

PREFACE

USPS-LR-J-10/R2001-1

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In-Office Cost System (IOCS)  
Statistical and Computer Documentation  
(Source Code and Data on CD-ROM)

Preface

## PREFACE

In-Office Cost System (IOCS)  
Statistical and Computer Documentation  
(Source Code and Data on CD-ROM)

This library reference, USPS-LR-J-10/R2001-1, contains In-Office Cost System documentation. It covers IOCS system documentation for the sample design, sample selection, test administration, data validation, editing, and estimation.

This Category 1 library reference replaces/updates USPS-LR-I-12/R2000-1. Included in library reference USPS-LR-J-10/R2001-1 is a new appendix, labeled Appendix J

### Appendix J – CARMM reports and PIVOT Tables vs. Old City Carrier LIOCATT

This appendix contains comparison between reports generated in the old LIOCATT system and the CARMM reports for FY1998.

IOCS is the subject of witness Shaw's testimony, USPS-T-1.

**USPS-LR-J-10/R2001-1**

**In-Office Cost System (IOCS)  
Statistical and Computer Documentation  
(Source Code and Data on CD-ROM)**

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## I. OVERVIEW

The In-Office Cost System (IOCS) is a continuous, ongoing probability sample of work time to estimate costs of various activities performed by clerks, mailhandlers, city carriers, and supervisors. Although the Postal Accounting system tracks costs for various categories of employees, it does not identify labor costs by subclass of mail because employees are simultaneously processing more than one subclass in most operations. The IOCS is designed to supplement the accounting system data by sampling employees at randomly selected points in time throughout the year. When an employee is sampled, the activity of the employee at that point in time is recorded directly into a portable microcomputer using the IOCS Computerized On-Site Data Entry System (IOCS-CODES) software.

These sample data, in combination with data from the accounting system and the MODS system, are used to produce detailed estimates of attributable costs for various activities.

### A. Use of IOCS Data in Distribution of Costs to Mail Categories

IOCS estimates are used to distribute volume variable costs to products for cost segments 3 (clerk/mailhandler), 4 (CAG K clerks), and 6 (city carrier, in-office). The data are generally tabulated at the "cost pool" level for costing purposes. Cost pools for mail processing are listed in section 3.1.1 of the Summary Description of USPS Development of Costs by Segments and Components, Fiscal Year 2000.<sup>1</sup>

### B. Other Uses of IOCS Data for Costing

Cost estimates from the IOCS are also used to develop accrued costs for segment 2 (supervision of mail processing, window service, admin support...), segment 6 (city carrier in-office), and segment 7 (city carrier street time). For example, the accounting system provides total accrued costs of city carriers (Cost Segments 6 and 7 combined), and an IOCS estimate of the proportion of city carrier cost while in the office is used to split accrued costs between segments 6 and 7.

In addition, the distribution of volume variable costs in other segments and components relies indirectly on IOCS. For example, distribution of volume variable rental costs for window service space are distributed as window service in segment 3.2, and the volume variable costs of segment 3.2 are distributed to classes based on IOCS estimates.

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<sup>1</sup> This is USPS-LR-J-10/R2001-1.

## II. STATISTICAL STUDY DESIGN

The universe under study in IOCS consists of all the work time, during a Fiscal Year, of all employees in four employee crafts: 1) Clerks, 2) Mailhandlers, 3) City Carriers, and 4) Supervisors.<sup>2</sup> The IOCS is a three-stage probability sample of employee work time, stratified by employee craft and by Cost Ascertainment Group (CAG). The details for each of the stages are described below:

### A. First Stage Sample

The first stage sampling unit is a finance number, or post office. Finance numbers are stratified by size into CAGs, where the measure of size for each office is its total revenue receipts for the previous fiscal year. The office frame consists of finance numbers whose CAG status is at K or above. The Bulk Mail Centers (BMC) and processing and distribution facilities (P&DC, AMC, AMF and some P&DF) are considered as part of the stratum of largest (CAG A and B) offices. All offices that were in CAG A or CAG B prior to FY 1992 are included in the sample. In each of the other CAGs, the sample is a panel of offices which remains relatively fixed from year to year. Table 1 summarizes the first-stage sample and universe sizes.

Table 1 - First-Stage Universe and Sample

CAG Group	Universe Size	Sample Size
A/B, BMCs	866	725
C	733	167
D	642	67
E	1572	57
F	2033	51
G	3102	32
H/J	8755	79
K	8985	56

### B. Second Stage Sample

The second stage sampling unit is the employee-week. Employees are stratified by craft within CAG. Sampling rates are specific to craft-CAG combinations. In order to generate more accurate cost estimates for international products, clerks and mail handlers in offices with high volumes of international mail are sampled at higher rates. Within each office, a higher sampling rate is assigned to a group of pay locations with an historically higher incidence of handling international mail. This is offset by reducing the employee sampling rate for the rest of the pay locations in that office. For FY2000, 27 offices were identified for this procedure. For these offices, the weekly employee sampling rates ranged from 0.02 to 0.50, as compared to the default rate of 0.03 for CAG A clerks and mailhandlers.

<sup>2</sup> This group includes professional, administrative and technical staff.

Table 2 summarizes the employee sampling rates and Table 3 shows the FY 2000 sample sizes by craft and CAG group.

Table 2 Employee Sampling Rates by CAG and Employee Craft

CAG	CRAFT					
	Clerk - Regular	Clerk - other	Mail-Handlers	City Carriers - Regular	City Carrier - Other	Supervisors
A/B & BMCs	.03	.03	.03	.03	.03	.04
C	.06	.06	.06	.06	.06	.09
D	.13	.13	.13	.13	.13	.10
E	.24	.24	.24	.24	.24	.16
F	.49	.49	.49	.49	.49	.36
G	.50	.50	.50	.50	.50	.50
H	.50	.50	.50	.50	.50	.50
I	.50	.50	.50	.50	.50	.50
K	.50	.50	.00	.00	.00	.00

TABLE 3  
FISCAL YEAR 2000  
UNWEIGHTED TALLIES  
EXCLUDES GENERATED RECORDS

NOTE: BF4 INCLUDES NON-SCHEDULED, LEAVE,  
SAMPLES NOT RECEIVED, AT LUNCH, ETC.

The FREQ Procedure

Table of CRAFT by CAG

CRAFT	CAG									
Frequency	A/B	C	D	E	F	G	H/J	K		Total
SUPERVISOR	34494	5783	955	662	554	160	9	0	42617	
SUPERVISOR BF4	20275	3557	571	418	354	134	75	11	25395	
CLERK-REG	137151	16048	5438	3146	2120	924	68	0	164895	
CLERK-REG BF4	115320	11507	3684	2239	1623	610	60	0	135043	
CLERK-SUB	31618	3442	1822	1855	2242	914	810	77	42780	
CLERK-SUB BF4	35142	2958	1476	1632	1887	936	1137	120	45288	
MAILHANDLER	55492	1511	178	10	0	0	0	0	57191	
MAILHANDLER BF4	50742	1150	171	4	0	0	0	0	52067	
CARRIER-REG	95463	36335	11315	8322	4341	834	77	0	156687	
CARRIER-REG BF4	54409	20086	6362	4547	2462	405	35	0	88306	
CARRIER-SUB	14624	6180	2474	2024	1564	432	44	0	27342	
CARRIER-SUB BF4	8063	3192	1471	1146	893	270	47	0	15082	
CLERK MSGR	748	149	36	7	13	0	0	0	953	
Total	653541	111898	35953	26012	18053	5619	2362	208	853646	

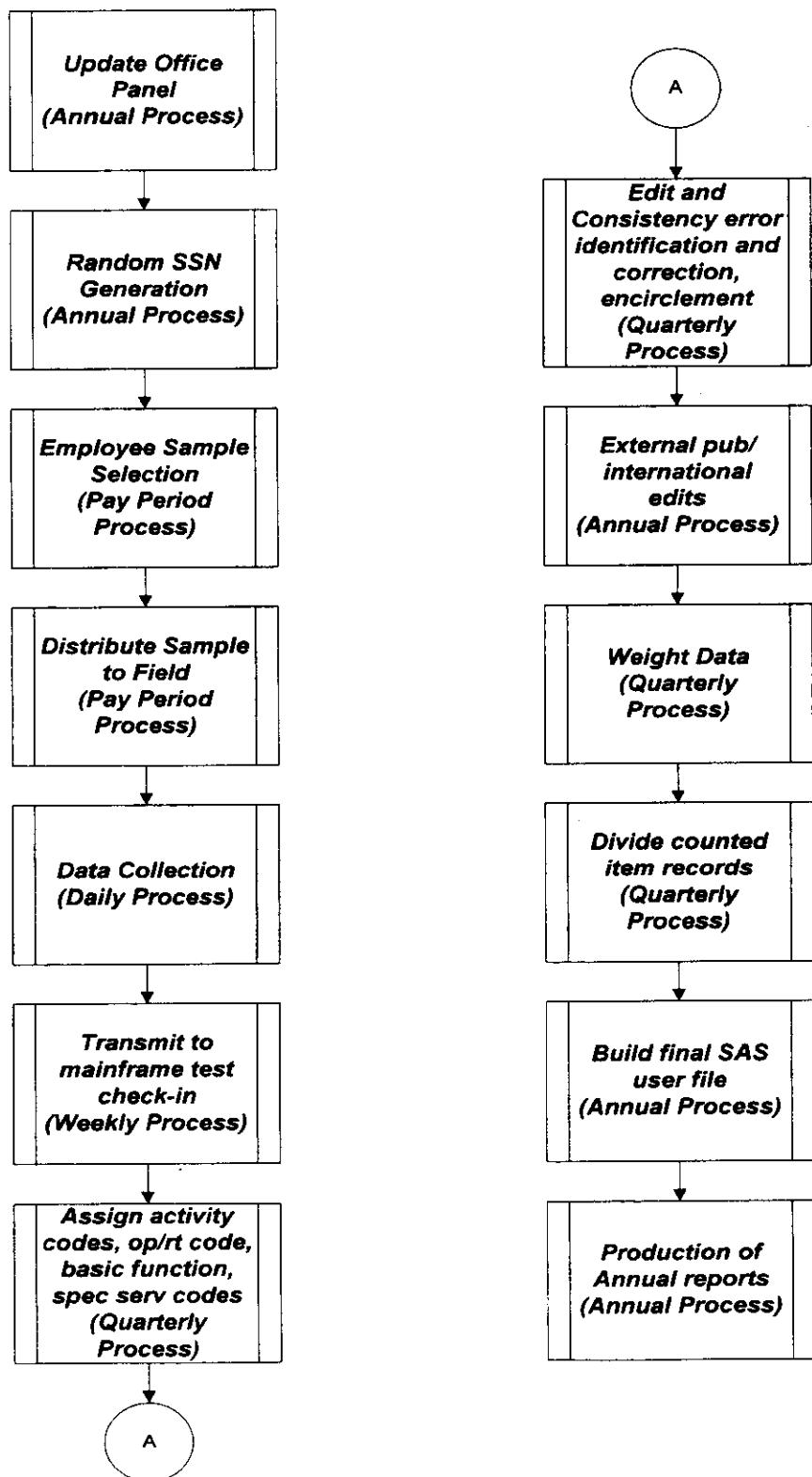
C. Third Stage Sample

The third stage of selection is the instant of time, within the selected week, for which the employee is scheduled for observation. Within the selected week, a day is first selected randomly with the probability proportional to the number of employees who work that day. The selection probabilities are 15/90 for a regular working day (Monday to Friday), 11/90 for Saturday, and 4/90 for Sunday. Then, within the selected day, the employee's scheduled reading period is determined by a random selection of a two-hour interval (first, second, third, or last) over the employee's actual tour of duty. The last reading period has a higher probability of selection (6/21) than that for the other three reading periods (5/21). Finally, a random time is selected within the selected interval with a probability of 1/120.

### III. SYSTEM FLOWCHART

The IOCS processing flow consists of many processes that occur at various frequencies throughout the year. The following flowchart diagrams the order of major processing steps and their frequency within an annual processing cycle. Each step in the process is described in further detail in subsequent sections of this documentation.

IOCS System Flowchart



#### IV. SAMPLE SELECTION PROGRAMS

The IOCS selects a sample of employees from panel offices each pay period throughout the year. These employees are selected from the payroll data files according to the final two digits of the employee's social security number (SSN). For example, a 3 percent sample of employees would be identified by 3 unique 2-digit SSN endings, chosen at random. Since employee sampling rates are not changed during the fiscal year, sample SSN ending digits are specified for the entire fiscal year prior to the start of the year. The resulting sets of random SSN ending digits are applied to the payroll files each pay period to generate that pay period's employee sample file. The sample file is then partitioned to the base unit computers.

##### A. Update Office Panel

The IOCS office panel is updated annually approximately 6 weeks prior to the start of the fiscal year. The table of panel finance numbers is hard coded into the COBOL program AAN050C0 which is maintained by the Minneapolis Postal Data Center. Updates to this table generally consist of changing the office's CAG status to reflect the most current fiscal year's CAG for the office, updating the ZIP Code for a panel office, or adding a new panel office to the table.

##### B. Generation of Random SSN Ending Digits

###### ALB0000P

The ALB0000P procedure generates all random SSN ending digits for the fiscal year. This procedure is executed once for the fiscal year, approximately 5 weeks prior to the start of the fiscal year. Since the sample is drawn separately for each week, a separate set of ending digits is produced for each week of the year for each of the sampling strata. For most offices or finance numbers, this is accomplished by ALB000C. However, for certain finance numbers that are expected to have relatively high international activity, the sampling rates are modified so that international activities can be measured in more detail. Program ALB004C4 selects the random SSN digits for the offices with high international activity. The two additional programs (ALB005C2 and ALB006C2) in this job stream produce a tape and a report from the ALB004C4 sample SSNs.

###### ALB000C7

This program produces the (default<sup>4</sup>) IOCS sample SSN ending digits, the IOCS sample selection report, and an output tape containing sample employee selection information (ending digits, applicable week, sampling stratum, etc.) and random start times for each day of the year.

The random SSN endings are generated as follows for each sampling stratum: For each week, a set (corresponding in size to the sampling rate) of 2-digit ending digits are selected without replacement from the set {00, 01, ..., 99}. This is repeated until all 52 (or 54) weeks have been covered. Whenever all

<sup>4</sup> "Default" refers to the sampling rates applied to the vast majority of the offices. Only 27 offices are sampled at special rates for international activity, and within those 27 offices, some crafts or pay locations are sampled at the "default" rates.

endings have been used, the whole set {00, 01, ..., 99} again becomes eligible for sampling without replacement.

For strata with weekly sampling rates exceeding 24%, the process is modified so that 1-digit SSN endings are selected instead of 2-digit endings.

INPUT:

1. Input seed for random number generator (9-digit number)
2. ALB.HQ000D01.DATEFY&FY  
This is the date file. It contains the date of the first day (Saturday) of every week in the fiscal year, the pay period number, and the week number (1 or 2) within each pay period.
3. ALB.HQ000D01.SAMPFY&FY.RANDOM  
This is the employee sampling rate file. It contains the weekly sampling rate for each CAG and craft sampled by the IOCS.

OUTPUT:

1. ALB.HQ000T01.FY&FY.RANDOM  
Contains random SSN ending digits for each pay period, week, craft in the fiscal year.

ALB004C4

This program produces the IOCS sample SSN ending digits for offices with high international activity that are sampled at rates differing from the default national sample rates. This affects 27 offices. Within these affected finance numbers, certain pay locations (pay location group 1) which exhibit higher levels of international activity are sampled at one set of rates, the balance of the pay locations (group 2) at that finance number are sampled at a lower rate. These sampling rates for each finance number, for each pay location group, are provided in the subsample percentage file.

The output file contains the SSN ending digits to be used for each of these finance numbers, for each week in the year, by craft and pay location group.

INPUT

1. Input seed for random number generator (9-digit number)
2. ALB.HQ000D01.DATEFY&FY  
This is the date file. It contains the date of the first day (Saturday) of every week in the fiscal year, the pay period number, and the week number (1 or 2) within each pay period.

3. ALB.HQ000D01.SUBSFY&FY.RANDOM  
This is the subsample percentage file. It contains the weekly sampling rate for each affected finance number for pay location groups 1 and 2, for each craft.

OUTPUT

1.

&&SAMPLE

This is a temporary file containing sample SSN ending information for the international activity finance numbers. It contains one record for each week for each craft.

ALB005C2

This program builds the subsample selection tape from the temporary output file generated by ALB004C4. An output file is created which contains all of one finance number's sample SSN ending information for a pay location group for one pay period.

INPUT

1.

&&SAMPLE

OUTPUT

1.

ALB.HQ000T02.FY&FY.SUBSAMP.RANDOM

Contains random SSN ending digits for each pay period, week, craft in the fiscal year for each finance number affected.

ALB006C2

This program produces a hard-copy report containing the sample SSN ending information contained in the temporary file, &&SAMPLE.

INPUT

1.

&&SAMPLE

C. Employee Sample Selection

IOCS employee sample selection programs are maintained and run by the Minneapolis Postal Data Center. They consist of three procedures: AAN0501P (run once each FY), AAN0400P (run each pay period) and AAN0500P (run each pay period).

Four weeks prior to the first pay period of the fiscal year, backup copies of various sample parameter files are made by AAN0501P. This is the first procedure run in the fiscal year, and it is run just once. After the prior year file backups are made, the sample selection procedures (AAN0400P and AAN0500P) are executed once for each pay period in the fiscal year.

On the first day of each pay period, procedures AAN0400P, AAN0500P, and AAN0550P are executed (in that order). These procedures select employees from that pay period's

payroll files for observation in either week 1 or week 2 of the pay period beginning two pay periods later.

For example, the sample for both weeks 1 and 2 of pay period 24 would be selected on the first day of pay period 22. This means that sample employees scheduled for week 1 are selected 4-5 weeks prior to their scheduled reading days and sample employees for week 2 are selected 5-6 weeks prior to their scheduled reading days.

AAN0501P

This is run annually to copy sample selection criteria files for the year. In addition, it backs up the prior year's sample selection criteria files.

INPUT

1. AANMNN.PS050D01.IOCSAMPL  
Default SSN ending digits for previous fiscal year.
2. ALB.HQ000T01.FY&FY..RANDOM  
Default SSN ending digits produced by proc ALB000C7 for the new fiscal year.
3. AANMNN.PS050D01.SAMPFINO  
Contains random SSN ending digits and affected finance numbers subject to special sampling rates for the previous fiscal year.
4. ALB.HQ000T02.FY&FY..SUBSAMPL.RANDOM  
Contains random SSN ending digits for finance numbers having special sampling rates, produced by ALB005C2.

OUTPUT

1. AANMNN.PS050D01.IOCSAMPL.FY&PRIORFY  
Backup copy of input number 1, above.
2. AANMNN.PS050D01.IOCSAMPL  
SSN ending digits for new fiscal year, copied from input number 2, above.
3. AANMNN.PS050D01.SAMPFINO.FY&PRIORFY  
Copy of input file number 3, above.
4. AANMNN.PS050D01.SAMPFINO  
This is a copy of input number 4, above.

AAN0400P

This procedure starts the employee selection process for a given pay period by reading a CMS extract file, and writing out employee records which have entries for either their scheduled start time or scheduled end time. This output file is then sorted to employee social security number sequence and is used by AAN054C0 to append employee scheduled starting and ending times to the IOCS sample employee file.

INPUT

1. PFFMNN.PS375T01.EXTRACTA.SORTED  
PFFMNN.PS375T01.EXTRACTB.SORTED  
PFFMNN.PS375T01.EXTRACTC.SORTED  
PFFMNN.PS375T01.EXTRACTD.SORTED  
PFFMNN.PS375T01.EXTRACTE.SORTED

OUTPUT

1. AANMNN.PS040D01.STRTSTOP  
This contains records from the input files that contain non-zero values in either the scheduled-start-time or scheduled-end-time fields.
2. AANMNN.PS040D02.SORTPFF  
A sorted version of AANMNN.PS040D01.STRTSTOP.

AAN0500P

This procedure is executed every pay period immediately following AAN0400P. It uses sample parameter files to select employees based on their SSN endings. Various reports are produced along with weekly employee sample files which are transmitted to San Mateo for further processing. This procedure contains the following jobs:  
AAN050C0, AAN051C0, AAN052C0, and AAN054C0, executed in that order.

AAN050C0

This program accesses the employee mini-master file to extract selected employees. Employees are selected only if they work at finance numbers contained in this program's PO Table (hard coded in the program itself). The employees eligible for sampling are at CAG A-H, J, or K offices and must be in craft/roster/activity code combinations displayed in the following table.

CRAFT	ROSTER/ACTIVITY
Supervisor, admin..:	Roster designation '09' and '19' with activity code '0' or '2'
Clerk/Mailhandler:	Roster designation 'x1' or 'x2' and activity code '0', '1', or '2'
City Carrier:	Roster designation 'x3' and activity code '0', '2', or '4'

Employees are selected if their SSN endings match those provided for their craft (supervisor, clerk/mailhandler, carrier) in the AANMNN.PS050D01.SAMPFINO file for each week in the processed pay period.

INPUT

1. AANMNN.PS050D01.SAMP.PAYL  
This is a sorted copy of AANMNN.PS050D01.SAMPPAYL, maintained as ALB.PS050D01.SAMPPAYL.FY&FY by Cost Systems.
2. AANMNN.PS050D01.SUPVOCC  
This is a sorted copy of AANMNN.PS050D01.SAMP.SUPVOCC, maintained as ALB.HQ000D01.SUPVOCC.FY&FY by Cost Systems.
3. AADMNV.VS065D01.MINICENT  
The Mini-master file is an extract of the employee master file. Data fields extracted from sampled employees that are neither employee nor facility specific are in the IOCS data file.
4. AANMNN.PS050D01.IOCSAMPL
5. AANMNN.PS050D01.SAMPFINO
6. AANMNN.PS050D01.IOCSCNTL  
This is a control file of the previously processed pay period.

OUTPUT

1. AANMNN.PS050D02.TALLY(+1)  
This file contains selected employee counts. Format AANC25C0.
2. AANMNN.PS050T01.SELEMPL(+1)  
This is the selected employee file.
3. AANMNN.PS050D01.IOCSCNTL  
This is a control file of the previously processed pay period.

AAN051C0

This program creates reports that are used to verify the sample selection process for the pay period being processed. Report AAN050P1 tabulates the number of eligible and selected employees (by craft) for each sampled finance number, for each sample week. Report AAN051P2 provides summary percentages of eligible employees in sample for weeks 1 and 2 combined for the pay period. Report AAN053P1 lists the selected sample employees for each finance number, for each sample week. Report AAN053P2 summarizes the number of sample employees by CAG, days, and reading periods for each pay period. These percentages are prepared separately for each area and CAG.

INPUT

1. AANMNN.PS050D02.TALLY(+1)
2. AANMNN.PS050D01.IOCSAMPL
3. AADMNV.VS500D02.EVALCENT

OUTPUT

1. Report AAN051P1.
2. Report AAN051P2.
3. Report AAN053P1.
4. Report AAN053P2.

AAN052C0

After identifying sample employees for a particular week, a point in time during the week is randomly selected. This is accomplished by AAN052C0. This program assigns random reading number and the day of the week for the sample employees. The selection probabilities for the day of week and for the reading number are summarized in the third-stage sample description in Section II of this document. This program also identifies the supervisor autocode records based on the supervisor occupation codes provided in the input file AANMNN.PS050D01.SUPVOCC.

INPUT

1. AANMNN.PS050D01.IOCSAMPL
2. AANMNN.PS050D01.SUPVOCC
3. AANMNN.PS050T01.SELEMPL(+1)

OUTPUT

1. AANMNN.PS052T01.SUBSET(+1)  
Sample subset file containing sample data for AAN054C0 input. Format AANC43C0.
2. AANMNN.PS052T02.PP&SELPP&CY  
Supervisor extract file. Format AANC43C0.

AAN054C0

This program sorts the input sample file (AANMNN.PS052T01.SUBSET) and fills it out with additional information from various input files. The following data are added to the record to create AANMNN.PS054T01.PP&SELPP&CY:

Field name	Description	Source
ABBREV-OCC-TITLE	19 character descriptive field	AADMNV.VS500D02.EVALCENT
FACILITY-MODS-CODE	1 character, values 1-4,6,7	AADMNV.VS500D02.EVALCENT
RANDOM-TIME	random start time	AANMNN.PS050D01.IOCSAMPL
EMPL-STR-TIME	scheduled shift start	AANMNN.PS040D02.SORTPFF
EMPL-END-TIME	scheduled shift end	AANMNN.PS040D02.SORTPFF
EMPL-STR-TIME-SPLIT	split shift - sched 2nd shift start	AANMNN.PS040D02.SORTPFF
EMPL-END-TIME-SPLIT	split shift - sched 2nd shift end	AANMNN.PS040D02.SORTPFF

INPUT

1. AADMNV.VS500D02.EVALCENT  
This is a corporate database (the Edit and Validation master file) which contains the abbreviated occupation title and the facility MODS code data needed by AAN054C0.
2. AANMNN.PS040D02.SORTPFF  
This is an output file from AAN0400P.
3. AANMNN.PS050D01.IOCSAMPL  
This is an output file from AAN050C0.
4. AANMNN.PS052T01.SUBSET(+1)  
This is an output file from AAN052C0.

OUTPUT

1. AANMNN.PS054T01.PP&SELPP&CY  
This is the sample file that is sent to San Mateo. Format AANC52C0.

AAN0530P

This procedure is run every pay period after AAN0500P and produces additional reports on the sample selection. It contains AAN053C0.

AAN053C0

This program uses the AAN052C0 "subset" file to produce reports AAN053P1 and AAN053P2. AAN053P1 consists of a listing of sample employees for the pay period, grouped by CAG, finance number and week. Report AAN053P2 displays the sample by day code, reading number, area, CAG, and by whether it is at a plant or not.

INPUT

1. AADMNV.VS500D02.EVALCENT
2. AANMNN.PS052T01.SUBSET(0)
3. AANMNN.PS050D01.IOCSAMPL

OUTPUT

1. Reports AAN053P1 and AAN053P2.
2. AANMNN.PS053T01.LABELS(+1)
3. AANMNN.PS053T02.OUTPUT(+1)  
Summary information of counts taken from other reports and labels.

D. Sort and make archive (VAULT) copy of PP sample files.

ALB006AP

After the employee sample files for a pay period are created in Minneapolis, they are transmitted to San Mateo. This procedure is run each pay period in San Mateo, two pay periods in advance of the pay period for which sample employees are to be observed. This procedure sorts and makes copies of these two sample files.

INPUT

1. AANMNN.PS054T01.PP&PPX&PPY  
This is the same file as ANMNN.PS054T01.PP&SELPP&CY
2. AANMNN.PS052T02.PP&PPX&PPY  
This is the same file as ANMNN.PS052T02.PP&SELPP&CY

OUTPUT

1. ALB.HQ005T01.DOWNLOAD.FY&FY.PP&PPX  
Sorted copy of AANMNN.PS054T01.PP&SELPP&CY.
2. ALB.HQ005V01.DOWNLOAD.FY&FY.PP&PPX  
Vault copy of ALB.HQ005T01.DOWNLOAD.FY&FY.PP&PPX
3. ALB.HQ005T01.AUTOCODE.FY&FY.PP&PPX  
Sorted copy of AANMNN.PS052T02.PP&SELPP&CY.
4. ALB.HQ005V01.AUTOCODE.FY&FY.PP&PPX  
Vault copy of AANMNN.PS052T02.PP&SELPP&CY.

E. Partitioning the Sample File

The download sample file for a payperiod must be partitioned into sample files for each of the base unit computers (typically, one per district). A base unit computer is a desk top personal computer used to administer samples for various statistical programs. These partitioned sample files are then made available for each CODES site to download each payperiod. The partitioning of the IOCS sample file is performed by procedure HSD9709P.

HSD9709P

This procedure's resulting files are made available to the districts approximately 10 days prior to the beginning of the pay period for which they are scheduled. The procedure is more fully documented in Part 3 of the IOCS-CODES Computer System Documentation, USPS-LR-J-11/R2001-1.

INPUT

1. ALB.HQ005T01.DOWNLOAD.FY&FY..PP&PP  
This is the IOCS download sample file for the pay period.

2. HSDHQV.VS910D01.IOCS.SAMPLE  
VSAM version of sample selection file, created by procedure  
HSD9001P. Documentation for HSD9001P is contained in USPS-  
LR-J-11/R2001-1.

OUTPUT

1. &SYSUID..TEMP1.DATA  
This contains sample file data for one site with site code of  
&SYSUID. This file is downloaded to the district's base unit  
computer each pay period.

## V. ADMINISTERING TESTS IN THE FIELD

Within each district, the Manager, Statistical Programs (MSP) is responsible for downloading the sample file, assigning tests to data collectors, reviewing the data after tests are conducted, and ensuring timely transmission of the data to the mainframe computer system at San Mateo.

### A. Downloading the Sample

Each pay period the sample file for a district is downloaded to its base unit computers and sample files are loaded to laptop data entry computers used by the data collectors.

### B. Administrative Functions

Administrative tracking of tests is performed on the base unit computer(s) in each district. Administrative functions available on the base unit computer include the following: preparing disks with the sample file, so tests can be conducted on laptop computers; scheduling reading times; rescheduling tests; transferring data from tests taken on the CODES laptop computer to the base unit computer; editing tests; deleting tests; etc. Detailed IOCS-CODES base unit system documentation is contained in Section 2 of USPS-LR-J-11/R2001-1.

### C. Collecting the Data

IOCS tests are conducted by data collectors who are knowledgeable in mail identification and have been specifically trained to collect IOCS data. At the randomly selected reading time for the sample employee, the data collector locates the employee and records information about the employee's activity at the time of the reading directly into the CODES data entry computer. Detailed IOCS-CODES data entry software documentation is contained in Section 1 of USPS-LR-J-11/R2001-1.

IOCS data collection procedures are contained in Handbook F-45, which was provided as USPS-LR-I-14/R2000-1. Supplemental instructions to the Handbook F-45 are contained in USPS-LR-J-34/R2001-1.

### D. Transmitting the Data to San Mateo

Each week, the MSP transmits all tests from the base unit to the mainframe computer at San Mateo. A backup copy of the data is made as they are transmitted, in case of transmission errors or loss of data on the mainframe computer system.

## VI. DATA VALIDATION AND EDITING

### A. CODES Weekly Check-In of IOCS data

Each week, several procedures (HSD9002P, HSD9003P, HSD9705P, and HSD9707P) are executed to check-in IOCS sample data uploaded from base unit computers for the previous week. The main purposes of this weekly check-in are to determine whether clerk/mailhandler, carrier, and supervisor data have been transmitted from each CODES site; to validate all numeric fields; and to format the IOCS sample data for downstream processing. In addition, control reports are created and copies are sent to the three separate service centers for review.

This check-in process creates two IOCS data files for each week, which are input files to procedure ALB019YP. These files are:

HSDHQN.PS975T01.IOCSDATA.IOC&FY.&PP.&WK - IOCS data excluding remarks.

HSDHQN.PS975T01.REMARKS.IOC&FY.&PP.&WK - IOCS remarks records

System documentation for the IOCS-CODES mainframe check-in procedures is contained in Section 3 of USPS-LR-J-11/R2001-1.

### B. Merge CODES Data with Sample File

#### ALB019YP

Procedure ALB019YP consists of two COBOL programs, ALB018C0 and ALB019C0. These programs assemble week 1 and week 2 CODES check-in data, remarks data, and sample selection file (PDC file<sup>5</sup>) data to create a single IOCS sample data file for one pay period. In addition, detailed piece count information for counted items is written out to a separate remarks file for later processing.

#### ALB018C7

This program is run separately for week 1 and for week 2 of the pay period. If a data record on the CODES data file (HSDHQN.PS975T01.IOCSDATA.IOC&FY&PP.&WK) has a corresponding remarks record (HSDHQN.PS975T01.REMARKS.IOC&FY&PP.&WK) with a remark code of '02A', '23J', '23M', or '23N', the IOCS data is updated with remarks data. Thus any remarks which do contain counted item data are inserted into the IOCS data record. In addition, all remark records containing counted item data (with remark codes of '24x') are written to an output file for later processing in ALB103YP.

<sup>5</sup> In the following sections, "PDC file" is used to refer to ALB.HQ005T01.DOWNLOAD.FY&FY..PP&PP because this sample file is produced from payroll data center (PDC) data.

INPUT

1. HSDHQN.PS975T01.IOCSDATA.IOC&FY&PP.1  
HSDHQN.PS975T01.IOCSDATA.IOC&FY&PP.2  
These are the CODES data files containing sample data for each of the weeks in the pay period.
2. HSDHQN.PS975T01.REMARKS.IOC&FY&PP.1  
HSDHQN.PS975T01.REMARKS.IOC&FY&PP.2  
These are the CODES data files containing remarks records for each of the weeks in the pay period.

OUTPUT

1. ALB.PS018D01.REMARK24.FY&FY..PP&PP..WEEK1  
ALB.PS018D01.REMARK24.FY&FY..PP&PP..WEEK2  
These are the remark records having remark type '24x'.  
This is counted item mixed mail data that is used by ALB103YP.
2. &&PS018D01, &&PS018D02  
These are week 1 and week 2 temporary files containing the updated CODES data. These files become an input to ALB019C7.

ALB019C7

This program is run once for each pay period. The main purpose of this program is to concatenate PDC data (both ALB.HQ005T01.DOWNLOAD.FY&FY..PP&PP for the current pay period and ALB.HQ019T01.FY&FY..PP&LASTPP from previous pay periods) for the pay period with the updated IOCS data resulting from ALB018C7.

INPUT

1. &&PS018D01, &&PS018D02  
These are week 1 and week 2 temporary files containing the updated CODES data resulting from ALB018C0.
2. ALB.HQ005T01.DOWNLOAD.FY&FY..PP&PP  
This is the PDC file for the pay period. This file is produced as a result of ALB006AP.
3. ALB.HQ019T01.FY&FY..PP&LASTPP  
This file contains unmatched PDC records resulting from ALB019C7 the previous pay period.

OUTPUT

1. ALB.HQ019T01.FY&FY..PP&PP  
This file contains unmatched PDC records at the conclusion of ALB190C7 for this pay period. It may contain PDC records from previous pay periods for the PQ for which data has not yet been received through CODES. This file later becomes an input to ALB019C7 for the next pay period.
2. ALB.HQ019T02.FY&FY..PP&PP  
This is the result of combining the PDC data with CODES sample data for this pay period for matching observations.

C. Creating VSAM ZIP and Publication Files for edit process

ALB270YP

This procedure consists of two programs: ALB275C0 and ALB270C0. The procedure accesses the OCRA IDMS Database Publication Class Records and builds a tape file for input to program ALB037YP. The output file is also used for the manual lookup of non-matching publications that occurs after the first execution of the error checking program, ALB060C3. This tape file consists of active and revoked Publication Class Original Entry and Additional Entry Records.

INPUT

1. IDRA29.FINSHSE3.HSEPB2D3  
IDRA29.FINSHSE3.HSETABL3  
IDRA29.FINSHSE3.HSEHQR3  
These files comprise the OCRA IDMS Publications Database.

OUTPUT

1. ALB.HQ270T01.GULTMSTR.FY&FY&GULTQTR  
This is the flat publications file (referred to as the "GULT" or "GULT MASTER") produced as of a particular postal quarter and fiscal year.

ALB037YP

This procedure executes program ALB037C2 and a series of IDCAMS steps to create a VSAM publications file and a ZIP VSAM file for use in later processing.

INPUT

1. ALB.LDLSMN.PS784D01.NATLDOPO  
This file contains the county name corresponding to each ZIP Code.
2. ALB.HQ270T01.GULTMSTR.FY&FY&GULTQTR  
This is the flat gultmaster file.

OUTPUT

1. ALBV.RA270D01.GULTMSTR. FY&FY.&GM  
ALBV.RA270D01.GULTPATH. FY&FY.&GM  
These are the VSAM GULT files for the primary and alternate indices, respectively.
2. ALBV.RA814D01.ZIP  
ALBV.RA814D01.ZIPPATH  
These are the VSAM ZIP Code files for primary and alternate indices, respectively. They contain the data of ALB.LDLSMN.PS784D01.NATLDOPO, with additional index pointers for table lookups.

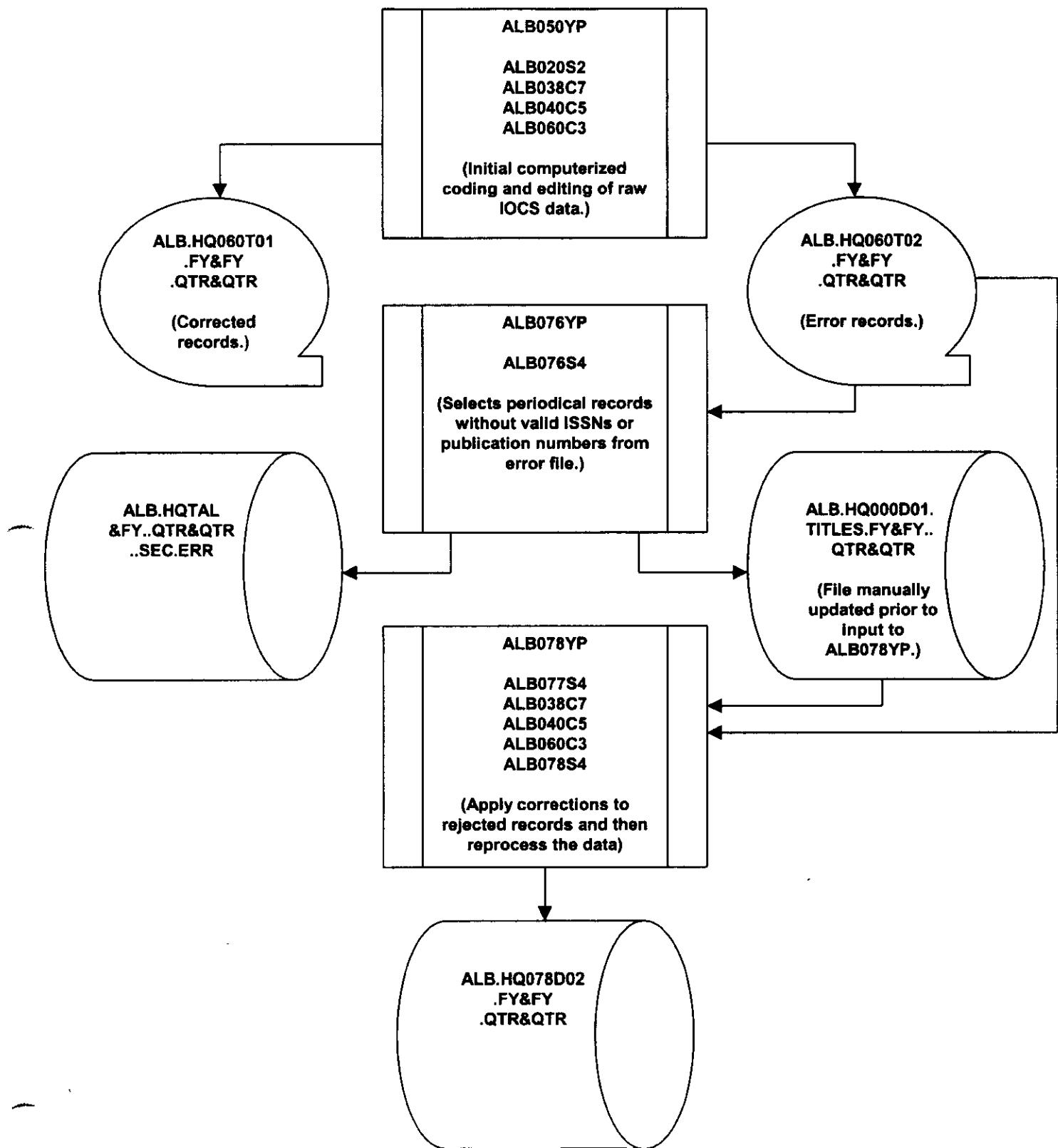
D. Computerized Editing and Coding

ALB050YP

Procedure ALB050YP performs the initial computerized coding and editing of raw IOCS data. It is run once for each Postal Quarter and consists of several COBOL programs described below.

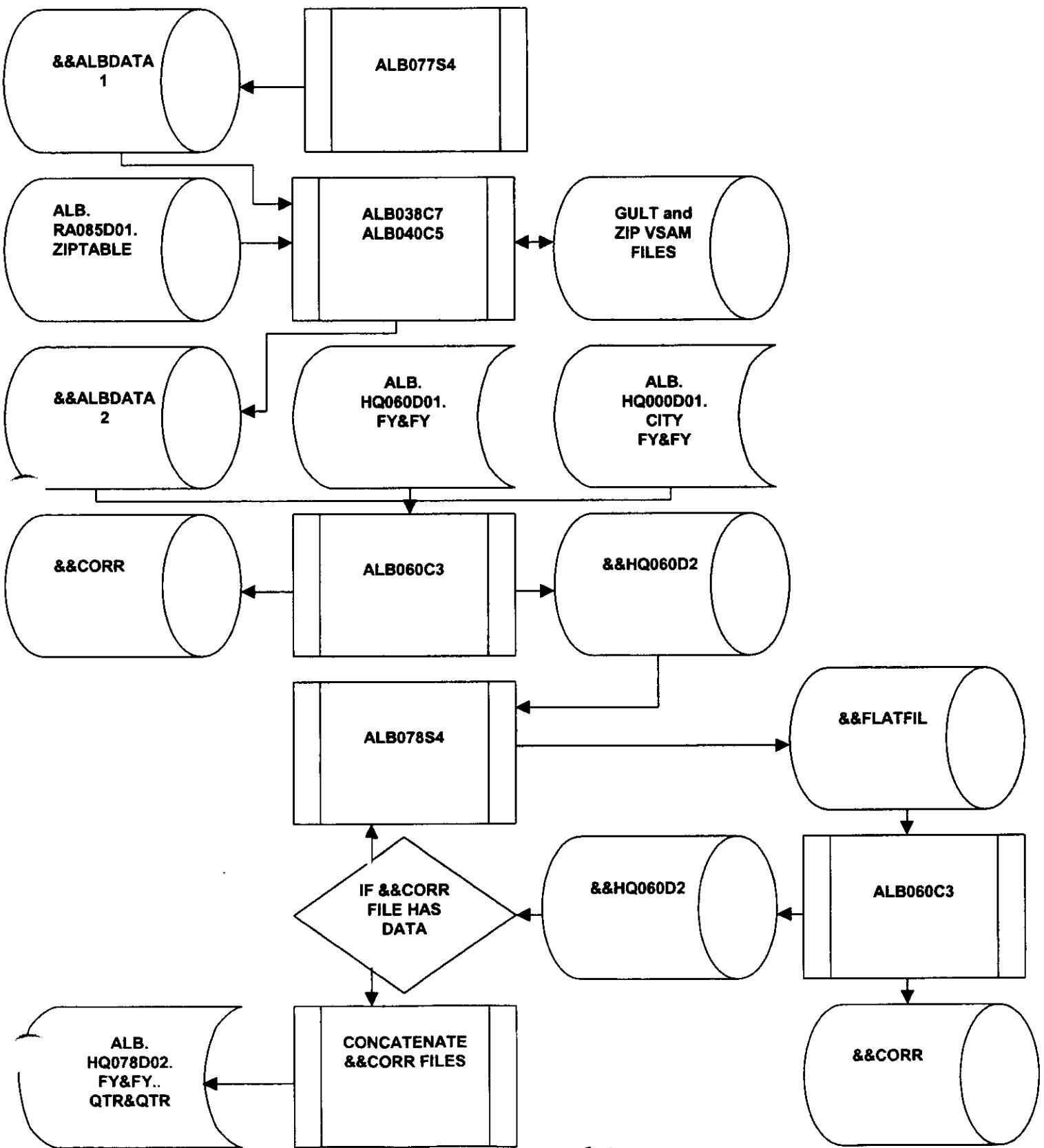
Several programs in the procedure ALB050YP are also executed as part of the error correction process of procedure ALB078YP. An overview flowchart showing the computer editing and coding, the unmatched periodical lookup, and the error correction procedures is shown below. The first page of the flowchart shows the error correction procedure as a single box at the bottom of the chart. This error correction procedure box is expanded on page two of the flowchart.

The remainder of this section documents the computerized coding and editing procedure. Subsequent sections describe the unmatched periodical lookup and the error correction procedure shown in the flowchart.



**ERROR CORRECTION – ALB078YP**

Error correction is performed by a series of SAS and COBOL programs in ALB078YP that applies corrections to records rejected by Program ALB060 and then reprocesses the data



ALB020S2

This program concatenates pay period IOCS data and weekly Remark files into quarterly files for further process. In addition, this program corrects incoming raw data (if needed) due to CODES data entry program revisions.

For the FY00 process, there is one correction:

1. Make mail classification correction for records that were recorded as 'Special Standard mail' and the mail contains 'Standard, STD, Bulk Rate' marking but no 'Special Standard Mail' marking. These records would be classified as 'D' Standard Mail.

INPUT

1. ALB.HQ019T02.FY&FY..PP&PP, for all pay periods in the PQ being processed. Depending on the PQ processed, there will be either 6 or 8 pay period files.
2. ALB.HQ018D01.REMARK24.FY&FY..PP&PP..WE EK&WK, for all weeks in the PQ being processed. Depending on the PQ processed, there will be either 12 or 16 weekly files.

OUTPUT

1. ALB.HQ019T02.FY&FY..QTR&QTR.  
These files are concatenated and sorted pay period files.
2. ALB.PS018T01. REMARK24.FY&FY..QTR&QTR.  
These files are concatenated and sorted pay period files.

ALB038C7

The purpose of this file is to update two VSAM files for use in the ALB040 activity code assignment. The ZIP VSAM file is updated with county data on the ZIP overlay file. This allows a ZIP Code of an independent city to be associated with the correct county for in-county activity code purposes.<sup>6</sup> The GULT Master file is updated by assigning priority codes based on entry code and the record with the highest priority is flagged with an 'X' as the entry code. Only these flagged records are used in ALB040. In addition, the GULT record date is converted to a Julian Date and GULT records that are expired are flagged as such.

Priority is assigned according to the following table:

Entry Code	X	S	S	C	C	A	A
Delete Code			D		D		D
Priority Code	5	5	4	3	2	1	0

<sup>6</sup> In some cases, an "independent" city is not part of a county, but borders on a county. For in-county rate purposes, periodicals originating in an independent city and destinatting in a bordering county may be eligible for in-county rates.

INPUT

1. ALB.HQ019T02.FY&FY..PP&PP, for all pay periods in the PQ being processed. Depending on the PQ processed, there will be either 6 or 8 pay period files. These files are concatenated and sorted and saved as ALB.HQ019T02.FY&FY..QTR&QTR.
2. ALBV.RA270D01.GULTMSTR. FY&FY.&GM  
ALBV.RA270D01.GULTPATH. FY&FY.&GM  
These are the VSAM GULT files for the primary and alternate indices, respectively.
3. ALBV.RA814D01.ZIP  
ALBV.RA814D01.ZIPPATH  
These are the VSAM ZIP Code files for primary and alternate indices, respectively.
4. ALB.RA085D01.ZIPTBLE  
This is the ZIP overlay file, which is used to update county in the VSAM files.

OUTPUT

1. ALBV.RA270D01.GULTMSTR.FY&FY.&GM  
ALBV.RA270D01.GULTPATH.FY&FY.&GM  
These are the VSAM GULT files for the primary and alternate indices, respectively.
2. ALBV.RA814D01.ZIP  
ALBV.RA814D01.ZIPPATH  
These are the VSAM ZIP Code files for primary and alternate indices, respectively.

LB040C5

This is the activity code assignment program. It's central function is to assign four-digit activity codes for labor activities or mail classes and to assign up to five special service codes. In addition, it assigns basic function and operations/route codes. A flow chart detailing the assignment of activity codes, basic function, special service codes, and operation/route codes is provided as APPENDIX B of this document.

INPUT

1. ALBV.RA270D01.GULTMSTR.FY&FY.&GM  
ALBV.RA270D01.GULTPATH.FY&FY.&GM  
VSAM publications file used for assignment of publications activity code.
2. ALBV.RA814D01.ZIP and ALBV.RA814D01.ZIPPATH  
VSAM file used to identify in-county status for publications.
3. ALB.HQ019T02.FY&FY..QTR&QTR  
This is the input IOCS data for one PQ.

OUTPUT

1. ALB.HQ040T01.FY&FY..QTR&QTR  
This is the IOCS data file for the PQ containing initial assignment of activity codes, basic functions, operation/route codes, and special service codes.

ALB060C3

The central function of this program is to perform edit and consistency checking. It checks the validity of the data and its consistency with related fields within the record. Records that fail the edits are written to an error file for later correction, while remaining records are written to a "good" file.

A detailed description of the error code assignment rules is provided as APPENDIX C of this document.

INPUT

1. ALB.HQ060D01.FY&FY  
This file contains tables of valid activity codes, special service codes, op/route codes, country codes, etc. The format varies depending on record type. See listing of file in Appendix F.
2. ALB.HQ000D01.CITY.FY&FY  
This file contains a list of finance numbers and office names. It should match finance numbers and CAGs with the PO Table which is coded into the COBOL sample selection program, AAN050C0.
3. ALB.HQ040T01.FY&FY..QTR&QTR  
This is the output IOCS data file from program ALB040C5.

OUTPUT

1. ALB.HQ060T01.FY&FY..QTR&QTR  
This file contains all records without error codes.
2. ALB.HQ060T02.FY&FY..QTR&QTR  
This contains records with errors identified. They will pass through the error correction process.

E. Lookup for Unmatched Periodical Records

ALB076YP

This lookup process is performed in procedure ALB076YP.

ALB076S4

This SAS program is executed in procedure ALB076YP. It selects periodical records without valid ISSNs or publication numbers from the ALB060C3 error file and outputs them to both a SAS dataset and a flat file. The unmatched periodical records are looked up manually in ALB.HQ270T01.GULTMSTR.FYfyq. When a match is found, the correct publication number is keyed into the corresponding record in ALB.HQ000D01.TITLES.FYfy.QTRqtrs.

INPUT

1. ALB.HQ060T02.FY&FY..QTR&QTR

OUTPUT

1. ALB.HQTAL&FY..FYQTR&QTR..SEC.ERR  
This is a SAS dataset of the nonmatching publications records.
2. ALB.HQ000D01.TITLES.FY&FY..QTR&QTR  
This is a flat file of unmatched publications records for the quarter. After it is written by ALB076S4, corrections found in a manual lookup process are made to this file. The resulting file after the manual lookup process is stored in ALB.HQ000D01.TITLES.FY&FY..QTR&QTR.EDIT

F. Error Correction

ALB078YP

Error correction is performed by a series of SAS and COBOL programs in ALB078YP that apply corrections to records rejected by Program ALB060 and then reprocess the data.

ALB077S4

This SAS program updates the IOCS error file (ALB.HQ060T02.FY&FY..QTR&QTR ) with corrected publication numbers contained in ALB.HQ000D01.TITLES.FY&FY..QTR&QTR.

INPUT

1. ALB.HQ060T02.FY&FY..QTR&QTR  
This file contains all records initially rejected by ALB060C3.
2. ALB.HQ000D01.TITLES.FY&FY..QTR&QTR.EDIT  
Flat file containing corrected publication numbers resulting from the manual lookup process.

OUTPUT

1. &&ALBADATA1  
This temporary file is ALB.HQ060T02.FY&FY..QTR&QTR updated with corrected publications numbers from ALB.HQ000D01.TITLES.FY&FY..QTR&QTR.

Process corrected publication records with ALB038, ALB040, ALB060.

The error records are again processed by ALB038C7, ALB040C5, and ALB060C3 so that the updated publication numbers can be used to re-assign activity codes and to perform consistency checks on these records.

INPUT

1. &&ALBADATA1

OUTPUT

1. &&CORR1  
This contains records passing the ALB060C3 edit.
2. &&HQ060D2  
This contains records that have errors remaining.

ALB078S4

This is a SAS error correction program. Its purpose is to resolve data inconsistencies that lead to the error codes assigned by ALB060C3.

INPUT

1. &&HQ060D2  
This is the output from the previous execution of program ALB060C0.

OUTPUT

1. &&FLATFIL  
This is a flat file resulting from the error correction process.

Iteration of ALB060C3 and ALB078S4

The error code assignment (ALB060C3) and the error correction program (ALB078S4) are repeatedly executed until no further errors can be resolved. With each pass or iteration in the process, the error file diminishes in size and the total number of "good" records increases. When no more corrections can be made, the process stops. At each iteration, the temporary input and output files have the same names, except for the "good" record file resulting from ALB060C3. Its suffix is incremented with each execution.

INPUT (to ALB060C3)

1. &&FLATFIL

OUTPUT (from ALB060C3)

1. &&CORR2, &&CORR3, &&CORR4, ...  
The file &&CORR $k$  contains records passing the  $k^{\text{th}}$  execution of ALB060C3.
2. &&HQ060D2  
This contains records that have errors remaining after execution of ALB060C3.

INPUT (to ALB078S4)

1. &&HQ060D2

This is the output from the previous execution of program ALB060C3.

OUTPUT (from ALB078S4)

1. &&FLATFIL  
This is a flat file resulting from the error correction process.

Concatenate corrected files

At the conclusion of the iterative error correction process, the temporary files containing corrected data are concatenated and copied to a disk file.

INPUT

1. &&CORR1  
&&CORR2  
&&CORR3  
&&CORR4  
&&CORR5

These are the temporary files containing corrected data records for each iteration.

OUTPUT

1. ALB.HQ078D02.FY&FY..QTR&QTR  
This is the final corrected data file at the conclusion of the automated error correction procedure.
2. ALB.HQ078D01. FY&FY..QTR&QTR  
This file contains the remaining error records after the automated error correction procedure.

G. Autocode Supervisor Records

ALB079YP

The SAS program ALB079S2 is run by procedure ALB079YP. Prior to FY99, a COBOL program ALB079C0 was used in this procedure.

ALB079S2

This program assigns activity codes to a small set of supervisor occupation codes whose activities are determined by a special study. The file ALB.HQ000D01.SUPVOCC.FY&FY contains the mapping of occupation codes and activity codes used for this process. The output file is then formatted so that it can be concatenated with other IOCS data in procedure ALB080YP.

INPUT

1. ALB.HQ005T01.AUTOCODE.FY&FY..PP&PP1  
ALB.HQ005T01.AUTOCODE.FY&FY..PP&PP2  
ALB.HQ005T01.AUTOCODE.FY&FY..PP&PP3  
ALB.HQ005T01.AUTOCODE.FY&FY..PP&PP4  
ALB.HQ005T01.AUTOCODE.FY&FY..PP&PP5  
ALB.HQ005T01.AUTOCODE.FY&FY..PP&PP6  
These are the input sample files for each of the pay periods in the PQ (there are two additional ones for PQ 4). These files are produced by procedure ALB006AP.
2. ALB.HQ000D01.SUPVOCC.FY&FY  
This file contains the activity codes corresponding to each of the possible occupation codes for the automatically-coded supervisor records.

OUTPUT

1. ALB.HQ079T01.FY&FY..QTR&QTR..AUTOSUPV  
This contains the full IOCS data record with assigned activity codes for the automatically-coded supervisor records.

## H. Encirclement

### ALB080YP

In IOCS, the term "encirclement" refers to a process of assigning a special service as the predominant activity for an observation when the activity performed is more likely caused by the special service rather than the underlying class of mail. This process is performed in ALB080YP

### ALB080C3

This COBOL program is run in jobstream ALB080YP once for every quarter. It combines data records for which no error codes were identified (from ALB050YP), corrected data records from the last step of the error-correction process (ALB078YP), and the automatically coded supervisor records (ALB079YP). Encirclement rules are applied to the data in these records, and when appropriate, the activity code is overwritten by a special service activity code. Special service activity codes are formed by appending a zero to the 3-digit special service code. The encirclement rules are summarized in APPENDIX E to this document.

#### INPUT

1. ALB.HQ060T01.FY&FY..QTR&QTR  
This is the file containing "good" record from the first run of ALB060C3 in ALB050YP for the quarter.
2. HQ079T01.FY&FY..QTR&QTR..AUTOSUPV  
This is the output file from ALB079YP.
3. ALB.HQ078D02.FY&FY..QTR&QTR.  
This is the corrected file at the conclusion of the ALB078YP error correction process.

#### OUTPUT

1. ALB.HQ080T01.FY&FY..QTR&QTR.  
This is the result of concatenating the three input files and applying encirclement rules as necessary, to records having special service data.

## I. Produce Extracts for External Review

### ALB081YP

Program ALB081S0 is executed in ALB081YP to produce extract files.

### ALB081S3

This SAS program purpose is to produce two extract files for external review and edit. These files are produced annually after all four quarters of input file data are available. A publications file is created for review of subclass status of periodical activity codes, and a file containing records having international activity codes is sent to International Costing for review of country code and rate information. Any corrections are returned and used to update the IOCS data in the weighting stage of processing.

INPUT

1. ALB.HQ080T01.FY&FY..QTR1
- ALB.HQ080T01.FY&FY..QTR2
- ALB.HQ080T01.FY&FY..QTR3
- ALB.HQ080T01.FY&FY..QTR4

These are the four quarterly data files at the conclusion of ALB080WP.

OUTPUT

1. ALB.HQTAL&FY..HQ081D01.FLAT.SECOND

This file consists of the input file records having publication class activity codes.

2. ALB.HQTAL&FY..HQ081D02.INTERNAT

This contains international activity code records as a SAS file for the entire year. All records with either direct or mixed international activity codes are included on this file.

J. Publication Subclass Edit

The publications subclass edit is performed by a series of FORTRAN programs that verify IOCS within county periodical tallies. These FORTRAN programs determine whether the activity code for the appropriate Periodicals subclass was assigned to the tally. If the automated edit checks are unable to determine the subclass, the subclass is determined by manual methods using information extracted from the tally.

A description of the automated edit checks and FORTRAN programs used for the periodicals edit is contained in APPENDIX D. The electronic listings of these FORTRAN programs is contained in the APPENDIX H CD ROM.

INPUT

1. ALB.HQTAL&FY..HQ081D01.FLAT.SECOND

OUTPUT

1. ALB.HQTAL&FY.LRCA.APR

This is the corrected publications file.

K. Reformat Edited Publications File

COR2ND3

This is a SAS program that reads in the edited flat publications file and writes a flat file containing only records for which the activity code was changed in the review process. This output file containing corrections is used to update the IOCS data file during the weighting procedure, ALB101YP.

INPUT

1. ALB.HQTAL&FY.LRCA.APR  
This is the corrected publications file.

OUTPUT

1. ALB.HQTAL&FY.CORRECT.BYSECOND  
This is a SAS file containing activity code data for all records on the input data file. It is not used in subsequent processing.
2. ALB.HQ101D00.FY&FY.NEW2ND  
This is the flat file containing records whose activity code was corrected in the external publication activity code review.

L. International Edit

The international edit process is performed by the International Cost function.

The file ALB.HQTAL&FY..HQ081D02.INTERNAT is produced by ALB081YP and contains all records having international activity codes. This is reviewed to ensure accurate coding of international class and country. File ALB.HQTAL&FY..FOREIGN.EDITED contains corrections to either country code or to activity code if necessary. This corrected file is used to update the IOCS data file during the weighting procedure, ALB101YP.

INPUT

1. ALB.HQTAL&FY..HQ081D02.INTERNAT  
SAS data file produced by ALB081YP.

OUTPUT

1. ALB.HQTAL&FY..FOREIGN.CHECKED.EDITED  
This is the edited SAS file prepared by International Costing & Data Automation.

## VII. ESTIMATION

### A. Compute Weighting Factors

#### ALB101YP

The ALB101YP procedure contains one SAS program, ALB101S3. This program is executed once for each Postal Quarter. The central purpose of this program is to produce IOCS cost weighting factors. It also merges in the results of the external international edit and the external publications review, and performs corrections to some activity codes. The IOCS cost weighting factor is derived from standard design-based weights and national level accrued quarterly cost data for the crafts eligible for IOCS sampling. The cost weighting factor is constructed so that weighted sums of IOCS data produce cost estimates consistent with trial balance accrued costs by quarter. Since FY1998, program ALB101S1 replaces two COBOL programs (ALB095C0 and ALB101C0).

