UNITED STATES
POSTAL SERVICE

September 11, 2008

MANAGERS, FINANCE, CS&S DISTRICTS
MANAGERS, STATISTICAL PROGRAMS, CS&S DISTRICTS

SUBJECT: *Policy Memo* – Statistical Programs Letter #1, Fiscal Year (FY) 2009

SIRVO-IODIS:	Foreign Return Receipt, Indicia, Non-MIDAS/Bulk Container Procedures, Bypass Receptacles, Subsampling Tables for Bulk Containers, SIRVO-IODIS MIDAS Interface
SIRVI	Receptacle Contents Screen, SIRVI MIDAS Interface
CCCS:	Carrier Scanner ID, AUTOCR, Determining Shape, DAL and Casing Questions, EOR/DPS Check, Express Mail Signature Waiver, PS Form 2846 Update, Reference Guide Updates
RCCS:	Carrier Scanner ID, AUTOCR, Recording Shape, Recording Compensation Category, EOR/DPS Check, Express Mail Signature Waiver, PS Form 2848 Update, Reference Guide Updates
TRACS:	Mail Category Changes, Unique D&R ID Codes, Expansion of Barcode Scanning
IOCS:	Header Screen, Clerk/Mailhandler Operational Areas, Registry Section and Express Mail Section Activities, Scan Barcodes, Type of Containers/Bundles Being Worked, Type of Permit Mail, AUTOCR, Mixed Pieces, F-45 Glossary
Administration:	CODES Web Base Unit Passwords

The purpose of this letter is to provide updated policy and recording procedures for SIRVO-IODIS, SIRVI, CCCS, RCCS, TRACS, and IOCS. Also included are updated administrative procedures. The changes are effective Q1, FY2009, on October 1, 2008.

SIRVO-IODIS
Attachment 1 provides instructions for recording Foreign Return Receipt/Advice of Receipt products. Handbook F-85, Section 3.4, RM 3-1, and RM 3-8 are updated with replacement text, and RM 3-2 is deleted. Appendix C is obsolete and data collectors should refer to *Global Business Systems International Receipt User Guide*, Section 4.0.

SIRVI
In Attachment 2, International Business Reply Service and Restricted Delivery are added to the software. Replacement text is provided for Receptacle Contents section in Handbook F-85. Appendix D is obsolete and data collectors should refer to *Global Business Systems International Receipt User Guide*, Section 5.0.

CCCS
Multiple scanner IDs can now be entered into the software as shown in Attachment 3. Direct Bundle or Container is added as a shape. Data collectors must follow a new EOR/DPS Check procedure. AUTOCR is eliminated from the First-Class Mail and Standard Mail Decision Tables. There are new DAL and Casing popup screens and Signature Waiver screen for Domestic Express Mail pieces. In addition to these changes, the attachment also contains updated information for PS Form 2846 and the City Carrier Cost System Reference Guide. A draft copy of PS Form 2846, *City Carrier Route Mail Acceptance Data*, is contained in Attachment 8.

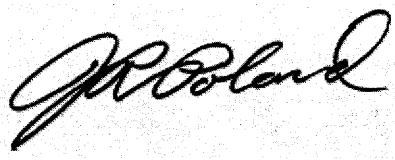
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5000
WWW.USPS.COM

RCCS
Multiple scanner IDs can now be entered into the software as shown in Attachment 4. Direct Bundle or Container has been added as a shape. AUTOCR is eliminated from the First-Class Mail and Standard Mail Decision Tables. The sequence of recording characteristics of mailpieces is changed. Recording Compensation Category procedures are updated. Data collectors must follow a new EOR/DPS Check procedure. Signature Waiver screen is added for Domestic Express Mail pieces. In addition to these changes, the attachment also contains updated information for PS Form 2848 and the Rural Carrier Cost System Reference Guide. A draft copy of PS Form 2848, *Rural Carrier Route Mail Acceptance Data*, is contained in Attachment 8.

TRACS
For TRACS Air tests, each item selected should have a unique D&R ID Code. Package Service Parcel Post – Bulk items are added to the list of items that should be recorded individually and barcodes scanned. Attachment 5 also contains updated First-Class Mail and Standard Mail Decision Tables reflecting the elimination of AUTOCR from the CODES software.

IOCS
Attachment 6 provides changes to the *Header* screen, Clerk/Mailhandler Operational Areas, Registry Section and Express Mail Section Activities, Type of Containers/Bundles Being Worked, Type of Permit Mail, AUTOCR, and Mixed Pieces screens. The attachment also includes updates to scanning barcodes and the Glossary in Handbook F-45.

ADMINISTRATION
District managers, Statistical Programs (MSP) are responsible for updating accesses to the CODES Web Base Unit, including disabling users. Attachment 7 provides updated text for Handbook F-95.



J. Ron Poland
Manager
Statistical Programs

Attachments

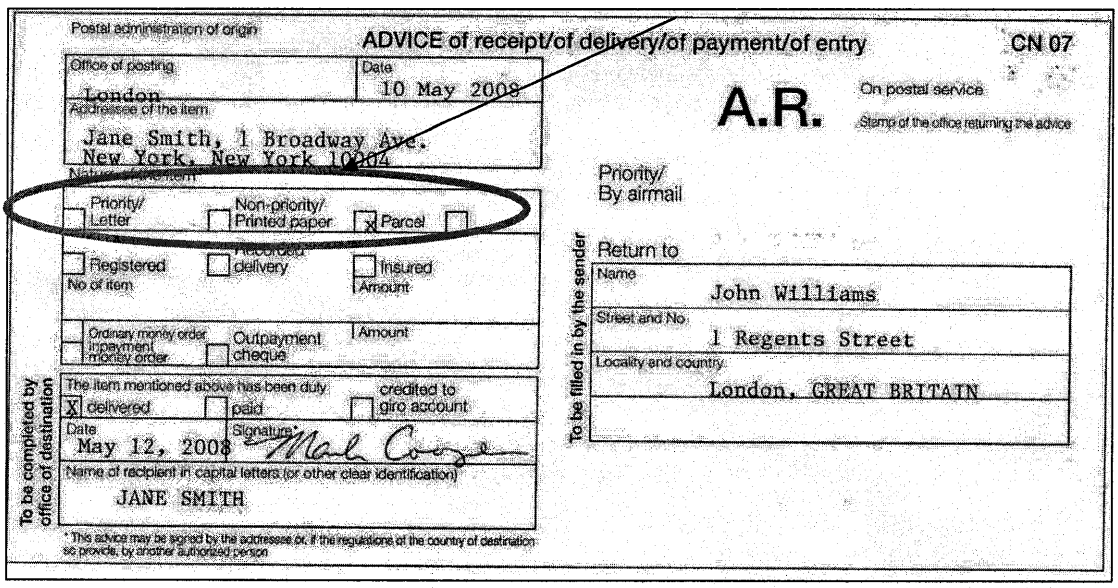
cc: Mr. Walker, CFO
Mr. Lyons
Mr. Foucheaux
Finance Managers, Areas (w/o Attachments)
Accounting Managers, Areas
Statistical Programs Liaisons, Areas
Manager, Statistical Programs Service Center
Managers, Statistical Programs, HQ
Mr. Colvin
Ms. Mayes
Ms. Vetter, Senior Manager, Ernst and Young
Ms. Hilderbrand, Office of Inspector General

SYSTEM FOR INTERNATIONAL REVENUE AND VOLUME OUTBOUND – INTERNATIONAL ORIGIN-DESTINATION INFORMATION SYSTEM (SIRVO-IODIS)

The following policy and procedure changes are effective October 1, 2008.

Product: Other - Foreign Return Receipt

The Q1, FY09 CODES software renames on the "Product: Other" screen "Foreign Return Receipt" to "Foreign Return Receipt/Advice of Receipt (A.R.)". If this option is selected, a new "Product: Other - Foreign Return Receipt" screen appears to record the item description shown on the form (e.g., Priority/Letter, Non-priority/Printed paper, or Parcel). If one of these descriptions is not indicated, enter Option 4 - Unknown.


