



April 12, 2024

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

RECEIVED
APR 15 2024

Dear Ivan:

As a matter of general interest, the Postal Service is revising Handbook F-2, *Functional Management*.

The purpose of the revisions is to reflect changes in the Postal Service's organizational structure and to align with the facility objectives in the Delivering for America Plan. Revisions include modification to policies and procedures regarding work hour data collection and reporting for the purposes of budgeting and planning.

We have enclosed on compact disc the following documents:

- A copy of the current Handbook F-2, *Functional Management*
- A final copy of Handbook F-2, *Functional Management-Policy*
- A final copy of Handbook F-2, *Functional Management-Procedures*
- An excel spreadsheet identifying the revisions and reasons for the changes

Please contact James Timmons at extension 2324 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson".

for Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosures

Functional Management

Handbook F-2

September 2019
Transmittal Letter

A. Purpose. This edition of Handbook F-2 revises the following sections:

- Section 3-1.4.3, Valid LDCs.
- Appendix A, LDC Definitions.
- Appendix E, LDC Matrix by Format.

All previous editions of Handbook F-2 are obsolete.

B. Explanation. This edition includes revisions to LDC tables specific to LDC 16 and LDC 24 (see 3-1.4.3 and Appendix E), and also includes expanded LDC definitions in Appendix A.

C. Availability. Copies are available for Postal Service employees on the Postal Service PolicyNet Web site at <http://blue.usps.gov> — in the left-hand column under “Essential Links,” click on *PolicyNet*; then in the column on the right, click on *Handbooks*; and then scroll down and click on the link for this handbook.

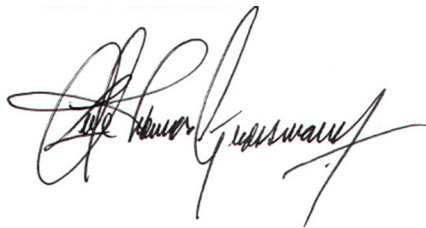
D. Comments on Content. Address comments or questions regarding the content of this handbook to the following address:

HQ FIELD BUDGET
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ SW RM 8301
WASHINGTON DC 20260-5222

E. Comments on Format. Address comments or questions regarding the language or organization of this handbook to the following address:

BRAND AND POLICY
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLZ SW RM 4646
WASHINGTON DC 20260-4646

F. Effective Date. This handbook is effective September 30, 2019.



Luke T. Grossmann
Senior Vice President
Finance and Strategy

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1 General Information

1-1 Purpose

Labor costs are approximately 85 percent of our Total Operating Expense (TOE). Consequently, it is important for management to concentrate on the control of personnel expenses. This handbook provides management with the tools required to identify, plan, monitor, and control personnel expenses.

1-2 Overview

1-2.1 **National Workhours Reporting System**

The National Workhours Reporting System (NWRS) is a service-wide system for planning, budgeting, and reporting the use of labor resources. Postal Service work activities are divided into ten distinct functions which, in turn, are subdivided into labor distribution categories. The automated reporting of this information is accomplished through the assignment of four-digit Labor Distribution Codes (LDC) to employees' timekeeping and personnel records. NWRS records the hours worked by LDC and function throughout the fiscal year.

1-2.2 **Carry-Over of NWRS**

The functional concept and definitions used in NWRS are carried over to other Postal Service budgeting, financial and operational reporting systems. The planned, same-period-last-year (SPLY), and actual hours for personnel costs are reported by LDC in the Budget System as in NWRS. The Financial Performance Report (FPR) details expenses for personnel activities by functional category.

1-2.3 **Tracking in NWRS**

To track the use of labor resources against a benchmark, NWRS requires the development and input of a weekly operating plan by LDC.

1-2.4 **Information in NWRS**

NWRS provides information on planned, worked and paid hours, and salaries and benefits for current period, SPLY and year-to-date (YTD). The labor distribution code provides functional managers with the ability to analyze performance and identify problems in specific work activities.

1-2.5 **Reports**

Reports are structured to display information such as trend and cumulative data by function, in addition to performance to plan and to prior year. Detailed reports can be generated from the Accounting Data Mart (ADM) to satisfy the need for information at all levels of the organization, from the individual finance number (FN) to the national total.

1-3 Basic Elements

NWRS has the following basic elements:

- a. Functions — there are 10 NWRS functional categories as follows:
 - 0 – Operations — Support
 - 1 – Operations — Mail Processing
 - 2 – Operations — Delivery Services (Rural 2A and City 2B)
 - 3 – Operations — Vehicle Services (3A) and Maintenance (3B)
 - 4 – Operations — Customer Services
 - 5 – Finance
 - 6 – Human Resources
 - 7 – Customer Service and Sales (Marketing)
 - 8 – Administration (Field)
 - 8 – Headquarters General Management (HQ)
 - 9 – Training
- b. Labor Distribution Codes (LDC) — four-digit numbers which subdivide the functions and designate labor distribution categories for reporting actual and planned hours (currently a two-digit code followed by two trailing zeros).
- c. Weekly Budget Plan — requires the development and input of the Budget Plan by LDC for each week.

1-4 Reporting Schedule

1-4.1 **Monthly Data**

NWRS payroll-based reports are available in the Accounting Data Mart (ADM) of the Enterprise Data Warehouse (EDW), on a monthly frequency reflecting current period and year-to-date data. The ADM usually finalizes the monthly data between the seventh and tenth day of the following month. When the data is finalized, the status for the month indicates “Closed” on the ADM reports.

1-4.2 **Pay Period Data**

The Payroll and National Payroll Hours Summary Report (NPHSR) folders in the ADM Project of the EDW contain payroll based reports by pay period (PP)

frequency. Reports are available the Friday following the close of the pay period.

1-4.3 **Weekly Data**

Payroll-based reports are available on a weekly basis in the National eFlash system. The eFlash system is web-based and is accessible from the intranet Blue page. Reports are available each Monday for the previous week and options are available for monthly, year-to-date, and period-to-date reporting. Split-week reporting is available to account for partial weeks at the beginning and end of the month. Since eFlash contains only weekly data, split week factors are utilized to assign hours and volumes to the proper section of the week. Data in the eFlash is refreshed on Tuesday and Wednesday to reflect changes in payroll data.

1-4.4 **Daily Data**

Daily data is available through your local TACS timekeeping system in the Finance Reports module. The TARS section of EDW/Accounting also provides daily data — however, it does not include timecard offices or rural workhours.

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2 Responsibilities

2-1 General

Postal Service managers at all levels are responsible for:

- a. Integrity of input data,
- b. Monitoring performance to plan and same-period-last-year (SPLY), and
- c. Establishing annual budgets and operating plans by function and LDC.

2-2 Postal Service Headquarters

2-2.1 **Chief Financial Officer and Executive Vice President**

The Chief Financial Officer and Executive Vice President is responsible for:

- a. The design, technical management, and updating of the National Workhour Reporting System.
- b. The formulation, administration, and control of the area operating expense and other budgets.
- c. Establishing guidelines and exercising functional control over the finance functions at all organization levels.
- d. Planning, budgeting, and monitoring performance of the Finance and Supply Management Groups.
- e. The design, publication and updating of the Handbook F-2, *Functional Management*.

2-2.2 **Chief Operating Officer and Executive Vice President**

The Chief Operating Officer and Executive Vice President is responsible for:

- a. Establishing guidelines and exercising functional control over the operations functions at all field organizational levels.
- b. Planning, budgeting, and monitoring performance of the Operations Support Group.

2-2.3 **Chief Human Resources Officer and Executive Vice President**

The Chief Human Resources Officer and Executive Vice President is responsible for:

- a. Establishing guidelines and exercising functional control over the human resources function at all organizational levels.
- b. Planning, budgeting and monitoring performance within the Human Resources Group.

2-2.4 **Chief Customer and Marketing Officer, Executive Vice President**

The Chief Customer and Marketing Officer, Executive Vice President is responsible for:

- a. Establishing guidelines and exercising functional control over the marketing and sales function at all organizational levels.
- b. Planning, budgeting, and monitoring performance within the Customer and Marketing Group.

2-2.5 **Chief Information Officer and Executive Vice President**

The Chief Information Officer and Executive Vice President is responsible for:

- a. The day-to-day operation of data collection and, through the postal data center, data processing, report preparation, reconciliation, verification, and distribution.
- b. Establishing guidelines and exercising functional control over the information technology function at all organizational levels.
- c. Planning, budgeting, and monitoring performance within the Information Technology Group.

2-2.6 **Vice Presidents**

Vice Presidents are responsible for:

- a. Establishing guidelines and exercising functional control over their respective functions at all organizational levels.
- b. Planning, budgeting, and monitoring performance within their respective departments.

2-3 **Postal Service Field: Area, District, and Plant Managers**

2-3.1 **Area Vice Presidents, District and Plant Managers**

The Area Vice Presidents, District and Plant managers are responsible for:

- a. The planning, budgeting, and monitoring of performance against their operating expense budgets.
- b. The effective administration of NWRS within their organizations.

2-3.2 **Managers of Finance**

Managers of Finance are responsible for:

- a. The formulation, administration, and control over their operating expense budgets.
- b. Establishing guidelines and exercising functional control over the finance and information technology functions within their organizations.
- c. Planning, budgeting, and monitoring performance of the controller function within their organizations.
- d. The daily operation of NWRS within their organizations.
- e. Providing the detailed direction and administration within their organizations for accurate collection, maintenance and reporting of NWRS data to accounting service centers.

2-3.3 **Managers of Operations Support**

Managers of Operations Support are responsible for:

- a. Establishing guidelines and exercising functional control over the operations functions within their organizations.
- b. Planning, budgeting, and monitoring performance of the operations functions within their organizations.

2-3.4 **Managers of Human Resources**

Managers of Human Resources are responsible for:

- a. Establishing guidelines and exercising functional control over the human resources and labor relations functions within their organizations.
- b. Planning, budgeting and monitoring performance of the human resources and labor relations functions within their organizations.

2-3.5 **Managers of Marketing and Sales**

Managers of Marketing and Sales are responsible for:

- a. Establishing guidelines and exercising functional control over the customer service and sales function within their organization.
- b. Planning, budgeting, and monitoring performance of the marketing and sales functions within their organization.

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3 Data Input

3-1 Labor Distribution Codes

3-1.1 General

3-1.1.1 Basic Elements of NWRS

Labor Distribution Codes (LDC) are the basic elements of the National Workhour Reporting System (NWRS). The codes can contain four digits. Currently, the third and fourth digits are reserved for future use. Each postal employee is assigned a four-digit LDC, which identifies the major work assignment of the employee. These codes are the means by which all workhours are accumulated to meaningful groupings within each function. NWRS displays actual, planned, and SPLY hours by LDC on the workhour report. Paid hours, leave, and salary and benefit data are displayed by LDC on Labor Utilization reports.

3-1.1.1.1 First Digit of LDC

The first digit (0-9) of the LDC identifies the functions within an office. The functions are:

- 0 – Operations – Support
- 1 – Operations – Mail Processing
- 2 – Operations – Delivery Services
- 3 – Operations – Vehicle Services and Maintenance
- 4 – Operations – Customer Services
- 5 – Finance
- 6 – Human Resources
- 7 – Customer Service & Sales
- 8 – Administration (Field)
- 8 – Headquarters General Management (HQ)
- 9 – Training

3-1.1.1.2 Second Digit of LDC

The second digit of the LDC identifies the work activity subcategories which satisfy the specific needs to manage each functional area.

3-1.1.1.3 NWRS Reports by Function

Through LDCs, the NWRS reports by function where hours are worked, not who performs that work. For instance, LDC 2000 – delivery services supervision – reflects workhours for all employees who perform delivery services supervisory activities. These employees could be supervisors

normally coded LDC 2000, supervisors transferred to LDC 2000, and craft employees performing higher level service in LDC 2000.

3-1.1.1.4 **Applicability of LDC to Post Offices**

Not all LDCs apply to all Post Offices. For instance, mail processing LDCs 1000 through 1800 apply only to Reporting Office Group (ROG) two and three offices. In each office, LDCs are available to capture hours for all authorized activities. Appendix A contains the labor distribution codes available and valid for each classification of office.

3-1.1.2 **LDCs in Employee's Record and Mainframe**

LDCs are part of the employee's record and are included in the mainframe Employee Master File (EMF) for all employees and also in the Time and Attendance Collection System (TACS) Employee Maintenance module. After the initial LDC assignment by Human Resources, local post office management is responsible for maintenance of the LDC assigned to each employee. If an office requires a change to LDC, contact the TACS Help Desk. Changes made to employee's LDC in TACS will replace PS Form 50 assignment with the exception of changes to or from LDCs 6700 and 6900 (see [3-1.4.1](#)). Field personnel should contact the TACS Help Desk to resolve invalid LDC assignments and initiate corrections when necessary. In area offices and headquarters, department heads have this responsibility.

Note: When a situation occurs where the Employee Master File record, located in the mainframe, does not match the Base Job Assignment of the TACS Employee Maintenance module, the mainframe data will take priority. When a mismatch of this type occurs, hours will be charged to the designation activity code (D/A), LDC and finance number indicated on the Employee Master File located in the mainframe. It should be noted that with the exception of the LDC, changes to the Employee Master File in the mainframe are initiated in the Human Capital Enterprise System (HCES).

3-1.1.3 **Initial Entering of LDCs**

LDCs are initially entered on the Employee Master File via completion of personnel action. All accession and job change actions requiring the use of PS Form 50 must designate the appropriate LDC. The absence of a valid LDC causes the system to assign the invalid default (LDC 9900), as shown in the Valid LDC-CAG-D/A Table in [3-1.4.3](#). This results in the erroneous reporting of hours, leave, and dollars. Subsequent requests to correct or update the LDC assignment should be directed to the TACS Help Desk.

3-1.1.4 **Maintenance of LDCs**

Maintenance of LDCs is of primary importance since all report data is initially accumulated by LDC. The TACS Employee Listing Report (TAC500R5) may be utilized in review and maintenance of employee LDC assignments and is readily available to managers and supervisors. Supervisors should also review the Loan, Transfer, and Training System (LTATS) — Detail Estimated Transactions Report which includes daily transfers. These transfers may indicate a need for a permanent LDC change. Offices may use the TACS Employee Listing Report as a tool to maintain correct LDCs. It is the

responsibility of managers and supervisors to verify the accuracy of every employee's LDC assignments. When LDC corrections are required, submit changes to the TACS Help Desk for input. LDC changes for timecard offices are effective the week of input, and timeclock offices are effective immediately upon change. Corrections or changes must be made on a timely basis.

Note: Disclosure of any information from the TACS Employee Listing Report outside the Postal Service must be in accordance with Handbook AS-805, *Information Security*.

3-1.2 **Timecard Offices**

3-1.2.1 **PS Form 1230, Timecard**

PS Form 1230, *Timecard*, is used by payroll processing to accumulate work, leave and premium hours, and salary and benefit dollars for each employee by LDC and by function. Completion of PS Form 50 for an accession assigns the LDC to PS Form 1230 and is done automatically during PS Form 50 processing. For new employees, until preprinted PS Form 1230 is available, the LDC must be entered on PS Form 1230-C in the indicative data line.

3-1.2.2 **Change or Correct Existing LDC without PS Form 50**

To change or correct an existing LDC, notify the TACS Help Desk to assign the appropriate LDC when:

1. A PS Form 50 action is not required, such as job bidding;
2. No LDC was assigned; or
3. A nonexistent or incorrect LDC is assigned.

3-1.2.3 **LDC Changes Entered into TACS**

LDC changes entered into TACS are effective the week they are entered. When multiple weeks are open in TACS, only changes to the max open week will change the LDC for succeeding weeks.

3-1.2.4 **Permanent LDC Changes**

Only permanent LDC changes are to be entered in the TACS Employee Maintenance module. Temporary changes in employee LDCs must be accounted for by use of PS Form 1236-A. See [3-2.2](#) for use of this form.

3-1.2.5 **Assignments or Changes of LDCs**

Assignments or changes of LDCs must be consistent with the LDC-CAG-D/A Table in [3-1.4.3](#).

3-1.3 **Time Clock Offices**

3-1.3.1 **Recording Employee's Time**

All time clock offices use an Electronic Badge Reader (EBR) to record employee's time. Manual timecard PS Forms 1230 and 1236-A are not utilized. The TACS Employee Maintenance module contains LDCs for each employee. Employee clock ring time and attendance (T&A) data is

transmitted to the accounting service center for payroll processing and is subsequently used in the production of workhour (NWRS) and labor utilization (LURS) reports. Employee T&A clock rings provide the basis for accumulating data by LDC for these reports.

3-1.3.2 **TACS Employee Maintenance Module**

The TACS Employee Maintenance module is used to establish LDCs in the TACS employee maintenance file. TACS LDC changes are sent to the payroll processing branch with each week's Time Certification Report. This submission updates the mainframe Employee Master File with the change and is used during payroll calculation for that pay week.

3-1.3.3 **TACS Program Edits**

TACS program edits are in place to prevent an invalid LDC from being assigned. However, if an invalid LDC is assigned, a subsequent program will override the error and default to a predetermined LDC. See Valid LDC-CAG-D/A Table in [3-1.4.3](#). For personnel actions in which a D/A change occurs, and if the old LDC is valid with the new D/A, no LDC default will occur.

3-1.4 **LDC-CAG-D/A Table**

3-1.4.1 **Assignment and Maintenance of LDCs Entered via PS Form 50**

Assignment and maintenance of LDCs entered via PS Form 50 or TACS must be valid by D/A Code and Cost Ascertainment Group (CAG) of the office. These LDC entries pass through a series of edits based on the table in [3-1.4.3](#). Records that do not pass the edits will default to a predetermined LDC or LDC 9900 and become the permanent LDC in the Employee Master File. Employee records defaulting to LDC 9900 must be researched to determine proper LDC assignment. Requests for LDC corrections are directed to the TACS Help Desk, with the exception of LDCs 6700 and 6900.

Note: All requests to update LDCs 6700 and 6900 must be sent to the Human Resources department. When an employee has returned to work, they are required to provide a medical statement to their supervisor immediately. Human Resources must be notified so the employee can be assigned to the appropriate LDC via PS Form 50 action. Until the PS Form 50 has been processed, the employee's hours should be transferred to a productive LDC using PS Form 1236-A.

3-1.4.2 **Data Entered via PS Form 1236-A, Weekly Loan, Transfer, and Training Hours**

Loan, transfer and training hour data entered via PS Form 1236-A (including the automated clock ring driven version) pass through the same edits. The "To" D/A and LDC for transfers and loans must be consistent with the table in [3-1.4.3](#) or the program will reject the transaction (TR) as a fatal error. Additional PS Form 1236-A edits appear in [3-2.5.4.3](#).

3-1.4.3 **Valid LDCs**

[Exhibit 3-1.4.3a](#) and [Exhibit 3-1.4.3b](#) list valid LDCs by type (Headquarters and Field) and CAG of the office. They also show the applicable D/A Codes for each permanent coding and for transfers. All permanent codes are also available for transfers

Exhibit 3-1.4.3a
Headquarters LDCs

LDC	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
68	Transfers Only			
80	All		11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9	
81	All		08-9, 11-0, 11-9, 16-8, 31-9, 38-9, 41-9, 51-9, 61-9, 81-9	
82	All		17-9, 47-9, 51-9	
83	All		11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9	
84	All		11-0, 11-9, 16-8, 31-9, 41-9, 51-9	
85	All		11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9	
86	All		11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9	
87	All		11-0, 11-9, 16-8, 31-9, 36-6, 41-9, 51-9, 61-9, 81-9	
88	All		11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9	08-9, 17-9
89	All		11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9	17-9, 47-9

Exhibit 3-1.4.3b
Field LDCs

LDC	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
00	Unassigned			
01	All	A-G	09-0, 06-7, 06-9, 11-9	
	Area	N	09-0, 11-9, 31-9, 41-9, 51-9	
02	All	A-G	11-0, 12-0, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
03	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
04	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
05	All	A-G	11-0, 12-0, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
06	Unassigned			

LDC	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
07	All	A-G	09-0, 11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-3	31-0, 41-0, 81-4
	Area	N	11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
08	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
09	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3	09-0, 81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
10	All	A-G	09-0, 11-9, 59-0	
	Area	N	09-0, 59-0	
11	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
12	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
13	All	A-G	11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
14	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
15	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-2, 81-3, 81-4, 82-0	
	Area	N	81-2, 81-3, 81-4	
16	All	A-G	11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
17	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	62-0, 81-3, 81-4	
18	All	A-G	11-0, 12-0, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 32-0, 33-5, 41-0, 42-0, 43-5, 59-0, 61-0, 61-7, 62-0, 63-5, 81-0, 81-2, 81-3, 81-4, 82-0, 83-5	81-2
	Area	N	81-3, 81-4	
19	Unassigned			
20	All	A-G	09-0, 11-9, 59-0	
	Area	N	09-0, 59-0	
21	All	A-L	13-4, 33-4, 43-4, 63-4, 83-4, 84-4	

LDC	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
22	Transfers Only			13-4, 33-4, 43-4, 63-4, 83-4, 84-4
23	All	A-G	13-4, 33-4, 43-4, 63-4, 83-4, 84-4	13-4, 33-4, 43-4, 84-4
24	Transfers Only			13-4, 33-4, 43-4, 84-4
25	All	A-L	70-0, 70-1, 70-5, 71-0, 72-0, 73-0, 74-0, 75-0, 76-0, 77-0, 78-0, 79-0	99-0
26	Transfers Only			13-4, 33-4, 43-4, 63-4, 83-4, 84-4
27	All	A-G	13-4, 33-4, 43-4, 63-4, 83-4, 84-4	
28	Transfers Only			13-4, 33-4, 43-4, 63-4, 83-4, 84-4
29	All	A-G	13-4, 33-4, 43-4, 63-4, 83-4, 84-4	
30	All	A-G	05-3, 09-0, 11-9, 19-0, 59-0	
	Area	N	09-0, 11-9, 19-0, 59-0	
31	All	A-G	11-0, 13-5, 15-3, 19-0, 21-0, 21-5, 23-5, 23-6, 25-3, 25-6, 31-0, 35-3, 41-0, 42-0, 45-3, 61-0, 61-7, 62-0, 65-3, 81-0, 82-0, 85-3	13-5, 23-5, 23-6, 33-5, 43-5, 63-5, 83-5
	Area	N	19-0	
32	All	A-J	15-1, 15-2, 25-1, 25-2, 25-4, 25-5, 35-1, 35-2, 45-1, 45-2, 65-1, 65-2, 85-1, 85-2	
33	All	A-L	11-0, 13-4, 15-1, 15-2, 15-3, 16-6, 16-7, 16-8, 16-9, 21-0, 21-5, 25-1, 25-2, 25-3, 25-4, 25-5, 25-6, 31-0, 33-4, 41-0, 43-4, 81-0, 83-4, 84-4	81-3, 81-4
34	All	A-J	11-0, 13-5, 21-0, 21-5, 23-5, 23-6, 25-2, 25-5, 31-0, 33-5, 41-0, 43-5, 61-0, 61-7, 63-5, 81-0, 83-5	
35	All	A-G	06-6, 06-7, 06-8, 06-9, 09-0, 19-0, 59-0	
	Area	N	11-9	
36	All	A-G	16-8, 36-8, 46-8, 66-8, 86-8	
37	All	A-J	16-7, 36-7, 46-7, 66-7, 86-7	
38	All	A-L	16-6, 36-6, 46-6, 66-6, 86-6	16-6, 46-6, 66-6
39	All	A-J	16-9, 19-0, 36-9, 46-9, 59-0, 66-9, 86-6, 86-9	16-6, 16-7, 16-8, 36-6, 36-7, 36-8, 46-6, 46-7, 46-8, 66-6, 66-7, 66-8, 86-6, 86-7, 86-8
40	All	A-L	09-0, 11-9, 59-0	
	Area	N	09-0, 59-0	
41	All	A-G	11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
42	All	A-G	11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	

LDC	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
43	All	A-G	11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
44	All	A-G	11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
45	All	A-G	11-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-4	81-8
	Area	N	81-4	
46	All	A-G	11-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0	81-3, 81-4
47	All	H-L	11-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-3, 81-4	81-8
48	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
49	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
50	All	A-G	09-0, 11-9	
	Area	N	09-0, 11-9	
51	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
52	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
53	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	81-3, 81-4	
54	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
55	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
56	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	

LDC	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
57	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	59-0
	Area	N	11-9, 81-3, 81-4	
58	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
59	Unassigned			
60	All	A-G	09-0, 11-9, 19-0, 39-0	
	Area	N	09-0, 11-9	
61	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
62	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
63	All	A-G	11-0, 11-1, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 41-1, 59-0, 61-0, 61-1, 61-7, 81-0, 81-3, 81-4	
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
64	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
65	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
	Area	N	11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
66	All	A-G	09-0, 11-0, 11-9, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-3, 81-4	
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
67	Valid for any D/A – CAG Combination (Assigned or Changed via Form 50)			
68	Transfers Only			
69	Valid for any D/A – CAG Combination (Assigned or Changed via Form 50)			
70	All	A-G	09-0, 11-9	
	Area	N	09-0, 11-9	
71	All	A-G	06-7, 06-9, 09-0, 11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-3	59-0, 81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
72	All	A-G	11-0, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 61-0, 61-7, 81-0, 81-3	59-0, 81-4
	Area	N	09-0, 19-0, 31-9, 41-9, 51-9, 81-3	
73	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-3	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	

LDC	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
74	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-3	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
75	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
	Area	N	81-3	
76	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
	Area	N	09-0, 19-0, 81-3	
77	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
78	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
79	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
	Area	N	81-3, 81-4	
80	All	A-L	08-0, 09-0, 09-1, 11-9, 19-0, 38-0, 58-0, 58-9, 81-8	
	Area	N	09-0, 11-9, 81-8	
81	All	A-G	09-0, 11-9	
	Area	N	09-0, 11-9, 31-9, 41-9, 51-9	
82	All	A-G	11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 59-0, 81-3	
83	All	A-G	11-0, 11-9, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
	Area	N	09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
84	All	A-G	09-0, 11-0, 11-9, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
	Area	N	11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
85	All	A-G	11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
	Area	N	11-9, 19-0, 31-9, 41-9, 81-3	
86	Unassigned – Field			
87	Unassigned – Field			
88	Transfers & Loans Only			
89	Transfers & Loans Only			
90	Transfer to Training Only			
91	Transfer to Training Only			
92	Transfer to Training Only			

LDC	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
93	Transfer to Training Only			
94	Transfer to Training Only			
95	Transfer to Training Only			
96	Transfer to Training Only			
97	Transfer to Training Only			
98	Transfer to Training Only			
99	Default Code (Accumulation of hours due to invalid LDC-CAD-D/A Combinations)			

3-2 Loan, Transfer, and Training Hours

3-2.1 General

3-2.1.1 Work Performed Outside Assigned LDC

Occasionally employees perform work outside of their assigned LDC. When this occurs, entries must be made to assign the correct LDC for accumulating workhours and associated dollars. For NWRS purposes, these occurrences fall into three categories: loan, transfer, and training.

Prior fiscal year adjustment transactions are accepted in Loan Transfer and Training System (LTATS) any time during the current fiscal year. However, to accommodate other reporting system limitations such as those found in NWRS, enter prior fiscal year adjustments before the close of the last full pay period of the year. LTATS transactions made after the close of the year to correct SPLY will be charged to the new fiscal year in NWRS.

3-2.1.2 Procedures for Loan, Transfer, and Training Hours

Loan, transfer, and training hours procedures are in place to ensure the correct accounting of hours and dollars for NWRS. PS Form 1236-A, *Weekly Loan, Transfer, and Training Hours*, captures this data for timecard offices. Loan, transfer, and training information is generated automatically for timeclock offices using clock ring data. Timecard and timeclock offices may use the TACS — LTATS Entry module for entering PS Form 1236-A data. Sections [3-2.2](#) and [3-2.3](#) contain specific loan, transfer, and training hour information for these offices. The LTATS processes transaction data to produce pay period Loan, Transfer and Training Hours Reports. The LTATS data from this report is utilized in the production of NWRS workhour reports, labor utilization reports, and several financial reports, including the Financial Performance Report (FPR).

3-2.1.3 Transfer Hours

Transfer hours are defined as workhours that are charged to a D/A Code or LDC, which is different from the employee's established D/A Code or LDC. Current period transfers are not authorized for rural carriers (From D/A 7X-X, LDC 2500) except to LDC 6800, Limited Duty.

3-2.1.4 **Loaned Hours**

Loaned hours are defined as any period of time worked at a unit with a different finance number than the employee's home office finance number. LTATS reports identify the home office with "loaned hours" and receiving office with "borrowed hours."

Note: If an employee uses leave while on a loaned assignment, the leave is charged to the home finance number. Leave cannot be loaned or transferred. Supervisor's Extra Straight Time cannot be transferred to the loaned assignment; these workhours (i.e. overtime) are charged to the home finance number.

3-2.1.5 **Training Hours**

Training hours, for financial reporting, are defined as follows:

- a. **Classroom Training.** All on-the-clock time spent by trainees receiving training or instruction from either a certified instructor or an authorized self-study course in a classroom away from the workroom floor.
- b. **Simulated Workroom Activities.** All on-the-clock time of trainees receiving training or instruction from a certified instructor in a classroom having the appearance of an actual work location, or an area of the workroom floor set aside for training purposes, or away from the regular production activities, and which involves no live mail.
- c. **Group Learning Activities.** All on-the-clock time of trainees receiving training or instruction from a certified instructor in the practical application of a classroom learned activity, even if some of the work performed is productive in nature.
- d. **Scheme Training.** All on-the-clock time spent learning a new scheme or scheme changes using training aids. This training may be done in a training room or in real cases, but in no instance will live mail for distribution be used.
- e. **Travel Time.** All compensable travel time spent traveling to and from any of the above training activities. Refer to Handbook F-21, *Time and Attendance*, Subchapter 260, and the *Employee and Labor Relations Manual* (ELM), Part 438, for rules concerning compensable travel time.

3-2.1.6 **Training Activities**

These are the only recognized training activities to be charged as training in NWRS (LDCs 9000–9800). Select the training LDC based on the following criteria:

- a. **Current Position.** Generally this is training provided to enhance an employee's performance in the current position and, therefore, relates directly to the employee's assigned LDC. In such cases, the training should be assigned to the employee's functional area. For example, if the training is widely applicable in nature, such as safety or EEO, the hours should be charged to the employee's base function, not to LDC 9600, *Training Human Resources*.

- b. **Developmental Training.** Training may be provided that is not directly related to the employee's current position and is done solely for developmental purposes to qualify the individual for promotion or future assignment. In such cases, if the training is related to another function, the training hours are charged to that function.

Note: Any training not consistent with the criteria listed above must be considered as on-the-job training and reported as actual workhours. In addition, all rural carrier training is to be reported in LDC 2500.

3-2.2 Timecard Offices

3-2.2.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours

It is mandatory for all Post Offices to complete PS Form 1236-A if they have loan, transfer, and training hours during a pay period.

3-2.2.2 Loan, Transfer, and Training Procedures for PS Form 1236-A

The loan, transfer, and training procedures that follow are required and afford control over accumulating hours for posting to PS Form 1236-A. The following procedures are consistent with current Postal Service policies and instructions.

3-2.2.2.1 Loan Hours

When an employee is temporarily assigned to a facility with a finance number other than their official duty station, a loaned hour situation occurs (see [3-2.1.4](#)). PS Form 1723, *Assignment Order*, must be completed to authorize the assignment. Upon receipt of PS Form 1723, the authorizer prepares PS Form 1234, *Utility Card*, for use by the employee in recording the loaned hours. Hours and premiums recorded on PS Form 1234 must be posted to PS Form 1230 for pay purposes. Total work and overtime hours must also be posted to PS Form 1236-A.

3-2.2.2.2 Transfer

It is the supervisors' responsibility to see that transfer hours, hours worked outside the employees assigned D/A or LDC, are recorded (see [3-2.1.3](#)). Employees must use PS Form 1234 for this purpose. Hours and premiums recorded on PS Form 1234 must be transferred to PS Form 1230 for pay purposes. Total work and overtime hours from PS Form 1234 will also be posted to PS Form 1236-A.

3-2.2.2.3 Training

When an employee is assigned to training, as defined in [3-2.1.5](#), the authorizer prepares PS Form 1234 for use by the employee in recording training hours. Hours and premiums recorded on PS Form 1234 must be posted to PS Form 1230 for pay purposes. Total work and overtime hours recorded on PS Form 1234 must also be posted to PS Form 1236-A.

3-2.2.3 **Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours**

At the end of each week, PS Form 1236-A, Weekly Loan, Transfer, and Training Hours, must be completed. PS Form 1236-A is to be entered into the LTATS entry screen before the close of the week. All offices are required to enter their PS Form 1236 into the LTATS entry module of TACS. If access is not available contact your district's finance office. These are the procedures for completing PS Form 1236-A.

1. At the end of each week, summarize on PS Form 1236-A all work and overtime hours that are to be loaned, transferred, or recorded as training.
2. Organize and record loaned hours data:
 - a. Arrange PS Forms 1234 for loaned hours, or other documents used to record loaned data, into groups by employee's base D/A and LDC.
 - b. Further separate into groups by D/A code, LDC, or finance number, where the hours are loaned.
 - c. Total the work and overtime hours for each group and post to that week's PS Form 1236-A.
 - d. Post the D/A and LDC from where the hours are to be subtracted in the "From" blocks.
 - e. Post the work and overtime hours in their proper blocks.
 - f. In the "To" block, post the D/A, LDC and finance number where the hours are to be added.
 - g. The "To" D/A and LDC must be consistent with the table in [3-1.4.3](#) for the CAG/finance number of the borrowing office.
3. Organize and record transferred hours:
 - a. Arrange PS Forms 1234 for transferred hours, or other documents used to record transferred data, into groups by employee base designation/activity codes and labor distribution codes.
 - b. Further separate each group by D/A code or LDC where the hours are to be transferred.
 - c. Total the work and overtime hours for each group and post to the week's PS Form 1236-A.
 - d. In the "From" block of the statistics section, post the D/A and LDC from which the hours are to be subtracted.
 - e. Post the total number of work and overtime whole hours in the proper blocks.
 - f. Post in the "To" block the D/A and LDC to which the hours are to be added.
 - g. The "To" D/A and LDC combination must be consistent with the table in [3-1.4.3](#).

4. Organize and record training hours:
 - a. Arrange PS Forms 1234 for training hours, or other documents used to record training data, by employee’s base D/A and LDC.
 - b. Further separate training to LDCs where the hours are to be added.
 - c. Only those training hours as defined in [3-2.1.5](#) are to be posted to PS Form 1236-A.
 - d. Total each group and post to PS Form 1236-A.
 - e. In the “From” block, post the D/A and LDC from where the hours are to be subtracted.
 - f. Post the work and overtime hours in their proper blocks.
 - g. In the “To” block, enter D/A 99-9 and the training LDC (9000–9800) which identifies the function to which the training is to be charged.

Sample Training Transfer

From Data						To Data				
Finance	D/A	LDC	PL	Work	OT	Finance	D/A	LDC	PL	Yr PP W
109999	110	4300		16			999	9400		

5. At the end of the week:
 - a. Summarize all similar entries from the week to the PS Form 1236-A.
 - b. Only whole hours are posted to PS Form 1236-A.
 - c. If additional lines are required due to the quantity of entries, use separate PS Forms 1236-A as needed.
 - d. Enter page numbers, if required, in the lower right corner of the form.
6. PS Form 1236-A can also be used to enter prior period adjustments to correct any hours that have been improperly allocated.
 - a. Adjustments are indicated by entering the applicable year, pay period, and week in columns “i”, “j”, and “k.”
 - b. Information is entered as indicated in 322.32 through 322.34, except for entries necessary to reduce training and increase workhours. In this case, enter 888 in the “To” D/A block; enter the original training LDC (9000-9800) in the “To” LDC block.
 - c. The “From” D/A and LDC block will contain the D/A and LDC for which workhours are to be increased.
 - d. Enter, in whole hours, the number of work and overtime hours to be adjusted.
 - e. To adjust a loan transaction to an incorrect office, the “borrowing” office must input a reversing entry, i.e., the borrowing office becomes the loaning office and the loaning office becomes the borrowing office.

Sample Training Transfer Correction

From Data						To Data				
Finance	D/A	LDC	PL	Work	OT	Finance	D/A	LDC	PL	Yr PP W
109999	110	4300		16			888	9400		

3-2.3 **Timeclock Offices**

3-2.3.1 **PS Form 1236-A, Weekly Loan, Transfer, and Training Hours**

PS Form 1236-A, *Weekly Loan, Transfer, and Training Hours*, is produced automatically, within the T&A System in the timeclock environment. The data is transmitted each week to the mainframe with the T&A supplemental pay processing for use in the loan, transfer, and training hour report. The TACS – LTATS Detail Estimated Transactions Report (TAC860R3) is available daily or weekly for all timeclock offices.

3-2.3.2 **Hours Generated from Employee Clock Rings**

Loan, transfer, and training hours are generated from employee clock rings in timeclock offices. It is the supervisor’s responsibility to ensure that employees use the correct Management Operating Data System (MODS) operation number when recording clock rings. Employees must record their time in the operation in which they are working. The use of an incorrect operation number may cause erroneous accounting of loaned, transferred, or training hours.

3-2.3.3 **Transfer**

When an employee performs work outside of the assigned D/A or LDC, a transfer occurs.

3-2.3.3.1 **Master File**

The time and attendance employee master file contains the D/A code and LDC assignment for each employee. These two codes, along with the MODS operation number, identify the work the employee normally is assigned to perform. [Appendix A](#) contains the crosswalk of MODS operations to LDCs. Section [3-1.4.3](#) shows the crosswalk of D/A Codes to LDCs.

3-2.3.3.2 **Operation Number**

The program compares the operation number used (in the clock ring) with the employee’s D/A code and LDC. When a difference occurs, a transfer is generated automatically. These hours are captured for the automated PS Form 1236-A processing at which time the transfer between LDCs occurs. The transfers appear on the TACS – LTATS Detailed Estimated Transactions report and the TACS – PPWK Final Time Certification report.

3-2.3.3.3 **TACS – PPWK Final Time Certification Report**

The TACS – PPWK Final Time Certification report for each week reflects the computation of transfer hours separately from the base or higher level timecard records which are used for pay purposes.

3-2.3.4 **Loaned Hour Situation**

When an employee is temporarily assigned to work in a facility other than his official duty station, a loaned hour situation occurs.

3-2.3.4.1 **PS Form 1723, Assignment Order**

PS Form 1723, *Assignment Order*, is to be prepared to direct the employee to perform the temporary duties. While performing these temporary duties, the employee workhours must be recorded in the appropriate MODS operation number. If the “Loaned To” finance number does not reside in the “From” TACS database instance, the appropriate MODS special operations numbers 988-997 are to be used as listed:

Operation Number	D/A
988 Loaned as Officer-in-Charge	08-0
989 Loaned to Headquarters	11-9
990 Loaned as Supervisor	09-0
991 Loaned as Clerk	X1-0
992 Loaned as Mailhandler	X2-0
993 Loaned as Carrier	X3-4
994 (Future use)	X4-0
995 Loaned as VMF Mechanic	X5-3
996 Loaned as Maintenance Building Services	X6-6
997 Loaned as Rural Carrier	76-0

X-Indicates that the system will determine the first digit of the D/A code based on first digit of the base Employee D/A code.

3-2.3.4.2 **Calculating Loaned Hours**

Loaned hours are calculated from clock rings based on the operation number recorded within the clock rings. The operation number used provides a “To” D/A code associated with the loaned hours. In addition to the “To” D/A code, it is necessary to also identify loaned hours with a “To” finance number and a “To” LDC.

3-2.3.4.3 **Temporary Job Assignment**

TACS utilizes the Employee Maintenance module to create a temporary job assignment when the assignment length is a week or longer. The “Temporary Job Assignment” facilitates the automatic loan or transfer of hours. Temporary job assignments are built from the PS Form 1723, *Assignment Order*. Note that temporary changes have no effect on pay location designation.

3-2.3.4.4 **Consolidating Loaned Hours**

At the end of each week, TACS consolidates loaned hours for common “From” and “To” D/A codes, LDCs and finance numbers for producing the loan, transfer, and training transactions. These transactions are summarized on the TACS – LTATS Weekly Summary Report (TAC860R3).

3-2.3.5 **Recording Training Hours**

Employees undergoing training, as defined in [3-2.1.5](#), must record the hours in appropriate training operation numbers (780–789) for transfer to the correct training LDC.

3-2.3.5.1 **Calculating Training Hours**

Training hours are calculated from clock rings using operations 780–789. Employees undergoing training record time in the operation number which identifies the function for which the training is to be charged.

3-2.3.5.2 **Consolidating Training Hours**

At the end of each week, the program consolidates training hours for common “From” D/A codes and LDCs for producing the loan, transfer, and training transactions.

3-2.3.6 **Entering Prior Period Adjustments**

Prior period adjustments are entered using the TACS – LTATS Entry module.

- a. The “From” and “To” D/A and LDC must be entered. These spaces must not be left blank.
- b. Work and overtime are entered in whole hours.
- c. Adjustments for training must have a “To” D/A of 888 if hours are being subtracted from training, or 999 if hours are being added to training.
- d. Loaned adjustments are recognized by the presence of a “To” finance number (cannot be the finance number of the office of input).
- e. Enter the year, pay period and week to which the hours are related.
- f. Prior week adjustments cannot be made for pay periods prior to the first pay period of the immediately prior fiscal year, for the current pay period or for future pay periods.
- g. The “To” D/A and LDC must be consistent with the table in [3-1.4.3](#).

3-2.4 **Distributed Data Entry Loan, Transfer, and Training System Mainframe Data Entry**

3-2.4.1 **Primary Entry Point**

The primary entry point for a loan, transfer, and training transaction is the TACS – LTATS Entry module. However, the Loan, Transfer, and Training System (LTATS) mainframe application is available using Minneapolis Distributed Data Entry (MN DDE) for data entry as a backup alternative should the time and attendance system become unavailable.

3-2.4.2 **LTATS Edits**

The LTATS edits are exactly the same as on the AAB228 report. A complete listing of these edits is included in [3-2.5](#).

3-2.4.3 **Reports on Data and Accuracy**

LTATS has two reports which give specific information regarding submitted data and its accuracy.

3-2.4.3.1 **Transaction Detail Listing Report (AAB44O)**

The Transaction Detail Listing Report (AAB44O) provides a listing of all transactions, good and bad, currently on file for each finance number within a Finance Data Control (FDC). The report is a facsimile of each transaction as it appeared on the LTATS transaction entry screen.

3-2.4.3.2 **Office Activity Summary Report (AAB45O)**

The Office Activity Summary Report (AAB45O) provides the FDC office with a summary of activity within the FDC for the processing pay period. Each office within the FDC is listed in CAG & Finance Number sequence, along with the to-date activity (number of good transactions and number of outstanding errors) for the office. This report provides the ability to research and edit the adjustments, thus resulting in more accurate data being passed to NWRS.

3-2.5 **Loan, Transfer, and Training Hours Report (AAB228P1)**

3-2.5.1 **Frequency of Report Production**

The Loan, Transfer, and Training Hours Report is produced each pay period by the system. Transaction sources are from manually entered PS Form 1236-A inputs, and from TACS clock ring generated loan, transfer, and training transactions.

3-2.5.2 **Data in Report**

The report is produced for each FDC and reflects loaned, borrowed, transferred, and training category data for each office (finance number) in the FDC. FDC reports are consolidated to district summaries. Office reports are sequenced by finance number for each FDC. Data elements displayed are the "From" and "To" D/A and LDCs, work and overtime hours, dollars and error messages. Office totals by category for current and prior periods follow the detail data section. Office category totals are summarized to CAG totals. CAG totals are summarized to produce district category totals.

3-2.5.3 **Data by Line and Category**

The first data line on the report always identifies the reporting office by finance number, CAG, and name. Categories appear in the following sequence: error messages, loaned to, borrowed from, transfers, and training. Data for each category is sorted as follows: From D/A, From LDC, HOURS, To D/A, To LDC, To Finance Number and Name (for loaned to and borrowed from) and Adjusted Pay Period and Year (blank for current period data).

3-2.5.4 **Column Headings**

Column headings are self-descriptive in most cases; however, some explanation is provided in the following sections.

3-2.5.4.1 **Calculating Dollar Amount**

The dollar amount is calculated using an average hourly workhour rate for straight and overtime hours, at the finance number, D/A, and LDC levels. These rates are developed each pay period using current pay data and exclude benefits and paid leave.

3-2.5.4.2 Processing Records

All loan, transfer, and training hours records are processed through edit programs. The “Messages” column explains why some entries received a fatal (F) or warning (W) error message. Data for fatal errors are neither included in the body of the AAB228P1 Report nor passed to other programs for use in subsequent reports. These errors must be corrected and reported again correctly as a prior period adjustment on PS Form 1236-A, through the TACS – LTATS Entry module. Data for warning errors are included in the AAB228P1 Report and subsequent reports. The warning message indicates something about the entry is questionable.

3-2.5.4.3 Fatal and Warning Error Conditions

Following is a list of Fatal (F) and Warning (W) error conditions:

- a. Reporting Finance Number Edits:
 - (1) F – FROM FIN MUST BE NUMERIC – Alpha character or incomplete finance number present in reporting finance number field.
 - (2) F – REPORTING FIN NO INVALID – Reporting finance number is invalid.
- b. From D/A Code Edits:
 - (1) F – FROM D/A MUST BE NUMERIC – Alpha characters or incomplete designation/activity (D/A) present in FROM D/A field.
 - (2) F – FROM D/A INVALID – The FROM designation/activity code is not a valid D/A.
 - (3) F – INVALID FROM DA/CAG/MOD COMB – The FROM designation/activity code is not valid at the reporting office.
 - (4) F – INVALID FROM DA/LDC COMB – The FROM designation/activity code is not valid with the FROM LDC.
 - (5) F – 888/999 – TO D/A ONLY – Training D/A codes are not valid FROM D/As.
 - (6) F – RURAL XFER: MUST BE ADJ. – Both FROM and TO D/A are 7X-X. Must enter next pay period as an adjustment.
- c. From LDC Edits:
 - (1) F – FROM LDC MUST BE NUMERIC – Alpha character or incomplete LDC present in FROM LDC field.
 - (2) F – FROM LDC INVALID – The FROM LDC is not a valid LDC.
 - (3) F – INVALID FROM DA/LDC COMB – The FROM LDC is not valid with the FROM D/A Code.
 - (4) F – LDC 69 FOR XFER ADJ. ONLY – LDC 69 cannot be transferred unless the transfer is an adjustment transaction.
- a. Workhours Edits:
 - (1) F – NO HOURS ENTERED – Workhour and OT hour fields are both blank.
 - (2) F – WORK HRS MUST BE NUMERIC – Alpha character or incomplete data present in workhour field.

- (3) F — MAX WORK HRS EXCEEDED — Total workhours exceed limit for the FROM D/A-CAG combination.
- (4) F — MAX TRANSFER HRS EXCEEDED — Total workhours exceed limit for the TO D/A-CAG combination.
- b. Overtime Hours Edits:
 - (1) F — NO HOURS ENTERED — Workhour and OT Hour fields are both blank.
 - (2) F — OT HOURS MUST BE NUMERIC — Alpha character or incomplete data present in overtime field.
 - (3) F — OT EXCEEDS WORK & NOT ADJ. — Overtime hours exceed workhours and transaction is not an adjustment.
 - (4) F — OT EXCEEDS 3999 HOURS — Maximum overtime hours for an adjustment is 3999 hours.
 - (5) F — MAX OT HOURS EXCEEDED — Total overtime hours exceeds limit for DA/CAG combination.
- c. To D/A Code Edits:
 - (1) F — TO D/A MUST BE NUMERIC — Alpha character or incomplete D/A present in TO D/A field.
 - (2) F — TO D/A INVALID — The TO designation/activity code is not a valid D/A.
 - (3) F — INV TO DA/CAG/MOD COMB — The TO designation/activity code is not valid at the reporting office or, if a loan transaction, not valid at the LOAN TO office.
 - (4) F — INVALID TO DA/LDC COMB — The TO designation/activity code is not valid with the TO LDC at the reporting office or, if a loan transaction, not valid at the LOAN TO office.
 - (5) F — RURAL XFER: MUST BE ADJ. — Both FROM and TO D/A are 7X-X. Must enter next pay period as adjustment.
- d. To LDC Edits:
 - (1) F — TO LDC MUST BE NUMERIC — Alpha character or incomplete data present in TO LDC field.
 - (2) F — TO LDC INVALID — The TO LDC is not a valid LDC.
 - (3) F — INVALID TO DA/LDC COMB — The TO LDC is not valid with the TO D/A Code at the reporting office or, if a loan transaction, not valid at the Loan To office.
 - (4) F — LDC 69 FOR XFER ADJ. ONLY — LDC 69 cannot be transferred unless the transfer is an adjustment transaction.
 - (5) TO LDC 99 IS FOR ADJ. ONLY — Hours can be transferred to LDC 99 only as a prior period adjustment.
- e. Loan to Finance Number Edits:
 - (1) F — TO FIN MUST BE NUMERIC — Alpha character or incomplete finance number present in the loaned to finance number field.
 - (2) F — INVALID TO FINANCE NUMBER — Loan to finance number is invalid.

- (3) F – INV LOAN: FM FN = TO FN – The reporting finance number is the same as the LOAN TO finance number.
 - (4) F – MAX LOAN HOURS EXCEEDED – Total loan hours exceeds limit for D/A-CAG combination at the loan to office.
 - (5) F – LOAN 7XX to 7XX: ADJ. ONLY – Hours within the rural carrier craft must be adjustments.
- f. Adjustment Pay Period/Year Edits:
- (1) F – ADJ PP/YR NOT NUMERIC – Alpha character or incomplete data present in the adjustment pay period/year field.
 - (2) F – ADJ PP MUST BE 01-27 ONLY – Pay period in adjustment transaction is not a valid pay period.
 - (3) F – ADJ PP NOT PRIOR PERIOD – Pay period/year in adjustment transaction is either the current pay period, or a valid future pay period.
 - (4) F – CURR FY OR 1 PRIOR ONLY – Pay period/year in adjustment transaction is prior to first pay period of previous fiscal year.
- g. Training Record Edits:
- (1) F – INV TRNG: FM D/A = 7XX – Training hours are not valid for rural carriers. Report training for these employees as regular workhours.
 - (2) F – 888/999 – TO D/A ONLY – Training designation/activity codes are not valid FROM D/As.
 - (3) F – 888-ADJUSTMENTS ONLY – Training D/A 888 can only be used in an adjustment transaction.
 - (4) F – TRNG D/A & NON-TRNG LDC – The TO D/A is 888 or 999 but the TO LDC is not 90-98.
 - (5) F – TRNG LDC & NON-TRNG D/A – The TO LDC is 90-98 but the TO D/A is not 888 or 999.
 - (6) F – MAX TRAINING HRS EXCEEDED – Hours transferred to training exceed those authorized for the reporting office per the following table:

CAG	Hours Cannot Exceed
A-B	29999
C-G	999
H-L	99
M-Z	999

- h. Transfer Record Edits:
- (1) F – INV TRFR: FM/TO D/A-LDC EQL – The FROM and TO D/A-LDC combination are identical – no transfer possible.
- i. Blank FROM/TO D/A Edits:
- (1) W – INVALID USE OF BLANK D/A – The FROM/TO D/A Codes may be left blank under the following conditions.
 - (a) Reporting finance number must be in CAG A-G range.

- (b) Both the FROM D/A and the TO D/A must be blank.
 - (c) FROM LDC must be 11, 12, 13, 14, 21, or 48. If a prior pay period adjustment, either the FROM LDC or the TO LDC must be 11, 12, 13, 14, 21, or 48.
 - (d) The TO LDC must be valid with D/A 11-0 or 13-4.
 - (e) The transaction cannot be a loan transaction.
 - (f) FROM/TO D/A Compatibility Edits:
- (1) W – CHECK FM & TO D/A CODE COMB – This error message indicates an improbable combination of D/A fields. (Example: Full-time D/A code transferring to a temporary D/A code). Consult the table below for the acceptable TO D/A formats applicable with each FROM D/A code.

From D/A	Acceptable To D/A
0XX	0XX, 1XX
1XX	0XX, 1XX
3XX	0XX, 3XX
4XX	0XX, 4XX, 7XX
5XX	0XX, 1XX, 5XX
6XX	6XX
7XX	0XX, 1XX, 4XX, 7XX

3-2.5.4.4 **Hours Edit Table**

Each line item reported as loaned, transferred or training is edited based on “From” designation and total workhours. Entries that exceed the hours shown in the table below will be rejected. If the rejected entry is valid, the hours may be resubmitted as multiple records.

Table A: Transfer (From) Designation

CAG	0X	1X	2X	3X	4X	5X	6X	7X	8X	9X	080
A	9999	49999	29999	29999	2999	999	9999	999	99	1999	99
B	999	29999	3999	14999	999	999	999	999	99	1999	99
C	999	29999	999	9999	999	999	999	999	99	1999	99
D	399	3999	399	9999	399	399	599	999	99	399	99
E	199	3999	399	9999	199	399	599	999	99	399	99
F	99	3999	199	9999	199	199	399	999	99	199	99
G	99	3999	199	9999	199	99	399	999	99	199	99
H	99	199	99	299	99	99	99	999	99	0	99
J	99	199	99	299	99	99	99	999	99	0	99
K	99	199	99	99	99	99	99	999	99	99	99
L	99	99	99	99	99	99	99	999	99	99	99
M	999	1999						999	999	0	999
N										49999	
O										29999	
P										29999	

CAG	0X	1X	2X	3X	4X	5X	6X	7X	8X	9X	080
Q										3999	
R										3999	
S										3999	
T										3999	
Z										999	

3-2.5.4.5 **Loaned Hours Edit Table**

Each line reflecting “loaned” hours is edited based on the “To” designation, the CAG of the “Loaned To” (borrowing) finance number and total workhours. Entries which exceed the hours shown in the table below will be rejected. If the rejected entry is valid, the hours may be resubmitted as multiple records.

Table B: Transfer (To) Designation

CAG	0X	1X	2X	3X	4X	5X	6X	7X	8X	9X	080
A	9999	49999	29999	29999	2999	999	9999	999	99	999	99
B	999	29999	3999	7999	999	999	999	999	99	999	99
C	999	29999	999	4999	999	999	999	999	99	999	99
D	399	999	399	399	399	399	399	999	99	399	99
E	199	999	399	399	199	199	199	999	99	399	99
F	99	199	0	199	199	0	99	999	99	199	99
G	99	199	0	199	199	0	99	999	99	199	99
H	99	199	0	99	0	0	99	999	99	0	99
J	99	199	0	99	0	0	99	999	99	0	99
K	99	199	0	0	0	0	0	999	99		99
L	99	0	0	0	0	0	0	0	99		99
M	999	1999		0	0	0	0	999	999	0	99
N											
O											
P											
Q											
R											
S											
T											
Z											

3-2.5.5 **Information Added to Generate Financial Reports**

The loan, transfer, and training information contained in this report, other than fatal errors, is added to pay period payroll processing information to generate NWRS and other financial reports, including the Financial Performance Report (FPR).

3-2.6 **Invalid LDC Report (AAB233P1)**

3-2.6.1 **Information in Invalid LDC Report**

The Invalid LDC Report is produced on a pay period basis and identifies invalid LDCs contained in employee pay records. The report identifies the individual, the default LDC (always 9900) and the hours and dollars (straight and overtime) recorded for the default LDC. The default is caused by an LDC coding error on either PS Form 50, or TACS Employee Maintenance Module.

3-2.6.2 **Availability of Invalid LDC Report**

The Invalid LDC Report is available on the mainframe using National View Direct reports. Affected offices must correct the employee's LDC by using the Employee Maintenance module in TACS. The hours must also be transferred from LDC 9900 to the correct LDC as a prior period adjustment using the TACS – LTATS Entry module.

3-3 Budget Plan

3-3.1 **General**

3-3.1.1 **Planning and Controlling Personnel Expenditures**

The Postal Service budgeting process incorporates the concept of planning and controlling personnel expenditures by function. Through workhour reports and labor utilization reports, the NWRS provides Postal Service managers with timely, detailed data to monitor and analyze actual performance compared to plan.

3-3.1.2 **Development of Workhour Plans**

The budget process requires that all workhour plans be developed in NWRS LDC methodology. The development of plan data, at the LDC level, requires the direct involvement of functional managers at all levels.

3-3.2 **Reserved**

--- Reserved for future use ---

3-3.3 **Advancements and Relegations**

3-3.3.1 **Adjustments for Advancement or Relegation of a Post Office**

Upon notification of advancement or relegation of a Post Office (e.g., MOD to non-MOD or change in CAG status), payroll processing adjusts all necessary files automatically. This change, effective at the start of the next fiscal year, will cause the office to be reported in accordance with its new status.

3-3.3.2 **Recasting of LDC Data for SPLY**

LDC data for SPLY purposes is recast as follows:

- a. ROG Code 2 or 3 (CAG A–G) to ROG Code 4 (CAG A–G)

LDC	to	LDC
09		48
10		40
11		43
12		43
13		43
14		43
15		43
16		43
18		43
76		48
77		48
78		48

- b. ROG Code 4 (CAG A–G) to ROG Code 6 or 7 (CAG H–L)

LDC	to	LDC
01		40
02		47
03		47
04		47
05		47
08		47
20		40
23		21
24		21
27		21
30		40
31		47
32		47
33		47
34		47
35		40
36		47
37		47
39		47
42		47
43		47
44		47
48		47
49		47
50		40
52		47

LDC	to	LDC
54		47
55		47
56		47
57		47
60		40
61		47
62		47
63		47
64		47
68		47
70		40
71		47
72		47
73		47
74		47
75		47
79		47
81		40
82		47
83		47
88		40
89		47

- c. ROG Code 6 or 7 (CAG H-L) to ROG Code 4 (CAG A-G)

LDC	to	LDC
47		48

- d. For advancements, such as ROG 6 or 7 to ROG 4 or ROG 4 to ROG 2, there is no automatic recast of SPLY LDC data (except as noted above). The individual office is required to recast SPLY as appropriate.

3-3.4 **Rural Carrier Workhours**

Hours for LDC 25, *Rural Delivery*, are calculated as shown in the following sections.

3-3.4.1 **Regular Rural Carriers (DES 71) FLSA Code “B” and “N” and Substitute Rural Carriers (DES 72) FLSA Code “B”**

The daily evaluated hours are calculated by dividing the weekly evaluated pay hours (calculated from data submitted on PS Form 4241) by 6 (H or M routes), 5.5 (J routes) or 5 (K routes) times the number of days worked in the week. Weekly evaluated pay hours appear on the computer generated PS Form 4241-A (identified as “HD HRS” Heavy Duty Hours). Overtime is reported over 12 hours per day or 56 hours per week for Fair Labor Standards Act (FLSA) Code B. Overtime is reported over 40 hours per week for FLSA Code N.

3-3.4.2 **Regular Rural Carriers (DES 71) and Substitute Rural Carriers (DES 72) FLSA Code “A”**

Actual workhours as reported on PS Form 1314, *Regular Rural Carrier Time Certificate*. Overtime is reported over 8 hours per day or 40 hours per week.

3-3.4.3 **Substitute Rural Carrier (DES 73), Part-time Flexible Rural Carrier (DES 76), Rural Carrier Associate (DES 74 and 78), Rural Carrier Relief (DES 75), Auxiliary Rural Carrier (DES 77) and Temporary Relief Carrier (DES 79) Serving on any Rural Route**

Hours are calculated as in [3-3.4.1](#) above. However, when combined actual workhours exceed 40 hours per week, the actual hours as in [3-3.4.2](#) above are reported. Overtime is reported over 40 hours per week.

