

- **No** Selecting *No* from the *Information* screen returns the data collector to the *Verify* screen. The record will not be deleted.

**3.12.2 Deleting Mailpiece Recordings**

If any of the test data is incorrect, the record should be deleted. To delete the record, select *Delete Previous Record* from the *Options Menu* (Figure 3.12.0-1).

Upon selecting *Delete Previous Record*, the *Mailpiece Data* screen is displayed (Figure 3.12.2-1).

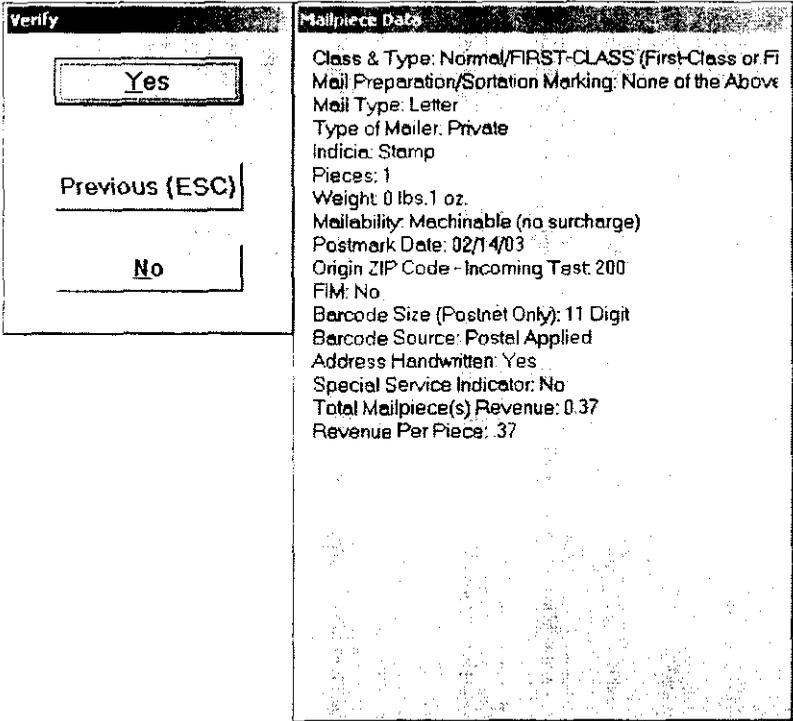


Figure 3.12.2-1. Mailpiece Data Screen

An *Information* screen is also displayed, asking if the record is to be deleted (Figure 3.12.2-2).

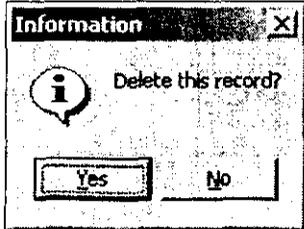


Figure 3.12.2-2. Information Screen

To indicate that the information is incorrect and that the entry should be deleted, type the appropriate letter.

- **Yes** Selecting **Yes** will delete the mailpiece data and return the data collector to the *Options Menu*.
- **No** Selecting **No** will return the data collector to the *Verify* screen. The mailpiece data will not be deleted.

### 3.12.3 Ending the Test and Saving Test Data

At the conclusion of an ODIS-RPW test, save the test data to the CODES Laptop's hard drive.

To save the data to the CODES Laptop's hard drive, perform the following steps:

**1. Press <Esc> to exit the ODIS-RPW recording screens.**

After verifying the last mailpiece, press <Esc> to return to the *Options Menu*.

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

Selecting *End Test and Save* from the *Options Menu* displays the *End Test* screen (Figure 3.12.3–1), which indicates that the test is ended.

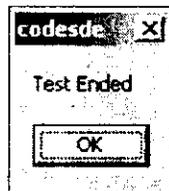


Figure 3.12.3–1. *End Test* Screen

- **OK** confirms that the test is to be ended. Note that the *Conduct Test* screen (Figure 3.4.1–3) will now show *Complete* in the test *Status* column.

### 3.12.4 Aborting the Test Session

If the incorrect test was selected from the *Select a Test* screen, and data was recorded in the incorrect selection, the test must be aborted in order to select the correct test. The CODES software stores all aborted test data.

**1. To abort the session, choose **Abort Test** from the *Options Menu*.**

If the incorrect test was selected from the *Select a Test* screen, and data was recorded in the incorrect selection, the test must be aborted in order to select the correct test.

A screen which warns that the test data will be lost is displayed (Figure 3.12.4–1).

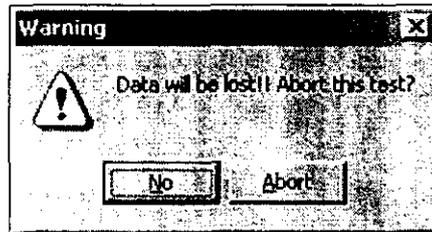


Figure 3.12.4–1. *Warning Screen*

2. To indicate if the test session is to be aborted, type the appropriate response to the *Warning* screen.

- *Abort* will remove all test data from the laptop.
- *No* displays the *Option Menu* from which another selection may be chosen.

### 3.12.5

#### Suspending an ODIS-RPW Test

A test is suspended when any of the following occur: waiting for the next dispatch, going to lunch, or sharing the laptop with another DCT performing the same test on another tour.

**Choose *Suspend Test* from the *Options Menu*.**

Upon choosing *Suspend Test*, a screen denoting that the test has been suspended is displayed (Figure 3.12.5–1).

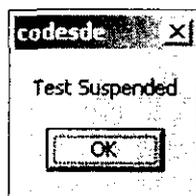


Figure 3.12.5–1. *Suspend Test Screen*

- *OK* confirms that the test is suspended.
- The *CODES Main Menu* screen is then displayed (Figure 3.4.1–1).

Upon suspending a test, the data collector may return to that test to complete entering test data at a later time. To return to a suspended test, select the test from the *Conduct a Test* screen (Figure 3.4.1–3). Notice that in the status column of that screen, suspended will be indicated, and all previously entered data will be saved.

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### 3.13 Special Data Recording Rules

Special Data Recording Rules give background information for entering data into the CODES Laptop. This section groups these rules according to common distinguishing features as identified below. Note that a complete discussion of recording mailpiece characteristics is found in section 3.9 of this handbook.

#### 3.13.1 Mail Class

The following recording rules address questions regarding mail class characteristics that the data collector might encounter while entering mailpiece data into the laptop.

##### 3.13.1.1 Unendorsed Mail

The table below is used for determining mail class based on postage and weight when the mailpiece is unendorsed.

Table 3-1. Mail Class Based on Postage and Weight

|   | Postage Rate (PR)         | Weight (W) | Mail Class                   |
|---|---------------------------|------------|------------------------------|
| 1 | PR < FCM* Rate            | W ≤ 13 oz. | First-Class Mail             |
| 2 | PR = FCM* Rate            | W ≤ 13 oz. | First-Class Mail             |
| 3 | FCM* < PR < Priority Rate | W ≤ 13 oz. | First-Class Mail             |
| 4 | PR < Priority Rate        | W > 13 oz. | Package Services Parcel Post |
| 5 | PR = Priority Rate        | Any Weight | Priority Mail                |
| 6 | PR > Priority Rate        | Any Weight | Priority Mail                |
| 7 | CBD or None**             | W ≤ 13 oz. | First-Class Mail***          |
| 8 | CBD or None**             | W > 13 oz. | Package Services Parcel Post |

\* FCM – First-Class Mail

\*\* CBD – Cannot be determined, e.g., permit, unreadable meter.

\*\*\* Based on weight and zone

< Less than

> Greater than

≤ Less than or equal to

= Equals

**3.13.1.2 Handwritten Endorsement for Free Matter for the Blind or Handicapped**

Free matter for the blind or other disabled persons must have the endorsement *Free Matter for the Blind or Handicapped* in the upper right corner of the address side of the mailpiece. The endorsement may be handwritten or printed, and should, therefore, be recorded on the *Mail Class & Type* screen (Figure 3.9.1–1) as *Free Mail For The Blind*.

**3.13.1.3 SmartMail Exemption**

*SmartMail* is a mailing service product provided by SmartMail, Incorporated. To take advantage of destination entry, *SmartMail* packages and mails First-Class Mail, Priority Mail, and Standard Mail using Express Mail Drop Shipment. All *SmartMail* is permit indicia. The name *SmartMail* is inscribed in the Permit Imprint, with the class endorsement marking to the left of the permit imprint. The marking designations are: *First-Class Mail* for First-Class Mail, *Priority Mail* for Priority Mail, and *Standard Auto* for Standard Mail.

**3.13.2 Mail Preparation/Sortation Marking**

Special recording rules may apply to endorsements or markings on a mailpiece.

**3.13.2.1 Manifest Mailing (Keyline) Code Information**

Manifest Mailing (Keyline) Code information takes precedence over mailpiece endorsement when recording mail preparation/sortation marking.

**3.13.2.2 Priority Mail Logo on Nonpostal Containers**

Private companies have been given permission by the Postal Service to produce their own envelopes (or boxes) with the Postal Service copyright logo Priority Mail and a red and blue border on the edge of the envelope or box. These mailpieces are to be treated as Priority Mail boxes (Figure 3.9.6-2).

**3.13.3 Mail Type**

Card Shape Being Paid at Letter-Rate because of its physical characteristics must be recorded as a *Letter* at the *Mail Type* screen for First-Class Mail.

**3.13.4 Type of Mailer**

Recording various types of mailers requires specialized instructions. Below are some of the types of mailers that have rules that should be noted before entering mailpiece data.

**3.13.4.1 Identifying Postal Service (USPS) Mail**

Record a mailpiece that has a Postal Service return address as a USPS mailpiece, regardless of the type of indicia used.

**3.13.4.2 Damaged Mail Enclosed in a USPS Transparent Cellophane Envelope**

Record damaged private or federal government mail that has been enclosed in a USPS transparent cellophane envelope, where the entire piece shows through the cellophane window, as if it were not enclosed in the USPS envelope. Do not record this as a USPS piece.

**3.13.4.3 Definition of *Federal Government* Mail**

*Federal Government* mail refers to Federal Agency Mail, U.S. Congressional Franked Mail, and the rare category of Other Franked Mail (for example, mail originated by ex-presidents and their spouses). Do not record state and local government mail as *Federal Government*; record as *Private*. Do not record U.S. Postal Service Mail as *Federal Government*; record as *USPS*.

Armed Forces Free Mail is recorded as *Armed Forces Free Mail* at the *Indicia* screen. The Type of Mailer is *Federal Government*, and the applicable Mail Classes are: First-Class Mail, Priority Mail, and Package Services.

**3.13.4.4 Absentee Ballots, Federal Government**

Record federal government absentee ballots as *Federal Government* on the *Type of Mailer* screen followed by Absentee Ballots at the *Indicia* screen.

**3.13.4.5 Absentee Ballots, State and Local**

State and local absentee ballots require prepaid postage and must be recorded as *single piece First-Class Mail, Private*.

**3.13.5 Indicia**

Indicia refers to the postage payment on the mailpiece i.e., stamp, semi-postal stamp, precanceled stamp, stamped envelope, meter, PVI, Permit Imprint, IBI, or none.

**3.13.5.1 More than One Indicia**

The recording of multiple indicia is allowed. Select all indicia that are on the mailpiece.

**3.13.5.2 *SmartMail***

All *SmartMail* is permit indicia.

**3.13.6 Postmark Date, Time, and Origin**

The postmark date is usually found in the cancellation mark on the stamp or in the meter strip or the Postal Service applied or mailer applied video ink jet overcancellation. Many times, however, multiple indicia or multiple cancellations are present. In these cases, review the special recording rules given below.

### 3.13.6.1 Multiple Indicia and Multiple Cancellations

When there are two or more types of indicia or cancellations, the following rules apply:

- **Stamp and Other Indicia (excluding PVI):** When there are two or more types of indicia and one of them is a stamp, take the postmark date, time, and origin from the stamp.
- **PVI and Other Indicia:** When there are two or more types of indicia, and one of them is a PVI, record the postmark date and origin from the PVI. Record the total revenue from all indicia.
- **Stamp and Business Reply Permit:** If a business reply permit mailpiece has a stamp affixed to it, record the postmark date, time, origin and total mailpiece revenue from the stamp.
- **Meter and Permit:** When there are two indicia, and they are metered and permit, record the postmark date, time, and origin from the metered indicia.
- **Multiple Meters:** When a mailpiece has multiple meters, record the meter manufacturer and meter number with the greatest revenue. Record the total revenue from all meters and record the postmark date and origin from the meter with the most recent date.

If a mailpiece includes a validation imprint (PVI), then record both the metered and PVI indicia. Record the meter manufacturer and number from the meter with the greatest revenue. Record the total revenue from both the metered and PVI indicia, and record the postmark date and origin from the PVI.

- **Multiple Permits:** When there are two indicia and they are both permit, record the origin data from the last permit printed on the mailpiece. If the two different permits are Presorted Standard (or Bulk) and Nonprofit, and you cannot determine which permit was printed last, take the data from the permit marked Presorted Standard (or Bulk).
- **Video Ink Jet Cancellations:** When there are two or more cancellations and one of them is a video ink jet cancellation, follow the rules set forth in Appendix H, section I.
- **Multiple Postmarks:** If there is more than one postmark, record the postmark date, time, and city of origin from the earliest cancellation mark.
- **Federal Government Mail with Stamp Affixed:** If the stamp is canceled, record the postmark date, time, and origin from the cancellation. If there is no origin in the indicia or if the stamp is not canceled, record the postmark date as *Cannot Be Read*.

Armed Forces Free Mail is recorded as *Armed Forces Free Mail* at the *Indicia* screen. The Type of Mailer is Federal Government, and the applicable Mail Classes are: First-Class, Preparation/Sortation marking is "single piece" or "none."

### 3.13.6.2 Special Cases

The following rules guide the data collector in recording special cases:

- **Drop Shipment Authorization:** When a metered mailpiece has a drop shipment authorization, record the postmark date and the time from the meter. Record the origin from the city and state in the ad plate or the mailer-applied video ink jet (Appendix H, section II).
- **Postage Due Business Reply (Permit Imprint):** Record the date, time, and origin from the cancellation mark. If there is no cancellation mark record as *Cannot Be Read*.
- **Metered Reply Mail (metered, bearing the legend *Postage Has Been Paid By...*):** If there are cancellation marks in addition to the meter imprint, record the date, time, and origin from the earliest cancellation mark, not from the meter imprint. If there is no cancellation mark, record as *Cannot Be Read*.
- **Business Reply Mail:** The meter imprint should not be used to record the postmark date, time, or origin. If there are no cancellation marks, record as *Cannot Be Read*.
- **SmartMail:** The 3-digit postmark of origin is recorded from the 5-digit ZIP Code reference, found to the left of the permit indicia block and directly below the SmartMail tracking number.
- **Delayed Delivery:** The Postal Service may receive mail with today's date in the meter strip, but the piece is marked not to be delivered until some future date. Record the date as <-> *Cannot Be Read*.

### 3.13.6.3 Known Originating ZIP Codes Versus Cannot Be Read Originating ZIP Codes

To determine the originating ZIP Code of a mailpiece, *never* use the return address, as the city, state, or ZIP Code reference. This includes using the return addresses for federal government mailpieces and USPS mailpieces. The one exception to this rule applies to mailpieces using Merchandise Return Service.

- **Merchandise Return Service:** Use the following rules for recording the originating ZIP Code when Merchandise Return Service is used. If there is no postmark, then use the ZIP Code given in the customer's return address. The return address is provided in the upper left corner of the merchandise return service label. If there is no return address, then record the origin ZIP Code as *Cannot Be Read*.
- **Federal Government and USPS:** Mailpieces with G-series permit will not have a known originating ZIP Code. Remember not to associate the agency name in the permit indicia with the return address in order to assign an originating ZIP Code.

#### 3.13.6.4 Package Services Parcel Post Destination Delivery Unit Mailpieces

The originating 3-digit ZIP Code for destination delivery unit (DDU) mailpieces is taken from the physical ZIP Code of the facility where the contractor entered the mailpieces. In some instances this ZIP Code will be the same as the MEP being tested, but it can also be different from the MEP that's located in a multi-ZIP facility. Also, the 3-digit ZIP Code from the permit imprint block may not be the same as the DDU 3-digit ZIP Code.

#### 3.13.7 Destination ZIP

**District Realignment Changes 3-digit ZIP Code:** If the realignment of districts changes a 3-digit ZIP Code, the old ZIP Code is honored for a period of six months following implementation. For ODIS-RPW both the old and new ZIP Codes are deemed correct during this time period and should be recorded as *Yes* for the *Is the Destinating 5-digit ZIP Code correct?* (Figure 3.9.1–23) question. After the six month period, the old ZIP Code is considered incorrect and should be recorded as *No* for this question.

#### 3.13.8 Barcode Size

If multiple barcodes appear on a mailpiece, observe the following rules:

- A 5-digit POSTNET barcode with a 4-digit add-on is to be recorded as a 9-digit POSTNET barcode.
- A 9-digit POSTNET barcode with a 2-digit add-on is to be recorded as an 11-digit POSTNET barcode.

#### 3.13.9 Special Services

Special Services provided by the Postal Service include special recording rules for Business Reply Mail, Postage Due Mail, Notice to Mailer of Correction in Address and notification for undeliverable Standard Mail, Package Services and Periodicals.

##### 3.13.9.1 Business Reply Mail (Including Qualified Business Reply Mail)

Record domestic Business Reply Mail (BRM) fees as a special service associated with First-Class Mail or Priority Mail. With one exception, a total mailpiece revenue will be recorded with a BRM Service mailpiece. The exception is when a BRM mailpiece has stamped or metered postage affixed.

**Stamped or metered postage affixed to the BRM mailpiece:** Select all indicia that apply. Answer *Yes* at the *Special Service Indicator* screen, then select the applicable BRM Special Service option. At the *Total Mailpiece Revenue* screen, enter the amount of postage indicated by the stamp or meter. Do not include the BRM fee with total revenue.

Qualified Business Reply Mail (QBRM) is First-Class Mail that is letter sized and meets all the BRM standards referenced in the DMM. There is no special mail marking or endorsement to uniquely identify QBRM mailpieces, so you will have to obtain a listing of QBRM firms and associated fees from the postage due unit (PDU) or the accountable mail section.

The DCT is responsible for recording the proper BRM fees and should either keep a list of BRM fees, or obtain the fees from the PDU or the accountable mail section. If for some reason, the correct BRM fee cannot be determined, record as *BRM - Basic (without Advanced Deposit Account)*. Treat missent BRM as you would any other missent mailpiece.

