

# **San Antonio Alamo Area Local #195 Continuing Steward Education**



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Power Point Presentation by Jeff Greenlee  
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## **LTATS Reports**

**LTATS (Loan, Transfer and Training System) – Summary Report displays work and overtime hours that have been transferred to a different LDC/DA or loaned to another office.**

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# How to Use the LTATS Report in the Filing of Grievances

The LTATS Report is a vital tool when filing grievances concerning 204b usage and crossing craft violations.

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## Crossing Crafts

In the USPS, "crossing crafts" refers to assigning employees to duties outside their designated craft, which is permitted under certain conditions outlined in Article 7.2 of the National Agreement, primarily due to insufficient work or exceptionally heavy workload in one craft.

Here's a more detailed explanation:

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## . What it is:

"Crossing crafts" means assigning employees to perform duties that are typically the responsibility of a different craft within the USPS.

## . When it's allowed:

Management can cross craft lines under specific circumstances, as outlined in Article 7, Section 2 of the National Agreement.

- **Insufficient Work:** If there's insufficient work within an employee's own craft to guarantee their scheduled hours, they can be assigned to work in another craft.
- **Exceptional Workload:** If one craft has an exceptionally heavy workload while another has a light workload, management may cross craft lines to balance the workload.

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### **MEMORANDUM OF UNDERSTANDING BETWEEN THE UNITED STATES POSTAL SERVICE AND THE JOINT BARGAINING COMMITTEE**

(The American Postal Workers Union, AFL-CIO, and National Association of Letter Carriers, AFL-CIO)

#### **Re: Articles 7, 12 and 13 - Cross Craft and Office Size**

A. It is understood by the parties that in applying the provisions of Articles 7, 12 and 13 of the 2021 National Agreement, cross craft assignments of employees, on both a temporary and permanent basis, shall continue as they were made among the six (6) crafts under the 1978 National Agreement.

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## . Crafts Covered:

The crossing craft provisions apply to the crafts covered by the 1978 National Agreement: letter carrier, clerk, motor vehicle, maintenance, and mail handler.

## . Rural Carriers:

Rural letter carriers are not included in these provisions, meaning cross-craft assignments to and from the rural carrier craft are not permitted under Article 7.2.

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## . Example:

An employee in the clerk craft might be assigned to help with sorting mail in the mail handler craft if there is a backlog of work in the mail handler craft and clerks have insufficient work.

## . Important Note:

Management's right to cross craft lines is limited and is not intended to be used simply to maximize efficient personnel usage.

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The LTATS report is produced by an RFI (information request) generated by the Union Office. It is received as a .pdf and .csv file and is converted locally into a sortable Excel file for clarity.

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Before the file is converted it is very cumbersome and hard to understand and interpret with much extraneous information.

UNITED STATES POSTAL SERVICE

Report: TAC6003 v4.002 - (09) LTATS - Weekly Summary Report

Restricted USPS T&A Information

YPPW: 2025-07-2

Fin. #: 48-7949

Sub-Unit: 0000

LTATS - Weekly Summary Report

TRANSFERS OUT

Seq. Num	Entry Code	From LDC	From P/L	Work Hours	OT Hours	To LDC	To P/L	To Unit	To Period	User ID	Reversal Period
42959878	A	11-0	4400	000	7.24	0.00	11-0	4200	48-7949	000	2025-07-2
42959879	A	11-0	4400	000	68.00	0.00	11-0	4800	48-7949	000	2025-07-2
42959880	A	11-0	4500	000	4.75	0.00	11-0	4400	48-7949	000	2025-07-2
42959881	A	11-0	4500	000	28.33	0.00	11-0	4500	48-7949	000	2025-07-2
42959882	A	11-0	4800	000	36.01	0.00	11-0	4200	48-7949	000	2025-07-2
42959883	A	33-4	2100	000	45.29	5.29	33-4	2700	48-7949	000	2025-07-2
42959884	A	33-4	2300	000	56.80	0.00	33-4	2700	48-7949	000	2025-07-2
42959885	A	33-4	2700	000	34.78	3.77	11-0	4200	48-7949	000	2025-07-2
42959886	A	84-4	2100	000	18.44	0.00	84-4	2100	48-7949	000	2025-07-2
42962962	A	84-4	2100	000	18.44	0.00	84-4	2100	48-7949	000	2025-07-2