3-3.4.4 **City Employees Working on Rural Routes**

The city employees hours are processed as transfers using “To” DES 71. For Time Card offices actual hours are reported on PS Form 1236-A. Time Clock offices are automatic transfers based on employee clock rings.

3-3.4.5 **Rural Training Hours**

All rural training hours are charged to LDC 2500 as workhours. No transfer is required.

4 Reports

4-1 General

The Time and Attendance Collection System (TACS) provides weekly and pay period workhour reports for TACS offices. TACS payroll data is stored in the Enterprise Data Warehouse (EDW). Monthly workhour and dollar reports can be produced from the EDW Accounting Data Mart (ADM).

4-2 Report Levels

Workhour and labor utilization reports are available at each management level from individual finance numbers to the national summary level.

4-3 TACS Reports

TACS provides time and attendance reporting much like the previous Postal Source Data System (PSDS) timekeeping system. TACS reports are available to managers on the intranet at http://blue.usps.gov/tacs/tacs_reports.htm. Descriptions of TACS reports are provided in [Appendix B](#).

4-4 EDW/ADM Reports

4-4.1 **National Workhour Report**

4-4.1.1 **General**

The National Workhour Report is available in the Enterprise Data Warehouse Accounting Data Mart (EDW/ADM) on a monthly and year-to-date basis using workhours from individual employee pay records, including adjustments, and loaned, transferred and training hours from PS Form 1236-A. These are the hours used in the calculation of an employee's salary. The National Workhour Report reflects Actual, Plan, Prior FY, and percent difference from Plan and Prior FY for the current period and year-to-date (YTD) for the functional categories and LDCs within each function.

4-4.1.2 **Workhour Reports and Summary Reports**

Workhour reports are available for each finance number. Summary reports are available for each reporting level detailed in [4-2](#).

4-4.1.3 **Column Descriptions**

Column Descriptions are as follows:

- a. *Actuals* — Workhours by LDC taken from the pay data file generated through payroll processing. PS Form 1236-A, *Weekly Loan, Transfer, and Training Hours*, are processed and added to the pay data file before extracting NWRS hours. Overtime is included in the LDC totals, and also appears separately for each function, as a non-add item. Training hours are listed separately in each function and are included in the function total.
- b. *Plan* — Represents the approved budget plan for each LDC. Plan data, by LDC, is extracted from the National Budget System (NBS). Additional plan inputs are not required to support NWRS. LDC plans are summed to a function plan.
- c. *Plan Variance* — Actual hours minus Plan hours for the current period.
- d. *Percent Plan* — Percent difference of actual hours to plan hours. Actual hours are compared to plan hours for each LDC and function. Actual hours minus planned hours are divided by planned hours and multiplied by 100. The percent difference is expressed to one decimal point. The minus (-) sign indicates the percentage difference is under plan.
- e. *Prior FY* — Actual hours, by LDC and function, for the same period of the prior fiscal year, plus adjustments generated through PS Forms 1236-A and 2240. Prior year PS Form 1236-A adjustments are processed and applied each pay period. Adjustments for previous pay periods are added to the Prior FY YTD. Adjustments for future pay periods are included in the report for that pay period.
- f. *Prior FY Variance* — Actual hours for the current period, minus hours for the same period for the prior fiscal year.
- g. *Percent Prior FY* — Percent difference of actual hours to prior year hours. Actual hours are compared to hours for the same period of the prior year for each LDC and function. Actual hours minus Prior Year hours are divided by Prior Year hours and multiplied by 100. The percent difference is expressed to one decimal point. The minus (-) sign indicates the percentage difference is under Prior Year.
- h. *Year-to-date (YTD)* — for Actual, Plan, Plan Variance, percent to Plan, Prior FY, Prior FY Variance, percent to Prior FY. Accumulation of data from week one of the fiscal year through the period covered by the report. Prior period adjustments are included in the YTD totals.

4-4.1.4 **Office Totals**

Office totals appear at the end of the report as follows:

- a. Subtotal of Functions 0 through 8 less training plus LDC 99.
- b. Training — Sum of LDC 90–98.

- c. Limited Duty — LDC 68.
- d. Rehabilitation — LDC 69.
- e. Grand Total — Sum of subtotal a. in [4-4.1.3](#), Training, Limited Duty, and Rehabilitation hours.
- f. Total Overtime Hours — Sum of overtime hours for each function.
- g. Total Penalty Overtime Hours — Sum of penalty overtime hours for each function.
- h. Total Sick Leave Hours — Sum of sick leave hours for each function.
- i. Grand Total Prior Period Adjustments — Sum of prior period adjustments for each function.
- j. Grand Total Prior Year Adjustments — Sum of prior fiscal year adjustments for each function.

4-4.2 Labor Utilization Report

4-4.2.1 General

The Labor Utilization Report (LUR) is available in the EDW/ADM on a monthly and year-to-date frequency using data from individual employee pay records and PS Form 1236-A records. The report reflects hours worked, leave taken, hours paid, salaries paid, benefits paid, and hourly rates for paid hours and workhours for each LDC and function. Accrued salary and benefit expenditures that are included in the payroll system appear on this report. Function totals are summed to office totals. Current period and year-to-date data is available. Prior period adjustments, generated through PS Forms 1236-A and 2240, are included in the YTD totals as appropriate. Prior year adjustments are included in the current period YTD LDC and function totals, where appropriate, and are listed as a separate line item. LDC lines with no current or YTD data will be suppressed.

4-4.2.2 Availability for Finance Number

Labor Utilization Reports are available for each finance number.

4-4.2.3 Column Descriptions

Column descriptions are as follows:

- a. *Code & Description* — Identifies the LDCs and the NWRS functions. NWRS default code (99) appears as a separate line item in the Training Function. This provides hours and dollars for Training (LDCs 90–98) and default code activities. Function data is summed and appears on a total line.
- b. *Workhours* — Workhours for each LDC, function, and office total taken from the LDC, function, and office totals appearing on the Workhour Report.
- c. *Overtime* — Overtime hours for each LDC, function, and office total taken from the Workhour Report. Overtime hours are non-add since they are included in the workhours.

- d. *Penalty Overtime* — Penalty overtime hours for each LDC, function, and office total. Penalty overtime hours are non-add as they are included in overtime hours.
- e. *Sick Leave* — The hours of sick leave used by all employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate sick leave to LDC and function totals.
- f. *Annual Leave* — The hours of annual leave used by all employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate annual leave to LDC and function totals.
- g. *Leave Without Pay (LWOP)* — The hours of leave without pay used by employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate LWOP to LDC and function totals.
- h. *Other Leave* — The hours of the remaining paid leave used by all employees within an LDC and function. Holiday leave is included in this category. The LDC appearing on the employee master record is used to accumulate other leave types to LDC and function totals.
- i. *Hours Paid* — The total number of hours paid in each LDC and function. Hours paid is the sum of the workhours, sick leave, annual leave and other leave columns. Due to rounding procedures, the sum of these four columns may differ slightly from the hours paid total.
- j. *Salary* — The salary dollars for all employees within each LDC and function, plus the dollars representing accrued annual leave and accrued holiday leave. Salaries include straight time, overtime, premiums, sick leave, and other paid leave.
- k. *Benefits* — Includes the postal service contribution toward employee benefits. These benefits are retirement, Medicare, life insurance, health benefits, uniform allowance, and FICA when applicable.
- l. *Salaries & Benefits* — The combined total of Salary dollars (item j) and Benefits dollars (item k).
- m. *Percent Benefits* — Percentage of Benefits dollars to total Salaries & Benefits.
- n. *Total Overtime Dollars* — The total dollars (excluding fringe benefits) paid for overtime premium pay. Includes regular overtime and penalty overtime.
- o. *Paid Hourly Rate* — Calculated for each LDC and function by dividing the hours paid into the dollar expenditures for salaries and benefits. A paid hour rate is also calculated using total office data.
- p. *Workhour Rate* — Calculated for each LDC and function by dividing the workhours into the dollar expenditures for salaries and benefits. A workhour rate is also calculated using total office data.

4-4.3 **Recast Reports**

4-4.3.1 **Primary Use of Workhour and Labor Utilization Reports**

The Workhour and Labor Utilization Reports are used primarily to analyze performance to PLAN and SPLY and to develop detail data for budget planning. Since data for these reports are taken from individual employee pay records, they reflect actual expenditures for the particular reporting period covered. As stated in previous sections, prior period adjustments due to PS Forms 1236-A and 2240 are included in the year-to-date totals. Visibility of these adjustments, by month, particularly for detail budget planning, is lost.

4-4.3.2 **Adjustments**

To provide visibility and to reflect actual expenditures by month, the adjustments are applied to correct the pay period data, and special corrected recast reports are generated. The recast reports show, by function, the sum of the hours, leave, and dollars, etc., appearing on the original report plus the adjustments processed to the correct reporting period.

4-4.3.3 **Processing of Recast Reports**

Recast reports are routinely processed following the payroll processing of the last pay period in each fiscal year. The recast reports reflect adjustments processed for the first pay period of the fiscal year through the pay period the report was processed.

4-4.3.4 **Producing Recast Reports**

Recast reports can be produced for both current fiscal year data and same period last year (SPLY) data.

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6 Management Utilization

6-1 Planning/Budget Cycle

6-1.1 **General**

When managers plan, they do so in order to make the future more predictable and controllable and to better cope with change. What is often termed “crisis management” or “fire fighting” is frequently the result of inadequate planning. Because no one can predict the future precisely, problems and crises will occur in any planning process. Having a plan does, however, help the manager to control many problem-causing variables.

Planning can be divided into three general types: conceptual, strategic, and operational. The first two comprise what most people think of as long range planning; the last, operational planning, is concerned with the here and now. The discussions in this chapter will deal with operational planning and the budget cycle. A reasonable and well-developed plan enables development of a sound budget that is responsive to the information available to management.

The Executive Leadership Team (ELT) assesses the needs of the Postal Service and Finance establishes a five-year program outlining the general financial strategies. The program and financial strategies are formulated into an annual request and submitted to the Headquarters functional managers for review and the establishment of policies and objectives for the budget year. After the policy and objectives are established, the budgetary cycle begins.

6-1.2 **Budget Preparation**

Two separate budgets are prepared by the Postal Service:

1. The President’s Budget is prepared in the format required by the Office of Management and Budget (OMB).
2. The Operating Budget is prepared in a format compatible with the functional management organization.

6-1.2.1 **President's Budget**

The President's Budget preparation begins soon after actual audited data for the last year is available and submitted during the December to January timeframe.

1. It includes actual data for the fiscal year just ended and estimates data for the next two fiscal years.
2. The first year's estimates are based on the Integrated Financial Plan and the next year's estimates build upon this data.
3. Comparable financial data is included in the congressional budget submission forwarded to Congress in February.

6-1.2.2 **Operating Budget**

The Operating Budget cycle begins in February after submission of the President's Budget to Congress.

1. The functional organizations at Headquarters are requested to formulate goals and objectives consistent with their area of responsibility.
2. These are summarized and submitted to the ELT in April.
3. The technical portions include workload, productivity initiatives and operational program impacts for each area.
4. Following approval of the goals and objectives, preliminary budget requirements are developed.
5. After ELT approval, the final budgets are released to the areas in June or July for allocation to the clusters.
6. By mid-September the areas must complete their distribution and input of the resources by month into the National Budget System.

6-2 System Interfaces and Relationships

6-2.1 **General**

The concept of functional management impacts all Postal Service systems that deal with workhours.

6-2.2 **Accounting System**

1. LDCs are carried in all personnel subaccount records through the Journal Voucher System.
2. Personnel subaccount records include FPR functional line numbers.

6-2.3 **Financial Performance Report**

Functional line numbers in the Financial Performance Report are established as follows:

Line Number	Title
10	Operations – Support
11	Operations – Mail Processing
12	Operations – Delivery Services Rural
13	Operations – Vehicle Services
14	Operations – Customer Services
15	Finance
16	Human Resources
17	Customer Service and Sales
18	Administration (Field)
19	NWRS Control
20	Limited Duty
21	Rehabilitation
22	Operations – City Delivery
23	Operations – Plant Maintenance
24	Headquarters General Management

6-2.4 **Budget System**

1. The functionally-oriented budget process incorporates NWRS. All workhour requirements are stated in LDC terminology included in NWRS. Non-personnel cost requirements are stated in budget line reference terminology.
2. The budget process requires functional involvement at all levels of postal management.
3. The National Budget System is formatted for NWRS inputs.

6-2.5 **MOD System**

The MOD System Management Summary and Operating reports are consistent with NWRS.

6-3 **Reserved**

--- Reserved for future use ---

6-4 Report Utilization

6-4.1 **General**

NWRS provides managers with workhour comparisons between Actual, Plan, and SPLY data for analysis of workhour usage.

6-4.2 **Reports**

6-4.2.1 **National Workhour Reports**

National Workhour Reports — EDW Accounting Data Mart (ADM) provides monthly, year-to-date and annual national workhour reports.

These reports are available in nine levels of detail as follows:

1. National Total
2. Executive Leadership Team
3. Area
4. Performance Cluster Code (PFC)
5. FDC
6. Manager, Post Office Operations (MPOO)
7. Lead Finance Number
8. Customer Service Operations Manager (CSOM)
9. Finance Number

National Workhour Reports display workhour information by function (0 to 9) and by LDC subcategories (01 to 99). Actual, Plan, SPLY, Percent Plan, and % SPLY are shown for the current period and year-to-date.

6-4.2.2 **Labor Utilization Reports**

Labor Utilization Reports are based on payroll data, displaying information by function and LDC. Hours worked, overtime, leave, hours paid, salary dollars, benefits and hourly rates are shown for the current period and year-to-date.

Appendix A

Labor Distribution Code Information

Labor Distribution Code Definitions

Appendix A includes the following tables:

- Labor Distribution Code Definitions (pages [49-59](#)).
- Labor Distribution Code/MOD Operation Number Crosswalk (pages [60-63](#)).

0: Operations – Support

01	Supervision All supervisory work hours used in support of the Operations Support functions, including Environmental Manager, Manager, Operation Program Support, Manager, In-Plant Support, and Manager, Address Systems.
02	Quality Improvement All non-supervisory work hours used in the quality control activities and others assigned to this activity.
03	Industrial Engineering All non-supervisory work hours used by the industrial engineer and others assigned to this activity in the processing centers, such as In-Plant Support staff except Quality Improvement personnel.
04	Address Management Systems All non-supervisory work hours of Operations Support employees involved in the maintenance and quality control of the ZIP+4 address information system.
05	Production Planning All non-supervisory work hours of Operations Support employees involved in support of logistics and transportation activities.
06	Unassigned
07	Environmental Management All non-supervisory work hours used in the Environmental Management group and others assigned to this activity in support of environmental compliance.
08	Administrative & Clerical All non-supervisory work hours of Operations Support employees involved in miscellaneous office work and record keeping.
09	Delivery and Retail Programs All non-supervisory work hours of Operations Support employees involved in delivery and retail programs activities that include delivery and vehicle programs specialist, delivery and vehicle programs analysts, delivery service analysts, retail programs specialists, and Operations Mails activities.

1: Operations – Mail Processing

10	<p>Supervision</p> <p>All supervisory work hours used in support of both direct and indirect mail processing activities including the Supervisor RBCS Systems, Manager, Distribution Operations, Supervisor, Distribution Operations, and Supervisors, International.</p>
11	<p>Automation Letters/Flats</p> <p>All non-supervisory work hours used in the automated processing and distribution of letters and flats on equipment.</p>
12	<p>Mechanized Distribution Letters/Flats</p> <p>All non-supervisory work hours used in the mechanized processing and distribution of letters and flats on equipment.</p>
13	<p>Parcel Processing</p> <p>All non-supervisory work hours used in the mechanized processing and distribution of parcels, non-machinable outsides, small parcels, bundles, IPPs, and sacks on mechanized equipment.</p>
14	<p>Manual Distribution</p> <p>All non-supervisory work hours used in the manual distribution of letters, flats, and parcels to Plants, International Service Centers (ISC), Delivery Units, and Associate Offices (AO).</p>
15	<p>Remote Barcode System</p> <p>All non-supervisory work hours used in keying address information for images that the barcode reader (BCR) and OCR cannot resolve. The images are from flats, letters, parcels, or mixed mail volumes. Keyers can be at a plant or REC. Includes activities in support of REC including training, hiring, and administrative support duties.</p>
16	<p>Fixed Mechanization</p> <p>All non-supervisory work hours used in the fixed mechanized and tray sorter operations including loading/unloading of trays, sacks, parcels, and outsides on/off the conveyor line and into dispatch containers. Includes separation of sacks, pouches, or outsides by sorting machines, and separation of outside parcels when worked on the platform by sorting machines.</p>
17	<p>Other Direct Operations</p> <p>All non-supervisory work hours used in other direct operations activities. This includes presort mail, cancellations, collection mail separations, tabbing operations, metered/permit mail preparation, separating debris/loose mail at NDC's, other mail preparation, scanning, return to sender reject finalization, opening unit preparation, tray separation, in house mail transport, pouching, dispatch operations preparation, AMC/AMF ramp activities, automatic tray unsleeper, SWYB/MSWYB/AAA activities, platform operations, mechanized dumping, tow operator, forklift operator, expediter, manual sack and outside sortation, Priority Mail shape separations, automated coding, billing and dispatching activities.</p>
18	<p>Indirect/Related</p> <p>All non-supervisory work hours used in indirect or related mail processing activities. This includes the following activities: waste mail verification and destruction, rewrap and damaged parcels, firm direct verification, Express Mail, mechanized forwarding system, non-distribution foreign mail processing, scheme examiners, mail order/publication houses, empty equipment handling, miscellaneous mail processing activities, registry section, miscoded/uncoded mail processing, Mail Flow Controllers at NDC's, business reply and postage due. Also included are hours for standby time, QWL time, record keeping, office work, steward's duty time, travel time, and meeting time.</p>
19	Unassigned

2: Operations – Delivery Services

20	Supervision All supervisory work hours used in support of Delivery Services activities.
21	City Delivery – Office Time All non-supervisory work hours used in the office on city delivery regular and auxiliary letter routes (excluding combination routes and router hours). Also includes standby time, steward’s duty time, travel time, and meeting time.
22	City Delivery – Street Time All non-supervisory work hours used on the street on city delivery regular and auxiliary letter routes (excluding combination routes and router hours).
23	City Delivery – Other All non-supervisory work hours used for delivery of parcel post routes, relay routes, combination routes, intra/inter-city runs other than those made by motor vehicle operators and Express Mail delivery.
24	Delivery Initiatives All non-supervisory work hours used for Sunday package delivery and other special initiatives.
25	Rural Delivery All non-supervisory work hours used by rural carriers, substitute, associate, auxiliary rural carriers, and clerical and city delivery employees temporarily working on a rural route.
26	Carrier Customer Support Activity All non-supervisory work hours supporting carrier case labeling and AMS-related activities.
27	Collections All non-supervisory work hours used to provide regular and Express Mail collection service. Does not include combination routes and hours used in collection of mail on city delivery routes.
28	Tertiary – City Carriers All non-supervisory work hours used performing tertiary distribution of carrier mail.
29	Routers – Office All non-supervisory work hours used by delivery service employees assigned to router positions, responsible for casing mail for more than one delivery assignment.

3: Operations – Maintenance

3A	Vehicle Services
30	<p>Supervision – Vehicle Services</p> <p>All supervisory work hours used in support of vehicle operations and maintenance including the Manager, Transportation Networks, Supervisor, Transportation Operations, and Manager, Vehicle Maintenance.</p>
31	<p>Administrative & Clerical</p> <p>All non-supervisory work hours used by employees involved in miscellaneous office work and record keeping in support of vehicle maintenance facilities (VMF) and motor vehicle services (MVS). Also includes hours used for steward's duty time and travel time.</p>
32	<p>Vehicle Maintenance</p> <p>All non-supervisory work hours of Operations Maintenance employees involved in the repair of postal vehicles including removal and installation of individual parts or major component parts, diagnosing and resolving mechanical and electrical problems, adjustments, tune-ups, conducting road tests, operating test equipment, performing routine services incidental to the proper maintenance of postal vehicles, lubricating vehicles, changing tires, filter and oil changes, washing and fueling vehicles, and cleaning the maintenance facility.</p>
33	<p>VOMA Support</p> <p>All non-supervisory work hours of Operations Maintenance employees assigned to VOMA positions.</p>
34	<p>Vehicle Operations</p> <p>All non-supervisory work hours used by motor vehicle and tractor-trailers operators (PVS drivers) Includes hours used while on standby time and drivers spotting trailers on platform and in the yard.</p>
3B	Plant and Equipment Maintenance
35	<p>Supervision – Plant/Equip Maintenance</p> <p>All supervisory work hours used in support of plant and equipment maintenance including Manager, Maintenance Operations, Supervisor, Maintenance Operations, Manager/Supervisor, Maintenance Operations Support, Manager, Field Maintenance Operations, and Maintenance Engineering Specialist (management hours only).</p>
36	<p>Postal Operating Equipment</p> <p>All non-supervisory work hours of Operations Maintenance employees involved in all activities devoted to both fixed and non-fixed mail processing equipment, postal scales (BMEU/Customer Service), lobby and SSPC stamp vending equipment, and all other equipment that is uniquely designed and deployed for mail handling or other proprietary postal functions.</p>
37	<p>Building Systems Equipment</p> <p>All non-supervisory work hours of Operations Maintenance employees involved in all building maintenance activities and all activities devoted to the maintenance of building utilities, heating, air conditioning, lighting, and other plant equipment. Also includes any activities devoted to the maintenance of conventional support equipment such as clocks, typewriters, office furniture, etc.</p>
38	<p>Building Services – Custodial</p> <p>All non-supervisory work hours of Operations Maintenance employees involved in custodial activities and protective services provided by maintenance employees in those buildings requiring guards in which Inspection Service Security Force personnel have not been authorized.</p>
39	<p>Maintenance, Planning, Control & Stores</p> <p>All non-supervisory work hours of Operations Maintenance employees involved in maintenance control, work scheduling, record keeping, inventory control, etc. Includes activities performed by personnel in the maintenance control sections and in the tools and parts stockrooms. Also includes steward's duty time, travel time, and standby time.</p>

4: Operations – Customer Services

40	Supervision All supervisory work hours in support of Customer Services activities.
41	Unit Distribution – Automated/Mechanized All non-supervisory work hours used at stations, branches, and associate offices involved in the automated/mechanized distribution of letters and flats.
42	Business Return Service All non-supervisory work hours used at stations, branches, and associate offices for activities associated with the identification of Merchandise Return Service and Business Reply Mail (BRM) by permit number, counting, weighing, and rating, dispatch, customer account maintenance and other tasks associated with the processing of this service. Also includes work hours associated with the staging, scanning, and dispatching of Parcel Return Service (PRS) packages. Do not charge hours used in the incidental handling of this type of workload to this operation, these should be charged to the operation in which the incidental handling occurred.
43	Unit Distribution – Manual All non-supervisory work hours used at stations, branches, and associate offices for manual distribution of all mail types to carrier routes and box sections. Includes allied distribution activities including setup/ stage, pull down, spreading of mail, and the distribution of carrier route sorted bundles. Excludes distribution of mail to Post Office boxes.
44	Post Office Box Distribution All non-supervisory work hours used at stations, branches, and associate offices for manual distribution of all mail types to Post Office boxes, dedicated box mail distribution cases, and detached Post Office box units.
45	Window Service All non-supervisory work hours used at stations, branches, and associate offices in serving customers at windows, firm callers, general delivery customers, and other activities in support of retail operations. Includes work hours used in serving customers in the lobby and other activities in support of retail operations (lobby assistant). Also includes work hours used by SSA to perform in person proofing for the candidates that will be hired by Census.
46	Unassigned
47	Administrative & Clerical (CAG H-L Offices) All non-supervisory work hours used at stations, branches, and associate offices in Customer Services activities in CAG H-L offices only.
48	Administrative & Clerical – Customer Services All non-supervisory work hours used at stations, branches, and associate offices for scanning of all mail types using handheld scanner, delivery of Express Mail by non-carrier employees, dispatch activities, processing of Premium Forwarding Service (PFS) or reshipments. Also included are hours used in support of delivery service, such as working Postage Dues, Insured, COD, Customs, serving the carrier cage; performing markup activities in units other than Computerized Forwarding System (CFS) sites, miscellaneous office work and record keeping, standby time, steward’s duty time, travel time, and meeting time.
49	Computerized Forwarding Systems All non-supervisory work hours used at Computerized Forwarding Systems (CFS) sites for processing of all non-machinable letters, machinable and non-machinable flats, CIOSS rejects, and flat PARS rejects on a flat forwarding terminal or non-mechanized terminal. Both forwardable, non-ACS and ACS RTS mail flows are included.

5: Finance

50	Supervision All supervisory work hours used in support of Finance activities including Manager, Finance, Supervisor, Finance, Supervisor, Statistical Programs Coordinator, Supervisor, Accounting Services, and Supervisor, TACS Operations.
51	Unassigned
52	Administrative & Clerical – Accounting Services All non-supervisory work hours used by employees involved in miscellaneous office work, record keeping, clerical, data entry, or related work associated with foreign mail and in support of international accounting and other programs designated by Headquarters.
53	Unassigned
54	Budget and Financial Analysis All non-supervisory work hours used by Finance employees in the preparation, tracking, and control of financial budgets and all financial analysis activities.
55	Internal Control Group (ICG) All non-supervisory work hours used by employees involved in miscellaneous office work and record keeping for internal control activities.
56	Administrative & Clerical – Finance All non-supervisory work hours used for Finance activities that cannot be classified into another existing operation. Includes hours for treatment in medical unit, first aid, civil defense activities, and consultation with the Human Resources section. Also includes steward's duty time and travel time.
57	Statistical Programs All non-supervisory work hours of finance employees involved in C/RA data collection activities including foreign Revenue, Pieces, and Weights (RPW); international ODIS; and terminal dues data collection activities. Includes administration of all tests and edit, review, and processing of all documents and related forms.
58	Other Timekeeping All non-supervisory work hours recorded in operations that are not valid nationally or locally are defaulted by the system to this operation. All work hours should be adjusted from this operation number.
59	Unassigned

6: Human Resources

60	<p>Supervision All supervisory work hours in support of employee and labor relations activities, including doctors and head nurses.</p>
61	<p>Labor Relations Activities All non-supervisory work hours used by Human Resources employees involved in office work, record keeping, and miscellaneous labor relations activities. Also includes steward’s duty time and travel time.</p>
62	<p>Personnel Services All non-supervisory work hours of employees performing record keeping or clerical work that cannot be classified in another operation.</p>
63	<p>Safety and Health All non-supervisory work hours of Human Resources employees involved in injury compensation or safety and health programs, including bargaining unit nurses.</p>
64	<p>EEO/Affirmative Action All non-supervisory work hours of Human Resources employees involved in Equal Employment Opportunity (EEO) and affirmative action programs.</p>
65	<p>Training Support All non-supervisory work of instructors devoted to training other employees. Do not include the time employees engaged in production work where the training is only incidental to their regular duties.</p>
66	<p>Injury Compensation All non-supervisory work hours of Human Resources employees involved in the support of injury compensation activities.</p>

7: Marketing and Communication

70	<p>Supervision</p> <p>All supervisory work hours used in support of Marketing and Communication activities including Manager, Customer Service Support, Supervision, Business Mail Entry, Customer Care Centers, Manager, Postal Business Centers, Manager Commercial Accounts, Manager, Consumer Affairs and Claims and Manager, Business Mail Entry.</p>
71	<p>Commercial Sales and Account Management</p> <p>All non-supervisory work hours of commercial account representatives and others assigned to this activity.</p>
72	<p>Postal Business Center</p> <p>All non-supervisory work hours of employees who provide technical support to commercial sales and marketing activities as well as those who provide product training and support to postal personnel and customers. Includes work hours for Commercial Programs Specialist, Sales Information and Promotion Specialist, and Express Mail Coordinator.</p>
73	<p>Expedited Mail Service</p> <p>All non-supervisory work hours of employees who provide support to merchandising programs, sales promotion, telemarketing, and group selling. Includes hours of the sales information specialist and sales promotion specialists.</p>
74	<p>Retail Marketing</p> <p>All non-supervisory work hours of employees who provide support to public and employee communications activities.</p>
75	<p>Claims & Inquires</p> <p>All non-supervisory work hours of Marketing and Communications employees who are accepting and processing claims and responding to customer inquiries of claims and dead mail. Do not charge the handling of claims, inquiries, and so forth that are incidental to other operations to this operation.</p>
76	<p>Customer Care Centers</p> <p>All non-supervisory work hours of employees who are responding to customer complaints, inquiries, and suggestions. Employees with daily customer contact, such as window clerks and carriers, are not to use this operation regardless of the number of hours involved.</p>
77	<p>Accountable Paper</p> <p>All non-supervisory work hours of employees involved in the receipt, storage, and distribution of accountable paper within an installation designated to distribute accountable paper.</p>
78	<p>Administrative & Clerical – Customer Services Support</p> <p>All non-supervisory work hours of employees involved in miscellaneous office work and record keeping for the Customer Services Support function. Also includes the record keeping and paperwork required by the Express Mail program, steward's duty time, and travel time.</p>
79	<p>Mailing Requirements and Business Mail Entry</p> <p>All non-supervisory work hours of Mail Processing employees used to verify that mail meets presort and other preparation requirements. Includes work hours of employees who are accepting and processing mailing permits and responding to customer inquiries of mailing requirements.</p>

8: Administration (Field)

80	Postmaster or Installation Manager All work hours used by postmasters and/or installation heads.
81	Supervision and Administrative All supervisory work hours of Administration employees who report directly to the postmaster or installation head including employees such as the Manager, Customer Service Operations, Manager, Information Systems and others reporting to the postmaster/installation head. Includes work hours used in the supply section, including photocopy/high volume printing operation. Does not include work hours of functional managers.
82	Administrative & Clerical All non-supervisory work hours of Administration employees involved in clerical and administrative functions who report to the postmaster or installation head, or those who report directly to the postmaster or installation head. Includes work hours used in the supply section, including photocopy/high volume printing operation, steward’s duty time, and travel time. These employees report to supervisors and managers in LDC’s 80 and 81.
83	Purchasing All supervisory and non-supervisory work hours of Administration employees involved in procurement and contractual activities.
84	Information Systems All supervisory and non-supervisory work hours of employees involved in the maintenance, analysis, validation, coordination, or distribution of local and/or national information.
85	Facilities All supervisory and non-supervisory work hours of Administration employees involved in miscellaneous office work and record keeping in support of facilities activities.
86	Unassigned
87	Unassigned
88	Management Project – Supervisory All supervisory work hours used on authorized Headquarters and Area projects.
89	Management Project – Non-supervisory All non-supervisory work hours used on authorized Headquarters and Area projects.

8: Administration (Headquarters)

80	<p>Operations</p> <p>All work hours used in the Operations group and others assigned to this activity including Chief Information Security Officer VP, Delivery Operations VP, Engineering Systems VP, Network Operations VP, and New Products & Innovation VP.</p>
81	<p>Inspection Service</p> <p>All work hours used in the Inspection Service group and others assigned to this activity including inspectors, forensic analysts, homeland security coordinators, national preparedness specialists, security specialists, and surveillance specialists.</p>
82	<p>Security Force</p> <p>All work hours used in the Security Force group and others assigned to this activity including Chief Postal Inspector and postal police officers.</p>
83	<p>Consumer Advocate</p> <p>All work hours used in the Consumer Advocate group and others assigned to this activity including Manager, Customer Outreach and Manager, Industry Engagement Strategy.</p>
84	<p>Corporate Relations</p> <p>All work hours used in the Corporate Relations group and others assigned to this activity including Corporate Communications VP, Judicial Officer, attorneys, paralegal specialists, social media associates, speechwriters, communications specialists, and writers.</p>
85	<p>Finance</p> <p>All work hours used in the Finance group and others assigned to this activity including Chief Financial Officer, Controller VP, Finance and Planning VP, accountants, auditors, and analysts.</p>
86	<p>Human Resources</p> <p>All work hours used in the Human Resources group and others assigned to this activity including Chief Human Resources Officer, Employee Resource Management VP, and Labor Relations VP.</p>
87	<p>Marketing</p> <p>All work hours used in Marketing group and others assigned to this activity including Chief Customer and Marketing Officer, Mail Entry & Payment Technology VP, Pricing and Costing VP, Customer Experience VP, Marketing VP, Sales and Customer Relations Senior VP.</p>
88	<p>Administrative Services</p> <p>All work hours used in the Administrative Services group and others assigned to this activity including the Chief Information Officer, Facilities VP, Enterprise Analytics VP, Information Technology VP, and Supply Management VP.</p>
89	<p>Senior Management</p> <p>All work hours used in the Senior Management group and others assigned to this activity including the Postmaster General, Deputy Postmaster General, Chief Operating Officer, and the General Counsel.</p>

9: Training (Non-Add – hours included in functional totals)

90	Training – Operations Support – F0 All supervisory and non-supervisory work hours of employees undergoing training while on duty.
91	Training – Mail Processing – F1 All supervisory and non-supervisory work hours of employees undergoing training while on duty.
92	Training – Delivery Services – F2B All supervisory and non-supervisory work hours of employees undergoing training while on duty.
93	Training – Plant & Vehicle Maintenance – F3A/F3B All supervisory and non-supervisory work hours of employees undergoing training while on duty.
94	Training – Customer Services – F4 All supervisory and non-supervisory work hours of employees undergoing training while on duty.
95	Training – Controller – F5 All supervisory and non-supervisory work hours of employees undergoing training while on duty.
96	Training – Human Resources – F6 All supervisory and non-supervisory work hours of employees undergoing training while on duty.
97	Training – Customer Service and Sales – F7 All supervisory and non-supervisory work hours of employees undergoing training while on duty.
98	Training – Administration (Field) – F8 All supervisory and non-supervisory work hours of employees undergoing training while on duty.
99	Default Code

LWOP–IOD–OWCP/Limited Duty/Rehabilitation

67	LWOP–IOD–OWCP For employees injured at work but on leave without pay. Injury Compensation informs HR when to code people in this manner.
68	Limited Duty Work hours for all employees who are temporarily assigned to a modified position, either part-time or full-time; in order to accommodate medical restrictions imposed as a result of a job-related injury or illness. This does not include employees who are essentially performing their regularly assigned duties with minor modifications. Work hours can only be authorized by the senior injury compensation specialist.
69	Rehabilitation Hours for all employees rehired under the joint USPS/Department of Labor Rehabilitation Program who have a permanent partial disability. Work hours can only be authorized by the senior injury compensation specialist.

Labor Distribution Code/MOD Operation Number Crosswalk

Functional Categories	MOD Operations Numbers
0	Operations – Support
01	Supervision
02	Quality Improvement
03	Industrial Engineering
04	Address Management Systems
05	Production Planning
06	Unassigned
07	Environmental Management
08	Administrative & Clerical
09	Delivery and Retail Programs
1	Operations – Mail Processing
10	Supervision
11	Automation Letters/Flats
12	Mechanized Distribution Letters/Flats
13	Parcel Processing
14	Manual Distribution
15	Remote Barcode System
16	Fixed Mechanization
17	Other Direct Operations
18	Indirect/Related
19	Unassigned

Labor Distribution Code Information

Functional Categories		MOD Operations Numbers
2	Operations – Delivery Services	
20	Supervision	354, 622, 632, 705, 707, 708, 713, 714, 717-722, 725-740
21	City Delivery – Office Time	354, 604, 613, 622, 632, 714, 718, 720, 722, 728, 730, 744, 993
22	City Delivery – Street Time	713, 717, 719, 721, 727, 729
23	City Delivery – Other	733-740, 746, 767
24	Delivery Initiatives	723-726
25	Rural Delivery	420-422, 522, 757, 997
26	Carrier Customer Support Activity	743
27	Collections	731, 732
28	Tertiary – City Carriers	768
29	Routers – Office	709, 712
3	Operations – Maintenance	
3A	Vehicle Services	
30	Supervision – Vehicle Services	679, 758-760, 773, 901
31	Administrative & Clerical	617, 679, 763, 764, 901
32	Vehicle Maintenance	761, 995
33	VOMA Support	647
34	Vehicle Operations	605, 614, 765, 766, 773
3B	Plant and Equipment Maintenance	
35	Supervision – Plant/Equip Maintenance	624, 933, 951-954
36	Postal Operating Equipment	750
37	Building Systems Equipment	753, 996
38	Building Services – Custodial	747, 748
39	Maintenance Planning – Control & Stores	616, 624, 680, 745, 790, 799
4	Operations – Customer Services	
40	Supervision	076, 077, 228, 353, 558, 565, 568, 621, 631, 706, 742, 756, 794-797, 929, 980
41	Unit Distribution – Automated/Mechanized	411, 412, 414-416, 821, 824-826, 861, 864, 905, 906, 912, 913
42	Business Return Service	637, 639, 649
43	Unit Distribution – Manual	039, 076-079, 150, 161, 166, 172, 176, 241
44	Post Office Box Distribution	769
45	Window Service	352, 355, 357, 568
46	Unassigned	
47	Administrative & Clerical (CAG H-L Offices)	956, 991
48	Administrative/Miscellaneous – Customer Services	064, 228, 232, 233, 353, 542, 544, 558, 565, 606, 608, 621, 631, 638, 640, 644, 664, 678, 742, 756, 794
49	Computerized Forwarding Systems	085, 539, 667, 688, 791, 792, 795-797

Functional Categories		MOD Operations Numbers
5	Finance	
50	Supervision	540, 591, 592, 599, 623, 703, 923, 936, 937, 999
51	Unassigned	
52	Administrative & Clerical – Accounting Services	683, 968
53	Unassigned	
54	Budget and Financial Analysis	650
55	Internal Control Group (ICG)	685
56	Administrative & Clerical – Finance	540, 610, 623
57	Statistical Programs	591, 592, 969
58	Other Timekeeping	999
59	Unassigned	
6	Human Resources	
60	Supervision	541, 557, 572, 600, 902
61	Labor Relations Activities	541, 611, 652, 902
62	Personnel Services	557, 572
63	Safety and Health	653
64	EEO/Affirmative Action	654
65	Training Support	566
66	Injury Compensation	643
7	Marketing and Communication	
70	Supervision	551, 601, 655, 661, 903, 946, 948-950
71	Commercial Sales and Account Management	656
72	Postal Business Center	657
73	Expedited Mail Service	658
74	Retail Marketing	659
75	Claims & Inquires	551
76	Customer Care Centers	661
77	Accountable Paper	662
78	Administrative & Clerical – Customer Services Support	609, 663, 903
79	Mailing Requirements and Business Mail Entry	550, 660

Labor Distribution Code Information

Functional Categories		MOD Operations Numbers
8	Administration (Field)	
80	Postmaster or Installation Manager	671, 988
81	Supervision and Administrative	570, 571, 602, 904, 934
82	Administrative & Clerical	570, 571, 626, 665, 904
83	Purchasing	666
84	Information Systems	648
85	Facilities	670
86	Unassigned	
86	Unassigned	
88	Management Project – Supervisory	455, 477, 480, 511-514, 888, 911
89	Management Project – Non-supervisory	470, 510-515, 911
8	Administration (Headquarters)	
80	Operations	080, 180, 280, 380, 580, 680, 780, 880, 900, 989, 998
81	Inspection Service	081, 181, 281, 381, 602, 681, 781, 881, 901
82	Security Force	082, 182, 282, 382, 570, 582, 682, 782, 882, 902
83	Consumer Advocate	083, 183, 283, 383, 583, 666, 783, 883, 903
84	Corporate Relations	084, 184,284, 384, 584, 648, 684, 784, 884, 904
85	Finance	085, 185, 285, 300-303, 310, 311, 320-337, 340-344, 350, 351, 360-362, 370-379, 385, 585, 607, 670, 685, 785, 800-806, 810-817, 820-828, 830-834, 840-842, 850-853, 860-863, 885, 905, 960-965
86	Human Resources	086, 186, 286, 386, 586, 686, 786, 886, 906
87	Marketing	087, 187, 287, 387, 587, 687, 787, 887, 907
88	Administrative Services	088, 188, 288, 388, 455, 458, 461, 477, 480, 588, 688, 788, 888, 908
89	Headquarters Senior Management	089, 189, 289, 389, 510-515, 589, 689, 789, 889, 909
9	Training	
90	Training – Operations Support – F0	780
91	Training – Mail Processing – F1	781
92	Training – Delivery Services – F2B	782
93	Training – Plant & Vehicle Maintenance – F3A/F3B	783, 789
94	Training – Customer Services – F4	784
95	Training – Finance – F5	785
96	Training – Human Resources – F6	786
97	Training – Customer Service and Sales – F7	787
98	Training – Administration (Field) – F8	788
99	Default Code	
	LWOP-IOD-OWCP/Limited Duty/Rehabilitation	
67	LWOP-IOD-OWCP	957
68	Limited Duty	959
69	Rehabilitation	958

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Appendix B Reports

NWRS Report Source: EDW

National LDC	Code/Description	Status	Month Closed												
			Metrics	MAR-13											
				Actuals	Plan	Plan Var	% Plan	Prior FY	Prior FY Var	% Prior FY	YTD Actuals	YTD Plan	YTD Plan Var	YTD % Plan	YTD Prior FY
National	01 SUPV OPNS SUPPORT		63,811	62,274	1,537	2.47%	72,536	(8,725)	(12.03%)	374,189	361,050	13,139	3.64%	392,053	(17,864)
National	02 QUALITY IMPROVEMENT		47,885	50,421	(2,536)	(5.03%)	52,849	(4,964)	(9.39%)	290,306	290,424	(118)	(0.04%)	298,316	(8,010)
National	03 INDUSTRIAL ENGINEER		145,142	183,400	(38,278)	(20.87%)	153,109	(7,967)	(5.20%)	840,094	1,070,963	(230,869)	(21.56%)	850,061	(9,967)
National	04 ADDRESS MANAGEMENT SYS		60,132	65,092	(4,960)	(7.59%)	69,972	(9,840)	(14.06%)	329,223	376,445	(47,222)	(12.54%)	386,052	(56,829)
National	05 PRODUCTION PLANNING		15,651	9,441	6,210	65.78%	14,533	1,018	6.96%	86,906	54,888	32,018	58.33%	84,826	2,080
National	07 ENVIRONMENTAL MGMT		490	0	490		298	192	64.43%	2,168	0	2,168		520	1,648
National	08 ADMINIS. & CLERICAL		134,661	107,709	26,952	25.02%	144,080	(9,419)	(6.54%)	766,531	624,245	142,286	22.79%	815,688	(49,157)
National	09 DELVY & RETL PROGS		93,407	54,459	38,948	71.52%	95,817	(2,410)	(2.52%)	490,436	316,133	174,303	55.14%	513,261	(22,825)
National	SUBTOTAL FO - OPERATIONS SUPPORT		561,179	532,796	28,383	5.33%	603,294	(42,115)	(6.98%)	3,179,853	3,094,148	85,705	2.77%	3,340,777	(160,924)
National	90 TRNG-OPNS SPRT		1,554	1,792	(238)	(13.28%)	793	761	95.96%	9,487	10,610	(1,123)	(10.58%)	4,446	5,041
National	TOTAL FO - OPERATIONS SUPPORT		562,733	534,588	28,145	5.26%	604,087	(41,354)	(6.85%)	3,189,340	3,104,758	84,582	2.72%	3,345,223	(155,883)
National	PRIOR PERIOD ADJUSTMENT FO (N/A ann)		5,282	0	5,282		1,861	3,421	183.83%	10,330	0	10,330		12,791	(2,461)

LUR Report Source: EDW

National LDC	Code/Description	Status	Month Closed												
			Metrics	MAR-13											
				Workhours	Overtime	Penalty Overtime	Sick Leave	Annual Leave	Leave WOP	Other Leave	Hours Paid	Salary	Benefits	Salary and Benefits	
National	01 SUPV OPNS SUPPORT		63,811	109	0	1,293	3,508	282	149	68,761	\$3,390,255.93	\$794,403.94	\$4,184,659.87		
National	02 QUALITY IMPROVEMENT		47,885	996	94	1,563	3,979	289	40	53,467	\$1,603,672.14	\$492,533.91	\$2,096,206.05		
National	03 INDUSTRIAL ENGINEER		145,142	2,074	50	4,234	9,894	743	120	159,390	\$6,032,793.15	\$1,661,583.28	\$7,694,376.43		
National	04 ADDRESS MANAGEMENT SYS		60,132	522	29	1,518	9,109	286	112	70,871	\$1,915,713.56	\$621,511.53	\$2,537,225.09		
National	05 PRODUCTION PLANNING		15,651	508	27	322	863	168	0	16,836	\$588,996.03	\$161,111.29	\$750,107.32		
National	07 ENVIRONMENTAL MGMT		490	40	0	0	0	0	0	490	\$15,852.98	\$4,461.08	\$20,314.06		
National	08 ADMINIS. & CLERICAL		134,661	4,237	153	3,385	10,291	1,597	223	148,550	\$5,164,000.88	\$1,477,888.11	\$6,641,888.99		
National	09 DELVY & RETL PROGS		93,407	4,622	1	1,256	3,187	138	16	97,866	\$3,354,109.39	\$971,587.92	\$4,325,697.31		
National	SUBTOTAL FO - OPERATIONS SUPPORT		561,179	13,108	354	13,571	40,831	3,503	660	616,241	\$22,065,394.06	\$6,185,101.06	\$28,250,495.12		
National	90 TRNG-OPNS SPRT		1,554	0	0	0	0	0	0	1,554	\$46,241.57	\$15,453.24	\$61,694.81		
National	TOTAL FO - OPERATIONS SUPPORT		562,733	13,108	354	13,571	40,831	3,503	660	617,795	\$22,111,635.63	\$6,200,554.30	\$28,312,189.93		
National	PRIOR PERIOD ADJUSTMENT FO - OPERATIONS SUPPORT		5,282	1,043	0	149	0	43	(8)	5,423	(\$42,298.23)	\$52,597.30	\$10,299.07		

LTATS Report Source: Datakeeper

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USPS LID ENB6P1                               UNITED STATES POSTAL SERVICE
MINNEAPOLIS IBSSC                             LOAN, TRAINING AND TRANSFER HOURS
DATAKEEPER FLD324P1                           PP - 09-2013 WEEK - 1

AREA 4W 047 DIST 047 SUB MAIL RECOVERY CENTER GA
LEAD FINANCE: 12-0405 FINANCE: 12-0405 CAG: A OFFICE: ATLANTA MAIL RECOVERY C GA 311312231

      DES      PAY      TO      TO
      ACT LDC   LOC WK WORK HRS OT HRS  ACT LDC   TO LEAD FINANCE PAY  ADJ
      -----  -----  -----  -----  -----  -----  -----  -----  -----  -----
BORROWED 866 3800 000 1          72      0  866 3800 12-0441 12-0441 000      BRMD FR OFF = ATLANTA P&C ,GA
TRANSFER 110 7500 000 1          20      4  090 7000 -          000
TRANSFER 110 7500 000 1          2      1  110 1800 -          000

TOTAL CURRENT DATA FOR FINANCE NO. 12-0405

LOANED      0          0
BORROWED    72          0
TRANSFERRED 22          8
TRAINING     0          0

TOTAL PRIOR PAY PERIODS:

LOANED      0          0
BORROWED    0          0
TRANSFERRED 0          0
TRAINING     0          0

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Financial Performance Report

Source: EDW

National FPR Line - Static		Month Closed										
Summary		MAR-13										
Month												
Metrics												
		Actual	Plan	Prior FY	Plan Var	% Plan	Prior FY Var	% Prior FY	Adjustment	YTD Actual	YTD Plan	YTD Prior FY
National	COMMERCIAL REVENUE	\$3,911,635,184	\$3,861,982,404	\$4,012,693,040	\$49,652,780	1.3%	(\$101,057,856)	(2.5%)	\$0	\$23,764,734,517	\$23,346,843,005	\$23,972,224,911
National	RETAIL REVENUE	\$1,509,421,725	\$1,492,606,126	\$1,467,815,502	\$16,815,599	1.1%	\$41,606,224	2.8%	\$0	\$9,608,293,112	\$9,863,321,793	\$9,344,517,854
National	OPERATING REVENUE	\$5,507,427,922	\$5,445,893,549	\$5,643,014,507	\$61,534,373	1.1%	(\$135,586,586)	(2.4%)	\$0	\$33,920,424,480	\$33,611,583,817	\$33,904,287,089
National	SALARIES & BENEFITS	\$3,846,677,973	\$3,900,304,671	\$4,035,280,611	(\$53,626,698)	(1.4%)	(\$188,602,638)	(4.7%)	(\$8,595)	\$23,699,729,582	\$23,672,315,995	\$24,103,287,260
National	OTHER PERSONNEL COMP	\$897,275,670	\$824,808,016	\$1,054,877,496	\$72,467,654	8.8%	(\$157,601,827)	(14.9%)	\$210,434	\$5,354,244,711	\$5,179,870,356	\$8,237,620,224
National	TOTAL PERSONNEL COMP	\$4,743,953,643	\$4,725,112,687	\$5,090,158,107	\$18,840,956	0.4%	(\$346,204,465)	(6.8%)	\$201,839	\$29,053,974,293	\$28,852,186,351	\$32,340,907,483
National	SUPPLIES AND SERVICES	\$231,038,923	\$227,403,428	\$188,316,766	\$3,635,495	1.6%	\$42,722,156	22.7%	(\$203,180)	\$1,140,275,631	\$1,258,166,745	\$1,081,317,101
National	OTHER EXPENSE	\$561,981,520	\$589,162,334	\$579,543,001	(\$27,180,814)	(4.6%)	(\$17,561,481)	(3.0%)	\$201,826	\$3,296,139,051	\$3,365,888,933	\$3,403,619,173
National	NONPERSONNEL EXPENSE BEFORE TRANS	\$793,020,443	\$816,565,762	\$767,859,768	(\$23,545,319)	(2.9%)	\$25,160,675	3.3%	(\$1,355)	\$4,436,414,682	\$4,624,055,678	\$4,484,936,274

TACS Report Descriptions

Active Operations Reports

- **Active Operations Report** is a listing of operations and local units that have been “turned on” or made valid for a particular finance number.
- **National Authorized Operations Report** provides a listing of nationally authorized operations, and CAG office and LDC Codes for which they are authorized.
- **Operation Errors** provides a list of employees who are assigned to base operations that have been deactivated. This report should be run when changes to operation numbers are announced.

Badge Reports

- **Badge Assignment** describes all badges that an employee has been issued. This information includes badge type, sequence number and badge ID.
- **Unassigned Badges** lists the badges that have been created but not assigned.
- **Badge Type Listing** prints a list of the current badge types.

Clock Ring Reports

- **Clock Ring Errors Report** will display errors on a clock ring or set of clock rings that cannot be posted for an employee. The report will also show employees who do not have time posted for a scheduled day or who do not crossfoot any day.
- **Missing Time Report** will show employees who do not have time posted for a scheduled day or who do not crossfoot on any day.
- **Overtime Alert Report** lists employees in an overtime status for the week or who are approaching overtime for the week.
- **Overtime and Leave Report** will list employees who have both overtime and leave on the same day.
- **Raw Ring Errors Report** contains all the data in a ring. The rings can be accessed by several methods, SSN, Poller ID, or by ring errors.

- **Ring Disallowance Report** lists employee clock-generated badge swipes that have been changed by a supervisor or timekeeper so that time is, in effect, “disallowed.”
- **Self-Adjustment Report** lists all the users who made any type of change to their own clock rings.
- **Tour Deviations Report** is designed to allow the user the ability to select employees who deviate from their assigned schedule and/or lunch amounts.
- **Overtime Transaction Report** lists employees with missing OT transactions, either scheduled or unscheduled.
- **SDO Overtime** reports overtime on a scheduled day off.

Employee Reports

- **Authorized Higher Level Report** lists employees who have been authorized as Higher Level.
- **Automatic Higher Level Report** lists employees who have worked an operation that entitles them to automatic higher level authorization.
- **Employee Everything Report** lists almost everything in the TACS database for a particular employee for a particular year, pay period and week.
- **Employee File Comparison Report** lists TACS employees found with differences between what is in the master file in Minneapolis and TACS.
- **Employee Listing Report** lists the employees within the office.
- **Employee Moves Report** displays the operations an employee has worked during the week.
- **Employees on the Clock Report** will display all employees currently on the clock.
- **Higher Level Details Report** will generate a report listing those employees on long-term higher-level details.
- **LTD Duty/REHAB Report** displays for each person on limited duty or rehabilitation, total hours to date for each operation. These are persons on Operation 959, or for whom the base Labor Distribution Code is 6900.
- **Carrier Moves Report** displays moves for letter carriers only.

Finance Reports

- **Hours and Dollars Report** displays the hours worked and an approximation of the cost, in dollars, for the selected criteria: pay location, finance unit finance number, weekly or range of weeks.
- **LDC/Operation Summary Report** totals work hours, overtime hours and sick leave hours by LDC, LDC/Operation, or LDC/Operation/Local Unit code.
- **Station Summary Report** lists work, overtime and sick leave hours by LDC for carrier stations.

- **Finance Description Report** will display information on finance number(s) selected, including ROG codes, CAG and office type.
- **Flash Reference Report** provides line item data totaling hours by LDC within function.
- **Finance Unit Descriptions Report** provides descriptions of finance units and pay locations.
- **Non-Mail Handler Casual Report** provides, for the Mail Handler's Union, a report of non-mail handler employees who worked in specified mail handler operations.

LTATS Reports

- **LTATS - Loaned Employee Report** displays those employees 'loaned to' another office. It displays work hours, overtime, and Penalty Overtime. **Note:** Penalty Overtime cannot be loaned or transferred.
- **LTATS - Missing CAG A to G Report** displays missing LTATS (1236s) for small offices on timecards.
- **LTATS - Summary Report** displays work and overtime hours that have been transferred to a different LDC-D/A or loaned to another office.

Miscellaneous Site Reports

- **Miscellaneous Site Report (TAC160R0)** provides site descriptions and Finance and IS contacts for that site.

PPWK Reports

- **Non-Crossfoot Errors Report** lists employees who do not crossfoot for the week. This report is designed to be a tool at the end of the week, and it is recommended that it not be used until you are ready to release T&A data.
- **Pay Week Status Report** provides information regarding time transmitted to Minneapolis.
- **Weekly Form 1261 Report** provides employee clock rings in PS Form 1261 format.
- **Weekly Total Hours Report** provides the total amount of hours of each hours code and reason type recorded for the week.
- **Pay Period Report** provides the status of aggregate pay period clock ring data.
- **Pay Week Status Detail Report** provides pay period status for individual employees: on hold, ready to upload, or closed.
- **Time Certification** lists the hours an employee is paid in TACS and actual.
Time Certification Difference shows employees that had differences between the hours that TACS has calculated for the week and what the mainframe paid (Paid Hours), i.e. 40 hours 055 A/L sent by TACS, 40 hours 060 LWOP (Paid Hours) (due to no annual).

Schedule Reports

- **Guarantee Waivers/No Lunch Report** will display authorizations for Guaranteed Time Waivers (Transaction Code 092), and No Lunch (Transaction Code 093).
- **Hours Analysis Report** displays work, overtime, sick leave and annual leave hours for each employee.
- **Hours Type Inquiry Report** lists employees with a specific hours type and/or the hours reason codes.
- **Master Schedule Report** identifies 23 predefined schedules.
- **Daily Hours Report** lists employees in performance cluster, finance number, sub-unit and employee order. The first line for each employee is the indicative data (Employee ID, Name, Rate Schedule Code (RSC), LDC, etc.). The next line will be the hours the employee has worked in his or her base job. Subsequent lines will reflect any hours worked in higher level positions.
- **Schedule Report** lists employees that are in a selected schedule.
- **REHAB/PTR Holidays Report** is designed to list REHAB (LDC 6900) and Part Time Regular employees (designation 3XX) who may be entitled to holiday leave but due to their work schedules the system does not automatically generate the holiday leave. This report is only available during weeks that contain a holiday.

User Reports

- **User Access Report** shows users who have access to the system.
- **User Log Report** shows users who have logged on and off of TACS.
- **Template Report** shows which modules or finance numbers are assigned to module templates and finance number templates.

Valid Codes Report

- **Valid Codes Report** provides a listing of valid national codes. Some examples are codes for; Modem settings, D/A, Area, RSC, ROG, FLSA Exempt, etc.

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Appendix C

PS Forms

Each official form can either be found online on the *PolicyNet*[®] website or you can order a printed version.

For forms that are available from the Topeka MDC, you can order through the U.S. Postal Service eBuy2 Ordering System under the MDC eBuy2 catalog or the Touch Tone Order Entry (TTOE) system:

- If you already have a 10-digit access code for TTOE, please call 800-273-1509 to place your order. Search for this item by using the PSIN or the PSN noted below.
- If you don't have a TTOE access code, register for one by calling 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registration before placing your first order.)
- For complete TTOE ordering instructions, see the document at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc or call 800-332-0317, option 4, option 4.

For forms that are available online, follow these directions to access the Postal Service™ PolicyNet website <http://blue.usps.gov/cpim>:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *Forms*.

The individual availability and ordering information for each form is listed below under its number and title.

PS Form 1230, Time Card*

The time card is a record of the employee's service during a week of any given pay period. The indicative data across the top of the time card will be printed at the Eagan ASC.

** At this time, PS Form 1230 is not available online.*

PS Form 1234, Utility Card

This form is used whenever an employee is required to make more than four clock rings in a given day. It is also used whenever an employee works in a transferred, loaned, or training status.

1. The supervisor writes in the information at the top of the card for each employee who needs to use a PS Form 1234.

2. The supervisor writes in the day of the week for clock rings. If required to approve any clock rings, the supervisor must also initial this box.
3. The employee records clock rings just as if he or she were using the PS Form 1230 or PS Form 1230-C time card.
4. Timekeepers will extend the clock rings each day just as they do on the PS Form 1230 and PS Form 1230-C time card. After extending the clock rings on the PS Form 1234, timekeepers are to add them to the corresponding daily clock rings on the PS Form 1230 or PS Form 1230-C and enter the combined total in the appropriate space on the PS Form 1230 or PS Form 1230-C.

PS Form 1234, *Utility Card*, is available at the Topeka MDC. Use the following information to order PS Form 1234:

PSIN	PS 1234
PSN	7530-02-000-7359
Unit of Issue	EA
Minimum Order Quantity	100
Quick Pick Number	120
Bulk Pack Quantity	N/A
Price*	\$0.0306

**Price is current as of this date and is subject to change.*

PS Form 1236-A, Weekly Loan, Transfer, and Training Hours

PS Form 1236-A, *Weekly Loan, Transfer, and Training Hours*, is available on PolicyNet (see instructions above) and at the Topeka MDC. Use the following information to order PS Form 1236-A:

PSIN	PS 1236-A
PSN	7530-01-000-9649
Unit of Issue	SH
Minimum Order Quantity	1
Quick Pick Number	121
Bulk Pack Quantity	N/A
Price*	\$0.0170

**Price is current as of this date and is subject to change.*

PS Form 1260, Non-Electronic Badge Reader Card

PS Form 1260, *Non-Electronic Badge Reader Card*, is available on PolicyNet (see instructions above) and at the Topeka MDC. Use the following information to order PS Form 1260:

PSIN	PS 1260
PSN	7530-01-000-9268
Unit of Issue	EA
Minimum Order Quantity	1
Quick Pick Number	122
Bulk Pack Quantity	N/A
Price*	\$0.0072

**Price is current as of this date and is subject to change.*

PS Form 1314, Regular Rural Carrier Time Certificate

PS Form 1314, *Regular Rural Carrier Time Certificate*, is available on PolicyNet (see instructions above) and at the Topeka MDC. Use the following information to order PS Form 1314:

PSIN	PS 1314
PSN	7530-01-014-6844
Unit of Issue	EA
Minimum Order Quantity	1
Quick Pick Number	N/A
Bulk Pack Quantity	N/A
Price*	\$0.0129

**Price is current as of this date and is subject to change.*

PS Form 1723, Assignment Order

PS Form 1723, *Assignment Order*, is available on PolicyNet (see instructions above).

