UNITED STATES POSTAL SERVICE

Data Collection User's Guide for Cost Systems

Handbook F-65

September 2001
Transmittal Letter 3

A. Explanation. This handbook is a reference and training aid for employees at districts and post offices who conduct the Cost Systems tests. This revision contains the following substantive changes:

- **Chapter 2,** *Preparing for the Cost Systems Tests,* now organizes materials consistent with the target audience's needs and with other Statistical Programs' data collection user's guides.
- **Chapter 5** is now divided into four chapters according to the various subsystems or modes of transportation: Chapter 5, *Conducting the TRACS Highway Test;* Chapter 6, *Conducting the TRACS Rail Test;* Chapter 7, *Conducting the TRACS Amtrak Test;* and Chapter 8, *Conducting the TRACS Air Test.* These chapters also reflect the conversion of the data collection software from DOS to Windows.
- **Chapter 6,** *Transferring Test Data to the CODES Base Unit,* is now Chapter 9 and reflects current changes in technology.
- **Appendix B,** *Operating Policies,* which documents existing operational practices, now contains some **Appendix B,** *Operating Policies,* which documents existing operational practices, now contains some content originally found in Chapter 2. content originally found in Chapter 2.

In addition, revisions have been made to reflect the above changes in the Summary of Changes, the Table of Contents, the List of Exhibits, the List of Figures, the List of Tables, and the Index. Therefore remove and discard the previous Table of Exhibits, Table of Figures, Table of Tables, Chapters 2, 5, 6, and Appendix B, and insert the new materials into your handbook.

B. Distribution.

- **Initial.** This handbook revision is distributed to Statistical Programs Service Centers (SPSCs), Managers of Statistical Programs (MSPs), Data Collection Technicians (DCTs), and other offices and personnel involved with the Cost Systems tests.
- **Additional Copies.** Order additional copies of this handbook revision from the Material Distribution Center (MDC) by using PS Form 7380, *MDC Supply Requisition.*

C. Comments. Please refer all questions and suggestions about the content, clarity, organization, and editing of this document in writing to:

STATISTICAL PROGRAMS
FINANCE
US POSTAL SERVICE
475 L'ENFANT PLAZA SW ROOM 1830
WASHINGTON DC 20260-5238

D. Cancellations. Transmittal Letter 3 makes obsolete prior versions of Chapters 2, 5 and 6 and Appendix B of the F-65 Handbook and all SP letters issued before SP 5.

E. Effective Date. This revised handbook takes effect September 2001.

Richard J Strasser Jr.
Chief Financial Officer
Executive Vice President

Summary of Changes

Revisions to this issue of Handbook F-65 reflect changes made to the Transportation Cost System (TRACS) data collection procedures. In order to reflect more accurately the policies and procedures within the various TRACS modes, Chapter 5, *TRACS Test* has been divided into the 4 TRACS modes of transportation. Revisions include 3 additional chapters with Chapter 5 becoming *Conducting the TRACS Highway Test,* Chapter 6, *Conducting the TRACS Rail Test*, Chapter 7 *Conducting the TRACS Amtrak Test,* and Chapter 8 *Conducting the TRACS Air Test*. In addition, changes to Chapter 2, *Operating Policies*, reflect the update in the TRACS system. Chapter 6 has now become Chapter 9 with the name change, *LapComm.*

Chapter 2

1. Chapter 2 has been re-organized by system rather than by function.

2. The Carrier Cost System and the TRACS system includes procedures for accessing files from the base unit.

3. All systems include instructions on loading the sample files.

4. A form letter for informing the postmaster of a CCS test has been added as a RM.

Chapter 5

1. Detailed procedures are given for conducting the TRACS Highway Test.

2. Decision rules have been added on Rescheduling and Zero Volume tests.

3. Procedures are included for Set-Aside Test mail.

4. Updated screens have been added to reflect the Windows operating system.

5. Instructions are given for entering data into the CODES software.

6. The Related Materials have been updated to reflect current changes and include information from SP letters.

Chapter 6

1. Detailed procedures are given for conducting the TRACS Rail Test in Chapter 6.

2. Information in Chapter 6 follows the same guideline as the information in Chapter 5, *Conducting the Highway test.*

Chapter 7

1. Detailed procedures are given for conducting the TRACS Amtrak Test in Chapter 7.

2. Information in Chapter 7 follows the same guideline as information in Chapter 5, *Conducting the Highway test.*

Chapter 8

1. Detailed procedures are given for conducting the TRACS Amtrak Test in Chapter 8.

2. Information in Chapter 8 follows the same guideline as information in Chapter 5, *Conducting the Highway test.*

Chapter 9

1. Chapter 9 *LapComm* covers the same topics that were discussed in Chapter 6, *Transferring Test Data* to the CODES Base Unit.