#### 3.13.9.2 Postage Due Mail

*Postage Due Mail* is defined as Business Reply Mail, Merchandise Return Service Mail, address corrections, keys and identification devices, and all other mail *marked* postage due. For all *Postage Due Mail*, enter the correct postage for the mailpiece on the *Total Mailpiece Revenue* screen (Figure 3.13.11–2) even though the amount of the postage may not actually appear on the mailpiece.

#### 3.13.9.3 Form 3547, Notice to Mailer of Correction in Address

Form 3547 is used to notify First-Class Mail, Standard Mail and Package Services mailers of address corrections. Form 3547 is the *manual notification component* of the address correction service used for the collection of address correction service fees by hard-copy reference. Do not confuse this with ACS (Address Change Service), which is an automated electronic enhancement program for the collection of fees associated with address change notification. These electronic fees are not recorded on the ODIS-RPW test. Form 3547 fees are recorded under *USPS Special Services* as a special service attached to a parent USPS mailpiece.

- **Form 3547s inside a USPS envelope:** Even if two or more cards are enclosed in an envelope, enter this item as a First-Class single piece mailpiece (letter or flat) with the USPS option, or as a Priority mailpiece with the USPS option. Select Form 3547 Revenue Only under *Special Services*. DO NOT record the per piece fees at the prompt even though the screen will prompt you to do so. Instead, enter the *total* Form 3547 revenue that is due to the Postal Service from all the cards inside the envelope.
- **Form 3547 found separately as cards, flats, or photocopies:** Enter the number of mailpieces under *single piece First-Class Mail*. Select the mail type (letter, card or flat), followed by USPS for the type of mailer. Then, select Form 3547 Revenue Only under *Special Services*. Enter the *per piece*, address correction fee when prompted.

#### 3.13.9.4 **Form 3579, Undeliverable Standard Mail, Package Services and Periodicals**

Form 3579 is most often used as a tool for notifying Periodicals mailers about address corrections associated with undeliverable as addressed pieces. Similar to Form 3547, Form 3579 serves as the “manual notification” component of the address correction service used for the collection of address correction service fees. Address correction service is mandatory for all Periodicals publications, and the address correction service fee must be paid for each notice issued. Form 3579 fees are recorded under *Special Services* as a special service attached to a parent USPS mailpiece.

- **Form 3579 inside a USPS envelope:** Even if two or more cards are enclosed in an envelope, enter this item as a single piece First-Class Mail (letter or flat) with the USPS option, or as a Priority mailpiece with the USPS option. Select *Form 3579 Revenue Only* under *Special Services*. DO NOT record the per piece fees at the prompt even though the screen will prompt you to do so. Instead, enter the *total* Form 3579 revenue that is due to the Postal Service from all the cards inside the envelope.
- **Form 3579 found separately as cards, flats, or photocopies:** Enter the number of mailpieces under *single piece First-Class Mail*. Select the mail type (letter, card or flat), followed by *USPS* for the type of mailer. Then, select *Form 3579 Revenue Only* under *Special Services*. Enter the *per piece*, address correction fee when prompted.

 **Note:** Form 3579 is most often used to notify Periodical mailers about address corrections for undeliverables. In some cases, for expediting reasons and services, Form 3579 may be used for Standard Mail and Package Services.

#### 3.13.9.5 **Bundled Address Correction Forms (3547 and 3579)**

When a census is being conducted on accountable mail, and a bundle of address correction forms is encountered, information from the facing slip (if present) may be used to determine the revenue and the volume information for all the address correction forms in the bundle.

#### 3.13.10 **USPS Logo with Private Meter**

For private postage meters and other postage evidencing systems placed in main offices, stations or branches of the Postal Service, the indicia must include the capital letters *USPS*. These meters will indicate a meter manufacturer, meter number, postmark date, postmark origin and revenue. The recording for *Type of Mailer* is *Private* (or possibly *Federal Government*), but not *USPS*. An example of a private postage meter indicia is found in Exhibit 3.13.10–1.

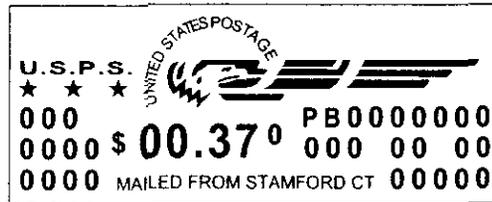


Exhibit 3.13.10–1. Private Postage Meter Example

**3.13.11****Total Mailpiece Revenue**

First-Class Mail enclosure (or attachment) revenue is recorded for non-permit imprint Package Services mail (Bound Printed Matter, Library Mail, Media Mail and Parcel Post). The markings for an enclosure (or attachment) are *First-Class Mail, First-Class, or Letter Enclosed*.

If a marking indicating an attachment or enclosure is present, but the postage for both the parent mailpiece and the attachment or enclosure has been paid together with, for example, a single meter strip, then you will need to use the RATEFOLD (Notice 123) to compute the correct postage for the mailpiece. To determine the correct enclosure revenue:

1. **Determine the correct postage rate by considering the mailpiece's rate category, weight, and if necessary the zone.**
2. **Determine the attachment or enclosure revenue by subtracting this postage from the total postage affixed to the mailpiece.**
3. **Record the parent mailpiece.**
4. **Enter the attachment or enclosure revenue at the *Total Enclosure Revenue* screen (Figure 3.13.11–1).**



**Note:** If the enclosure revenue cannot be determined, then assume this revenue to be equal to the current one ounce, First-Class Mail single piece rate.

**Total Enclosure Revenue**

Enter Revenue (per piece): \$

Use right arrow to enter fractional cents

Total Revenue: \$

Clear (F3)

Previous (ESC)      OK

Figure 3.13.11-1. *Total Enclosure Revenue* Screen

5. Enter the total revenue shown on the mailpiece, including the enclosure revenue at the *Total Mailpiece Revenue* screen (Figure 3.13.11-2).

**Total Mailpiece Revenue**

Enter Mailpiece Revenue (per piece): \$

Use right arrow to enter fractional cents

Total Mailpiece Revenue: \$

Clear (F3)

Previous (ESC)      OK

Figure 3.13.11-2. *Total Mailpiece Revenue* Screen

### 3.13.12 Forwarded and Returned

See RM 3-21 for Forwarded and Returned Mail Guidelines.

**Standard Mail Revenue:** If the postage due is the weighted fee, then the fee is the appropriate First-Class Mail single piece or Priority Mail rate multiplied by 2.472 and rounded up to the next whole cent.

**FASTforward mail:** Do not record FASTforward mail as Forwarded/Returned.

### 3.13.13 Other

Other miscellaneous types of recording rules should be reviewed before beginning to enter mailpiece data.

#### 3.13.13.1 FASTforward Mail

*FASTforward* is a computerized system developed as an additional method of meeting the move update requirements of Presorted (nonautomation and automation) First-Class Mail. Record mail that has been processed through the *FASTforward* system as you would normally record mailpieces entering the Postal Service for the first time. Rules for recording indicia do not change.

#### 3.13.13.2 Parcel Dimensions

Use your judgment as to whether the mailpiece is square, rectangular, or of another shape. Usually, a square or rectangular parcel will have three definite dimensions with distinct hard edges. You may encounter some mailpieces that appear square or rectangular, but have rounded or tapered edges; for example, *soft goods wrapped in paper or plastic bags*. The preferred method for measuring these items is to select the option for *Other Shapes*, and then measure the length and girth. See RM 3–9 for measurement guidelines.

#### 3.13.13.3 Weight for Pieces with Certified/Return Receipt Affixed

While computing postage, you should exclude the weight of the return receipt portion of a Certified/Return Receipt for special service from the weight of the mailpiece to which it is attached. Failure to observe this rule may result in incorrect weight recordings. For example, if the weight of the mailpiece is close to the upper limit of its weight interval (for rate computation), the extra weight of the Return Receipt may cause the CODES Laptop to compute the postage at the next higher weight interval. This is because the CODES edit software will recognize the postage based on the combined weight of the mailpiece *and* the Return Receipt. This would make the mailpiece appear to be shortpaid, because the postage showing on the mailpiece would be for the lower weight interval.

If this occurs, the following manual adjustment should be used. First, assume the weight of a Return Receipt is always 0.2 ounce. Second, manually subtract 0.2 ounce from the combined weight of the piece and the Return Receipt. Finally, re-enter this computed weight and proceed. This should bring the postage on the piece in line with the software's computed postage.

#### 3.13.13.4 Detached Mailing Cards (Marriage Mail)

Sampling and recording of detached mailing cards and their associated parent mailpieces (Marriage Mail) depend on when the pieces arrive at the test facility and how the detached cards are processed. These pieces are to be sampled only on the first day that both the parent mailpiece and the detached cards are present and are to be entered as a MIP. All information

except mail shape is determined from the detached card. The shape is determined from the parent mailpiece. Detached mailing cards found commingled in DPS letter trays must not be included in the count when applying the skip interval process, nor recorded.

#### **3.13.13.5 Philatelic Mail — Postmark Date and Origin ZIP Code**

Record the postmark date and origin ZIP Code as *Cannot-Be-Read (CBR)* for individual, first day cover mailpieces. First day covers can have cancellation dates other than the actual date that they are entered in the mailstream, and they can also have an origin ZIP Code other than the ZIP Code shown in the indicia block of the mailpiece.

## Related Materials for the ODIS-RPW Test

This section includes all the definitions, tables, and related information that you may need to complete an ODIS-RPW test.

- RM 3–1 Container Subsampling
- RM 3–2 Mailpiece Skip Intervals by Shape
- RM 3–3 COU Mailpiece Skip Intervals
- RM 3–4 Excluded Mail
- RM 3–5 Mail Classes
- RM 3–6 Mail Preparation/Sortation Marking: First-Class Mail
- RM 3–7 Mail Preparation/Sortation Marking: Standard Mail
- RM 3–8 Mail Subclass: Package Services Markings
- RM 3–9 Measuring Girth
- RM 3–10 Certificates of Mailing Options Menu
- RM 3–11 Type of Mailer
- RM 3–12 Mail Type Definitions
- RM 3–13 Identifying Indicia
- RM 3–14 Comment Screen
- RM 3–15 Special Service Mail Fee
- RM 3–16 FIM Examples
- RM 3–17 POSTNET Barcode Examples (not actual size)
- RM 3–18 Indicia Examples
- RM 3–19 Meter Manufacturer Examples
- RM 3–20 Nondenominated Stamp Examples
- RM 3–21 Forwarded and Returned Mail Guidelines Table
- RM 3–22 Inspection Service Mailpiece Photocopy Transmittal Form

**RM 3-1 Container Subsampling**

Referenced Appendix B, sections 3.4.2, 3.5.2, 3.6.3, 3.7.1.

Table 3-2. Container Subsampling Table for All Mail Shapes

| Container Range | Skip Intervals | Average Mailpieces Per Container |       |       |        |         |         |         |         |      |
|-----------------|----------------|----------------------------------|-------|-------|--------|---------|---------|---------|---------|------|
|                 |                | 5-10                             | 11-25 | 26-50 | 51-100 | 101-150 | 151-300 | 301-500 | 501-800 | 801+ |
| 3-5             | Container      | N/R                              | N/R   | N/R   | N/R    | 2       | 2       | 2       | 2       | 2    |
|                 | Mailpiece      | N/R                              | N/R   | N/R   | N/R    | 2       | 3       | 4       | 6       | 10   |
| 6-10            | Container      | N/R                              | N/R   | N/R   | 2      | 2       | 3       | 3       | 3       | 3    |
|                 | Mailpiece      | N/R                              | N/R   | N/R   | 2      | 3       | 2       | 4       | 7       | 11   |
| 11-15           | Container      | N/R                              | N/R   | 2     | 2      | 3       | 3       | 4       | 4       | 4    |
|                 | Mailpiece      | N/R                              | N/R   | 2     | 3      | 3       | 4       | 6       | 9       | 14   |
| 16-25           | Container      | N/R                              | 2     | 2     | 4      | 4       | 5       | 5       | 5       | 8    |
|                 | Mailpiece      | N/R                              | 1     | 2     | 2      | 3       | 4       | 7       | 12      | 10   |
| 26-35           | Container      | N/R                              | 2     | 3     | 4      | 5       | 7       | 7       | 7       | 10   |
|                 | Mailpiece      | N/R                              | 2     | 2     | 3      | 4       | 4       | 7       | 12      | 12   |
| 36-75           | Container      | 3                                | 3     | 4     | 6      | 8       | 10      | 10      | 10      | 10   |
|                 | Mailpiece      | 1                                | 2     | 3     | 4      | 4       | 6       | 11      | 18      | 27   |
| 76-125          | Container      | 5                                | 5     | 6     | 7      | 10      | 12      | 12      | 12      | 12   |
|                 | Mailpiece      | 3                                | 2     | 3     | 5      | 6       | 8       | 14      | 25      | 40   |
| 126-200         | Container      | 8                                | 8     | 10    | 12     | 12      | 16      | 18      | 22      | 25   |
|                 | Mailpiece      | 1                                | 2     | 3     | 5      | 8       | 11      | 16      | 21      | 30   |
| 201-500         | Container      | 10                               | 12    | 15    | 20     | 25      | 30      | 30      | 30      | 30   |
|                 | Mailpiece      | 2                                | 3     | 5     | 8      | 10      | 15      | 25      | 40      | 60   |
| 501+            | Container      | 12                               | 12    | 20    | 25     | 30      | 40      | 45      | 50      | 50   |
|                 | Mailpiece      | 3                                | 5     | 8     | 12     | 15      | 20      | 32      | 45      | 75   |

N/R means that mailpiece and/or container subsampling is **Not Recommended**. There is insufficient volume to warrant container subsampling.

PHS MEP Only: All areas on the chart are applicable.

All other MEPs: Only nonshaded areas are applicable.

## RM 3-2 Mailpiece Skip Intervals by Shape

Referenced sections 3.4, 3.5, 3.6, 3.7.

Table 3-3. Letter-size Mailpiece Skip Subsampling

| Expected Volume | Skip Interval |
|-----------------|---------------|
| 101 – 2,000     | 5             |
| 2,001 – 4,000   | 10            |
| 4,001 – 8,000   | 15            |
| 8,001 – 15,000  | 30            |

Table 3-4. Parcels or Parcels and IPPs Mailpiece Skip Subsampling

| Expected Volume | Skip Interval |
|-----------------|---------------|
| 101 – 300       | 3             |
| 301 – 500       | 5             |
| 501 – 1,000     | 10            |
| 1,001 – 2,000   | 20            |
| 2,001 – 4,000   | 35            |

Table 3-5. Flats or Flats and IPPs Mailpiece Skip Subsampling

| Expected Volume | Skip Interval |
|-----------------|---------------|
| 101 – 1,000     | 5             |
| 1,001 – 2,500   | 10            |
| 2,501 – 5,000   | 15            |
| 5,001 – 7,500   | 25            |
| 7,501 – 13,500  | 45            |
| 13,501+         | 70            |

**RM 3-3 COU Mailpiece Skip Intervals**

Referenced section 3.10.1, 3.11.

Table 3-6. COU Mailpiece Skip Intervals by Shape

| <b>Expected Volume</b> | <b>Skip Interval</b> |
|------------------------|----------------------|
| 251 – 500              | 5                    |
| 501 – 1000             | 10                   |
| 1,001 – 2,000          | 20                   |
| 2,001 – 4,000          | 40                   |
| 4,001+                 | 80                   |

## RM 3–4 Excluded Mail

Referenced sections 3.5.1, 3.6.1, and 3.7.1.

The types of mailpieces listed below are excluded from an ODIS-RPW test. These mailpieces are not to be recorded in the ODIS-RPW data entry software with the exception of commingled missent mailpieces — see the exception given below.

**---■** **Exception:** When containers of missent mail cannot be excluded before applying the skip intervals at the beginning of a test, or the beginning of a dispatch within the test, they must be included in the counting process when selecting mailpieces using mailpiece skip subsampling or container skip subsampling.

| Excluded Mail   | Description   |
|---|---|
| <b>Missent Mail (Containers isolated prior to sampling)</b> | <p>Missent mail is mail that has been erroneously dispatched to a facility and can be found in separate containers or commingled with other mail.</p> <p>Exclude missent mail containers by dispatch prior to skip selection process. If this mail is in containers that might be pulled aside (either easily identifiable or with the help of mail processing), isolate and release to mail processing.</p> <p><b>Note:</b> If you have begun the container skip selection process and encounter a missent mail container, include and count in the container selection process. Failure to include missent mail containers found after application of the container skip selection process could severely bias the test results.</p> <p><b>Note:</b> If you encounter missent mailpieces that you find during your skip interval selection process (i.e., not isolated prior to applying the skip intervals), you <i>must</i> record them. All data for the mailpieces must be included in your recording. These mailpieces are generally commingled missent mailpieces, but may also be missent mailpieces selected from a missent mail container which for some reason could not be excluded before applying the skip intervals at the beginning of the test, or the beginning of a dispatch within the test.</p> |
| <b>Express Mail</b>   | An Express Mail label is affixed to this mailpiece.   |
| <b>Mailgram</b>   | Western Union Mailgram messages are enclosed in window envelopes that bear the Mailgram imprint in the upper right corner of the address side. The envelopes also have a blue background with the registered trademark <i>Western Union Mailgram</i> and the USPS emblem to the right.  |

## RM 3-5 Mail Classes

Referenced sections 3.8.1, 3.9.1 through 3.9.7.

