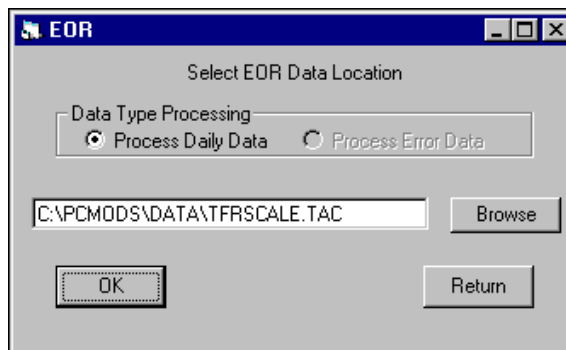


Figure 8-26. EOR Window

On the EOR Window, follow these steps:




1. If the file name on the EOR window is not the one you want, enter the path and file name or click **Browse** to select the file you want.
2. To exit the EOR Interface without processing data, click **OK** or click **Return**.

If you click **OK**, the system begins processing the data for display and verification. You see processed data in the Display EOR Data window.

Finance No.	SRF	Date	Tour	Oper	LU	LDC	FHP	TPH	TPF	RUNTIME	DOWNTIME	ST. 2
419260	00	4/22/97	3	015	00	17		264	274	.09	.01	
419260	00	4/22/97	3	019	00	17		264	274	.09	.02	
419260	00	4/22/97	3	033	00	14		264	274	.09	.03	
419260	00	4/22/97	3	831	00	17	274	0				
*												

Figure 8-27. Display EOR Data Window

On this window, follow these steps:

1. Edit the data, if necessary, by highlighting the cell and entering the correct value.
2. To copy the data, save it, or export it to Excel, click the appropriate button:
 - Copy: 
 - Save: 
 - Export to Excel: 
3. To load this data into the database, click **Update Database**.

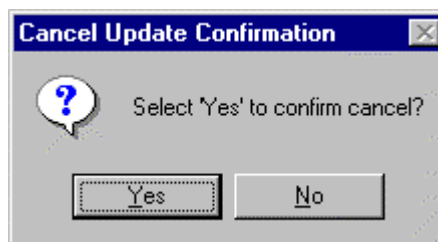


Figure 8-28. Cancel Update Confirmation Window

4. If the database was successfully updated, you see the Database Update Complete window. Click **OK**.
5. If any errors occurred, you see a message with the number of error transactions (see Figure 8-29). Click **OK**.

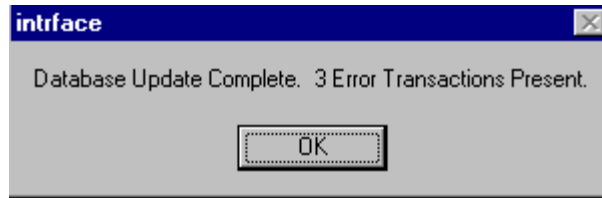


Figure 8-29. Interface Error Window

- To correct data, click the **Process Error Data** button on the EOR window and click **OK**.

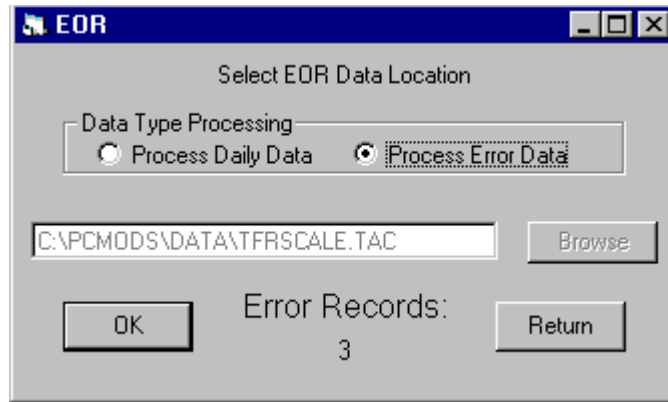


Figure 8-30. EOR Window (with Errors)

The error data is displayed and flagged on the Display EOR Data.

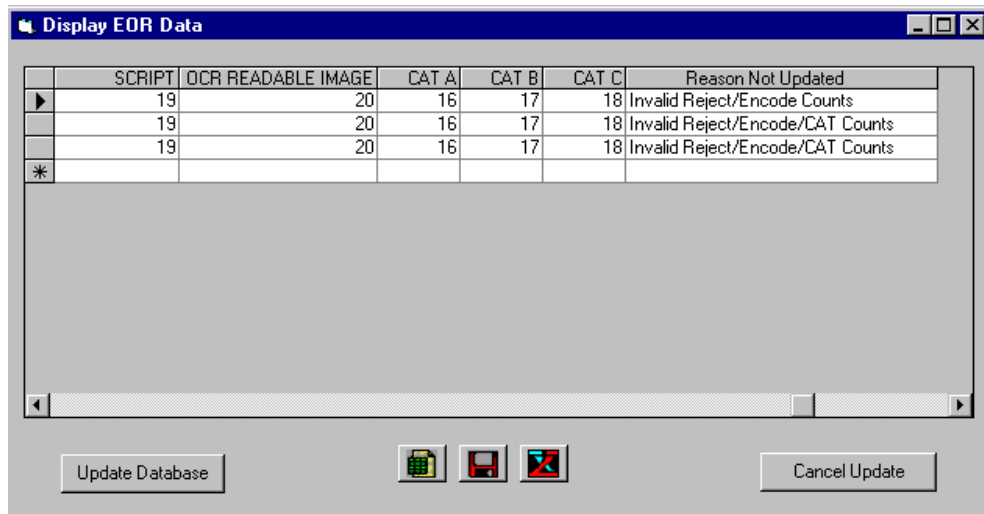


Figure 8-31. Display EOR Window (with Errors)

- When you have corrected your data, click **Update Database** again.
When you see the Database Update Complete window,
- Click **OK**.

To load more EOR data, repeat the steps or click **Return** to go back to the PCMODS Data Load window.

8-6.2 Loading ETC Data

To load ETC data, follow these steps:

1. From the PCMODS Data Load Window, select **File>ETC Data Load** or click the **ETC Interface** icon. 

You see the ETC window.

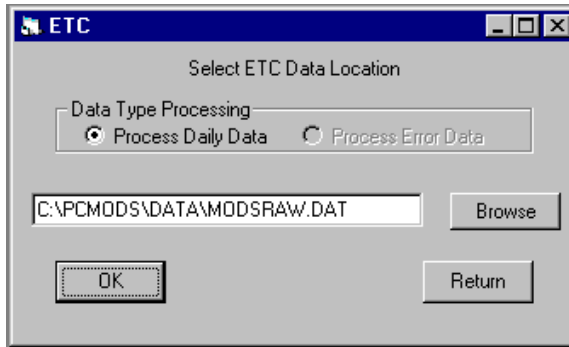


Figure 8-32. ETC Window

On the ETC Window, follow these steps:

1. If the file name on the ETC window is not the one you want, enter the path and file name or click **Browse** to select the file you want.
2. To exit the EOR Window without processing data, click **OK** or click **Return**.

If you click **OK**, the system begins processing the data for display and verification. You see processed data in the Display ETC Data window.

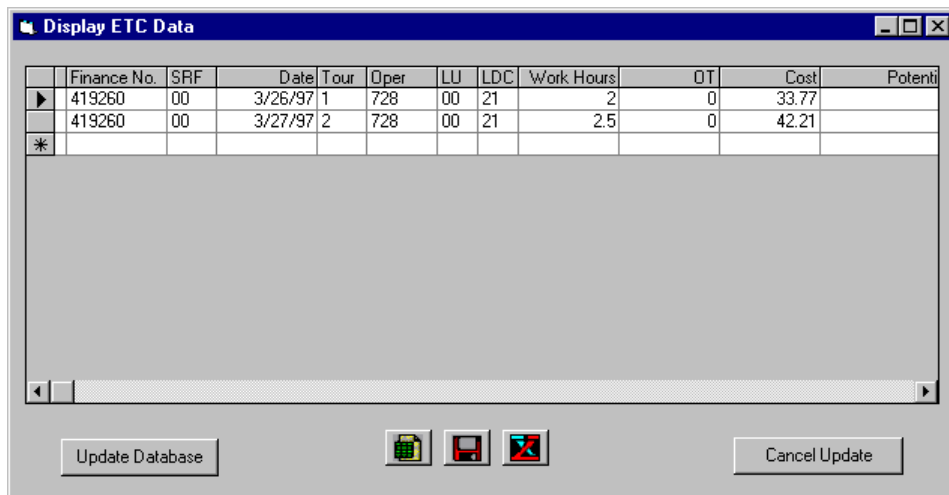





Figure 8-33. Display ETC Data Window

3. On the Display ETC Data Window, edit the data, if necessary, by highlighting the cell and entering the correct value.
4. To copy the data, save it, or export it to Excel, click the appropriate button:
 - Copy: 
 - Save: 
 - Export to Excel: 
5. To load this data into the database, click **Update Database**.

If the database was successfully updated, you see the Database Update Complete window.

6. Click **OK**.

If any errors occurred, you see a message that indicates the number of error transactions on the Interface Error Window.

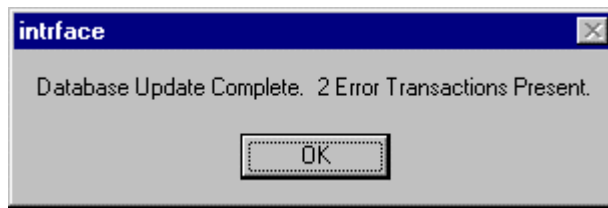


Figure 8-34. Interface Error Window

7. To correct data, click the **Process Error Data** button on the ETC window and click **OK**.

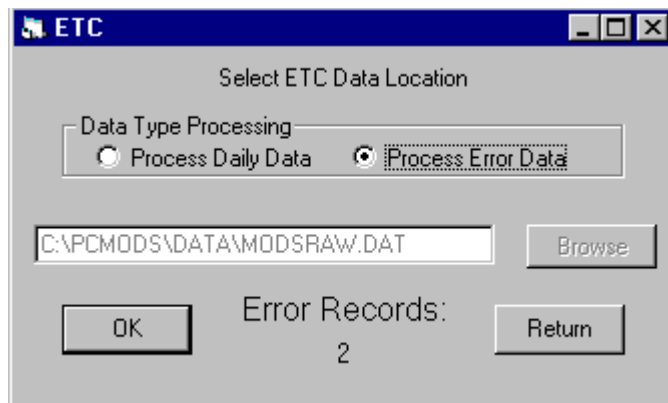


Figure 8-35. ETC Window (with Errors)

The error data is displayed and flagged on the Display ETC Data window.

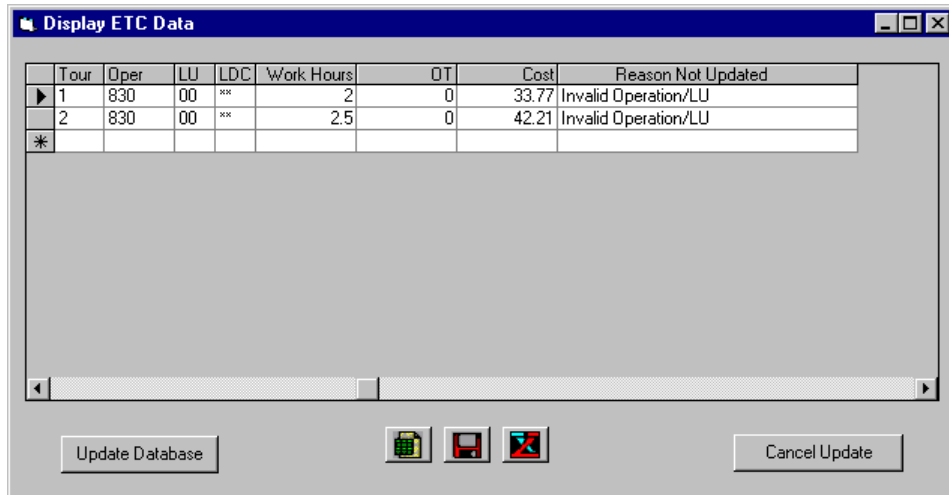


Figure 8-36. Display ETC Data Window (with Errors)

8. When you have corrected your data, click **Update Database** again.

When you see the Database Update Complete window,

9. Click **OK**.
10. To load more ETC data, repeat steps 2 through 9 or click **Return** to go back to the PCMODS Data Load window.

8-6.3 Loading Scales Data

To load Scales data, follow these steps:

From the PCMODS Data Load Window,

- >> Select File>Scales Data Load OR click the Scales Interface icon.



You see the Scales window.

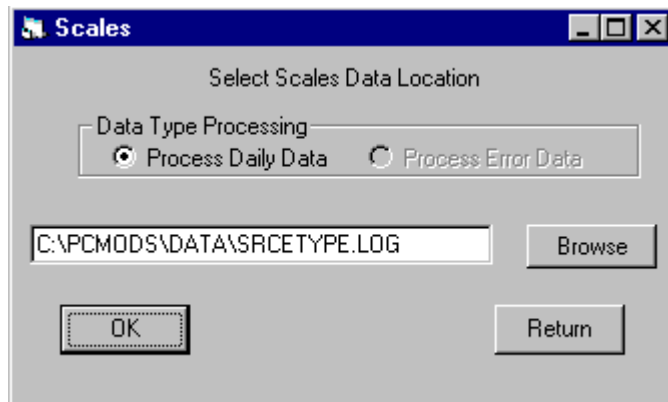
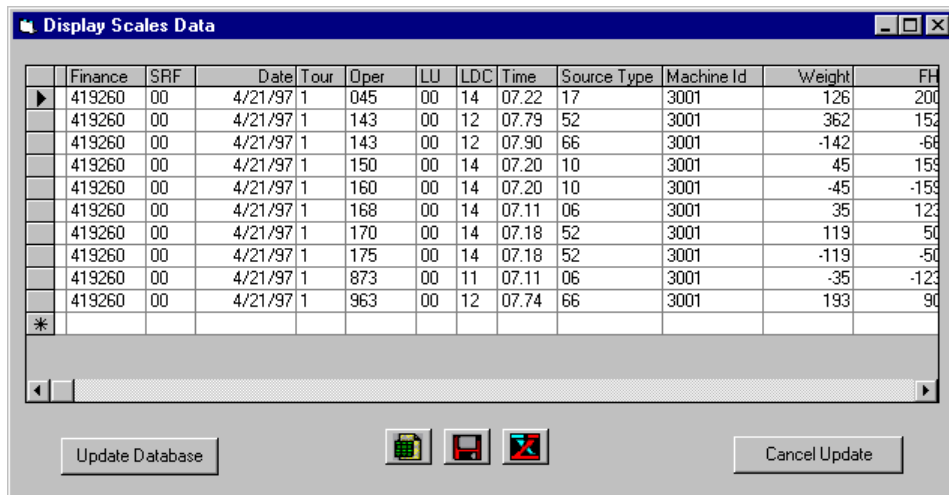


Figure 8-37. Scales Window

On the Scales Window, follow these steps:

1. If the file name on the Scales window is not the one you want, enter the path and file name or click **Browse** to select the file you want.
2. To exit the EOR Interface without processing data, click **OK** or **Return**.

If you click **OK**, the system begins processing the data for display and verification. You see processed data in the Display Scales Data window.