.pdf File

TAC6003 v4.002 - (09) LTATS - Weekly Summary Report																									
From Finar		From Orig?		Sub-Unit	Seq. No.	Entry Code	From D/A	From LDC	From Unit	From P/L	Work Hrs	OT Hours	To D/A	To LDC	To Finance	To Unit	To P/L	To Period	User ID	YPPW	Er	Reversal P	To Orig	Nar	Transfer Status
487949	SAT - HARL	0	42789292	A	110	4500	0	0	1.69	0	110	4200	487949	0	0	2025061	2025061	SAT - HARL	TRANSFERS OUT						
487949	SAT - HARL	0	42789293	A	110	4500	0	0	12.43	0	110	4400	487949	0	0	2025061	2025061	SAT - HARL	TRANSFERS OUT						
487949	SAT - HARL	0	42789294	A	110	4500	0	0	9.78	0	110	4800	487949	0	0	2025061	2025061	SAT - HARL	TRANSFERS OUT						
487958	SAT - FRAN	0	42789444	A	110	4500	0	0	3.54	0	110	4500	487949	0	0	2025061	2025061	SAT - HARL	TRANSFERS IN						
487958	SAT - FRAN	0	42789445	A	110	4500	0	0	0.73	0	110	4800	487949	0	0	2025061	2025061	SAT - HARL	TRANSFERS IN						
487949	SAT - GMF	0	42789295	A	110	4400	0	0	70.3	0	110	4800	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS OUT						
487949	SAT - GMF	0	42789296	A	110	4500	0	0	2.17	0	110	4800	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS OUT						
487949	SAT - GMF	0	42789297	A	110	4500	0	0	0.92	0.92	110	4500	487949	0	0	2025061	2025061	SAT - LOS	TRANSFERS OUT						
487949	SAT - GMF	0	42789298	A	110	4500	0	0	27.56	0	110	4500	487949	0	0	2025061	2025061	SAT - LOS	TRANSFERS OUT						
487949	SAT - GMF	0	42789299	A	110	4500	0	0	5.39	0.95	110	4500	487949	0	0	2025061	2025061	SAT - LOS	TRANSFERS OUT						
487949	SAT - GMF	0	42789300	A	334	2100	0	0	39.44	4.44	334	2100	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS OUT						
487949	SAT - GMF	0	42789301	A	334	2300	0	0	56.47	0	334	2700	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS OUT						
487949	SAT - GMF	0	42789302	A	334	2700	0	0	0	0	334	2700	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS OUT						
487949	SAT - GMF	0	42789303	A	334	2700	0	0	0	0	334	2700	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS OUT						
487949	SAT - GMF	0	42789304	A	844	2100	0	0	0	0	844	2100	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS OUT						
487949	SAT - GMF	0	42789305	A	844	2100	0	0	0	0	844	2100	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS OUT						
487962	SAT - J FRAI	0	42789521	A	90	2000	0	0	0	0	90	2000	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS IN						
487979	SAT - VALLE	0	42789835	A	434	2100	0	0	0	0	334	2700	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS IN						
487989	SAN ANITO	0	42790000	A	110	1400	0	0	15.49	0.26	110	4500	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS IN						
487989	SAN ANITO	0	42790001	A	110	1400	0	0	3.77	0	110	4800	487949	0	0	2025061	2025061	SAT - GMF	TRANSFERS IN						
487950	SAT - AMFF	0	42789306	A	90	2000	0	0	40	0	90	2000	487977	0	0	2025061	2025061	SAT - THOU	TRANSFERS OUT						
487950	SAT - AMFF	0	42789307	A	110	4300	0	0	2.97	0	110	4200	487950	0	0	2025061	2025061	SAT - AMFF	TRANSFERS OUT						
487950	SAT - AMFF	0	42789308	A	110	4300	0	0	17.93	0	110	4400	487950	0	0	2025061	2025061	SAT - AMFF	TRANSFERS OUT						

.csv File

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The file is converted according to the From D/A and To D/A columns according to the List below:

### Designated Activity Codes

	From D/A	To D/A		From D/A	To D/A
Clerk to Maintenance	110	166	MVS to Clerk	151	110
				152	110
Clerk to Supervisor	110	90		153	110
Carrier to Clerk Craft	134	110	Mail handler to Clerk	120	110
	434	110		420	110
	844	110		820	110
Carrier to Supervisor	134	90	Rural Carriers to Supervisor	710	90
Maintenance to Clerk	166	110	Rural Carriers to Clerk	740	110
	167	110		750	110
	168	110		760	110
	169	110		770	110
				780	110
				790	110

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Lastly those Designated Activities Codes not listed are eliminated and the **From D/A** and **To D/A** Columns are highlighted in **Red**, the Work Hours and OT Hours are bolded, then sorted by Station/AO.

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## LTATS Summary Report – Now ready to file the grievance.