2. Screens in this chapter have been updated using the new software.

Appendix B

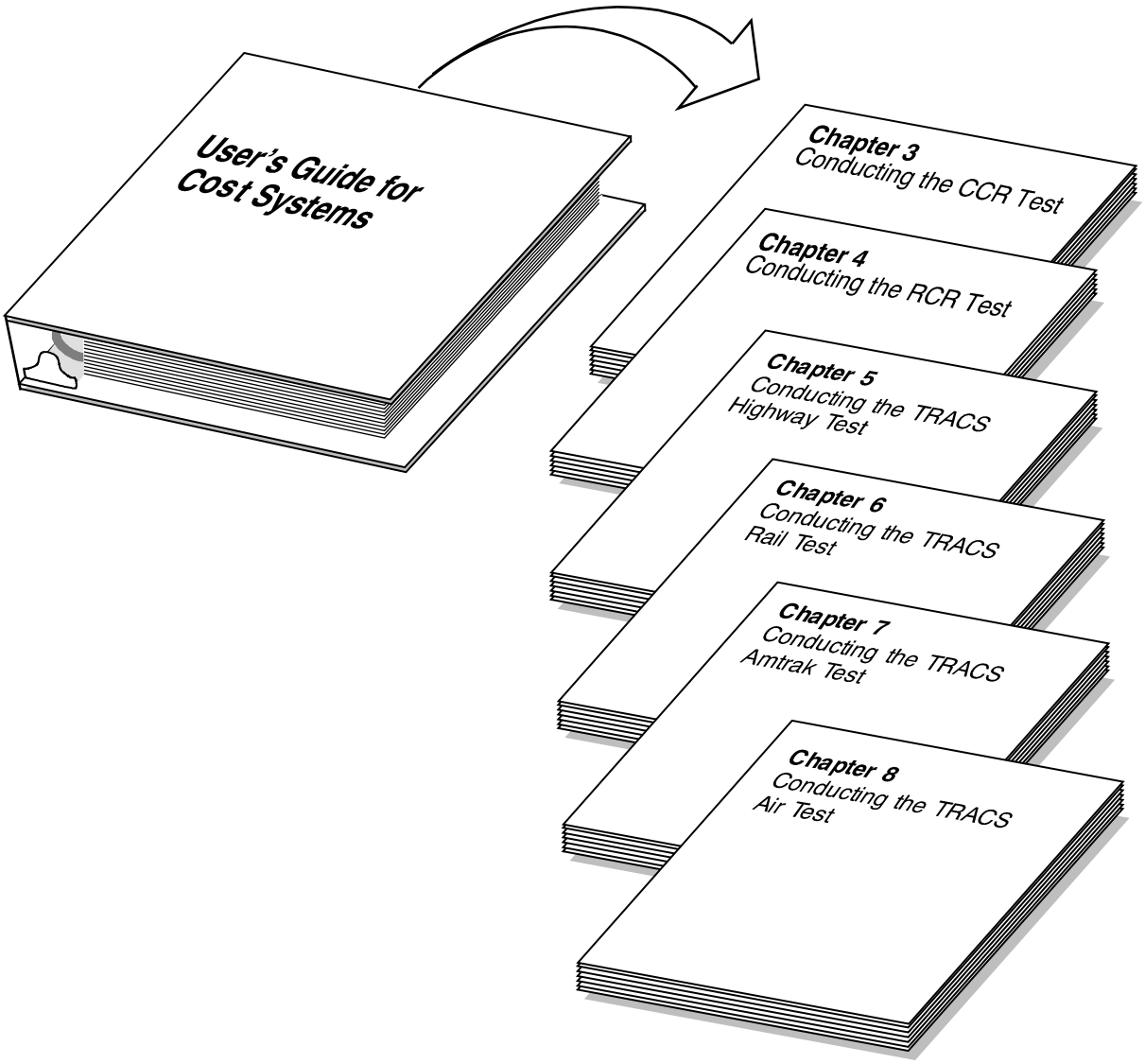
1. Appendix B has been reorganized according to systems rather than according to functions.

How to Use Handbook F–65

Welcome to the Data Collection User's Guide for Cost Systems

Removable Chapters for *Conducting the CCR Test, Conducting the RCR Test,* and *Conducting The TRACS Test:* You can remove Chapters 3, 4, 5, 6, 7, and 8 and take them with you to the test site. You will find all information necessary for conducting the CCR, RCR, and TRACS tests in six chapters.

Six Systems in One Volume



F–65 Utilities

F–65 utilities respond to your request for quick job aids and additional tools to make the guide easier to use. The utilities include the Highway Decision Trees, Special Keys for Entering TRACS Air Data, and the DNR Tag.

The Decision Trees. Decision Trees are highly condensed pictorial overviews indicating whether to reschedule, replace, or record zero volume for a TRACS Test. They are rules to follow in determining which mail class to select.

