



# The Detroit Postal Worker

A NEWS BULLETIN FOR APWU MEMBERS

American Postal Workers Union, AFL-CIO - Detroit District Area Local

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...PLEASE KEEP POSTED...

## PLEASE MAKE PROPER CLOCK RINGS AS FOLLOWS:

### 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 F71
- 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