#### 1. Design-Based Weight

The design based weights,  $W_{hijk}$ , are developed from the sampling design as described in Section II of this documentation:

$$W_{hijk} = 1/P_h * 1/P_{hijk} * 1/P_D * 1/P_R * 1/P_T$$

where

$P_h$  =  $n_h / N_h$ , the ratio of sample offices,  $n_h$ , to total offices,  $N_h$ , for CAG h

$P_{hijk}$  = weekly sampling rate for employee k at pay location j, craft i, CAG h,

$P_D$  = selection probability for the day of week

$P_R$  = selection probability for the reading period

$P_T$  = selection probability for the instant of time for observation

$W_{hijk}$  = design based weight for employee k at pay location j, CAG h, craft i

#### 2. Cost Weighting Factor

The cost weighting factor "COST-BASED WEIGHT" is a dollar weight. Total accrued cost for the stratum is distributed to each employee in proportion to the employee's design weight relative to the total design weight for the stratum.

$$CW_{hijk} = \frac{W_{hijk}}{\sum_j \sum_k W_{hijk}} C_{hi},$$

where

$CW_{hijk}$  = cost-based weight for employee k at pay location j, craft i, CAG h, and  $C_{hi}$  = accrued cost for craft i, CAG h.,

### 3. The Heavy/Light Weight

For computational purposes, a relative or scaled design based weight, the Heavy/Light weight, is saved on the data record and used for computing the cost weighting factor. The Heavy/Light weight is the ratio of the design weight  $W_{hijk}$  to a standard weight.<sup>8</sup> Its' value is one for regular observations, and varies for observations which were selected with probabilities different than the standard probability within a CAG/Craft group. For example, if employees in a particular CAG/Craft group are normally selected with probability 0.03, but employees in one pay location are selected with probability 0.06, then the heavy/light weight for employees in that pay location would be  $\frac{1}{2}$ , since weights are the reciprocals of the probabilities of selection.

As shown below, the use of this heavy/light weight rather than the design weight does not affect the value of  $CW_{hijk}$ , since the standard weight is the same for all observations within a CAG/Craft group.

Let

$W_{hi}^s$  = the standard weight for CAG  $h$  craft  $i$ , and

$W_{hijk}^* = W_{hijk} / W_{hi}^s$  = the heavy/light weight.

Then substituting  $W_{hijk}^*$  for  $W_{hijk}$  in the formula for  $CW_{hijk}$ , above, yields

$$CW_{hijk} = \frac{W_{hijk}^*}{\sum_j \sum_k W_{hijk}^*} C_{hi} = \frac{(W_{hijk} / W_{hi}^s)}{\sum_j \sum_k (W_{hijk} / W_{hi}^s)} C_{hi} = \frac{W_{hijk}}{\sum_j \sum_k W_{hijk}} C_{hi}.$$

The method of estimation assumes that the sample of offices in each CAG constitutes an equal probability sample. It also assumes nonresponse is random, or independent of what is being estimated, and can therefore be regarded as constituting a simple reduction in sample size.

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<sup>8</sup> The standard weight for an observation that is tabulated in CAG  $h$  refers to the design weight of an observation sampled at a CAG  $h$  facility without pay location over-sampling, with reading number 1, 2, or 3, and scheduled for Monday to Friday.

INPUT

1. ALB.HQ080T01.FY&FY.QTR&QTR.  
This is an output file from ALB080C3.
2. ALB.HQ095D01.FY&FY.FINTABLE.DATA.  
This file contains three types of data:  
CAG/Finance group codes;  
Cost weighting finance numbers for CAG A offices, and  
Heavy/light weight table for international offices.
3. ALB.HQ000D01.FY&FY.REWEIGHT.  
This file contains a list of offices with updated weighting  
factor and CAG status.
4. ALB.HQ624D01.FY&FY.QTR&QTR.  
This file contains post office expense data. The data was  
broken down to 7 craft and 12 CAG levels.
5. ALB.HQ101D00.FY&FY.QTR&QTR.NEW2ND  
This file is a corrected publications flat file.
6. ALB.HQTAL&FY..FOREIGN.CHECKED.EDITED  
This is the corrected international observation file.
7. ALB.HQ000D01.SAMPFY&FY.RANDOM  
This is the sampling rate input file used in ALB0000P.

OUTPUT

1. ALB.HQ101D01.FY&FY.QTR&QTR  
This is an updated tally file containing updated  
finance/CAG group codes, sampling weights and final  
roster designation, final operation/Route code, final basic  
function code and activity code.
2. ALB.HQ101D02.FY&FY..&QTR..SECCOST  
This file contains the dollar value for publication class mail  
by shape for each type of periodical mail.

B. Counted Mixed Mail Divided Records

ALB103YP

COBOL program, ALB103C4 is executed as part of the procedure ALB103YP to generate IOCS records representing counted mixed mail for counted items.

ALB103C4

If the sampled employee is handling an item (e.g., a sack ) containing non-identical mail, the data collector then collects volume data for each rate category and shape of mail contained in the item. This data is stored as "remark 24" records on the remarks file, with one record for each shape\*rate category counted in the item. In ALB103C4, these "remark 24" records are used to divide the corresponding CODES data record into several new data records, one for each shape\*rate category counted in remark 24 records. The Heavy/Light weight and the cost weight for the observation are divided proportionally to the mail volume in each shape\*rate category.

For example, suppose the sampled employee was handling a sack containing 50 pieces of First-Class Mail non-presorted letters, 25 pieces of First-Class Mail non-presorted flats, and no other mail. Then there would be one "remark 24" record corresponding to First Class nonpresorted mail containing counts by shape. This information would be used to divide the weighted IOCS mixed mail observation into two separate records. One record would have an activity code corresponding to First-Class nonpresort letters (both its Heavy/Light and Cost weight would be 50/75 of the original undivided observation's weight) and the other record would have an activity code corresponding to First-Class nonpresort flats (both its Heavy/Light and Cost weight would be 25/75 of the original undivided observation's weight)

INPUTS

1. ALB.PS018D01.REMARK24.FY&FY.. QTR&QTR.  
Remarks type 24 files for every quarter. These files are created in ALB020S1.
2. ALB.HQ101D02.FY&FY&QTR..SECCOST  
This file contains the total dollar cost for publications by rate category by shape and is produced by ALB101YP.
3. ALB.HQ101D01.FY&FY..QTR&QTR  
This is the weighted IOCS data file produced by ALB101YP.

OUTPUT

1. &&ALB103T1  
Temporary weighted IOCS file with generated divided item records.

C. Development of International Activity Codes

In order to facilitate international costing, two new "international activity code" fields are produced by program ALBINTAC. These are SAS variables F9805 and F9806.<sup>9</sup> This SAS program follows ALB103C4 in procedure ALB103YP. The new activity code variables contain increased detail over the current final activity code used for domestic

<sup>9</sup> The difference between the two variables is that F9805 is based on the pre-encirclement activity code (F244) and F9806 is based on the encircled activity code (F262).

costing. In particular, US Origin international mail to Canada is assigned unique activity codes and international mixed mail activity codes resulting from divided items are re-coded to include shape-specific information. The distinction between the two new activity code fields is that F9805 is based on the F244 activity code while F9806 is based on the encircled F262 activity code.

Direct mail activity codes for Canada are created by changing the second digit of the activity code from a "7" to a "6". Canada-specific activity codes are assigned only for US Origin mail to Canada. For example, if the activity code is '1771', then if the destination was Canada then the "international activity code" would be '1671'. If the destination was elsewhere, then the "international activity code" would be '1771'.

Some new international activity codes are assigned to provide more detail for generated observations resulting from counted items containing international mail. Program ALB103C4 assigns international mail contained in counted items an activity code of x780. In other words, it reflects shape but not class for international counted mixed mail items. The new international activity code fields distinguish shape (cards&letters, flats, IPPs, parcels), Origin (US or Foreign), and transportation mode (surface or airmail).

In addition to the development of international activity codes, records generated at the weighting procedure (ALB101S3) are deleted if there is no cost assigned to them.

Counted mixed mail that generates international activity codes in F244 are converted to more detailed international activity codes by using F9253 as follows:

F244 Activity Code	F9253 RMK24 type	F9805 Int. Act. Code	Origin, surface/airmail	Shape
1780	P	5431	Int, US orig, Surface	cards, letter
2780	P	5432	Int, US orig, Surface	flats
3780	P	5433	Int, US orig, Surface	IPPs
4780	P	5434	Int, US org, Surface	parcels
1780	Q	5441	Int, US orig, Airmail	cards, letter
2780	Q	5442	Int, US orig, Airmail	flats
3780	Q	5443	Int, US orig, Airmail	IPPs
4780	Q	5444	Int, US org, Airmail	parcels
1780	R	5451	Int, FOREIGN orig, Surface	cards, letter
2780	R	5452	Int, FOREIGN orig, Surface	flats
3780	R	5453	Int, FOREIGN orig, Surface	IPPs
4780	R	5454	Int, FOREIGN org, Surface	parcels
1780	S	5461	Int, FOREIGN orig, Airmail	cards, letter
2780	S	5462	Int, FOREIGN orig, Airmail	flats
3780	S	5463	Int, FOREIGN orig, Airmail	IPPs
4780	S	5464	Int, FOREIGN org, Airmail	parcels
1780	T	5451	Int, FOREIGN Orig. and Dest., Surface	cards, letter
2780	T	5452	Int, FOREIGN Orig. and Dest., Surface	flats
3780	T	5453	Int, FOREIGN Orig. and Dest., Surface	IPPs
4780	T	5454	Int, FOREIGN Orig. and Dest., Surface	parcels
1780	U	5461	Int, FOREIGN Orig. and Dest., Airmail	cards, letter
2780	U	5462	Int, FOREIGN Orig. and Dest., Airmail	flats
3780	U	5463	Int, FOREIGN Orig. and Dest., Airmail	IPPs
4780	U	5464	Int, FOREIGN Orig. and Dest., Airmail	parcels

#### INPUT

1. &&ALB103T1  
This is the temporary IOCS data file for the quarter produced by ALB103C4.

#### OUTPUT

1. ALB.HQ103T01.FY&FY..QTR&QTR  
This is the quarterly SAS data file that includes divided mixed mail records and the international activity code fields.

#### D. Production of Final SAS Data Files

This is the result of a SAS program MERGETPX. This program concatenates the four quarterly files to produce a final SAS data file. This step also creates four quarterly SAS XPORT files for downloading IOCS files to SASPC.

##### MERGETP

###### INPUT

1. ALB.HQ103T01.FY&FY..QTR&QTR  
This is the output file from ALB103YP.

###### OUTPUT

1. ALB.SASTP&FY1.SAS  
ALB.SASTP&FY2.SAS  
ALB.SASTP&FY3.SAS  
ALB.SASTP&FY4.SAS

These are quarterly SAS XPORT file.

2. ALB.HQTAL&FY.ITEM.ALL  
This is the annual SAS data file. The SAS dataset name is TALLY&FY.

#### E. Prepare Summary Data File for Input to CARMM

##### ALB106YP

This procedure contains one SAS program ALB106S2.

##### ALB106S2

This program reformats and summarizes the IOCS tally data into the form required by the CARMM procedure. It also produces several craft level reports for input to CRA spreadsheets.

The summary file (ALB.HQ106D01.FY&FY..QTR&QTR) drops basic function 4 records then summarizes tallies and dollars for groups defined by CAG, Finance Grouping, craft code designation, operation/route code, basic function, and activity code. Although summary files are generated for each of the craft types, only the carrier output is used in subsequent CARMM processing.

###### INPUT

1. ALB.HQ103T01.FY&FY..QTR&QTR  
These are the output files from ALB103 for each of the four quarters in the year.

OUTPUT

1. ALB.HQ106T01.FY&FY..QTR&QTR

These are the quarterly files contains the following summary tables:

A summary table that contains dollar amount by activity code and route code for carriers.

A summary table that contains dollar amount by activity code for supervisors.

A summary table that contains dollar amount by activity code and operational area (Mail Processing, Window and other) for CAG K offices.

F. Production of Summary Reports for Input to CRA Spreadsheet

CS2SUPV

Program CS2SUPV produces a five-page report on split supervisor activity codes. The results are input to the C/S 2 spreadsheets.

- There are two analyses of activity code 7470 (supervision of mixed clerk/mailhandler activities), the first of which reports on certain activities that should *not* be included—i.e., carrier/messenger activities (15E), other craft-level employees (15F), and no craft-level employees (15G). If none of these is found, "NO OTHER" will be 100.0 percent. The second analysis is used to reallocate a portion of 7470 to mail processing, window, and administrative activities (15D).
- An analysis of activity code 7635 (supervision of two or more clerical/mailhandler activities) verifies that very few tallies include administrative/other activities (15D6) or other craft-level employees (15F).
- There are two analyses of activity code 7637 (supervision of clerks/mailhandlers and at least one carrier/messenger). The first determines the proportions of the various 15D activities and the second narrows the activities to platform, collection/preparation, processing/distribution, and miscellaneous.

INPUT

1. ALB.HQTAL&FY. ITEM.ALL

OUTPUT

1. Reports.

### CS3SPACE

Program CS3SPACE develops distribution keys for space, rental value, and mail processing equipment. Output data is input to the CRA model. The program selects all tallies for which:

- Employee is a clerk or mailhandler (or any craft handling accountables)
- Employee is not at a CAG K office
- Employee is assigned a direct mail activity code
- Employee is in a mail-processing related operation

The selected records are divided into types of equipment being used, type of manual operation being performed, BMC, parcels, and other mail processing activities. They are then assigned to mailclass, subclass, or special service based on activity code, and reports are written.

The JCL, SAS log, and output reports are contained in APPENDIX H.

This program produces an output file that is input to the CRA. Its name is ALB.HQTAL&FY.FY.CRASPACE.

#### INPUT

1. ALB.HQTAL&FY. ITEM.ALL

#### OUTPUT

1. Report.
2. ALB.HQTAL&FY.CRASPACE

### G. City Carrier Mixed Mail Cost Distribution Extract and Report

The function of the City Carrier Mixed Mail Cost Distribution System is to distribute Mixed Mail costs to Direct Mail Activity Codes and produce a variety of reports as output. These extract and reports were produced through Procedure ALBCARMM that contains one SAS program, ALBCARMM. Prior to FY99, Carrier LIOCATT System (written in COBOL language) was used to accomplish this task. Appendix J contains a comparison between reports generated in the old LIOCATT system and the CARMM reports for FY 1998, the last year for which LIOCATT reports were produced.

An overview of the distribution process is presented in an appendix to the "Summary Description of USPS Development of Costs by Segments and Components".<sup>10</sup>

INPUT

1. ALB.HQ106T01.FY&FY.QTR1(CARR)  
ALB.HQ106T01.FY&FY.QTR2(CARR)  
ALB.HQ106T01.FY&FY.QTR3(CARR)  
ALB.HQ106T01.FY&FY.QTR4(CARR)

These are the output files from ALB106 for each of the four quarters in the year. Each summary record contains total cost of all tallies in a group that is defined in terms of CAG, finance grouping, craft roster designation, operation/route code, basic function and activity code.

2. ALA.HQ000D01.FY&FY.MXMAIL.DATA

This contains mixed mail codes (5300-5750) and the direct mail codes (1000-4999) they encompass.

OUTPUT

1. WORK.DISTFILE

This is a temporary SAS file containing distributed cost for each direct activity code and basic function from each mixed mail by CAG, finance grouping, and operation/route code. See Appendix A, Part B, and Section 24 for the description of variables in this file.

2. ALB.HQCARM.MCARRKL.FY&FY&QTR..DATA

This is the final FLAT file that contains the cost by activity code and basic function for each operation/route code after combining the undistributed and distributed costs. See Appendix A, Part B, and Section 25 for description of variables. This file is used to create an Excel pivot table spreadsheet, which can be used to produce more customized reports. Pivot table examples are provided in Appendix J.

3. Report 7 - Summary Schedule K with undistributed dollars

For each route type, cost for individual activity codes are displayed by basic function and total. This report excludes mixed mail cost which were distributed to direct mail activity codes

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<sup>10</sup> This was filed as USPS-LR-J-1 in Docket No R2001-1 for FY2000.

4. Report 8 - Mixed mail code Distribution

For each route type mixed mail costs which were distributed are displayed.

5. Report 10 – Summary Schedule L

Costs for individual direct mail activity codes are displayed by basic function and total.

6. Report 13 – Summary Schedule K and L

For each activity code, costs are displayed by basic function and total.

7. Report 15 – Summary Schedule K and L by mail class format

Costs are summarized to class and subclass of mail and are displayed by basic function and total.

H. Coefficients of Variation for IOCS-Based Cost Estimates

Estimates of coefficients of variation (c.v.'s) for various IOCS-based cost estimates that are input to the CRA model are produced using a bootstrap procedure. The bootstrap is a resampling method which can be used to estimate variances of complex estimates.

Bootstrapping consists of randomly selecting the same number of observations with replacement from the sample data, and calculating the value(s) of the estimators based upon the selected observations. The resampling procedure is repeated many times and the sample variance of the resulting estimates over all of the iterations is calculated. Theoretically, the sample variance calculated over all iterations converges to the population variance as the number of iterations increases.

Tables of IOCS-based cost estimates and associated c.v.'s and confidence intervals are contained in APPENDIX I along with additional detailed documentation of the variance estimation process.

**USPS-LR-J-10/R2001-1**

**In-Office Cost System (IOCS)  
Statistical and Computer Documentation**

**Appendix - A  
File Layouts**

FILE LAYOUTS

This Appendix contains two parts. The first part contains the IOCS standard data record format and value assignments. The second part contains record layouts for a variety of other files referred to in the IOCS system documentation.

**A. IOCS Standard Data Record Format and Value Assignments**

The 1132-byte IOCS standard data record layout and value assignments are summarized in the table below. This record format is applicable to a variety of data files referred to in the IOCS system documentation. This file layout is analogous to the COBOL copylib ALBC04C1 that is used to read and write data files in many COBOL programs. In particular, the following data files are based on the IOCS Standard Data Record Format.

ALB.HQ019T02.FY&FY..PP&PP  
 ALB.HQ019T02.FY&FY..QTR&QTR  
 ALB.HQ040T01.BY&FY..QTR&QTR  
 ALB.HQ060T01.BY&FY..QTR&QTR  
 ALB.HQ060T02.BY&FY..QTR&QTR  
 ALB.HQ078D02.BY&FY..QTR&QTR  
 ALB.HQ079.FY&FY..QTR&QTR..AUTOSUPV  
 ALB.HQ080T01.BY&FY..QTR&QTR  
 ALB.HQTAL&FY..BY.HQ081D01.FLAT.SECOND  
 ALB.HQTAL&FY.LRCA (positions 1066-1070 contain an updated publication activity code, otherwise same format)  
 ALB.HQ101T01.BY&FY..QTR&QTR

**FILE OVERVIEW**

	<b>Field Description</b>	<b>Value Description</b>	<b>Values</b>	<b># bytes</b>	<b>from</b>	<b>to</b>
	Data from PDC File			144	1	144
	Group 1 Questions			72	145	216
	Group 2 Questions			66	217	282
	Group 3 Questions			11	283	293
	Group 4 Questions			28	294	321
	Group 5 Questions			234	322	555
	Group 6 Questions			62	556	617
	Group 7 Questions			15	618	632
	Site Code			3	633	635
	Breaker Fields	Work Unit		3	636	638
		Fiscal Year		1	639	639
		Area		1	640	640
		Pay Period		2	641	642
		Week		1	643	643
		Document Count		4	644	647
	Filler			27	648	674
	Data from Remarks File			332	675	1006
	IOCS Processing-Gener'd Data			161	1007	1167

**PDC FILE DATA**

F1	Area/Facility Identifier	Plant or Other Facility	1 or 4	2	1	2
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		Area Code	A-Z		1	2
F2	Finance Number		As Recorded	6	3	8
F3	Week Number		As Recorded	1	9	9
F4	Pay Location		As Recorded	3	10	12
F5	Designation		As Recorded	2	13	14
F6	SSN		As Recorded	9	15	23
F7	CAG		As Recorded	1	24	24
F8	Employee Name		As Recorded	17	25	41
F9	Activity		As Recorded	1	42	42
F10	Level		As Recorded	2	43	44
F11	Step		As Recorded	2	45	46
F12	Annual Rate		As Recorded	6	47	52
F13	Office Name		As Recorded	16	53	68
F14	Office ZIP		As Recorded	5	69	73
F92AA	NOT USED		As Recorded	3	74	76
F9200	Pay Location Group Code		As Recorded	2	77	78
F15	Status Code		As Recorded	1	79	79
F99001	Pay Period Beginning Date-Cent		As Recorded	2	80	81
F16	Pay Period Beginning Date		As Recorded	6	82	87
F17	Read Code		As Recorded	1	88	88
F18	Day Code		As Recorded	1	89	89
F19	Occupation Code		As Recorded	8	90	97
F20	PDC Rescheduled		As Recorded	2	98	99
F99002	PDC Pay Period		As Recorded	2	100	101
F21	PDC Flag		As Recorded	1	102	102
	FILLER			3	103	105
F9401	Abbreviated Occupation Title		As Recorded	19	106	124
F9402	Facility MODS Code		As Recorded	1	125	125
F9403	Random Time		As Recorded	3	126	128
F9404	Employee Start Time		As Recorded	4	129	132
F9405	Employee End Time		As Recorded	4	133	136
F9406	Split Shift Employee Start Time		As Recorded	4	137	140
F9407	Split Shift Employee End Time		As Recorded	4	141	144

#### GROUP 1 QUESTIONS - Administration Question

F22	1	Social Security Number		As Recorded	9	145	153
F9601	2	Pay Period		01 through 27	2	154	155
F9201	2	Test Date		YYYYMMDD	8	156	163
F23	3	Scheduled Reading Time	Hours	As Recorded	2	164	165
F24			Minutes	As Recorded	2	166	167
F25	4	Actual Reading Time	Hours	As Recorded	2	168	169
F26			Minutes	As Recorded	2	170	171
F27	5	Pay Option/Status	Night Differential	1	1	172	172
F28			Sunday Premium	1	1	173	173
F29			Holiday Work Pay	1	1	174	174
F30			Overtime	1	1	175	175
F31			Light/Limited Duty	1	1	176	176

F32	6	Sample Method	On Location	1	1	177	177
			By Phone	2		177	177
			Return Phone Call	3		177	177
F33	7A	To Be Rescheduled?	(Yes = T)	T or F	1	178	178
F34	7B	Is Rescheduled Reading?	(Yes = T)	T or F	1	179	179
F35	8	Paid/Unpaid Status	Annual Leave	A	1	180	180
			Sick Leave	B		180	180
			Loaned to Others	C		180	180
			Guaranteed Time	D		180	180
			5-Minute Leeway (FLSA)	E		180	180
			Military Leave/Cont. of Pay	F		180	180
			Jury Duty/Court Leave	G		180	180
			Other Paid Leave	H		180	180
			Non-Scheduled	I		180	180
			At Lunch	J		180	180
			Terminated	K		180	180
			Transferred	L		180	180
			Leave Without Pay	M		180	180
			Split Shift	N		180	180
			Test Not Received	Z		180	180
F36	9	Roster Designation Change	Roster	As Recorded	2	181	182
F37		Activity Change	Activity	As Recorded	1	183	183
F38	10	Total Reading Time	Minutes	As Recorded	2	184	185
F39	13	Data Collector ID		As Recorded	3	186	188
F41	14	Official Roster Designation	Supervisor/Acting Supervisor	1	1	189	189
			Carrier/Messenger	2		189	189
			Clerk/Mailhandler	3		189	189
F42	15	Occupation Code		As Recorded	8	190	197
F9202		Occupation Title		As Recorded	19	198	216

## GROUP 2 QUESTIONS - Super./ Personnel

F9408	15	Work Center Type	PSDS/ETC Office	A	1	217	217
			BMC	B		217	217
			None of the Above	C		217	217
F9409		Work Center Number	PSDS/ETC/BMC Number	As Recorded	3	218	220
F43	15C1	Activity Involves Employees?		Y or N (Yes/No)	1	221	221
F44	15C2	Involves Supvd. Employees?		Y or N (Yes/No)	1	222	222
F45	15C3	Involves Other Supervisor?		Y or N (Yes/No)	1	223	223
F46	15C4	Supervises Supervisor?		Y or N (Yes/No)	1	224	224
F47	15C5	Categories	Clerk/Mailhandlers	A	1	225	225
			Carrier/Messengers	B		225	225
			Ciks./Mlhndrs./Cars./Msg rs.	C		225	225
			Other Crafts	D		225	225
			No Employees	E		225	225
F48	15D1	Platform Operations		1	1	226	226

F49		Type of Platform Operation	Accepting Mail from Cust.	1	1	227	227
F50			All Other Platform Work	1	1	228	228
F51	15D2	Collection & Preparation of Mail		1	1	229	229
F52	15D3	Mail Processing		1	1	230	230
F53		Type of Mail Processed	Letters, Manual	1	1	231	231
F54			Letters, OCR/BCR/BCS	1	1	232	232
F55			Letters, LSM	1	1	233	233
F56			Flats, Manual/FSM	1	1	234	234
F57			IPP's	1	1	235	235
F58			Parcels	1	1	236	236
F59			Other	1	1	237	237
F60	15D4	Miscellaneous Operations		1	1	238	238
F61		Type of Misc. Operation	Registry	1	1	239	239
F62			Postage Due	1	1	240	240
F63			Claims and Inquiry	1	1	241	241
F64			Central Mail Markup	1	1	242	242
F65			Express Mail	1	1	243	243
F67			Special Delivery	1	1	244	244
F68			Nixie	1	1	245	245
F69			Other	1	1	246	246
F70	15D5	Window Service		1	1	247	247
F71	15D6	Admin. & Other Activities		1	1	248	248
F73		Type of Admin. Activity	Human Res. - Personnel	1	1	249	249
F74			Human Resources - Other	1	1	250	250
F76			T & A - PSDS/MODS/ETC	1	1	251	251
F77			T & A - Non-PSDS Office	1	1	252	252
F78			Accounting/Auditing	1	1	253	253
F79			HQ/Regional/Other Studies	1	1	254	254
F80			Quality Cntl./Rev. Protection	1	1	255	255
F81			Marketing & Communications	1	1	256	256
F82			Industrial Engineering	1	1	257	257
F83			Transfer Office Work	1	1	258	258
F84			Handling Empty Equipment	1	1	259	259
F85			General Administrative	1	1	260	260
F86			Other	1	1	261	261
F9203	15D6	Other Selections	Budget	A	1	262	262
			Commercial Marketing	B		262	262
			Consumer Advocate	C		262	262
			Consumer Affairs	D		262	262
			Consumer Complaint	E		262	262
			Consumer Marketing	F		262	262
			Control & Logistics	G		262	262
			EEO Counselor	H		262	262
			EI/QWL and Quality First	I		262	262

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			Employee Assistance Pgm.	J		262	262
			Employee Relations	K		262	262
			Safety Meeting	L		262	262
			Other Meeting	M		262	262
			Injury Compensation	N		262	262
			In-Plant Processing	O		262	262
			Logistics	P		262	262
			Mail Processing	Q		262	262
			Nurses & Doctors	R		262	262
			Operations Analysis	S		262	262
			PEDC	T		262	262
			Postal Operations Analyst	U		262	262
			Safety Officer	V		262	262
			Sales	W		262	262
			Special Events	X		262	262
			Systems Compliance	Y		262	262
			Training & Dev. (Off./Spec.)	Z		262	262
			None of Above	1		262	262
F87	15E	Type of Carrier/Messenger	City Delivery	1	1	263	263
F88			Rural	1	1	264	264
F89			Special Delivery	1	1	265	265
F90	15F	Other Craft-Level Employees		1	1	266	266
F91		Type of Other Crafts	Vehicle Service	1	1	267	267
F92			Maintenance Service	1	1	268	268
F93			Other Crafts	1	1	269	269
F94	15G	No Craft-Level Employees		1	1	270	270
F95		Activity of Supervisor	Training	1	1	271	271
F96			Accounting/Auditing	1	1	272	272
F97			Industrial Engineering	1	1	273	273
F98			Quality Cntl./Rev. Protection	1	1	274	274
F99			Administrative Work	1	1	275	275
F100			Human Resources	1	1	276	276
F101			Marketing & Communications	1	1	277	277
F102			Secretarial Work	1	1	278	278
F103			Transportation Related	1	1	279	279
F104			Production Control/Planning	1	1	280	280
F105			Other	1	1	281	281
F9204	15G	Other Selections	Budget	A	1	282	282
			Commercial Marketing	B		282	282
			Consumer Advocate	C		282	282
			Consumer Affairs	D		282	282
			Consumer Complaint	E		282	282
			Consumer Marketing	F		282	282
			Control & Logistics	G		282	282
			EEO Counselor	H		282	282

		EI/QWL and Quality First	I		282	282
		Employee Assistance Pgm.	J		282	282
		Employee Relations	K		282	282
		Engineer	L		282	282
		Safety Meeting	M		282	282
		Other Meeting	N		282	282
		Injury Compensation	O		282	282
		In-plant Processing	P		282	282
		Logistics	Q		282	282
		Mail Processing	R		282	282
		Nurses & Doctors	S		282	282
		Operations Analysis	T		282	282
		PEDC	U		282	282
		Personnel	V		282	282
		Postal Operations Analyst	W		282	282
		Safety Officer	X		282	282
		Sales	Y		282	282
		SPC/SPA	Z		282	282
		Special Events	1		282	282
		System Compliance	2		282	282
		Training & Dev. (Off./Spec.)	3		282	282
		None of Above	4		282	282

### GROUP 3 QUESTIONS - City Delivery Carriers

F9604	16A	Work Center Type	PSDS/ETC Office	A	1	283	283
		Other	B			283	283
F106		Work Center Number	PSDS/ETC Number	As Recorded	3	284	286
F107	16B	Route Type	Business - Foot	A	1	287	287
		Business - Motorized	B			287	287
		Residential - Foot	C			287	287
		Residential - Curb	D			287	287
		Residential - Park & Loop	E			287	287
		Mixed Bus. & Res. - Foot	F			287	287
		Mixed Bus. & Res. - Curb	G			287	287
		Mixed B & R - Park & Loop	H			287	287
		Exclusive Parcel Post	I			287	287
		Parcel Post Combination	J			287	287
		Non-Parcel Post Comb.	K			287	287
		Collection	L			287	287
		Relay Route	M			287	287
		Expedited Delivery	N			287	287
		OMMS (Wash. DC Only)	O			287	287
		Other Route Type	P			287	287
		In Office	Q			287	287
		Training	R			287	287

F9410		Type of Other Route	Express Mail Delivery/Run	A	1	288	288
			Inter-City/Station Run	B		288	288
			VIM	C		288	288
			Other	D		288	288
F9205	16C	Is Employee a Router?		Y or N (Yes/No)	1	289	289
F109	16D	Employee On Street Time?		Y or N (Yes/No)	1	290	290
F111	16E	Employee on Premises?		Y or N (Yes/No)	1	291	291
F112	16F	Carrier Activity	Prep. Mail for Sequencing	A	1	292	292
			Seq'ng/Casing Deliv. Mail	B		292	292
			Sep./Handling Non-Acct. Mail	C		292	292
			Handling Undel.-as-Addr. Mail	D		292	292
			Handling Empty Equipment	E		292	292
			W/D & Strap Car. Case Mail	F		292	292
			Obtng/Retng Acct. Mail/Keys/Scanners	G		292	292
			Sweep Mail from Dist. Cases	H		292	292
			Participate in Safety Meeting	I		292	292
			Asst. on HQ/Reg./Other Test	J		292	292
			Writing Markups	K		292	292
			Handling Mail Coll. on Route	L		292	292
			Perform Routine Office Work	M		292	292
			Check Vehicle	N		292	292
			Loading or Unloading Vehicle	O		292	292
			Clocking In or Clocking Out	P		292	292
			Taking Break/Personal Needs	Q		292	292
			Delivery Confirmation	R		292	292
			Other	S		292	292
F9206	16F	Other Selections	Pick Up/Return Carrier Keys	A	1	293	293
			Carrier Going to Vehicle	B		293	293
			Change of Address Labels	C		293	293
			Completing Delivery Forms	D		293	293
			Missent Mail (Writing Up)	E		293	293
			Route Examiner	F		293	293
			EI/QWL Meeting	G		293	293
			Other Meeting	H		293	293
			Writing Up Accountables	I		293	293
			Union Business	J		293	293

			None of Above	K		293	293
<b>GROUP 4 QUESTIONS - C/MH - Oper./Activity</b>							
F9207	18A	Work Center Type	PSDS/ETC Office	A	1	294	294
			BMC	B		294	294
			None of the Above	C		294	294
F114		Work Center Number	PSDS/ETC/BMC Number	As Recorded	3	295	297
F116	18B	Platform Operations	Weighing Sec./Bulk Mail Ver.	A	1	298	298
			Receiving Mail from Cust.	B		298	298
			Caller Service	C		298	298
			Accept Plant-Ld. Mail - DMU	D		298	298
			Sep. & Breaking Down Mail	E		298	298
			Transporting Mail	F		298	298
			Dock Expdr./Transfer Clerk	G		298	298
			Other Platform Work	H		298	298
F117		Other Platform Work (if G or H)	Loading/Unloading Vehicle	A	1	299	299
			Opening/Closing Vehicle	B		299	299
			Dock Transfer	C		299	299
			Handling Empty Equipment	D		299	299
			All Other Work	E		299	299
F118	18C	Collection & Preparation of Mail	Collecting Mail from Coll. Box	A	1	300	300
			Opening and Dumping	B		300	300
			Edging or Facing	C		300	300
			Cutting	D		300	300
			Canceling	E		300	300
			Machine Facing/Canceling	F		300	300
			Rewrap	G		300	300
			Sep./Breaking Down Mail	H		300	300
			Traying Mail	I		300	300
			Transporting Mail	J		300	300
			Other Mail Preparation	K		300	300
F119	18D1	Mail Proc. & Distrib. (Part 1)	Outgoing Primary	A	1	301	301
			Outgoing Secondary	B		301	301
			Incoming Primary	C		301	301
			Incoming Secondary	D		301	301
			City Carrier Case Distrib.	E		301	301
			Rural Carrier Case Distrib.	F		301	301
			Related Mail Processing	G		301	301
F120		Inc. Secondary Distribution	Distribution to Carriers	A	1	302	302
			Distrib. to PO Box Sections	B		302	302
			Sortation to PO Boxes	C		302	302

			Caller	D		302	302
			Mixed PO Box/Caller	E		302	302
			BRMAS Operation	F		302	302
			All Other	G		302	302
F9208		Type of Distribution to Carriers	Sorting to Sector/Segment	1	1	303	303
			Sorting to DPS/Walk Seq.	2		303	303
			Sorting to Carrier Route	3		303	303
			Other	4		303	303
F9411		Type Sector/Segment Pass	First Pass	1	1	304	304
			Second Pass	2		304	304
F9412		Type DPS/Walk Seq. Pass	First Pass	1	1	305	305
			Second Pass	2		305	305
			Not Applicable (Carrier BCS)	3		305	305
F121	18D2	Mail Proc. & Distrib. (Part 2)	One of Activities Below?	Y or N (Yes/No)	1	306	306
F122		Type of Allied Labor	Moving Mail from Op. to Op.	A	1	307	307
			Loading Ledges	B		307	307
			Sweep Mail from Case/Mach.	C		307	307
			Sleeving or Banding Trays	D		307	307
			Loading Pouches/Sacks	E		307	307
			Hanging Sacks	F		307	307
			Labeling Equip., Item/Cont.	G		307	307
			Obt. Equip./Disp. of Excess	H		307	307
			Move Mail to/from Stage Area	I		307	307
			Dispatching	J		307	307
			Verifying Mail	K		307	307
			Sep./Breaking Down Mail	L		307	307
			Other Support Work	M		307	307
F123	18E	Miscellaneous Operations	Registry	A	1	308	308
			Postage Due	B		308	308
			Claims & Inquiry	C		308	308
			Central Mail Markup/CFS	D		308	308
			Express Mail	E		308	308
			Special Delivery	F		308	308
			Nixie	G		308	308
			Chking In/Out Car.'s Acctbles/Keys/Scanners	H		308	308
			Other Accountable Work	I		308	308
			Other Non-Accountable Work	J		308	308
F9413		Type Express Mail Activity	Acceptance	A	1	309	309
			Outgoing Distribution	B		309	309
			Incoming Distribution	C		309	309
			Delivery	D		309	309
			Customer	E		309	309

			Service/Inquiries			
			Record Keeping/Data Entry	F		309
			Other	G		309
F9414	Type Express Mail Delivery	Customer Pick-Up	A	1	310	310
		Out-of-Office Delivery	B		310	310
F9415	Type Out-of-Office Delivery	Employee on Premises	A	1	311	311
		Employee Out of Office	B		311	311
F9416	Employee Handling Mail?	Yes	A	1	312	312
		No	B		312	312
F9417	Mail Class if Not Handling	Domestic Express	A	1	313	313
		Domestic Origin Int'l Express	B		313	313
		Foreign Origin Int'l Express	C		313	313
		Priority Mail	D		313	313
		Other Class	E		313	313
		No Associated Mail	F		313	313
		In Person	A	1	314	314
		By Phone	B		314	314
F124	18F1 Window Service (Part 1)	Serving a Customer	A	1	315	315
		Win.-Rel. Activ. - At Window	B		315	315
		Win.-Rel. Activity - Away	C		315	315
		At Win. Waiting for Customer	D		315	315
		Opening/Closing Window	A	1	316	316
F125	18F2 Window Service (Part 2)	Post Office Box	B		316	316
		Caller Service	C		316	316
		Non-Boxholder Firms	D		316	316
		General Delivery	E		316	316
		Auditing of Stamp Credit	F		316	316
		Customer Inquiry	G		316	316
		Accepting and Rating Mail	H		316	316
		Selling Postage Stamps	I		316	316
		Selling Postal Cards	J		316	316
		Selling Certificate of Mailing	K		316	316
		Setting Meters at Post Office	L		316	316
		Setting Meters on Site	M		316	316
		Postage Validation Imprinter	N		316	316
		Writing Up Certifieds	O		316	316
		Change of Address/3575	P		316	316
		SSPU Work	Q		316	316
		Permit Application	R		316	316
		Trust Fund Deposits	S		316	316
		Purchasing Dom. Money Orders	T		316	316
		Plain Stamped Envelopes	U		316	316

			Printed Stamped Envelopes	V		316	316
			Retail Products	W		316	316
			LibertyCash	X		316	316
			US Passport Application	Y		316	316
			Migratory Bird Stamp	Z		316	316
			Alien Address Reporting	1		316	316
			Selective Svc. Registration	2		316	316
			FirstClass Phone Card	3		316	316
			Delivery Confirmation	4		316	316
			Other	5		316	316
			Purchasing Int'l. Money Orders	6		316	316
			Cashing Money Orders	7		316	316
			Money Orders - Other	8		316	316
F126	18G	Admin. and Other Activities	Accounting or Auditing	A	1	317	317
			T & A - PSDS/MODS/ETC	B		317	317
			T & A - Non-PSDS Office	C		317	317
			Other PSDS/MODS Work	D		317	317
			Human Res. - Personnel	E		317	317
			Human Resources - Other	F		317	317
			EI/QWL and Quality First	G		317	317
			Marketing & Communications	H		317	317
			Supplies & Equipment	I		317	317
			Transfer Office Work	J		317	317
			Vehicle Service Work	K		317	317
			Quality Cntl./Rev. Protection	L		317	317
			HQ/Regional Studies	M		317	317
			Labeling Room	N		317	317
			General Admin. Activities	O		317	317
			Industrial Engineering	P		317	317
			Break/Personal Needs	Q		317	317
			Clocking In/Clocking Out	R		317	317
			Conduct/Take Scheme Exam	S		317	317
			Handling Empty Equipment	T		317	317
			Special Activities	U		317	317
			Training - Equipment	V		317	317
			Training - Other	W		317	317
			Union Business	X		317	317
			Other	Y		317	317
F127		HQ/Regional Studies	In-Office Cost	A	1	318	318
			Revenue, Pieces & Weight	B		318	318
			ODIS	C		318	318
			Other Studies	D		318	318

F9209		Employee on Break From	Platform Operations	A	1	319	319
			Collection and Prep. of Mail	B		319	319
			Mail Processing and Distrib.	C		319	319
			Miscellaneous Operations	D		319	319
			Window Service	E		319	319
			Admin. or Other Activities	F		319	319
F9210		Other Selections	Accountable Papers	A	1	320	320
			Assignment Clerk	B		320	320
			Cashbook	C		320	320
			Customer Service	D		320	320
			Dead Letter	E		320	320
			Guard	F		320	320
			LSM Profile	G		320	320
			Mail Requirement	H		320	320
			Maintenance Control Clerk	I		320	320
			Meeting - Safety	J		320	320
			Meeting - Other	K		320	320
			Distributing Paychecks	L		320	320
			Photocopying Records	M		320	320
			Postal Operations	N		320	320
			Postal Systems Compliance	O		320	320
			Preparing Work Schedules	P		320	320
			Procurement	Q		320	320
			Recordkeeping	R		320	320
			Sign Painter/Poster Marker	S		320	320
			Talking to Supervisor	T		320	320
			Typing	U		320	320
			Weigh Master Chking Scales	V		320	320
			Checking Board for Schedule	W		320	320
			Billing Cargo Containers	X		320	320
			Making Salary Adjustments	Y		320	320
			None of Above	Z		320	320
F9419		Type Distrib. on Break From	Outgoing Primary	A	1	321	321
			Outgoing Secondary	B		321	321
			Incoming Primary	C		321	321
			Incoming Secondard	D		321	321
			City Carrier Case	E		321	321
			Rural Carrier Case	F		321	321
<b>GROUP 5 QUESTIONS - C/MH - Q19 &amp; Mail Identif.</b>							
F128	19	Manual/Mech./Auto. Operations	Manual	A	1	322	322

		OCR	B		322	322	
		Mail Processing BCR/BCS	C		322	322	
		Delivery BCR/BCS	D		322	322	
		Carrier Sequence BCS	E		322	322	
		MPLSM/SPLSM	F		322	322	
		Letter Facer/Canceler	G		322	322	
		Flat Facer/Canceler	H		322	322	
		Sack Sorting Machine	I		322	322	
		Parcel Sorting Machine	J		322	322	
		Flat Sorting Machine	K		322	322	
		Small Parcel/Bundle Sorter	L		322	322	
		NMO Machine	M		322	322	
		Multi-Slide	N		322	322	
		ACDCS	P		322	322	
		Central Banding	Q		322	322	
		Culling Machine	R		322	322	
		Remote Barcoding Terminal	S		322	322	
		Transport Equipment	T		322	322	
		All Other Equipment	U		322	322	
F9211	Type of Manual Operation	Letter Case Distribution	A	1	323	323	
		Flat Case Distribution	B		323	323	
		Parcel Piece Distribution	C		323	323	
		Coll. Cancel/Meter Mail Prep.	D		323	323	
		Presort Mail Units	E		323	323	
		Opening Units	F		323	323	
		Pouch/Rack Units	G		323	323	
		Platform Units	H		323	323	
		Other Manual Operations	I		323	323	
F9212	Type of Transport Equipment	Manual Forklift	A	1	324	324	
		Mechanized Forklift	B		324	324	
		Tow Motor	C		324	324	
		Other Powered Equipment	D		324	324	
		Other Manl.-Propelled Equip.	E		324	324	
F9602	Sorting To	Sacks	A	1	325	325	
		Trays or Tubs	B		325	325	
		Pallets	C		325	325	
		Rolling Containers	D		325	325	
F129	20	Directional Statement	Handling Mail/Empty Equip.	A	1	326	326
		Not Handling - Auto. Equip.	B		326	326	
		Not Handling - Special Svc.	C		326	326	
		None of the Above	D		326	326	
F9213	21A	Employee Handling	Piece	A	1	327	327

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			Single Item	B		327	327
			Container or Multiple Items	C		327	327
		FILLER		Blank	3	328	330
F9214	21B	Single Item Type	Bundle	A	1	331	331
			Con-Con	B		331	331
			Flat Tray	C		331	331
			Letter Tray	D		331	331
			Small Parcel Tray	E		331	331
			Pallet	F		331	331
			Other Item	G		331	331
		Type of Sack or Pouch (Domestic)	Blue & Orange	H		331	331
			Green	I		331	331
			Orange or Yellow	J		331	331
			Brown	K		331	331
			White #1	L		331	331
			White #2	M		331	331
			White #3	N		331	331
			Other Color	O		331	331
		(International)	International Sack or Pouch	P		331	331
F9215		Is the Item Empty?		Y or N (Yes/No)	1	332	332
F9216		Identical Mail in Item	Identical Mailing	A	1	333	333
			Non-Identical Mailing	B		333	333
			Cannot Determine	C		333	333
F9217		Top Piece Rule Applies?		Y or N (Yes/No)	1	334	334
F9218		Contents Can Be Counted?		Y or N (Yes/No)	1	335	335
F9219	21C	Container Type	BMC-OTR	A	1	336	336
			ERMC	B		336	336
			GPC/APC/GPMC	C		336	336
			Hamper	D		336	336
			Nutting Truck/Dolly	E		336	336
			Postal Pak	F		336	336
			Utility Cart	G		336	336
			Wiretainer	H		336	336
			Multiple Items Not in Container	I		336	336
			Other Container	J		336	336
F9220		Is Container Empty?		Y or N (Yes/No)	1	337	337
F9221		Identical Mail in Container?		Y or N (Yes/No)	1	338	338
F9901		% of Container Contents	Loose Cards	As Recorded	4	339	342
F9902			Loose Letters	As Recorded	4	343	346
F9903			Loose Flats	As Recorded	4	347	350
F9904			Loose IPP's	As Recorded	4	351	354
F9905			Loose Parcels	As Recorded	4	355	358
F9906			Bundles	As Recorded	3	359	361
F9907			Con-Cons	As Recorded	3	362	364
F9908			Flat Trays	As recorded	3	365	367
F9909			Letter Trays	As Recorded	3	368	370
F9910			Small Parcel Trays	As Recorded	3	371	373

F9911			Pallets	As Recorded	3	374	376
F9912			Other Items	As Recorded	3	377	379
F9913		(Domestic Sacks/Pouches)	Blue & Orange	As Recorded	3	380	382
F9914			Green	As Recorded	3	383	385
F9915			Orange or Yellow	As Recorded	3	386	388
F9916			Brown	As Recorded	3	389	391
F9917			White #1	As Recorded	3	392	394
F9420			White #2	As Recorded	3	395	397
F9421			White #3	As Recorded	3	398	400
F9918			Other Color	As Recorded	3	401	403
F9919		(International)	International Sack or Pouch	As Recorded	3	404	406
F9635	22A	Shape - Single Piece	Letter	A	1	407	407
			Card	B		407	407
			USPS Form	C		407	407
			Oversized Card	D		407	407
			Flat	E		407	407
			IPP Machinable	F		407	407
			IPP Nonmachinable	G		407	407
			Parcel Machinable	H		407	407
			Parcel Outside	I		407	407
			Keys & Identification Items	J		407	407
			Detached Address Card	K		407	407
F9606		USPS Form	Form 3811 Unattached	A	1	408	408
			Form 3811-A Unattached	B		408	408
			Form 3547	C		408	408
			Form 3575	D		408	408
			Form 3804	E		408	408
			Form 3806	F		408	408
			Form 3849	G		408	408
			Form 3849-D	H		408	408
			Other	I		408	408
		FILLER	Blank		2	409	410
F135		Detached Address Card?	(If Applicable)	Y or N (Yes/No)	1	411	411
F911		Handwritten Address?		Y or N (Yes/No)	1	412	412
F9608	22C	Automation Rate Barcode?	9-Digit	A	1	413	413
			11-Digit	B			
			No Auto. Barcode	C			
		FILLER	Blank		2	414	415
F136	23A	Postage or Indicia	Stamps (Domestic)	A	1	416	416
			Stamps (Official)	B		416	416
			Precanceled Stamps	C		416	416
			Metered (Private)	D		416	416
			Metered (Official Mail)	E		416	416
			Permit Imprint (Private)	F		416	416
			Permit Imprint (Official Mail)	G		416	416
			Postal Service	H		416	416
			Franked - Congress	I		416	416

			Member			
			Other Franked	J		416 416
			Free for Blind/Handicapped	K		416 416
			US Armed Forces Free Mail	L		416 416
			Computerized Postage	M		416 416
			Postage Pd. 39 USC 3406dd	N		416 416
			Mailgram	O		416 416
			No Indicia	P		416 416
			Foreign	Q		416 416
			Express Mail Account	R		416 416
F9702	23AI	International Endorsements	Autres Objets	A	1	417 417
F9703			Book	B	1	418 418
F9704			Bulk Rate	C	1	419 419
F9705			Catalogs	D	1	420 420
F9706			Express	E	1	421 421
F9707			First-Class Mail	F	1	422 422
F9708			Jornais	G	1	423 423
F9709			Journaux	H	1	424 424
F9710			Letter-Class Mail	I	1	425 425
F9711			Lettre	J	1	426 426
F9712			Newspapers	K	1	427 427
F9713			Packchen	L	1	428 428
F9714			Par Avion/Via Airmail	M	1	429 429
F9715			Pequeno Paquete	N	1	430 430
F9716			Periodicals	O	1	431 431
F9717			Petit Paquet	P	1	432 432
F9718			Printed Matter	Q	1	433 433
F9719			Printed Papers	R	1	434 434
F9720			Priority	S	1	435 435
F9721			Small Packets	T	1	436 436
F9802			Aerogramme	U	1	437 437
F9803			Int'l Expres Priority GPM	V	1	438 438
F0001			Priority Mail Global Guar.	W	1	439 439
F9722			Other	X	1	440 440
		FILLER			6	441 446
F9444	23AI	Foreign Customs Doc.	C-1	A	1	447 447
			C-2/CP-3	B		447 447
			Other	C		447 447
			None	D		447 447
F9611	23B	Class of Mail	First-Class	A	1	448 448
			Priority	B		448 448
			Periodicals	C		448 448
			Standard Mail Regular	D		448 448
			Std. Mail Regular ECR	E		448 448
			Standard Mail Nonprofit	F		448 448
			Std. Mail Nonprofit ECR	G		448 448
			Parcel Post	H		448 448

		Special Standard Mail	I		448	448
		Bound Printed Matter	J		448	448
		Library Mail	K		448	448
		Mailgram	L		448	448
		Express Mail	M		448	448
		US Origin International Mail	N		448	448
		Free for Blind/Handicapped	O		448	448
F9223	Dedicated Space?		Y or N (Yes/No)	1	449	449
F138	If Attachment or Enclosure	First-Class	A	1	450	450
		Standard Mail	B		450	450
	FILLER		Blank	15	451	465
F9460	Express Scanning	Is Piece Being Scanned?	Y or N (Yes/No)	1	466	466
F9461	Scanning Being Done For:	EMRS	A	1	467	467
		CTT/Delivery Confirmation	B		467	467
		MIDAS	C		467	467
		ACDS	D		467	467
		Other	E		467	467
F99003	Length/Girth Measurement	Rect./Other Shaped	0	1	468	468
			1		468	468
F99004		Length Measurement	As Recorded	3	469	471
F99005		Width or Girth	As Recorded	3	472	474
F99006		Height or Zero	As Recorded	3	475	477
	FILLER		Blank	1	478	478
F9462	23CI	US Origin Customs Doc.	Form 2976 CN 22	A	1	479
			Form 2976-A with 2976-E	B		479
			Form 2976-A w/o 2976-E	C		479
			Other	D		479
			None	E		479
F9612	23C	Markings	AUTO FIRST-CLASS	1	1	480
F9613			AUTO	1	1	481
F9614			AUTOCR	1	1	481
F141			PRESORTED	1	1	482
F9615			Presorted First-Class	1	1	483
F9616			Single-Piece, SNGLP	1	1	484
F142			Carrier Route, CAR-RT	1	1	486
F143			Standard, STD, Bulk Rate	1	1	487
F9617			ECRLOT	1	1	488
F9618			ECRWSH	1	1	489
F9619			ECRWSS	1	1	490
F144			Nonprofit	1	1	491
F145			Bound Printed Matter	1	1	492
F9620			Special Standard Mail	1	1	493
F9621			Library Rate, Library Mail	1	1	494
F9463			DBMC Parcel Post, PP	1	1	495
F9464			BPRS	1	1	496
F9225			FIM	1	1	497
F146			Business Reply	1	1	498

F9226		Courtesy/Meter Reply	1	1	499	499
		Unused			1	500
F99007		Parcel Post	1	1	501	500
		Unused			1	502
F99008		Drop Shipment	1	1	503	503
F9623		Other	1	1	504	504
	FILLER				5	505
F9468	Type Bound Printed Matter	Catalogs	A	1	510	510
		Telephone Directories	B		510	510
		Books	C		510	510
		Other Printed Matter	D		510	510
F147	Special Svc. Endorsements	Registered	1	1	511	511
F148		Special Delivery	1	1	512	512
F149		Special Handling	1	1	513	513
F150		Certified	1	1	514	514
F151		C.O.D.	1	1	515	515
F9465		Restricted Delivery	1	1	516	516
F9466		Recorded Delivery	1	1	517	517
F152		Return Receipt	1	1	518	518
F154		Insured - Elliptical Stamp	1	1	519	519
F153		Insured - Numbered	1	1	520	520
F9467		Other Int'l Special Services	1	1	521	521
	FILLER				2	522
F0002		Signature Confirmation	1	1	524	524
	FILLER		1		3	525
F9725		Address Service Requested	1		1	528
F9726		Forwarding Service Requested	1		1	529
F9727		Return Service Requested	1		1	530
F9728		Change Service Requested	1		1	531
F9804		Int'l Bus Reply (IBRS/CCRI NO.)		1	1	532
F99009		Delivery Confirm.- Electronic		1	1	533
F990010		Delivery Confirmation-Manual		1	1	534
F9631		Other Domestic Spec. Svcs.	1	1	535	535
	FILLER				5	536
F9632	23D	Add'l Svcs. Being Provided	Form 3579	1	1	541
		FILLER		1		542
F159		Return to Sender	1	1	543	543
F160		Forwarded	1	1	544	544
F9469		Other Int'l Supplemental Svcs.	1	1	545	545
F9633		Merchandise Return	1	1	546	546
	FILLER				9	547
						555

**GROUP 6 QUESTIONS - Mail Identifi.**

F161	23E	US Origin International Mail	Regular Printed Matter (AO)	A	1	556	556
		(Surface)	Books & Sheet Music (AO)	B		556	556
			Small Packets (AO)	C		556	556
			Publishers Periodicals (AO)	D		556	556
			Matter for the Blind (AO)	E		556	556
			Parcel Post (CP)	F		556	556
		(Airmail)	Letters & Letter Pkgs. (LC)	G		556	556
			Postal Cards/Postcards (LC)	H		556	556
			Aerogrammes (LC)	I		556	556
			Regular Printed Matter (AO)	J		556	556
			Books & Sheet Music (AO)	K		556	556
			Small Packets (AO)	L		556	556
			Publishers Periodicals (AO)	M		556	556
			Matter for the Blind (AO)	N		556	556
			Parcel Post (CP)	O		556	556
		(Other Services)	Express Mail (EMS)	P		556	556
			Priority Airmail (IPA)	Q		556	556
			Int'l Surface Airlift (ISAL)	R		556	556
			Global Priority Mail (GPM)	S		556	556
			Global Package Link - EMS	T		556	556
			Global Pkg. Link - AIR CP	U		556	556
			Global Package Link - ISAL	V		556	556
			Canada Ground	W		556	556
			Priority Mail Global Guar.	X		556	556
F9471			Space Ded. to Express Mail?	Y or N (Yes/No)	1	557	557
F162			"M" Bag (Direct Sack)?	Y or N (Yes/No)	1	558	558
F163	23F	Foreign Origin Mail	LC (Letter Class Rate)	A	1	559	559
		(Surface)	AO (Other Articles)	B		559	559
			Parcel Post	C		559	559
			"M" Bag	D		559	559
		(Airmail)	LC (Letters, Cards, Aeros)	E		559	559
			AO (Other Articles)	F		559	559
			Parcel Post	G		559	559
			Express Mail	H		559	559
			"M" Bag	I		559	559
F9472			Space Ded. to Express Mail?	Y or N (Yes/No)	1	560	560
F164			Endorsed Express/Spec.	Y or N (Yes/No)	1	561	561

			Def.?				
F165	23G	Fractional Weight	wt not recorded, not handling	0	1	562	562
			Less Than or Equal to 1/2 Oz.	A		562	562
			> 1/2 Oz. and < or = 1 Oz.	B		562	562
			> 1 Oz. and < or = 1-1/2 Oz.	C		562	562
			> 1-1/2 Oz. and < or = 2 Oz.	D		562	562
			> 2 Oz. and < or = 2-1/2 Oz.	E		562	562
			> 2-1/2 Oz. and < or = 3 Oz.	F		562	562
			> 3 Oz. and < or = 3-1/2 Oz.	G		562	562
			> 3-1/2 Oz. and < or = 4 Oz.	H		562	562
			More Than 4 Oz.	I		562	562
F166		Weight	Pounds	As Recorded	2	563	564
F167			Ounces	As Recorded	2	565	566
F168	23H	Total Revenue	Dollars	As Recorded	3	567	569
F169			Cents	As Recorded	2	570	571
F170			Mills	As Recorded	1	572	572
F171	23I	Revenue Variance	Postage Due	A	1	573	573
			Overpaid	B		573	573
			Correctly Paid	C		573	573
F172		Variance Amount	Dollars	As Recorded	3	574	576
F173			Cents	As Recorded	2	577	578
F174			Mills	As Recorded	1	579	579
F176	23B1	ISSN Number	ISSN Number	As Recorded	8	580	587
F178			Publication Number	As Recorded	6	588	593
F179			Per. Appl. Pending If Marked	Y or N (Yes/No)	1	594	594
F180	23M	Origin ZIP Code	Foreign	A	1	595	595
			Domestic	B		595	595
			Unknown	C		595	595
F181			ZIP (or country code)	As Recorded	5	596	600
F182			+4 (If Marked)	As Recorded	4	601	604
F183		Origin Determined From	Postmark/Indicia	A	1	605	605
			Return Address	B		605	605
			Publisher's Statement	C		605	605
			Forwarding/Returning Office	D		605	605
F184	23N	Destination ZIP Code	Foreign	A	1	606	606
			Domestic	B		606	606
			Unknown	C		606	606
F185			ZIP (or country code)	As Recorded	5	607	611
F186			+4 (If Marked)	As Recorded	4	612	615
F187		Missent Mail?		Y or N (Yes/No)	1	616	616
F188		Incorrect ZIP?		Y or N (Yes/No)	1	617	617

GROUP 7 QUESTIONS - mm, ss, Label & BF information						
F9227	24	Number of Records Counted		01 thru 21	2	618 619
F9228		All Same Special Service?		Y or N (Yes/No)	1	620 620
F216	25	Special Service	Certified	1	1	621 621
F217			COD	1	1	622 622
F218			Return Receipt	1	1	623 623
F219			Registered	1	1	624 624
F9801			Merchandise Return	1	1	625 625
F221			Special Handling	1	1	626 626
F222			Business Reply	1	1	627 627
F223			Insured Numbered	1	1	628 628
			Insured Unnumbered	2		628 628
			Insured Both	3		628 628
F0003			Delivery Confirm. - Electronic	1	1	629 629
F0004			Delivery Confirm. - Manual	1	1	630 630
F224	26	Indicate Basic Function	Outgoing	A	1	631 631
			Incoming	B		631 631
			Transit	C		631 631
			Other	D		631 631
F225	27	Remark Flag		T or F	1	632 632

#### CODES-GENERATED DATA

F226		Site Code				
F227		Serial Number	Work Unit	As Recorded	3	633 635
F228			Fiscal Year	As Recorded	3	636 638
F229			Area	As Recorded	1	639 639
F230			Pay Period	As Recorded	1	640 640
F231			Week	As Recorded	2	641 642
F232			Document Count	As Recorded	1	643 643
F233		NOT USED		RosterII	4	644 647
					27	648 674

#### REMARKS DATA

F9229	Rmk 02A	Facility Type	Main Office	1	1	675 675
			Station/Branch	2		675 675
			GMF	3		675 675
			AMF	4		675 675
			BMC	5		675 675
			VMF	6		675 675
			alb018 code		7	675 675
			alb018 code		8	675 675
F9230		Scheduled Reporting Time		HHMM	4	676 679
F9231		Scheduled Ending Time		HHMM	4	680 683
F9232		2nd Shift Sched. Rpt. Time		HHMM	4	684 687