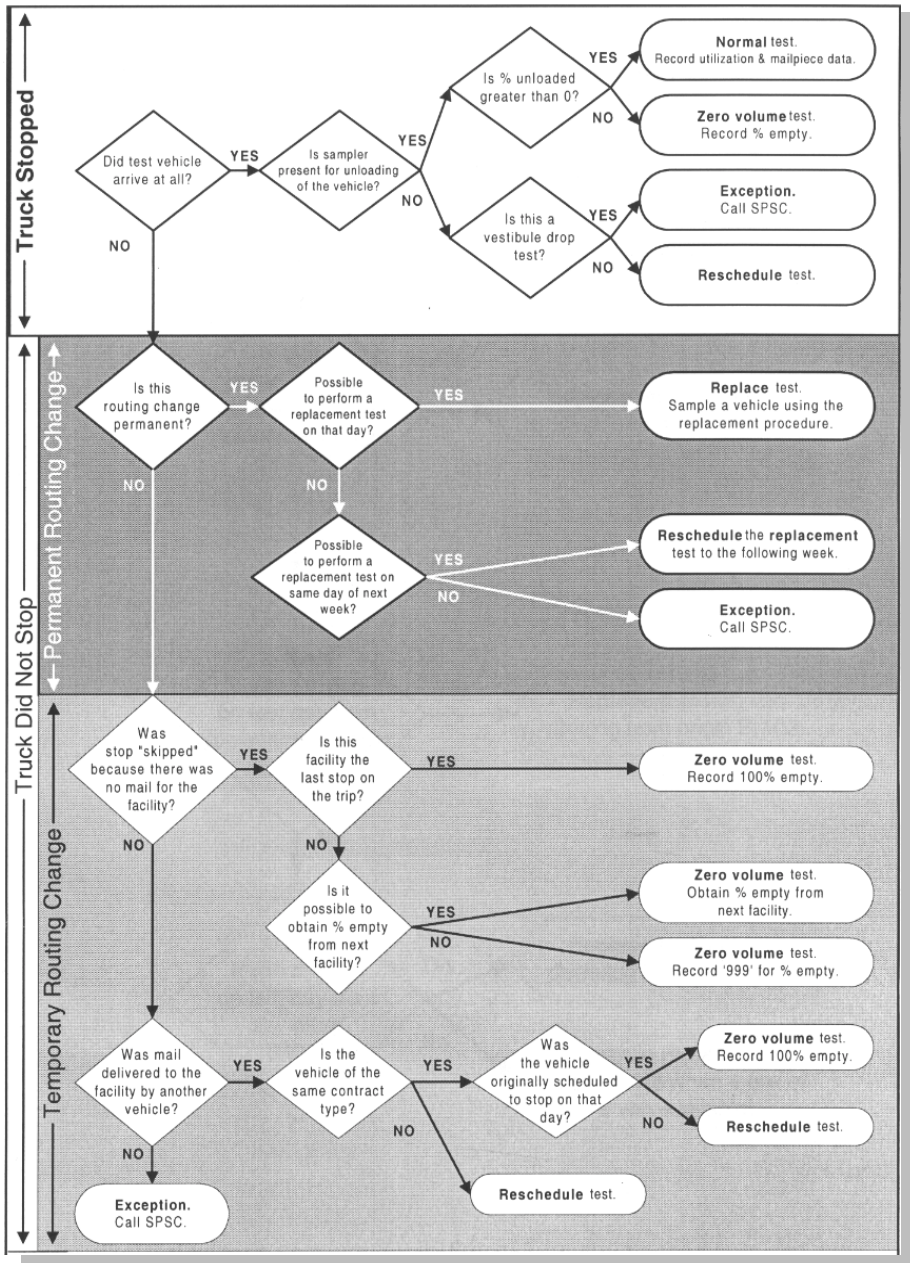


Exhibit 1. Sample Decision Tree

Special Keys for TRACS Air. The Windows version of TRACS Air takes advantage of the enhancement available with the Windows platform. This list of special keys may be helpful with your data entry.

Key	Description
<Home> and <End>	These keys move the cursor to the top or bottom of the *Select Mail Category* list.
<Tab>	Moves the cursor to the next field on the same page.
<Shift> and <Tab>	Moves the cursor to the previous field in the same page.
<F1>	<F1> activates the TRACS HWY online help file.
<F5>	<F5> activates the *Notes* field.
<F9>	<F9> ends/suspends the test.
<F11> and <F12>	These keys display the previous or the next screen, tab, etc. To go the previous screen, press <F11>. To go to the next screen, press <F12>. All items that have been entered can be paged through by pressing <F11> or <F12>.

Exhibit 2. Sample of Special Keys for Entering TRACS Air Data

DNR Tag. A DNR Tag provides the following information: origin airport, airline, flight number, and destination airport for each leg of the item and mail class indicator.

Exhibit 3. Sample DNR Tag

The Publication List. The Publication List references guides for additional sources of Statistical Program information.

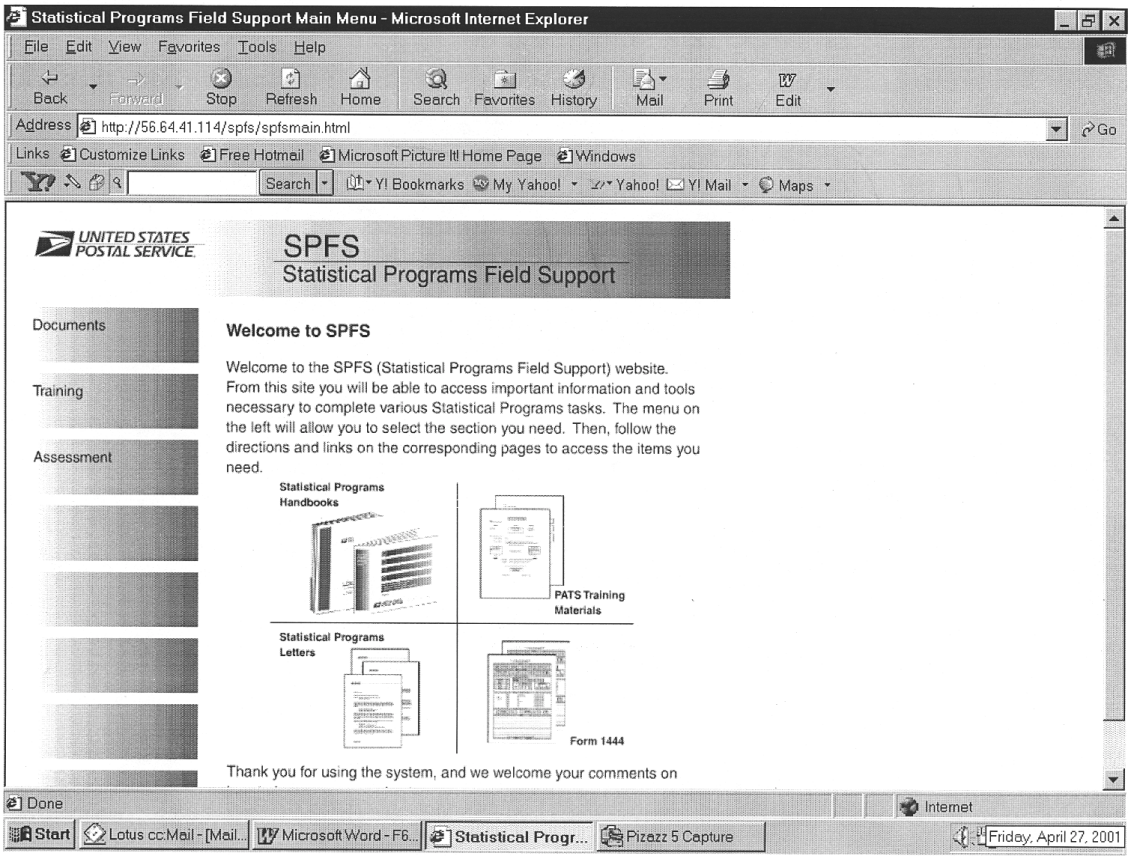
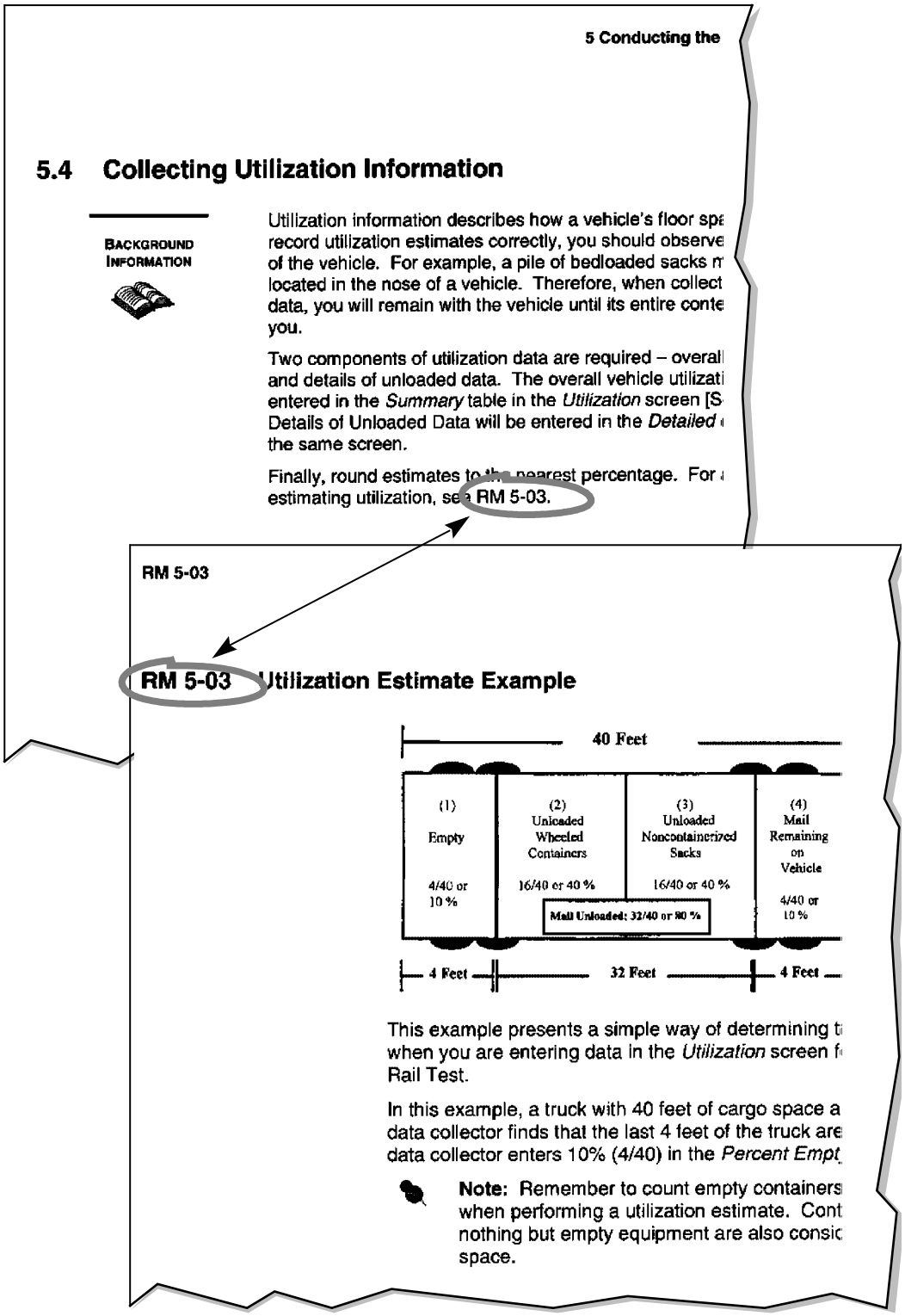