Postal administration of origin

ADVICE of receipt/of delivery/of payment/of entry CN 07

A.R.

On postal service

Stamp of the office returning the advice

Office of posting: London

Date: 10 May 2008

Addressee of the item: Jane Smith, 1 Broadway Ave. New York, New York 10004

Priority/ Letter | Non-priority/ Printed paper | X Parcel

Registered | Recorded delivery | Insured

No of item | Amount

Ordinary money order | Impayment money order | Outpayment cheque | Amount

To be completed by office of destination

The item mentioned above has been duly X delivered | paid | credited to giro account

Date: May 12, 2008 Signature: Mark Cooper

Name of recipient in capital letters (or other clear identification): JANE SMITH

* This advice may be signed by the addressee or, if the regulations of the country of destination so provide, by another authorized person

Priority/ By airmail

Return to

To be filled in by the sender

Name: John Williams

Street and No: 1 Regents Street

Locality and country: London, GREAT BRITAIN

Indicia

Update Handbook F-85 as indicated: in RM 3-8, Identifying Indicia, regarding Information Based Indicia (IBI), replace the last sentence with "PC Postage is recorded in SIRVO-IODIS as an IBI indicia."

Non-MIDAS/Bulk Container Procedures

With the deployment of the GBS-Dispatch system, references in Handbook F-85 to Non-MIDAS/Bulk Container Procedures are renamed Bulk Container Procedures.

In SP Letter #2, FY 2007, the Subsampling Tables for Bulk Containers in RM 3-2 were effectively replaced in Q2, FY07, when the CODES software incorporated a *Bulk Container Skip Interval* screen and *Bulk Container-Loose Items-Piece Skip* screen. As a result of this SP Letter and the deployment of GBS-Dispatch, Handbook F-85, Section 3.4, Non-MIDAS/Bulk Container Procedures, is modified as follows:

Section 3.4.1, item 1(b):

b. Selecting Target Bulk Containers

- Follow the instructions on the *Bulk Container Skip Interval* screen in CODES to select a subsample of bulk containers. The number of bulk containers for the 24-hour test period may not all be available at the time the skip interval is established. If not all available, estimate the number per day by reviewing the prior week's history of GBS-Dispatch receptacle dispatches in the GBS-Dispatch system. The history may be obtained by selecting GBS-Dispatch, Reports, and Container Productivity Report, and then querying Container Closed by date range and by Destination IMPC (i.e., DEO). The MSP/SSP may also locate the dispatch history of bulk containers from the SIRVO-IODIS Test Maintenance - Adjust Weight screen under the GBS Stat Programs section of GBS-Dispatch.

Section 3.4.1, item 2:

2. Selecting the Subsample

- Follow the instructions on the *Bulk Container-Loose Items-Piece Skip* screen to select mailpieces within selected receptacles and/or subreceptacles.

Weigh-Only Receptacles Replaced By Bypassed Receptacles

With the deployment of the GBS-Dispatch system, the weigh-only and "F-sack" procedures described in Handbook F-85, RM 3-1, are replaced in their entirety as follows:

RM 3-1 Procedures for Bypass Receptacles and Final Receptacles

During a GBS-Dispatch test, a bypassed receptacle is defined as a receptacle selected too close to the time of dispatch. The amount of time deemed too close to dispatch varies by receptacle type (currently within two hours for letter trays, one and a half hours for flat trays, and one hour for bags). The GBS-Dispatch system will automatically find a replacement receptacle, which is the next receptacle available to be selected using the weight skip interval. The replacement receptacle may be selected as early as the same day of the test, and as late as either the start of a new test with the same defining characteristics or the end of the test month.

When a bypassed receptacle is selected by GBS-Dispatch, GBS-Dispatch will send a printer notice to Statistical Programs indicating the selection of the bypassed receptacle. If a replacement receptacle is selected, GBS-Dispatch will send a second printer notice to Statistical Programs indicating the selection of a replacement receptacle. Data collectors should suspend the test and maintain a log with the original printer notice until one of the following events occurs: (a) a replacement receptacle is selected by GBS-Dispatch and the receptacle is sampled, (b) a new test of the same stream begins, or (c) the test month has ended. When one of these events occurs, the data collector should complete the test.

A Final Receptacle is a receptacle containing the dispatch documents. A Final Receptacle selected by GBS-Dispatch is handled the same as other receptacles selected for testing. If the Final Receptacle contains a short-paid mailpiece or missent items, these items may be removed and the weight and, if applicable, pieces adjusted in GBS-Dispatch.

Subsampling Tables for Bulk Containers

Per SP Letter #2, FY 2007, the RM 3-2 Subsampling Tables for Bulk Containers were effectively replaced in Q2, FY07, when the CODES software incorporated a *Bulk Container Skip Interval* screen and *Bulk Container-Loose Items-Piece Skip* screen. RM 3-2 is hereby deleted.

SIRVO-IODIS MIDAS Interface

With the deployment of the Global Business System-Dispatch system (GBS-Dispatch), Appendix C of Handbook F-85 is obsolete. Data collectors should refer to Section 4.0, SIRVO-IODIS Sampling, in the *Global Business Systems International Dispatch User Guide* distributed to data collectors during the deployment training sessions at each site.

SYSTEM FOR INTERNATIONAL REVENUE AND VOLUME INBOUND (SIRVI)

The following policy and procedure changes are effective October 1, 2008.

Receptacle Contents Screen
"USPS IBRS items" and "Restricted Delivery [A REMETTRE EN MAIN PROPRE]" are added to the Receptacle Contents screen as of Q2, FY08 and Q1, FY09, respectively. International Business Reply Service (IBRS) allows foreign senders to return response envelopes or cards without adding postage. The USPS IBRS items are clearly marked IBRS and have a US destinating address. Restricted Delivery is a service for registered, recorded delivery, and insured items, and must be marked in bold letters "A REMETTRE EN MAIN PROPRE" or its English equivalent of "FOR DELIVERY TO THE ADDRESSEE IN PERSON".

Update Handbook F-85 Section 4.3.3 as indicated:

The first sentence in step 1 is replaced with the following text:

1. **Separate all pieces in the receptacle into groups by international shape and exempt/non-exempt/USPS IBRS/Restricted Delivery [A REMETTRE EN MAIN PROPRE] status. In addition, for Canadian surface receptacles, separate pieces into Expedited Parcels and Small Packets/Petit Packets. These separations will collectively be referred to as "piece categories".**

The sentence in step 2 and the first bullet is replaced with the following:

2. **Highlight the row for the applicable piece category, and select the *Add* button at the top of the *Receptacle Contents* screen to record a mailpiece.**

- Highlight the row indicating the applicable piece category by using the up <↑> and down <↓> arrow keys.

Insert the following below Figure 4.3.3-53:

c. The screens for other piece categories are similar and should follow the same guidelines that are provided for exempt and non-exempt mailpieces.

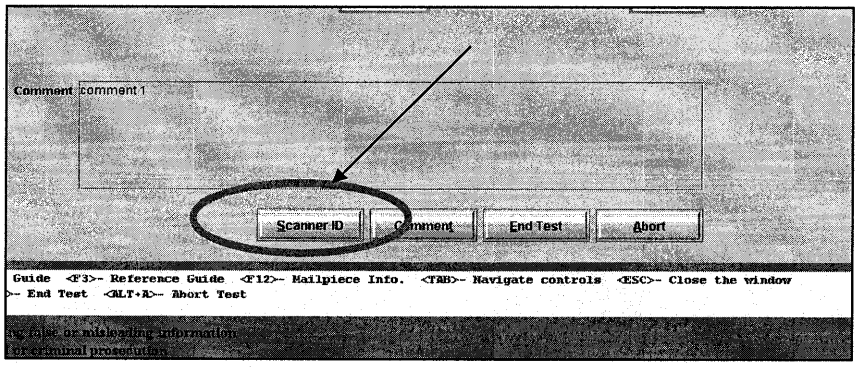
SIRVI MIDAS Interface
With the deployment of the Global Business System-Receipt system (GBS-Receipt), Appendix D of Handbook F-85 is obsolete. Data collectors should refer to Section 5.0, System for International Revenue and Volume/Inbound (SIRV/I), in the *Global Business Systems International Receipt User Guide* distributed during the deployment training sessions at each site.

