



April 27, 2009

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

SUBJECT: *Policy Memo* – Statistical Programs Letter #5, Fiscal Year (FY) 2009

General:	Examples of Labels, Tags, and Containers for Priority (or Express) Open and Distribute
SIRVO-IODIS:	New PVI Recording Options, Handwritten Addresses, DCT Test and Travel Time, U.S. Origin (Outbound) International Mail Identification Flow Chart Revisions
TRACS:	Priority Mail Packaging Type, Priority (or Express) Mail Open and Distribute
CCCS:	Extra Service – Insurance, Insurance Signature, Collection Mail (PS Form 2846) Policy Update
RCCS:	Extra Service – Insurance, Insurance Signature, Collection Mail (PS Form 2846) Policy Update
IOCS:	Update Telephone Reading Policy, Letter / Flat Sorting Equipment, Activity at AFSM 100, Priority (or Express) Mail Open and Distribute, and Air Freight Containers, Diplomatic Post Office, Parcel Select and Parcel Post, Priority Mail Packaging
ODIS-RPW:	DCT Test Time, New IBI Parcel Scanning Procedures, 2009 Forever Stamp, New PVI Recording Options, Commercial Base and Commercial Plus Pricing, Revised Nonmachinable Letter Criteria, Handwritten Addresses, Restatement of Policy for PMOD

The purpose of this letter is to provide policy related to the May 11, 2009 rate increase and software changes. In addition, Handbooks and prior SP Letters are updated to reflect policy and procedural changes.

General

Attachment 1 provides examples of labels, tags, and containers related to the Priority Mail Open and Distribute (PMOD), and Express Mail Open and Distribute (EMOD) referenced in TRACS, IOCS, and ODIS-RPW.

SIRVO-IODIS

Attachment 2 addresses new recording options for Postage Validation Imprint (PVI) labels, removes the requirement to record if the address is handwritten, provides new procedures to capture each data collector's test time and travel time, and includes an updated U.S. Origin (Outbound) International Mail Identification Flowchart.

TRACS

Priority Mail Packaging Type and PMOD, and EMOD are discussed in Attachment 3.

CCCS

Attachment 4 addresses recording Extra Services for Insured and Insured Signature items and collection mail data input policy changes.

RCCS

Attachment 5 addresses recording Extra Services for Insured and Insured Signature items and collection mail data input policy changes.

IOCS

Telephone reading policy is clarified in Attachment 6. There is a new question and options for Open and Distribute, and a new question for Parcel Select Markings. There are new options for the Flat Sequencing System (FSS), Air Freight Containers, the USPS Priority Mail Small Flat Rate Box, and activity at the AFSM 100.

ODIS-RPW

Attachment 7 addresses capturing each data collector's test time, scanning Information-based Indicia (IBI) on parcels, nonmachinable letter criteria, and removing the requirement to record handwritten addresses. The updates include recording procedures for recording Forever Stamps, new recording options for PVI labels (also, updating Section 3.9.6, step 2), and includes Commercial Base/Commercial Plus price markings. Lastly, Priority Mail Drop Shipment is renamed to PMOD.

Questions may be directed to Statistical Programs Service Center. Your commitment to Statistical Programs is appreciated.



J. Ron Poland
Manager
Statistical Programs

Attachments

cc: Mr. Corbett, CFO
Mr. Lyons
Mr. Foucheaux
Finance Managers, Areas (w/o Attachments)
Accounting Managers, Area
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Mr. Colvin
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Ms. Vetter, Senior Manager, Ernst and Young
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GENERAL

Express Mail and Priority Mail Open & Distribute Service

Express Mail Open and Distribute (EMOD) and Priority Mail Open and Distribute (PMOD) were introduced as mailing options in Postal Bulletin 22198 (1-18-07). These mailing options provide alternatives for mailers who want to expedite mailings of other classes of mail to destination postal facilities. Mailers prepare the mailings according to standards for the enclosed class of mail and enclose the mail in containers for expedited service as either Express Mail Open and Distribute or Priority Mail Open and Distribute.

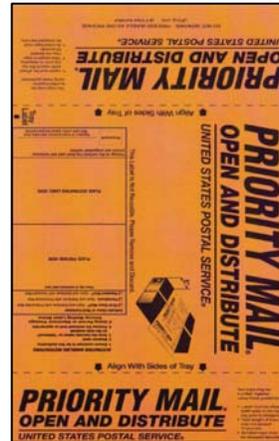
Most PMOD containers require a green Tag 161, or a pink Tag 190, or an orange tray Label 23. Most EMOD containers require tag 157. USPS provided Tray Boxes are also available.

See the individual programs for recording procedures.

Example of PMOD Sacks Tags



Priority Mail Open & Distribute Label 23



Priority Mail Open & Distribute Tag 190



Priority Mail Open & Distribute Tag 161



Example of the New Express Mail and
Priority Mail Open & Distribute Tray Boxes



Express Mail Open & Distribute
Tag 157

TAG 157 FEB 2007

TAG NOT REUSABLE

UNITED STATES POSTAL SERVICE®

EXPRESS MAIL®

**OPEN AND
DISTRIBUTE™**

DO NOT OPEN UNTIL DESTINATION REACHED

MAIL CLASS ENCLOSED:

OPEN AND DISTRIBUTE AT:

U.S. POSTAL SERVICE USE:

Postmark:

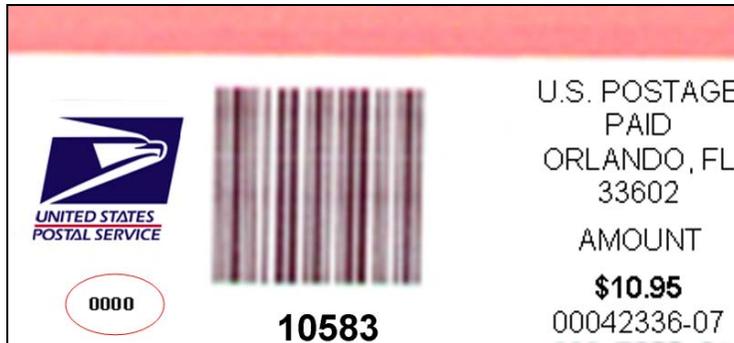
Please Post, Pre-sort and Pre-schedule Certified Mail.
Signature of origin business, mail entry clerk, Not valid when signed and cancelled.