PS Form 2240, Pay, Leave, or Other Hours Adjustment Request

PS Form 2240, *Pay, Leave, or Other Hours Adjustment Request*, is available on PolicyNet (see instructions above).

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Appendix D

Acronyms

ADM	Accounting Data Mart
ASC	Accounting Service Center
CAG	Cost Ascertainment Group
D/A	Designation Activity Code
EBR	Electronic Badge Reader
EDW	Enterprise Data Warehouse
ELT	Executive Leadership Team
EMF	Employee Master File
FDC	Finance Data Control
FLSA	Fair Labor Standards Act
FN	Finance Number
FPR	Financial Performance Report
HCES	Human Capital Enterprise System
LDC	Labor Distribution Code
LTATS	Loan, Transfer, and Training System
LUR	Labor Utilization Report
LURS	Labor Utilization Reporting System
LWOP	Leave Without Pay
MN DDE	Minneapolis Distributed Data Entry
MODS	Management Operating Data System
NBS	National Budget System
NWRS	National Workhour Reporting System
OMB	Office of Management and Budget
PFC	Performance Cluster Code
PP	Pay Period
ROG	Reporting Office Group
RSC	Rate Schedule Code
SPLY	Same Period Last Year
T&A	Time and Attendance
TACS	Time and Attendance Collection System
TOE	Total Operating Expense
TR	Transaction
YTD	Year-to-date

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Appendix E

Labor Distribution Code Matrix by Format

National Workhour Reporting System

Labor Distribution Code Matrix By Format

FIELD FORMATS 1, 2, 3, 4, 5	VALID IN FORMAT	NATIONAL FORMAT
0 Operations – Support		0 Operations – Support
00 Unassigned		00 Unassigned
01 Supervision	1, 2, 4	01 Supervision
02 Quality Improvement	1, 2, 4	02 Quality Improvement
03 Industrial Engineering	1, 2, 4	03 Industrial Engineering
04 Address Management Systems	1, 2, 4	04 Address Management Systems
05 Production Planning	1, 2, 4	05 Production Planning
06 Unassigned		06 Unassigned
07 Environmental Management	1, 2, 4	07 Environmental Management
08 Administrative & Clerical	1, 2, 4	08 Administrative & Clerical
09 Delivery & Retail Programs	1, 2, 4	09 Delivery & Retail Programs
90 Training - Operations Support	1, 2, 4	90 Training - Operations Support
Function Total		Function Total
Overtime (Nonadd)		Overtime (Nonadd)
1 Operations - Mail Processing		1 Operations - Mail Processing
10 Supervision	1, 4	10 Supervision
11 Automation Letters/Flats	1, 2, 4	11 Automation Letters/Flats
12 Mechanized Distribution Letters/Flats	1, 2, 4	12 Mechanized Distribution Letters/Flats
13 Parcel Processing	1, 2, 4	13 Parcel Processing
14 Manual Distribution	1, 2, 4	14 Manual Distribution
15 Remote Barcode System	1, 2, 4	15 Remote Barcode System
16 Fixed Mechanization	1, 2, 4	16 Fixed Mechanization
17 Other Direct Operations	1, 2, 4	17 Other Direct Operations
18 Indirect/Related	1, 2, 4	18 Indirect/Related
19 Unassigned		19 Unassigned
91 Training - Operations MP	1, 2, 4	91 Training - Operations MP
Function Total		Function Total
Overtime (Nonadd)		Overtime (Nonadd)

FIELD FORMATS 1, 2, 3, 4, 5	VALID IN FORMAT	NATIONAL FORMAT
2 Operations - Delivery Services		2 Operations - Delivery Services
20 Supervision	1, 2, 4	20 Supervision
21 City Delivery - Office Time	1, 2, 3	21 City Delivery - Office Time
22 City Delivery - Street Time	1, 2, 3	22 City Delivery - Street Time
23 City Delivery - Other	1, 2	23 Other City Delivery
24 Delivery Initiatives	1, 2	24 Delivery Initiatives
25 Rural Delivery	1, 2, 3	25 Rural Delivery
26 Carrier Customer Support Activity	1, 2, 3	26 Carrier Customer Support Activity
27 Collections	1, 2	27 Collections
28 Tertiary - City Carrier	1, 2	28 Tertiary - City Carrier
29 Routers - Office	1, 2	29 Routers - Office
92 Training - Operations Del Serv	1, 2, 3, 4	92 Training - Operations Del Serv
Function Total		Function Total
Overtime (Nonadd)		Overtime (Nonadd)
FIELD FORMATS 1, 2, 3, 4, 5	VALID IN FORMAT	NATIONAL FORMAT
3 Operations - Maintenance		3 Operations - Maintenance
3A Operations - Vehicle Services		3A Operations - Vehicle Services
30 Supervision - Vehicle Services	1, 2, 4	30 Supervision - Vehicle Services
31 Administrative & Clerical	1, 2, 4	31 Administrative & Clerical
32 Vehicle Maintenance	1, 2	32 Vehicle Maintenance
33 VOMA Support	1, 2, 3	33 VOMA Support
34 Vehicle Operations	1, 2	34 Vehicle Operations
3B Operations - Plant & Equip Maintenance		3B Operations - Plant & Equip Maintenance
35 Supervision - Plant/Equip Maintenance	1, 2, 4	35 Supervision - Plant/Equip Maintenance
36 Postal Operating Equipment	1, 2	36 Postal Operating Equipment
37 Building Systems Equipment	1, 2, 3	37 Building Systems Equipment
38 Building Services - Custodial	1, 2, 3	38 Building Services - Custodial
39 Maintenance, Planning, Control & Stores	1, 2, 3	39 Maintenance, Planning, Control & Stores
93 Training - Operations Maintenance	1, 2, 3, 4	93 Training - Operations Maintenance
Function Total		Function Total
Overtime (Nonadd)		Overtime (Nonadd)

FIELD FORMATS 1, 2, 3, 4, 5	VALID IN FORMAT	NATIONAL FORMAT
4 Operations - Customer Services 40 Supervision 41 Unit Distribution - Automated/ Mechanized 42 Business Return Service 43 Unit Distribution - Manual 44 Post Office Box Distribution 45 Window Service 46 Unassigned 47 Administrative & Clerical (CAG H - L Offices) 48 Administrative & Clerical - Customer Services 49 Computerized Forwarding Systems 94 Training - Operations Cust Serv Function Total Overtime (Nonadd)	1, 2, 3, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 3 3 1, 2, 4 1, 2, 4 1, 2, 3, 4	4 Operations - Customer Services 40 Supervision 41 Unit Distribution - Automated/ Mechanized 42 Business Return Service 43 Unit Distribution - Manual 44 PO Box Distribution 45 Window Service 46 Unassigned 47 Administrative & Clerical (CAG H - L Offices) 48 Administrative & Clerical - Customer Services 49 Computerized Forwarding Systems 94 Training - Operations Cust Serv Function Total Overtime (Nonadd)

FIELD FORMATS 1, 2, 3, 4, 5	VALID IN FORMAT	NATIONAL FORMAT
5 Controller 50 Supervision 51 Unassigned 52 Administrative & Clerical - Accounting Services 53 Unassigned 54 Budget & Financial Analysis 55 Internal Control Group (ICG) 56 Administrative & Clerical - Finance 57 Statistical Programs 58 Other Timekeeping 59 Unassigned 95 Training - Controller Function Total Overtime (Nonadd)	1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4	5 Controller 50 Supervision 51 Unassigned 52 Administrative & Clerical - Accounting Services 53 Unassigned 54 Budget & Financial Analysis 55 Internal Control Group (ICG) 56 Administrative & Clerical - Finance 57 Statistical Programs 58 Other Timekeeping 59 Unassigned 95 Training - Controller Function Total Overtime (Nonadd)

FIELD FORMATS 1, 2, 3, 4, 5	VALID IN FORMAT	NATIONAL FORMAT
6 Human Resources		6 Human Resources
60 Supervision	1, 2, 4	60 Supervision
61 Labor Relations Activities	1, 2, 4	61 Labor Relations Activities
62 Personnel Services	1, 2, 4	62 Personnel Services
63 Safety & Health	1, 2, 4	63 Safety & Health
64 EEO/Affirmative Action	1, 2, 4	64 EEO/Affirmative Action
65 Training Support	1, 2, 4	65 Training Support
66 Injury Compensation	1, 2, 4	66 Injury Compensation
67 LWOD - IOD - OWCP		67 LWOD - IOD - OWCP
96 Training - Human Resources	1, 2, 4	96 Training - Human Resources
Function Total		Function Total
Overtime (Nonadd)		Overtime (Nonadd)

FIELD FORMATS 1, 2, 3, 4, 5	VALID IN FORMAT	NATIONAL FORMAT
7 Customer Service & Sales		7 Customer Service & Sales
70 Supervision	1, 2, 4	70 Supervision
71 Commercial Sales & Account Mgmt	1, 2, 4	71 Commercial Sales & Account Mgmt
72 Postal Business Center	1, 2, 4	72 Postal Business Center
73 Expedited Mail Service	1, 2, 4	73 Expedited Mail Service
74 Retail Marketing	1, 2, 4	74 Retail Marketing
75 Claims & Inquiries	1, 2, 4	75 Claims & Inquiries
76 Customer Care Centers	1, 2, 4	76 Customer Care Centers
77 Accountable Paper	1, 2, 4	77 Accountable Paper
78 Administrative & Clerical - Cust Serv Support	1, 2, 4	78 Administrative & Clerical - Cust Serv Support
79 Mailing Requirements & Business Mail Entry	1, 2, 4	79 Mailing Requirements & Business Mail Entry
97 Training - Customer Service & Sales	1, 2, 4	97 Training - Customer Service & Sales
Function Total		Function Total
Overtime (Nonadd)		Overtime (Nonadd)

FIELD FORMATS 1, 2, 3, 4, 5	VALID IN FORMAT	NATIONAL FORMAT
8 Administration (Field) 80 Postmaster or Installation Manager 81 Supervision & Clerical 82 Administrative & Clerical 83 Purchasing 84 Information Systems 85 Facilities 86 Unassigned 87 Unassigned 88 Management Project - Supervisory 89 Management Project - Non-Supervisory 98 Training - Administration (Field) Function total Overtime (Nonadd)	1, 2, 3, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 3, 4 1, 2, 3, 4 1, 2, 3, 4 5 5 5 5 5 5 5 5 5	8 Administration (Field) 80 Postmaster or Installation Manager 81 Supervision & Administrative 82 Administrative & Clerical 83 Purchasing 84 Information Systems 85 Facilities 86 Unassigned 87 Unassigned 88 Management Project - Supervisory 89 Management Project - Non-Supervisory 98 Training - Administration (Field) Function total Overtime (Nonadd) 8 Headquarters General Mgmt 80 HQ - Operations 81 OIG/Inspection Service 82 OIG/Security Force 83 HQ - Consumer Advocate 84 HQ - Corporate Relations 85 HQ - Finance 86 HQ - Human Resources 87 HQ - Marketing 88 HQ - Administrative Services 89 HQ - Senior Mgmt - PMG, General Counsel, OIG Function Total Overtime (Nonadd)

FIELD FORMATS 1, 2, 3, 4, 5	VALID IN FORMAT	NATIONAL FORMAT
9 Training 90 Training - Operations Support - F0 91 Training - Operations Mail Processing - F1 92 Training - Operations Delivery Services - F2 93 Training - Operations Maintenance - F3 94 Training - Operations Customer Service - F4 95 Training - Controller - F5 96 Training - Human Resources - F6 97 Training - Customer Service & Sales - F7 98 Training - Administration (Field) - F8 99 Default Code Function Total (Training) Overtime (Nonadd)	1, 2, 4 1, 2, 4 1, 2, 3, 4 1, 2, 3, 4 1, 2, 3, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 3, 4	9 Training 90 Training - Operations Support - F0 91 Training - Operations Mail Processing - F1 92 Training - Operations Delivery Services - F2 93 Training - Operations Maintenance - F3 94 Training - Operations Customer Service - F4 95 Training - Controller - F5 96 Training - Human Resources - F6 97 Training - Customer Service & Sales - F7 98 Training - Administration (Field) - F8 99 Default Code Function Total (Training) Overtime (Nonadd)
68 Limited Duty 69 Rehabilitation	1, 2, 3, 4, 5	68 Limited Duty 69 Rehabilitation
Grand Total All Hours Grand Total Overtime Hours Grand Total Prior Period Adjs Grand Total Prior Year Adjs Percent Overtime Hours/All Hours		Grand Total All Hours Grand Total Overtime Hours Grand Total Prior Period Adjs Grand Total Prior Year Adjs Percent Overtime Hours/All Hours

Functional Management Procedures

Process Document

Handbook F-2

Issued

[insert date]

Revisions

F-2, *Functional Management Policy*, and its supporting materials, including this Process document, supersede the September 2019 edition of HBK F-2, *Functional Management*.

Content

Contains the procedures regarding work hour data collection and reporting for the purposes of budgeting and planning.

Owner

Senior Vice President, Finance & Strategy

Availability

Copies are available for Postal Service employees for internal use only on the Postal Service PolicyNet website at <http://blue.usps.gov>.

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1 Purpose

This procedural handbook covers requirements for reporting work hour data using the National Workhours Reporting System (NWRS) and any associated data systems used to produce detailed labor resource and financial reports. The Postal Service accumulates employee-level data used to compare current and projected labor resource demands, as well as ensure proper allocation of such resources.

This handbook helps field managers monitor and maintain the correct application of Labor Distribution Codes (LDCs), ensuring quality data. The handbook also shows functional managers how to monitor the performance to plan and to ensure that the budget aligns with the LDCs in NWRS.

2 Labor Distribution Codes (LDCs)

LDCs categorize all work hours in NWRS into meaningful groupings within each function. Through LDCs, the NWRS reports by function where hours are worked, not who performs that work. The work hour report displays actual, planned, and same period last year (SPLY) hours by LDC. Labor Utilization Reports display paid hours, leave, and salary and benefit data by LDC.

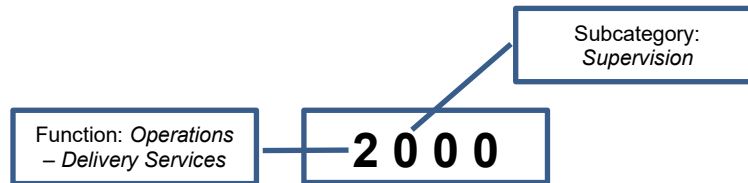
LDCs are four-digit numbers that subdivide the functions and designate labor distribution categories for reporting actual and planned hours (currently a two-digit code followed by two trailing zeros).

The first digit (0-9) of the LDC identifies the functions within an office. The functions are:

First Digit	Function
0	Operations — Support
1	Operations — Processing
2	Operations — Delivery Services
3	Operations — Vehicle Services and Maintenance
4	Operations — Customer Services
5	Finance
6	Human Resources
7	Customer Service & Sales
8	Administration (Field and Headquarters General Management)
9	Training

The second digit of the LDC identifies the work activity subcategories that satisfy the specific needs to manage each functional area.

Example:



LDC 2000 reflects work hours for all employees who perform Delivery Service supervisory activities. These employees could be Supervisors normally coded LDC 2000, Supervisors transferred to LDC 2000, and craft employees performing higher-level service in LDC 2000.

Not all LDCs apply to all operating units. For example, LDCs related to Processing, specifically LDCs 1000 through 1800, apply only to Reporting Office Group (ROG) 2 and 3 offices. Within each office, LDCs are available to capture hours for all authorized activities. The full list of work activity subcategories and valid LDCs for each operating unit classification is outlined in Appendix A, *Labor Distribution Code/MOD Operation Number/LTAT Crosswalk*. Definitions for each LDC are available in the supplemental document, *Labor Distribution Code Definitions [F-2]* at <https://blue.usps.gov/finance/field-budget.htm>.

3 LDC Entry

For new employees, their base LDC is determined by Form 50 (Personnel Action). For existing employees, all job change actions requiring the use of PS Form 50 must designate the appropriate LDC.

The absence of a valid LDC triggers the system to assign the invalid default (LDC 9900), as shown in the Valid LDC–CAG–D/A columns in Appendix A. This results in erroneous reporting of hours, leave, and dollars.

1. Assignment and maintenance of LDCs entered via PS Form 50 or the Time and Attendance Collection System (TACS) must be valid by the Designation Activity code (D/A code) and Cost Ascertainment Group (CAG) of the office. The TACS Employee Maintenance module is used to establish LDCs in the TACS employee maintenance file.
2. These LDC entries pass through a series of edits based on the table in Appendix A.
3. Records that do not pass the edits will default to a predetermined LDC or LDC 9900 and become the permanent LDC in the Employee Master File.
4. Employee records defaulting to LDC 9900 must be researched to determine proper LDC assignment.

4 LDC Maintenance

As part of regular maintenance of employee LDC assignments, Management reviews:

1. The TACS Employee Listing Report to validate LDCs and take update actions, as outlined in Chapter 5, as necessary. The report can be accessed in TACS.
2. The Loan, Transfer, and Training System (LTATS) — Detail Estimated Transactions Report to assess daily transfers, which may indicate a need for a permanent LDC change.

5 LDC Adjustments

If an office requires a change to an LDC, including resolution of invalid LDC assignments and necessary corrections:

1. Department heads (in area offices and headquarters) or field personnel contact the TACS Help Desk for input.
Note: Changes made to an employee's LDC in TACS will replace the PS Form 50 assignment, with the exception of changes to or from LDCs 6700 and 6900. Requests for 6700 and 6900 corrections can be directed to Human Resources Shared Service Center (HRSSC).
2. To change or correct an existing LDC entered manually, notify the TACS Help Desk to assign the appropriate LDC in one of the following circumstances:
 - A PS Form 50 action is not required, such as job bidding.
 - No LDC was assigned.
 - A nonexistent or incorrect LDC has been assigned.
3. Manual LDC changes are effective the week of input, and automated LDC changes are effective immediately upon change. Corrections or changes must be made as soon as issues arise. When multiple weeks are open in TACS, only changes to the current week will change the LDC for succeeding weeks.
4. If an employee has been on long-term leave, they must be placed in the correct LDC upon their return to work. When an employee has returned to work, they are required to provide a medical statement to their supervisor immediately. Human Resources must be notified so the employee can be assigned to the appropriate LDC via PS Form 50 action. Until the PS Form 50 has been processed, the employee's hours should be transferred to a productive LDC using PS Form 1236-A.
5. If the Employee Master File record does not match the Base Job Assignment in the TACS Employee Maintenance module, hours will be charged hours to the designation activity code (D/A), LDC, and finance number indicated on the Employee Master File.
6. Changes to data other than LDC in the Employee Master File must be initiated in the Human Capital Enterprise System (HCES).
7. Assignments or changes of LDCs must be consistent with the LDC-CAG-D/A columns in Appendix A.
8. Only permanent LDC changes are to be entered in the TACS Employee Maintenance module. Temporary changes in employee LDCs must be accounted for by use of PS Form 1236-A. See 5.1.1 for use of this form.
9. TACS LDC changes are sent to the payroll processing branch with each week's Time Certification Report. This submission updates the Employee Master File with the change and is used during payroll calculation for that pay week.

5.1 Loaned, Transfer, and Training Hours

The Loan Transfer and Training System (LTATS) is a tool used to record work hours an employee performs outside of their assigned LDC. When an employee makes an entry in the LTATS, the Operations Manager ensures correct entry of the LDC for accumulating work hours and associated dollars.

The primary entry point for a loaned, transfer, and training transaction is the TACS — LTATS Entry module.

The following hour types are recorded in the LTATS entry module:

- **Transfer Hours:** Work hours charged to a D/A code or LDC that is different from the employee's established D/A code or LDC.
 - Note:** Current period transfers are not authorized for rural carriers (From D/A 7X-X, LDC 2500) except to LDC 6800, Limited Duty.
- **Loaned Hours:** A type of transfer work hour denoting any period of time worked at a unit or facility with a different finance number than the employee's official duty station (or "home office") finance number.
 - Note:** The following restrictions apply to loaned hours:
 - If an employee uses leave while on a loaned assignment, the leave is charged to the home finance number.
 - Leave cannot be loaned or transferred.
 - Supervisor's Extra Straight Time cannot be transferred to the loaned assignment; these work hours (i.e., overtime) are charged to the home finance number.
- **Training Hours:** Work hours spent in Current Position Training or Developmental Training. There are only two recognized training activities to be charged as training in NWRS (LDCs 9000–9800): Current Position and Developmental Training. The training LDC is selected based on the following criteria:
 - **Current Position:** Training to enhance an employee's performance in the current position within their assigned LDC. In such cases, the training should be assigned to the employee's functional area.
 - Example: If the training is widely applicable, such as safety or EEO, the hours should be charged to the employee's base function, not to LDC 9600, Training Human Resources.
 - **Developmental Training:** Training that is not directly related to the employee's current position. Developmental training is done solely to qualify the individual for promotion or future assignment. In such cases, if the training is related to another function, the training hours are charged to that function.

Note: Any training not consistent with the criteria listed above must be considered on-the-job training and reported as actual work hours. In addition, all rural carrier training is to be reported in LDC 2500.

 - Training hours, for financial reporting, are defined as follows:
 - a. **Classroom Training:** All on-the-clock time spent by trainees receiving training or instruction from either a certified instructor or an authorized self-study course in a classroom away from the workroom floor.
 - b. **Simulated Workroom Activities:** All on-the-clock time of trainees receiving training or instruction from a certified instructor in a classroom having the appearance of an actual work location, or an area of the workroom floor set aside for training purposes, or away from the regular production activities, and which involves no live mail.
 - c. **Group Learning Activities:** All on-the-clock time of trainees receiving training or instruction from a certified instructor in the practical application of a classroom learned activity, even if some of the work performed is productive in nature.
 - d. **Scheme Training:** All on-the-clock time spent learning a new scheme or scheme changes using training aids. This training may be done in a training room or in real cases, but in no instance will live mail for distribution be used.

- e. **Travel Time:** All compensable travel time spent traveling to and from any of the above training activities. Refer to Handbook F-21, *Time and Attendance*, and the Employee and Labor Relations Manual (ELM) for rules concerning compensable travel time.

Entering Prior Period Adjustments

LTATS also accepts prior fiscal year adjustment transactions anytime during the current fiscal year; however, to accommodate other reporting system limitations such as those found in NWRS:

1. Prior fiscal year adjustments must be made before the close of the last full pay period of the year.
2. LTATS transactions made after the close of the year to correct SPLY will be charged to the new fiscal year in NWRS.

Prior period adjustments are entered using the TACS — LTATS Entry module, with the following requirements:

- a. The “From” and “To” D/A and LDC must not be left blank.
- b. Work and overtime are entered in whole hours.
- c. Adjustments for training must have a “To” D/A of 888 if hours are being subtracted from training, or 999 if hours are being added to training.
- d. Loaned adjustments are indicated by the presence of a “To” finance number (cannot be the finance number of the office of input).
- e. The year, pay period, and week in which the hours were worked must be populated.
- f. Prior week adjustments cannot be made for the following pay periods:
 - Prior to the first pay period of the previous fiscal year
 - For the current pay period
 - For future pay periods
- g. The “To” D/A and LDC must be consistent with the table in Appendix A.

For more detail, see the procedures in Handbook F-21, *Time and Attendance*, for instructions related to LTATS entries.

5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours

PS Form 1236-A, *Weekly Loan, Transfer, and Training Hours*, captures loaned, transfer, and training hours data for manual entry. Both manual and automated entry methods may use the TACS — LTATS Entry module for entering PS Form 1236-A data. It is mandatory for all operational units to complete a PS Form 1236-A if they have manual loaned, transfer, and training hours during a pay period. PS Form 1236-A is available on PolicyNet and at the Topeka MDC.

Loaned, transfer, and training hour data entered via PS Form 1236-A (including the automated clock ring driven version) pass through edits based on the table in Appendix A. The “To” D/A and LDC for transfers and loans must also be consistent with the table, or the program will reject the transaction (TR) as a fatal error. Additional PS Form 1236-A edits appear in Appendix C, *Fatal and Warning Error Conditions in LTATS*. For a complete listing of LTATS edits, see 6.3.1.

Manual Entry

PS Form 1236-A, Weekly Loan, Transfer, and Training Hours must be completed and entered into the LTATS entry module of TACS before the close of the week. All offices are required to enter their PS Form 1236 into the LTATS entry module of TACS.

To complete PS Form 1236-A:

1. At the end of each week, summarize on PS Form 1236-A all work and overtime hours that are to be loaned, transferred, or recorded as training.
2. Organize and record loaned hours data:
 - a. Arrange PS Form 1234 for loaned hours, or other documents used to record loaned data, into groups by employee’s base D/A and LDC.
 - b. Separate these groups by D/A code, LDC, or finance number, where the hours are loaned.
 - c. Total the work and overtime hours for each group and post to that week’s PS Form 1236-A.
 - d. Post the D/A and LDC from where the hours are to be subtracted in the “From” blocks.
 - e. Post the work and overtime hours in their proper blocks.
 - f. In the “To” block, post the D/A, LDC and finance number where the hours are to be added.
 - g. The “To” D/A and LDC must be consistent with the table in Appendix A for the CAG/finance number of the borrowing office.
3. Organize and record transferred hours:
 - a. Arrange PS Form 1234 for transferred hours, or other documents used to record transferred data, into groups by employee base designation/activity codes and labor distribution codes.
 - b. Separate each group by D/A code or LDC where the hours are to be transferred.
 - c. Total the work and overtime hours for each group and post to the week’s PS Form 1236-A.
 - d. In the “From” block of the statistics section, post the D/A and LDC from which the hours are to be subtracted.
 - e. Post the total number of work and overtime whole hours in the proper blocks.
 - f. Post in the “To” block the D/A and LDC to which the hours are to be added.
 - g. The “To” D/A and LDC combination must be consistent with the table in Appendix A.
4. Organize and record training hours:
 - a. Arrange PS Form 1234 for training hours, or other documents used to record training data, by employee’s base D/A and LDC.
 - b. Separate training to LDCs where the hours are to be added.
 - c. Only those training hours as defined in 5.1 are to be posted to PS Form 1236-A.
 - d. Total each group and post to PS Form 1236-A.
 - e. In the “From” block, post the D/A and LDC from where the hours are to be subtracted.
 - f. Post the work and overtime hours in their proper blocks.
 - g. In the “To” block, enter D/A 99-9 and the training LDC (9000– 9800) which identifies the function to which the training is to be charged.

Sample Training Transfer

From Data						To Data				
Finance	D/A	LDC	PL	Work	OT	Finance	D/A	LDC	PL	Yr PP W
109999	110	4300		16			999	9400		

5. At the end of the week:
 - a. Summarize all similar entries from the week to the PS Form 1236-A.
 - b. Only whole hours are posted to PS Form 1236-A.
 - c. If additional lines are required due to the quantity of entries, use separate PS Form 1236-A as needed.
 - d. Enter page numbers, if required, in the lower right corner of the form.
6. PS Form 1236-A can also be used to enter prior period adjustments to correct any hours that have been improperly allocated.
 - a. Adjustments are indicated by entering the applicable year, pay period, and week in the appropriate columns.
 - b. Information is entered as indicated in the Sample Training Transfer Correction below, except for entries necessary to reduce training and increase work hours. In this case, enter 888 in the “To” D/A block; enter the original training LDC (9000-9800) in the “To” LDC block.
 - c. The “From” D/A and LDC block will contain the D/A and LDC for which work hours are to be increased.
 - d. Enter, in whole hours, the number of work and overtime hours to be adjusted. For example, 24.57 would be 25, not 2500.
 - e. To adjust a loan transaction to an incorrect office, the “borrowing” office must input a reversing entry, i.e., the borrowing office becomes the loaning office, and the loaning office becomes the borrowing office.

Sample Training Transfer Correction

From Data						To Data				
Finance	D/A	LDC	PL	Work	OT	Finance	D/A	LDC	PL	Yr PP W
109999	110	4300		16			888	9400		

5.1.2 Entering Loan, Transfer, and Training Hours

5.1.2.1 Manual Entry

Loaned Hours

1. PS Form 1723, *Assignment Order*, is completed to authorize a loaned hour assignment.
Note: PS Form 1723 is available on PolicyNet.
2. Upon receipt of PS Form 1723, the authorizer prepares PS Form 1234, *Utility Card*.

Loaned, Transfer, and Training Hours

3. Once assigned their hours, employees must record their time worked on PS Form 1234.
4. The supervisor validates that hours are recorded (see 5.1).
5. Hours and premiums recorded on PS Form 1234 are transferred to PS Form 1230 for pay purposes.
6. Total work and overtime hours from PS Form 1234 are posted to PS Form 1236-A for both transfer and loan hours.

Note: Hours for non-rural employees are processed as transfers using “To” DES 71. For Timecard offices actual hours are reported on PS Form 1236-A.

5.1.2.2 Automated Entry

1. Loaned, transfer, and training hours are generated from employee clock rings in time clock offices.
2. The supervisor ensures employees use the correct Management Operating Data System (MODS) operation number when recording clock rings.
Note: The use of an incorrect operation number may cause erroneous accounting of loaned, transferred, or training hours.
3. The D/A code and LDC assignment for each employee, along with the MODS operation number, identify the work the employee normally is assigned to perform. Appendix A contains the crosswalk of MODS operations to LDCs and D/A codes to LDCs.
4. Temporary job assignments are generated from the PS Form 1723, *Assignment Order*.
5. TACS utilizes the Employee Maintenance module to create a temporary job assignment when the assignment length is a week or longer. Entering a temporary job assignment into TACS facilitates the automatic loan or transfer of hours.

Note: Temporary changes have no effect on pay location designation.

Loaned Hours

1. PS Form 1723, *Assignment Order*, is prepared to direct the employee to perform the temporary duties (see Handbook F-21, *Time and Attendance*).
2. The employee records their work hours in the appropriate MODS operation number.
3. If the “Loaned To” finance number does not reside in the “From” TACS database instance, the appropriate MODS special operations numbers 988-997 are to be used as listed (“X” indicates that the system will determine the first digit of the D/A code based on first digit of the base Employee D/A code):

Operation Number	D/A
988 Loaned as Officer-in-Charge	08-0
989 Loaned to Headquarters	11-9
990 Loaned as Supervisor	09-0
991 Loaned as Clerk	X1-0
992 Loaned as Mailhandler	X2-0
993 Loaned as Carrier	X3-4
994 (Future use)	X4-0
995 Loaned as VMF Mechanic	X5-3
996 Loaned as Maintenance Building Services	X6-6
997 Loaned as Rural Carrier	76-0

4. Loaned hours are calculated from clock rings based on the operation number recorded within the clock rings. The operation number used provides a “To” D/A code associated with the loaned hours.
5. In addition to the “To” D/A code, loaned hours are identified with a “To” finance number and a “To” LDC.
6. At the end of each week, TACS consolidates loaned hours for common “From” and “To” D/A codes, LDCs and finance numbers for producing the loan, transfer, and training transactions. These transactions are summarized on the TACS — LTATS Weekly Summary Report. LTATS reports identify the home office with “loaned hours” and receiving office with “borrowed hours.”

Transfer Hours

1. The TACS — PPWK Final Time Certification report for each week reflects the computation of transfer hours separately from the base or higher-level timecard records that are used for pay purposes.
2. TACS compares the operation number used (in the clock ring) with the employee's D/A code and LDC.
3. When a difference occurs, the system automatically generates a transfer. The transfers appear on the TACS — LTATS Detailed Estimated Transactions report and the TACS — PPWK Final Time Certification report.

Note: The city employees hours are processed as transfers using "To" DES 71. Time Clock offices are automatic transfers based on employee clock rings.

Training Hours

1. Employees undergoing training, as defined above, must record the hours in appropriate training operation numbers (780–789) for transfer to the correct training LDC.
2. Training hours are calculated from clock rings using operations 780–789. Employees undergoing training record time in the operation number which identifies the function for which the training is to be charged.
3. At the end of each week, LTATS consolidates training hours for common "From" D/A codes and LDCs for producing the loan, transfer, and training transactions.

Note: All rural training hours are charged to LDC 2500 as work hours. No transfer is required.

6 Reports

The Time and Attendance Collection System (TACS) provides weekly and pay period work hour reports for TACS offices. TACS payroll data is stored in the Enterprise Data Warehouse (EDW). Monthly work hour and dollar reports can be produced from the EDW Accounting Data Mart (ADM). Employee Time and Attendance clock rings provide the basis for accumulating data by LDC for these reports.

The Work Hour and Labor Utilization Reports are used primarily to analyze performance to plan and SPLY and to develop detail data for budget planning. The Loan Transfer and Training Hours Report accounts for movement of work hours outside of base LDC usage during a reporting period. Review of this report is necessary for maintaining the accuracy of the NWRS reports and the Financial Performance Report.

6.1 National Workhours Reporting System

EDW/ADM provides monthly and year-to-date NWRS Reports covering the following levels of detail:

- National Total
- Executive Leadership Team
- Area
- Performance Cluster Code (PFC)
- Finance Data Control (FDC)
- Manager, Post Office Operations (MPOO)
- Lead Finance Number
- Customer Service Operations Manager (CSOM)
- Finance Number

NWRS Reports display work hour information by function (0 to 9) and by LDC subcategories (01 to 99). Actual, Plan, SPLY, % Plan, and % SPLY are shown for the current period and year-to-date for the functional categories and LDCs within each function.

To track the use of labor resources against a benchmark, the National Workhours Reporting System (NWRS) requires the development and input of a weekly operating plan by LDC. Functional managers use the data at the LDC level to analyze performance and identify problems in specific work activities.

NWRS Report

Source: EDW

National LDC Code/Description	Status	Month Closed														
		Month														
		SEP-23														
		Metrics	Actuals	Plan	Plan Var	% Plan	Prior FY	Prior FY Var	% Prior FY	YTD Actuals	YTD Plan	YTD Plan Var	YTD % Plan	YTD Prior FY	YTD Prior FY Var	YTD % Prior FY
National 01 SUPV OPNS SUPPORT		28,466	29,937	(1,471)	(4.91%)	28,093	373	1.33%	327,726	365,102	(37,376)	(10.24%)	354,386	(26,660)	(7.52%)	
National 02 QUALITY IMPROVEMENT		45,313	46,738	(1,425)	(3.05%)	45,399	(86)	(0.19%)	553,163	565,126	(11,963)	(2.12%)	557,551	(4,388)	(0.79%)	
National 03 INDUSTRIAL ENGINEER		105,593	114,678	(8,985)	(7.83%)	106,506	(813)	(0.76%)	1,282,909	1,397,553	(114,944)	(8.22%)	1,316,160	(33,251)	(2.53%)	
National 04 ADDRESS MANAGEMENT SYS		50,134	42,126	8,008	19.01%	48,675	1,459	3.00%	611,401	530,778	80,623	15.19%	563,058	48,343	8.59%	
National 05 PRODUCTION PLANNING		18,043	8,350	9,693	116.08%	7,229	10,814	149.59%	114,756	100,946	13,810	13.68%	98,235	16,521	16.82%	
National 07 ENVIRONMENTAL MGMT		94	64	30	46.88%	13	81	623.08%	806	795	11	1.38%	786	20	2.54%	
National 08 ADMINIS. & CLERICAL		68,359	75,218	(6,859)	(9.12%)	71,347	(2,988)	(4.19%)	838,724	924,319	(85,595)	(9.26%)	908,021	(69,297)	(7.63%)	
National 09 DELVY & RETL PROGS		9,629	12,345	(2,716)	(22.00%)	10,005	(376)	(3.76%)	109,392	154,558	(45,166)	(29.22%)	160,789	(51,397)	(31.97%)	
National SUBTOTAL FO - OPERATIONS SUPPORT		325,731	329,456	(3,725)	(1.13%)	317,267	8,464	2.67%	3,838,877	4,039,477	(200,600)	(4.97%)	3,958,986	(120,109)	(3.03%)	
National 90 TRNG-OPNS SPRT		3,168	3,178	(10)	(0.31%)	3,000	168	5.60%	30,446	38,619	(8,173)	(21.16%)	26,686	3,760	14.09%	
National TOTAL FO - OPERATIONS SUPPORT		328,899	332,634	(3,735)	(1.12%)	320,267	8,632	2.70%	3,869,323	4,078,096	(208,773)	(5.12%)	3,985,672	(116,349)	(2.92%)	

The table below lists the column descriptions for the NWRS Report:

Column Name	Column Description
Actuals	Work hours by LDC taken from the pay data file generated through payroll processing. PS Form 1236-A, Weekly Loan, Transfer, and Training Hours, is processed and added to the pay data file before extracting NWRS hours. Overtime is included in the LDC totals, and also appears separately for each function, as a non-add item. Training hours are listed separately in each function and are included in the function total.
Plan	Represents the approved budget plan for each LDC. Plan data, by LDC, is extracted from the Integrated Budget & Planning System (IBPS) Additional plan inputs are not required to support NWRS. LDC plans are summed to a function plan.
Plan Variance	Actual hours minus Plan hours for the current period.
Percent Plan	Percent difference of actual hours to plan hours. Actual hours are compared to plan hours for each LDC and function. Actual hours minus planned hours are divided by planned hours and multiplied by 100. The percent difference is expressed to one decimal point. The minus (-) sign indicates the percentage difference is under plan.
Prior FY	Actual hours, by LDC and function, for the same period of the prior fiscal year, plus adjustments generated through PS Forms 1236-A and 2240. Prior year PS Form 1236-A adjustments are processed and applied each pay period. Adjustments for previous pay periods are added to the Prior FY YTD. Adjustments for future pay periods are included in the report for that pay period.
Prior FY Variance	Actual hours for the current period, minus hours for the same period for the prior fiscal year.
Percent Prior FY	Percent difference of actual hours to prior year hours. Actual hours are compared to hours for the same period of the prior year for each LDC and function. Actual hours minus Prior Year hours are divided by Prior Year hours and multiplied by 100. The percent difference is expressed to one decimal point. The minus (-) sign indicates the percentage difference is under Prior Year.
Year-to-date (YTD)	For Actual, Plan, Plan Variance, percent to Plan, Prior FY, Prior FY Variance, percent to Prior FY. Accumulation of data from week one of the fiscal year through the period covered by the report. Prior period adjustments are included in the YTD totals.

6.2 Labor Utilization Report

The Labor Utilization Report (LUR) is available in the EDW/ADM on a monthly and year-to-date frequency. The report reflects hours worked, leave taken, hours paid, salaries paid, benefits paid, and hourly rates for paid hours and work hours for each LDC and function. Accrued salary and benefit expenditures that are included in the payroll system appear on this report. Function totals are summed to office totals. Prior period adjustments, generated through PS Forms 1236-A and 2240, are included in the YTD totals as appropriate. Prior year adjustments are included in the current period YTD LDC and function totals, where appropriate, and are listed as a separate line item.

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LUR Report Source: EDW

National LDC Code/Description	Status	Month Closed																
		SEP-23																
		Workhours	Overtime	Penalty Overtime	Sick Leave	Annual Leave	Leave WOP	Other Leave	Hours Paid	Salary	Benefits	Salary and Benefits	% Benefits	Total Overtime Dollars	PD/Hourly Rate	Work/Hour Rate		
National 01 SUPV OPNS SUPPORT		28,466	566	0	1,448	1,736	8	1,280	32,930	\$1,658,387.77	\$611,805.75	26.9%	\$23,157.63	\$68.9400	\$79.7511			
National 02 QUALITY IMPROVEMENT		45,213	1,406	335	2,547	3,291	1,308	2,408	53,859	\$1,839,213.27	\$692,880.29	26.5%	\$33,192.80	\$48.0881	\$55.9570			
National 03 INDUSTRIAL ENGINEER		105,693	1,660	14	4,624	8,008	956	5,584	123,909	\$5,105,459.36	\$1,818,113.90	26.3%	\$91,003.24	\$55.8763	\$65.5065			
National 04 ADDRESS MANAGEMENT SYS		50,134	1,465	81	2,794	4,648	382	2,726	60,302	\$2,074,479.91	\$800,394.19	27.8%	\$78,392.80	\$47.6746	\$57.3438			
National 05 PRODUCTION PLANNING		18,043	457	6	480	1,433	270	1,014	20,970	\$863,844.35	\$306,287.13	26.2%	\$24,886.83	\$55.8003	\$64.8524			
National 07 ENVIRONMENTAL MGMT		94	0	0	0	0	0	0	94	\$2,748.22	\$1,028.30	27.2%	\$8.60	\$40.1757	\$40.1757			
National 08 ADMINIS. & CLERICAL		68,359	2,071	49	3,256	5,810	950	3,134	80,559	\$3,066,868.62	\$1,129,711.72	26.9%	\$11,966.47	\$52.0933	\$61.3903			
National 09 DELVT & RETL PROGS		9,829	331	2	51	75	268	200	9,955	\$374,983.47	\$141,996.60	27.6%	\$13,612.11	\$51.6303	\$53.3783			
National SUBTOTAL FO - OPERATIONS SUPPORT		325,731	7,956	487	15,200	25,101	4,142	16,346	382,378	\$15,041,984.97	\$5,492,017.88	26.7%	\$436,220.48	\$53.7008	\$63.0398			
National 90 TRNG-OPNS SPRT		3,168	0	0	0	0	0	0	3,168	\$111,687.02	\$41,830.58	27.2%	\$0.00	\$48.4588	\$48.4588			
National TOTAL FO - OPERATIONS SUPPORT		328,899	7,956	487	15,200	25,101	4,142	16,346	385,546	\$15,153,671.99	\$5,533,848.46	26.7%	\$436,220.48	\$53.6577	\$62.8993			
National PRIOR PERIOD ADJUSTMENT FO - OPERATIONS SUPPORT		(3,334)	34	2	371	0	(144)	0	(2,963)	\$5,935.67	(\$3,780.81)	(175.5%)	\$3,409.79	(\$0.7273)	(\$0.6463)			

The table below lists the column descriptions in the Labor Utilization Report:

Column Name	Column Description
Code & Description	Identifies the LDCs and the NWRS functions. NWRS default code (99) appears as a separate line item in the Training Function. This provides hours and dollars for Training (LDCs 90–98) and default code activities. Function data is summed and appears on a total line.
Work Hours	Work hours for each LDC, function, and office total taken from the LDC, function, and office totals appearing on the Work Hour Report.
Overtime	Overtime hours for each LDC, function, and office total taken from the Work hour Report. Overtime hours are non-add since they are included in the work hours.
Penalty Overtime	Penalty overtime hours for each LDC, function, and office total. Penalty overtime hours are non-add as they are included in overtime hours.
Sick Leave	The hours of sick leave used by all employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate sick leave to LDC and function totals.
Annual Leave	The hours of annual leave used by all employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate annual leave to LDC and function totals.
Leave Without Pay (LWOP)	The hours of leave without pay used by employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate LWOP to LDC and function totals.
Other Leave	The hours of the remaining paid leave used by all employees within an LDC and function. Holiday leave is included in this category. The LDC appearing on the employee master record is used to accumulate other leave types to LDC and function totals.
Hours Paid	The total number of hours paid in each LDC and function. Hours paid is the sum of the work hours, sick leave, annual leave and other leave columns. Due to rounding procedures, the sum of these four columns may differ slightly from the hours paid total.
Salary	The salary dollars for all employees within each LDC and function, plus the dollars representing accrued annual leave and accrued holiday leave. Salaries include straight time, overtime, premiums, sick leave, and other paid leave.
Benefits	Includes the postal service contribution toward employee benefits. These benefits are retirement, Medicare, life insurance, health benefits, uniform allowance, and FICA when applicable.

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Salaries & Benefits	The combined total of Salary and Benefits dollars.
Percent Benefits	Percentage of Benefits dollars to total Salaries & Benefits.
Total Overtime Dollars	The total dollars (excluding fringe benefits) paid for overtime premium pay. Includes regular overtime and penalty overtime.
Paid Hourly Rate	Calculated for each LDC and function by dividing the hours paid into the dollar expenditures for salaries and benefits. A paid hour rate is also calculated using total office data.
Work Hour Rate	Calculated for each LDC and function by dividing the work hours into the dollar expenditures for salaries and benefits. A work hour rate is also calculated using total office data.

6.3 Loan, Transfer, and Training Hours Report

The LTATS processes transaction data to produce pay period Loan, Transfer and Training Hours Reports. Transaction sources are PS Form 1236-A inputs entered manually, and loan, transfer, and training transactions generated by TACS clock rings.

The loan, transfer, and training information contained in this report, other than fatal errors, is added to pay period payroll processing information to generate NWRS and other financial reports, including the Financial Performance Report (FPR).

An LTATS report is available for each Finance Data Control (FDC) and reflects loaned, borrowed, transferred, and training category data for each office (finance number) in the FDC. Weekly review of this data ensures accuracy of reports. FDC reports are consolidated into district summaries.

Office reports are sequenced by finance number for each FDC and display the following data elements:

- "From" and "To" D/A and LDCs
- Work and overtime hours
- Dollars
- Error messages

The first data line on the report identifies the reporting office by finance number, CAG, and name. Categories appear in the following sequence:

- Error messages
- Loaned to
- Borrowed from
- Transfers
- Training

Data for each category is sorted as follows:

- From D/A
- From LDC
- HOURS
- To D/A
- To LDC
- To Finance Number and Name (for loaned to and borrowed from)
- Adjusted Pay Period and Year (blank for current period data)

Office totals by category for current and prior periods are summarized to CAG totals. CAG totals are summarized to produce district category totals.

The table below lists the column descriptions in the Loan, Transfer, and Training Hours Report:

Column Name	Column Description
Calculating Dollar Amount	The dollar amount is calculated using an average hourly work hour rate for straight and overtime hours, at the finance number, D/A, and LDC levels. These rates are developed each pay period using current pay data and exclude benefits and paid leave.
Processing Records	All loan, transfer, and training hours records are processed through edit programs. The “Messages” column explains why some entries received a fatal (F) or warning (W) error message. Entries with fatal errors are rejected. These errors must be corrected and reported again correctly as a prior period adjustment on PS Form 1236-A, through the TACS — LTATS Entry module. The warning message indicates something about the entry is questionable.
Fatal and Warning Error Conditions	See Appendix C.

6.3.1 LTATS Edit Tables

Hours Edit Table

Each line item reported as loaned, transfer, or training is edited based on the “From” designation and total work hours. Entries that exceed the hours shown in the table below will be rejected. If the rejected entry is valid, the hours may be resubmitted as multiple records.

Table A: Transfer (From) Designation

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CAG	0X	1X	2X	3X	4X	5X	6X	7X	8X	9X	080
A	9999	49999	29999	29999	2999	999	9999	999	99	1999	99
B	999	29999	3999	14999	999	999	999	999	99	1999	99
C	999	29999	999	9999	999	999	999	999	99	1999	99
D	399	3999	399	9999	399	399	599	999	99	399	99
E	199	3999	399	9999	199	399	599	999	99	399	99
F	99	3999	199	9999	199	199	399	999	99	199	99
G	99	3999	199	9999	199	99	399	999	99	199	99
H	99	199	99	299	99	99	99	999	99	0	99
J	99	199	99	299	99	99	99	999	99	0	99
K	99	199	99	99	99	99	99	999	99	99	99
L	99	99	99	99	99	99	99	999	99	99	99
M	999	1999						999	999	0	999
N										49999	
O										29999	
P										29999	
Q										3999	
R										3999	
S										3999	
T										3999	
Z										999	

Loaned Hours Edit Table

Each line reflecting "loaned" hours is edited based on the "To" designation, the CAG of the "Loaned To" (borrowing) finance number and total work hours. Entries which exceed the hours shown in the table below will be rejected. If the rejected entry is valid, the hours may be resubmitted as multiple records.

Table B: Transfer (To) Designation

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CAG	0X	1X	2X	3X	4X	5X	6X	7X	8X	9X	080
A	9999	49999	29999	29999	2999	999	9999	999	99	999	99
B	999	29999	3999	7999	999	999	999	999	99	999	99
C	999	29999	999	4999	999	999	999	999	99	999	99
D	399	999	399	399	399	399	399	999	99	399	99
E	199	999	399	399	199	199	199	999	99	399	99
F	99	199	0	199	199	0	99	999	99	199	99
G	99	199	0	199	199	0	99	999	99	199	99
H	99	199	0	99	0	0	99	999	99	0	99
J	99	199	0	99	0	0	99	999	99	0	99
K	99	199	0	0	0	0	0	999	99		99
L	99	0	0	0	0	0	0	0	99		99
M	999	1999		0	0	0	0	999	999	0	99
N											
O											
P											
Q											
R											
S											
T											
Z											

6.4 Financial Performance Report

All personnel subaccount records carry LDCs through the Journal Voucher System, along with functional line numbers.

The FPR is produced monthly and details all revenue, salaries and benefits, and non-personnel expenses for the organization down to the finance number level.

Financial Performance Report

Source: EDW

National FPR Line - Summary		Status	Month Closed											
		Monthly	SEP-23									YTD Actual	YTD Plan	YTD Prior FY
		Metrics	Actual	Plan	Prior FY	Plan Var	% Plan	Prior FY Var	% Prior FY	Adjustment				
National	COMMERCIAL REVENUE		\$5,302,574,348	\$5,383,211,611	\$5,141,351,434	(\$80,637,263)	(1.5%)	\$161,222,915	3.1%	\$0	\$65,316,604,650	\$67,275,512,014	\$64,931,146,540	
National	RETAIL REVENUE		\$837,381,053	\$854,347,050	\$905,302,898	(\$16,965,997)	(2.0%)	(\$67,921,845)	(7.5%)	\$0	\$11,707,687,815	\$11,918,880,458	\$12,173,136,297	
National	TOTAL REVENUE		\$6,284,528,801	\$6,363,413,664	\$6,281,644,436	(\$78,884,893)	(1.2%)	\$2,884,366	0.0%	\$0	\$78,383,114,224	\$80,487,471,770	\$78,619,448,330	
National	SALARIES & BENEFITS		\$4,748,208,075	\$4,678,909,419	\$4,513,106,726	\$69,298,656	1.5%	\$235,101,349	5.2%	\$0	\$57,603,949,498	\$56,766,796,797	\$56,140,394,892	
National	OTHER PERSONNEL COMP		(\$417,813,132)	\$539,536,249	(\$712,386,946)	(\$957,349,381)	(177.4%)	\$294,573,814	41.4%	\$0	\$5,788,467,738	\$6,458,834,465	(\$55,076,221,001)	
National	TOTAL PERSONNEL COMP		\$4,330,394,943	\$5,218,445,668	\$3,800,719,780	(\$888,050,725)	(17.0%)	\$529,675,163	13.9%	\$0	\$63,392,417,236	\$63,225,631,262	\$1,064,173,891	
National	SUPPLIES AND SERVICES		\$328,615,028	\$355,804,848	\$327,884,800	(\$27,189,820)	(7.6%)	\$730,228	0.2%	\$0	\$3,364,923,879	\$3,466,282,490	\$3,187,865,226	
National	OTHER EXPENSE		\$737,079,764	\$751,172,761	\$781,238,522	(\$14,092,997)	(1.9%)	(\$44,158,758)	(5.7%)	\$0	\$8,519,565,177	\$8,702,129,557	\$8,240,001,820	
National	NONPERSONNEL EXPENSE BEFORE TRANS		\$1,065,694,792	\$1,106,977,609	\$1,109,123,322	(\$41,282,817)	(3.7%)	(\$43,428,530)	(3.9%)	\$0	\$11,884,489,056	\$12,168,412,047	\$11,427,867,046	
National	TRANSPORTATION EXPENSE		\$759,589,466	\$754,632,270	\$831,705,494	\$4,937,196	0.7%	(\$72,116,028)	(8.7%)	\$0	\$10,110,671,730	\$9,950,248,603	\$10,281,116,593	
National	TOTAL NONPERSONNEL EXPENSE		\$1,825,284,258	\$1,861,609,879	\$1,940,828,816	(\$36,325,621)	(2.0%)	(\$115,544,558)	(6.0%)	\$0	\$21,995,160,786	\$22,118,660,650	\$21,708,983,639	
National	TOTAL OPERATING EXPENSE		\$6,155,679,201	\$7,080,055,547	\$5,741,548,596	(\$924,376,346)	(13.1%)	\$414,130,605	7.2%	\$0	\$85,387,578,022	\$85,344,291,912	\$22,773,157,530	
National	INVESTMENT/INTEREST INCOME		\$86,777,086	\$55,789,885	\$49,165,777	\$30,987,201	55.5%	\$37,611,309	76.5%	\$0	\$940,836,800	\$662,875,228	\$191,745,440	
National	INTEREST EXPENSE		\$40,068,439	\$33,573,377	\$21,465,925	\$6,495,062	19.3%	\$18,602,515	86.7%	\$0	\$414,469,724	\$355,421,675	\$170,858,767	
National	TOTAL ALL REVENUE		\$6,371,305,888	\$6,419,203,569	\$6,330,810,213	(\$47,897,681)	(0.7%)	\$40,495,675	0.6%	\$0	\$79,323,951,024	\$81,150,346,998	\$78,811,193,770	
National	TOTAL ALL EXPENSE		\$6,195,747,641	\$7,113,628,924	\$5,765,014,521	(\$917,881,283)	(12.9%)	\$432,733,120	7.5%	\$0	\$85,802,047,746	\$85,699,713,387	\$22,944,016,297	

The report details expenses for personnel activities by functional category, represented by the following functional line numbers:

Line Number	Title
10	Operations — Support
11	Operations — Processing
12	Operations — Delivery Services Rural
13	Operations — Vehicle Services
14	Operations — Customer Services
15	Finance
16	Human Resources
17	Marketing and Communication
18	Administration (Field)
19	NWRS Control
20	Limited Duty
21	Rehabilitation
22	Operations — City Delivery
23	Operations — Plant Maintenance
24	Headquarters General Management

6.5 Reports on Data and Accuracy

Transaction Detail Listing Report

The Transaction Detail Listing Report provides a listing of all transactions currently on file for each finance number within a Finance Data Control (FDC). The report is a facsimile of each transaction as it appeared on the LTATS transaction entry screen.

Office Activity Summary Report

The Office Activity Summary Report provides the FDC office with a summary of activity within the FDC for the processing pay period. Each office within the FDC is listed in CAG & Finance Number sequence, along with the to-date activity (number of good transactions and number of outstanding errors) for the office. This report provides the ability to research and edit the adjustments, thus resulting in more accurate data being passed to NWRS.

Invalid LDC Report

The Invalid LDC Report is produced on a pay period basis and identifies invalid LDCs contained in employee pay records. The report identifies the individual, the default LDC (always 9900) and the hours and dollars (straight and overtime) recorded for the default LDC. The default is caused by an LDC coding error on either PS Form 50, or TACS Employee Maintenance Module.

The Invalid LDC Report is available on the mainframe using National View Direct reports. Affected offices must correct the employee's LDC by using the Employee Maintenance module in TACS. The hours must also be transferred from LDC 9900 to the correct LDC as a prior period adjustment using the TACS — LTATS Entry module.

6.6 Recast Reports

The Work Hour and LURS Reports are used primarily to analyze performance to plan and SPLY and to develop detail data for budget planning. Data for these reports is taken from individual employee pay records to reflect actual expenditures for the reporting period covered. Prior period adjustments, made using PS Forms 1236-A and 2240, are included in the year-to-date totals. Without the recast, visibility of these adjustments, particularly for detail budget planning, is lost.

6.6.1 Adjustments

Each month, adjustments are applied to reflect actual expenditures and correct pay period data via corrected recast reports. The recast reports are categorized by function to show the original sum of the hours, leave, and dollars, etc., compared to the adjustments processed for the corrected reporting period.

6.6.2 Processing Recast Reports

Recast reports are processed following the payroll processing of the last pay period in each fiscal year.

6.6.3 Producing Recast Reports

Recast reports can be produced for both current fiscal year data and same period last year (SPLY) data.

6.7 Advancement or Relegation of an Operating Unit

Upon notification of advancement or relegation of an Operating Unit (e.g., MOD to non-MOD or change in CAG status), payroll processing adjusts all necessary files automatically. This change, effective at the start of the following fiscal year, will cause the office to be reported in accordance with its new status.

6.7.1 Recasting of LDC Data for SPLY

LDC data for SPLY purposes is recast as follows:

- a. ROG Code 2 or 3 (CAG A–G) to ROG Code 4 (CAG A–G)

Previous LDC	Adjusted LDC
09, 76, 77, 78	48
10	40
11, 12, 13, 15, 16, 17, 18	43

- b. ROG Code 4 (CAG A–G) to ROG Code 6 or 7 (CAG H–L)

Previous LDC	Adjusted LDC
01, 20, 30, 35, 50, 60, 70 81, 88	40
02, 03, 04, 05, 08 31, 32, 33, 34, 36, 37, 38, 39 42, 43, 44, 48, 49 52, 54, 55, 56, 57 61, 62, 63, 64, 68 71, 72, 73, 74, 75, 79 82, 83, 89	47
23, 24, 27	21

- c. ROG Code 6 or 7 (CAG H–L) to ROG Code 4 (CAG A–G)

Previous LDC	Adjusted LDC
47	48

- d. For advancements, such as ROG 6 or 7 to ROG 4 or ROG 4 to ROG 2, there is no automatic recast of SPLY LDC data (except as noted above). The individual office is required to recast SPLY as appropriate.

6.8 Reporting Schedule

6.8.1 Monthly Data

The Accounting Data Mart (ADM) finalizes the monthly data at the beginning of the following month. When the data is finalized, the ADM report status will be “Closed.”

6.8.2 Pay Period Data

The Payroll and National Payroll Hours Summary Report (NPHSR) folders in the ADM Project of the EDW contain payroll-based reports by pay period (PP) frequency. Reports are available the Friday following the close of the pay period.

6.8.3 Weekly Data

Weekly payroll-based reports are available in the National eFlash system, located on the intranet Blue page. Reports are available each Monday for the previous week, and data in the eFlash is refreshed on Tuesday and Wednesday to reflect changes in payroll data. Options are available for monthly, year-to-date, and period-to-date reporting. Split-week reporting is available to account for partial weeks at the beginning and end of the month. Because eFlash contains only weekly data, split-week factors are utilized to assign hours and volumes to the proper section of the week.

6.8.4 Daily Data

Daily data is available in the Finance Reports module of the TACS timekeeping system. The Time and Attendance Reporting System (TARS) section of EDW/ADM also provides daily data; however, it does not include timecard offices or rural work hours.