From Finance No.	From Org Name	Seq. No.	From D/A	From LDC	From Unit Id	From P/L	Work Hrs	OT Hours	To D/A	To LDC	To Finance	To Period	YrPPWk Entered	To Org Name
TAC860R3 - v4.003 - (09) LTATS-Weekly Summary Report														
487981	SAN ANTONIO TX P&DC	43018184	166	3800	0000	000	3.42	0	110	1700	487981	2025081	2025081	SAN ANTONIO TX P&DC
487950	SAT-AMF FINANCE STA	43017568	134	2100	0000	000	40	0	090	2000	487950	2025081	2025081	SAT-AMF FINANCE STA
487952	SAT-ARSENAL STA	43017593	110	4300	0000	000	40	0	090	2000	487952	2025081	2025081	SAT-ARSENAL STA
487954	SAT-CEDAR ELM STA	43017663	134	2100	0000	000	80	0	090	2000	487954	2025081	2025081	SAT-CEDAR ELM STA
487954	SAT-CEDAR ELM STA	43017662	134	2100	0000	000	35.5	0	110	4800	483260	2025081	2025081	FREDERICKSBURG TX
487954	SAT-CEDAR ELM STA	43017664	134	2100	0000	000	4.5	0	110	4800	487954	2025081	2025081	SAT-CEDAR ELM STA
487949	SAT-GMF COLLECTION STA	43017554	110	4500	0000	000	2.14	0	166	3800	487968	2025081	2025081	SAT-LOS JARDINES STA
487949	SAT-GMF COLLECTION STA	43017554	110	4500	0000	000	2.14	0	166	3800	487968	2025081	2025081	SAT-LOS JARDINES STA
487959	SAT-HACKBERRY STA	43017719	134	2100	0000	000	48	8	090	2000	487959	2025081	2025081	SAT-HACKBERRY STA
487959	SAT-HACKBERRY STA	43017724	134	2100	0000	000	40	0	110	6300	487980	2025081	2025081	SAN ANTONIO PO
487959	SAT-HACKBERRY STA	43017724	134	2100	0000	000	40	0	110	6300	487980	2025081	2025081	SAN ANTONIO PO
487961	SAT-HIGHLAND HILLS STA	43017761	134	2100	0000	000	40	0	090	2000	487961	2025081	2025081	SAT-HIGHLAND HILLS STA
487962	SAT-J FRANK DOBIE STA	43017782	110	4500	0000	000	3.54	1.08	166	3800	487962	2025081	2025081	SAT-J FRANK DOBIE STA
487962	SAT-J FRANK DOBIE STA	43017785	134	2100	0000	000	6.27	0.76	110	4800	487962	2025081	2025081	SAT-J FRANK DOBIE STA
487964	SAT-LAUREL HEIGHTS STA	43017821	110	4500	0000	000	3.71	0	166	3800	487964	2025081	2025081	SAT-LAUREL HEIGHTS STA
487964	SAT-LAUREL HEIGHTS STA	43017824	134	2100	0000	000	40	0	090	2000	487962	2025081	2025081	SAT-J FRANK DOBIE STA
487964	SAT-LAUREL HEIGHTS STA	43017824	134	2100	0000	000	40	0	090	2000	487962	2025081	2025081	SAT-J FRANK DOBIE STA
487964	SAT-LAUREL HEIGHTS STA	43017829	134	2100	0000	000	8	0	110	6500	487983	2025081	2025081	TEXAS 3 DISTRICT
487966	SAT-LEON VALLEY BR	43017840	110	4500	0000	000	40	0	090	2000	487966	2025081	2025081	SAT-LEON VALLEY BR
487966	SAT-LEON VALLEY BR	43017843	134	2100	0000	000	40	0	090	2000	487966	2025081	2025081	SAT-LEON VALLEY BR
487968	SAT-LOS JARDINES STA	43017881	110	4300	0000	000	2.2	1.01	166	3800	487968	2025081	2025081	SAT-LOS JARDINES STA
487968	SAT-LOS JARDINES STA	43017883	134	2100	0000	000	16	0	110	6500	487983	2025081	2025081	TEXAS 3 DISTRICT

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## Grievance Processing

- If you are a certified steward to any of the stations listed in the LTATS Summary Report, you are expected to file a Step 1 grievance.
- Step 1 Grievance for Article 7, Employee Classifications, Article 7.2. Employment and Work Assignments.
- Correction Action: Sustain the Grievance. The clerks designated by the union will be made whole at the overtime rate for all crossing craft hours.
- Step 1 Grievance for Article 37, Clerk Craft, Clerk Craft Jobs Memo (page 401) and Article 1.6.A or B.
- Correction Action: Sustain the Grievance. The clerks designated by the union be made whole at the overtime rate for all 204b usage hours of less than 14 days or more than 90 days.

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# THE END