	Finance	SRF	Date	Tour	Oper	LU	LDC	Time	Source Type	Machine Id	Weight	FH
▶	419260	00	4/21/97	1	045	00	14	07.22	17	3001	126	200
	419260	00	4/21/97	1	143	00	12	07.79	52	3001	362	152
	419260	00	4/21/97	1	143	00	12	07.90	66	3001	-142	-68
	419260	00	4/21/97	1	150	00	14	07.20	10	3001	45	159
	419260	00	4/21/97	1	160	00	14	07.20	10	3001	-45	-159
	419260	00	4/21/97	1	168	00	14	07.11	06	3001	35	123
	419260	00	4/21/97	1	170	00	14	07.18	52	3001	119	50
	419260	00	4/21/97	1	175	00	14	07.18	52	3001	-119	-50
	419260	00	4/21/97	1	873	00	11	07.11	06	3001	-35	-123
	419260	00	4/21/97	1	963	00	12	07.74	66	3001	193	90
*												

Figure 8-38. Display Scales Data Window

On the Display Scales Data Window, follow these steps:

1. Edit the data, if necessary, by highlighting the cell and entering the correct value.

If the database was successfully updated, you see the Database Update Complete window.

2. Click **OK**.

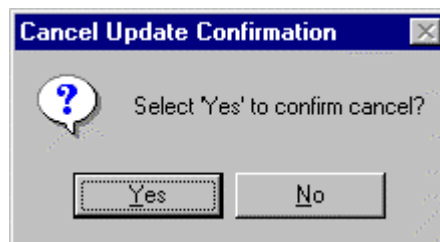


Figure 8-39. Cancel Update Confirmation Window

If the database was successfully updated, you see the Database Update Complete window.

1. Click **OK**.

If any errors occurred, you see a message with the number of error transactions (see Figure 8-40).



Figure 8-40. Interface Error Window

2. To correct data, click the **Process Error Data** button on the Scales window and click **OK**.

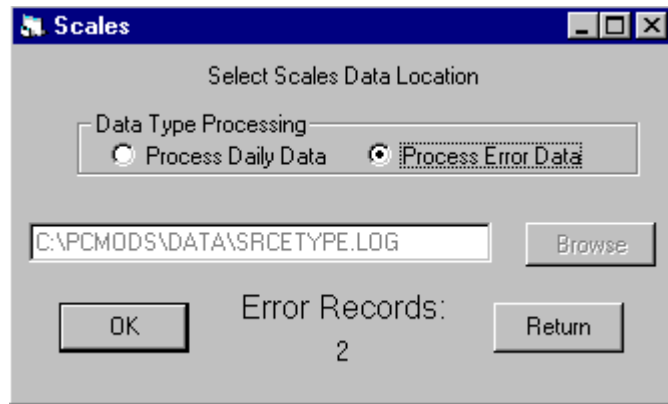


Figure 8-41. Scales Window (with Errors)

The error data is displayed and flagged on the Display Scales Data window.

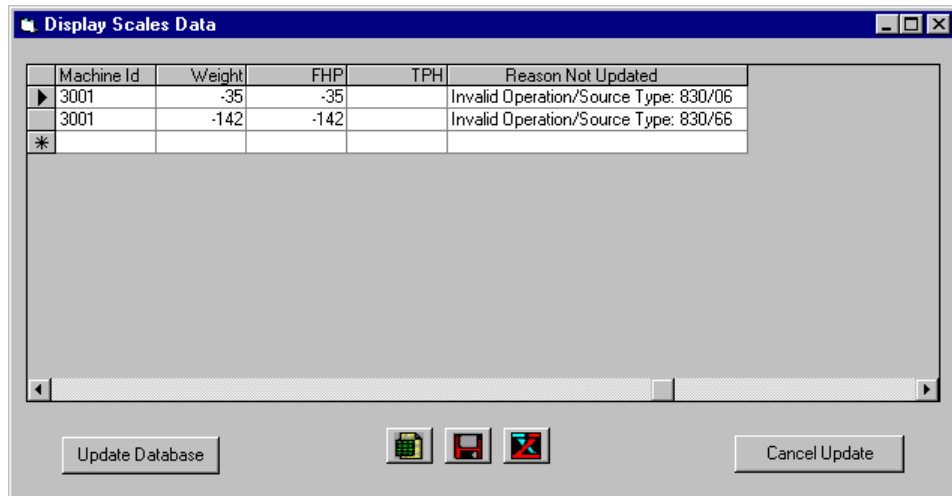


Figure 8-42. Display Scales Data Window (with Errors)

3. When you have corrected your data, click **Update Database** again. You see the Database Update Complete window.

4. Click **OK**.

To load more Scales data, repeat steps 2 through 9 or click **Return** to go back to the PCMODS Data Load window.

8-7 Generating Reports

8-7.1 Overview

This section gives you the procedures for generating PCMODS reports. The following reports are available:

- Auto/Mech
- Mail Processing Recap
- Management Summary
- Operations

The reports show the data for a selected time frame—by day, week, AP, or FY.

You can generate reports automatically or manually. All reports must be sent to a queue (the Auto report function does this for you). You can access the queue to show the report on your computer screen or print the report to a printer or to a file. If you want to show the report on your computer screen, you must select one report at a time. When you select the print reports option, PCMODS prints all the reports in the queue to the printer or file you specified.

The next section gives you the steps to generate PCMODS reports manually.

8-7.2 Generating Reports Manually

When you specify reports with this function, you can print to a file or a printer or you can display the report on your computer screen. These rules apply to printing:

- When you are not viewing messages in the queue, you cannot use the button to display the report on your computer screen. (Only one report can be displayed on the computer screen at a time.)
- When you are not viewing the queue, you can print all reports at once.
- When you are viewing the queue, you must select the reports that you want to print.
- When you are viewing the queue and select one report, you can display that report on your computer screen.

The Report Options Window enables you to select the type of processing for the SRF data:

- *Individual*: PCMODS breaks down the record data by the SRFs you selected.
- *Sum*: PCMODS adds the record data together from the selected SRFs. The report heading will show that this is a summary report.

- *All*: PCMODS breaks down the record data for each SRF and also generates a summary report.

To generate reports manually, follow these steps:

From the PCMODS Main Menu,

>> Select **Reports>Manual**.

You see the Report Options window with today's date automatically selected.

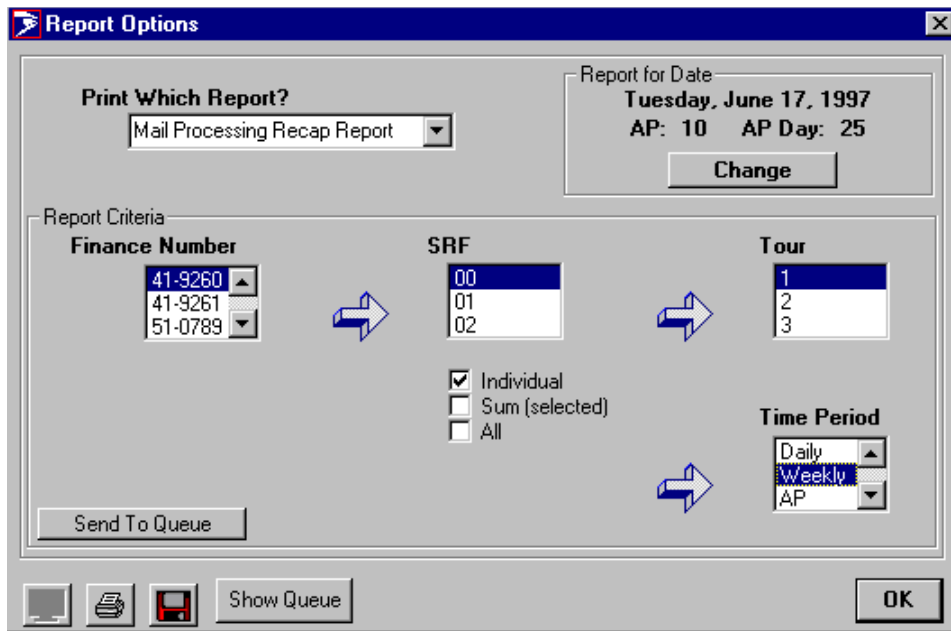


Figure 8-43. Report Options Window

On the Report Options Window, follow these steps:

1. Select the name of the report you want to generate in the Print Which Report? list box.
2. To change the date of the report, click **Change** and select a new date.
3. Select a Finance Number.
4. Select an SRF and, if applicable, a Tour.
5. If you want an Individual SRF, a Summary of the selected SRFs, or all SRFs, click the appropriate check box under the SRF box.
6. From the Time Period list box, select the appropriate period.
7. Click **Send to Queue** to save your report selection.
8. To select more reports, repeat steps 2 through 7.
9. To view your report selections, click **Show Queue**.

You see the Report Options window with a list of the report selections you have queued.

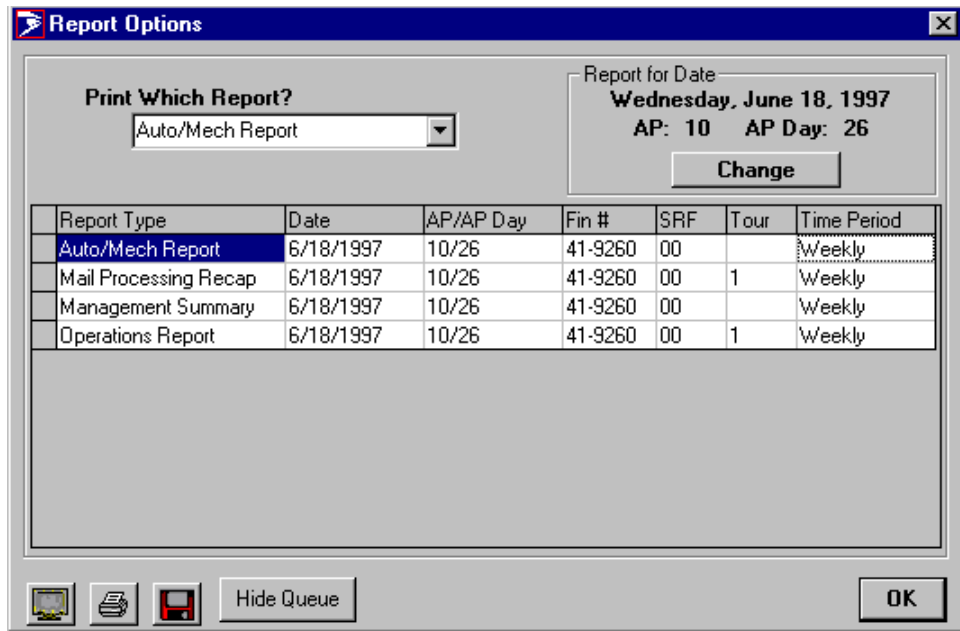




Figure 8-44. Report Options (Queue) Window

You can delete a report from the print queue by deleting the row from the Show Queue table. You cannot edit individual cells.

>> To print your queued reports or save them to a file, select the specific

reports you want to print and click the printer  or file  icon. PCMODS prints or saves all the reports in the queue.

>> To display a specific report on your computer screen, select the report

from the queue and click the screen  icon.

8-8 Transmitting PCMODS Data

8-8.1 Overview

PCMODS keeps track of the transmission status of data by placing a flag on database records. These flags show that the record has or has not been transmitted since it was last updated. When you are ready to transmit data, PCMODS generates a temporary file that includes all data that has not been transmitted. You can preview the data in that temporary file. Once you transmit that file, each of the records in the file is flagged as transmitted in the database.

The temporary file you generated remains in the system until you generate unsent data again. If the transmitted data does not reach the CDB, you can use a recovery feature between data transmissions.

Example: If you transmit data on a Friday afternoon and realize on Monday morning that the transmission did not get through, you can use the recovery feature to re-transmit the data in the temporary file.

If the data you transmitted is not recoverable because the temporary file has been overwritten, you must re-transmit an entire week's data.

Example: The CDB staff calls you in May and tells you that they did not receive your data for the first week of April. Because the temporary file has been overwritten, you must re-transmit that entire week's data.

The next sections give you step-by-step procedures for preparing a data transmission file and transmitting data for stand-alone sites and network sites. Please follow the appropriate instructions for your specific site:

- *Network sites:* Follow the instructions in the network site section if your site uses a Gold Tape Environment or is a Remote Encoding Center.
- *Stand-alone sites:* Follow the instructions in the stand-alone site section if your site uses Personal Oracle and is not a Gold Tape Environment or a Remote Encoding Center.

8-8.2 Network Site Instructions

8-8.2.1 Preparing a Data Transmission File

To prepare a data transmission file for the CDB, follow these steps:

1. From the PCMODS menu bar, select **Transmit>Unsent Data>Generate Unsent Data File**.

You see two messages—"Generating Transmission Data" and "Generating Machine Counts"—and then the Transmit Unsent Data window.

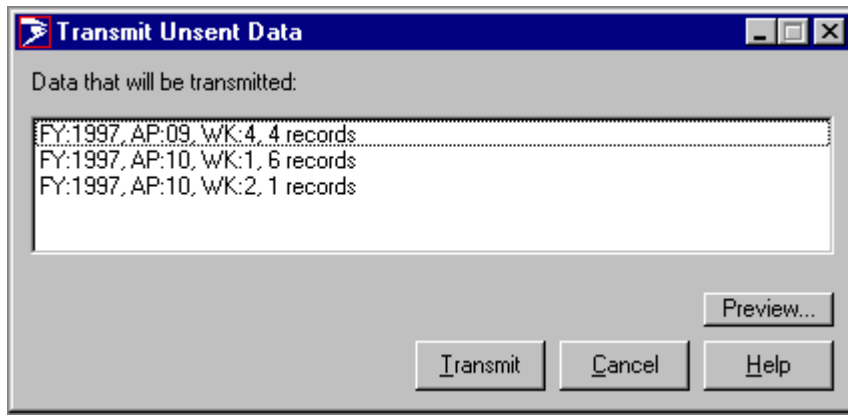


Figure 8-45. Transmit Unsent Data Window

On the Transmit Unsent Data Window,

2. To look at the data that was generated, click **Preview**.

You see the Transmission Data Preview window.

Transmission Data Preview

Finance	FY	AP	WK	Oper	LDC	Hours	OT Hours	FHP	TPH	TPF	Runtime	D
419260	1997	09	4	033	14	24	0	68	14	0	0	
419260	1997	09	4	045	14	8	0	89	27	0	0	
419260	1997	09	4	143	12	24	6	78	-55	90	0	
419260	1997	09	4	175	14	0	0	0	8	0	0	
419260	1997	10	1	010	**	0	0	0	0	0	0	
419260	1997	10	1	140	**	0	0	0	0	0	0	
419260	1997	10	1	830	**	0	0	0	0	0	0	
419260	1997	10	1	870	**	0	0	0	0	0	0	
419260	1997	10	1	960	**	0	0	0	0	0	0	
419260	1997	10	2	015	17	0	0	0	200	0	0	
510789	1997	10	1	010	**	0	0	0	0	0	0	

Close Help

Figure 8-46. Transmission Data Preview Window

3. To exit this window, click **Close**.
4. Click **Transmit**.

PCMODS copies the data to your C: drive.

8-8.2.2 Transmitting PCMODS Data

After you have prepared the transmission file, you see the FTP transmission window.