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

The following policy and procedure changes are effective May 11, 2009.

Postage Validation Imprint (PVI) Indicia

When the indicia on the mailpiece is a Postage Validation Imprint (PVI), record whether the PVI was generated using a POS or a non-POS system. The first digit in the 4-digit PVI number distinguishes the two label types (see example below).



Example of a non-POS generated label

Replace Section 3.3.3, step 6 (page 3-65) of Handbook F-85 with:

If the first digit is a “1,” record as a POS-generated label. If the first digit is a “0,” record as non-POS.

RM 3-8 of Handbook F-85 is updated to replace *Postage Validation Imprint (PVI)* with:

Indicia	Description
Postage Validation Imprint (PVI) POS	<p>The postal validation imprint (PVI) is a meter strip with the postage, the origin ZIP Code, the date of mailing, the 5-digit POSTNET of the destination ZIP Code, and the 5-digit destination ZIP Code.</p> <p>The PVI will indicate whether it was generated by a POS or a non-POS system (such as an IRT). A 4-digit number is printed in the bottom left corner of the label. If the first of the four digits is a “1,” it is a POS-generated label.</p>
Postage Validation Imprint (PVI) non-POS	<p>The postal validation imprint (PVI) is a meter strip with the postage, the origin ZIP Code, the date of mailing, the 5-digit POSTNET of the destination ZIP Code, and the 5-digit destination ZIP Code.</p> <p>The PVI will indicate whether it was generated by a POS or a non-POS system (such as an IRT). A 4-digit number is printed in the bottom left corner of the label. If the first of the 4-digits is a “0”, it is a non-POS label.</p>

Handwritten Addresses

Data collectors no longer need to record whether a delivery address is handwritten. Delete section 3.3.4, step 6 in Handbook F-85,

New DCT Time and Travel screen

When *End Test and Save* is selected on the *Validate and Finish Test* screen, the following new *DCT Time and Travel* screen appears.

DCT Time and Travel

Enter the total work time required to perform the test.

DCT Time: 3 hrs min.

Note: Record the total time to prepare for and complete the sampling of the receptacle(s) related to the test, including travel time to obtain and return the receptacle(s) within the test facility. If another data collector worked on the test with you, record your times separately (do not add your times together).

Enter the travel time to and from your home worksite to the test worksite (if applicable).

Travel Time: min.

OK

Add a new bullet to Handbook F-85 Section 3.5 after bullet 1:

- For DCT Time, record the total time to prepare for and complete the sampling of the receptacle(s) related to the test, include the travel time to obtain and return the receptacle(s) *within* the test facility. Also include time spent communicating with operations about the test; setting up the computer; sorting the mailpieces for entering the data; and entering, reviewing, and sending data. Enter the total time in hours and minutes.

Do not include time waiting for mail to arrive or any time not on the clock. If another data collector worked on the test, record times separately (do not add times together).

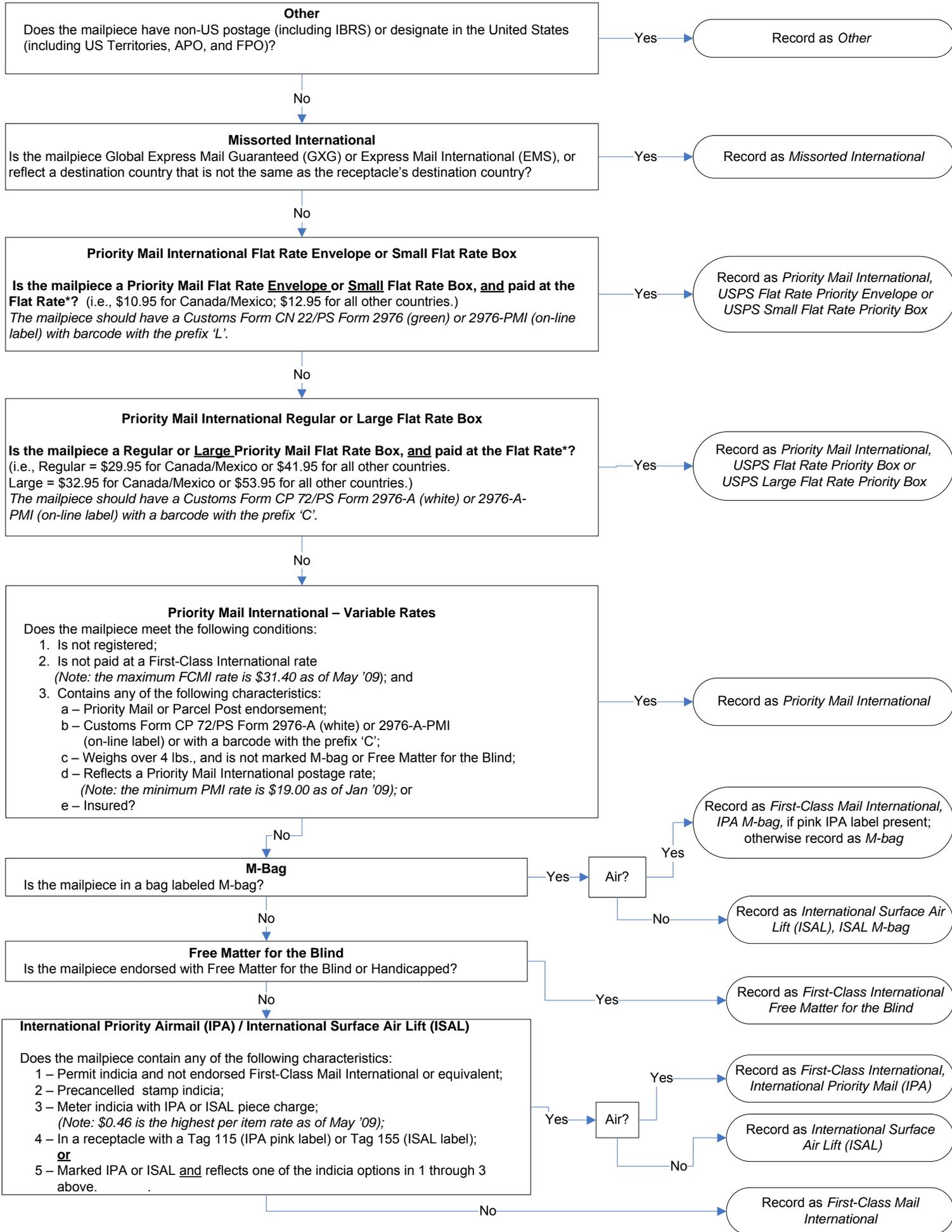
For Travel Time, enter travel time to and from your home worksite to the test worksite. Enter the total time in hours and minutes. If the home worksite is the same as the test worksite, leave these fields blank.