Figure RM 3-1. Mail Class & Type Screen

| Mail Class                       | Description  |
|----------------------------------|--|
| <b>First-Class</b>               | <p>First-Class Mail (domestic) includes all letters, cards, IPPs, flats, and parcels that weigh up to and including 13 ounces, unless the mailpiece has been paid for at the Priority Mail rate.</p> <p>A mailpiece is First-Class Mail if it has a stamp (including official stamps), a meter imprint, or an information based indicia (IBI), and postage is paid at First-Class Mail rates.</p> <p>If the mailpiece has a permit indicia or a Federal Government indicia, it is considered First-Class Mail unless otherwise endorsed.</p> |
| <b>Standard Mail (Regular)</b>   | <p>Standard Mail can easily be identified by the words <i>Bulk Rate/Blk.Rt.</i> or <i>Presorted Standard/PRSRT STD</i> printed in the indicia area. If a precanceled stamp is used, the words <i>Blk. Rate</i> or <i>Presorted Standard</i> appear on or near the precanceled stamp. When a meter is used, the words <i>Presorted Standard (or PRSRT STD)</i>, or <i>Bulk Rate (or Blk. Rt.)</i> may appear in the meter imprint or next to the meter imprint.</p>   |
| <b>Standard Mail (Nonprofit)</b> | <p>The Standard Mail (Nonprofit) mailpiece must bear the endorsement <i>NONPROFIT, Nonprofit Organization, or Nonprofit Org.</i></p>   |
| <b>Free Mail for the Blind</b>   | <p>The mailpiece must bear the endorsement <i>Free Matter for the Blind or Handicapped.</i></p>  |
| <b>International Mail</b>        | <p>International Mail is incoming mail from foreign countries. International Mail bears the endorsement <i>Air Mail or Par Avion</i>, if airmail, and/or does not bear U.S. postage.</p>   |
| <b>Periodicals</b>               | <p>Periodicals are usually newspapers, magazines, or other publications. Periodicals mailpieces with no indicia or postage should be recorded as <i>Periodicals.</i></p>   |

| Mail Class              | Description   |
|-------------------------|---|
| <b>Priority</b>         | <p>Priority Mail is First-Class Mail weighing more than 13 ounces but less than or equal to 70 pounds and, at the mailer's option, other mail weighing 13 ounces or less paid at the Priority Mail rate.</p> <p>The following markings may be observed on this mail: <i>Priority</i> or <i>Priority Mail</i>. If these markings are not present on the mailpiece, but the mailpiece's postage is greater than or equal to the appropriate Priority Mail rate, then the mailpiece is considered to be Priority Mail.</p>   |
| <b>Package Services</b> | <p>Package Services mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail, nor entered as Periodicals (unless permitted or required by standard). Package Services mail includes matter formerly classified as Standard Mail (B). There are four subclasses of Package Services: Parcel Post, Bound Printed Matter, Media Mail (formerly Special Standard Mail), and Library Mail.</p> <p>There is no minimum weight for Package Services. A single piece of Parcel Post, Media Mail, and Library Mail can weigh no more than 70 pounds. A single piece of Bound Printed Matter can weigh no more than 15 pounds.</p> <p>The following markings are identified with Package Services: <i>Parcel Post</i> (or <i>PP</i>), <i>Parcel Select</i>, <i>Drop Ship</i> (or <i>D/S</i>), <i>DBMC</i>, <i>Bound Printed Matter</i> (or <i>BPM</i>), <i>Media Mail</i>, <i>Special Standard Mail</i> (or <i>SPEC STD</i>), <i>Library Mail</i>, and <i>Library Rate</i>.</p> |

## RM 3-6 Mail Preparation/Sortation Marking: First-Class Mail

Referenced section 3.9.1.

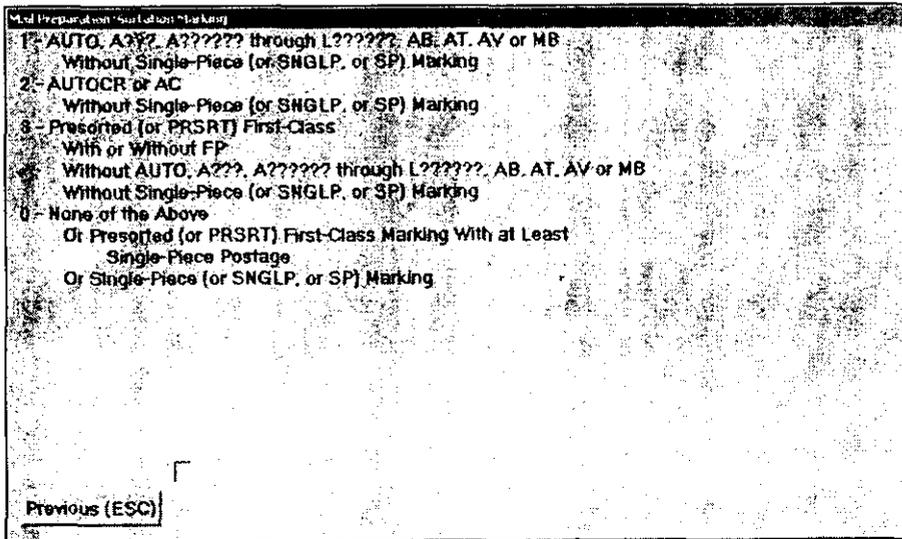


Figure RM 3-2. Mail Preparation/Sortation Marking Screen — First-Class Mail

| Mail Preparation/Marking     | Description  |
|------------------------------|--|
| <b>AUTO</b>                  | Record as <i>AUTO</i> or <i>A???</i> , <i>A??????</i> through <i>L??????</i> if the mailpiece is endorsed <i>AUTO</i> or the Manifest Mailing Code <i>AB</i> , <i>AT</i> , <i>AV</i> , or <i>MB</i> is present.  |
| <b>AUTOOCR</b>               | Record as <i>AUTOOCR</i> if the mailpiece is endorsed <i>AUTOOCR</i> or <i>AC</i> without any <i>Single Piece/SNGLP</i> endorsements on the mailpiece.   |
| <b>Presorted First-Class</b> | All First-Class Mail bearing the endorsements <i>Carrier Route Presort</i> or <i>CAR-RT SORT</i> without any <i>AUTO</i> , <i>A???</i> , <i>AUTOOCR</i> , or <i>Single Piece/SNGLP</i> endorsements, must be recorded as <i>Presorted (or PRSRT) FIRST-CLASS</i> .<br><b>Note:</b> When <i>AUTO</i> and <i>PRESORTED FIRST-CLASS</i> both appear on a mailpiece and there are no <i>Single Piece/SNGLP</i> endorsements, record the mailpiece as <i>AUTO</i> or <i>A???</i> , <i>A??????</i> through <i>L??????</i> , <i>AB</i> , <i>AT</i> , <i>AV</i> , or <i>MB</i> . |
| <b>None of the Above</b>     | If the mailpiece is endorsed <i>PRESORTED FIRST-CLASS</i> and shows at least single piece postage or is endorsed <i>Single Piece</i> or <i>SNGLP</i> , record the mailpiece as <i>None of the Above</i> . If the mailpiece has none of the above or no markings, also record as <i>None of the Above</i> .   |

## RM 3-7 Mail Preparation/Sortation Marking: Standard Mail

Referenced section 3.9.2, step 1.

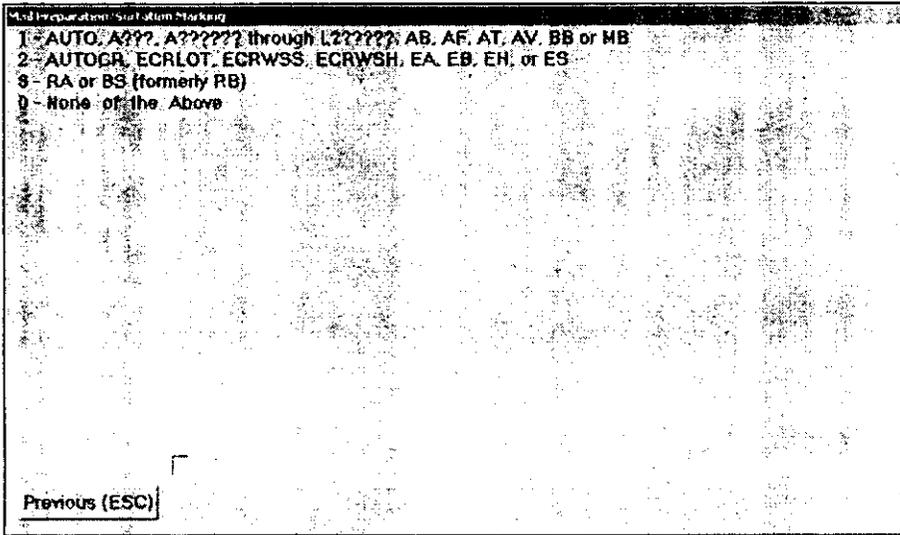


Figure RM 3-3. Mail Preparation/Sortation Marking Screen - Standard Mail

| Mail Preparation/Marking  | Description   |
|---|---|
| <b>Auto, A???, A??????...L??????, AB, AF, AT, AV, BB, or MB</b> | Record as <i>AUTO</i> or <i>A???, A?????? through L??????</i> if the mailpiece is endorsed <i>AUTO</i> or the Manifest Mailing Code <i>AB, AF, AT, AV, BB, or MB</i> is present.  |
| <b>AUTOCR, ECRLOT, ECRWSH, or ECRWSS, EA, EB, EH, or ES</b>     | All letters and nonletters bearing the endorsements <i>AUTOCR, ECRLOT, ECRWSH, or ECRWSS, EA, EB, EH, or ES</i> must be recorded under the Enhanced Carrier Route options.  |
| <b>RA or BS (formerly RB)</b>                                   | All letters and nonletters with the Manifest Mailing Code <i>RA</i> or <i>BS</i> for nonautomation must be recorded as <i>RA</i> or <i>BS (formerly RB)</i> .   |
| <b>None of the Above</b>  | If the mailpiece is endorsed <i>Presorted Standard (or PRSRT STD), Bulk Rate (or BLK. RT.), or Nonprofit Organization (or Nonprofit Org. or Nonprofit)</i> , and if there is no other endorsement or marking, then record the mailpiece as <i>None of the Above</i> . |

## RM 3-8 Mail Subclass: Package Services Markings

Referenced section 3.9.7.

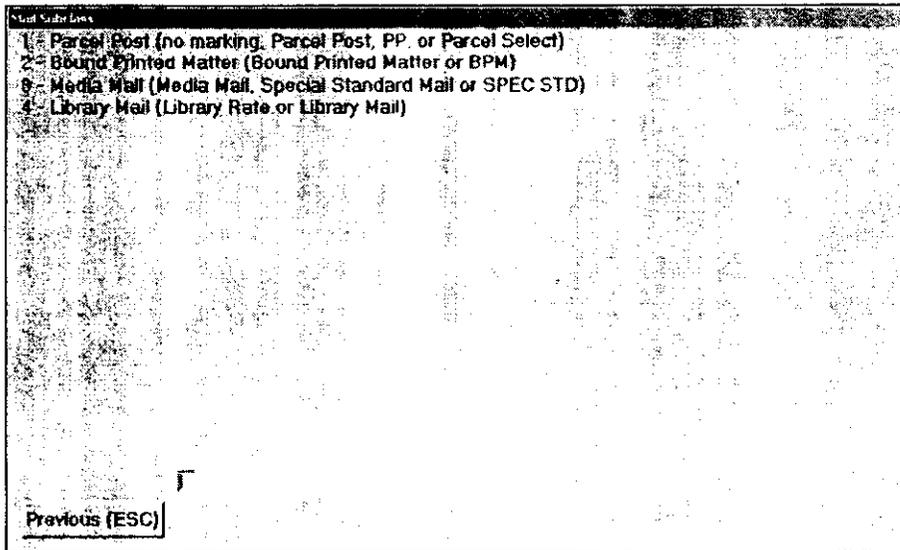


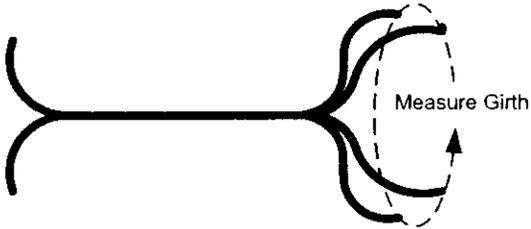
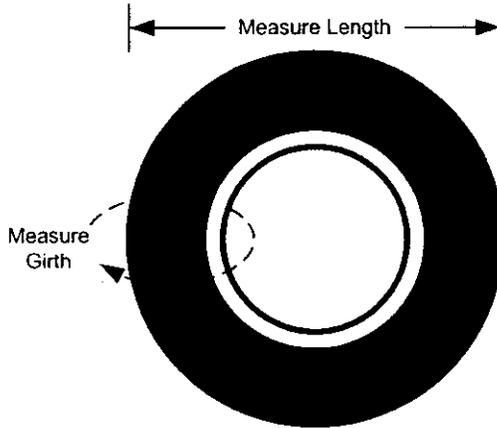
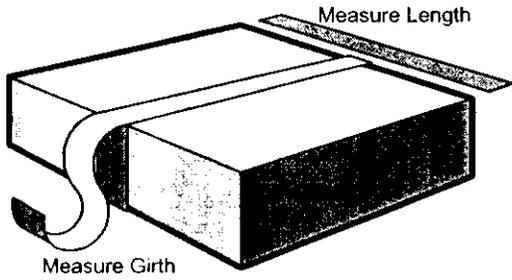
Figure RM 3-4. Mail Subclass - Package Services

| Mail Subclass  | Description   |
|--|---|
| <b>Parcel Post (no marking, Parcel Post, PP, or Parcel Select)</b> | The mailpiece is marked <i>Parcel Post (or PP)</i> or <i>Parcel Select</i> . If the mailpiece is unendorsed and the postage rate cannot be determined, and the mailpiece weighs more than 13 ounces, record the mailpiece as <i>Parcel Post</i> . |
| <b>Bound Printed Matter (Bound Printed Matter or BPM)</b>          | The mailpiece is marked <i>Bound Printed Matter (or BPM)</i> , with or without <i>Presorted (or PRSRT)</i> or <i>Carrier Route Presort (or CAR-RT Sort)</i> .   |
| <b>Media Mail (Media Mail, Special Standard Mail or SPEC STD)</b>  | The mailpiece is marked <i>Media Mail</i> , or <i>Special Standard Mail</i> , with or without <i>Presorted (or PRSRT)</i> .   |
| <b>Library Mail (Library Rate or Library Mail)</b>                 | The mailpiece is marked <i>Library Rate</i> or <i>Library Mail</i> , with or without <i>Presorted (or PRSRT)</i> .  |

### RM 3-9 Measuring Girth

Referenced section 3.10.4, step 14; and section 3.12.3, step 14.

#### How to Measure Length and Girth



#### Maximum Measurements

|                |            |
|----------------|------------|
| Length + Girth | 108 inches |
| Weight         | 70 pounds  |

## RM 3-10 Certificates of Mailing Options Menu

Referenced section 3.12.4, step 5 and step 6.

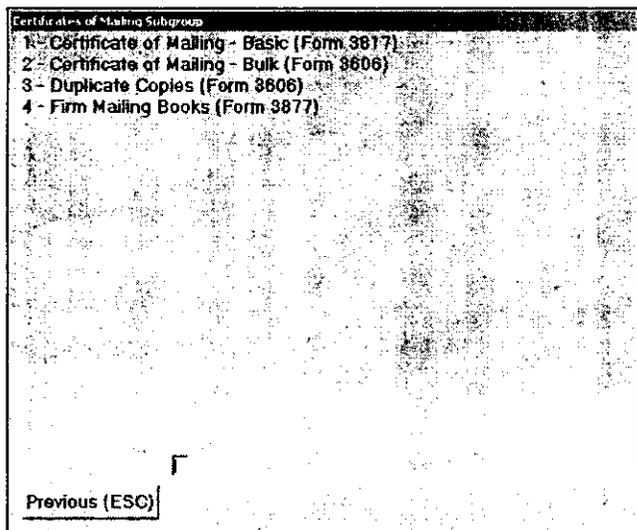


Figure RM 3-5. Domestic and Government *Certificates of Mailing Subgroup* Screen

**Note:** Use the PS Form 8126, *Consolidated Originating RPW Test* (Appendix C) to select domestic and government certificate of mailing options. During an originating mail test, this form is normally completed by the window clerk (section 3.11).

| Certificate of Mailing                            | Description   |
|---|---|
| <b>Certificate of Mailing — Basic (Form 3817)</b> | This is an individual piece that has been paid for at the individual article certificate of mailing rate. PS Form 3817 is used as the certificate.  |
| <b>Certificate of Mailing — Bulk (Form 3606)</b>  | Bulk certificates of mailing are sent in groups of 1000 or less. One form, PS Form 3606, covers this service. This certificate states the total number of articles mailed. A special flat rate fee covers the purchase. |
| <b>Duplicate Copies (Form 3606)</b>               | An additional fee is paid for copies of either PS Form 3817, PS Form 3877, or a mailing bill.   |
| <b>Firm Mailing Books (Form 3877)</b>             | These pieces are normally sent in groups of three or more. They are paid at the special firm mailing book rate. PS Form 3877 or a privately printed facsimile is used as the certificate.                               |

## RM 3-11 Type of Mailer

Referenced section 3.10.5, step 1.

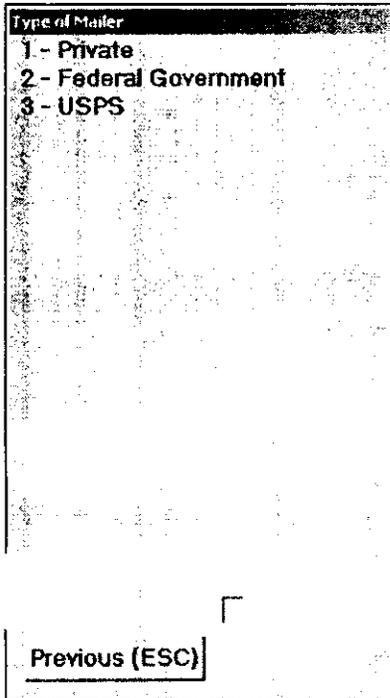


Figure RM 3-6. Private, Government, USPS *Type of Mailer* Options

| Type of Mailer            | Description   |
|---------------------------|---|
| <b>Private</b>            | A private mailpiece contains a stamp, meter, precanceled stamp, information based indicia (IBI), or permit imprint, or is a stamped envelope. The mailpiece is not Federal Government or USPS.  |
| <b>Federal Government</b> | <p>Federal Government mail will bear indicia that refer directly to the United States government. There may be a marking that reads <i>Official Mail USA</i> or <i>Armed Forces Free Mail</i> across the top. Or, it may have the endorsement <i>U.S. Official Mail</i> or <i>Official Business</i> as well as other markings such as <i>penalty for Private Use</i> and <i>Postage and Fees Paid</i>.</p> <p>This mailpiece may also be a <i>Franked</i> piece of mail (that is, the piece bears no indicia but does bear the signature of a member of or member-elect to Congress or a delegate, delegate-elect, resident commissioner, or resident commissioner-elect to the House of Representatives).</p> <p><b>Note:</b> Federal agency (government) mail paid with commercial postage (that is, without official stamps/meter/permit) must be recorded as <i>Private</i> mail.</p> |

| <b>Type of Mailer</b> | <b>Description</b>  |
|-----------------------|---|
| <b>USPS</b>           | In the upper left corner, this piece displays the Postal Service corporate signature above the name and return address of the Postal facility. This mailpiece may bear the embossed Postal Service emblem. Do not count pieces with this emblem on a stamp or meter strip, unless the return address indicates that the mailpiece was sent by the Postal Service. |

## RM 3-12 Mail Type Definitions

Referenced section 3.9.1, step 2.