Appendix A

Labor Distribution Code/MOD Operation Number/LTAT Crosswalk

Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
Operations Support – Function 0							
00				Unassigned			
01	Supervision	593, 594, 900, 920, 922, 924	1,2,4	All	A–G	06-7, 06-9, 11-9	
				Area	N	11-9, 31-9, 41-9, 51-9	
02	Quality Improvement	582	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 13-5, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
03	Industrial Engineering	581	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
04	Address Management Systems	594	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
				Area	N	11-9, , 31-9, 41-9, 51-9, 81-3	
05	Production Planning	645	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 13-5, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
06				Unassigned			
07	Environmental Management	593	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 61-0, 61-7, 81-3	31-0, 41-0, 41-5, 43-6, 81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
08	Administrative & Clerical	668, 900	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
09	Delivery and Retail Programs	646	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3	09-0, 81-4
				Area	N	11-9, 19-0, 31-9, 41-9, 51-9, 81-3	
Operations - Processing – Function 1							

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
10	Supervision	234, 342, 565, 620, 630, 770, 927, 928, 932, 990	1,4	All	A-G	11-9,59-0	
				Area	N	59-0	
11	Automation Letters/Flats	037, 057-059, 080, 086-088, 091-099, 266, 271, 273, 274, 291, 294, 296, 314, 381-386, 481-490, 848, 849, 891-899, 916-919	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
12	Mechanized Distribution Letters/Flats	141-147, 194, 305, 331-337, 401-407, 446, 450, 451, 461-467, 469, 501, 503, 505, 506, 508, 509, 538, 801, 803, 805, 806, 808, 809, 811, 814, 816	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
13	Parcel Processing	056, 107, 108, 131, 134-139, 151, 154-159, 190-193, 195-197, 218, 222, 223, 240, 242-250, 256-259, 346, 347, 361-369, 371-378, 390-399, 431, 434-439, 453, 830-839, 851-858	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
14	Manual Distribution	030, 032, 040, 043, 044, 050, 055, 060, 062, 070, 073, 074, 090, 100, 102, 130, 150, 160, 168-170, 175, 178, 179, 200, 320-322, 324-326, 345, 478, 800	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
15	Remote Barcode System	388, 779	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-2, 81-3, 81-4, 82-0	
				Area	N	81-2, 81-3, 81-4	
16	Fixed Mechanization	198, 199, 238, 239, 428, 429, 618, 619, 628, 629, 938, 939, 942, 943	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
17	Other Direct Operations	002, 004-010, 012, 015-019, 021, 022, 031, 035, 036, 065-067, 084, 089, 110, 112, 114, 115, 120, 122, 124, 126, 128, 140, 180, 185, 188, 189, 207-212, 215, 225, 229-231, 235, 328, 329, 343, 344, 350, 351, 454, 479, 530, 992	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	62-0, 81-3, 81-4	

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
18	Indirect/Related	023, 024, 083, 109, 132, 226, 227, 232-234, 340, 341, 358, 359, 491-500, 545, 547-549, 554, 560, 565, 567, 575, 585, 603, 607, 612, 620, 630, 793, 798, 926, 930	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 13-5, 21-0, 21-5, 23-5, 23-6, 31-0, 32-0, 33-5, 41-0, 41-5, 43-6, 42-0, 43-5, 59-0, 61-0, 61-7, 62-0, 63-5, 81-0, 81-2, 81-3, 81-4, 82-0, 83-5	81-2
				Area	N	81-3, 81-4	
19	Unassigned						
Operations – Delivery Services – Function 2							
20	Supervision	354, 622, 632, 705, 707, 708, 713, 714, 717-722, 725-740	1,2,4	All	A-G	11-9, 59-0	
				Area	N	59-0	
21	City Delivery — Office Time	354, 604, 613, 622, 632, 714, 718, 720, 722, 728, 730, 744, 993	1,2,3	All	A-L	13-4, 33-4, 43-4, 63-4, 83-4, 84-4	
22	City Delivery — Street Time	713, 717, 719, 721, 727, 729	1,2,3	Transfers Only			13-4, 33-4, 43-4, 63-4, 83-4, 84-4
23	City Delivery — Other	733-740, 746, 767	1,2	All	A-G	13-4, 33-4, 43-4, 63-4, 83-4, 84-4	13-4, 33-4, 43-4, 84-4
24	Delivery Initiatives	723-726	1,2	Transfers Only			13-4, 33-4, 43-4, 84-4
25	Rural Delivery	420-422, 522, 757, 997	1,2,3	All	A-L	70-0, 70-1, 70-5, 71-0, 72-0, 73-0, 74-0, 75-0, 76-0, 77-0, 78-0, 79-0	99-0
26	Carrier Customer Support Activity	743	1,2,3	Transfers Only			13-4, 33-4, 43-4, 63-4, 83-4, 84-4
27	Collections	731, 732	1,2	All	A-G	13-4, 33-4, 43-4, 63-4, 83-4, 84-4	
28	Tertiary — City Carriers	768	1,2	Transfers Only			13-4, 33-4, 43-4, 63-4, 83-4, 84-4

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
29	Routers — Office	709, 712	1,2	All	A–G	13-4, 33-4, 43-4, 63-4, 83-4, 84-4	
Operations – Vehicle Services and Maintenance – Function 3							
Vehicle Services – Function 3A							
30	Supervision — Vehicle Services	679, 758-760, 773, 901	1,2,4	All	A–G	05-3, 09-0, 11-9, 59-0	
				Area	N	11-9, 59-0	
31	Administrative & Clerical	617, 679, 763, 764, 901	1,2,4	All	A–G	11-0, 11-5, 13-5, 15-3, 21-0, 21-5, 23-5, 23-6, 25-3, 25-6, 31-0, 35-3, 41-0, 41-5, 43-6, 42-0, 45-3, 61-0, 61-7, 62-0, 65-3, 81-0, 82-0, 85-3	13-5, 23-5, 23-6, 33-5, 43-5, 63-5, 83-5
32	Vehicle Maintenance	761, 995	1,2	All	A–J	15-1, 15-2, 25-1, 25-2, 25-4, 25-5, 35-1, 35-2, 45-1, 45-2, 65-1, 65-2, 85-1, 85-2	
33	VOMA Support	647	1,2,3	All	A–L	11-0, 11-5, 13-4, 15-1, 15-2, 15-3, 16-6, 16-7, 16-8, 16-9, 21-0, 21-5, 25-1, 25-2, 25-3, 25-4, 25-5, 25-6, 31-0, 33-4, 41-0, 41-5, 43-6, 43-4, 81-0, 83-4, 84-4	81-3, 81-4
34	Vehicle Operations	605, 614, 765, 766, 773	1,2	All	A–J	11-0, 11-5, 13-5, 21-0, 21-5, 23-5, 23-6, 25-2, 25-5, 31-0, 33-5, 41-0, 41-5, 43-6, 43-5, 61-0, 61-7, 63-5, 81-0, 83-5	
Plant and Equipment Maintenance – Function 3B							
35	Supervision — Plant/Equip Maintenance	624, 933, 951-954	1,2,4	All	A–G	06-6, 06-7, 06-8, 06-9, 19-0, 59-0	
				Area	N	11-9	
36	Postal Operating Equipment	750	1,2	All	A–G	16-8, 36-8, 46-8, 66-8, 86-8	
37	Building Systems Equipment	753, 996	1,2,3	All	A–J	16-7, 36-7, 46-7, 66-7, 86-7	
38	Building Services — Custodial	747, 748	1,2,3	All	A–L	16-6, 36-6, 46-6, 66-6, 86-6	16-6, 46-6, 66-6

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
39	Maintenance Planning — Control & Stores	616, 624, 680, 745, 790, 799	1,2,3	All	A–J	16-9, 36-9, 46-9, 59-0, 66-9, 86-6, 86-9	16-6, 16-7, 16-8, 36-6, 36-7, 36-8, 46-6, 46-7, 46-8, 66-6, 66-7, 66-8, 86-6, 86-7, 86-8
Operations – Customer Service – Function 4							
40	Supervision	076, 077, 228, 353, 558, 565, 568, 621, 631, 706, 742, 756, 794-797, 929, 980	1,2,3,4	All	A–L	11-9, 59-0	
				Area	N	59-0	
41	Unit Distribution — Automated/Mechanized	411, 412, 414-416, 821, 824-826, 861, 864, 905, 906, 912, 913	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
42	Business Return Service	637, 639, 649	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
43	Unit Distribution — Manual	039, 076-079, 150, 161, 166, 172, 176, 241	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
44	Post Office Box Distribution	769	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
45	Window Service	352, 355, 357, 568	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 61-0, 61-7, 81-0, 81-4	81-8
				Area	N	81-4	
46	Unassigned		1,2,3	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 61-0, 61-7, 81-0	81-3, 81-4
47	Administrative & Clerical (CAG H-L Offices)	956, 991	3	All	H–L	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 61-0, 61-7, 81-0, 81-3, 81-4	81-8

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
48	Administrative/ Miscellaneous — Customer Services	064, 228, 232, 233, 353, 542, 544, 558, 565, 606, 608, 621, 631, 638, 640, 644, 664, 678, 742, 756, 794	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
49	Computerized Forwarding Systems	085, 539, 667, 688, 791, 792, 795-797	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
Finance – Function 5							
50	Supervision	540, 591, 592, 599, 623, 703, 923, 936, 937, 999	1,2,4	All	A–G	11-9	
				Area	N	11-9	
51	Unassigned			All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4	
52	Administrative & Clerical — Accounting Services	683, 968	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
53	Unassigned			All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	81-3, 81-4	
54	Budget and Financial Analysis	650	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
55	Internal Control Group (ICG)	685	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
56		540, 610, 623	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
	Administrative & Clerical — Finance			Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
57	Statistical Programs	591, 592, 969	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	59-0
				Area	N	11-9, 81-3, 81-4	
58	Other Timekeeping	999	1,2,4	All	A–G	11-0, 11-5, 11-5, 12-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
59	Unassigned			Unassigned			
Human Resources – Function 6							
60	Supervision	541, 557, 572, 600, 902	1,2,4	All	A–G	11-9, 39-0	
				Area	N	11-9	
61	Labor Relations Activities	541, 611, 652, 902	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
62	Personnel Services	557, 572	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
63	Safety and Health	653	1,2,4	All	A–G	11-0, 11-5, 11-1, 13-5, , 21-0, 21-5, 23-5,23-6, 31-0, 41-0, 41-5, 43-6, 41-1, 59-0, 61-0, 61-1, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
64	EEO/Affirmative Action	654	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
65	Training Support	566	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
66	Injury Compensation	643	1,2,4	All	A–G	11-0, 11-5, 11-9, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-3, 81-4	
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3, 81-4	
67				Valid for any D/A — CAG Combination (Assigned or Changed via Form 50)			

Handbook F-2, Functional Management Procedures

Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
68				Transfers Only			
69				Valid for any D/A — CAG Combination (Assigned or Changed via Form 50)			
Marketing and Communication – Function 7							
70	Supervision	551, 601, 655, 661, 903, 946, 948-950	1,2,4	All	A–G	11-9	
				Area	N	11-9	
71	Commercial Sales and Account Management	656	1,2,4	All	A–G	06-7, 06-9, 11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 61-0, 61-7, 81-0, 81-3	59-0, 81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
72	Postal Business Center	657	1,2,4	All	A–G	11-0, 11-5, 13-5, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 41-5, 43-6, 61-0, 61-7, 81-0, 81-3	59-0, 81-4
				Area	N	31-9, 41-9, 51-9, 81-3	
73	Expedited Mail Service	658	1,2,4	All	A–G	11-0, 11-5, 19-0, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 61-0, 61-7, 81-0, 81-3	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
74	Retail Marketing	659	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 61-0, 61-7, 81-0, 81-3	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
75	Claims & Inquires	551	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
				Area	N	81-3	
76	Customer Care Centers	661	1,2,4	All	A–G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
				Area	N	81-3	
77	Accountable Paper	662	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
78	Administrative & Clerical — Customer Services Support	609, 663, 903	1,2,4	All	A–G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
79	Mailing Requirements and Business Mail Entry	550, 660	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0	
				Area	N	81-3, 81-4	
Administration (Field) – Function 8							
80	Postmaster or Installation Manager	671, 988	1,2,3,4	All	A-L	08-0, 09-1, 11-9, 19-0, 38-0, 58-0, 58-9, 81-8	
				Area	N	11-9, 81-8	
81	Supervision and Administrative	570, 571, 602, 904, 934	1,2,4	All	A-G	11-9	
				Area	N	11-9, 31-9, 41-9, 51-9	
82	Administrative & Clerical	570, 571, 626, 665, 904	1,2,4	All	A-G	11-0, 11-5, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 59-0, 81-3	
83	Purchasing	666	1,2,4	All	A-G	11-0, 11-5, 11-9, 12-0, 12-5, 21-0, 21-5, 31-0, 32-0, 41-0, 41-5, 43-6, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
84	Information Systems	648	1,2,4	All	A-G	11-0, 11-5, 11-9, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
				Area	N	11-9, 31-9, 41-9, 51-9, 81-3	
85	Facilities	670	1,2,4	All	A-G	11-0, 11-5, 21-0, 21-5, 31-0, 41-0, 41-5, 43-6, 59-0, 61-0, 61-7, 81-0, 81-3	81-4
				Area	N	11-9, 31-9, 41-9, 81-3	
86	Unassigned			Unassigned — Field			
87	Unassigned			Unassigned — Field			
88	Management Project — Supervisory	455, 477, 480, 511-514, 888, 911	1,2,3,4	Transfers & Loans Only			

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
89	Management Project — Non-supervisory	470, 510-515, 911	1,2,3,4	Transfers & Loans Only			
Training (Non-Add - hours included in functional totals) – Function 9							
90	Training — Operations Support — F0	780	1,2,4	Transfer to Training Only			
91	Training — Processing — F1	781	1,2,4	Transfer to Training Only			
92	Training — Delivery Services — F2	782	1,2,3,4	Transfer to Training Only			
93	Training — Plant & Vehicle Maintenance — F3A/F3B	783, 789	1,2,3,4	Transfer to Training Only			
94	Training — Customer Services — F4	784	1,2,3,4	Transfer to Training Only			
95	Training — Finance — F5	785	1,2,4	Transfer to Training Only			
96	Training — Human Resources — F6	786	1,2,4	Transfer to Training Only			
97	Training — Marketing and Communication — F7	787	1,2,4	Transfer to Training Only			
98	Training — Administration (Field) — F8	788	1,2,3,4	Transfer to Training Only			

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Field LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
99	Default Code			Default Code (Accumulation of hours due to invalid LDC-CAD-D/A Combinations)			

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Headquarters LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
68				Transfers Only			
Administration (Headquarters) – Function 8							
80	Operations	080, 180, 280, 380, 580, 680, 780, 880, 900, 989, 998	5	All		11-0, 11-5, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9	
81	Inspection Service	081, 181, 281, 381, 602, 681, 781, 881, 901	5	All		08-9, 11-0, 11-5, 11-9, 16-8, 31-9, 38-9, 41-9, 51-9, 61-9, 81-9	
82	Security Force	082, 182, 282, 382, 570, 582, 682, 782, 882, 902	5	All		17-9, 47-9, 51-9	
83	Consumer Advocate	083, 183, 283, 383, 583, 666, 783, 883, 903	5	All		11-0, 11-5, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9	
84	Corporate Relations	084, 184, 284, 384, 584, 648, 684, 784, 884, 904	5	All		11-0, 11-5, 11-9, 16-8, 31-9, 41-9, 51-9	
85	Finance		5	All		11-0, 11-5, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9,	

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Headquarters LDCs							
LDC	LDC Description	MODS Operations Numbers	NLDR Valid Format	Reporting Group	CAG Group	Permanent D/A	Transfer D/A
		085, 185, 285, 300-303, 310, 311, 320-337, 340-344, 350, 351, 360-362, 370-379, 385, 585, 607, 670, 685, 785, 800-806, 810-817, 820-828, 830-834, 840-842, 850-853, 860-863, 885, 905, 960-965				81-9	
86	Human Resources	086, 186, 286, 386, 586, 686, 786, 886, 906	5	All		11-0, 11-5, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9	
87	Marketing and Communication	087, 187, 287, 387, 587, 687, 787, 887, 907	5	All		11-0, 11-5, 11-9, 16-8, 31-9, 36-6, 41-9, 51-9, 61-9, 81-9	
88	Administrative Services	088, 188, 288, 388, 455, 458, 461, 477, 480, 588, 688, 788, 888, 908	5	All		11-0, 11-5, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9	08-9, 17-9
89	Headquarters Senior Management	089, 189, 289, 389, 510-515, 589, 689, 789, 889, 909	5	All		11-0, 11-5, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9	17-9, 47-9

Appendix B

Acronyms

Acronym	Term
ADM	Accounting Data Mart
ASC	Accounting Service Center
CAG	Cost Ascertainment Group
D/A	Designation Activity Code
EBR	Electronic Badge Reader
EDW	Enterprise Data Warehouse
ELT	Executive Leadership Team
EMF	Employee Master File
FDC	Finance Data Control
FLSA	Fair Labor Standards Act
FN	Finance Number
FPR	Financial Performance Report
HCES	Human Capital Enterprise System
IBPS	Integrated Budget & Planning System
LDC	Labor Distribution Code
LTATS	Loan, Transfer, and Training System
LUR	Labor Utilization Report
LURS	Labor Utilization Reporting System
LWOP	Leave Without Pay
MN DDE	Minneapolis Distributed Data Entry
MODS	Management Operating Data System
NWRS	National Workhours Reporting System
OMB	Office of Management and Budget
PFC	Performance Cluster Code ¹
PP	Pay Period
ROG	Reporting Office Group
RSC	Rate Schedule Code
SPLY	Same Period Last Year
TACS	Time and Attendance Collection System
TOE	Total Operating Expense
TR	Transaction
YTD	Year-to-date

¹ Alternatively known as "District" and "Division" in Field usage. PFC is still actively used in USPS systems, including other financial systems.

Appendix C

Fatal and Warning Error Conditions in LTATS

Following is a table listing Fatal (F) and Warning (W) error conditions:

Reporting Finance Number Edits		
Type	Description	Definition
F	FROM FIN MUST BE NUMERIC	Alpha character or incomplete finance number present in reporting finance number field.
F	REPORTING FIN NO INVALID	Reporting finance number is invalid.
From D/A Code Edits		
Type	Description	Definition
F	FROM D/A MUST BE NUMERIC	Alpha characters or incomplete designation/activity (D/A) present in FROM D/A field.
F	FROM D/A INVALID	The FROM designation/activity code is not a valid D/A.
F	INVALID FROM DA/CAG/MOD COMB	The FROM designation/activity code is not valid at the reporting office.
F	INVALID FROM DA/LDC COMB	The FROM designation/ activity code is not valid with the FROM LDC.
F	888/999 - TO D/A ONLY	Training D/A codes are not valid FROM D/As.
F	RURAL XFER MUST BE ADJ.	Both FROM and TO D/A are 7X-X. Must enter next pay period as an adjustment.
From LDC Edits		
Type	Description	Definition
F	FROM LDC MUST BE NUMERIC	Alpha character or incomplete LDC present in FROM LDC field.
F	FROM LDC INVALID	The FROM LDC is not a valid LDC.
F	INVALID FROM DA/LDC COMB	The FROM LDC is not valid with the FROM D/A code.
F	LDC 69 FOR XFER ADJ. ONLY	LDC 69 cannot be transferred unless the transfer is an adjustment transaction.
Work Hours Edits		
Type	Description	Definition
F	NO HOURS ENTERED	Work hour and OT hour fields are both blank.
F	WORK HRS MUST BE NUMERIC	Alpha character or incomplete data present in work hour field.
F	MAX WORK HRS EXCEEDED	Total work hours exceed limit for the FROM D/A-CAG combination.
F	MAX TRANSFER HRS EXCEEDED	Total work hours exceed limit for the TO D/A-CAG combination.
Overtime Hours Edits		
Type	Description	Definition
F	NO HOURS ENTERED	Work hour and OT Hour fields are both blank.

F	OT HOURS MUST BE NUMERIC	Alpha character or incomplete data present in overtime field.
F	OT EXCEEDS WORK & NOT ADJ.	Overtime hours exceed work hours and transaction is not an adjustment.
F	OT EXCEEDS 3999 HOURS	Maximum overtime hours for an adjustment is 3999 hours.
F	MAX OT HOURS EXCEEDED	Total overtime hours exceeds limit for DA/CAG combination.
To D/A Code Edits		
Type	Description	Definition
F	TO D/A MUST BE NUMERIC	Alpha character or incomplete D/A present in TO D/A field.
F	TO D/A INVALID	The TO designation/activity code is not a valid D/A.
F	INV TO DA/CAG/MOD COMB	The TO designation/activity code is not valid at the reporting office or, if a loan transaction, not valid at the LOAN TO office.
F	INVALID TO DA/LDC COMB	The TO designation/activity code is not valid with the TO LDC at the reporting office or, if a loan transaction, not valid at the LOAN TO office.
F	RURAL XFER MUST BE ADJ.	Both FROM and TO D/A are 7X-X. Must enter next pay period as adjustment.
To LDC Edits		
Type	Description	Definition
F	TO LDC MUST BE NUMERIC	Alpha character or incomplete data present in TO LDC field.
F	TO LDC INVALID	The TO LDC is not a valid LDC.
F	INVALID TO DA/LDC COMB	The TO LDC is not valid with the TO D/A code at the reporting office or, if a loan transaction, not valid at the Loan To office.
F	LDC 69 FOR XFER ADJ. ONLY	LDC 69 cannot be transferred unless the transfer is an adjustment transaction.
	TO LDC 99 IS FOR ADJ. ONLY	Hours can be transferred to LDC 99 only as a prior period adjustment.
Loan to Finance Number Edits		
Type	Description	Definition
F	TO FIN MUST BE NUMERIC	Alpha character or incomplete finance number present in the loaned to finance number field.
F	INVALID TO FINANCE NUMBER	Loan to finance number is invalid.
F	INV LOAN FM FN = TO FN	The reporting finance number is the same as the LOAN TO finance number.
F	MAX LOAN HOURS EXCEEDED	Total loan hours exceeds limit for D/A-CAG combination at the loan to office.
F	LOAN 7XX to 7XX ADJ. ONLY	Hours within the rural carrier craft must be adjustments.
Adjustment Pay Period/Year Edits		
Type	Description	Definition

F	ADJ PP/YR NOT NUMERIC	Alpha character or incomplete data present in the adjustment pay period/year field.										
F	ADJ PP MUST BE 01-27 ONLY	Pay period in adjustment transaction is not a valid pay period.										
F	ADJ PP NOT PRIOR PERIOD	Pay period/year in adjustment transaction is either the current pay period or a valid future pay period.										
F	CURR FY OR 1 PRIOR ONLY	Pay period/year in adjustment transaction is prior to first pay period of previous fiscal year.										
Training Record Edits												
Type	Description	Definition										
F	INV TRNG FM D/A = 7XX	Training hours are not valid for rural carriers. Report training for these employees as regular work hours.										
F	888/999 - TO D/A ONLY	Training designation/activity codes are not valid FROM D/As.										
F	888-ADJUSTMENTS ONLY	Training D/A 888 can only be used in an adjustment transaction.										
F	TRNG D/A & NON-TRNG LDC	The TO D/A is 888 or 999 but the TO LDC is not 90-98.										
F	TRNG LDC & NON-TRNG D/A	The TO LDC is 90-98 but the TO D/A is not 888 or 999.										
F	MAX TRAINING HRS EXCEEDED	Hours transferred to training exceed those authorized for the reporting office per the following table: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>CAG</td> <td>Hours Cannot Exceed</td> </tr> <tr> <td>A-B</td> <td>29999</td> </tr> <tr> <td>C-G</td> <td>999</td> </tr> <tr> <td>H-L</td> <td>99</td> </tr> <tr> <td>M-Z</td> <td>999</td> </tr> </table>	CAG	Hours Cannot Exceed	A-B	29999	C-G	999	H-L	99	M-Z	999
CAG	Hours Cannot Exceed											
A-B	29999											
C-G	999											
H-L	99											
M-Z	999											
Transfer Record Edits												
Type	Description	Definition										
F	INV TRFR: FM/TO D/A-LDC EQL	The FROM and TO D/A-LDC combination are identical — no transfer possible.										
Blank FROM/TO D/A Edits												
Type	Description	Definition										
W	INVALID USE OF BLANK D/A	The FROM/TO D/A codes may be left blank under the following conditions. <ul style="list-style-type: none"> ▪ Reporting finance number must be in CAG A–G range. ▪ Both the FROM D/A and the TO D/A must be blank. ▪ FROM LDC must be 11, 12, 13, 14, 21, or 48. If a prior pay period adjustment, either the FROM LDC or the TO LDC must be 11, 12, 13, 14, 21, or 48. ▪ The TO LDC must be valid with D/A 11-0 or 13-4. ▪ The transaction cannot be a loan transaction. 										
FROM/TO D/A Compatibility Edits												
Type	Description	Definition										

W	CHECK FM & TO D/A CODE COMB	<p>This error message indicates an improbable combination of D/A fields. (Example: Full-time D/A code transferring to a temporary D/A code). Consult the table below for the acceptable TO D/A formats applicable with each FROM D/A code.</p>	
		From D/A	Acceptable To D/A
		0XX	0XX, 1XX
		1XX	0XX, 1XX
		3XX	0XX, 3XX
		4XX	0XX, 4XX, 7XX
		5XX	0XX, 1XX, 5XX
		6XX	6XX
		7XX	0XX, 1XX, 4XX, 7XX

Functional Management Policy

Policy

F-2

Issued

[insert date]

Revisions

This policy and its supporting materials supersede the September 2019 edition of HBK F-2, *Functional Management*.

Content

Policy regarding work hour data collection and reporting for the purposes of budgeting and planning.

Policy Owner

Senior Vice President, Finance & Strategy

Availability

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1 General Information

1-1 Introduction

The Postal Service records employees' timekeeping data to monitor and report the use of labor resources. Recording and managing timekeeping data requires a standard approach to enable accurate data monitoring and reporting.

1-2 Scope

This policy covers the requirements for using the National Workhours Reporting System (NWRS) to monitor and report timekeeping data for the purposes of budgeting, forecasting, and work hour reporting analysis.

2 Roles and Responsibilities

Role	Responsibilities
Chief Financial Officer & Executive Vice President	<ul style="list-style-type: none"> ▪ Design, manage, and update the National Workhours Reporting System. ▪ Formulate, administer, and control all operating expense and other budgets. ▪ Establish process documents and guidelines and exercise functional control over the finance functions at all organization levels. ▪ Plan, budget, and monitor performance of the Finance and Supply Management Groups. ▪ Design, update, and publish the Handbook F-2, <i>Functional Management Procedures</i>.
Chief Human Resources Officer	<ul style="list-style-type: none"> ▪ Ensure appropriate assignment of LDCs for new positions and maintain proper LDCs in the HR systems of record.
Regional Vice Presidents, Area Vice Presidents, Division Directors, and District Managers	<ul style="list-style-type: none"> ▪ Plan, budget, and monitor performance against operating expense budgets. ▪ Effectively administer NWRS within their organizations.
Managers, Finance & Budget	<ul style="list-style-type: none"> ▪ Plan, budget, and monitor performance of field units. ▪ Provide detailed direction and administration for accurate collection, maintenance, and reporting of NWRS data to accounting service centers.
Postal Service managers at all levels	<ul style="list-style-type: none"> ▪ Ensure the integrity of input data. ▪ Monitor performance to plan and same-period-last-year (SPLY).

3 Work Hour Data Collection and Reporting

3-1 Labor Distribution Codes

Each postal employee is assigned a base labor distribution code (LDC). LDCs are part of the employee's record and are included in the Employee Master File (EMF) and in the Time and Attendance Collection System (TACS) Employee Maintenance module.

Managers and supervisors are responsible for the maintaining and verifying of LDC data across functions. Instructions for the maintenance, verification, and release of LDC data points are available in Handbook F-2, *Functional Management Procedures*.

Disclosure of employee-level data, including LDCs, outside the Postal Service must be in accordance with Handbook AS-805, *Information Security*.

3-2 National Workhours Reporting System

The National Workhours Reporting System (NWRS) is a service-wide system for planning, budgeting, and reporting the use of labor resources. Postal Service work activities are divided into distinct functions that are further divided into labor distribution categories and identified by labor distribution codes.

NWRS records the hours worked per function by LDC throughout the fiscal year. This data is used for reporting purposes and to ensure proper allocation of labor resources. Detailed reports generated are used to satisfy the need for information at all levels of the organization.

Tracking in NWRS

Data submissions from each level of labor by designated function occur on a daily, weekly, pay period, and monthly basis. To enable automated reporting of labor resource data, LDCs are assigned to employees' personnel records and reported with timekeeping entries.

Recast Reports

Reports used for budgeting and forecasting must periodically be validated and corrected by producing Recast Reports. Recast reports use actual data to identify any variance from projected reports and to correct inaccurate data in existing current year or SPLY reports.

3-3 Reports

Effective planning and budgeting must be informed by data and depends on USPS managers at all levels being familiar with and using the following major reports in addition to any reports specific to their functional group. Instructions for data entry, validation, and use of these reports are detailed in Handbook F-2, *Functional Management Procedures*.

Report title	Summary	Purpose
National Workhours Reporting System (NWRS)	Displays work hour information by function (0 to 9) and by LDC subcategory (01 to 99). Actual, Plan, SPLY, % Plan, and % SPLY are shown for the current period and year-to-date.	The NWRS provides managers with work hour comparisons between Actual, Plan, and SPLY data for analysis of work hour usage. The Work Hour and LURS Reports are used primarily to analyze performance to plan and SPLY and to develop detailed data for budget planning.
Labor Utilization Report System (LURS)	Displays payroll data by function and LDC. Hours worked, overtime, leave, hours paid, salary dollars, benefits, and hourly rates are shown for the current period and year-to-date.	The Labor Utilization Report System is primarily used in conjunction with NWRS to analyze performance to plan and SPLY and to develop detailed data for budget planning.
Financial Performance Report (FPR)	Provides a comparison of actual to planned expenses and revenues within a defined time period and at year-to-date. FPR also allows comparisons of current data with SPLY data and provides summary variations in percentage terms and dollar terms.	FPR provides managers and Finance with useful comparisons of current financial performance compared with projected financial performance. This report is used in conjunction with the NWRS to analyze performance, inform resource allocation, and flag anomalies within finance categories rather than LDC.
Loan, Transfer, and Training Hours Report	Provides a summary total of loaned, borrowed, transferred, and training hours for an office (defined by finance number) for the current pay period. The report also provides summary totals of the same data for the prior pay period.	This report is used primarily by unit managers to track temporary staffing changes and assess the need to reallocate personnel.
TACS – LTATS Detail Estimated Transactions Report	Provides data by office at the employee level on loaned, transferred, and training hours. This data is estimated and may not have been verified or corrected. This report is automatically generated on a daily and weekly basis from work hour entries in TACS.	This report is used primarily by field managers to track employee loaned, transfer, and training hours. Field managers use this report to ensure that employees have properly recorded their LDCs and to assess daily staffing requirements.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Transmittal Letter	Functional Management Handbook F-2 September 2019 Transmittal Letter	Functional Management Policy Policy F-2	Policy	Cover Page	Updated to identify this document as Policy and removed the handbook nomenclature as it is no longer accurate. Reformatted to fit template cover page.
Transmittal Letter	Functional Management Handbook F-2 September 2019 Transmittal Letter	Functional Management Procedures Process Document Handbook F-2	Procedure	Cover Page	Updated to identify this document as Process Document. Reformatted to fit template cover page.
Transmittal Letter	A.Purpose. This edition of Handbook F-2 revises the following sections: <ul style="list-style-type: none"> Section 3-1.4.3, Valid LDCs. Appendix A, LDC Definitions. Appendix E, LDC Matrix by Format. All previous editions of Handbook F-2 are obsolete	Revisions This policy and its supporting materials supersede the September 2019 edition of HBK F-2, Functional Management.	Policy	Cover Page	Updated to speak directly to revisions in this document. Reformatted to fit cover page templates.
Transmittal Letter	A.Purpose. This edition of Handbook F-2 revises the following sections: <ul style="list-style-type: none"> Section 3-1.4.3, Valid LDCs. Appendix A, LDC Definitions. Appendix E, LDC Matrix by Format. All previous editions of Handbook F-2 are obsolete	Revisions F-2, Functional Management Policy, and its supporting materials, including this Process document, supersede the September 2019 edition of HBK F-2, Functional Management.	Procedure	Cover Page	Updated to speak directly to revisions in this document. Reformatted to fit cover page templates
Transmittal Letter	B.Explanation. This edition includes revisions to LDC tables specific to LDC 16 and LDC 24 (see 3-1.4.3 and Appendix E), and also includes expanded LDC definitions in Appendix A.	Content Policy regarding work hour data collection and reporting for the purposes of budgeting and planning.	Policy	Cover Page	Provided brief summary overview description of contents of this document. Reformatted to fit cover page template. Wrote "workhour" as two words as part of globl change to correct the term.
Transmittal Letter	B.Explanation. This edition includes revisions to LDC tables specific to LDC 16 and LDC 24 (see 3-1.4.3 and Appendix E), and also includes expanded LDC definitions in Appendix A.	Content Contains the procedures regarding work hour data collection and reporting for the purposes of budgeting and planning.	Procedure	Cover Page	Provided brief summary overview description of contents of this document. Reformatted to fit cover page template.
Transmittal Letter	C.Availability. Copies are available for Postal Service employees on the Postal Service PolicyNet Web site at http://blue.usps.gov — in the left-hand column under "Essential Links," click on PolicyNet; then in the column on the right, click on Handbooks; and then scroll down and click on the link for this handbook.	Availability Copies are available for Postal Service employees for internal use only on the Postal Service PolicyNet website at http://blue.usps.gov .	Policy	Cover Page	Removed navigation description to make this more evergreen as the page layout may change. Added "internal use only" phrase to restrict distribution/use. Reformatted to fit cover page template.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Transmittal Letter	C.Availability. Copies are available for Postal Service employees on the Postal Service PolicyNet Web site at http://blue.usps.gov — in the left-hand column under "Essential Links," click on PolicyNet; then in the column on the right, click on Handbooks; and then scroll down and click on the link for this handbook.	Availability Copies are available for Postal Service employees for internal use only on the Postal Service PolicyNet website at http://blue.usps.gov .	Procedure	Cover Page	Removed navigation description to make this more evergreen as the page layout may change. Added "internal use only" phrase to restrict distribution/use. Reformatted to fit cover page template.
Transmittal Letter	D.Comments on Content. Address comments or questions regarding the content of this handbook to the following address: HQ FIELD BUDGET UNITED STATES POSTAL SERVICE 475 L'ENFANT PLZ SW RM 8301 WASHINGTON DC 20260-5222	N/A - Removed	N/A - Obsolete	N/A	Removed, as this is an obsolete process.
Transmittal Letter	E.Comments on Format. Address comments or questions regarding the language or organization of this handbook to the following address: BRAND AND POLICY UNITED STATES POSTAL SERVICE 475 L'ENFANT PLZ SW RM 4646 WASHINGTON DC 20260-4646	N/A - Removed	N/A - Obsolete	N/A	Removed, as this is an obsolete process.
Transmittal Letter	F.Effective Date. This handbook is effective September 30, 2019.	Issued [insert date]	Policy	Cover Page	Date to be entered prior to publication. Reformatted to fit cover page template.
Transmittal Letter	F.Effective Date. This handbook is effective September 30, 2019.	Issued [insert date]	Procedure	Cover Page	Date to be entered prior to publication. Reformatted to fit cover page template.
Transmittal Letter	[Picture of Signature] Luke T. Grossmann Senior Vice President Finance and Strategy	Policy Owner Senior Vice President, Finance & Strategy	Policy	Cover Page	Updated to remove signature and specific SVP name to keep policy evergreen.
Transmittal Letter	[Picture of Signature] Luke T. Grossmann Senior Vice President Finance and Strategy	Owner Senior Vice President, Finance & Strategy	Procedure	Cover Page	Updated to remove signature and specific SVP name to keep document evergreen.
N/A	N/A - New Language	The following trademarks appear in the handbook and are among the many trademarks owned by the United States Postal Service®: Postal Service™, and USPS®. This is not a comprehensive list of all Postal Service™ trademarks.	Policy	Cover Page	Trademark block added to fit cover page template

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
N/A	N/A - New Language	Trademarks The following trademarks appear in the handbook and are among the many trademarks owned by the United States Postal Service®: Postal Service™, and USPS®. This is not a comprehensive list of all Postal Service™ trademarks.	Procedure	Cover Page	Trademark block added to fit cover page template
1 General Information	1 General Information	1 General Information	Policy	1 General Information	Section header unnecessary for new organization of documents.
1-1 Purpose	1-1 Purpose	1 Purpose	Procedure	1 Purpose	Re-numbered section to reflect new placement in procedures document.
N/A - New Language	N/A - New Language	1-1 Introduction	Policy	1 General Information 1-1 Introduction	Added to provide an overview of the revised F-2 policy document.
N/A - New Language	N/A - New Language	The Postal Service records employees' timekeeping data to monitor and report the use of labor resources. Recording and managing timekeeping data requires a standard approach to enable accurate data monitoring and reporting.	Policy	1 General Information 1-1 Introduction	Added to provide an overview of the revised F-2 policy document.
1-1 Purpose	Labor costs are approximately 85 percent of our Total Operating Expense (TOE). Consequently, it is important for management to concentrate on the control of personnel expenses.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
N/A - New Language	N/A - New Language	This procedural handbook covers requirements for reporting work hour data using the National Workhours Reporting System (NWRS) and any associated data systems used to produce detailed labor resource and financial reports. The Postal Service accumulates employee-level data used to compare current and projected labor resource demands, as well as ensure proper allocation of such resources.	Procedure	1 Purpose	New language drafted to more thoroughly describe the purpose of the procedures document. Wrote "workhour" as "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
1-1 Purpose	This handbook provides management with the tools required to identify, plan, monitor, and control personnel expenses.	This handbook helps field managers monitor and maintain the correct application of Labor Distribution Codes (LDCs), ensuring quality data. The handbook also shows functional managers how to monitor the performance to plan and to ensure that the budget aligns with the LDCs in NWRS.	Procedure	1 Purpose	Language updated to be more specific regarding the document's purpose. Spelled out LDCs as this is the first mention of the term.
1-2 Overview	1-2 Overview	1-2 Scope	Policy	1 General Information 1-2 Scope	Reworded title to fit the new language added.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
N/A - New Language	N/A - New Language	This policy covers the requirements for using the National Workhours Reporting System (NWRS) to monitor and report timekeeping data for the purposes of budgeting, forecasting, and work hour reporting analysis.	Policy	1 General Information 1-2 Scope	New language added to define the scope of NWRS use and responsibilities. Wrote "workhour" as "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
1-2.1 National Workhours Reporting System	1-2.1 National Workhours Reporting System	3-2 National Workhours Reporting System	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System	Renumbered but no change to language.
1-2.1 National Workhours Reporting System	The National Workhours Reporting System (NWRS) is a service-wide system for planning, budgeting, and reporting the use of labor resources.	No Change	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System	No change to language.
1-2.1 National Workhours Reporting System	Postal Service work activities are divided into ten distinct functions which, in turn, are subdivided into labor distribution categories.	Postal Service work activities are divided into distinct functions that are further divided into labor distribution categories and identified by labor distribution codes.	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System	Removed the modifier "ten" to ensure that any changes of the numbers of functions do not affect the policy; clarified that labor distribution categories are represented by codes (LDC).
1-2.1 National Workhours Reporting System	The automated reporting of this information is accomplished through the assignment of four-digit Labor Distribution Codes (LDC) to employees' timekeeping and personnel records.	To enable automated reporting of labor resource data, LDCs are assigned to employees' personnel records and reported with timekeeping entries.	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System Tracking in NWRS	Reworded for clarity and to provide a more precise statement.
1-2.1 National Workhours Reporting System	NWRS records the hours worked by LDC and function throughout the fiscal year.	NWRS records the hours worked per function by LDC throughout the fiscal year.	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System	Reworded slightly to indicate that NWRS bins LDCs by function
1-2.2 Carry-Over of NWRS	1.2-2 Carry-Over of NWRS	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
1-2.2 Carry-Over of NWRS	The functional concept and definitions used in NWRS are carried over to other Postal Service budgeting, financial and operational reporting systems.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
1-2.2 Carry-Over of NWRS	The planned, same-period-last-year (SPLY), and actual hours for personnel costs are reported by LDC in the Budget System as in NWRS.	N/A - Removed	N/A - Repetitive	N/A	This information is redundant of the information covered in Section 6 Reports and 6.1 National Workhour Report in the updated Procedures document
1-2.2 Carry-Over of NWRS	The Financial Performance Report (FPR) details expenses for personnel activities by functional category.	The FPR is produced monthly and details all revenue, salaries and benefits, and non-personnel expenses for the organization down to the finance number level.	Procedure	6 Reports 6.4 Financial Performance Report	Revised provide to provide a more thorough description of FPR to remain consistent with other report subsections.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
1-2.3 Tracking in NWRS	1-2.3 Tracking in NWRS	Tracking in NWRS	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System Tracking in NWRS	Moved header to separate the verbiage w/in this policy section
N/A - New Language	N/A - New Language	Data submissions from each level of labor by designated function occur on a daily, weekly, pay period, and monthly basis.	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System Tracking in NWRS	New language derived from subsection headers in 1-4 and reframed to contextualize LDC data submission.
1-2.3 Tracking in NWRS	To track the use of labor resources against a benchmark, NWRS requires the development and input of a weekly operating plan by LDC.	To track the use of labor resources against a benchmark, the National Workhours Reporting System (NWRS) requires the development and input of a weekly operating plan by LDC.	Procedure	6 Reports 6.1 National Workhour Report	Moved into reports section as part of reorganizing document into more process-oriented structure. Spelled out the name of the system, as this is the first use and identification of its acronym.
1-2.4 Information in NWRS	1-2.4 Information in NWRS	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
1-2.4 Information in NWRS	NWRS provides information on planned, worked and paid hours, and salaries and benefits for current period, SPLY and year-to-date (YTD).	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
1-2.4 Information in NWRS	The labor distribution code provides functional managers with the ability to analyze performance and identify problems in specific work activities.	Functional managers use the data at the LDC level to analyze performance and identify problems in specific work activities.	Procedure	6 Reports 6.1 National Workhour Report	Revised sentence structure for clarity.
1-2.5 Reports	1-2.5 Reports	6 Reports	Procedure	6 Reports	Updated subheader number to reflect new location in Procedures document.
1-2.5 Reports	Reports are structured to display information such as trend and cumulative data by function, in addition to performance to plan and to prior year.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
1-2.5 Reports	Detailed reports can be generated from the Accounting Data Mart (ADM) to satisfy the need for information at all levels of the organization, from the individual finance number (FN) to the national total.	This data is used for reporting purposes and to ensure proper allocation of labor resources. Detailed reports generated are used to satisfy the need for information at all levels of the organization.	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System	Added the basic reasoning behind NWRS to provide context for the system and reports; removed the ADM reference, FN reference, and national total reference as they are unnecessary; updated to active voice for consistency in tone.
1-3 Basic Elements	1-3 Basic Elements	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
1-3 Basic Elements	NWRS has the following basic elements: a.Functions — there are 10 NWRS functional categories as follows: 0= Operations — Support 1= Operations — Mail Processing 2= Operations — Delivery Services (Rural 2A and City 2B) 3= Operations — Vehicle Services (3A) and Maintenance (3B) 4= Operations — Customer Services 5= Finance 6= Human Resources 7= Customer Service and Sales (Marketing) 8= Administration (Field) 8= Headquarters General Management (HQ) 9= Training	N/A - Removed	N/A - Repetitive	N/A	Language is repetitive of content originally housed in 3-1.1.1 , 3-1.1.1.1, and 3-1.1.1.2. In the new procedures document, the information is now covered in section 2 Labor Distribution Codes (LDCs).
1-3 Basic Elements	b. Labor Distribution Codes (LDC) — four-digit numbers which subdivide the functions and designate labor distribution categories for reporting actual and planned hours (currently a two-digit code followed by two trailing zeros).	LDCs are four-digit numbers that subdivide the functions and designate labor distribution categories for reporting actual and planned hours (currently a two-digit code followed by two trailing zeros).	Procedure	2 Labor Distribution Codes (LDCs)	Moved into LDC section as part of reorganizing document into more process-oriented structure. Removed full spelling as this is no longer the first mention of LDCs.
1-3 Basic Elements	c. Weekly Budget Plan — requires the development and input of the Budget Plan by LDC for each week.	N/A - Removed	N/A - Repetitive	N/A	Repetitive of language housed in section 6 of the procedures, which outlines the reports.
1-4 Reporting Schedule	1-4 Reporting Schedule	6.8 Reporting Schedule	Procedure	6 Reports 6.8 Reporting Schedule	Updated section number to align with document reorganization.
1-4.1 Monthly Data	1-4.1 Monthly Data	6.8.1 Monthly Data	Procedure	6 Reports 6.8 Reporting Schedule 6.8.1 Monthly Data	Updated section number to align with document reorganization.
1-4.1 Monthly Data	NWRS payroll-based reports are available in the Accounting Data Mart (ADM) of the Enterprise Data Warehouse (EDW), on a monthly frequency reflecting current period and year-to-date data.	N/A - Removed	N/A - Extraneous	N/A	Redlined during annotated markup as extraneous; NWRS reports are available on demand by querying NWRS. Various reports are detailed elsewhere in procedures Ch. 6 and policy 3-3.
1-4.1 Monthly Data	The ADM usually finalizes the monthly data between the seventh and tenth day of the following month. When the data is finalized, the status for the month indicates "Closed" on the ADM reports.	The Accounting Data Mart (ADM) finalizes the monthly data at the beginning of the following month.	Procedure	6 Reports 6.8 Reporting Schedule 6.8.1 Monthly Data	Reworded for clarity. Removed extraneous "usually" and replaced the specific time period with "beginning of" to more clearly account for situational variance.
1-4.2 Pay Period Data	1-4.2 Pay Period Data	6.8.2 Pay Period Data	Procedure	6 Reports 6.8 Reporting Schedule 6.8.2 Pay Period Data	Updated section number to align with document reorganization.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
1-4.2 Pay Period Data	The Payroll and National Payroll Hours Summary Report (NPHSR) folders in the ADM Project of the EDW contain payroll based reports by pay period (PP) frequency. Reports are available the Friday following the close of the pay period.	No Change	Procedure	6 Reports 6.8 Reporting Schedule 6.8.2 Pay Period Data	No change.
1-4.3 Weekly Data	1-4.3 Weekly Data	6.8.3 Weekly Data	Procedure	6 Reports 6.8 Reporting Schedule 6.8.3 Weekly Data	Updated section number to align with document reorganization.
1-4.3 Weekly Data	The eFlash system is web-based and is accessible from the intranet Blue page.	Weekly payroll-based reports are available in the National eFlash system, located on the intranet Blue page.	Procedure	6 Reports 6.8 Reporting Schedule 6.8.3 Weekly Data	Consolidated with Payroll-based reports in eFlash to streamline
1-4.3 Weekly Data	Reports are available each Monday for the previous week and options are available for monthly, year-to-date, and period-to-date reporting. Split-week reporting is available to account for partial weeks at the beginning and end of the month. Since eFlash contains only weekly data, split week factors are utilized to assign hours and volumes to the proper section of the week. Data in the eFlash is refreshed on Tuesday and Wednesday to reflect changes in payroll data.	Reports are available each Monday for the previous week, and data in the eFlash is refreshed on Tuesday and Wednesday to reflect changes in payroll data. Options are available for monthly, year-to-date, and period-to-date reporting. Split-week reporting is available to account for partial weeks at the beginning and end of the month. Because eFlash contains only weekly data, split-week factors are utilized to assign hours and volumes to the proper section of the week.	Procedure	6 Reports 6.8 Reporting Schedule 6.8.3 Weekly Data	Reworded and streamlined for clarity.
1-4.4 Daily Data	1-4.4 Daily Data	6.8.4 Daily Data	Procedure	6 Reports 6.8 Reporting Schedule 6.8.4 Daily Data	Updated section number to align with document reorganization.
1-4.4 Daily Data	Daily data is available through your local TACS timekeeping system in the Finance Reports module. The TARS section of EDW/Accounting also provides daily data — however, it does not include timecard offices or rural workhours.	Daily data is available in the Finance Reports module of the TACS timekeeping system. The Time and Attendance Reporting System (TARS) section of EDW/ADM also provides daily data; however, it does not include timecard offices or rural work hours.	Procedure	6 Reports 6.8 Reporting Schedule 6.8.4 Daily Data	Reworded for clarity. Changed "your" to more general language consistent with language throughout document. Changed em dash to semicolon in keeping with standard punctuation conventions with conjunctive adverbs. Spelled out TARS as this is the first mention of the acronym. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS). Changed "EDW/Accounting" to "EDW/ADM" to reflect correct and consistent system reference.
N/A	This page intentionally left blank	N/A - Removed	N/A - Extraneous	N/A	Blank pages are unnecessary for new organization of documents.
2 Responsibilities	2 Responsibilities	2 Roles and Responsibilities	Policy	2 Roles and Responsibilities	Header updated to reflect that it now separately identifies roles and responsibilities

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
2-1 General	2-1 General	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
2-1 General	Postal Service managers at all levels are responsible for: a. Integrity of input data, b. Monitoring performance to plan and same-period-last-year (SPLY), and c. Establishing annual budgets and operating plans by function and LDC.	Postal Service managers at all levels • Ensure the integrity of input data. • Monitor performance to plan and same-period-last-year (SPLY).	Policy	2 Roles and Responsibilities	Reformatted from alphabetized list to bulleted list and updated verb tense from gerund to present tense to align with Roles and Responsibilities format.
2-2 Postal Service Headquarters	2-2 Postal Service Headquarters	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents. Roles and Responsibilities have been placed in a centralized chart in the Policy.
2-2.1 Chief Financial Officer and Executive Vice President	2-2.1 Chief Financial Officer and Executive Vice President	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents. Roles and Responsibilities have been placed in a centralized chart in the Policy.
2-2.1 Chief Financial Officer and Executive Vice President	The Chief Financial Officer and Executive Vice President is responsible for: a. The design, technical management, and updating of the National Workhour Reporting System. b. The formulation, administration, and control of the area operating expense and other budgets. c. Establishing guidelines and exercising functional control over the finance functions at all organization levels. d. Planning, budgeting, and monitoring performance of the Finance and Supply Management Groups. e. The design, publication and updating of the Handbook F-2, <i>Functional Management</i> .	Chief Financial Officer & Executive Vice President • Design, manage, and update the National Workhours Reporting System. • Formulate, administer, and control all operating expense and other budgets. • Establish process documents and guidelines and exercise functional control over the finance functions at all organization levels. • Plan, budget, and monitor performance of the Finance and Supply Management Groups. • Design, update, and publish the Handbook F-2, <i>Functional Management</i> .	Policy	2 Roles and Responsibilities	Reformatted from alphabetized list to bulleted list and updated verb tense from gerund to present tense to align with Roles and Responsibilities format. Updated "guidelines" to "process documents and guidelines" so that the term also covers (actual work instructions, etc.) vs. just "recommendations" implied in "guidelines".
2-2.2 Chief Operating Officer and Executive Vice President	2-2.2 Chief Operating Officer and Executive Vice President	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the position no longer exists. The responsibilities are covered by the other positions outlined in the Roles and Responsibilities chart in the Policy.
2-2.2 Chief Operating Officer and Executive Vice President	The Chief Operating Officer and Executive Vice President is responsible for: a. Establishing guidelines and exercising functional control over the operations functions at all field organizational levels. b. Planning, budgeting, and monitoring performance of the Operations Support Group.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the position no longer exists. The responsibilities are covered by the other positions outlined in the Roles and Responsibilities chart in the Policy.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
2-2.3 Chief Human Resources Officer and Executive Vice President	2-2.3 Chief Human Resources Officer and Executive Vice President	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents. Roles and Responsibilities have been placed in a centralized chart in the Policy.
2-2.3 Chief Human Resources Officer and Executive Vice President	The Chief Human Resources Officer and Executive Vice President is responsible for: a. Establishing guidelines and exercising functional control over the human resources function at all organizational levels. b. Planning, budgeting and monitoring performance within the Human Resources Group.	Chief Human Resources Officer <input type="checkbox"/> Ensure appropriate assignment of LDCs for new positions and maintain proper LDCs in the HR systems of record.	Policy	2 Roles and Responsibilities	Reformatted from alphabetized list to bulleted list and updated verb tense from gerund to present tense to align with Roles and Responsibilities format. Updated title to reflect reorg. Reworded first bullet to reflect the role's responsibility relevant to the scope of F-2. Removed planning/budgeting/monitoring bullet as it is not relevant to the scope of the F-2.
2-2.4 Chief Customer and Marketing Officer, Executive Vice President	2-2.4 Chief Customer and Marketing Officer, Executive Vice President	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the position was retitled and no longer has these responsibilities.
2-2.4 Chief Customer and Marketing Officer, Executive Vice President	The Chief Customer and Marketing Officer, Executive Vice President is responsible for: a. Establishing guidelines and exercising functional control over the marketing and sales function at all organizational levels. b. Planning, budgeting, and monitoring performance within the Customer and Marketing Group.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the position was retitled and no longer has these responsibilities.
2-2.5 Chief Information Officer and Executive Vice President	2-2.5 Chief Information Officer and Executive Vice President	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the position was retitled and no longer has these responsibilities.
2-2.5 Chief Information Officer and Executive Vice President	The Chief Information Officer and Executive Vice President is responsible for: a. The day-to-day operation of data collection and, through the postal data center, data processing, report preparation, reconciliation, verification, and distribution. b. Establishing guidelines and exercising functional control over the information technology function at all organizational levels. c. Planning, budgeting, and monitoring performance within the Information Technology Group.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the position was retitled and no longer has these responsibilities.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
2-2.6 Vice Presidents	2-2.6 Vice Presidents	N/A - Removed	N/A - Obsolete	N/A	This information no longer relevant to this document.
2-2.6 Vice Presidents	Vice Presidents are responsible for: a.Establishing guidelines and exercising functional control over their respective functions at all organizational levels. b.Planning, budgeting, and monitoring performance within their respective departments.	N/A - Removed	N/A - Obsolete	N/A	This information no longer relevant to this document.
2-3 Postal Service Field: Area, District, and Plant Managers	2-3 Postal Service Field: Area, District, and Plant Managers	N/A - Removed	N/A - Extraneous	N/A	Section header unnecessary for new organization of documents. Roles and Responsibilities have been placed in a centralized chart in the Policy.
2-3.1 Area Vice Presidents, District and Plant Managers	2-3.1 Area Vice Presidents, District and Plant Managers	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents. Roles and Responsibilities have been placed in a centralized chart in the Policy.
2-3.1 Area Vice Presidents, District and Plant Managers	The Area Vice Presidents, District and Plant managers are responsible for: a.The planning, budgeting, and monitoring of performance against their operating expense budgets. b.The effective administration of NWRS within their organizations.	Regional Vice Presidents, Area Vice Presidents, Division Directors, and District Managers • Plan, budget, and monitor performance against operating expense budgets. • Effectively administer NWRS within their organizations.	Policy	2 Roles and Responsibilities	Updated titles and reformatted from alphabetized list to bulleted list and updated verb tense from gerund to present tense to align with Roles and Responsibilities format.
2-3.2 Managers of Finance	2-3.2 Manager of Finance	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents. Roles and Responsibilities have been placed in a centralized chart in the Policy.
2-3.2 Managers of Finance	Managers of Finance are responsible for: a.The formulation, administration, and control over their operating expense budgets. b.Establishing guidelines and exercising functional control over the finance and information technology functions within their organizations. c.Planning, budgeting, and monitoring performance of the controller function within their organizations. d.The daily operation of NWRS within their organizations. e.Providing the detailed direction and administration within their organizations for accurate collection, maintenance and reporting of NWRS data to accounting service centers.	Managers, Finance & Budget • Plan, budget, and monitor performance of field units. • Provide detailed direction and administration for accurate collection, maintenance, and reporting of NWRS data to accounting service centers.	Policy	2 Roles and Responsibilities	Streamlined language and reformatted from alphabetized list to bulleted list and updated verb tense from gerund to present tense to align with Roles and Responsibilities format.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
2-3.3 Managers of Operations Support	2-3.3 Managers of Operations Support	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the position no longer exists. The responsibilities are covered by the other positions outlined in the Roles and Responsibilities chart in the Policy.
2-3.3 Managers of Operations Support	Managers of Operations Support are responsible for: a. Establishing guidelines and exercising functional control over the operations functions within their organizations. b. Planning, budgeting, and monitoring performance of the operations functions within their organizations.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the position no longer exists. The responsibilities are covered by the other positions outlined in the Roles and Responsibilities chart in the Policy.
2-3.4 Managers of Human Resources	2-3.4 Managers of Human Resources	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as coding is handled under the HQ function now. Local/District HR managers no longer have these responsibilities.
2-3.4 Managers of Human Resources	Managers of Human Resources are responsible for: a. Establishing guidelines and exercising functional control over the human resources and labor relations functions within their organizations. b. Planning, budgeting and monitoring performance of the human resources and labor relations functions within their organizations.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as coding is handled under the HQ function now. Local/District HR managers no longer have these responsibilities.
2-3.5 Managers of Marketing and Sales	2-3.5 Managers of Marketing and Sales	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the responsibilities are now covered by the other positions outlined in the Roles and Responsibilities chart in the Policy. These individuals no longer have these responsibilities.
2-3.5 Managers of Marketing and Sales	Managers of Marketing and Sales are responsible for: a. Establishing guidelines and exercising functional control over the customer service and sales function within their organization. b. Planning, budgeting, and monitoring performance of the marketing and sales functions within their organization.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete, as the responsibilities are now covered by the other positions outlined in the Roles and Responsibilities chart in the Policy. These individuals no longer have these responsibilities.
N/A	This page intentionally left blank	N/A - Removed	N/A - Extraneous	N/A	Blank pages are unnecessary for new organization of documents.
3 Data Input	3 Data Input	3 LDC Entry	Procedure	3 LDC Entry	Renamed section to more accurately reflect major topic covered in section.
3-1 Labor Distribution Codes	3-1 Labor Distribution Codes	2 Labor Distribution Codes (LDCs)	Procedure	2 Labor Distribution Codes (LDCs)	Re-numbered section to reflect new placement in procedures document.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1 Labor Distribution Codes	3-1 Labor Distribution Codes	No Change	Policy	3 Workhour Data Collection and Reporting 3-1 Labor Distribution Codes	No Change
3-1.1 General	3-1.1 General	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.1.1 Basic Elements of NWRS	3-1.1.1 Basic Elements of NWRS	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.1.1 Basic Elements of NWRS	Labor Distribution Codes (LDC) are the basic elements of the National Workhour Reporting System (NWRS). The codes can contain four digits. Currently, the third and fourth digits are reserved for future use.	N/A - Removed	N/A - Repetitive	N/A	This information is thoroughly covered in section 2 Labor Distribution Codes(LDCs) in the procedures document. Removed as redundant.
N/A - New Language	N/A - New Language	3 Work Hour Data Collection and Reporting	Policy	3 Work Hour Data Collection and Reporting	New policy section added due to reorganization of content. Wrote "workhour" as "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-1.1.1 Basic Elements of NWRS	Each postal employee is assigned a four-digit LDC, which identifies the major work assignment of the employee.	Each postal employee is assigned a base labor distribution code (LDC).	Policy	3 Workhour Data Collection and Reporting 3-1 Labor Distribution Codes	Reworded to remove identification of the number of digits; removed "identifiesmajor work assignment..." as extraneous given the substantial discussion of LDCs in procedures.
3-1.1.1 Basic Elements of NWRS	These codes are the means by which all workhours are accumulated to meaningful groupings within each function. NWRS displays actual, planned, and SPLY hours by LDC on the workhour report. Paid hours, leave, and salary and benefit data are displayed by LDC on Labor Utilization reports.	LDCs categorize all work hours in NWRS into meaningful groupings within each function. Through LDCs, the NWRS reports by function where hours are worked, not who performs that work. The work hour report displays actual, planned, and same period last year (SPLY) hours by LDC. Labor Utilization Reports display paid hours, leave, and salary and benefit data by LDC.	Procedure	2 Labor Distribution Codes (LDCs)	Replaced "these codes" with "LDCs" to clearly identify the referent. Replaced "accumulated" with "categorize" as more appropriate verb. Reworded to be in active voice. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS). Capitalized "reports" in "Labor Utilization Reports" to reflect the term as a proper noun.
3-1.1.1.1 First Digit of LDC	3-1.1.1.1 First Digit of LDC	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.1.1.1 First Digit of LDC	<p>The first digit (0-9) of the LDC identifies the functions within an office. The functions are:</p> <ul style="list-style-type: none"> 0 Operations — Support 1 Operations — Mail Processing 2 Operations — Delivery Services 3 Operations — Vehicle Services and Maintenance 4 Operations — Customer Services 5 Finance 6 Human Resources 7 Customer Service & Sales 8 Administration (Field) 8 Headquarters General Management (HQ) 9 Training 	<p>The first digit (0-9) of the LDC identifies the functions within an office. The functions are:</p> <p>[Table]</p> <p>First digit Function</p> <ul style="list-style-type: none"> 0 Operations — Support 1 Operations — Processing 2 Operations — Delivery Services 3 Operations — Vehicle Services and Maintenance 4 Operations — Customer Services 5 Finance 6 Human Resources 7 Customer Service & Sales 8 Administration (Field and Headquarters General Management) 9 Training 	Procedure	2 Labor Distribution Codes (LDCs)	Removed "Mail" from Mail Processing as part of global change from Mail Processing to Processing. Combined the duplicate list item ("8") to reduce repetition: 8 Administration (Field and Headquarters General Management). Placed into table in favor of numbered list, as numbered lists are subject to erroneous auto-adjustment.
3-1.1.1.2 Second Digit of LDC	3-1.1.1.2 Second Digit of LDC	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.1.1.2 Second Digit of LDC	The second digit of the LDC identifies the work activity subcategories which satisfy the specific needs to manage each functional area.	The second digit of the LDC identifies the work activity subcategories that satisfy the specific needs to manage each functional area.	Procedure	2 Labor Distribution Codes (LDCs)	Replaced "which" with "that" for grammatical correctness.
N/A - New Language	N/A - New Language	Example: [Image]	Procedure	2 Labor Distribution Codes (LDCs)	Added visual example to assist users of this document in understanding the components of an LDC.
3-1.1.1.3 NWRS Reports by Function	3-1.1.1.3 NWRS Reports by Function	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.1.1.3 NWRS Reports by Function	Through LDCs, the NWRS reports by function where hours are worked, not who performs that work.	No Change	Procedure	2 Labor Distribution Codes (LDCs)	No change to language.
3-1.1.1.3 NWRS Reports by Function	For instance, LDC 2000 — delivery services supervision — reflects workhours for all employees who perform delivery services supervisory activities. These employees could be supervisors normally coded LDC 2000, supervisors transferred to LDC 2000, and craft employees performing higher level service in LDC 2000.	LDC 2000 reflects work hours for all employees who perform Delivery Service supervisory activities. These employees could be Supervisors normally coded LDC 2000, Supervisors transferred to LDC 2000, and craft employees performing higher-level service in LDC 2000.	Procedure	2 Labor Distribution Codes (LDCs)	Removed extraneous "for instance" as part of effort to streamline documents. Capitalized Delivery Services as part of global change to capitalize titles and functional areas to align with standard style conventions. Moved into LDC section as part of reorganizing document into more process-oriented structure. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-1.1.1.4 Applicability of LDC to Post Offices	3-1.1.1.4 Applicability of LDC to Post Offices	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for the organization of the new documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.1.1.4 Applicability of LDC to Post Offices	Not all LDCs apply to all Post Offices. For instance, mail processing LDCs 1000 through 1800 apply only to Reporting Office Group (ROG) two and three offices. In each office, LDCs are available to capture hours for all authorized activities.	Not all LDCs apply to all operating units. For example, LDCs related to Processing, specifically LDCs 1000 through 1800, apply only to Reporting Office Group (ROG) 2 and 3 offices. Within each office, LDCs are available to capture hours for all authorized activities.	Procedure	2 Labor Distribution Codes (LDCs)	Removed "Mail" from Mail Processing as part of global change from Mail Processing to Processing. Changed ROG office numbers from alphabetical to numeral to correctly reflect the naming convention. Moved into LDC section as part of reorganizing document into more process-oriented structure.
3-1.1.1.4 Applicability of LDC to Post Offices	Appendix A contains the labor distribution codes available and valid for each classification of office.	The full list of work activity subcategories and valid LDCs for each operating unit classification is outlined in Appendix A, Labor Distribution Code/MOD Operation Number/LTAT Crosswalk. Definitions for each LDC are available in the supplemental document, Labor Distribution Code Definitions.	Procedure	2 Labor Distribution Codes (LDCs)	Added reference to supplement document containing full list of work activity subcategories as helpful guidance as part of making the documents more user friendly. Several tables were consolidated into one to provide a better user experience, removing the need to check across multiple tables.
3-1.1.2 LDCs in Employee's Record and Mainframe	3-1.1.2 LDCs in Employee's Record and Mainframe	5 LDC Adjustments	Procedure	5 LDC Adjustments	Renamed section to more accurately reflect major topic covered in section.
3-1.1.2 LDCs in Employee's Record and Mainframe	LDCs are part of the employee's record and are included in the mainframe Employee Master File (EMF) for all employees and also in the Time and Attendance Collection System (TACS) Employee Maintenance module.	LDCs are part of the employee's record and are included in the Employee Master File (EMF) and in the Time and Attendance Collection System (TACS) Employee Maintenance module.	Policy	3 Workhour Data Collection and Reporting 3-1 Labor Distribution Codes	Streamlined for clarity Removed reference to "mainframe"
3-1.1.2 LDCs in Employee's Record and Mainframe	After the initial LDC assignment by Human Resources, local post office management is responsible for maintenance of the LDC assigned to each employee.	N/A - Removed	N/A - Repetitive	N/A	This responsibility is already covered in section 3-1 Labor Distribution Codes of the policy, making this statement redundant.
3-1.1.2 LDCs in Employee's Record and Mainframe	If an office requires a change to LDC, contact the TACS Help Desk. Changes made to employee's LDC in TACS will replace PS Form 50 assignment with the exception of changes to or from LDCs 6700 and 6900 (see 3-1.4.1). Field personnel should contact the TACS Help Desk to resolve invalid LDC assignments and initiate corrections when necessary. In area offices and headquarters, department heads have this responsibility.	If an office requires a change to an LDC, including resolution of invalid LDC assignments and necessary corrections: 1. Department heads (in area offices and headquarters) or field personnel contact the TACS Help Desk for input. Note: Changes made to an employee's LDC in TACS will replace the PS Form 50 assignment, with the exception of changes to or from LDCs 6700 and 6900.	Procedure	5 LDC Adjustments	Reworded and streamlined for clarity. Placed into numbered format to more clearly lay out the actions involved. Removed internal reference as the referenced content from original document is contained in this same section in the new document.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.1.2 LDCs in Employee's Record and Mainframe	Note: When a situation occurs where the Employee Master File record, located in the mainframe, does not match the Base Job Assignment of the TACS Employee Maintenance module, the mainframe data will take priority. When a mismatch of this type occurs, hours will be charged to the designation activity code (D/A), LDC and finance number indicated on the Employee Master File located in the mainframe. It should be noted that with the exception of the LDC, changes to the Employee Master File in the mainframe are initiated in the Human Capital Enterprise System (HCES).	5. If the Employee Master File record does not match the Base Job Assignment in the TACS Employee Maintenance module, hours will be charged to the designation activity code (D/A), LDC, and finance number indicated on the Employee Master File. 6. Changes to data other than LDC in the Employee Master File must be initiated in the Human Capital Enterprise System (HCES).	Procedure	5 LDC Adjustments	Removed references to mainframe as part of global change to eliminate due to access being restricted and outside the pertinence of the F-2. Placed into numbered format to more clearly lay out the actions involved. Removed extraneous "When a situation occurs", "It should be noted", and "When a mismatch of this type occurs". Reworded for clarity.
3-1.1.3 Initial Entering of LDCs	3-1.1.3 Initial Entering of LDCs	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.1.3 Initial Entering of LDCs	LDCs are initially entered on the Employee Master File via completion of personnel action. All accession and job change actions requiring the use of PS Form 50 must designate the appropriate LDC.	For new employees, their base LDC is determined by Form 50 (Personnel Action). For existing employees, all job change actions requiring the use of PS Form 50 must designate the appropriate LDC.	Procedure	3 LDC Entry	Clarified language by specifying that the initial entry is for new employees, and that the Form 50 is a Personnel Action. Capitalized "personnel action" to align with internal nomenclature. Specified that all job change actions apply to existing employees.
3-1.1.3 Initial Entering of LDCs	The absence of a valid LDC causes the system to assign the invalid default (LDC 9900), as shown in the Valid LDC-CAG-D/A Table in 3-1.4.3. This results in the erroneous reporting of hours, leave, and dollars.	The absence of a valid LDC triggers the system to assign the invalid default (LDC 9900), as shown in the Valid LDC-CAG-D/A columns in Appendix A. This results in erroneous reporting of hours, leave, and dollars.	Procedure	3 LDC Entry	Replaced "causes" with "trigger" as the latter is a more precise description of what occurs. Updated internal reference to align with document reorganization, specifically replacing "Table" with "columns" to reflect that the Valid LDC-CAG-D/As are no longer their own table, but part of the consolidated table.
3-1.1.3 Initial Entering of LDCs	Subsequent requests to correct or update the LDC assignment should be directed to the TACS Help Desk.	N/A - Removed	N/A - Repetitive	N/A	Repetitive of information contained in original section 3-1.4.1. This information is now covered in section 3, LDC Entry, in new document.
3-1.1.4 Maintenance of LDCs	3-1.1.4 Maintenance of LDCs	4 LDC Maintenance	Procedure	4 LDC Maintenance	Renamed section to more accurately reflect major topic covered in section.
3-1.1.4 Maintenance of LDCs	Maintenance of LDCs is of primary importance since all report data is initially accumulated by LDC.	Instructions for the maintenance, verification, and release of LDC data points are available in Handbook F-2, Functional Management Procedures.	Policy	3 Workhour Data Collection and Reporting 3-1 Labor Distribution Codes	Reframed to point readers to procedures for information on maintaining LDCs; emphasis on importance of LDC maintenance is extraneous. Added clause regarding enforcing instructions to reinforce the linked authority of policy and procedures..