U.S. Origin (Outbound) International Mail Identification Flowchart for SIRVO-IODIS

The U.S. Origin (Outbound) International Mail Identification Flowchart for SIRVO-IODIS is modified and replaces the flowchart in SP Letter #3, FY2009. The modifications primarily reflect updates to the existing rate references that are impacted by the rate changes effective May 11, 2009.

Although the outbound flow chart should identify mailpieces correctly in most situations, there may be situations where the flowchart may not work. If there are still concerns over the proper classification, use the flowchart to classify the piece and enter a receptacle level *Comment* describing the issue.

U.S. Origin (Outbound) International Mail Identification Flowchart for SIRVO-IODIS



TRANSPORTATION COST SYSTEM (TRACS)

The following policy and procedure changes are effective May 11, 2009. Unless specifically noted, the changes apply to all modes.

Priority Mail Packaging Type

The Priority Mail Packaging Type screen is expanded to include the following choices. This applies to both Domestic Priority and Priority Mail International (U.S. Origin). After mailpiece shape is entered, the following new screen appears:

Select Priority Mail Packaging

Packaging Description

(Select the best applicable option)

- A. – USPS Flat Rate Priority Envelope
- B. – USPS Flat Rate Priority Box (14 x 12 x 3 ½ inches)
- C. – USPS Flat Rate Priority Box (11 ¼ x 8 ¾ x 6 inches)
- D. – USPS Large Flat Rate Priority Box (12 ¼ x 12 ¼ x 6 inches)
- E. – USPS Flat Rate (APO/FPO) Priority Box (12 ¼ x 12 ¼ x 6 inches)
- F. – USPS Small Flat Rate Priority Box (8 ⅝ x 5 ⅝ x 1 ⅝ inches)
- G. – USPS Flat Rate Priority Box (all other dimensions)
- H. – USPS Triangular Large Tube (length = 38 inches)
- I. – USPS Triangular Small Tube (length = 25 inches)
- J. – None of the above

Select the best applicable option.

Priority Mail Open and Distribute (PMOD)

PMOD is recorded as Domestic Priority. Enter the item type as a loose parcel or piece. Do not enter the item type as a sack or pouch. Do not open the item and count the contents. The count should be one. Scan the barcode on the PMOD tag or label, if available. Enter a note, or comment, of PMOD.

See Attachment 1 for examples of labels, tags, and containers.

Express Mail Open and Distribute (EMOD)

EMOD, Express Mail Open and Distribute, is recorded as Domestic Express. Enter the item type as a loose parcel or piece. Do not enter the item type as a sack or pouch. Do not open the item and count the contents. Scan the Express Mail label as usual and scan the barcode on the EMOD tag or label, if available. The count should be one. Enter a note, or comment, of EMOD.

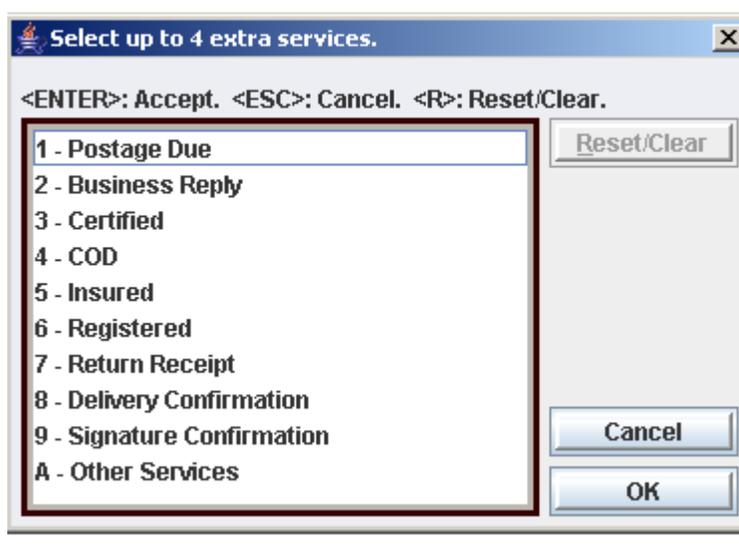
See Attachment 1 for examples of labels, tags, and containers.

CITY CARRIER COST SYSTEM (CCCS)

The following policy and procedure changes are effective May 11, 2009.