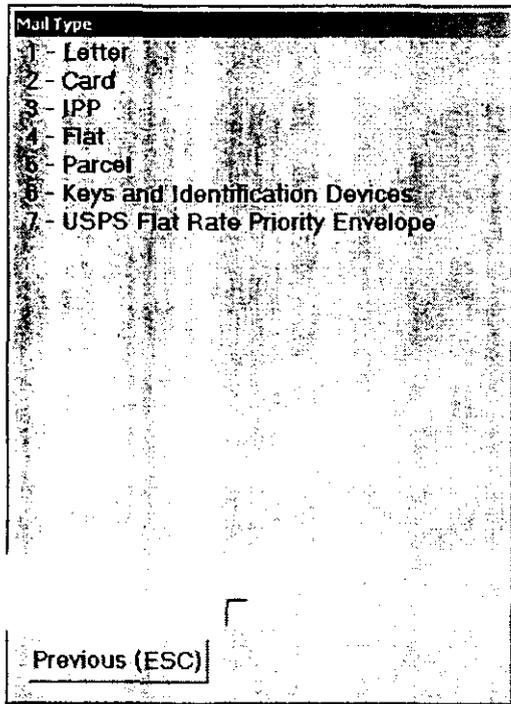


Figure RM 3-7. Mail Type Screen

### Background Information

All mail tested in ODIS-RPW is assigned to one and only one of seven mail type definitions. These definitions are based on the physical dimensions of the mailpiece, regardless of the placement (orientation) of the delivery address on the mailpiece. The seven mail type definitions are: Letter, Card, IPP, Flat, Parcel, Keys and Identification Devices, and USPS Flat Rate Priority Envelope.

Using the definitions provided here as a sequential decision rule, the ODIS-RPW data collector must categorize mailpieces into a specific mail type beginning with the *Card* and ending with the *IPP* definition. Therefore, when determining a mailpiece's type, first determine if the mailpiece is a *Card*. If it is not a *Card*, then determine if it is a *Letter*. If it is not a *Letter*, then determine if the mailpiece is a *Flat*, *Parcel*, or if it is best categorized within the *IPP* mail type definition.

In determining mailpiece dimensions, always consider the *length* as the longest side of the mailpiece, regardless of the placement of the delivery address. The *height* is measured perpendicular to the length. The *thickness* is measured perpendicular to the length and height measurements, on the side of the mailpiece, when it is of uniform thickness. Otherwise the thickness is measured at the thickest point of the mailpiece. Thickness measured at its *thickest point* refers to such items as irregularly shaped objects and enveloped matter that are packaged so that the thickness is greater towards the middle than near the edge of the mailpiece. It is important to note that irregularly shaped objects are not always categorized within the ODIS-RPW *IPP* mail type definition.

**Note:** As a general rule, ODIS-RPW data collectors *should not* use rulers, tape measures, or templates during tests to determine mailpiece dimensions except for parcels. This slows down data entry and limits the number of mailpieces recorded and available for diagnostics. Instead, ODIS-RPW data collectors should use rulers and templates during their training to enhance their ability to judge mailpiece physical dimensions.

| Mail Type | Definition  |         |         |
|-----------|---|---------|---------|
| Card      | Any rectangular shaped mailpiece of uniform thickness and made of card stock (single and double cards) with the following dimensions: |         |         |
|           | Dimension   | Minimum | Maximum |
|           | Height  | 3-1/2"  | 4-1/4"  |
|           | Length  | 5"      | 6"      |
|           | Thickness   | 0.007"  | 0.016"  |

| Mail Type | Definition   |         |               |
|-----------|--|---------|---------------|
| Letter    | Any mailpiece not categorized as a card with the following dimensions: |         |               |
|           | Dimension  | Minimum | Maximum       |
|           | Height   | 3-1/2"  | 6-1/8"        |
|           | Length   | 5"      | 11-1/2"       |
|           | Thickness  | 0.007"  | 0.250" (1/4") |

| Mail Type | Definition   |                 |               |
|-----------|--|-----------------|---------------|
| Flat      | Any mailpiece not categorized as a card or letter with the following dimensions: |                 |               |
|           | Dimension  | Minimum         | Maximum       |
|           | Height   | 6-1/8" *        | 12"           |
|           | Length   | 11-1/2" *       | 15"           |
|           | Thickness  | 0.250" (1/4") * | 0.750" (3/4") |

\*Must exceed at least one of the letter-size maximums.

| Mail Type | Definition  |                 |         |
|-----------|---|-----------------|---------|
| Parcel    | Any mailpiece not categorized as a card, letter, or flat with the following dimensions: |                 |         |
|           | Dimension   | Minimum         | Maximum |
|           | Height  | 3" *            | 17"     |
|           | Length  | 6" *            | 34"     |
|           | Thickness   | 0.250" (1/4") * | 17"     |

\*Exclude any roll, triangular, or cylindrical shaped object.

| Mail Type | Definition  |
|-----------|---|
| IPP       | Any mailpiece not categorized as a card, letter, flat, or parcel. |

| Type                            | Definition   |
|---------------------------------|--|
| Keys and Identification Devices | Keys and identification devices (identification cards or uncovered identification tags) bearing, containing, or having securely attached the name and complete address of a person, organization, or concern, with instructions to return the piece to that address and a statement guaranteeing payment of postage due on delivery. |

| Mail Type                        | Definition  |           |         |         |        |      |      |        |       |       |           |     |     |
|----------------------------------|---|-----------|---------|---------|--------|------|------|--------|-------|-------|-----------|-----|-----|
| USPS Flat Rate Priority Envelope | A card stock envelope available from the United States Postal Service (EP-14F) bearing the markings, "FLAT RATE ENVELOPE," "FLAT RATE POSTAGE REGARDLESS OF WEIGHT," "DOMESTIC USE ONLY," and "PRIORITY MAIL."  |           |         |         |        |      |      |        |       |       |           |     |     |
|                                  | <table border="1"> <thead> <tr> <th>Dimension</th> <th>Minimum</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td>Height</td> <td>9.5"</td> <td>9.5"</td> </tr> <tr> <td>Length</td> <td>12.5"</td> <td>12.5"</td> </tr> <tr> <td>Thickness</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table> | Dimension | Minimum | Maximum | Height | 9.5" | 9.5" | Length | 12.5" | 12.5" | Thickness | N/A | N/A |
| Dimension                        | Minimum   | Maximum   |         |         |        |      |      |        |       |       |           |     |     |
| Height                           | 9.5"  | 9.5"      |         |         |        |      |      |        |       |       |           |     |     |
| Length                           | 12.5"   | 12.5"     |         |         |        |      |      |        |       |       |           |     |     |
| Thickness                        | N/A   | N/A       |         |         |        |      |      |        |       |       |           |     |     |

## RM 3-13 Identifying Indicia

Referenced section 3.9.1, step 5 and 3.11.1.1, step 5.

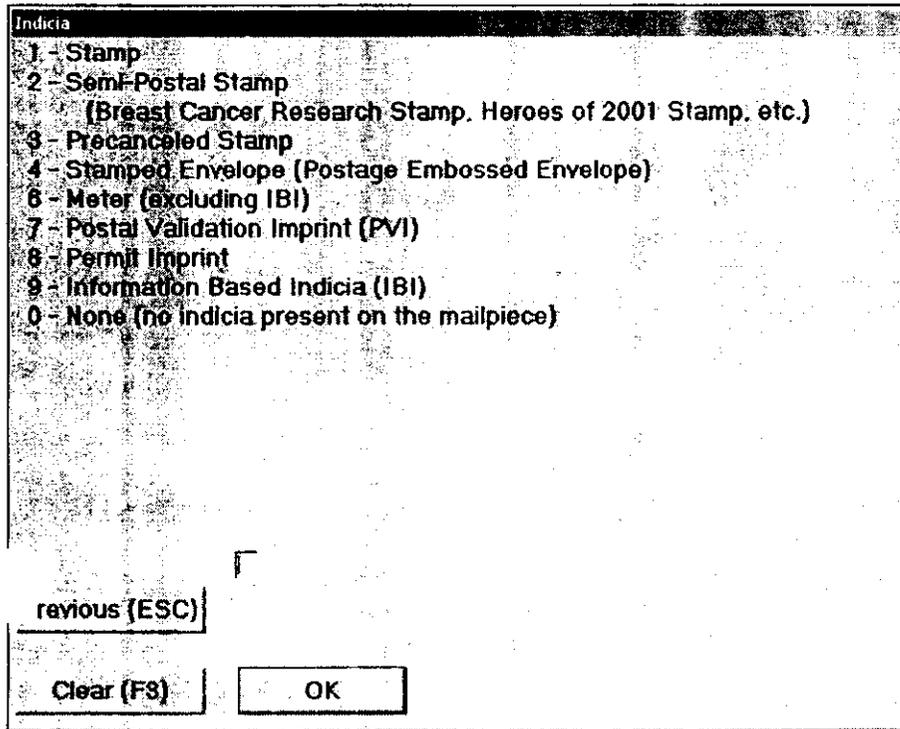


Figure RM 3-8. Indicia Screen

| Indicia   | Description   |
|---|---|
| <b>Stamp</b>  | The U.S. stamp can be an ordinary stamp, a precanceled stamp, or an official stamp. If it is apparent from the cancellation that a postage stamp has been wholly or partially lost, treat the piece as paid at full postage.  |
| <b>Semi-Postal Stamp (Breast Cancer Research Stamp, Heroes of 2001 Stamp, etc.)</b> | This U.S. stamp includes a contribution to a nonprofit cause such as breast cancer research or the family of victims of the September 11, 2001 tragedy in addition to the First-Class Mail Nonautomation single piece Rate.   |
| <b>Precanceled Stamp</b>  | These are stamped envelopes or stamped cards (Postal) bearing adhesive stamps that were canceled before mailing. Precanceling is authorized for local Post Offices using electroplated or hand stamping and for local Post Offices that have requisitioned them.<br><b>Note:</b> Most (but not all) precanceled stamps will be on Standard Mail and have the words Bulk Rate, Presorted Standard, or PRSRT STD printed on them. |
| <b>Stamped Envelope (Postage Embossed Envelope)</b>                                 | These are stamped envelopes bearing indicia that are imprinted, not affixed, on the envelope.   |

| <b>Indicia</b>                                    | <b>Description</b>   |
|---|--|
| <b>Meter (excluding IBI)</b>                      | Metered indicia bears an impression denoting payment of postage. The impression is imprinted by a meter stamp device directly onto the mailpiece or on a meter strip affixed to the mailpiece. The metered indicia can easily be recognized by the postage strip or imprint bearing the word <i>Meter</i> and showing a meter number. Metered mail can be used for First-Class Mail, Priority Mail, Standard Mail, Package Services, and international mail.   |
| <b>Postal Validation Imprint (PVI)</b>            | The postal validation imprint (PVI) is a meter strip with the correct postage, the origin ZIP Code, the date of mailing, the 5-digit POSTNET of the destination ZIP Code, as well as the five-digit destination ZIP Code.  |
| <b>Permit Imprint</b>                             | Permit Indicia most of the time will contain the words <i>Permit No.</i> and the mail class of the mailpiece (e.g., <i>Bulk Rate</i> , <i>Nonprofit Org.</i> , or <i>First-Class Mail</i> ).   |
| <b>Information Based Indicia (IBI)</b>            | <p>Information Based Indicia (IBI) is digital indicia that includes human-readable information and a Postal Service-approved two-dimensional barcode or other Postal Service-approved symbology with a digital signature and other required data fields that include: postmark date, origin city, origin state and a 5-digit origin ZIP Code. Postage revenue may not be included in the indicia. Mail classes may include First-Class Mail, Priority Mail, Express Mail, Standard Mail, and Package Services.</p> <p>PC Postage products and services (Stamps.com, Endicia.com, ClickStamp by Pitney Bowes) are the products that print an IBI as the postage mark. PC Postage is an application of secure technology (Postal Security Device) that allows customers to purchase and print postage using personal computers (software, web access, SSL, PSD, etc.). PC Postage is recorded in ODIS-RPW as an IBI indicia.</p> |
| <b>None (no indicia present on the mailpiece)</b> | This mail has no imprinted designation denoting payment of postage on the top right corner. There is no stamp, precanceled stamp, meter strip, imprint, or permit imprint. Congressional Mail must bear a signature or specified marking (DMM, section E050). Armed Forces Free Mail must be marked "Free" written in the sender's handwriting (DMM, section E030).  |

## RM 3-14 Comment Screen

Referenced section 3.9.1, step 18.

Comment - FAILED MAILPIECE

- 1 - MULTIPLE CANCELLATIONS
- 2 - INVALID VIDEO INK JET
- 3 - BARCODE OVERSPRAYED
- 4 - LM/LM
- 5 - SPLIT BARCODE
- 6 - WINDOW ENVELOPE - CELLOPHANE
- 7 - WINDOW ENVELOPE - ADDRESS SHIFTS
- 8 - REWRAPPED/DAMAGED/OPENED
- 0 - NONE OF THE ABOVE

Previous (ESC)

Figure RM 3-9. *Comment* — FAILED MAILPIECE Screen

**Note:** The *Comment* screen for First-Class Mail was developed in cooperation with mail processing management and staff. The *Comment* screen provides a prioritized list of those mail characteristics mail processing would look for first when a mailpiece fails the service standard. Therefore, starting at the top of the *Comment* screen, select the first option that describes the information that appears on the mailpiece.

Once mail processing has developed *Comment* screens for Priority Mail and Package Services, they will be incorporated into future versions of ODIS-RPW data entry software.

| Comment                                  | Description  |
|--|--|
| <b>Multiple Cancellations</b>            | Multiple cancellations can occur often and in many different places on the mailpiece (including on the back). Be sure that you check the piece thoroughly before ruling this option out.   |
| <b>Invalid Video Ink Jet</b>             | Usually an invalid Video Ink Jet Cancellation does not contain sufficient information to apply the "both inside or both outside" cancellation rules or involves multiple service standards. See Appendix H for more information. |
| <b>Barcode Oversprayed or Unreadable</b> | Use this option if the mailpiece has a barcode that appears to be oversprayed or is unreadable.  |
| <b>M/LM (Letter Mail Label Machine)</b>  | LMs are applied on a mailpiece to cover an existing barcode.   |

| <b>Comment</b>                                   | <b>Description</b>   |
|--|--|
| <b>Split Barcode</b>                             | Split barcodes indicate that the Postal Service has either upgraded a mailer's five digit barcode or upgraded a previously applied Postal Service barcode.             |
| <b>Window Envelope - Cellophane</b>              | Envelopes with cellophane windows may cause OCR readability problems.  |
| <b>Window Envelope - Address Shifts/Obscured</b> | Window envelopes (without cellophane): Enclosures may shift in processing causing the address to become obstructed.  |
| <b>Rewrapped/Damaged/Opened</b>                  | Use this option if the mailpiece appears to have been rewrapped, damaged, or opened, and does not contain any of the other characteristics listed above on the screen. |
| <b>None of the Above</b>                         | Use this option only after you have ruled out the other characteristics listed on the screen and no other explanation is available.                                    |

## RM 3-15 Special Service Mail Fee

Referenced section 3.10.5, step 4.

The screenshot shows a window titled "Special Service Mail Fee" with a list of services and their codes. At the bottom, there are three buttons: "Previous (ESC)", "Clear (F8)", and "OK".

| Code | Service Description   |
|------|---|
| 1    | Special Handling  |
| 2    | Certified   |
| 3    | Return Receipt  |
| 4    | Return Receipt for Merchandise                                    |
| 5    | Restricted Delivery   |
| 6    | BRM - Basic (without Advance Deposit Account)                     |
| 7    | BRM - High Volume (with Advance Deposit Account)                  |
| 8    | BRM - Qualified BRM, Basic (with Advance Deposit Account)         |
| 9    | BRM - Qualified BRM, High Volume (with Advance Deposit & Qtr Fee) |
| A    | Delivery Confirmation - Electronic                                |
| B    | Delivery Confirmation - Retail                                    |
| C    | Signature Confirmation - Electronic                               |
| D    | Signature Confirmation - Retail                                   |
| E    | Merchandise Return Service  |
| F    | Insured   |
| G    | Collect on Delivery   |
| H    | Registered  |

Previous (ESC)

Clear (F8)