F9233		2nd Shift Sched. End Time		HHMM	4	688	691
F9234		1st Optional Remark Code	15_,16_,18_,19_,21_,22_, .23_,25A, 27, or EXP		3	692	694
F9235		1st Optional Remark		As Recorded	52	695	746
F9236		2nd Optional Remark Code	15_,16_,18_,19_,21_,22_, .23_,25A, 27, or EXP		3	747	749
F9237		2nd Optional Remark		As Recorded	52	750	801
F9238		3rd Optional Remark Code	15_,16_,18_,19_,21_,22_, .23_,25A, 27, or EXP		3	802	804
F9239		3rd Optional Remark		As Recorded	52	805	856
F9473		4th Optional Remark Code	15_,16_,18_,19_,21_,22_, .23_,25A, 27, or EXP		3	857	859
F9474		4th Optional Remark		As Recorded	52	860	911
F9240	Rmk 23J	Periodical Publication Name		As Recorded	52	912	963
F9241	Rmk 23N	Origin City		As Recorded	18	964	981
F9242		Origin State		As Recorded	2	982	983
F9243		Destination City		As Recorded	18	984	1001
F9244		Destination State		As Recorded	2	1002	1003
F9475		Filler	Spaces	3	1004	1006	

### IOCS PROCESSING-GENERATED DATA

F234		Orig. Unedit'd Oper./Route Code			2	1007	1008
F235		Orig. Unedit'd Basic Function			1	1009	1009
F236		Orig. Unedit'd Activity Code			4	1010	1013
F237		Orig. Unedit'd Spc. Svc. Code 1			3	1014	1016
F238		Orig. Unedit'd Spc. Svc. Code 2			3	1017	1019
F239		Orig. Unedit'd Spc. Svc. Code 3			3	1020	1022
F240		Orig. Unedit'd Spc. Svc. Code 4			3	1023	1025
F241		Orig. Unedit'd Spc. Svc. Code 5			3	1026	1028
F242		Edited Operation/Route Code			2	1029	1030
F243		Edited Basic Function			1	1031	1031
F244		Edited Activity Code			4	1032	1035
F245		Edited Special Service Code 1			3	1036	1038
F246		Edited Special Service Code 2			3	1039	1041
F247		Edited Special Service Code 3			3	1042	1044
F248		Edited Special Service Code 4			3	1045	1047
F249		Edited Special Service Code 5			3	1048	1050
F250		Basic Function			1	1051	1051
F251		"Encircled" Activity Code			4	1052	1055
F252		Publications Error Code			1	1056	1056
F253		Bypass Code			1	1057	1057

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F254	Sequence Number			6	1058	1063
	FILLER		Blank	1	1064	1064
F257	Final Roster Designation			2	1065	1066
F260	Final Operation/Route Code			2	1067	1068
F261	Final Basic Function			1	1069	1069
F262	Final Activity Code			4	1070	1073
F263	Cost Weighting Finance No.			6	1074	1079
F264	Cost Weighting CAG			1	1080	1080
F9246	Heavy/Light Sample Weight			4	1081	1084
F9247	IOCS CAG Grp. Tot. Tally Pool			9	1085	1093
F9248	IOCS CAG Grp. Tot. Dollar Pool			12	1094	1105
F9249	IOCS CAG Group Salary Pool			10	1106	1115
F9250	Tally Dollar Value			10	1116	1125
F9251	CAG/FIN Subscript			2	1126	1127
F9252	Craft Subscript			1	1128	1128
F9253	Counted Divided Item Type		A-U or Blank	1	1129	1129
F9730	Divided Item Shape		1-5 or Blank	1	1130	1130
F9476	Total Item Count (Pre-Division)			5	1131	1135
F9477	Total Item Dollars (Pre-Division)			10	1136	1145
F9805	Internal Activity Code Pre-Encircled			4	1146	1149
F9806	Internal Activity Code - Encircled			4	1150	1153
	FILLER		Blank	14	1154	1167

**B. Input and Intermediate File Layouts**

1. ALB.HQ000D01.DATEFY&FY

Field	Position	Edit(s)	Comments
PAY PERIOD	1 - 2	* PP -- 01 thru 27	
WEEK	4	1 or 2	
DATE	6-11	MMDDYY	

2. ALB.HQ000D01.SAMPFY&FY.RANDOM

Field	Position	Edit(s)	Comments
CRAFT	1-4	CLK, M/H, C-CR, or SUPM	
CAG	6	A - K	
SAMPLING RATE	8-9		weekly rate as %

3. ALB.HQ000D01.SUBSFY&FY.RANDOM

Field	Position	Edit(s)	Comments
CRAFT	1-4	CLK, M/H, C-CR, or SUPM	
FINANCE NUMBER	6-11		
PAY LOCATION GROUP	13-14	01 or 02	
SAMPLING RATE	16-17		weekly rate as %
OFFICE NAME	28-80		

4. ALB.HQ000T01.FY&FY.RANDOM  
AANMNN.PS050D01.IOCSAMPL  
AANMMN.PS050D01.IOCSAMPL.FY&PRIORFY

Field	Position	Edit(s)	Comments
PAY PERIOD	1 - 2	* PP -- 01 thru 27	
SEED NUMBER	3 - 11		
JOB TITLE	12 - 15	CLK, M/H, C-CR, or SUPM	
<b>WEEK 1</b>			
DATE			
MONTH	16 - 17	*MM -- 01 thru 12	
DAY	18 - 19	*DD -- 01 thru 31	
YEAR	20 - 21	*YY -- 00 thru 99	
FIRST - SSN	22 - 69		CAG A - B
SECOND - SSN	70 - 117		CAG C
THIRD - SSN	118 - 165		CAG D
FOURTH - SSN	166 - 213		CAG E
FIRST - SSN-1	214 - 222		CAG F
SECOND - SSN-1	223 - 231		CAG G
THIRD - SSN-1	232 - 240		CAG H - J
FOURTH - SSN-1	241 - 249		CAG K
START TIMES	250 - 277		HHMM FOR DAY CODE 1 - 7
<b>WEEK 2</b>			
DATE			
MONTH	278 - 279	*MM -- 01 thru 12	
DAY	280 - 281	*DD -- 01 thru 31	
YEAR	282 - 283	*YY -- 00 thru 99	
FIRST - SSN	284 - 331		CAG A - B
SECOND - SSN	332 - 379		CAG C
THIRD - SSN	380 - 427		CAG D
FOURTH - SSN	428 - 475		CAG E
FIRST - SSN-1	476 - 484		CAG F
SECOND - SSN-1	485 - 493		CAG G
THIRD - SSN-1	494 - 502		CAG H - J
FOURTH - SSN-1	503 - 511		CAG K
START TIMES	512 - 539		HHMM FOR DAY CODE 1 - 7
FILLER	540 - 560		

5. ALB.HQ000T02.FY&FY.SUBSAMP.RANDOM  
AANMNN.PS050D01.SAMPFINO  
AANMNN.PS050D01.SAMPFINO.FY&PRIORFY

Field	Position	Edit(s)	Comments
FILLER	1 - 1		
PAY PERIOD	2 - 3	*PP -- 01 thru 27	
FINANCE NUMBER	4 - 9		
PAY LOCATION	10 - 11		
1 <sup>ST</sup> TIME CRAFT-1	12 - 15		clerk
1 <sup>ST</sup> TIME NO. OF DIGITS-1	16 - 16		# of ending ssn digits
1 <sup>ST</sup> TIME SSN GROUP-1	17 - 64		ssn endings for week 1
1 <sup>ST</sup> TIME CRAFT-2	65 - 68		mail handlers
1 <sup>ST</sup> TIME NO. OF DIGITS-2	69 - 69		# of ending ssn digits
1 <sup>ST</sup> TIME SSN GROUP-2	70 - 117		ssn endings for week 1
1 <sup>ST</sup> TIME CRAFT-3	118 - 121		supervisor
1 <sup>ST</sup> TIME NO. OF DIGITS-3	122 - 122		# of ending ssn digits
1 <sup>ST</sup> TIME SSN GROUP-3	123 - 170		ssn endings for week 1
1 <sup>ST</sup> TIME CRAFT-4	171 - 174		city carrier
1 <sup>ST</sup> TIME NO. OF DIGITS-4	175 - 175		# of ending ssn digits
1 <sup>ST</sup> TIME SSN GROUP-4	176 - 223		ssn endings for week 1
1 <sup>ST</sup> TIME CRAFT-5	224 - 227		sp del
1 <sup>ST</sup> TIME NO. OF DIGITS-5	228 - 228		# of ending ssn digits
1 <sup>ST</sup> TIME SSN GROUP-5	229 - 276		ssn endings for week 1
2 <sup>ND</sup> TIME CRAFT-1	277 - 280		clerk
2 <sup>ND</sup> TIME NO. OF DIGITS-1	281 - 281		# of ending ssn digits
2 <sup>ND</sup> TIME SSN GROUP-1	282 - 329		ssn endings for week 2
2 <sup>ND</sup> TIME CRAFT-2	330 - 333		mail handlers
2 <sup>ND</sup> TIME NO. OF DIGITS-2	334 - 334		# of ending ssn digits
2 <sup>ND</sup> TIME SSN GROUP-2	335 - 382		ssn endings for week 2
2 <sup>ND</sup> TIME CRAFT-3	383 - 386		supervisor
2 <sup>ND</sup> TIME NO. OF	387 - 387		# of ending ssn

DIGITS-3			digits
2 <sup>ND</sup> TIME SSN GROUP-3	388 - 435		ssn endings for week 2
2 <sup>ND</sup> TIME CRAFT-4	436 - 439		city carrier
2 <sup>ND</sup> TIME NO. OF DIGITS-4	440 - 440		# of ending ssn digits
2 <sup>ND</sup> TIME SSN GROUP-4	441 - 488		ssn endings for week 2
2 <sup>ND</sup> TIME CRAFT-5	489 - 492		sp del
2 <sup>ND</sup> TIME NO. OF DIGITS-5	493 - 493		# of ending ssn digits
2 <sup>ND</sup> TIME SSN GROUP-5	494 - 541		ssn endings for week 2

6. AANMNN.PS040D01.SRTSTOP  
AANMNN.PS040D02.SORTPFF

Field	Position	Edit(s)	Comments
SSN	1 - 9		
START TIME			
START HRS	10 - 11		
START MINS	12 - 13		
END TIME			
END HRS	14 - 15		
END MINS	16 - 17		

7. AANMNN.PS050D01.SAMP.PAYL  
AANMNN.PS050D01.SAMPPAYL  
ALB.PS050D01.SAMPPAYL.FY&FY

Field	Position	Edit(s)	Comments
PAY PERIOD	1 - 2	* PP -- 01 thru 27	
FINANCE NUMBER	3-8		
PAY LOCATION GROUP	9-10	01 or 02	01 is special rates
1st PAY LOCATION	11-13	3-DIGIT NUMBER	
2nd PAY LOCATION	14-16	3-DIGIT NUMBER	
...		(UP TO 100 PAY LOCATION FIELDS ARE ALLOWED)	
100th PAY LOCATION	298-300	3-DIGIT NUMBER	

8. AANMNN.PS050D01.SUPVOCC  
AANMNN.PS050D01.SAMP.SUPVOCC  
ALB.HQ000D01.SUPVOCC.FY&FY

Field	Position	Edit(s)	Comments
SUPERVISOR OCCUPATION CODE	1-8	8-DIGIT NUMERIC	
SUPERVISOR ACTIVITY CODE	10-13	4-DIGIT ACTIVITY CODE	

9. AANMNN.PS050D02.TALLY

Field	Position	Edit(s)	Comments
PAY PERIOD	1 - 2	* PP -- 01 thru 27	
YEAR	3 - 4	*YY -- 00 thru 99	
BA CODE	5 - 6		
REVELANT WEEK	7 - 7		
CAG	8 - 8		
FINANCE NUMBER	9 - 14		
FACILITY NAME	15 - 40		
PAY LOCATION GROUP ID	41 - 42		
SAMPLE PM TOTAL COUNT	43 - 47		
SELECTED PM TOTAL COUNT	48 - 52		
SAMPLE SPV. TOTAL COUNT	53 - 57		

SELECTED SPV TOTAL COUNT	58 - 62		
SAMPLE CLERK TOTAL COUNT	53 - 67		
SELECTED CLERK TOTAL COUNT	68 - 72		
SAMPLE MAIL HANDLER TOTAL COUNT	73 - 77		
SELECTED MAIL HANDLER TOTAL COUNT	78 - 82		
SAMPLE CITY CARRIER ELIG. COUNT	83 - 87		
SELECTED CITY CARRIER ELIG. COUNT	88 - 92		
SAMPLE RURAL CARRIER TOTAL COUNT	93 - 97		
SELECTED RURAL CARRIER TOTAL COUNT	98 - 102		
SAMPLE SPECIAL DELIVERY TOTAL COUNT	103 - 107		
SELECTED SPECIAL DELIVERY TOTAL COUNT	108 - 112		
FILLER	113 - 120		

10. AANMNN.PS050T01.SELEMPL  
(based on copylib: AANC42C0)

Field	Position
BA-CODE	1-2
FINANCE-NO	3-8
RELEVANT-WK	9-9
PAY-LOC	10-12
DESIG	13-14
SSN	15-23
CAG	24-24
EMPL-INITIALIZED-NAME	25-41
ACTIVITY-CODE	42-42
LEVEL	43-44
STEP	45-46
SALARY-ANNUAL	47-52
POSTAL-FACILITY-NAME	53-73
LDC-1-2	74-75
FILLER	76-76
PAY-LOC-GROUP-ID	77-78
EMPL-STATUS	79-79
IN-OFFICE-BEGINNING-DATE-CENT	80-81
IN-OFFICE-BEGINNING-DATE	82-87
FILLER	88-89
OCCUPATION-CODE	90-97
RANDOM-REPORT-CODE	98-99
CONTROL-PAY-LOC	100-102

11. AANMNN.PS052T01.SUBSET  
AANMNN.PS052T02.PP&SELPP&CY  
ALB.HQ005T01.AUTOCODE.FY&FY.PP&PPX  
ALB.HQ005V01.AUTOCODE.FY&FY.PP&PPX  
(based on copylib: AANC043C0)

[This file consists of 102-byte records with format specified as the first 102 characters of the IOCS Standard Data Record Format.]

12. AANMNN.PS054T01.PP&SELPP&CY  
ALB.HQ005T01.DOWNLOAD.FY&FY.PP&PPX  
ALB.HQ005V01.DOWNLOAD.FY&FY.PP&PPX  
ALB.HQ019T01.FY&FY..PP&LASTPP  
(based on copylib: AANC052C0)

[This file consists of 144-byte records with format specified as the first 144 characters of the IOCS Standard Data Record Format.]

13. HSDHQN.PS975T01.IOCSDATA.IOC&FY.&PP.&WK

[This file consists of 530-byte records with format specified as positions 145 through 674 of the IOCS Standard Data Record Format.]

14. HSDHQN.PS975T01.REMARKS.IOC&FY.&PP.&WK  
ALB.PS018D01.REMARK24.FY&FY..PP&PP..&WK

Note: The remark record format varies depending on the remark type code:

Standard Remark record

Field	Position	Value
R-REGION-IN	1-1	
R-SSN	2-10	
R-PP	11-12	
R-TEST-DATE-IN	13-20	
FILLER	21-21	
R-REMARK-IN	22-73	
R-REMARK-CODE-IN	74-76	EXP, 15A, 15G, 15X, 15Y, 15Z, 16B, 16F, 18B, 18D, 19A, 21B, 21C, 21D, 21E, 21F, 22A, 23A, 23B, 23C, 23D, 23K, 23L, 23V, 23W, 23Y, 23Z, 25A, 27

Remark 02A record

Field	Position	Value
R-REGION-IN	1-1	
R-SSN	2-10	
R-PP	11-12	
R-TEST-DATE-IN	13-20	
FILLER	21-21	
R-FAC-TYPE-IN	22-22	
R-SCHED-IN	23-26	

R-SCHED-OUT	27-30	
R-2ND-IN	31-34	
R-2ND-OUT	35-38	
FILLER	39-39	
R-STATE	40-41	
FILLER	42-73	
R-REMARK-CODE-IN	74-76	02A

Remark type 23J record

Field	Position	Value
R-REGION-IN	1-1	
R-SSN	2-10	
R-PP	11-12	
R-TEST-DATE-IN	13-20	
FILLER	21-21	
R-REMARK-IN	22-73	Publication name
R-REMARK-CODE-IN	74-76	23J

Remark 23M, 23N records (origination, destination city and state for publication)

Field	Position	Value
R-REGION-IN	1-1	
R-SSN	2-10	
R-PP	11-12	
R-TEST-DATE-IN	13-20	
FILLER	21-21	
R-CITY	22-39	
R-STATE	40-41	
FILLER	42-73	
R-REMARK-CODE-IN	74-76	23M, 23N

Remark type 24 record

Field	Position	Value
R-REGION-IN	1-1	
R-SSN	2-10	
R-PP	11-12	
R-TEST-DATE-IN	13-20	
FILLER	21-21	
R-CARD-IN	22-26	
R-LETTER-IN	27-31	
R-FLAT-IN	32-36	
R-IPP-IN	37-41	
R-PARCEL-IN	42-46	
FILLER	47-73	
R-REMARK-CODE-IN	74-76	VALUE '24A' THRU '24U'.

15. ALB.HQ270T01.GULTMSTR.FY&FY&GULTQTR  
ALBV.RA270D01.GULTMSTR.FY&FY&GULTQTR  
ALBV.RA270D01.GULTPATH.FY&FY&GULTQTR

Title of Item	Sub-Item Description	Length	From	To	Comments
Publication Number		6	1	6	SCF-PUBNO
Additional Entry No.		4	7	10	SCF-AENO, original entry has 0000, then sequential
Entry Code		1	11	11	SCF-TYPE
Section		7	12	18	SCF-SECTION
Title		47 3	19 66	65 68	FILLER/ SCF-GOV-IND
ISSN Number		8	69	76	SCF-GOV-IND
Frequency Code		66	77	142	SCF-FREQ
Post Office		28	143	170	SCF-POST-OFFICE
State		2	171	172	SCF-STATE
Entry Zip		5	173	177	SCF-ZIP
Reentry Date	MMDDYYYY	8	178	185	SCF-REENTRY-DATE
No. Issues Yearly		3	186	188	SCF-NO-ISSUES-YEARLY
News Agent		1	189	189	SCF-NEWS-AGENT
Class		1	190	190	SCF-CLASS
Rates		7	191	197	SCF-RATES
Type of Advertising		9	198	206	SCF-TYPE-ADVERTIZING
Date Authorized	MMDDYYYY	8	207	214	SCF-DATE-AUTHORIZED
Date Effective	MMDDYYYY	8	215	220	SCF-DATE-EFFECTIVE

Title of Item	Sub-Item Description	Length	From	To	Comments
Date Rate Effective	MMDDYYYY	8	223	230	SCF-DATE-RATE-EFF
Organization		2	231	232	SCF-ORGANIZATION
Revoked Code		1	233	233	SCF-REVOKED-CODE
Section Code		1	234	234	SCF-SECTION-CODE
Rate Code		1	235	235	SCF-RATE-CODE
Advertising Code		1	236	236	SCF-ADV-CODE

16. ALB.LDLSMN.PS784D01.NATLDOPO  
ALBV.RA814D01.ZIP  
ALBV.RA814D01.ZIPPATH

Field	Position	Edit(s)	Comments
STATE CODE	1-2		
FINLAST4	3-6		
ZIPCODE	37-41		
COUNTY	59-72		
KEY	79-84		

17. ALB.RA085D01.ZIPTBLE

Field	Position	Edit(s)	Comments
OVERZIP	1-5		
ZIPCNTY	10-26		

18. ALB.HQ000D01.CITY.FY&FY

Field	Position	Edit(s)	Comments
FIN-REC-CAG	1		
FIN-REC-FINANCE	2-7		
FIN-REC-CITYSTATE	8-26		
FIN-REC-ZIPCODE	27-31		

19. ALB.HQ000D01.TITLES.FY&FY..QTR&QTR  
ALB.HQ000D01.TITLES.FY&FY..QTR&QTR.EDIT

Field	Position	Edit(s)	Comments
PUB NUMBER	1-6		
PUB NAME	10-61		
ISSN NUMBER	63-70		

20. ALB.HQ101D00.BY98.NEW2ND

Field	Position	Edit(s)	Comments
SERNO	1-12		UNIQUE IDENTIFIER
F244	13-16		ORIG ACT CODE
NEW2ND	17-20		NEW ACT CODE
FILLER	21-22		

21. ALB.HQ101D02.FY&FY.&QTR.SECCOST

Field	Position	Edit(s)	Comments
RATE TYPE	1-10		
LETTER	11-21		
FLATS	24-34		
IPPS	37-47		
PARCEL	50-60		

22. ALB.HQ106T01.FY&FY..QTR&QTR – SAS FILE

Field	Length	Position	Comments
ACTV	4	13	TALLY ACTIVITY CODE
BF	1	12	TALLY BASIC FUNCTION
CAG	1	0	TALLY CAG
CFTNAME	19	33	
CRAFT	1	7	CRAFT SUB
DESI	2	8	TALLY ROSTER DESIGNATION
FIN	6	1	TALLY FINANCE NUMBER
FY	2	73	
OFFICE	20	52	
QTR	1	72	
ROUTE	2	10	TALLY OPERATION ROUTE CODE
WT_DOLLA	8	25	
WT_TALLY	8	17	

23. ALA.HQ000D01.FY&FY..MXMAIL.DATA

Field	Position	Edit(s)	Comments
MIXCODE	1-4		
DIRCODE1	5-8		
DIRCODE2...	9-12		
DIRCODEn	77-80		

24. WORK.DISFILE

No	Variable Name	Description
1	CAGFIN	CAG and Finance group number
2	ROUTE	Final Operation/Route code 71-99
3	ACTV	Final Activity code
4	DOLLAR1D	Summary Outgoing direct mail cost by cagfin, route, & activity
5	DOLLAR2D	Summary Incoming direct mail cost by cagfin, route, & activity
6	DOLLAR3D	Summary Transit direct mail cost by cagfin, route, & activity
7	DOLLAR4D	Summary Other direct mail cost by cagfin, route, & activity
8	DOLLARTD	Sum of DOLLAR1D to DOLLAR4D
9	MXCODE	Mixed mail activity code
10	DOLLAR1I	Total Outgoing mixed mail cost by cagfin, route, & activity
11	DOLLAR12	Total Incoming mixed mail cost by cagfin, route, & activity
12	DOLLAR3I	Total Transit mixed mail cost by cagfin, route, & activity
13	DOLLAR4I	Total Other direct mail cost by cagfin, route, & activity
14	DOLLARTI	Sum of DOLLAR1I to DOLLAR4I
15	TOTAL1D	Total Incoming direct mail cost that associate with MXCODE
16	TOTAL2D	Total Outgoing direct mail cost that associate with MXCODE
17	TOTAL3D	Total Transit direct mail cost that associate with MXCODE
18	TOTAL4D	Total Other direct mail cost that associate with MXCODE
19	TOTALTD	Sum of TOTAL1D to TOTAL4D
20	RATIO1	Distribution proportion =DOLLAR1D/TOTAL1D for Outgoing
21	DIST_1	Distributed cost =DOLLAR1I * RATIO1 for Outgoing
22	RATIO2	Distribution proportion =DOLLAR2D/TOTAL2D for Incoming
23	DIST_2	Distributed cost =DOLLAR2I * RATIO2 for Incoming
24	RATIO3	Distribution proportion =DOLLAR3D/TOTAL3D for Transit
25	DIST_3	Distributed cost =DOLLAR3I * RATIO3 for Transit
26	RATIO4	Distribution proportion =DOLLARTD/TOTALTD for TOTAL
27	DIST_4	Distributed cost =DOLLAR14 * RATIO4 for Other
28	DIST_0	Undistributed mixed mail cost
29	RGROUP	1= for route groups 71 to 86 and 99 2= for route groups 87-98

25. ALB.HQCARM.M.CARRKL.FY&FY&QTR..DATA

No	Variable name	Description
1	ROUTE	Final Operation/Route code 71-99
2	RGROUP	1= for route groups 71 to 86 and 99 2= for route groups 87-98
3	ACTV	Final Activity code
4	ACTGRP	1= ACTV <= '0300'                    2= '1000' < ACTV < '5000' 3='5300' < ACTV < ='5750'    4= '5040' < ACTV <= '6710' (exclude ACTGRP 3)
5	FUNC	'1-OUT' = Outgoing basic function '2-IN' = Incoming basic function '3-TRAN' = Transit basic function '4-OTHR' = Other basic function
6	CLASS	1-32 Mail classifications
7	DOLLAR	Distributed Cost
8	SCHEDULE	K= undistributed direct activity cost L= distributed direct activity cost from mixed mail U= undistributed mixed mail cost

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**In-Office Cost System (IOCS)  
Statistical and Computer Documentation**

**Appendix - B  
Program ALB040C0 Flowchart**

### **PROGRAM ALB040C0 FLOWCHART**

The following pages contain the ALB040C0 program flowchart for FY 2000.

Changes in this flowchart over the previous fiscal year version are shaded as follows: **shaded**

Deletions are shaded with strike-through: **shaded-striked-through**

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1 IN-OFFICE COST SYSTEM ----- JOB ALB019\_P ----- PISCAL YEAR 2000

CHANGE SUMMARY:

1. INPUT FILES

SEE ATTACHMENT "A" FOR CHANGES TO THE IOCS-CODES DATA FILE FORMAT.  
AND VALUE ASSIGNMENTS.

2. PROGRAMS

LISTED BELOW ARE PROGRAMS AND COPYLIB MEMBERS THAT ARE USED AS  
INPUT TO COBOL AND SAS ANALYTICAL PROGRAMS BEING DEVELOPED BY COST  
ANALYSIS STAFF.

THESE PROGRAMS ARE BEING USED TO PROCESS IOCS-CODES FOR FY2000.

COBOL PROGRAMS: 'ALB.ALB018C7.COBOL'  
'ALB.ALB019C7.COBOL'

COPYLIB MEMBERS: 'ALB.ALBC02C9.COBOL'  
'ALB.ALBC04C3.COBOL'

PROC: 'ALB.ALB019YP.CNTL'

ATTACHMENT "C" CONTAINS A LISTING OF COPYLIB MEMBER ALBC04C3,  
NOTE THAT CHANGES HAVE BEEN MADE TO CHARACTER VALUES FOR SEVERAL  
FIELDS AND NEW FIELDS HAVE BEEN ADDED TO THE COPYLIB MEMBER ALSO  
USED IN SUBSEQUENT IOCS PROGRAMS.

PLEASE NOTIFY MARK RAMAGE (202-268-3941) OR CHOU-LIN CHEN (202-268-3414)  
IF YOU MAKE ANY CHANGES TO THE COPYLIB FORMATS.

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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 -----EFFECTIVE 9/11/99 THRU 9/08/00  
CHANGE SUMMARY FOR PROGRAM ALB040C:

FOLLOWING IS A LIST OF CHANGES AND PAGES AFFECTED:

1 - Value definitions for POSTAGE OR INDICIA (Q.23A) have changed. Choice 'I' (Other Government Agencies) has been deleted.  
Old categories J-S have been re-lettered to I-R.

Pages affected: 08.1, 08.2, 08.3.1, 08.6, 08.7 and 08.9

2 - Value definitions for CLASS OF MAIL (Q.23B) have changed. Choice 'I' (Standard Mail Single Piece) has been eliminated.  
Old categories I-P have been re-lettered to H-P.

Standard Mail (A) - Single Piece activity codes 1360, 2360, 3360 and 4360 have been eliminated from the flowchart  
and the Activity Code Table.

Pages affected: 08.1-08.3, 08.4, 08.7-08.9

3 - Priority Mail Global Guarantee has been added as option W under US Origin International Mail (Q.23E). Flat shape is  
the only acceptable shape for this mail category.

Activity codes 2754 and 2654 have been added to the Activity Code Table.

Page affected : 08.5.1

4 - Special Services Delivery Confirmation (Electronic and Manual) has been added to the options Special Services - Handling  
Mixed Mail - All Pieces with the Same Special Service (Q.25).

Page Affected : 14.0

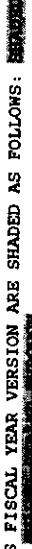
5 - Signature Confirmation has been added to Special Service Endorsements (Q.23D).  
Special Service Code 014 has been added to the Activity Code Table.

Page Affected : 14.0

6 - Standard Mail (B) - Bulk Parcel Post is no longer valid.

Activity code 4491 has been removed from the flowchart and the Activity Code Table.

Page Affected: 08.9

7 - The 9-digit barcode has been added to 11-digit as the method for determining automation preset First-class and Standard (A) mail.  
Changes in this flowchart over the previous fiscal year version are shaded as follows: 

DELETIONS ARE SHADDED WITH STRIKE-THROUGH: 

THE FOLLOWING ATTACHMENTS ARE INCLUDED WITH THE SPECIFICATION FLOWCHART:

ATTACHMENT A - VALUE ASSIGNMENTS FOR IOCS CODES DATA

ATTACHMENT B - FY 2000 ACTIVITY CODE LIST (PRINTOUT OF DATA SET 'ALB.HQ060D01.FY00')

ATTACHMENT C - COPYLIB MEMBER FOR THE IOCS FILE (DATA SET 'ALB.IOCSS0.PRODSRC(ALBCC04C3)'  
(NOTE: IF THIS MEMBER IS CHANGED, PLEASE NOTIFY MARK RAVAGE (202-268-3941)  
OR CHOU-LIN CHEN (202-268-3414) )

ATTACHMENT D AND E - SUPERVISOR OCCUPATION CODES  
(THERE ARE NO CHANGES FOR FY 2000)

ATTACHMENT F - PAY PERIOD/ACCOUNTING PERIOD SCHEDULE  
(THERE ARE NO CHANGES FOR FY 2000)

1 ATTACHMENT D - SUPERVISOR OCCUPATION CODES (SET 1)

06026001	MEDICAL OFFICER
16417004	MGR PLNT MAINT A
23057021	MGR CUST SRVC OPER
23057037	MGR CUST SERVICES
23057038	MGR CUST SERVICES
23057039	MGR CUST SERVICES
23057061	MGR CUST SRVC OPER
23057064	MGR CUST SERVICES
23156021	TOUR SUPT MLS A
23156022	TOUR SUPT MLS (B)
23156049	TOUR SUPT MLS B
234407019	MGR CUST SVC A
47046009	SUPT MAINT A
47046021	SPT BLDG EQ MNT C

1

ATTACHMENT E - SUPERVISOR OCCUPATION CODES (SET 1)

00185005	SAFETY SPEC B
02015024	PERSONNEL ASST A
02015025	PERS ASST B
02305028	LBR REL ASST, FLD
02305047	INJ COMP SPEC

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1 ATTACHMENT F - PAY PERIOD/ACCOUNTING PERIOD SCHEDULE

QUARTER 1	ACCOUNTING PERIOD 01	PAY PERIODS 20 21
	ACCOUNTING PERIOD 02	PAY PERIODS 22 23
	ACCOUNTING PERIOD 03	PAY PERIODS 24 25
QUARTER 2	ACCOUNTING PERIOD 04	PAY PERIODS 26 01
	ACCOUNTING PERIOD 05	PAY PERIODS 02 03
	ACCOUNTING PERIOD 06	PAY PERIODS 04 05
QUARTER 3	ACCOUNTING PERIOD 07	PAY PERIODS 06 07
	ACCOUNTING PERIOD 08	PAY PERIODS 08 09
	ACCOUNTING PERIOD 09	PAY PERIODS 10 11
QUARTER 4	ACCOUNTING PERIOD 10	PAY PERIODS 12 13
	ACCOUNTING PERIOD 11	PAY PERIODS 14 15
	ACCOUNTING PERIOD 12	PAY PERIODS 16 17
	ACCOUNTING PERIOD 13	PAY PERIODS 18 19

IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 01.0

] INITIALIZATION (NOTE: DISCONTINUE SETTING ' \* ' )]

1 ]  
| ]  
| ] B PAID/UNPAID STATUS = A (ANNUAL LEAVE) ] ----- [49010]  
| ]  
| ] B PAID/UNPAID STATUS = B (SICK LEAVE) ] ----- [49020]  
| ]  
| ] B PAID/UNPAID STATUS = C (LOANED TO OTHERS) ] ----- [49030]  
| ]  
| ] B PAID/UNPAID STATUS = D (GUARANTEED TIME) ] ----- [49150]  
| ]  
| ] B PAID/UNPAID STATUS = E (5-MINUTE LEMONAY) ] ----- [49140]  
| ]  
| ] B PAID/UNPAID STATUS = F (MILITARY LEAVE/CONT. PAY) ] ----- [49040]  
| ]  
| ] B PAID/UNPAID STATUS = G (JURY DUTY/COURT LEAVE) ] ----- [49060]  
| ]  
| ] B PAID/UNPAID STATUS = H (OTHER PAID LEAVE) ] ----- [49050]  
| ]  
| ] B PAID/UNPAID STATUS = I (NON-SCHEDULED) ] ----- [49070]  
| ]  
| ] B PAID/UNPAID STATUS = J (AT LUNCH) ] ----- [49130]  
| ]  
| ] B PAID/UNPAID STATUS = K (TERM., RESIGNED, RETIRED) ] ----- [49080]  
| ]  
| ] B PAID/UNPAID STATUS = L (TRANSFERRED) ] ----- [49090]  
| ]  
| ] B PAID/UNPAID STATUS = M (LEAVE WITHOUT PAY) ] ----- [49110]  
| ]  
| ] B PAID/UNPAID STATUS = N (SPLIT SHIFT) ] ----- [49120]  
| ]  
| ] B PAID/UNPAID STATUS = Z (NOT RECEIVED) ] ----- [49200]  
| ]  
| ]  
| ]  
| ] 12.0 ] ----- [13.0]  
\* A \* \* B \*

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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 02 . 0

\* A \*

| 9 ROSTER CHANGE NOT = ONE OF THE FOLLOWING

09, 19,
11, 31, 41, 61, 12, 32, 42, 62
13, 33, 43, 63, 14, 34, 44, 64
81, 82, 83, 84

| 9 ROSTER CHANGE = 09 OR 19 |

| TAG (FROM PDC FILE) = K |

| 9 ACTIVITY CHANGE = 1 OR 9 |

| 9 ACTIVITY CHANGE = 5 |

| 9 ROSTER CHANGE = 1 OR 9 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

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| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

(ROSTER DESIGNATIONS 11, 31, 41, 61, 81, 12, 32, 42, 62, 82)

CLERK/MAILHANDLER FLOW

(ROSTER DESIGNATIONS 13, 33, 43, 63, 83, 14, 34, 44, 64, 84)

CARRIER/SPECIAL DELIVERY MESSENGER FLOW

(ROSTER DESIGNATIONS 09, 19)

SUPERVISOR/TECHNICIAN FLOW

| 14 = 3 (CLERKS/MAILHANDLERS) |

| 6.0 |

| \* A \* |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

| 49203 | --- | 13.0 |

99

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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALP040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00 PAGE 03 . 0

13.0]

\* A \*

1) ROSTER DESIGNATION = 14, 34, 44, 64 OR 84 ]-----	[89]
] 16B = A (BUSINESS-FOOT) ]-----	[71]
] 16B = B (BUSINESS-MOTORIZED) ]-----	[73]
] 16B = C (RESIDENTIAL-FOOT) ]-----	[75]
] 16B = D (RESIDENTIAL-CURB) ]-----	[77]
] 16B = E (RESIDENTIAL-PARK & LOOP) ]-----	[78]
] 16B = F (MIXED BUSINESS & RESIDENT-FOOT) ]-----	[80]
] 16B = G (MIXED BUSINESS & RESIDENT-CURB) ]-----	[82]
] 16B = H (MIXED BUSINESS & RES. - PARK/LOOP) ]-----	[83]
] 16B = I (EXCLUSIVE PARCEL POST) ]-----	[86]
] 16B = J (PARCEL POST COMBINATION) ]-----	[85]
] 16B = K (NON-PARCEL POST COMBINATION) ]-----	[84]
] 16B = L (COLLECTION) ]-----	[87]
] 16B = M (RELAY ROUTE) ]-----	[89]
] 16B = N (SPECIAL DELIVERY) ]-----	[88]
] 16B = O (OMMS - WASHINGTON D. C. ONLY) ]-----	[90]
1) ]-----	[13.1]
1) ]-----	* A *
1) ]-----	NOTE: QUESTION 16B - CARRIER/SPECIAL DELIVERY MESSENGER ROUTE TYPE.
1) ]-----	* B *



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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB004DC ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 04 0

4.0  
A \*

QUESTIONS	QUESTIONS		
21A		18B THRU 18G	
=BLANK			= BLANK
<u>18.0</u>			<u>17.0</u>
* A *			* A *

QUESTION	[QUEST 16B - R] [TRAINING NOT ASSIGNED TO] [SPEC. ROUTE])	[ ]	[ ]	[ ]	[ ]
ANSWER	[BLANK]	[ ]	[ ]	[ ]	[ ]

16D CLOCKED TO STREET \* ] ----- 16E = EMPLOYEE ON ] ----- 4.0  
 ] N (NO) ] PREMISES = N (NO) ] \* B \*  
 ] OR BLANK ] ----- \* C \*  
 ----- ] 14.0 ]  
 ----- ] C \*

13.

NOTE: ASSIGN ACTIVITY CODE TO CARRIER/SPECIAL DELIVERY MESSENGER ON STREET OR DETERMIN PROGRAM PLOW IF CARRIER/MESSENGER IS IN THE OFFICE.

113.07

10

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USPS—LR-J-10/R2001-1

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 05.0

[5.0]  
\* A \*

16F CARRIER ACTIVITY * ANY OF THE FOLLOWING	
<input type="checkbox"/> A (PREPARING MAIL FOR SEQUENCING)	[5550]
<input type="checkbox"/> B (SEQUENCING OR CASING DELIVERABLE MAIL)	
<input type="checkbox"/> F (WITHDRAWING AND STRAPPING OUT MAIL FROM CASE)	
<input type="checkbox"/> H (SWEEPING MAIL FROM DISTRIBUTION CASE)	
16F CARRIER ACTIVITY * ANY OF THE FOLLOWING	
<input type="checkbox"/> C (SEPARATING/HANDLING NON ACCOUNTABLE MAIL TO BE PICKED UP BY CUSTOMER)	[5750]
<input type="checkbox"/> D (HANDLING UNDELIVERABLE AS ADDRESS MAIL)	
16F CARRIER ACTIVITY = ANY OF THE FOLLOWING	
<input type="checkbox"/> G (OBTAINING/RETURNING ACCOUNTABLE MAIL, KEYS, OR SCANNERS)	[6430]
<input type="checkbox"/> I (PARTICIPATING IN A SAFETY MEETING)	
<input type="checkbox"/> N (PREPARING AND CHECKING VEHICLE)	
16F CARRIER ACTIVITY = J (ASSISTING HQ/REGIONAL/OTHER STUDIES)	
	[13.0] * B *
16F CARRIER ACTIVITY =	
<input type="checkbox"/> E (HANDLING EMPTY EQUIPMENT)	[6523]
<input type="checkbox"/> K (WRITING MARKUPS)	[6570]
<input type="checkbox"/> M (PERFORMING ROUTINE OFFICE WORK)	[6420]
<input type="checkbox"/> P (CLOCKING IN OR CLOCKING OUT)	[6522]
<input type="checkbox"/> Q (TAKING BREAK/PERSONAL NEEDS)	[6521]
<input type="checkbox"/> R (DELIVERY CONFIRMATION)	[6435]
16F CARRIER ACTIVITY *	
<input type="checkbox"/> L (HANDLING MAIL COLLECTED ON ROUTE)	ROUTE TYPE = 87 (COLLECTION ROUTE) [5750]
16F CARRIER ACTIVITY *	
<input type="checkbox"/> O (LOADING OR UNLOADING VEHICLE)	[5300]
16F CARRIER ACTIVITY *	
<input type="checkbox"/> S (OTHER)	ROUTE TYPE = 88 (SPECIAL DELIVERY) [6730]
	[6710]
16F CARRIER ACTIVITY *	
<input type="checkbox"/> T	[5.1] * A *
16F CARRIER ACTIVITY *	
<input type="checkbox"/> U	[5.1] * B *

NOTE: QUESTION 16F IS USED TO ASSIGN ACTIVITY CODE ONLY WHEN EMPLOYEE IS NOT HANDLING MAIL.

[5.1]  
\* B \*

1 IN-OFFICE COST SYSTEM ---- PROGRAM ALB040C ---- FISCAL YEAR 2000 ---- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 05.1

[5.1]  
\* A \*

[16F CARRIER ACTIVITY OTHER SELECTIONS = ANY OF THE FOLLOWING]  
[  
] B (CARRIER GOING TO VEHICLE)  
] D (COMPLETING DELIVERY FORMS)  
] F (ROUTE EXAMINER)  
]

[16F CARRIER ACTIVITY OTHER SELECTIONS

A (PICK UP OR RETURNING CARRIER KEYS) ----- (-6430)  
C (CHANGE OF ADDRESS LABELS) ----- (-6570)  
E (MISSENT MAIL) ----- (-5750)  
G (EI/OWL MEETING) ----- (-6630)  
H (OTHER MEETING) ----- (-6630)  
I (WRITING UP ACCOUNTABLES) ----- (-6430)  
J (UNION BUSINESS) ----- (-6630)

[5.1]

[16F] ----- [64201]  
\* B \*

[5.1]

[16F] ----- [64201]  
\* B \*

NOTE: QUESTION 16F IS USED TO ASSIGN ACTIVITY CODE ONLY WHEN EMPLOYEE IS NOT HANDLING MAIL.

[12.0]  
\* A \*



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IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 06.1

[6.1]	* A *	[6.1]	* C *
[18D1 MAIL PROCESSING AND DISTRIBUTION = C (INCOMING PRIMARY DISTRIBUTION)]		[18D1 MAIL PROCESSING AND DISTRIBUTION = D (INCOMING SECONDARY DISTRIBUTION)]	
J18D1      INCOMING SECONDARY DIST. = A (DIST. TO CARRIER) ]- J18D1 (CS) = 1 (SECTR / SEGMENT) ]- [27]		J18D1 (CS) = 2 (DPS/WALK SEQ) ]- [28]	
		J18D1 (CS) = 3 (CARRIER RTE) ]- [29]	
		J18D1 (CS) = 4 (OTHER), OR BLANK ]	
J18D1      INCOMING SECONDARY DIST. = B (DISTRIBUTION TO PO BOX SECTION(S) ) ]- [11]			
J18D1      INCOMING SECONDARY DIST. = C (SORTATION TO PO BOXES) ]- [20]			
J18D1      INCOMING SECONDARY DIST. = D (CALLER) ]- [12]			
J18D1      INCOMING SECONDARY DIST. = E (MIXED P.O. BOX/CALLER) ]- [13]			
J18D1      INCOMING SECONDARY DIST. = F (BRMAS) ]- [05]			
J18D1      INCOMING SECONDARY DIST. = G (ALL OTHER INCOMING SECONDARY DISTRIB) ]- [05]			
		] - [05] ]	
J18D1 MAIL PROCESSING AND DISTRIBUTION = E (CITY CARRIER CASE DISTRIBUTION) ]- [15]			
J18D1 MAIL PROCESSING AND DISTRIBUTION = F (RURAL CARRIER CASE DISTRIBUTION) ]- [16]			
[6.2]	NOTE: CONTINUE ASSIGNMENT OF CLERK/MAILHANDLER OPERATION CODE.	[6.2]	* C *

16.21 NOTE: CONTINUE ASSIGNMENT OF CLERK/MAILHANDLER  
OPERATION CODE.  
\* A \*

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1 IN-OFFICE COST SYSTEM ---- PROGRAM ALB040C ---- FISCAL YEAR 2000 ---- EFFECTIVE 9/11/99 THRU 9/08/00 PAGE 06.2

[16.2]  
\* A \*

[16.2]  
\* C \*

]18D MAIL PROCESSING AND DISTRIBUTION = G (RELATED MAIL PROCESSING)

]18E MISCELLANEOUS OPERATIONS

[16.2]  
\* C \*

] NOT = BLANK

[16.2]  
\* C \*

]18E MISCELLANEOUS OPERATIONS

[16.2]  
\* C \*

NOTE: CONTINUE ASSIGNMENT OF CLERK/MAILHANDLER  
OPERATION CODE.

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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 06.3

16.3)

\* A \*

18G ADMINISTRATIVE AND OTHER ACTIVITIES \*

N (LABELLING ROOM)

THE FOLLOWING:

- A (ACCOUNTING OR AUDITING)
- B (TIME AND ATTENDANCE - PSDS/MODS/ETC OFFICE)
- C (TIME AND ATTENDANCE - NON-PSDS OFFICE)
- D (ALL OTHER PSDS/MODS/ETC WORK)
- E (HUMAN RESOURCES - PERSONNEL)
- F (HUMAN RESOURCES - OTHER)
- G (EL/QWL)
- H (MARKETING AND COMMUNICATIONS)
- I (SUPPLIES AND EQUIPMENT)
- J (TRANSFER OFFICE WORK)
- K (VEHICLE SERVICE WORK)
- L (QUALITY CONTROL/REVENUE PROTECTION)
- M (HEADQUARTERS/REGIONAL STUDIES)
- O (GENERAL ADMINISTRATIVE ACTIVITIES)
- P (INDUSTRIAL ENGINEERING)
- R (CLOCKING IN OR CLOCKING OUT)
- S (CONDUCTING OR TAKING SCHEME EXAM)
- T (HANDLING EMPTY EQUIPMENT)
- U (SPECIAL ACTIVITIES)
- V (TRAINING - EQUIPMENT)
- W (TRAINING - OTHER)
- X (UNION BUSINESS)
- Q (BREAK/PERSONAL NEEDS)

16.4)

\* A \*

18G ADMINISTRATIVE AND OTHER ACTIVITIES \*

Y (OTHER)

10

18G ADMINISTRATIVE OTHER SELECTIONS \*

A THRU Y

Z (NONE OF ABOVE - SEE REMARKS)

16.4)

\* A \*

NOTE: COMPLETE ASSIGNMENT OF CLERK/MAILHANDLER  
OPERATION CODE.

16.4)

\* A \*

APPENDIX B - Page 1b of 51  
USPS—LR-J-10/R2001-1

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 06.4

<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> A (PLATFORM OPERATIONS)	<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> B (COLLECTION AND PREPARATION OF MAIL)	<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> C MAIL PROCESSING AND DISTRIBUTION	<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> D (MISCELLANEOUS OPERATIONS)
* * A *			
[6.4] ----- [6.4]			
<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> A (OUTGOING PRIMARY)	<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> B (OUTGOING SECONDARY)	<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> C (INCOMING PRIMARY)	<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> D (INCOMING SECONDARY)
----- [08] ----- [08] ----- [03] ----- [03]			
<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> E (WINDOW SERVICES)	<input type="checkbox"/> 18G EMPLOYEE ON BREAK FROM = <input checked="" type="checkbox"/> F (ADMINISTRATION AND OTHER ACTIVITIES)	* * * * * ----- [10] ----- [10] ----- [15] ----- [15] ----- [16] ----- [16] ----- [1\$] ----- [1\$]	
----- [10] ----- [10] ----- [17.0] ----- [17.0]			

NOTE: ASSIGNMENT OF CLERK/MAILHANDLER  
OPERATION CODE FOR EMPLOYEES ON BREAK.

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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00 PAGE 07.0

[7.0]  
\* A \*

] QUESTION 21A NOT = BLANK OR QUESTION 22A (SHAPE) NOT = BLANK ----- [7.1]  
----- \* A \*

] 18F1 WINDOW SERVICE (PART 1) ----- [7.2]  
----- \* A \*

] 18F1 WINDOW SERVICE ----- [7.3]  
----- \* A \*

] 18F1 WINDOW SERVICE (PART 1) ----- [7.4]  
----- \* A \*

] 18F1 WINDOW SERVICE (PART 2) ----- [7.5]  
----- \* A (PREPARING TO OPEN/CLOSE  
WINDOW)  
----- \* B \*

] 18F2 WINDOW SERVICE (PART 2) ----- [7.6]  
----- \* A \*

] 18F2 WINDOW SERVICE (PART 2) ----- [7.7]  
----- \* B (POST OFFICE BOX)  
----- \* C \*

] 18F2 WINDOW SERVICE (PART 2) ----- [7.8]  
----- \* C (CALLER SERVICE)  
----- \* D (NON-BOXHOLDER FIRMS) OR  
E (GENERAL DELIVERY)  
----- \* E \*

] 18F2 WINDOW SERVICE (PART 2) ----- [7.9]  
----- \* F (MAIL ROOM)  
----- \* G (MAIL CENTER)  
----- \* H (ACCEPTING/RATING MAIL)  
----- \* I (-170) ----- [7.10]  
----- \* J (-170) ----- [7.11]  
----- \* K (-170) ----- [7.12]  
----- \* L (-170) ----- [7.13]  
----- \* M (-170) ----- [7.14]  
----- \* N (-170) ----- [7.15]  
----- \* O (-170) ----- [7.16]  
----- \* P (-170) ----- [7.17]  
----- \* Q (-170) ----- [7.18]  
----- \* R (-170) ----- [7.19]  
----- \* S (-170) ----- [7.20]  
----- \* T (-170) ----- [7.21]  
----- \* U (-170) ----- [7.22]  
----- \* V (-170) ----- [7.23]  
----- \* W (-170) ----- [7.24]  
----- \* X (-170) ----- [7.25]  
----- \* Y (-170) ----- [7.26]  
----- \* Z (-170) ----- [7.27]

[7.1] NOTE: BEGIN ACTIVITY CODE ASSIGNMENT FOR [7.1]  
\* A \* EMPLOYEE AT WINDOW (NOT HANDLING MAIL). \* B \*  
\* C \*



)  
APPENDIX B - Page 22 of 51  
USPS—LR-J-10/R2001-1

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00 PAGE 07.2

[7.2]  
\* A \*

] [18G = A (ACCOUNTING AND AUDITING) ] ----- [56620] --  
] [18G = B (TIME AND ATTENDANCE - PSDS/MODS/ETC OFFICE) ] ----- [56650] --  
] [18G = C (TIME AND ATTENDANCE - NON-PSDS OFFICE) ] ----- [56640] --  
] [18G = D (ALL OTHER PSDS/MODS/ETC WORK) ] ----- [56660] --  
] [18G = E (HUMAN RESOURCES - PERSONNEL) ] ----- [56610] --  
] [18G = F (HUMAN RESOURCES - OTHER) ] ----- [56610] --  
] [18G = G (EL/QWL) ] ----- [56610] --  
] [18G = H (MARKETING AND COMMUNICATIONS) ] ----- [56630] --  
] [18G = I (SUPPLIES AND EQUIPMENT) ] ----- [56320] --  
] [18G = J (TRANSFER OFFICE WORK) ] ----- [56630] --  
] [18G = K (VEHICLE SERVICE WORK) ] ----- [56460] --  
] [18G = L (QUALITY CONTROL/REV PROTECTION) ] ----- [56180] --  
] [18G = M (HEADQUARTERS/REGIONAL STUDIES) ] ----- [56495] --  
] [18G = N (LABELING ROOM) ] ----- [55750] --  
] [18G = O (GENERAL ADMIN ACTIVITIES) ] ----- [56630] --  
] [18G = P (INDUSTRIAL ENGINEERING) ] ----- [56630] --  
] [18G = Q (BREAK/PERSONAL NEEDS) ] ----- [56521] --  
] [18G = R ( ) ] ----- [7.3]  
\* A \* NOTE: BEGIN ACTIVITY CODE ASSIGNMENT BASED ON QUES. 18G (EMPLOYEE PERFORMING ADMIN/OTHER ACTIVITIES).  
\* B \*

112



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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 07.4

[7.4]

\* A \*

18G \* X UNION BUSINESS

[156630]

-----

18G Y OTHER

[156630]

-----

18G OTHER SELECTIONS \* ANY OF THE FOLLOWING

[156630]

-----

- B (ASSIGNMENT CLERK)
- D (CUSTOMER SERVICE)
- E (DEAD LETTER)
- F (GUARD)
- H (MAIL REQUIREMENT)
- I (MAINTENANCE CONTROL CLERK)
- K (MEETING - OTHER)
- L (PAY CHECKS - DISTRIBUTING)
- M (PHOTOCOPYING RECORDS)
- O (POSTAL SYSTEMS COMPLIANCE)
- P (PREPARING WORK SCHEDULES)
- S (SIGN PAINTER AND/OR POSTAL MARKER)
- T (TALKING TO SUPERVISOR)
- U (TYPING)
- V (WEIGH MASTER CHECKING SCALES)
- W (CHECKING BULLETIN BOARD FOR SCHEDULE)

[156630]

-----

18G OTHER SELECTIONS \* ANY OF THE FOLLOWING

[156620]

-----

- A (ACCOUNTABLE PAPERS - NOT WINDOW)
- C (CASHBOOK - NOT WINDOW)
- R (RECORD KEEPING)
- X (BILLING CARGO CONTAINERS TO AIRLINES)

[156480]

-----

18G OTHER SELECTIONS \* ANY OF THE FOLLOWING

[156480]

-----

- G (LSM PROFILE)
- N (POSTAL OPERATIONS)

[156630]

-----

[156630]

-----

[156630]

-----

[156630]

-----

[156630]

-----

[156630]

-----

18G OTHER SELECTIONS =  
\* A \*

J (MEETING - SAFTY) ----- 56430

Q (PROCUREMENT) ----- 56320

Y (MAKING SALARY ADJUSTMENTS) ----- 56640

Z (NONE OF THE ABOVE) ----- \$5CE

NOTE: COMPLETE ACTIVITY CODE ASSIGNMENT BASED ON QUES 18G (EMPLOYEE PERFORMING ADMIN/OTHER ACTIVITIES) [13.0]  
\* A \*

)  
**APPENDIX B - Page 25 of 51**  
**USPS—LRJ-10/R2001-1**

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 07.5

17.5  
\* A \*  
\*)

QUESTION 18B	18B PLATFORM OPERATIONS = ONE OF THE FOLLOWING:
NOT *	A (WEIGHING SECTION/BULK MAIL VERIFICATION)
BLANK	B (RECEIVING MAIL FROM CUSTOMER ON PLATFORM)
	C (CALLER SERVICE)
	D (ACCEPTING PLANT LOADED MAIL)
	OR 18B SUB-ENTRY =
	C (DOCK TRANSFER)
	)

18B PLATFORM OPERATIONS *	18B PLATFORM OPERATIONS *
E (BREAKING DOWN MAIL)	E (BREAKING DOWN MAIL)
F (TRANSPORTING MAIL)	F (TRANSPORTING MAIL)
18B SUB-ENTRY = ONE OF THE FOLLOWING:	18B SUB-ENTRY = ONE OF THE FOLLOWING:
A (LOADING/UNLOADING VEHICLE)	A (LOADING/UNLOADING VEHICLE)
B (OPENING/CLOSING VEHICLE)	B (OPENING/CLOSING VEHICLE)
)	)

18B PLATFORM OPERATIONS *	18B PLATFORM OPERATIONS *
18B SUB-ENTRY =	18B SUB-ENTRY =
D (HANDLING EMPTY EQUIPMENT)	D (HANDLING EMPTY EQUIPMENT)
)	)

18C COLLECTION AND PREPARATION OF MAIL NOT = BLANK	18C COLLECTION AND PREPARATION OF MAIL NOT = BLANK
)	)

QUES. 18D PART 2)	18D (PART 2) IS EMPLOYEE ENGAGED IN ALLIED LABOR =
NOT *	THE FOLLOWING:
BLANK	Y (ALLIED LABOR "YES") AND SUB ENTRY UNDER "YES" =
	H (OBTAINING EQUIPMENT OR DISPOSING OF EQUIPMENT)
	- INCLUDE EMPTY EQUIPMENT
)	)

18E	18E
)	)

17.6  
\* A \*  
\*)  
NOTE: IF AN EMPLOYEE IS NOT HANDLING MAIL, BEGIN ACTIVITY CODE ASSIGNMENT BASED ON MAIL PROCESSING  
OPERATIONS BEING PERFORMED.  
17.6  
\* B \*

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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRIV 9/08/00

NOTE: IF AN EMPLOYEE IS NOT HANDLING MAIL, BEGIN ACTIVITY CODE ASSIGNMENT BASED ON MAIL PROCESSING OPERATIONS BEING PERFORMED.

12.0

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USPS—LR-J-10/R2001-1

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 08 . 0

18.01

NOTE: THIS PAGE ESTABLISHES ACTIVITY CODES FOR HANDLING EMPTY EQUIPMENT AND  
A \* HANLDING MIXED MAIL.