CITY CARRIER COST SYSTEM (CCCS)

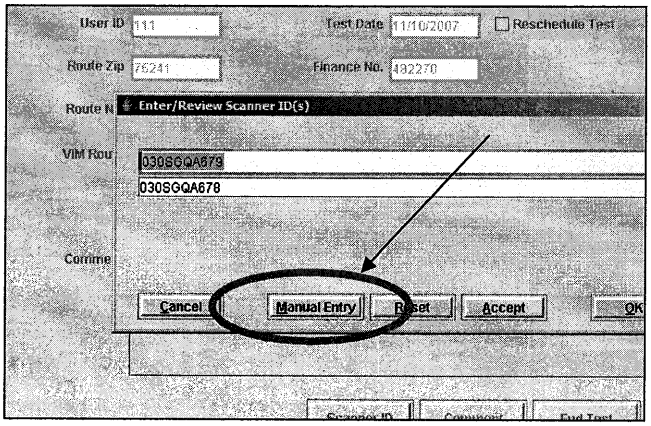
The following policy and procedure changes are effective October 1, 2008.

Carrier Scanner ID

Enter multiple scanner IDs when more than one carrier will be delivering mail for the tested route. To enter scanner IDs, select the *Scanner ID* button on the *Header* screen.



After selecting the *Scanner ID* button, a pop-up screen appears that allows the entry of scanner IDs by selecting the *Manual Entry* button. After manually entering each scanner ID, select *Accept.* After all scanner IDs are entered, select *OK* to exit the screen.



Elimination of AUTOCR

The choices for AUTOCR have been eliminated as subclasses in both First-Class Mail and Standard Mail. If the obsolete 'AUTOCR' or 'AC' endorsements appear on a mailpiece, classify as First-Class Automation or Standard Automation as appropriate. Revised First-Class Mail and Standard Mail Decision Tables are contained in the *City Carrier Cost System Reference Guide, September 2008 Edition.*

Determining Shape

Direct Bundle or Container is added to the Determining Shape Table in the *City Carrier Cost System Reference Guide, September 2008 Edition.*

Choose the first applicable **shape** based on the following criteria:

Direct Bundle or Container (from mail processing or mailer all for one address) - Record this as the shape if all the mail in a bundle or container is for one addressee, and the bundle or container was prepared by mail processing or the mailer, and not prepared by the tested carrier. After making this selection, you will be asked to record the shape of the top piece.

DPS Letter/Card (include automated Sector Segment mail) - Any mailpiece found in the DPS tray.

Other Letter - Any non-DPS rectangular mailpiece not exceeding ANY of the following dimensions:

- Height 6 1/8"
- Length 11 1/2"
- Thickness 1/4"

FSS Flat (Reserved for future use)

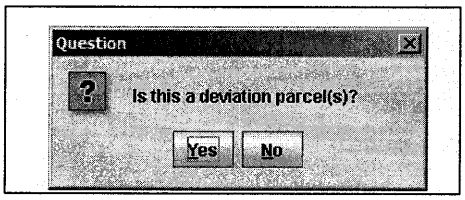
Other Flat - Any rectangular-shaped mailpiece not categorized as a Letter/Card and not exceeding ANY of the following dimensions:

- Height 12"
- Length 15"
- Thickness 3/4"

Parcel (include Deviation Parcel) - Any mailpiece not categorized as a letter or a flat is a parcel or deviation parcel.

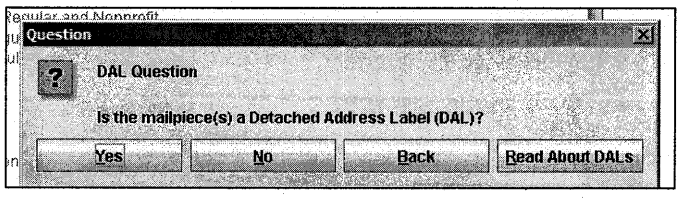
Parcel and Deviation Parcel - If the mailpiece (parcel) will fit in the customer's receptacle, along with flats and letters, then the mailpiece should be classified as a parcel. Otherwise, the mailpiece (parcel) is a deviation parcel.

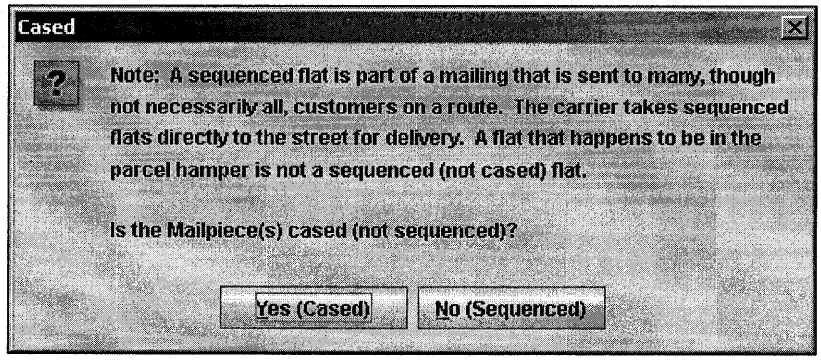
Identify **Deviation Parcels** by selecting *Yes* on the following screen:



DAL and Casing Questions

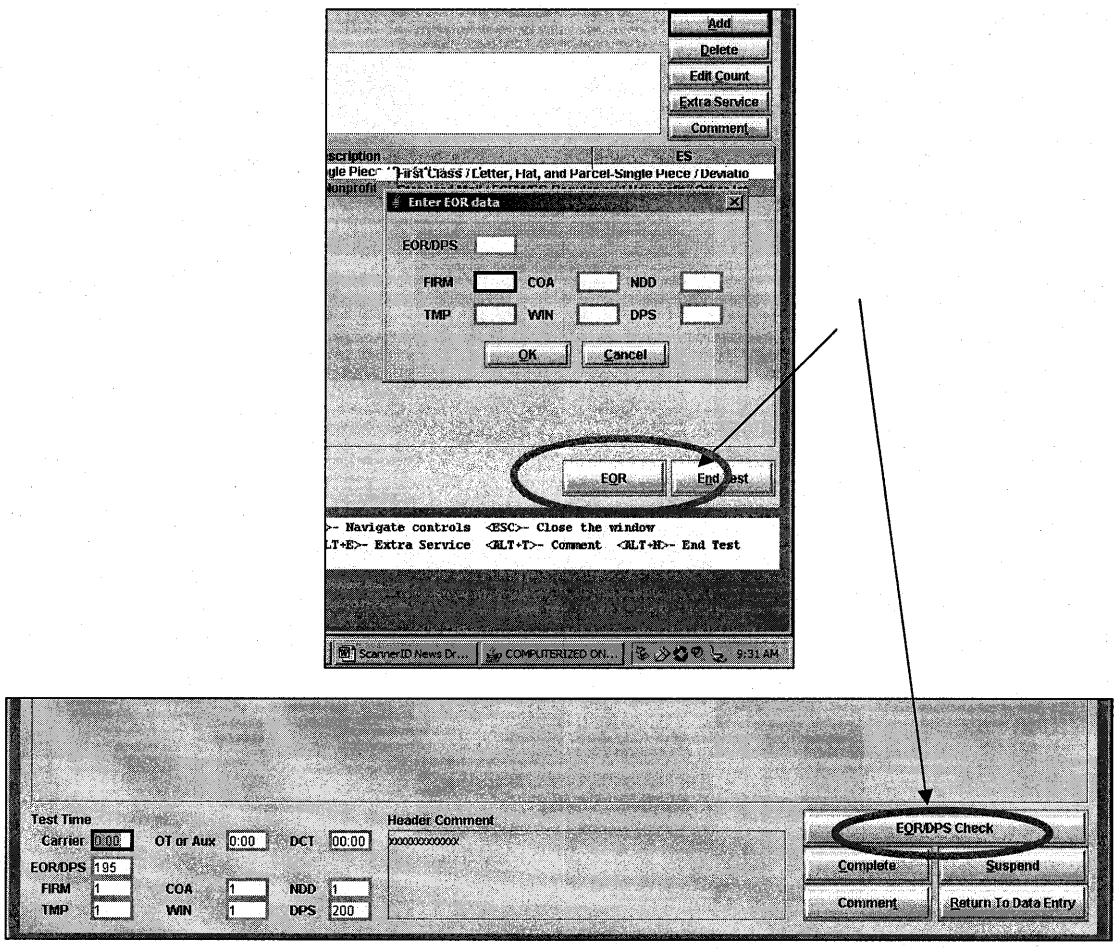
A new method is introduced for recording DAL and Casing information. The DAL and Casing questions appear separately as individual screens when applicable. Additionally, the DAL question appears on all entries of Standard, Periodical, and Bound Printed Matter letters.