Figure RM 3-10. Special Service Mail Fee Screen

| Special Service         | Description  |
|-------------------------|--|
| <b>Special Handling</b> | Special Handling service provides preferential handling, but not preferential delivery, to the extent practicable in dispatch and transportation. Special Handling service is available only for First-Class Mail, Priority Mail, and Package Services. The following special services may be combined with Special Handling: COD, Delivery Confirmation, Insured Mail, Parcel Airlift Service (PAL), Restricted Delivery, Return Receipt for Merchandise, and Signature Confirmation. |
| <b>Certified</b>        | Certified Mail service provides the sender with a mailing receipt, while a delivery record is maintained by the USPS. No insurance coverage is provided. Only mailable matter on which postage is paid at a First-Class Mail rate (including Priority Mail) may be accepted as Certified Mail. The following special services may be combined with Certified Mail: Restricted Delivery and Return Receipt.   |
| <b>Return Receipt</b>   | Return Receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and the date of delivery). Return Receipt is available First-Class Mail, Priority Mail, and Package Services when purchased at the time of mailing with one of the following services: Certified Mail, COD, Insured Mail, and Registered Mail.  |

| Special Service                                     | Description  |
|---|--|
| <b>Return Receipt for Merchandise</b>               | Return Receipt for Merchandise service is a form of return receipt service that provides the sender with a mailing receipt and a return receipt. After delivery, the return receipt is mailed back to the sender. A delivery record is maintained by the Postal Service. Return Receipt for Merchandise is available for merchandise sent as First-Class Mail, Priority Mail, Standard Mail (residuals, but not recorded at the laptop level), and Package Services. The following special services may be combined with Return Receipt for Merchandise: Delivery Confirmation, Insured Mail, Merchandise Return Service, PAL, and Special Handling.   |
| <b>Restricted Delivery</b>                          | Restricted Delivery service permits a mailer to direct delivery only to the addressee or addressee's authorized agent. Restricted Delivery service is available for First-Class Mail, Priority Mail, and Package Services. The following special services may be combined with Restricted Delivery: Certified Mail, COD, Delivery Confirmation, Insured Mail, PAL, Registered, Signature Confirmation and Special Handling.  |
| <b>Business Reply Mail (BRM)</b>                    | Business Reply Mail service enables a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage, and a per-piece charge only for the pieces returned. No other special services can be combined with BRM.  |
| <b>Delivery Confirmation (Electronic or Retail)</b> | Delivery Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery Confirmation service is available for First-Class Mail parcels, Priority Mail, Standard Mail mailpieces subject to the residual shape surcharge (electronic option, but not collected at the laptop level), and Package Services parcels. Two service options are available — electronic and retail. Service labels for these options vary in format as to whether they are USPS or mailer prepared. Label 314 serves as a Postal Service label, and it identifies the electronic option. Label 314 begins with a '01' in its article number series, and it also has a small caption 'e' at the upper, left corner of the label. PS Form 152 identifies the retail option, and it begins with an article number series of '03.' Various label formats for both options are also prepared by a mailer. Typically, a mailer applied electronic label is identified with an 'e/' (lower caption e with a slash), and reads, 'e/ USPS DELIVERY CONFIRM' or 'e/ USPS DELIVERY CONFIRMATION.' The article number series usually begins with a '91.' A mailer applied retail label is similar in appearance to the PS Form 152, and it begins with an article number series of '03' or '04.' The following special services may be combined with Delivery Confirmation: COD, Insurance, Registered Mail, Restricted Delivery, Return Receipt, Return Receipt for Merchandise, and Special Handling. Refer to section 3.10.5. |

| Special Service                   | Description  |
|-----------------------------------|--|
| <b>Signature Confirmation</b>     | <p>Signature Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. A delivery record, including the recipient's signature, is maintained by the Postal Service and is available upon request. Signature Confirmation service is available for First-Class parcels, Priority Mail and Package Services parcels. Two service options are available, electronic and retail. Service labels for these options vary in format as to whether they are Postal Service or mailer prepared. Label 315 serves as a USPS label, and it identifies the electronic option. Label 315 begins with a '21' in its article number series, and it also has a small caption 'e' at the upper, left corner of the label.</p> <p>PS Form 153 identifies the retail option, and it begins with an article number series of '03.' Various label formats for both options are also prepared by a mailer. Typically, a mailer applied electronic label is identified with an 'e/' (lower caption e with a slash), and reads, "e/ USPS SIGNATURE CONFIRM." The article number series usually begins with a '91.' A mailer applied retail label is similar in appearance to the PS Form 153, and it begins with an article number series of '03.' The following special services may be combined with Signature Confirmation: COD, Insured Mail, Registered Mail, Restricted Delivery, Return Receipt, and Special Handling.</p> |
| <b>Merchandise Return Service</b> | <p>Merchandise Return Service allows an authorized permit holder to pay the postage and special service fees on single piece rate First-Class Mail, Priority Mail, and Package Services parcels that are returned to the permit holder by the permit holder's customers via a special label produced by the permit holder. It is recommended, but not required that permit holders preprint a rate marking on the Merchandise Return Service label they distribute. Regardless of weight, all unmarked parcels are treated as Parcel Post, and charged Parcel Post rates. The following special services may be combined with Merchandise Return Service: Delivery Confirmation (retail), Insured Mail, Registered Mail, Return Receipt for Merchandise, and Special handling.</p>   |

| <b>Special Service</b>           | <b>Description</b>  |
|----------------------------------|---|
| <b>Insured</b>                   | <p>Insured mail is covered by First-Class Mail, Priority Mail, Standard Mail (bulk insurance for residual shape surcharge pieces, but not collected at the laptop level), and Package Services. Retail Insured Mail provides up to \$5,000 indemnity coverage for a lost, rifled or damaged article, subject to the standards for the service and payment of the applicable fee. An insured marking for the mailpiece is determined by the insurance amount. If the mailpiece is insured for \$50 or less, an elliptical Insured marking will be stamped on the address side of the mailpiece. The marking should be placed above the delivery address and to the right of the return address. If the mailpiece is insured for more than \$50, then a barcoded PS Form 3813-P, Insured Mail Receipt, (or mailer-printed label) must be affixed to the mailpiece. This form should be placed above the delivery address and to the right of the return address. All insured mailpieces, regardless of the insurance amount, must be postmarked, unless a meter or permit imprint is used to pay postage. The following special services may be combined with Insurance: Delivery Confirmation, PAL, Restricted Delivery, Return Receipt, Return Receipt for Merchandise, Signature Confirmation, and Special Handling.</p> |
| <b>Collect on Delivery (COD)</b> | <p>COD may be used for First-Class Mail, Priority Mail, and Package Services. Any mailer may use COD service to mail an article for which the mailer has not been paid, and have its price and the cost of the postage collected from the recipient. If the recipient pays the amount due by check payable to the mailer, the Postal Service forwards the check to the mailer. If the recipient pays the amount due in cash, the Postal Service collects the money order fee(s) from the recipient and sends a postal money order(s) to the mailer. The amount collected from the recipient may not exceed \$1,000. COD service provides the mailer with a mailing receipt, and a delivery record is maintained by the Postal Service. The following special services may be combined with COD: Delivery Confirmation, Registered, Return Receipt, Signature Confirmation, and Special Handling.</p>  |
| <b>Registered</b>                | <p>Registered Mail is the most secure service that the Postal Service offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered Mail service provides the sender with a mailing receipt, and a delivery record is maintained by the Postal Service. Only matter prepaid at First-Class Mail postage rate (including Priority Mail) may be accepted as Registered Mail. The following special services may be combined with Registered: COD, Delivery Confirmation, Merchandise Return Service, Restricted Delivery, Return Receipt, and Signature Confirmation.</p>   |

## RM 3-16 FIM Examples

Reference section 3.9.1, step 11.

Below are examples of the four types of FIM:



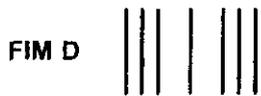
FIM A is found on courtesy reply envelopes with a POSTNET barcode.



FIM B is found on business reply envelopes, penalty, or franked mail without a POSTNET barcode.



FIM C is found on business reply, penalty, or franked mail with a POSTNET barcode.



FIM D is found on OCR (optical character recognition) compatible mail without a POSTNET barcode (usually on courtesy reply window envelopes).

**RM 3-17 POSTNET Barcode Examples (not actual size)**

Referenced section 3.9.1, step 5.

**5-Digit ZIP Code**12345 A POSTNET barcode for the 5-digit ZIP code 12345. It consists of 10 vertical bars of varying heights. The first bar is tall, the second is short, the third is tall, the fourth is short, the fifth is tall, the sixth is short, the seventh is tall, the eighth is short, the ninth is tall, and the tenth is short.**ZIP+4 Code (Record as 9-Digit Barcode)**12345-6789 A POSTNET barcode for the ZIP+4 code 12345-6789. It consists of 18 vertical bars. The first five bars represent the ZIP code 12345, and the next nine bars represent the ZIP+4 code 12345-6789. The bars are arranged in a sequence of tall, short, tall, and short.**11-Digit Barcode**12345-6789 A POSTNET barcode for the 11-digit barcode 12345-6789. It consists of 20 vertical bars. The first five bars represent the ZIP code 12345, and the next nine bars represent the ZIP+4 code 12345-6789. The bars are arranged in a sequence of tall, short, tall, and short.

### RM 3-18 Indicia Examples

Referenced sections 3.9.1, step 5 and 3.11.1.1, step 5.

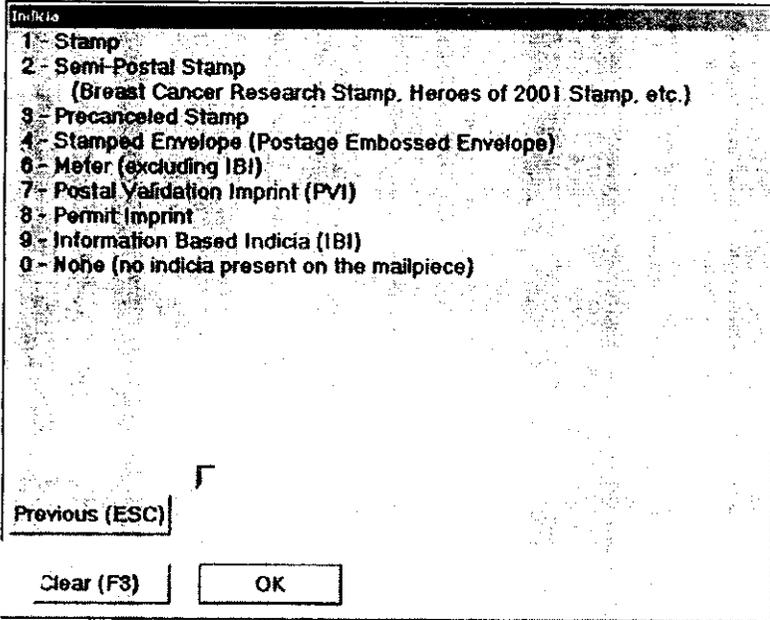


Figure RM 3-11. Indicia Screen

| Indicia | Examples |
|---------|----------|
|---------|----------|

Stamp



Semi-Postal Stamp (Breast Cancer Research Stamp, Heroes of 2001 Stamp, etc.)



Precanceled Stamp



**Indicia**

**Examples**

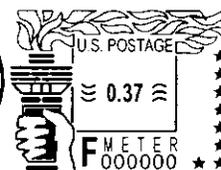
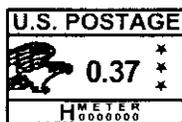
**Stamped Envelope (Postage Embossed Envelope)**



**Stamped Card**



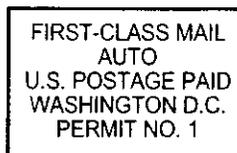
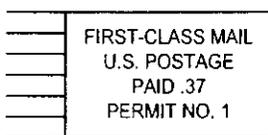
**Meter (excluding IBI)**



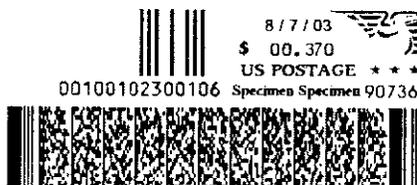
**Postal Validation Imprint (PVI)**



**Permit Imprint**



**Information Based Indicia (IBI)**



### RM 3-19 Meter Manufacturer Examples

Reference section 3.9.1, step 4a.

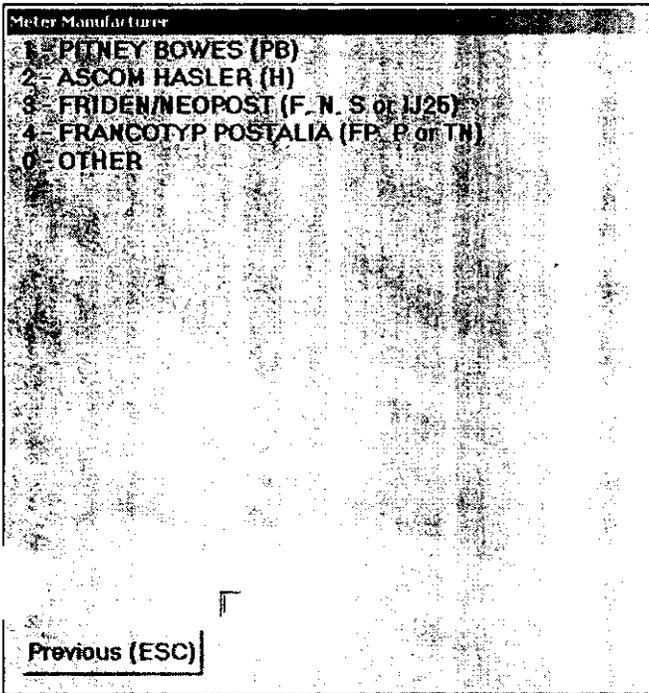


Figure RM 3-12. Indicia Screen

| Meter                             | Examples |
|-----------------------------------|----------|
| Pitney Bowes (PB)                 |          |
| ASCOM Hasler (H)                  |          |
| Friden/Neopost (F, N, S, or IJ25) |          |

**Meter**

**Examples**

---

Francotyp Postalia (FP, P or TN)



## RM 3–20 Nondenominated Stamp Examples



**Farm Flag (Non-denominated First-Class)**

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**Heroes of 2001**

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**Woody Wagon**

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**U.S. Flag (Non-denominated, First-Class)**

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**Antique Toys: Locomotive**

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Toy Courtesy of Strong  
Museum.



**Antique Toys: Taxicab**

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Toy Courtesy of Strong  
Museum.



**Antique Toys: Fire Truck**

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Museum.



**Antique Toys: Mail Truck**

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Museum.

**RM 3-21 Forwarded and Returned Mail Guidelines Table**

Referenced sections 3.8.2, and 3.13.12

Table 3-7. Forwarded and Returned Mail Guidelines

| Characteristics                  | First-Class Mail   | Standard Mail  | Periodicals  | Priority Mail  | Package Services   | Free Mail for the Blind | International Mail  |
|----------------------------------|--|--|--|--|--|-------------------------|---|
| <b>Revenue</b>                   | Not recorded   | Postage due amount indicated on piece                                | Postage due amount indicated on piece                                | Not recorded   | Postage due amount indicated on piece                                | Not recorded            | Postage due amount indicated on piece   |
| <b>Postmark Date</b>             | From CFS label, else CBR   | Not recorded   | Not recorded   | From CFS label, else CBR   | From CFS label, else CBR   | Not recorded            | From CFS label, else CBR  |
| <b>Postmark Origin</b>           | From CFS label, else original destinating 5-digit ZIP Code, else CBR | From CFS label, else original destinating 5-digit ZIP Code, else CBR | From CFS label, else original destinating 5-digit ZIP Code, else CBR | From CFS label, else original destinating 5-digit ZIP Code, else CBR | From CFS label, else original destinating 5-digit ZIP Code, else CBR | Not recorded            | Not applicable  |
| <b>All Other Characteristics</b> | From original mailpiece  | From original mailpiece | From original mailpiece   |
| <b>Additional</b>                |  |  |  |  |  |                         | If forwarded, at <i>Foreign Country</i> screen, select Code 900 for United States. If returned, select the foreign country of origin in the original destinating address. |

Mailpieces with the following special services are not to be recorded as Forwarded or Returned:

- Business Reply Mail (BRM) for First-Class Mail and Priority Mail
- Merchandise Return Service (MRS) for First-Class Mail, Priority Mail, and Package Services
- PS Form 3547/3579 Revenue for First-Class Mail and Priority Mail

For Standard Mail revenue, if the postage due is the weighted fee, then the fee is the appropriate single piece rate for First-Class Mail or Priority Mail service rate multiplied by 2.472 and rounded up to the next whole cent.

**RM 3-22 Inspection Service Mailpiece Photocopy Transmittal Form**

Use this form and follow these procedures when photocopying mailpieces for the Inspection Service.

1. Only follow these procedures when a copier machine is readily available and photocopying the mailpiece would not delay it.
2. Complete the information on this form and attach the photocopy to it.
3. Return the mailpiece to the mailstream as soon as possible. Do not delay the mailpiece from making a dispatch of value or cause it to miss the cutoff time for the route or firm delivery.
4. Send this form and photocopy directly to:

INSPECTOR IN CHARGE  
REVENUE AND ASSET PROTECTION PROGRAM  
475 L'ENFANT PLAZA SW, RM 3521  
Washington DC 20260-2166

5. Please complete the following:

ODIS-RPW/IODIS Test ID: \_\_\_\_\_ Test Date: \_\_\_\_\_  
ODIS-RPW/IODIS Test Location (City/State/ZIP): \_\_\_\_\_

The following page may be used for duplicating this form.

## Inspection Service Mailpiece Photocopy Transmittal Form

**Use this form and follow these procedures when photocopying mailpieces for the Inspection Service.**

1. Only follow these procedures when a copier machine is readily available and photocopying the mailpiece would not delay it.
2. Complete the information on this form and attach the photocopy to it.
3. Return the mailpiece to the mailstream as soon as possible. Do not delay the mailpiece from making a dispatch of value or cause it to miss the cutoff time for the route or firm delivery.
4. Send this form and photocopy directly to:

**INSPECTOR IN CHARGE  
REVENUE AND ASSET PROTECTION PROGRAM  
475 L'ENFANT PLAZA SW, RM 3521  
Washington DC 20260-2166**

5. Please complete the following:

ODIS-RPW/IODIS Test ID: \_\_\_\_\_ Test Date: \_\_\_\_\_  
ODIS-RPW/IODIS Test Location (City/State/ZIP): \_\_\_\_\_

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## Chapter 4

# CODES Laptop Data Communications

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### BACKGROUND INFORMATION



Once a test is completed and data are reviewed, the test data must be immediately transferred from the CODES Laptop to the CODES Web Base Unit. Test data can be transferred to the CODES Web Base Unit with either of the following methods:

- By dialing the CODES Web Base Unit and transmitting the data via modem.
- By using a diskette to transfer the test data to a standard Postal Service computer with a LAN connection, from which the data can be uploaded to the CODES Web Base Unit.

Periodically, it is necessary to install or update CODES application software and load test samples onto the CODES Laptop. These software updates and samples can be downloaded from the CODES Web Base Unit via a modem dial-up connection, or by using a standard Postal Service computer with a LAN connection. Software updates can be downloaded onto a diskette and installed on a CODES Laptop.

After software updates are installed on the CODES Laptop, the laptop's new system information must be sent to the CODES Web Base Unit.

This chapter provides instructions for performing these tasks as well as information on how to update and process downloaded files.

---

### ESSENTIAL PERSONNEL



The data collection technician (DCT) is responsible for transferring the test data, downloading sample files and software updates, and sending CODES Laptop system information to the CODES Web Base Unit.

The manager of Statistical Programs (MSP) or designee is responsible for review and approval of the uploaded data.

---

### REQUIRED MATERIALS



Ensure the following materials are accessible before transmitting data:

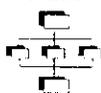
- The CODES Laptop or a 3.5" diskette containing the test data.
- A blank, formatted 3.5" diskette.

To transmit data from a remote location, you will also need the following:

- Remote location single-line telephone line. (Multi-line telephone lines do not work with the CODES Laptop modem; however, a fax line may also be used.)
- All appropriate telephone numbers.
- Your CODES Laptop modem connected to the remote location's single-line telephone line.