Exhibit 4. Sample Publication List

Related Materials: The RM sections in Chapters 3, 4, 5, 6, 7, and 8 offer tables and detailed descriptions of each mail category and examples of how to perform a task described in a particular chapter.



5 Conducting the

5.4 Collecting Utilization Information

BACKGROUND INFORMATION

Utilization information describes how a vehicle's floor spa
record utilization estimates correctly, you should observe
of the vehicle. For example, a pile of bedloaded sacks m
located in the nose of a vehicle. Therefore, when collect
data, you will remain with the vehicle until its entire conte
you.

Two components of utilization data are required – overall
and details of unloaded data. The overall vehicle utilizati
entered in the *Summary* table in the *Utilization* screen [S
Details of Unloaded Data will be entered in the *Detailed*
the same screen.

Finally, round estimates to the nearest percentage. For
estimating utilization, see RM 5-03.

RM 5-03

RM 5-03 Utilization Estimate Example

This example presents a simple way of determining t
when you are entering data in the *Utilization* screen f
Rail Test.

In this example, a truck with 40 feet of cargo space a
data collector finds that the last 4 feet of the truck are
data collector enters 10% (4/40) in the *Percent Empt*

Note: Remember to count empty containers
when performing a utilization estimate. Cont
nothing but empty equipment are also consic
space.

Exhibit 5. Sample Related Material

Step–By–Step Instructions: Easy–to–follow instructions will help you perform the CCR, RCR, and TRACS tests.

PROCEDURES

As you begin to collect information on the test vehicle, observe the following procedures:

- A test vehicle is defined by a contract route, a trip, a date and an unloading facility. Make certain the vehicle you are testing has the same contract route, trip number and frequency code as specified on the *General Information Table* in the *Header* screen. The *Frequency* code indicates the days in a week that the vehicle stops at the facility.
- Determine all stops the vehicle made prior to its arrival at the test facility.
- If the scheduled vehicle no longer exists and you are performing a replacement test using the replacement procedures in Section 5.2, you need to know the replacement route, trip, and frequency code. You will also need to ask for the origin facility code for the replacement vehicle, as well as the previous stops on the replacement route. Dock personnel and the driver should be able to help you to find this information.
- If the test vehicle did not stop at the test facility because no mail was to be unloaded, treat it as a zero volume test. If the test facility is not the last stop on the trip, collect information on the percent of vehicle floor space that is empty and the percent of vehicle floor space that is occupied by empty equipment from the down stream facility.