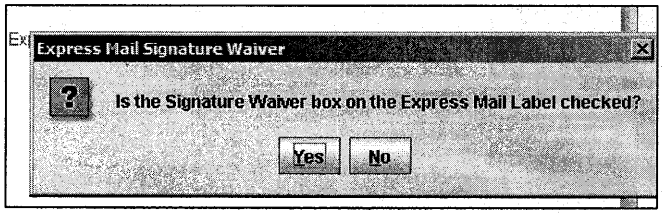
EOR/DPS Check

To enter End-of-Run (EOR) data before ending a test, select the *EOR* button on the mailpiece entry screen. Additionally, select the *EOR/DPS Check* button on the *End Test* screen to compare the entered DPS volumes with the EOR DPS volume. After entering all DPS mail and EOR totals, and before completing the test data collectors must select the *EOR/DPS Check* button and investigate as appropriate.

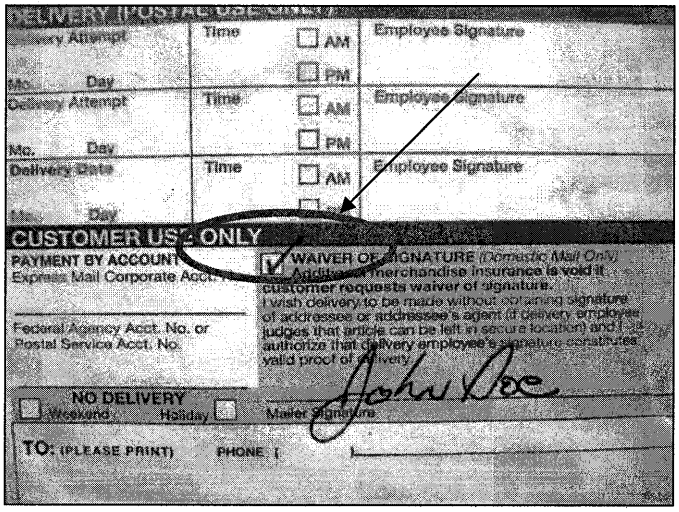


Express Mail Signature Waiver

For all Domestic Express Mail, the following screen appears in the software:



If the Signature Waiver box is checked on the Express Mail label (see image below), select *Yes*. Otherwise, select *No*.



PS Form 2846, City Carrier Route Mail Acceptance Data
The PS Form 2846 is revised to reflect changes since the last revision in Q1 FY2008. All changes are reflected in the 2846 Web Base Unit software.

Ensure that the postmaster or designee understands how to properly complete the form. Note that the mail must be separated into mail for collection mail (blue) boxes, customer outgoing mail, and mail picked up from online Carrier Pickup requests (Priority Mail, Express Mail, and International Mail only).

Duplicate and use PS Form 2846 in Attachment 9 until the form is available on the USPS Blue web page. A News item will be posted when the form is available.

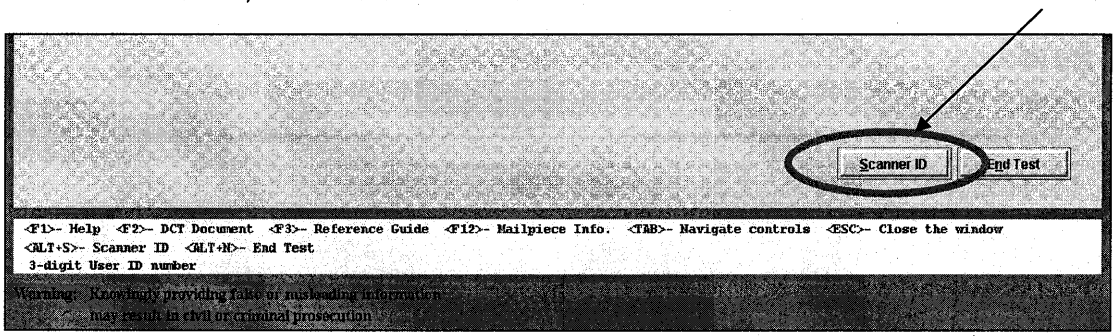
City Carrier Cost System Reference Guide, September 2008 Edition
In addition to the changes mentioned previously, Administrative Data, Non-Machinable Characteristics, and Entering End of Run Data are added to the guide. The Mail Classes table is separated into a table for domestic mail and another table for international mail. The Collection Mail section is removed from the Reference Guide.

RURAL CARRIER COST SYSTEM (RCCS)

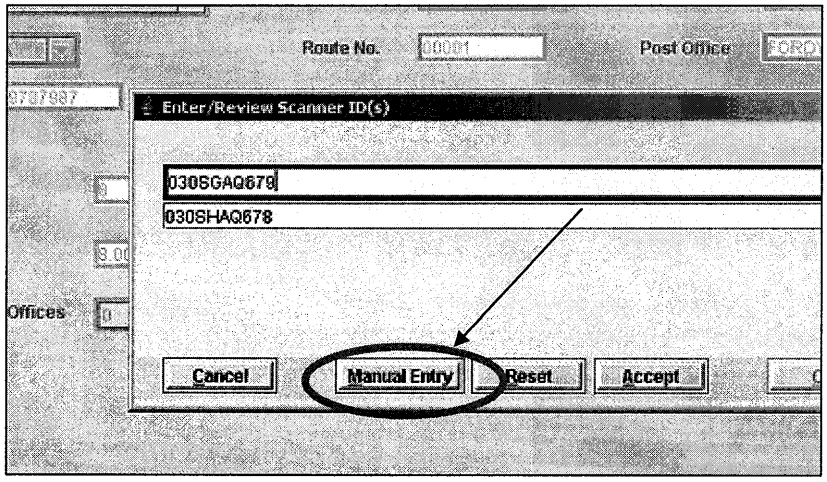
The following policy and procedure changes are effective October 1, 2008.

Carrier Scanner ID

Enter multiple scanner IDs when more than one carrier will be delivering mail for the tested route. To enter scanner IDs, select the *Scanner ID* button on the *Header* screen.



After selecting the *Scanner ID* button, a pop-up screen appears that allows the entry of scanner IDs by selecting the *Manual Entry* button. After manually entering each scanner ID, select *Accept.* After all scanner IDs are entered, select *OK* to exit the screen.



Elimination of AUTOCR

The choices for AUTOCR have been eliminated as subclasses in both First-Class Mail and Standard Mail. If the obsolete 'AUTOCR' or 'AC' endorsements appear on a mailpiece, classify as First-Class Automation or Standard Automation as appropriate. Revised First-Class Mail and Standard Mail Decision Tables are contained in the Rural Carrier Cost System Reference Guide, September 2008.