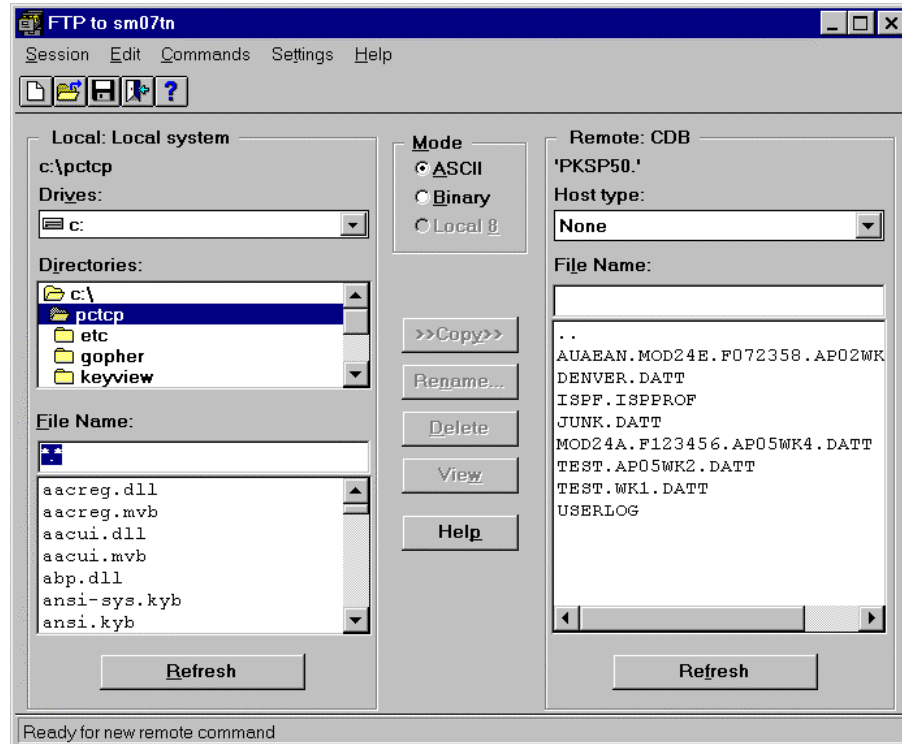


Figure 8-47. FTP to sm07tn Window

From this window, follow these steps:

1. Select **PCMODS**.
2. Click **Connect**.
3. Type your mainframe ID and password in the appropriate fields, when prompted. Press **<Enter>** after each entry. (You can get the ID and password from Form PS-1357.)

The system connects you to the mainframe computer.

- If your PCMODS transmission data file is on the C: drive,
 - >> Select **Commands>Run Command File**.
- If your PCMODS transmission data file is on a diskette,

1. Put the diskette in the A: drive.

2. Select **Commands>Run Command File**.

You see a dialog box and you are prompted to type a filename.

- If your transmission data file is on the C: drive,
 1. In the dialog box, type **c:\WINDOWS\TEMP** or **c:\TEMP**
PCM_XMIT.TAK will be present in either location according to your system settings.
 2. Select **PCM_XMIT.TAK** and click **OK**.
- If your transmission data file is on a diskette,
 - >> In the dialog box, type **a:\PCM_XMIT.TAK**

The command file automatically transmits the data, logs off from the mainframe, and exits the FTP software program.

8-8.2.3 Recovering and Retransmitting Data

To recover a data file and re-transmit the data, follow these steps:

1. From the PCMODS menu bar, select **Transmit>Unsent Data>Recover Last Unsent Data File**.

You see the Transmit Unsent Data window.

2. To look at the data that was generated, click **Preview**.

You see the Transmission Data Preview window.

3. To exit the preview window, click **Close**.
4. Click **Transmit**.

If you are using a Gold Tape environment, PCMODS copies the data to your C: drive.

To re-transmit an entire week's data, follow these steps:

- >> From the PCMODS menu bar, choose **Transmit>Select a Week's Data**.

You see the Re-Transmit Data window.

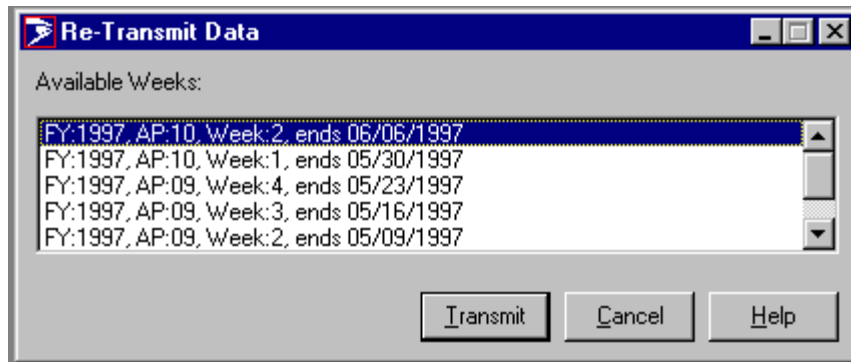


Figure 8-48. Re-Transmit Data Window

On the Re-Transmit Data Window,

- >> Highlight the specific data file that you want to re-transmit and click **Transmit**.

In the Gold Tape environment, PCMODS automatically copies the data to your C: drive.

8-8.3 Stand-alone Site Instructions

8-8.3.1 Transmission Setup (Establishing Dial-up Connection)

Before you can transmit PCMODS data, you must connect to the Postal Routed Network (PRN). You make this connection with Windows 95 Dial-Up Networking and a modem.

To create a dial-up connection, follow these steps:

1. Minimize PCMODS and all applications so the workstation desktop is clear.
2. From the workstation desktop, double-click the **My Computer** icon.
3. Double-click the **Dial-Up Networking** icon.
4. Double-click the **PCMODS CDB** icon.
5. Verify and insert the username and password. (You can get the username and password from Form PS-3037.)

6. Click **Connect**.

You see the Connecting to PCMODS CDB window, and you hear dial tones and modem noises. When this window is minimized, the dial-up connection has been established.

7. From the task bar icon, maximize PCMODS.

8-8.3.2 Preparing a Data Transmission File

To prepare a data transmission file for the CDB, confirm that you have established a dial-up connection and that PCMODS is maximized. Then follow these steps:

1. From the PCMODS menu bar, select **Transmit>Unsent Data>Generate Unsent Data File**.

You see two messages—"Generating Transmission Data" and "Generating Machine Counts"—and then the Transmit Unsent Data window.

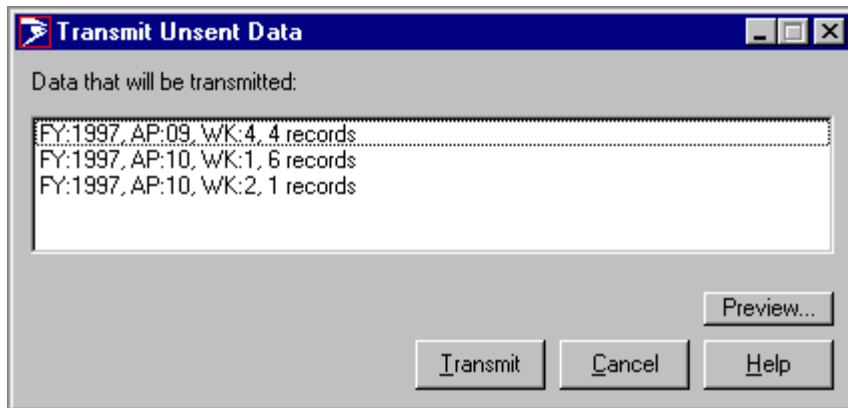
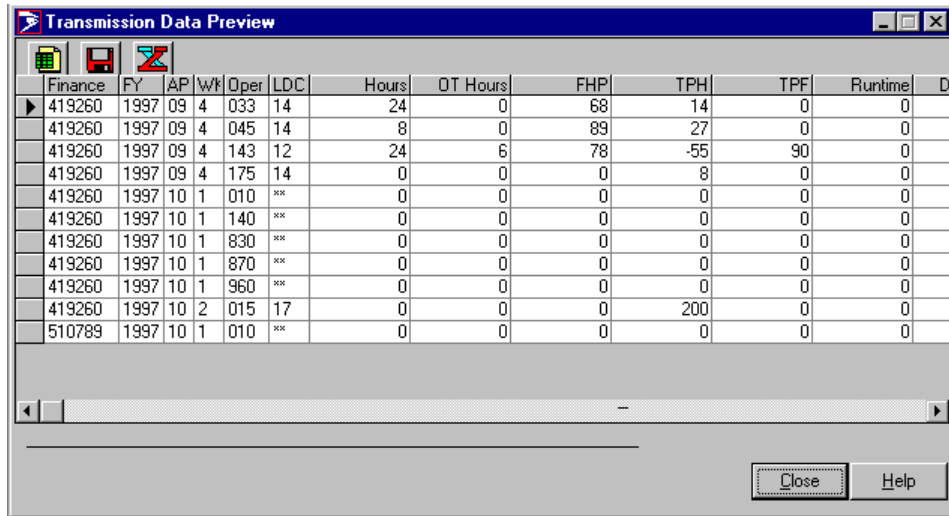


Figure 8-49. Transmit Unsent Data Window

On the Transmit Unsent Data Window,

2. To look at the data that was generated, click **Preview**.

You see the Transmission Data Preview window.



Finance	FY	AP	Wk	Oper	LDC	Hours	OT Hours	FHP	TPH	TPF	Runtime	D
419260	1997	09	4	033	14	24	0	68	14	0	0	
419260	1997	09	4	045	14	8	0	89	27	0	0	
419260	1997	09	4	143	12	24	6	78	-55	90	0	
419260	1997	09	4	175	14	0	0	0	8	0	0	
419260	1997	10	1	010	**	0	0	0	0	0	0	
419260	1997	10	1	140	**	0	0	0	0	0	0	
419260	1997	10	1	830	**	0	0	0	0	0	0	
419260	1997	10	1	870	**	0	0	0	0	0	0	
419260	1997	10	1	960	**	0	0	0	0	0	0	
419260	1997	10	2	015	17	0	0	0	200	0	0	
510789	1997	10	1	010	**	0	0	0	0	0	0	

Figure 8-50. Transmission Data Preview Window

3. To exit the preview window, click **Close**.
4. Click **Transmit**.

If you are using a stand-alone environment, PCMODS shows you the message, "Generating Transmission File", and then the Choose Data Destination window.

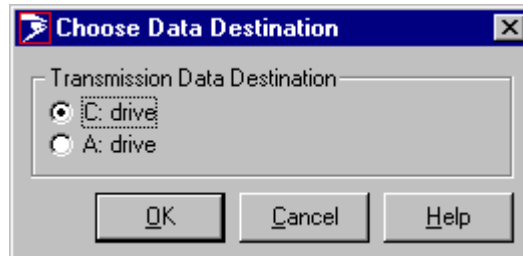


Figure 8-51. Choose Data Destination Window

5. Click the appropriate drive button and click **OK**.

8-8.3.3 Transmitting PCMODS Data

After you prepare the transmission file, you see the FTP transmission window.

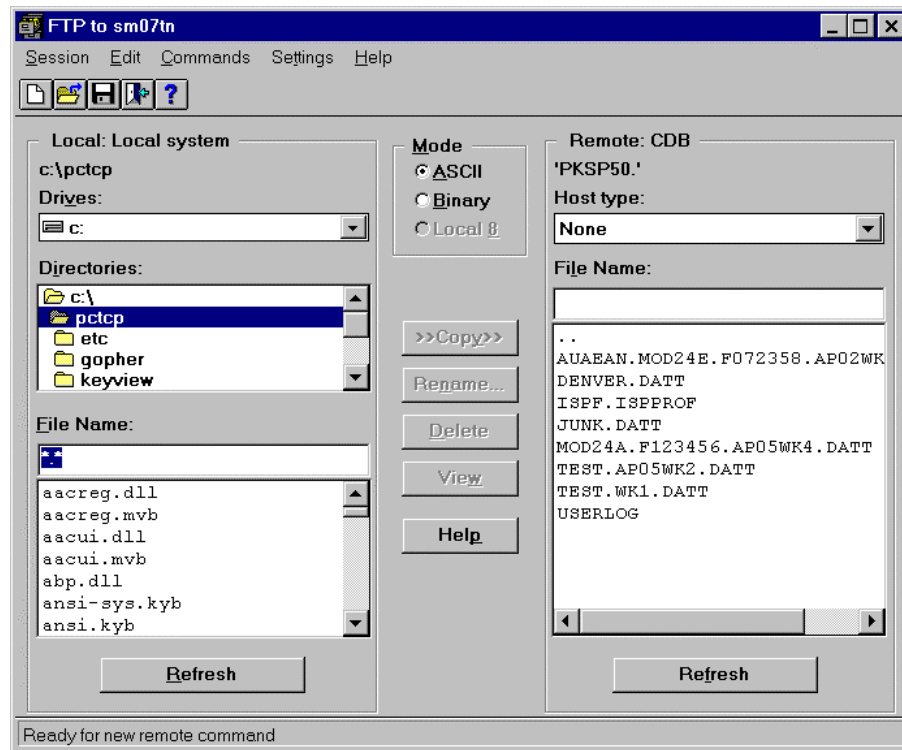


Figure 8-52. FTP to sm07tn Window

On this window, follow these steps:

1. Select **PCMODS**.
2. Click **Connect**.
3. When prompted, type your mainframe ID and password in the appropriate fields. Press **<Enter>** after each entry. (You can get the ID and password from Form PS-1357.)

The system connects you to the mainframe computer.

4. Complete one of these steps:
 - If your PCMODS transmission data file is on the C: drive,
 - >> Select **Commands>Run Command File**.
 - If your PCMODS transmission data file is on a diskette:
 1. Put the diskette in the A: drive.
 2. Select **Commands>Run Command File**.

You see a dialog box and you are prompted to type a filename.

5. Complete one of these steps:

- If your transmission data file is on the C: drive,
 1. In the dialog box, type **c:\WINDOWS\TEMP** or **c:\TEMP**
PCM_XMIT.TAK will be present in either location according to your system settings.
 2. Select **PCM_XMIT.TAK** and click **OK**.
- If your transmission data file is on a diskette,
 - >> In the dialog box, type **a:\PCM_XMIT.TAK**

The command file automatically transmits the data, logs off from the mainframe, and exits the FTP software program.

8-8.3.4 Transmission Setup (Disconnecting Dial-Up Session)

After transmitting PCMODS data, you must disconnect from the Postal Routed Network (PRN).

To disconnect from the PRN via Dial-Up Networking, follow these steps:

1. Minimize PCMODS and all applications so the workstation desktop is clear.
2. From the workstation desktop, double-click the **My Computer** icon.
3. Double-click the **Dial-Up Networking** icon.
4. Double-click the **PCMODS CDB** icon.
5. Click the **Disconnect** button.
6. Maximize PCMODS for continued activities.

8-8.3.5 Recovery Instructions

To recover a data file and re-transmit the data, follow these steps:

1. From the PCMODS menu bar, select **Transmit>Unsent Data>Recover Last Unsent Data File**.

You see the Transmit Unsent Data window.

2. To look at the data that was generated, click **Preview**.

You see the Transmission Data Preview window.

3. To exit the preview window, click **Close**.
4. Click **Transmit**.

In a stand-alone environment, PCMODS shows you the message, "Generating Transmission File", and then the Choose Data Destination window.

>> On this window, click the appropriate drive button and click **OK**.

To re-transmit an entire week's data, follow these steps:

1. From the PCMODS menu bar, choose **Transmit>Select a Week's Data**.

You see the Re-Transmit Data window.