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.1.4 Maintenance of LDCs	The TACS Employee Listing Report (TAC500R5) may be utilized in review and maintenance of employee LDC assignments and is readily available to managers and supervisors. Supervisors should also review the Loan, Transfer, and Training System (LTATS) — Detail Estimated Transactions Report which includes daily transfers. These transfers may indicate a need for a permanent LDC change. Offices may use the TACS Employee Listing Report as a tool to maintain correct LDCs.	As part of regular maintenance of employee LDC assignments, Management reviews: 1. The TACS Employee Listing Report to validate LDCs and take update actions, as outlined in Chapter 5, as necessary. The report can be accessed in TACS. 2. The Loan, Transfer, and Training System (LTATS) — Detail Estimated Transactions Report to assess daily transfers, which may indicate a need for a permanent LDC change.	Procedure	4 LDC Maintenance	Removed the report number. Reformatted language to clearly identify the two reports management reviews for regular maintenance of LDC assignments to ensure continued accuracy. Added internal reference ("Chapter 5") as part of making the document more user friendly.
3-1.1.4 Maintenance of LDCs	Supervisors should also review the Loan, Transfer, and Training System (LTATS) — Detail Estimated Transactions Report which includes daily transfers. These transfers may indicate a need for a permanent LDC change.	[Column Headers] Report Title Summary Purpose [Row Content] [Column Headers] Report Title Summary Purpose [Row Content] TACS – LTATS Detail Estimated Transactions Report Provides data by office at the employee level on loaned, transferred, and training hours. This data is estimated and may not have been verified or corrected. This report is automatically generated on a daily and weekly basis from work hour entries in TACS. This report is used primarily by field managers to track employee loaned, transfer, and training hours. Field managers use this report to ensure that employees have properly recorded their LDCs and to assess daily staffing requirements.	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Primary user changed from supervisor to field managers to reflect actual use; "may indicate a need " in the original language reframed as "used...to assess daily staffing requirements"; "includes daily transfers" was removed as "daily staffing requirements" is included in the new language.
3-1.1.4 Maintenance of LDCs	It is the responsibility of managers and supervisors to verify the accuracy of every employee's LDC assignments.	Managers and supervisors are responsible for the maintaining and verifying of LDC data across functions.	Policy	3 Workhour Data Collection and Reporting 3-1 Labor Distribution Codes	Changed from passive to active voice and specified that the LDC data verification goes across functions.
3-1.1.4 Maintenance of LDCs	When LDC corrections are required, submit changes to the TACS Help Desk for input.	N/A - Removed	N/A - Repetitive	N/A	Redundant with content in new 5 LDC Adjustments, bullet #1.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.1.4 Maintenance of LDCs	LDC changes for timecard offices are effective the week of input, and timeclock offices are effective immediately upon change. Corrections or changes must be made on a timely basis.	3. Manual LDC changes are effective the week of input, and automated LDC changes are effective immediately upon change. Corrections or changes must be made as soon as issues arise.	Procedure	5 LDC Adjustments	Placed into numbered format to more clearly outline the actions involved in the process. Reworded to reflect global change replacing references to "time clock office" and "timecard office" with "automated entry" and "manual entry", respectively, given forthcoming system modernization efforts. Replaced "on a timely basis" with "as soon as issues arise" to more appropriately reflect the urgency with which issues must be addressed.
3-1.1.4 Maintenance of LDCs	Note: Disclosure of any information from the TACS Employee Listing Report outside the Postal Service must be in accordance with Handbook AS-805, <i>Information Security</i> .	Disclosure of employee-level data, including LDCs, outside the Postal Service must be in accordance with Handbook AS-805, <i>Information Security</i> .	Policy	3 Workhour Data Collection and Reporting 3-1 Labor Distribution Codes	Specified employee-level data instead of "any information" and included LDCs as an example.
3-1.2 Timecard Offices	3-1.2 Timecard Offices	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.2.1 PS Form 1230, Timecard	3-1.2.1 PS Form 1230, Timecard	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.2.1 PS Form 1230, Timecard	PS Form 1230, Timecard, is used by payroll processing to accumulate work, leave and premium hours, and salary and benefit dollars for each employee by LDC and by function. Completion of PS Form 50 for an accession assigns the LDC to PS Form 1230 and is done automatically during PS Form 50 processing. For new employees, until preprinted PS Form 1230 is available, the LDC must be entered on PS Form 1230-C in the indicative data line.	N/A - Removed	N/A - Repetitive	N/A	Removed as this content is covered in F-21 and outside the scope of F-2.
3-1.2.2 Change or Correct Existing LDC without PS Form 50	3-1.2.2 Change or Correct Existing LDC without PS Form 50	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.2.2 Change or Correct Existing LDC without PS Form 50	To change or correct an existing LDC, notify the TACS Help Desk to assign the appropriate LDC when: 1. A PS Form 50 action is not required, such as job bidding; 2. No LDC was assigned; or 3. A nonexistent or incorrect LDC is assigned.	2. To change or correct an existing LDC entered manually, notify the TACS Help Desk to assign the appropriate LDC in one of the following circumstances: <input type="checkbox"/> A PS Form 50 action is not required, such as job bidding. <input type="checkbox"/> No LDC was assigned. <input type="checkbox"/> A nonexistent or incorrect LDC has been assigned.	Procedure	5 LDC Adjustments	Reworded for clarity. Placed numbered items into bulleted list as sub-bullets of the lead-in text as part of document reorganization and making the document more user-friendly.
3-1.2.3 LDC Changes Entered into TACS	3-1.2.3 LDC Changes Entered into TACS	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.2.3 LDC Changes Entered into TACS	LDC changes entered into TACS are effective the week they are entered.	N/A - Removed	N/A - Repetitive	N/A	Repetitive of information housed in Section 5 LDC Adjustments, bullet 3 in the Procedures. Original source information in that section is from Handbook F-2, section 3-1.1.4
3-1.2.3 LDC Changes Entered into TACS	When multiple weeks are open in TACS, only changes to the max open week will change the LDC for succeeding weeks.	When multiple weeks are open in TACS, only changes to the current week will change the LDC for succeeding weeks.	Procedure	5 LDC Adjustments	Changed "max open week" to "current week" since the period when two weeks are open includes the current week and prior week. This change lends more clarity to the statement.
3-1.2.4 Permanent LDC Changes	3-1.2.4 Permanent LDC Changes	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.2.4 Permanent LDC Changes	Only permanent LDC changes are to be entered in the TACS Employee Maintenance module. Temporary changes in employee LDCs must be accounted for by use of PS Form 1236-A. See 3-2.2 for use of this form.	8. Only permanent LDC changes are to be entered in the TACS Employee Maintenance module. Temporary changes in employee LDCs must be accounted for by use of PS Form 1236-A. See 5.1.1 for use of this form.	Procedure	5 LDC Adjustments	Placed into numbered format to more clearly lay out the actions involved. Updated internal reference to align with document reorganization.
3-1.2.5 Assignments or Changes of LDCs	3-1.2.5 Assignments or Changes of LDCs	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.2.5 Assignments or Changes of LDCs	Assignments or changes of LDCs must be consistent with the LDC-CAG-D/A Table in 3-1.4.3.	7. Assignments or changes of LDCs must be consistent with the LDC-CAG-D/A columns in Appendix A.	Procedure	5 LDC Adjustments	Placed into numbered format to more clearly lay out the actions involved. Updated internal reference to align with document reorganization, specifically replacing "Table" with "columns" to reflect that the Valid LDC-CAG-D/As are no longer their own table, but part of the consolidated table.
3-1.3 Time Clock Offices	3-1.3 Time Clock Offices	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.3.1 Recording Employee's Time	3-1.3.1 Recording Employee's Time	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.3.1 Recording Employee's Time	All time clock offices use an Electronic Badge Reader (EBR) to record employee's time.	N/A - Removed	N/A - Extraneous	N/A	Information regarding time clock office devices was removed, as this information is not relevant to this policy or process. Handbook F-21, <i>Time and Attendance</i> covers this information.
3-1.3.1 Recording Employee's Time	Manual timecard PS Forms 1230 and 1236-A are not utilized. The TACS Employee Maintenance module contains LDCs for each employee.	N/A - Removed	N/A - Extraneous	N/A	Information is not necessary for this policy and process. What is used is already clearly stated.
3-1.3.1 Recording Employee's Time	Employee clock ring time and attendance (T&A) data is transmitted to the accounting service center for payroll processing and is subsequently used in the production of workhour (NWRS) and labor utilization (LURS) reports.	N/A - Removed	N/A - Extraneous	N/A	Information regarding employee clock ring time and attendance data was removed, as this information is not relevant to this policy or process. Handbook F-21, <i>Time and Attendance</i> covers this type of information.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.3.1 Recording Employee's Time	Employee T&A clock rings provide the basis for accumulating data by LDC for these reports.	Employee Time and Attendance clock rings provide the basis for accumulating data by LDC for these reports.	Procedure	6 Reports	Replaced "T&A" acronym with full terminology "Time and Attendance" as this was the only place in the document where T&A was used.
3-1.3.2 TACS Employee Maintenance Module	3-1.3.2 TACS Employee Maintenance Module	N/A -Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.3.2 TACS Employee Maintenance Module	The TACS Employee Maintenance module is used to establish LDCs in the TACS employee maintenance file.	No Change	Procedure	3 LDC Entry	No change to language.
3-1.3.2 TACS Employee Maintenance Module	TACS LDC changes are sent to the payroll processing branch with each week's Time Certification Report. This submission updates the mainframe Employee Master File with the change and is used during payroll calculation for that pay week.	9. TACS LDC changes are sent to the payroll processing branch with each week's Time Certification Report. This submission updates the Employee Master File with the change and is used during payroll calculation for that pay week.	Procedure	5 LDC Adjustments	Removed reference to mainframe as part of global change to eliminate due to access being restricted and outside the pertinence of the F-2.
3-1.3.3 TACS Program Edits	3-1.3.3 TACS Program Edits	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.3.3 TACS Program Edits	TACS program edits are in place to prevent an invalid LDC from being assigned.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
3-1.3.3 TACS Program Edits	However, if an invalid LDC is assigned, a subsequent program will override the error and default to a predetermined LDC. See Valid LDC-CAG-D/A Table in 3-1.4.3. For personnel actions in which a D/A change occurs, and if the old LDC is valid with the new D/A, no LDC default will occur.	N/A -Removed	N/A - Repetitive	N/A	Repetitive of information that is now housed in Section 3 LDC Entry of the Procedures. Original source language for Section 3 was taken from 3-1.1.3 of Handbook F-2.
3-1.4 LDC-CAG-D/A Table	3-1.4 LDC-CAG-D/A Table	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.4.1 Assignment and Maintenance of LDCs Entered via PS Form 50	3-1.4.1 Assignment and Maintenance of LDCs Entered via PS Form 50	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.4.1 Assignment and Maintenance of LDCs Entered via PS Form 51	Assignment and maintenance of LDCs entered via PS Form 50 or TACS must be valid by D/A Code and Cost Ascertainment Group (CAG) of the office. These LDC entries pass through a series of edits based on the table in 3-1.4.3. Records that do not pass the edits will default to a predetermined LDC or LDC 9900 and become the permanent LDC in the Employee Master File.	1. Assignment and maintenance of LDCs entered via PS Form 50 or the Time and Attendance Collection System (TACS) must be valid by the Designation Activity code (D/A code) and Cost Ascertainment Group (CAG) of the office. 2. These LDC entries pass through a series of edits based on the table in Appendix A. 3. Records that do not pass the edits will default to a predetermined LDC or LDC 9900 and become the permanent LDC in the Employee Master File.	Procedure	3 LDC Entry	Moved into LDC section as part of reorganizing document into more process-oriented structure. Placed into numbered format to clearly lay out the actions involved. Wrote out full D/A term as it is the first mention. Changed "code" to be in lowercase as part of global change to write out "D/A code" in a consistent manner.
3-1.4.1 Assignment and Maintenance of LDCs Entered via PS Form 50	Employee records defaulting to LDC 9900 must be researched to determine proper LDC assignment.	4. Employee records defaulting to LDC 9900 must be researched to determine proper LDC assignment.	Procedure	3 LDC Entry	Moved into LDC section as part of reorganizing document into more process-oriented structure. Placed into numbered format to clearly lay out the actions involved.
3-1.4.1 Assignment and Maintenance of LDCs Entered via PS Form 50	Requests for LDC corrections are directed to the TACS Help Desk, with the exception of LDCs 6700 and 6900.	N/A - Removed	N/A - Repetitive	N/A	Repetitive of information in 3-1.1.2 of original document. This information is now captured in section 5, LDC Adjustments, in the new document.
3-1.4.1 Assignment and Maintenance of LDCs Entered via PS Form 50	Note: All requests to update LDCs 6700 and 6900 must be sent to the Human Resources department.	Requests for 6700 and 6900 corrections can be directed to Human Resources Shared Service Center (HRSSC).	Procedure	5 LDC Adjustments	Reworded for clarity and updated HR reference to Human Resources Shared Service Center (HRSSC).

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.4.1 Assignment and Maintenance of LDCs Entered via PS Form 50	When an employee has returned to work, they are required to provide a medical statement to their supervisor immediately. Human Resources must be notified so the employee can be assigned to the appropriate LDC via PS Form 50 action. Until the PS Form 50 has been processed, the employee's hours should be transferred to a productive LDC using PS Form 1236-A.	4. If an employee has been on long-term leave, they must be placed in the correct LDC upon their return to work. When an employee has returned to work, they are required to provide a medical statement to their supervisor immediately. Human Resources must be notified so the employee can be assigned to the appropriate LDC via PS Form 50 action. Until the PS Form 50 has been processed, the employee's hours should be transferred to a productive LDC using PS Form 1236-A. When an employee has returned to work, they are required to provide a medical statement to their supervisor immediately. Human Resources must be notified so the employee can be assigned to the appropriate LDC via PS Form 50 action. Until the PS Form 50 has been processed, the employee's hours should be transferred to a productive LDC using PS Form 1236-A.	Procedure	5 LDC Adjustments	Placed into numbered format to clearly highlight actions involved. Added lead-in sentence to smooth the transition from list items 3 and 4.
3-1.4.2 Data Entered via PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	3-1.4.2 Data Entered via PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-1.4.2 Data Entered via PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Loan, transfer and training hour data entered via PS Form 1236-A (including the automated clock ring driven version) pass through the same edits. The "To" D/A and LDC for transfers and loans must be consistent with the table in 3-1.4.3 or the program will reject the transaction (TR) as a fatal error. Additional PS Form 1236-A edits appear in 3-2.5.4.3.	Loaned, transfer, and training hour data entered via PS Form 1236-A (including the automated clock ring driven version) pass through edits based on the table in Appendix A. The "To" D/A and LDC for transfers and loans must also be consistent with the table, or the program will reject the transaction (TR) as a fatal error. Additional PS Form 1236-A edits appear in Appendix C, <i>Fatal and Warning Error Conditions in LTATS</i> . For a complete listing of LTATS edits, see 6.3.1.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Updated internal reference to align with document reorganization. Removed unnecessary repetition of first reference in favor of using "also" to indicate the referent is the same, as part of effort to streamline the document. Updated "loan" to "loaned" as global change to how these hours are referenced.
3-1.4.3 Valid LDCs	3-1.4.3 Valid LDCs	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-1.4.3 Valid LDCs	Exhibit 3-1.4.3a and Exhibit 3-1.4.3b list valid LDCs by type (Headquarters and Field) and CAG of the office. They also show the applicable D/A Codes for each permanent coding and for transfers.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; table is self explanatory, this introductory recap is unnecessary.
3-1.4.3 Valid LDCs	All permanent codes are also available for transfers	N/A - Removed	N/A - Extraneous	N/A	Removed as this is an HR function.
Exhibit 3-1.4.3a [Table]	<p>[Column headers] Headquarters LDCs LDC Reporting Group CAG Group Permanent D/A Transfer D/A</p> <p>[Row content] 68 Transfers Only</p> <p>80 All 11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9 □</p> <p>81 All 08-9, 11-0, 11-9, 16-8, 31-9, 38-9, 41-9, 51-9, 61-9, 81-9 □</p> <p>82 All 17-9, 47-9, 51-9 □</p> <p>83 All 11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9 □</p> <p>84 All 11-0, 11-9, 16-8, 31-9, 41-9, 51-9 □</p> <p>85 All 11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9</p> <p>86 All 11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9 □</p> <p>87 All 11-0, 11-9, 16-8, 31-9, 36-6, 41-9, 51-9, 61-9, 81-9 □</p> <p>88 All 11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9 08-9, 17-9</p> <p>89 All 11-0, 11-9, 16-8, 31-9, 41-9, 51-9, 61-9, 81-9 17-9, 47-9</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table.]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>[Column headers] Field LDCs LDC Reporting Group CAG Group Permanent D/A Transfer D/A LDC 01-99</p> <p>[Row content] 00Unassigned</p> <p>01AIIA–G09-0, 06-7, 06-9, 11-9□ AreaN09-0, 11-9, 31-9, 41-9, 51-9□ 02AIIA–G11-0, 12-0, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-081-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3□</p> <p>03AIIA–G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-381-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3□</p> <p>04AIIA–G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-381-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3□</p> <p>05AIIA–G11-0, 12-0, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-081-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3□</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Inserted 12-5 after each instance of 12-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table.]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>06 Unassigned</p> <p>07 AIIA-G09-0, 11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-331-0, 41-0, 81-4 AreaN11-9, 19-0, 31-9, 41-9, 51-9, 81-3□</p> <p>08 AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-381-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3□</p> <p>09 AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-309-0, 81-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3□</p> <p>10 AIIA-G09-0, 11-9, 59-0□ AreaN09-0, 59-0□ □</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>11AIIA-G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>12AIIA-G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>13AIIA-G11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>14AIIA-G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>15AIIA-G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-2, 81-3, 81-4, 82-0 AreaN81-2, 81-3, 81-4</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Inserted 12-5 after each instance of 12-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>16AIIA-G11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0□ AreaN81-3, 81-4□</p> <p>17AIIA-G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0□ AreaN62-0, 81-3, 81-4□</p> <p>18AIIA-G11-0, 12-0, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 32-0, 33-5, 41-0, 42-0, 43-5, 59-0, 61-0, 61-7, 62-0, 63-5, 81-0, 81-2, 81-3, 81-4, 82-0, 83-581-2 AreaN81-3, 81-4□</p> <p>19Unassigned</p> <p>20AIIA-G09-0, 11-9, 59-0□ AreaN09-0, 59-0□</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Inserted 12-5 after each instance of 12-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>21AIIA-L13-4, 33-4, 43-4, 63-4, 83-4, 84-4</p> <p>22Transfers Only13-4, 33-4, 43-4, 63-4, 83-4, 84-4</p> <p>23AIIA-G13-4, 33-4, 43-4, 63-4, 83-4, 84-413-4, 33-4, 43-4, 84-4</p> <p>24Transfers Only13-4, 33-4, 43-4, 84-4</p> <p>25AIIA-LZ0-0, 70-1, 70-5, 71-0, 72-0, 73-0, 74-0, 75-0, 76-0, 77-0, 78-0, 79-099-0</p> <p>26Transfers Only13-4, 33-4, 43-4, 63-4, 83-4, 84-4</p> <p>27AIIA-G13-4, 33-4, 43-4, 63-4, 83-4, 84-4</p> <p>28Transfers Only13-4, 33-4, 43-4, 63-4, 83-4, 84-4</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>29AIIA-G13-4, 33-4, 43-4, 63-4, 83-4, 84-4□</p> <p>30AIIA-G05-3, 09-0, 11-9, 19-0, 59-0□ AreaN09-0, 11-9, 19-0, 59-0□</p> <p>31AIIA-G11-0, 13-5, 15-3, 19-0, 21-0, 21-5, 23-5, 23-6, 25-3, 25-6, 31-0, 35-3, 41-0, 42-0, 45-3, 61-0, 61-7, 62-0, 65-3, 81-0, 82-0, 85-313-5, 23-5, 23-6, 33-5, 43-5, 63-5, 83-5 AreaN19-0□</p> <p>32AIIA-J15-1, 15-2, 25-1, 25-2, 25-4, 25-5, 35-1, 35-2, 45-1, 45-2, 65-1, 65-2, 85-1, 85-2□</p> <p>33AIIA-L11-0, 13-4, 15-1, 15-2, 15-3, 16-6, 16-7, 16-8, 16-9, 21-0, 21-5, 25-1, 25-2, 25-3, 25-4, 25-5, 25-6, 31-0, 33-4, 41-0, 43-4, 81-0, 83-4, 84-481-3, 81-4</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>
Exhibit 3-1.4.3b [Table]	<p>34AIIA-J11-0, 13-5, 21-0, 21-5, 23-5, 23-6, 25-2, 25-5, 31-0, 33-5, 41-0, 43-5, 61-0, 61-7, 63-5, 81-0, 83-5□</p> <p>35AIIA-G06-6, 06-7, 06-8, 06-9, 09-0, 19-0, 59-0□ AreaN11-9□</p> <p>36AIIA-G16-8, 36-8, 46-8, 66-8, 86-8□</p> <p>37AIIA-J16-7, 36-7, 46-7, 66-7, 86-7□</p> <p>38AIIA-L16-6, 36-6, 46-6, 66-6, 86-616-6, 46-6, 66-6</p> <p>39AIIA-J16-9, 19-0, 36-9, 46-9, 59-0, 66-9, 86-6, 86-916-6, 16-7, 16-8, 36-6, 36-7, 36-8, 46-6, 46-7, 46-8, 66-6, 66-7, 66-8, 86-6, 86-7, 86-8</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>40AIIA-L09-0, 11-9, 59-0 AreaN09-0, 59-0</p> <p>41AIIA-G11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>42AIIA-G11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>43AIIA-G11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>44AIIA-G11-0, 12-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>45AIIA-G11-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-4 AreaN81-4</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Inserted 12-5 after each instance of 12-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>46AIIA-G11-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-081-3, 81-4</p> <p>47AIIH-L11-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-3, 81-481-8</p> <p>48AIIA-G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0□ AreaN81-3, 81-4□</p> <p>49AIIA-G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0□ AreaN81-3, 81-4□</p> <p>50AIIA-G09-0, 11-9□ AreaN09-0, 11-9□</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Inserted 12-5 after each instance of 12-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler:</p> <p>APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>51AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>52AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>53AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN81-3, 81-4□</p> <p>54AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>55AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>56AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>57AIIA-G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-059-0 AreaN11-9, 81-3, 81-4□</p> <p>58AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>59Unassigned</p> <p>60AIIA-G09-0, 11-9, 19-0, 39-0□ AreaN09-0, 11-9□</p>	<p>[Added 11-5, 12-5, 41-5, 43-6]</p> <p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Inserted 12-5 after each instance of 12-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>Added codes: 12-5 was added for Mailhandlers in 2023. 11-5, 41-5 and 43-6 were added for APWU in 2022.</p> <p>09.0 and 19.0 are no longer in use in Field only at HQ.</p> <p>Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>61AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>62AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>63AIIA-G11-0, 11-1, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 41-1, 59-0, 61-0, 61-1, 61-7, 81-0, 81-3, 81-4□ AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>64AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>65AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4□ AreaN11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD 6 Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>66AIIA–G09-0, 11-0, 11-9, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-3, 81-4□ AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3, 81-4□</p> <p>67Valid for any D/A — CAG Combination (Assigned or Changed via Form 50)□</p> <p>68Transfers Only□</p> <p>69Valid for any D/A — CAG Combination (Assigned or Changed via Form 50)□</p> <p>70AIIA–G09-0, 11-9□ AreaN09-0, 11-9□</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>71AIIA-G06-7, 06-9, 09-0, 11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-359-0, 81-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3</p> <p>72AIIA-G11-0, 13-5, 19-0, 21-0, 21-5, 23-5, 23-6, 31-0, 41-0, 61-0, 61-7, 81-0, 81-359-0, 81-4 AreaN09-0, 19-0, 31-9, 41-9, 51-9, 81-3</p> <p>73AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-381-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3</p> <p>74AIIA-G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 61-0, 61-7, 81-0, 81-381-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3</p> <p>75AIIA-G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-081-4 AreaN81-3</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Inserted 12-5 after each instance of 12-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>76AIIA–G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-3, 81-4 AreaN09-0, 19-0, 81-3</p> <p>77AIIA–G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>78AIIA–G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-0, 81-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3</p> <p>79AIIA–G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 81-4, 82-0 AreaN81-3, 81-4</p> <p>80AIIA–L08-0, 09-0, 09-1, 11-9, 19-0, 38-0, 58-0, 58-9, 81-8 AreaN09-0, 11-9, 81-8</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Inserted 12-5 after each instance of 12-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	<p>81AIIA–G09-0, 11-9□ AreaN09-0, 11-9, 31-9, 41-9, 51-9□</p> <p>82AIIA–G11-0, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-081-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 59-0, 81-3□</p> <p>83AIIA–G11-0, 11-9, 12-0, 19-0, 21-0, 21-5, 31-0, 32-0, 41-0, 42-0, 59-0, 61-0, 61-7, 62-0, 81-0, 81-3, 82-081-4 AreaN09-0, 11-9, 19-0, 31-9, 41-9, 51-9, 81-3□</p> <p>84AIIA–G09-0, 11-0, 11-9, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-381-4 AreaN11-9, 19-0, 31-9, 41-9, 51-9, 81-3□</p> <p>85AIIA–G11-0, 19-0, 21-0, 21-5, 31-0, 41-0, 59-0, 61-0, 61-7, 81-0, 81-381-4 AreaN11-9, 19-0, 31-9, 41-9, 81-3□</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Inserted 11-5 after each instance of 11-0.]</p> <p>[Inserted 41-5 and 43-6 after each instance of 41-0.]</p> <p>[Inserted 12-5 after each instance of 12-0.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Inserted 11-5, 41-5 and 43-6, 12-5 (to follow instances where 11-0, 41-0, and 12-0 appeared, respectively) to reflect the latest additions based on recent Collective Bargaining Agreements with APWU and Mailhandler: APWU: Full-time Flex 11-5, Part-time Flex 41-5 & 43-6 Mailhandler: Full-time Flex 12-5</p> <p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>
Exhibit 3-1.4.3b [Table]	<p>86Unassigned — Field□</p> <p>87Unassigned — Field□</p> <p>88Transfers & Loans Only□</p> <p>89Transfers & Loans Only□</p> <p>90Transfer to Training Only□</p> <p>/A Combinations)</p>	<p>[Removed references to 09.0 and 19.0 throughout the Field sections.]</p> <p>[Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>[09.0 and 19.0 are no longer in use in Field only at HQ.]</p> <p>[Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Exhibit 3-1.4.3b [Table]	91 Transfer to Training Only ☐ 92 Transfer to Training Only ☐ 93 Transfer to Training Only ☐ 94 Transfer to Training Only ☐ 95 Transfer to Training Only ☐	[Removed references to 09.0 and 19.0 throughout the Field sections.] [Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	[09.0 and 19.0 are no longer in use in Field only at HQ.] [Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]
Exhibit 3-1.4.3b [Table]	96 Transfer to Training Only ☐ 97 Transfer to Training Only ☐ 98 Transfer to Training Only ☐ 99 Default Code (Accumulation of hours due to invalid LDC-CAD-D)	[Removed references to 09.0 and 19.0 throughout the Field sections.] [Consolidated into table located in Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	[09.0 and 19.0 are no longer in use in Field only at HQ.] [Consolidated Exhibit 3-1.4.3a to streamline information and make more user-friendly.]
3-2 Loan, Transfer, and Training Hours	3-2 Loan, Transfer, and Training Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.1 General	3-2.1 General	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.1.1 Work Performed Outside Assigned LDC	3-2.1.1 Work Performed Outside Assigned LDC	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.1.1 Work Performed Outside Assigned LDC	Occasionally employees perform work outside of their assigned LDC. When this occurs, entries must be made to assign the correct LDC for accumulating workhours and associated dollars.	The Loan Transfer and Training System (LTATS) is a tool used to record work hours an employee performs outside of their assigned LDC. When an employee makes an entry in the LTATS, the Operations Manager ensures correct entry of the LDC for accumulating work hours and associated dollars.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Updated language to clarify the individuals responsible, as well as the system used. Reworded for clarity. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.1.1 Work Performed Outside Assigned LDC	For NWRS purposes, these occurrences fall into three categories: loan, transfer, and training.	N/A - Removed	N/A - Extraneous	N/A	Extraneous. The remainder of the docuemnt lays out how loan, training, and transfer hours play into NWRS

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.1.1 Work Performed Outside Assigned LDC	Prior fiscal year adjustment transactions are accepted in Loan Transfer and Training System (LTATS) any time during the current fiscal year. However, to accommodate other reporting system limitations such as those found in NWRS, enter prior fiscal year adjustments before the close of the last full pay period of the year. LTATS transactions made after the close of the year to correct SPLY will be charged to the new fiscal year in NWRS.	LTATS also accepts prior fiscal year adjustment transactions any time during the current fiscal year; however, to accommodate other reporting system limitations such as those found in NWRS: 1.Prior fiscal year adjustments must be made before the close of the last full pay period of the year. 2.LTATS transactions made after the close of the year to correct SPLY will be charged to the new fiscal year in NWRS.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Re-formatted language for clarity.
3-2.1.2 Procedures for Loan, Transfer, and Training Hours	3-2.1.2 Procedures for Loan, Transfer, and Training Hours	5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Renamed section to more accurately reflect major topic covered in section.
3-2.1.2 Procedures for Loan, Transfer, and Training Hours	Loan, transfer, and training hours procedures are in place to ensure the correct accounting of hours and dollars for NWRS.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; this provides background information that is unnecessary
3-2.1.2 Procedures for Loan, Transfer, and Training Hours	PS Form 1236-A, Weekly Loan, Transfer, and Training Hours, captures this data for timecard offices.	PS Form 1236-A, Weekly Loan, Transfer, and Training Hours, captures loaned, transfer, and training hours data for manual entry.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Revised to clearly identify what the form captures. Updated "loan" to "loaned" as global change to how these hours are referenced; changed "timecard offices" to "manual entry" to make more evergreen by focusing on the entry type and not the office name/type.
3-2.1.2 Procedures for Loan, Transfer, and Training Hours	Loan, transfer, and training information is generated automatically for timeclock offices using clock ring data.	N/A - Removed	N/A - Repetitive	N/A	Repetitive of information contained in original section 3-2.3.2. That language is now covered in the new Procedures section 5-2, under the Time Clock offices area.
3-2.1.2 Procedures for Loan, Transfer, and Training Hours	Timecard and timeclock offices may use the TACS — LTATS Entry module for entering PS Form 1236-A data.	Both manual and automated entry methods may use the TACS — LTATS Entry module for entering PS Form 1236-A data.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Replaced "Timecard" with "automated entry" and "time clock" with "manual [entry]" to make more evergreen by focusing on the entry type and not the office name/type.
3-2.1.2 Procedures for Loan, Transfer, and Training Hours	Sections 3-2.2 and 3-2.3 contain specific loan, transfer, and training hour information for these offices.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
3-2.1.2 Procedures for Loan, Transfer, and Training Hours	The LTATS processes transaction data to produce pay period Loan, Transfer and Training Hours Reports.	No Change	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	No change to language.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.1.2 Procedures for Loan, Transfer, and Training Hours	The LTATS data from this report is utilized in the production of NWRS workhour reports, labor utilization reports, and several financial reports, including the Financial Performance Report (FPR).	The Loan Transfer and Training Hours Report accounts for movement of work hours outside of base LDC usage during a reporting period. Review of this report is necessary for maintaining the accuracy of the NWRS reports and the Financial Performance Report.	Procedure	6 Reports	Re-framed the language to more clearly identify what the LTATS report accounts for and how it impacts the National work hour Report and Financial Performance Report. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.1.3 Transfer Hours	3-2.1.3 Transfer Hours	Transfer Hours	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Demoted from subsection to bolded title part of reorganization of the document.
N/A - New Language	N/A - New Language	The following hour types are recorded in the LTATS entry module:	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Added lead-in language to clearly introduce the three hour types and their definitions.
3-2.1.3 Transfer Hours	Transfer hours are defined as workhours that are charged to a D/A Code or LDC, which is different from the employee's established D/A Code or LDC.	<input type="checkbox"/> Transfer Hours: Work hours charged to a D/A code or LDC that is different from the employee's established D/A code or LDC.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Reworded in definition format for clarity and changed "which" to "that" for grammatical correctness. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS). Changed "code" to be in lowercase as part of global change to write out "D/A code" in a consistent manner.
3-2.1.3 Transfer Hours	Current period transfers are not authorized for rural carriers (From D/A 7X-X, LDC 2500) except to LDC 6800, Limited Duty.	Note: Current period transfers are not authorized for rural carriers (From D/A 7X-X, LDC 2500) except to LDC 6800, Limited Duty.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Reframed as a note to call attention to the exception.
3-2.1.4 Loaned Hours	3-2.1.4 Loaned Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.1.4 Loaned Hours	Loaned hours are defined as any period of time worked at a unit with a different finance number than the employee's home office finance number.	<input type="checkbox"/> Loaned Hours: A type of transfer work hour denoting any period of time worked at a unit or facility with a different finance number than the employee's official duty station (or "home office") finance number.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Reworded in definition format for clarity. Removed internal reference as the referenced content from original document is contained in this same section in the new document. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.1.4 Loaned Hours	LTATS reports identify the home office with "loaned hours" and receiving office with "borrowed hours."	No change	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	No change to language
N/A - New Language	N/A - New Language	Note: The following restrictions apply to loaned hours:	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Added as lead-in sentence to clearly introduce and highlight restrictions for loaned hours.
3-2.1.4 Loaned Hours	Note: If an employee uses leave while on a loaned assignment, the leave is charged to the home finance number. Leave cannot be loaned or transferred. Supervisor's Extra Straight Time cannot be transferred to the loaned assignment; these workhours (i.e. overtime) are charged to the home finance number.	o If an employee uses leave while on a loaned assignment, the leave is charged to the home finance number. o Leave cannot be loaned or transferred. o Supervisor's Extra Straight Time cannot be transferred to the loaned assignment; these work hours (i.e., overtime) are charged to the home finance number.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Reformatted into bulleted list and nested under lead-in note text for ease of reading and to better highlight restrictions that apply to loaned hours. Inserted a comma after "i.e." for correct usage. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.1.5 Training Hours	3-2.1.5 Training Hours	Training Hours	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Demoted from subsection to bolded title part of reorganization of the document.
3-2.1.5 Training Hours	Training hours, for financial reporting, are defined as follows: a. Classroom Training. All on-the-clock time spent by trainees receiving training or instruction from either a certified instructor or an authorized self-study course in a classroom away from the workroom floor. b. Simulated Workroom Activities. All on-the-clock time of trainees receiving training or instruction from a certified instructor in a classroom having the appearance of an actual work location, or an area of the workroom floor set aside for training purposes, or away from the regular production activities, and which involves no live mail.	o Training hours, for financial reporting, are defined as follows: a. Classroom Training: All on-the-clock time spent by trainees receiving training or instruction from either a certified instructor or an authorized self-study course in a classroom away from the workroom floor. b. Simulated Workroom Activities: All on-the-clock time of trainees receiving training or instruction from a certified instructor in a classroom having the appearance of an actual work location, or an area of the workroom floor set aside for training purposes, or away from the regular production activities, and which involves no live mail.	Procedure	5.1 Loaned, Transfer, and Training Hours	No change to language, but changed punctuation following each term from periods to colons to align with in-text definition format.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.1.5 Training Hours	<p>c. Group Learning Activities. All on-the-clock time of trainees receiving training or instruction from a certified instructor in the practical application of a classroom learned activity, even if some of the work performed is productive in nature.</p> <p>d. Scheme Training. All on-the-clock time spent learning a new scheme or scheme changes using training aids. This training may be done in a training room or in real cases, but in no instance will live mail for distribution be used.</p> <p>e. Travel Time. All compensable travel time spent traveling to and from any of the above training activities. Refer to Handbook F-21, Time and Attendance, Subchapter 260, and the Employee and Labor Relations Manual (ELM), Part 438, for rules concerning compensable travel time.</p>	<p>c. Group Learning Activities: All on-the-clock time of trainees receiving training or instruction from a certified instructor in the practical application of a classroom learned activity, even if some of the work performed is productive in nature.</p> <p>d. Scheme Training: All on-the-clock time spent learning a new scheme or scheme changes using training aids. This training may be done in a training room or in real cases, but in no instance will live mail for distribution be used.</p> <p>e. Travel Time: All compensable travel time spent traveling to and from any of the above training activities. Refer to Handbook F-21, Time and Attendance, and the Employee and Labor Relations Manual (ELM) for rules concerning compensable travel time.</p>	Procedure	5.1 Loaned, Transfer, and Training Hours	Changed punctuation following each term from periods to colons to align with in-text definition format. Removed references to specific sections of the F-21 and the ELM as they are currently undergoing an update.
3-2.1.6 Training Activities	3-2.1.6 Training Activities	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.1.6 Training Activities	These are the only recognized training activities to be charged as training in NWRS (LDCs 9000–9800). Select the training LDC based on the following criteria:	<p>☐ Training Hours: Work hours spent in Current Position Training or Developmental Training. There are only two recognized training activities to be charged as training in NWRS (LDCs 9000–9800): Current Position and Developmental Training. The training LDC is selected based on the following criteria:</p>	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Reworded in definition format for clarity. Changed action to passive voice as part of global change to use passive voice where a role is not specified. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.1.6 Training Activities	a. Current Position. Generally this is training provided to enhance an employee's performance in the current position and, therefore, relates directly to the employee's assigned LDC. In such cases, the training should be assigned to the employee's functional area. For example, if the training is widely applicable in nature, such as safety or EEO, the hours should be charged to the employee's base function, not to LDC 9600, Training Human Resources.	<p>☐ Current Position: Training to enhance an employee's performance in the current position within their assigned LDC. In such cases, the training should be assigned to the employee's functional area.</p> <p>Example: If the training is widely applicable, such as safety or EEO, the hours should be charged to the employee's base function, not to LDC 9600, Training Human Resources.</p>	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Reworded in definition format and removed extraneous language such as "in nature".

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.1.6 Training Activities	b.Developmental Training. Training may be provided that is not directly related to the employee's current position and is done solely for developmental purposes to qualify the individual for promotion or future assignment. In such cases, if the training is related to another function, the training hours are charged to that function.	☐ Developmental Training: Training that is not directly related to the employee's current position. Developmental training is done solely to qualify the individual for promotion or future assignment. In such cases, if the training is related to another function, the training hours are charged to that function.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Reworded in definition format for clarity. Split first sentence into two separate sentences for easier reading.
3-2.1.6 Training Activities	Note: Any training not consistent with the criteria listed above must be considered as on-the-job training and reported as actual workhours.	Note: Any training not consistent with the criteria listed above must be considered on-the-job training and reported as actual work hours. In addition, all rural carrier training is to be reported in LDC 2500.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.1.6 Training Activities	In addition, all rural carrier training is to be reported in LDC 2500.	No change.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	No change to language.
3-2.2 Timecard Offices	3-2.2 Timecard Offices	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.2.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	3-2.2.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.2.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	It is mandatory for all Post Offices to complete PS Form 1236-A if they have loan, transfer, and training hours during a pay period.	It is mandatory for all operational units to complete a PS Form 1236-A if they have manual loaned, transfer, and training hours during a pay period.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Updated "Post Offices" to reflect "operational units" as part of a global change to ensure all units are included in the language. Included the word "manual" to reflect when this is applicable. Updated "loan" to "loaned" as part of global change.
3-2.2.2 Loan, Transfer, and Training Procedures for PS Form 1236-A	3-2.2.2 Loan, Transfer, and Training Procedures for PS Form 1236-A	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.2.2 Loan, Transfer, and Training Procedures for PS Form 1236-A	The loan, transfer, and training procedures that follow are required and afford control over accumulating hours for posting to PS Form 1236-A. The following procedures are consistent with current Postal Service policies and instructions.	N/A - Removed	N/A - Extraneous	N/A	This information is prefacing that procedures are forthcoming. It is unnecessary, as the format of the procedure document does not require introductions to each procedure section.
N/A - New Language	N/A - New Language	5.1.2 Entering Loan, Transfer, and Training Hours	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours	Added section header as part of document reorganization.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.2.2.1 Loan Hours	3-2.2.2.1 Loan Hours	Loaned Hours	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Demoted from subsection to bolded title part of reorganization of the document. Changed "Loan Hours" to "Loaned Hours" to remain consistent with usage throughout Postal.
3-2.2.2.1 Loan Hours	When an employee is temporarily assigned to a facility with a finance number other than their official duty station, a loaned hour situation occurs (see 3-2.1.4).	<input type="checkbox"/> Loaned Hours: A type of transfer work hour denoting any period of time worked at a unit or facility with a different finance number than the employee's official duty station (or "home office") finance number (see 3-2.1.4).	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Incorporated into Loaned Hours definition in 5-5 Loan, Transfer, and Training Hours to streamline document and reduce redundancy.
N/A - New Language	N/A - New Language	5.1.2.1 Manual Entry	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.1 Manual Entry	New section header added to reflect global change to replace references to "time clock office" and "timecard office" with "automated entry" and "manual entry", respectively given forthcoming system modernization efforts.
3-2.2.2.1 Loan Hours	PS Form 1723, Assignment Order, must be completed to authorize the assignment. Upon receipt of PS Form 1723, the authorizer prepares PS Form 1234, Utility Card, for use by the employee in recording the loaned hours. Hours and premiums recorded on PS Form 1234 must be posted to PS Form 1230 for pay purposes. Total work and overtime hours must also be posted to PS Form 1236-A.	Loaned Hours 1. PS Form 1723, Assignment Order, is completed to authorize a loaned hour assignment. 2. Upon receipt of PS Form 1723, the authorizer prepares PS Form 1234, Utility Card.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.1 Manual Entry	Placed into numbered format to clearly highlight steps required. Reworded for clarity and to streamline document.
3-2.2.2.2 Transfer	3-2.2.2.2 Transfer	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.2.2.2 Transfer	It is the supervisors' responsibility to see that transfer hours, hours worked outside the employees assigned D/A or LDC, are recorded (see 3-2.1.3). Employees must use PS Form 1234 for this purpose. Hours and premiums recorded on PS Form 1234 must be transferred to PS Form 1230 for pay purposes. Total work and overtime hours from PS Form 1234 will also be posted to PS Form 1236-A.	Loaned, Transfer, and Training Hours 3. Once assigned their hours, employees must record their time worked on PS Form 1234. 4. The supervisor validates that hours are recorded (see 5.1). 5. Hours and premiums recorded on PS Form 1234 are transferred to PS Form 1230 for pay purposes. 6. Total work and overtime hours from PS Form 1234 are posted to PS Form 1236-A for both transfer and loan hours.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.1 Manual Entry	Placed into numbered format to clearly highlight steps required. Reworded for clarity and to streamline document. Inserted subtitle to indicate that these steps are carried out for all three types of workhours to reduce repetition in the document. Updated internal reference to align with document reorganization.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.2.2.3 Training	3-2.2.2.3 Training	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.2.2.3 Training	When an employee is assigned to training, as defined in 3-2.1.5, the authorizer prepares PS Form 1234 for use by the employee in recording training hours. Hours and premiums recorded on PS Form 1234 must be posted to PS Form 1230 for pay purposes. Total work and overtime hours recorded on PS Form 1234 must also be posted to PS Form 1236-A.	<p>Loaned Hours 1. PS Form 1723, Assignment Order, is completed to authorize a loaned hour assignment. Note: PS Form 1723 is available on PolicyNet. 2. Upon receipt of PS Form 1723, the authorizer prepares PS Form 1234, Utility Card.</p> <p>Loaned, Transfer, and Training Hours 3. Once assigned their hours, employees must record their time worked on PS Form 1234. 4. The supervisor validates that hours are recorded (see). 5. Hours and premiums recorded on PS Form 1234 are transferred to PS Form 1230 for pay purposes. 6. Total work and overtime hours from PS Form 1234 are posted to PS Form 1236-A for both transfer and loan hours.</p>	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.1 Manual Entry	Reformatted into clear steps.
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Removed extraneous "Completion of" as that is clearly stated in the content of the subsection.
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	At the end of each week, PS Form 1236-A, Weekly Loan, Transfer, and Training Hours, must be completed. PS Form 1236-A is to be entered into the LTATS entry screen before the close of the week. All offices are required to enter their PS Form 1236 into the LTATS entry module of TACS.	<p>Manual Entry PS Form 1236-A, Weekly Loan, Transfer, and Training Hours must be completed and entered into the LTATS entry module of TACS before the close of the week. All offices are required to enter their PS Form 1236 into the LTATS entry module of TACS.</p>	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Removed "At the end of each week" from the first sentence due to it being redundant of the end of the sentence. Added bolded title "Manual Entry" to indicate instructions for manual completion of the PS Form 1236-A as part of global change to replace references to "time clock office" and "timecard office" with "automated entry" and "manual entry", respectively given forthcoming system modernization efforts.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	If access is not available contact your district's finance office.	N/A - Removed	N/A - Extraneous	N/A	Removed, as there is no district finance office, but TACS HD doesn't access forms in this way. This would be someone supporting field employees performing finance office tasks, but no defined role. TACS timecard supervisor role comes as prepackaged set—individuals should already be able to carry this out.
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	These are the procedures for completing PS Form 1236-A.	To complete PS Form 1236-A:	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Revised to clearly signify that the steps follow in list form.
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	1.At the end of each week, summarize on PS Form 1236-A all work and overtime hours that are to be loaned, transferred, or recorded as training.	No Change	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	No change to language.
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	2.Organize and record loaned hours data: a.Arrange PS Forms 1234 for loaned hours, or other documents used to record loaned data, into groups by employee's base D/A and LDC. b.Further separate into groups by D/A code, LDC, or finance number, where the hours are loaned. c.Total the work and overtime hours for each group and post to that week's PS Form 1236-A. d.Post the D/A and LDC from where the hours are to be subtracted in the "From" blocks. e.Post the work and overtime hours in their proper blocks. f.In the "To" block, post the D/A, LDC and finance number where the hours are to be added. g.The "To" D/A and LDC must be consistent with the table in 3-1.4.3 for the CAG/finance number of the borrowing office.	2. Organize and record loaned hours data: a. Arrange PS Form 1234 for loaned hours, or other documents used to record loaned data, into groups by employee's base D/A and LDC. b. Separate these groups by D/A code, LDC, or finance number, where the hours are loaned. c. Total the work and overtime hours for each group and post to that week's PS Form 1236-A. d. Post the D/A and LDC from where the hours are to be subtracted in the "From" blocks. e. Post the work and overtime hours in their proper blocks. f. In the "To" block, post the D/A, LDC and finance number where the hours are to be added. g. The "To" D/A and LDC must be consistent with the table in Appendix A for the CAG/finance number of the borrowing office.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Bullet a. was revised to make the reference to PS Form 1234 singular, as plural usage is obsolete (global change). Bullet b. was revised to remove the extraneous word "Further," while changing the word "into" to "these" for clarity between the steps. Updated internal reference to align with document reorganization.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	<p>3. Organize and record transferred hours:</p> <p>a. Arrange PS Forms 1234 for transferred hours, or other documents used to record transferred data, into groups by employee base designation/activity codes and labor distribution codes.</p> <p>b. Further separate each group by D/A code or LDC where the hours are to be transferred.</p> <p>c. Total the work and overtime hours for each group and post to the week's PS Form 1236-A.</p> <p>d. In the "From" block of the statistics section, post the D/A and LDC from which the hours are to be subtracted.</p> <p>e. Post the total number of work and overtime whole hours in the proper blocks.</p> <p>f. Post in the "To" block the D/A and LDC to which the hours are to be added.</p> <p>g. The "To" D/A and LDC combination must be consistent with the table in 3-1.4.3.</p>	<p>3. Organize and record transferred hours:</p> <p>a. Arrange PS Form 1234 for transferred hours, or other documents used to record transferred data, into groups by employee base designation/activity codes and labor distribution codes.</p> <p>b. Separate each group by D/A code or LDC where the hours are to be transferred.</p> <p>c. Total the work and overtime hours for each group and post to the week's PS Form 1236-A.</p> <p>d. In the "From" block of the statistics section, post the D/A and LDC from which the hours are to be subtracted.</p> <p>e. Post the total number of work and overtime whole hours in the proper blocks.</p> <p>f. Post in the "To" block the D/A and LDC to which the hours are to be added.</p> <p>g. The "To" D/A and LDC combination must be consistent with the table in Appendix A.</p>	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Bullet a. was revised to make the reference to PS Form 1234 singular, as plural usage is obsolete (global change). Bullet b. was revised to remove the extraneous word "Further". Updated internal reference to align with document reorganization.
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	<p>4. Organize and record training hours:</p> <p>a. Arrange PS Forms 1234 for training hours, or other documents used to record training data, by employee's base D/A and LDC.</p> <p>b. Further separate training to LDCs where the hours are to be added.</p> <p>c. Only those training hours as defined in 3-2.1.5 are to be posted to PS Form 1236-A.</p> <p>d. Total each group and post to PS Form 1236-A.</p> <p>e. In the "From" block, post the D/A and LDC from where the hours are to be subtracted.</p> <p>f. Post the work and overtime hours in their proper blocks.</p> <p>g. In the "To" block, enter D/A 99-9 and the training LDC (9000- 9800) which identifies the function to which the training is to be charged.</p>	<p>4. Organize and record training hours:</p> <p>a. Arrange PS Form 1234 for training hours, or other documents used to record training data, by employee's base D/A and LDC.</p> <p>b. Separate training to LDCs where the hours are to be added.</p> <p>c. Only those training hours as defined in 5.1 are to be posted to PS Form 1236-A.</p> <p>d. Total each group and post to PS Form 1236-A.</p> <p>e. In the "From" block, post the D/A and LDC from where the hours are to be subtracted.</p> <p>f. Post the work and overtime hours in their proper blocks.</p> <p>g. In the "To" block, enter D/A 99-9 and the training LDC (9000- 9800) which identifies the function to which the training is to be charged.</p>	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Bullet b. was revised to remove the extraneous word "Further". Updated internal reference to align with document reorganization.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	<p>[unmarked exhibit table] Sample Training Transfer</p> <p>[Column headers] From Data To Data</p> <p>[Row content] Finance D/A LDC PL Work OT Finance D/A LDC PL Yr PP W</p> <p>109999 110 4300 - 16 - - 999 9400 - - </p>	No change.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	No change.
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	<p>5. At the end of the week:</p> <p>a. Summarize all similar entries from the week to the PS Form 1236-A.</p> <p>b. Only whole hours are posted to PS Form 1236-A.</p> <p>c. If additional lines are required due to the quantity of entries, use separate PS Form 1236-A as needed.</p> <p>d. Enter page numbers, if required, in the lower right corner of the form.</p>	No change.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Bullet c. was revised to make the reference to PS Form 1234 singular, as plural usage is obsolete (global change)