Recording Shape

The sequence of recording characteristics of mailpieces in RCCS changes from

*Class>>Subclass>>**Compensation Category>>Shape>>**Extra Service(s)*
to
Class>>*Subclass>>**Shape>>**Extra Service(s)>>**Compensation Category** (where applicable).*

In addition, Direct Bundle or Container is added as a shape. Choose the first applicable shape based on the criteria in the Determining Shape Table in the *Rural Carrier Cost System-Reference Guide, September 2008 Edition.*

Choose the first applicable **shape** based on the following criteria:

Direct Bundle or Container (from mail processing or mailer all for one address) - Record this as the shape if all the mail in a bundle or container is for one addressee, and the bundle or container was prepared by mail processing or the mailer, and not prepared by the tested carrier. After making this selection, you will be asked to record the shape of the top piece.

DPS Letter/Card (include automated Sector Segment mail) - Any mailpiece found in the DPS tray.

Other Letter - Any non-DPS rectangular mailpiece not exceeding ANY of the following dimensions:

- Height 6 1/8"
- Length 11 1/2"
- Thickness 1/4"

FSS Flat (Reserved for future use)

Other Flat - Any rectangular-shaped mailpiece not categorized as a Letter/Card and not exceeding ANY of the following dimensions:

- Height 12"
- Length 15"
- Thickness 3/4"

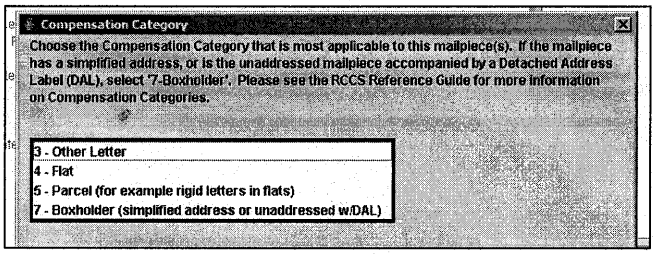
Parcel - Any mailpiece not categorized as a letter or a flat is a parcel.

Do not confuse Compensation Category with shape. It is possible for mailpieces recorded in the Parcel Compensation Category to be Letters/Cards or Flats. For example, a rigid mailpiece that measures 10" x 6" x 1/2" is recorded as parcel for compensation category and flat for shape. Unlike Compensation Category, do not use the address orientation to determine length and height. Always consider the length as the longest side of the mailpiece, regardless of the placement of the address.

Recording Compensation Category

The recording of compensation category will in many cases be automatically assigned by the data collection software based on identified mail characteristics. For example, if the only Extra Service is Delivery Confirmation, the Compensation Category will automatically be identified as Delivery Confirmation.

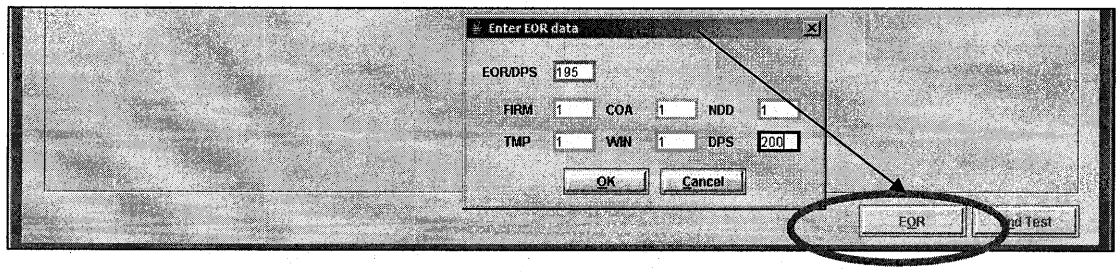
In those instances where collected mailpiece characteristics do not identify the Compensation Category, the *Compensation Category* screen appears.

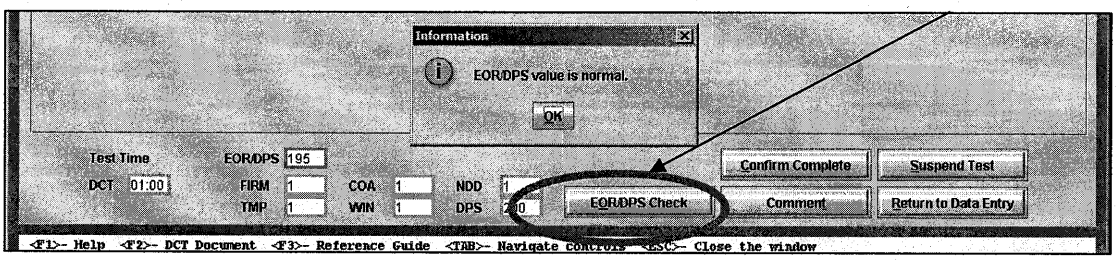


Use the guidelines in the Compensation Categories table in the *Rural Carrier Cost System Reference Guide, September 2008 Edition*, which is also shown at the end of this attachment.

EOR/DPS Check

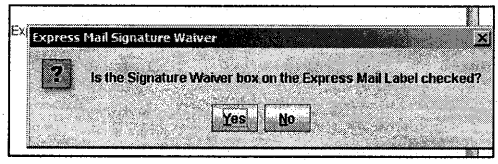
To enter End-of-Run (EOR) data before ending a test, select the *EOR* button on the mailpiece entry screen. Additionally, select the *EOR/DPS Check* button on the *End Test* screen to compare the entered DPS volumes with the EOR DPS volume. After entering all DPS mail and EOR totals, and before completing the test data collectors must select the *EOR/DPS Check* button and investigate as appropriate.



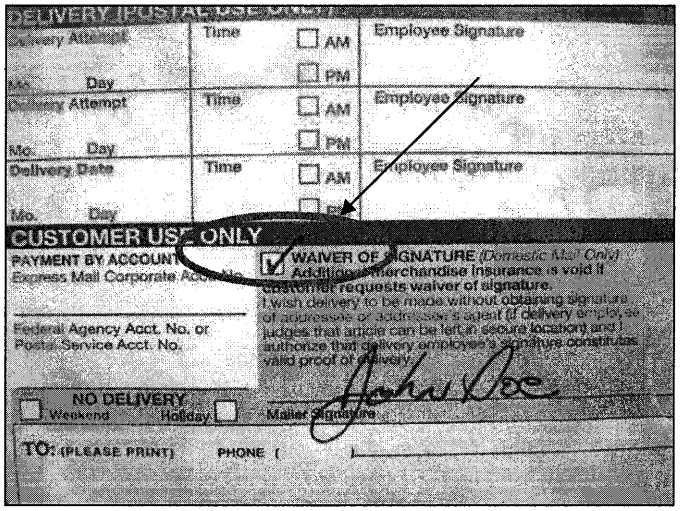


Express Mail Signature Waiver

For all Domestic Express Mail, the following screen appears in the software:



If the Signature Waiver box is checked on the Express Mail label (see image below), select *Yes*. Otherwise, select *No*.



PS Form 2848 Update

The PS Form 2848 is revised to reflect changes since the last revision in Q1 FY2008. All changes are reflected in the 2848 Web Base Unit software.

Ensure that the postmaster or designee understands how to properly complete the form. Note that mail picked up from online Carrier Pickup requests (Priority Mail, Express Mail, and International Mail only) must be isolated and recorded separately.

Duplicate and use PS Form 2848 in Attachment 9 until the form is available on the USPS Blue web page. A News item will be posted when the form is available.

Rural Carrier Cost System Reference Guide, September 2008 Edition

In addition to the changes mentioned previously, Test Window, Administrative Data, Extra Services, Entering End of Run Data, and Software Messages and Questions are added to the guide. The Mail Classes table is separated into a table for domestic mail and another table for international mail. Route Type and Route Information are incorporated in Administrative Data. The Unusual Mail Codes section is removed from the Reference Guide.