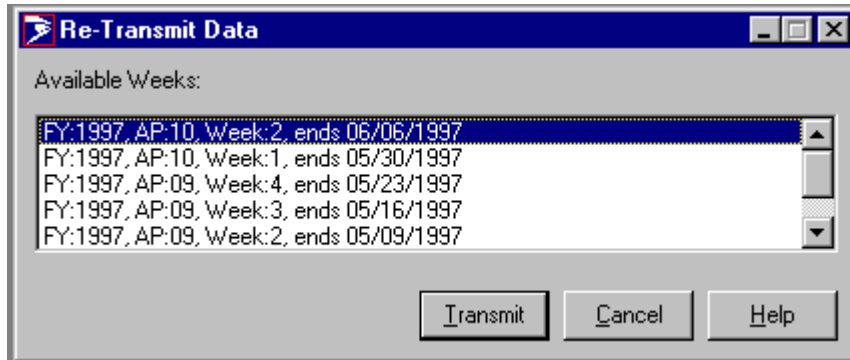


Figure 8-53. Re-Transmit Data Window

2. Highlight the specific data file that you want to re-transmit and click **Transmit**.

If you are using a stand-alone environment, PCMODS shows you three messages—"Generating Transmission Data", "Generating Machine Counts", and "Generating Transmission File"—and then the Choose Data Destination window.

3. On this window, click the appropriate drive button and click **OK**.

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
FUNCTION 0			<u>OPERATIONS SUPPORT</u>		
	03	581	INDUSTRIAL ENGINEER		
	02	582	QUALITY IMPROVEMENT		
01	07	593	ENVIRONMENTAL MANAGEMENT		
01	04	594	ZIP+4 ADDRESS INFO SYSTEM		
01	04	595	CRIS ADDRESS INFO SYSTEM		
	04	596	5 DIGIT ZIP INFO SYSTEM		
	05	645	PRODUCTION PLANNING		
	09	646	DELIVERY & RETAIL ANALYST		
	08	668	ADMIN & CLERICAL - OPERATIONS SUPPORT		
	05	672	ADMIN & CLERICAL - PRODUCTION PLANNING		
	03	673	ADMIN & CLERICAL - INDUSTRIAL ENGINEERING		
	04	674	ADMIN & CLERICAL - ADDRESS MANAGEMENT SYSTEM		
	09	675	ADMIN & CLERICAL - DELIVERY & RETAIL PROGRAMS		
01	08	900	TRAVEL - OPERATIONS SUPPORT		
01		920	MANAGER, OPERATIONS PROGRAMS SUPPORT		
01		922	MANAGER, IN-PLANT SUPPORT		
01		924	MANAGER, ADDRESS SYSTEMS		
FUNCTION 1			<u>MAIL PROCESSING</u>		
	17	002C	Consolidated for Presort		
	17	002	PRESORT PREF-CARRIER		
	17	003	PRESORT BULK-CARRIER/SATURATION		
	17	004	PRESORT PREF-3/5 DIGIT		
	17	005	PRESORT BULK-3/5 DIGIT/BASIC		
	17	006	PRESORT PREF-ZIP+4		
	17	007	PRESORT BULK-ZIP+4		
	17	008	PRESORT PREF-ZIP+4 BARCODED		
	17	009	PRESORT BULK-ZIP+4 BARCODED		
	17	010C	Consolidated Mail Preparation - Stamped		
	17	010	HAND CANCELLATIONS		
	17	011	MICRO MARK		
	17	012	M - 36		
	17	013	MARK II/HALF MARK		
	17	014	FLYER		
	17	015	ADVANCED FACER CANCELLER SYSTEM		
	17	016	FLAT CANCELLATIONS		
	17	017	ALLIED LABOR - CANCELLATIONS		
	17	018	ALLIED LABOR - CANCELLATIONS		
	17	019	ALLIED LABOR - CANCELLATIONS		
	17	020C	Consolidated Mail Preparation - Metered		
	17	02B	MAIL PREPARATION-METERED BYPASS		
	17	021	MAIL PREPARATION-METERED		
	17	022	MAIL PREPARATION-METERED		
	17	023	MAIL PREPARATION-METERED		
	17	024	MAIL PREPARATION-METERED		
	17	025	MAIL PREPARATION-METERED		
	17	026	MAIL PREPARATION-METERED		
	17	027	MAIL PREPARATION-METERED		
	17	028	MAIL PREPARATION-METERED		
	14	029	RIFFLE LETTER MAIL	LTR	MANL
	14	030	MANUAL LTR-OUTGOING PRIMARY	LTR	MANL
	14	032	MANUAL LTR-INTERNATIONAL OUTBOUND	LTR	MANL

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	14	033	MANUAL LTR-INTERNATIONAL INBOUND	LTR	MANL
	14	033C	Consolidated - Manual LTR International		
	14	040	MANUAL LTR-OUTGOING SECONDARY	LTR	MANL
	14	043	MANUAL LTR-STATE DISTRIBUTION	LTR	MANL
	14	044	MANUAL LTR-SCF DISTRIBUTION	LTR	MANL
	14	045	MANUAL LTR-STANDARD	LTR	MANL
	11	046	Return to Sender ISS	LTR	AUTO
	11	047	Return to Sender OSS	LTR	AUTO
	14	050	PRIORITY - MANUAL, OUTGOING	LTR	MANL
	14	055	PRIORITY - MANUAL, INCOMING	LTR	MANL
	13	052	GPL -INTERNATIONAL EXPRESS OUTBND SPBS	MIX	MECH
	13	053	GPL -INTERNATIONAL STANDARD OUTBND SPBS	MIX	MECH
	13	054	GPL -INTERNATIONAL ECONOMY OUTBND SPBS	MIX	MECH
	13	056	GPL -INTERNATIONAL EXPRESS INBND SPBS	MIX	MECH
	13	057	GPL -INTERNATIONAL STANDARD INBND SPBS	MIX	MECH
	13	058	GPL -INTERNATIONAL ECONOMY INBND SPBS	MIX	MECH
	14	060	MANUAL FLT-OUTGOING PRIMARY	FLT	MANL
	14	062C	Consolidated - Manual FLT International		
	14	062	MANUAL FLT-INTERNATIONAL OUTBOUND	FLT	MANL
	14	063	MANUAL FLT-INTERNATIONAL INBOUND		
	14	069	RIFLE FLAT MAIL	FLT	MANL
	14	070	MANUAL FLT-OUTGOING SECONDARY	FLT	MANL
	14	073	MANUAL FLT-STATE DISTRIBUTION	FLT	MANL
	14	074	MANUAL FLT-SCF DISTRIBUTION	FLT	MANL
	14	075	MANUAL FLT-BULK BUSINESS	FLT	MANL
	12	080C	Consolidated MPLSM		
	12	081	MPLSM-OUTGOING PRIMARY	LTR	MECH
	12	082	MPLSM-OUTGOING SECONDARY	LTR	MECH
	12	083	MPLSM-MANAGED MAIL	LTR	MECH
	12	084	MPLSM-SCF	LTR	MECH
	12	085	MPLSM-INCOMING PRIMARY	LTR	MECH
	12	086	MPLSM-INCOMING SECONDARY	LTR	MECH
	12	087	MPLSM-BOX SECTION	LTR	MECH
	12	088	MPLSM-BAR CODE READ, OUTGOING	LTR	MECH
	12	089	MPLSM-BAR CODE READ, INCOMING	LTR	MECH
	12	090C	Consolidated - LSM - International		
	12	090	LSM-INTERNATIONAL INBOUND	LTR	MECH
	12	091C	Consolidated SPLSM/DBCS KEYING		
	12	091	SPLSM/DBCS KEYING-OUTGOING	LTR	MECH
	12	092	LSM-INTERNATIONAL OUTBOUND	LTR	MECH
	12	093	SPLSM/DBCS KEYING-MANAGED MAIL	LTR	MECH
	12	094	SPLSM/DBCS KEYING-SCF	LTR	MECH
	12	095	SPLSM/DBCS KEYING-INCOMING PRIMARY	LTR	MECH
	12	096	SPLSM/DBCS KEYING-INCOMING SECONDARY	LTR	MECH
	12	097	SPLSM/DBCS KEYING-BOX SECTION	LTR	MECH
	12	098	SPLSM BAR CODE READ, OUTGOING	LTR	MECH
	12	099	SPLSM BAR CODE READ, INCOMING	LTR	MECH
	14	100	MANUAL PARCELS-OUTGOING	PP	MANL
	14	102C	Consolidated - Manual Parcels - International		
	14	102	MANUAL PARCELS-INTERNATIONAL OUTBOUND	PP	MANL
	14	103	MANUAL PARCELS-INTERNATIONAL INBOUND	PP	MANL
	13	104	Global Priority Mail - Outbound	MIX	MECH
	13	105	MECHANIZED PARCEL SORTER	PP	MECH
	13	106	Global Priority Mail - Inbound	MIX	MECH
	13	107C	Consolidated - Parcel Sorter - International		
	13	107	PARCEL SORTER-INTERNATIONAL OUTBOUND	PP	MECH
	13	108	PARCEL SORTER-INTERNATIONAL INBOUND	PP	MECH

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	18	109	DAMAGED PARCEL REWRAP		
	17	110C	Consolidated - Opening Unit Outgoing		
	17	110	OPENING UNIT - OUTGOING PREF		
	17	111	OPENING UNIT - OUTGOING PREF		
	17	112	OPENING UNIT - OUTGOING PREF		
	17	113	OPENING UNIT - OUTGOING PREF		
	17	114	OPENING UNIT - OUTGOING PREF		
	17	115	OPENING UNIT - OUTGOING STANDARD		
	17	116	OPENING UNIT - OUTGOING STANDARD		
	17	117	OPENING UNIT - OUTGOING STANDARD		
	17	118C	Consolidated - Air Contract DCS		
	17	118	ACDCS OUTGOING		
	17	119	ACDCS INCOMING		
	17	120C	Consolidated Pouching Operations		
	17	120	POUCHING OPERATIONS		
	17	121	POUCHING OPERATIONS		
	17	122	POUCHING OPERATIONS		
	17	123	POUCHING OPERATIONS		
	17	124	POUCHING OPERATIONS		
	17	125	POUCHING OPERATIONS		
	17	126	POUCHING OPERATIONS		
	17	127	POUCHING OPERATIONS		
	17	128	POUCHING OPERATIONS		
	17	129	POUCHING OPERATIONS		
	14	130	MANUAL PARCELS-SCF	PP	MANL
	18	131C	Consolidated - Express Mail Distribution		
	18	131	EXPRESS MAIL DISTRIBUTION		
	18	132	INTELPOST		
	13	134C	Consolidated SPBS Outgoing		
	13	134	SPBS OUTGOING PREF		
	13	135	SPBS OUTGOING STANDARD		
	13	136C	Consolidated - SBPS Incoming		
	13	136	SBPS INCOMING PREF		
	13	137	SBPS INCOMING STANDARD		
	13	138C	Consolidated SPBS-Priority		
	13	138	SPBS-PRIORITY, OUTGOING	MIX	MECH
	13	139	SPBS-PRIORITY, INCOMING	MIX	MECH
	12	140C	Consolidated MPFSM		
	12	141	MPFSM-OUTGOING PRIMARY	FLT	MECH
	12	142	MPFSM-OUTGOING SECONDARY	FLT	MECH
	12	143	MPFSM-MANAGED MAIL	FLT	MECH
	12	144	MPFSM-SCF	FLT	MECH
	12	145	MPFSM-INCOMING PRIMARY	FLT	MECH
	12	146	MPFSM-INCOMING SECONDARY	FLT	MECH
	12	147	MPFSM-BOX SECTION	FLT	MECH
	12	148	MPFSM-INCOMING NON-SCHEME	FLT	MECH
	14	150	MANUAL LTR-INCOMING PRIMARY	LTR	MANL
	14	160	MANUAL LTR-INCOMING SECONDARY	LTR	MANL
	14	168C	Consolidated Manual Letters		
	14	168	MANUAL LTR-PRIMARY BOX	LTR	MANL
	14	169	MANUAL LTR-SECONDARY BOX	LTR	MANL
	14	170	MANUAL FLT-INCOMING PRIMARY	FLT	MANL
	14	175	MANUAL FLT-INCOMING SECONDARY	FLT	MANL
	14	178C	Consolidated - Manual Flats		
	14	178	MANUAL FLT-PRIMARY BOX	FLT	MANL
	14	179	MANUAL FLT-SECONDARY BOX	FLT	MANL
	17	180C	Consolidated - Opening Unit		

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	17	180	OPENING UNIT-INCOMING,PREF		
	17	181	OPENING UNIT-INCOMING,PREF		
	17	182	OPENING UNIT-INCOMING,PREF		
	17	183	OPENING UNIT-INCOMING,PREF		
	17	184	OPENING UNIT-INCOMING,PREF		
	17	185	OPENING UNIT-INCOMING,STANDARD		
	17	186	OPENING UNIT-INCOMING,STANDARD		
	17	187	OPENING UNIT-INCOMING,STANDARD		
	17	188	OPENING UNIT-INCOMING,STANDARD		
	17	189	OPENING UNIT-INCOMING,STANDARD		
	12	190C	Consolidated - SPFSM		
	12	191	SPFSM-OUTGOING PRIMARY	FLT	MANL
	12	192C	Consolidated - FSM - International		
	12	192	FSM-INTERNATIONAL OUTBOUND	FLT	MANL
	12	193	FSM-INTERNATIONAL INBOUND	FLT	MANL
	12	194	SPFSM-SCF	FLT	MANL
	12	195	SPFSM-INCOMING PRIMARY	FLT	MANL
	12	196	SPFSM-INCOMING SECONDARY	FLT	MANL
	12	197	SPFSM-BOX SECTION	FLT	MANL
	14	200	MANUAL PARCELS-INCOMING	PP	MANL
	14	202	Global Package Link - Express - International Outbound		
	14	203	Global Package Link - Standard - International Outbound		
	14	204	Global Package Link - Economy - International Outbound		
	14	205	Global Package Link - Express - International Inbound		
	14	206	Global Package Link - Standard - International Inbound		
	14	207	Global Package Link - Economy - International Inbound		
	17	208C	Consolidated - Scan-Where-You-Band		
	17	208	SCAN-WHERE-YOU-BAND, OUTGOING		
	17	209	SCAN-WHERE-YOU-BAND, INCOMING		
	17	210C	Consolidated Platform Load/Unload		
	17	210	PLATFORM LOAD/UNLOAD		
	17	211	PLATFORM LOAD/UNLOAD		
	17	212	PLATFORM LOAD/UNLOAD		
	17	213	PLATFORM LOAD/UNLOAD		
	17	214	PLATFORM LOAD/UNLOAD		
	17	215	PLATFORM LOAD/UNLOAD		
	17	216	PLATFORM LOAD/UNLOAD		
	17	217	PLATFORM LOAD/UNLOAD		
	17	218	PLATFORM LOAD/UNLOAD		
	17	219	PLATFORM LOAD/UNLOAD		
	17	220	PLATFORM LOAD/UNLOAD		
	17	221	PLATFORM LOAD/UNLOAD		
	17	222	PLATFORM LOAD/UNLOAD		
	17	223	PLATFORM LOAD/UNLOAD		
	17	224	PLATFORM LOAD/UNLOAD		
	17	225	PLATFORM LOAD/UNLOAD		
	17	226	PLATFORM LOAD/UNLOAD		
	17	227	PLATFORM LOAD/UNLOAD		
	17	228	PLATFORM LOAD/UNLOAD		
	17	229	PLATFORM LOAD/UNLOAD		
	17	230C	Consolidated - Platform Miscellaneous		
	17	230	PLATFORM MISCELLANEOUS		
	17	231	PLATFORM MISCELLANEOUS		
	17	232	PLATFORM MISCELLANEOUS		
	17	233	PLATFORM MISCELLANEOUS		
	17	234	PLATFORM MISCELLANEOUS		
	17	235C	Consolidated MANUAL SORT-SACKS/OUTSIDES		