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	<p>6. PS Form 1236-A can also be used to enter prior period adjustments to correct any hours that have been improperly allocated.</p> <p>a. Adjustments are indicated by entering the applicable year, pay period, and week in columns "i", "j", and "k."</p> <p>b. Information is entered as indicated in 322.32 through 322.34, except for entries necessary to reduce training and increase work hours. In this case, enter 888 in the "To" D/A block; enter the original training LDC (9000-9800) in the "To" LDC block.</p> <p>c. The "From" D/A and LDC block will contain the D/A and LDC for which work hours are to be increased.</p> <p>d. Enter, in whole hours, the number of work and overtime hours to be adjusted.</p> <p>e. To adjust a loan transaction to an incorrect office, the "borrowing" office must input a reversing entry, i.e., the borrowing office becomes the loaning office and the loaning office becomes the borrowing office.</p>	<p>6. PS Form 1236-A can also be used to enter prior period adjustments to correct any hours that have been improperly allocated.</p> <p>a. Adjustments are indicated by entering the applicable year, pay period, and week in the appropriate columns.</p> <p>b. Information is entered as indicated in the Sample Training Transfer Correction below, except for entries necessary to reduce training and increase work hours. In this case, enter 888 in the "To" D/A block; enter the original training LDC (9000-9800) in the "To" LDC block.</p> <p>c. The "From" D/A and LDC block will contain the D/A and LDC for which work hours are to be increased.</p> <p>d. Enter, in whole hours, the number of work and overtime hours to be adjusted. For example, 24.57 would be 25, not 2500.</p> <p>e. To adjust a loan transaction to an incorrect office, the "borrowing" office must input a reversing entry, i.e., the borrowing office becomes the loaning office, and the loaning office becomes the borrowing office.</p>	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Added guidance in Bullet d. regarding whole numbers for clarity. Inserted comma into Bullet e. for grammatical correctness. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS). Updated original internal references (columns "i, j, and k" and "322.32 through 322.34") to more clearly point to their referents.
3-2.2.3 Completion of PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	<p>[unmarked exhibit] Sample Training Transfer Correction</p> <p>[Column headers] From Data To Data</p> <p>[Row content] Finance D/A LDC PL Work OT Finance D/A LDC PL Yr PP W</p> <p>109999 110 4300 - 16 - - 888 9400 - - </p>	No change.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	No change.
3-2.3 Timeclock Offices	3-2.3 Timeclock Offices	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	3-2.3.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.3.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	PS Form 1236-A, <i>Weekly Loan, Transfer, and Training Hours</i> , is produced automatically, within the T&A System in the timeclock environment. The data is transmitted each week to the mainframe with the T&A supplemental pay processing for use in the loan, transfer, and training hour report.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; this is an automated process with no interaction from employees
3-2.3.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	The TACS — LTATS Detail Estimated Transactions Report (TAC860R3) is available daily or weekly for all timeclock offices.	TACS – LTATS Detail Estimated Transactions Report	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Report title retained and added to table; remainder deleted as noted above the language refers to a process of automatic production of "push" LTATS reports that no longer occurs.
N/A - New Language	N/A - New Language	5.1.2.2 Automated Entry	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5-1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	New section header added to reflect global change to replace references to "time clock office" and "timecard office" with "automated entry" and "manual entry", respectively given forthcoming system modernization efforts.
3-2.3.2 Hours Generated from Employee Clock Rings	3-2.3.2 Hours Generated from Employee Clock Rings	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.2 Hours Generated from Employee Clock Rings	Loan, transfer, and training hours are generated from employee clock rings in timeclock offices. It is the supervisor's responsibility to ensure that employees use the correct Management Operating Data System (MODS) operation number when recording clock rings.	1. Loaned, transfer, and training hours are generated from employee clock rings in time clock offices. 2. The supervisor ensures employees use the correct Management Operating Data System (MODS) operation number when recording clock rings.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Placed into numbered format to clearly highlight steps required. Reworded for clarity and to streamline document. Corrected "loan hours" to "loaned hours" as part of global change from "loan" to "loaned" for consistency, as "loaned" is used throughout the document (except in the full spelling of LTATS). Updated "timeclock" to "time clock" – the term is written as two words to better differentiate from timecard. This is important given the similarity of the two terms.
3-2.3.2 Hours Generated from Employee Clock Rings	Employees must record their time in the operation in which they are working.	N/A - Removed	N/A - Repetitive	N/A	Redundant with language in F-21 422.31
3-2.3.2 Hours Generated from Employee Clock Rings	The use of an incorrect operation number may cause erroneous accounting of loaned, transferred, or training hours.	Note: The use of an incorrect operation number may cause erroneous accounting of loaned, transferred, or training hours.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Reframed as a note to call attention to the exception.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.3.3 Transfer	3-2.3.3 Transfer	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.3 Transfer	When an employee performs work outside of the assigned D/A or LDC, a transfer occurs.	N/A - Removed	N/A - Repetitive	N/A	Transfer hours are already defined, with an example provided, in section 5.1 Loaned, Transfer, and Training Hours of the procedures document. Removed as redundant.
3-2.3.3.1 Master File	3-2.3.3.1 Master File	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.3.1 Master File	The time and attendance employee master file contains the D/A code and LDC assignment for each employee. These two codes, along with the MODS operation number, identify the work the employee normally is assigned to perform. Appendix A contains the crosswalk of MODS operations to LDCs. Section 3-1.4.3 shows the crosswalk of D/A Codes to LDCs.	3. The D/A code and LDC assignment for each employee, along with the MODS operation number, identify the work the employee normally is assigned to perform. Appendix A contains the crosswalk of MODS operations to LDCs and D/A codes to LDCs.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Placed into numbered format to clearly highlight steps required. Reworded for clarity and to streamline document. Removed reference to mainframe as part of global change to eliminate due to access being restricted and outside the pertinence of the F-2. Updated internal reference to align with document reorganization, and streamlined sentence to reflect the consolidation of separate LDC tables into one. Changed "code" to be in lowercase as part of global change to write out "D/A code" in a consistent manner.
3-2.3.3.2 Operation Number	3-2.3.3.2 Operation Number	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.3.2 Operation Number	The program compares the operation number used (in the clock ring) with the employee's D/A code and LDC. When a difference occurs, a transfer is generated automatically.	2. TACS compares the operation number used (in the clock ring) with the employee's D/A code and LDC.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Placed into numbered format to clearly highlight steps required. Reworded for clarity and to streamline document. Program specified as TACS for clarity.
3-2.3.3.2 Operation Number	These hours are captured for the automated PS Form 1236-A processing at which time the transfer between LDCs occurs.	N/A - Removed	N/A - Extraneous	N/A	Removed as being extraneous; describes a point in time during a program run cycle that is independent of any employee involvement
3-2.3.3.2 Operation Number	The transfers appear on the TACS — LTATS Detailed Estimated Transactions report and the TACS — PPWK Final Time Certification report.	No Change	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	No change to language

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.3.3.2 Operation Number	The program compares the operation number used (in the clock ring) with the employee's D/A code and LDC. When a difference occurs, a transfer is generated automatically. These hours are captured for the automated PS Form 1236-A processing at which time the transfer between LDCs occurs. The transfers appear on the TACS — LTATS Detailed Estimated Transactions report and the TACS — PPWK Final Time Certification report.	[Column Headers] Report Title Summary Purpose [Row Content] TACS – LTATS Detail Estimated Transactions Report Provides data by office at the employee level on loaned, transferred, and training hours. This data is estimated and may not have been verified or corrected. This report is automatically generated on a daily and weekly basis from work hour entries in TACS. This report is used primarily by field managers to track employee loaned, transfer, and training hours. Field managers use this report to ensure that employees have properly recorded their LDCs and to assess daily staffing requirements.	Policy	3 work hour Data Collection and Reporting 3-3 Reports	Provision of data by office inferred from 3-2.3.1; "employee level" derived from differences in employee LDC codes as triggering an entry into the report; "estimated and...not...corrected" added as a consequence of the automatic generation of the report based on the difference in entered LDC code vs. base LDC code before any adjustments may have been made; "automatically generated" and daily/weekly availability derived from 3-2.3.1. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRs).
3-2.3.3.3 TACS — PPWK Final Time Certification Report	3-2.3.3.3 TACS — PPWK Final Time Certification Report	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.3.3 TACS — PPWK Final Time Certification Report	The TACS — PPWK Final Time Certification report for each week reflects the computation of transfer hours separately from the base or higher level timecard records which are used for pay purposes.	1. The TACS — PPWK Final Time Certification report for each week reflects the computation of transfer hours separately from the base or higher-level timecard records that are used for pay purposes.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Placed into numbered format to clearly highlight steps required. No change to language.
3-2.3.4 Loaned Hour Situation	3-2.3.4 Loaned Hour Situation	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.4 Loaned Hour Situation	When an employee is temporarily assigned to work in a facility other than his official duty station, a loaned hour situation occurs.	N/A - Removed	N/A - Repetitive	N/A	Loaned hours are already defined, with an example provided, in section 5.1 Loaned, Transfer, and Training Hours of the procedures document. Removed as redundant.
3-2.3.4.1 PS Form 1723, Assignment Order	3-2.3.4.1 PS Form 1723, Assignment Order	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.3.4.1 PS Form 1723, Assignment Order	<p>PS Form 1723, <i>Assignment Order</i>, is to be prepared to direct the employee to perform the temporary duties. While performing these temporary duties, the employee workhours must be recorded in the appropriate MODS operation number. If the "Loaned To" finance number does not reside in the "From" TACS database instance, the appropriate MODS special operations numbers 988-997 are to be used as listed:</p>	<p>1. PS Form 1723, <i>Assignment Order</i>, is prepared to direct the employee to perform the temporary duties (see Handbook F-21, Time and Attendance). 2. The employee records their work hours in the appropriate MODS operation number. 3. If the "Loaned To" finance number does not reside in the "From" TACS database instance, the appropriate MODS special operations numbers 988-997 are to be used as listed ("X" indicates that the system will determine the first digit of the D/A code based on first digit of the base Employee D/A code):</p>	Procedure	<p>5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry</p>	Placed into numbered format to clearly highlight steps required. Reworded for clarity and to streamline document. Inserted reference to F-21 to direct the user to the appropriate resource for this form. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.3.4.1 PS Form 1723, Assignment Order	<p>[unmarked exhibit table] [MODS special operations numbers 988-997]</p> <p>[Column headers] Operation number D/A</p> <p>[Row content] 988 Loaned as Officer-in-Charge08-0 989 Loaned to Headquarters11-9 990 Loaned as Supervisor09-0 991 Loaned as ClerkX1-0 992 Loaned as MailhandlerX2-0 993 Loaned as CarrierX3-4 994 (Future use)X4-0 995 Loaned as VMF MechanicX5-3 996 Loaned as Maintenance Building ServicesX6-6 997 Loaned as Rural Carrier76-0</p> <p>X-Indicates that the system will determine the first digit of the D/A code based on first digit of the base Employee D/A code.</p>	No change.	Procedure	<p>5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry</p>	No change.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.3.4.2 Calculating Loaned Hours	3-2.3.4.2 Calculating Loaned Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.4.2 Calculating Loaned Hours	<p>Loaned hours are calculated from clock rings based on the operation number recorded within the clock rings. The operation number used provides a "To" D/A code associated with the loaned hours. In addition to the "To" D/A code, it is necessary to also identify loaned hours with a "To" finance number and a "To" LDC.</p>	<p>4. Loaned hours are calculated from clock rings based on the operation number recorded within the clock rings. The operation number used provides a "To" D/A code associated with the loaned hours.</p> <p>5. In addition to the "To" D/A code, loaned hours are identified with a "To" finance number and a "To" LDC.</p> <p>6. At the end of each week, TACS consolidates loaned hours for common "From" and "To" D/A codes, LDCs and finance numbers for producing the loan, transfer, and training transactions. These transactions are summarized on the TACS — LTATS Weekly Summary Report. LTATS reports identify the home office with "loaned hours" and receiving office with "borrowed hours."</p>	Procedure	<p>5 LDC Adjustments</p> <p>5.1 Loaned, Transfer, and Training Hours</p> <p>5.1.2 Entering Loan, Transfer, and Training Hours</p> <p>5.1.2.2 Automated Entry</p>	Placed into numbered format to clearly highlight steps required. Reworded for clarity and to streamline document.
3-2.3.4.3 Temporary Job Assignment	3-2.3.4.3 Temporary Job Assignment	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.4.3 Temporary Job Assignment	<p>TACS utilizes the Employee Maintenance module to create a temporary job assignment when the assignment length is a week or longer. The "Temporary Job Assignment" facilitates the automatic loan or transfer of hours.</p> <p>Temporary job assignments are built from the PS Form 1723, <i>Assignment Order</i>. Note that temporary changes have no effect on pay location designation.</p>	<p>4. Temporary job assignments are generated from the PS Form 1723, Assignment Order.</p> <p>5. TACS utilizes the Employee Maintenance module to create a temporary job assignment when the assignment length is a week or longer. Entering a temporary job assignment into TACS facilitates the automatic loan or transfer of hours.</p> <p>Note: Temporary changes have no effect on pay location designation.</p>	Procedure	<p>5 LDC Adjustments</p> <p>5.1 Loaned, Transfer, and Training Hours</p> <p>5.1.2 Entering Loan, Transfer, and Training Hours</p> <p>5.1.2.2 Automated Entry</p>	Re-organized order of sentences for clarity. Placed into numbered format to clearly highlight steps required. Reworded for clarity and to streamline document.
3-2.3.4.4 Consolidating Loaned Hours	3-2.3.4.4 Consolidating Loaned Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.3.4.4 Consolidating Loaned Hours	At the end of each week, TACS consolidates loaned hours for common "From" and "To" D/A codes, LDCs and finance numbers for producing the loan, transfer, and training transactions. These transactions are summarized on the TACS — LTATS Weekly Summary Report (TAC860R3).	6. At the end of each week, TACS consolidates loaned hours for common "From" and "To" D/A codes, LDCs and finance numbers for producing the loan, transfer, and training transactions. These transactions are summarized on the TACS — LTATS Weekly Summary Report. LTATS reports identify the home office with "loaned hours" and receiving office with "borrowed hours."	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Placed into numbered format to clearly highlight steps required. Removed report number as part of global change to eliminate report numbers in the document, as the numbers are used in the mainframe, which is beyond the scope of the F-2.
3-2.3.5 Recording Training Hours	3-2.3.5 Recording Training Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.5 Recording Training Hours	Employees undergoing training, as defined in 3-2.1.5, must record the hours in appropriate training operation numbers (780–789) for transfer to the correct training LDC.	1. Employees undergoing training, as defined above, must record the hours in appropriate training operation numbers (780–789) for transfer to the correct training LDC.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Placed into numbered format to clearly highlight steps required. Replaced specific internal reference with "above", as the words "as defined" clearly refer to the section in which the term is defined.
3-2.3.5.1 Calculating Training Hours	3-2.3.5.1 Calculating Training Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.5.1 Calculating Training Hours	Training hours are calculated from clock rings using operations 780–789. Employees undergoing training record time in the operation number which identifies the function for which the training is to be charged.	2. Training hours are calculated from clock rings using operations 780–789. Employees undergoing training record time in the operation number which identifies the function for which the training is to be charged.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Placed into numbered format to clearly highlight steps required. No change to language.
3-2.3.5.2 Consolidating Training Hours	3-2.3.5.2 Consolidating Training Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.3.5.2 Consolidating Training Hours	At the end of each week, the program consolidates training hours for common "From" D/A codes and LDCs for producing the loan, transfer, and training transactions.	3. At the end of each week, LTATS consolidates training hours for common "From" D/A codes and LDCs for producing the loan, transfer, and training transactions.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Placed into numbered format to clearly highlight steps required. Specified program as LTATS for clarity.
3-2.3.6 Entering Prior Period Adjustments	3-2.3.6 Entering Prior Period Adjustments	Entering Prior Period Adjustments	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Demoted from subsection to bolded title part of reorganization of the document.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.3.6 Entering Prior Period Adjustments	<p>Prior period adjustments are entered using the TACS — LTATS Entry module.</p> <p>a. The "From" and "To" D/A and LDC must be entered. These spaces must not be left blank.</p> <p>b. Work and overtime are entered in whole hours.</p> <p>c. Adjustments for training must have a "To" D/A of 888 if hours are being subtracted from training, or 999 if hours are being added to training.</p> <p>d. Loaned adjustments are recognized by the presence of a "To" finance number (cannot be the finance number of the office of input).</p> <p>e. Enter the year, pay period and week to which the hours are related.</p> <p>f. Prior week adjustments cannot be made for pay periods prior to the first pay period of the immediately prior fiscal year, for the current pay period or for future pay periods.</p> <p>g. The "To" D/A and LDC must be consistent with the table in 3-1.4.3.</p>	<p>Prior period adjustments are entered using the TACS — LTATS Entry module, with the following requirements:</p> <p>a. The "From" and "To" D/A and LDC must not be left blank.</p> <p>b. Work and overtime are entered in whole hours.</p> <p>c. Adjustments for training must have a "To" D/A of 888 if hours are being subtracted from training, or 999 if hours are being added to training.</p> <p>d. Loaned adjustments are indicated by the presence of a "To" finance number (cannot be the finance number of the office of input).</p> <p>e. The year, pay period, and week in which the hours were worked must be populated.</p> <p>f. Prior week adjustments cannot be made for the following pay periods:</p> <p><input type="checkbox"/> Prior to the first pay period of the previous fiscal year</p> <p><input type="checkbox"/> For the current pay period</p> <p><input type="checkbox"/> For future pay periods</p> <p>g. The "To" D/A and LDC must be consistent with the table in Appendix A.</p>	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Bullets a., e., and f. were adjusted for brevity and clarity. In bullet a., redundancy was removed, as original language re-stated the same requirement. In bullet e., the language was reformatted to indicate what must be populated for the hours worked. In bullet f., sub-bullets were added to clearly identify when such adjustments cannot be made. Updated internal reference to align with document reorganization.
N/A - New Language	N/A - New Language	For more detail, see the procedures in Handbook F-21, Time and Attendance, for instructions related to LTATS entries.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Added to direct user to appropriate resource for more detailed instructions, as F-21 contains more detailed instructions on how to enter LTATS transfers.
3-2.4 Distributed Data Entry Loan, Transfer, and Training System Mainframe Data Entry	3-2.4 Distributed Data Entry Loan, Transfer, and Training System Mainframe Data Entry	N/A - Removed	Procedure	N/A	Subheader unnecessary for new organization of documents.
3-2.4.1 Primary Entry Point	3-2.4.1 Primary Entry Point	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.4.1 Primary Entry Point	The primary entry point for a loan, transfer, and training transaction is the TACS — LTATS Entry module.	The primary entry point for a loaned, transfer, and training transaction is the TACS — LTATS Entry module.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours	Corrected "loan hours" to "loaned hours" as part of global change from "loan" to "loaned" for consistency, as "loaned" is used throughout the document (except in the full spelling of LTATS).

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.4.1 Primary Entry Point	However, the Loan, Transfer, and Training System (LTATS) mainframe application is available using Minneapolis Distributed Data Entry (MN DDE) for data entry as a backup alternative should the time and attendance system become unavailable.	N/A - Removed	N/A - Extraneous	N/A	Removed as mainframe access is only granted by special request; only Eagan makes mainframe changes. Not defunct, but not relevant to F-2. Also removing as part of global change to eliminate all references to mainframe.
3-2.4.2 LTATS Edits	3-2.4.2 LTATS Edits	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.4.2 LTATS Edits	The LTATS edits are exactly the same as on the AAB228 report. A complete listing of these edits is included in 3-2.5.	For a complete listing of LTATS edits, see 6.3.1.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Streamlined language for clarity. Removed extraneous language such as "exactly the same as on the AAB228 report" in favor of referring directly to the section where that report appears.
3-2.4.3 Reports on Data and Accuracy	3-2.4.3 Reports on Data and Accuracy	6.5 Reports on Data and Accuracy	Procedure	6 Reports 6.5 Reports on Data and Accuracy	Updated section number to align with document reorganization.
3-2.4.3 Reports on Data and Accuracy	LTATS has two reports which give specific information regarding submitted data and its accuracy.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; the "two reports" are rendered in detail; this introduction is unnecessary.
3-2.4.3.1 Transaction Detail Listing Report (AAB440)	3-2.4.3.1 Transaction Detail Listing Report (AAB440)	Transaction Detail Listing Report	Procedure	6 Reports 6.5 Reports on Data and Accuracy	Demoted from subsection to paragraph title as part of reorganization of document. Removed report number as part of global change to eliminate report numbers in the document, as the numbers are used in the mainframe, which is beyond the scope of the F-2.
3-2.4.3.1 Transaction Detail Listing Report (AAB440)	The Transaction Detail Listing Report (AAB440) provides a listing of all transactions, good and bad, currently on file for each finance number within a Finance Data Control (FDC). The report is a facsimile of each transaction as it appeared on the LTATS transaction entry screen.	The Transaction Detail Listing Report provides a listing of all transactions currently on file for each finance number within a Finance Data Control (FDC). The report is a facsimile of each transaction as it appeared on the LTATS transaction entry screen.	Procedure	6 Reports 6.5 Reports on Data and Accuracy	Removed report number as part of global change to eliminate report numbers in the document, as the numbers are used in the mainframe, which is beyond the scope of the F-2.
3-2.4.3.2 Office Activity Summary Report (AAB450)	3-2.4.3.2 Office Activity Summary Report (AAB450)	Office Activity Summary Report	Procedure	6 Reports 6.5 Reports on Data and Accuracy	Demoted from section header to bolded text due to reorganization of the document. Removed report number as part of global change to eliminate report numbers in the document, as the numbers are used in the mainframe, which is beyond the scope of the F-2.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.4.3.2 Office Activity Summary Report (AAB450)	The Office Activity Summary Report (AAB450) provides the FDC office with a summary of activity within the FDC for the processing pay period. Each office within the FDC is listed in CAG & Finance Number sequence, along with the to-date activity (number of good transactions and number of outstanding errors) for the office. This report provides the ability to research and edit the adjustments, thus resulting in more accurate data being passed to NWRS.	The Office Activity Summary Report (AAB450) provides the FDC office with a summary of activity within the FDC for the processing pay period. Each office within the FDC is listed in CAG & Finance Number sequence, along with the to-date activity (number of good transactions and number of outstanding errors) for the office. This report provides the ability to research and edit the adjustments, thus resulting in more accurate data being passed to NWRS.	Procedure	6 Reports 6.5 Reports on Data and Accuracy	Removed report identifying number to streamline as apt of a global change
3-2.5 Loan, Transfer, and Training Hours Report (AAB228P1)	3-2.5 Loan, Transfer, and Training Hours Report (AAB228P1)	6.3 Loan, Transfer, and Training Hours Report	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Updated subheader number to reflect new location in Procedures document.
3-2.5 Loan, Transfer, and Training Hours Report (AAB228P1)	3-2.5 Loan, Transfer, and Training Hours Report (AAB228P1)	Loan, Transfer, and Training Hours Report	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Report title added to table
3-2.5.1 Frequency of Report Production	3-2.5.1 Frequency of Report Production	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.5.1 Frequency of Report Production	The Loan, Transfer, and Training Hours Report is produced each pay period by the system.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; this report is available when queried by authorized users
3-2.5.1 Frequency of Report Production	Transaction sources are from manually entered PS Form 1236-A inputs, and from TACS clock ring generated loan, transfer, and training transactions.	Transaction sources are PS Form 1236-A inputs entered manually, and loan, transfer, and training transactions generated by TACS clock rings.	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Reworded for clarity.
3-2.5.2 Data in Report	3-2.5.2 Data in Report	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.5.2 Data in Report	The report is produced for each FDC and reflects loaned, borrowed, transferred, and training category data for each office (finance number) in the FDC.	An LTATS report is produced for each Finance Data Control (FDC) and reflects loaned, borrowed, transferred, and training category data for each office (finance number) in the FDC.	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Reworded and specified LTATS for clarity.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.2 Data in Report	The report is produced for each FDC and reflects loaned, borrowed, transferred, and training category data for each office (finance number) in the FDC. FDC reports are consolidated to district summaries.	<p>[Column Headers] Report Title Summary Purpose</p> <p>[Row Content] Loan, Transfer, and Training Hours Report Provides a summary total of loaned, borrowed, transferred, and training hours for an office (defined by finance number) for the current pay period. The report also provides summary totals of the same data for the prior pay period. This report is used primarily by unit managers to track temporary staffing changes and assess the need to reallocate personnel.</p>	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Reframed and consolidated for table summary structure; information on summary totals derived from LTATS Report headings and content as presented in LTATS Report screenshot in Appendix B.
N/A	N/A - New Language	Weekly review of this data ensures accuracy of reports.	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Added to explain importance of review.
3-2.5.2 Data in Report	FDC reports are consolidated to district summaries.	No Change	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	No change to language.
3-2.5.2 Data in Report	Office reports are sequenced by finance number for each FDC. Data elements displayed are the "From" and "To" D/A and LDCs, work and overtime hours, dollars and error messages. Office totals by category for current and prior periods follow the detail data section.	<p>Office reports are sequenced by finance number for each FDC and display the following data elements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> "From" and "To" D/A and LDCs <input type="checkbox"/> Work and overtime hours <input type="checkbox"/> Dollars <input type="checkbox"/> Error messages 	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Reworded for clarity and placed into bulleted list for ease of reading.
3-2.5.2 Data in Report	Office category totals are summarized to CAG totals. CAG totals are summarized to produce district category totals.	Office totals by category for current and prior periods are summarized to CAG totals. CAG totals are summarized to produce district category totals.	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Reworded for clarity.
3-2.5.3 Data by Line and Category	3-2.5.3 Data by Line and Category	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.3 Data by Line and Category	The first data line on the report always identifies the reporting office by finance number, CAG, and name. Categories appear in the following sequence: error messages, loaned to, borrowed from, transfers, and training. Data for each category is sorted as follows: From D/A, From LDC, HOURS, To D/A, To LDC, To Finance Number and Name (for loaned to and borrowed from) and Adjusted Pay Period and Year (blank for current period data).	The first data line on the report identifies the reporting office by finance number, CAG, and name. Categories appear in the following sequence: <input type="checkbox"/> Error messages <input type="checkbox"/> Loaned to <input type="checkbox"/> Borrowed from <input type="checkbox"/> Transfers <input type="checkbox"/> Training Data for each category is sorted as follows: <input type="checkbox"/> From D/A <input type="checkbox"/> From LDC <input type="checkbox"/> HOURS <input type="checkbox"/> To D/A <input type="checkbox"/> To LDC <input type="checkbox"/> To Finance Number and Name (for loaned to and borrowed from) <input type="checkbox"/> Adjusted Pay Period and Year (blank for current period data)	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Reworded for clarity and placed into bulleted list for ease of reading. Removed extraneous "always" as part of streamlining document and removing unnecessary language.
3-2.5.4 Column Headings	3-2.5.4 Column Headings	Column Name Column Description	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Demoted from subsection to a table column names, as information in this section was placed in a table format for improved usability.
3-2.5.4 Column Headings	Column headings are self-descriptive in most cases; however, some explanation is provided in the following sections.	The table below lists the column descriptions in the Loan, Transfer, and Training Hours Report:	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Revised to more clearly describe the information contained in the table.
3-2.5.4.1 Calculating Dollar Amount	3-2.5.4.1 Calculating Dollar Amount	Calculating Dollar Amount	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Demoted from subsection to being placed in the table under "Column Name." The information was updated to a table format to improve usability.
3-2.5.4.1 Calculating Dollar Amount	The dollar amount is calculated using an average hourly workhour rate for straight and overtime hours, at the finance number, D/A, and LDC levels. These rates are developed each pay period using current pay data and exclude benefits and paid leave.	The dollar amount is calculated using an average hourly work hour rate for straight and overtime hours, at the finance number, D/A, and LDC levels. These rates are developed each pay period using current pay data and exclude benefits and paid leave.	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	No change to content. Information was placed in table to improve usability. The dollar amount is calculated using an average hourly work hour rate for straight and overtime hours, at the finance number, D/A, and LDC levels. These rates are developed each pay period using current pay data and exclude benefits and paid leave. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.5.4.2 Processing Records	3-2.5.4.2 Processing Records	Processing Records	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Demoted from subsection to being placed in the table under "Column Name." The information was updated to a table format to improve usability.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.2 Processing Records	All loan, transfer, and training hours records are processed through edit programs. The "Messages" column explains why some entries received a fatal (F) or warning (W) error message. Data for fatal errors are neither included in the body of the AAB228P1 Report nor passed to other programs for use in subsequent reports. These errors must be corrected and reported again correctly as a prior period adjustment on PS Form 1236-A, through the TACS — LTATS Entry module. Data for warning errors are included in the AAB228P1 Report and subsequent reports. The warning message indicates something about the entry is questionable.	All loan, transfer, and training hours records are processed through edit programs. The "Messages" column explains why some entries received a fatal (F) or warning (W) error message. Entries with fatal errors are rejected. These errors must be corrected and reported again correctly as a prior period adjustment on PS Form 1236-A, through the TACS — LTATS Entry module. The warning message indicates something about the entry is questionable.	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	The mainframe information is obsolete. Therefore, language regarding the AAB228P1 Report was removed. Information was updated to clearly indicate that entries will be rejected if fatal errors are present.
N/A	N/A - New Language	Fatal and Warning Error Conditions See Appendix C.	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	Added row to the table for descriptions in the Loan, Transfer, and Training Hours Report.
3-2.5.4.3 Fatal and Warning Error Conditions	3-2.5.4.3 Fatal and Warning Error Conditions	Appendix D Fatal and Warning Error Conditions in LTATS	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	Moved into appendix to help streamline the document. Added "in LTATS" to specify which system the errors apply to.
3-2.5.4.3 Fatal and Warning Error Conditions	Following is a list of Fatal (F) and Warning (W) error conditions:	Following is a table listing Fatal (F) and Warning (W) error conditions:	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	Inserted "table" to introduce new, more user-friendly format.
3-2.5.4.3 Fatal and Warning Error Conditions	a. Reporting Finance Number Edits: (1)E — FROM FIN MUST BE NUMERIC — Alpha character or incomplete finance number present in reporting finance number field. (2)E — REPORTING FIN NO INVALID — Reporting finance number is invalid.	No change to content. Formatted into table in Appendix D.	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	No change to language. Placed into table format as part of effort to make the document more user-friendly.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.3 Fatal and Warning Error Conditions	<p>b.FromD/A Code Edits:</p> <p>(1)E — FROM D/A MUST BE NUMERIC — Alpha characters or incomplete designation/activity (D/A) present in FROM D/A field.</p> <p>(2)E — FROM D/A INVALID — The FROM designation/activity code is not a valid D/A.</p> <p>(3)E — INVALID FROM DA/CAG/MOD COMB — The FROM designation/activity code is not valid at the reporting office.</p> <p>(4)E — INVALID FROM DA/LDC COMB — The FROM designation/ activity code is not valid with the FROM LDC.</p> <p>(5)E — 888/999 — TO D/A ONLY — Training D/A codes are not valid FROM D/As.</p> <p>(6)E — RURAL XFER: MUST BE ADJ. — Both FROM and TO D/A are 7X-X. Must enter next pay period as an adjustment.</p>	No change to content. Formatted into table in Appendix D.	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	No change to language. Placed into table format as part of effort to make the document more user-friendly.
3-2.5.4.3 Fatal and Warning Error Conditions	<p>c.FromLDC Edits:</p> <p>(1)E — FROM LDC MUST BE NUMERIC — Alpha character or incomplete LDC present in FROM LDC field.</p> <p>(2)E — FROM LDC INVALID — The FROM LDC is not a valid LDC.</p> <p>(3)E — INVALID FROM DA/LDC COMB — The FROM LDC is not valid with the FROM D/A Code.</p> <p>(4)E — LDC 69 FOR XFER ADJ. ONLY — LDC 69 cannot be transferred unless the transfer is an adjustment transaction.</p>	<p>[Column Headers] From LDC Edits Type Description Definition</p> <p>[Row Content] F FROM LDC MUST BE NUMERIC Alpha character or incomplete LDC present in FROM LDC field. F FROM LDC INVALID The FROM LDC is not a valid LDC. F INVALID FROM DA/LDC COMB The FROM LDC is not valid with the FROM D/A code. F LDC 69 FOR XFER ADJ. ONLY LDC 69 cannot be transferred unless the transfer is an adjustment transaction.</p>	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	Placed into table format as part of effort to make the document more user-friendly. Changed "code" to be in lowercase as part of global change to write out "D/A code" in a consistent manner.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.3 Fatal and Warning Error Conditions	<p>a. Workhours Edits:</p> <p>(1)E — NO HOURS ENTERED — Workhour and OT hour fields are both blank.</p> <p>(2)E — WORK HRS MUST BE NUMERIC — Alpha character or incomplete data present in workhour field.</p> <p>(3)E — MAX WORK HRS EXCEEDED — Total workhours exceed limit for the FROM D/A-CAG combination.</p> <p>(4)E — MAX TRANSFER HRS EXCEEDED — Total workhours exceed limit for the TO D/A-CAG combination.</p>	Updated "workhours" to "work hours". Formatted into table in Appendix D.	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	Placed into table format as part of effort to make the document more user-friendly. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.5.4.3 Fatal and Warning Error Conditions	<p>b. Overtime Hours Edits:</p> <p>(1)E — NO HOURS ENTERED — Workhour and OT Hour fields are both blank.</p> <p>(2)E — OT HOURS MUST BE NUMERIC — Alpha character or incomplete data present in overtime field.</p> <p>(3)E — OT EXCEEDS WORK & NOT ADJ. — Overtime hours exceed workhours and transaction is not an adjustment.</p> <p>(4)E — OT EXCEEDS 3999 HOURS — Maximum overtime hours for an adjustment is 3999 hours.</p> <p>(5)E — MAX OT HOURS EXCEEDED — Total overtime hours exceeds limit for DA/CAG combination.</p>	Updated "workhours" to "work hours". Formatted into table in Appendix D.	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	Placed into table format as part of effort to make the document more user-friendly. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.3 Fatal and Warning Error Conditions	<p>c.To D/A Code Edits:</p> <p>(1)E — TO D/A MUST BE NUMERIC — Alpha character or incomplete D/A present in TO D/A field.</p> <p>(2)E — TO D/A INVALID — The TO designation/activity code is not a valid D/A.</p> <p>(3)E — INV TO DA/CAG/MOD COMB — The TO designation/activity code is not valid at the reporting office or, if a loan transaction, not valid at the LOAN TO office.</p> <p>(4)E — INVALID TO DA/LDC COMB — The TO designation/activity code is not valid with the TO LDC at the reporting office or, if a loan transaction, not valid at the LOAN TO office.</p> <p>(5)E — RURAL XFER: MUST BE ADJ. — Both FROM and TO D/A are 7X-X. Must enter next pay period as adjustment.</p>	<p>No change to content. Formatted into table in Appendix D.</p>	<p>Procedure</p>	<p>Appendix C Fatal and Warning Error Conditions in LTATS</p>	<p>No change to language. Placed into table format as part of effort to make the document more user-friendly.</p>
3-2.5.4.3 Fatal and Warning Error Conditions	<p>d.To LDC Edits:</p> <p>(1)E — TO LDC MUST BE NUMERIC — Alpha character or incomplete data present in TO LDC field.</p> <p>(2)E — TO LDC INVALID — The TO LDC is not a valid LDC.</p> <p>(3)E — INVALID TO DA/LDC COMB — The TO LDC is not valid with the TO D/A Code at the reporting office or, if a loan transaction, not valid at the Loan To office.</p> <p>(4)E — LDC 69 FOR XFER ADJ. ONLY — LDC 69 cannot be transferred unless the transfer is an adjustment transaction.</p> <p>(5)TO LDC 99 IS FOR ADJ. ONLY — Hours can be transferred to LDC 99 only as a prior period adjustment.</p>	<p>[Column Headers] To LDC Edits TypeDescriptionDefinition</p> <p>[Row Content] F TO LDC MUST BE NUMERIC Alpha character or incomplete data present in TO LDC field. F TO LDC INVALID The TO LDC is not a valid LDC. F INVALID TO DA/LDC COMB The TO LDC is not valid with the TO D/A code at the reporting office or, if a loan transaction, not valid at the Loan To office. F LDC 69 FOR XFER ADJ. ONLY LDC 69 cannot be transferred unless the transfer is an adjustment transaction. TO LDC 99 IS FOR ADJ. ONLY Hours can be transferred to LDC 99 only as a prior period adjustment.</p>	<p>Procedure</p>	<p>Appendix C Fatal and Warning Error Conditions in LTATS</p>	<p>Placed into table format as part of effort to make the document more user-friendly. Changed "code" to be in lowercase as part of global change to write out "D/A code" in a consistent manner.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.3 Fatal and Warning Error Conditions	<p>e.Loan to Finance Number Edits:</p> <p>(1)E — TO FIN MUST BE NUMERIC — Alpha character or incomplete finance number present in the loaned to finance number field.</p> <p>(2)E — INVALID TO FINANCE NUMBER — Loan to finance number is invalid.</p> <p>(3)E — INV LOAN: FM FN = TO FN — The reporting finance number is the same as the LOAN TO finance number.</p> <p>(4)E — MAX LOAN HOURS EXCEEDED — Total loan hours exceeds limit for D/A-CAG combination at the loan to office.</p> <p>(5)E — LOAN 7XX to 7XX: ADJ. ONLY — Hours within the rural carrier craft must be adjustments.</p>	No change to content. Formatted into table in Appendix D.	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	No change to language. Placed into table format as part of effort to make the document more user-friendly.
3-2.5.4.3 Fatal and Warning Error Conditions	<p>f.Adjustment Pay Period/Year Edits:</p> <p>(1)E — ADJ PP/YR NOT NUMERIC — Alpha character or incomplete data present in the adjustment pay period/year field.</p> <p>(2)E — ADJ PP MUST BE 01-27 ONLY — Pay period in adjustment transaction is not a valid pay period.</p> <p>(3)E — ADJ PP NOT PRIOR PERIOD — Pay period/year in adjustment transaction is either the current pay period, or a valid future pay period.</p> <p>(4)E — CURR FY OR 1 PRIOR ONLY — Pay period/year in adjustment transaction is prior to first pay period of previous fiscal year.</p>	No change to content. Formatted into table in Appendix D.	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	No change to language. Placed into table format as part of effort to make the document more user-friendly.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.3 Fatal and Warning Error Conditions	<p>g. Training Record Edits:</p> <p>(1)E — INV TRNG: FM D/A = 7XX — Training hours are not valid for rural carriers. Report training for these employees as regular workhours.</p> <p>(2)E — 888/999 — TO D/A ONLY — Training designation/activity codes are not valid FROM D/As.</p> <p>(3)E — 888-ADJUSTMENTS ONLY — Training D/A 888 can only be used in an adjustment transaction.</p> <p>(4)E — TRNG D/A & NON-TRNG LDC — The TO D/A is 888 or 999 but the TO LDC is not 90-98.</p> <p>(5)E — TRNG LDC & NON-TRNG D/A — The TO LDC is 90-98 but the TO D/A is not 888 or 999.</p> <p>(6)E — MAX TRAINING HRS EXCEEDED — Hours transferred to training exceed those authorized for the reporting office per the following table:</p> <p>[table: CAG Hours Cannot Exceed]</p> <p>[Column headers] CAG Hours Cannot Exceed</p> <p>[Row content] A–B29999 C–G999 H–L99 M–Z999</p>	Updated "workhours" to "work hours". Formatted into table in Appendix D.	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	Placed into table format as part of effort to make the document more user-friendly. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.5.4.3 Fatal and Warning Error Conditions	<p>h. Transfer Record Edits:</p> <p>(1)E — INV TRFR: FM/TO D/A-LDC EQL — The FROM and TO D/A-LDC combination are identical — no transfer possible.</p>	No change to content. Formatted into table in Appendix D.	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	No change to language. Placed into table format as part of effort to make the document more user-friendly.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.3 Fatal and Warning Error Conditions	<p>i.Blank FROM/TO D/A Edits: (1)W — INVALID USE OF BLANK D/A — The FROM/TO D/A Codes may be left blank under the following conditions. (a)Reporting finance number must be in CAG A–G range. (b)Both the FROM D/A and the TO D/A must be blank. (c)EROM LDC must be 11, 12, 13, 14, 21, or 48. If a prior pay period adjustment, either the FROM LDC or the TO LDC must be 11, 12, 13, 14, 21, or 48. (d)The TO LDC must be valid with D/A 11-0 or 13-4. (e)The transaction cannot be a loan transaction. (f)EROM/TO D/A Compatibility Edits: (1)W — CHECK FM & TO D/A CODE COMB — This error message indicates an improbable combination of D/A fields. (Example: Full-time D/A code transferring to a temporary D/A code). Consult the table below for the acceptable TO D/A formats applicable with each FROM D/A code.</p> <p>[Untitled table]</p> <p>[Column headers] From D/A Acceptable To D/A</p> <p>[Row content] 0XX 0XX, 1XX 1XX 0XX, 1XX 3XX 0XX, 3XX 4XX 0XX, 4XX, 7XX</p>	<p>[Column Headers] Blank FROM/TO D/A Edits TypeDescriptionDefinition</p> <p>[Row Content] W INVALID USE OF BLANK D/A The FROM/TO D/A codes may be left blank under the following conditions.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reporting finance number must be in CAG A–G range. <input type="checkbox"/> Both the FROM D/A and the TO D/A must be blank. <input type="checkbox"/> FROM LDC must be 11, 12, 13, 14, 21, or 48. If a prior pay period adjustment, either the FROM LDC or the TO LDC must be 11, 12, 13, 14, 21, or 48. <input type="checkbox"/> The TO LDC must be valid with D/A 11-0 or 13-4. <input type="checkbox"/> The transaction cannot be a loan transaction. 	Procedure	Appendix C Fatal and Warning Error Conditions in LTATS	Placed into table format as part of effort to make the document more user-friendly. Changed "code" to be in lowercase as part of global change to write out "D/A code" in a consistent manner.
3-2.5.4.4 Hours Edit Table	3-2.5.4.4 Hours Edit Table	6.3.1 LTATS Edit Tables	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report 6.3.1 LTATS Edit Tables	Renamed section for clarity and updated section number to align with organization of new document,

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.4 Hours Edit Table	Each line item reported as loaned, transferred or training is edited based on "From" designation and total workhours. Entries that exceed the hours shown in the table below will be rejected. If the rejected entry is valid, the hours may be resubmitted as multiple records.	Hours Edit Table Each line item reported as loaned, transfer, or training is edited based on the "From" designation and total work hours. Entries that exceed the hours shown in the table below will be rejected. If the rejected entry is valid, the hours may be resubmitted as multiple records.	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report 6.3.1 LTATS Edit Tables	Changed "transferred" to "transfer" to be consistent with usage of the term throughout the document. Inserted serial comma to be consistent with style/punctuation conventions throughout the document. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
3-2.5.4.4 Hours Edit Table	Table A: Transfer (From) Designation [Column headers] CAG 0X 1X 2X 3X 4X 5X 6X 7X 8X 9X 080 [Row content] A 9999 49999 29999 29999 2999 999 9999 999 99 1999 99 B 999 29999 3999 14999 999 999 999 999 99 1999 99 C 999 29999 999 9999 999 999 999 999 999 99 1999 99 D 399 3999 399 9999 399 399 599 999 99 399 99 E 199 3999 399 9999 199 399 599 999 99 399 99 F 99 3999 199 9999 199 199 399 999 99 199 99 G 99 3999 199 9999 199 99 399 999 99 199 99 H 99 199 99 299 99 99 99 999 99 0 99 J 99 199 99 299 99 99 99 999 99 0 99 K 99 199 99 99 99 99 99 999 99 99 99 L 99 99 99 99 99 99 99 999 99 99 99	No Change	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report 6.3.1 LTATS Edit Tables	No change to language

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.5 Loaned Hours Edit Table	3-2.5.4.5 Loaned Hours Edit Table	Loaned Hours Edit Table	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report 6.3.1 LTATS Edit Tables	Demoted from subheader to bolded separating text due to reformatting of new document
3-2.5.4.5 Loaned Hours Edit Table	Each line reflecting "loaned" hours is edited based on the "To" designation, the CAG of the "Loaned To" (borrowing) finance number and total workhours. Entries which exceed the hours shown in the table below will be rejected. If the rejected entry is valid, the hours may be resubmitted as multiple records.	Each line reflecting "loaned" hours is edited based on the "To" designation, the CAG of the "Loaned To" (borrowing) finance number and total work hours. Entries which exceed the hours shown in the table below will be rejected. If the rejected entry is valid, the hours may be resubmitted as multiple records.	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report 6.3.1 LTATS Edit Tables	Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.5.4.5 Loaned Hours Edit Table	<p>Table B: Transfer (To) Designation</p> <p>[Column headers] CAG 0X 1X 2X 3X 4X 5X 6X 7X 8X 9X 080</p> <p>[Row content] A 9999 49999 29999 29999 2999 999 9999 999 99 999 99</p> <p>B 999 29999 3999 7999 999 999 999 999 99 999 99</p> <p>C 999 29999 999 4999 999 999 999 999 999 99 999 99</p> <p>D 399 999 399 399 399 399 399 999 999 399 99</p> <p>E 199 999 399 399 199 199 199 999 999 399 99</p> <p>F 99 199 0 199 199 0 99 999 99 199 99</p> <p>G 99 199 0 199 199 0 99 999 99 199 99</p> <p>H 99 199 0 99 0 0 99 999 99 0 99</p> <p>J 99 199 0 99 0 0 99 999 99 0 99</p> <p>K 99 199 0 0 0 0 999 99 - 99</p> <p>L 99 0 0 0 0 0 0 99 - 99</p> <p>M 999 1999 - 0 0 0 999 999 0 99</p> <p>N [blank row]</p>	No Change	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report 6.3.1 LTATS Edit Tables	No change to language
3-2.5.5 Information Added to Generate Financial Reports	3-2.5.5 Information Added to Generate Financial Reports	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.5.5 Information Added to Generate Financial Reports	The loan, transfer, and training information contained in this report, other than fatal errors, is added to pay period payroll processing information to generate NWRS and other financial reports, including the Financial Performance Report (FPR).	No Change	Procedure	6 Reports 6.3 Loan, Transfer, and Training Hours Report	No change to language