Compensation Categories

Compensation Categories correspond to various shapes and types of mail. Compensation categories are very similar to the categories in which mail is counted in the National Count of Mail on Rural Routes. In many cases, the data collection software will automatically assign the Compensation Category. For example if the Extra Service is Delivery Confirmation, the Compensation Category will automatically be identified as Delivery Confirmation.

For instances where mailpiece characteristics do not specifically identify the Compensation Category, use the following guidelines:

Category	Description
Boxholder	The mailpiece(s) has a simplified address or is the unaddressed mailpiece accompanied by a Detached Address Label (DAL).
If the mailpiece(s) is not *Boxholder,* record the Compensation Category as Other Letter, Flat, or Parcel.	
Other Letter	Letters or cards that are not part of the DPS mailstream.
Flat	Flats consist of newspapers, magazines, catalogs, rolls, and nonletter or nonparcel size mail that can be cased for delivery.
Parcel	Any rigid article that exceeds one of the following dimensions: ■ 5 inches in height (Address orientation is used to determine height) ■ 18 inches in length ■ 1 9/16 inches in width ■ Any flexible mailpiece that contains a rigid item exceeding any one of the dimensions above, and the area of the rigid item is equal to or greater than 80 percent of the area of the flexible mailpiece. ■ Any article properly prepared and endorsed *DO NOT FOLD OR BEND* in accordance with DMM 601.5.1a (Note: The article must be of value and protected by stiffeners). ■ Additionally, any non-rigid article that does not fit in the letter or flat separations with other mail.
Note: It is possible for a mailpiece identified as *Flat* by its dimensions (Shape screen) to be identified as *Parcel* for Compensation Category, for example, when it cannot be cased with other mail. If the Compensation Category cannot be identified, ask the carrier or postmaster how a similarly shaped mailpiece is counted in the National Count of Mail. **Note:** If a flat has been folded, placed in a letter tray, and selected for recording, record it as a flat. **Note:** Count postmaster's mailings, including snow removal notices and mailbox improvement notices, under Class: USPS/Free, Subclass: USPS, Compensation Category: Boxholders.	

TRANSPORTATION COST SYSTEM (TRACS)

The following policy and procedure changes are effective October 1, 2008. Unless specifically noted, the changes apply to all modes.

Mail Category Changes

The following mail categories are obsolete and have been removed from the CODES software.

- 114 First-Class Mail/Letters, Flats and Parcels/Auto Carrier Route (AUTOCR) (AC)
- 124 First-Class Mail/Post Cards/Auto Cards – Carrier Route (AUTOCR)
- 512 Standard Mail/ECR – PRSRT STD or Nonprofit/Basic Automation (AUTOCR) (EA)

TRACS Air Tests – Unique D&R ID Codes

Each item selected for a TRACS air test should have a unique D&R ID Code. If a D&R ID Code is scanned on the *Item Information* screen that was scanned for a previous *Item No.* the following message appears:

This D&R Code has already been scanned on a previous item. Continue?

If the item is a separate item and does have the same D&R ID Code as another item then choose *YES*. The following comment screen appears:

Please enter a comment describing why this is a duplicate D&R ID Code.

Enter an appropriate comment and continue with the test.

If the item is not a separate item and does not have the same D&R ID Code as another item then choose *NO*. The following message appears:

Please select another item for sampling.

Select OK. The previous *Item Info* screen appears. Select another item and continue the test.

Expansion of Barcode Scanning

Package Service Parcel Post – Bulk items should be recorded individually and barcodes scanned, even for non-loose items in other containers.

The following replaces the text in SP Letter #7, FY2008.

In addition to scanning barcodes on loose pieces and Express Mail, barcodes on Global Express Guaranteed must be scanned. When an item has five or less Express Mail pieces, each piece is to be recorded and scanned individually. Also, up to three barcodes should be scanned, if possible, whenever the piece count is *one*.

On the *Mail Information* screen, continue to scan up to three barcodes found on the mailpiece in the following situations:

- Loose parcel or piece
- Global Express Guaranteed - record and scan each piece individually, even for non-loose pieces in other items

- Domestic Express Mail, U. S. Origin Express Mail International, Foreign Origin International Express – if an item has 5 pieces or less, record and scan each piece individually
- Package Services Parcel Post - Bulk
- Non-loose pieces in other items (when the piece count is one) – For example, since each Foreign Origin Surface Parcel Post piece is to be recorded individually, scan up to three barcodes on the piece.

Scan the barcodes on the piece in the sequence below. That is, first scan any Express Mail label barcode, then any Customs form barcode, etc.

1 Express Mail or Global Express Guaranteed Labels
2 Customs Forms
3 Extra Service Label (e.g., Delivery Confirmation)
4 Intelligent Mail Barcode
5 Information-Based Indicia (IBI, PC-Postage)
6 Destination ZIP POSTNET Barcode
7 Destination ZIP Parcel (UCC/EAN 128) Barcode
8 Other

First–Class Mail Decision Table for TRACS and Carrier Cost Tests Only[a]

IF ENDORSED AND/OR MARKED...	*AND/OR ADDITIONAL MARKINGS ARE...*	*THEN ASSIGN MAIL CATEGORY AS...*
Single piece postage Check front and back for additional postage	With or without markings	Single Piece
Not single piece postage or none	"Business Reply"	Single Piece
Not single piece postage or none	"Single Piece" or "SNGLP" or MMSRCA[b] "SP"	Single Piece
Not single piece postage or none	"AUTO," "A???,"[c] "A?????? ...L??????"[d] or MMSRCA[b] "AV", "AT", "MB", or "AB"	Automation
Not single piece postage or none	MMSRCA[b] "FP"	Nonautomation Presort
Not single piece postage or none	Automation Rate Barcode[e] and "Presorted" ("PRSRT") and "First–Class"	Automation
Not single piece postage or none	"Presorted" or "PRSRT" and "First–Class"	Nonautomation Presort
Not single piece postage or none	No endorsements, markings, or MMSRCA[b]	Single Piece

a. Start at the top of the table and work down the table until the mail category is assigned.
b. MMSRCA–Manifest Mailing System Rate Category Abbreviations.
c. The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A," to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
d. The notation "A??????...L??????" means that the mailpiece has a seven character (alphanumeric) long endorsement starting with the letter "A" through the letter "L" to the left of the mailer-applied MLOCR barcode along the bottom of the piece.
e. Automation Rate Barcode is a 9- or 11-digit barcode for flats (do not include the FICS barcode) and parcels. Automation Rate Barcode is also an 11-digit or Intelligent Mail barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

Standard Mail Decision Table for TRACS and Carrier Cost Tests Only[a]

IF ENDORSED AND/OR MARKED...	*AND/OR ADDITIONAL MARKINGS ARE...*	*THEN ASSIGN MAIL CATEGORY AS..*
"Standard" or "STD" or "Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRLOT"[c] or MMSRCA[b] "EB"	ECR Basic
"Standard" or "STD" or "Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSH"[c] or MMSRCA[b] "EH"	ECR High Density
"Standard" or "STD" or "Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSS"[c] or MMSRCA[b] "ES"	ECR Saturation
"Standard" or "STD" or "Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"AUTO," "A???"[d] "A?????? ...L??????,"[e] or MMSRCA[b] "AV", "AT", "AF", "MB," "BB,"or "AB"	Automation
"Standard" or "STD" or "Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	MMSRCA[b] "RA," "BS," "DB," "DD," or "DS"	Nonautomation
"Standard" or "STD" or "Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"NFM" or "NOT FLAT-MACHINABLE" or MMSRCA[b] "NF"	NFM (Not Flat-Machinable)
"Standard" or "STD" or "Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	Automation Rate Barcode[f]	Automation
"Standard" or "STD" or "Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	None	Nonautomation

a. Start at the top of the table and work down the table until the mail category is assigned.
b. MMSRCA—Manifest Mailing System Rate Category Abbreviations.
c. ECR–Enhanced Carrier Route. The "ECR" and the "LOT," "WSH," or "WSS" may appear in two different locations on the mailpiece.
d. The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A," to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
e. The notation "A??????...L??????" means that the mailpiece has a seven character (alphanumeric) long endorsement starting with the letter "A" through the letter "L" to the left of mailer-applied MLOCR barcode along the bottom of the piece.
f. Automation Rate Barcode is a 9- or 11-digit barcode for flats (do not include the FICS barcode) and parcels. Automation Rate Barcode is also an 11-digit or Intelligent Mail barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

IN-OFFICE COST SYSTEM (IOCS)

The following policy and procedure changes are effective October 1, 2008.