Exhibit 6. Sample of Step–by–Step Procedures

The Structure of the *Data Collection User's Guide for Cost Systems* is simple:

Preface

Chapter 1: Introduction

Chapter 2: *Preparing for the Cost Systems Tests*

Chapter 3: *Conducting the City Carrier Route Test*

Chapter 4: *Conducting the Rural Carrier Route Test*

Chapter 5: *Conducting the TRACS Highway Test*

Chapter 6: *Conducting the TRACS Rail Test*

Chapter 7: *Conducting the TRACS Amtrak Test*

Chapter 8: *Conducting the TRACS Air Test*

Chapter 9: *Transferring Test Data to the CODES Base Unit*

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Preface

The *Data Collection User's Guide for Cost Systems* introduces you to the data collection process and spells out official United States Postal Service policies governing that process. These step-by-step instructions will help you prepare for and conduct City Carrier Route (CCR) tests, Rural Carrier Route (RCR) tests, and Transportation Cost System (TRACS) tests. You will also learn how to transfer data to the Base Unit once a test or reading is completed.

Where appropriate, this book refers to other Postal Service handbooks.

Who Should Read This Book

Data collectors may use this guide as a learning tool during training, as well as a review and reference guide once they become experienced data collectors. Postmasters and mail carriers may use this guide as a reference tool to obtain background information on testing procedures and practices.

To use the guide effectively, you should have a strong knowledge of Postal Service operations and terminology.

How to Use This Book

The *Data Collection User's Guide for Cost Systems* is divided into six chapters. Each chapter can be read and used separately. You can take only the chapter you need when you conduct a cost system test without having to take the entire guide with you. You also may want to take the index to ensure you can find information quickly if necessary.

The *Data Collection User's Guide for Cost Systems* contains the following chapters:

Chapter 1, "Introduction," explains the Postal Service data collection policies. It helps you understand the entire data collection cycle and the importance of following data collection procedures exactly.

Chapter 2, "Preparing for the Cost System Tests," explains what you need to do before conducting the CCR, RCR, and TRACS tests. It also explains the scheduling process, how to resolve scheduling conflicts, as well as how and when you should reschedule tests.

Chapter 3, "Conducting the City Carrier Route Test," explains how to educate CCR test participants on: locating mail; using the CODES software; selecting the stops for sampling; counting and recording mail; and reviewing data before ending the test. It also explains what materials you need to take with you to conduct the test properly.

Chapter 4, "Conducting the Rural Carrier Route Test," explains how to educate RCR test participants on: locating mail; using the CODES software; selecting the stops for sampling; counting and recording mail; conducting the RCR test over the telephone; completing the required forms; and reviewing data before ending the test. It also explains what materials you need to take with you to conduct the test properly.

Chapter 5, "Conducting the TRACS Highway Test," explains how to collect data accurately for the different rate categories of mail, which are transported by highway. These data are used to help the Postal Rate Commission determine postal rates.

Chapter 6, "Conducting the TRACS Rail Test," explains how to collect data accurately for the different rate categories of mail, which are transported by rail. These data are used to help the Postal Rate Commission determine postal rates.

Chapter 7, "Conducting the TRACS AMTRAK Test," explains how to collect data accurately for the different rate categories of mail, which are

transported by AMTRAK. These data are used to help the Postal Rate Commission determine postal rates.

Chapter 8, "Conducting the TRACS Air Test," explains how to collect data accurately for the different rate categories of mail, which are transported by air. These data are used to help the Postal Rate Commission determine postal rates.

Chapter 9 "Transferring Data to the CODES Base Unit," explains how to transfer data by disk from the laptop computer to the CODES Base Unit. It describes how to delete a reading from the laptop after you have transferred data to the disk. In addition, it explains how to move data to the Base Unit via a modem.

These chapters are followed by a glossary of terms and an index.

Conventions Used in This Book

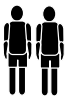
The *Data Collection User's Guide for Cost Systems* uses certain conventions to make it easy for you to identify different types of information. This section describes the particular conventions and their functions.

Icons

This book contains small images, called icons, to help you recognize distinct types of information at a glance. Each icon fits a particular type of information, and you will see the icon each time certain types of information are provided. Icons do not appear if the corresponding type of information is not present.

The following list details the icons used in the *Data Collection User's Guide for Cost Systems.* These icons enable the user to quickly identify specific information.

ESSENTIAL PERSONNEL



You will see this icon when there is a discussion about which Postal Service staff members are involved in a task.

REQUIRED MATERIALS

You will see this icon when you are given information about the materials you need in order to complete a task.

ASSOCIATED TASKS

You will see this icon when there is a list of subtasks related to the main task.

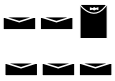
BACKGROUND INFORMATION

You will see this icon when you are given information that you must understand before you try to complete a task.

PROCEDURES

You will see this icon when there is an explanation of how to do a task.

EXCEPTIONS



You will see this icon when there is an exception to a task or tasks which were explained in a previous section.

You will see this icon on the top of each page of the Related Materials section of each chapter. Related Materials contain additional information that may help you perform tasks.

Notes

Notes remind you about the effect of particular actions. They appear as follows:

Note: This shows how a note is displayed.

Examples

Examples illustrate the text that comes before them. Usually, examples describe a situation that might come up on the job and show how to handle the situation. Examples appear as follows:

Example 1. This shows how an example is displayed.

Procedures

All step-by-step instructions are numbered and in bold, as in the following example:

1 **Enter the number of mailpieces for the class, subclass, and type you have selected.**

Additional information about the step may follow the instruction, as displayed below.

Bullets

Lines beginning with a bullet (■) in step-by-step instructions indicate alternative steps, as in the following example:

1 **To indicate if the information is correct, type the appropriate letter.**

- **<Y>.** The information is correct.
- **<N>.** The information is incorrect.

Bullets are also used to emphasize items in a list.