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	17	235	MANUAL SORT-SACKS/OUTSIDES		
	17	236	MANUAL SORT-SACKS/OUTSIDES		
	17	237	MANUAL SORT-SACKS/OUTSIDES		
	13	238C	Consolidated MECHANIZED SORT-SACKS/OUTSIDES		
	13	238	MECHANIZED SORT-SACKS/OUTSIDES		
	13	239	MECHANIZED SORT-SACKS/OUTSIDES		
	11	241C	Composite for the Mail Cartridge System	LTR	AUTO
	11	241	Mail Cartridge System - Outgoing Primary	LTR	AUTO
	11	242	Mail Cartridge System - Outgoing Secondary	LTR	AUTO
	11	243	Mail Cartridge System - MMP	LTR	AUTO
	11	244	Mail Cartridge System - Incoming SCF	LTR	AUTO
	11	245	Mail Cartridge System - Incoming Primary	LTR	AUTO
	11	246	Mail Cartridge System - Incoming Secondary	LTR	AUTO
	11	247	Mail Cartridge System - Box Mail	LTR	AUTO
	11	248	Mail Cartridge System - Sector Segment, 1st Pass	LTR	AUTO
	11	249	Mail Cartridge System - Sector Segment, 2nd Pass	LTR	AUTO
	11	250	Mail Cartridge System - Delivery Point Sequence, 1st Pass	LTR	AUTO
	11	251	Mail Cartridge System - Delivery Point Sequence, 2nd Pass	LTR	AUTO
	13	254C	COMPOSITE INCLUDES OPERATIONS 254, 255		
	13	254	LINEAR INTEGRATED PARCEL SYSTEM -OUTGOING PREF		
	13	255	LINEAR INTEGRATED PARCEL SYSTEM - OUTGOING STANDARD		
	13	256C	COMPOSITE INCLUDES OPERATIONS 256, 257		
	13	256	LINEAR INTEGRATED PARCEL SYSTEM - PREF		
	13	257	LINEAR INTEGRATED PARCEL SYSTEM - STANDARD		
	13	258C	COMPOSITE INCLUDES OPERATIONS 258,259		
	13	258	LIPS - PRIORITY OUTGOING	MIX	MECH
	13	259	LIPS -PRIORITY INCOMING	MIX	MECH
	11	260C	COMPOSITE DBCS-OCR INCLUDES 261 - 267		
	11	261	DBCS-OCR - OUTGOING PRIMARY	LTR	AUTO
	11	262	DBCS-OCR - OUTGOING SECONDARY	LTR	AUTO
	11	263	DBCS-OCR - MANAGED MAIL	LTR	AUTO
	11	264	DBCS-OCR - INCOMING SCF PRIMARY	LTR	AUTO
	11	265	DBCS-OCR - INCOMING PRIMARY	LTR	AUTO
	11	266	DBCS-OCR - INCOMING SECONDARY	LTR	AUTO
	11	267	DBCS -OCR - BOX SECTION	LTR	AUTO
	11	270C	COMPOSITE DBCS-OSS INCLUDES 270-279,925,926		
	11	271	DBCS-OSS - OUTGOING PRIMARY	LTR	AUTO
	11	272	DBCS-OSS - OUTGOING SECONDARY	LTR	AUTO
	11	273	DBCS-OSS - MANAGED MAIL	LTR	AUTO
	11	274	DBCS-OSS - INCOMING SCF PRIMARY	LTR	AUTO
	11	275	DBCS-OSS - INCOMING PRIMARY	LTR	AUTO
	11	276	DBCS-OSS - INCOMING SECONDAY	LTR	AUTO
	11	277	DBCS-OSS - BOX SECTION	LTR	AUTO
	11	278	DBCS-OSS - SECTOR/SEGMENT, 1ST PASS	LTR	AUTO
	11	279	DBCS-OSS - SECTOR/SEGMENT, 2ND PASS	LTR	AUTO
	11	280C	Composite DBCS - ISS		
	11	281	DBCS ISS - Outgoing Primary	LTR	AUTO
	11	282	DBCS ISS - Outgoing Secondary	LTR	AUTO
	11	283	DBCS ISS - Managed Mail	LTR	AUTO
	11	284	DBCS ISS - Incoming SCF	LTR	AUTO
	11	285	DBCS ISS - Incoming Primary	LTR	AUTO
	11	286	DBCS ISS - Incoming Secondary	LTR	AUTO
	11	287	DBCS ISS - Box Section	LTR	AUTO
	11	290C	Composite - DBCS-ISS/OSS MODE		
	11	291	DBCS-ISS/OSS MODE - Outgoing Primary	LTR	AUTO
	11	292	DBCS-ISS/OSS MODE - Outgoing Secondary	LTR	AUTO
	11	293	DBCS-ISS/OSS MODE - Managed Mail	LTR	AUTO

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	11	294	DBCS-ISS/OSS MODE - Incoming SCF	LTR	AUTO
	11	295	DBCS-ISS/OSS MODE - Incoming Primary	LTR	AUTO
	11	296	DBCS-ISS/OSS MODE - Incoming Secondary	LTR	AUTO
	11	297	DBCS-ISS/OSS MODE - Box Section	LTR	AUTO
	11	298	DBCS-ISS/OSS MODE - Reserved	LTR	AUTO
	11	299	DBCS-ISS/OSS MODE - Reserved	LTR	AUTO
	11	300C	Composite MLOCR - ISS - International		
	11	301	MLOCR - ISS - International Outbound Primary	LTR	AUTO
	11	302	MLOCR - International Outbound Primary	LTR	AUTO
	11	303	MLOCR - ISS - International Inbound Primary	LTR	AUTO
	11	304	MLOCR - International Inbound Primary	LTR	AUTO
	11	305	International - Reserved		
	11	306	International - Reserved		
	11	307	International - Reserved		
	11	308	International - Reserved		
	11	309	International - Reserved		
	11	310C	Composite MPBCS/DBCS/OSS - International		
	11	311	MPBCS/OSS - International - Outbound Primary	LTR	AUTO
	11	312	MPBCS - International - Outbound Primary	LTR	AUTO
	11	313	DBCS - OSS - International - Outbound Primary	LTR	AUTO
	11	314	DBCS - International - Outbound Primary	LTR	AUTO
	11	315	MPBCS/OSS - International - Inbound Primary	LTR	AUTO
	11	316	MPBCS - International - Inbound Primary	LTR	AUTO
	11	317	DBCS/OSS - International Inbound Primary	LTR	AUTO
	11	318	DBCS - International - Inbound Primary	LTR	AUTO
	11	319	International - Reserved	LTR	AUTO
	12	330C	Composite AFSM100		
	12	331	AFSM100 - Outgoing Primary	FLT	AUTO
	12	332	AFSM100 - Outgoing Secondary	FLT	AUTO
	12	333	AFSM100 - Managed Mail	FLT	AUTO
	12	334	AFSM100 - Incoming SCF Primary	FLT	AUTO
	12	335	AFSM100 - Incoming Primary	FLT	AUTO
	12	336	AFSM100 - Incoming Secondary	FLT	AUTO
	12	337	AFSM100 - Box Mail	FLT	AUTO
	12	338	AFSM100 - Incoming Non-Scheme	FLT	AUTO
	12	339	AFSM100 - Reserved	FLT	AUTO
	18	340	STANDBY - MAIL PROCESSING		
	18	341	QWL COORDINATOR-NONSUPERVISOR EMPLOYEES		
10		342	QWL COORDINATOR-SUPERVISOR EMPLOYEES		
	17	343	OPENING UNIT-INTERNATIONAL OUTBOUND		
	17	344	OPENING UNIT-INTERNATIONAL INBOUND		
	17	345	POUCHING - INTERNATIONAL		
	13	346	SPBS INTERNATIONAL OUTBOUND		
	13	347	SPBS INTERNATIONAL INBOUND		
	17	348	MANUAL SACK SORT-INTERNATIONAL		
	13	349	MECH SACK SORT-INTERNATIONAL		
	17	350	OVERLABEL/DIRECT AO SACK - INTERNATIONAL		
	17	351	PLATFORM - INTERNATIONAL		
	17	352	LOAD/UNLOAD AT PIERS - INTERNATIONAL		
	17	358	Robotics - Pedestal Type		
	17	359	Robotics - Gantry Type		
	15	380C	Composite - VCS Keying		
	15	381	VCS Keying - Outgoing Primary		
	15	382	VCS Keying - Outgoing Secondary		
	15	383	VCS Keying - Managed Mail		
	15	384	VCS Keying - Incoming SCF		
	15	385	VCS Keying - Incoming Primary		

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	15	386	VCS Keying - Incoming Secondary		
	15	387	VCS Keying - Box Section		
	15	388	VCS Keying - Reserved		
	15	389	VCS Keying - Reserved		
	12	420C	Composite FSMOCR		
	12	421	FSMOCR - Outgoing Primary	FLT	MECH
	12	422	FSMOCR - Outgoing Secondary	FLT	MECH
	12	423	FSMOCR - Managed Mail	FLT	MECH
	12	424	FSMOCR - Incoming SCF	FLT	MECH
	12	425	FSMOCR - Incoming Primary	FLT	MECH
	12	426	FSMOCR - Incoming Secondary	FLT	MECH
	12	427	FSMOCR - Box Mail	FLT	MECH
	12	428	FSMOCR - Reserved	FLT	MECH
	13	434C	Composite SPBS - BCR OUTGOING		
	13	434	SPBS - BCR - Outgoing Pref		
	13	435	SPBS - BCR - Outgoing Standard		
	13	436C	Composite SPBS - BCR - INCOMING		
	13	436	SPBS - BCR - Incoming Pref		
	13	437	SPBS - BCR - Incoming Standard		
	13	438C	Composite SPBS - BCR - PRIORITY		
	13	438	SPBS - BCR - Priority Outgoing	MIX	MECH
	13	439	SPBS - BCR - Priority Incoming	MIX	MECH
	12	440C	Consolidated - FSM 1000		
	12	441	FSM1000-OUTGOING PRIMARY	FLT	MECH
	12	442	FSM1000-OUTGOING SECONDARY	FLT	MECH
	12	443	FSM1000-MANAGED MAIL	FLT	MECH
	12	444	FSM1000-SCF	FLT	MECH
	12	445	FSM1000-INCOMING PRIMARY	FLT	MECH
	12	446	FSM1000-INCOMING SECONDARY	FLT	MECH
	12	447	FSM1000-BOX SECTION	FLT	MECH
	12	448	FSM1000-INCOMING NON-SCHEME	FLT	MECH
	12	450C	COMPOSITE INCLUDES OPERATIONS 450-451		
	12	450	FSM1000 - PRIORITY, OUTGOING	MIX	MECH
	12	451	FSM1000 - PRIORITY, INCOMING	MIX	MECH
	14	452	Global Priority Mail Outbound		
	14	453	Global Priority Mail Inbound		
	17	454	CODE/BILL/DISPATCH-INTERNATIONAL		
	12	460C	Composite FSM 1000 BCR		
	12	461	FSM 1000 BCR - Outgoing Primary	FLT	MECH
	12	462	FSM 1000 BCR - Outgoing Secondary	FLT	MECH
	12	463	FSM 1000 BCR - Managed Mail	FLT	MECH
	12	464	FSM 1000 BCR - Incoming SCF	FLT	MECH
	12	465	FSM 1000 BCR - Incoming Primary	FLT	MECH
	12	466	FSM 1000 BCR - Incoming Secondary	FLT	MECH
	12	467	FSM 1000 BCR - Boxed Mail	FLT	MECH
	12	468	FSM 1000 BCR - Incoming NonScheme	FLT	MECH
	12	469	FSM 1000 BCR - Reserved	FLT	MECH
	18	545	FOREIGN MAILS		
	18	546	FOREIGN MAILS		
	18	547	SCHEME EXAMINERS		
	18	548	DETAIL-MAIL ORDER/PUBLISHING HOUSE		
	18	549	EMPTY EQUIPMENT PROCESSING		
	18	554	OFFICE WORK & RECORDKEEPING-MAIL PROCESSING		
	18	555	OFFICE WORK & RECORDKEEPING-MAIL PROCESSING		
	18	560	MISC ACTIVITY-MAIL PROCESSING		
	18	561	MISC ACTIVITY-MAIL PROCESSING		
	18	562	MISC ACTIVITY-MAIL PROCESSING		

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	18	563	MISC ACTIVITY-MAIL PROCESSING		
	18	564	MISC ACTIVITY-MAIL PROCESSING		
	18	573	SHORT PAID & NIXIE - INTERNATIONAL		
	18	574	REPAIR & REWRAP-INTERNATIONAL		
	18	575	SURFACE AIRLIFT & EXPRESS MAIL - INTERNATIONAL		
	18	576	EMPTY EQUIPMENT-INTERNATIONAL		
	18	577	PREP & VERIFY DELIVERY BILLS - INTERNATIONAL		
	18	578	REGISTERED MAIL/DIPLOMATIC POUCHES - INTERNATIONAL		
	18	580	INSURED & RETURNED PARCELS		
	18	584	MAILGRAM		
	18	585	REGISTRY SECTION		
	18	586	REGISTRY SECTION		
	18	587	REGISTRY SECTION		
	18	588	REGISTRY SECTION		
	18	589	REGISTRY SECTION		
	18	590	REGISTRY SECTION		
	11	603	Mailer Validation Credits FHP, TPH	LTR	AUTO
	11	604	Mailer Validation No Volume Credits		
	18	607	STEWARDS - CLERKS - MAIL PROCESSING		
	18	612	STEWARDS-MAIL HANDLER-MAIL PROCESSING		
10	18	620	TRAVEL - MAIL PROCESSING		
10	18	630	MEETING TIME - MAIL PROCESSING		
	18	669	EXPRESS MAIL DISTRIBUTION		
	18	677	ADMIN & CLERICAL - PROCESSING & DISTRIBUTION		
	18	681	ADMIN & CLERICAL - PROCESSING & DIST, INTERNATIONAL		
10		698	SUPERVISOR, AUTOMATION-MP		
10		699	SUPERVISOR, MECHANIZATION-MP		
10		700	SUPERVISOR, MANUAL-MP		
10		701	SUPERVISOR, OTHER DIRECT-MP		
10		702	SUPERVISOR, INDIRECT-MP		
	18	755	DELIVERY BCS SERVICING		
10		770	SUPERVISOR, RBCS SYSTEMS ADMINISTRATOR		
	15	771	RBCS CONTRACTING OFFICERS REPRESENTATIVE		
	15	774	RBCS AUDIT MODULE		
	15	775	RBCS KEYING		
	15	776	LETTER MAIL LABELING MACHINE		
	15	779	RBCS GROUP LEADER		
	18	793	EXPRESS MAIL DISTRIBUTION		
	18	798	MISCODED/UNCODED MAIL		
	11	830C	Consolidated - MLOCR		
	11	831	MLOCR - OUTGOING PRIMARY	LTR	AUTO
	11	832	MLOCR - OUTGOING SECONDARY	LTR	AUTO
	11	833	MLOCR - MANAGED MAIL	LTR	AUTO
	11	834	MLOCR - INCOMING SCF	LTR	AUTO
	11	835	MLOCR - INCOMING PRIMARY	LTR	AUTO
	11	836	MLOCR - INCOMING SECONDARY	LTR	AUTO
	11	837	MLOCR - BOX SECTION	LTR	AUTO
	11	840C	Composite - Chunky MOD to ISS		
	11	841	CHUNKY MOD-OUTGOING PRIMARY	LTR	AUTO
	11	842	CHUNKY MOD-OUTGOING SECONDARY	LTR	AUTO
	11	843	CHUNKY MOD-MANAGED MAIL	LTR	AUTO
	11	844	CHUNKY MOD-INCOMING SCF	LTR	AUTO
	11	845	CHUNKY MOD-INCOMING PRIMARY	LTR	AUTO
	11	846	CHUNKY MOD-INCOMING SECONDARY	LTR	AUTO
	11	847	CHUNKY MOD-BOX SECTION	LTR	AUTO
	11	850C	Consolidated - Single Line OCR		
	11	851	SLOCR-OUTGOING PRIMARY	LTR	AUTO