---

**ASSOCIATED  
TASKS**



Use one of the following methods to transfer data to the CODES Web Base Unit:

- Move data via a modem dial-up connection.
- Move data via diskette to a standard Postal Service computer with a LAN connection, where it can then be transferred to the CODES Web Base Unit via the postal intranet.

The DCT has access to the following functions available through CODES Laptop transmission utilities:

- Transferring test data to the CODES Web Base Unit.
- Receiving sample files and software updates.
- Sending CODES Laptop system information.

---

**PROCEDURES**



The remainder of this chapter discusses each of these transfer methods in detail as well as how to update sample files and system software using CODES Laptop transmission functionality. Each section gives step-by-step instructions for performing these tasks.

## 4.1 Transferring Test Data to the CODES Web Base Unit

### BACKGROUND INFORMATION



#### 4.1.1

CODES uses a modem dial-up connection to transmit data from a CODES Laptop to the CODES Web Base Unit. Data can also be transferred to a standard Postal Service computer with a LAN connection using a 3.5" diskette, then uploaded to the CODES Web Base Unit.

#### Initiate Data Transfer

Use the following steps to begin the data transfer process, then refer to the appropriate section that corresponds to the task you wish to perform:

1. The **CODES Main Menu** screen displays after the CODES Laptop boots up (Figure 4.1.1-1).

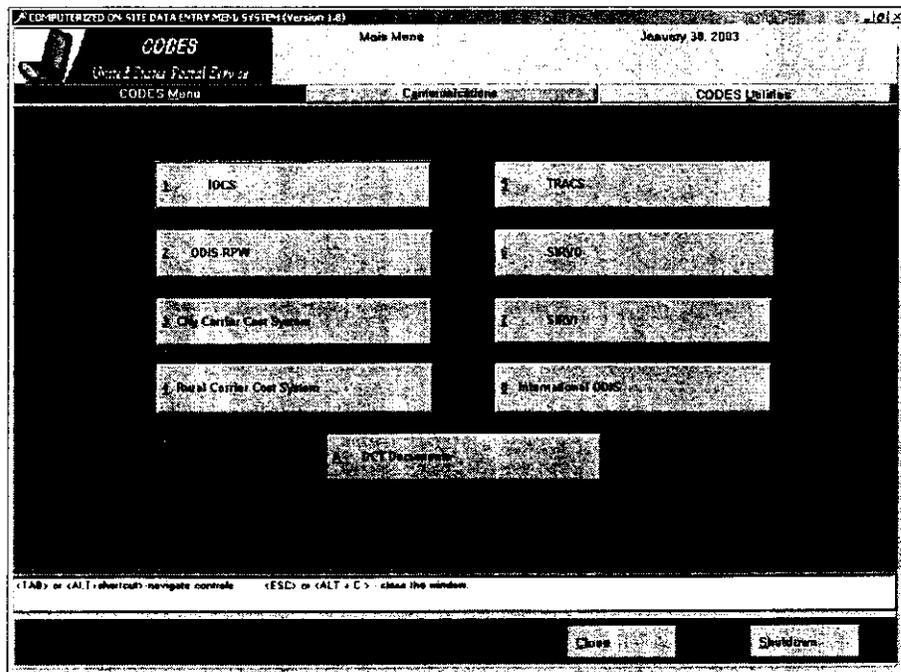


Figure 4.1.1-1. CODES Main Menu: CODES Menu Tab

2. Choose the **CODES Menu** tab.
3. To open the **ODIS-RPW Main Menu** screen, click the **ODIS-RPW** button.

The **ODIS-RPW Main Menu** screen displays (Figure 4.1.1-2).

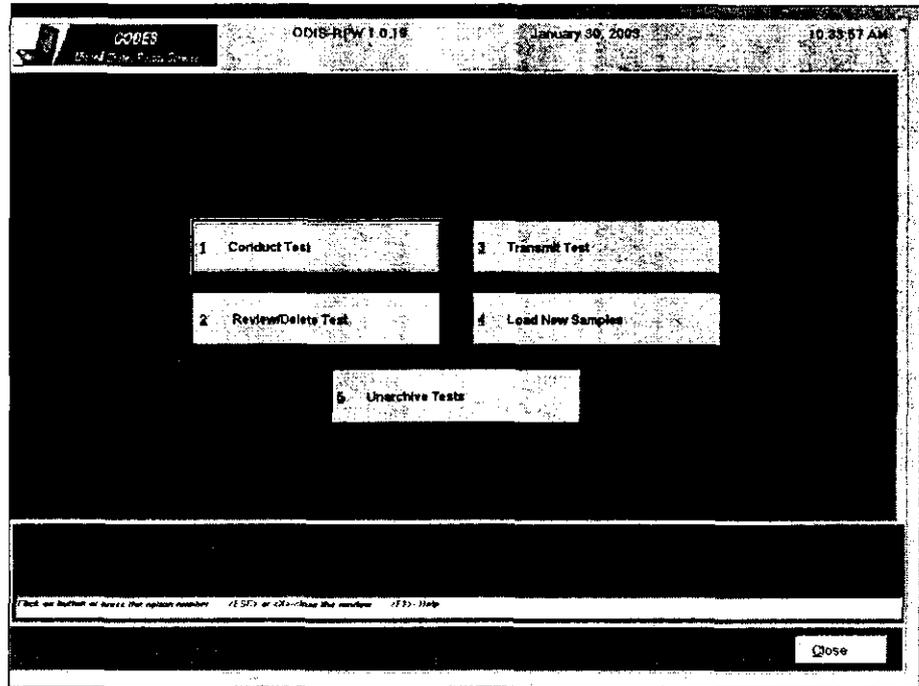


Figure 4.1.1-2. ODIS-RPW Main Menu Screen

4. Click the **Transmit Test** button.

The *Destination* screen displays.

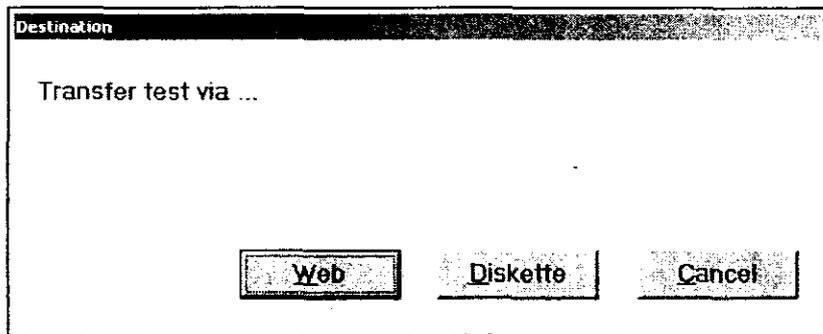


Figure 4.1.1-3. *Destination* Screen

Refer to one of the sections listed below for information on how to complete test data transmission using the following available options:

- Transfer Data via Diskette (section 4.1.2).
- Transfer Data via Web (section 4.1.4).

### 4.1.2 Transfer Test Data via Diskette

Sending data to a diskette moves test data from the CODES Laptop to a specially formatted file on the diskette. Use this option to move test data via diskette to the CODES Web Base Unit.

 **Example:** Transfer ODIS-RPW test data from a CODES Laptop to a diskette, and then move the files from that diskette to a standard Postal Service computer with a LAN connection for transmission to the CODES Web Base Unit.

If *Diskette* is selected from the *Destination* screen, the *Disk Transfer* screen displays (Figure 4.1.2-1). Before a test can be transferred, the test must be completed.

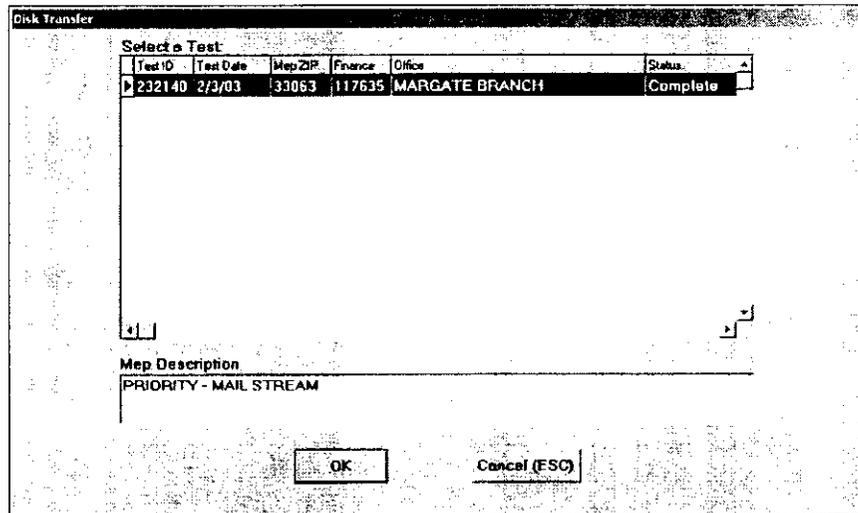


Figure 4.1.2-1. *Disk Transfer* Screen

1. Insert a formatted blank 3.5" diskette into the CODES Laptop diskette drive (drive A:\).
2. Highlight the test intended for transfer in the *Select a Test* field from the *Disk Transfer* screen.
3. Click the *OK* button on the *Disk Transfer* screen.

CODES displays the *diskette DCT ID login* screen shown in Figure 4.1.2-2.

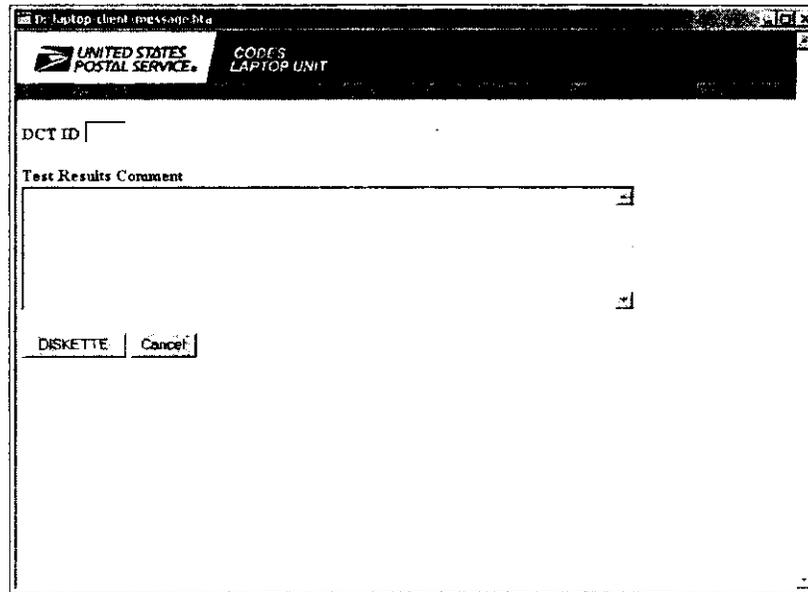


Figure 4.1.2-2. Diskette DCT ID Login Screen

4. Ensure that a formatted blank 3.5" floppy diskette is in the A:\ drive.
5. Type your DCT login ID into the *DCT ID* field and add any comments or information pertaining to the test intended for upload into the *Test Result Comment* field, then click the *Diskette* button.

**Note:** If the test data did not successfully copy to the diskette, the message shown in Figure 4.1.2-3 displays. Click the OK button. CODES returns the user to the ODIS-RPW Main Menu. Refer to section 4.3.1 for information on 3.5" diskette failure.

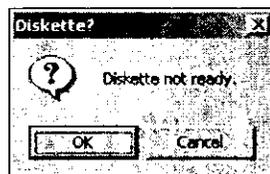


Figure 4.1.2-3. Diskette? Screen

If the test data successfully copied to the diskette, the message shown in Figure 4.1.2-4 displays.

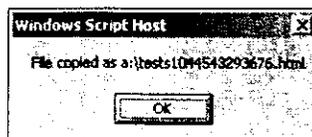
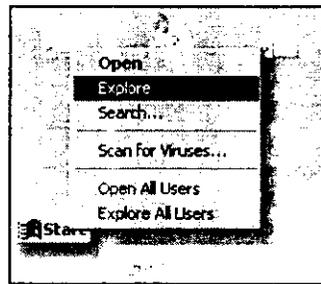


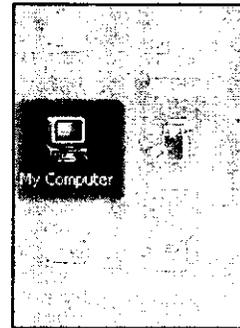
Figure 4.1.2-4. File Copied Message Screen

6. From Windows Explorer or My Computer, view the A:\ drive and ensure that the files are on the diskette.

**Note:** My Computer can be opened by double clicking on the icon on the desktop, and Windows Explorer can be opened by right-clicking the *Start* menu button, and choosing *Explore* from the pop-up menu (Figure 4.1.2–5).



To open Windows Explorer, right-click the Windows *Start* menu and chose *Explore*.



OR

Double-click the *My Computer* icon on the desktop.

Figure 4.1.2–5. Open Windows Explorer

Once all of the tests are loaded onto the diskette, the diskette can be taken to any standard Postal Service computer with a LAN connection, and uploaded to the CODES Web Base Unit (section 4.1.3).

#### 4.1.3

#### Test Data Transmission from a Standard Postal Service Computer to the CODES Web Base Unit

Once all of the ODIS-RPW tests have been transferred to a diskette, use the following steps to upload the ODIS-RPW tests from any standard Postal Service computer with a LAN connection to the CODES Web Base Unit:

1. Insert the diskette containing the ODIS-RPW test(s) into the A:\ drive (3.5" diskette drive) of a standard Postal Service computer with a LAN connection.
2. Open Windows Explorer (Figure 4.1.2–5).

The test filenames will begin with the word "tests," followed by a 13-digit number, and an .html file extension, as shown in Figure 4.1.3–1.

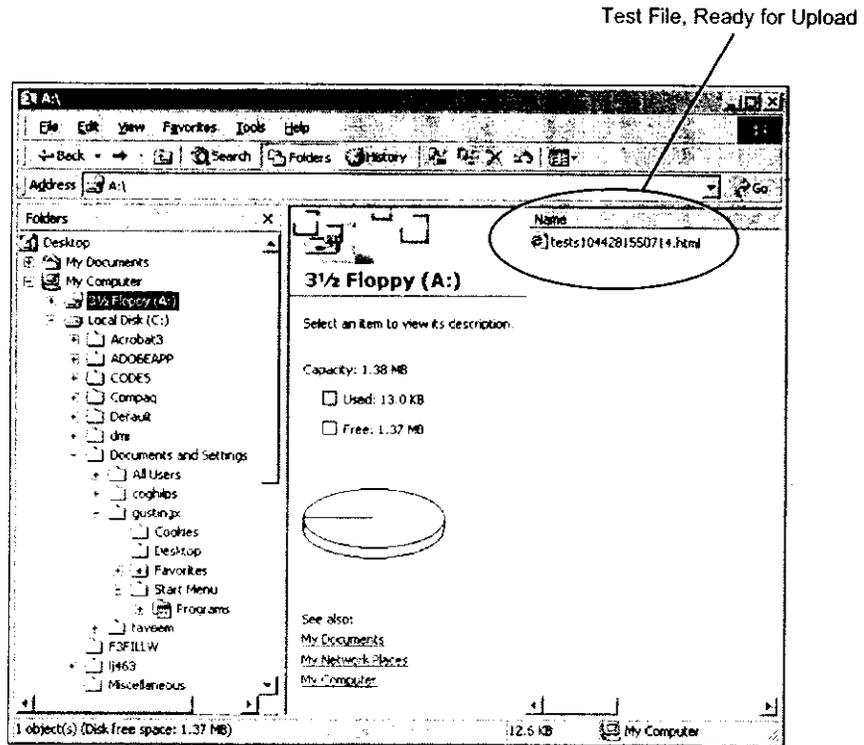


Figure 4.1.3-1. Windows Explorer Screen

3. From the A:\ drive, double-click the file intended for upload to the CODES Web Base Unit.

The file automatically sends the test data to the CODES Web Base Unit. An interim screen displays (Figure 4.1.3-2), indicating the file transfer is processing, followed by a screen indicating that the test was successfully uploaded (Figure 4.1.3-3).



Figure 4.1.3-2. Interim Diskette Upload Screen



Figure 4.1.3–3. Test Successfully Uploaded

#### 4.1.4 Test Data Transmission via Web

Prior to uploading the test data via the web, ensure the CODES Laptop's modem is securely connected to a single-line telephone line.

If *Web* was selected from the *Destination* screen (Figure 4.1.1–3), the *Web Transfer* screen is displayed (Figure 4.1.4–1). Before a test can be transferred, the test must be complete.

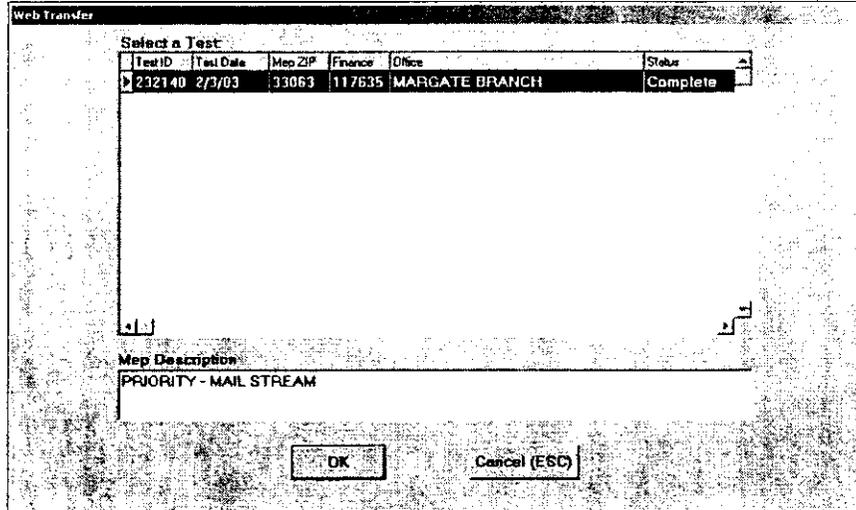


Figure 4.1.4–1. Web Transfer Screen

1. With the desired test highlighted in the *Select a Test* field, click the *OK* button.

CODES displays the Web DCT login screen shown in Figure 4.1.4–2.

2. Type your DCT ID number and any comments or information pertaining to the test being transferred.
3. Ensure the phone number, including the outside access number and/or authorization code are correct, then click the *Web* button.

For additional information on entering the dial-up number sequence, see section 4.3.2.