Acronyms

The following acronyms are used frequently throughout this book:

CAG	Cost Ascertainment Grouping
CCR	City Carrier Route
CCS	Carrier Cost System
CODES	Computerized On-Site Data Entry System
NDCBU	Neighborhood Delivery and Collection Box Unit
RCR	Rural Carrier Route
SPC	Statistical Programs Coordinator
USPS	United States Postal Service

Where To Go for More Information

In addition to the *Data Collection User's Guide for Cost Systems,* you may want to refer to the following resources:

- *M-39* *Management of Delivery Services*
- DMM *Domestic Mail Manual*
- *PO-603* *Rural Carrier Duties and Responsibilities Handbook*
- *Form 1621* *Delivery Management Report*
- *Form 4241-A* *Rural Route Evaluation*
- *CODES Administrator's Guide*

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Chapter 1
Introduction

In order to set appropriate rates, the Postal Service must develop cost information for each class of mail, rate category, and type of service. These costs are used not only to develop proposals for new postal rates, but also to assist in the preparation of budgets and to conduct management studies. Although the total operating costs of the Postal Service are available from the book of accounts, these records do not indicate how much of the total costs should be attributed to each specific class and subclass of mail and special service.

The Postal Service is required to “break even” financially over a period of years. That is, total revenue must equal total cost. The rates for each mail service are determined by using cost as a basic reference point. Rates must be high enough to ensure that the revenue generated from a class of mail exceeds the costs associated with that particular mail class. As part of the effort to achieve this requirement, it is Postal Service policy to continuously collect information about revenue, pieces, weight, and cost, using various tests.

To gather information about mail characteristics and costs of processing, transporting, and delivering mail, the Postal Service conducts tests that provide data for the following cost systems:

- Carrier Cost System (CCS)
- Transportation Cost System (TRACS)
- In-Office Cost System (IOCS)

For information on the IOCS test, see *Handbook F-45, In-Office Cost System—Field Operating Instructions.*

This chapter gives an overview of the overall process of changing postal rates, introduces the cost system tests, and describes the Computerized On-Site Data Entry System (CODES). The remaining chapters provide detailed instructions for performing the tests.

1.1 Understanding the Postal Rate-Making Process

As a data collector, you play an important role in the postal rate-making process, but not the only role. This section describes the entire process of changing postal rates. It explains who does what, as well as why consistent, accurate data collection is essential.

The rate-making process consists of five phases, as shown in Figure 1–1.

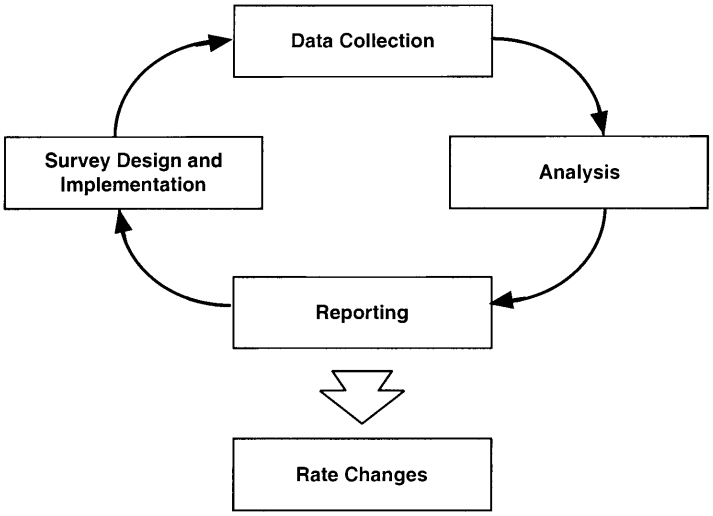

Figure 1–1. The Postal Rate-Making Process

In the **survey design and implementation phase**, Product Finance and Statistical Programs (SP) develop or revise the sampling methods and data collection procedures, then implement them.

In the **data collection phase**, you use a laptop computer to record data about mail characteristics or employee activity. This information goes to a Base Unit and is then transmitted to a mainframe computer.

In the **analysis phase**, Product Finance analyzes the data and projects future costs.

In the **reporting phase**, Product Finance prepares reports that may be used to support any rate change requests approved by the Board of Governors and submitted to the Postal Rate Commission.

In the **rate change phase**, the Postal Rate Commission reviews rate change requests and makes a recommendation to the Postal Service Board of Governors, who may then act upon the decision. Rate changes that are approved are put in place by the Postal Service.

These phases are explained in more detail in the following sections.

1.1.1 Survey Design

Before data are collected, Product Finance designs the test.

- The personnel in Product Finance design the sampling methodology. For example, they decide how frequently certain tests should be performed, the number of sites at which the tests should be performed, and the type of information the tests should gather.

- The personnel in Statistical Programs prepare the procedures, describing when and how data will be collected. They also prepare data collector training.

When designing a test, Product Finance uses established statistical methods to ensure that the collected data are reliable. Some of the principles behind these methods are as follows:

- Collect data on every case in existence (a *census*) or choose a smaller group to study.

  Choosing a smaller group is called *selection* or *sampling,* and the group that is chosen is called a *sample*.

- Use the same procedure to gather the data, no matter who is conducting the test.

  This method requires explicit instructions to cover a variety of situations so that different data collectors will collect the data in the same way and enter the same answers in identical situations.

- Use questions that will not be interpreted differently by different people.

  This method ensures that different data collectors performing the same test under the same circumstances will get the same data.

- Test the questions and procedures before using them to gather real data.

  Such tests are called *pilot tests*, and they are performed to find and correct problems in the procedures that would lead to inaccurate or unreliable data.

- Check the data before they are analyzed.

  Data collectors review their entries before transferring the data to the Base Unit. Product Finance also checks the data for completeness before they are analyzed.

- Analyze the data and, based on the results, propose changes or improvements to the system.

  For the Postal Service, these changes or improvements may address varied topics such as changing the postal rates.

1.1.2 Data Collection

Data collection is the cornerstone on which postal rate changes are based. Quality data and, ultimately, the ability to make accurate cost projections depend on proper data collection techniques. It is imperative that data be collected in a consistent manner, regardless of who performs the test. For this reason, the test questions and procedures are written to ensure that the data are gathered consistently and in a way that will not introduce error or bias. To ensure the reliability of the data, it is imperative that you follow the procedures exactly. Review them periodically to be sure you have not veered away from them or forgotten small details.