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-2.6 Invalid LDC Report (AAB233P1)	Invalid LDC Report (AAB233P1)	Invalid LDC Report	Procedure	6 Reports 6.5 Reports on Data and Accuracy	Removed report number as part of global change to eliminate report numbers in the document, as the numbers are used in the mainframe, which is beyond the scope of the F-2.
3-2.6.1 Information in Invalid LDC Report	3-2.6.1 Information in Invalid LDC Report	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.6.1 Information in Invalid LDC Report	The Invalid LDC Report is produced on a pay period basis and identifies invalid LDCs contained in employee pay records. The report identifies the individual, the default LDC (always 9900) and the hours and dollars (straight and overtime) recorded for the default LDC. The default is caused by an LDC coding error on either PS Form 50, or TACS Employee Maintenance Module.	No change	Procedure	6 Reports 6.5 Reports on Data and Accuracy	No change to language.
3-2.6.2 Availability of Invalid LDC Report	3-2.6.2 Availability of Invalid LDC Report	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-2.6.2 Availability of Invalid LDC Report	The Invalid LDC Report is available on the mainframe using National View Direct reports. Affected offices must correct the employee's LDC by using the Employee Maintenance module in TACS. The hours must also be transferred from LDC 9900 to the correct LDC as a prior period adjustment using the TACS — LTATS Entry module.	The Invalid LDC Report is available on the mainframe using National View Direct reports. Affected offices must correct the employee's LDC by using the Employee Maintenance module in TACS. The hours must also be transferred from LDC 9900 to the correct LDC as a prior period adjustment using the TACS — LTATS Entry module.	Procedure	6 Reports 6.5 Reports on Data and Accuracy	No change to language.
3-3 Budget Plan	3-3 Budget Plan	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.1 General	3-3.1 General	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.1.1 Planning and Controlling Personnel Expenditures	3-3.1.1 Planning and Controlling Personnel Expenditures	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.1.1 Planning and Controlling Personnel Expenditures	The Postal Service budgeting process incorporates the concept of planning and controlling personnel expenditures by function. Through workhour reports and labor utilization reports, the NWRS provides Postal Service managers with timely, detailed data to monitor and analyze actual performance compared to plan.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
3-3.1.2 Development of Workhour Plans	3-3.1.2 Development of Workhour Plans	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-3.1.2 Development of Workhour Plans	The budget process requires that all workhour plans be developed in NWRS LDC methodology.	N/A - Removed	N/A - Extraneous	N/A	Neither policy or process relevant to this handbook.
3-3.1.2 Development of Workhour Plans	The development of plan data, at the LDC level, requires the direct involvement of functional managers at all levels.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; this is already a part of functional managers job; new policy-3-Reports also calls for managers to use data from NWRS reports in planning and budgeting.
3-3.2 Reserved	--- Reserved for future use ---	N/A - Removed	N/A - Extraneous	N/A	Reserved sections are unnecessary for new organization of documents.
3-3.3 Advancements and Relegations	3-3.3 Advancements and Relegations	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.3.1 Adjustments for Advancement or Relegation of a Post Office	3-3.3.1 Adjustments for Advancement or Relegation of a Post Office	6.7 Advancement or Relegation of an Operating Unit	Procedure	6 Reports 6.7 Advancement or Relegation of an Operating Unit	Removed "Adjustments" as adjustment is clearly implied in body text. Updated section name as part of global change from "Post Office" to "Operating Unit". Promoted section heading to level 2 as part of reorganization of document.
3-3.3.1 Adjustments for Advancement or Relegation of a Post Office	Upon notification of advancement or relegation of a Post Office (e.g., MOD to non-MOD or change in CAG status), payroll processing adjusts all necessary files automatically. This change, effective at the start of the next fiscal year, will cause the office to be reported in accordance with its new status.	Upon notification of advancement or relegation of an Operating Unit (e.g., MOD to non-MOD or change in CAG status), payroll processing adjusts all necessary files automatically. This change, effective at the start of the following fiscal year, will cause the office to be reported in accordance with its new status.	Procedure	6 Reports 6.7 Advancement or Relegation of an Operating Unit	Updated to reflect global change from "Post Office" to "Operating Unit".
3-3.3.2 Recasting of LDC Data for SPLY	3-3.3.2 Recasting of LDC Data for SPLY	6.7.1 Recasting of LDC Data for SPLY	Procedure	6 Reports 6.7 Advancement or Relegation of an Operating Unit 6.7.1 Recasting of LDC Data for SPLY	No change to language.
3-3.3.2 Recasting of LDC Data for SPLY	LDC data for SPLY purposes is recast as follows:	No change.	Procedure	6 Reports 6.7 Advancement or Relegation of an Operating Unit 6.7.1 Recasting of LDC Data for SPLY	No change to language.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-3.3.2 Recasting of LDC Data for SPLY	<p>a. ROG Code 2 or 3 (CAG A–G) to ROG Code 4 (CAG A–G) [table/listing of LDC codes 09-18, 76-78 and their SPLY conversions]</p> <p>[Column headers] LDC to LDC</p> <p>[Row Content] 09 48 10 40 11 43 12 43 13 43 14 43 15 43 16 43 18 43 76 48 77 48 78 48</p>	<p>a. ROG Code 2 or 3 (CAG A–G) to ROG Code 4 (CAG A–G)</p> <p>[Column Headers] Previous LDC Adjusted LDC</p> <p>[Row Content] 09, 76, 77, 78 48 10 40 11, 12, 13, 15, 16, 17, 18 43</p>	Procedure	6 Reports 6.7 Advancement or Relegation of an Operating Unit 6.7.1 Recasting of LDC Data for SPLY	Reformatted table to more condensed structure that saves space and is more user-friendly. Updated column headers to "Previous" and "Adjusted" LDC to more clearly indicate the transition.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-3.3.2 Recasting of LDC Data for SPLY	<p>b.ROG Code 4 (CAG A–G) to ROG Code 6 or 7 (CAG H–L)</p> <p>[table/listing of LDC codes 01-05, 08, 20, 23, 24, 27, 30-37, 39, 42-44, 48-50, 52, 54-57, 60-64, 68, 70-75, 79, 81-83, 88-89 and their SPLY conversions]</p> <p>[Column headers] LDC to LDC</p> <p>[Row Content]</p> <p>01 40 02 47 03 47 04 47 05 47 08 47 20 40 23 21 24 21 27 21 30 40 31 47 32 47 33 47 34 47 35 40 36 47 37 47 39 47 42 47 43 47 44 47 48 47 49 47 50 40 52 47 54 47 55 47</p>	<p>b. ROG Code 4 (CAG A–G) to ROG Code 6 or 7 (CAG H–L)</p> <p>[Column Headers] Previous LDC Adjusted LDC</p> <p>[Row Content] 01, 20, 30, 35, 50, 60, 70 81, 88 40 02, 03, 04, 05, 08 31, 32, 33, 34, 36, 37, 38, 39 42, 43, 44, 48, 49 52, 54, 55, 56, 57 61, 62, 63, 64, 68 71, 72, 73, 74, 75, 79 82, 83, 89 47 23, 24, 27 21</p>	Procedure	6 Reports 6.7 Advancement or Relegation of an Operating Unit 6.7.1 Recasting of LDC Data for SPLY	Reformatted table to more condensed structure that saves space and is more user-friendly. Updated column headers to "Previous" and "Adjusted" LDC to more clearly indicate the transition.
3-3.3.2 Recasting of LDC Data for SPLY	<p>c.ROG Code 6 or 7 (CAG H–L) to ROG Code 4 (CAG A–G)</p> <p>[Table]</p> <p>[Column headers] LDC to LDC</p> <p>[Row Content] 47 48</p>	<p>c. ROG Code 6 or 7 (CAG H–L) to ROG Code 4 (CAG A–G)</p> <p>[Column Headers] Previous LDC Adjusted LDC</p> <p>[Row Content] 47 48</p>	Procedure	6 Reports 6.7 Advancement or Relegation of an Operating Unit 6.7.1 Recasting of LDC Data for SPLY	Updated column headers to "Previous" and "Adjusted" LDC to more clearly indicate the transition.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-3.3.2 Recasting of LDC Data for SPLY	d.For advancements, such as ROG 6 or 7 to ROG 4 or ROG 4 to ROG 2, there is no automatic recast of SPLY LDC data (except as noted above). The individual office is required to recast SPLY as appropriate.	No change.	Procedure	6 Reports 6.7 Advancement or Relegation of an Operating Unit 6.7.1 Recasting of LDC Data for SPLY	No change.
3-3.4 Rural Carrier Workhours	3-3.4 Rural Carrier Workhours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.4 Rural Carrier Workhours	Hours for LDC 25, <i>Rural Delivery</i> , are calculated as shown in the following sections.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
3-3.4.1 Regular Rural Carriers (DES 71) FLSA Code "B" and "N" and Substitute Rural Carriers (DES 72) FLSA Code "B"	3-3.4.1 Regular Rural Carriers (DES 71) FLSA Code "B" and "N" and Substitute Rural Carriers (DES 72) FLSA Code "B"	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.4.1 Regular Rural Carriers (DES 71) FLSA Code "B" and "N" and Substitute Rural Carriers (DES 72) FLSA Code "B"	The daily evaluated hours are calculated by dividing the weekly evaluated pay hours (calculated from data submitted on PS Form 4241) by 6 (H or M routes), 5.5 (J routes) or 5 (K routes) times the number of days worked in the week. Weekly evaluated pay hours appear on the computer generated PS Form 4241-A (identified as "HD HRS" Heavy Duty Hours). Overtime is reported over 12 hours per day or 56 hours per week for Fair Labor Standards Act (FLSA) Code B. Overtime is reported over 40 hours per week for FLSA Code N.	N/A - Removed	N/A - Repetitive	N/A	Redundant of information housed in Handbook F-21 and PO-603. Information is not relevant to this policy or procedure.
3-3.4.2 Regular Rural Carriers (DES 71) and Substitute Rural Carriers (DES 72) FLSA Code "A"	3-3.4.2 Regular Rural Carriers (DES 71) and Substitute Rural Carriers (DES 72) FLSA Code "A"	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.4.2 Regular Rural Carriers (DES 71) and Substitute Rural Carriers (DES 72) FLSA Code "A"	Actual workhours as reported on PS Form 1314, Regular Rural Carrier Time Certificate. Overtime is reported over 8 hours per day or 40 hours per week.	N/A - Removed	N/A - Repetitive	N/A	Redundant of information housed in Handbook F-21 and PO-603. Information is not relevant to this policy or procedure.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-3.4.3 Substitute Rural Carrier (DES 73), Part-time Flexible Rural Carrier (DES 76), Rural Carrier Associate (DES 74 and 78), Rural Carrier Relief (DES 75), Auxiliary Rural Carrier (DES 77) and Temporary Relief Carrier (DES 79) Serving on any Rural Route	3-3.4.3 Substitute Rural Carrier (DES 73), Part-time Flexible Rural Carrier (DES 76), Rural Carrier Associate (DES 74 and 78), Rural Carrier Relief (DES 75), Auxiliary Rural Carrier (DES 77) and Temporary Relief Carrier (DES 79) Serving on any Rural Route	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.4.3 Substitute Rural Carrier (DES 73), Part-time Flexible Rural Carrier (DES 76), Rural Carrier Associate (DES 74 and 78), Rural Carrier Relief (DES 75), Auxiliary Rural Carrier (DES 77) and Temporary Relief Carrier (DES 79) Serving on any Rural Route	Hours are calculated as in 3-3.4.1 above. However, when combined actualworkhours exceed 40 hours per week, the actual hours as in 3-3.4.2 aboveare reported. Overtime is reported over 40 hours per week.	N/A - Removed	N/A - Repetitive	N/A	Redundant of information housed in Handbook F-21 and PO-603. Information is not relevant to this policy or procedure.
3-3.4.4 City Employees Working on Rural Routes	3-3.4.4 City Employees Working on Rural Routes	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.4.4 City Employees Working on Rural Routes	The city employees hours are processed as transfers using "To" DES 71.	Note: Hours for non-rural employees are processed as transfers using "To" DES 71.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.1 Manual Entry	Reframed as a note to call attention to the guidelines for rural carriers. Changed "city employees" to "non-rural employees" as the latter captures the employee group more accurately, and any city employee is considered "non-rural". Restructured sentence for clarity.
3-3.4.4 City Employees Working on Rural Routes	For Time Card offices actual hours are reported on PS Form 1236-A.	For Timecard offices actual hours are reported on PS Form 1236-A.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.1 Manual Entry	Updated "time card" to "timecard" -- the term is written as one word to better differentiate from time clock. This is important given the similarity of the two terms.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
3-3.4.4 City Employees Working on Rural Routes	Time Clock offices are automatic transfers based on employee clock rings.	No change.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	No change to language.
3-3.4.5 Rural Training Hours	3-3.4.5 Rural Training Hours	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
3-3.4.5 Rural Training Hours	All rural training hours are charged to LDC 2500 as workhours. No transfer is required.	Note: All rural training hours are charged to LDC 2500 as work hours. No transfer is required.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.2 Automated Entry	Reframed as a note to call attention to the guidelines for rural carriers. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
4 Reports	4 Reports	3-3 Reports	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Renumbered but no change to language.
4-1 General	4-1 General	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
4-1 General	The Time and Attendance Collection System (TACS) provides weekly and pay period workhour reports for TACS offices. TACS payroll data is stored in the Enterprise Data Warehouse (EDW). Monthly workhour and dollar reports can be produced from the EDW Accounting Data Mart (ADM).	The Time and Attendance Collection System (TACS) provides weekly and pay period work hour reports for TACS offices. TACS payroll data is stored in the Enterprise Data Warehouse (EDW). Monthly work hour and dollar reports can be produced from the EDW Accounting Data Mart (ADM). Employee Time and Attendance clock rings provide the basis for accumulating data by LDC for these reports.	Procedure	6 Reports	Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
4-2 Report Levels	4-2 Report Levels	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
4-2 Report Levels	Workhour and labor utilization reports are available at each management level from individual finance numbers to the national summary level.	N/A - Removed	N/A - Extraneous	N/A	Removed as being extraneous; the levels are built into query selectors in NWRS
4-3 TACS Reports	4-3 TACS Reports	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
4-3 TACS Reports	TACS provides time and attendance reporting much like the previous Postal Source Data System (PSDS) timekeeping system. TACS reports are available to managers on the intranet at http://blue.usps.gov/tacs/tacs_reports.htm . Descriptions of TACS reports are provided in Appendix B.	N/A - Removed	N/A - Extraneous	N/A	This information is not relevant to this process document. It is neither policy or procedure. Removing extraneous information from the policy and procedures.
4-4 EDW/ADM Reports	4-4 EDW/ADM Reports	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
4-4.1 National Workhour Report	4-4.1 National Workhour Report	6.1 National Workhours Reporting System Reports	Procedure	6 Reports 6.1 National Workhours Reporting System Reports	Updated section number to align with document reorganization.
4-4.1.1 General	4-4.1.1 General	N/A - Removed	N/A - Extraneous	N/A	This header was removed as extraneous because its accompanying content was also removed as being extraneous.
4-4.1.1 General	The National Workhour Report is available in the Enterprise Data Warehouse Accounting Data Mart(EDW/ADM) on a monthly and year-to-date basis using workhours from individual employee pay records, including adjustments, and loaned, transferred and training hours from PS Form 1236-A.	N/A - Removed	N/A - Repetitive	N/A	This information is covered by the information housed in section 6 and section 6.1 of the updated Procedures document. Removed as being redundant.
4-4.1.1 General	These are the hours used in the calculation of an employee's salary.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; the sentence is background information that is unnecessary in this context.
4-4.1.1 General	The National Workhour Report reflects Actual, Plan, Prior FY, and percent difference from Plan and Prior FY for the current period and year-to-date (YTD) for the functional categories and LDCs within each function.	NWRS Reports display workhour information by function (0 to 9) and by LDC subcategories (01 to 99). Actual, Plan, SPLY, % Plan, and % SPLY are shown for the current period and year-to-date for the functional categories and LDCs within each function.	Procedure	6 Reports 6.1 National Workhour Report	Consolidated with former 6-4.2.1 language (everything before "functional categories and LDCs within each function.") to reduce redundancy.
4-4.1.2 Workhour Reports and Summary Reports	4-4.1.2 Workhour Reports and Summary Reports	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
4-4.1.2 Workhour Reports and Summary Reports	Workhour reports are available for each finance number. Summary reports are available for each reporting level detailed in 4-2.	N/A - Removed	N/A - Repetitive	N/A	This information is covered by the information housed in section 6 and section 6.1 of the updated Procedures document. Removed as being redundant.
4-4.1.3 Column Descriptions	4-4.1.3 Column Descriptions	Column Name Column Description	Procedure	6 Reports 6.1 National Workhour Report	Demoted from subsection to a table column names, as information in this section was placed in a table format for improved usability.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
N/A	N/A - New Language	The table below lists the column descriptions for the NWRS Report:	Procedure	6 Reports 6.1 National Workhour Report	Included to clearly describe the information contained in the table. Changed "National Workhour Report" to "NWRS Report" to reflect current usage of the term.
4-4.1.3 Column Descriptions	<p>a. <input type="checkbox"/> <i>Actuals</i> — Workhours by LDC taken from the pay data file generated through payroll processing. PS Form 1236-A, Weekly Loan, Transfer, and Training Hours, are processed and added to the pay data file before extracting NWRS hours. Overtime is included in the LDC totals, and also appears separately for each function, as a non-add item. Training hours are listed separately in each function and are included in the function total.</p> <p>b. <input type="checkbox"/> <i>Plan</i> — Represents the approved budget plan for each LDC. Plan data, by LDC, is extracted from the National Budget System (NBS). Additional plan inputs are not required to support NWRS. LDC plans are summed to a function plan.</p>	<p>[Column Name Column Description]</p> <p>Actuals Work hours by LDC taken from the pay data file generated through payroll processing. PS Form 1236-A, Weekly Loan, Transfer, and Training Hours, is processed and added to the pay data file before extracting NWRS hours. Overtime is included in the LDC totals, and also appears separately for each function, as a non-add item. Training hours are listed separately in each function and are included in the function total.</p> <p>Plan Represents the approved budget plan for each LDC. Plan data, by LDC, is extracted from the Integrated Budget & Planning System (IBPS). Additional plan inputs are not required to support NWRS. LDC plans are summed to a function plan.</p>	Procedure	6 Reports 6.1 National Workhour Report	<p>Re-formatted bulleted list into a clear table format to improve usability and readability. Revised the column description for Actuals to make the PS Form reference singular as part of the global change made to such references throughout the document.</p> <p>Updated to reflect that a new system, IBPS, replaced the previous system, NBS. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).</p>
4-4.1.3 Column Descriptions	<p>c. <input type="checkbox"/> <i>Plan Variance</i> — Actual hours minus Plan hours for the current period.</p> <p>d. <input type="checkbox"/> <i>Percent Plan</i> — Percent difference of actual hours to plan hours. Actual hours are compared to plan hours for each LDC and function. Actual hours minus planned hours are divided by planned hours and multiplied by 100. The percent difference is expressed to one decimal point. The minus (-) sign indicates the percentage difference is under plan.</p>	<p>[Column Name Column Description]</p> <p>Plan Variance Actual hours minus Plan hours for the current period.</p> <p>Percent Plan Percent difference of actual hours to plan hours. Actual hours are compared to plan hours for each LDC and function. Actual hours minus planned hours are divided by planned hours and multiplied by 100. The percent difference is expressed to one decimal point. The minus (-) sign indicates the percentage difference is under plan.</p>	Procedure	6 Reports 6.1 National Workhour Report	<p>Re-formatted bulleted list into a clear table format to improve usability and readability. No change to content.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
4-4.1.3 Column Descriptions	<p>e. <input type="checkbox"/> <i>Prior FY</i> — Actual hours, by LDC and function, for the same period of the prior fiscal year, plus adjustments generated through PS Forms 1236-A and 2240. Prior year PS Form 1236-A adjustments are processed and applied each pay period. Adjustments for previous pay periods are added to the Prior FY YTD. Adjustments for future pay periods are included in the report for that pay period.</p> <p>f. <input type="checkbox"/> <i>Prior FY Variance</i> — Actual hours for the current period, minus hours for the same period for the prior fiscal year.</p>	<p>[Column Name Column Description]</p> <p>Prior FY Actual hours, by LDC and function, for the same period of the prior fiscal year, plus adjustments generated through PS Forms 1236-A and 2240. Prior year PS Form 1236-A adjustments are processed and applied each pay period. Adjustments for previous pay periods are added to the Prior FY YTD. Adjustments for future pay periods are included in the report for that pay period.</p> <p>Prior FY Variance Actual hours for the current period, minus hours for the same period for the prior fiscal year.</p>	Procedure	6 Reports 6.1 National Workhour Report	Re-formatted bulleted list into a clear table format to improve usability and readability. No change to content.
4-4.1.3 Column Descriptions	<p>g. <input type="checkbox"/> <i>Percent Prior FY</i> — Percent difference of actual hours to prior year hours. Actual hours are compared to hours for the same period of the prior year for each LDC and function. Actual hours minus Prior Year hours are divided by Prior Year hours and multiplied by 100. The percent difference is expressed to one decimal point. The minus (-) sign indicates the percentage difference is under Prior Year.</p> <p>h. <input type="checkbox"/> <i>Year-to-date (YTD)</i> — for Actual, Plan, Plan Variance, percent to Plan, Prior FY, Prior FY Variance, percent to Prior FY. Accumulation of data from week one of the fiscal year through the period covered by the report. Prior period adjustments are included in the YTD totals.</p>	<p>[Column Name Column Description]</p> <p>Percent Prior FY Percent difference of actual hours to prior year hours. Actual hours are compared to hours for the same period of the prior year for each LDC and function. Actual hours minus Prior Year hours are divided by Prior Year hours and multiplied by 100. The percent difference is expressed to one decimal point. The minus (-) sign indicates the percentage difference is under Prior Year.</p> <p>Year-to-date (YTD) For Actual, Plan, Plan Variance, percent to Plan, Prior FY, Prior FY Variance, percent to Prior FY. Accumulation of data from week one of the fiscal year through the period covered by the report. Prior period adjustments are included in the YTD totals.</p>	Procedure	6 Reports 6.1 National Workhour Report	Re-formatted bulleted list into a clear table format to improve usability and readability. No change to content.
4-4.1.4 Office Totals	4-4.1.4 Office Totals	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
4-4.1.4 Office Totals	<p>Office totals appear at the end of the report as follows:</p> <p>a. Subtotal of Functions 0 through 8 less training plus LDC 99.</p> <p>b. Training — Sum of LDC 90–98.</p> <p>c. Limited Duty — LDC 68.</p> <p>d. Rehabilitation — LDC 69.</p> <p>e. Grand Total — Sum of subtotal a. in 4-4.1.3, Training, Limited Duty, and Rehabilitation hours.</p> <p>f. Total Overtime Hours — Sum of overtime hours for each function.</p> <p>g. Total Penalty Overtime Hours — Sum of penalty overtime hours for each function.</p> <p>h. Total Sick Leave Hours — Sum of sick leave hours for each function.</p> <p>i. Grand Total Prior Period Adjustments — Sum of prior period adjustments for each function.</p> <p>j. Grand Total Prior Year Adjustments — Sum of prior fiscal year adjustments for each function.</p>	N/A - Removed	N/A - Extraneous	N/A	Information regarding the National Workhour Report, to the level of detail necessary for the procedures, is provided in section 6.1 National Workhour Report. A text description, image, and chart outlining column descriptions is included.
4-4.2 Labor Utilization Report	4-4.2 Labor Utilization Report	6.2 Labor Utilization Report	Procedure	6 Reports 6.2 Labor Utilization Report	Re-numbered section to reflect new placement in procedures document.
4-4.2 Labor Utilization Report	4-4.2 Labor Utilization Report	Labor Utilization Report	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Title of report added to table of major reports
4-4.2.1 General	4-4.2.1 General	N/A - Removed	N/A - Extraneous	N/A	Removed header as extraneous as it's content was removed.
4-4.2.1 General	The Labor Utilization Report (LUR) is available in the EDW/ADM on a monthly and year-to-date frequency using data from individual employee pay records and PS Form 1236-A records.	The Labor Utilization Report (LUR) is available in the EDW/ADM on a monthly and year-to-date frequency.	Procedure	6 Reports 6.2 Labor Utilization Report	Removed "using data from individual employee pay records and PS Form 1236-A records," as this is clear in the information held within this section of the procedures. Therefore, this portion of the sentence is unnecessary.
4-4.2.1 General	The report reflects hours worked, leave taken, hours paid, salaries paid, benefits paid, and hourly rates for paid hours and workhours for each LDC and function. Accrued salary and benefit expenditures that are included in the payroll system appear on this report. Function totals are summed to office totals.	The Labor Utilization Report (LUR) is available in the EDW/ADM on a monthly and year-to-date frequency. The report reflects hours worked, leave taken, hours paid, salaries paid, benefits paid, and hourly rates for paid hours and work hours for each LDC and function. Accrued salary and benefit expenditures that are included in the payroll system appear on this report. Function totals are summed to office totals.	Procedure	6 Reports 6.2 Labor Utilization Report	Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
4-4.2.1 General	Current period and year-to-date data is available.	N/A - Removed	N/A - Extraneous	N/A	This language is neither policy or procedure. Therefore, it was removed.
4-4.2.1 General	Prior period adjustments, generated through PS Forms 1236-A and 2240, are included in the YTD totals as appropriate. Prior year adjustments are included in the current period YTD LDC and function totals, where appropriate, and are listed as a separate line item.	No change	Procedure	6 Reports 6.2 Labor Utilization Report	No change to language
4-4.2.1 General	LDC lines with no current or YTD data will be suppressed.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; unnecessary to state what will not be seen in the LUR.
4-4.2.2 Availability for Finance Number	4-4.2.2 Availability for Finance Number	N/A - Removed	N/A - Extraneous	N/A	Removed header as extraneous as it's content was removed.
4-4.2.2 Availability for Finance Number	Labor Utilization Reports are available for each finance number.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; LUR query will provide available finance numbers
4-4.2.3 Column Descriptions	4-4.2.3 Column Descriptions	Column Name Column Description	Procedure	6 Reports 6.2 Labor Utilization Report	Demoted from subsection to a table column names, as information in this section was placed in a table format for improved usability.
4-4.2.3 Column Descriptions	Column descriptions are as follows:	The table below lists the column descriptions in the Labor Utilization Report:	Procedure	6 Reports 6.2 Labor Utilization Report	Revised to more clearly describe the information contained in the table.
4-4.2.3 Column Descriptions	<p>a. <i>Code & Description</i> — Identifies the LDCs and the NWRS functions. NWRS default code (99) appears as a separate line item in the Training Function. This provides hours and dollars for Training (LDCs 90–98) and default code activities. Function data is summed and appears on a total line.</p> <p>b. <i>Workhours</i> — Workhours for each LDC, function, and office total taken from the LDC, function, and office totals appearing on the Workhour Report.</p> <p>c. <i>Overtime</i> — Overtime hours for each LDC, function, and office total taken from the Workhour Report. Overtime hours are non-add since they are included in the workhours.</p>	<p>[Column Name Column Description]</p> <p><i>Code & Description</i> Identifies the LDCs and the NWRS functions. NWRS default code (99) appears as a separate line item in the Training Function. This provides hours and dollars for Training (LDCs 90–98) and default code activities. Function data is summed and appears on a total line.</p> <p><i>Work Hours</i> Work hours for each LDC, function, and office total taken from the LDC, function, and office totals appearing on the Work Hour Report.</p> <p><i>Overtime</i> Overtime hours for each LDC, function, and office total taken from the Work Hour Report. Overtime hours are non-add since they are included in the work hours.</p>	Procedure	6 Reports 6.2 Labor Utilization Report	Re-formatted bulleted list into a clear table format to improve usability and readability. No change to content. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
4-4.2.3 Column Descriptions	<p>d. <input type="checkbox"/> <i>Penalty Overtime</i> — Penalty overtime hours for each LDC, function, and office total. Penalty overtime hours are non-add as they are included in overtime hours.</p> <p>e. <input type="checkbox"/> <i>Sick Leave</i> — The hours of sick leave used by all employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate sick leave to LDC and function totals.</p> <p>f. <input type="checkbox"/> <i>Annual Leave</i> — The hours of annual leave used by all employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate annual leave to LDC and function totals.</p>	<p>[Column Name Column Description]</p> <p>Penalty Overtime Penalty overtime hours fore each LDC, function, and office total. Penalty overtime hours are non-add as they are included in overtime hours.</p> <p>Sick Leave The hours of sick leave used by all employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate sick leave to LDC and function totals.</p> <p>Annual Leave The hours of annual leave used by all employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate annual leave to LDC and function totals.</p>	Procedure	6 Reports 6.2 Labor Utilization Report	Re-formatted bulleted list into a clear table format to improve usability and readability. No change to content.
4-4.2.3 Column Descriptions	<p>g. <input type="checkbox"/> <i>Leave Without Pay (LWOP)</i> — The hours of leave without pay used by employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate LWOP to LDC and function totals.</p> <p>h. <input type="checkbox"/> <i>Other Leave</i> — The hours of the remaining paid leave used by all employees within an LDC and function. Holiday leave is included in this category. The LDC appearing on the employee master record is used to accumulate other leave types to LDC and function totals.</p> <p>i. <input type="checkbox"/> <i>Hours Paid</i> — The total number of hours paid in each LDC and function. Hours paid is the sum of the workhours, sick leave, annual leave and other leave columns. Due to rounding procedures, the sum of these four columns may differ slightly from the hours paid total.</p>	<p>[Column Name Column Description]</p> <p>Leave Without Pay (LWOP) The hours of leave without pay used by employees within an LDC and function. The LDC appearing on the employee master record is used to accumulate LWOP to LDC and function totals.</p> <p>Other Leave The hours of the remaining paid leave used by all employees within an LDC and function. Holiday leave is included in this category. The LDC appearing on the employee master record is used to accumulate other leave types to LDC and function totals.</p> <p>Hours Paid The total number of hours paid in each LDC and function. Hours paid is the sum of the work hours, sick leave, annual leave and other leave columns. Due to rounding procedures, the sum of these four columns may differ slightly from the hours paid total.</p>	Procedure	6 Reports 6.2 Labor Utilization Report	Re-formatted bulleted list into a clear table format to improve usability and readability. No change to content. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
4-4.2.3 Column Descriptions	<p>j. <input type="checkbox"/> <i>Salary</i> — The salary dollars for all employees within each LDC and function, plus the dollars representing accrued annual leave and accrued holiday leave. Salaries include straight time, overtime, premiums, sick leave, and other paid leave.</p> <p>k. <input type="checkbox"/> <i>Benefits</i> — Includes the postal service contribution toward employee benefits. These benefits are retirement, Medicare, life insurance, health benefits, uniform allowance, and FICA when applicable.</p> <p>l. <input type="checkbox"/> <i>Salaries & Benefits</i> — The combined total of Salary dollars (item j) and Benefits dollars (item k).</p>	<p>[Column Name Column Description]</p> <p>Salary The salary dollars for all employees within each LDC and function, plus the dollars representing accrued annual leave and accrued holiday leave. Salaries include straight time, overtime, premiums, sick leave, and other paid leave.</p> <p>Benefits Includes the postal service contribution toward employee benefits. These benefits are retirement, Medicare, life insurance, health benefits, uniform allowance, and FICA when applicable.</p> <p>Salaries & Benefits The combined total of Salary and Benefits dollars.</p>	Procedure	6 Reports 6.2 Labor Utilization Report	Re-formatted bulleted list into a clear table format to improve usability and readability. Removed references to lettered bullets due to reformatting.
4-4.2.3 Column Descriptions	<p>m. <input type="checkbox"/> <i>Percent Benefits</i> — Percentage of Benefits dollars to total Salaries & Benefits.</p> <p>n. <input type="checkbox"/> <i>Total Overtime Dollars</i> — The total dollars (excluding fringe benefits) paid for overtime premium pay. Includes regular overtime and penalty overtime.</p> <p>o. <input type="checkbox"/> <i>Paid Hourly Rate</i> — Calculated for each LDC and function by dividing the hours paid into the dollar expenditures for salaries and benefits. A paid hour rate is also calculated using total office data.</p> <p>p. <input type="checkbox"/> <i>Workhour Rate</i> — Calculated for each LDC and function by dividing the workhours into the dollar expenditures for salaries and benefits. A workhour rate is also calculated using total office data.</p>	<p>[Column Name Column Description]</p> <p>Percent Benefits Percentage of Benefits dollars to total Salaries & Benefits.</p> <p>Total Overtime Dollars The total dollars (excluding fringe benefits) paid for overtime premium pay. Includes regular overtime and penalty overtime.</p> <p>Paid Hourly Rate Calculated for each LDC and function by dividing the hours paid into the dollar expenditures for salaries and benefits. A paid hour rate is also calculated using total office data.</p> <p>Workhour Rate Calculated for each LDC and function by dividing the work hours into the dollar expenditures for salaries and benefits. A work hour rate is also calculated using total office data.</p>	Procedure	6 Reports 6.2 Labor Utilization Report	Re-formatted bulleted list into a clear table format to improve usability and readability. No change to content. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
4-4.3 Recast Reports	4-4.3 Recast Reports	Recast Reports	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System Recast Reports	Demoted from subsection to bolded title as part of the reorganization of the Policy

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
4-4.3 Recast Reports	4-4.3 Recast Reports	6.6 Recast Reports	Procedure	6 Reports 6.6 Recast Reports	Updated section number to align with document reorganization.
4-4.3.1 Primary Use of Workhour and Labor Utilization Reports	4-4.3.1 Primary Use of Workhour and Labor Utilization Reports	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
4-4.3.1 Primary Use of Workhour and Labor Utilization Reports	The Workhour and Labor Utilization Reports are used primarily to analyze performance to PLAN and SPLY and to develop detail data for budget planning.	<p>[Column Headers] Report Title Summary Purpose</p> <p>[Row Content] National Workhours Reporting System (NWRS Displays work hour information by function (0 to 9) and by LDC subcategory (01 to 99). Actual, Plan, SPLY, % Plan, and % SPLY are shown for the current period and year-to-date. The NWRS provides managers with work hour comparisons between Actual, Plan, and SPLY data for analysis of work hour usage. The Work Hour and LURS Reports are used primarily to analyze performance to plan and SPLY and to develop detail data for budget planning.</p>	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Moved to report table in the policy; spoke directly to the purpose of the report. Reworded to feature Labor Utilization Report and avoid repeating the same idea from the previous row. Revised the word "PLAN" to reflect "plan," as all letters do not need to be capitalized. Corrected "Labor Utilization Report" to "LURS Report" as part of global change to ensure correct terminology is used.
4-4.3.1 Primary Use of Workhour and Labor Utilization Reports	The Workhour and Labor Utilization Reports are used primarily to analyze performance to PLAN and SPLY and to develop detail data for budget planning.	The Work Hour and LURS Reports are used primarily to analyze performance to plan and SPLY and to develop detail data for budget planning.	Procedure	6 Reports 6.6 Recast Reports	Revised the word "PLAN" to reflect "plan," as all letters do not need to be capitalized. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
4-4.3.1 Primary Use of Workhour and Labor Utilization Reports	Since data for these reports are taken from individual employee pay records, they reflect actual expenditures for the particular reporting period covered. As stated in previous sections, prior period adjustments due to PS Forms 1236-A and 2240 are included in the year-to-date totals. Visibility of these adjustments, by month, particularly for detail budget planning, is lost.	Data for these reports is taken from individual employee pay records to reflect actual expenditures for the reporting period covered. Prior period adjustments, made using PS Forms 1236-A and 2240, are included in the year-to-date totals. Without the recast, visibility of these adjustments, particularly for detail budget planning, is lost.	Procedure	6 Reports 6.6 Recast Reports	Reworded to more definitive language for clarity. Removed "particular" as it is unnecessary. Added "Without the recast" to better contextualize the importance of the recasts in ensuring adjustment visibility isn't lost.
4-4.3.2 Adjustments	4-4.3.2 Adjustments	6.6.1 Adjustments	Procedure	6.6.1 Adjustments	Updated section number to align with document reorganization.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
4-4.3.2 Adjustments	To provide visibility and to reflect actual expenditures by month, the adjustments are applied to correct the pay period data, and special corrected recast reports are generated. The recast reports show, by function, the sum of the hours, leave, and dollars, etc., appearing on the original report plus the adjustments processed to the correct reporting period.	Each month, adjustments are applied to reflect actual expenditures and correct pay period data via corrected recast reports. The recast reports are categorized by function to show the original sum of the hours, leave, and dollars, etc., compared to the adjustments processed for the corrected reporting period.	Procedure	6.6.1 Adjustments	Reworded for clarity. Removed "To provide visibility" as it is repetitive of visibility statement in preceding paragraph in document. Changed "correct reporting period" to "corrected reporting period" to indicate that the reporting period data has been corrected.
4-4.3.2 Adjustments	To provide visibility and to reflect actual expenditures by month, the adjustments are applied to correct the pay period data, and special corrected recast reports are generated. The recast reports show, by function, the sum of the hours, leave, and dollars, etc., appearing on the original report plus the adjustments processed to the correct reporting period.	Reports used for budgeting and forecasting must periodically be validated and corrected by producing Recast Reports. Recast reports use actual data to identify any variance from projected reports and to correct inaccurate data in existing current year or SPLY reports.	Policy	3 Workhour Data Collection and Reporting 3-2 National Workhours Reporting System Recast Reports	Language reframed and recontextualized to fit policy framing and ground reasons for the recast reporting; adjustment periods were consolidated in from 4-4.3.4
4-4.3.3 Processing of Recast Reports	4-4.3.3 Processing of Recast Reports	6.6.2 Processing Recast Reports	Procedure	6.6.2 Processing Recast Reports	Removed extraneous "of" as part of effort to streamline document. Updated section number to align with document reorganization.
4-4.3.3 Processing of Recast Reports	Recast reports are routinely processed following the payroll processing of the last pay period in each fiscal year.	Recast reports are processed following the payroll processing of the last pay period in each fiscal year.	Procedure	6.6.2 Processing Recast Reports	Removed extraneous "routinely", as end of fiscal year payroll processing implies cadence.
4-4.3.3 Processing of Recast Reports	The recast reports reflect adjustments processed for the first pay period of the fiscal year through the pay period the report was processed.	N/A - Removed	N/A - Extraneous	N/A	Removing as extraneous and inaccurate -- recast reports can be used for monthly, SPLY, and YTD.
4-4.3.4 Producing Recast Reports	4-4.3.4 Producing Recast Reports	6.6.3 Producing Recast Reports	Procedure	6.6.3 Producing Recast Reports	Updated section number to align with document reorganization.
4-4.3.4 Producing Recast Reports	Recast reports can be produced for both current fiscal year data and same period last year (SPLY) data.	No change	Procedure	6.6.3 Producing Recast Reports	No change.
N/A	This page intentionally left blank	N/A - Removed	N/A - Extraneous	N/A	Blank pages are unnecessary for new organization of documents.
5 Reserved	5 Reserved --- Reserved for future use ---	N/A - Removed	N/A - Extraneous	N/A	Reserved sections are unnecessary for new organization of documents.
N/A	This page intentionally left blank	N/A - Removed	N/A - Extraneous	N/A	Blank pages are unnecessary for new organization of documents.
6 Management Utilization	6 Management Utilization	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-1 Planning/Budget Cycle	6-1 Planning/Budget Cycle	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-1.1 General	6-1.1 General	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
6-1.1 General	When managers plan, they do so in order to make the future more predictable and controllable and to better cope with change. What is often termed "crisis management" or "fire fighting" is frequently the result of inadequate planning. Because no one can predict the future precisely, problems and crises will occur in any planning process. Having a plan does, however, help the manager to control many problem-causing variables.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
6-1.1 General	Planning can be divided into three general types: conceptual, strategic, and operational. The first two comprise what most people think of as long range planning; the last, operational planning, is concerned with the here and now. The discussions in this chapter will deal with operational planning and the budget cycle. A reasonable and well-developed plan enables development of a sound budget that is responsive to the information available to management.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
6-1.1 General	The Executive Leadership Team (ELT) assesses the needs of the Postal Service and Finance establishes a five-year program outlining the general financial strategies. The program and financial strategies are formulated into an annual request and submitted to the Headquarters functional managers for review and the establishment of policies and objectives for the budget year. After the policy and objectives are established, the budgetary cycle begins.	N/A - Removed	N/A - Extraneous	N/A	Information removed due to being irrelevant. The documents' content is work hours/labor distribution codes. Information on the budgetary cycle is outside scope.
6-1.2 Budget Preparation	6-1.2 Budget Preparation	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-1.2 Budget Preparation	Two separate budgets are prepared by the Postal Service: 1.The President's Budget is prepared in the format required by the Office of Management and Budget (OMB). 2.The Operating Budget is prepared in a format compatible with the functional management organization.	N/A - Removed	N/A - Extraneous	N/A	Information removed due to being irrelevant. The documents' content is work hours/labor distribution codes. Information on the budgetary cycle is outside scope.
6-1.2.1 President's Budget	6-1.2.1 President's Budget	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
6-1.2.1 President's Budget	<p>The President's Budget preparation begins soon after actual audited data for the last year is available and submitted during the December to January timeframe.</p> <ol style="list-style-type: none"> 1.It includes actual data for the fiscal year just ended and estimates data for the next two fiscal years. 2.The first year's estimates are based on the Integrated Financial Plan and the next year's estimates build upon this data. 3.Comparable financial data is included in the congressional budget submission forwarded to Congress in February. 	N/A - Removed	N/A - Extraneous	N/A	Information removed due to being irrelevant. The documents' content is work hours/labor distribution codes. Information on the budgetary cycle is outside scope.
6-1.2.2 Operating Budget	6-1.2.2 Operating Budget	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-1.2.2 Operating Budget	<p>The Operating Budget cycle begins in February after submission of the President's Budget to Congress.</p> <ol style="list-style-type: none"> 1.The functional organizations at Headquarters are requested to formulate goals and objectives consistent with their area of responsibility. 2.These are summarized and submitted to the ELT in April. 3.The technical portions include workload, productivity initiatives and operational program impacts for each area. 4.Following approval of the goals and objectives, preliminary budget requirements are developed. 5.After ELT approval, the final budgets are released to the areas in June or July for allocation to the clusters. 6.By mid-September the areas must complete their distribution and input of the resources by month into the National Budget System. 	N/A - Removed	N/A - Extraneous	N/A	Information removed due to being irrelevant. The documents' content is work hours/labor distribution codes. Information on the budgetary cycle is outside scope.
6-2 System Interfaces and Relationships	6-2 System Interfaces and Relationships	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-2.1 General	6-2.1 General	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-2.1 General	The concept of functional management impacts all Postal Service systems that deal with workhours.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
6-2.2 Accounting System	6-2.2 Accounting System	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-2.2 Accounting System	1.LDCs are carried in all personnel subaccount records through the Journal Voucher System. 2.Personnel subaccount records include FPR functional line numbers.	All personnel subaccount records carry LDCs through the Journal Voucher System, along with functional line numbers.	Procedure	6 Reports 6.4 Financial Performance Report	Reformatted numbered list into single condensed sentence and removed repetitive instances of "personnel subaccount records" to streamline language.
6-2.3 Financial Performance Report	6-2.3 Financial Performance Report	Financial Performance Report (FPR)	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Report title added to remain consistent with report subsection format.
6-2.3 Financial Performance Report	6-2.3 Financial Performance Report	6.4 Financial Performance Report	Procedure	6 Reports 6.4 Financial Performance Report	Updated subheader number to reflect new location in Procedures document.
6-2.3 Financial Performance Report	Functional line numbers in the Financial Performance Report are established as follows:	The report details expenses for personnel activities by functional category, represented by the following functional line numbers:	Procedure	6 Reports 6.4 Financial Performance Report	Reworded for clarity, changing to active voice and placing the table's referent closer to the table.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
6-2.3 Financial Performance Report	[Untitled table] [Column rows] Line Number Title [Row content] 10 Operations — Support 11 Operations — Mail Processing 12 Operations — Delivery Services Rural 13 Operations — Vehicle Services 14 Operations — Customer Services 15 Finance 16 Human Resources 17 Customer Service and Sales 18 Administration (Field) 19 NWRS Control 20 Limited Duty 21 Rehabilitation 22 Operations — City Delivery	[Untitled table] [Column rows] Line Number Title [Row content] 10 Operations — Support 11 Operations — Processing 12 Operations — Delivery Services Rural 13 Operations — Vehicle Services 14 Operations — Customer Services 15 Finance 16 Human Resources 17 Marketing and Communication 18 Administration (Field) 19 NWRS Control 20 Limited Duty 21 Rehabilitation 22 Operations — City Delivery	Procedure	6 Reports 6.4 Financial Performance Report	Removed "mail" from "mail processing" as part of global change from Mail Processing to Processing. Updated department name due to reorg.
6-2.4 Budget System	6-2.4 Budget System	N/A - Removed	N/A - Extraneous	N/A	Header removed as its content was deleted.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
6-2.4 Budget System	1.The functionally-oriented budget process incorporates NWRS. All workhour requirements are stated in LDC terminology included in NWRS. Non-personnel cost requirements are stated in budget line reference terminology. 2.The budget process requires functional involvement at all levels of postal management. 3.The National Budget System is formatted for NWRS inputs.	N/A - Removed	N/A - Extraneous	N/A	Removed as extraneous; describes inputs to the budget process which is not controlled by F-2
6-2.5 MOD System	6-2.5 MOD System	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-2.5 MOD System	The MOD System Management Summary and Operating reports are consistent with NWRS.	N/A - Removed	N/A - Extraneous	N/A	This information is neither policy or procedure. Removing extraneous information from the policy and procedures.
6-3 Reserved	6-3 Reserved --- Reserved for future use ---	N/A - Removed	N/A - Extraneous	N/A	Reserved sections are unnecessary for new organization of documents.
6-4 Report Utilization	6-4 Report Utilization	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-4.1 General	6-4.1 General	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
6-4.1 General	NWRS provides managers with workhour comparisons between Actual, Plan, and SPLY data for analysis of workhour usage.	[Column Headers] Report Title Summary Purpose [Row Content] National Workhours Reporting System (NWRS) Displays work hour information by function (0 to 9) and by LDC subcategory (01 to 99). Actual, Plan, SPLY, % Plan, and % SPLY are shown for the current period and year-to-date. National Workhours Reporting System (NWRS) The NWRS provides managers with workhour comparisons between Actual, Plan, and SPLY data for analysis of workhour usage.	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Moved into reports table in the policy, as this was a tidy summary of the reporting system's purpose. Changed "NWR" to "NWRS" as the latter is the correct way to reference this term. Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS).
6-4.2 Reports	6-4.2 Reports	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
N/A - New Language	N/A - New Language	Effective planning and budgeting must be informed by data and depends on USPS managers at all levels being familiar with and using the following major reports in addition to any reports specific to their functional group. Instructions for data entry, validation, and use of these reports areis detailed in [the procedures], and managers and supervisors are responsible for ensuring that those instructions are followed.	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Added to contextualise the reports table and to emphasize the importance of managers using report data as a source for planning and budgeting.
6-4.2.1 National Workhour Reports	6-4.2.1 National Workhour Reports	6.1 National Workhours Reporting System	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Added report title to table of major reports. Updated title to "National Workhours Reporting System" as this is the correct way to reference the system.
6-4.2.1 National Workhour Reports	National Workhour Reports — EDW Accounting Data Mart (ADM) provides monthly, year-to-date and annual national workhour reports. These reports are available in nine levels of detail as follows: 1.National Total 2.Executive Leadership Team 3.Area 4.Performance Cluster Code (PFC) 5.EDC 6.Manager, Post Office Operations (MPOO) 7.Lead Finance Number 8.Customer Service Operations Manager (CSOM) 9.Einance Number	EDW/ADM provides monthly and year-to-date NWRS Reports covering the following levels of detail: <input type="checkbox"/> National Total <input type="checkbox"/> Executive Leadership Team <input type="checkbox"/> Area <input type="checkbox"/> Performance Cluster Code (PFC) <input type="checkbox"/> Einance Data Control (FDC) <input type="checkbox"/> Manager, Post Office Operations (MPOO) <input type="checkbox"/> Lead Finance Number <input type="checkbox"/> Customer Service Operations Manager (CSOM) <input type="checkbox"/> Einance Number	Procedure	6 Reports 6.1 National Workhour Report	Removed the beginning descriptor of "National Workhour Report" as this is information resides beneath that section header. Thus it would be redundant. Changed to bullet point list so as not to appear as steps. Wrote out what the FDC acronym stands for: "Finance Data Control." Updated "workhour" to "work hour" as part of global change to correct the term except when used as part of a proper name, such as the National Workhours Reporting System (NWRS). Changed "National Workhour Report" to "NWRS Report" to reflect current usage of the term.
6-4.2.1 National Workhour Reports	National Workhour Reports display workhour information by function (0 to 9) and by LDC subcategories (01 to 99). Actual, Plan, SPLY, Percent Plan, and % SPLY are shown for the current period and year-to-date.	National Workhour Reports display workhour information by function (0 to 9) and by LDC subcategories (01 to 99). Actual, Plan, SPLY, % Plan, and % SPLY are shown for the current period and year-to-date for the functional categories and LDCs within each function.	Procedure	6 Reports 6.1 National Workhour Report	Consolidated with former 4-4.1.1 language ("functional categories and LDCs within each function.") to reduce redundancy. Changed the word "percent" to the symbol "%" for consistency.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
6-4.2.1 National Workhour Reports	National Workhour Reports display workhour information by function (0 to 9) and by LDC subcategories (01 to 99). Actual, Plan, SPLY, Percent Plan, and % SPLY are shown for the current period and year-to-date.	<p>[Column Headers] Report Title Summary Purpose</p> <p>[Row Content] National Workhours Reporting System (NWRS) Displays workhour information by function (0 to 9) and by LDC subcategory (01 to 99). Actual, Plan, SPLY, % Plan, and % SPLY are shown for the current period and year-to-date. The NWRS provides managers with work hour comparisons between Actual, Plan, and SPLY data for analysis of work hour usage. The Work Hour and LURS Reports are used primarily to analyze performance to plan and SPLY and to develop detailed data for budget planning.</p>	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Minor edits to fit new table context.
6-4.2.2 Labor Utilization Reports	6-4.2.2 Labor Utilization Reports	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
N/A - New Language	N/A - New Language	Report title Summary Purpose	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Column headings created for the table
6-4.2.2 Labor Utilization Reports	Labor Utilization Reports are based on payroll data, displaying information by function and LDC. Hours worked, overtime, leave, hours paid, salary dollars, benefits and hourly rates are shown for the current period and year-to-date.	<p>[Column Headers] Report Title Summary Purpose</p> <p>[Row Content] Labor Utilization Report System (LURS) Displays payroll data by function and LDC. Hours worked, overtime, leave, hours paid, salary dollars, benefits, and hourly rates are shown for the current period and year-to-date. The Labor Utilization Report System is primarily used in conjunction with NWRS to analyze performance to plan and SPLY and to develop detailed data for budget planning.</p>	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Consolidated and reframed for table format. Corrected "Labor Utilization Report" to "Labor Utilization Report System" as part of global change to ensure correct terminology is used.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
N/A - New Language	N/A - New Language	<p>[Column Headers] Report Title Summary Purpose</p> <p>[Row Content] Financial Performance Report (FPR) Provides a comparison of actual to planned expenses and revenues within a defined time period and at year-to-date. FPR also allows comparisons of current data with SPLY data and provides summary variations in percentage terms and dollar terms. FPR provides managers and Finance with useful comparisons of current financial performance compared with projected financial performance. This report is used in conjunction with the NWRS to analyze performance, inform resource allocation, and flag anomalies within finance categories rather than LDC.</p>	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Language added to describe the FPR which is otherwise not described. Content drawn from image in Appendix B.
N/A - New Language	N/A - New Language	<p>[Column Headers] Report Title Summary Purpose</p> <p>[Row Content] Financial Performance Report (FPR) Provides a comparison of actual to planned expenses and revenues within a defined time period and at year-to-date. FPR also allows comparisons of current data with SPLY data and provides summary variations in percentage terms and dollar terms. FPR provides managers and Finance with useful comparisons of current financial performance compared with projected financial performance. This report is used in conjunction with the NWRS to analyze performance, inform resource allocation, and flag anomalies within finance categories rather than LDC.</p>	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Language added to provide context for why the FPR is used and how it differs from other reports. Changed "NWR" to "NWRS" as the latter is the correct way to reference this term.
N/A - New Language	N/A - New Language	This report is used primarily by unit managers to track temporary staffing changes and assess the need to reallocate personnel.	Policy	3 Workhour Data Collection and Reporting 3-3 Reports	Language added to provide context for why and by whom this report is primarily used.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information	Appendix A Labor Distribution Code Information	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	Updated section title as Appendices have moved up due to placing LDC Definitions into separate document.
Appendix A Labor Distribution Code Information	Labor Distribution Code Definitions Appendix A includes the following tables: • Labor Distribution Code Definitions (pages 49-59). • Labor Distribution Code/MOD Operation Number Crosswalk (pages 60-63).	Labor Distribution Code Definitions	LDC Definitions	Labor Distribution Code Definitions	Updated organization to have Appendix A be the Labor Distribution Code Definitions, with the Labor Distribution Code/MOD Operation Number Crosswalk being updated and moved to Appendix B. This separation allowed made the removed information obsolete.
Appendix A Labor Distribution Code Information table	Labor Distribution Code Definitions [table listing of Labor Distribution Code definitions for labor codes 01-99] 0: Operations - Support [Row content] 01 Supervision All supervisory work hours used in support of the Operations Support functions, including Environmental Manager, Manager, Operation Program Support, Manager, In-Plant Support, and Manager, Address Systems. 02 Quality Improvement All non-supervisory work hours used in the quality control activities and others assigned to this activity. 03 Industrial Engineering All non-supervisory work hours used by the industrial engineer and others assigned to this activity in the processing centers, such as In-Plant Support staff except Quality Improvement personnel. 04 Address Management Systems All non-supervisory work hours of Operations Support employees involved in the maintenance and quality control of the ZIP+4 address information system.	0: Operations — Support [Row content] 01 Supervision All supervisory work hours used in support of the Processing, Delivery and Retail Support functions, Division Manager Operations Support, Manager Processing Support, and Manager Address Management Systems. 02 Quality Improvement All non-supervisory work hours used in the quality control activities and others assigned to this activity. 03 Industrial Engineering All non-supervisory work hours used by the industrial engineer and others assigned to this activity in the processing centers, such as Processing Support staff except Quality Improvement personnel. 04 Address Management Systems All non-supervisory work hours of Delivery and Retail Support employees involved in the maintenance and quality control of the ZIP+4 address information system.	LDC Definitions	Labor Distribution Code Definitions	Updated job titles due to reorg. Removed Manager Environmental Implementation as are only two nationwide.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>05 Production Planning All non-supervisory work hours of Operations Support employees involved in support of logistics and transportation activities.</p> <p>06 Unassigned</p> <p>07 Environmental Management All non-supervisory work hours used in the Environmental Management group and others assigned to this activity in support of environmental compliance.</p> <p>08 Administrative & Clerical All non-supervisory work hours of Operations Support employees involved in miscellaneous office work and record keeping.</p> <p>09 Delivery and Retail Programs All non-supervisory work hours of Operations Support employees involved in delivery and retail programs activities that include delivery and vehicle programs specialist, delivery and vehicle programs analysts, delivery service analysts, retail programs specialists, and Operations Mails activities.</p>	<p>05 Production Planning All non-supervisory work hours of Processing Support employees involved in support of logistics activities.</p> <p>06 Unassigned</p> <p>07 Environmental Management All non-supervisory work hours used in the Environmental Management group and others assigned to this activity in support of environmental compliance.</p> <p>08 Administrative & Clerical All non-supervisory work hours of Processing, Delivery and Retail Support employees involved in miscellaneous office work and recordkeeping.</p> <p>09 Delivery and Retail Programs All non-supervisory work hours of Delivery and Retail Support employees involved in delivery and retail programs activities that include Delivery Support Specialists, Retail Support Specialists, and Post Office Support Specialists.</p>	LDC Definitions	Labor Distribution Code Definitions	Updated job titles due to reorg.
Appendix A Labor Distribution Code Information table	1: Operations - Mail Processing	1: Operations - Processing	LDC Definitions	Labor Distribution Code Definitions	Removed "Mail" from "Mail Processing" as part of global change from Mail Processing to Processing.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>10 Supervision All supervisory work hours used in support of both direct and indirect mail processing activities including the Supervisor RBCS Systems, Manager, Distribution Operations, Supervisor, Distribution Operations, and Supervisors, International.</p> <p>11 Automation Letters/Flats All non-supervisory work hours used in the automated processing and distribution of letters and flats on equipment.</p> <p>12 Mechanized Distribution Letters/Flats All non-supervisory work hours used in the mechanized processing and distribution of letters and flats on equipment.</p> <p>13 Parcel Processing All non-supervisory work hours used in the mechanized processing and distribution of parcels, non- machinable outsides, small parcels, bundles, IPPs, and sacks on mechanized equipment.</p> <p>14 Manual Distribution All non-supervisory work hours used in the manual distribution of letters, flats, and parcels to Plants, International Service Centers (ISC), Delivery Units, and Associate Offices (AO).</p>	<p>10 Supervision All supervisory work hours used in support of both direct and indirect processing activities including the Manager Distribution Operations, Supervisor Distribution Operations, Supervisor Computer Mail Forwarding Operations, and Supervisor Remote Encoding Operations.</p> <p>11 Automation Letters/Flats All non-supervisory work hours used in the automated processing and distribution of letters and flats on equipment.</p> <p>12 Mechanized Distribution Letters/Flats All non-supervisory work hours used in the mechanized processing and distribution of letters and flats on equipment.</p> <p>13 Parcel Processing All non-supervisory work hours used in the mechanized processing and distribution of parcels, non- machinable outsides, small parcels, bundles, IPPs, and sacks on mechanized equipment.</p> <p>14 Manual Distribution All non-supervisory work hours used in the manual distribution of letters, flats, and parcels to Plants, International Service Centers (ISC), Delivery Units, and Associate Offices (AO).</p>	LDC Definitions	Labor Distribution Code Definitions	In "10 Supervision" removed "Mail" from "Mail Processing" as part of global change from Mail Processing to Processing. Updated job titles due to reorg. Removed obsolete job titles such as Supervisor RBCS Systems.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>15 Remote Barcode System All non-supervisory work hours used in keying address information for images that the barcode reader (BCR) and OCR cannot resolve. The images are from flats, letters, parcels, or mixed mail volumes. Keyers can be at a plant or REC. Includes activities in support of REC including training, hiring, and administrative support duties.</p> <p>16 Fixed Mechanization All non-supervisory work hours used in the fixed mechanized and tray sorter operations including loading/unloading of trays, sacks, parcels, and outsides on/off the conveyor line and into dispatch containers. Includes separation of sacks, pouches, or outsides by sorting machines, and separation of outside parcels when worked on the platform by sorting machines.</p>	No Change	LDC Definitions	Labor Distribution Code Definitions	No change to content
Appendix A Labor Distribution Code Information table	<p>17 Other Direct Operations All non-supervisory work hours used in other direct operations activities. This includes presort mail, cancellations, collection mail separations, tabbing operations, metered/permit mail preparation, separating debris/loose mail at NDC's, other mail preparation, scanning, return to sender reject finalization, opening unit preparation, tray separation, in house mail transport, pouching, dispatch operations preparation, AMC/AMF ramp activities, automatic tray unsleeper, SWYB/MSWYB/AAA activities, platform operations, mechanized dumping, tow operator, forklift operator, expeditor, manual sack and outside sortation, Priority Mail shape separations, automated coding, billing and dispatching activities.</p>	<p>17 Other Direct Operations All non-supervisory work hours used in other direct operations activities. This includes presort mail, cancellations, collection mail separations, tabbing operations, metered/permit mail preparation, separating debris/loose mail, other mail preparation, scanning, return to sender reject finalization, opening unit preparation, tray separation, in house mail transport, pouching, dispatch operations preparation, AMC/AMF ramp activities, automatic tray unsleeper, SWYB/MSWYB/AAA activities, platform operations, mechanized dumping, tow operator, forklift operator, expeditor, manual sack and outside sortation, Priority Mail Express shape separations, automated coding, billing and dispatching activities.</p>	LDC Definitions	Labor Distribution Code Definitions	Removed reference to NDCs as the NDC network is winding down. Changed "Express Mail" to "Priority Mail Express" to reflect current terminology.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>18 Indirect/Related All non-supervisory work hours used in indirect or related mail processing activities. This includes the following activities: waste mail verification and destruction, rewrap and damaged parcels, firm direct verification, Express Mail, mechanized forwarding system, non-distribution foreign mail processing, scheme examiners, mail order/publication houses, empty equipment handling, miscellaneous mail processing activities, registry section, miscoded/uncoded mail processing, Mail Flow Controllers at NDC's, business reply and postage due. Also included are hours for standby time, QWL time, record keeping, office work, steward's duty time, travel time, and meeting time.</p>	<p>18 Indirect/Related All non-supervisory work hours used in indirect or related processing activities. This includes the following activities: waste mail verification and destruction, rewrap and damaged parcels, firm direct verification, Priority Mail Express, mechanized forwarding system, non-distribution foreign processing, scheme examiners, mail order/publication houses, empty equipment handling, miscellaneous processing activities, registry section, miscoded/uncoded processing, business reply and postage due. Also included are hours for standby time, QWL time, record keeping, office work, steward's duty time, travel time, and meeting time.</p>	LDC Definitions	Labor Distribution Code Definitions	In all areas referencing mail processing, removed "mail" as part of global change from Mail Processing to Processing. Removed "Mail Flow Controller" (and reference to NDCs) because the job is being phased out as the NDC network is winding down. Changed "Express Mail" to "Priority Mail Express" to reflect current terminology.
Appendix A Labor Distribution Code Information table	<p>19 Unassigned 2: Operations -Delivery Services 20 Supervision All supervisory work hours used in support of Delivery Services activities. 21 City Delivery — Office Time All non-supervisory work hours used in the office on city delivery regular and auxiliary letter routes (excluding combination routes and router hours). Also includes standby time, steward's duty time, travel time, and meeting time. 22 City Delivery — Street Time All non-supervisory work hours used on the street on city delivery regular and auxiliary letter routes (excluding combination routes and router hours).</p>	No change	LDC Definitions	Labor Distribution Code Definitions	No change

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>23 City Delivery — Other All non-supervisory work hours used for delivery of parcel post routes, relay routes, combination routes, intra/inter-city runs other than those made by motor vehicle operators and Express Mail delivery.</p> <p>24 Delivery Initiatives All non-supervisory work hours used for Sunday package delivery and other special initiatives.</p> <p>25 Rural Delivery All non-supervisory work hours used by rural carriers, substitute, associate, auxiliary rural carriers, and clerical and city delivery employees temporarily working on a rural route.</p>	<p>23 City Delivery — Other All non-supervisory work hours used for delivery of parcel post routes, relay routes, combination routes, intra/inter-city runs other than those made by motor vehicle operators and Priority Mail Express delivery.</p> <p>24 Delivery Initiatives All non-supervisory work hours used for Sunday package delivery and other special initiatives.</p> <p>25 Rural Delivery All non-supervisory work hours used by rural carriers, as well as clerical and city delivery employees temporarily working on a rural route.</p>	LDC Definitions	Labor Distribution Code Definitions	Updated "Express Mail" to "Priority Mail Express" to reflect current product terminology. Removed "substitute, associate, and auxiliary" as 25 - Rural Delivery applies generally to all rural carriers.
Appendix A Labor Distribution Code Information table	<p>26 Carrier Customer Support Activity All non-supervisory work hours supporting carrier case labeling and AMS-related activities.</p> <p>27 Collections All non-supervisory work hours used to provide regular and Express Mail collection service. Does not include combination routes and hours used in collection of mail on city delivery routes.</p> <p>28 Tertiary — City Carriers All non-supervisory work hours used performing tertiary distribution of carrier mail.</p> <p>29 Routers — Office All non-supervisory work hours used by delivery service employees assigned to router positions, responsible for casing mail for more than one delivery assignment.</p>	<p>26 Carrier Customer Support Activity All non-supervisory work hours supporting carrier case labeling and AMS-related activities.</p> <p>27 Collections All non-supervisory work hours used to provide regular and Priority Mail Express collection service. Does not include combination routes and hours used in collection of mail on city delivery routes.</p> <p>28 Tertiary — City Carriers All non-supervisory work hours used performing tertiary distribution of carrier mail.</p> <p>29 Routers — Office All non-supervisory work hours used by delivery service employees assigned to router positions, responsible for casing mail for more than one delivery assignment.</p>	LDC Definitions	Labor Distribution Code Definitions	Updated "Express Mail" to "Priority Mail Express" to reflect current product terminology.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>3: Operations - Maintenance 3A Vehicle Services</p> <p>30 Supervision — Vehicle Services All supervisory work hours used in support of vehicle operations and maintenance including the Manager, Transportation Networks, Supervisor, Transportation Operations, and Manager, Vehicle Maintenance.</p> <p>31 Administrative & Clerical All non-supervisory work hours used by employees involved in miscellaneous office work and record keeping in support of vehicle maintenance facilities (VMF) and motor vehicle services (MVS). Also includes hours used for steward's duty time and travel time.</p>	<p>3A Vehicle Services</p> <p>30 Supervision — Vehicle Services All supervisory work hours used in support of vehicle operations and maintenance including the Manager Logistics, Supervisor Logistics Operations, and Manager Vehicle Maintenance.</p> <p>31 Administrative & Clerical All non-supervisory work hours used by employees involved in miscellaneous office work and record keeping in support of vehicle maintenance facilities (VMF) and motor vehicle services (MVS). Also includes hours used for steward's duty time and travel time.</p>	LDC Definitions	Labor Distribution Code Definitions	Updated job titles due to reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>32 Vehicle Maintenance All non-supervisory work hours of Operations Maintenance employees involved in the repair of postal vehicles including removal and installation of individual parts or major component parts, diagnosing and resolving mechanical and electrical problems, adjustments, tune-ups, conducting road tests, operating test equipment, performing routine services incidental to the proper maintenance of postal vehicles, lubricating vehicles, changing tires, filter and oil changes, washing and fueling vehicles, and cleaning the maintenance facility.</p> <p>33 VOMA Support All non-supervisory work hours of Operations Maintenance employees assigned to VOMA positions.</p> <p>34 Vehicle Operations All non-supervisory work hours used by motor vehicle and tractor-trailers operators (PVS drivers) Includes hours used while on standby time and drivers spotting trailers on platform and in the yard.</p>	<p>32 Vehicle Maintenance All non-supervisory work hours of Vehicle Maintenance employees involved in the repair of postal vehicles including removal and installation of individual parts or major component parts, diagnosing and resolving mechanical and electrical problems, adjustments, tune-ups, conducting road tests, operating test equipment, performing routine services incidental to the proper maintenance of postal vehicles, lubricating vehicles, changing tires, filter and oil changes, washing and fueling vehicles, and cleaning the maintenance facility.</p> <p>33 VOMA Support All non-supervisory work hours of Vehicle Maintenance employees assigned to VOMA positions.</p> <p>34 Vehicle Operations All non-supervisory work hours used by motor vehicle operators, tractor-trailer operators, and postal vehicle operators (PVS drivers). Includes hours used while on standby time and drivers spotting trailers on platform and in the yard.</p>	LDC Definitions	Labor Distribution Code Definitions	Updated department names and job titles due to reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>3B Plant and Equipment Maintenance</p> <p>35 Supervision — Plant/Equip Maintenance All supervisory work hours used in support of plant and equipment maintenance including Manager, Maintenance Operations, Supervisor, Maintenance Operations, Manager/Supervisor, Maintenance Operations Support, Manager, Field Maintenance Operations, and Maintenance Engineering Specialist (management hours only).</p>	<p>3B Plant and Equipment Maintenance</p> <p>35 Supervision — Plant/Equip Maintenance All supervisory work hours used in support of plant and equipment maintenance including Manager Maintenance Operations, Supervisor Maintenance Operations, Manager/Supervisor Maintenance Support, and Manager Field Maintenance Operations (management hours only).</p>	LDC Definitions	Labor Distribution Code Definitions	Updated department names and job titles due to reorg.
Appendix A Labor Distribution Code Information table	<p>36 Postal Operating Equipment All non-supervisory work hours of Operations Maintenance employees involved in all activities devoted to both fixed and non-fixed mail processing equipment, postal scales (BMEU/Customer Service), lobby and SSPC stamp vending equipment, and all other equipment that is uniquely designed and deployed for mail handling or other proprietary postal functions.</p>	<p>36 Postal Operating Equipment All non-supervisory work hours of Maintenance employees involved in all activities devoted to both fixed and non-fixed processing equipment, postal scales (BMEU/Customer Service), lobby and SSPC stamp vending equipment, and all other equipment that is uniquely designed and deployed for mail handling or other proprietary postal functions.</p>	LDC Definitions	Labor Distribution Code Definitions	Removed "mail" from "mail processing" as part of global change from Mail Processing to Processing. Updated department name due to reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>37 Building Systems Equipment All non-supervisory work hours of Operations Maintenance employees involved in all building maintenance activities and all activities devoted to the maintenance of building utilities, heating, air conditioning, lighting, and other plant equipment. Also includes any activities devoted to the maintenance of conventional support equipment such as clocks, typewriters, office furniture, etc.</p> <p>38 Building Services — Custodial All non-supervisory work hours of Operations Maintenance employees involved in custodial activities and protective services provided by maintenance employees in those buildings requiring guards in which Inspection Service Security Force personnel have not been authorized.</p> <p>39 Maintenance, Planning, Control & Stores All non-supervisory work hours of Operations Maintenance employees involved in maintenance control, work scheduling, record keeping, inventory control, etc. Includes activities performed by personnel in the maintenance control sections and in the tools and parts stockrooms. Also includes steward's duty time, travel time, and standby time.</p>	<p>37 Building Systems Equipment All non-supervisory work hours of Maintenance employees involved in all building maintenance activities and all activities devoted to the maintenance of building utilities, heating, air conditioning, lighting, and other plant equipment. Also includes any activities devoted to the maintenance of conventional support equipment such as clocks, typewriters, office furniture, etc.</p> <p>38 Building Services — Custodial All non-supervisory work hours of Maintenance employees involved in custodial activities and protective services provided by maintenance employees in those buildings requiring guards in which Inspection Service Security Force personnel have not been authorized.</p> <p>39 Maintenance, Planning, Control & Stores All non-supervisory work hours of Maintenance employees involved in maintenance control, work scheduling, recordkeeping, inventory control, etc. Includes activities performed by personnel in the maintenance control sections and in the tools and parts stockrooms. Also includes steward's duty time, travel time, and standby time.</p>	LDC Definitions	Labor Distribution Code Definitions	Removed space in recordkeeping as American English conventions call for it being written as one word. Updated department names due to reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>4: Operations - Customer Service 40 Supervision All supervisory work hours in support of Customer Services activities.</p> <p>41 Unit Distribution — Automated/Mechanized All non-supervisory work hours used at stations, branches, and associate offices involved in the automated/mechanized distribution of letters and flats.</p> <p>42 Business Return Service All non-supervisory work hours used at stations, branches, and associate offices for activities associated with the identification of Merchandise Return Service and Business Reply Mail (BRM) by permit number, counting, weighing, and rating, dispatch, customer account maintenance and other tasks associated with the processing of this service. Also includes work hours associated with the staging, scanning, and dispatching of Parcel Return Service (PRS) packages. Do not charge hours used in the incidental handling of this type of workload to this operation, these should be charged to the operation in which the incidental handling occurred.</p>	No change	LDC Definitions	Labor Distribution Code Definitions	No change

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>43 Unit Distribution — Manual All non-supervisory work hours used at stations, branches, and associate offices for manual distribution of all mail types to carrier routes and box sections. Includes allied distribution activities including setup/ stage, pull down, spreading of mail, and the distribution of carrier route sorted bundles. Excludes distribution of mail to Post Office boxes.</p> <p>44 Post Office Box Distribution All non-supervisory work hours used at stations, branches, and associate offices for manual distribution of all mail types to Post Office boxes, dedicated box mail distribution cases, and detached Post Office box units.</p>	<p>43 Unit Distribution — Manual All non-supervisory work hours used at stations, branches, and associate offices for manual distribution of all mail types to carrier routes and box sections. Includes allied distribution activities including setup/ stage, pull down, spreading of mail, and the distribution of carrier route sorted bundles. Excludes distribution of mail to Operating Unit boxes.</p> <p>44 Operating Unit Box Distribution All non-supervisory work hours used at stations, branches, and associate offices for manual distribution of all mail types to Operating Unit boxes, dedicated box mail distribution cases, and detached Operating Unit box units.</p>	LDC Definitions	Labor Distribution Code Definitions	Updated "Post Office" boxes to reflect "Operating Unit" boxes as part of a global change to ensure all units are included in the language.
Appendix A Labor Distribution Code Information table	<p>45 Window Service All non-supervisory work hours used at stations, branches, and associate offices in serving customers at windows, firm callers, general delivery customers, and other activities in support of retail operations. Includes work hours used in serving customers in the lobby and other activities in support of retail operations (lobby assistant). Also includes work hours used by SSA to perform in person proofing for the candidates that will be hired by Census.</p> <p>46 Unassigned</p> <p>47 Administrative & Clerical (CAG H-L Offices) All non-supervisory work hours used at stations, branches, and associate offices in Customer Services activities in CAG H-L offices only</p>	No change	LDC Definitions	Labor Distribution Code Definitions	No change