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USPS—LR-J-10/R2001-1

IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2990 ----- EFFECTIVE 9/11/99 THRU 9/08/00 PAGE 0A 1

[8.1]  
\* A \*

118

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USPS—LR-J-10/R2001-1

* A *	* B *	* C *	* D *	
[22A SHAPE = ANY OF] THE FOLLOWING :	[23A INDICIA = ANY OF] THE FOLLOWING :	[23B CLASS OF MAIL = ] A (FIRST CLASS) [23C SINGLE PIECE (SNGLP)] [23C CARRIER ROUTE OR AUTOCR ] [23C AUTO FIRST CLASS OR AUTO ] [23C FIRST CLASS PRESORTED ] OR PRESORTED [ (FP608 =  B) ] [23C CARRIER ROUTE OR AUTOCR ] OR ECRLOT OR ECNSH OR ECNSSS [23C AUTO ] [23C BULK RATE ] [ (FP608 =  B) ] [23B CLASS OF MAIL = ] E (STANDARD MAIL) ENHANCED CARRIER RTE [23C CARRIER ROUTE OR AUTOCR ] [ (FP608 =  B) ] [23C AUTO ] [23C BULK RATE ] [ (FP608 =  B) ] [23B CLASS OF MAIL = ] [8.3] * A * [8.3] * C * [8.3] * D * [8.3] * E *	NOTE: THIS PAGE BEGINS ACTIVITY CODE ASSIGNMENT FOR HANDLING MAIL WITH CARD SHAPE.	[8.3] * F *





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USPS—LR-J-10/R2001-1

PROGRAM ALB0-00C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

18.41

18.41

18

18

22A SHAPE = ANY OF THE FOLLOWING		23B CLASS OF MAIL =		23E U.S. ORIGIN "M" BAG = Y (YES)		23E U.S. ORIGIN MAIL = ANY OF THE FOLLOWING	
A (LETTER)	D (OVERSIZED CARD)	E (FLAT)	F (IPP MACHINABLE)	G (IPP NON- MACHINABLE)	H (PARCEL)	MACHINABLE)	A (SURFACE - REGULAR PRINTED MATTER - AO)
I (PARCEL OUTSIDE)	K (DETACHED ADDR. CARD - PARENT PIECE UNKNOWN)						B (SURFACE - BOOKS AND SHEET MUSIC - AO)
							C (SURFACE - PUBLISHER PERIODICALS - AO)
							J (AIR - REGULAR PRINTED MATTER - AO)

15

5

185

185

1851

1851

18.51

18.51

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**USPS—LR-J-10/R2001-1**

IN-OFFICE COST SYSTEM ----- PROGRAM ALBO40C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

18.5 \* B \*  
18.5 \* A \*

18.51

18.51

18.5.11  
\* B \*

3.5.1  
\* D \*

18.5.1  
\* A \*

)  
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USPS—LR-J-10/R2001-1

PAGE 08.5.1

FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C

[8.5.1]  
\* A \*  
\* \*-----

[8.5.1]  
\* B \*  
\* \*-----

[8.5.1]  
\* C \*  
\* \*-----

[8.5.1]  
\* D \*  
\* \*-----

[REDACTED]

] 23B = C (SURFACE - SMALL PACKETS -AO) ----- [J-735] -----

] 23B = F (SURFACE - PARCEL POST -CP) ----- [J-760] -----

] 23E = L (AIR - SMALL PACKETS -AO) ----- [J-785] -----

] 23E = O (AIR - PARCEL POST -CP) ----- [J-790] -----

] ----- [J-SET] -----

[8.6]  
\* A \*

[8.6]  
\* B \*

[8.6]  
\* D \*



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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00 PAGE 08.7

<u>18.7</u>	* A *	<u>18.7</u>	* B *	<u>18.7</u>	* C *	<u>18.7</u>	* D *
[23A INDICIA = ANY OF ]	[23B CLASS OF MAIL = ]	[23C SINGLE PIECE (SINGLE) ]	[23D CARRIER ROUTE ]	[22A SHAPE = ]	[22B LETTER ]	[22C AUTO FIRST CLASS OR AUTO ]	[22D ]
THE FOLLOWING:	A (FIRST CLASS)	]	OR AUTOCR	A (LETTER)	]	]	]
A (STAMPS DOMESTIC)	]	]	]	]	]	]	]
B (STAMPS OFFICIAL)	]	]	]	]	]	]	]
C (PRECANCELLED	]	]	]	]	]	]	]
STAMP)	]	]	]	]	]	]	]
D (METERED PRIVATE)	]	]	]	]	]	]	]
E (METERED OFFICIAL)	]	]	]	]	]	]	]
F (PERMIT PRIVATE)	]	]	]	]	]	]	]
G (PERMIT OFFICIAL)	]	]	]	]	]	]	]
H (FRANKED CONGRESS)	]	]	]	]	]	]	]
I (OTHER FRANKED)	]	]	]	]	]	]	]
J (COMPUT. POSTAGE)	]	]	]	]	]	]	]
K (EXP MAIL CORP ACT)	]	]	]	]	]	]	]
L (NO INDICIA)	]	]	]	]	]	]	]
M [23B CLASS OF MAIL = ]	N [23C FIRST CLASS PRESORTED ]	O [23D ]	P [23E ]	Q [23F ]	R [23G ]	S [23H ]	T [23I ]
B (PRIORITY)	OR PRESORTED	LETTER ]	(F9608=A OR B)	11 DIGIT ]	11 DIGIT ]	11 DIGIT ]	11 DIGIT ]
[23B CLASS OF MAIL = ]	[23C FIRST CLASS PRESORTED ]	[23D ]	[23E ]	[23F ]	[23G ]	[23H ]	[23I ]
D (STANDARD MAIL)	OR PRESORTED	LETTER ]	(F9608=A OR B)	11 DIGIT ]	11 DIGIT ]	11 DIGIT ]	11 DIGIT ]
REGULAR)	]	]	]	]	]	]	]
<u>18.7.1</u>	* A *	<u>18.7.1</u>	* B *	<u>18.7.1</u>	* C *	<u>18.7.1</u>	* D *



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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALBB40C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00 PAGE 08.9

[8.9]  
\* A \*  
[8.9]  
\* B \*  
[8.9]  
\* C \*  
[8.9]  
\* D \*

[21B CLASS OF MAIL = ] [23C MARKINGS = ]  
] H (PARCEL POST) ] DBMC, D/S  
[4493]  
[4400]  
[\$SEM]  
[112.0]  
\* A \*

[23A INDICIA = H (FREE FOR BLIND)]  
[23A INDICIA = H (ARMED FORCES FREE)]  
[23A INDICIA = H (POSTAL SERVICE)]  
[510]  
[SPDG]  
[0.0]  
\* A \*



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USPS—LR-J-10/R2001-1

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 10.0

[10.0]

\* A \*

22A SHAPE = ANY OF THE FOLLOWING

- A (LETTER)
- B (CARD)
- C (USPS FORM)

22A SHAPE = ANY OF THE FOLLOWING

- D (OVERSIZED CARD)
- E (FLAT)

22A SHAPE = ANY OF THE FOLLOWING

- F (IPP MACHINABLE)
- G (IPP NON-MACHINABLE)
- J (KEYS AND IDENT ITEMS)
- K (DETACHED ADDRESS CARD - PARENT PC UNIDENTIFIABLE)

22A SHAPE = ANY OF THE FOLLOWING

- H (PARCEL MACHINABLE)
- I (PARCEL OUTSIDE)

23G WEIGHT < 8 OZS

- 
- 
- 

23G WEIGHT GREATER

- THAN OR = 8 OZS
- 
- 

[1-2--1]

[1-3--1]

[1-4--1]

[1-5--1]

[1-6--1]

[1-7--1]

[1-8--1]

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[1-96--1]

[1-97--1]

[1-98--1]

[1-99--1]

[1-100--1]

NOTE: ASSIGN HIGH ORDER (SHAPE RELATED) POSITION OF ACTIVITY CODE.  
\* A \*

[12.0]

**APPENDIX B - Page 42 of 51**  
**USPS—LR-J-10/R2001-1**

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

11.0

) MOVE ZERO TO BASIC FUNCTION ]

132

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USPS—LR-J10/R2001-1

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALBB40C ----- FISCAL YEAR 2000 ---- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 11.1

J11.1]  
\* A \*

J15E NO CRAFT LEVEL EMPLOYEES = E

J15D, 15E OR 15F NOT = BLANK

J15G ACTIVITY OF SUPERVISOR

TRAINING ----- (-7510)  
ACCOUNTING/AUDITING ----- (-7620)  
INDUSTRIAL ENGINEERING ----- (-7630)  
QUALITY CONTROL/REVENUE PROTECTION ----- (-7480)  
ADMINISTRATIVE WORK ----- (-7630)  
HUMAN RESOURCES ----- (-7610)  
MARKETING & COMMUNICATION ----- (-7630)  
SECRETARIAL WORK ----- (-7630)  
TRANSPORTATION RELATED ----- (-7630)  
PRODUCTION CONTROL/PLANNING ----- (-7630)

OTHER ----- [J11.2]  
\* A \*

NONE OF ABOVE ----- (-\$1B)

ANY COMBINATION OF ABOVE ----- (-7630)

J15D, 15E OR 15G NOT = BLANK

J15F TYPE OF OTHER CRAFTS (SUPERVISION OF)

VEHICLE SERVICE ----- (-7460)  
MAINTENANCE SERVICE ----- (-7320)  
OTHER CRAFTS ----- (-\$1D)  
2 OR MORE OF THE ABOVE ----- (-7635)  
NONE OF THE ABOVE ----- (-\$1B)

J15D, 15F OR 15G NOT = BLANK

J15E TYPE OF CARRIER OR MESSENGER (SUPERVISION OF)

CITY DELIVERY CARRIERS ----- (-7420)  
RURAL (CARRIERS) ----- (-7410)  
SPECIAL DELIVERY MESSENGERS ----- (-7220)  
2 OR MORE OF THE ABOVE ----- (-7636)  
NONE OF THE ABOVE ----- (-\$1B)

J11.3]  
\* A \*

J11.3]  
\* B \*

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USPS—LR-J-10/R2001-1

IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 11.2

[11.2]

\* A \*

[11.2]

\* B \*

15G OTHER SELECTIONS =  
SPACE

15G OTHER SELECTIONS =  
A (BUDGET)

15G OTHER SELECTIONS = ANY OF THE FOLLOWING:  
H (EO CONSELLOR)  
I (EI/QWL OR QUALITY FIRST)  
J (EMPLOYEE ASSISTANCE PROGRAM)  
K (EMPLOYEE RELATIONS)  
M (GIVING ATTENDING SAFTY MEETING)  
O (INURY COMPENSATION)  
S (NURSES AND DOCTORS)  
U (PEDC)  
V (PERSONNEL)  
X (SAFTY OFFICER)  
3 (TRAIN & DEVELOP)

15G OTHER SELECTIONS = ANY OF THE FOLLOWING:  
T (OPERATIONS ANALYST)  
W (POSTAL OPERATIONS ANALYST)

15G OTHER SELECTIONS = ONE OF THE FOLLOWING:  
B (COMMERCIAL MARKETING)  
C (CONSUMER ADVOCATE)  
D (CONSUMER AFFAIRS)  
E (CONSUMER COMPLAINT)  
F (CONSUMER MARKETING)  
G (CONTROL & LOGISTICS)  
L (ENGINEER)  
N (GIVING ATTENDING OTHER MEETING)  
P (IN-PLANT PROCESSING)  
Q (LOGISTICS)  
R (MAIL PROCESSING)  
Y (SALES)  
Z (SPC/SPA)  
1 (SPECIAL EVENTS)  
2 (SYSTEMS COMPLIANCE)  
4 (NONE OF THE ABOVE)

[11.3]

\* B \*

\* \*

[11.3]



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USPS—LR-J-10/R2001-1

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ---- EFFECTIVE 9/11/99 THRU 9/08/00 PAGE 11.4

[11.4]

\* A \*

\* B \*

[11.4]

\* A \*

\* B \*

[115D CLERK/MAILHANDLER ACTIVITIES (SUPV OF) - WINDOW SERVICE]

[-----]

[115D CLERK/MAILHANDLER ACTIVITIES (SUPV OF) - ] ----- [115D ADMINISTRATIVE AND OTHER =  
] ----- ]

[115D ADMINISTRATIVE AND OTHER ----- ]

[-----]

HUMAN RESOURCES PERSONNEL ----- (-7610)  
HUMAN RESOURCE OTHER ----- (-7610)  
TIME AND ATTENDANCE PSDS/MODS ----- (-7650)  
TIME AND ATTENDANCE OTHER ----- (-7640)  
ACCOUNTING/AUDITING ----- (-7620)

HEADQUARTERS/REGIONAL/OTHER STUDIES ----- (-7495)  
QUALITY CONTROL/REVENUE PROTECTION ----- (-7490)  
MARKETING AND COMMUNICATION ----- (-7630)  
INDUSTRIAL ENGINEERING ----- (-7630)  
TRANSFER OFFICE WORK ----- (-7630)  
HANDLING EMPTY EQUIPMENT ----- (-7523)  
GENERAL ADMINISTRATIVE ----- (-7630)

OTHER ----- (-7630)

[111.6]

\* A \*

\* B \*

[111.7]

ANY COMBINATION OF ABOVE ----- (-7635)

[111.8]

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[111.9]

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[111.10]

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[111.11]

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[111.141]

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[111.142]

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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB840C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00 PAGE 11.5  
[111.5]  
\* A \*  
\* \*  
1 ] 15D CLERK/MAILHANDLER ACTIVITIES (SUPERVISION OF)  
ONE OR MORE OF THE FOLLOWING MARKED  
ACCEPTING MAIL FROM CUSTOMER ON PLATFORM (SUBENTRY UNDER PLATFORM OPERATIONS)  
OTHER (SUBENTRY UNDER MISCELLANEOUS OPERATIONS)  
WINDOW SERVICE  
ADMINISTRATIVE AND OTHER

] 15D CLERK/MAILHANDLER ACTIVITIES (SUPERVISION OF)  
ANY COMBINATION (2 OR MORE) OF ONLY THE FOLLOWING ACTIVITIES  
PLATFORM OPERATIONS  
ALL OTHER PLATFORM WORK  
COLLECTION AND PREPARATION OF MAIL  
MAIL PROCESSING AND DISTRIBUTION  
LETTERS, MANUAL  
LETTERS, OCR/BCR/BCS  
LETTERS, LSM  
PLATS, MANUAL/FSM  
IPP'S  
PARCELS  
MISCELLANEOUS  
OTHER (SPECIFY IN REMARKS)  
REGISTRY (ONLY)  
POSTAGE DUE  
CLAIMS AND INQUIRY  
CENTRAL MAIL MARKUP  
EXPRESS MAIL  
MAILGRAM  
SPECIAL DELIVERY  
NIXIE

[111.5]

\* B \*

\* \*

] 15D CLERK/MAILHANDLER ACTIVITIES (SUPERVISION OF)

ONE OR MORE OF THE FOLLOWING MARKED

] 15D CLERK/MAILHANDLER ACTIVITIES (SUPERVISION OF)

ACCEPTING MAIL FROM CUSTOMER ON PLATFORM (SUBENTRY UNDER PLATFORM OPERATIONS)

OTHER (SUBENTRY UNDER MISCELLANEOUS OPERATIONS)

WINDOW SERVICE

ADMINISTRATIVE AND OTHER

] 15D CLERK/MAILHANDLER ACTIVITIES (SUPERVISION OF)

ANY COMBINATION (2 OR MORE) OF ONLY THE FOLLOWING ACTIVITIES

PLATFORM OPERATIONS

ALL OTHER PLATFORM WORK

COLLECTION AND PREPARATION OF MAIL

MAIL PROCESSING AND DISTRIBUTION

LETTERS, MANUAL

LETTERS, OCR/BCR/BCS

LETTERS, LSM

PLATS, MANUAL/FSM

IPP'S

PARCELS

MISCELLANEOUS

OTHER (SPECIFY IN REMARKS)

REGISTRY (ONLY)

POSTAGE DUE

CLAIMS AND INQUIRY

CENTRAL MAIL MARKUP

EXPRESS MAIL

MAILGRAM

SPECIAL DELIVERY

NIXIE

] 15D CLERK/MAILHANDLER ACTIVITIES (SUPERVISION OF)

ONE OR MORE OF THE FOLLOWING MARKED

] 15D CLERK/MAILHANDLER ACTIVITIES (SUPERVISION OF)

ACCEPTING MAIL FROM CUSTOMER ON PLATFORM (SUBENTRY UNDER PLATFORM OPERATIONS)

OTHER (SUBENTRY UNDER MISCELLANEOUS OPERATIONS)

WINDOW SERVICE

ADMINISTRATIVE AND OTHER

] 111.5]

\* B \*

\* \*

] 15D CLERK/MAILHANDLER ACTIVITIES (SUPERVISION OF)

ONE OR MORE OF THE FOLLOWING MARKED

] 15D CLERK/MAILHANDLER ACTIVITIES (SUPERVISION OF)

ACCEPTING MAIL FROM CUSTOMER ON PLATFORM (SUBENTRY UNDER PLATFORM OPERATIONS)

OTHER (SUBENTRY UNDER MISCELLANEOUS OPERATIONS)

WINDOW SERVICE

ADMINISTRATIVE AND OTHER

] 111.6]

\* B \*

\* \*

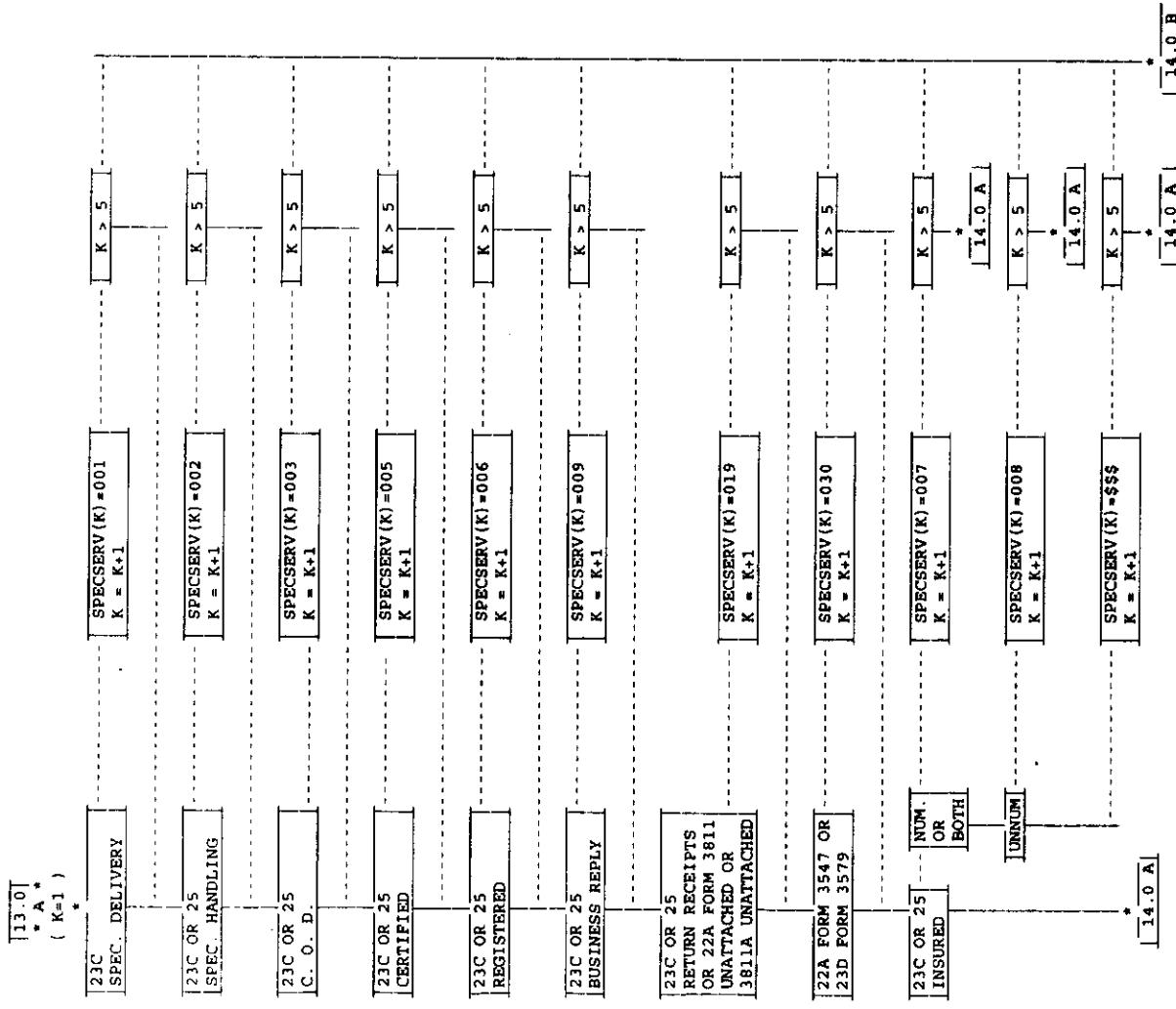




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USPS—LR-J-10/R2001-1

1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

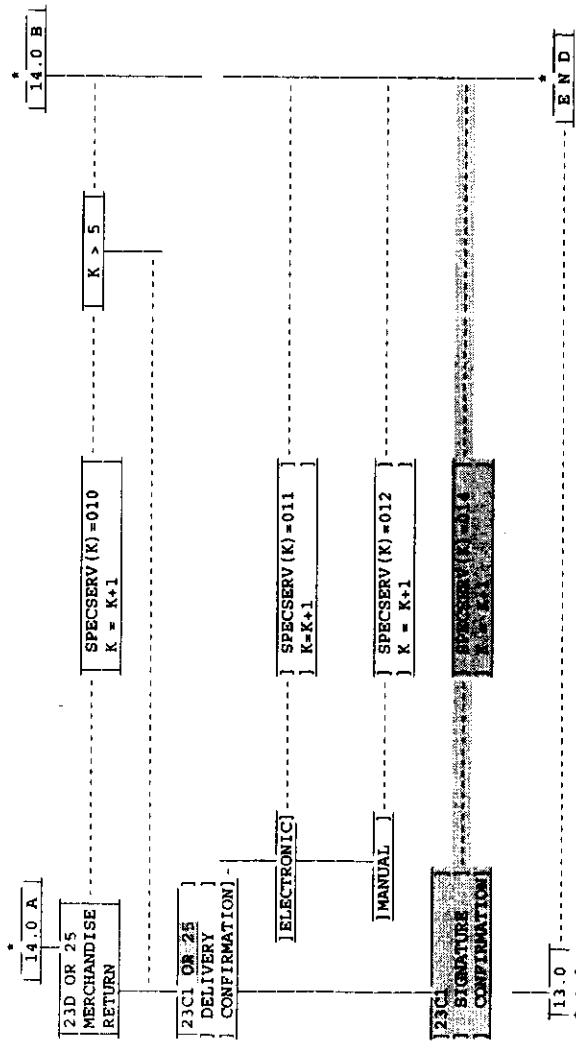
PAGE 13.0



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1 IN-OFFICE COST SYSTEM ----- PROGRAM ALB040C ----- FISCAL YEAR 2000 ----- EFFECTIVE 9/11/99 THRU 9/08/00

PAGE 14.0



NOTE: THIS SECTION ASSIGNS SPECIAL SERVICE CODES TO THE SPECIAL SERVICE CODE FIELDS. A MAXIMUM OF FIVE SPECIAL SERVICE CODES (DENOTED BY SPECSERV(1), .. SPECSERV(5) IN THIS FLOWCHART) ARE RETAINED FOR IOCS DATA PROCESSING.

USPS-LR-J-10/R2001-1

In-Office Cost System (IOCS)  
Statistical and Computer Documentation

Appendix - C  
Edit and Consistency Checks for ALB060

**EDIT AND CONSISTENCY CHECKS FOR IOCS PROGRAMS ALB060**

**FY 2000  
SUMMARY OF CHANGES**

1. References to 1999 have been changed to 2000.
2. Postage appearing for Pay Periods 20-26 and 01-02 in edit consistency checks has been updated to reflect current rates.

Affects Rules 4.6.01, 4.6.03 and 4.6.04 - 4.6.7
3. Standard Mail (A) - Single Piece (1360, 2360, 3360, and 4360) has been eliminated.

Affects Rule 4.5.41, 4.5.43, 4.5.52, 4.5.66, and 4.5.69
4. Standard Mail (B) - Bulk Parcel Post (4491) has been eliminated.

Affects Rule 4.5.43
5. Special Delivery may only be in combination with U.S. Origin or Foreign Origin International Mail.

Affects Rule 4.5.40
6. Although special service Signature Confirmation has been added to the CODES software, the special service will not be in use until June 2000. Until more information is available as to appropriate class of mail and possible combinations with other special services, references to this new special service are not being included in the program ALB060 specifications.

Changes in the specifications are shaded as follows: **shaded**.  
Deletions are shaded with strike-through: ~~shaded text~~.

**EDIT AND CONSISTENCY CHECKS FOR IOCS PROGRAMS ALB060  
FY 2000**

**I. Edit and Consistency Checks**

The following pages contain edit and consistency checks to ensure that certain field values within a record are consistent with each other. The field names involved in each check appear in capitals. A rule the program must follow is that if a check fails, a report line is to be generated for each capitalized field name. The program is to use ROSTER DESIGNATION CHANGE unless it is blank, in which case the program will use ROSTER DESIGNATION.

**II. The "Error Code" to be assigned to any record that fails an edit and consistency check, should be the paragraph number specified in the edit and consistency check specifications (see Program 60, Edit and Consistency).**

Records which fail the edit and consistency rules are currently written to an error file as well as being identified in Report ALB060P1. The report also identifies the specific rules which the subject record has failed to pass.

When a record fails to pass any edit and consistency rule, that record (when written to the on-line error correction disk file) will contain sufficient space for identification of up to a maximum of eight fields. Those fields will indicate the specific edit and consistency rules which the record failed to pass. The format for each error field will be identical to the displayed format in Report ALB060P1 (i.e., '4.5.01.0', '4.6.15.0', etc.).

**III. When a record fails an edit or consistency check, the data for the items listed below should be printed out. These are the only data elements subject to change.**

- a. Roster Designation and Activity
- b. Operation/Route Code
- c. Manual or Mechanical Operation - Question 19
- d. Basic Function - Question 26
- e. Activity Code
- f. Special Service Code 1 - Question 25
- g. Special Service Code 2 - Question 25
- h. Special Service Code 3 - Question 25
- i. Special Service Code 4 - Question 25
- j. Special Service Code 5 - Question 25
- k. Employee Handling - Question 20
- l. Indicia - Question 23A
- m. Total Revenue - Question 23H
- n. Postage Due/Over - Question 23I
- o. Amount Postage Due/Over - Question 23I
- p. Weight - Question 23G
- q. ISSN Number - Question 23K
- r. Publication Number - Question 23L
- s. Remarks

- t. Finance # Not Subject to Change
- u. CAG
- v. Bypass
- w. Destination Zip

**IV. Provisions should be made for blanking out the following fields, if they contain data:**

- a. Manual or Mechanical Operation
- b. Operation/Route code
- c. Special Service Codes 1, 2, 3, 4, and 5
- d. Indicia
- e. Total Postage
- f. Postage Due/Over
- g. Amount Postage Due/Over
- h. Weight
- i. ISSN Number
- j. Publication Number
- k. Remarks

**V. Provision should be made for "bypassing" the following error codes:**

<b>4.5.08</b>	<b>4.5.40</b>	<b>4.5.47</b>	<b>4.5.54</b>	<b>4.5.68</b>
<b>4.5.09</b>	<b>4.5.41</b>	<b>4.5.48</b>	<b>4.5.55</b>	<b>4.5.69</b>
<b>4.5.25</b>	<b>4.5.42</b>	<b>4.5.49</b>	<b>4.5.57</b>	<b>4.5.70</b>
<b>4.5.37.1</b>	<b>4.5.43</b>	<b>4.5.50</b>	<b>4.5.61</b>	<b>4.6.XX</b>
<b>4.5.38</b>	<b>4.5.45</b>	<b>4.5.51</b>	<b>4.5.65</b>	<b>4.7.XX</b>
<b>4.5.39</b>	<b>4.5.46</b>	<b>4.5.52</b>	<b>4.5.66</b>	--

A code "B" in the bypass field will be used to indicate that the 4.5.XX.X error codes are to be bypassed. A code "C" in the bypass field will be used to indicate that the 4.6.XX error codes are to be bypassed. A Code "D" in the bypass field will be used to indicate that the 4.5.XX and 4.6.XX error codes are to be bypassed.

A code "E" in the bypass field will be used to indicate that 4.7.XX error codes are to be bypassed.

**VI. The edit and consistency check reports should be printed on standard paper, single copy, and the sequence for processing them is as follows:**

- a. All questionnaires that have Question 8 completed should bypass the edit and consistency checks and pass through to the Cost Allocation Subsystem.

All questionnaires that have ACTIVITY CODE = 9200, 9201, 9202 or 9203 and BASIC FUNCTION = 4 should bypass the edit and consistency checks and pass through to the Cost Allocation Subsystem.

b. First Pass

Check for invalid or incomplete codes specified in 4.5.79 through 4.5.83 below:

Error Code	Reference
4.5.79	Invalid CAG (IOC FY <del>2000</del> Sample Selection Office
4.5.80	Invalid Finance Number (IOC FY <del>2000</del> Sample Selection Offices)
4.5.81	Invalid Activity Code (IOC FY <del>2000</del> Activity Codes)
4.5.82	Invalid Basic Function (Basic Function must be 0, 1 2, 3, 4, or 5)
4.5.83	Invalid Roster Designation Code (IOC FY <del>2000</del> Activity Codes)
4.5.84	If Operation/Route Code is 23, one or more valid Special Service Codes must be present (Valid Special Service Codes are 001, 002, 003, 005, 006 007, 008, 009, 010, 011, 012, 019, and 030.).

c. Second Pass:

Check for errors in the edit and consistency check, Program 60, error codes 4.5.00 through 4.5.70 and 4.7.XX.

d. Third Pass:

Check for errors in the edit and consistency check, Program 60, error codes 4.6.XX.

VII. **The edits should be made in the sequence stated above.** If no errors are detected in a pass, continue on to the next pass. If any errors are detected in a pass, reject the record and list all error codes for all the errors detected within a pass. Do not continue beyond the pass where errors are detected.

Error Report Matrix

Provide an Error Reporting Matrix (2 copies), listing error codes and error counts. See Appendix 1 for a report format.

VIII. **Edit and Consistency Checks**

The following pages contain edit and consistency checks to ensure that certain field values within a record are consistent with each other. The field names involved in each check appear in capitals. A rule the program must follow is that if a check fails, a report line is to be generated for each capitalized field name. The program is to use ROSTER DESIGNATION CHANGE unless it is blank, in which case the program will use ROSTER DESIGNATION.

4.5.01

**Clerk or Mailhandler must have an Operation Code.**

If ROSTER DESIGNATION is 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82, then OPERATION/ROUTE CODE must be 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, or 88. (88 was added in FY99 due to conversion of special delivery messengers to clerk messengers)

If the 3-digit MODS code (WS-4-MODECODE-1TO3) = 614 or 744 reject the record.

4.5.02

**Carrier must have a Route Code.**

If ROSTER DESIGNATION is 13, 33, 43, 63 or 83, then OPERATION/ROUTE CODE must be 71, 73, 75, 77, 78, 80, 82, 83, 84, 85, 86, 87, 89, 90, 98, or 99.

If either of the 3-digit MODS codes (WS-3-MODSCODE-1TO3 or WS-4-MODSCODE-1TO3) = 614 or 744 reject the record.

4.5.03

**Special Delivery Messenger no longer valid roster designation.**

If ROSTER DESIGNATION is 14, 34, 44, 64 or 84, then reject the record. (Due to FY99 elimination of special delivery messengers)

4.5.04

**Carriers are not assigned to BMCs, or North and South Suburban Chicago.**

If ROSTER DESIGNATION is 13, 33, 43, 63, 83, 14, 34, 44, 64 or 84, then FINANCE NO. cannot be in Table 2.

**Table 2.  
BMC and Other Facility Finance Numbers**

054529	160046	194654	287141	416545
056785	161541	237482	333869	416607
072357	161543	247822	350185	475665
114381	161544	252491	363193	482269
120439	182413	266361	381604	547617

4.5.05

**Supervisors cannot have an OPERATION/ROUTE CODE.**

If ROSTER DESIGNATION is 09 or 19, then OPERATION/ROUTE CODE must be blank, BASIC FUNCTION must be 0, and ACTIVITY CODE must be greater than 6999 and less than 8000.

**4.5.08 Collection Route and BASIC FUNCTION.**

If OPERATION/ROUTE CODE is 87, and if ACTIVITY CODE is 6495, then BASIC FUNCTION must be 5 (OTHER).

If OPERATION/ROUTE CODE is 87, and if ACTIVITY CODE is not 6495, and Question 16F is not marked "HANDLING MAIL COLLECTED ON ROUTE," then BASIC FUNCTION must be 1 (OUTGOING) or 5 (OTHER).

**4.5.09 Route Codes that normally have INCOMING BASIC FUNCTION.**

If OPERATION/ROUTE CODE is 71, 73, 75, 77, 78, 80, 82, 83, 84, 85, 86, 88, or 89, and if ACTIVITY CODE is 6495, then BASIC FUNCTION must be 5 (OTHER).

If OPERATION/ROUTE CODE is 71, 73, 75, 77, 78, 80, 82, 83, 84, 85, 86, 88, or 89, and if ACTIVITY CODE is not 6495, and Question 16F is not marked "HANDLING MAIL COLLECTED ON ROUTE," then BASIC FUNCTION must be 2 (INCOMING) or 5 (OTHER).

**4.5.10 OMMS Route only at Washington, DC P.O.**

If OPERATION/ROUTE CODE is 90, then FINANCE NO. must be 10-500 and BASIC FUNCTION must be 1,2, or 5.

**4.5.13 If ISSN or Publication Code is not blank, Periodicals must be marked.**

If publication code or ISSN number is not blank or zeros, then Question 23B must be marked Periodicals.

**4.5.16 Carrier handling letter or flat: route cannot be Exclusive Parcel Post Delivery.**

If first digit of ACTIVITY CODE is 1 or 2, and ROSTER DESIGNATION is 13, 33, 43, 63 or 83, then OPERATION/ROUTE CODE must not be 86.

**4.5.17 U.S. Origin - International Mail: Basic Function must not be Incoming.**

If Mail Processing/Distribution is not marked and second digit of ACTIVITY CODE is 7, and ACTIVITY CODE is not 5700, 5740, 5745 5750, 6710, 6730, or 7750, or ACTIVITY CODE is 5430 or 5440, and Return to Sender is not marked in Question 23D, then BASIC FUNCTION must not be 2.

4.5.18

**International Mail - Foreign Origin: Basic Function must not be Outgoing.**

If Mail Processing/Distribution is not marked and second digit of ACTIVITY CODE is 8, or all four digits are 5450, 5460, 5470, or 5480, and Return to Sender is not marked in Question 23D and Forwarded is not marked in Question 23D, then BASIC FUNCTION must not be 1.

4.5.19

**A single piece of mail and mixed mail must have a Basic Function.**

If first digit of ACTIVITY CODE is 1, 2, 3, 4, or 5, then BASIC FUNCTION must be 1, 2, 3, or 5.

4.5.20

**International Mail - Foreign Origin and Foreign Destination must have a Basic Function of Transit.**

If ACTIVITY CODE is 5470 or 5480, then BASIC FUNCTION must be 3.

4.5.21

**If Activity Code is Post Office Box, Basic Function must be Other. If Clerk or Mailhandler, Operation Code must be Window Post Office Box. If Carrier, Route Code must be In-Office.**

If ACTIVITY CODE is 5020 or 6020 then Basic Function must be 5 and:

- a. ROSTER DESIGNATION must be 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82, and OPERATION/ROUTE CODE must be 24 or,
- b. ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, and OPERATION/ROUTE CODE must be 99.
- c. ROSTER DESIGNATION must be 14, 34, 44, 64 or 84, and OPERATION/ROUTE CODE must be 88.

4.5.21.1

**If Activity Code is Caller Service, Basic Function must be Other. If Clerk or Mailhandler, Operation Code must be Window Caller. If Carrier, Route code must be In-Office.**

If ACTIVITY CODE is 5030 or 6030 then Basic Function must be 5, and:

- a. ROSTER DESIGNATION must be 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82 and OPERATION/ROUTE CODE must be 25, or
- b. ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, and OPERATION/ROUTE CODE must be 99.
- c. ROSTER DESIGNATION must be 14, 34, 44, 64 or 84, and OPERATION/ROUTE CODE must be 88.

**4.5.21.2 If Activity Code is General Delivery, Basic Function must be Other. If Clerk or Mailhandler, Operation Code must be Window General Delivery. If Carrier, Route Code must be In-Office.**

If ACTIVITY CODE is 6200 then Basic Function must be 5, and:

- a. ROSTER DESIGNATION must be 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82 and OPERATION/ROUTE CODE must be 26, or
- b. ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, and OPERATION/ROUTE CODE must be 99.
- c. ROSTER DESIGNATION must be 14, 34, 44, 64 or 84, and OPERATION ROUTE CODE must be 88.

**4.5.21.3 If Activity Code is Platform Acceptance, Operation Code must be Accepting Mail From Customer on Platform or Other Platform Work.**

If ACTIVITY CODE is 6210, and ROSTER DESIGNATION is not 09 or 19, then OPERATION/ROUTE CODE must be 07 or 08.

**4.5.22 Window Service: Basic Function must be Other. If Clerk or Mailhandler, Operation Code must be Window Service. If Clerk Delivery Messenger, Route Code must be SDM (88). If Carrier, Route Code must be In-Office.**

If ACTIVITY CODE is 5040-5190, 6000, 6010 or 6040 through 6195, or 6270, then BASIC FUNCTION must be 5, and:

- a. ROSTER DESIGNATION must be 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82, and OPERATION/ROUTE CODE must be 09, or,
- b. ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, and OPERATION/ROUTE CODE must be 99.
- c. ROSTER DESIGNATION must be 14, 34, 44, 64 or 84, and OPERATION ROUTE CODE must be 88.

**4.5.23 Activity Code OMMS: Basic Function must be Other, Post Office must be Washington, DC, and CAG must be A.**

If Activity Code is 6290, then BASIC FUNCTION must be 5, CAG must be A, FINANCE NO. must be 105000, and ROSTER DESIGNATION must be 13, 33, 43, 63 or 83 and OPERATION/ROUTE CODE must be 90.

**4.5.25 Carrier Performing Routine Office Work or Obtaining and/or Returning Accountable Mail and/or Keys.**

If ACTIVITY CODE is 6420 or 6430, then BASIC FUNCTION must be 1, 2, or 5, and:

- a. ROSTER DESIGNATION must be 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82 and OPERATION/ROUTE CODE must be 15, 27, 28, 29; or,
- b. ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, and OPERATION/ROUTE CODE must be 71, 73, 75, 77, 78, 80, 82, 83, 84, 85, 86, 87, 89, 98, or 99; or,
- c. ROSTER DESIGNATION must be 14, 34, 44, 64 or 84, and OPERATION/ROUTE CODE must be 88.

**4.5.28 Vehicle Service Clerical Work: Basic Function must be Other.**

If ACTIVITY CODE is 6460, then BASIC FUNCTION must be 5, and:

- a. ROSTER DESIGNATION must be 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82 and OPERATION/ROUTE CODE must be 10; or
- b. ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, and OPERATION/ROUTE CODE must be 99.
- c. ROSTER DESIGNATION must be 14, 34, 44, 64 or 84, and OPERATION/ROUTE CODE must be 88.

**4.5.29 Headquarters/Regional Studies: Basic Function must be Other.**

If ACTIVITY CODE is 6495, then BASIC FUNCTION must be 5, and:

- a. ROSTER DESIGNATION must be 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82, and OPERATION/ROUTE CODE must be 10; or,
- b. ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, no OPERATION/ROUTE CODE check is required.
- c. ROSTER DESIGNATION must be 14, 34, 44, 64 or 84, and OPERATION/ROUTE CODE must be 88.

**4.5.30 Conducting and taking scheme exams.**

If ACTIVITY CODE is 6500, then BASIC FUNCTION must be 5, and:

- a. ROSTER DESIGNATION must be 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82 and OPERATION/ROUTE CODE must be 10.
- b. ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, and OPERATION/ROUTE CODE must be 99.
- c. ROSTER DESIGNATION must be 14, 34, 44, 64 or 84, and OPERATION/ROUTE CODE must be 88.

**4.5.31 General Administrative Services: Basic Function must be Other.**

If ACTIVITY CODE is 6610-6630, or 6640-6660, then BASIC FUNCTION must be 5, and:

- a. ROSTER DESIGNATION must be 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82, and OPERATION/ROUTE CODE must be 10; or,
- b. ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, and OPERATION/ROUTE CODE must be 99;
- c. ROSTER DESIGNATION must be 14, 34, 44, 64 or 84, and OPERATION/ROUTE CODE must be 88.

**4.5.31.1 Supervisor Activity Codes.**

If ACTIVITY CODE is greater than 6999 and less than 8000, then ROSTER DESIGNATION must be 09 or 19 and Basic Function must be 0.

**4.5.32 City Delivery Carrier, Street Time Activity Code must not be In-Office and Collection Route must have Basic Function Outgoing.**

If ACTIVITY CODE is 6710, then ROSTER DESIGNATION must be 13, 33, 43, 63 or 83, and:

- a. OPERATION/ROUTE CODE is 87, then BASIC FUNCTION must be 1; or,
- b. OPERATION/ROUTE CODE is 90, then BASIC FUNCTION must be 1 or 2; or,
- c. OPERATION/ROUTE CODE must not be 99, (i.e., OPERATION/ROUTE CODE 99 and ACTIVITY CODE 6710 are mutually exclusive); or
- d. OPERATION/ROUTE is not 87, or 90, then BASIC FUNCTION must be 2.

4.5.35 **Lunch, Leave, etc.**

If ACTIVITY CODE is 9010, 9020, 9030, 9040, 9050, 9060, 9110, 9120, 9130, 9140, or 9150, then BASIC FUNCTION must be 4, and OPERATION/ROUTE CODE must be blank.

4.5.37 **Basic Function vs. Operation Code.**

If ACTIVITY CODE is 1020-4950, 5300-5480, 5610-5750; and:

- a. BASIC FUNCTION is 1 (Outgoing), then OPERATION/ROUTE CODE cannot be 04, 05, 11, 12, 13, 15, 16, 20, 24, 25, 26, 27, 28, or 29; or
- b. BASIC FUNCTION is 2 (Incoming), then OPERATION/ROUTE CODE cannot be 02, 03, or 07; or
- c. BASIC FUNCTION is 3 (Transit), then OPERATION/ROUTE CODE cannot be 04, 05, 07, 09, 11, 12, 13, 15, 16, 20, 24, 25, 26, 27, 28, or 29.

4.5.37.1 **Activity Code and Special Service vs. Operation Code 10.**

If ACTIVITY CODE is 1020-4950, 5300-5480, 5610-5750; or SPECIAL SERVICE CODE is 001-012, 019, and 030, then OPERATION CODE cannot be 10 unless Question 23N is marked Missent Mail or Incorrect Zip.

4.5.38 **Special Services and Mail Classes at BMCs.**

If FINANCE NUMBER is in Table 5, the SPECIAL SERVICE CODE (1, 2, 3, 4, OR 5) cannot be 001 or 005. ACTIVITY CODE cannot be 5300.

**Table 5.**

054529	182413	287141	475665
056785	194654	333869	482269
072357	237482	363193	547617
114381	247822	381604	--
120439	252491	416545	--
161541	266361	416607	--

4.5.39      **Registered Mail (006) can be in combination only with the following Activity Codes:**

Table 6.

1060	2060	3060	4060	--	6000
1080	2080	3080	4080	5020	6020
1085	2085	--	--	5030	6030
1086	2086	--	--	5040	6040
1160	2160	3160	4160	--	--
--	--	--	--	5170	6170
1510	2510	3510	4510	5300	6200
17XX	27XX	37XX	47XX	5430	6230
18XX	28XX	38XX	48XX	5440	6580
--	--	--	--	5450	--
--	--	--	--	5460	--
--	--	--	--	5470	--
--	--	--	--	5480	--
--	--	--	--	<b>5610-5750</b>	--

and:

Question 23E "M" BAG and Question 23F "M" BAG must not be marked;

and:

Country code cannot be 603 or 724.

4.5.39.1      **Activity Registry must be in combination with Special Service Registry if any Special Service Codes are present.**

If ACTIVITY CODE = 6230, Special Service Codes must include 006 or no Special Service Codes should be present.

**4.5.40 Special Delivery (001) must be in combination only with the following Activity Codes:**

**Table 7.**

<b>173x</b>	<b>273x</b>	<b>373x</b>	<b>473x</b>	--
<b>1741</b>	<b>2741</b>	<b>3741</b>	<b>4741</b>	--
<b>177x</b>	<b>277x</b>	<b>377x</b>	<b>477x</b>	--
<b>178x</b>	<b>278x</b>	<b>378x</b>	<b>478x</b>	--
<b>1810</b>	<b>2810</b>	<b>3810</b>	<b>4810</b>	--
<b>1820</b>	<b>2820</b>	<b>3820</b>	<b>4820</b>	--
<b>1850</b>	<b>2850</b>	<b>3850</b>	<b>4850</b>	--
<b>1860</b>	<b>2860</b>	<b>3860</b>	<b>4860</b>	--
--	--	--	--	<b>5430</b>
--	--	--	--	<b>5440</b>
--	--	--	--	<b>5450</b>
--	--	--	--	<b>5460</b>
--	--	--	--	<b>5470</b>
--	--	--	--	<b>5480</b>

**4.5.41 Special Handling (002) can be in combination only with the following Activity Codes:**

**Table 8.**

--	--	--	--	<b>5020</b>	<b>6020</b>
<b>3360</b>	<b>2360</b>	<b>3360</b>	<b>4360</b>	<b>5030</b>	<b>6030</b>
<b>1510</b>	--	--	<b>4400</b>	<b>5040</b>	<b>6040</b>
<b>173X</b>	--	--	--	<b>5170</b>	<b>6170</b>
<b>1910</b>	<b>2420</b>	<b>3420</b>	<b>4420</b>	<b>5340</b>	<b>6200</b>
--	<b>2430</b>	<b>3430</b>	<b>4430</b>	--	--
--	<b>2440</b>	<b>3440</b>	<b>4440</b>	<b>5440</b>	--
--	<b>2510</b>	<b>3510</b>	<b>4460</b>	<b>5610-5750</b>	--
--	<b>273X</b>	<b>373X</b>	--	--	--
--	<b>2910</b>	<b>3910</b>	<b>4480</b>	--	--
--	--	--	<b>4493</b>	--	--
--	--	--	<b>4495</b>	--	--
--	--	--	--	--	--
--	--	--	<b>4510</b>	--	--
--	--	--	<b>473X</b>	--	--
--	--	--	<b>4760</b>	--	--
--	--	--	<b>4910</b>	--	--

**4.5.42      C.O.D. (003) can be in combination with all Activity Codes except the following:**

**Table 9.**

	221X	321X	421X	5430
1020	--	--	--	5440
1035	--	--	--	5450
1040	--	--	--	5460
1045	--	--	--	5470
	--	--	--	5480
1100	--	--	--	--
121X	--	--	--	--
1310	2310	3310	4310	--
1330	2330	3330	4330	--
1340	2340	3340	4340	--
1345	2345	--	--	--
1350	2350	3350	4350	--
1355	2355	--	--	--
17XX	27XX	37XX	47XX	--
18XX	28XX	38XX	48XX	--
1910	2910	3910	4910	--
1950	2950	3950	4950	--

**4.5.43      Insured (007 or 008) can be in combination only with the following Activity Codes:**

**Table 10.**

1060	2060	3060	4060	5020	6020
1080	2080	3080	4080	5030	6030
1085	2085	--	--	5040	6040
1086	2086	--	--	--	--
1160	2160	3160	4160	--	--
--	--	--	--	5170	6170
2260	2260	3260	4260	5300	6200
--	--	--	4400	5340	6580
--	--	--	--	--	--
--	2420	3420	4420	--	--
--	2430	3430	4430	5430	--
--	2440	3440	4440	5440	--
--	--	--	4460	5610-5750	--
--	--	--	--	--	--
--	--	--	4480	--	--
--	--	--	--	--	--
--	--	--	4491	--	--
--	--	--	4493	--	--
--	--	--	4495	--	--
--	--	--	--	--	--
1753	2753	3753	4753	--	--
--	--	--	4760	--	--
--	--	--	4790	--	--

**4.5.45 Certified (005) can be in combination with the following Activity Codes:**

Table 11.

1020	--	--	--	5020	6020
1035	--	--	--	5030	6030
1040	--	--	--	5040	6040
1045	--	--	--	--	--
1060	2060	3060	4060	--	--
1080	2080	3080	4080	--	--
1085	2085	--	--	--	--
1086	2086	--	--	--	--
1100	--	--	--	--	--
1160	2160	3160	4160	--	--
--	--	--	--	5170	6170
1510	2510	3510	4510	5300	6200
--	--	--	--	<b>5610-5750</b>	<b>6580</b>

**4.5.46 Registered (006) service can be in combination only with one or more of the following special services:**

Special Delivery	(001) see 4.5.47
C.O.D	(003)
Merchandise Return	(010)
Return Receipt	(019)
Delivery Confirmation	
Electronic	(011)
Manual	(012)

and:

Activity Code is in Table 6 (paragraph 4.5.39).

**4.5.47 Special Delivery (001) service can only be in combination with U.S. Origin or Destination International "Postal Union" mail.**

If Special Delivery (001) then Activity Code must be:

- x731 - x741
- x770 - x789
- x810, x820, x850, or x860.
- (x = 1, 2, 3, or 4)

- 4.5.48      **Special Handling (002) service can only be in combination with one or more of the following special services:**

C.O.D	(003)
Insured Numbered	(007)
Insured Unnumbered	(008)
Merchandise Return	(010)
Return Receipt	(019)
Delivery Confirmation	
Electronic	(011)
Manual	(012)

and:

Activity Code is in Table 8 (paragraph 4.5.41).

- 4.5.49      **C.O.D. (003) service can only be in combination with one or more of the following special services:**

Special Delivery	(001) see 4.5.47
Special Handling	(002) Activity Code must be in Table 8]
Return Receipt	(019)
Registered	(006) Activity Code must be in Table 6
Delivery Confirmation	
Electronic	(011)
Manual	(012)

and:

Activity Code is not in Table 9 (paragraph 4.5.42).

- 4.5.50      **Insured (007 or 008) service can be in combination only with one or more of the following special services:**

Special Delivery	(001) see 4.5.47
Special Handling	(002) Activity Code must be in Table 8]
Merchandise Return	(010)
Return Receipt	(019)
Delivery Confirmation	
Electronic	(011)
Manual	(012)

and:

Activity Code is in Table 10 (paragraph 4.5.43).

- 4.5.51 **Certified (005) service can be in combination only with one or more of the following special services:**

Special Delivery	(001) see 4.5.47
Return Receipt	(019)

and:

Activity Code is in Table 11 (paragraph 4.5.45).

- 4.5.52 **Return Receipt (019) Service.**

If only one SPECIAL SERVICE is marked and it is 019, then Shape USPS FORM (Penalty Indicia) must be marked or ACTIVITY CODE must be X160, X310, X330, X340, X345, X350, X355, ~~X360~~, X400 through X495, or X510 where X is 1 through 4.

- 4.5.54 **Delivery Confirmation (011,012) can only be in combination with Priority mail and standard Mail (B) (Parcel post, Bound Printed Matter, Special Standard mail, and Library Mail).**

If Delivery Confirmation (011,012) then Activity Code must be  
1160, 2160, 3160, 4160,  
2420, 2425, 2430, 2440,  
3420, 3425, 3430, 3440,  
4400-4495

- 4.5.55 **Delivery Confirmation (011,012) can only be in combination with one or more of the following special services (or it can stand alone):**

Special Handling	(002) Activity Code must be in Table 8]
C.O.D.	(003)
Registered	(006)
Insured-Numbered	(007)
Insured-Unnumbered	(008)
Return Receipt	(019)

- 4.5.60 **Central Mail Markup.**

If ROSTER DESIGNATION is 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82, and ACTIVITY CODE is 6570, the OPERATION/ROUTE CODE must be 14.

- 4.5.62 **Incomplete Special Service.**

Special Service Code must be 3-digit numeric.

**4.5.63 Accountable Mail Area.**

If ROSTER DESIGNATION is 11, 31, 41, 61, 81, 12, 32, 42, 62 or 82, and ACTIVITY CODE IS 6580, then OPERATION/ROUTE CODE must be 00.

**4.5.64 Registry Only Area.**

If ROSTER DESIGNATION is 11, 31, 41, 61, 81, 12, 32, 42, 62, or 82 and ACTIVITY CODE is 6230, then OPERATION/ROUTE CODE must be 18.

**4.5.65 Standard Mail Nonprofit.**

If ACTIVITY CODE is X330, X350, or X355, where X = 1 through 4, then Question 23C, Markings, must be marked Nonprofit.

If ACTIVITY CODE is X340, X345, or X310, where X = 1 through 4, then Question 23C, Markings, must not be marked Nonprofit.

**4.5.66 Merchandise Return (010) service can only be in combination with one or more of the following special services:**

Special Handling	(002) Activity Code must be in Table 8]
Registered	(006)
Insured-Numbered	(007)
Insured-Unnumbered	(008)

and:

Activity Code must be in the following table:

**Table 12.**

2060	3060	4060
2160	3160	4160
2380	3360	4360
--	--	4400
2420	3420	4420
2440	3440	4440
--	--	4460

**4.5.68**

**Test that international mail has Foreign Origin or Destination.**

If ACTIVITY CODE is 1730 through 1789, or 2730 through 2789, or 3730 through 3789, or 4730 through 4790, then 23N - DESTINATION must be FOREIGN.

If ACTIVITY CODE is 1810 through 1895, or 2810 through 2895, or 3810 through 3895, or 4810 through 4895, then 23M - ORIGIN must be FOREIGN.

If DESTINATION is FOREIGN or ORIGIN is FOREIGN, then ACTIVITY CODE must be 1730 through 1895, or 2730 through 2895, or 3730 through 3895, or 4730 through 4895.

**4.5.69**

**Test that mail is Standard Mail.**

If the SECOND DIGIT of the ACTIVITY CODE is 3, and the FIRST DIGIT of the ACTIVITY CODE is 1 through 4, then WEIGHT must be less than 16 ounces (including a fractional ounce).

~~If ACTIVITY CODE is X360, then reject the record.~~

If ACTIVITY CODE is X310, X330, X340, X345, X350, or X355, and SPECIAL SERVICE is RESTRICTED DELIVERY, RECORDED DELIVERY, or RETURN RECEIPT, then reject the record.

If ACTIVITY CODE is X310, X330, X340, X345, X350, or X355, and any ANCILLARY/SUPPLEMENTAL MAIL SERVICE (i.e., FORM 3579, OTHER INTERNATIONAL SUPPLEMENTAL SERVICE, RETURN TO SENDER, or FORWARDED), then reject the record.

**4.5.70**

**Test for valid Country Codes for U.S. origin and outbound mail.**

If COUNTRY CODE is not 999 and COUNTRY CODE is not in Table 19 (Appendix F), then reject the record.

If COUNTRY CODE is 999, reject the record.

**4.6**

**Edit and Consistency Checks with Postage and Weight**

The checks that follow deal with the consistency of postage versus weight. The value for the term POSTAGE in all of the following statements is computed as:

$$\text{POSTAGE} = \text{TOTAL POSTAGE} \pm \text{AMOUNT DUE/OVERPAID}$$

Postage in Tables 13 - 18 is shown in actual dollars and cents. Postage can be reported in dollars, cents, and mills; therefore, there are six positions on the tape for reporting postage.

The arithmetic sign is determined from examination of the 1-character indicator, POSTAGE DUE/OVERPAID. If the indicator is "A", the sign is plus; if the indicator is "B", the sign is minus. If the indicator is "C", the value of AMOUNT DUE/OVERPAID should be zero.

In addition, if Certified or Special Handling special service codes are present, the postage is further adjusted by the fees associated with either of these services.

WEIGHT is a 4-character field whose left two characters represent pounds and whose right two represent ounces. Thus, in the specifications that follow, a WEIGHT of 0010 is 10 ounces; a WEIGHT of 0100 is 1 pound. All edit checks specifying weight equal to or greater than 0001 should treat a fractional-ounce weight as a weight of 0001. As a reminder, an asterisk (\*) has been added to all affected rules.

The postage-versus-weight checks are bypassed if any of the following occur:

- a. Weight is zero or blank. (Note: If a fractional-ounce bullet is marked, treat weight as equal to 0001 through 0004 as appropriate).
- b. TOTAL POSTAGE and AMOUNT DUE/OVERPAID are both blank.
- c. The record has any of the following special service codes:

003 - Collect on Delivery (COD)  
006 - Registered  
007 - Insured (Numbered)  
008 - Insured (Unnumbered)  
009 - Business Reply  
010 - Merchandise Return  
019 - Return Receipt  
030 - Form 3547/3579

#### **4.6.01      Certified Mail Fee subtracted from Total Postage.**

If ACTIVITY CODE is 1020-4950, and ACTIVITY CODE is not X7XX or X8XX, and SPECIAL SERVICE CODE (1, 2, 3, 4 or 5) is 005, then:

- a. For Pay Periods 20-26 and 01-02  
POSTAGE = POSTAGE - **001400**.
- b. For Pay Periods 03-19  
POSTAGE = POSTAGE - 001400.

4.6.03

**Special Handling Fee subtracted from Total Postage.**

If ACTIVITY CODE in Table 8, paragraph 4.5.41, and SPECIAL SERVICE CODE (1, 2, 3, 4 or 5) is 002, then POSTAGE = POSTAGE - Fee 3, where Fee 3 is given in Table 14 (Special Handling Fee).

**Table 14.**

**Special Handling  
Standard Mail Only  
(Fees in addition to postage)**

**SPECIAL HANDLING**

<b>Weight</b>	<b>Fee</b>
Not more than 10 lbs.	\$5.40
More than 10 lbs.	\$7.50

4.6.04

**First-Class Mail.**

If ACTIVITY CODE is 1060, 2060, 3060, or 4060, then:

- a. For Pay Periods 20-26 and 01-02  
POSTAGE must be ~~000330 + 000220~~ (WEIGHT-1) and WEIGHT<=13oz.
- b. For Pay Periods 03-19  
POSTAGE must be ~~000330 + 000220~~ (WEIGHT-1) and WEIGHT<=13oz.

4.6.05

**Presorted/Carrier Route First-Class Mail.**

- a. Non-Automation Presort

If ACTIVITY CODE is X080 (where X = 1 through 4), then:

- i. For Pay Periods 20-26 and 01-02
  - Weight < or = 2, then  
POSTAGE must be ~~000305 + 000220~~ (WEIGHT - 1).
  - 2<Weight<11, then  
POSTAGE must be ~~000259 + 000220~~ (WEIGHT - 1).
- ii. For Pay Periods 03-19
  - Weight < or = 2, then  
POSTAGE must be ~~000305 + 000220~~ (WEIGHT - 1).
  - 2<Weight<13, then  
POSTAGE must be ~~000259 + 000220~~ (WEIGHT - 1).

b. Carrier Route Presort

If ACTIVITY CODE is X085 (where X = 1 through 4), then:

- i. For Pay Periods 20-26 and 01-02
  - Weight < or = 2, then  
POSTAGE must be 000238 + 000220 (WEIGHT - 1).
  - 2<Weight<11, then  
POSTAGE must be 000192 + 000220 (WEIGHT - 1).
- ii. For Pay Periods 03-19
  - Weight < or = 2, then  
POSTAGE must be 000238 + 000220 (WEIGHT - 1).
  - 2<Weight<13, then  
POSTAGE must be 000192 + 000220 (WEIGHT - 1).

III. Automation Presort

If ACTIVITY CODE is X086 (where X = 1 through 4), then:

- i. For Pay Periods 20-26 and 01-02
  - Weight < or = 2, then  
POSTAGE must be 000270 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000261 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000243 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000300 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000270 + 000220 (WEIGHT - 1).
  - 2<Weight<11, then  
POSTAGE must be 000224 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000215 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000197 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000254 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000224 + 000220 (WEIGHT - 1).
- ii. For Pay Periods 03-19
  - Weight < or = 2, then  
POSTAGE must be 000270 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000261 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000243 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000300 + 000220 (WEIGHT - 1); or  
POSTAGE must be 000270 + 000220 (WEIGHT - 1).

- $2 < \text{Weight} < 13$ , then
  - POSTAGE must be 000224 + 000220 ( $\text{WEIGHT} - 1$ ); or
  - POSTAGE must be 000215 + 000220 ( $\text{WEIGHT} - 1$ ); or
  - POSTAGE must be 000197 + 000220 ( $\text{WEIGHT} - 1$ ); or
  - POSTAGE must be 000254 + 000220 ( $\text{WEIGHT} - 1$ ); or
  - POSTAGE must be 000224 + 000220 ( $\text{WEIGHT} - 1$ ).

**4.6.06 Private Mailing Card (not presorted).**

If ACTIVITY CODE is 1020:

- a. For Pay Periods 20-26 and 01-02  
POSTAGE must be 000200 or ~~0002400~~.
- b. For Pay Periods 03-19  
POSTAGE must be 000200.

**4.6.07 Presorted/Carrier Route Private Mailing Card.**

- a. Non-Automation Presort

If ACTIVITY CODE is 1040:

- i. For Pay Periods 20-26 and 01-02  
POSTAGE must be 000180.
- ii. For Pay Periods 03-19  
POSTAGE must be 000180.

- b. Carrier Route Presort

If ACTIVITY CODE is 1045:

- i. For Pay Periods 20-26 and 01-02  
POSTAGE must be ~~000141~~.
- ii. For Pay Periods 03-19  
POSTAGE must be 000141.

- c. Automation Presort

If ACTIVITY CODE is 1035:

- i. For Pay Periods 20-26 and 01-02  
POSTAGE must be 000166 or 000159 or ~~000146~~.
- ii. For Pay Periods 03-19  
POSTAGE must be 000166 or 000159 or 000146.

**4.7.01      No Match on ISSN or Publication Number.**

Periodicals Error Code = 9.

**4.7.02      Unacceptable Periodical Publishers Expiration Date.**

Periodicals Error Code = 1, 3, 5, or 7.

**4.7.03      Invalid FOSDIC Destination ZIP Code.**

Periodicals Error Code = 2, 3, 6, or 7.

**4.7.04      Invalid GULT Origin ZIP Code.**

Periodicals Error Code = 4, 5, 6, or 7.

USPS-LR-J-10/R2001-1

In-Office Cost System (IOCS)  
Statistical and Computer Documentation

Appendix - D  
2000 Periodicals IOCS Tally Edits

## 2000 PERIODICALS IOCS TALLY EDITS

### I. Purpose and Method

The purpose of this document is to describe the process of verifying IOCS In-County Periodicals tallies. The IOCS Periodicals tallies are processed through a series of FORTRAN programs to determine whether the activity code for the appropriate Periodicals subclass is assigned to the tally. The FORTRAN programs implement several automated edit checks. If the automated edit checks are unable to determine the subclass, the subclass is determined by manual methods using information extracted from the tally.

Processing begins with the **recode.f** program, which reads the IOCS tally file and uses various IOCS fields within each tally to determine the appropriate Periodicals subclass. The publication number (IOCS field F178), International Standard Serial Number (ISSN, F176), and destination ZIP Code (F185) are checked for consistency with the assigned subclass indicated by the activity code (F244).

Requestor publications cannot be mailed at In-County Periodicals rates. If an IOCS tally for a requestor publication has an initial Outside County Periodicals activity code, it retains that activity code. If it has an initial In-County Periodicals activity code, the activity code is changed to an Outside County Periodicals code.

Tallies with non-requestor publications require further analysis. If a non-requestor tally has an invalid or missing publication number and ISSN, the tally must be checked manually. For a tally with a valid publication number and/or ISSN, the destination county is determined from the tally's destination ZIP Code. The destination county of the tally is then compared with the county of the original entry office for that publication. The origin and destination counties should be the same for the publication to be eligible to mail at In-County Periodicals rates. In addition to the tally's destination county, Periodicals PERMIT volumes for 1999 are also used as a check. The PERMIT system is accounting software used to enter bulk mail transactions in Postal facilities around the country. At the time this analysis was performed, the 2000 Periodicals PERMIT volumes were not yet available, so the 1999 volumes are used. If the origin and destination counties are the same, and the publication has recorded 1999 volumes at In-County Periodicals rates in the PERMIT system at the office where the tally was recorded, the tally receives an In-County Periodicals activity code. If the origin and destination counties match but the publication has no In-County Periodicals PERMIT volumes for the office where the tally was originally taken, further automated analysis is performed using the FORTRAN program **dblechk.f**. If the origin and destination counties do not match, but In-County Periodicals PERMIT volumes exist for the publication in question, the tally is checked manually. Finally, if the origin and destination counties do not match and there are no In-County Periodicals PERMIT volumes for the publication, the tally cannot be assigned an In-County Periodicals activity code, and is changed to the appropriate Outside County Periodicals activity code. Tallies with an invalid or missing destination ZIP Code retain the original F244 activity code due to lack of sufficient tally information. Tallies flagged for manual checks are written to output files and are then imported into Excel for the manual check. New activity codes are assigned using the FORTRAN program **summary1.f** once all tally checks, including manual, are made.

The **dblechk.f** program performs further analysis on tallies originally assigned a In-County Periodicals activity code that were taken at an office in the tally publication's county of original entry, but which have no In-County Periodicals PERMIT volumes for the tally office and publication. The program checks other offices that are in the PERMIT system and are located within the publication's county of original entry. If one of these alternative entry offices reports In-County Periodicals volumes for the publication, the tally retains its In-County Periodicals activity code. If other offices do not report In-County Periodicals PERMIT volumes for that title, but report Outside County Periodicals volume, the tally activity code is edited to an Outside County Periodicals activity code. If there are no Periodicals PERMIT volumes recorded at any sites within the tally publication's county of original entry, the tally must be checked manually. Before this is done, these tallies are processed using the program **checkcpp.f**, which determines whether or not the publication is a Centralized Postage Payment (CPP) publication. CPP publications generally have a circulation too large to qualify for In-County Periodicals rates. If the tally publication is a CPP publication, it is assumed to be Outside County Periodicals, and the activity code is changed appropriately. If it is not a CPP publication, the tally is checked manually.

Tallies that do not occur within the county of original entry, have no In-County Periodicals PERMIT volumes for the office of original entry, but initially received a In-County Periodicals activity code are processed through the program **dblechk22.f**. This program performs the same analysis as **dblechk.f**. An identical check for CPP publications is also performed using the FORTRAN program **checkcpp22.f**.

The manual check of IOCS Periodicals tallies uses a variety of methods to determine the appropriate subclass. For FY 2000, 194 out of a total of 8,002 Periodicals tallies required manual checks. Tally data are exported to an Excel workbook for easier viewing. To accelerate the manual checking process, several assumptions are used to determine In-County Periodicals eligibility. First, if the origin and destination counties reported within the tally are the same, the tally is assumed to be In-County Periodicals. Otherwise, it is assumed to be an Outside County Periodicals tally. Second, if a publication mailed at In-County Periodicals rates at least once in previous five years, it is assumed that it is still eligible to mail at In-County Periodicals rates. Based on this assumption, tallies with missing county information have their publication title compared to the results of previous years' analysis. Tally publications that were manually assigned an activity code in previous years are assigned the same subclass from the most recent year. This check is performed manually using previous years' Excel workbooks.

In-County Periodicals eligibility requirements are used if the previous two manual checks do not generate a definitive subclass. Publications that have a circulation of less than 10,000 and apparent local appeal are assumed to be In-County publications. The nationally compiled directories *The Working Press of the Nation*, *Directory of Publication Resources*, *Gale Directory of Publications*, and *MLA Directory of Periodicals* are used to determine circulation and provide information on the publication's subject matter. If a publication's title has apparent local appeal it may still be assigned an In-County Periodicals activity code, even if it does not meet any of the above assumptions. For example, a tally that contains the publication Madison County Record and has an originating county of Madison would be considered In-County Periodicals, even if the tally did not contain any destination county information. The opposite holds true as well. Publications that have an obviously large and national circulation are considered Outside County Periodicals regardless of the rest of tally information. For example, if a tally

contained the publication name Sports Illustrated, it would be assigned an Outside County Periodicals activity code even if the originating and destination counties reported in the tally were the same.

Once all the tallies have been checked, either automatically or manually, the FORTRAN program **summary1.f** assigns an activity code to each tally and writes the tallies out into a single data file with the modified activity code appended to the end of the record. For tallies receiving an In-County Periodicals activity code, the last digit of the activity code is changed to one. For tallies receiving an Outside County Periodicals activity code, the program uses a file containing publication numbers and their rates authorized per the Domestic Mail Manual (DMM) to assign the proper Outside County Periodicals subclass. Those tallies not requiring a modified activity code retain the original F244 activity code.

The FORTRAN programs are run on a Data General AViiON minicomputer with four Pentium Pro microprocessors and one gigabyte of RAM, running the DGUX version of UNIX operating system. The manual processing is performed on PCs running the Windows NT 4 and Windows 2000 operating systems and Microsoft Office.

## II. Program Listing for Tally Edits

### A. Initial Tally Analysis

The IOCS periodicals data set (ALB.HQTAL00.BY.HQ081D01.FLAT.SECOND) produced by program ALB081S2 is transferred to a Unix system and renamed **hqtal2000.dat**. The following FORTRAN programs are used in the tally analysis of this data set and use IOCS fields containing confidential information. Thus, not all of these programs may be run using the filed IOCS data set **ALB.HQTAL00.ITEM.ALL.PRC**. These programs are run on the DGUX version of the Unix operation system.

Program: **recode.f** - Determines if the appropriate activity code (F244) has been assigned to each IOCS Periodicals tally.

Input files:

- hqtal2000.dat** – 2000 IOCS Periodicals Data set
- iocs2000.h** – Declaration of IOCS tally fields.
- county.zipcode** – Map of 5-Digit ZIP Codes and corresponding counties.
- countymap.2nd** – Map of finance numbers and corresponding counties.
- sec.pub.issn.99** – Map of publication numbers and ISSNs.
- pbcincty.srt.99** – Finance number, publication number, and ISSN combinations with In-County Periodicals PERMIT volume.
- sec.offoe.99** – Map of original entry offices by publication number, ISSN, DMM Authorization Rate Codes, and ZIP Codes.

Output files:

- mixed.tally** – No publication number and ISSN, requires manual check.
- incty.tally** – Verified as In-County Periodicals tallies.
- incty.nopb** – Has In-County Periodicals activity code, destinated within the county of original entry but has no In-County PERMIT volume for sites within the county of original entry.
- octy.tally** – Verified as Outside County Periodicals tallies.
- inconsistent** – Occurs outside the county of original entry but has In-County Periodicals PERMIT volume, requires manual check.
- badissn.dat** – Invalid ISSN records, requires manual check.
- incty.octy** – Occurs outside the county of original entry but has an In-County Periodicals activity code.
- badzip.dat** – Invalid ZIP Codes, retains F244 activity code.
- request.pubs** – Requestor publications, cannot mail at In-County Periodicals rates.
- oenoevol.dat** – Recorded In-County Periodicals of original entry but has no In-County Periodicals PERMIT volume.

Program: **dblechk.f** - Performs further analysis of the **incty.nopb** data set, which contains IOCS Periodicals tallies that occur within the county of original entry but have no In-County Periodicals PERMIT volume for sites within the county of original entry. This program looks to see if any In-County Periodicals PERMIT volume exists for publications at any other office within the publication's county of original entry.

Input files:

- incty.nopb** – Has In-County Periodicals activity code, its destination is within the county of original entry, but has no PERMIT In-County Periodicals volume for that publication In-County of original entry.
- locs2000.h** – Declaration of IOCS tally fields.
- county.zipcode** – Map of 5-Digit ZIP Codes and corresponding counties.
- countymap.2nd** – Map of finance numbers and corresponding counties.
- sec.pub.issn.99** – Map of publication numbers and ISSNs.
- secmast.pubzip** – Map of office of original entry ZIP Code by publication number and ISSN.
- fins.pb** – Finance number and publication number combinations with any Periodicals PERMIT volumes.
- pbcincty.srt.99** – Finance number, publication number, and ISSN combinations with In-County Periodicals PERMIT volumes.
- zipfincty.s** – Map of ZIP Code to finance number.

Output files:

- incty.nopb.verified** – Has no In-County Periodicals PERMIT volume at any alternative entry office within the county of original entry but has Periodicals PERMIT volumes mailed at outside of county rates at offices within the county of original entry. Tallies in this file will be assigned an Outside County Periodicals activity code.
- incty.nopb.hc** – Has no In-County Periodicals PERMIT volume at any office within the county of original entry or the originating county cannot be determined. Requires further automated checking in the FORTRAN program checkcpp.f.
- incty.box11.verified** - Has In-County Periodicals PERMIT volume in alternative entry offices within the county of original entry. These tallies will retain their original F244 activity code.
- incty.box11.hc** – Has In-County Periodicals PERMIT volume, but the county of original entry cannot be determined. Requires further automated checking in the FORTRAN program checkcpp.f.

Program: **dblechk22.f** - Performs further analysis of the **incty.octy** data set, which contains IOCS Periodicals tallies that occur outside the county of original entry, has no In-County Periodicals PERMIT volume for sites within the county of original entry, but has an initial In-County activity code (F244). This program looks to see if any In-County Periodicals PERMIT volume exists for publications in any other office within the publication's county of original entry.

- Input files:
- incty.octy** – Has In-County Periodicals activity code, its destination is outside the county of original entry, and has no PERMIT In-County Periodicals volume for that publication.
  - iocs2000.h** – Declaration of IOCS tally fields.
  - county.zipcode** – Map of 5-Digit ZIP Codes and corresponding counties.
  - countymap.2nd** – Map of finance numbers and corresponding counties.
  - sec.pub.issn.99** – Map of publication numbers and ISSNs.
  - secmast.pubzip** – Map of office of original entry ZIP Code by publication number and ISSN.
  - fins.pb** – Finance number and publication number combinations with any Periodicals PERMIT volumes.
  - pbcincty.srt.99** – Finance number, publication number, and ISSN combinations with In-County Periodicals PERMIT volumes.
  - zipfincty.s** – Map of ZIP Code to finance number.
- Output files:
- incty.octy.verified** – Has no In-County Periodicals PERMIT volume at any alternative entry office within the county of original entry but has Periodicals PERMIT volumes mailed at outside of county rates at offices within the county of original entry. Tallies in this file will be assigned an Outside County Periodicals activity code.
  - incty.octy.hc** – Has no In-County Periodicals PERMIT volume at any office within the county of original entry or the originating county cannot be determined. Requires manual check.
  - octy.box11.verified** - Has In-County Periodicals PERMIT volume in alternative entry offices within the county of original entry. These tallies will retain their original F244 activity code.
  - octy.box11.hc** – Has In-County Periodicals PERMIT volume, but the county of original entry cannot be determined. Requires manual check.

Program: **checkcpp.f** – Checks the unverified tallies from dblechk.f, which are found not to have any Periodicals PERMIT volumes for the tally publication at any office within the county of original entry or the county of original entry could not be determined. If a tally publication is found not to be a CPP publication, a manual check of the tally is required. CPP Publications are not eligible to mail at In-County Periodicals rates, so they are assigned an Outside County Periodicals activity code.

- Input files: **finusps.cpp** – Map of CPP publication numbers.  
**iocs2000.h** – Declaration of IOCS tally fields.  
**incty.nopb.hc** – Has no In-County Periodicals PERMIT volume at any office within the county of original entry or the originating county cannot be determined.  
**incty.box11.hc** – Has In-County Periodicals PERMIT volume, but the county of original entry cannot be determined.
- Output files: **incty.nopb.hc.cpp** – CPP publications. Tallies in this file will be assigned an Outside County Periodicals activity code.  
**incty.nopb.hc.nc** – Non-CPP Publications, requires manual check.  
**incty.box11.hc.cpp** – CPP publications. Tallies in this file will be assigned an Outside County Periodicals activity code.  
**incty.box11.hc.nc** – Non-CPP Publications, requires manual check.

Program: **checkcpp22.f** – Checks the unverified tallies from dblechk22.f, which are found not to have any Periodicals PERMIT volumes for the tally publication at any office within the county of original entry or the county of original entry could not be determined. If a tally publication is found not to be a CPP publication, a manual check of the tally is required. CPP Publications are not eligible to mail at In-County Periodicals rates, so they are assigned an Outside County Periodicals activity code.

- Input files: **finusps.cpp** – Map of CPP publication numbers.  
**iocs2000.h** – Declaration of IOCS tally fields.  
**incty.octy.hc** – Has no In-County Periodicals PERMIT volume at any office within the county of original entry or the originating county cannot be determined.  
**octy.box11.hc** – Has In-County Periodicals PERMIT volume, but the county of original entry cannot be determined.

Output files: **incty.octy.hc.cpp** – CPP publications. Tallies in this file will be assigned an Outside County Periodicals activity code.  
**incty.octy.hc.nc** – Non-CPP Publications, requires manual check.  
**octy.box11.hc.cpp** – CPP publications. Tallies in this file will be assigned an Outside County Periodicals activity code.  
**octy.box11.hc.nc** – Non-CPP Publications, requires manual check.

Program: **tallies.f** – Reads in all the tallies that need to be manually checked and writes out information such as publication number, publication title, originating and destination ZIP Code, and activity code used for the manual checking process.

Input files: **iocs2000.h** – Declaration of IOCS tally fields.  
**county.zipcode** – Map of 5-Digit ZIP Codes and corresponding counties.  
**countymap.2nd** – Map of finance numbers and corresponding counties.  
**sec.pub.issn** – Map of publication numbers and ISSNs.  
**sec.offoe.99** – Map of original entry offices by publication number, ISSN, DMM Authorization Rate Codes, and ZIP Codes.  
**inconsistent** – Occurs outside the county of original entry but has In-County Periodicals PERMIT volume.  
**badissn.dat** – Invalid ISSN records.  
**incty.nopb.hc.nc** – Non-CPP Publications.  
**incty.box11.hc.nc** – Non-CPP Publications.  
**incty.octy.hc.nc** – Non-CPP Publications.  
**octy.box11.hc.nc** – Non-CPP Publications.

Output files: **incon.chk**  
**badissn.chk**  
**incty.nopb.chk**  
**incty.box11.chk**  
**incty.octy.chk**  
**octy.box11.chk**

## B. Manual Tally Analysis

The manual checking of remaining IOCS tallies is performed using Microsoft Excel software, which allows the tallies to be analyzed and summarized in a more convenient manner. Actual checks are performed using hardcopies of various documents and publications. The remaining processing is performed on PCs running the Windows NT 4 and Windows 2000 operating systems and Microsoft Office.

**Spreadsheet:** **hand2000.xls** - Summarizes relevant data for tallies requiring manual verification and creates a flag for tallies that require a new activity code.

**Input files:**

- incon.chk**
- badissn.chk**
- incty.nopb.chk**
- incty.box11.chk**
- incty.octy.chk**
- octy.box11.chk**

## C. Tally Activity Code Edits

**Program:** **summary1.f** - Reads in each of the IOCS tally files and attaches the appropriate activity code to the end of each tally. Maps listing publication numbers for each of the manually checked tallies requiring a modified activity code are read in for each of the manually checked tally files. For tallies receiving an In-County Periodicals activity code, the last digit of the activity code is changed to one. For tallies receiving an Outside County Periodicals activity code, the program uses a file containing publication numbers and their rates authorized per the Domestic Mail Manual (DMM) to assign the proper Outside County Periodicals subclass.

**Input files:**

- iocs2000.h** – Declaration of IOCS tally fields.
- pub\_rates.99** – Map of publications and authorized rates from the DMM.
- sec.pub.issn.99** – Map of publication numbers and ISSNs.
- badissn.dat** – Invalid ISSN records, manually checked.
- badzip.dat** – Invalid ZIP Codes, retains F244 activity code.
- octy.tally** – Verified as Outside County Periodicals, retains F244 activity code.
- request.pubs** – Requestor publications, In-County Periodicals activity codes changed to Regular Rate Periodicals. All others retain the F244 activity code.
- inconsistent** – Occurs outside the county of original entry but has In-County Periodicals PERMIT volume and was manually checked.
- incty.tally** – verified as In-County Periodicals tallies, any Outside County Periodicals activity codes changed to In-County Periodicals activity code.
- incty.box11.verified** - Has In-County Periodicals PERMIT volume in alternative entry offices within the county of original entry, retains F244 activity code.

**incty.nopb.verified** – Has no In-County Periodicals PERMIT volume at any alternative entry office within the county of original entry but has Periodicals PERMIT volumes mailed at outside of county rates at offices within the county of original entry, the activity code of any tally with a valid publication number is modified to an Outside County Periodicals using the DMM authorization rate. Those without a valid publication number retain the F244 activity code.

**incty.nopb.hc.cpp** – CPP publications, the activity code of any tally with a valid publication number is modified to an Outside County Periodicals using the DMM authorization rate. Those without a valid publication number retain the F244 activity code.

**incty.box11.hc.cpp** – CPP publications, the activity code of any tally with a valid publication number is modified to an Outside County Periodicals using the DMM authorization rate. Those without a valid publication number retain the F244 activity code.

**incty.octy.hc.cpp** – CPP publications, the activity code of any tally with a valid publication number is modified to an Outside County Periodicals using the DMM authorization rate. Those without a valid publication number retain the F244 activity code.

**incty.box11.hc.nc** – Non-CPP Publications, manually checked.

**incty.box11.hc.nc.list** – List of publications to receive a new activity code from **incty.box11.hc.nc**.

**incty.nopb.hc.nc** – Non-CPP Publications, manually checked.

**incty.nopb.hc.nc.list** – List of publications to receive a new activity code from **incty.nopb.hc.nc**.

**octy.box11.verified** - Has In-County Periodicals PERMIT volume in alternative entry offices within the county of original entry, retains F244 activity code.

**incty.octy.verified** – Has no In-County Periodicals PERMIT volume at any alternative entry office within the county of original entry but has Periodicals PERMIT volumes mailed at outside of county rates at offices within the county of original entry, any In-County Periodicals activity codes changed to Outside County Periodicals using the DMM authorization rate. Any Outside County Periodicals tallies retain the original F244 activity code.

**octy.box11.hc.cpp** – CPP publications, any In-County Periodicals activity codes changed to Outside County Periodicals using the DMM authorization rate. Any Outside County Periodicals tallies retain the original F244 activity code.

**octy.box11.hc.nc** – Non-CPP Publications, manually checked.

**octy.box11.hc.nc.list** – List of publications to receive a new activity code from octy.box11.hc.nc.  
**incty.octy.hc.nc** – Non-CPP Publications, manually checked.  
**incty.octy.hc.nc.list** - List of publications to receive a new activity code from incty.octy.hc.nc.

Output files: **sectally.new.2000** – New IOCS tally file with new activity code attached to the end of each record.  
**classroom.changed** – Contains each classroom tally that receives a new activity code.  
**changed.cts** – Reports summary of tallies with changed activity codes.  
**summ2000.rpt** – Summary report of results for clerks/mailhandlers, window service, and city carriers.  
**summ2000.csv** – Summary report over all crafts.

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Appendix - E  
Encirclement Rules for FY 2000

## ENCIRCLEMENT RULES FOR FY 2000

The following is a listing of the Special Service Codes:

001	SPECIAL DELIVERY
002	SPECIAL HANDLING
003	COLLECT ON DELIVERY (COD)
005	CERTIFIED
006	REGISTERED
007	INSURED-NUMBERED
008	INSURED-UNNUMBERED
009	BUSINESS REPLY
010	MERCHANDISE RETURN
011	DELIVERY CONFIRMATION - ELECTRONIC
012	DELIVERY CONFIRMATION - MANUAL
019	RETURN RECEIPT
030	FORM 3547/3579

Unless specified otherwise, the Activity Code takes precedence over the Special Service Code.

The following encirclement rules are to be executed sequentially. Once a tally has qualified under one rule, the program should move to the next tally.

Note, there are intentional gaps in the rule numbers. This is to preserve a continuity from one year to the next despite the deletion of some rules.

### **Delivery Confirmation (011, 012)**

0. Electronic and manual delivery confirmation rules (new for FY 1999)
  - a. If a mailpiece has one or more special service codes, one of which is either 011 or 012, and the activity is priority (x160) or standard B (x4yz, x=2,3,4), and employee is working with a delivery confirmation scanner or labels {Q16F(R) or Q18F(4) is marked}, then assign 0110 or 0120, respectively. **Note: this takes precedence over all other special service encirclement rules.**
  - b. If a mailpiece has only one special service code, and it is either 011 or 012, and the activity is x160 or x4yz (x=2,3,4), and operation/route code is 09, 12,13, or 20 (window service, Caller service, Mixed Post Office Box/Caller, Sortation to Post Office Boxes), and the roster is x1-x2, then the special service code takes precedence over the activity code.

**Return Receipt (019)**

1. Special Service Code 019 takes precedence over the Activity Code if Roster Designation is X1, X2, or X3 and any one of the following conditions is met:
  - a. Question 22A, USPS Form, is Form 3811 Unattached or Form 3811-A Unattached.
  - b. If at least one Special Service Code is 019, and Activity Code is 1510, 2510, 3510, or 4510.
  - c. If only one Special Service and it is 019, and Operation/Route Code is 07, 09, or 23.

**Registry (006)**

2. If only one Special Service and it is 006 or if more than one Special Service and one is 006; and Question 22A, USPS Form, is not Form 3811 Unattached or Form 3811-A Unattached; then Special Service 006 takes precedence over Activity Code.

**Address Correction (030)**

- 3b. If only one Special Service and it is 030; Question 22A, USPS Form, is Form 3547 or Question 23D, Form 3579, is marked; and Roster Designation is X1, X2, or X3; then the Special Service Code takes precedence over the Activity Code.
4. If two or more Special Services are marked and one of them is 030; and Question 22A, USPS Form, is Form 3547 or Question 23D, Form 3579, is marked; then the Special Service Code 030 takes precedence over the Activity Code.

**Business Reply (009)**

5. If only one Special Service and it is 009; Roster Designation is X1 or X2; Basic Function is 1; and Operation/Route Code is 01; then the Special Service Code takes precedence over the Activity Code.
6. If only one Special Service and it is 009; Roster Designation is X1, X2, or X3; and Operation/Route Code is 00, 23, or 71-85; then the Special Service Code takes precedence over the Activity Code.

### **Special Delivery (001)**

7. If only one Special Service and it is 001; Roster Designation is X1 or X2; and Operation/Route Code is 07, 09, or 21; then the Special Service Code takes precedence over the Activity Code.
8. If only one Special Service and it is 001, and operation/route code is 88, then the Special Service Code takes precedence over the Activity Code.

### **Merchandise Return (010)**

- 9a. If only one Special Service and it is 010; Roster Designation is X1 or X2; Basic Function is 1; and Operation/Route Code is 01; then the Special Service Code takes precedence over the Activity Code.
- 9b. If only one Special Service and it is 010; Roster Designation is X1, X2, or X3; and Operation/Route Code is 00, 23, or 71-85; then the Special Service Code takes precedence over the Activity Code.

### **Special Handling (002)**

10. If only one Special Service and it is 002; Roster Designation is X1 or X2; and Operation/Route Code is 01, 07, or 09; then the Special Service Code takes precedence over the Activity Code.

### **Collect on Delivery COD (003)**

11. If only one Special Service and it is 003; Roster Designation is X1 or X2; and Operation/Route Code is 00, 07, 09, 17, or 23; then the Special Service Code takes precedence over the Activity Code.

### **Insured (007 or 008)**

12. If only one Special Service and it is 007 or 008; Roster Designation is X1 or X2; and Operation/Route Code is 00, 07, 09, 17, or 23; then the Special Service Code takes precedence over the Activity Code.

### **Certified (005)**

13. If only one Special Service and it is 005; Roster Designation is X1 or X2; and Operation/Route Code is 00, 07, 09, or 23; then the Special Service Code takes precedence over the Activity Code.

### Other Single-Code Rules

15. If only one Special Service and it is 003, 005, 007, or 008; Roster Designation is X3; and Basic Function is 2 or 3; then the Special Service Code takes precedence over the Activity Code.

### Multiple Special Services

The following rules, 18-26, apply if and only if Question 22A, USPS Form, is not Form 3811-A Unattached.

18. If more than one of the following Special Services: 001, 002, 003, 005, 007, 008, 010, 011, 012, or 019 and one is 003; Roster Designation is X1 or X2; and Operation/Route Code is 00, 07, 09, 17, or 23; then Special Service Code 003 takes precedence over Activity Code.
19. If more than one of the following Special Services: 001, 002, 003, 005, 007, 008, 010, 011, 012, or 019 and one is 007 or 008; Roster Designation is X1 or X2; and Operation/Route Code is 00, 07, 09, 17, or 23; then Special Service Code 007 or 008 takes precedence over Activity Code.
20. If more than one of the following Special Services: 001, 002, 003, 005, 007, 008, 010, 011, 012, or 019 and one is 001; Roster Designation is X1 or X2; and Operation/Route Code is 07, 09, or 21; then Special Service Code 001 takes precedence over Activity Code.
21. If more than one of the following Special Services: 001, 002, 003, 005, 007, 008, 010, 011, 012, or 019 and one is 005; Roster Designation is X1 or X2; and Operation Route Code is 00, 07, 09, or 23; then Special Service Code 005 takes precedence over Activity Code.
22. If more than one of the following Special Services: 001, 002, 003, 005, 007, 008, 010, 011, 012, or 019 and one is 002; Roster Designation is X1 or X2; and Operation Route Code is 01, 07, or 09; then Special Service Code 002 takes precedence over Activity Code.
23. If more than one of the following Special Services: 001, 002, 003, 005, 007, 008, 010, 011, 012, or 019 and one is 003; Roster Designation is X3; and Basic Function is 2 or 3; then Special Service Code 003 takes precedence over Activity Code.
24. If more than one of the following Special Services: 001, 002, 003, 005, 007, 008, 010, 011, 012, or 019 and one is 007 or 008; Roster Designation is X3; and Basic Function is 2 or 3; then Special Service Code 007 or 008 takes precedence over Activity Code.
25. If more than one of the following Special Services: 001, 002, 003, 005, 007, 008, 010, 011, 012, or 019 and one is 005; Roster Designation is X3; and Basic Function is 2 or 3; then Special Service Code 005 takes precedence over Activity Code.
26. If more than one of the following Special Services: 001, 002, 003, 005, 007, 008, 010, 011, 012, or 019 and one is 001; and operation/route code is 88; then Special Service Code 001 takes precedence over Activity Code.

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Appendix F  
Printout of Tables File for ALB060

**PRINTOUT OF TABLES FILE FOR ALB060**

This appendix contains a printout of file ALB.HQ060D01.FY00. This file contains tables of valid activity codes, special service codes, country codes, and some rate tables that are used in the ALB060 edit and consistency check program. An electronic version of this file is contained on the IOCS CD-ROM.

ACTIVITY ACTIVITY CODES USED FOR PROCESSING FISCAL YEAR 2000

C A R D S A N D L E T T E R S  
(EXCLUDES OVER-SIZED CARDS)

FIRST-CLASS MAIL

1020 SINGLE-PIECE CARDS  
1022 COMBINED CARDS (VARIOUS LEVELS OF SORTATION)  
1035 CARDS - AUTOMATION PRESORT  
1040 CARDS - NONAUTOMATION PRESORT  
1045 CARDS - AUTOMATION CARRIER ROUTE PRESORT  
1060 SINGLE-PIECE LETTERS  
1080 LETTERS - NONAUTOMATION PRESORT  
1081 COMBINED LETTERS (VARIOUS LEVELS OF SORTATION)  
1085 LETTERS - AUTOMATION CARRIER ROUTE PRESORT  
1086 LETTERS - AUTOMATION PRESORT  
1100 MAILGRAM

PRIORITY MAIL

1160 PRIORITY LETTER

EXPRESS MAIL

1110 EXPRESS LETTER (OUTSIDE EXPRESS MAIL ONLY SECTION)  
1111 EXPRESS LETTER (IN EXPRESS MAIL ONLY SECTION)

PERIODICALS

1210 PERIODICALS (LETTER SHAPE)  
1211 PERIODICALS IN-COUNTY  
1212 PERIODICALS OUTSIDE-COUNTY REGULAR  
1213 PERIODICALS OUTSIDE-COUNTY NON-PROFIT  
1214 PERIODICALS OUTSIDE-COUNTY CLASSROOM

STANDARD (A) MAIL

1310 REGULAR - ENHANCED CARRIER ROUTE  
1330 NON-PROFIT - ENHANCED CARRIER ROUTE  
1340 REGULAR - NONAUTOMATION PRESORT  
1341 COMBINED REGULAR - NONAUTOMATION/AUTOMATION PRESORT  
1345 REGULAR - AUTOMATION PRESORT  
1350 NON-PROFIT - NONAUTOMATION PRESORT  
1351 COMBINED NON-PROF - NONAUTOMATION/AUTOMATION PRESORT  
1355 NON-PROFIT - AUTOMATION PRESORT

POSTAL SERVICE MAIL

1510 POSTAL SERVICE

U.S. ORGIN INTERNATIONAL MAIL TO CANADA (INT. COSTING)

(CANADA SPECIFIC ACTIVITY CODES ARE GENERATED AFTER  
(INTERNATIONAL EDIT AND STORED ONLY IN F9805-F9806)

1631 SURFACE MAIL - AO REGULAR PRINTED MATTER  
1633 SURFACE MAIL - AO BOOKS AND SHEET MUSIC  
1636 SURFACE MAIL - AO MATTER FOR THE BLIND  
1639 SURFACE MAIL - AO "M" BAG  
1641 SURFACE MAIL - AO PUBLISHERS PERIODICALS  
1671 AIRMAIL - LC LETTERS AND LETTER PACKAGE  
1672 AIRMAIL - LC CARDS  
1673 AIRMAIL - LC AEROGRAMMS  
1681 AIRMAIL - AO REGULAR PRINTED MATTER  
1683 AIRMAIL - AO BOOKS AND SHEET MUSIC  
1686 AIRMAIL - AO MATTER FOR THE BLIND  
1687 AIRMAIL - AO PUBLISHERS PERIODICALS  
1689 AIRMAIL - AO "M" BAG  
1650 OTHER SERVICES - PRIORITY AIRMAIL (IPAS)  
1651 OTHER SERVICES - EXPRESS MAIL  
1652 OTHER SERVICES - GLOBAL PRIORITY MAIL  
1653 OTHER SERVICES - GLOBAL PACKAGE LINK  
1655 OTHER SERVICES - INTERNA. SURFACE AIRLIFT (ISAL)  
1656 OTHER SERVICES - INTRN.SUR. AIRLFT (ISAL) "M" BAG

U.S. ORGIN INTERNATIONAL MAIL (EXCL.CANADA FOR INT. COST)  
(AFTER INTERNATIONAL EDIT, THE INTERNATIONAL ACTIVITY  
(CODES STORED IN F98050-F9806 EXCLUDE CANADA)

1731 SURFACE MAIL - AO REGULAR PRINTED MATTER  
1733 SURFACE MAIL - AO BOOKS AND SHEET MUSIC  
1736 SURFACE MAIL - AO MATTER FOR THE BLIND  
1739 SURFACE MAIL - AO "M" BAG  
1741 SURFACE MAIL - AO PUBLISHERS PERIODICALS

ACTIVITY	1771	AIRMAIL	- LC LETTERS AND LETTER PACKAGE
ACTIVITY	1772	AIRMAIL	- LC CARDS
ACTIVITY	1773	AIRMAIL	- LC AEROGRAMMS
ACTIVITY	1781	AIRMAIL	- AO REGULAR PRINTED MATTER
ACTIVITY	1783	AIRMAIL	- AO BOOKS AND SHEET MUSIC
ACTIVITY	1786	AIRMAIL	- AO MATTER FOR THE BLIND
ACTIVITY	1787	AIRMAIL	- AO PUBLISHERS PERIODICALS
ACTIVITY	1789	AIRMAIL	- AO "M" BAG
ACTIVITY	1750	OTHER SERVICES	- PRIORITY AIRMAIL (IPAS)
ACTIVITY	1751	OTHER SERVICES	- EXPRESS MAIL
ACTIVITY	1752	OTHER SERVICES	- GLOBAL PRIORITY MAIL
ACTIVITY	1753	OTHER SERVICES	- GLOBAL PACKAGE LINK
ACTIVITY	1755	OTHER SERVICES	- INTERNA. SURFACE AIRLIFT (ISAL)
ACTIVITY	1756	OTHER SERVICES	- INTRN.SUR. AIRLFT (ISAL) "M" BAG
ACTIVITY	FOREIGN ORIGIN INTERNATIONAL MAIL (U.S. OR FOREIGN DESTINATION)		
ACTIVITY	1810	SURFACE MAIL	- LC CARDS & LETTERS (FIRST-CLASS)
ACTIVITY	1820	SURFACE MAIL	- AO MAIL (2ND-& 3RD-CLASS)
ACTIVITY	1880	SURFACE MAIL	- "M" BAG
ACTIVITY	1850	AIRMAIL	- LC CARDS, AEROGRAMMES & LETTERS
ACTIVITY	1860	AIRMAIL	- AO MAIL (PRINTS)
ACTIVITY	1890	AIRMAIL	- "M" BAG
ACTIVITY	1895	AIRMAIL	- EXPRESS
ACTIVITY	INTERNATIONAL MAIL (COMBINED U.S ORIGIN AND FOREIGN ORIGIN)		
ACTIVITY	1780	INTERNATIONAL MAIL	(CODE USED FOR LIOCATT PROCESSING)
ACTIVITY	FREE MATTER FOR THE BLIND OR HANDICAPPED		
ACTIVITY	1910	LETTERS	
ACTIVITY	FREE MATTER (COMBINED MILITARY FREE OR FREE FOR BLIND OR HANDICAPPED)		
ACTIVITY	1915	LETTERS	
ACTIVITY	1950	MILITARY FREE MAIL	
ACTIVITY	LETTERS		
ACTIVITY	F L A T S		
ACTIVITY	(INCLUDES OVER-SIZED CARDS, EXCLUDES MAIL PAID AT PARCEL POST RATE)		
ACTIVITY	FIRST-CLASS MAIL		
ACTIVITY	2060	FLATS	
ACTIVITY	2080	FLATS	- NONAUTOMATION PRESORT
ACTIVITY	2081	FLATS	(VARIOUS LEVELS OF SORTATION)
ACTIVITY	2086	FLATS	- AUTOMATION PRESORT
ACTIVITY	PRIORITY MAIL		
ACTIVITY	2160	PRIORITY FLATS	
ACTIVITY	EXPRESS MAIL		
ACTIVITY	2110	EXPRESS FLAT	(OUTSIDE EXPRESS MAIL ONLY SECTION)
ACTIVITY	2111	EXPRESS FLAT	(IN EXPRESS MAIL ONLY SECTION)
ACTIVITY	PERIODICALS		
ACTIVITY	2210	PERIODICALS	(FLAT SHAPE)
ACTIVITY	2211	PERIODICALS	IN-COUNTY
ACTIVITY	2212	PERIODICALS	OUTSIDE-COUNTY REGULAR
ACTIVITY	2213	PERIODICALS	OUTSIDE-COUNTY NON-PROFIT
ACTIVITY	2214	PERIODICALS	OUTSIDE-COUNTY CLASSROOM
ACTIVITY	STANDARD (A) MAIL		
ACTIVITY	2310	REGULAR	- ENHANCED CARRIER ROUTE
ACTIVITY	2330	NON-PROFIT	- ENHANCED CARRIER ROUTE
ACTIVITY	2340	REGULAR	- NONAUTOMATION PRESORT
ACTIVITY	2341	COMBINED REGULAR	- NONAUTOMATION/AUTOMATION PRESORT
ACTIVITY	2345	REGULAR	- AUTOMATION PRESORT
ACTIVITY	2350	NON-PROFIT	- NONAUTOMATION PRESORT
ACTIVITY	2351	COMBINED NON-PROF	- NONAUTOMATION/AUTOMATION PRESORT
ACTIVITY	2355	NON-PROFIT	- AUTOMATION PRESORT
ACTIVITY	STANDARD (B) MAIL		
ACTIVITY	2420	SPECIAL STANDARD RATE	
ACTIVITY	2425	COMBINED SPECIAL STANDARD RATE	- SORTED AND SINGLE-PIECE
ACTIVITY	2430	SPECIAL STANDARD RATE	- PRESORT
ACTIVITY	2440	LIBRARY MAIL	

ACTIVITY                   POSTAL SERVICE MAIL  
ACTIVITY                   2510 POSTAL SERVICE  
  
U.S. ORIGIN INTERNATIONAL MAIL TO CANADA (INT. COSTING)  
(CANADA SPECIFIC ACTIVITY CODES ARE GENERATED AFTER  
(INTERNATIONAL EDIT AND STORED ONLY IN F9805-F9806)  
ACTIVITY                   2631 SURFACE MAIL - AO REGULAR PRINTED MATTER  
ACTIVITY                   2633 SURFACE MAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY                   2635 SURFACE MAIL - AO SMALL PACKET  
ACTIVITY                   2636 SURFACE MAIL - AO MATTER FOR THE BLIND  
ACTIVITY                   2639 SURFACE MAIL - AO "M" BAG  
ACTIVITY                   2641 SURFACE MAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY                   2670 AIRMAIL - LC FLATS ("1ST CLASS")  
ACTIVITY                   2681 AIRMAIL - AO REGULAR PRINTED MATTER  
ACTIVITY                   2683 AIRMAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY                   2685 AIRMAIL - AO SMALL PACKETS  
ACTIVITY                   2686 AIRMAIL - AO MATTER FOR THE BLIND  
ACTIVITY                   2687 AIRMAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY                   2689 AIRMAIL - AO "M" BAG  
ACTIVITY                   2650 OTHER SERVICES - PRIORITY AIRMAIL (IPAS)  
ACTIVITY                   2651 OTHER SERVICES - EXPRESS MAIL  
ACTIVITY                   2652 OTHER SERVICES - GLOBAL PRIORITY MAIL  
ACTIVITY                   2653 OTHER SERVICES - GLOBAL PACKAGE LINK  
ACTIVITY                   2654 OTHER SERVICES - GLOBAL PRIORITY MAIL GUAR.  
ACTIVITY                   2655 OTHER SERVICES - INTER.SURFACE AIRLIFT (ISAL)  
ACTIVITY                   2656 OTHER SERVICES - INTER.SUR.AIRLIFT (ISAL) - "M" BAG

ACTIVITY                   U.S. ORIGIN INTERNATIONAL MAIL (EXCL.CANADA FOR INT. COST)  
(AFTER INTERNATIONAL EDIT, THE INTERNATIONAL ACTIVITY  
(CODES STORED IN F98050-F9806 EXCLUDE CANADA)  
ACTIVITY                   2731 SURFACE MAIL - AO REGULAR PRINTED MATTER  
ACTIVITY                   2733 SURFACE MAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY                   2735 SURFACE MAIL - AO SMALL PACKET  
ACTIVITY                   2736 SURFACE MAIL - AO MATTER FOR THE BLIND  
ACTIVITY                   2739 SURFACE MAIL - AO "M" BAG  
ACTIVITY                   2741 SURFACE MAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY                   2770 AIRMAIL - LC FLATS ("1ST CLASS")  
ACTIVITY                   2781 AIRMAIL - AO REGULAR PRINTED MATTER  
ACTIVITY                   2783 AIRMAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY                   2785 AIRMAIL - AO SMALL PACKETS  
ACTIVITY                   2786 AIRMAIL - AO MATTER FOR THE BLIND  
ACTIVITY                   2787 AIRMAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY                   2789 AIRMAIL - AO "M" BAG  
ACTIVITY                   2750 OTHER SERVICES - PRIORITY AIRMAIL (IPAS)  
ACTIVITY                   2751 OTHER SERVICES - EXPRESS MAIL  
ACTIVITY                   2752 OTHER SERVICES - GLOBAL PRIORITY MAIL  
ACTIVITY                   2753 OTHER SERVICES - GLOBAL PACKAGE LINK  
ACTIVITY                   2754 OTHER SERVICES - GLOBAL PRIORITY MAIL GUAR.  
ACTIVITY                   2755 OTHER SERVICES - INTER.SURFACE AIRLIFT (ISAL)  
ACTIVITY                   2756 OTHER SERVICES - INTER.SUR.AIRLIFT (ISAL) - "M" BAG

ACTIVITY                   FOREIGN ORIGIN INTERNATIONAL MAIL(U.S. OR FOREIGN DESTINATION)  
ACTIVITY                   2810 SURFACE MAIL - LC FLATS (1ST CLASS)  
ACTIVITY                   2820 SURFACE MAIL - AO FLATS (2ND-& 3RD-CLASS)  
ACTIVITY                   2880 SURFACE MAIL - "M" BAG  
ACTIVITY                   2850 AIRMAIL - LC FLATS  
ACTIVITY                   2860 AIRMAIL - AO FLATS (PRINTS)  
ACTIVITY                   2890 AIRMAIL - "M" BAG  
ACTIVITY                   2895 AIRMAIL - EXPRESS

ACTIVITY                   INTERNATIONAL MAIL (COMBINED U.S ORIGIN AND FOREIGN ORIGIN)  
ACTIVITY                   2780 INTERNATIONAL MAIL (CODE USED FOR LIOCATT PROCESSING)

ACTIVITY                   FREE MATTER FOR THE BLIND OR HANDICAPPED  
ACTIVITY                   2910 FLATS

ACTIVITY                   FREE MATTER (COMBINED MILITARY FREE OR FREE FOR BLIND OR HANDICAPPED)  
ACTIVITY                   2915 FLATS

ACTIVITY                   MILITARY FREE MAIL  
ACTIVITY                   2950 FLATS

I P P ' S

ACTIVITY                   (EXCLUDES MAIL OVER 8 OUNCES AND ALL PARCEL POST REGARDLESS OF WEIGHT)  
ACTIVITY

ACTIVITY FIRST-CLASS MAIL  
ACTIVITY 3060 IPP'S UP TO 8 OZS.  
ACTIVITY 3080 IPP'S UP TO 8 OZS. - NONAUTOMATION PRESORT

ACTIVITY PRIORITY MAIL MAIL  
ACTIVITY 3160 PRIORITY IPP'S UP TO 8 OZS.

ACTIVITY EXPRESS MAIL  
ACTIVITY 3110 EXPRESS IPP'S (OUTSIDE EXPRESS MAIL ONLY SECTION)  
ACTIVITY 3111 EXPRESS IPP'S (IN EXPRESS MAIL ONLY SECTION)

ACTIVITY PERIODICALS  
ACTIVITY 3210 PERIODICALS (IPP SHAPE)  
ACTIVITY 3211 PERIODICALS IN-COUNTY  
ACTIVITY 3212 PERIODICALS OUTSIDE-COUNTY REGULAR  
ACTIVITY 3213 PERIODICALS OUTSIDE-COUNTY NON-PROFIT  
ACTIVITY 3214 PERIODICALS OUTSIDE-COUNTY CLASSROOM

ACTIVITY STANDARD (A) MAIL  
ACTIVITY 3310 REGULAR - ENHANCED CARRIER ROUTE  
ACTIVITY 3330 NON-PROFIT- ENHANCED CARRIER ROUTE  
ACTIVITY 3340 REGULAR - NONAUTOMATION PRESORT  
ACTIVITY 3350 NON-PROFIT - NONAUTOMATION PRESORT

ACTIVITY STANDARD (B) MAIL  
ACTIVITY 3420 SPECIAL STANDARD RATE  
ACTIVITY 3425 COMBINED SPECIAL STANDARD RATE - PRESORT AND SINGLE-PIECE  
ACTIVITY 3430 SPECIAL STANDARD RATE - PRESORT  
ACTIVITY 3440 LIBRARY MAIL

ACTIVITY POSTAL SERVICE MAIL  
ACTIVITY 3510 POSTAL SERVICE

ACTIVITY U.S. ORGIN INTERNATIONAL MAIL TO CANADA (INT. COSTING)  
ACTIVITY (CANADA SPECIFIC ACTIVITY CODES ARE GENERATED AFTER  
ACTIVITY (INTERNATIONAL EDIT AND STORED ONLY IN F9805-F9806)  
ACTIVITY 3631 SURFACE MAIL - AO REGULAR PRINTED MATTER  
ACTIVITY 3633 SURFACE MAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY 3635 SURFACE MAIL - AO SMALL PACKETS  
ACTIVITY 3636 SURFACE MAIL - AO MATTER FOR THE BLIND  
ACTIVITY 3639 SURFACE MAIL - AO "M" BAG  
ACTIVITY 3641 SURFACE MAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY 3670 AIRMAIL - LC  
ACTIVITY 3681 AIRMAIL - AO REGULAR PRINTED MATTER  
ACTIVITY 3683 AIRMAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY 3685 AIRMAIL - AO SMALL PACKETS  
ACTIVITY 3686 AIRMAIL - AO MATTER FOR THE BLIND  
ACTIVITY 3687 AIRMAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY 3689 AIRMAIL - AO "M" BAG  
ACTIVITY 3650 OTHER SERVICES - PRIORITY MAIL(IPAS)  
ACTIVITY 3651 OTHER SERVICES - EXPRESS MAIL  
ACTIVITY 3652 OTHER SERVICES - GLOBAL PRIORITY MAIL  
ACTIVITY 3653 OTHER SERVICES - GLOBAL PACKAGE LINK  
ACTIVITY 3655 OTHER SERVICES - INTER.SURFACE AIRLIFT(ISAL)  
ACTIVITY 3656 OTHER SERVICES - INTER.SURF.AIRLIFT(ISAL) - "M" BAG

ACTIVITY U.S. ORGIN INTERNATIONAL MAIL(EXCL.CANADA FOR INT. COST)  
ACTIVITY (AFTER INTERNATIONAL EDIT, THE INTERNATIONAL ACTIVITY  
ACTIVITY (CODES STORED IN F98050-F9806 EXCLUDE CANADA)  
ACTIVITY 3731 SURFACE MAIL - AO REGULAR PRINTED MATTER  
ACTIVITY 3733 SURFACE MAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY 3735 SURFACE MAIL - AO SMALL PACKETS  
ACTIVITY 3736 SURFACE MAIL - AO MATTER FOR THE BLIND  
ACTIVITY 3739 SURFACE MAIL - AO "M" BAG  
ACTIVITY 3741 SURFACE MAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY 3770 AIRMAIL - LC  
ACTIVITY 3781 AIRMAIL - AO REGULAR PRINTED MATTER  
ACTIVITY 3783 AIRMAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY 3785 AIRMAIL - AO SMALL PACKETS  
ACTIVITY 3786 AIRMAIL - AO MATTER FOR THE BLIND  
ACTIVITY 3787 AIRMAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY 3789 AIRMAIL - AO "M" BAG  
ACTIVITY 3750 OTHER SERVICES - PRIORITY MAIL(IPAS)  
ACTIVITY 3751 OTHER SERVICES - EXPRESS MAIL  
ACTIVITY 3752 OTHER SERVICES - GLOBAL PRIORITY MAIL  
ACTIVITY 3753 OTHER SERVICES - GLOBAL PACKAGE LINK

ACTIVITY                   3755 OTHER SERVICES - INTER.SURFACE AIRLIFT(ISAL)  
ACTIVITY                   3756 OTHER SERVICES - INTER.SURF.AIRLIFT(ISAL) - "M" BAG  
  
ACTIVITY                   FOREIGN ORIGIN INTERNATIONAL MAIL(U.S. OR FOREIGN DESTINATION)  
ACTIVITY                   3810 SURFACE MAIL - LC (1ST-CLASS)  
ACTIVITY                   3820 SURFACE MAIL - AO (2ND- & 3RD-CLASS)  
ACTIVITY                   3880 SURFACE MAIL - "M" BAG  
ACTIVITY                   3890 AIRMAIL - LC  
ACTIVITY                   3860 AIRMAIL - AO  
ACTIVITY                   3890 AIRMAIL - "M" BAG  
ACTIVITY                   3895 AIRMAIL - EXPRESS  
  
ACTIVITY                   INTERNATIONAL MAIL (COMBINED U.S ORIGIN AND FOREIGN ORIGIN)  
ACTIVITY                   3780 INTERNATIONAL MAIL (CODE USED FOR LIOCATT PROCESSING)  
  
ACTIVITY                   FREE MATTER FOR THE BLIND OR HANDICAPPED  
ACTIVITY                   3910 IPP'S  
  
ACTIVITY                   FREE MATTER (COMBINED MILITARY FREE OR FREE FOR BLIND OR HANDICAPPED)  
ACTIVITY                   3915 LETTERS  
  
ACTIVITY                   MILITARY FREE MAIL  
ACTIVITY                   3950 IPP'S  
  
P A R C E L S  
  
(INCLUDES ALL PARCEL POST REGARDLESS OF WEIGHT)  
  
ACTIVITY                   FIRST-CLASS MAIL  
ACTIVITY                   4060 PARCELS UP TO 12 OZS.  
ACTIVITY                   4080 PARCELS UP TO 12 OZS. - NONAUTOMATION PESORT  
  
ACTIVITY                   PRIORITY MAIL  
ACTIVITY                   4160 PRIORITY PARCELS  
  
ACTIVITY                   EXPRESS MAIL  
ACTIVITY                   4110 EXPRESS PARCELS (OUTSIDE EXPRESS MAIL ONLY SECTION)  
ACTIVITY                   4111 EXPRESS PARCELS (IN EXPRESS MAIL ONLY SECTION)  
  
ACTIVITY                   PERIODICALS MAIL  
ACTIVITY                   4210 PERIODICALS (PARCEL SHAPE)  
ACTIVITY                   4211 PERIODICALS IN-COUNTY  
ACTIVITY                   4212 PERIODICALS OUTSIDE-COUNTY REGULAR  
ACTIVITY                   4213 PERIODICALS OUTSIDE-COUNTY NON-PROFIT  
ACTIVITY                   4214 PERIODICALS OUTSIDE-COUNTY CLASSROOM  
  
ACTIVITY                   STANDARD (A) MAIL  
ACTIVITY                   4310 REGULAR - ENHANCED CARRIER ROUTE  
ACTIVITY                   4330 NON-PROFIT - ENHANCED CARRIER ROUTE  
ACTIVITY                   4340 REGULAR - NONAUTOMATION PRESORT  
ACTIVITY                   4350 NON-PROFIT - NONAUTOMATION PRESORT  
  
ACTIVITY                   STANDARD (B) MAIL  
ACTIVITY                   4400 PARCEL POST  
ACTIVITY                   4420 SPECIAL STANDARD RATE  
ACTIVITY                   4425 COMBINED SPECIAL STANDARD RATE - PRESORT AND SINGLE-PIECE  
ACTIVITY                   4430 SPECIAL STANDARD RATE - PRESORT  
ACTIVITY                   4440 LIBRARY MAIL  
ACTIVITY                   4460 BOUND PRINTED MATTER - SINGLE PIECE RATE  
ACTIVITY                   4465 COMBINED BOUND PRINTED MATTER - SINGLE/PRESORT  
ACTIVITY                   4480 BOUND PRINTED MATTER - PRESORT  
ACTIVITY                   4493 DROP SHIP PARCEL POST  
ACTIVITY                   4495 BOUND PRINTED MATTER - CARRIER ROUTE  
  
ACTIVITY                   POSTAL SERVICE MAIL  
ACTIVITY                   4510 POSTAL SERVICE  
  
ACTIVITY                   U.S. ORIGIN INTERNATIONAL MAIL TO CANADA (INT. COSTING)  
(CANADA SPECIFIC ACTIVITY CODES ARE GENERATED AFTER  
(INTERNATIONAL EDIT AND STORED ONLY IN F9805-F9806)  
ACTIVITY                   4631 SURFACE MAIL - AO REGULAR PRINTED MATTER  
ACTIVITY                   4633 SURFACE MAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY                   4635 SURFACE MAIL - AO SMALL PACKETS  
ACTIVITY                   4636 SURFACE MAIL - AO MATTER FOR THE BLIND  
ACTIVITY                   4639 SURFACE MAIL - AO "M" BAG

ACTIVITY            4641 SURFACE MAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY            4660 SURFACE MAIL - PARCEL POST  
ACTIVITY            4670 AIRMAIL - LC  
ACTIVITY            4681 AIRMAIL - AO REGULAR PRINTED MATTER  
ACTIVITY            4683 AIRMAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY            4685 AIRMAIL - AO SMALL PACKETS  
ACTIVITY            4686 AIRMAIL - AO MATTER FOR THE BLIND  
ACTIVITY            4687 AIRMAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY            4689 AIRMAIL - AO "M" BAG  
ACTIVITY            4650 OTHER SERVICES - PRIORITY AIRMAIL(IPAS)  
ACTIVITY            4651 OTHER SERVICES - EXPRESS MAIL  
ACTIVITY            4652 OTHER SERVICES - GLOBAL PRIORITY MAIL  
ACTIVITY            4653 OTHER SERVICES - GLOBAL PACKAGE LINK  
ACTIVITY            4655 OTHER SERVICES - INTER-SURFACE AIRLIFT  
ACTIVITY            4656 OTHER SERVICES - INT.SUR.AIRLIFT (ISAL) - "M" BAG  
ACTIVITY            4690 AIRMAIL - PARCEL POST

ACTIVITY            U.S. ORIGIN INTERNATIONAL MAIL(EXCL.CANADA FOR INT. COST)  
ACTIVITY            (AFTER INTERNATIONAL EDIT, THE INTERNATIONAL ACTIVITY  
ACTIVITY            (CODES STORED IN F98050-F9806 EXCLUDE CANADA)

ACTIVITY            4731 SURFACE MAIL - AO REGULAR PRINTED MATTER  
ACTIVITY            4733 SURFACE MAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY            4735 SURFACE MAIL - AO SMALL PACKETS  
ACTIVITY            4736 SURFACE MAIL - AO MATTER FOR THE BLIND  
ACTIVITY            4739 SURFACE MAIL - AO "M" BAG  
ACTIVITY            4741 SURFACE MAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY            4760 SURFACE MAIL - PARCEL POST  
ACTIVITY            4770 AIRMAIL - LC  
ACTIVITY            4781 AIRMAIL - AO REGULAR PRINTED MATTER  
ACTIVITY            4783 AIRMAIL - AO BOOKS AND SHEET MUSIC  
ACTIVITY            4785 AIRMAIL - AO SMALL PACKETS  
ACTIVITY            4786 AIRMAIL - AO MATTER FOR THE BLIND  
ACTIVITY            4787 AIRMAIL - AO PUBLISHERS PERIODICALS  
ACTIVITY            4789 AIRMAIL - AO "M" BAG  
ACTIVITY            4750 OTHER SERVICES - PRIORITY AIRMAIL(IPAS)  
ACTIVITY            4751 OTHER SERVICES - EXPRESS MAIL  
ACTIVITY            4752 OTHER SERVICES - GLOBAL PRIORITY MAIL  
ACTIVITY            4753 OTHER SERVICES - GLOBAL PACKAGE LINK  
ACTIVITY            4755 OTHER SERVICES - INTER-SURFACE AIRLIFT  
ACTIVITY            4756 OTHER SERVICES - INT.SUR.AIRLIFT (ISAL) - "M" BAG  
ACTIVITY            4790 AIRMAIL - PARCEL POST

ACTIVITY            FOREIGN ORIGIN INTERNATIONAL MAIL(U.S. OR FOREIGN DESTINATION)

ACTIVITY            4810 SURFACE MAIL - LC (1ST-CLASS)  
ACTIVITY            4820 SURFACE MAIL - AO (2ND- & 3RD-CLASS)  
ACTIVITY            4840 SURFACE MAIL - PARCEL POST  
ACTIVITY            4880 SURFACE MAIL - "M" BAG  
ACTIVITY            4850 AIRMAIL - LC  
ACTIVITY            4860 AIRMAIL - AO  
ACTIVITY            4870 AIRMAIL - PARCEL POST  
ACTIVITY            4890 AIRMAIL - "M" BAG  
ACTIVITY            4895 AIRMAIL - EXPRESS

ACTIVITY            INTERNATIONAL MAIL (COMBINED U.S ORIGIN AND FOREIGN ORIGIN)  
ACTIVITY            4780 INTERNATIONAL MAIL (CODE USED FOR LIOCATT PROCESSING)

ACTIVITY            FREE MATTER FOR THE BLIND OR HANDICAPPED  
ACTIVITY            4910 PARCELS

ACTIVITY            FREE MATTER (COMBINED MILITARY FREE OR FREE FOR BLIND OR HANDICAPPED)  
ACTIVITY            4915 LETTERS

ACTIVITY            MILITARY FREE MAIL  
ACTIVITY            4950 PARCELS

#### M I X E D M A I L S

##### CLASSES AND COMBINATIONS OF CLASSES

ACTIVITY            5300 FIRST-CLASS NOT OVER 11 OUNCES  
ACTIVITY            5340 STANDARD (A) MAIL MIXED  
ACTIVITY            5430 INTERNATIONAL MAIL (U. S. ORIGIN) - SURFACE  
ACTIVITY            5440 INTERNATIONAL MAIL (U. S. ORIGIN) - AIRMAIL  
ACTIVITY            5450 INTERNATIONAL MAIL (FOREIGN ORIGIN) - SURFACE  
ACTIVITY            5460 INTERNATIONAL MAIL (FOREIGN ORIGIN) - AIRMAIL  
ACTIVITY            5470 INTERNATIONAL MAIL (FOREIGN ORIGIN & DESTINATION) - SURFACE

## WINDOW AND RELATED OFFICE ACTIVITIES

## WINDOW AND RELATED OFFICE ACTIVITIES

ACTIVITY 5020 AT WINDOW SERVING A CUSTOMER - POST OFFICE BOX  
ACTIVITY 5030 AT WINDOW SERVING A CUSTOMER - CALLER SERVICE  
ACTIVITY 5040 AT WINDOW SERVING A CUSTOMER - SELLING STAMPS  
ACTIVITY 5050 AT WINDOW SERVING A CUSTOMER - SELLING CARDS  
ACTIVITY 5060 AT WINDOW SERVING A CUSTOMER - SELLING ENVELOPES - PLAIN  
ACTIVITY 5090 AT WINDOW SERVING A CUSTOMER - SELLING ENVELOPES - PRINTED  
ACTIVITY 5070 AT WINDOW SERVING A CUSTOMER - SETTING METERS  
ACTIVITY 5080 AT WINDOW SERVING A CUSTOMER - SELLING MONEY ORDERS  
ACTIVITY 5081 AT WINDOW SERVING A CUSTOMER - INTERNATIONAL MONEY ORDERS  
ACTIVITY 5110 AT WINDOW SERVING A CUSTOMER - CHANGE OF ADDRESS/FORM 3575  
ACTIVITY 5120 AT WINDOW SERVING A CUSTOMER - U.S. PASSPORT APPLICATIONS  
ACTIVITY 5130 AT WINDOW SERVING A CUSTOMER - RETAIL PRODUCTS(JIFFY BAGS, ETC.)  
ACTIVITY 5140 AT WINDOW SERVING A CUSTOMER - MIGRATORY BIRD STAMP  
ACTIVITY 5150 AT WINDOW SERVING A CUSTOMER - SELLING CERTIFICATE-MAILING  
ACTIVITY 5160 AT WINDOW SERVING A CUSTOMER - ALIEN ADDRESS REPORTING  
ACTIVITY 5170 AT WINDOW SERVING A CUSTOMER - ALL OTHER WORK  
ACTIVITY 5180 AT WINDOW SERVING A CUSTOMER - PERMIT APPLICATIONS  
ACTIVITY AND ACCEPTING TRUST FUND DEPOSITS  
ACTIVITY 5194 AT WINDOW SERVING A CUSTOMER - LIBERTY CASH  
ACTIVITY 5195 AT WINDOW SERVING A CUSTOMER - FIRSTCLASS PHONECARD  
ACTIVITY 6000 CUSTOMER INQUIRY  
ACTIVITY 6010 AT WINDOW WAITING FOR A CUSTOMER  
ACTIVITY 6020 WINDOW RELATED ACTIVITY-POST OFFICE BOX  
ACTIVITY 6030 WINDOW RELATED ACTIVITY-CALLER SERVICE  
ACTIVITY 6040 WINDOW RELATED ACTIVITY-SELLING STAMPS  
ACTIVITY 6045 WINDOW RELATED OFFICE ACTIVITY-SSPU WORK  
ACTIVITY 6050 WINDOW RELATED ACTIVITY-SELLING CARDS  
ACTIVITY 6060 WINDOW RELATED ACTIVITY-SELLING ENVELOPES - PLAIN  
ACTIVITY 6090 WINDOW RELATED ACTIVITY-SELLING ENVELOPES - PRINTED  
ACTIVITY 6070 WINDOW RELATED ACTIVITY-SETTING METERS  
ACTIVITY 6073 WINDOW RELATED ACTIVITY-OFF SITE-SETTING METERS  
ACTIVITY 6080 WINDOW RELATED ACTIVITY-MONEY ORDERS  
ACTIVITY 6081 WINDOW RELATED ACTIVITY-INTERNATIONAL MONEY ORDERS  
ACTIVITY 6110 WINDOW RELATED ACTIVITY-CHANGE OF ADDRESS/FORM 3575  
ACTIVITY 6120 WINDOW RELATED ACTIVITY-U.S. PASSPORT APPLICATION  
ACTIVITY 6130 WINDOW RELATED ACTIVITY-RETAIL PRODUCTS(JIFFY BAGS, ETC.)  
ACTIVITY 6140 WINDOW RELATED ACTIVITY-MIGRATORY BIRD STAMP  
ACTIVITY 6150 WINDOW RELATED ACTIVITY-SELLING CERTIFICATE OF MAILING  
ACTIVITY 6160 WINDOW RELATED ACTIVITY-ALIEN ADDRESS REPORTING  
ACTIVITY 6170 WINDOW RELATED ACTIVITY-ALL OTHER WORK