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	11	852	SLOCR-OUTGOING SECONDARY	LTR	AUTO
	11	853	SLOCR-MANAGED MAIL	LTR	AUTO
	11	854	SLOCR-INCOMING SCF	LTR	AUTO
	11	855	SLOCR-INCOMING PRIMARY	LTR	AUTO
	11	856	SLOCR-INCOMING SECONDARY	LTR	AUTO
	11	857	SLOCR-BOX SECTION	LTR	AUTO
	11	860C	Consolidated BCS ON OCR		
	11	861	BCS ON OCR-OUTGOING PRIMARY	LTR	AUTO
	11	862	BCS ON OCR-OUTGOING SECONDARY	LTR	AUTO
	11	863	BCS ON OCR-MANAGED MAIL	LTR	AUTO
	11	864	BCS ON OCR-INCOMING SCF	LTR	AUTO
	11	865	BCS ON OCR-INCOMING PRIMARY	LTR	AUTO
	11	866	BCS ON OCR-INCOMING SECONDARY	LTR	AUTO
	11	867	BCS ON OCR-BOX SECTION	LTR	AUTO
	11	868	BCS ON OCR-SECTOR/SEGMENT, 1ST PASS	LTR	AUTO
	11	869	BCS ON OCR-SECTOR/SEGMENT, 2ND PASS	LTR	AUTO
	11	870C	Consolidated - Mail Processing BCS		
	11	871	MPBCS-OUTGOING PRIMARY	LTR	AUTO
	11	872	MPBCS-OUTGOING SECONDARY	LTR	AUTO
	11	873	MPBCS-MANAGED MAIL	LTR	AUTO
	11	874	MPBCS-INCOMING SCF	LTR	AUTO
	11	875	MPBCS-INCOMING PRIMARY	LTR	AUTO
	11	876	MPBCS-INCOMING SECONDARY	LTR	AUTO
	11	877	MPBCS-BOX SECTION	LTR	AUTO
	11	878	MPBCS-SECTOR/SEGMENT, 1ST PASS	LTR	AUTO
	11	879	MPBCS-SECTOR/SEGMENT, 2ND PASS	LTR	AUTO
	11	880C	Consolidated MLOCR-ISS		
	11	881	MLOCR-ISS-OUTGOING PRIMARY	LTR	AUTO
	11	882	MLOCR-ISS-OUTGOING SECONDARY	LTR	AUTO
	11	883	MLOCR-ISS-MANAGED MAIL	LTR	AUTO
	11	884	MLOCR-ISS-INCOMING SCF	LTR	AUTO
	11	885	MLOCR-ISS-INCOMING PRIMARY	LTR	AUTO
	11	886	MLOCR-ISS-INCOMING SECONDARY	LTR	AUTO
	11	887	MLOCR-ISS-BOX SECTION	LTR	AUTO
	11	890C	Consolidated - Delivery Bar Code Sorter		
	11	891	DBCS-OUTGOING PRIMARY	LTR	AUTO
	11	892	DBCS-OUTGOING SECONDARY	LTR	AUTO
	11	893	DBCS-MANAGED MAIL	LTR	AUTO
	11	894	DBCS-INCOMING SCF	LTR	AUTO
	11	895	DBCS-INCOMING PRIMARY	LTR	AUTO
	11	896	DBCS-INCOMING SECONDARY	LTR	AUTO
	11	897	DBCS-BOX SECTION	LTR	AUTO
	11	898	DBCS-SECTOR/SEGMENT, 1ST PASS	LTR	AUTO
	11	899	DBCS-SECTOR/SEGMENT, 2ND PASS	LTR	AUTO
	11	908 C	CSBCS - Composite		
	11	908	CSBCS - Sector Segment	LTR	AUTO
	11	909	CSBCS - Incoming Secondary	LTR	AUTO
	11	910	CSBCS - Box Mail	LTR	AUTO
	11	911	CSBCS - Delivery Point Sequence DPS	LTR	AUTO
	11	914	MPBCS - DELIVERY POINT SEQUENCE, 1ST PASS	LTR	AUTO
	11	915	MPBCS - DELIVERY POINT SEQUENCE, 2ND PASS	LTR	AUTO
	11	916	BCS-OSS - DELIVERY POINT SEQUENCE, 1ST PASS	LTR	AUTO
	11	917	BCS-OSS - DELIVERY POINT SEQUENCE, 2ND PASS	LTR	AUTO
	11	918	DBCS - DELIVERY POINT SEQUENCE, 1ST PASS	LTR	AUTO
	11	919	DBCS - DELIVERY POINT SEQUENCE, 2ND PASS	LTR	AUTO
	11	925	DBCS-OSS - DELIVERY POINT SEQUENCE, 1ST PASS	LTR	AUTO
	11	926	DBCS-OSS - DELIVERY POINT SEQUENCE, 2ND PASS	LTR	AUTO

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
10		927	MANAGER, DISTRIBUTION OPERATIONS		
10		928	SUPERVISOR, DISTRIBUTION OPERATIONS		
	18	930	BUSINESS REPLY/POSTAGE DUE		
10		932	SUPERVISOR, INTERNATIONAL		
	12	960C	Consolidated - Flat Mail Bar Code Reader		
	12	961	FMBCR-OUTGOING PRIMARY	FLT	MECH
	12	962	FMBCR-OUTGOING SECONDARY	FLT	MECH
	12	963	FMBCR-MANAGED MAIL	FLT	MECH
	12	964	FMBCR-INCOMING SCF	FLT	MECH
	12	965	FMBCR-INCOMING PRIMARY	FLT	MECH
	12	966	FMBCR-INCOMING SECONDARY	FLT	MECH
	12	967	FMBCR-BOX SECTION	FLT	MECH
	11	970C	Consolidated - Bar Code Output Sub System		
	11	971	BCS-OSS-OUTGOING PRIMARY	LTR	AUTO
	11	972	BCS-OSS-OUTGOING SECONDARY	LTR	AUTO
	11	973	BCS-OSS-MANAGED MAIL	LTR	AUTO
	11	974	BCS-OSS-INCOMING SCF	LTR	AUTO
	11	975	BCS-OSS-INCOMING PRIMARY	LTR	AUTO
	11	976	BCS-OSS-INCOMING SECONDARY	LTR	AUTO
	11	977	BCS-OSS-BOX SECTION	LTR	AUTO
	11	978	BCS-OSS SECTOR/SEGMENT, 1ST PASS	LTR	AUTO
	11	979	BCS-OSS SECTOR/SEGMENT, 2ND PASS	LTR	AUTO

FUNCTION 2

DELIVERY SERVICES

20	21	354	STANDBY - DELIVERY SERVICE		
	21	613	STEWARDS - CARRIERS		
	24	614	STEWARDS - SPECIAL DELIVERY MESSENGER		
20	21	622	TRAVEL - DELIVERY SERVICES		
20	21	632	MEETING TIME - DELIVERY SERVICES		
20		705	MANAGER/SUPERVISOR - DELIVERY SERVICES		
20		707	MANAGER/SUPERVISOR - ROUTE EXAMINATION		
20		708	MANAGER/SUPERVISOR - OTHER DELIVERY/CUST SERV		
	29	709	ROUTERS		
	29	710	ROUTERS		
	29	711	ROUTERS		
20	22	713	VIM ROUTE - STREET		
20	21	714	VIM ROUTE - OFFICE		
20	22	715	2-TRIP BUSINESS - STREET		
20	21	716	2-TRIP BUSINESS - OFFICE		
20	22	717	1-TRIP BUSINESS - STREET		
20	21	718	1-TRIP BUSINESS - OFFICE		
20	22	719	RESIDENTIAL FOOT-STREET		
20	21	720	RESIDENTIAL FOOT-OFFICE		
20	22	721	RESIDENTIAL MOTOR-STREET		
20	21	722	RESIDENTIAL MOTOR-OFFICE		
20	22	723	2TRIP MIXED FOOT-STREET		
20	21	724	2TRIP MIXED FOOT-OFFICE		
20	22	725	2TRIP MIXED MOTOR-STREET		
20	21	726	2TRIP MIXED MOTOR-OFFICE		
20	22	727	1TRIP MIXED FOOT-STREET		
20	21	728	1TRIP MIXED FOOT-OFFICE		
20	22	729	1TRIP MIXED MOTOR-STREET		
20	21	730	1TRIP MIXED MOTOR-OFFICE		

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION
20	27	731	COLLECTION STREET
20	27	732	COLLECTIONS OFFICE
20	23	733	PARCEL-POST-STREET
20	23	734	PARCEL-POST-OFFICE
20	23	735	RELAY-STREET
20	23	736	RELAY-OFFICE
20	23	737	COMBINATION-STREET
20	23	738	COMBINATION-OFFICE
20	23	739	CARRIER DRIVERS - STREET
20	23	740	CARRIER DRIVERS - OFFICE
	26	743	CARRIER CUSTOMER SUPPORT ACTIVITIES
20	24	744	SPECIAL DELIVERY MESSENGER
	25	757	CITY EMPLOYEE ON RURAL ROUTES
	28	768	CITY CARRIER - TERTIARY DISTRIBUTION
FUNCTION 3			<u>MAINTENANCE</u>
	31	615	STEWARDS - VMF
	39	616	STEWARDS - MTE
	31	617	STEWARDS - MVS
35	39	624	TRAVEL - PLANT & EQUIPMENT
35	39	634	MEETING TIME - PLANT & EQUIPMENT
	33	647	VOMA SUPPORT
35		676	ADMIN & CLERICAL - MAINTENANCE SUPPORT
30	31	679	ADMIN & CLERICAL - TRANSPORTATION & NETWORKS
	39	680	ADMIN & CLERICAL - PLANT & EQUIPMENT
	39	745	MAINTENANCE OPERATIONS SUPPORT
	39	746	TELEPHONE SWITCHBOARD
	38	747	BUILDING SERVICES
	38	748	BUILDING SERVICES
	38	749	BUILDING SERVICES
	36	750	POSTAL OPERATING EQUIPMENT
	36	751	POSTAL OPERATING EQUIPMENT
	36	752	POSTAL OPERATING EQUIPMENT
	37	753	BUILDING SYSTEMS EQUIPMENT
	37	754	BUILDING SYSTEMS EQUIPMENT
30		758	MANAGER, TRANSPORTATIONS & NETWORKS
30		759	SUPERVISOR, TRANSPORTATION OPERATIONS
30		760	MANAGER, VEHICLE MAINTENANCE
	32	761	REPAIR-GENERAL MAINTENANCE
	32	762	SERVICING-GENERAL MAINTENANC
	31	763	VEHICLE MAINTENANCE FACILITY
	31	764	MOTOR VEHICLE SERVICE
	34	765	MOTOR VEHICLE OPERATORS
	34	766	TRACTOR TRAILER OPERATOR
	34	772	MOTOR VEHICLE OPRERATOR - COLLECTIONS
	34	773	TRACTOR TRAILER OPERATOR - COLLECTIONS
30	31	901	TRAVEL - VEHICLE SERVICE
35		933	MANAGER, MAINTENANCE OPERATIONS
35		951	SUPERVISOR, MAINTENANCE OPERATIONS
35		952	MANAGER/SUPERVISOR, MAINT. OPERATIONS SUPPORT
35		953	MANAGER, FIELD MAINTENANCE OPERATIONS
FUNCTION 4			<u>CUSTOMER SERVICES</u>

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	41	048	ISS - Return to Sender	LTR	AUTO
	41	049	OSS-Return to Sender	LTR	AUTO
	43	240	MANUAL DISTRIBUTION STATION/BRANCH	MIX	MANL
	41	252	CSBCS - Outgoing Primary	LTR	AUTO
	41	253	CSBCS - Incoming Primary	LTR	AUTO
40	48	353	STANDBY-CUSTOMER SERVICES		
	45	355	WINDOW SERVICE-STATION/BRANCH		
	41	360C	COMPOSITE - DBCS-OSS INCLUDES OPERATIONS 316-367		
	41	361	DBCS-OCR - OUTGOING PRIMARY	LTR	AUTO
	41	362	DBCS-OCR - OUTGOING SECONDARY	LTR	AUTO
	41	363	DBCS-OCR - RESERVED		
	41	364	DBCS-OCR - INCOMING SCF PRIMARY	LTR	AUTO
	41	365	DBCS-OCR - INCOMING PRIMARY	LTR	AUTO
	41	366	DBCS-OCR - INCOMING SECONDARY	LTR	AUTO
	41	367	DBCS-OCR - BOX SECTION	LTR	AUTO
	41	368	DBCS-OCR - RESERVED		
	41	369	DBCS-OCR - RESERVED		
	41	370C	COMPOSITE INCLUDES OPERATIONS 371-379, 942, 943		
	41	371	DBCS-OSS - OUTGOING PRIMARY	LTR	AUTO
	41	372	DBCS-OSS - OUTGOING SECONDARY	LTR	AUTO
	41	373	DBCS-OSS - RESERVED	LTR	AUTO
	41	374	DBCS-OSS - INCOMING SCF PRIMARY	LTR	AUTO
	41	375	DBCS-OSS - INCOMING PRIMARY	LTR	AUTO
	41	376	DBCS-OSS - INCOMING SECONDARY	LTR	AUTO
	41	377	DBCS-OSS - BOX SECTION	LTR	AUTO
	41	378	DBCS-OSS - SECTOR/SEGMENT, 1ST PASS	LTR	AUTO
	41	379	DBCS-OSS - SECTOR/SEGMENT, 2ND PASS	LTR	AUTO
	42	400C	Composite FSMOCR		
	42	401	FSMOCR - Outgoing Primary	FLT	MECH
	42	402	FSMOCR - Outgoing Secondary	FLT	MECH
	42	403	FSMOCR - Managed Mail	FLT	MECH
	42	404	FSMOCR - Incoming SCF	FLT	MECH
	42	405	FSMOCR - Incoming Primary	FLT	MECH
	42	406	FSMOCR - Incoming Secondary	FLT	MECH
	42	407	FSMOCR - Box Mail	FLT	MECH
	42	408	FSMOCR - Reserved	FLT	MECH
	42	409	FSMOCR - Reserved	FLT	MECH
	41	410C	Composite - DBCS-ISS/OSS MODE		
	41	411	DBCS-ISS/OSS MODE - Outgoing Primary	LTR	AUTO
	41	412	DBCS-ISS/OSS MODE - Outgoing Secondary	LTR	AUTO
	41	413	DBCS-ISS/OSS MODE - Managed Mail	LTR	AUTO
	41	414	DBCS-ISS/OSS MODE - Incoming SCF	LTR	AUTO
	41	415	DBCS-ISS/OSS MODE - Incoming Primary	LTR	AUTO
	41	416	DBCS-ISS/OSS MODE - Incoming Secondary	LTR	AUTO
	41	417	DBCS-ISS/OSS MODE - Box Section	LTR	AUTO
	41	418	DBCS-ISS/OSS MODE - Reserved	LTR	AUTO
	41	419	DBCS-ISS/OSS MODE - Reserved	LTR	AUTO
	49	539	ZIP+4 LOOKUP AT CMU/CFS		
	48	542	INSURED - COD - CUSTOMS		
	48	543	INSURED - COD - CUSTOMS		
	48	544	CAGES SERVING CARRIERS/SPECIAL DELIVERY MESSENGERS		
	48	558	OFFICE WORK & RECORDKEEPING-CUSTOMER SERVICES		
	48	559	OFFICE WORK & RECORDKEEPING-DELIVERY SERVICE		
	45	568	WINDOW SERVICE-MAIN OFFICE		
	48	583	EXPRESS MAIL-CUSTOMER SERVICE		
	41	605	Mailer Validation Credits FHP, TPH	LTR	AUTO
	41	606	Mailer Validation No Volume Credits		