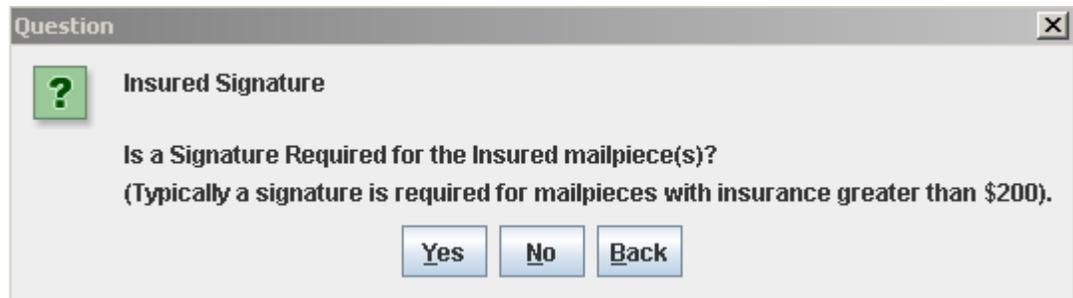
Extra Service - Insurance

To reflect changes in characteristics of Insured mailpieces, '5 - *Numbered Insured*' is changed to '5 - *Insured*' on the *Extra Services* screen. Record all insured mailpieces as 5 - *Insured* regardless of whether or not a signature is obtained by the carrier.



Insurance Signature

For any selections of '5-*Insured*' on the *Extra Services* screen, a new screen appears asking if the carrier will attempt to obtain a signature for the Insured mailpiece(s). Typically, signatures are required for all mailpieces with insurance greater than \$200. If the amount of insurance cannot be determined from the mailpiece characteristics, ask if the carrier will attempt to obtain a signature.



Collection Mail (PS Form 2846) Policy

The deadline for entering data from PS Form 2846 is changed from seven days to *four* days from the test date. For example, for a CCCS test conducted on a Friday, the deadline for entering PS Form 2846 data for this test is the following Tuesday. For sites that receive the forms from the tested office by mail, if the form is not received by the fourth day, the MSP or designee should contact the tested office and obtain the data by fax or phone for Web Base Unit input.

This policy does not apply in situations where the data is questionable and the MSP is waiting for a response from the tested office. In this case, the MSP should not enter the data until all issues are resolved.

Replace Section 311.2, item 2 in Handbook F-65 with the following:

2. Mail or fax the form to the address or fax number in Section 1 of the form within 4 days from the test date.

Replace section 364 in Handbook F-65 with the following:

364 Postmaster Responsibility

Within four days from the test date, the postmaster or designee should mail or fax the form to the data collector whose name and address appear in Section 1 of the form.

Replace the last two paragraphs in Section 7.3.2.1 in Handbook F-95 with the following:

The MSP must review submitted forms for completeness and accuracy and must review with the postmaster or designee any incomplete or inconsistent items found. Data from the PS Form 2846 should be entered into the CODES Web Base Unit within four days from the test date.

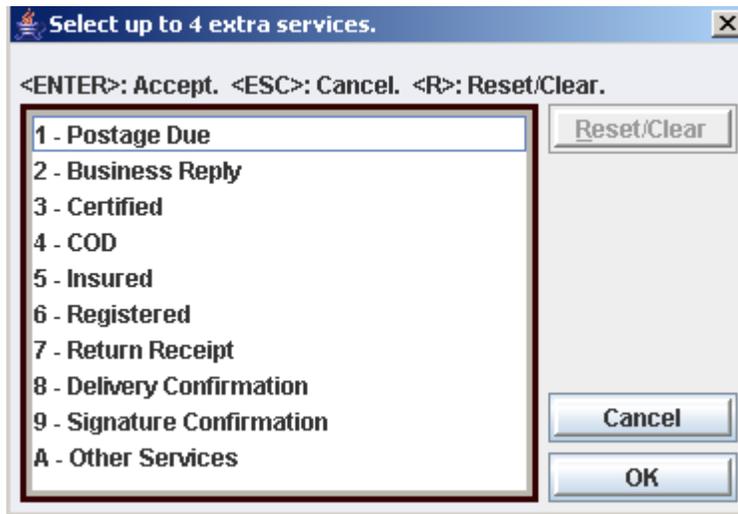
The MSP is responsible for the keying and transmission of the data on PS Form 2846. The keyer may be the MSP or someone designated and trained by the MSP.

RURAL CARRIER COST SYSTEM (RCCS)

The following policy and procedure changes are effective May 11, 2009.

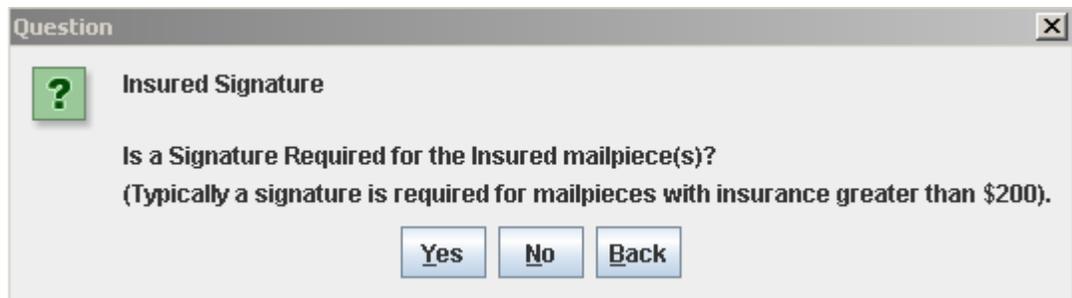
Extra Service - Insurance

To reflect changes in characteristics of Insured mailpieces, '5 - *Numbered Insured*' is changed to '5 - *Insured*' on the *Extra Services* screen. Record all insured mailpieces as 5 - *Insured* regardless of whether or not a signature is obtained by the carrier.



Insurance Signature

For any selections of '5-*Insured*' on the *Extra Services* screen, a new screen appears asking if the carrier will attempt to obtain a signature for the Insured mailpiece(s). Typically, signatures are required for all mailpieces with insurance greater than \$200. If the amount of insurance cannot be determined from the mailpiece characteristics, ask if the carrier will attempt to obtain a signature.