Note: If you have questions that are not answered in this guide, raise them with your Statistical Programs Coordinator (SPC). This ensures that all data collectors with the same question will get the same instructions and will therefore collect data consistently. Addressing your questions to SPCs also helps them find out which parts of the guide may need to be clarified or updated. The SPCs report any problems to Statistical Programs, which decides on solutions. Any resulting procedural revisions will be shared with you after they are noted by the Statistical Programs Service Center and your SPC.

- To determine which sites you will test for cost system tests, Product Finance selects samples before the beginning of each quarter.

1.1.3 Analysis and Reporting

After you collect test data and remote upload the data to the Base Unit or transfer the data from the laptop to the Base Unit at your office, your SPC or a designee sends the data to a mainframe computer, where it is then added to test data from many other locations. Product Finance uses the data to calculate current year costs. They may use the resulting projections in a report on the cost of handling and delivering different classes of mail and providing special services.

1.1.4 Rate Changes

Any request to change postal rates is submitted by the Postal Service Board of Governors to the Postal Rate Commission. The Board of Governors helps justify its rate change requests with the reports that Product Finance prepares. These reports are based on the data you gather. The Postal Rate Commission, which is made up of five members appointed by the President, considers the request, reviews the supporting material, hears testimony from the public, and makes a recommendation. The Postal Service Board of Governors may then approve, allow under protest, reject, or modify this decision. Any rate changes that the Board of Governors approves are then put into place by the Postal Service.

1.2 Understanding the Carrier Cost System (CCS)

The Carrier Cost system (CCS) includes the following tests:

- City Carrier Route (CCR), and
- Rural Carrier Route (RCR)

The CCR and RCR tests are used to estimate mail characteristics on different routes and at different times of the year for each category of mail. This determines the portion of total delivery costs that is attributable to each mail category. The CCR and RCR tests allow the Postal Service to spread delivery costs across all pertinent categories of mail. The data are also used to see how mail volume affects the number of stops and deliveries a mail carrier must make. *The tests are not used to set work standards or measure mail carrier performance.*

The CCR test measures mail characteristics on a sample of city routes, and the RCR test measures mail characteristics on a sample of rural routes. The main differences between the tests are in sampling and identifying mail. In the city test you sample stops, while in the rural test you sample boxes. In the city test you count mail according to how it is cased, but in the rural test you count it according to its measurements.

For instructions on performing the CCR test, see Chapter 3, “Conducting the City Carrier Route Test.” For instructions on performing the RCR test, see Chapter 4, “Conducting the Rural Carrier Route Test.”

1.3 Understanding the TRACS Tests

TRACS is a statistical sampling and data collection system that provides information that allows the Postal Service to estimate the costs by subclass for the major inter-facility purchased transportation cost accounts. Since the characteristics of purchased transportation vary significantly by mode, TRACS uses five separate sampling systems to collect data: highway, rail, Amtrak, passenger air, and network air. TRACS develops cubic-foot-mile distribution keys for highway and rail, pound-mile distribution keys for passenger air and network air, and square-foot-mile distribution keys for Amtrak costs. The Postal Service spends more than $3 billion each year for purchased transportation on 70 airlines and 15,000 trucking contractors. We sample 11,000 truck, airline, and rail van trips each year in order to attribute these costs to various classes of mail.

TRACS surface transportation tests (highway trucks, rail vans, or Amtrak) sample mail traveling on a specific vehicle arriving at the test facility on the test day. All mail off-loaded from the vehicle at the test facility is eligible for sampling. Information on weight and volume by rate category is recorded for the contents of sampled containers and items. In order to develop the cubic-foot-mile estimates, Data Collection Technicians (DCTs) record the facility where the mail was loaded onto the test vehicle to establish miles traveled. The percent of the vehicle's floor space occupied by each container type is then used to establish cubic-feet utilized.

TRACS air transportation tests (passenger air or network air) sample mail departing from the test Air Mail Facility (AMF) on the test day. All mail on the test flight that shares the same airline, flight number, origin, and destination for the first leg, regardless of its final destination, is eligible for sampling. Eight items (sacks, parcels, trays, etc.) are selected from each test flight based on a primary mail class code listed on the item's Air Contract Transportation (ACT)Tag Label. The ACT Tag is a bar-coded label placed on mail items traveling by air, which, when scanned at the originating facility, creates a record of the ACT Tag codes, the weight of the item, and the distance the mail will travel. Volume and routing information recorded by DCTs is merged with the ACT Tag records to develop the distribution key for the airline and network accounts.

Since each subsystem has a different sample design and estimation methodology, they each require a different data collection procedure. Chapter 5 contains instructions on conducting tests for each of the subsystems. Refer to sections that contain relevant information for conducting a specific test.

1.4 Understanding the CODES Software

The CODES software allows you to enter data for cost system tests directly into a laptop computer. After you finish a test, move these data from the laptop to the Base Unit at your statistical programs unit office. Some instructions for using CODES software during a cost system test have been incorporated into this guide.

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Chapter 2

Preparing for the Cost Systems Tests

BACKGROUND INFORMATION

Once Headquarters selects cost systems tests, the MSP or designee performs several activities to prepare for the tests. This chapter describes the preparatory tasks and gives step-by-step instructions for completing them.

ESSENTIAL PERSONNEL

If the MSP asks you to help prepare for a cost systems test, you will do so with the help of the postmasters and test participants at the selected sites.

- The MSP may ask you to notify the test site and perform the advance preparation to set up the test.
- Postmasters and test participants help by answering preliminary questions over the telephone.

REQUIRED MATERIALS

Depending on the test for which you are preparing, you may need the following materials. To be sure, see the instructions in the associated tasks section.

- List of scheduled tests.
- Telephone.
- CODES laptop computer.

ASSOCIATED TASKS

To prepare for a test, you will perform the following tasks as necessary:

- Receive the test schedule.
- Contact the test site to make advance preparation.

The remainder of this chapter discusses these tasks in more detail. Each section explains the purpose of the task, gives background information, and provides step-by-step instructions for performing the task. Where helpful, examples are provided.