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION		
	48	608	STEWARDS - CLERKS - CUSTOMER SERVICES		
40	48	621	TRAVEL - CUSTOMER SERVICES		
40	48	631	MEETING TIME - CUSTOMER SERVICES		
	48	678	ADMIN & CLERICAL - AREA STATIONS		
40		706	MANAGER/SUPERVISOR - CUSTOMER SERVICES		
	48	741	MISC ACTIVITY-DELIVERY SERVICES		
	48	742	MISC ACTIVITY-CUSTOMER SERVICES		
	44	769	STATION/BRANCH BOX SECTION		
	49	791	Computerized Forwarding System - Delivery Unit Nixes		
	49	792	Computerized Forwarding System - Return to Sender		
	48	794	MISC MARKUP ACTIVITIES - STATION/BRANCH		
	49	795	ADDRESS LABEL PREPERATION		
	49	796	MAIL MARKUP/FORWARDING		
	49	797	COMPUTER MAIL FORWARDING		
	42	800C	Composite - FSM- Station and Branch		
	42	801	FSM - OUTGOING PRIMARY	FLT	MECH
	42	802	FSM - OUTGOING SECONDARY	FLT	MECH
	42	803	FSM - MANAGED MAIL	FLT	MECH
	42	804	FSM - INCOMING SCF	FLT	MECH
	42	805	FSM - INCOMING PRIMARY	FLT	MECH
	42	806	FSM - INCOMING SECONDARY	FLT	MECH
	42	807	FSM - BOX SECTION	FLT	MECH
	42	810C	Consolidated - LSM - Station and Branch		
	42	811	LSM - OUTGOING PRIMARY	LTR	MECH
	42	812	LSM - OUTGOING SECONDARY	LTR	MECH
	42	813	LSM - MANAGED MAIL	LTR	MECH
	42	814	LSM - INCOMING SCF	LTR	MECH
	42	815	LSM - INCOMING PRIMARY	LTR	MECH
	42	816	LSM - INCOMING SECONDARY	LTR	MECH
	42	817	LSM - BOX SECTION	LTR	MECH
	42	818	LSM - BAR CODE READ - OUTGOING	LTR	MECH
	42	819	LSM - BAR CODE READ - INCOMING	LTR	MECH
	42	820C	Consolidated - Auto Letters		
	41	821	AUTOMATED LETTERS - OUTGOING PRIMARY	LTR	AUTO
	41	822	AUTOMATED LETTERS - OUTGOING SECONDARY	LTR	AUTO
	41	823	AUTOMATED LETTERS - MANAGED MAIL	LTR	AUTO
	41	824	AUTOMATED LETTERS - INCOMING SCF	LTR	AUTO
	41	825	AUTOMATED LETTERS - INCOMING PRIMARY	LTR	AUTO
	41	826	AUTOMATED LETTERS - INCOMING SECONDARY	LTR	AUTO
	41	827	AUTOMATED LETTERS - BOX SECTION	LTR	AUTO
	41	828	AUTOMATED LETTERS - SECTOR/SEGMENT, 1ST PASS	LTR	AUTO
	41	829	AUTOMATED LETTERS - SECTOR/SEGMENT, 2ND PASS	LTR	AUTO
	41	905	DELIVERY CS BCS DISTRIBUTION		
	41	906	CARRIER ROUTE SORTATION		
	41	907	SERCIVING THE CSBCS BY SENIOR MAIL PROCESS		
	41	912	AUTOMATED LETTERS - DPS, 1ST PASS	LTR	AUTO
	41	913	AUTOMATED LETTERS - DPS, 2ND PASS	LTR	AUTO
40		929	MANAGER, CUSTOMER SERVICES OPERATIONS		
	41	942	DBCS-OSS - DELIVERY POINT SEQUENCE, 1ST PASS	LTR	AUTO
	41	943	DBCS-OSS - DELIVERY POINT SEQUENCE, 2ND PASS	LTR	AUTO
40	46	980	SSPC TECH STA/BR - MAINTENANCE		
40	46	981	SSPC TECH STA/BR - MAINTENANCE TRAVEL		
40	46	982	SSPC TECH STA/BR - SERVICE		
40	46	983	SSPC TECH STA/BR - SERVICE TRAVEL		
40	46	984	SSPC TECH MAIN OFC-MAINTENANCE		
40	46	985	SSPC TECH MAIN OFC-MAINTENANCE TRAVEL		
40	46	986	SSPC TECH MAIN OFC-SERVICE		

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION
40	46	987	SSPC TECH MAIN OFC-SERVICE TRAVEL
FUNCTION 5			<u>FINANCE</u>
50	56	540	MISC ACTIVIVIES - FINANCE
50	56	556	OFFICE WORK & RECORDKEEPING-FINANCE
50	57	569	C/RA - NON FINANCE EMPLOYEE
50	57	579	ODIS - NON FINANCE EMPLOYEE
50	57	591	ODIS - FINANCE EMPLOYEE
50	57	592	C/RA - FINANCE EMPLOYEE
50		599	MANAGER, FINANCE
	56	610	STEWARDS - CLERKS - FINANCE
50	56	623	TRAVEL - FINANCE
	58	633	OTHER TIMEKEEPING
50		635	MEETING TIME - FINANCE - SUPERVISION
	56	636	MEETING TIME - FINANCE - NON SUPERVISION
	53	649	PSDS OPERATIONS
	54	650	BUDGET & FINANCIAL ANALYSIS
	56	651	ADMIN & CLERICAL - FINANCE
	52	683	ADMIN & CLERICAL - ACCOUNTING SERVICES
	54	684	ADMIN & CLERICAL - BUDGET & FINANCIAL ANALYSIS
	55	685	POSTAL SYSTEMS COORDINATOR
50		703	SUPERVISOR, FINANCE
	51	704	Revenue Assurance
50		923	STATISTICAL PROGRAMS COORDINATOR
50		936	SUPERVISOR , ACCOUNTING SERVICES
50		937	GENERAL SUPERVISOR, PSDS OPERATIONS
	52	968	EXCHANGE OFFICE RECORD UNIT - INTERNATIONAL
	57	969	STATISTICAL PROGRAMS-INTERNATIONAL
FUNCTION 6			<u>HUMAN RESOURCES</u>
60	61	541	MISC HUMAN RESOURCE ACTIVITIES
	62	557	OFFICE WORK & RECORDKEEPING-HUMAN RESOURCES
	65	566	TRAINING SUPPORT
	62	572	PERSONNEL SECTION
60		600	MANAGER, HUMAN RESOURCES
	61	611	STEWARDS - CLERKS - HUMAN RESOURCES
60		641	MEETING TIME - HUMAN RESOURCES-SUPERVISION
	61	642	MEETING TIME - HUMAN RESOURCES - NON-SUPERVISION
60	66	643	INJURY COMPENSATION
60	61	652	LABOR RELATIONS
60	63	653	SAFETY & HEALTH
60	64	654	EEO
60	61	686	ADMIN & CLERICAL - LABOR RELATIONS
	64	687	ADMIN & CLERICAL - EEO
	62	689	ADMIN & CLERICAL - PERSONNEL SERVICES
	65	691	ADMIN & CLERICAL - TRAINING SUPPORT
	63	692	ADMIN & CLERICAL - SAFETY/HEALTH
60	61	902	TRAVEL - HUMAN RESOURCES
	69	958	REHABILITATION
	68	959	LIMITED DUTY
FUNCTION 7			<u>CUSTOMER SERVICES SUPPORT</u>

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION
70	79	001	PLATFORM ACCEPTANCE & WEIGHERS UNIT
	79	550	PRESORT VERIFICATION
70	75	551	CLAIMS & INQUIRIES
70	75	552	CLAIMS & INQUIRIES
70		601	MANAGER, CUSTOMER SERVICES SUPPORT
70		655	SUPERVISOR, BUSINESS MAIL ENTRY
70	71	656	COMMERCIAL SALES & ACCOUNT MANAGEMENT
70	72	657	POSTAL BUSINESS CENTERS
70	73	658	EXPEDITED MAIL SERVICE
70	74	659	RETAIL MARKETING
70	79	660	MAILING REQUIREMENTS & BUSINESS MAIL ENTRY
70	76	661	CONSUMER AFFAIRS
70	77	662	ACCOUNTABLE PAPER
70	78	663	ADMIN & CLERICAL - CUSTOMER SERVICES SUPPORT
70	72	693	ADMIN & CLERICAL - POSTAL BUSINESS CENTERS
70	73	694	ADMIN & CLERICAL - EXPEDITED MAIL SERVICE
	74	696	ADMIN & CLERICAL - RETAIL MARKETING
	79	697	ADMIN & CLERICAL - MAILING REQUIRE. & BUS. MAIL ENTRY
70	78	903	TRAVEL - CUSTOMER SERVICES SUPPORT
70		946	MANAGER, POSTAL BUSINESS CENTERS
70		948	MANAGER, COMMERCIAL ACCOUNTS
70		949	MANAGER, CONSUMER AFFAIRS & CLAIMS
70		950	MANAGER, BUSINESS MAIL ENTRY

FUNCTION 8

ADMINISTRATION

88		455	AREA/DISTRICT PROJECTS - SUPERVISION
88		456	AREA/DISTRICT PROJECTS - SUPERVISION
88		457	AREA/DISTRICT PROJECTS - SUPERVISION
88		458	AREA/DISTRICT PROJECTS - SUPERVISION
88		459	AREA/DISTRICT PROJECTS - SUPERVISION
	89	470	AREA/DISTRICT PROJECTS - NON-SUPERVISION
88		471	HEADQUARTERS PROJECTS - SUPERVISION
88		472	HEADQUARTERS PROJECTS - SUPERVISION
88		473	HEADQUARTERS PROJECTS - SUPERVISION
88		474	HEADQUARTERS PROJECTS - SUPERVISION
88		475	HEADQUARTERS PROJECTS - SUPERVISION
88		476	HEADQUARTERS PROJECTS - SUPERVISION
88		477	HEADQUARTERS PROJECTS - SUPERVISION
88		478	HEADQUARTERS PROJECTS - SUPERVISION
88		479	HEADQUARTERS PROJECTS - SUPERVISION
88		480	HEADQUARTERS PROJECTS - SUPERVISION
88		481	HEADQUARTERS PROJECTS - SUPERVISION
88		482	HEADQUARTERS PROJECTS - SUPERVISION
88		483	HEADQUARTERS PROJECTS - SUPERVISION
88		484	HEADQUARTERS PROJECTS - SUPERVISION
88		485	HEADQUARTERS PROJECTS - SUPERVISION
88		486	HEADQUARTERS PROJECTS - SUPERVISION
88		487	HEADQUARTERS PROJECTS - SUPERVISION
88		488	HEADQUARTERS PROJECTS - SUPERVISION
88		489	HEADQUARTERS PROJECTS - SUPERVISION
88		490	HEADQUARTERS PROJECTS - SUPERVISION
88		491	HEADQUARTERS PROJECTS - SUPERVISION
88		492	HEADQUARTERS PROJECTS - SUPERVISION
88		493	HEADQUARTERS PROJECTS - SUPERVISION

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION
88		494	HEADQUARTERS PROJECTS - SUPERVISION
88		495	HEADQUARTERS PROJECTS - SUPERVISION
88		496	HEADQUARTERS PROJECTS - SUPERVISION
88		497	HEADQUARTERS PROJECTS - SUPERVISION
88		498	HEADQUARTERS PROJECTS - SUPERVISION
88		499	HEADQUARTERS PROJECTS - SUPERVISION
88		500	HEADQUARTERS PROJECTS - SUPERVISION
88		501	HEADQUARTERS PROJECTS - SUPERVISION
88		502	HEADQUARTERS PROJECTS - SUPERVISION
88		503	HEADQUARTERS PROJECTS - SUPERVISION
88		504	HEADQUARTERS PROJECTS - SUPERVISION
	89	505	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	506	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	507	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	508	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	509	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	510	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	511	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	512	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	513	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	514	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	515	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	516	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	517	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	518	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	519	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	520	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	521	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	522	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	523	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	524	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	525	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	526	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	527	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	528	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	529	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	530	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	531	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	532	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	533	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	534	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	535	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	536	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	537	HEADQUARTERS PROJECTS - NON-SUPERVISION
	89	538	HEADQUARTERS PROJECTS - NON-SUPERVISION
81	82	570	ADMIN SERVICES - SUPPLY
81	82	571	EXECUTIVE SECTION
81		602	MANAGER, ADMINISTRATIVE SERVICES
	84	648	INFORMATION SYSTEMS
	82	665	ADMIN & CLERICAL - ADMINISTRATION
	83	666	PURCHASING
	85	670	FACILITIES
80		671	POSTMASTER/INSTALLATION MANAGER
	84	682	ADMIN & CLERICAL - INFORMATION SYSTEMS
81	82	904	TRAVEL - ADMINISTRATION
81		934	MANAGER, INFORMATION SYSTEMS

MODS OPERATION NUMBERS

LDC SUPV	LDC NON-SUPV	MODS OPER	DESCRIPTION
FUNCTION 9			<u>TRAINING</u>
90	90	780	TRAINING - OPERATIONS SUPPORT
91	91	781	TRAINING - MAIL PROCESSING
92	92	782	TRAINING - DELIVERY SERVICES
93	93	783	TRAINING - PLANT & EQUIPMENT MAINTENANCE
94	94	784	TRAINING - CUSTOMER SERVICES
95	95	785	TRAINING - FINANCE
96	96	786	TRAINING - HUMAN RESOURCES
97	97	787	TRAINING - CUSTOMER SERVICES SUPPORT
98	98	788	TRAINING - ADMINISTRATION
93	93	789	TRAINING - VEHICLE SERVICES
			<u>SPECIAL OPERATIONS</u>
		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
		998	TIME & ATTENDANCE CORRECTION
50	53	999	INVALID OPERATIONS