Collection Mail (PS Form 2848) Policy

The deadline for entering data from PS Form 2848 is changed from seven days to *four* days from the test date. For example, for an RCCS test conducted on a Friday, the deadline for entering PS Form 2848 data for this test is the following Tuesday. For sites that receive the forms from the tested office by mail, if the form is not received by the fourth day, the MSP or designee should contact the tested office and obtain the data by fax or phone for Web Base Unit input.

This policy does not apply in situations where the data is questionable and the MSP is waiting for a response from the tested office. In this case, the MSP should not enter the data until all issues are resolved.

Replace Section 411.2, item 2 in Handbook F-65 with the following:

2. Mail or fax the form to the address or fax number in Section 1 of the form within 4 days from the test date.

Replace section 484 in Handbook F-65 with the following:

484 Postmaster Responsibility

Within four days from the test date, the postmaster or designee should mail or fax the form to the data collector whose name and address appear in Section 1 of the form.

Replace the last two paragraphs in Section 7.3.2.3 in Handbook F-95 with the following:

The MSP must review submitted forms for completeness and accuracy and must review with the postmaster or designee any incomplete or inconsistent items found. Data from the PS Form 2848 should be entered into the CODES Web Base Unit within four days from the test date.

The MSP is responsible for the keying and transmission of the data on PS Form 2848. The keyer may be the MSP or someone designated and trained by the MSP.

IN-OFFICE COST SYSTEM (IOCS)

The following policy and procedure changes are effective May 11, 2009.

Telephone Readings

Update Handbook F-45, Data Collection User's Guide for In-Office Cost System, Section 3.3.2, to clarify the policy that a non-supervisory employee may be assigned to respond to IOCS telephone readings:

3.3.2 Telephone Readings

In a telephone reading, call the sampled employee's work location and ask for an employee assigned to assist with Statistical Programs readings. If the employee assigned to help with readings or the sampled employee's supervisor is not available, ask if there is someone else, preferably another supervisor, who can assist you with the reading. Then, read the IOCS questions and instructions to the respondent over the telephone to complete the reading. As with on-site readings, the snapshot should occur *consistently* when both of the following criteria are met:

- The supervisor or the employee assigned to assist with Statistical Programs readings is sufficiently close to identify the correct sampled employee.
- The supervisor or the employee assigned to assist with Statistical Programs readings is able to readily and safely isolate any mail or empty equipment that the sampled employee is handling.

You must follow any software instructions and the step-by-step instructions for conducting telephone readings provided in Appendix D of Handbook F-45.

Telephone readings should only be conducted when on-site readings cannot be taken. Telephone readings are acceptable when you expect the total time to travel, locate the employee at the facility, take the reading, and return to your normal duty site to be in excess of 60 minutes. Telephone readings are also acceptable when it is not possible to reach the sampled employee at his or her work location at the scheduled time of the reading. For example, hazardous weather conditions may prevent you from going to a station, branch, or associate office, or you may have two readings scheduled at the same time at widely separated locations.

Letter/Flat Sorting Equipment

The Postal Service is deploying the Flats Sequencing System (FSS) to sequence flat size mail. New options are added to questions Q18C2.BMC (option F) and Q18C3 (option C).

Q18C2.BMC Letter / Flat Sorting Equipment

What type of equipment is the employee assigned to?

- A. CSBCS
- B. DBCS or MPBCS
- C. OCR (MLOCR)
- D. AFSM 100 (including AFSM AI/ATHS)
- E. FSM 1000
- F. FSS (Flats Sequencing System)
- G. Other Letter / Flat Sorting Equipment (Specify)

Section 6.7.1.6 in Handbook F-45 will be revised.

Q18C3 Flat Sorting Equipment

What type of flat sorting equipment is the employee assigned to?

- A. FSM 100 including AFSM AI / ATHS
- B. FSM 1000 (UFSM 1000)
- C. FSS (Flats Sequencing System)
- D. Video Coding System (VCS)
- E. Other Flat Automation Equipment (Specify)

Section 6.7.1.3 in Handbook F-45 will be revised.

Activity at AFSM 100

IOCS added a new option C to Q18C11c to identify employees working at an AFSM 100 that does not have Automated Induction (AI) equipment.

Replace Section 6.7.4.1 in Handbook F-45 with the following text:

Q18C11c Activity at AFSM 100

What specific activity is being performed?

- A. Obtaining Mail, Dispatching Mail, Obtaining / Disposing of Empty Equipment
- B. Automated Induction Work (including Prepping Mail for AFSM100 / AI, Working AI Feeders).
- C. Loading / Feeding (AFSM with no Automated Induction / AI equipment)
- D. Automated Tray Handling System Work
- E. Sweeping Processed Mail from Machine Runouts (Other than End of Run or Dispatch)
- F. Setting Up, Scheme Change, or End of Run / Taking Down (including Printing Labels, Labeling or Positioning Equipment).
- G. Verifying / Riffing Mail
- H. Monitoring Machine Operation
- I. Clearing Machine Jam / Machine Maintenance
- J. Waiting for Machine Restart / Waiting for Mail
- K. Crew Rotation
- L. Other (Specify)

Section 6.7.4.1 in Handbook F-45 will be revised.

Express Mail Open and Distribute and Priority Mail Open and Distribute

IOCS question Q23A2 has new option E to identify Express Mail Open & Distribute (EMOD) and Priority Mail Open & Distribute (PMOD). The new option E at Q23A2, leads to new question Q23A6 to identify the type of tag or label. (See attachment 1)

Q23A2 IPP/Parcel Characteristics

Does the IPP or Parcel have any of the following characteristics? (Choose the FIRST applicable option.)

- A. Roll/Tube less than or equal 26" in Length
- B. Non-Uniform Thickness and / or Non-Rectangular Shape (DO NOT include "Open and Distribute" containers)
- C. Small Package (Length less than 6" OR Height less than 3" OR Thickness less than 1/4")
- D. Oversized "Flat" (Length less than or equal to 15" AND Height less than or equal to 12" AND Thickness less than or equal to 1 1/4")
- E. Open and Distribute container
- F. None of the Above

Section 8.1.2 in Handbook F-45 will be revised.

