



## Memo

**To: All Branch 2184 Stewards**

**From: Mark Judd, Walt McGregory, and Joe Golonka**

**Date: 06/05/2020**

**Re: Proper Coding of Parcel Post delivered by City Carriers**

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Region 6 NALC National Business Agent Troy Clark has advised the Branches in our region to monitor the proper coding of time spent by city letter carriers doing “parcel runs” and related activities involving the handling and delivery of parcel post outside of the time normally spent while delivering their assignments. There have been numerous instances where letter carriers have been improperly instructed to use LDC 23 Codes (such as 7330 or 7340) when doing this work. **These codes are specifically and ONLY for use on actual Parcel Post Routes, which are fulltime letter carrier bid assignments and that were once relatively common many decades ago, especially in large cities.**

Troy has advised us that at this time there are NO currently existing Parcel Post Routes anywhere within NALC Region 6, which is the States of Kentucky, Indiana, and Michigan. Thus, the use of LDC 23 Codes for parcel delivery should NEVER be occurring anywhere in this region. Instead, the usual city letter carrier LDC codes of 21 (office time) and 22 (street time) should always be used. **Please see the attached “Contract Talk” article from the August 2017 *Postal Record* by the NALC Contract Administration Unit and use it for reference as needed.** Also see M-01885 from the NALC Materials Reference System (MRS).

The only LDC 23 Code that should ever be used by a letter carrier is for Express Mail Delivery (7670) and then only if a city carrier has been dispatched to deliver Express Mail separately from his/her regular delivery duties.

It is imperative that all work performed by City Letter Carriers is properly coded as City Letter Carrier work. Failing to do this will provide a false and (perhaps intentionally) misleading analysis of USPS city carrier work and the actual time used to perform it.

Finally, the above does not apply to parcel delivery work performed on Sundays by CCAs or by career regulars, which should be coded under LDC 24.

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