2.1 City Carrier Cost System

BACKGROUND INFORMATION

For City Carrier Cost System (CCS) tests, contact the test site prior to the test day in order to inform the necessary personnel of the test, to determine when the test will be performed, and to gather any information necessary to conduct the test. Providing advance notice to the appropriate field personnel regarding scheduled tests is necessary in order to ensure you have the required assistance during the tests.

2.1.1 Contacting Test Sites and Advance Preparation

Call the appropriate people the day before the test to gather additional information for the test and to determine when to arrive at the test site. You can find the telephone number in the local telephone directory. Speak to the postmaster or designee, and complete the following steps:

Note: For a CCS test, you may inform the postmaster about an upcoming test a week or more in advance. This advance notice enables the postmaster to ensure that a carrier who knows the route is scheduled for the test day. It will allow you to learn if a City Carrier Test is being conducted on a Vertical Improved Mail (VIM) route.

Note: An example of the letter used to inform a postmaster about a pending CCS test is given in RM 2-01. You may modify this letter as appropriate for your specific situation.

PROCEDURES

1. **Introduce yourself and explain the purpose of the call.**

   You are calling to inform or remind the postmaster that a particular route is scheduled for a CCS test soon.

2. **If the postmaster is unfamiliar with the test, explain the test on the telephone and in person on the test day.**

   For instructions on describing the city test, see Chapter 3.

3. **Ask if the carrier or a substitute who knows the route will be present for the test.**

   If not, reschedule the test as explained in Appendix B.

4. **Ask what time the carrier pulls down the case.**

   Arrive one hour before pull-down. If the carrier pulls down the case more than once for the tested route, arrive one hour before the first pull-down.

5. **Ask whom you should report to once you arrive.**

6. **If you are conducting a CCS test, ask if the route receives segmented or DPS mail.**

   On the test day, before conducting a test, be sure to ask if the route receives segmented or DPS mail. If it does receive segmented or DPS mail, tell the postmaster that this mail must be included in the count. If it does not receive such mail, continue as usual. Taking such precautions and asking relevant questions ensures that the segmented or DPS mail is not omitted from the test.

7. **Confirm the test and the information gathered in Steps 3 through 6.**

8. **Answer any questions the postmaster may have.**

9. **Thank the postmaster for his or her time and assistance.**

2.1.2 Receiving the Test Schedule

BACKGROUND INFORMATION

City Carrier Cost System tests are scheduled each postal quarter. About 2 weeks before the start of a quarter, the MSP or designee downloads the test lists from a mainframe computer to the Base Unit. The MSP then transfers the test schedule information to a laptop and assigns a data collector to conduct the test. A test schedule is a list of routes to be tested and the dates and locations of the tests. CCS test schedule information appears in two places:

- From the schedule developed by the MSP or designee. (This schedule is based on the quarterly sample selection files taken from the CODES Base Unit.)
- On the sample selection file available on the CODES laptop.

The sample selection file shows the following information:

- The location and routes to be tested.
- The date when each test must be performed.
- Administrative information, such as finance number and test identification number.

2.1.2.1 Accessing the CCS Sample Selection File From the Base Unit

At times, you may need to access cost systems test information directly from the Base Unit.

To access and print the test schedule report from the Base Unit, complete the following steps:

1. **Select *<5> Carrier Cost* from the Base Unit Main Menu.**
2. **Select *<1> City Carrier BU***
3. **Select <3> *Carrier System Management*.**
4. **Select <3>, *Review Carrier Sample Records*.**
5. **Select the order in which you wish to see the City Carrier sample: *Test Date* (option 1), or *Test ID* (option 2).**
6. **Select the test you wish to access from the City Carrier Test Sample Records, if you wish to select only one test. However, if you wish to print test records, continue with Step 7 below.**
7. **Press <P> to print the Carrier Cost report. Choose one of the 3 choices for printing:**

   <1> All Tests: Choosing this option will prompt the question, *Do you want one test per page?* Answering *Yes* to this question will print one test item per page.

   <2> A Specific Test: Only the test selected will be printed. You also have the option of changing your selection upon viewing this screen.

   <3> Tests in a Range of Dates: Insert the starting date and the ending date of the tests you wish to print. Once this is complete, you will be asked, *Do you want one test per page?* Answering *Yes* to this question will print one test item per page.

2.1.2.2 Accessing the Sample Selection Files from the CODES Laptop

To access the CCS sample selection files from the CODES laptop, follow the given procedures.

1. **Select the CODES icon from your desktop.** Upon clicking the icon, the CODES Main Menu will appear on your screen (Figure 2-1).

Figure 2-1 *CODES Main Menu*

2. **Select *4 City Carrier Cost System* from the *CODES Main Menu*.** Click once to access the Update screen (Figure 2-2).

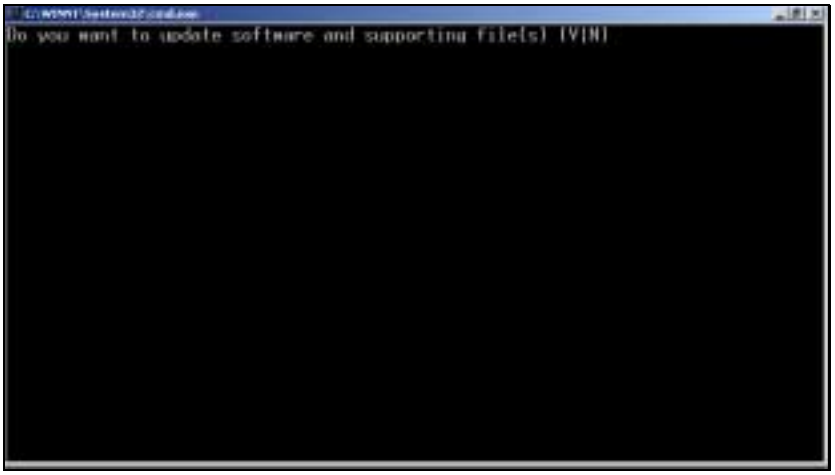

Figure 2-2 *CCS Update Screen*

Type <N> (for No) if you do not want to update the software or supporting files. