

Proper recording of auxiliary assistance and labor distribution codes

In its accounting system, the Postal Service uses various labor distribution codes (LDCs) to identify employee duty assignments and to associate the many work functions to the proper operation. On May 10, NALC received notification from the Postal Service of a recently developed document entitled “Guidelines for the Use of LDC 23 and LDC 24.” These guidelines made some changes to the LDCs used in the city letter carrier craft and clarified the proper use of these codes.

Prior to these changes, the following LDCs were used to differentiate among city letter carrier craft functions:

- LDC 21—office time.
- LDC 22—street time.
- LDC 23—time not directly attributed to office or street time.

As the Postal Service states in the guidelines, the use of LDC 23 has often been used by USPS managers as a catchall LDC for any time that could not be directly attributed to office, street or collection hours. When quantities of time could not be assigned to other functional LDCs, or when units did not want to attribute the hours to LDC 21 (office time) or LDC 22 (street time), the hours were assigned to LDC 23, which is known as “Other City Delivery” hours.

Proper recording of work hours is very important for a few reasons. First, it allows the Postal Service to determine the true costs of the delivery of the various items assigned to routes. Second, it accounts for the time spent casing and delivering the route so that letter carriers are properly credited for the work associated to their assignment, even when they are receiving auxiliary assistance. This is especially important during route evaluations and adjustments because improper crediting of time could have a major impact on the route’s evaluation. If a route receives auxiliary assistance and this time is coded under the wrong LDC, the data will not reflect a true representation of the time worked on the route, therefore resulting in a negative effect on the evaluation.

Although LDCs 21 and 22 have remained unchanged, the guidelines clarify that LDC 23 should only be used for time spent actually delivering a dedicated parcel post route, time spent performing the duties of a relay route or combination route, or time spent by a letter carrier transporting mail from one office to another. This code should also be used when a carrier is delivering Priority Mail Express.

LDC 23 should never be used when a route is receiving auxiliary assistance via parcel help, even if the assistance is being provided by a carrier who normally performs the duties of a parcel post route. The guidelines state:

Parcel Post

Time spent on Office functions by bid carriers or their replacements on routes designated as Parcel Post Routes should be transferred to Operation Number 7340 in LDC 23. Time spent loading and delivering the parcels on these routes should be attributed to Operation Number 7330 in LDC 23.

Auxiliary assistance given to city delivery routes by dedicated Parcel Post routes, even if the assistance given was to relieve the route by delivering parcels, is not part of LDC 23. That assistance is still part of the carrier’s Street Time and is part of the carrier’s route time. It must, therefore, be attributed to LDC 22.

The same goes for any other carrier who is providing auxiliary assistance to a route by delivering parcels. The letter carrier providing this assistance should record this time on LDC 22. This is important so that the time spent delivering these parcels is properly recorded.

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While there is a relationship between LDCs and operation codes that are entered into the Time and Attendance Control System (TACS) on the badge reader, it is important not to confuse the two. When a carrier enters an operation number into the reader and swipes their badge, the TACS code entered determines which LDC the work will be assigned to.

For example, if a carrier on a residential motorized route needs auxiliary assistance and management has another carrier deliver parcels to provide that assistance, the carrier providing the assistance clocks to TACS operation code 721 on that route. Their time would
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then be coded under LDC 22, which is the correct code and means the time spent by the carrier providing assistance would be credited to the correct route. However, if the carrier providing assistance clocks to, or is moved

by management to, a TACS code that is covered under LDC 23 or LDC 24, the time would not be credited to the correct route.

In addition to clarifying how LDC 22 and LDC 23 should be used, the Postal Service also created LDC 24 to be used to track the work performed during Sunday parcel delivery and Fresh grocery delivery. The TACS codes associated with LDC 24 are 723 for Sunday parcel street time, 724 for Sunday parcel office time, 725 for Fresh street time, and 726 for Fresh office time. These codes should only be used when carriers are engaged in these duties.

The table at left lists each operation number to which letter carriers should be clocked to when performing the corresponding duties described for each.

If a route is being provided street auxiliary assistance to deliver parcels, shop stewards should ensure that this time is being coded properly under LDC 22 and not another code, such as Sunday Parcel delivery or Parcel Post. Contract enforcers should remain diligent at monitoring these codes.

“Guidelines for the Use of LDC 23 and LDC 24” has been placed in NALC’s Materials Reference System (MRS) on the NALC website. The document, labeled M-01885, can be found at nalc.org/mrs.

LDC	Operation Number	Description
21	354	Standby-Delivery Service
21	613	Stewards-Carriers
21	622	Travel-Delivery Services
21	632	Meeting Time-Delivery Services
21	714	VIM Route-Office
21	716	2-Trip Business-Office
21	718	1-Trip Business-Office
21	720	Residential Foot-Office
21	722	Residential Motor-Office
21	724	2-Trip Mixed Foot-Office
21	726	2-Trip Mixed Motor-Office
21	728	1-Trip Mixed Foot-Office
21	730	1-Trip Mixed Motor-Office
21	744	PM – Carrier Office Time

LDC	Operation Number	Description
22	715	2-Trip Business-Street
22	717	1-Trip Business-Street
22	719	Residential Foot-Street
22	721	Residential Motor-Street
22	723	2-Trip Mixed Foot-Street
22	725	2-Trip Mixed Motor-Street
22	727	1-Trip Mixed Foot-Street
22	729	1-Trip Mixed Motor-Street

LDC	Operation Number	Description
23	733	Parcel Post-Street
23	734	Parcel Post-Office
23	735	Relay-Street
23	736	Relay-Office
23	737	Combination-Street
23	738	Combination-Office
23	739	Carrier Drivers-Street
23	740	Carrier Drivers-Office
23	767	Express Mail Delivery

LDC	Operation Number	Description
24	723	Sunday Parcel-Street
24	724	Sunday Parcel-Office
24	725	Fresh-Street
24	726	Fresh Office