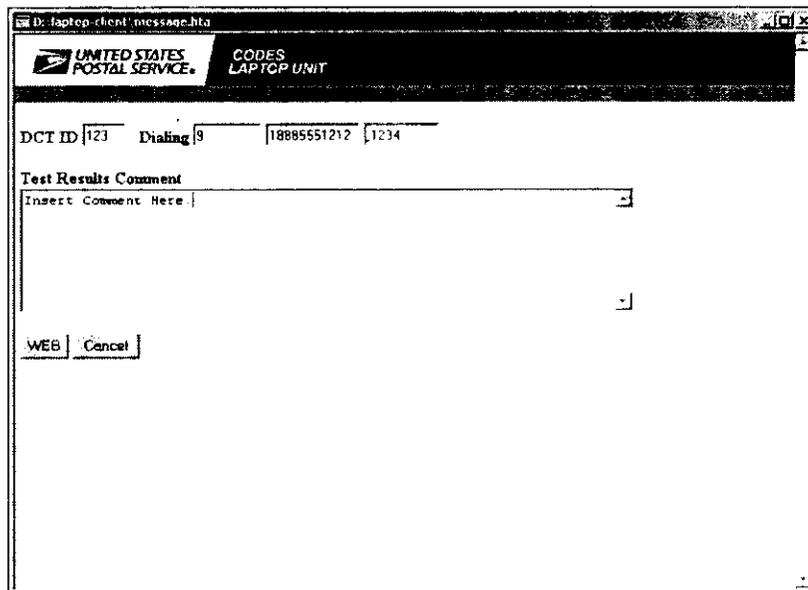


Figure 4.1.4-2. Web DCT Login Screen

CODES briefly displays a *Transmit in progress* screen (Figure 4.1.4-3), followed by a test confirmation screen showing that the test successfully uploaded (Figure 4.1.4-4).



Figure 4.1.4-3. Interim Test Upload Screen

4. To close the upload confirmation screen and return to the ODIS-RPW Main Menu, click on either the word *Exit* or the blue page icon in the upper right-hand corner of the screen (Figure 4.1.4-4).

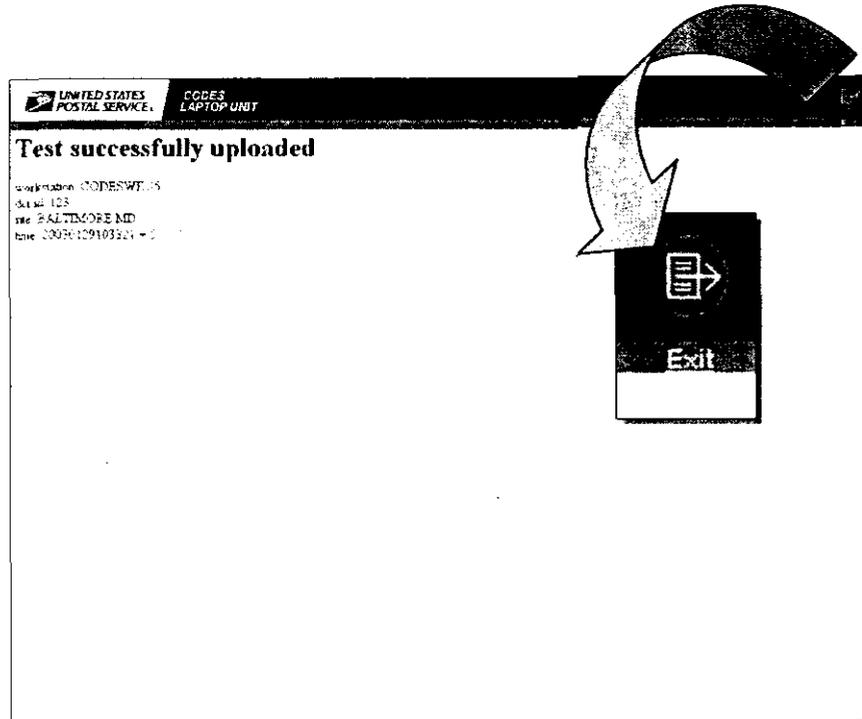


Figure 4.1.4-4. Test Upload Confirmation Screen

A Microsoft Internet Explorer message screen displays (Figure 4.1.4-5).

5. Click the Yes button.

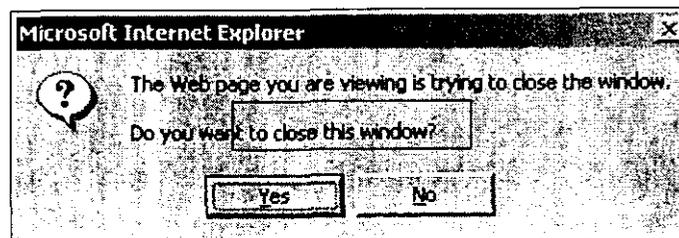


Figure 4.1.4-5. Microsoft Internet Explorer Message Screen

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## 4.2 Receiving Sample Files and Software Updates

### BACKGROUND INFORMATION



Software updates and sample files can be downloaded directly from the CODES Web Base Unit to a CODES Laptop, allowing the user to receive software updates and sample selection files via data transfer.

The MSP may still download samples and software updates onto a diskette and mail it to the user.

### PROCEDURES



Figure 4.2.0–1 shows the *Communications* menu tab options on the CODES *Main Menu*. The DCT may use the *Download Samples*, *Download Software*, and *Upload Laptop System Information* options.

Refer to one of the following sections, depending on the desired option.

- Download Samples (section 4.2.1).
- Download Software (section 4.2.2).
- Upload Laptop System Information (section 4.2.2.2).

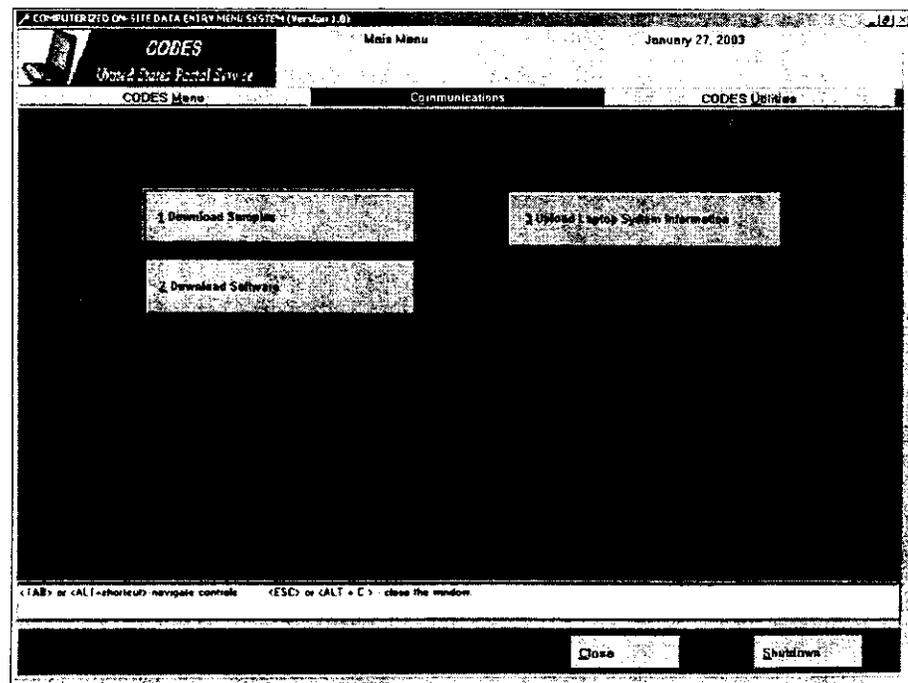


Figure 4.2.0–1. CODES *Main Menu*: *Communications* Tab

### 4.2.1

#### Download Samples

1. To download samples, from the CODES *Main Menu Communications* option window, click the *Download Samples* button.

CODES displays the *Dial-up Parameter Maintenance* screen (Figure 4.2.1-2).

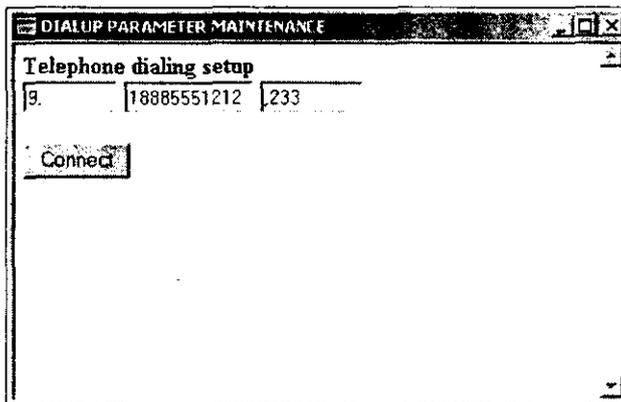


Figure 4.2.1-1. *Dial-up Parameter Maintenance* Screen

2. Click the **Connect** button on the *Dial-up Parameter Maintenance* screen.

The screen shown in Figure 4.2.1-2 displays.

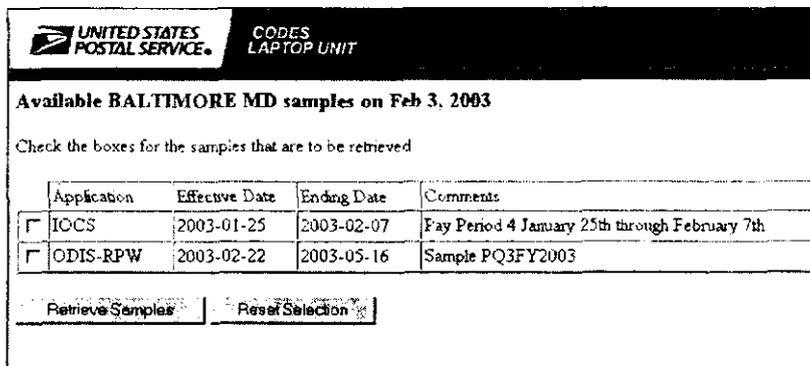


Figure 4.2.1-2. Application Selection Screen for Sample Downloads

3. Select the **CODES** application(s) associated with the desired samples (more than one application may be selected).

**Note:** Ensure that at least one application is selected. If no application is selected, the screen shown in Figure 4.2.1-3 displays.



Figure 4.2.1–3. *No Samples Requested* Screen

4. Click the *Retrieve Samples* button on the application selection screen.

The samples for the selected CODES application(s) are downloaded to the CODES Laptop. CODES displays the screen shown in Figure 4.2.1–4. For information on how to load the samples, see section 4.2.1.1.

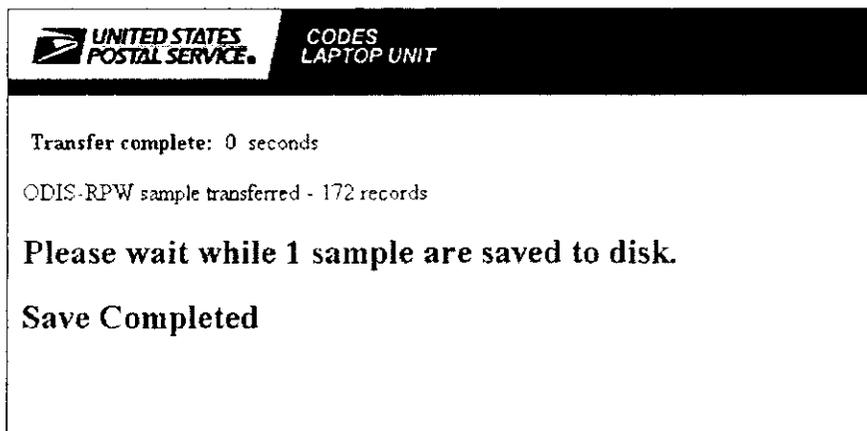


Figure 4.2.1–4. *Samples Download* Screen

#### 4.2.1.1 Load Samples

To load new samples, from the ODIS-RPW *Main Menu* (Figure 4.1.1–2), click the *Load New Samples* button.

CODES presents the user with options for either Web or Diskette transfer (Figure 4.2.1–5). The following steps explain the process used for loading samples from a diskette or after the Web download described in section 4.2.1:

1. From the *Load Samples Information* screen click the *Diskette* button. (For the Web option, click the Web button.)

With the *Diskette* option, CODES prompts the user to insert the diskette containing the sample files (Figure 4.2.1-6). (For the *Web* option, the process skips to step 4.)

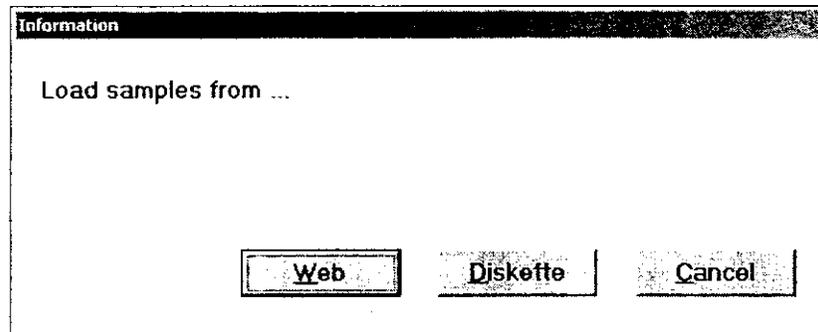


Figure 4.2.1-5. Load Samples *Information* Screen

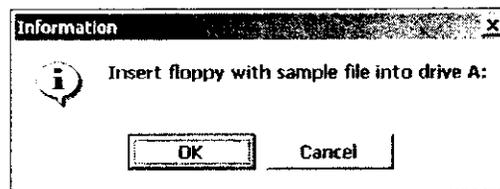


Figure 4.2.1-6. Insert Floppy *Information* Screen

2. Insert the diskette containing the sample files.
3. Click the **OK** button.

CODES presents the user with a message acknowledging that the samples were successfully loaded (Figure 4.2.1-7).

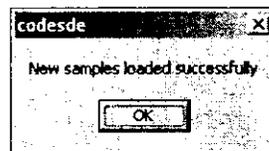


Figure 4.2.1-7. New Samples Loaded Successfully Message

4. Click the **OK** button.

## 4.2.2

### Download Software

1. To download or update software, from the **CODES Main Menu Communications** tab option, click the **Download Software** button.

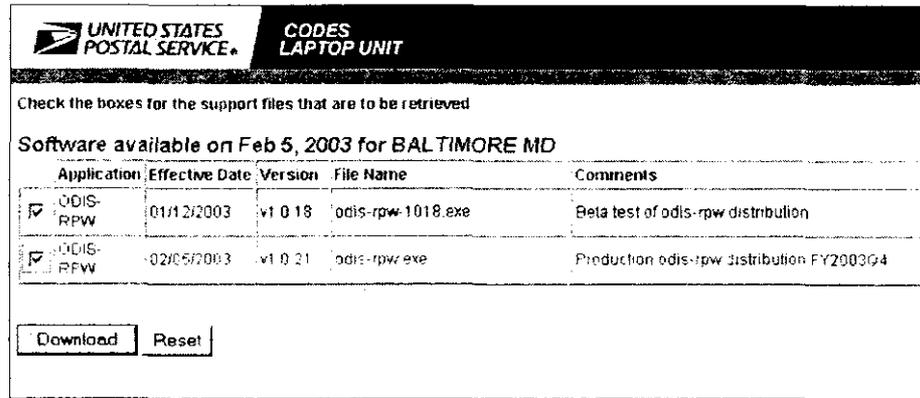
CODES displays the *Dial-up Parameter Maintenance* screen (Figure 4.2.1-2).

2. Click the **Connect** button on the **Dial-up Parameter Maintenance** screen.

CODES displays a screen showing the selection of available software updates (Figure 4.2.2-1).

3. Select all desired software update files, then click the **Download** button.

 **Note:** Ensure that at least one available software update option is selected. If no option is selected, the screen shown in Figure 4.2.2-2 displays.



| Application                                  | Effective Date | Version | File Name         | Comments                                  |
|--|----------------|---------|-------------------|---|
| <input checked="" type="checkbox"/> ODIS-RPW | 01/12/2003     | v1 0 18 | odis-rpw-1018.exe | Beta test of odis-rpw distribution        |
| <input checked="" type="checkbox"/> ODIS-RPW | 02/05/2003     | v1 0 21 | odis-rpw.exe      | Production odis-rpw distribution FY2003Q4 |

Figure 4.2.2-1. Available Software Updates Screen

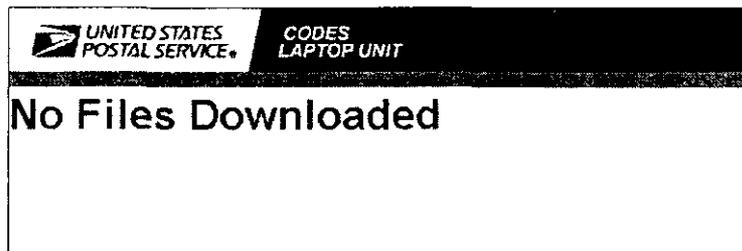


Figure 4.2.2-2. No Files Downloaded Screen

#### 4.2.2.1 Software Installation and Updates

If the message screen shown in Figure 4.2.2-3 displays when the CODES Laptop boots up, it is time to install the current software updates. Click the **OK** button, then upload any remaining tests to the CODES Web Base Unit (section 4.1).

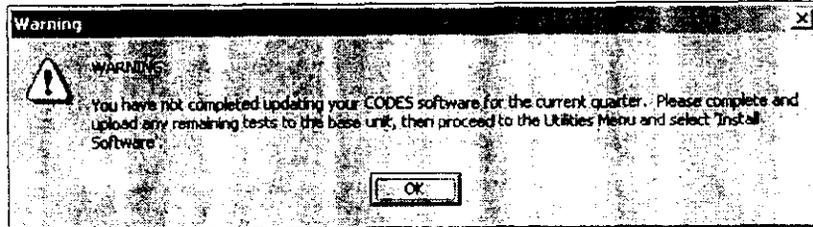


Figure 4.2.2-3. Software Update Warning Message

Once all tests have been uploaded, open the *CODES Utilities* tab on the *CODES Main Menu* (Figure 4.2.2-4).