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>48 Administrative & Clerical — Customer Services All non-supervisory work hours used at stations, branches, and associate offices for scanning of all mail types using handheld scanner, delivery of Express Mail by non-carrier employees, dispatch activities, processing of Premium Forwarding Service (PFS) or reshipments. Also included are hours used in support of delivery service, such as working Postage Dues, Insured, COD, Customs, serving the carrier cage; performing markup activities in units other than Computerized Forwarding System (CFS) sites, miscellaneous office work and record keeping, standby time, steward's duty time, travel time, and meeting time.</p> <p>49 Computerized Forwarding Systems All non-supervisory work hours used at Computerized Forwarding Systems (CFS) sites for processing of all non-machinable letters, machinable and non-machinable flats, CIOSS rejects, and flat PARS rejects on a flat forwarding terminal or non-mechanized terminal. Both forwardable, non-ACS and ACS RTS mail flows are included.</p>	No change	LDC Definitions	Labor Distribution Code Definitions	No change

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>5: Finance 50 Supervision All supervisory work hours used in support of Finance activities including Manager, Finance, Supervisor, Finance, Supervisor, Statistical Programs Coordinator, Supervisor, Accounting Services, and Supervisor, TACS Operations.</p> <p>51 Unassigned</p> <p>52 Administrative & Clerical — Accounting Services All non-supervisory work hours used by employees involved in miscellaneous office work, record keeping, clerical, data entry, or related work associated with foreign mail and in support of international accounting and other programs designated by Headquarters.</p> <p>53 Unassigned</p> <p>54 Budget and Financial Analysis All non-supervisory work hours used by Finance employees in the preparation, tracking, and control of financial budgets and all financial analysis activities.</p>	<p>50 Supervision All supervisory work hours used in support of Finance activities including Manager Finance & Budget, Supervisor Statistical Programs, Supervisor Accounting Service Center, and Supervisor TACS Help Desk.</p> <p>51 Unassigned</p> <p>52 Administrative & Clerical — Accounting Services All non-supervisory work hours used by employees involved in miscellaneous office work, recordkeeping, clerical, data entry, or related work associated with foreign mail and in support of international accounting and other programs designated by Headquarters.</p> <p>53 Unassigned</p> <p>54 Budget and Financial Analysis All non-supervisory work hours used by Finance employees in the preparation, tracking, and control of financial budgets and all financial analysis activities.</p>	LDC Definitions	Labor Distribution Code Definitions	Updated department names and job titles due to reorg. Removed unnecessary commas as part of streamlining and polishing the document.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>55 Internal Control Group (ICG) All non-supervisory work hours used by employees involved in miscellaneous office work and record keeping for internal control activities.</p> <p>56 Administrative & Clerical — Finance All non-supervisory work hours used for Finance activities that cannot be classified into another existing operation. Includes hours for treatment in medical unit, first aid, civil defense activities, and consultation with the Human Resources section. Also includes steward's duty time and travel time.</p> <p>57 Statistical Programs All non-supervisory work hours of finance employees involved in C/RA data collection activities including foreign Revenue, Pieces, and Weights (RPW); international ODIS; and terminal dues data collection activities. Includes administration of all tests and edit, review, and processing of all documents and related forms.</p>	<p>55 Unassigned</p> <p>56 Administrative & Clerical — Finance All non-supervisory work hours used for Finance activities that cannot be classified into another existing operation. Includes hours for treatment in medical unit, first aid, civil defense activities, and consultation with the Human Resources section. Also includes steward's duty time and travel time.</p> <p>57 Statistical Programs All non-supervisory work hours of finance employees involved in C/RA data collection activities including foreign Revenue, Pieces, and Weights (RPW); international ODIS; and terminal dues data collection activities. Includes administration of all tests and edit, review, and processing of all documents and related forms.</p>	LDC Definitions	Labor Distribution Code Definitions	Changed LDC 55 to "Unassigned", as this LDC is no longer in use.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>58 Other Timekeeping All non-supervisory work hours recorded in operations that are not valid nationally or locally are defaulted by the system to this operation. All work hours should be adjusted from this operation number.</p> <p>59 Unassigned</p> <p>6: Human Resources</p> <p>60 Supervision All supervisory work hours in support of employee and labor relations activities, including doctors and head nurses.</p> <p>61 Labor Relations Activities All non-supervisory work hours used by Human Resources employees involved in office work, record keeping, and miscellaneous labor relations activities. Also includes steward's duty time and travel time.</p> <p>62 Personnel Services All non-supervisory work hours of employees performing record keeping or clerical work that cannot be classified in another operation.</p>	<p>58 Other Timekeeping All non-supervisory work hours recorded in operations that are not valid nationally or locally are defaulted by the system to this operation. All work hours should be adjusted from this operation number.</p> <p>59 Unassigned</p> <p>6: Human Resources</p> <p>60 Supervision All supervisory work hours in support of employee and labor relations activities, including doctors and head nurses.</p> <p>61 Labor Relations Activities All non-supervisory work hours used by Labor Relations employees involved in office work, recordkeeping, and miscellaneous labor relations activities. Also includes steward's duty time and travel time.</p> <p>62 Personnel Services All non-supervisory work hours of employees performing recordkeeping or clerical work that cannot be classified in another operation.</p>	LDC Definitions	Labor Distribution Code Definitions	Removed space in recordkeeping as American English conventions call for it being written as one word. Updated department name as part of reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>63 Safety and Health All non-supervisory work hours of Human Resources employees involved in injury compensation or safety and health programs, including bargaining unit nurses.</p> <p>64 EEO/Affirmative Action All non-supervisory work hours of Human Resources employees involved in Equal Employment Opportunity (EEO) and affirmative action programs.</p> <p>65 Training Support All non-supervisory work of instructors devoted to training other employees. Do not include the time employees engaged in production work where the training is only incidental to their regular duties.</p> <p>66 Injury Compensation All non-supervisory work hours of Human Resources employees involved in the support of injury compensation activities.</p>	No change.	LDC Definitions	Labor Distribution Code Definitions	No change

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>7: Marketing and Communication 70 Supervision All supervisory work hours used in support of Marketing and Communication activities including Manager, Customer Service Support, Supervision, Business Mail Entry, Customer Care Centers, Manager, Postal Business Centers, Manager Commercial Accounts, Manager, Consumer Affairs and Claims and Manager, Business Mail Entry.</p> <p>71 Commercial Sales and Account Management All non-supervisory work hours of commercial account representatives and others assigned to this activity.</p> <p>72 Postal Business Center All non-supervisory work hours of employees who provide technical support to commercial sales and marketing activities as well as those who provide product training and support to postal personnel and customers. Includes work hours for Commercial Programs Specialist, Sales Information and Promotion Specialist, and Express Mail Coordinator.</p>	<p>7: Marketing and Communication 70 Supervision All supervisory work hours used in support of Marketing and Communication activities including Supervisor Business Mail Entry, Manager Customer Care Center, Manager Consumer Affairs, and Manager Business Mail Entry.</p> <p>71 Commercial Sales and Account Management All non-supervisory work hours of commercial account representatives and others assigned to this activity.</p> <p>72 Postal Business Center All non-supervisory work hours of employees who provide technical support to commercial sales and marketing activities as well as those who provide product training and support to postal personnel and customers. Includes work hours for Commercial Programs Specialist, Sales Information and Promotion Specialist, and Express Mail Coordinator.</p>	LDC Definitions	Labor Distribution Code Definitions	Updated job titles due to reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>73 Expedited Mail Service All non-supervisory work hours of employees who provide support to merchandising programs, sales promotion, telemarketing, and group selling. Includes hours of the sales information specialist and sales promotion specialists.</p> <p>74 Retail Marketing All non-supervisory work hours of employees who provide support to public and employee communications activities.</p> <p>75 Claims & Inquires All non-supervisory work hours of Marketing and Communications employees who are accepting and processing claims and responding to customer inquiries of claims and dead mail. Do not charge the handling of claims, inquiries, and so forth that are incidental to other operations to this operation.</p> <p>76 Customer Care Centers All non-supervisory work hours of employees who are responding to customer complaints, inquiries, and suggestions. Employees with daily customer contact, such as window clerks and carriers, are not to use this operation regardless of the number of hours involved.</p>	No change	LDC Definitions	Labor Distribution Code Definitions	No change

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>77 Accountable Paper All non-supervisory work hours of employees involved in the receipt, storage, and distribution of accountable paper within an installation designated to distribute accountable paper.</p> <p>78 Administrative & Clerical — Customer Services Support All non-supervisory work hours of employees involved in miscellaneous office work and record keeping for the Customer Services Support function. Also includes the record keeping and paperwork required by the Express Mail program, steward's duty time, and travel time.</p>	<p>77 Accountable Paper All non-supervisory work hours of employees involved in the receipt, storage, and distribution of accountable paper within an installation designated to distribute accountable paper.</p> <p>78 Administrative & Clerical — Customer Services Support All non-supervisory work hours of employees involved in miscellaneous office work and record keeping for the Customer Services Support function. Also includes the recordkeeping and paperwork required by the Priority Mail Express program, steward's duty time, and travel time.</p>	LDC Definitions	Labor Distribution Code Definitions	Removed space in recordkeeping as American English conventions call for it being written as one word. Updated "Express Mail" to "Priority Mail Express" to reflect current terminology.
Appendix A Labor Distribution Code Information table	<p>79 Mailing Requirements and Business Mail Entry All non-supervisory work hours of Mail Processing employees used to verify that mail meets presort and other preparation requirements. Includes work hours of employees who are accepting and processing mailing permits and responding to customer inquiries of mailing requirements.</p>	<p>79 Mailing Requirements and Business Mail Entry All non-supervisory work hours of Business Mail Entry employees used to verify that mail meets presort and other preparation requirements. Includes work hours of employees who are accepting and processing mailing permits and responding to customer inquiries of mailing requirements.</p>	LDC Definitions	Labor Distribution Code Definitions	Removed "mail" from "mail processing" as part of global change from Mail Processing to Processing. Updated department name due to reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>8: Administration (Field) 80 Postmaster or Installation Manager All work hours used by postmasters and/or installation heads.</p> <p>81 Supervision and Administrative All supervisory work hours of Administration employees who report directly to the postmaster or installation head including employees such as the Manager, Customer Service Operations, Manager, Information Systems and others reporting to the postmaster/installation head. Includes work hours used in the supply section, including photocopy/high volume printing operation. Does not include work hours of functional managers.</p>	<p>8: Administration (Field) 80 Postmaster or Installation Manager All work hours used by Postmasters and/or Installation Heads.</p> <p>81 Supervision and Administrative All supervisory work hours of Administration employees who report directly to the postmaster or Installation Head including employees such as the Manager Customer Service Operations, Manager, Information Systems and others reporting to the Postmaster/Installation Head. Includes work hours used in the supply section, including photocopy/high volume printing operation. Does not include work hours of Functional Managers.</p>	LDC Definitions	Labor Distribution Code Definitions	No change to content. Capitalized job titles. Removed comma from "Manager Customer Service Operations" to reflect current job title convention.
Appendix A Labor Distribution Code Information table	<p>82 Administrative & Clerical All non-supervisory work hours of Administration employees involved in clerical and administrative functions who report to the postmaster or installation head, or those who report directly to the postmaster or installation head. Includes work hours used in the supply section, including photocopy/ high volume printing operation, steward's duty time, and travel time. These employees report to supervisors and managers in LDC's 80 and 81.</p>	<p>82 Administrative & Clerical All non-supervisory work hours of Administration employees involved in clerical and administrative functions who report to the Postmaster or Installation Head, or those who report directly to the Postmaster or Installation Head. Includes work hours used in the supply section, including photocopy/ high volume printing operation, steward's duty time, and travel time. These employees report to supervisors and managers in LDCs 80 and 81.</p>	LDC Definitions	Labor Distribution Code Definitions	No change to content. Capitalized job titles. Removed erroneous apostrophe from "in LDC's 80 and 81" as an apostrophe is not used to indicate a plural.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>83 Purchasing All supervisory and non-supervisory work hours of Administration employees involved in procurement and contractual activities.</p> <p>84 Information Systems All supervisory and non-supervisory work hours of employees involved in the maintenance, analysis, validation, coordination, or distribution of local and/or national information.</p> <p>85 Facilities All supervisory and non-supervisory work hours of Administration employees involved in miscellaneous office work and record keeping in support of facilities activities.</p> <p>86 Unassigned</p> <p>87 Unassigned</p> <p>88 Management Project — Supervisory All supervisory work hours used on authorized Headquarters and Area projects.</p> <p>89 Management Project — Non-supervisory All non-supervisory work hours used on authorized Headquarters and Area projects.</p>	<p>83 Purchasing All supervisory and non-supervisory work hours of Administration employees involved in procurement and contractual activities.</p> <p>84 Information Systems All supervisory and non-supervisory work hours of employees involved in the maintenance, analysis, validation, coordination, or distribution of local and/or national information.</p> <p>85 Facilities All supervisory and non-supervisory work hours of Administration employees involved in miscellaneous office work and recordkeeping in support of facilities activities.</p> <p>86 Unassigned</p> <p>87 Unassigned</p> <p>88 Management Project — Supervisory All supervisory work hours used on authorized Headquarters and Area projects.</p> <p>89 Management Project — Non-supervisory All non-supervisory work hours used on authorized Headquarters and Area projects.</p>	LDC Definitions	Labor Distribution Code Definitions	Removed space in recordkeeping as American English conventions call for it being written as one word.
Appendix A	8 Administration (Headquarters)	No change	LDC Definitions	Labor Distribution Code Definitions	No change
N/A - New Language	N/A - New Language	For the Function 8 Headquarters LDC information, please see [Field Budget Development [hyperlink: https://blue.usps.gov/finance/field-budget.htm]] > Function 8 Headquarters LDC Definitions.	LDC Definitions	Labor Distribution Code Definitions	Due to expected changes, function 8 HQ LDC codes are moving out of F-2 and onto a webpage for ease of updating without impacting Field employees.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Labor Distribution Code Information	<p>80 Operations All work hours used in the Operations group and others assigned to this activity including Chief Information Security Officer VP, Delivery Operations VP, Engineering Systems VP, Network Operations VP, and New Products & Innovation VP.</p> <p>81 Inspection Service All work hours used in the Inspection Service group and others assigned to this activity including inspectors, forensic analysts, homeland security coordinators, national preparedness specialists, security specialists, and surveillance specialists.</p> <p>82 Security Force All work hours used in the Security Force group and others assigned to this activity including Chief Postal Inspector and postal police officers.</p> <p>83 Consumer Advocate All work hours used in the Consumer Advocate group and others assigned to this activity including Manager, Customer Outreach and Manager, Industry Engagement Strategy.</p>	<p>80 Operations All work hours used in the Operations group and others assigned to this activity including Vice President, Chief Information Security Officer; Vice President, Delivery Operations; Vice President, Engineering Systems; Vice President, Processing & Maintenance Operations; and Vice President, Innovative Business Technology.</p> <p>81 Inspection Service All work hours used in the Inspection Service group and others assigned to this activity including inspectors, forensic analysts, homeland security coordinators, national preparedness specialists, security specialists, and surveillance specialists.</p> <p>82 Security Force All work hours used in the Security Force group and others assigned to this activity including Chief Postal Inspector and postal police officers.</p> <p>83 Consumer Advocate All work hours used in the Consumer Advocate group and others assigned to this activity including Manager, Customer Outreach and Manager, Industry Engagement Strategy.</p>	LDC Definitions	Labor Distribution Code Definitions	Placed into a supplemental document for ease of updating without impacting Field employees. Updated titles to reflect reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
table	<p>84 Corporate Relations All work hours used in the Corporate Relations group and others assigned to this activity including Corporate Communications VP, Judicial Officer, attorneys, paralegal specialists, social media associates, speechwriters, communications specialists, and writers.</p> <p>85 Finance All work hours used in the Finance group and others assigned to this activity including Chief Financial Officer, Controller VP, Finance and Planning VP, accountants, auditors, and analysts.</p> <p>86 Human Resources All work hours used in the Human Resources group and others assigned to this activity including Chief Human Resources Officer, Employee Resource Management VP, and Labor Relations VP.</p>	<p>84 Corporate Relations All work hours used in the Corporate Relations group and others assigned to this activity including Vice President, Corporate Communications, Judicial Officer, attorneys, paralegal specialists, social media associates, speechwriters, communications specialists, and writers.</p> <p>85 Finance All work hours used in the Finance group and others assigned to this activity including Chief Financial Officer & EVP; Vice President, Controller; Senior Vice President, Finance and Strategy; accountants; auditors; and analysts.</p> <p>86 Human Resources All work hours used in the Human Resources group and others assigned to this activity including Chief Human Resources Officer; Vice President, Human Resources; Vice President, Organization Development; and Vice President, Labor Relations.</p>	LDC Definitions	Labor Distribution Code Definitions	Placed into a supplemental document for ease of updating without impacting Field employees. Updated titles to reflect reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>87 Marketing All work hours used in Marketing group and others assigned to this activity including Chief Customer and Marketing Officer, Mail Entry & Payment Technology VP, Pricing and Costing VP, Customer Experience VP, Marketing VP, Sales and Customer Relations Senior VP.</p> <p>88 Administrative Services All work hours used in the Administrative Services group and others assigned to this activity including the Chief Information Officer, Facilities VP, Enterprise Analytics VP, Information Technology VP, and Supply Management VP.</p> <p>89 Senior Management All work hours used in the Senior Management group and others assigned to this activity including the Postmaster General, Deputy Postmaster General, Chief Operating Officer, and the General Counsel.</p>	<p>87 Marketing All work hours used in Marketing group and others assigned to this activity including Chief Customer & Marketing Officer & EVP; Director, Acceptance Technology Services; Dir Commerce & Market Tech Service; Vice President, Pricing and Costing; Vice President, Customer Experience; Vice President, Marketing; and Vice President, Sales.</p> <p>88 Administrative Services All work hours used in the Administrative Services group and others assigned to this activity including the Chief Information Officer & EVP; Vice President, Facilities; Vice President, Chief Data & Analytics Officer; Vice President, Technology Applications; Vice President, Network and Compute Technology; and Vice President, Supply Management.</p> <p>89 Senior Management All work hours used in the Senior Management group and others assigned to this activity including the Postmaster General, Deputy Postmaster General, Chief Processing & Distribution Officer & EVP; Chief Retail & Delivery Officer & EVP; and the General Counsel & EVP.</p>	LDC Definitions	Labor Distribution Code Definitions	Placed into a supplemental document for ease of updating without impacting Field employees. Updated titles to reflect reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>9: Training (Non-Add - Hours included in functional totals) 90 Training — Operations Support — F0 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>91 Training — Mail Processing — F1 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>92 Training — Delivery Services — F2B All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p>	<p>9: Training (Non-Add - Hours included in functional totals) 90 Training — Operations Support — F0 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>91 Training — Processing — F1 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>92 Training — Delivery Services — F2B All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p>	LDC Definitions	Labor Distribution Code Definitions	Removed "Mail" from "Mail processing" for 91 as part of global change from Mail Processing to Processing.
Appendix A Labor Distribution Code Information table	<p>93 Training — Plant & Vehicle Maintenance — F3A/F3B All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>94 Training — Customer Services — F4 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>95 Training — Controller — F5 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p>	No change	LDC Definitions	Labor Distribution Code Definitions	No change

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>96 Training — Human Resources — F6 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>97 Training — Customer Service and Sales — F7 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>98 Training — Administration (Field) — F8 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>99 Default Code</p>	<p>96 Training — Human Resources — F6 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>97 Training — Marketing and Communication — F7 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>98 Training — Administration (Field) — F8 All supervisory and non-supervisory work hours of employees undergoing training while on duty.</p> <p>99 Default Code</p>	LDC Definitions	Labor Distribution Code Definitions	Updated department names and job titles due to reorg.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>LWOP-IOD-OWCP/Limited Duty/Rehabilitation 67 LWOP-IOD-OWCP For employees injured at work but on leave without pay. Injury Compensation informs HR when to code people in this manner.</p> <p>68 Limited Duty Work hours for all employees who are temporarily assigned to a modified position, either part-time or full-time; in order to accommodate medical restrictions imposed as a result of a job-related injury or illness. This does not include employees who are essentially performing their regularly assigned duties with minor modifications. Work hours can only be authorized by the senior injury compensation specialist.</p> <p>69 Rehabilitation Hours for all employees rehired under the joint USPS/Department of Labor Rehabilitation Program who have a permanent partial disability. Work hours can only be authorized by the senior injury compensation specialist.</p>	<p>67 LWOP-IOD-OWCP For employees injured at work but on leave without pay. Occupational Safety & Health (OSH) informs HR when to code people in this manner.</p> <p>68 Limited Duty Work hours for all employees who are temporarily assigned to a modified position, either part-time or full-time; in order to accommodate medical restrictions imposed as a result of a job-related injury or illness. This does not include employees who are essentially performing their regularly assigned duties with minor modifications. Work hours can only be authorized by the Occupational Safety & Health (OSH) Field Operations Support Specialist.</p> <p>69 Rehabilitation Hours for all employees rehired under the joint USPS/Department of Labor Rehabilitation Program who have a permanent partial disability. Work hours can only be authorized by the Occupational Safety & Health (OSH) Field Operations Support Specialist.</p>	LDC Definitions	Labor Distribution Code Definitions	Updated department names and job titles due to reorg.
Appendix A Labor Distribution Code Information table	Labor Distribution Code/MOD Operation Number Crosswalk	Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	Updated title for table due to consolidation of three separate LDC tables.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>Labor Distribution Code/MOD Operation Number Crosswalk</p> <p>[Column headers] Functional Categories MOD Operations Numbers</p> <p>[Row content] 0 Operations — Support</p> <p>01 Supervision593, 594, 900, 920, 922, 924</p> <p>02 Quality Improvement582</p> <p>03 Industrial Engineering581</p> <p>04 Address Management Systems594</p> <p>05 Production Planning645</p> <p>06 Unassigned□</p> <p>07 Environmental Management593</p> <p>08 Administrative & Clerical668, 900</p> <p>09 Delivery and Retail Programs646</p> <p>1 Operations — Mail Processing</p> <p>10 Supervision 234, 342, 565, 620, 630, 770, 927, 928, 932, 990</p> <p>11 Automation Letters/Flats 037, 057-059, 080, 086-088, 091-099, 266, 271, 273, 274, 291, 294, 296, 314, 381-386, 481-490, 848, 849, 891-899, 916-919</p>	<p>[Changed "0 Operations Support" to "Operations Support – Function 0"]</p> <p>[Changed "1 Operations - Mail Processing" to "Operations Processing – Function 1"]</p> <p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Moved section numbering from before to after the section title "[Title]– Function [number]" to clarify it as a function that encompasses the subsequent LDCs.</p> <p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>12 Mechanized Distribution Letters/Flats 141-147, 194, 305, 331-337, 401-407, 446, 450, 451, 461-467, 469, 501, 503, 505, 506, 508, 509, 538, 801, 803, 805, 806, 808, 809, 811, 814, 816</p> <p>13 Parcel Processing 056, 107, 108, 131, 134-139, 151, 154-159, 190-193, 195-197, 218, 222, 223, 240, 242-250, 256-259, 346, 347, 361-369, 371-378, 390-399, 431, 434-439, 453, 830-839, 851-858</p> <p>14 Manual Distribution 030, 032, 040, 043, 044, 050, 055, 060, 062, 070, 073, 074, 090, 100, 102, 130, 150, 160, 168-170, 175, 178, 179, 200, 320-322, 324-326, 345, 478, 800</p> <p>15 Remote Barcode System 388, 779</p> <p>16 Fixed Mechanization 198, 199, 238, 239, 428, 429, 618, 619, 628, 629, 938, 939, 942, 943</p> <p>17 Other Direct Operations 002, 004-010, 012, 015-019, 021, 022, 031, 035, 036, 065-067, 084, 089, 110, 112, 114, 115, 120, 122, 124, 126, 128, 140, 180, 185, 188, 189, 207-212, 215, 225, 229-231, 235, 328, 329, 343, 344, 350, 351, 454, 479, 530, 992</p>	[No change to content. Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>18 Indirect/Related 023, 024, 083, 109, 132, 226, 227, 232-234, 340, 341, 358, 359, 491-500, 545, 547-549, 554, 560, 565, 567, 575, 585, 603, 607, 612, 620, 630, 793, 798, 926, 930</p> <p>19 Unassigned □ -</p> <p>2 Operations — Delivery Services</p> <p>20 Supervision 354, 622, 632, 705, 707, 708, 713, 714, 717-722, 725-740</p> <p>21 City Delivery — Office Time □ 354, 604, 613, 622, 632, 714, 718, 720, 722, 728, 730, 744, 993</p> <p>22 City Delivery — Street Time 713, 717, 719, 721, 727, 729</p> <p>23 City Delivery — Other 733-740, 746, 767</p> <p>24 Delivery Initiatives 723-726</p> <p>25 Rural Delivery 420-422, 522, 757, 997</p>	<p>[Changed "2 Operations – Delivery Services" to "Operations – Delivery Services – Function 2"]</p> <p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Moved section numbering from before to after the section title "[Title]– Function [number]" to clarify it as a function that encompasses the subsequent LDCs.</p> <p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>
Appendix A Labor Distribution Code Information table	<p>26 Carrier Customer Support Activity 743</p> <p>27 Collections 731, 732</p> <p>28 Tertiary — City Carriers 768</p> <p>29 Routers — Office 709, 712</p> <p>3 Operations — Maintenance</p> <p>3A Vehicle Services</p> <p>30 Supervision — Vehicle Services 679, 758-760, 773, 901</p> <p>31 Administrative & Clerical 617, 679, 763, 764, 901</p> <p>32 Vehicle Maintenance 761, 995</p> <p>33 VOMA Support 647</p>	<p>[Changed "3 Operations Maintenance" to "Operations Support – Function 3"]</p> <p>[Changed "3A Vehicle Services" to "Vehicle Services – Function 3A"]</p> <p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>34 Vehicle Operations 605, 614, 765, 766, 773</p> <p>3B Plant and Equipment Maintenance □</p> <p>35 Supervision — Plant/Equip Maintenance 624, 933, 951-954</p> <p>36 Postal Operating Equipment 750</p> <p>37 Building Systems Equipment 753, 996</p> <p>38 Building Services — Custodial 747, 748</p> <p>39 Maintenance Planning — Control & Stores 616, 624, 680, 745, 790, 799</p> <p>4 Operations — Customer Services</p> <p>40 Supervision 076, 077, 228, 353, 558, 565, 568, 621, 631, 706, 742, 756, 794-797, 929, 980</p>	<p>[Changed "3B Plant and Equipment Maintenance" to "Plant and Equipment Maintenance – Function 3B"]</p> <p>[Changed "4 Operations – Customer Service" to "Operations – Customer Service – Function 3"]</p> <p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Moved section numbering from before to after the section title "[Title]– Function [number]" to clarify it as a function that encompasses the subsequent LDCs.</p> <p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>41 Unit Distribution — Automated/Mechanized 411, 412, 414-416, 821, 824-826, 861, 864, 905, 906, 912, 913</p> <p>42 Business Return Service 637, 639, 649</p> <p>43 Unit Distribution — Manual 039, 076-079, 150, 161, 166, 172, 176, 241</p> <p>44 Post Office Box Distribution 769</p> <p>45 Window Service 352, 355, 357, 568</p> <p>46 Unassigned -</p> <p>47 Administrative & Clerical (CAG H-L Offices) 956, 991</p> <p>48 Administrative/Miscellaneous — Customer Services 064, 228, 232, 233, 353, 542, 544, 558, 565, 606, 608, 621, 631, 638, 640, 644, 664, 678, 742, 756, 794</p> <p>49 Computerized Forwarding Systems 085, 539, 667, 688, 791, 792, 795-797</p>	<p>[No changes to language.]</p> <p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>Labor Distribution Code/MOD Operation Number Crosswalk</p> <p>[Column headers] Functional Categories MOD Operations Numbers</p> <p>[Row content] 5 Finance 50 Supervision 540, 591, 592, 599, 623, 703, 923, 936, 937, 999</p> <p>51 Unassigned -□</p> <p>52 Administrative & Clerical — Accounting Services 683, 968</p> <p>53 Unassigned -</p> <p>54 Budget and Financial Analysis 650</p> <p>55 Internal Control Group (ICG) 685</p> <p>56 Administrative & Clerical — Finance 540, 610, 623</p> <p>57 Statistical Programs 591, 592, 969</p> <p>58 Other Timekeeping 999</p>	<p>[Changed "5 Finance" to "Finance – Function 5"]</p> <p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Moved section numbering from before to after the section title "[Title]– Function [number]" to clarify it as a function that encompasses the subsequent LDCs.</p> <p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>59 Unassigned -□</p> <p>6 Human Resources</p> <p>60 Supervision 541, 557, 572, 600, 902</p> <p>61 Labor Relations Activities 541, 611, 652, 902</p> <p>62 Personnel Services 557, 572</p> <p>63 Safety and Health 653</p> <p>64 EEO/Affirmative Action 654</p> <p>65 Training Support 566</p> <p>66 Injury Compensation 643</p> <p>7 Marketing and Communication</p> <p>70 Supervision 551, 601, 655, 661, 903, 946, 948-950</p> <p>71 Commercial Sales and Account Management 656</p> <p>72 Postal Business Center 657</p>	<p>[Changed "6 Human Resources" to "Human Resources – Function 6"]</p> <p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Moved section numbering from before to after the section title "[Title]– Function [number]" to clarify it as a function that encompasses the subsequent LDCs.</p> <p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>
Appendix A Labor Distribution Code Information table	<p>73 Expedited Mail Service 658</p> <p>74 Retail Marketing 659</p> <p>75 Claims & Inquires 551</p> <p>76 Customer Care Centers 661</p> <p>77 Accountable Paper 662</p> <p>78 Administrative & Clerical — Customer Services Support□ 609, 663, 903</p> <p>79 Mailing Requirements and Business Mail Entry 550, 660</p>	<p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>No change to content. Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>8 Administration (Field)</p> <p>80 Postmaster or Installation Manager 671, 988</p> <p>81 Supervision and Administrative 570, 571, 602, 904, 934</p> <p>82 Administrative & Clerical 570, 571, 626, 665, 904</p> <p>83 Purchasing 666</p> <p>84 Information Systems 648</p> <p>85 Facilities 670</p> <p>86 Unassigned -□</p> <p>86 Unassigned -</p> <p>88 Management Project — Supervisory 455, 477, 480, 511-514, 888, 911</p> <p>89 Management Project — Non-supervisory 470, 510-515, 911</p> <p>8 Administration (Headquarters)</p>	<p>[Changed "8 Administration (Field)" to "Administration (Field) – Function 8"]</p> <p>[Changed "8 Administration (Headquarters)" to "Administration (Headquarters) – Function 8"]</p> <p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Moved section numbering from before to after the section title "[Title]– Function [number]" to clarify it as a function that encompasses the subsequent LDCs.</p> <p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>80 Operations 080, 180, 280, 380, 580, 680, 780, 880, 900, 989, 998</p> <p>81 Inspection Service 081, 181, 281, 381, 602, 681, 781, 881, 901</p> <p>82 Security Force 082, 182, 282, 382, 570, 582, 682, 782, 882, 902</p> <p>83 Consumer Advocate 083, 183, 283, 383, 583, 666, 783, 883, 903</p> <p>84 Corporate Relations 084, 184, 284, 384, 584, 648, 684, 784, 884, 904</p> <p>85 Finance 085, 185, 285, 300-303, 310, 311, 320-337, 340-344, 350, 351, 360-362, 370-379, 385, 585, 607, 670, 685, 785, 800-806, 810-817, 820-828, 830-834, 840-842, 850-853, 860-863, 885, 905, 960-965</p> <p>86 Human Resources 086, 186, 286, 386, 586, 686, 786, 886, 906</p> <p>87 Marketing 087, 187, 287, 387, 587, 687, 787, 887, 907</p>	[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Language change from marketing to marketing and communication to reflect current USPS terminology.</p> <p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix A Labor Distribution Code Information table	<p>88 Administrative Services 088, 188, 288, 388, 455, 458, 461, 477, 480, 588, 688, 788, 888, 908</p> <p>89 Headquarters Senior Management 089, 189, 289, 389, 510-515, 589, 689, 789, 889, 909</p> <p>9 Training</p> <p>90 Training — Operations Support — F0 780</p> <p>91 Training — Mail Processing — F1 781</p> <p>92 Training — Delivery Services — F2B 782</p> <p>93 Training — Plant & Vehicle Maintenance — F3A/F3B 783, 789</p> <p>94 Training — Customer Services — F4 784</p> <p>95 Training — Finance — F5 785</p> <p>96 Training — Human Resources — F6 786</p> <p>97 Training — Customer Service and Sales — F7 787</p>	<p>[Changed "9 Training" to "Training (Non-Add - hours included in functional totals) — Function 9"]</p> <p>[Changed "91 Training — Mail Processing — F1" to "91 Training — Processing — F1"]</p> <p>[Changed "95 Training — Controller — F5" to "95 Training — Finance — F5"]</p> <p>[Changed "97 Training — Customer Service and Sales — F7" to "97 Training — Marketing and Communication — F7"]</p> <p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Moved section numbering from before to after the section title "[Title]- Function [number]" to clarify it as a function that encompasses the subsequent LDCs.</p> <p>Language change from mail processing to processing to reflect current USPS terminology.</p> <p>Language change from controller to finance to reflect current USPS terminology.</p> <p>Updated department names due to reorg.</p> <p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>
Appendix A Labor Distribution Code Information table	<p>98 Training — Administration (Field) — F8 788</p> <p>99 Default Code □</p> <p>- LWOP-IOD-OWCP/Limited Duty/Rehabilitation □</p> <p>67 LWOP-IOD-OWCP 957</p> <p>68 Limited Duty 959</p> <p>69 Rehabilitation 958</p>	<p>[Consolidated into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>Consolidated Labor Distribution Code Information table to streamline information and make more user-friendly.</p>
N/A	This page intentionally left blank	N/A - Removed	N/A - Extraneous	N/A	Blank pages are unnecessary for new organization of documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix B Reports	Appendix B Reports	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
Appendix B Reports	NWRS Report Source: EDW [screenshot of sample NWRS report]	NWRS Report Source: EDW [updated screenshot of sample NWRS report]	Procedure	6 Reports 6.1 National Workhour Report	Moved into Reports section as part of streamlining the document. Updated screenshot with more recent capture of the relevant report.
Appendix B Reports	LUR Report Source: EDW [screenshot of sample LUR report]	LUR Report Source: EDW [updated screenshot of sample LUR report]	Procedure	6 Reports 6.2 Labor Utilization Report	Moved into Reports section as part of streamlining the document. Updated screenshot with more recent capture of the relevant report.
Appendix B Reports	LTATS Report Source: Datakeeper [reproduction of LTATS Report excerpt]	N/A - Removed	N/A - Extraneous	N/A	Removed as this is only used at Eagan and therefore is outside the scope of the F-2.
Appendix B Reports	Financial Performance Report Source: EDW [screenshot of sample Financial Performance Report]	Financial Performance Report Source: EDW [updated screenshot of sample Financial Performance Report]	Procedure	6 Reports 6.4 Financial Performance Report	Moved into Reports section as part of streamlining the document. Updated screenshot with more recent capture of the relevant report.
Appendix B Reports	TACS Reports Descriptions	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
Appendix B Reports	Active Operations Reports <ul style="list-style-type: none"> • Active Operations Report is a listing of operations and local units that have been "turned on" or made valid for a particular finance number. • National Authorized Operations Report provides a listing of nationally authorized operations, and CAG office and LDC Codes for which they are authorized. • Operation Errors provides a list of employees who are assigned to base operations that have been deactivated. This report should be run when changes to operation numbers are announced. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.
Appendix B Reports	Badge Reports <ul style="list-style-type: none"> • Badge Assignment describes all badges that an employee has been issued. This information includes badge type, sequence number and badge ID. • Unassigned Badges lists the badges that have been created but not assigned. • Badge Type Listing prints a list of the current badge types. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix B Reports	<p>Clock Ring Reports</p> <ul style="list-style-type: none"> ▪ Clock Ring Errors Report will display errors on a clock ring or set of clock rings that cannot be posted for an employee. The report will also show employees who do not have time posted for a scheduled day or who do not crossfoot any day. ▪ Missing Time Report will show employees who do not have time posted for a scheduled day or who do not crossfoot on any day. ▪ Overtime Alert Report lists employees in an overtime status for the week or who are approaching overtime for the week. ▪ Overtime and Leave Report will list employees who have both overtime and leave on the same day. ▪ Raw Ring Errors Report contains all the data in a ring. The rings can be accessed by several methods, SSN, Poller ID, or by ring errors. ▪ Ring Disallowance Report lists employee clock-generated badge swipes that have been changed by a supervisor or timekeeper so that time is, in effect, "disallowed." ▪ Self-Adjustment Report lists all the users who made any type of change to their own clock rings. ▪ Tour Deviations Report is designed to allow the user the ability to select employees who deviate from their assigned schedule and/or lunch amounts. ▪ Overtime Transaction Report lists employees with missing OT transactions, either scheduled or unscheduled. ▪ SDO Overtime reports overtime on a scheduled day off. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix B Reports	<p>Employee Reports</p> <ul style="list-style-type: none"> ▪ Authorized Higher Level Report lists employees who have been authorized as Higher Level. ▪ Automatic Higher Level Report lists employees who have worked an operation that entitles them to automatic higher level authorization. ▪ Employee Everything Report lists almost everything in the TACS database for a particular employee for a particular year, pay period and week. ▪ Employee File Comparison Report lists TACS employees found with differences between what is in the master file in Minneapolis and TACS. ▪ Employee Listing Report lists the employees within the office. ▪ Employee Moves Report displays the operations an employee has worked during the week. ▪ Employees on the Clock Report will display all employees currently on the clock. ▪ Higher Level Details Report will generate a report listing those employees on long-term higher-level details. ▪ LTD Duty/REHAB Report displays for each person on limited duty or rehabilitation, total hours to date for each operation. These are persons on Operation 959, or for whom the base Labor Distribution Code is 6900. ▪ Carrier Moves Report displays moves for letter carriers only. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix B Reports	<p>Finance Reports</p> <ul style="list-style-type: none"> ▪ Hours and Dollars Report displays the hours worked and an approximation of the cost, in dollars, for the selected criteria: pay location, finance unit finance number, weekly or range of weeks. ▪ LDC/Operation Summary Report totals work hours, overtime hours and sick leave hours by LDC, LDC/Operation, or LDC/Operation/Local Unit code. ▪ Station Summary Report lists work, overtime and sick leave hours by LDC for carrier stations. ▪ Finance Description Report will display information on finance number(s) selected, including ROG codes, CAG and office type. ▪ Flash Reference Report provides line item data totaling hours by LDC within function. ▪ Finance Unit Descriptions Report provides descriptions of finance units and pay locations. ▪ Non-Mail Handler Casual Report provides, for the Mail Handler's Union, a report of non-mail handler employees who worked in specified mail handler operations. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.
Appendix B Reports	<p>LTATS Reports</p> <ul style="list-style-type: none"> ▪ LTATS - Loaned Employee Report displays those employees 'loaned to' another office. It displays work hours, overtime, and Penalty Overtime. Note: Penalty Overtime cannot be loaned or transferred. ▪ LTATS - Missing CAG A to G Report displays missing LTATS (1236s) for small offices on timecards. ▪ LTATS - Summary Report displays work and overtime hours that have been transferred to a different LDC-D/A or loaned to another office. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.
Appendix B Reports	<p>Miscellaneous Site Reports</p> <ul style="list-style-type: none"> ▪ Miscellaneous Site Report (TAC160R0) provides site descriptions and Finance and IS contacts for that site. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix B Reports	<p>PPWK Reports</p> <ul style="list-style-type: none"> ▪ Non-Crossfoot Errors Report lists employees who do not crossfoot for the week. This report is designed to be a tool at the end of the week, and it is recommended that it not be used until you are ready to release T&A data. ▪ Pay Week Status Report provides information regarding time transmitted to Minneapolis. ▪ Weekly Form 1261 Report provides employee clock rings in PS Form 1261 format. ▪ Weekly Total Hours Report provides the total amount of hours of each hours code and reason type recorded for the week. ▪ Pay Period Report provides the status of aggregate pay period clock ring data. ▪ Pay Week Status Detail Report provides pay period status for individual employees: on hold, ready to upload, or closed. ▪ Time Certification lists the hours an employee is paid in TACS and actual. <p>Time Certification Difference shows employees that had differences between the hours that TACS has calculated for the week and what the mainframe paid (Paid Hours), i.e. 40 hours 055 A/L sent by TACS, 40 hours 060 LWOP (Paid Hours) (due to no annual).</p>	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix B Reports	<p>Schedule Reports</p> <ul style="list-style-type: none"> • Guarantee Waivers/No Lunch Report will display authorizations for Guaranteed Time Waivers (Transaction Code 092), and No Lunch (Transaction Code 093). • Hours Analysis Report displays work, overtime, sick leave and annual leave hours for each employee. • Hours Type Inquiry Report lists employees with a specific hours type and/or the hours reason codes. • Master Schedule Report identifies 23 predefined schedules. • Daily Hours Report lists employees in performance cluster, finance number, sub-unit and employee order. The first line for each employee is the indicative data (Employee ID, Name, Rate Schedule Code (RSC), LDC, etc.). The next line will be the hours the employee has worked in his or her base job. Subsequent lines will reflect any hours worked in higher level positions. • Schedule Report lists employees that are in a selected schedule. • REHAB/PTR Holidays Report is designed to list REHAB (LDC 6900) and Part Time Regular employees (designation 3XX) who may be entitled to holiday leave but due to their work schedules the system does not automatically generate the holiday leave. This report is only available during weeks that contain a holiday. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.
Appendix B Reports	<p>User Reports</p> <ul style="list-style-type: none"> • User Access Report shows users who have access to the system. • User Log Report shows users who have logged on and off of TACS. • Template Report shows which modules or finance numbers are assigned to module templates and finance number templates. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.
Appendix B Reports	<p>Valid Codes Report</p> <ul style="list-style-type: none"> • Valid Codes Report provides a listing of valid national codes. Some examples are codes for; Modem settings, D/A, Area, RSC, ROG, FLSA Exempt, etc. 	N/A - Removed	N/A - Repetitive	N/A	Removed, covered in F-21. Removing from F-2 will eliminate need to update report listing in two places as TACS goes through updates.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
N/A	This page intentionally left blank	N/A - Removed	N/A - Extraneous	N/A	Blank pages are unnecessary for new organization of documents.
Appendix C PS Forms	Appendix C PS Forms	N/A - Removed	N/A - Extraneous	N/A	Subheader unnecessary for new organization of documents.
Appendix C PS Forms	<p>Each official form can either be found online on the PolicyNet® website or you can order a printed version.</p> <p>For forms that are available from the Topeka MDC, you can order through the U.S. Postal Service eBuy2 Ordering System under the MDC eBuy2 catalog or the Touch Tone Order Entry (TTOE) system:</p> <ul style="list-style-type: none"> • If you already have a 10-digit access code for TTOE, please call 800-273-1509 to place your order. Search for this item by using the PSIN or the PSN noted below. 	N/A - Removed	N/A - Obsolete	N/A	Removed as this process references out-of-date technology.
Appendix C PS Forms	<ul style="list-style-type: none"> • If you don't have a TTOE access code, register for one by calling 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registration before placing your first order.) • For complete TTOE ordering instructions, see the document at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc or call 800-332-0317, option 4, option 4. <p>For forms that are available online, follow these directions to access the Postal Service™ PolicyNet website http://blue.usps.gov/cpim):</p> <ul style="list-style-type: none"> • Go to http://blue.usps.gov. • Under "Essential Links" in the left-hand column, click PolicyNet. • Click Forms. The individual availability and ordering information for each form is listed below under its number and title. 	N/A - Removed	N/A - Obsolete	N/A	Removed as this process references out-of-date technology.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix C PS Forms	<p>PS Form 1230, Time Card*</p> <p>The time card is a record of the employee's service during a week of any given pay period. The indicative data across the top of the time card will be printed at the Eagan ASC.</p> <p>* At this time, PS Form 1230 is not available online.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as this form is no longer in use.
Appendix C PS Forms	<p>PS Form 1234, Utility Card</p> <p>This form is used whenever an employee is required to make more than four clock rings in a given day. It is also used whenever an employee works in a transferred, loaned, or training status.</p> <p>1. The supervisor writes in the information at the top of the card for each employee who needs to use a PS Form 1234.</p> <p>2. The supervisor writes in the day of the week for clock rings. If required to approve any clock rings, the supervisor must also initial this box.</p> <p>3. The employee records clock rings just as if he or she were using the PS Form 1230 or PS Form 1230-C time card.</p> <p>4. Timekeepers will extend the clock rings each day just as they do on the PS Form 1230 and PS Form 1230-C time card. After extending the clock rings on the PS Form 1234, timekeepers are to add them to the corresponding daily clock rings on the PS Form 1230 or PS Form 1230-C and enter the combined total in the appropriate space on the PS Form 1230 or PS Form 1230-C.</p>	N/A - Removed	N/A - Extraneous	N/A	Removing as this form is covered in F-21 and is not relevant to this process.
Appendix C PS Forms	<p>PS Form 1234, Utility Card, is available at the Topeka MDC. Use the following information to order PS Form 1234:</p> <p>PSINBS 1234 PSN7530-02-000-7359 Unit of IssueEA Minimum Order Quantity100 Quick Pick Number120 Bulk Pack QuantityN/A Price*\$0.0306 *Price is current as of this date and is subject to change.</p>	N/A - Removed	N/A - Extraneous	N/A	Removed as the information for ordering the form are neither policy nor process. Irrelevant to these documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix C PS Forms	PS Form 1236-A, Weekly Loan, Transfer, and Training Hours PS Form 1236-A, Weekly Loan, Transfer, and Training Hours, is available on PolicyNet (see instructions above) and at the Topeka MDC.	PS Form 1236-A is available on PolicyNet and at the Topeka MDC.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.1 PS Form 1236-A, Weekly Loan, Transfer, and Training Hours	Incorporated into relevant section on PS Form 1236-A , removed unnecessary form title, and removed form name (already written out) as part of effort to streamline the document. Removed reference to instructions as they are out of date. Reframed as a Note to highlight the information.
Appendix C PS Forms	Use the following information to order PS Form 1236-A: PSINBS 1236-A PSNZ530-01-000-9649 Unit of IssueSH Minimum Order Quantity1 Quick Pick Number121 Bulk Pack QuantityN/A Price*\$0.0170 *Price is current as of this date and is subject to change.	N/A - Removed	N/A - Extraneous	N/A	Removed as the information for ordering the form are neither policy nor process.
Appendix C PS Forms	PS Form 1260, Non-Electronic Badge Reader Card PS Form 1260, Non-Electronic Badge Reader Card, is available on PolicyNet (see instructions above) and at the Topeka MDC. Use the following information to order PS Form 1260: PSINBS 1260 PSNZ530-01-000-9268 Unit of IssueEA Minimum Order Quantity1 Quick Pick Number122 Bulk Pack QuantityN/A Price*\$0.0072 *Price is current as of this date and is subject to change.	N/A - Removed	N/A - Extraneous	N/A	Removing as this form is covered in F-21 and is not relevant to these documents.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix C PS Forms	<p>PS Form 1314, Regular Rural Carrier Time Certificate PS Form 1314, Regular Rural Carrier Time Certificate, is available on PolicyNet (see instructions above) and at the Topeka MDC. Use the following information to order PS Form 1314:</p> <p>PSINBS 1314 PSNZ530-01-014-6844 Unit of IssueEA Minimum Order Quantity1 Quick Pick NumberN/A Bulk Pack QuantityN/A Price*\$0.0129 *Price is current as of this date and is subject to change.</p>	N/A - Removed	N/A - Extraneous	N/A	Removing as this form is covered in F-21 and PO-603 and is not relevant to these documents.
Appendix C PS Forms	<p>PS Form 1723, Assignment Order PS Form 1723, Assignment Order, is available on PolicyNet (see instructions above).</p>	Note: PS Form 1723 is available on PolicyNet.	Procedure	5 LDC Adjustments 5.1 Loaned, Transfer, and Training Hours 5.1.2 Entering Loan, Transfer, and Training Hours 5.1.2.1 Manual Entry	Incorporated into relevant section, removed unnecessary form title, and removed form name (already written out) as part of effort to streamline the document. Removed reference to instructions as they are out of date. Reframed as a Note to highlight the information.
Appendix C PS Forms	<p>PS Form 2240, Pay, Leave, or Other Hours Adjustment Request PS Form 2240, Pay, Leave, or Other Hours Adjustment Request, is available on PolicyNet (see instructions above).</p>	N/A - Removed	N/A - Extraneous	N/A	Removing as this form is covered in F-21.
N/A	This page intentionally left blank	N/A - Removed	N/A - Extraneous	N/A	Blank pages are unnecessary for new organization of documents.
Appendix D Acronyms	Appendix D Acronyms	Appendix C Acronyms	Procedure	Appendix B Acronyms	Updated Appendix letter as part of reorganization of document.
Appendix D Acronyms	<p>[listing of acronyms contained in the document body and full spellings]</p> <p>ADM Accounting Data Mart ASC Accounting Service Center CAG Cost Ascertainment Group D/A Designation Activity Code EBR Electronic Badge Reader EDW Enterprise Data Warehouse ELT Executive Leadership Team EMF Employee Master File</p>	No change to language.	Procedure	Appendix B Acronyms	No change to content. Formatted into table located in Appendix B to streamline information and make more user-friendly.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix D Acronyms	FDC Finance Data Control FLSA Fair Labor Standards Act FN Finance Number FPR Financial Performance Report HCES Human Capital Enterprise System LDC Labor Distribution Code LTATS Loan, Transfer, and Training System LUR Labor Utilization Report LURS Labor Utilization Reporting System LWOP Leave Without Pay MN DDE Minneapolis Distributed Data Entry System MODS Management Operating Data System	No change to language.	Procedure	Appendix B Acronyms	No change to content. Formatted into table located in Appendix B to streamline information and make more user-friendly.
Appendix D Acronyms	NBS National Budget System	IBPS Integrated Budget & Planning System	Procedure	Appendix B Acronyms	Updated to reflect that a new system, IBPS, replaced the previous system, NBS.
Appendix D Acronyms	NWRS National Workhour Reporting System OMB Office of Management and Budget PFC Performance Cluster Code PP Pay Period ROG Reporting Office Group RSC Rate Schedule Code SPLY Same Period Last Year T&A Time and Attendance TACS Time and Attendance Collection System TOE Total Operating Expense TR Transaction YTD Year-to-date	NWRS National Workhours Reporting System OMB Office of Management and Budget PFC Performance Cluster Code PP Pay Period ROG Reporting Office Group RSC Rate Schedule Code SPLY Same Period Last Year TACS Time and Attendance Collection System TOE Total Operating Expense TR Transaction YTD Year-to-date	Procedure	Appendix B Acronyms	Formatted into table located in Appendix B to streamline information and make more user-friendly. Updated "National Workhour Reporting System" to "National Workhours Reporting System" as this is the correct way to reference the system. Removed "T&A" as the acronym no longer appears in the document.
N/A - New Language	N/A - New Language	[1] Alternatively known as "District" and "Division" in Field usage. PFC is still actively used in USPS systems, including other financial systems.	Procedure	Appendix B Acronyms	Inserted footnote to clarify that while internal usage differs from the official term, the official term is still in use systematically.
N/A	This page intentionally left blank	N/A - Removed	N/A - Extraneous	N/A	Blank pages are unnecessary for new organization of documents.
Appendix E Labor Distribution Code Matrix by Format	Appendix E Labor Distribution Code Matrix by Format	N/A - Removed	N/A - Extraneous	N/A	Appendix E was removed, as the information in this appendix was consolidated into Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table.

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix E Labor Distribution Code Matrix by Format [Table]	National Workhour Reporting System Labor Distribution Code Matrix By Format [Column headers] Field Formats 1,2,3,4,5 Valid in Format National Format [Row content] 0 Operations – Support 00 Unassigned 01 Supervision 02 Quality Improvement 03 Industrial Engineering 04 Address Management Systems 05 Production Planning 06 Unassigned 07 Environmental Management 08 Administrative & Clerical 09 Delivery & Retail Programs 90 Training - Operations Support Function Total Overtime (Nonadd) □ 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 - 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 □ 0 Operations – Support 00 Unassigned 01 Supervision 02 Quality Improvement 03 Industrial Engineering	[No change to content. Retained and consolidated the column "Valid in Format" into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table. All other columns in table deleted.]	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	[No change to content. Consolidated column "Valid in Format" to streamline information and make more user-friendly. Other columns extraneous.]

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix E Labor Distribution Code Matrix by Format [Table, continued 1]	<p>[Column headers] Field Formats 1,2,3,4,5 Valid in Format National Format</p> <p>[Row content]</p> <p>2 Operations - Delivery Services</p> <p>20 Supervision 21 City Delivery - Office Time 22 City Delivery - Street Time 23 City Delivery - Other 24 Delivery Initiatives 25 Rural Delivery 26 Carrier Customer Support Activity 27 Collections 28 Tertiary - City Carrier 29 Routers - Office 92 Training - Operations Del Serv Function</p> <p>Total Overtime (Nonadd) <input type="checkbox"/></p> <p>1, 2, 4 1, 2, 3 1, 2, 3 1, 2 1, 2 1, 2, 3 1, 2, 3 1, 2 1, 2 1, 2 1, 2, 3, 4 <input type="checkbox"/></p> <p>2 Operations - Delivery Services</p> <p>20 Supervision 21 City Delivery - Office Time 22 City Delivery - Street Time 23 Other City Delivery 24 Delivery Initiatives 25 Rural Delivery</p>	<p>[No change to content. Retained and consolidated the column "Valid in Format" into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table. All other columns in table deleted.]</p>	<p>Procedure</p>	<p>Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk</p>	<p>[No change to content. Consolidated column "Valid in Format" to streamline information and make more user-friendly. Other columns extraneous.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix E Labor Distribution Code Matrix by Format [Table, continued 2]	<p>[Column headers] Field Formats 1,2,3,4,5 Valid in Format National Format</p> <p>[Row content]</p> <p>4 Operations - Customer Services 40 Supervision 41 Unit Distribution - Automated/ Mechanized 42 Business Return Service 43 Unit Distribution - Manual 44 Post Office Box Distribution 45 Window Service 46 Unassigned 47 Administrative & Clerical (CAG H - L Offices) 48 Administrative & Clerical - Customer Services 49 Computerized Forwarding Systems 94 Training - Operations Cust Serv Function Total Overtime (Nonadd)</p> <p><input type="checkbox"/></p> <p>1, 2, 3, 4 1, 2, 4</p> <p>1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 3 3</p> <p>1, 2, 4</p> <p>1, 2, 4 1, 2, 3, 4</p> <p><input type="checkbox"/></p> <p>4 Operations - Customer Services 40 Supervision</p>	<p>[No change to content. Retained and consolidated the column "Valid in Format" into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table. All other columns in table deleted.]</p>	<p>Procedure</p>	<p>Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk</p>	<p>[No change to content. Consolidated column "Valid in Format" to streamline information and make more user-friendly. Other columns extraneous.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix E Labor Distribution Code Matrix by Format [Table, continued 3]	<p>[Column headers] Field Formats 1,2,3,4,5 Valid in Format National Format</p> <p>[Row content] 6 Human Resources 60 Supervision 61 Labor Relations Activities 62 Personnel Services 63 Safety & Health 64 EEO/Affirmative Action 65 Training Support 66 Injury Compensation 67 LWOD - IOD - OWCP 96 Training - Human Resources Function Total Overtime (Nonadd) <input type="checkbox"/></p> <p>1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4</p> <p>1, 2, 4 <input type="checkbox"/></p> <p>6 Human Resources 60 Supervision 61 Labor Relations Activities 62 Personnel Services 63 Safety & Health 64 EEO/Affirmative Action 65 Training Support 66 Injury Compensation 67 LWOD - IOD - OWCP 96 Training - Human Resources Function Total Overtime (Nonadd)</p>	<p>[No change to content. Retained and consolidated the column "Valid in Format" into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table. All other columns in table deleted.]</p>	<p>Procedure</p>	<p>Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk</p>	<p>[No change to content. Consolidated column "Valid in Format" to streamline information and make more user-friendly. Other columns extraneous.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix E Labor Distribution Code Matrix by Format [Table, continued 4]	<p>[Column headers] Field Formats 1,2,3,4,5 Valid in Format National Format</p> <p>[Row content] 8 Administration (Field) 80 Postmaster or Installation Manager 81 Supervision & Clerical 82 Administrative & Clerical 83 Purchasing 84 Information Systems 85 Facilities 86 Unassigned 87 Unassigned 88 Management Project - Supervisory 89 Management Project - Non-Supervisory 98 Training - Administration (Field) Function total Overtime (Nonadd) <input type="checkbox"/> 1, 2, 3, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 4</p> <p>1, 2, 3, 4 1, 2, 3, 4 1, 2, 3, 4</p> <p>8 Administration (Field) 80 Postmaster or Installation Manager 81 Supervision & Administrative 82 Administrative & Clerical 83 Purchasing 84 Information Systems 85 Facilities</p>	<p>[No change to content. Retained and consolidated the column "Valid in Format" into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table. All other columns in table deleted.]</p>	Procedure	Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk	<p>[No change to content. Consolidated column "Valid in Format" to streamline information and make more user-friendly. Other columns extraneous.]</p>

Section No. and Heading	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
Appendix E Labor Distribution Code Matrix by Format [Table, continued 5]	<p>[Column headers] Field Formats 1,2,3,4,5 Valid in Format National Format</p> <p>[Row content] 9 Training 90 Training - Operations Support - F0 91 Training - Operations Mail Processing - F1 92 Training - Operations Delivery Services - F2 93 Training - Operations Maintenance - F3 94 Training - Operations Customer Service - F4 95 Training - Controller - F5 96 Training - Human Resources - F6 97 Training - Customer Service & Sales - F7 98 Training - Administration (Field) - F8 99 Default Code Function Total (Training) Overtime (Nonadd) □</p> <p>1, 2, 4 1, 2, 4 1, 2, 3, 4 1, 2, 3, 4 1, 2, 3, 4 1, 2, 4 1, 2, 4 1, 2, 4 1, 2, 3, 4</p> <p>9 Training 90 Training - Operations Support - F0 91 Training - Operations Mail Processing - F1 92 Training - Operations Delivery Services - F2</p>	<p>[No change to content. Retained and consolidated the column "Valid in Format" into table located in Appendix B Labor Distribution Code/MOD Operation Number/LTAT Crosswalk table. All other columns in table deleted.]</p>	<p>Procedure</p>	<p>Appendix A Labor Distribution Code/MOD Operation Number/LTAT Crosswalk</p>	<p>[No change to content. Consolidated column "Valid in Format" to streamline information and make more user-friendly. Other columns extraneous.]</p>