ACTIVITY (INCLUDES-PREPARING TO OPEN OR CLOSING OUT WIN DOW)  
ACTIVITY 6180 WINDOW RELATED ACTIVITY-PERMIT APPL/ACCEPT TRUST FUND DEPOSITS  
ACTIVITY 6194 WINDOW RELATED ACTIVITY - LIBERTY CASH  
ACTIVITY 6195 WINDOW RELATED ACTIVITY - FIRSTCLASS PHONECARD  
ACTIVITY 6200 GENERAL DELIVERY, CUSTOMER HOLD MAIL AND NON-BOXHOLDER FIRMS

N O N P O S T A L A C T I V I T I E S

ACTIVITY NONPOSTAL ACTIVITIES(WORK FOR OTHER GOVERNMENT AGENCIES)  
ACTIVITY 6270 SELECTIVE SERVICE REGISTRATION  
ACTIVITY 6275 INTERNAL REVENUE SERVICE  
ACTIVITY 6290 OMMS (ONLY WASHINGTON, DC POST OFFICE)

M A I L R E L A T E D A C T I V I T I E S

ACTIVITY MAIL RELATED ACTIVITIES  
ACTIVITY 6210 PLATFORM ACCEPTANCE  
ACTIVITY 6220 SPECIAL DELIVERY  
ACTIVITY 6230 REGISTRY  
ACTIVITY 6231 EXPRESS MAIL  
ACTIVITY 6240 NIXIE  
ACTIVITY 6320 SUPPLIES AND EQUIPMENT  
ACTIVITY 6330 CLAIMS AND INQUIRY  
ACTIVITY 6420 CARRIER PERFORMING ROUTINE OFFICE WORK/GOING TO VEHICLE ETC  
ACTIVITY 6430 CHECKING IN/OUT ACCOUNTABLE MAIL OR KEYS,CHECK VEHIC/SAFETY MTG  
ACTIVITY 6435 DELIVERY CONFIRMATION  
ACTIVITY 6460 VEHICLE SERVICE CLERICAL WORK  
ACTIVITY 6480 QUALITY CONTROL/REVENUE PROTECTION  
ACTIVITY 6495 HEADQUARTERS / REGIONAL TEST  
ACTIVITY 6500 CONDUCTING AND TAKING SCHEME EXAMS  
ACTIVITY 6511 TRAINING - LETTER SHAPE  
ACTIVITY 6512 TRAINING - FLAT SHAPE  
ACTIVITY 6514 TRAINING - PARCEL SHAPE  
ACTIVITY 6516 TRAINING - MIXED ALL SHAPES  
ACTIVITY 6517 TRAINING - REGISTRY  
ACTIVITY 6518 TRAINING - OTHER SPECIAL SERVICES  
ACTIVITY 6519 TRAINING - OTHER TRAINING  
ACTIVITY 6521 BREAK/PERSONAL NEEDS  
ACTIVITY 6522 CLOCKING IN OR CLOCKING OUT  
ACTIVITY 6523 MOVING EMPTY EQUIPMENT  
ACTIVITY 6570 CENTRAL MAIL MARK-UP  
ACTIVITY 6580 POSTAGE DUE

G E N E R A L S E R V I C E S

ACTIVITY 6610 PERSONNEL AND E & L R WORK  
ACTIVITY 6620 ACCOUNTING OR AUDITING  
ACTIVITY 6630 GENERAL ADMINISTRATIVE WORK

NOTE: 6630 ALSO INCLUDES  
\* TRANSFER OFFICE WORK  
\* INDUSTRIAL ENGINEERING  
\* MARKETING AND COMMUNICATIONS  
\* SECRETARIAL WORK  
\* TRANSPORTATION RELATED  
\* PRODUCTION CONTROL PLANNING  
\* OTHER SPECIAL ACTIVITIES

ACTIVITY 6640 TIME AND ATTENDANCE AT NON-PSDS OFFICE  
ACTIVITY 6650 PSDS/MODS - TIME AND ATTENDANCE  
ACTIVITY 6660 PSDS/MODS - ALL OTHER

O U T O F O F F I C E T I M E

ACTIVITY 6710 CITY CARRIER STREET TIME  
ACTIVITY 6730 SPECIAL DELIVERY MESSENGER STREET TIME

A C T I V I T Y C O D E S R E S E R V E D F O R S U P E R V I S O R S

ACTIVITY 7500 EXPRESS MAIL  
ACTIVITY 7170 WINDOW SERVICE SUPERVISION  
ACTIVITY 7220 SPECIAL DELIVERY MESSENGER SUPERVISION  
ACTIVITY 7410 RURAL DELIVERY CARRIER SUPERVISION  
ACTIVITY 7420 CITY DELIVERY CARRIER SUPERVISION



SPECSRVC 019 RETURN RECEIPT  
SPECSRVC 030 FORM 3547/3579  
TABLEND 070 INTERNATIONAL SPECIAL SERVICES (EXCLUDING MONEY ORDERS)  
OPERCODE UNIFORM OPERATION CODES

OPERCODE 00 POSTAGE DUE  
OPERCODE 01 PREPARATION OF MAIL  
OPERCODE 02 OUTGOING PRIMARY DISTRIBUTION  
OPERCODE 03 OUTGOING SECONDARY DISTRIBUTION  
OPERCODE 04 INCOMING PRIMARY DISTRIBUTION  
OPERCODE 05 INCOMING SECONDARY DISTRIBUTION  
OPERCODE 06 NIXIE  
OPERCODE 07 ACCEPTING MAIL FROM PATRON ON PLATFORM  
OPERCODE 08 OTHER PLATFORM WORK  
OPERCODE 09 WINDOW SERVICE  
OPERCODE 10 ALL OTHER WORK  
OPERCODE 11 DISTRIBUTION TO POST OFFICE BOX SECTIONS  
OPERCODE 12 CALLER  
OPERCODE 13 MIXED POST OFFICE BOX/CALLER  
OPERCODE 14 CENTRAL MAIL MARK-UP  
OPERCODE 15 CITY CARRIER DISTRIBUTION  
OPERCODE 16 RURAL CARRIER DISTRIBUTION  
OPERCODE 17 CLAIMS AND INQUIRY  
OPERCODE 18 REGISTRY ONLY  
OPERCODE 20 SORTATION TO POST OFFICE BOXES  
OPERCODE 21 SPECIAL DELIVERY  
OPERCODE 22 EXPRESS MAIL  
OPERCODE 23 OTHER ACCOUNTABLE WORK  
OPERCODE 24 WINDOW POST OFFICE BOX  
OPERCODE 25 WINDOW CALLER  
OPERCODE 26 WINDOW GENERAL DELIVERY & CUSTOMER HOLD MAIL  
OPERCODE 27 DISTRIBUTION TO CARRIER - SORTING TO SECTOR SEGMENT  
OPERCODE 28 DISTRIBUTION TO CARRIER - SORTING TO ABC/WALK SEQUENCE  
OPERCODE 29 DISTRIBUTION TO CARRIER - OTHER

TYPE OF ROUTE CODES

CITY ROUTES

71 BUSINESS - FOOT  
73 BUSINESS - MOTORIZED  
75 RESIDENTIAL - FOOT  
77 RESIDENTIAL - CURB  
78 RESIDENTIAL - PARK AND LOOP  
80 MIXED BUSINESS AND RESIDENTIAL - FOOT  
82 MIXED BUSINESS AND RESIDENTIAL - CURB  
83 MIXED BUSINESS AND RESIDENTIAL - PARK AND LOOP  
84 NON - PARCEL POST COMBINATION  
85 PARCEL POST - COMBINATION  
86 EXCLUSIVE PARCEL POST  
87 COLLECTION (FOOT AND MOTORIZED)  
88 SPECIAL DELIVERY  
89 RELAY ROUTE  
90 OMMS (ONLY WASHINGTON, D.C. POST OFFICE)  
98 OTHER ROUTE TYPE  
99 IN-OFFICE TRAINING

ROSTER DESIGNATIONS OF  
SELECTED PERSONNEL

09 SUPERVISOR  
11 CLERK, CAREER REGULAR  
12 MAILHANDLER, CAREER REGULAR  
13 CARRIER, CAREER REGULAR  
14 SPECIAL DELIVERY MESSENGER, CAREER REGULAR  
19 PROFESSIONAL ADMINISTRATIVE AND TECHNICAL  
31 CLERK, HOURLY RATE REGULAR  
32 MAILHANDLER, HOURLY RATE REGULAR  
33 CARRIER, HOURLY RATE REGULAR  
34 SPECIAL DELIVERY MESSENGER, HOURLY RATE REGULAR  
41 CLERK, CAREER SUBSTITUTE  
42 MAILHANDLER, CAREER SUBSTITUTE  
43 CARRIER, CAREER SUBSTITUTE  
44 SPECIAL DELIVERY MESSENGER, CAREER SUBSTITUTE

RSTRDESG	61	CLERK, CASUAL		
RSTRDESG	62	MAILHANDLER, CASUAL		
RSTRDESG	63	CARRIER, CASUAL		
RSTRDESG	64	SPECIAL DELIVERY MESSENGER, CASUAL		
RSTRDESG	81	CLERK, TRANSITIONAL		
RSTRDESG	82	MAILHANDLER, TRANSITIONAL		
RSTRDESG	83	CARRIER, TRANSITIONAL		
RSTRDESG	84	SPECIAL DELIVERY MESSENGER, TRANSITIONAL		
TABLED			XXXXXX	C
TABLE19		ABU DHABI, U.A.E.	929	00
TABLE19		AFGHANISTAN	869	00
TABLE19		ALBANIA	702	00
TABLE19		ALGERIA	703	00
TABLE19		ANDORRA	881	00
TABLE19		ANGOLA	705	00
TABLE19		ANGUILLA	870	00
TABLE19		ANTIGUA & BARBUDA	706	00
TABLE19		ARGENTINA	707	00
TABLE19		ARMENIA, REPUBLIC OF	962	00
TABLE19		ARUBA	811	00
TABLE19		ASCENSION IS.	601	00
TABLE19		AUSTRALIA	708	00
TABLE19		AUSTRIA	709	00
TABLE19		AZERBAIJAN, REPUBLIC OF	963	00
TABLE19		AZORES	829	00
TABLE19		BAHAMAS	710	00
TABLE19		BAHRAIN	711	00
TABLE19		BALEARIC ISLANDS	871	00
TABLE19		BANGLADESH	934	00
TABLE19		BARBADOS	712	00
TABLE19		BELARUS, REPUBLIC OF	964	00
TABLE19		BELGIUM	714	00
TABLE19		BELIZE	719	00
TABLE19		BENIN	737	00
TABLE19		BERMUDA	715	00
TABLE19		BHUTAN	956	00
TABLE19		BOLIVIA	716	00
TABLE19		BOSNIA-HERZEGOVINA	866	00
TABLE19		BOTSWANA	884	00
TABLE19		BRAZIL	717	00
TABLE19		BRITISH VIRGIN ISLANDS	864	00
TABLE19		BRUNEI	913	00
TABLE19		BULGARIA	722	00
TABLE19		BURKINA FASO	878	00
TABLE19		BURUNDI	920	00
TABLE19		CAMEROON	751	00
TABLE19		CANADA	725	00
TABLE19		CANARY ISLANDS	872	00
TABLE19		CANTON ISLANDS	902	00
TABLE19		CAPE VERDE ISLAND	727	00
TABLE19		CAYMAN ISLANDS	895	00
TABLE19		CENTRAL AFRICAN REPUBLIC	912	00
TABLE19		CHAD	917	00
TABLE19		CHILE	729	00
TABLE19		CHINA, PEOPLE'S REPUBLIC OF	916	00
TABLE19		CHRISTMAS ISLAND	903	00
TABLE19		COLOMBIA	731	00
TABLE19		COMOROS ISLAND	757	00
TABLE19		CONGO, REPUBLIC OF	909	00
TABLE19		COOK ISLANDS	873	00
TABLE19		CORSICA	602	00
TABLE19		COSTA RICA	732	00
TABLE19		CROATIA	867	00
TABLE19		CUBA	733	00
TABLE19		CYPRUS	734	00
TABLE19		CZECH REPUBLIC	736	00
TABLE19		DENMARK	739	00
TABLE19		DJIBOUTI	756	00
TABLE19		DOMINICA	740	00
TABLE19		DOMINICAN REPUBLIC	741	00
TABLE19		DUBAI, U.A.E.	738	00
TABLE19		ECUADOR	742	00
TABLE19		EGYPT	743	00
TABLE19		EL SALVADOR	838	00
TABLE19		EQUATORIAL GUINEA	925	00
TABLE19		ERITREA	744	00

TABLE19	ESTONIA	745	00
TABLE19	ETHIOPIA	746	00
TABLE19	FALKLAND ISLANDS	747	00
TABLE19	FAROE ISLANDS	886	00
TABLE19	FIJI ISLANDS	748	00
TABLE19	FINLAND	749	00
TABLE19	FRANCE	750	00
TABLE19	FRENCH GUIANA	753	00
TABLE19	FRENCH POLYNESIA	755	00
TABLE19	GABON	918	00
TABLE19	GAMBIA	759	00
TABLE19	GEORGIA, REPUBLIC OF	965	00
TABLE19	GERMANY, FEDERAL REPUBLIC	760	00
TABLE19	GHANA	764	00
TABLE19	GIBRALTAR	762	00
TABLE19	GREECE	766	00
TABLE19	GREENLAND	767	00
TABLE19	GRENADA	768	00
TABLE19	GUADELOUPE	769	00
TABLE19	GUATEMALA	770	00
TABLE19	GUERNSEY	930	00
TABLE19	GUINEA	893	00
TABLE19	GUINEA-BISSAU	828	00
TABLE19	GUYANA	718	00
TABLE19	HAITI	771	00
TABLE19	HONDURAS	772	00
TABLE19	HONG KONG	773	00
TABLE19	HUNGARY	774	00
TABLE19	ICELAND	775	00
TABLE19	INDIA	776	00
TABLE19	INDONESIA	778	00
TABLE19	IRAN	779	00
TABLE19	IRAQ	780	00
TABLE19	IRELAND	781	00
TABLE19	ISRAEL	782	00
TABLE19	ITALY	783	00
TABLE19	IVORY COAST	784	00
TABLE19	JAMAICA	785	00
TABLE19	JAPAN	786	00
TABLE19	JORDAN	787	00
TABLE19	KAMPUCHEA	724	00
TABLE19	KAZAKHSTAN, REPUBLIC OF	966	00
TABLE19	KENYA	788	00
TABLE19	KIRIBATI	763	00
TABLE19	KOREA	789	00
TABLE19	KUWAIT	790	00
TABLE19	KYRGYZSTAN, REPUBLIC OF	967	00
TABLE19	LAOS	896	00
TABLE19	LATVIA	791	00
TABLE19	LEBANON	792	00
TABLE19	LESOTHO	928	00
TABLE19	LIBERIA	793	00
TABLE19	LIBYA	794	00
TABLE19	LIECHTENSTEIN	957	00
TABLE19	LITHUANIA	795	00
TABLE19	LUXEMBOURG	796	00
TABLE19	MACAO	797	00
TABLE19	MACEDONIA	805	00
TABLE19	MADAGASCAR	798	00
TABLE19	MADEIRA ISLANDS	874	00
TABLE19	MALAWI	819	00
TABLE19	MALAYSIA	799	00
TABLE19	MALDIVES ISLANDS	936	00
TABLE19	MALI	887	00
TABLE19	MALTA	800	00
TABLE19	MARSHALL ISLANDS (REPUBLIC)	942	00
TABLE19	MARTINIQUE	801	00
TABLE19	MAURITANIA	911	00
TABLE19	MAURITIUS	802	00
TABLE19	MEXICO	803	00
TABLE19	MICRONESIA, FED. STATES OF	941	00
TABLE19	MOLDOVA, REPUBLIC OF	968	00
TABLE19	MONACO	958	00
TABLE19	MONGOLIA	604	00
TABLE19	MONTSERRAT	804	00
TABLE19	MOROCCO	806	00

TABLE19	MOZAMBIQUE	808	00
TABLE19	MYANMAR, UNION OF	723	00
TABLE19	NAMIBIA	883	00
TABLE19	NAURU	915	00
TABLE19	NEPAL	919	00
TABLE19	NETHERLANDS	809	00
TABLE19	NETHERLANDS ANTILLES	810	00
TABLE19	NEVIS	876	00
TABLE19	NEW CALEDONIA	812	00
TABLE19	NEW ZEALAND	814	00
TABLE19	NICARAGUA	815	00
TABLE19	NIGER	875	00
TABLE19	NIGERIA	816	00
TABLE19	NORTH KOREA	603	00
TABLE19	NORWAY	818	00
TABLE19	OMAN	926	00
TABLE19	PAKISTAN	820	00
TABLE19	PALAU	940	00
TABLE19	PANAMA	821	00
TABLE19	PAPUA NEW GUINEA	894	00
TABLE19	PARAGUAY	822	00
TABLE19	PERU	823	00
TABLE19	PHILIPPINES	824	00
TABLE19	PITCAIRN ISLAND	825	00
TABLE19	POLAND	826	00
TABLE19	PORTUGAL	827	00
TABLE19	PORTUGUESE EAST TIMOR	830	00
TABLE19	QATAR	888	00
TABLE19	REUNION ISLAND	880	00
TABLE19	ROMANIA	831	00
TABLE19	RUSSIAN FEDERATION	859	00
TABLE19	RWANDA	921	00
TABLE19	RYUKYU ISLAND (JAPAN)	832	00
TABLE19	SAN MARINO	960	00
TABLE19	SANTA CRUZ IS (SOLOMON IS)	605	00
TABLE19	SAO TOME & PRINCIPE	961	00
TABLE19	SAUDI ARABIA	839	00
TABLE19	SENEGAL	840	00
TABLE19	SERBIA-MONTENEGRO	865	00
TABLE19	SEYCHELLES	841	00
TABLE19	SIERRA LEONE	842	00
TABLE19	SINGAPORE	843	00
TABLE19	SLOVAKIA	735	00
TABLE19	SLOVENIA	868	00
TABLE19	SOLOMON ISLANDS	924	00
TABLE19	SOMALIA	892	00
TABLE19	SOUTH AFRICA	858	00
TABLE19	SPAIN	844	00
TABLE19	SRI LANKA	728	00
TABLE19	ST. HELENA	833	00
TABLE19	ST. KITTS & ST. CHRISTOPHER	834	00
TABLE19	ST. LUCIA	835	00
TABLE19	ST. PIERRE & MIQUELON	836	00
TABLE19	ST. VINCENT	837	00
TABLE19	SUDAN	704	00
TABLE19	SURINAME	845	00
TABLE19	SWAZILAND	933	00
TABLE19	SWEDEN	846	00
TABLE19	SWITZERLAND	847	00
TABLE19	SYRIA	848	00
TABLE19	TAIWAN	730	00
TABLE19	TAJIKISTAN, REPUBLIC OF	969	00
TABLE19	TANZANIA	849	00
TABLE19	THAILAND	850	00
TABLE19	TOGO	851	00
TABLE19	TONGA	758	00
TABLE19	TRINIDAD & TOBAGO	854	00
TABLE19	TRISTAN DA CUNHA	885	00
TABLE19	TUNISIA	856	00
TABLE19	TURKEY	857	00
TABLE19	TURKMENISTAN, REPUBLIC OF	970	00
TABLE19	TURKS AND CAICOS ISLANDS	905	00
TABLE19	TUVALU ISLAND	937	00
TABLE19	U.S. TERRITORIES	900	00
TABLE19	UGANDA	889	00
TABLE19	UKRAINE, REPUBLIC OF	971	00

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TABLE19	UNITED KINGDOM	765	00
TABLE19	UNKNOWN	999	00
TABLE19	URUGUAY	860	00
TABLE19	UZBEKISTAN, REPUBLIC OF	972	00
TABLE19	VANUATU - NEW HEBRIDES	813	00
TABLE19	VATICAN CITY	861	00
TABLE19	VENEZUELA	862	00
TABLE19	VIETNAM	863	00
TABLE19	WALLIS AND FUTUNA IS.	907	00
TABLE19	WESTERN SAMOA	720	00
TABLE19	YEMEN, ARAB REPUBLIC	897	00
TABLE19	YEMEN, PEOPLES REPUBLIC	701	00
TABLE19	ZAIRE	713	00
TABLE19	ZAMBIA	817	00
TABLE19	ZIMBABWE	923	00
TABLEEND			XXXXXX

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**In-Office Cost System (IOCS)  
Statistical and Computer Documentation**

**Appendix - G  
Program CS3SPACE Listing and Output Tables**

## PROGRAM CS3SPACE LISTING AND OUTPUT TABLES

This Appendix contains the JCL, SAS Log, and output reports for the development of distribution keys for space, rental value and mail processing equipment related distribution keys.

Refer to pages 3 thru 7 for JCL.

Refer to pages 8 thru 15 for SAS log and program listing.

Refer to pages 16 thru 31 for a listing of output reports.

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J E S 2 J O B L O G -- S Y S T E M S M P A -- N O D E S M 1

12.34.46 JOB22048 ---- WEDNESDAY, 14 MAR 2001
12.34.46 JOB22048 IEF677I WARNING MESSAGE(S) FOR JOB ALBSPAC3 ISSUED
12.34.46 JOB22048 $HASP373 ALBSPAC3 STARTED - INIT C2 - CLASS 3 - SYS SMPA
12.34.46 JOB22048 ACF9CCCC USERID H35627 IS ASSIGNED TO THIS JOB - ALBSPAC3
12.34.46 JOB22048 USRJU1-O1 JOB ALBSPAC3 USING LOGONID H35627
12.34.46 JOB22048 IEF4031 ALBSPAC3 - STARTED - TIME=12.34.46
12.34.47 JOB22048 ---- PAGING COUNTS ---
12.34.47 JOB22048 -JOBNAMN STEPNAME PROCSTEP RC EXCP CONN TCB SRB CLOCK SERV PG PAGE SWAP VIO SWAPS
12.34.47 JOB22048 -ALBSPAC3 STEP1 S01 00 6 5 .00 .00 .00 0 0 0 0 0
12.34.49 JOB22048 IEF233A M 4551,440838 ,ALBSPAC3 ,S05 ,ALB,HOTAL00 .ITEM ALL
12.34.49 JOB22048 IEF233A M 256B ,PRIVAT ,SL,ALBSPAC3 ,S05 ,ALB,HOTAL00 .CRASPACE
12.34.52 JOB22048 IECTMS9 256B ,299528 ,ALBSPAC3 ,OUT ,2003/073 ,0001 ,HQTA00 .CRASPACE
12.34.52 JOB22048 IEC705I TAPE ON 256B ,299528 ,SL ,COMP ,ALBSPAC3 ,S05 .STEP1 ,ALB ,HOTAL00 .CRASPACE
12.37.10 JOB22048 IEF234E K 4551,440838 ,PVT,ALBSPAC3 ,S05
12.37.10 JOB22048 TMS014 IEF234E K 4551,440838 ,PVT,ALBSPAC3 ,S05
12.37.13 JOB22048 TMS014 IEF234E K 256B ,299528 ,PVT,ALBSPAC3 ,S05
12.37.13 JOB22048 TMS014 IEF234E K 256B ,299528 ,PVT,ALBSPAC3 ,S05
12.37.13 JOB22048 -ALBSPAC3 STEP1 S05 00 31251 102K .13 .01 2.4 86769 0 0 0 0
12.37.14 JOB22048 IEF404I ALBSPAC3 - ENDED - TIME=12.37.14
12.37.14 JOB22048 -ALBSPAC3 ENDED. NAME=C-L CHEN TOTAL TCB CPU TIME=.13 TOTAL ELAPSED TIME= 2.4
12.37.14 JOB22048 $HASP395 ALBSPAC3 ENDED

0----- JES2 JOB STATISTICS -----
- 14 MAR 2001 JOB EXECUTION DATE
- 65 CARDS READ
- 1,334 SYSCUT PRINT RECORDS
- 0 SYSCUT PUNCH RECORDS
- 104 SYSCUT SPOOL KBYTEs
- 2.46 MINUTES EXECUTION TIME
1 //ALBSPAC3 JOB (ALA04) , 'C-L CHEN' ,CLASS=3 ,MSGCLASS=H , NOTIFY=&SYSUID ,RESTART=(STEP1,S01)
// NOTIFY=&SYSUID ,RESTART=(STEP1,S01)
/*ROUTE PRINT U5704
/* SAGFJ219 ACF2 ACTIVE SMI
IEFC652I SUBSTITUTION JCL - (ALA04) , 'C-L CHEN' ,CLASS=3 ,MSGCLASS=H , NOTIFY=H35527 ,RESTART=(STEP1,S01)
2 //ALBSPACE PROC FY ,QTR ,YEAR-
//***** ****
//S01 EXEC PGM=IEFBRI4
//SYSPRINT DD SYSSOUT=*
//SYSOUT DD SYSSOUT=*
//DD1 DD DSN=ALB,HOTAL00 .CRASPACE
// DISP=(MOD,UCATLG),UNIT=(Tape ,DEFER)
//***** ****
//S05 EXEC PGM=SASVAL ,REGION=7000K,
// PARM=( 'SORT=4 OPLIST SYSPARM='&FY&QTR&YEAR' ')
//***** ****
//+ START OF DD STATEMENTS REQUIRED BY SAS
//***** ****
//NULLPDS DD DISP=(NEW,PASS) DSN=&NULLPDS ,UNIT=WORK ,
// SPACE=(TRK,(1,1,1)) ,DCB=BLKSIZE=6160
// 00001700
// 00001800
// 00001500
// 00001600
// 00001700
// 00001800

```



```

+**+
+**+ ***** STATEMENTS REQUIRED BY SAS ****+
+**+
 START OF DD STATEMENTS REQUIRED BY SAS
+**+
+**+ ***** SUBSTITUTION JCL - PGM=SASX1 REGION=700K, PRMN=( ' SORT=4 OPLIST SYSPARM="00N2000" ')
+**+
 IEF653I SUBSTITUTION JCL - PGM=SASX1 REGION=700K, PRMN=( ' SORT=4 OPLIST SYSPARM="00N2000" ')
00007400
00001400
00001500
00001600
+**+
 10 ++NULLPDS DD DISP=(NEW, PASS) ,DSN=&NULLPDS, UNIT=WORK, 00001700
    SPACE=(TRK, (1,1,1)), DCB=BLKSIZE=6160
+**+
 11 ++STEPLIB DD DISP=SHR, DSN=* NULLPDS, VOL=REF=* .NULLPDS 00001800
+**+
 12 ++ DD DISP=SHR, DSN=SAS .VBTSMO LIBRARY 00001900
+**+
 13 ++ DD DISP=SHR, DSN=SYS3 .DB2R .DSNEKIT 00002000
    DD DISP=SHR, DSN=SYS3X.DB2 .DB2R .LOAD
+**+
 14 ++ DD DISP=SHR, DSN=SAS .VBTSMO .SASC .TRANSLIB 00002100
+**+
 15 ++CTRANS DD DISP=SHR, DSN=SAS .VBTSMO .SORT .LINKLIB 00002200
+**+
 16 ++CONFIG DD DISP=SHR, DSN=SAS .VBTSMO .CNTL (BATCH) 00002300
+**+
 17 ++ DD DISP=SHR, DSN=NULLFILE 00002400
    DD DISP=SHR, DSN=* .NULLPDS VOL=REF=* .NULLPDS
+**+
 18 ++SASAUTOS DD DISP=SHR, DSN=SAS .VBTSMO .AUTOLIB 00002500
+**+
 19 ++ DD DISP=SHR, DSN=SAS .VBTSMO .SASHHELP 00002600
+**+
 20 ++SASHHELP DD DISP=SHR, DSN=SAS .VBTSMO .SASHMSG 00002700
+**+
 21 ++SASMSG DD DISP=SHR, DSN=SAS .VBTSMO .SASHMSG 00002800
+**+
 22 ++WORK DD SPACE=(CYL,(500,500) ..,ROUND), UNIT=SYSDA 00002900
+**+
 23 ++ DD UNIT=SYSDA, SPACE=(6144,(500,500) ..,ROUND), 00003100
    DCB=(RECFM=FB, LRECL=80, BLKSIZE=400, BUFN0=1)
+**+
 24 ++SASLOG DD SYSOUT=* 00003200
+**+
 25 ++SASLOG DD SYSOUT=* 00003300
+**+
 26 ++SASLIST DD SYSOUT=* 00003400
+**+
 27 ++SASPARM DD UNIT=SYSDA, SPACE=(400,(100,300)), 00003500
+**+
 28 ++SYSUDUMP DD SYSOUT=* 00003600
+**+
+**+ ***** END OF DD STATEMENTS REQUIRED BY SAS 00003700
+**+
+**+ ***** END OF DD STATEMENTS REQUIRED BY SAS 00003800
+**+
+**+
 29 ++IN1 DD DSN=ALB .HQTALFY ..ITEM .ALL,DISP=SHR, LABEL=( , , IN) 00003900
+**+
 IEF653I SUBSTITUTION JCL - DSN=ALB HQTAL00 .ITEM .ALL,DISP=SHR, LABEL=( , , IN)
30 ++OUT DD DSN=ALB .HQTALFY ..CRASPACE LABEL=RETPD=730, , 00004000
+**+
+**+ DISP=(NEW, CATALOG, DELETE), UNIT=TAPE
+**+ UT DD DSN=ALB .HQTALFY ..CRASPACE REVISED, LABEL=RETPD=730, 00004100
+**+ DISP=(NEW, CATALOG, DELETE), UNIT=TAPE
+**+
 IEF653I SUBSTITUTION JCL - DSN=ALB HQTAL00 .CRASPACE LABEL=RETPD=730, DISP=(NEW, CATALOG, DELETE), UNIT=TAPE
31 ++SYSIN DD DSN=ALB .IOC&FY ..PRODSAS (CS3SPACE) ,DISP=SHR 00004200
+**+
+**+
//*
+**+
 IEF653I SUBSTITUTION JCL - DSN=ALB .IOC500 .PRODSAS (CS3SPACE) ,DISP=SHR

```

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STMT NO. MESSAGE

3 IEFCO011 PROCEDURE ALBSPACE WAS EXPANDED USING INSTREAM PROCEDURE DEFINITION

11 IEF6481 INVALID DISP FIELD-PASS SUBSTITUTED

18 IEF6481 INVALID DISP FIELD-PASS SUBSTITUTED

IEF2361 ALLOC. FOR ALBSPAC3 S01 STEP1

IEF2371 JES2 ALLOCATED TO SYSPRINT

IEF2371 JES2 ALLOCATED TO SYSOUT

IGD1001 355C ALLOCATED TO DDNAME DD1

STORCLAS (SCTAPVT) MGMTCLAS ( ) DATACLAS ( )

IEF1421 ALBSPAC3 S01 STEP1 - STEP WAS EXECUTED - COND CODE 0000

IEF2851 H35627 .ALBSPAC3 .JOB22048.D0000101. ? SYOUT

IEF2851 H35627 .ALBSPAC3 .JOB22048.D0000102. ? SYOUT

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IEF2851	ALB.HQTAL00.CRASPACE	UNCATALOGED
IEF2851	VOL SER NOS= 346988.	
IEF3731	STEP/S01 /START 2001073.1234	
IEF3741	STEP/S01 /STOP 2001073.1234 CPU	0MIN 00.00SEC SRB
IEF2361	ALLOC. FOR ALBSPAC3 S05 STEP1	0MIN 00.00SEC VIRT
IGD1011	SMS ALLOCATED TO DDNAME (NULLPDS )	8K SYS 244K EXT
	DSN (SYS01073.T123446.RA000.ALBSPAC3.NULLPDS.H02 )	4K SYS 10256K
	STORCLAS (SCVIO) MGMTCLAS ( ) DATACLAS ( )	
	VOL SER NOS= VIO	
IGD1031	SMS ALLOCATED TO DDNAME STEPLIB	
IGD1031	SMS ALLOCATED TO DDNAME	
IGD1031	SMS ALLOCATED TO DDNAME	
IEF2371	C098 ALLOCATED TO	
IGD1031	SMS ALLOCATED TO DDNAME CTRANS	
IGD1031	SMS ALLOCATED TO DDNAME CONFIG	
IEF2371	DMY ALLOCATED TO	
IGD1031	SMS ALLOCATED TO DDNAME SASAUTOS	
IGD1031	SMS ALLOCATED TO DDNAME	
IGD1031	SMS ALLOCATED TO DDNAME SASHELP	
IGD1031	SMS ALLOCATED TO DDNAME SASMSG	
IGD1011	SMS ALLOCATED TO DDNAME (WORK )	
	DSN (SYS01073.T123446.RA000.ALBSPAC3.R0248538 )	
	STORCLAS (SCVIO) MGMTCLAS ( ) DATACLAS ( )	
	VOL SER NOS= WOAB35	
IGD1011	SMS ALLOCATED TO DDNAME ( )	
	DSN (SYS01073.T123446.RA000.ALBSPAC3.R0248539 )	
	STORCLAS (SCVIO) MGMTCLAS ( ) DATACLAS ( )	
	VOL SER NOS= VIO	
IEF2371	JES2 ALLOCATED TO SASLOG	
IEF2371	JES2 ALLOCATED TO SASLIST	
IGD1011	SMS ALLOCATED TO DDNAME (SASPARM )	
	DSN (SYS01073.T123446.RA000.ALBSPAC3.R0248540 )	
	STORCLAS (SCVIO) MGMTCLAS ( ) DATACLAS ( )	
	VOL SER NOS= VIO	
IEF2371	JES2 ALLOCATED TO SYSUDUMP	
IGD1001	4551 ALLOCATED TO DDNAME IN1	
IGD1001	256B ALLOCATED TO DDNAME OUT	
	STORCLAS (SCTAPVTS) MGMTCLAS ( ) DATACLAS ( )	
IGD1031	SMS ALLOCATED TO DDNAME SYSIN	
IGD1031	SMS ALLOCATED TO DDNAME SYS00001	
IEF2371	BC65 ALLOCATED TO SYS00002	
IEF2371	B10 ALLOCATED TO SYS00003	
IGD1031	SMS ALLOCATED TO DDNAME SYS00004	RETAINED, DDNAME=SYS00004
IEF2851	SAS.V8TSMO.NEWS	
IEF2851	VOL SER NOS= SD148.	
IEF2851	SYS01073.T123446.RA000.ALBSPAC3.R0248538	KEPT
IEF1041	VOL SER NOS= WOAB35.	
IGD1041	SAS.V8TSMO.CTMISC	
IEF1421	ALBSPAC3 S05 STEP1 - STEP WAS EXECUTED - COND CODE 0000	
IGD1041	SAS.V8TSMO.LIBRARY	
IGD1041	SYS3.DB2R.DSNEXIT	
IEF2851	SYS3X.DB2,DB2R,LOAD	
IEF2851	VOL SER NOS= SF0000.	
IGD1041	SAS.V8TSMO.SASC.TRANSLIB	

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IGD1041 SAS .V8TSMO .CNTL          RETAINED, DDNAME=CONFIG
IGD1041 SAS .V8TSMO .AUTOLIB      RETAINED, DDNAME=_
IGD1041 SAS .V8TSMO .SASHHELP     RETAINED, DDNAME=SASHHELP
IGD1041 SAS .V8TSMO .SASMSG       RETAINED, DDNAME=SASMSG
IGD1051 SYS01073 .T123446 .RA0000 .ALBSPAC3 .R0248538
IGD1051 SYS01073 .T123446 .RA0000 .ALBSPAC3 .R0248539
H35627 .ALBSPAC3 .JOB22048 .D0000103 .?
IGD1051 SYS01073 .T123446 .RA0000 .ALBSPAC3 .R0248539
H35627 .ALBSPAC3 .JOB22048 .D0000104 .?
IGE2851 H35627 .ALBSPAC3 .JOB22048 .D0000105 .?
IGE2851 H35627 .ALBSPAC3 .JOB22048 .D0000105 .?
IGD1051 SYS01073 .T123446 .RA0000 ALBSPAC3 .R0248540
H35627 .ALBSPAC3 .JOB22048 .D0000106 .?
IEF2851 ALB .HOTAL00 .ITEM .ALL
IEF2851 VOL SER NOS= 440838 .
IGD1081 ALB .HOTAL00 .CRSPACE
VOLUME SERIAL NUMBERS =
299528
IGD1041 ALB .TOC500 .PRODSAS
IEF3731 STEP /S05 /START 2001073 .1234
IEF3741 STEP /S05 /STOP 2001073 .1237 CPU 0MIN 07 .90SEC SRB 0MIN 00 .63SEC
IGD1051 SYS01073 .T123446 .RA0000 .ALBSPAC3 .NULLPDS .H02 DELETED, DDNAME=NULLPDS
IEF3751 JOB /ALBSPAC3 /START 2001073 .1234
IEF3761 JOB /ALBSPAC3 /STOP 2001073 .1237 CPU 0MIN 07 .91SEC SRB 0MIN 00 .63SEC

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16 ACTV=F262;  
17 OPER=F260;  
18 \* \*\*\*\*\*  
19 \* COMMENT--FOR DEVELOPING MAIL SPACE AND EQUIPMENT RELATED DISTRIBUTION  
20 \*  
21 \* KEYS KEEP RECORDS INVOLVING SPECIAL SERVICES  
22 \*  
23 \*  
24 IF (ACTV < '5000');  
25 \* \*\*\*\*\*  
26 \* COMMENT--DELETE SUPERVISOR RECORDS  
27 \*  
28 \*  
29 \*  
30 \*  
31 \*  
32 \*  
33 \*  
34 \*  
35 \*  
36 CRAFT=F36;  
37 CAG=F264;  
38 PLATOPER=F116;  
39 COLLPREP=F118;  
40 WINDOW=F124;  
41 ADMIN=F126;  
42 IF CRAFT EQ '09' OR  
43 CRAFT EQ '19' THEN DELETE;  
44 IF CAG = 'K' THEN DELETE;  
45 IF PLATOPER = 'D' THEN DELETE;  
46 IF COLLPREP = 'A' THEN DELETE;  
47 IF OPER = '09' THEN DELETE;  
48 IF OPER > '23' AND OPER < '27' THEN DELETE;  
49 IF WINDOW > ' ' THEN DELETE;  
50 IF ADMIN > ' ' THEN DELETE;  
51 IF OPER > '29' THEN DO;  
52 IF F107 NOT = 'Q' THEN DELETE;  
53 END;  
54 \*  
55 \* COMMENT--ESTABLISH WEIGHTING FACTORS  
56 \*  
57 \*  
58 WGT=FF9250/100000;  
59 \*  
60 \*  
61 \*  
62 FINALFIN=F263;  
63 BMCODE=F9207;  
64 DEDICATD=F9223;  
65 DEDICATE=F9471;  
66 DEDICATI=F9472;  
67 MISCOPE=F123;  
68 MANMECH=F1128;  
69 MANUAL=F9211;

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70 SORTO=F9002;
71 ALLIED=FL21;
72 ALLIEDTY=FL22;
73 ACTLAST3='';
74 ACTLAST3=SUBSTR(ACTV,2,3);
75 ACT2ND='';
76 ACT2ND=SUBSTR(ACTV,2,1);
77 ACT1ST='';
78 ACT1ST=SUBSTR(ACTV,1,1);
*****+
13 * COMMENT--USE ACTIVITY CODE TO ESTABLISH CLASS OF MAIL
80 *
81 CLASS='';
82 CLASS='99 '|ACTLAST3|';
83 IF ACTV > '499' THEN CLASS = '199 MIXED MAIL ';
84 ELSE
85 IF ACTV = '0010' THEN CLASS = '167 SPEC DELV ';
86 ELSE
87 IF ACTV = '0020' THEN CLASS = '170 SPEC HNDLG ';
88 ELSE
89 IF ACTV = '0030' THEN CLASS = '166 COD ';
90 ELSE
91 IF ACTV = '0050' THEN CLASS = '164 CERTIFIED ';
92 ELSE
93 IF ACTV = '0060' THEN CLASS = '163 REGISTRY ';
94 ELSE
95 IF ACTV = '0070' THEN CLASS = '165 INSURED ';
96 ELSE
97 IF ACTV = '0080' THEN CLASS = '165 INSURED ';
98 ELSE
99 IF ACTV = '0090' THEN CLASS = '172 OTHER ';
100 ELSE
101 IF ACTV = '0100' THEN CLASS = '172 OTHER ';
102 ELSE
103 IF ACTV = '0110' THEN CLASS = '172 OTHER ';
104 ELSE
105 IF ACTV = '0120' THEN CLASS = '172 OTHER ';
106 ELSE
107 IF ACTLAST3 = '020' THEN CLASS = '104 1ST POST CD ';
108 ELSE
109 IF ACTLAST3 = '035' THEN CLASS = '105 1ST PS PSTCD';
110 ELSE
111 IF ACTLAST3 = '040' THEN CLASS = '105 1ST PS PSTCD';
112 ELSE
113 IF ACTLAST3 = '045' THEN CLASS = '105 1ST PS PSTCD';
114 ELSE
115 IF ACTLAST3 = '022' THEN CLASS = '105 1ST LTR/PCL';
116 ELSE
117 IF ACTLAST3 = '060' THEN CLASS = '101 1ST LTR/PCL';
118 ELSE
119 IF ACTLAST3 = '061' THEN CLASS = '101 1ST LTR/PCL';
120 ELSE
121 IF ACTLAST3 = '062' THEN CLASS = '101 1ST LTR/PCL';
122 ELSE
123 ELSE

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209

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124 IF ACTLAST3 = '080' THEN CLASS = '102 1ST PS LTR/P';  

125 ELSE  

126 IF ACTLAST3 = '081' THEN CLASS = '102 1ST PS LTR/P';  

127 ELSE  

128 IF ACTLAST3 = '085' THEN CLASS = '102 1ST PS LTR/P';  

129 ELSE  

130 IF ACTLAST3 = '086' THEN CLASS = '102 1ST PS LTR/P';  

131 ELSE  

132 IF ACTLAST3 = '100' THEN CLASS = '112 MAILGRAM';  

133 ELSE  

134 IF ACTLAST3 = '110' THEN CLASS = '111 EXPRESS';  

135 ELSE  

136 IF ACTLAST3 = '111' THEN CLASS = '111 EXPRESS';  

137 ELSE
14
138 IF ACTLAST3 = '160' THEN CLASS = '110 PRIORITY';  

139 ELSE  

140 IF ACTLAST3 = '211' THEN CLASS = '113 PUB INCOUNTY';  

141 ELSE  

142 IF ACTLAST3 = '212' THEN CLASS = '117 PUB OUT CO';  

143 ELSE  

144 IF ACTLAST3 = '213' THEN CLASS = '117 PUB OUT CO';  

145 ELSE  

146 IF ACTLAST3 = '214' THEN CLASS = '117 PUB OUT CO';  

147 ELSE  

148 IF ACTLAST3 = '310' THEN CLASS = '126 STD ECR';  

149 ELSE  

150 IF ACTLAST3 = '330' THEN CLASS = '126 STD ECR';  

151 ELSE  

152 IF ACTLAST3 = '340' THEN CLASS = '127 STD REGULAR';  

153 ELSE  

154 IF ACTLAST3 = '341' THEN CLASS = '127 STD REGULAR';  

155 ELSE  

156 IF ACTLAST3 = '345' THEN CLASS = '127 STD REGULAR';  

157 ELSE  

158 IF ACTLAST3 = '350' THEN CLASS = '127 STD REGULAR';  

159 ELSE  

160 IF ACTLAST3 = '351' THEN CLASS = '127 STD REGULAR';  

161 ELSE  

162 IF ACTLAST3 = '355' THEN CLASS = '127 STD REGULAR';  

163 ELSE  

164 IF ACTLAST3 = '400' THEN CLASS = '136 PARCEL POST';  

165 ELSE  

166 IF ACTLAST3 = '420' THEN CLASS = '139 MEDIA MAIL';  

167 ELSE  

168 IF ACTLAST3 = '425' THEN CLASS = '139 MEDIA MAIL';  

169 ELSE  

170 IF ACTLAST3 = '430' THEN CLASS = '139 MEDIA MAIL';  

171 ELSE  

172 IF ACTLAST3 = '440' THEN CLASS = '139 MEDIA MAIL';  

173 ELSE  

174 IF ACTLAST3 = '460' THEN CLASS = '137 BPM';  

175 ELSE  

176 IF ACTLAST3 = '465' THEN CLASS = '137 BPM';  

177 ELSE

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178 IF ACTLAST3 = '480' THEN CLASS = '137 BPM      ';
179 ELSE;
180 IF ACTLAST3 = '493' THEN CLASS = '136 PARCEL POST';
181 ELSE;
182 IF ACTLAST3 = '495' THEN CLASS = '137 BPM      ';
183 ELSE;
184 IF ACTLAST3 = '510' THEN CLASS = '142 PENALTY USPPS';
185 ELSE;
186 IF ACT2ND = '6'   THEN CLASS = '161 INTERNL    ';
187 ELSE;
188 IF ACT2ND = '7'   THEN CLASS = '161 INTERNL    ';
189 ELSE;
190 IF ACT2ND = '8'   THEN CLASS = '161 INTERNL    ';
191 ELSE;
192 IF ACTLAST3 = '910' THEN CLASS = '147 FREE     ';
193 ELSE;
194 IF ACTLAST3 = '915' THEN CLASS = '147 FREE     ';
195 ELSE;
15                                     The SAS System
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196 IF ACTLAST3 = '950' THEN CLASS = '147 FREE     ';
197 ****
198 * COMMENT--ESTABLISH CATEGORIES UNIQUE TO
199 * MAIL PROCESSING AND RELATED EQUIPMENT KEYS
200 * FOR USE IN C/S 11, 16, 18 AND 20
201 ;
202 SPACECAT = '67 NON-BMC';
203 IF FINALFIN = '666666' THEN SPACECAT = '66 BMC   ';
204 OUTPUT OUT SPACE;
205 SPACECAT = '00 NOT USED';
206 IF BMCODE = 'A' THEN DO;
207 MODS = ' ';
208 MODS = F114;
209 IF '971' LE MODS LE '979' THEN DO;
210 SPACECAT = '24 RBCS   ';
211 OUTPUT OUT SPACE;
212 END;
213 IF MANMECH = 'Q' THEN DO;
214 SPACECAT = '65 STRAPPING';
215 OUTPUT OUT SPACE;
216 END;
217 ****
218 * COMMENT--ESTABLISH KEYS FOR CLERK TRAINNING-PARCELS
219 * -NON PARCELS
220 * -SCHEMES
221 *
222 ;
223 IF PLATOPER = ' ' THEN DO;
224 SPACECAT = '70 OTHER MPROC';
225 IF ACT1ST = '4' THEN SPACECAT = '69 MPROC PARCELS';
226 ELSE;
227 IF MANMECH > 'A' AND MANMECH < 'I'
228      THEN SPACECAT = '68 MPROC NON PCL';
229 ELSE;
230 IF MANMECH = 'K' THEN SPACECAT = '68 MPROC NON PCL';
231

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```

232 IF MANMECH = 'S' THEN SPACECAT = '68 MPROC NON PCL';
233 OUTPUT OUT.SPACE;
234 END;
235 ****
236 * COMMENT--ESTABLISH SPACE CATEGORIES
237 *
238 SPACECAT = '00' NOT USED ';
239 IF DEDICATD = 'Y' AND F9611 = 'M' THEN SPACECAT = '05 EXPRESS ';
240 ELSE
241 IF DEDICATD = 'Y' THEN DELETE;
242 ELSE
243 IF DEDICATF = 'Y' AND F161 = 'P' THEN SPACECAT = '05 EXPRESS ';
244 ELSE
245 IF DEDICATI = 'Y' AND F163 = 'H' THEN SPACECAT = '05 EXPRESS ';
246 ELSE
247 IF MISCOPEP = 'D' THEN SPACECAT = '07 COMPFORWARD ';
248 ELSE
249 IF PLATOPER = 'A' THEN SPACECAT = '08 BULKACCEPT ';
250 ELSE
251 IF MANMECH = 'N' THEN SPACECAT = '25 MULTISLIDE ';
252 ELSE
253 IF MANMECH = 'T' THEN SPACECAT = '64 POWERTRNSP.EQ. ';
16
254 ELSE
255 IF PLATOPER > 'A' THEN DELETE;
256 ELSE
257 IF MISCOPEP = 'A' THEN DELETE;
258 ELSE
259 IF MISCOPEP = 'C' THEN DELETE;
260 ELSE
261 IF MISCOPEP = 'I' THEN SPACECAT = '11 OTHERACCOUNT ';
262 ELSE
263 IF MISCOPEP = 'J' THEN SPACECAT = '12 OTHERNON-ACCT';
264 ELSE
265 IF MANMECH = 'B' THEN SPACECAT = '13 OCRPREF ';
266 ELSE
267 IF MANMECH = 'C' THEN SPACECAT = '14 MPBCS ';
268 ELSE
269 IF MANMECH = 'D' THEN SPACECAT = '15 DELV BCS ';
270 ELSE
271 IF MANMECH = 'E' THEN SPACECAT = '71 CAR SEQ BCS ';
272 ELSE
273 IF MANMECH = 'F' THEN SPACECAT = '16 LSM ';
274 ELSE
275 IF MANMECH = 'K' THEN SPACECAT = '17 FSM ';
276 ELSE
277 IF MANMECH = 'J' THEN SPACECAT = '18 PCLSORTER ';
278 ELSE
279 IF MANMECH = 'M' THEN SPACECAT = '18 PCLSORTER ';
280 ELSE
281 IF MANMECH = 'G' THEN SPACECAT = '19 LTRFCR/CANC';
282 ELSE
283 IF MANMECH = 'H' THEN SPACECAT = '20 PLATFCR/CANC';
284 ELSE
285 IF MANMECH = 'R' THEN SPACECAT = '21 CULLING ';

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286      ELSE
287      IF MANMECH = 'I' THEN SPACECAT = '22      SSM      ';
288      ELSE
289      IF MANMECH = 'L' THEN SPACECAT = '23SM PCLBNDL SRT';
290      ELSE
291      IF MANMECH = 'P' THEN SPACECAT = '26      ACDCS      ';
292      ELSE
293      IF ALLIEDTY = 'D' AND ACT1ST = '1'
294          THEN SPACECAT = '27 CENTRBAND-LTR';
295      ELSE
296      IF ALLIEDTY = 'D' AND ACT1ST = '2'
297          THEN SPACECAT = '28 CENTRBAND-FLT';
298      ELSE
299      IF MANMECH = 'U' THEN SPACECAT = '29 OTHEREQUIP      ';
300      ELSE
301      IF MANUAL = 'A' THEN SPACECAT = '30SRT TOLTR CASE';
302      ELSE
303      IF MANUAL = 'B' THEN SPACECAT = '31SRT TOFLT CASE';
304      ELSE
305      IF SORITTO = 'A' THEN SPACECAT = '32SRT TOHANG SCK';
306      ELSE
307      IF SORITTO = 'B' THEN SPACECAT = '33SRT TOROLLCNTR';
308      ELSE
309      IF SORITTO = 'C' THEN SPACECAT = '34SRT TOPALLETS';
310      ELSE
311      IF SORITTO = 'D' THEN SPACECAT = '33SRT TOROLLCNTR';

17                                         The SAS System
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312      ELSE
313      IF MANUAL > ' ' AND ALLIED = 'N'
314          THEN SPACECAT = '35 OTHERSORTING      ';
315      ELSE
316      IF MANUAL > ' ' AND 'A' LE ALLIEDY LE 'C'
317          THEN SPACECAT = '35 OTHERSORTING      ';
318      ELSE
319      IF MANUAL > ' ' AND ALLIEDY > 'D'
320          THEN SPACECAT = '35 OTHERSORTING      ';
321      ELSE
322      IF COLLPREP = 'G' THEN SPACECAT = '36      REWRAP      ';
323      ELSE
324      IF MISCOPE = 'B' THEN SPACECAT = '37 POST-AGE DUE';
325      ELSE
326      IF MANUAL > ' ' AND COLLREP > ' '
327          THEN SPACECAT = '38 OTHERMANUAL      ';
328      ELSE
329      IF MISCOPE = 'G' THEN SPACECAT = '38 OTHERMANUAL      ';
330      ELSE
331      IF MISCOPE = 'H' THEN SPACECAT = '42 ACCNTCAGE
***** * COMMENT--SPLIT SPACE CATEGORIES FOR OCR INTO
***** * PREFERENTIAL AND NON-PREFERENTIAL
***** *
332      IF SPACECAT = '13      OCRPREF      ' THEN DO;
333          IF ACT2ND = '3' OR ACT2ND = '4'
334              THEN SPACECAT = '63      OCR NONPREF';
335      *
336      IF SPACECAT = '13      OCRPREF      ' THEN DO;
337          IF ACT2ND = '3' OR ACT2ND = '4'
338              THEN SPACECAT = '63      OCR NONPREF';
339      END;

```

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```
340 IF SPACECAT = '00 NOT USED ' THEN DELETE;
341 OUTPUT OUTSPACE;
342 KEEP SPACECAT WGT CLASS;
343 ****
344 *DESCRIPTION OF PRECEDING GROUP OF SAS INSTRUCTIONS:
345 * WRITE REPORT
346 *
347 
```

NOTE: Character values have been converted to numeric values at the places given by: (Line) : (Column).

58:5 NOTE: There were 855132 observations read from the dataset IN1.TALLY00.

NOTE: The data set OUTSPACE has 281624 observations and 3 variables.

NOTE: The DATA statement used 6.02 CPU seconds and 7365K.

```
348 PROC FREQ;
349 TABLES CLASS*SPACECAT / NOPERCENT NOROW NOCOL;
350 WEIGHT WGT;
351 TITLE1 '';
352 TITLE2 'DISTRIBUTION KEYS FOR SPACE CATEGORIES';
353 TITLE3 'AND';
354 TITLE4 'MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES';
355 TITLES 'BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS)';
356 TITLE6 "FISCAL YEAR &YEAR QTR &QTR (ANNUAL = A)";
357 
```

NOTE: There were 281624 observations read from the dataset OUTSPACE.

NOTE: The PROCEDURE FREQ printed pages 1-8.

NOTE: The PROCEDURE FREQ used 0.89 CPU seconds and 8627K.