IOCS Header Screen

The IOCS *Header* screen is changed to prevent direct changes to the scheduled start time. There is a *Recalculate Reading Time* button immediately below the Scheduled and Actual Reading Time on the IOCS *Header* Screen. The original *Recalculate Reading Time* button still appears on the *Conduct Reading* screen.

The *By Return Call* option is no longer available. Select *On Location* or *By Phone* as the Sampling Method.

Section 2.2.3 and 3.3.3 in Handbook F-45 will be revised.

Clerk/Mailhandler Operational Areas

Two new options, A and B, are added to the beginning of question Q15E1 for supervisor activities.

Q15E1 Clerk / Mailhandler Operational Areas
What operational areas are the clerks/mail handlers assigned to?
(Choose ALL applicable options.)

A. Platform, Mail Transport, and Weighing Operations
B. Cancellation, Meter Mail Prep, and Flat Mail Prep Operations
C. Accountable Mail Operations (Including Express Mail/Expedited Delivery Section, Registry Section/Cage, Business Reply-Postage Due Unit, and Other Accountable Work)
D. Computerized Forwarding System (CFS) Operation (MODS Op. # 539,791,792)
E. Automated or Mechanized Mail Processing Operation
F. Manual Distribution Operation (Mailpiece Distribution Only)
G. Other Mail Processing Operations
H. Bulk Mail Acceptance Operation
I. Window Service and Other Retail Operation
J. Administrative (Including Claims & Inquiry Work, Personnel & Time & Attendance Work, Accounting & Auditing Work, Data Collection & Processing Activities, Procurement Activities, Training, Quality Control/Revenue Protection, General Office Work)

Section 4.5 in Handbook F-45 will be revised.

Registry Section and Express Mail Section Activities

A new option G is inserted in Q18H2 *Express Mail Section Activities* to allow describing when an employee is simply waiting for mail.

Q18H2 Express Mail Section Activities
What specific activity is being performed?

A. Acceptance
B. Outgoing Distribution
C. Incoming Distribution
D. Delivery Pickup
E. Customer Service/Inquiries
F. Record Keeping/Data Entry
G. Waiting for Mail
H. Other (Specify)

Section 6.6.2 in Handbook F-45 will be revised.

A new question is added in Q18H6 *Registry Section Activities* to clarify activities in the registry section.

Q18H6 Registry Section Activity
Which best describes the activity the employee is performing?
A. Processing Registered Mail
B. Processing mail that is not Registered
C. Record keeping / data entry
D. Waiting for Mail
E. Other (Specify)

The above text will be added to Handbook F-45 as section 6.6.5.

Scan Barcodes
Information Based Indicia (IBI) can now be scanned (option J of *Scan Barcode*, screens S20 and S30) as long as it is not printed in red ink.

Option F is changed to include both Express and GXG Labels. Option F now reads:

F. Mailpiece – Express and GXG Labels

Also, validation checks are added to this option at S30 to inform data collectors when a questionable or incorrect type of barcode was scanned. For example, *Express and GXG Labels* was selected but the scanned barcode is not a scanned GXG, domestic or foreign origin Express Mail barcode. In some circumstances, a photocopy of the barcode (and mailpiece) is requested to be sent to the Statistical Programs Service Center for clarification.

Type of Containers/Bundles Being Worked
An option is added to Q20D1 *Type of Containers/Bundles Being Worked*, to alleviate confusion when multiple types of containers and/or bundles are being worked. New option G reads:

G. Combination of any of the above

Section 7.4.2 in Handbook F-45 will be revised.

Type of Permit Mail (Letter/Card/Flat)
The wording on question Q23L2, option A is changed to assure that only 39 USC 3406 absentee ballots are included in this category. The 3406 section includes the free mailing privilege that is extended to voters who are overseas and meet the requirements to mail these items (DMM 703.4). Option A now reads:

A. U.S. Postage Paid 39 USC 3406 (Official Absentee Balloting Material)

If the mailpiece is Absentee Balloting Material, but does not have 39 USC 3406 in the indicia, do not select option A.

Section 8.9.2 in Handbook F-45 will be revised.

AUTOCR
Questions Q23I2 and Q23J3 which asked for the discontinued AUTOCR marking are deleted.

Sections 8.6.5.2 and 8.6.7.3 will be revised.

Categories and Subcategories of Mail – Mixed Pieces
In question Q24, Option F Standard Mail Enhanced Carrier Route (ECR), Regular or Nonprofit is enhanced by adding the following subcategories:

F. Std. Mail Enhanced Carrier Route (ECR), Regular or Nonprofit
- A. ECRLOT, or ECR with no additional markings
- B. ECRWSS or ECRWSH

Option H is changed to reflect the restructured Parcel Select marking requirements. Option H now includes:

H. Package Services
- A. Parcel Post Single-Piece
- B. Parcel Select (including Drop Ship, D/S marking)
- C. Parcel Select Return Service (PRS)
- D. Media Mail or Library Mail
- E. Bound Printed Matter

Section 7.3.2.3 in Handbook F-45 will be revised.

F-45 Glossary
The following definitions are added to the F-45 Glossary.

Nonscheduled An employee scheduled to be off work, in a non-pay status is referred to as "nonscheduled".

Nonworking Status An employee scheduled to be off work in either a pay or non-pay status. This includes "nonscheduled" time, as well as sick leave, annual leave, and other paid leave.

ADMINISTRATION

The following policy and procedure changes are effective October 1, 2008.

CODES Web Base Unit Passwords

All managers must ensure that access to information resources is immediately revoked for personnel when no longer required because of change in job responsibilities, transfer, or termination. Refer to Handbook AS-805, Section 9 – 4.2.7 for additional information.

Add the following text to F-95 Section 2.1.2.1:

The MSP is responsible for updating the user accesses on the CODES Web Base Unit. Users should be disabled when they are no longer active in Statistical Programs and updated when access levels have changed.

SP Letter #1, FY2009
Attachment 8

Form 2846
Form 2848

DRAFT

UNITED STATES POSTAL SERVICE®

City Carrier Route Mail Acceptance Data

Postmaster Instructions

- The information obtained from this form will be used to distribute mail collection costs to different classes of mail for use in setting rates. The data is not used to set work standards or measure a mail carrier's performance.
- You (or your designee) are responsible for collecting and recording the required information.
- Instruct the carrier to keep separate all collection and undelivered mail on the test day and give the mail to you or your designee for counting.

Include in your count:

All mail brought back by the city carrier on the test date. Include all mail that was collected and all mail that was not delivered by the carrier.

If there are any questions regarding this mail count, please contact the data collection technician whose name is listed below.

Section 1 - Completed By Data Collection Technician

Full Name of Data Collection Technician	Telephone Number *(Include Area Code)*	Fax Number

Address *(Number and Street)*	City, State, and ZIP + 4

Test Office Data

1a. Name of Facility	1b. City and State	1c. ZIP Code

2. Date Test Taken *(MM/DD/YYYY)*	3. Test I.D.	4. City Carrier Route No.

Section 2 - Completed By Postmaster or Designee *(Complete items 5 and 6.)*

5. Name of Postmaster or Designee	6. Telephone Number *(Include Area Code)*

Section 3 - Completed By Postmaster or Designee *(Complete Part A and Part B as applicable.)*

Part A — Mailing Instructions

Mailing Instructions

- If there are any remarks you wish to state, use item 7.
- Mail or fax the completed form to the attention of Statistical Programs at the address or telephone number identified in Section 1.