Add new Section 8.1.2.1 in Handbook F-45 with the following text:

If the sampled mailpiece is an Open and Distribute container, this question asks you to identify the tag or label on the container.

Q23A6 Open and Distribute Container

Does the container have any of the following tags or labels?

- A. Black and White Tag 157 (Express Mail Open and Distribute)
- B. Green Tag 161 (Priority Mail Open and Distribute)
- C. Pink Tag 190 (Priority Mail Open and Distribute DDU only)
- D. Orange Tray Label 23 (Priority Mail Open and Distribute)
- E. None of the Above

Indicate if the container has any of the listed tags or labels. If none apply to the sampled piece, then choose *None of the Above*. Press <Enter> when you have selected the appropriate option.

Note: Record the new Open and Distribute Tray Box as “E None of the Above”. See attachment 1.

At questions **Q20**, **Q20A.Cr** and **Q20B.Cr**, (**Handling Mail, Equipment or Forms**), option A is updated to assure that PMOD and EMOD containers are recorded as a single mailpiece.

- A. Loose Mailpiece(s) or USPS Form(s) only (includes “Open & Distribute” containers)

Sections 7.2.2, 7.1.1.1, and 7.1.1.2 of Handbook F-45 will be revised:

Air Freight Containers

Air Freight Containers are multiple size boxes that can range from about the size of a personal computer up to half the size of a pallet. Mailers and mailing agents sometimes use these containers to expedite Periodicals and Standard Mail.

Examples of Air Freight Containers



Question Q20 is updated to include Air Freight Containers in option C, and a new option is added to Q21C2.

Q20 Handling Mail, Equipment or Forms

Which of the following best describes what the employee is handling? (Choose the FIRST applicable option. For Options C-F, this includes equipment with or without mail.)

- A. Loose Mailpiece(s) or USPS Form(s) only (includes "Open & Distribute" containers)
- B. Bundle(s) - Strapped, Banded, or Shrinkwrapped Only
- C. Pallet(s) or Pallet Box(es) Only (Includes Postal Paks, Westpaks and Air Freight Containers)
- D. Wheeled Container(s) Only (Includes Air Cargo Containers / Air Cans / Igloos)
- E. Non-Wheeled Container(s) Only (Includes Trays, Tubs, Sacks, Con Cons, and Other Non-Wheeled Containers)
- F. Combination of the Above Categories
- G. Not Handling Mail, USPS Form(s), or Container(s)

Q21C2 Type of Pallet or Pallet Box

What type of container is the employee handling?

- A. USPS Westpak
- B. Short Pallet Box - No USPS Logo
- C. USPS Postal Pak
- D. Tall Pallet Box - No USPS Logo
- E. Air Freight Container
- F. Other Pallet

Section 7.2.1 and 7.2.7 of Handbook F-45 will be revised.

Diplomatic Post Office (DPO)

Mailing Standards added a new diplomatic post office (DPO) address format. The new format, requested by the Department of State, distinguishes diplomatic overseas mail from military mail. APO, FPO, and DPO mail are recorded as a *U.S. Address* at Q23D1 or Q23D1b.

Parcel Select and Parcel Post

When you select the option for "Parcel Select" at questions Q23G1 or Q23G1b, you will be prompted to answer a new question **Q23G8 Parcel Select Markings**.

Insert new Section 8.6.10 to Handbook F-45.

8.6.10 Parcel Select Markings

If there is a Parcel Select marking on the piece, you are required to identify any rate category markings.

Q23G8 Parcel Select Markings

Which of the following markings appear on the piece?

- A. Parcel Select BMC Presort (or Parcel Select BMC PRSRT)
- B. Parcel Select OBMC Presort (or Parcel Select OBMC PRSRT)
- C. Parcel Select Barcoded (or Parcel Select BC)
- D. None of the Above

Indicate if the piece has any of the markings. If none apply to the sampled piece, then choose *None of the Above*. Press <Enter> when you have selected the appropriate option.

The markings for Parcel Post have been simplified to include only "Parcel Post" or "PP" and to prohibit bulk markings such as "Parcel Select" and "DBMC" on Parcel Post mail. IOCS question **Q23G1 Mail Class Markings (Flat / Parcel)** option I is simplified to "I Parcel Post / PP".

Priority Mail Packaging

The new Priority Mail small flat-rate box is priced the same as the flat-rate envelope, for both domestic and international shipments. The weight limit for the new box is four pounds when it is used for International Mail. The box is marked "Small Flat Rate Box" and is new option B of question **Q23G4 Priority Mail Packaging** and **Q23X2c Priority Mail International Packaging**.



The following screen information updates Section 8.6.3.4 contained in SP Letter #3, FY2009.

Q23G4 Priority Mail Packaging

What type of packaging is used? (Choose the FIRST applicable option.)

- A. USPS Priority Mail Flat Rate Envelope
- B. USPS Priority Mail Small Flat Rate Box [dimensions 8 5/8" x 5 3/8" x 1 5/8]
- C. Other USPS-branded packaging (including USPS Priority Mail Box or Flat Rate Boxes)
- D. Non-USPS packaging

The following screen information updates Section 8.13.5.2 contained in SP Letter #4, FY2007.

Q23X2c Priority Mail International Packaging

What type of packaging is used? (Choose the FIRST applicable option.)

- A. USPS Priority Mail Flat Rate Envelope
- B. USPS Priority Mail Small Flat Rate Box [dimensions 8 5/8" x 5 3/8" x 1 5/8]
- C. Other USPS-branded packaging (including USPS Priority Mail Box or Flat Rate Box)
- D. Non-USPS Packaging

ORIGIN-DESTINATION INFORMATION SYSTEM – REVENUE, PIECES, AND WEIGHT (ODIS-RPW)

The following policy and procedure changes are effective May 11, 2009.