```
358 PROC FREQ;
359 TABLES CLASS*SPACECAT / NOPERCENT NOROW NOCOL;
360 TITLE1 '';
361 TITLE2 'DISTRIBUTION KEYS FOR SPACE CATEGORIES';
362 TITLE3 'AND';
363 TITLE4 'MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES';
364 TITLES 'BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS)-UNWEIGHTED';
365 TITLE6 "FISCAL YEAR &YEAR QTR &QTR (ANNUAL = A)";
366 NOTE: There were 281624 observations read from the dataset OUTSPACE.
367 NOTE: The PROCEDURE FREQ printed pages 9-16.
368 NOTE: The PROCEDURE FREQ used 0.88 CPU seconds and 8627K.
```

NOTE: The SAS session used 7.86 CPU seconds and 8627K.  
NOTE: SAS Institute Inc., SAS Campus Drive, Cary, NC USA 27513-2414

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DISTRIBUTION KEYS FOR SPACE CATEGORIES  
AND

MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS)  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency	05  EXPRESS	07  FORWARD	08  ACCEPT	BULK	11  ACCOUNT	12  NON ACCT	OTHER	13  PREP	OCR	14  NPBCS	15  BCS	16  LSM	17  FSM	18  PCL	SORTER	Total
101 1ST LTR/PCL	+	0   102345	+	+	+	+	+	+	+	+	95695	153944	198004	4193.3	300337	10540	82252067	
102 1ST PS LTR/P	+	0   74011	+	+	+	+	+	+	+	+	25156	66364	115561	1384.6	32104	722.29	2264848	
104 1ST POST CD	+	0   5827.2	+	180.68	420.49	465.41	3640.8	4101.7	6773.3	+	+	+	260.4	225.54	0	329679		
105 1ST PS PSTCD	+	0   1975.8	209.19	0	137.82	657.42	1156.5	2583.7	+	0	0	0	0	0	0	68238		
110 PRIORITY	+	0   1729.3	468.45	1494.3	1361.4	0	63.406	207.13	52.838	+	+	+	+	+	+	+	849825	
111 EXPRESS	+	40424   0	0	0	249.25	161.55	0	0	186.65	0	0	0	0	0	0	170264		
112 MAILGRAM	+	0   0	0	0	0	0	0	0	0	0	0	0	0	0	0	327.06		
113 PUB INCOUNTY	+	0   475.65	375.29	142.21	73.102	0	0	0	63.406	0	0	0	0	0	0	26899		
117 PUB OUT CO	+	0   29036	1335.8	134.02	630.47	338.49	310.02	688.03	644.72	70385	4571.7	1165670						
126 STD ECR	+	0   2282.6	2370.5	212.23	1558.9	0	5247.1	7446.1	181.76	15800	0	2849	530775					
127 STD REGULAR	+	0   17475	16652	1248.1	7277.9	0	56709	97606	2937.8	247818	0	34485	4333818					
136 PARCEL POST	+	0   250.09	127.36	0	622.09	0	320.65	0	61.901	0	368.15	21511	274697					
Total		48258.8	260388	33988.3	42408.2	31180.5	130555	293974	433389	11534.9	701928	117792	1.9E7					
(continued)																		

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## DISTRIBUTION KEYS FOR SPACE CATEGORIES

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MAIL PROC EQUIP CAPITAL MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS)  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

## The FREQ Procedure

## Table of CLASS by SPACECAT

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**DISTRIBUTION KEYS FOR SPACE CATEGORIES  
AND**

**MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS)  
FISCAL YEAR 2000 QTR A (ANNUAL = A)**

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency										23SM PCL 24 BNDL SRT RBCS 25 MULTI SLIDE 26 ADCDS 27 BAND-LTR 28 CENTR 29 OTHER Total											
101 1ST LTR/PCL	12498	+ + + + + + + + + +	8992	+ + + + + + + + + +	1636	+ + + + + + + + + +	38555	+ + + + + + + + + +	28839	+ + + + + + + + + +	2539.8	+ + + + + + + + + +	2806.9	+ + + + + + + + + +	6010.8	+ + + + + + + + + +	1392	+ + + + + + + + + +	24226	+ + + + + + + + + +	8252067		
102 1ST PS LTR/P	843.67	+ + + + + + + + + +	259.42	+ + + + + + + + + +	705.2	+ + + + + + + + + +	2390.4	+ + + + + + + + + +	5558	+ + + + + + + + + +	643.81	+ + + + + + + + + +	2168.4	+ + + + + + + + + +	2337.3	+ + + + + + + + + +	114.62	+ + + + + + + + + +	9287	+ + + + + + + + + +	2264848		
104 1ST POST CD	157.43	+ + + + + + + + + +	154.62	+ + + + + + + + + +	0	+ + + + + + + + + +	42.896	+ + + + + + + + + +	888.9	+ + + + + + + + + +	1.5787	+ + + + + + + + + +	127.02	+ + + + + + + + + +	251.31	+ + + + + + + + + +	0	+ + + + + + + + + +	1751.7	+ + + + + + + + + +	329679		
105 1ST PS PSTCD	254.51	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	61.668	+ + + + + + + + + +	0	+ + + + + + + + + +	162.24	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	352.04	+ + + + + + + + + +	68238		
110 PRIORITY	561.83	+ + + + + + + + + +	164.34	+ + + + + + + + + +	1125.8	+ + + + + + + + + +	16571	+ + + + + + + + + +	64.297	+ + + + + + + + + +	1348.9	+ + + + + + + + + +	2263.6	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	2164.6	+ + + + + + + + + +	849825
111 EXPRESS	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	505.78	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	182.44	+ + + + + + + + + +	170264
112 MAILGRAM	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	327.06	+ + + + + + + + + +	
113 PUB INCOUNTY	51.585	+ + + + + + + + + +	0	+ + + + + + + + + +	76.961	+ + + + + + + + + +	15.074	+ + + + + + + + + +	0	+ + + + + + + + + +	4.822	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	50.567	+ + + + + + + + + +	26899
117 PUB OUT CO	0	+ + + + + + + + + +	1198.1	+ + + + + + + + + +	400.01	+ + + + + + + + + +	5169.9	+ + + + + + + + + +	24854	+ + + + + + + + + +	4.9.206	+ + + + + + + + + +	1533.6	+ + + + + + + + + +	103.9	+ + + + + + + + + +	0	+ + + + + + + + + +	177.13	+ + + + + + + + + +	2601	+ + + + + + + + + +	1165670
126 STD ECR	667.81	+ + + + + + + + + +	59.005	+ + + + + + + + + +	1871.5	+ + + + + + + + + +	15617	+ + + + + + + + + +	347.15	+ + + + + + + + + +	285.6	+ + + + + + + + + +	180.46	+ + + + + + + + + +	350.06	+ + + + + + + + + +	0	+ + + + + + + + + +	1824.7	+ + + + + + + + + +	530775		
127 STD REGULAR	4264.9	+ + + + + + + + + +	1195.1	+ + + + + + + + + +	15721	+ + + + + + + + + +	81072	+ + + + + + + + + +	3327.3	+ + + + + + + + + +	3201.5	+ + + + + + + + + +	907.65	+ + + + + + + + + +	1785	+ + + + + + + + + +	847.94	+ + + + + + + + + +	12768	+ + + + + + + + + +	4393818		
136 PARCEL POST	32.927	+ + + + + + + + + +	0	+ + + + + + + + + +	55.257	+ + + + + + + + + +	3621	+ + + + + + + + + +	3090.2	+ + + + + + + + + +	0	+ + + + + + + + + +	2756.6	+ + + + + + + + + +	0	+ + + + + + + + + +	0	+ + + + + + + + + +	1663.5	+ + + + + + + + + +	274697		
Total	64330	+ + + + + + + + + +	20927.7	+ + + + + + + + + +	12066.4	+ + + + + + + + + +	34241.2	+ + + + + + + + + +	202334	+ + + + + + + + + +	39933.5	+ + + + + + + + + +	13690.2	+ + + + + + + + + +	9504.8	+ + + + + + + + + +	11060.1	+ + + + + + + + + +	2996.41	+ + + + + + + + + +	61626	+ + + + + + + + + +	1.97E7
(Continued)																							

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DISTRIBUTION KEYS FOR SPACE CATEGORIES  
ANDMAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS)  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency										23SM PCL 24 BNDL SRT RBCS										25 MULTI 26 SLIDE ACDCS			
		19 LTR 20 FLAT 21 FCR/CANC FCR/CANC CULLING SSM	22 BNDL SRT RBCS	23SM PCL 24 BNDL SRT RBCS	25 MULTI 26 SLIDE ACDCS	27 CENTR 28 CBNTR 29 OTHER Total	BAND-LTR BAND-FLT EQUIP																		
137 BPM		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
139 MEDIA MAIL		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
142 PENALTY USPS		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
147 FREE		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
161 INTERNAL		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
163 REGISTRY		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
164 CERTIFIED		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
165 INSURED		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
166 COD		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
170 SPEC HNDLG		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
172 OTHER		+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +	+ + + + + + + + + +																		
Total	(Continued)	64330 20527.7 12066.4 34241.2 202334 39933.5 13690.2 9504.8 11060.1 2956.41 61626 1.97E7																							

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DISTRIBUTION KEYS FOR SPACE CATEGORIES  
AND

MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON LOCS TALLIES (ROUNDED TO THOUSANDS)  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency	30SRT TO	31SRT TO	32SRT TO	33SRT TO	34SRT TO	35 OTHER	36	37 POST-	38 OTHER	42 ACCNT	63	OCR	Total
			LTR CASE	FLT CASE	HANG SCK	ROLLCNTR	PALLETS	SORTING	REMAP	AGE DUE	MANUAL	CAGE	NONPREF		
101 1ST LTR/PCL	970808	271628	35194	148081	1105.3	131367	4173.4	14336	62468	2678.4	0	0	0	8252067	
102 1ST PS LTR/P	253205	27564	2051.3	27614	619.75	49013	361.7	1144.5	20251	819.14	0	0	0	2264848	
104 1ST POST CD	70699	702.73	49.229	2123.7	0	4312.6	276.23	975.58	2893.5	0	0	0	0	329679	
105 1ST PS PSTCD	12793	23.034	125.59	407.38	0	750.08	0	303.74	683.91	0	0	0	0	68238	
110 PRIORITY	2967.3	23243	12535	75390	761.05	10230	372.56	221.96	3623.7	794.5	0	0	0	849825	
111 EXPRESS	1064.7	1462.8	1358.8	490.62	0	1782.4	0	250.12	442.97	1309.9	0	0	0	170264	
112 MAILGRAM	69.103	0	0	0	0	0	0	0	0	0	0	0	0	327.06	
113 PUB INCOUNTY	922.8	3845.2	186.44	1109.2	9.7775	661.7	0	0	162.47	0	0	0	0	26899	
117 PUB OUT CO	12082	149724	10996	34909	999.96	19816	173.62	193.83	5183.5	0	0	0	0	1165670	
126 STD ECR	22204	41227	2129.8	22877	698.16	16357	63.767	63.767	2854	0	0	0	0	530775	
127 STD REGULAR	291820	281726	20269	115614	2140	68528	1704.2	1385.9	17906	553.33	31206	4393818			
136 PARCEL POST	237.96	522.65	4577.6	36736	2092.5	4445.8	524.7	309.56	894.96	0	0	0	0	274697	
Total (Continued)	1687691	823676	106514	510825	8968.06	325169	9174.93	54569.4	126547	23588.5	34277.4	1.97E7			

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DISTRIBUTION KEYS FOR SPACE CATEGORIES  
ANDMAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON LOCS TALLIES (ROUNDED TO THOUSANDS)  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

## The FREQ Procedure

Table of CLASS BY SPACECAT

CLASS	SPACECAT	Frequency	Frequency	30SRT TO 31SRT TO	31SRT TO 32SRT TO	32SRT TO 33SRT TO	33SRT TO 34SRT TO	34SRT TO 35 OTHER	35 OTHER	36	37 POST-	38 OTHER	42 ACCNT	63	OCR	Total
				LTR CASE	FLT CASE	HANG SCK	ROLLCNTR	PALLETS	SORTING	REWRAP	AGE DUE	MANUAL	CBGE	NONPREF		
137 BPM	835.23	6660.5	2758.2	15007	44.685	3408.4	253.23	514.6	1026.2	147.39	123.28	181735				
139 MEDIA MAIL	61.901	3747.7	2241.6	10457	184.57	1262.6	595.28	0	443.46	0	0	0	0	0	135282	
142 PENALTY USPS	7214.3	3735.6	2704	5280	284.21	4354.1	221.49	1840	1779	1779	696.7	0	0	0	210835	
147 FREE	1139.5	416.09	558.49	588.51	0	151.32	14.677	0	0	0	0	0	0	0	16658	
161 INTERNAL	29001	6282.1	7266.3	11154	28.127	3661.9	318.12	649.13	2948.5	1062.6	0	0	0	0	366326	
163 REGISTRY	897.73	254.09	1249	383.31	0	2588.8	0	145.68	411.72	84.32	0	0	0	0	121698	
164 CERTIFIED	135.15	0	0	0	0	480.98	0	2515.6	0	12482	0	0	0	0	106062	
165 INSURED	60.603	0	0	85.657	0	0	0	59.874	0	123.89	0	0	0	0	2140.1	
166 COD	0	0	0	0	0	0	0	0	180.77	0	521.61	0	0	0	4206.5	
170 SPEC HNDLG	73.102	0	58.981	0	0	0	0	0	0	0	0	0	0	0	1501.9	
172 OTHER	9400.1	912	204.17	2519.1	0	1996.9	121.88	29479	2575	1515.2	238.23	0	0	0	222576	
Total (Continued)	1687691	823676	106514	510825	8968.06	325169	9174.93	54569.4	126547	23588.5	34277.4	1.97E7				

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**DISTRIBUTION KEYS FOR SPACE CATEGORIES  
AND**

**MAIL EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS)  
FISCAL YEAR 2000 QTR A (ANNUAL = A)**

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency												Total												
		64 POWRT	65 STRAPPING	66 BMC	67 NON-BMC	68 MPROC	69 MPROC	70 OTHER	71 CAR	72 SEQ	73 BCS	74	75	76	77	78	79	80	81	82	83	84	85	86	87	
101 1ST LTR/PCL	4562.8	7420.1	2974.5	2767304	852882	30706	1844629	28345	8252067																	
102 1ST PS LTR/P	1090.4	3055.7	242.21	762607	261743	1119.8	483760	17399	2264848																	
104 1ST POST CD	126.36	282.51	11.461	110285	17630	0	91627	570.67	329679																	
105 1ST PS PSTCD	0	58.707	0	22851	4784.6	0	17773	132.53	68238																	
110 PRIORITY	2037.5	740.45	3628.3	344127	10536	203783	111073	0	849625																	
111 EXPRESS	112.93	104.27	0	61276	313.46	7535	51050	0	170264																	
112 MAILGRAM	0	0	0	128.98	0	0	128.98	0	327.06																	
113 PUB INCOUNT	200.12	0	32.649	9372	717.04	94.169	7648.8	0	26899																	
117 PUB OUT CO	6804	539.65	9902.8	390495	73317	5768	300604	0	1165670																	
126 STD ECR	4456.1	108.18	8529.9	174252	34195	2816.9	131895	1769.1	530775																	
127 STD REGULAR	9398.7	2613.2	95119	1396163	453062	48819	935424	11756	4393818																	
136 PARCEL POST	2798.2	0	44970	56485	0	85622	0	0	274697																	
Total	36279.1	15525.5	228660	6521965	1749109	510504	4234850	60128.5	1.9E7																	
(Continued)																										

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DISTRIBUTION KEYS FOR SPACE CATEGORIES  
ANDMAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS)  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency										64 POWRT   65 RNSPD EQ.   66 STRAPPING   67 NON-BMC   68 MPROC   69 MPROC   70 OTHER   71 CAR   72 SEQ BCS   Total									
		RNSPD	EQ.	STRAPPING	BMC	NON-BMC	NON PCL	PARCELS	MPROC	SEQ	BCS										
137 BPM	1520.3	80.055	18625	44499	0	58411	0	62.903	181735												
139 MEDIA MAIL	343.96	1.1904	21437	24941	2900.1	25345	16101	0	0	0	0	135282									
142 PENALTY USPS	392.65	101.6	6778.1	69488	7730.1	14250	47966	0	0	0	0	210835									
147 FREE	354.84	0	981.39	4928.2	443.8	1192.1	3590.5	0	0	0	0	16658									
161 INTERNAL	273.41	419.82	14896	113761	22310	25042	78034	0	0	0	0	366326									
163 REGISTRY	316.99	0	139.97	56144	550.95	0	5009	0	0	0	0	121698									
164 CERTIFIED	0	0	0	35576	0	0	0	35306	0	0	0	106062									
165 INSURED	0	0	0	793.34	0	0	0	704.33	0	0	0	2140.1									
166 COD	0	0	0	1471.5	0	0	0	1371.8	0	0	0	4206.5									
170 SPEC HNDLG	319.39	0	260.39	240.24	49.151	0	451.48	0	0	0	0	1501.9									
172 OTHER	570.45	0	131.48	74778	5845	0	68702	73.102	0	0	0	222576									
Total	36279.1	15525.5	228660	6521965	1749109	510504	4284850	60128.5	1.97E7												

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DISTRIBUTION KEYS FOR SPACE CATEGORIES

MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
AND  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS) - UNWEIGHTED  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACCAT

CLASS	SPACCAT	Frequency	05 EXPRESS	07 COMP FORWARD	08 BULK ACCEPT	11 OTHER ACCOUNT	12 NON-ACCT	13 PREF	04 MPBCS	15 BCS	16 LSM	17 FSM	18 PCL SORTER	Total
101 1ST LTR/PCL	0	1221	34	92	147	1577	2427	3138	66	4711	151	151	114556	
102 1ST PS LTR/P	0	893	62	23	51	411	1003	1784	21	507	12	12	30317	
104 1ST POST CD	0	71	3	7	5	61	60	106	4	4	0	0	4736	
105 1ST PS PSTCD	0	30	3	0	2	9	18	41	0	0	0	0	942	
110 PRIORITY	0	24	7	19	19	0	1	2	1	142	100	100	12504	
111 EXPRESS	746	0	0	3	2	0	0	1	1	0	0	0	2978	
112 MAILGRAM	0	0	0	0	0	0	0	0	0	0	0	0	5	
113 PUB INCOUNTY	0	8	4	2	1	0	0	1	0	12	3	751		
117 PUB OUT CO	0	378	16	2	10	6	6	5	10	1093	67	67	16734	
126 STD ECR	0	35	29	2	14	0	70	106	4	217	46	46	7016	
127 STD REGULAR	0	230	215	15	84	0	878	1504	73	3820	544	544	60329	
136 PARCEL POST	0	4	2	0	7	0	3	0	1	6	368	368	4075	
Total	977	3215	435	519	412	2163	4599	6789	275	11026	2184	2184	281624	
(continued)														

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DISTRIBUTION KEYS FOR SPACE CATEGORIES

AND  
MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON LOCS TALLIES (ROUNDED TO THOUSANDS) -UNWEIGHTED  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency	05 EXPRESS	07 COMP FORWARD	08 BULK ACCEPT	11 OTHER ACCOUNT	12 NON-ACCT	13 PREP	14 MPBCS	15 DELV BCS	16 LSM	17 FSM	18 PCL SORTER	Total
137 BPM		0	16	4	2	4	0	0	2	2	2	2	74	240
139 MEDIA MAIL		0	9	0	0	0	0	0	1	1	0	0	40	2711
142 PENALTY USPS		48	146	51	30	18	15	9	17	1	1	66	34	2084
147 FREE		0	3	0	0	0	0	0	0	0	0	0	6	14
161 INTERNAL		180	9	1	12	23	80	105	65	90	90	295	323	278
163 REGISTRY		2	0	1	21	2	3	5	0	1	0	1	0	2
164 CERTIFIED		0	0	0	218	13	0	0	0	0	0	0	0	1220
165 INSURED		0	0	0	2	2	0	0	0	0	0	0	0	30
166 COD		0	0	1	7	0	0	0	0	0	0	0	0	51
170 SPEC HNDLG		0	0	0	0	0	0	0	0	0	0	1	0	24
172 OTHER		1	138	2	62	8	1	11	17	1	32	4	3018	
Total (Continued)		977	3215	435	519	412	2163	4599	6789	275	11026	2184	281624	

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DISTRIBUTION KEYS FOR SPACE CATEGORIES  
AND  
MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS) -UNWEIGHTED  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency										Total									
		19	LTR	20	FLAT	21	22	23SM	PCL	24	25	MULTI	26	27	CENTR	28	CENTR	29	OTHER	BAND-LTR	BAND-FLT
101 1ST LTR/PCL	948	207	148	28	654	478	40	55			92		23						331		114556
102 1ST PS LTR/P	26	13	4	16	50	94	8	41			34		2						130		30317
104 1ST POST CD	31	3	3	0	1	15	1	2			4		0						23		4736
105 1ST PS PSTCD	4	0	0	0	0	1	0	1			1		0						6		942
110 PRIORITY	1	9	2	21	285	1	27	47			0		0					37		12504	
111 EXPRESS	0	0	0	0	0	0	0	0			15		0					4		2978	
112 MAILGRAM	0	0	0	0	0	0	0	0			0		0					0		5	
113 PUB INCOUNTY	0	1	0	14	28	0	2	0			0		0					2		751	
117 PUB OUT CO	0	18	6	110	463	1	27	2			0		3					41		16734	
126 STD ECR	4	9	1	32	268	3	5	3			4		0					29		7016	
127 STD REGULAR	12	70	21	253	1367	54	51	12			31		14					199		60329	
136 PARCEL POST	1	0	1	59	56	0	41	0			0		0					26		4075	
Total (Continued)	1061	344	199	673	3723	662	235	190			172		51					921		281624	

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DISTRIBUTION KEYS FOR SPACE CATEGORIES

AND  
MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS) -UNWEIGHTED  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency												Total											
		19	LTR	20	FLAT	21	CULLING	22	23SM	PCL	24	MULTI	26	27	CENTR	28	CENTR	29	OTHER	BAND	LTR	BAND	FLT	EQUIP	
	FCR/CANC	FCR/CANC	RCBS	SSM			BNDL	SRT	RCBS		ACDCS														
137 BPM	0	1	0	22		96	0	6		0		0	0	0	0	0	0	0	0	0	0	0	0	0	12
139 MEDIA MAIL	0	2	1	19		53	0	4		0		0	0	0	0	0	0	0	0	0	0	0	0	0	7
142 PENALTY USPS	7	1	3	1	9	37	1	2		2		2		0	0	1	1	1	1	1	1	1	1	1	8
147 FREE	2	0	0	1	17	0	0	0		0		0		0	0	0	0	0	0	0	0	0	0	0	2
161 INTERNAL	7	4	6	89	340	12		21		10		10		7		7		8		50		50		50	12143
163 REGISTRY	0	0	0	0	0	2	0	0		0		0		0	0	0	0	0	0	0	0	0	0	0	2
164 CERTIFIED	0	0	0	0	0	0	0	0		0		0		0	0	0	0	0	0	0	0	0	0	0	0
165 INSURED	0	0	0	0	0	0	0	0		0		0		0	0	0	0	0	0	0	0	0	0	0	30
166 COD	0	0	0	0	0	0	0	0		0		0		0	0	0	0	0	0	0	0	0	0	0	51
170 SPEC HNDLG	0	0	0	0	0	0	0	0		0		0		0	0	0	0	0	0	0	0	0	0	0	24
172 OTHER	18	4	5	0	6	2	0	0		0		0		0	0	0	0	0	0	0	0	0	0	0	12
Total (Continued)	1061	344	199	673	3723	662	235	190		172		51		51		51		51		51		51		51	281624

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DISTRIBUTION KEYS FOR SPACE CATEGORIES

AND

MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS) -UNWEIGHTED  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency	30SRT TO	31SRT TO	32SRT TO	33SRT TO	34SRT TO	35 OTHER	36	37 POST-	38 OTHER	42 ACCNT	63 OCR	Total
			LTR CASE	FLT CASE	HANG SCK	ROLLCTR	PALLETS	ROUTING	REMPAP	AGE DUE	MANUAL	CAGE	NONREF	
101 1ST LTR/PCL	12531	3238	547	2242	18	1470	68	196	811	34	34	0	0	114556
102 1ST PS LTR/P	3054	341	47	441	10	494	6	15	237	8	8	0	0	30317
104 1ST POST CD	1002	12	7	35	0	47	5	15	45	0	0	0	0	4736
105 1ST PS PSTCD	164	1	3	8	0	9	0	3	3	8	0	0	0	942
110 PRIORITY	38	264	195	960	10	126	7	3	59	9	9	0	0	12504
111 EXPRESS	6	15	22	15	0	22	0	4	7	7	19	0	0	2978
112 MAILGRAM	1	0	0	0	0	0	0	0	0	0	0	0	0	5
113 PUB INCOUNTY	7	51	24	50	3	10	0	0	0	7	0	0	0	751
117 PUB OUT CO	163	1821	198	600	19	223	3	3	84	0	0	0	0	16734
126 STD ECR	281	468	38	309	10	173	1	1	40	0	0	43	0	7016
127 STD REGULAR	3687	3172	301	1596	30	710	25	17	253	7	7	495	0	60329
136 PARCEL POST	4	7	74	461	32	59	10	4	15	0	0	0	0	4075
Total	21988	9789	1995	7536	149	3652	162	736	1738	266	544	281624	(Continued)	

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## DISTRIBUTION KEYS FOR SPACE CATEGORIES

**MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON Iocs TALLIES (ROUNDED TO THOUSANDS) - UNWEIGHTED**

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency	30SRT TO LTR CASE	31SRT TO FLT CASE	32SRT TO HANG SCK	33SRT TO ROLLCNTR	34SRT TO PALLETS	35 OTHER	36 REWRAP	37 POST- AGE DUE MANUAL	38 OTHER CAGE	42 ACCNT NONPREF	63 CAGE	OCR NONPREF	Total
137 BPM		8	82	41	185	1	31	4	7	15	2	2	2	2711	
139 MEDIA MAIL		1	45	36	138	3	23	9	0	7	0	0	0	2084	
142 PENALTY USBS		98	48	36	58	5	55	4	20	23	7	1	0	2877	
147 FREE		14	6	10	11	0	2	1	0	0	0	0	0	278	
161 INTERNL		774	199	400	384	8	125	16	22	89	14	0	0	12143	
163 REGISTRY		14	4	12	9	0	40	0	2	6	11	0	0	2245	
164 CERTIFIED		2	0	0	0	0	7	0	34	0	130	0	0	1220	
165 INSURED		1	0	0	1	0	0	0	1	0	2	0	0	30	
166 COD		0	0	0	0	0	0	0	2	0	6	0	0	51	
170 SPEC HNDLG		1	0	1	0	0	0	0	0	0	0	0	0	24	
172 OTHER		137	15	3	33	0	26	3	387	32	17	4	4	3018	
Total	(Continued)	21988	9789	1995	7536	149	3652	162	736	1738	266	544	544	281624	

(Continued)

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DISTRIBUTION KEYS FOR SPACE CATEGORIES

AND

MAIL, PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON TOCS TALLIES (ROUNDED TO THOUSANDS) -UNWEIGHTED  
FISCAL YEAR 2000 QTR A (ANNUAL = A)

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency										Total
		64 RNSP.EQ.	65 STRAPPING	66 BMC	67 NON-BMC	68 MPROC	69 MPROC	70 OTHER	71 CAR	SEQ	BCS	
101 1ST LTR/PCL	72	122	51	38442	13440	459	23902	345	114556			
102 1ST PS LTR/P	20	38	5	10217	4004	29	5938	228	30317			
104 1ST POST CD	2	4	1	1583	276	0	1292	6	4736			
105 1ST PS PSTCD	0	1	0	316	75	0	236	3	942			
110 PRIORITY	37	15	65	5145	178	3012	1636	0	12504			
111 EXPRESS	2	2	0	1068	3	166	856	0	2978			
112 MAILGRAM	0	0	0	2	0	0	2	0	5			
113 PUB INCOUNTY	8	0	35	251	14	9	204	0	751			
117 PUB OUT CO	118	9	256	5570	1136	102	4165	0	16734			
126 STD ECR	67	2	161	2272	473	43	1733	20	7016			
127 STD REGULAR	166	46	1763	18769	7002	685	12009	149	60329			
136 PARCEL POST	47	0	766	765	0	1256	0	0	4075			
Total	608	256	4802	92285	27530	8314	57696	753	281624			
(Cont inued)												

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12:34 Wednesday, March 14, 2001 16

**DISTRIBUTION KEYS FOR SPACE CATEGORIES  
AND  
MAIL PROC EQUIP CAPITAL, MAINTENANCE AND SUPPLIES  
BASED ON IOCS TALLIES (ROUNDED TO THOUSANDS) - UNWEIGHTED  
FISCAL YEAR 2000 QTR A (ANNUAL = A)**

The FREQ Procedure

Table of CLASS by SPACECAT

CLASS	SPACECAT	Frequency	64 POWRT	65 RNSP EQ.	66 STRAPNG	67 BMC	68 NON-BMC	69 MPROC	70 OTHER	71 CAR SEQ	Total
137 BPM		24	1	363	+	594	0	867	0	1	2711
139 MEDIA MAIL		6	1	367	+	359	43	383	251	0	2084
142 PENALTY USPS		7	2	110	+	930	119	203	+	+	2877
147 FREE		3	0	23	+	73	8	25	57	0	278
161 INTERNAL		7	13	824	+	3419	655	1075	2382	0	12143
163 REGISTRY		10	0	6	+	1051	9	0	1030	0	2245
164 CERTIFIED		0	0	0	410	+	0	0	406	0	1220
165 INSURED		0	0	0	0	11	0	0	10	0	30
166 COD		0	0	0	0	18	0	0	17	0	51
170 SPEC HNDLG		5	0	4	4	1	0	0	7	0	24
172 OTHER		7	0	2	1016	94	0	917	1	3018	
Total	J E S 2 J O B L O G -- S Y S T E M S M T A -- N O D E S M 1	608	256	4802	92285	27530	8314	57696	753	281624	

USPS-LR-J-10/R2001-1

In-Office Cost System (IOCS)  
Statistical and Computer Documentation

Appendix - H  
In-Office Cost System (IOCS) CD-ROM Contents

## IN-OFFICE COST SYSTEM (IOCS) CD-ROM CONTENTS

The CD-ROM provided with USPS-LR-J-10/R2001-1 contains the entire text of USPS-LR-J-10 in electronic form, COBOL programs, SAS programs, JCL, In-Office System input data files, and the Base Year 2000 IOCS data file.

### 1. Electronic version of USPS-LR-J-10/R2001-1

The R:\LR10DOCS directory contains the electronic version of this library reference.<sup>1</sup> The document was prepared using MS Word 97 and the files are saved as MS Word files.

- a. The Preface to this library reference is named IOCS-PRE.DOC
- b. The main section is file IOCSLR10.DOC
- c. Appendices are individual files named APPEND-A.DOC through APPEND-J.DOC.

### 2. Program files

- a. COBOL programs are located in the R:\COBOL directory.
- b. SAS programs are located in the R:\SASPGM directory.
- c. JCL procedures are located in the R:\JCL directory.
- d. Control members are located in the R:\CONTROL directory.
- e. FORTRAN programs and files used in the Periodicals edits are located in the R:\PERIOD directory.
- f. FORTRAN programs, spreadsheets, and files used for cv estimation are located in the R:\CVS directory.

### 3. Input data

Input data are located in directories of this CD-ROM that are defined in terms of the levels of the mainframe data set name. This generally corresponds to replacement of the "." with a "V" in the file name. In some cases the final level of the data set name is truncated to three characters and used as the three-character filename extension for the PC file name.

For example, "ALB.HQ060D01.FY00" is saved as "R:\ALB\HQ060D01\FY00."

### 4. IOCS Base Year 2000 Data

The R:\DATA directory contains IOCS data in two forms -- as a PC SAS data file and as a flat file.

- a. R:\DATA\SAS contains the PC SAS data set PRC00.SD2. It contains the standard IOCS SAS variable names and labels. Value assignments for the variables are contained in the IOCS Standard Data Record Format and Value Assignments section of Appendix A. The IOCS SAS data set can be read as shown in the following example, where "R:\DATA\SAS" refers to the directory containing "PRC00.SD2":

<sup>1</sup> The R-drive refers to the letter associated with the CD-ROM on your computer.

```
libname in1 'R:\data\sas';
data a;
    set in1.prc00;
run;
```

Subsequent pages of this appendix contain the SAS log and output of a program which prints the contents and 10 observations from the IOCS dataset (beginning with the 10,000th observation).

- b. R:\DATA\FLAT contains a flat file version of the IOCS data, PRCFLAT.DAT, the SAS program that created the flat file (FLATFMT.SAS), and the field positions for each variable written to the flat file (WRITER.TXT).

Note: The data file contains data elements of the IOCS data file used for the development of the Base Year 2000 CRA. It was developed by transferring the final SAS file ALB.HQTAL00.ITEM.ALL to a PC SAS format, dropping variables not used in development of the CRA, and recoding variables containing sensitive information.

The following variables were recoded:

Field F1 - the second character of F1 (area identifier) has been recoded.  
Field F2 - finance number has been recoded.  
Field F22 - sample employee SSN has been recoded.

Activity code values collapsed to reduce international detail:

Field F244 - recoded so that the only international activities are 1780, 2780, 3780, and 4780.  
Fields F9805 and F9806 -  
    US orig -- recode Air to x750 and Surface to x755, for x=1 to 4  
    Foreign orig -- recode Air to x850 and Surface to x810, for x=1 to 4.

```
*****  
* This program produces the contents of the BY1998 IOCS SAS ;  
* dataset and prints out 10 records beginning with record 10000;  
*****  
  
options firstobs=10000 obs=10009;  
libname all 'c:\clc\prc\sas';  
  
proc contents data=all.prc00;  
  