7. Additional Remarks

Test I.D. _____

Part B — Mail Data

Mail Data Instructions

- Separate into one tub mail collected from *online requests* for Carrier Pickup (Express Mail, Priority Mail, and International Mail only).
- Separate all other mail into two tubs – mail for collection mail (blue) boxes should be separated from all other mail (customer outgoing mail). NDCBU collection mail is not collection mail (blue) box mail, NDCBU collection mail is customer outgoing mail. Additionally, all mail that was taken out by the carrier but not delivered is included with customer outgoing mail.
- Separate all mail into domestic and international mail, based on destination address. Mail being sent to Puerto Rico, Guam, Federated States of Micronesia, Republic of Marshall Islands, Palau, and trust territories, which qualify for mail being sent at domestic rates, should be included with domestic mail.
- Separate domestic mail by class. Parcel Select Return Service must be counted separately from all other Package Services mail.
- Separate international mail into Global Express Guaranteed (GXG), Express Mail International (EMS), Priority Mail International Flat Rate envelopes, all other Priority Mail International, and First-Class Mail International.
- Count and record the number of pieces collected from the sample route by class for each shape of mail piece (i.e., First-Class Letters, Cards and Flats, Priority Parcels). Provide separate counts for mail that came from *online requests* for Carrier Pickup, collection boxes, and mail that came from customer mail receptacles.

		Customer Outgoing		Collection (Blue) Box		Carrier Pickup *(Online)*
CLASS DESCRIPTION		**Letters, Cards and Flats**	**Parcels**	**Letters, Cards and Flats**	**Parcels**	**All Shapes**
DOMESTIC MAIL						
1. FIRST-CLASS MAIL® - *metered, stamped, permit (Include Ballot Mat. U.S. Postage Paid 39 USC 3406, Business Reply Mail® (BRM), Netflix)*						
2. PRIORITY MAIL®						
3. PERIODICALS						
4. EXPRESS MAIL® *(Except International)*						
5. STANDARD MAIL® *(Include missorted Standard Mail, and Non-Profit,UBBM)*						
6. PACKAGE SERVICES *(Media Mail, Library Mail®, Bound Printed Matter and Parcel Post®, excluding PSRS)*						
7. PARCEL SELECT RETURN SERVICE *(PSRS)*						
INTERNATIONAL MAIL - US ORIGIN						
8. GLOBAL EXPRESS GUARANTEED® *(GXG®)*						
9. EXPRESS MAIL INTERNATIONAL® *(EMS®)*						
10. PRIORITY MAIL INTERNATIONAL	**FLAT RATE ENVELOPE**					
	OTHER					
11. FIRST-CLASS MAIL INTERNATIONAL						
12. OTHER *Specify Below (Include Free for the Blind, USPS®, All Other)*						

DRAFT

UNITED STATES POSTAL SERVICE®

Rural Carrier Route Mail Acceptance Data

Postmaster Instructions

1. The information obtained from this form will be used to distribute the costs of rural mail to different classes based on the mail counts of the selected rural route on the assigned test date.
2. You *(or your designee)* are responsible for collecting and recording the required information. Your assistance is requested to capture this vital information.
3. Instruct the carrier to provide all mail collected on the test day to you or your designee for counting.
4. Instruct the carrier to separate mail into two tubs, mail from *online requests* for Carrier Pickup (Express Mail, Priority Mail, and International Mail only) should be separated from all other mail.

Include in your count:

- All mail picked up, including *online requests* for Carrier Pickup, from individual boxes that are returned to the Post Office™.
- Mail picked up from boxes on intermediate routes and returned to the Post Office if the head-out office is sampled.

Do NOT include in your count:

- Mail picked up from collection boxes or cluster box unit collection compartments.
- Mail for sampled intermediate offices (routes) — An intermediate office is a Post Office located on the official line of travel on a rural route and is included in the official route description. If an intermediate office (route) is selected for sample, prepare a separate PS Form 2848 and write "Intermediate Office" on the front of the form.
- Other mail that was taken out by the carrier but not delivered *(for example, markup mail)*.

If there are any questions regarding this mail count, please contact the data collection technician whose name is listed below.

Section A - Completed By Data Collection Technician

Full Name of Data Collection Technician	Telephone No. *(Include area code)*	Fax Number

Address *(Number and street)*	City, State, and ZIP + 4®

Test Office Data

1a. Name of Facility	1b. City	1c. State	1d. ZIP Code™

2. Date Test Taken *(MM/DD/YYYY)*	3. CAG	4. Finance No.	5. Test I.D.	6. Rural Route No.

Section B - Completed By Postmaster or Designee *(Complete items 7 through 10.)*

7. Name of Postmaster or Designee	8. Telephone No. *(Include area code)*

Use the Route Number on PS Form 4241-A, *Rural Route Evaluation*, to determine the Type of Rural Route and "L" Status.

9. Type of Rural Route *(Check one)*	10. Does Route Have "L" Status? *(Carrier delivers to 12 or more boxes per mile.)*
☐ H - 6 Day Route ☐ J - 5 ½ Day Route ☐ K - 5 Day Route ☐ M - Mileage Compensation ☐ Aux - Hourly Compensation	☐ Yes ☐ No

Section C - Completed By Postmaster or Designee *(Complete items 11 through 28a as applicable.)*

11. Mail or fax the completed form to the attention of the data collection technician at the address identified in Section A.

12. Additional Remarks

DRAFT

Test I.D. _____

Section C - Completed By Postmaster or Designee *(Continued)*

Mail Data Instructions

- If the pieces collected are from *online requests* for Carrier Pickup (Express Mail, Priority Mail, and International Mail only), count and record the number of pieces from the sample route in the Carrier Pickup column.
- If the pieces collected are Registered Mail™ or Certified Mail™, count and record the number of pieces from the sample route in the Registered Mail or Certified Mail columns.
- For pieces which are not Registered Mail or Certified Mail, count and record the number of pieces collected from the sample route for each class and each shape of mail piece *(i.e., letters, cards and flats separate from parcels)*.
- Record mail from government agencies other than USPS® by the class of service provided (i.e., First-Class Mail®, Priority Mail®, etc.).
- Record all franked official mail by the class of service provided (i.e., First-Class Mail, Priority Mail, etc.).
- Record Business Reply Mail® (BRM) with First-Class Mail or Priority Mail.
- International Mail can be identified by the foreign address of the recipient of the mail.
- DO NOT count mail picked up from collection mail boxes and the collection portion of NDCBUs.

Class Description	Letters, Cards and Flats	Insured/ Uninsured Parcels	Registered Mail	Certified Mail	Carrier Pickup *(Online)*
DOMESTIC MAIL					
13. First-Class Mail *(Include Ballot Mat. U.S. Postage Paid 39 USC 3406)*					
14. Priority Mail					
15. Express Mail *(Except International)*					
16. Standard Mail®					
17. Parcel Post®					
18. Parcel Select Return Service *(PSRS)*					
19. Media and Library Mail					
20. Bound Printed Matter *(BPM)*					
21. USPS® Mail					
22. Free For The Blind/Handicapped *(Do not include franked official mail; see instructions above)*					
INTERNATIONAL MAIL - US ORIGIN					
23. Global Express Guaranteed® *(GXG®)*					
24. Express Mail International® *(EMS®)*					
25. Priority Mail International *(Flat Rate Envelope Only)*					
26. Priority Mail International *(All others including Flat Rate Box)*					
27. First-Class Mail International					
28a. Other *(Specify below)*					
28b. Specify *(From 28a)*					