

BEFORE THE
POSTAL RATE COMMISSION
WASHINGTON, D.C. 20268-0001

POSTAL RATE AND FEE CHANGES, 2001

Docket No. R2001-1

RESPONSES OF UNITED STATES POSTAL SERVICE
TO INTERROGATORIES OF OFFICE OF THE CONSUMER ADVOCATE
(OCA/USPS-156, 158 and 160)

The United States Postal Service hereby provides the responses to the following interrogatories of Office of the Consumer Advocate: OCA/USPS-156, 158 and 160 filed on October 25, 2001.

Each interrogatory is stated verbatim and is followed by the response.

Respectfully submitted,

UNITED STATES POSTAL SERVICE

By its attorneys:

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November 9, 2001

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OCA/USPS-156 Please refer to the response to interrogatories OCAIUSPS-12(a) and 13(a).

- a. For each piece of equipment identified in those responses, please provide copies of all documents relating to its staffing, supervision, maintenance, or operation.
- b. For each operation identified in those responses, please provide copies of all documents relating to the activities of employees and their supervisors engaged in that operation.

Response:

- a. – b. There are a great number of technical documents concerning the adjustment and repair of mail processing equipment and software. Most, if not all, of these documents contain information that is proprietary to the manufacturer. We interpret your interrogatory as not applying to technical documents of this nature.

LR-I-193 provided: Pub 128 Strategic Improvement Guide for Flats Processing

LR-I-154 provided:

PO-411 Burroughs OCR/CS Operating Guidelines

PO-412 Bell & Howell Bar Code Sorter Operating Guidelines

PO-428 Advanced Facer/Canceler Operating System Guidelines

LR-J-147 provided: Loop Mail Program

LR-J-166 provided: Machine Scheduler LE Users Guide

LR-J-143 provided: Sort Plan System (SPS) Users Guide

LR-J-173 is provided in response to this interrogatory and contains:

AFSM 100 National Standardization Guide (Rev. 1)

AFSM 100 Standardization Supervisor's Guide

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A CD-ROM with the following documents that were available in electronic form:

PO401.pdf	Manual Distribution Operations Guidelines
PO413.pdf	Platform Operations
PO420.pdf	Small Plant Best Practices
PO440.pdf	Remittance Mail Processing
PO460.pdf	Domestic-Originating Mail Processing
AFSMSOP.exe	AFSM 100 SOP
Inplant.zip	FSM 1000 In Plant Support Guide
035Policy.doc	Policy Statement for Operation 035
userguide.zip	FSM 1000 Users Guide
zip3sop.doc	SOP for Destinating Processing Plants ADC or SCF
zip5sop.doc	SOP for Destinating Delivery Units
pdssop.doc	Priority Mail Drop Shipments SOP
persop.doc	National Periodical Processing SOP

In addition, the following documents will be obtained from the USPS Material Distribution Center in Topeka, Kansas and provided as LR-J-174 when they arrive:

PO-406-A	Flat Sorting Machine (FSM 881) Guidelines
PO-410	Mail Processing Operating Plan Guidelines
PO-415	Mail Preparation
PO-416	Presort Mail
PO-417	Opening and Pouching

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PO-430 Small Parcel and Bundle Sorter Guidelines

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OCA/USPS-158 Please provide current copies of all documents relating to standard operating procedures for any mail processing operation.

Response:

See OCA/USPS-156.

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OCA/USPS-160 Please define the terms “clearance time,” “critical entry time,” and “dispatch of value.” Please describe the relationships between these terms and explain how they are determined for a specific plant.

Response:

In the context of an operating plan that accommodates input mail flows that arrive over time for processing in a given distribution activity,

- Critical entry time (CET) is the latest clock time at which mail can arrive for induction into a distribution or allied labor operation with assurance that it will be processed and clear the operation in sufficient time to meet the CET of the next sequential activity.
- Clearance time (CT) is the operating plan clock time by which all mail in a given distribution or allied labor activity must be finished and cleared from the activity. CT is usually very soon after the CET; it can be as little as 5 or 10 minutes.
- Dispatch of Value (DOV) is the last (and sometimes only) scheduled transportation trip onto which mail can be put with assurance of meeting service commitments.

The actual operating plan times for activities are driven by overnight service commitments between plants. In practice, operating plan are established to ensure that overnight committed mail from an originating processing facility's most distant delivery unit can be delivered overnight to the most distant delivery unit in the destination processing facility's service area.

CERTIFICATE OF SERVICE

I hereby certify that I have this day served the foregoing document upon all participants of record in this proceeding in accordance with section 12 of the Rules of Practice.

Joseph K. Moore

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