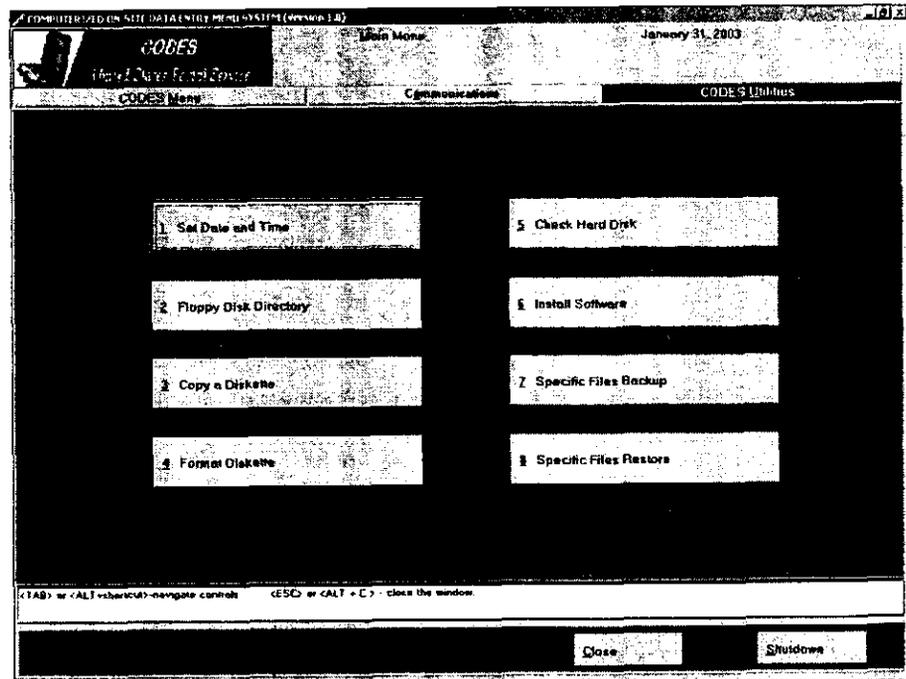


Figure 4.2.2-4. CODES Main Menu Utility Tab Options

**1. Click the *Install Software* button.**

CODES runs the installation process. Figures 4.2.2-5 through 4.2.2-7 show the sequence of screens displayed as the software installs.

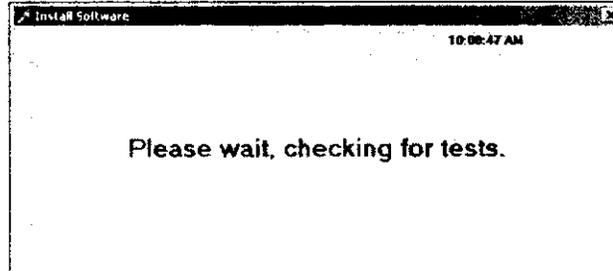


Figure 4.2.2-5. *Install Software*: Checking for Tests Screen

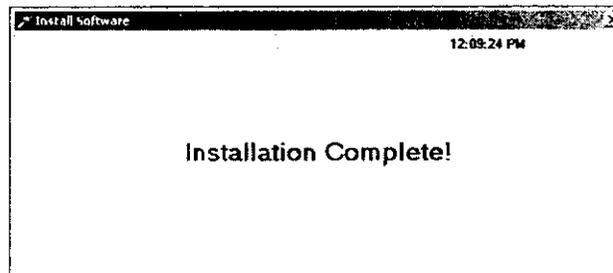


Figure 4.2.2-6. *Install Software*: Installation Complete Screen

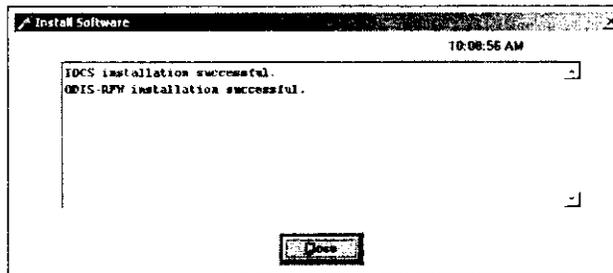


Figure 4.2.2-7. *Install Software*: Installation Successful Screen

Click the Close button to return to the CODES *Main Menu*.

Once the software is loaded, the DCT must upload the new CODES Laptop system information to the CODES Web Base Unit. Refer to section 4.2.2.2 for information on uploading CODES Laptop system information.

#### 4.2.2.2 CODES Laptop System Information Upload

Once software or software updates are downloaded to the CODES Laptop, the CODES Laptop system information must be uploaded to the CODES Web Base Unit.

To send the CODES Laptop system information to the CODES Web Base Unit, from the CODES *Main Menu Communications* tab option, complete the following steps:

1. Click the **Upload Laptop System Information** button.

CODES displays the *Dial-up Parameter Maintenance* screen (Figure 4.2.1–2).

2. Click the **Connect** button on the *Dial-up Parameter Maintenance* screen.

CODES displays the *Transmitting System Information* screen shown in Figure 4.2.2–8 followed by the *Received System Information* screen shown in Figure 4.2.2–9.

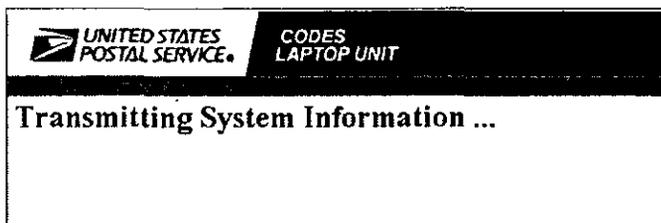


Figure 4.2.2–8. *Transmitting System Information* Screen

The process is complete when the *Received System Information* screen (Figure 4.2.2–9) displays the following four lines of text:

- *Received System Information - processing...*
- *Processed Operating System Information*
- *Received (###) program records*
- *Processing complete*

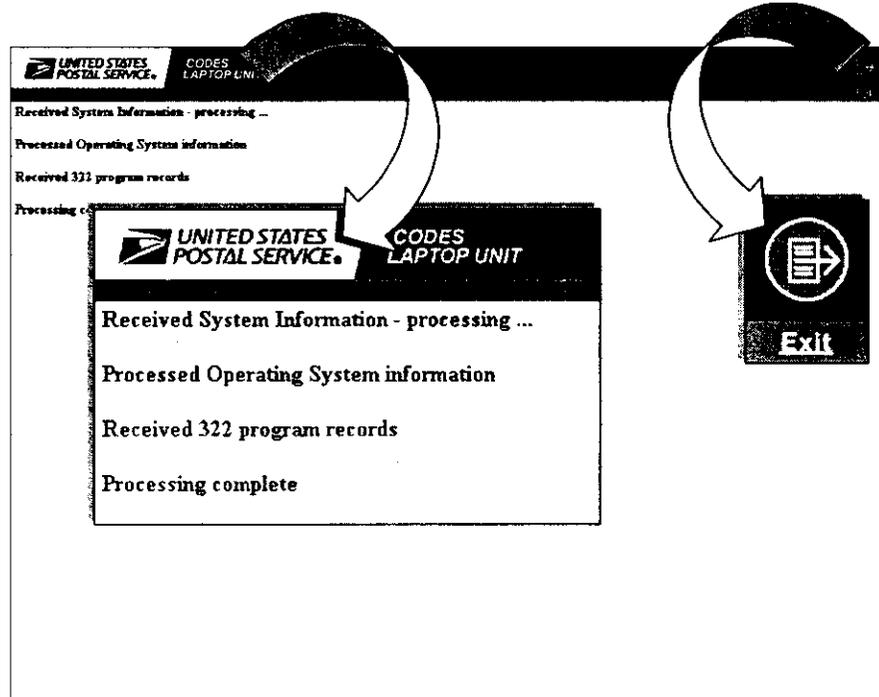


Figure 4.2.2-9. *Received System Information* Screen

To exit from the *Received System Information* screen, click on the word *Exit* or the blue page icon at the top right-hand corner of the *Received System Information* screen.

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## 4.3 Troubleshooting Failed Transmissions

CODES data communications rely on a complex means of sending data from one source to another; therefore, at times, transmission problems may occur.

Follow the steps below to ensure proper cable connections and configuration of the CODES Laptop:

- Make sure the CODES Laptop is connected to a single-line (voice) telephone line. Multi-line (digital) telephone lines will not work with the CODES Laptop modem.
- Ensure all modem and laptop connections (e.g., power supply, modem cord, telephone jack, etc.) are secure.
- Check all of the tests and/or applications for which you wish to transfer or receive files to ensure they are properly prepared for transmission according to the procedures outlined in this chapter.

For more detailed instructions, or if the problem you are experiencing is not addressed above, consult your MSP for further assistance.

### 4.3.1

#### 3.5" Diskette Failure

If the test data did not successfully copy to a 3.5" diskette, the message shown in Figure 4.1.2–3 displays. Usually, the reason for this message is that the computer cannot read the disk in the drive. The user could have forgotten to insert the diskette, the diskette might not have engaged in the drive properly, the diskette could be damaged, or the drive could be malfunctioning.

- Check the A:\ drive to ensure the diskette has been inserted and properly engaged into the drive.
- Replace the diskette with a new blank formatted diskette.

For more detailed instructions, or if the problem you are experiencing is not addressed above, consult your MSP for further assistance.

### 4.3.2

#### Modem Dial-up Input

There are three fields available to input digits for phone numbers, including outside access numbers and authorization codes. The first field is generally for dialing an outside line number (usually, the number 9) to get an outside line. The second field is used to input the phone number, and the third field is normally used to input an access number or authorization code.

Only numbers (0 through 9), the asterisk (\*), the pound symbol (#), and commas (,) can be used in these fields. Use the comma to insert a two-second pause in the number sequence.

 **Example:** Refer to Exhibit 4.3.2-1 below. If the phone system of the facility requires an authorization code (234) after the outside access number (9), but before the phone number (1 (888) 555-1212), the user can insert one or two commas between the outside access number and the authorization code, in the first field. Because the authorization number is required prior to dialing the telephone number, the authorization code is placed after the outside access number in the same field, with a comma to separate them. There are also two commas inserted after the authorization code to insert a 4-second pause to give the telephone connection time to obtain a dial-tone. The third field is blank because the authorization code is required prior to dialing the telephone number.

### Telephone dialing setup

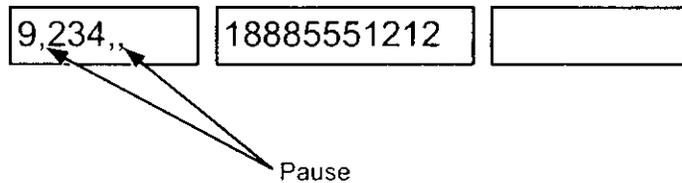


Exhibit 4.3.2-1. Telephone Dialing Setup Example

 **Note:** The user must become familiar with the phone system of the facility, and have use of any access or authorization codes or numbers necessary to dial an outside number.

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## Appendix A

# Organizational Responsibilities for the ODIS-RPW Test

Many organizations within the Postal Service work together to ensure the quality and accuracy of ODIS-RPW data. This section explains the responsibilities of each organization.

### I. Headquarters — Finance

Finance provides technical and managerial guidance for the operation of ODIS-RPW consistent with sound economic and statistical theory. Two organizations within Finance share this responsibility:

#### A. Statistical Programs

Statistical Programs (SP) provides managerial guidance and administrative operation of statistical programs. SP provides the statistical sampling design, data collection software requirements, data collection policy and procedural guidelines, and training programs. SP also provides the interface between Information Systems and Corporate Finance Planning on the development of computer software programs.

- The **Field Support** team develops data collection handbooks, policy guidelines, and training programs.
- The **Statistical Programs Service Centers (SPSCs)** — Northern Virginia (Washington, DC) and Bay Area (Richmond, California) — have the following responsibilities:
  - Provide technical guidance to all appropriate Customer Service and Sales District personnel. This guidance includes answering questions about the proper administration and performance of ODIS-RPW functions.
  - Provide on-site review and evaluation of ODIS-RPW-related activities to help resolve problems, offer suggestions for improvement, and assess training needs.
  - Assist the district manager of Statistical Programs (MSP) in implementing new or revised procedures.
  - Inform Revenue and Volume Reporting of technical policy matters that require resolution.
  - Provide on-site technical consultation or instruction, including consulting on how to solve staffing problems.
  - Check the quality of ODIS-RPW data.
  - Act as a liaison in services and expertise to the area offices and the districts on all aspects of ODIS-RPW.

## **B. Corporate Finance Planning**

The Revenue and Volume Reporting (RVR) unit within Corporate Finance Planning uses ODIS-RPW test data to support proposed changes in Postal Service rates, fees, and classifications. RVR analyzes and processes ODIS-RPW data and develops the Revenue, Pieces, and Weight (RPW) report. The RPW report presents the official U.S. Postal Service estimates of its revenue, volume, and weight by mail class, subclass and major special service. The ODIS-RPW data are also used to support flex budget initiatives, service diagnostics, and other management activities.

## **II. Headquarters — Information Systems**

### **A. Finance Business Systems Portfolio**

The Finance Business Systems Portfolio staff are responsible for the following tasks:

- Programming the data collection software requirements.
- Testing and maintaining the software.
- Providing telephone hot-line technical support for CODES software and hardware.

### **B. Computer Operations Service Centers**

The San Mateo Computer Operations Service Center (COSC) processes the programs that randomly select the locations, test types, and dates for the quarterly ODIS-RPW tests. Approximately two weeks before the beginning of the quarter, the schedule information is made available to the MSP on the CODES Web Base Unit. After the ODIS-RPW tests are conducted, the tests are uploaded to the CODES Web Base Unit which resides on the mainframe at the San Mateo COSC. After the MSP reviews the tests, they are approved and released to the mainframe for aggregation with the nation's tests and further mainframe processing.

## **III. Area Offices**

Through its manager of Finance, the area office emphasizes the importance of ODIS-RPW tests for the development of proposals for new Postal Service rates, service diagnostics, flex budget activities, and for other management studies, to the Customer Service and Sales district managers and postmasters.

## **IV. Customer Service and Sales District Offices**

The following positions in the Customer Service and Sales district offices participate in the implementation of ODIS-RPW:

## **A. District Manager**

Through the manager of Finance and the MSP, the District Manager implements ODIS-RPW in all offices within the district's jurisdiction. The district manager also informs the MSP about changes in automation and distribution that could affect ODIS-RPW procedures.

## **B. Human Resources**

Human Resources personnel provide assistance, as requested, in the implementation of ODIS-RPW training programs. Human Resources personnel also maintain contact, as needed, with employee organizations.

## **C. Manager of Finance**

The manager of Finance has the following responsibilities in the accurate implementation of ODIS-RPW:

- Supporting the MSP in the administration of ODIS-RPW activities. This support includes helping the MSP maintain the integrity of the district's ODIS-RPW data, correcting significant problems that might compromise data quality, and helping district supervisory personnel, such as operations managers and postmasters, understand the importance of ODIS-RPW.
- Ensuring that ODIS-RPW tests are conducted according to approved procedures.
- Ensuring adequate staffing levels for statistical programs.
- Offering guidance and direction to all facilities in the district, including the district home office, associate offices, bulk mail centers, Priority Mail processing centers, and air mail centers.

## **D. Manager of Statistical Programs**

The MSP coordinates and administers the district-wide collection of ODIS-RPW data. The MSP has the following responsibilities:

- Manages district-wide statistical programs; coordinates, administers, and supervises the collection of statistical data involving several national statistical sampling systems.
- Implements all guidelines for district-wide statistical programs in accordance with policies and procedures.
- Manages district-wide monitoring and training programs to ensure proper sampling and reporting techniques are being used.
- Manages the district mail exit point sampling frame to ensure all mail or other sampling populations are sampled in an efficient and cost effective manner.
- Conducts tests and provides analysis of various reports using national systems.
- Implements a quality assurance system to ensure consistency, accuracy, and compliance with policies and procedures.

- Provides technical guidance, direction, and assistance to other managers, postmasters, and employees throughout the district on statistical data collection.
- Prepares and monitors annual workhour requirements and statistical programs expenditures.
- Manages a small staff of employees performing statistical sampling and systems related activities.

## E. Statistical Programs Specialist

The statistical programs specialist (SPS) assists the MSP (as necessary) in fulfilling organizational responsibilities such as, training, monitoring, and any other requirements listed above. The SPS is specifically responsible for the district's *monitoring and training programs*. In doing so, the SPS has the following responsibilities:

- Performs district-wide on-site monitoring of statistical programs' data collection operations to ensure proper sampling and reporting techniques; identifies improvement opportunities; recommends corrective actions; and follows up to ensure the resolution of all irregularities, the continued application of corrective measures, and ongoing performance improvement.
- Evaluates data collection performance to determine training needs and identifies specific training requirements necessary to improve the performance of statistical programs data collection employees.
- Prepares demonstrations and provides training on proper sampling and reporting techniques to DCTs and other employees involved in statistical programs data collection.
- Prepares testing schedules and assignments and maintains control reports to ensure that tests have been conducted.
- Performs edit and review activities to ensure consistency, accuracy, and compliance with statistical programs sampling instructions.
- Analyzes data collection quality measurement and control reports; takes action to correct identified problems; and provides remedial training to reduce sampling and reporting errors.
- Reviews and updates sampling frame lists to ensure that all mail or other sampling populations are sampled in an efficient and cost effective manner.
- Has occasional contact with mailer representatives regarding sampling data, and with postmasters and other postal managers on statistical programs data sampling issues.
- Supervises a very small to small size group of statistical programs data collection employees.

## **F. Data Collection Technician**

The data collection technician (DCT) or other trained data collector is responsible for performing the ODIS-RPW tests. In doing so, the DCT performs the following:

- Collects, records, and analyzes statistical data under any number of national data collection systems.
- Operates computer equipment to enter data; recognizes diagnostic messages and takes appropriate actions; and performs data transfer functions through telecommunications systems.
- Reviews input and output data to determine accuracy and compliance with national programs. Analyzes and edits data to detect and correct errors.
- Updates national databases; maintains and updates records and files.
- Participates in data collection activities in support of special studies or national programs.
- Reads and interprets reference manuals and other written materials.
- Protects the integrity of ODIS-RPW data.
- Refers to supervisory personnel any matters that are not covered by instructions or that require resolution. This includes raising questions on matters that require clarification.

## **G. Senior Plant Manager**

The senior plant manager has the following responsibilities:

- Providing space and facilities to perform ODIS-RPW tests.
- Providing personnel to train as ODIS-RPW data collectors to conduct tests whenever statistical programs personnel are unavailable.
- Promptly informing the MSP about changes in mail processing operations that affect ODIS-RPW.

## **H. Associate Office Postmaster or Station Manager**

The associate office postmaster or station manager has the following responsibilities:

- Providing the space and assistance required to conduct ODIS-RPW tests within the office.
- Ensuring that the integrity of ODIS-RPW data is not sacrificed for operating expediency.
- Informing the MSP of problems that might compromise ODIS-RPW tests.
- Promptly informing the MSP about any operational changes that could affect ODIS-RPW tests.