proc print data=all.prc00;  
run;
```

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CONTENTS PROCEDURE

Data Set Name:	ALL.PRC00	Observations:	855132
Member Type:	DATA	Variables:	292
Engine:	V612	Indexes:	0
Created:	15:32 Wednesday, August 15, 2001	Observation Length:	506
Last Modified:	16:02 Wednesday, August 15, 2001	Deleted Observations:	0
Protection:		Compressed:	YES
Data Set Type:		Reuse Space:	NO
Label:		Sorted:	NO

-----Engine/Host Dependent Information-----

Data Set Page Size:	8192
Number of Data Set Pages:	19982
File Format:	607

-----Alphabetic List of Variables and Attributes-----

#	Variable	Type	Len	Pos	Label	
1	F1	Char	2	0	AREA (1A...1Z,4A...4Z)	PDC FILE
179	F0001	Char	1	309	PRIORITY MAIL GLOBLA GUARANTEED - PMGG	
2	F2	Char	6	2	FINANCE NUMBER	PDC FILE
217	F0002	Char	1	347		-SIGNATURE CONFIRMATION
263	F0003	Char	1	428	DELIVERY CONFIRM. - ELECTRONIC	
264	F0004	Char	1	429	DELIVERY CONFIRM. - MANUAL	
3	F5	Char	2	8	ROSTER DESIGNATION	PDC FILE
4	F9	Char	1	10	ACTIVITY CODE	PDC FILE
5	F10	Char	2	11	LEVEL	PDC FILE
6	F11	Char	2	13	STEP	PDC FILE
7	F12	Char	6	15	ANNUAL SALARY RATE	PDC FILE
9	F15	Char	1	23	STATUS CODE	PDC FILE
11	F16	Char	6	26	SAMPLE WEEK BEGIN DATE	PDC FILE
12	F17	Char	1	32	READ CODE	PDC FILE
13	F18	Char	1	33	DAYCODE	PDC FILE
14	F19	Char	8	34	OCCUPATION CODE	PDC FILE
16	F22	Char	9	44	SOCIAL SECURITY NUMBER	CODES Q1
19	F23	Char	2	63	SCHED READING TIME HOUR	CODES Q3
20	F24	Char	2	65	SCHED READING TIME MINUTE	CODES Q3
21	F25	Char	2	67	ACT READING TIME HOUR	CODES Q4
22	F26	Char	2	69	ACT READING TIME MINUTE	CODES Q4
23	F27	Char	1	71	NIGHT DIFFERENTIAL	CODES Q5A
24	F28	Char	1	72	SUNDAY PREMIUM	CODES Q5A
25	F29	Char	1	73	HOLIDAY WORK PAY	CODES Q5A
26	F30	Char	1	74	OVERTIME STATUS	CODES Q5B
27	F31	Char	1	75	LIGHT LIMITED DUTY	CODES Q5C
28	F32	Char	1	76	SAMPLE METHOD	CODES Q6
29	F33	Char	1	77	IS SAMPLE TO BE RESCHEDULED	CODES Q7A
30	F34	Char	1	78	IS THIS A RESCHEDULED READG	CODES Q7B
31	F35	Char	1	79	PAID OR UNPAID STATUS	CODES Q8
32	F36	Char	2	80	ROSTER CHANGE	CODES Q9

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CONTENTS PROCEDURE

#	Variable	Type	Len	Pos	Label	
33	F37	Char	1	82	ACTIVITY CHANGE	CODES Q9
34	F38	Char	2	83	TOTAL TIME FOR READING	CODES Q10
35	F39	Char	3	85	DATA COLLECTOR ID	CODES Q13A
36	F41	Char	1	88	OFFICIAL ROSTER DESIGNATION	CODES Q14
37	F42	Char	8	89	OCCUPATION CODE	CODES Q15B
41	F43	Char	1	120	DOES SUPV ACTV INVOLVE EMPL	CODES Q15C
42	F44	Char	1	121	SUPV INVOLVED - CRAFT EMPL	CODES Q15C
43	F45	Char	1	122	SUPV INVOLVED - OTHER SUPV	CODES Q15C
44	F46	Char	1	123	SUPV RESP FOR OTHER SUPV	CODES Q15C
45	F47	Char	1	124	CATEGORY OF CRAFT EMPL	CODES Q15C
46	F48	Char	1	125	PLATFORM OPERATIONS	CODES Q15D
47	F49	Char	1	126	ACCEPTING MAIL	
48	F50	Char	1	127	OTHER PLATFORM WORK	
49	F51	Char	1	128	COLLECTION & PREP OF MAIL	CODES Q15D
50	F52	Char	1	129	MAIL PROC & DISTRIBUTION	CODES Q15D
51	F53	Char	1	130	LETTERS, MANUAL	
52	F54	Char	1	131	LETTERS, OCR/BCR/BCS	
53	F55	Char	1	132	LETTERS, LSM	
54	F56	Char	1	133	FLATS, MANUAL/FSM	
55	F57	Char	1	134	IPP S	
56	F58	Char	1	135	PARCELS	
57	F59	Char	1	136	OTHER	
58	F60	Char	1	137	MISCELLANEOUS OPERATIONS	CODES Q15D
59	F61	Char	1	138	REGISTRY	
60	F62	Char	1	139	POSTAGE DUE	
61	F63	Char	1	140	CLAIMS & INQUIRY	
62	F64	Char	1	141	CENTRAL MAIL MARKUP	
63	F65	Char	1	142	EXPRESS MAIL	
64	F67	Char	1	143	SPECIAL DELIVERY	
65	F68	Char	1	144	NIXIE	
66	F69	Char	1	145	OTHER	
67	F70	Char	1	146	WINDOW SERVICE	CODES Q15D
68	F71	Char	1	147	ADMINISTRATIVE & OTHER	CODES Q15D
69	F73	Char	1	148	HUMAN RESOURCE- PERSONNEL	
70	F74	Char	1	149	- OTHER	
71	F76	Char	1	150	TIME & ATTENDANCE - PSDS/MODS/ETC	
72	F77	Char	1	151	- OTHER	
73	F78	Char	1	152	ACCOUNTING/AUDITING	
74	F79	Char	1	153	HQ/REGIONAL/OTHER STUDIES	
75	F80	Char	1	154	QUAL CNTL/REV PROTECTION	
76	F81	Char	1	155	MARKETING AND COMMUNICATION	
77	F82	Char	1	156	INDUSTRIAL ENGINEERING	
78	F83	Char	1	157	TRANSFER OFFICE WORK	
79	F84	Char	1	158	HANDLING EMPTY EQUIP	
80	F85	Char	1	159	GENERAL ADMINISTRATIVE	
81	F86	Char	1	160	OTHER	
83	F87	Char	1	162	CITY DELIVERY	CODES Q15E
84	F88	Char	1	163	RURAL	
85	F89	Char	1	164	SPECIAL DELIVERY	

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CONTENTS PROCEDURE

#	Variable	Type	Len	Pos	Label	
86	F90	Char	1	165	OTHER CRAFT LEVEL EMPLOYEES	CODES 15F
87	F91	Char	1	166	VEHICLE SERVICE	CODES 15F
88	F92	Char	1	167	MAINTENANCE SERVICE	
89	F93	Char	1	168	OTHER CRAFTS	
90	F94	Char	1	169	NO CRAFT LEVEL EMPLOYEES	CODES Q15G
91	F95	Char	1	170	TRAINING	CODES Q15G
92	F96	Char	1	171	ACCOUNTING/AUDITING	
93	F97	Char	1	172	INDUSTRIAL ENGINEERING	
94	F98	Char	1	173	QUAL CNTL/REV PROTECTION	
95	F99	Char	1	174	ADMINISTRATIVE WORK	
96	F100	Char	1	175	HUMAN RESOURCES	
97	F101	Char	1	176	MARKETING AND COMMUNICATION	
98	F102	Char	1	177	SECRETARIAL	
99	F103	Char	1	178	TRANSPORTATION RELATED	
100	F104	Char	1	179	PRODUCTION CONTROL/PLANNING	
101	F105	Char	1	180	OTHER	
104	F106	Char	3	183	MODS WORK CENTER	CODES Q16A
105	F107	Char	1	186	ROUTE TYPE	CODES Q16B
108	F109	Char	1	189	ON STREET TIME	CODES Q16D
109	F111	Char	1	190	EMPLOYEE ON PREMISES	CODES Q16E
110	F112	Char	1	191	IN OFFICE ACTIVITY-CARRIER	CODES Q16F
113	F114	Char	3	194	PSDS/ETC BMC NUMBER	CODES Q18A
114	F116	Char	1	197	PLATFORM OPERATIONS	CODES Q18B
115	F117	Char	1	198	TYPE OF OTHER PLATFORM	
116	F118	Char	1	199	COLLECTION AND PREP OF MAIL	CODES Q18C
117	F119	Char	1	200	MAIL PROC AND DISTRIBUTION	CODES Q18D
118	F120	Char	1	201	TYPE OF INC SEC/CASE DIST	
122	F121	Char	1	205	MAIL PROC/DIST PART 2	CODES Q18D
123	F122	Char	1	206	TYPE OF ALLIED LABOR	
124	F123	Char	1	207	MISCELLNEOUS OPERATIONS	CODES Q18E
131	F124	Char	1	214	WINDOW SERVICE PART 1	CODES Q18F
132	F125	Char	1	215	WINDOW SERVICE PART 2	
133	F126	Char	1	216	ADMIN & OTHER ACTIVITIES	CODES Q18G
134	F127	Char	1	217	TYPE HQ/REGIONAL STUDY	
138	F128	Char	1	221	MANUAL OR MECH OPERATION	CODES Q19
142	F129	Char	1	225	DIRECTIONAL STATEMENT	CODES Q20
175	F135	Char	1	305	DETACHED ADDRESS CARD	CODES Q22A
178	F136	Char	1	308	POSTAGE OR INDICIA	CODES Q23A
182	F138	Char	1	312	ATTACHMENT, ENCLOSURE	
188	F141	Char	1	318	-PRESORTED	
191	F142	Char	1	321	-CARR RTE	
192	F143	Char	1	322	-BULK RATE	
196	F144	Char	1	326	-NONPROFIT	
197	F145	Char	1	327	-BOUNDED PRINTED MATTER	
203	F146	Char	1	333	-BUSINESS REPLY	
209	F147	Char	1	339	SPEC.SERV ENDR -REGISTERED	CODES Q23C
210	F148	Char	1	340	-SPEC DELIVERY	
211	F149	Char	1	341	-SPEC HANDLNG	
212	F150	Char	1	342	-CERTIFIED	

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#	Variable	Type	Len	Pos	Label	
213	F151	Char	1	343	-COD	
214	F152	Char	1	344	-RETURN RECPT	
216	F153	Char	1	346	-INSURED - NUMBERED	
215	F154	Char	1	345	- ELIPTICAL	
226	F159	Char	1	356	-RETURN TO SENDER	
227	F160	Char	1	357	-FORWARDED	
231	F165	Char	1	361	WEIGHT OF PIECE -LS 1/2 1 OZ CODES Q23G	
232	F166	Char	2	362	-POUNDS CODES Q23G	
233	F167	Char	2	364	-OUNCES CODES Q23G	
234	F168	Char	3	366	REVENUE ON PIECE-DOLLARS CODES Q23H	
235	F169	Char	2	369	-CENTS CODES Q23H	
236	F170	Char	1	371	-MILLS CODES Q23H	
237	F171	Char	1	372	POSTAGE DUE OR OVERPAID CODES Q23I	
238	F172	Char	3	373	AMOUNT-DOLLARS	
239	F173	Char	2	376	-CENTS	
240	F174	Char	1	378	-MILLS	
241	F176	Char	8	379	ISSN NUMBER CODES Q23K	
242	F178	Char	6	387	PUBLICATION NUMBER CODES Q23L	
243	F179	Char	1	393	APPLICATION PENDING CODES Q23L	
244	F180	Char	1	394	ORIGIN ZIP DOM OR FOREIGN CODES Q23M	
245	F181	Char	5	395	ORIGIN ZIP CODE CODES Q23M	
246	F182	Char	4	400	ORIGIN ZIP CODE (LAST 4) CODES Q23M	
247	F183	Char	1	404	ORIGIN DETERMINED FROM CODES Q23M	
248	F184	Char	1	405	DEST ZIP DOM OR FOREIGN CODES Q23N	
249	F185	Char	5	406	DESTINATION ZIP CODE CODES Q23N	
250	F186	Char	4	411	DESTINATION ZIP CODE (LAST 4) CODES Q23N	
251	F187	Char	1	415	MISSENT MAIL CODES Q23N	
252	F188	Char	1	416	INCORRECT ZIP CODES Q23N	
255	F216	Char	1	420	SPECIAL SERVICE - CERTIFIED CODES Q25	
256	F217	Char	1	421	- COD	
257	F218	Char	1	422	- RETURN RECPT	
258	F219	Char	1	423	- REGISTERED	
260	F221	Char	1	425	- SPEC HANDLING	
261	F222	Char	1	426	- BUSINENN REPLY	
262	F223	Char	1	427	- INSURED	
265	F224	Char	1	430	BASIC FUNCTION CODES Q28	
266	F225	Char	1	431	REMARKS	
267	F227	Char	3	432	SERIAL NUMBER-WORK UNIT CODES	
268	F228	Char	1	435	-YEAR	
269	F229	Char	1	436	-AREA	
270	F230	Char	2	437	-PAY PERIOD	
271	F231	Char	1	439	-WEEK	
272	F232	Char	4	440	-DOC COUNT	
273	F244	Char	4	444	ACTIVITY CODE ALB040	
274	F245	Char	3	448	SPECIAL SERVICE -1 ALB040	
275	F246	Char	3	451	-2	
276	F247	Char	3	454	-3	
277	F248	Char	3	457	-4	
278	F249	Char	3	460	-5	

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CONTENTS PROCEDURE

#	Variable	Type	Len	Pos	Label	
279	F257	Char	2	463	TALLY ROSTER DESIGNATION	ALB095
280	F260	Char	2	465	TALLY OPERATION ROUTE CODE	ALB095
281	F261	Char	1	467	TALLY BASIC FUNCTION	ALB095
282	F262	Char	4	468	TALLY ACTIVITY CODE	ALB095
283	F263	Char	6	472	TALLY FINANCE NUMBER	ALB095
284	F264	Char	1	478	TALLY CAG	ALB095
176	F911	Char	1	306	HANDWRITTEN ADDRESS	CODES Q22B
8	F9200	Char	2	21	PAY LOCATION GROUP	PDC FILE
18	F9201	Char	8	55	TEST DATE	CODES
38	F9202	Char	19	97	OCCUPATION TITLE	CODES Q15B
82	F9203	Char	1	161	OTHER SELECTIONS FOR 15D	
102	F9204	Char	1	181	OTHER SELECTIONS FOR 15G	
107	F9205	Char	1	188	IS THE EMPLOYEE A ROUTER	
111	F9206	Char	1	192	OTHER SELECTIONS FOR 16F	
112	F9207	Char	1	193	WORK CENTER TYPE	
119	F9208	Char	1	202	TYPE OF DIST TO CARRIERS	
135	F9209	Char	1	218	EMPLOYEE ON BREAK FROM	
136	F9210	Char	1	219	OTHER SELECTIONS FOR 18G	
139	F9211	Char	1	222	TYPE OF MANUAL OPERATION	
140	F9212	Char	1	223	TYPE OF TRANSPORT EQUIPMENT	
143	F9213	Char	1	226	EMP HNDL PC ITEM, CONTAINER	CODES 21A
144	F9214	Char	1	227	SINGLE ITEM TYPE	CODES 21B
145	F9215	Char	1	228	IS THE ITEM EMPTY	
146	F9216	Char	1	229	IDENTICAL MAIL IN ITEM	
147	F9217	Char	1	230	TOP PIECE RULE APPLY	
148	F9218	Char	1	231	CONTENTS COUNTABLE	
149	F9219	Char	1	232	CONTAINER TYPE	CODES 21C
150	F9220	Char	1	233	IS THE CONTAINER EMPTY	
151	F9221	Char	1	234	IDENTICAL MAIL IN CONTAINER	
181	F9223	Char	1	311	DEDICATED SPACE	
202	F9225	Char	1	332	-FIM	
204	F9226	Char	1	334	-COURTESEY/METER REPLY	
253	F9227	Char	2	417	NUMBER OF RECORDS COUNTED	CODES Q24
254	F9228	Char	1	419	ALL SAME SPEC SERVICE	CODES Q25
285	F9246	Char	4	479	SAMPLE WEIGHT (HEAVY/LIGHT WT)	ALB095
286	F9250	Char	10	483	TALLY DOLLAR VALUE	ALB101
287	F9251	Char	2	493	CAG/FIN SUB	ALB095
288	F9252	Char	1	495	CRAFT SUB	ALB095
289	F9253	Char	1	496	IS TALLY DIVIDED (A-U OR BLANK)	ALB103
39	F9408	Char	1	116	WORK CENTER TYPE	CODES Q15C
40	F9409	Char	3	117	PSDS/BMC NUMBER	CODES Q15C
106	F9410	Char	1	187	TYPE OF OTHER ROUTE	
120	F9411	Char	1	203	TYPE SECTOR/SEGMENT PASS	
121	F9412	Char	1	204	TYPE DEP/WALK SEQUENCE PASS	
125	F9413	Char	1	208	TYPE EXPRESS MAIL ACTIVITY	
126	F9414	Char	1	209	TYPE EXPRESS MAIL DELIVERY	
127	F9415	Char	1	210	LOCATION OF EMPLOYEE DELIVERING EXP	
128	F9416	Char	1	211	EMPLOYEE HANDLING MAIL	
129	F9417	Char	1	212	MAIL CLASS RELATED TO EXPRESS	

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#	Variable	Type	Len	Pos	Label
130	F9418	Char	1	213	TYPE EXPRESS MAIL INQUIRY
137	F9419	Char	1	220	TYPE DISTRIBUTION ON BREAK FROM
169	F9420	Char	3	291	WHITE #2 SK POUCH % OF CONTNR
170	F9421	Char	3	294	WHITE #3 SK POUCH % OF CONTNR
183	F9460	Char	1	313	IS EXPRESS MAIL PIECE BEING SCANNED
184	F9461	Char	1	314	SCANNING BEING DONE FOR
200	F9463	Char	1	330	-DBMC
201	F9464	Char	1	331	-BPRS
208	F9468	Char	1	338	TYPE BOUND PRINTED MATTER
229	F9471	Char	1	359	SPACE DEDICATED TO EXPRESS MAIL
230	F9472	Char	1	360	SPACE DEDICATED TO EXPRESS MAIL
17	F9601	Char	2	53	SCHEDULED PAY PERIOD CODES
141	F9602	Char	1	224	SORTING TO
103	F9604	Char	1	182	WORK CENTER TYPE CODES Q16A
174	F9606	Char	1	304	USPS FORM CODES Q22A
177	F9608	Char	1	307	AUTOM. RATE BARCODE Q22C
180	F9611	Char	1	310	CLASS OF MAIL Q23B
185	F9612	Char	1	315	-AUTO FIRST
186	F9613	Char	1	316	-AUTO
187	F9614	Char	1	317	-AUTOCR
189	F9615	Char	1	319	-1ST CL PRESORT
190	F9616	Char	1	320	-SNGLP
193	F9617	Char	1	323	-ECRLOT
194	F9618	Char	1	324	-ECRWSH
195	F9619	Char	1	325	-ECRWSS
198	F9620	Char	1	328	-SPEC STD MAIL
199	F9621	Char	1	329	-LIBRARY RATE
207	F9623	Char	1	337	-OTHER MARKING
224	F9631	Char	1	354	-OTHER
225	F9632	Char	1	355	ADDITIONAL SERV-FM 3579
228	F9633	Char	1	358	-MERCHANDISE RETURN
173	F9635	Char	1	303	SHAPE CODES Q22A
218	F9725	Char	1	348	-ADDR SERV REQUESTED
219	F9726	Char	1	349	-FORWD SERV REQUESTED
220	F9727	Char	1	350	-RETURN SERVICE REQUESTED
221	F9728	Char	1	351	-CHANGE SERVICE REQUESTED
290	F9730	Char	1	497	DIVIDED ITEM SHAPE ALB103
259	F9801	Char	1	424	- MECHANISME RETURN
291	F9805	Char	4	498	INTL DETAIL ACTIVITY-PRE-ENCIRCLEMENT
292	F9806	Char	4	502	INTL DETAIL ACTIVITY-ENCIRCLEMENT
152	F9901	Char	4	235	LOOSE CARDS % OF CONTAINER
153	F9902	Char	4	239	LOOSE LETTERS % OF CONTAINER
154	F9903	Char	4	243	LOOSE FLATS % OF CONTAINER
155	F9904	Char	4	247	LOOSE IPPS % OF CONTAINER
156	F9905	Char	4	251	LOOSE PARCELS % OF CONTAINER
157	F9906	Char	3	255	BUNDLES % OF CONTAINER
158	F9907	Char	3	258	CON CONS % OF CONTAINER
159	F9908	Char	3	261	FLAT TRAYS % OF CONTAINER
160	F9909	Char	3	264	LETTER TRAYS % OF CONTAINER

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CONTENTS PROCEDURE

#	Variable	Type	Len	Pos	Label
161	F9910	Char	3	267	SM PARCEL TRAYS % OF CONTAINER
162	F9911	Char	3	270	PALLETS % OF CONTAINER
163	F9912	Char	3	273	OTHER ITEMS % OF CONTAINER
164	F9913	Char	3	276	BLUE AND ORANGE SK POUCH % OF CONTNR
165	F9914	Char	3	279	GREEN SK POUCH % OF CONTNR
166	F9915	Char	3	282	ORANGE OR YELLO SK POUCH % OF CONTNR
167	F9916	Char	3	285	BROWN SK POUCH % OF CONTNR
168	F9917	Char	3	288	WHITE #1 SK POUCH % OF CONTNR
171	F9918	Char	3	297	OTHER COLOR SK POUCH % OF CONTNR
172	F9919	Char	3	300	INTERNATIONAL SK POUCH % OF CONTNR
10	F99001	Char	2	24	PAY PERIOD BEGINNING DATE-CENT PDC-FILE
15	F99002	Char	2	42	PDC PAY PERIOD PDC FILE
205	F99007	Char	1	335	PARCEL POST
206	F99008	Char	1	336	DROP SHIPMENT
222	F99009	Char	1	352	DELIVERY CONFIRM.-ELECTRONIC
223	F990010	Char	1	353	DELIVERY CONFIRMATION-MANUAL

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OBS	F1	F2	F5	F9	F10	F11	F12	F9200	F15	F99001	F16	F17	F18	F19	F99002	F22
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1	4X	262429	11	0	05	O	03898C		A	19	112099	2	5		25	AGAADDFO0
2	1X	281427	11	0	04	O	03808G		A	19	112799	L	5		25	AGAADF6S7
3	1X	593420	61	0	07		01892H		A	19	091199	L	7		20	AGAAAFSOA0
4	1X	405421	11	0	05	O	03865{		A	19	092599	1	3		21	AGAAAFS890
5	1X	081420	11	0	06	O	03965{		A	19	091199	L	3		20	AGAAGFDGS
6	1X	083420	42	0	04	A	02414A		A	19	112799	2	3		25	AGAAGGA7F
7	1X	081420	09	0	16		05048E		A	19	111399	3	6	23156076	24	AGAAG706G
8	1X	081420	12	0	04	O	03721{		A	19	103099	2	4		23	AGAAG7FD0
9	1X	081420	11	0	05	O	03898C		A	19	103099	L	7		23	AGAAG9SGA
10	1X	082420	09	0	16		05048E		A	19	111399	2	7	23156076	24	AGAA6SG6G

OBS	F9601	F9201	F23	F24	F25	F26	F27	F28	F29	F30	F31	F32	F33	F34	F35	F36	F37	F38	F39	F41
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1	25	19991124	09	52	10	05						1	F	F	13	4	07	201	2
2	25	19991201	22	35	22	35	1					1	F	F	11	0	12	938	3
3	20	19990917	03	47	03	47	1					1	F	F	61	0	15	600	3
4	21	19990927	18	46	18	46						1	F	F	B	11	0	01	002
5	20	19990913	15	06	15	10						2	F	F	I	11	0	05	050
6	25	19991129	01	21	01	03		1				2	F	F	42	0	03	040	3
7	24	19991118	19	16	19	35						2	F	F	B	09	0	04	050
8	23	19991102	01	22	01	22	1					1	F	F	12	0	10	051	3
9	23	19991105	05	43	05	19						1	F	F	J	11	0	01	040
10	24	19991119	08	24	07	57						2	F	F	09	0	02	032	1

OBS	F42	F9202	F9408	F9409	F43	F44	F45	F46	F47	F48	F49	F50	F51	F52	F53	F54	F55
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1																		
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6																		
7	23156076	SUPV DIST OPER																
8																		
9																		
10	23156076	SUPV DIST OPER	A	701	Y	Y						A						

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OBS F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F67 F68 F69 F70 F71 F73 F74 F76 F77 F78 F79 F80

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OBS F81 F82 F83 F84 F85 F86 F9203 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

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OBS F101 F102 F103 F104 F105 F9204 F9604 F106 F107 F9410 F9205 F109 F111 F112 F9206 F9207

1	A	731	L	N	Y	N	A
2							A
3							
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6							
7							
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OBS F114 F116 F117 F118 F119 F120 F9208 F9411 F9412 F121 F122 F123 F9413 F9414 F9415 F9416

1  
2 881                  A                  Y        C  
3 044                  C                  N  
4  
5  
6 182  
7  
8 212     F  
9  
10

OBS F9417 F9418 F124 F125 F126 F127 F9209 F9210 F9419 F128 F9211 F9212 F9602 F129 F9213 F9214

1  
2  
3                  B                  A                  A                  A        B        A  
4  
5  
6                  Q                  C                  D        A        F                  D        D  
7  
8                  T                  B                  A        C  
9  
10

OBS F9215 F9216 F9217 F9218 F9219 F9220 F9221 F9901 F9902 F9903 F9904 F9905 F9906 F9907 F9908

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2                  B        Y                  %        0000    0000    0000    0000    000    000    000    000  
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10                0000    0000    0000    0000    000    000    000    000

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OBS F9909 F9910 F9911 F9912 F9913 F9914 F9915 F9916 F9917 F9420 F9421 F9918 F9919 F9635 F9606

1	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	A
2	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	A
3	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000
4	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000
5	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000
6	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000
7	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000
8	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000
9	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000
10	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000	000

OBS F135 F911 F9608 F136 F0001 F9611 F9223 F138 F9460 F9461 F9612 F9613 F9614 F141 F9615

1																				
2	N	C	D																	A
3	N	B	A																	A
4																				
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OBS F9616 F142 F143 F9617 F9618 F9619 F144 F145 F9620 F9621 F9463 F9464 F9225 F146 F9226

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OBS F99007 F99008 F9623 F9468 F147 F148 F149 F150 F151 F152 F154 F153 F0002 F9725 F9726 F9727

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OBS F9728 F99009 F990010 F9631 F9632 F159 F160 F9633 F9471 F9472 F165 F166 F167 F168 F169

1			0	00	00	000	00
2			A	00	01	000	33
3			A	00	01	000	33
4			0	00	00		
5			0	00	00		
6			0	00	00	000	00
7			0	00	00		
8			0	00	00	000	00
9			0	00	00		
10			0	00	00	000	00

OBS F170 F171 F172 F173 F174 F176 F178 F179 F180 F181 F182 F183 F184 F185 F186 F187 F188

1	0	000	00	0		000		000					
2	0	C	000	00	0	B	01020	A	B	10704	2922	N	N
3	0	C	000	00	0	B	02330	B	B	02540	2599	N	N
4			000	00	0		000			000			
5			000	00	0		000			000			
6	0		000	00	0		000			000			
7			000	00	0		000			000			
8	0		000	00	0		000			000			
9			000	00	0		000			000			
10	0		000	00	0		000			000			

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OBS F9227 F9228 F216 F217 F218 F219 F9801 F221 F222 F223 F0003 F0004 F224 F225 F227 F228

1	00							F	803	9	
2	00							T	903	9	
3	00							F	802	9	
4	00							F	903	9	
5	00							F	802	9	
6	00							B	F	903	9
7	00							F	903	9	
8	00							A	T	903	9
9	00							F	903	9	
10	00							D	T	903	9

OBS F229 F230 F231 F232 F244 F245 F246 F247 F248 F249 F257 F260 F261 F262 F263 F264 F9246

1	B	25	1	0655	6710			13	87	1	6710	777777	B	1000
2	B	25	2	0692	1060			11	02	1	1060	444444	A	0833
3	B	20	1	0627	1060			61	04	2	1060	444444	A	0833
4	B	21	2	0670	9020			11		4	9020	444444	A	1000
5	B	20	1	0628	9070			11		4	9070	333333	A	0833
6	B	25	2	0693	6521			42	05	5	6521	444444	A	1000
7	B	24	2	0627	9020			09		4	9020	333333	A	1000
8	B	23	2	0639	5745			12	08	1	5750	333333	A	1000
9	B	23	2	0640	9130			11		4	9130	333333	A	0833
10	B	24	2	0628	7630			09		0	7630	333333	A	1000

OBS F9250 F9251 F9252 F9253 F9730 F9805 F9806

1	0005924218	05	5		6710	6710
2	0004989520	02	2		1060	1060
3	0003737928	02	3		1060	1060
4	0000000000	02	2		9020	9020
5	0000000000	01	2		9070	9070
6	0005672675	02	4		6521	6521
7	0000000000	01	1		9020	9020
8	0005630293	01	4		5745	5750
9	0000000000	01	2		9130	9130
10	0005441118	01	1		7630	7630

USPS-LR-J-10/R2001-1

**In-Office Cost System (IOCS)  
Statistical and Computer Documentation**

**Appendix - I  
Coefficients of Variation for IOCS-Based Cost  
Estimates**

## COEFFICIENTS OF VARIATION FOR IOCS-BASED COST ESTIMATES

### I. PURPOSE AND METHOD

This section describes the methods used to calculate coefficients of variation for various IOCS-based cost estimates used as inputs to the CRA model. These include volume-variable costs by subclass for the mail processing, window service, and city carrier in-office components, and costs for selected activities of supervisors and technical personnel. The mathematical form of the subclass volume-variable cost estimators precludes the use of analytical variance formulas. Thus, the coefficients of variation of the estimated cost for each subclass of mail are calculated using a bootstrap analysis. The bootstrap procedure is also applied to obtain coefficients of variation for several simpler cost estimators that employ IOCS data.

The bootstrap is a resampling method employed to estimate variances (or other population parameters) for estimators based on a given random sample. This method is useful when analytical methods are difficult or impossible to implement, for example when the estimators of interest are non-linear functions of the sample. Bootstrapping consists of randomly selecting the same number of observations with replacement from the sample data, and calculating the value(s) of the estimators based upon the selected observations. The resampling procedure is repeated many times<sup>1</sup> and the sample variance of the resulting estimates over all of the iterations is calculated. Theoretically, the sample variance calculated over all iterations converges to the population variance as the number of iterations increases.

The IOCS sample design is summarized in Section II of the IOCS System Documentation (USPS-LR-J-10). The bootstrap analysis uses the following sampling procedure to draw replicated samples to simulate the IOCS sample design. The IOCS tallies are grouped into cells distinguished by occupational categories, CAG, quarter, and sample weight (Heavy/Light). If Cell k has  $N_k$  tallies in the IOCS data set, then  $N_k$  tallies are drawn with replacement from the tallies in cell k for individual iterations of the bootstrap process. The drawn tallies are recombined to form a "full" resampled data set, then used as input to the programs that estimate volume-variable costs for various occupations. For supervisors, the programs simply sum the tally dollar weights for the specified activity categories.

Under the current IOCS sample design, tally dollar weights (F9250) are calculated for each tally, based on the total costs and total number of tallies recorded for each quarter, craft, and stratum combination. The bootstrap attempts to replicate the IOCS tally dollar weight calculation, using the randomly selected tallies. The sample weights field (F9246) of the selected tallies are summed and used to form a distribution key for each quarter, craft, and stratum combination. This key is applied to each combination's total dollar pool (F9248) to assign an estimated tally dollar weight to each tally. The tally dollar weights are estimated individually per iteration and are used for the various cost estimations.

Distributed volume-variable costs for the mail processing, window service, and city carrier in-office components are computed using FORTRAN versions of, respectively, witness Van-Ty-Smith's "MODS-based" mail processing and ADMWIN SAS programs (USPS-LR-J-55), and Carrier Mixed Mail (CARMM). Note that the mail processing analysis holds fixed the IOCS-based volume-variable cost percentages for cost pools without econometric volume-variability factors and the window service cost input to the Function 4 support cost distribution. These

<sup>1</sup> For IOCS variance estimation, 500 samples were drawn.

factors would not be expected to contribute materially to the sampling variation of the mail processing volume-variable cost estimates. After an individual iteration is completed, the estimated costs are written to a general summary file. After all iterations are completed, the combined results are used to calculate the coefficients of variation per subclass of mail.

The IOCS data processing is performed on a Data General AViiON minicomputer with four Pentium Pro microprocessors and one gigabyte of RAM, running the DGUX version of UNIX operating system. Source programs ending with an ".f" are FORTRAN programs and programs ending in an ".sm" are SORT/MERGE programs. The remaining processing is performed on PCs running the Windows NT 4 and Windows 2000 operating systems and Microsoft Office.

## II. PROGRAM DESCRIPTIONS

### A. Sampling and Analysis of the Postal Service Method Volume-Variable Cost Distribution Process – Clerks and Mailhandlers

#### 1. Preparation of the IOCS Data

The following programs are used to extract, code, and process the IOCS tallies in preparation for Postal Service method volume-variable cost distribution as well as the bootstrapping procedure for both mail processing and administration/window service volume-variable costs for clerks and mailhandlers. The FORTRAN programs described below use IOCS fields containing confidential information. Thus, not all of these programs may be run using the filed IOCS data set **ALB.HQTAL00.ITEM.ALL.PRC.**

Program: **cadoc00by\_rep.f** – Divides IOCS tallies by office group (MODS 1 & 2, BMCs, Non-MODS) and assigns the tallies to cost pools

Input:	<b>FY00 IOCS Data</b> – Flat file version of the final IOCS dataset <b>iocs2000.h</b> – Declaration of IOCS tally fields <b>mods_usps.00</b> – List of MODS 1&2 finance numbers used to assign a tally to office group <b>fincag.98</b> – List of tally finance numbers and CAGs
Output:	<b>clk_mlh_boot.00</b> – IOCS clerk and mailhandler tallies

Program: **sepind.f** – Adds the necessary index numbers for sample weight, CAG category, and function. This is required for the determination of random group sizes in the tally selection process, as well as the separation of divided item tallies

Input:	<b>clk_mlh_boot.00</b>
Output:	<b>encdata.errorme</b> - Unique non-divided item tallies <b>encdata.repeat</b> – Divided item tallies

Program: **encuniq.sm** – Finds the unique records from the divided item tallies by social security numbers and sequence numbers

Input:	<b>encdata.repeat</b>
Output:	<b>encdata.unique</b>

Concatenate **encdata.unique** to the end of **encdata.errorme** by using the Unix 'cat' command.

Program: **encdater.sm** – Sorts the unique IOCS tallies in order of distinct groups for random selection

Input: **encdata.errorme**

Output: **encdata.ready**

Program: **makemap.f** – Creates the IOCS random groups by creating a beginning and ending record index number for each distinct group

Input: **encdata.ready**

Output: **map.random**

Program: **encrep.sm** – Sorts the divided item tallies by social security number and sequence number

Input: **encdata.repeat**

Output: **encdata.repeat.s**

Program: **repindetry.f** – Extracts the necessary indexes such as social security number and sequence number

Input: **encdata.ready**  
**encdata.repeat.s**

Output: **encdata.index.ar.s**

Program: **repindex.f** – Adds the beginning and ending index to the divided item tallies

Input: **encdata.index.ar.s**  
**encdata.repeat.s**

Output: **encdata.index**

2. Bootstrapping the Postal Service Method Volume-Variable Cost Distribution Process – Clerks and Mailhandlers, Mail Processing

The bootstrapping process for the mail processing (CRA Cost Segment 3.1) volume-variable costs is run through a single FORTRAN program that controls the number of iterations in the bootstrapping process, the random selection of IOCS tallies and the Postal Service method volume-variable cost distribution of the selected tallies. The volume-variable cost distribution programs perform the function of witness Van-Ty-Smith's MODS, BMCs, and Non-MODS SAS programs (USPS-LR-J-55) for each of the selected samples.

Program: **bootme.f** (Mail Processing Costs) – This program controls the bootstrapping process. First, the number of iterations for the bootstrap is defined. Next, a subroutine randomly selects, with replacement, the tallies used in an individual iteration. Tally dollar weights (F9250) are estimated for the selected tallies using the sample weight of selected tallies (F9246) as a key to distribute the total dollar pool (F9248) to each selected tally. The tally dollar weight estimation is performed separately for each quarter, craft, and stratum combination. The selected tallies and their estimated tally dollar weights are used as inputs for the Postal Service method volume-variable cost distribution process, which performed individually for each bootstrap sample. The shell script 'makefile' compiles bootme.f and links it with the following subroutines.

Subroutines:

- randomme.f** – Randomly selects the IOCS tallies to be used
- tally\_assign.f** – Assigns the new tally weights for the selected IOCS tallies based on quarter, craft, and stratum combination
- modsproc00by\_rep.f** – Computes distributed volume-variable costs (Postal Service method) for MODS 1&2 cost pools
- bmcproc00by\_rep.f** – Computes distributed volume-variable costs (Postal Service method) for BMC cost pools
- nmodproc00by\_rep.f** – Computes distributed volume-variable costs (Postal Service method) for Non-MODS cost pools

Input:

- map.random** – Map used to randomly select IOCS tallies created by the makemap.f
- boot.h** – Declaration of common variables used throughout the main program and various subroutines
- iocs2000.h** – Declaration of IOCS tally fields
- activity00.cra.intl** – Map of the direct and class specific mixed activity codes used in the various subroutines
- mixclass.intl** – Map of class specific mixed mail activity codes used in the various subroutines
- mxmail.intl.dat** – Maps the direct activity codes to their respective class specific mixed mail activity codes used in the various subroutines
- windk\_503.00** – Distributed clerk and mailhandler window service costs by direct activity code for 'function 4 support' cost pool distribution
- costpools.00.619** – Map of cost pool dollars and corresponding volume-variability factors used in the cost distribution. This includes cost pools for all office types
- encdata.ready** – IOCS tally data

**encdata.repeat.s** – IOCS tally data for divided items  
**encdata.index** – Beginning and ending index numbers for divided item tally data

**Output:** **mp\_boot.00.500** - Output of each of the distribution programs. Records the distributed costs by cost pool and activity code

The statistical analysis program sums the total volume-variable cost distribution for each subclass by iteration and calculates the estimated mean and variance. These results are passed to a Microsoft Excel workbook in which the coefficients of variation are calculated and reported.

Program: **statall\_mp\_cra.f** – Calculates a mean and variance for volume-variable costs by CRA subclass over all bootstrap iterations and office types

**Input:** **activity00.cra.intl** – Map of the direct and class specific mixed activity codes used in the various subroutines  
**mp\_boot.00.500** - Output of each of the distribution programs. Records the distributed costs by cost pool and activity code  
**classes\_intl.cra.old** – Map of subclasses

**Output:** **boot\_cra\_mp.00.500** – means and variances by CRA subclass, imported into Excel workbook 'IOCS CV Summary BY00.xls'.

3. Bootstrapping the Postal Service Method Volume-Variable Cost Distribution Process – Clerks and Mailhandlers, Window Service and Administration

As with mail processing, the bootstrapping process for the window service and administration volume-variable costs of clerks and mailhandlers is run through a single FORTRAN program that controls the number of iterations in the bootstrapping process, the random selection of IOCS tallies and the Postal Service method volume-variable cost distribution of the selected tallies. The volume-variable cost distribution program replicates the function of witness Van-Ty-Smith's ADMWIN SAS program (USPS-LR-J-55).

Program: **bootme.f** (Administrative/Window Service Costs) – This program controls the bootstrapping process. First, the number of iterations for the bootstrap is defined. Next, a subroutine randomly selects the tallies used for each iteration. Tally dollar weights are estimated using the same methodology used for mail processing. The selected tallies and estimated tally dollar weights are used as inputs for

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the Postal Service method volume-variable cost distribution process, which is performed individually for each bootstrap sample. The shell script 'makefile' compiles bootme.f and links it with the following subroutines.

Subroutines: **randomme.f** – Randomly selects the IOCS tallies to be used  
**tally\_assign.f** – Assigns the new tally weights for the selected IOCS tallies. Uses the new tally weights for selected IOCS tallies to calculate new cost pool dollars  
**admwin.f** – Computes distributed volume-variable costs (USPS method) for window service and administration operations over all office types

Input: **map.random** – Map used to randomly select IOCS tallies created by the makemap.f  
**boot.h** – Declaration of common variables used throughout the main program and various subroutines  
**iocs2000.h** – Declaration of IOCS tally fields  
**encdata.ready** – IOCS tally data  
**encdata.repeat.s** – Divided item IOCS tally data  
**encdata.index** – Divided item IOCS tally beginning and ending index  
**activity00.all.win** – Map of all activity codes

Output: **aw\_boot.00.500** – Distributed costs by admin/win category and activity code

The statistical analysis program sums the total volume-variable cost distribution for each subclass by iteration and calculates the estimated mean and variance. These results are passed to an Excel workbook in which the coefficients of variation are calculated and reported.

Program: **statall\_aw\_cra.f** – Calculates a mean and variance by CRA subclass over all bootstrap iterations for each operation

Input: **activity00.all.win** – Map of all activity codes  
**classes\_win.old** – Map of the CRA subclasses of mail  
**aw\_boot.00.500** – Distributed costs by admin/win category and activity code

Output: **boot\_cra\_aw.002.500** – means and variances by CRA sumclass, imported into Excel workbook 'IOCS CV Summary BY00.xls'.

B. FORTRAN Version of CARMM Based Cost Distribution Process – City Carrier In-Office

1. Preparation of the IOCS Data

The following programs are used to extract, code and process the IOCS tallies in preparation for CARMM (Carrier Mixed Mail) distribution as well as bootstrapping procedure for city carrier in-office costs. The FORTRAN programs described below use IOCS fields containing confidential information. Thus, not all of these programs may be run using the filed IOCS data set **ALB.HQTAL00.ITEM.ALL.PRC**.

Program: **encode.f** – Extracts the necessary data from the IOCS tally data set, encodes certain fields into indexes, and writes the data into two files: one that contains only tallies used by CARMM and one that contains all IOCS tallies

Input:           **FY00 IOCS tally data** – Flat file version of the final IOCS dataset  
**iocs2000.h** – Declaration of IOCS tally fields  
**fincag.98** – List of tally finance numbers and CAGs  
**activity00.all.intl** – Map of all activity codes

Output:          **encdata** – CARMM tallies  
**encdata.error** – All IOCS tallies

Program: **encdata.sm** – Sorts the CARMM tallies the way CARMM process requires it

Input:           **encdata**

Output:          **encdata.s**

Program: **seprepeat.f** – Adds the necessary index numbers for extended occupation and CAG for determination of random group sizes in the tally selection process. It also separates the divided item tallies

Input:           **encdata.error**

Output:          **encdata.errorme**  
**encdata.repeat**

Program: **encuniq.sm** – Finds the unique records from the divided item tallies by social security numbers and sequence numbers

Input: **encdata.repeat**

Output: **encdata.unique**

Concatenate **encdata.unique** to the end of **encdata.errorme** by using the Unix 'cat' command.

Program: **encdater.sm** – Sorts the IOCS tallies in order of distinct groups for random selection

Input: **encdata.errorme**

Output: **encdata.ready**

Program: **makemap.f** – Creates IOCS random groups by creating a beginning and an ending record index number for each distinct group

Input: **encdata.ready**

Output: **map.random**

Program: **encrep.sm** – Sorts the divided item tallies by social security number and sequence number

Input: **encdata.repeat**

Output: **encdata.repeat.s**

Concatenate **encdata.repeat.s** to the end of **encdata.ready** and name it **encdata.ready.s**

Program: **assignin.f** – Creates an index to match the location of the same tallies in **encdata.s** to **encdata.ready.s**

Input: **encdata.ready.s**

Output: **encdata.ready.s.I**

Program: **encindex.sm** – Sorts the **encdata.ready.s.I** the same way **encdata.s** is sorted

Input: **encdata.ready.s.I**

Output: **encdata.ready.s.I1**

Program: **encf\_ran.sm** – Sorts and creates the index map for tallies

Input: **encdata.ready.sl1**

Output: **index**

Program: **repindex.f** – Adds the beginning and ending index numbers for divided item tallies

Input: **encdata.ready.s**

Output: **encdata.ready.s.s**

Program: **adsample.f** – Recalculates the sample dollar weight for the divided item tallies based upon CAG, roster designation, and quarter

Input: **encdata.ready.s.s**

Output: **encdata.ready.sl**

**costper** – Total unique tally weights by CAG, roster designation, and quarter

## 2. Bootstrapping the CARMM Based Cost Distribution Process

The bootstrapping process is run through a single FORTRAN program, which controls the number of iterations in the bootstrapping process, the random selection of IOCS tallies, and the CARMM based cost distribution of the selected tallies.

Program: **liocatt.f** – This program controls the bootstrapping process. First, the number of iterations for the bootstrap is defined. Next, a subroutine randomly selects the tallies used for each iteration, as well as how many times that specific tally will be used. Tally dollar weights are estimated for each sample using a method similar to the mail processing method. The selected tallies are used as inputs for the CARMM cost distribution subroutines, which are run for each bootstrap sample.

Subroutines: **fillmixmap.f** – Produces a key for distributing the mixed mail codes

**randomme.f** – Randomly selects the IOCS tallies to be used

**loaddata.f** – Loads the selected IOCS tallies into arrays

**fungroup.f** – Forms function groups for operations

**sortcost.f** – Sort records for level 1 cost distribution

**level1.f** – Level 1 distribution of mixed-mail/not-handling tallies

**level2.f** – Level 2 distribution of mixed-mail/not-handling tallies

**sortlev2a.f** – Sort records for level 3 cost distribution

**level3.f** – Level 3 distribution of mixed-mail/not-handling tallies

**report.f** – Write results to file

<b>Input:</b>	<b>liocatt.h</b> – Declaration of common variables used in the process <b>map.random</b> – Map used to randomly select tallies <b>operrtemap</b> – Map used to map operation to function groups <b>mmcodes.intl</b> – Map of mixed-mail activity codes <b>mxmail.all.intl</b> – Map of class specific mixed-mail activity codes <b>activity00.all.intl</b> – Map of all activity codes used in various subroutines <b>encdata.ready.s.sl</b> – IOCS tally data <b>index</b> – Index for divided item tallies <b>costper</b> – Total unique tally weights by CAG, roster designation, and quarter
<b>Output:</b>	<b>outputcrw.boot.500.txt</b> – Distributed costs for each iteration of the CARMM process by activity code

### 3. Statistical Analysis for CARMM Based Cost Distribution Process

The statistical analysis program sums the total city carrier in-office cost distribution for each subclass by iteration and calculates the estimated mean and variance. These results are passed to an Excel workbook in which the coefficients of variation are calculated and reported.

Program: **statall\_cra.f** – Calculates the mean and variance for each class from the bootstrapping process.

<b>Input:</b>	<b>outputcrw.boot.500.txt</b> – Distributed costs for each iteration of the CARMM process by activity code <b>activity00.all.intl</b> – Map of all activity codes and corresponding subclasses <b>classes_all.cra.old</b> – Map of CRA subclasses
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<b>Output:</b>	<b>boot_cra_cc.500.00</b> – Means and variances by CRA subclass. This file is imported into the Excel workbook 'IOCS CV Summary BY00.xls'
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C. Computation of IOCS Costs – Supervisors and Technical Personnel

1. Preparation of the IOCS Data

The following programs are used to extract, code and process the IOCS tallies in preparation for the bootstrapping procedure for the summation of tally dollar weights for supervisors and technical personnel. The FORTRAN programs described below use IOCS fields containing confidential information. Thus, not all of these programs may be run using the filed IOCS data set **ALB.HQTAL00.ITEM.ALL.PRC**.

**Program:** **data\_sup.f** – Separates out IOCS supervisor tallies

**Input:** **FY00 IOCS tally data** – Flat file version of the final IOCS dataset  
**iocs2000.h** – Declaration of IOCS tally fields

**Output:** **supr\_iocs.00** – All IOCS supervisor tallies  
**actv.supr** – Supervisor activity codes

**Program:** **actv.sm** – Sorts activity codes for supervisor tallies

**Input:** **actv.supr** – Supervisor activity codes

**Output:** **actv\_supr.srt** – Sorted supervisor activity codes

**Program:** **dataready3.f** – Adds the necessary index numbers for extended occupation and CAG for determination of random group sizes in the tally selection process.

**Input:** **supr\_iocs.00** – All IOCS supervisor tallies  
**iocs2000.h** – Declaration of IOCS tally fields

**Output:** **encdata.super**

**Program:** **encdater.sm** – Sorts the IOCS tallies in order of distinct groups for random selection.

**Input:** **encdata.super**

**Output:** **encdata.ready**

**Program:** **makemap.f** – Creates IOCS random groups by creating a beginning and an ending record index number for each distinct group.

**Input:** **encdata.ready**

**Output:** **map.random**

## 2. Bootstrapping the IOCS Costs – Supervisors and Technical Personnel

The bootstrapping process for summing the tally dollar weights of supervisors and technical personnel is run through a single FORTRAN program that controls the number of iterations in the bootstrapping process, randomly selects IOCS tallies, and sums the dollar weights for the selected tallies.

**Program:** **bootme.f** (Supervisor and Technical Personnel) – This program controls the bootstrapping process. First, the number of iterations for the bootstrap is defined. Next, a subroutine randomly selects the tallies used for each iteration. Tally dollar weights are estimated using the same methodology used for mail processing. The selected tallies are then used in a subroutine that sums the estimated tally dollar weights for the required activity codes. These subroutines are run for each bootstrap iteration. The shell script 'makefile' compiles bootme.f and links it with the following subroutines

**Subroutines:**

- randomme.f** – Randomly selects the IOCS tallies to be used
- tally\_assign.f** – Assigns the new tally dollar weights for the selected IOCS tallies
- roll\_cost2.f** – Sums the supervisor tally dollar weights by quarter, stratum, and subclass

**Inputs:**

- map.random** – Map used to randomly select tallies
- locs2000.h** – Declaration of IOCS tally fields
- boot.h** – Declaration of common variables used throughout the main program and various subroutines
- encdata.ready** – IOCS tallies ready for bootstrapping
- actv\_supr.srt** – Sorted map of supervisor activity codes

**Output:**

- super\_actv\_boot.00.500** – Summation results for each iteration by activity code

## 3. Statistical Analysis

The statistical analysis sums the total tally dollar weights by supervisor subclass for each iteration and calculates the mean and variance. These results are passed to an Excel workbook where the coefficients of variation are calculated and reported.

Program: **stat\_actv.f** – Calculates the mean and variance for each supervisor subclass from the bootstrapping process

Input:           **super\_actv\_boot.00.500** – Summation results for each iteration by activity code  
                 **actv\_supr\_class.dat** – Map of supervisor activity codes and corresponding subclass code  
                 **classes\_sup.se.dat** – Map of supervisor subclasses

Output:          **boot\_super.00.500** – Means and variances by CRA subclass, which is imported into the Excel workbook 'IOCS CV Summary BY00.xls'

### III. SUMMARY OF CV'S PRODUCED

The bootstrap variance estimates for each craft described in the previous section are combined into a single Microsoft Excel summary workbook from which CV and confidence interval tables are produced.

Workbook: **IOCS CV Summary BY00.xls** – Excel spreadsheet combining the results from the bootstrap process by craft. Each table is contained in a separate worksheet and presents both CVs and confidence intervals by CRA subclass of mail.

Inputs:          **boot\_cra\_mp.00.500** – Means and variances for clerks/mailhandler mail processing cost estimates  
                 **boot\_cra\_aw.002.500** – Means and variances for clerks/mailhandler administrative and window service cost estimates  
                 **boot\_cra\_cc.500.00** – Means and variances for city carrier in-office cost estimates  
                 **boot\_super.00.500** - Means and variances for supervisor cost estimates

The CV and confidence interval tables are contained in 'IOCS CV Summary BY00.xls' on the CD-ROM.

USPS-LR-J-10/R2001-1

In-Office Cost System (IOCS)  
Statistical and Computer Documentation

Appendix - J  
CARMM Reports & Pivot Tables vs. Old City Carrier LIOCATT

## CARMM REPORTS & PIVOT TABLES vs. OLD CITY CARRIER LIOCATT

### SIDE-BY-SIDE TABLE COMPARISON (BY 1998)

#### A. INTRODUCTION

For FY 1999, the Carrier Mixed Mail (CARMM) cost distribution program replaces the old Carrier LIOCATT system. This document helps to cross-walk between the two reports for BY 1998. The FY 1999 CARMM reports are in a similar format, but the LIOCATT reports for FY 1999 do not exist for the side-by-side comparison. The following pages reproduce pages of old BY98 LIOCATT report that correspond to reports produced in the new program. The new program also produces an output file that can be used in an Excel Pivot Table to create numerous summarizations of the City Carrier mixed mail cost distribution process.

COBOL Report Name	SAS Report Name
ALA860P7	Report 7: Summary Schedule K with Undistributed Dollars
ALA860P8	Report 8: Mixed Mail Code distribution
ALA860P10	Report 10: Final Distribution
ALA860P13	Report 13: Summary Schedule K & L
ALA860P15	Report 15: K and L

For convenience in printing reports, the old LIOCATT route type reports were produced separately for two groups of route types. In the new CARMM program, the route group variable (RGROUP) is used to identify these two groups of route code types. The only purpose of RGROUP is to facilitate production of reports that will match up with the old LIOCATT reports. In particular,

RGROUP=1 corresponds to ROUTE TYPES 71 73 75 77 78 80 82 83 84 85 86 99  
RGROUP=2 corresponds to ROUTE TYPES 87 88 89 90 91 92 93 94 95 96 97 98.

#### Output file

An output file is produced in a format that can easily generate many additional reports using Excel Pivot Tables.

The format of the output file is as follows:

@1	route code	71, 73, 75, etc.
@7	route code group	1 or 2
@15	activity code	\$4.
@20	activity code group (F262)	1,2,3,4
@24	basic function	out, in, tran, other
@31	class/subclass category	aggregated groups of act codes
@62	Cost	dollars associated with cell
@74	Schedule	K=direct, L=distributed, U=undistributed

Pivot Table

The output file is imported to Excel, and used to build the CARMM pivot table. An example of the BY1998 pivot table is in LIOMRBY.XLS. In the pivot table, drag the pivot table buttons to row or column headings to generate the appropriate summary. Right click a column or row heading button and select "field" to hide specific values (ex: hide schedule=U if you do not want undistributed costs included in tables). If the pivot table button is in the "page area" then you can use the drop down lists to subset the data as needed. Examples are provided for portions of reports P7, P10, P13, and P15 in the attachment.

B. Selected LIOCATT and CARMM Reports (Side-by-Side BY 1998)

The following pages provide a side-by-side comparison of a selected CARMM reports and the analogous LIOCATT report replaced by them. This is done for Base Year 1998 data because that is the last recent year for which the LIOCATT report was produced.

PAGE 1  
DATE 08/30/99  
FY: 1998

LIOUATT SYSTEM  
SUMMARY SCHEDULE K WITH UNDISTRIBUTED DOLLARS

REPORT ALA860P7

ROUTE TYPE: 87

BASIC FUNCTION					
ACTIVITY CODE	OUTGOING	INCOMING	TRANSIT	OTHER	TOTAL
0010	0	0	0	0	0
0020	0	0	0	0	0
0030	0	0	0	0	0
0050	0	0	0	0	0
0060	0	0	0	0	0
0070	0	0	0	0	0
0080	0	0	0	0	0
0090	0	0	0	0	0
0100	0	0	0	0	0
0190	0	0	0	0	0
0300	0	0	0	0	0
0***TOTAL	0	0	0	0	0
1020	73,191	0	0	0	73,191
1022	0	0	0	0	0
1035	0	0	0	0	0
1040	0	0	0	0	0
1045	0	0	0	0	0
1060	0	0	0	0	0
1080	582,254	0	0	0	582,254
1081	0	0	0	0	0
1085	0	0	0	0	0
1086	176,123	0	0	0	176,123
1100	0	0	0	0	0
1110	0	0	0	0	0
1111	0	0	0	0	0
1160	0	0	0	0	0
1165	0	0	0	0	0
1170	0	0	0	0	0
1211	0	0	0	0	0
1212	0	0	0	0	0
1213	0	0	0	0	0
1214	0	0	0	0	0
1310	104,602	0	0	0	104,602
1330	52,578	0	0	0	52,578
1340	49,903	0	0	0	49,903
1341	0	0	0	0	0
1345	99,586	0	0	0	99,586
1350	63,782	0	0	0	63,782
1351	0	0	0	0	0
1355	0	0	0	0	0
1360	0	0	0	0	0
1510	0	0	0	0	0
1780	0	0	0	0	0
1910	0	0	0	0	0

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[pages omitted...]

6522	1,615,557	201,744	0	1,817,301
6523	506,686	246,943	0	753,629
6570	116,187	0	0	116,187
6580	0	0	0	0
6610	0	0	0	0
6620	0	0	0	0
6630	0	0	0	0
6640	0	0	0	0
6650	0	0	0	0
6660	0	0	0	0
6710	154,319,324	42,828,891	0	197,148,215
0 ***TOTAL	159,856,748	46,967,693	0	206,878,115
			53,674	

REPORT ALA860P7

ROUTE TYPE: 87

o

ACTIVITY

CODE

— 1 —

CONTINUOUS FORMS

UGRAN D TUTIAL

**LIOCATT SYSTEM  
SUMMARY SCHEDULE K WITH INDIVIDUALIZED DROPS**

PAGE 6  
DATE 08/30/99  
FY: 1998

211,040,076  
211,040,076

OGRAND TOTAL

267

Report 7: Summary Schedule K with Undistributed Dollars

RGROUP	ROUTE	ACTV	OUTGOING	INCOMING	TRANSIT	OTHER	TOTAL
2	87	1080	56088	0	0	0	56088
		1086	13241	176123	0	0	306007
		1310	13241	104602	0	0	104602
		1330	0	52578	0	0	52578
		1340	0	49903	0	0	49903
		1345	211170	99586	0	0	334156
		1350	0	63782	0	0	63782
		2060	142896	416773	0	0	559669
		2110	41692	0	0	0	41692
		2212	104602	52578	0	0	157180
		2310	52578	0	0	0	52578
		2340	71597	52578	0	0	124275
		2345	0	201292	0	0	201292
		2350	0	74790	0	0	74790
		2355	0	50928	0	0	50928
		2780	55094	0	0	0	55094
		3060	119715	0	0	0	119715
		3360	36781	0	0	0	36781
		4160	84802	52578	0	0	137380
		4510	175551	0	0	0	175551
		6420	1361119	331516	0	0	169635
		6430	1049004	672524	0	0	172528
		6495	0	0	0	0	53674
		6521	888871	2686075	0	0	357946
		6522	1615557	201744	0	0	1817301
		6523	506686	246943	0	0	75629
		6570	116187	0	0	0	116187
		6710	154319324	42828891	0	0	197188215
		2	87	18998068	0	51874	21100076

APPENDIX J- Page 7 of 29  
USPS-LR-J-10/2001-1

PAGE 1  
DATE 08/30/99  
FY: 1998

REPORT: ALA860PP8  
ROUTE TYPE: 87  
0 ACTIVITY CODE

269

LIOCATT SYSTEM  
CITY CARRIER - MIXED MAIL CODE DISTRIBUTION

ROUTE TYPE:	87	BASIC FUNCTION	INDIRECT DOLLARS	DIRECT DOLLARS	RATIO
0		-	-	-	-
5300	1	-	0	1,274,149	0.00000000
5340	1	-	0	395,626	0.00000000
5460	1	-	0	55,094	0.00000000
5610	1	-	0	1,246,108	0.00000000
5620	1	-	0	426,867	0.00000000
5650	1	-	0	1,672,975	0.00000000
5700	1	-	0	416,949	0.00000000
5750	1	-	0	2,131,616	0.00000000
5300	2	-	0	2,172,350	0.00000000
5340	2	-	0	520,000	0.00000000
5610	2	-	0	1,126,000	0.00000000
5620	2	-	0	1,126,000	0.00000000
5650	2	-	0	1,126,000	0.00000000
5700	2	-	0	0,000,000	0.00000000
5750	2	-	0	0,000,000	0.00000000
5300	4	-	0	2,449,299	0.00000000
5340	4	-	0	1,145,665	0.00000000
5460	4	-	0	55,094	0.00000000
5610	4	-	0	2,374,936	0.00000000
5620	4	-	0	1,275,806	0.00000000
5650	4	-	0	3,650,742	0.00000000
5700	4	-	0	469,527	0.00000000
5750	4	-	0	4,161,961	0.00000000

Report 8: Mixed Mail Code distribution

				08:18 Friday, November 12, 1999	17		
ROUTE	MIXCODE	TOTAL1D	TOTAL2D	TOTAL3D	TOTAL4D	TOTAL5D	TOTAL6D
82	5300	0	51189609	0	0	51189609	
	5340	0	30593450	0	0	30593450	
	5460	0	242106	0	0	242106	
	5610	0	58297514	0	0	58297514	
	5620	0	29351080	0	0	29351080	
	5650	0	87648594	0	0	87648594	
	5700	27547	1966848	0	0	1994395	
	5750	27547	89615442	0	0	89642989	
83	5300	0	139524411	0	0	139524411	
	5340	0	72926595	0	0	72926595	
	5460	0	820365	0	0	820365	
	5610	0	161737440	0	0	161737440	
	5620	0	64446931	0	0	64446931	
	5650	0	226184371	0	0	226184371	
	5700	0	6185899	0	0	6185899	
	5750	0	232521881	0	0	232521881	
85	5300	0	199752	0	0	199752	
	5340	0	235257	0	0	235257	
	5610	0	196334	0	0	196334	
	5620	0	219661	0	0	219661	
	5650	0	415995	0	0	415995	
	5700	0	803879	0	0	803879	
	5750	0	1300839	0	0	1300839	
86	5650	.	.	.	.	.	.
	5700	0	969302	0	0	969302	
	5750	0	969302	0	0	969302	
87	5300	1274149	.	0	0	2449299	
	5340	395626	.	0	0	1145665	
	5460	55094	.	0	0	55094	
	5610	1246108	.	0	0	2374936	
	5620	426867	.	0	0	1275806	
	5650	1672975	.	0	0	3650742	
	5700	416949	.	0	0	469527	
	5750	2131616	.	0	0	4161961	
90	5750	.	.	.	.	.	.
98	5300	397265	5431904	0	203470	6032639	
	5340	52578	2445922	0	0	2498500	
	5460	0	55399	0	0	55399	
	5610	397265	6374659	0	203470	6975394	
	5620	234034	2366785	0	56088	2656907	
	5650	631299	8741444	0	259558	9632301	
	5700	0	335975	0	0	335975	
	5750	631299	9580798	0	259558	10471655	
99	5300	6342357	21170187	184067	1035434	28732045	
	5340	2018013	12718589	0	180176	14916778	

255923

99763

0

156160

0

5460



Report 10: Final Distribution

08:18 Friday, November 12, 1999 20

RGROUP	ACTV	OUTGOING	INCOMING	TRANSIT	OTHER	TOTAL
1	3340	4390.69	304174.77	0	12040.81	320606.27
	3350	0.00	27389.45	-	0.00	27389.45
	3360	0.00	26671.68	-	0.00	26671.68
	3420	0.00	4160.49	-	0.00	4160.49
	3440	1940.05	-	-	0.00	1940.05
	3510	10066.67	6025.62	0	10487.69	26579.98
	3780	0.00	1261.51	-	0.00	1261.51
	3910	0.00	3632.49	-	74.34	3726.33
	4060	0.00	46743.09	-	770.54	47513.64
	4160	0.00	60312.95	0	18559.26	621972.20
	4165	0.00	546.72	-	0.00	546.72
	4170	0.00	27121.46	-	3123.74	274645.20
	4212	0.00	32121.85	-	0.00	32121.85
	4213	0.00	3428.19	-	0.00	3428.19
	4310	0.00	3495.07	-	0.00	3495.07
	4340	0.00	402808.62	0	19297.28	422105.90
	4350	0.00	6018.68	-	0.00	6018.68
	4360	0.00	10578.00	-	3123.74	13701.74
	4400	4875.69	229937.23	0	10294.23	245107.14
	4405	0.00	2322.77	-	0.00	2322.77
	4410	0.00	5735.97	-	564.78	62878.75
	4420	0.00	50552.52	-	0.00	50852.52
	4430	0.00	4767.19	-	0.00	4767.19
	4440	0.00	2488.30	-	76.83	2565.13
	4460	15901.17	101169.20	0	16825.15	133895.52
	4470	0.00	6709.94	-	0.00	6709.94
	4480	0.00	26229.95	-	105.28	26635.23
	4490	0.00	2711.85	-	0.00	2711.85
	4491	0.00	69331.04	-	0.00	69331.04
	4495	0.00	17121.47	-	0.00	17121.47
	4510	0.00	13142.25	-	78.51	13220.75
	4780	0.00	0.00	-	0.00	0.00
	4910	0.00	6261.47	-	41.85	6303.32
	5650	0.00	-	-	-	-
	-----	-----	-----	-----	-----	-----
	1264046.00	217408319.00	125141	4741495.00	223539001.00	-----
	-----	-----	-----	-----	-----	-----
2	1020	-----	-----	-----	-----	-----
	1060	-----	-----	-----	-----	-----
	1080	17739.29	31307.04	-----	8993.61	58037.93
	1086	76719.73	280654.35	-----	56684.90	414258.59
	1110	0.00	3599.13	-----	0.00	3599.13
	1212	0.00	2516.75	-----	4990.05	7506.80
	1310	0.00	41848.82	-----	6891.45	48740.28
	1330	0.00	47685.35	-----	4304.73	51990.08
	1340	0.00	64406.59	-----	11126.77	95527.36
	1345	94889.96	89032.54	-----	18909.37	202831.87
	1350	0.00	46014.78	-----	9723.17	55737.95
	1355	20300.97	0.00	-----	2597.75	22893.72
	1780	0.00	11013.33	-----	1256.26	12269.59
	2060	57089.15	252164.06	-----	15296.36	324549.57
	2080	30632.25	6302.61	-----	3521.63	40456.48

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2110      13186.18      5954.17      5739.49      24879.84

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Report 10: Final Distribution

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RGROUP	ACTV	OUTGOING	INCOMING	TRANSIT	OTHER	TOTAL
2	2160		8629.96		1271.88	9901.84
	2212	87872.45	95744.20		2241.21	206027.86
	2213	0.00	8312.71		3791.84	12104.55
	2310	31668.07	72532.14		6640.37	110840.58
	2340	43183.56	29925.59		3989.97	77099.12
	2345	0.00	104093.36		17536.20	121629.55
	2350	0.00	0.00		0.00	0.00
	2355	0.00	34426.13		2180.28	36606.41
	2780	17424.91	0.00		1569.06	18993.97
	3060	0.00	.		48521.77	48521.77
	3110	0.00	1398.49		2772.83	4171.31
	3160	0.00	3599.13		0.00	3599.13
	3360	18448.60	0.00		0.00	18448.60
	4110	0.00	7412.93		6387.83	13800.75
	4160	26820.84	20268.57		2415.13	49504.54
	4400	.	2638.86		1249.34	3888.20
	4460	.	19719.03		0.00	19719.03
	4510	0.00	.		71193.23	71193.23
	5750	.	.	.	.	.
	2	861218.00	186150.00	0	462930.00	3185718.00
		=====	=====	=====	=====	=====
	2125264.00	21926989.00	125141	5204425.00	226724719.00	

REPORT ALLA860P13		SUMMARY SCHEDULE K & L - CITY CARRIER COST										PAGE 1
ROUTE TYPE: 87 88 89 90 91 92 93 94 95 96 97 98		BASIC FUNCTION										DATE 08/30/99
ACTIVITY CODE	OUTGOING	INCOMING			TRANSIT			OTHER			TOTAL	
0010	0	0	0	0	0	0	0	0	0	0	0	
0020	0	0	0	0	0	0	0	0	0	0	0	
0030	0	0	0	0	0	0	0	0	0	0	0	
0050	0	294,123	0	0	0	0	0	0	0	294,123	0	
0060	52,598	0	0	0	0	0	0	0	0	52,598	0	
0070	0	80,851	0	0	0	0	0	0	0	80,851	0	
0080	0	0	0	0	0	0	0	0	0	0	0	
0090	0	0	0	0	0	0	0	0	0	0	0	
0100	0	0	0	0	0	0	0	0	0	0	0	
0190	0	0	0	0	0	0	0	0	0	0	0	
0300	0	0	0	0	0	0	0	0	0	0	0	
0***TOTAL	52,598	374,974	0	0	0	0	0	0	0	427,572	0	
0	300,312	171,344	0	0	0	0	0	0	0	486,729	0	
1020	0	0	0	0	0	0	0	0	0	0	0	
1022	0	0	0	0	0	0	0	0	0	0	0	
1035	0	0	0	0	0	0	0	0	0	0	0	
1040	0	0	0	0	0	0	0	0	0	0	0	
1045	0	0	0	0	0	0	0	0	0	0	0	
1060	1,145,027	4,144,011	0	0	0	0	0	0	0	5,598,410	0	
1080	32,997	386,353	0	0	0	0	0	0	0	469,171	0	
1081	0	0	0	0	0	0	0	0	0	0	0	
1085	0	0	0	0	0	0	0	0	0	0	0	
1086	256,760	1,980,743	0	0	0	0	0	0	0	56,685	2,294,188	
1100	0	0	0	0	0	0	0	0	0	0	0	
1110	0	53,502	0	0	0	0	0	0	0	53,502	0	
1111	0	0	0	0	0	0	0	0	0	0	0	
1160	0	0	0	0	0	0	0	0	0	0	0	
1165	0	0	0	0	0	0	0	0	0	0	0	
1170	0	0	0	0	0	0	0	0	0	0	0	
1211	0	0	0	0	0	0	0	0	0	0	0	
1212	0	137,111	0	0	0	0	0	0	0	4,990	142,101	
1213	0	0	0	0	0	0	0	0	0	0	0	
1214	0	0	0	0	0	0	0	0	0	0	0	
1310	0	291,101	0	0	0	0	0	0	0	6,892	297,993	
1330	0	187,559	0	0	0	0	0	0	0	4,305	191,864	
1340	0	460,887	0	0	0	0	0	0	0	11,120	472,007	
1341	0	0	0	0	0	0	0	0	0	0	0	
1345	0	537,681	0	0	0	0	0	0	0	18,909	886,049	
1350	0	325,132	0	0	0	0	0	0	0	9,723	334,855	
1351	0	0	0	0	0	0	0	0	0	0	0	
1355	72,879	0	0	0	0	0	0	0	0	2,593	75,472	
1360	0	0	0	0	0	0	0	0	0	0	0	
1510	0	0	0	0	0	0	0	0	0	0	0	
1780	0	66,412	0	0	0	0	0	0	0	1,256	67,668	
1910	0	0	0	0	0	0	0	0	0	0	0	

		OUTGOING	INCOMING	TRANSIT	OTHER	TOTAL
1	RGROUP ACTGRP ACTV					
1	0030	0	728,452	0	0	728,452
	0050	0	27,105,696	0	0	27,105,696
	0060	0	1,598,416	0	0	1,630,066
	0070	0	340,271	0	0	340,271
	0080	0	654,347	0	0	654,347
	0090	0	1,480,380	0	0	1,480,380
	0100	0	74,790	0	0	74,790
	0190	0	635,818	0	0	635,818
	0300	294,953	1,668,314	0	153,543	2,116,810
	SUBTOTAL	294,953	34,286,484	0	185,193	34,766,630
2	ACTV					
	1020	307,672	53,545,761	0	88,934	53,942,367
	1035	0	12,436,491	0	18,834	12,455,326
	1040	0	6,095,907	0	5,112	6,101,019
	1045	0	319,963	0	52	322,015
	1060	4,984,405	911,455,117	309,208	2,796,110	919,544,839
	1080	311,116	95,755,477	0	204,358	96,270,951
	1085	0	11,779,534	0	33,856	11,813,390
	1086	1,318,216	339,796,069	0	684,967	341,799,252
	1110	0	57,461	0	0	57,461
	1160	0	391,231	0	3,133	394,364
	1170	0	183,978	0	0	183,978
	1211	0	294,788	0	0	294,788
	1212	62,760	6,410,116	0	13,911	6,486,787
	1213	0	1,331,030	0	0	1,331,030
	1310	0	111,760,978	0	57,196	111,818,173
	1330	58,151	11,222,763	0	3,910	11,284,823
	1340	711,566	80,240,024	0	166,864	81,138,453
	1345	254,105	160,934,987	0	163,633	161,352,725
	1350	50,048	33,518,378	0	93,639	33,662,066
	1355	59,259	40,679,174	0	37,185	40,775,618
	1360	89,098	6,574,158	0	29,543	6,692,799
	1510	436,152	6,379,019	0	179,278	6,994,449
	1780	0	7,883,886	0	79,526	7,963,412
	1910	0	150,223	0	0	150,223
	2060	448,056	125,961,444	0	277,244	126,686,744
	2080	0	5,518,872	0	6,623	5,525,495
	2086	0	10,958,350	0	9,769	10,968,119
	2110	0	1,518,077	0	3,021	1,521,099
	2111	56,088	253,088	0	0	309,176
	2160	0	18,567,760	0	35,369	18,603,129
	2170	0	2,123,378	0	62,662	2,186,040
	2211	39,147	7,686,989	0	2,666	7,728,802
	2212	448,482	122,629,453	0	373,190	123,451,125
	2213	0	28,999,718	0	41,680	29,041,398
	2214	0	380,524	0	0	380,524
	2310	256,936	163,334,555	0	248,906	164,140,396
	2330	0	8,289,963	0	19,893	8,309,857
	2340	254,957	84,286,919	0	198,730	84,740,606
	295,043	175,042,693			233,628	175,571,364

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2350	1	0	12,494,730	0	34,975	12,529,705
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## Report 13: Summary Schedule K &amp; L

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		OUTGOING	INCOMING	TRANSIT	OTHER	TOTAL
RGROUP	ACTGRP	ACTV				
1	2	2355	0	17,114,063	0	15,554
	2360	61,052	5,173,327	0	7,247	17,129,617
	2420	0	540,219	0	0	5,241,625
	2440	2224,127	154,512	0	31,496	540,219
	2510	0	2,265,575	0	6,751	410,135
	2780	0	2,691,469	0	4,501	2,272,326
	2910	0	437,804	0	0	2,695,969
	3060	0	7,066,832	0	67,863	437,804
	3080	0	455,685	0	0	7,134,695
	3160	27,547	756,277	0	36	455,722
	3165	0	8,286	0	0	783,824
	3212	0	2,979,559	0	77	8,286
	3213	0	77,094	0	0	2,979,636
	3310	0	6,822,459	0	16,998	77,094
	3330	0	146,596	0	0	6,839,457
	3340	193,553	10,244,518	0	12,041	146,596
	3350	0	1,139,695	0	0	10,450,111
	3360	0	854,647	0	0	1,139,695
	3420	0	168,914	0	0	854,647
	3440	0	123,819	0	0	168,914
	3510	74,632	312,894	0	10,488	123,819
	3780	0	53,840	0	0	398,013
	3910	0	153,757	0	74	53,840
	4060	0	2,142,207	0	771	153,832
	4111	0	122,023	0	0	2,142,978
	4160	176,603	14,010,421	0	18,559	122,023
	4165	0	16,572	0	0	14,205,583
	4170	0	903,417	0	3,124	16,572
	4212	0	1,378,218	0	0	906,541
	4213	0	126,118	0	0	1,378,218
	4310	0	95,675	0	0	126,118
	4340	0	8,249,085	0	19,297	95,675
	4350	0	187,969	0	0	8,268,382
	4360	0	409,537	0	54,719	187,969
	4400	59,970	5,325,111	0	10,294	54,719
	4405	0	88,984	0	0	5,395,375
	4410	0	572,187	0	5,643	88,984
	4420	0	1,005,922	0	0	577,830
	4430	0	152,717	0	0	1,005,922
	4440	0	99,646	0	77	152,717
	4460	117,887	4,382,676	0	16,825	99,723
	4470	0	245,608	0	0	4,517,389
	4480	0	1,137,410	0	105	245,608
	4490	0	113,509	0	0	1,137,515
	4491	0	805,924	0	0	113,509
	4495	0	630,546	0	0	805,924
	4510	0	636,957	0	79	630,546
	4780	0	0	0	99,763	637,036
	4910	0	241,141	0	42	99,763
	SUBTOTAL	11,376,625	2,770,364,450	309,208	6,630,818	2,788,681,101



## Report 13: Summary Schedule K &amp; L

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		OUTGOING	INCOMING	TRANSIT	OTHER	TOTAL
RGROUP	ACTGRP	ACTV				
1	3	5650				51,595
		SUBTOTAL				51,595
4		ACTV				51,595
	5040	0	0	0	119,723	119,723
	5080	0	0	0	194,069	194,069
	5170	0	0	0	134,176	134,176
	6000	0	0	0	218,461	218,461
	6010	0	0	0	854,002	854,002
	6020	0	0	0	110,493	110,493
	6030	0	0	0	314,797	314,797
	6040	0	0	0	51,595	51,595
	6110	0	0	0	317,489	317,489
	6170	0	0	0	1,584,736	1,584,736
	6200	0	0	0	244,100	244,100
	6220	0	0	0	37,981	37,981
	6230	0	436,046	0	153,164	589,210
	6231	155,609	949,985	0	413,937	1,519,431
	6240	445,401	934,611	233,635	1,681,459	3,295,106
	6320	0	0	0	879,526	879,526
	6330	0	56,088	0	1,224,020	1,280,108
	6420	0	103,265,123	0	2,133,545	105,398,668
	6430	41,585	247,411,833	0	1,869,636	249,323,054
	6435	0	1,167,899	0	0	1,167,899
	6460	0	0	0	17,144,986	17,144,986
	6480	0	0	0	1,622,778	1,622,778
	6495	0	0	0	1,303,791	1,303,791
	6500	0	0	0	41,692	41,692
	6516	0	0	0	53,674	53,674
	6519	0	979,659	0	24,465,196	25,444,855
	6521	37,981	464,963,661	0	22,996,856	487,998,498
	6522	0	124,741,677	0	8,684,042	133,425,719
	6523	307,435	86,324,395	0	2,245,344	88,877,174
	503,169	15,462,061	0	1,367,347	17,332,577	
	6580	0	565,236	0	56,088	621,324
	6610	0	0	0	6,612,959	6,612,959
	6620	0	0	0	4,829,791	4,829,791
	6630	248,470	952,842	0	174,293,844	175,495,156
	6640	0	0	0	1,073,601	1,073,601
	6650	0	0	0	1,788,110	1,788,110
	6660	0	0	0	498,981	498,981
	6710	1,739,650	7,584,201,456	0	0	7,584,201,456
	13,111,228	11,437,063,506	8,632,412,572	233,635	281,615,889	8,916,001,746
				542,843	288,483,495	11,739,501,072
	TOTAL					
2	ACTGRP	ACTV				
	1	0050	294,123	0	0	294,123
		0060	0	0	0	52,598
		0070	80,851	0	0	80,851
		SUBTOTAL	374,974	0	0	427,572
		ACTV				
	2	1020	171,344	0	0	15,074
						486,730

1060	1,145,027	4,144,012	0	309,372	5,598,412
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Report 13: Summary Schedule K & L

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				OUTGOING	INCOMING	TRANSIT	OTHER	TOTAL
RGROUP	ACTGRP	ACTV						
2	2	1080	73,827	385,353	0	8,992	469,172	
		1086	256,760	1,980,743	0	56,685	2,294,188	
		1110	0	53,502	0	0	53,502	
		1212	0	137,111	0	4,990	142,101	
		1310	0	291,100	0	6,881	297,991	
		1330	0	187,558	0	4,305	191,863	
		1340	0	460,888	0	11,121	472,008	
		1345	329,460	537,682	0	18,909	886,051	
		1350	0	325,133	0	9,723	334,856	
		1355	72,879	0	0	2,593	75,472	
		1780	0	66,412	0	1,256	67,669	
		2060	199,985	998,134	0	15,296	1,213,416	
		2080	83,210	47,265	0	3,522	133,996	
		2110	54,878	167,702	0	5,39	228,320	
		2160	0	64,718	0	1,272	65,990	
		2212	373,930	646,132	0	78,499	1,098,562	
		2213	0	128,040	0	3,792	131,832	
		2310	84,246	502,151	0	6,640	593,038	
		2340	114,881	210,968	0	3,990	329,838	
		2345	0	840,183	0	17,536	857,720	
		2350	0	208,763	0	0	208,763	
		2355	0	181,501	0	2,180	183,681	
		2780	72,519	0	0	1,569	74,088	
		3060	119,715	0	0	48,522	168,237	
		3110	0	76,188	0	2,773	78,961	
		3160	0	53,502	0	0	53,502	
		3360	55,230	0	0	0	55,230	
		4110	0	224,351	0	6,388	230,739	
		4160	111,623	72,847	0	2,415	186,885	
		4400	0	57,733	0	1,249	58,982	
		4460	0	250,697	0	0	250,697	
		4510	175,651	0	0	71,193	246,844	
		SUBTOTAL	3,624,133	13,472,713	0	722,488	17,819,334	
3		ACTV	5750	-	-	-	51,595	51,595
		SUBTOTAL	-	-	-	-	51,595	51,595
4		ACTV	6220	0	41,585	0	41,585	41,585
		6330	0	41,585	0	0	41,585	
		6420	1,553,099	2,008,623	0	1,260,225	4,821,947	
		6430	1,049,004	2,105,750	0	261,688	3,416,442	
		6480	0	0	0	50,928	50,928	
		6495	0	0	0	106,252	106,252	
		6521	888,871	3,629,785	0	923,749	5,442,405	
		6522	1,615,557	933,858	0	261,688	2,644,825	
		6523	609,167	1,519,394	0	45,912	2,174,473	
		6570	116,187	111,864	0	50,928	278,979	
		6710	154,319,324	144,310,044	0	0	298,689,368	
		SUBTOTAL	160,151,209	154,762,488	0	2,795,092	317,708,789	
		TOTAL	163,827,940	168,610,175	0	3,569,175	336,007,290	

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GRAND TOTAL	177,239,168	11,605,673,681	542,843	292,052,670	12,075,508,362
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LIOCATT SYSTEM												
SUMMARY SCHEDULE K & L - CITY CARRIER COST -												
LIOCATT FORMAT II												
ROUTE TYPE:	87	88	89	90	91	92	93	94	95	96	97	98
FIRST CLASS MAIL												
LETTERS	1464727											
PRESORT LETTERS	413797											
SINGLE PIECE CARDS	300312											
PRESORT POST CARDS	0											
GRAND TOTAL FIRST CLASS MAIL	217836											
PRIORITY MAIL												
GRAND TOTAL PRIORITY MAIL	111623											
EXPRESS MAIL												
GRAND TOTAL EXPRESS MAIL	54878											
MAILGRAMS												
GRAND TOTAL MAILGRAMS	0											
PERIODICALS												
IN COUNTY	0											
OUT OF COUNTY - REGULAR	0											
- NON PROFIT	373930											
- CLASSROOM	0											
- SUBTOTAL	0											
GRAND PERIODICALS	373930											
STANDARD (A) MAIL												
SINGLE PIECE	55230											
TOTAL SINGLE PIECE RATE	55230											
REGULAR - CARRIER PRESORT												
- OTHER	84246											
- SUBTOTAL	444340											
NONPROFIT - CARRIER PRESORT	528586											
- OTHER	0											
- SUBTOTAL	72879											
GRAND TOTAL STANDARD (A) MAIL	72879											
STANDARD (B) MAIL												
ZONE RATE PARCELS	0											
BOUND PRINTED MATTER	0											
SPECIAL STANDARD (B)	0											
LIBRARY RATE	0											
GRAND TOTAL STANDARD (B) MAIL	0											
U S POSTAL SERVICE	308430											
PENALTY	0											
GRAND TOTAL U S POSTAL SERVICE	0											
FREE MAIL:												
TOTAL FREE FOR THE BLIND & SERVICEMEN	0											

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REPORT: ALA860P15		SUMMARY SCHEDULE K & L - CITY CARRIER COST - LIOCATT FORMAT II						PAGE: 2	
ROUTE TYPE:	87 88 89 90 91 92 93 94 95 96 97 98	OUTGOING	INCOMING	TRANSIT	OTHER	TOTAL	DATE: 08/30/99	FY: 1998	
INTERNATIONAL MAIL									
GRAND TOTAL INTERNATIONAL MAIL	72519	66412	0	2825	141756				
TOTAL ALL MAIL	3624132	13472712	0	722486	17819330				
SPECIAL SERVICES:									
REGISTRY	52598	0	0	0	52598				
CERTIFIED	0	294123	0	0	294123				
INSURANCE	0	80851	0	0	80851				
COLLECT-ON-DELIVERY	0	0	0	0	0				
SPECIAL DELIVERY	0	0	0	0	0				
MONEY ORDERS	0	0	0	0	0				
STAMPED ENVELOPES	0	0	0	0	0				
SPECIAL HANDLING	0	0	0	0	0				
POST OFFICE BOX	0	0	0	0	0				
OTHER	0	0	0	0	0				
TOTAL SPECIAL SERVICES	52598	374974	0	427572					
GRAND TOTAL ALL MAIL AND SPECIAL SERVICES	3676730	13847686	0	722486	18246902				

Report 15: K and L 08:18 Friday, November 12, 1999 26

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15348309.00	2818498621.00	309208	7963789.00	2842119927.00
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C. PIVOT TABLE EXAMPLES

1. Table P7

The pivot table for report P7 is a table of groups of activity codes by basic function. In order to produce this table, drag the "ACG" button and the "ACT" pivot table buttons to the left hand side of the table. Then drag the "BF" button to the top column. Left-click the "ROUTE" button's drop-down arrow and select route type "87". Since report P7 is a Schedule K report, select "K" from the "SCHED" drop-down list.

Note that activity codes (ACT) or activity code groups (ACG) having no data for route type 87, schedule K are not displayed.

	Sum of DOLLARS					
	Pivot Table For Distributed Carrier MM Costs (BY 1998 Data)					
	(All)	87	K	(All)	Pivot table buttons	
	Sum of DOLLARS	1-OUT	2-IN	3-TRAN	4-OTHR	Grand Total
2	1020	73,191	0	0	0	73,191
	1060	752,375	582,254	0	0	1,334,629
	1080	56,088	0	0	0	56,088
	1086	129,884	176,123	0	0	306,007
	1310	0	104,602	0	0	104,602
	1330	0	52,578	0	0	52,578
	1340	0	49,903	0	0	49,903
	1345	234,570	99,586	0	0	334,156
	1350	0	63,782	0	0	63,782
	2060	142,896	416,773	0	0	559,669
	2110	41,692	0	0	0	41,692
	2212	104,602	52,578	0	0	157,180
	2310	52,578	0	0	0	52,578
	2340	71,697	52,578	0	0	124,275

There are no undistributed dollars for route type 87 in BY 1998. If there were undistributed dollars, they could be viewed by selecting "U" as the schedule. In order to display both the schedule U and K dollars on the same table, drag the SCHED button to the left column, then left click on it and hide "L".

2. Table P10

The pivot table for report P10 is a table of activity codes by basic function. In order to produce this table, drag the "ACT" pivot table button to the left hand side of the table. Then drag the "BF" button to the top column. Left-click the "ROUTE" button's drop-down arrow and select route type "(All)", and use the RTGRP button to select route group "2". Route group 2 will limit the table to including only those route codes in the second route group (87-98). Since the report P10 is a Schedule L report, select "L" from the "SCHED" drop-down list.

Pivot Table For Distributed Carrier MM Costs (BY 1998 Data)					
	1-OUT	2-IN	3-TRAN	4-OTHR	Grand Total
1020	23,149	37,010	0	15,074	75,233
1060	302,093	513,159	0	105,902	921,154
1080	17,739	31,307	0	8,991	58,037
1086	76,720	280,855	0	56,685	414,260
1110	0	3,599	0	0	3,599
1212	0	2,517	0	4,990	7,507
1310	0	41,849	0	6,892	48,741
1330	0	47,686	0	4,305	51,991
1340	0	84,406	0	11,121	95,527
1345	94,890	89,032	0	18,909	202,831
1350	0	46,015	0	9,723	55,738
1355	20,301	0	0	2,593	22,894
1780	0	11,013	0	1,256	12,269
2060	57,089	252,164	0	15,296	324,549
2080	30,632	6,303	0	3,522	40,457
2110	13,186	5,954	0	5,739	24,879
2160	0	8,630	0	1,272	9,902
2212	87,872	95,745	0	22,412	206,029
2213	0	8,313	0	3,792	12,105
2310	31,668	72,532	0	6,640	110,840
Sum of DOLLARS	12,104	99,000	0	9,000	72,104

Reports P13 and P15 are produced using the pivot tables, as shown below.

### 3. Table P13

Pivot Table For Distributed Carrier MM Costs (BY 1998 Data)					
	(All)	(All)	(All)	(All)	(All)
	1	2	3	4	Total
1 Total	52,598	374,974	0	0	427,572
2					
1020	300,312	171,344	0	15,074	486,730
1060	1,145,027	4,144,012	0	309,372	5,598,411
1080	73,827	386,353	0	8,991	469,171
1086	256,760	1,980,744	0	56,685	2,294,169
1110	0	53,502	0	0	53,502
1212	0	137,111	0	4,990	142,101
1310	0	291,100	0	6,892	297,992
1330	0	187,559	0	4,305	191,864
1340	0	460,887	0	11,121	472,008
1345	329,460	537,681	0	18,909	886,050
1350	0	325,133	0	9,723	334,856
1355	72,879	0	0	2,593	75,472
1780	0	66,412	0	1,256	67,668
2060	199,985	998,134	0	15,296	1,213,415
2080	83,210	47,265	0	3,522	133,997
2110	54,878	167,702	0	5,739	228,319
2120	0	0	0	0	0

### 4. Table P15

Pivot Table For Distributed Carrier MM Costs (BY 1998 Data)					
	(All)	(All)	(All)	(All)	(All)
	1	2	3	4	Total
01 LETTERS	1,464,727	5,142,146	0	373,190	6,980,063
02 PRESORT LETTERS	413,797	2,414,362	0	69,198	2,897,357
03 SINGLE PC CARDS	300,312	171,344	0	15,074	486,730
05 PRIORITY MAIL	111,623	191,067	0	3,687	306,377
06 EXPRESS MAIL	54,878	521,743	0	14,900	591,521
09 PER-REGULAR	373,930	783,244	0	83,490	1,240,664
10 PER-NON PROFIT	0	128,040	0	3,792	131,832
12 SINGLE PIECE	55,230	0	0	0	55,230
13 STD A REG - ECR	84,246	793,251	0	13,532	891,029
14 STD A REG-OTHER	444,341	2,043,719	0	51,556	2,545,616
15 STD A NP - ECR	0	187,559	0	4,305	191,864
16 STD A NP - OTHER	72,879	715,398	0	14,496	802,773
17 STD B ZONE RATE	0	57,733	0	1,249	58,982
18 STD B BPM	0	250,697	0	0	250,697
21 USPS PENALTY	175,651	0	0	71,193	246,844
23 INTERNATIONAL	72,519	66,412	0	2,825	141,756
24 REGISTRY	52,598	0	0	0	52,598
25 CERTIFIED	0	294,123	0	0	294,123
26 INSURED	0	80,851	0	0	80,851
99 OTHER	160,151,209	154,762,498	0	2,846,687	317,760,384
	631,227,042	160,840,177	0	51,541	853,578,360