

Commonly Used Function 4 Operation Numbers

637 – Parcel Return Service (LDC 42)

639 – Merchandise Return Service (LDC 42)

649 – Business Reply Mail (LDC 42)

079 – Parcel Post & SPRs Sortation including scanning AAU (LDC 43)

- **077- Sunday NSA (Amazon) Parcel Post sorted for Dynamic Routing (LDC 43)**

161 – Manual Letter Sortation (LDC 43)

172 – Manual Flats Sortation (LDC 43)

241 – Allied Distribution (LDC 43A)

- Setup Distribution Area
- Off-Loading Letters and Flats – Mail Preparation
- Distributing Presort Letters to Routes and to Boxes Sections
- Withdrawing Mail from Distribution Cases
- Removing Labels & Storing of Empty Equipment

769 – PO Boxes – Walling/Boxing Mail including Detached PO Box Units (LDC 44)

355 – Window Service – Station and Branches (LDC 45)

568 – Window Service – Main Office (LDC 45)

352 - Lobby Assistant – (LDC 45A)

065 – Scanning only when performed separately from distribution activities (LDC 48)

228 – Express Mail Delivery (LDC 48)

353 – Standby – CS Operational – temporary lack of work, power failures, late transportation, equipment breakdowns, etc., greater than 10 minutes (LDC 48)

606 – Standby – CS Institutional – Under provisions of the National Agreement indicating a need for staffing adjustments (LDC 48)

544 – Registry/Accountable Cart (LDC 48)

558 – Office Work & Records (LDC 48)

- WebBATS, Records, Customer Services, Claims & Other

608 – Steward Time (LDC 48)

621 – Travel Time –Customer Services (LDC 48)

631 – Meeting Time

638 – Premium Forwarding Service (LDC 48)

640 – Collections from lobby and collection boxes by clerks at own workplace (LDC 48)

644 – BMEU (LDC 48) When Not Funded in F7!

742 – Miscellaneous Activity (LDC 48)

- Retail Consolidation Operation
- Outgoing Dispatch Preparation
- CS Work Hours that cannot be classified into other operations

784 – Training & Service Talks

748 – Custodial (LDC 38)

794 – Miscellaneous Mark-Up Activities (LDC 48)

- In units other than designated CFS units