Sheet1

Source						
_Type	Description	N_Rate	Type	Mail	Handling	Action
01	Machine Canceled	35.51	Machinable	Letters	FHP	+
02	Metered Prep Pref	27.88	Machinable	Letters	FHP	+
03	Metered Bypass Pref	28.25	Machinable	Letters	FHP	+
04	Metered Prep Std	22.22	Machinable	Letters	FHP	+
05	Metered Bypass Std	19.6	Machinable	Letters	FHP	+
06	Opening Unit Mixed Pref	28.55	Machinable	Letters	FHP	+
07	Opening Unit Mixed Std	18.11	Machinable	Letters	FHP	+
08	Category C- OCR Readable	1	Machinable	Letters	INVALID	+
09	Second Handling, Mixed, Std	18.11	Machinable	Letters	TPH	+
10	Second Handling, Mixed, Pref	28.55	Machinable	Letters	TPH	+
11	Hand Canceled	21.42	Non-Machinable	Letters	FHP	+
12	Metered Prep, Pref	21.52	Non-Machinable	Letters	FHP	+
13	Metered Bypass, Pref	15.07	Non-Machinable	Letters	FHP	+
14	Metered Prep, Std	11.61	Non-Machinable	Letters	FHP	+
15	Metered Bypass, Std	14.14	Non-Machinable	Letters	FHP	+
16	Opening Unit Mixed Pref	21.02	Non-Machinable	Letters	FHP	+
17	Opening Unit Mixed Std	13.57	Non-Machinable	Letters	FHP	+
18	Barcode A Field	1	Machinable	Letters	INVALID	+
19	Barcode B Field	1	Machinable	Letters	INVALID	+
20	Barcode C Field	1	Machinable	Letters	INVALID	+
21	Barcode B' Prime Field	1	Machinable	Letters	INVALID	+
22	Barcode C' Prime Field	1	Machinable	Letters	INVALID	+
23	Pre-Barcode B Field	1	Machinable	Letters	INVALID	+
24	Pre-Barcode C Field	1	Machinable	Letters	INVALID	+
	Second Handling,					
25	Metered Prep/Metered Bypass Std	13.66	Non-Machinable	Letters	TPH	-
26	Pre Barcode B' Prime Field	1	Machinable	Letters	INVALID	+
27	Machine Rejects	35.42	Machinable	Letters	TPH	-
28	Auto/Mech Second Handling	1	Machinable	Letters	TPH	+
29	Riffle Mail	30.43	Non-Machinable	Letters	TPH	+
30	Pre Barcoded C'Prime Field	1	Machinable	Letters	INVALID	+
31	Inventory Hand Canceled	21.42	Non-Machinable	Letters	FHP	+
32	Inventory Metered Preparation, Pref	21.52	Non-Machinable	Letters	FHP	+
33	Pre Barcoded Unique 5-Digit	1	Machinable	Letters	INVALID	+
34	Inventory Opening Unit, Std	13.57	Non-Machinable	Letters	FHP	+
35	Inventory Second Handling, Std	13.57	Non-Machinable	Letters	TPH	+
36	Inventory Opening Unit, Mixed Pref	21.02	Non-Machinable	Letters	FHP	+
37	Inventory Second Handling, Pref	21.02	Non-Machinable	Letters	TPH	+
38	Category B - Script	1	Machinable	Letters	INVALID	-
39	Rework	23.72	Machinable	Letters	FHP	+
40	400 Bin	35.42	Machinable	Letters	TPH	-
41	Letters, Destination	30.98	Foreign	Letters	FHP	+
42	Letters, Origin	35.56	Foreign	Letters	FHP	+
43	Total Unique 5- digit	1	Machinable	Letters	INVALID	+
44	Withdraw - Foreign Origin	35.56	Foreign	Letters	TPH	-
45	Inventory Foreign Origin	35.56	Foreign	Letters	FHP	+
46	Inventory Foreign Origin	35.56	Foreign	Letters	TPH	+
47	Local Cancelations	33.19	Machinable	Letters	FHP	+
48	Console Reading	1	Machinable	Letters	INVALID	+
49	Carrier Bypass	1		Letters	INVALID	+
50	Rework Bin and Key Errors	3.57		Flats	FHP	+
51	Machine Canceled	4.72		Flats	FHP	+
52	Meter Preparation	4.18		Flats	FHP	+
53	Meter Bypass	4.49		Flats	FHP	+
54	Opening Unit, Mixes Pref	3.57		Flats	FHP	+

55	Opening Unit, Newspapers	2.78	Flats	FHP	+
56	Category A - FIM	1	Flats	INVALID	+
57	Inventory Mixed Pref	3.57	Flats	FHP	+
58	Inventory Mixed Pref	3.57	Flats	TPH	+
59	Inventory Newspapers	2.78	Flats	FHP	+
60	Inventory Newspapers	2.78	Flats	FHP	+
61	Inventory Flats, Origin	4.59	Flats	FHP	+
62	Inventory Foreign	4.59	Flats	FHP	+
63	Withdrawl, All Flats Second Handling	3.57	Flats	TPH	-
64	Second Handling, Mixed, Pref	3.57	Flats	TPH	+
65	Originating Std	4.83	Flats	FHP	+
66	Opening Unit, Mixed Std	4.36	Flats	FHP	+
67	Inventory, Opening Unit, Mixed Std	4.36	Flats	FHP	+
68	Console Reading (Pieces Fed)	1	Flats	INVALID	+
69	Carrier Bypass	1	Flats	INVALID	+
70	Outside Piece	1	Parcels	FHP	+
71	Sacks	8.79	Parcels	FHP	+
72	Hampers	39.7	Parcels	FHP	+
73	Hampers - Extended	65	Parcels	FHP	+
74	Inventory - Hampers	39.7	Parcels	FHP	+
75	Originating Presort, Pref	1	Letters	INVALID	+
76	Originating Presort, Std	1	Letters	INVALID	+
77	Originating Presort, Pref	1	Flats	INVALID	+
78	Originating Presort, Std	1	Flats	INVALID	+
79	Parcels for Delivery	1	Parcels	FHP	+
80	Machine Canceled	35.51	Letters	FHP	+
81	Metered Preparation, Pref	27.88	Letters	FHP	+
82	Metered Bypass, Pref	28.25	Letters	FHP	+
83	Metered BBM	22.22	Letters	FHP	+
84	Metered Bypass Std	19.6	Letters	FHP	+
85	Opening Unit, Pref	28.55	Letters	FHP	+
86	Opening Unit, Std	18.11	Letters	FHP	+
87	Metered Bypass Pref	15.07	Letters	FHP	+
88	Metered Bypass, Std	14.14	Letters	FHP	+
89	Opening Unit, Std	13.57	Letters	FHP	+
90	Machine Canceled	4.72	Flats	FHP	+
91	Metered Preparation	4.18	Flats	FHP	+
92	Metered Bypass	4.49	Flats	FHP	+
93	Originating, Std	4.83	Flats	FHP	+
94	AFCS-ISS Script Image Lift	1	Letters	INVALID	+
95	AFCS-ISS OCR Readable Image Lift	1	Letters	INVALID	+
96	INVALID	1	Letters	INVALID	+
97	INVALID	1	Letters	INVALID	+
98	INVALID	1	Letters	INVALID	+
99	Workload Unit	1	Workload Unit	INVALID	+

MODS MAIL FLOW DENSITY MATRIX

FROM MODS Oper	Mail Flow Code	TO MODS Operation Numbers
030	11	032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
030	12	032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
030	13	032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
030	14	032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
030	99	032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
032	11	032, 033, 777, 888
032	12	032, 033, 777, 888
032	13	032, 033, 777, 888
032	14	032, 033, 777, 888
032	99	032, 033, 777, 888
033	11	032, 033, 777, 888
033	12	032, 033, 777, 888
033	13	032, 033, 777, 888
033	14	032, 033, 777, 888
033	99	032, 033, 777, 888
043	13	040, 043, 044, 150, 160, 168, 240, 777, 888
043	43	777, 888
044	13	044, 150, 160, 168, 240, 888
044	23	040, 888
045	14	044, 045, 150, 160, 168, 240, 888
060	13	050, 055, 062, 063, 070, 073, 074, 170, 175, 178, 240, 778, 888
060	14	050, 055, 062, 063, 070, 073, 074, 170, 175, 178, 240, 778, 888
062	13	050, 055, 062, 063, 070, 073, 074, 170, 175, 178, 240, 778, 888
062	14	050, 055, 062, 063, 070, 073, 074, 170, 175, 178, 240, 778, 888
063	13	050, 055, 062, 063, 070, 073, 074, 170, 175, 178, 240, 778, 888
063	14	050, 055, 062, 063, 070, 073, 074, 170, 175, 178, 240, 778, 888
070	99	074, 888
073	13	070, 074, 170, 175, 178, 240, 888
073	14	070, 074, 170, 175, 178, 240, 888
074	13	170, 175, 178, 240, 888
074	14	170, 175, 178, 240, 888
075	14	074, 075, 170, 175, 178, 240, 888
075	24	178, 888
081	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
082	33	160, 240, 888

MODS MAIL FLOW DENSITY MATRIX

FROM MODS Oper	Mail Flow Code	TO MODS Operation Numbers
083	33	040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
084	33	044, 150, 160, 168, 169, 240, 777, 888
085	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
086	33	160, 888
087	33	169, 777, 888
090	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
091	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
092	33	160, 240, 888
093	33	040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
094	33	044, 150, 160, 168, 169, 240, 777, 888
095	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
096	33	160, 888
097	33	169, 777, 888
141	33	050, 055, 060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
142	33	175, 178, 179, 240, 778, 888
143	33	070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
144	33	074, 075, 170, 175, 178, 179, 240, 778, 888
145	33	060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
146	33	175, 178, 179, 240, 778, 888
147	33	179, 240, 778, 888
148	33	060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
150	13	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
150	14	030, 032, 033, 040, 044, 045, 150, 160, 168, 169, 240, 777, 888
150	23	150, 160, 168, 169, 240, 777, 888
150	99	030, 032, 033, 040, 043, 044, 045, 150, 160, 168, 169, 240, 777, 888
160	43	160, 168, 169, 888
168	43	169, 888
170	43	060, 062, 063, 070, 073, 074, 075, 175, 178, 179, 240, 778, 888
170	44	060, 062, 063, 070, 073, 074, 075, 175, 178, 179, 240, 778, 888
175	43	175, 178, 179, 888
178	43	179, 888
191	33	050, 055, 060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
192	33	175, 178, 179, 240, 778, 888
193	33	070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
194	33	074, 075, 170, 175, 178, 179, 240, 778, 888

MODS MAIL FLOW DENSITY MATRIX

FROM MODS Oper	Mail Flow Code	TO MODS Operation Numbers
195	33	060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
196	33	175, 178, 179, 240, 778, 888
197	33	179, 240, 778, 888
261	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
262	33	050, 055, 150, 160, 168, 169, 240, 777, 888
263	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
264	33	044, 150, 160, 168, 169, 240, 777, 888
265	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
266	33	160, 168, 169, 777, 888
267	33	168, 169, 888
271	33	030, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
272	33	050, 055, 150, 160, 168, 169, 240, 777, 888
273	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
274	33,	044, 150, 160, 168, 169, 240, 777, 888
275	33	030, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
276	33	160, 168, 169, 777, 888
277	33	168, 169, 888
278	33	160, 168, 169, 777, 888
279	33	160, 168, 169, 777, 888
281	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
282	33	050, 055, 150, 160, 168, 169, 240, 777, 888
283	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
284	33	044, 150, 160, 168, 169, 240, 777, 888
285	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
286	33	160, 168, 169, 777, 888
287	33	168, 169, 888
301	33	032, 888
302	33	032, 888
303	33	030, 040, 043, 150, 888
304	33	030, 040, 043, 150, 888
311	33	032, 888
312	33	032, 888
313	33	032, 888
314	33	032, 888
315	33	030, 040, 150, 888

MODS MAIL FLOW DENSITY MATRIX

FROM MODS Oper	Mail Flow Code	TO MODS Operation Numbers
316	33	030, 040, 150, 888
317	33	030, 040, 150, 888
318	33	030, 040, 150, 888
421	33	050, 055, 060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
422	33	175, 178, 179, 240, 778, 888
423	33	070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
424	33	074, 075, 170, 175, 178, 179, 240, 778, 888
425	33	060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
426	33	175, 178, 179, 240, 778, 888
427	33	179, 240, 778, 888
441	33	050, 055, 060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
442	33	175, 178, 179, 240, 778, 888
443	33	070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
444	33	074, 075, 170, 175, 178, 179, 240, 778, 888
445	33	060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
446	33	175, 178, 179, 240, 778, 888
447	33	179, 240, 778, 888
448	33	060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
461	33	050, 055, 060, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
462	33	175, 178, 179, 240, 778, 888
463	33	070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
464	33	074, 075, 170, 175, 178, 179, 240, 778, 888
465	33	060, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
466	33	175, 178, 179, 240, 778, 888
467	33	179, 240, 778, 888
468	33	060, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
831	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
832	33	160, 240, 777, 888
833	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
834	33	044, 150, 160, 168, 169, 240, 777, 888
835	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
836	33	160, 888
837	33	169, 888
841	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
842	33	160, 240, 777, 888

MODS MAIL FLOW DENSITY MATRIX

FROM MODS Oper	Mail Flow Code	TO MODS Operation Numbers
843	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
844	33	044, 150, 160, 168, 169, 240, 777, 888
845	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
846	33	160, 888
847	33	169, 888
851	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
852	33	160, 240, 777, 888
853	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
854	33	044, 150, 160, 168, 169, 240, 777, 888
855	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
856	33	160, 888
857	33	169, 888
861	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
862	33	160, 240, 777, 888
863	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
864	33	044, 150, 160, 168, 169, 240, 777, 888
865	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
866	33	160, 888
867	33	169, 888
869	33	160, 168, 169, 777, 888
871	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
872	33	160, 240, 777, 888
873	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
874	33	044, 150, 160, 168, 169, 240, 777, 888
875	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
876	33	160, 888
877	33	169, 888
879	33	160, 168, 169, 777, 888
881	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
882	33	050, 055, 150, 160, 168, 169, 240, 777, 888
883	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
884	33	044, 150, 160, 168, 169, 240, 777, 888
885	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
886	33	160, 168, 169, 777, 888
887	33	168, 169, 888

MODS MAIL FLOW DENSITY MATRIX

FROM MODS Oper	Mail Flow Code	TO MODS Operation Numbers
891	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
892	33	050, 055, 150, 160, 168, 169, 240, 777, 888
893	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
894	33	044, 150, 160, 168, 169, 240, 777, 888
895	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
896	33	160, 168, 169, 777, 888
897	33	168, 169, 888
898	33	160, 168, 169, 777, 888
899	33	160, 168, 169, 777, 888
908	33	160, 168, 169, 777, 888
909	33	160, 168, 169, 777, 888
910	33	160, 168, 169, 777, 888
911	33	160, 168, 169, 777, 888
914	33	160, 168, 169, 777, 888
915	33	160, 168, 169, 777, 888
916	33	160, 168, 169, 777, 888
917	33	160, 168, 169, 777, 888
918	33	160, 168, 169, 777, 888
919	33	160, 168, 169, 777, 888
925	33	160, 168, 169, 777, 888
926	33	160, 168, 169, 777, 888
961	33	060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
962	33	175, 178, 179, 240, 778, 888
963	33	070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
964	33	074, 075, 170, 175, 178, 179, 240, 778, 888
965	33	060, 062, 063, 070, 073, 074, 075, 170, 175, 178, 179, 240, 778, 888
966	33	175, 178, 179, 240, 778, 888
967	33	179, 240, 778, 888
971	33	030, 032, 033, 040, 043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
972	33	050, 055, 150, 160, 168, 169, 240, 777, 888
973	33	043, 044, 050, 055, 150, 160, 168, 169, 240, 777, 888
974	33	044, 150, 160, 168, 169, 240, 777, 888
975	33	030, 032, 033, 040, 043, 044, 150, 160, 168, 169, 240, 777, 888
976	33	160, 168, 169, 777, 888
977	33	168, 169, 888

MODS MAIL FLOW DENSITY MATRIX

FROM MODS Oper	Mail Flow Code	TO MODS Operation Numbers
978	33	160, 168, 169, 777, 888
979	33	160, 168, 169, 777, 888