Data Collector Test Time

When the Data Collector selects “*End Test and Save*”, a new screen appears named “*DCT Time*”.

Replace Section 3.12.3, step 2 of Handbook F-75 with the following:

2. From the *Options Menu*, select *End Test and Save*.

Selecting *End Test and Save* from the *Options Menu* displays the *DCT Time* screen (Figure 3.12.3-0).

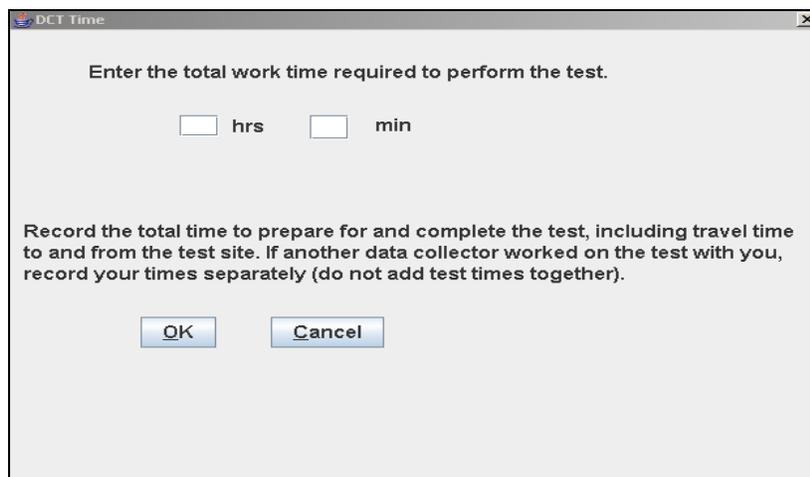


Figure 3.12.3-0. *DCT Time* Screen

Record the time spent preparing for and completing the test. Include time spent communicating with the postmaster, supervisor, and carrier; setting up the computer; selecting and gathering sample mailpieces; entering, reviewing, and sending data; and travel time to and from the test site. Enter the total time in hours and minutes.

Do not include time waiting for mail to arrive or any time not on the clock. If another data collector worked on the test with you, each data collector records their own time (do not add the times together).

After entering the hours and minutes, select *OK*. The *Information* screen appears.

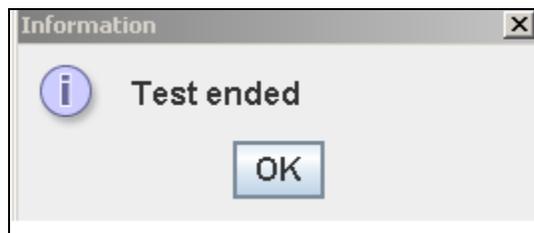


Figure 3.12.3 -1. *Information* Screen

- **OK** confirms that the test is to be ended. Note that the *Conduct Test* screen (Figure 3.4.1-4) will now show *Complete* in the test Status Column.

New IBI Parcel Scans

The information-based indicia (IBI) barcode *must* be scanned on parcels. The scan automatically captures some of the data previously recorded manually, such as Meter/IBI Manufacturer, Meter/IBI Number, Pieces, and all of the visible (printed) weight and zone information. The scan also captures hidden data that helps validate the postage paid. An IBI printed in red ink may not scan as successfully as those printed in black ink.

Record each IBI parcel separately and scan each IBI individually. If the IBI cannot be scanned successfully, a prompt to manually enter the IBI number appears; proceed through the data collection sequence.

When a parcel (including USPS flat-rate boxes, tubes and triangles, and flat-rate envelopes more than 3/4 inches thick) is selected as the mailpiece shape, a prompt to scan the IBI appears. Select option “9 – *Information Based Indicia*” from the *Indicia* screen. A validation check will let you know if the scan is successful.

Handbook F-75 Section 3.9.1, step 5 (page 3-73) is revised, after the bullet **Information Based Indicia (IBI)**, add the following paragraph and figure 3.9.1-1a:

When a parcel (including USPS flat-rate boxes, tubes and triangles, and flat-rate envelopes more than 3/4 inches thick) is selected as the mailpiece shape, a prompt to scan the IBI appears. Select option “9 – *Information Based Indicia*” from the *Indicia* screen (Figure 3.9.1-5). A validation check will let you know if the scan is successful.

- If the indicia is *Information Based Indicia (IBI)*, scan or manually enter the IBI barcode (Figure 3.9.1-1a).

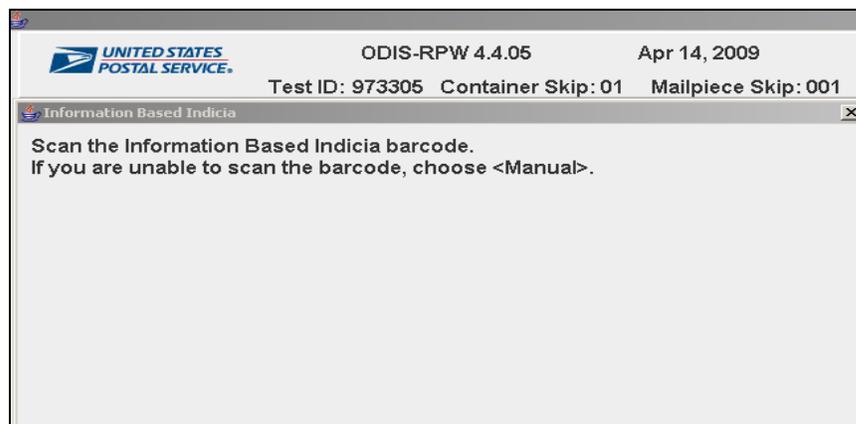


Figure 3.9.1-1a

Handbook F-75 Section 3.9.7, step 4, is revised to include Figure 3.9.7-1a.

- If indicia is *Information Based Indicia (IBI)*, scan or manually enter the IBI barcode (Figure 3.9.1-1a)

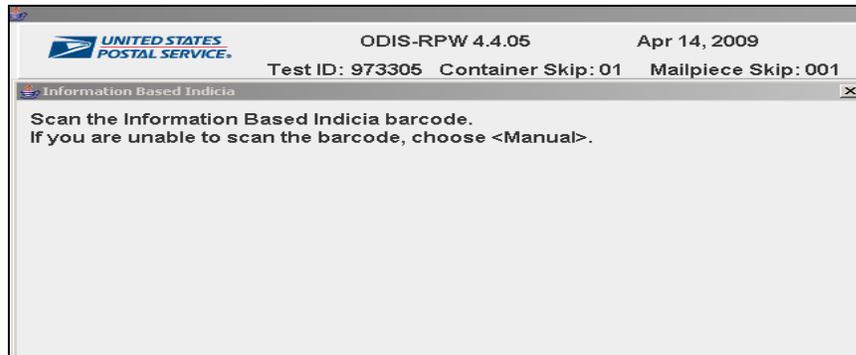


Figure 3.9.7-1a

Forever Stamp

The *Indicia* screen is updated for the 2009 Forever Stamp. Choose option “G – Forever Stamp (Liberty Bell)” for any Forever Stamp, then the next screen asks how many 2007, 2008, and 2009 Forever Stamps are affixed to each piece. If there is no date on the stamp, or the date cannot be read, record it as 2007.

Replace RM 3-13 in SP Letter #6, FY2008, with the following:

Indicia	Description
Forever Stamp	A nondenominated stamp with a postage value always equal to the First-Class Mail single-piece, 1-ounce letter rate. The postage value for the Forever Stamp is 44 cents beginning May 11, 2009.

Postage Validation Imprint (PVI) Indicia

When the *indicia* on the mailpiece is a *Postage Validation Imprint (PVI)*, record whether the PVI was generated using a POS or a nonPOS system. The first digit in the 4-digit PVI number distinguishes the two label types (see example below).



Example of a nonPOS generated label.

Add new Section 3.13.5.4 to Handbook F-75.

3.13.5.4 PVI POS and PVI NonPOS

The PVI indicates whether it was generated by a POS or a nonPOS system (such as an IRT). A 4-digit number is printed in the bottom left corner of the label. If the first digit is a “1,” record it as a POS-generated label. If the first digit is a “0,” record it as nonPOS.

Replace the PVI entry in Handbook F-75, RM 3-13, with the following:

Indicia	Description
Postage Validation Imprint (PVI)	The Postage Validation Imprint (PVI) is a meter strip with the postage, the origin ZIP Code, the date of mailing, the 5-digit POSTNET of the destination ZIP Code, and the 5-digit destination ZIP Code. A 4-digit number printed at the bottom left corner of the label indicates whether it was generated by a POS or a nonPOS system (such as an IRT). If the first of the 4-digits is a "1", it is a POS-generated label or if the first of the 4-digits is a "0", it is a nonPOS label.

Commercial Base and Commercial Plus Pricing

The Postal Service offers Commercial Base Pricing and Commercial Plus Pricing for customers who ship Priority Mail through approved methods. These mailpieces are identified with the markings "*Commercial Base Pricing*" or "*Commercial Plus Pricing*" on the postage label.

Replace the update to Handbook F-75, Section 3.9.6, step 2, contained in SP Letter #3, FY2009, with the following:

2. Select the marking from the *Mail Preparation/Sortation Marking* screen.

- 1 - Commercial Base Pricing (or Online Discount)
- 2 - Commercial Plus Pricing
- 0 - None (no marking)

Select option "1" if "*Commercial Base Pricing*" or an equivalent abbreviation, such as "*ComBasPrice*", appears in the indicia area. Also select option "1" for mailpieces marked "*Online Discount*". Select option "2" if "*Commercial Plus Pricing*" or an equivalent abbreviation, such as "*ComPlsPrice*", appears in the indicia area. If none of these markings appear in the indicia area, select option "0".

Revised Criteria for Nonmachinable Letters and Flats

The *Nonmachinable Letters* and *Nonmachinable Flats* screens are revised to reflect changes to the nonmachinable characteristics published in the *Domestic Mail Manual*. Mailpieces *not made of paper* and those containing *loose keys* and coins are added for letters option. For both letters and flats, "*does not bend easily*" is added to clarify "*rigid*."

Replace the update to Handbook F-75, Section 3.9.1, step 8 contained in SP Letter #5, FY2007 with the following ("c", "e", and "g" are new):

First-Class letters that weigh 3.5 ounces or less are subject to a nonmachinable surcharge, based on a number of nonmachinable characteristics given in the DMM. The nonmachinable surcharge most often applies if:

- a. The aspect ratio (length divided by height) is less than 1.3 or greater than 2.5.
- b. The letter is nonrectangular.
- c. The letter is polybagged, polywrapped, or made of non-paper material like plastic or cloth.
- d. The letter has clasps, strings, buttons, or other similar closure devices.
- e. The letter contains items such as pens, keys, or coins that cause the thickness of the mailpiece to be uneven, or it contains loose keys or coins.
- f. The letter has a delivery address parallel to the shorter dimension.

- g. The letter is very rigid (does not bend easily), like a wooden card or CD jewel case.

Handwritten Addresses

Data collectors no longer need to record whether a delivery address is handwritten. In Handbook F-75, delete the *last sentence* in Section 3.9.1, step 13, and *all* of 3.9.1, step 14.

Priority Mail Open and Distribute

This SP Letter changes the product names from “*Priority Mail drop ship containers*” (also referred to as “*Priority Mail drop shipment*”) to “Priority Mail Open and Distribute” (“PMOD”). The recording policy contained in SP Letter #6, FY2005 has not changed other than the name.

See Attachment 1 for examples of the PMOD labels, tags, and containers.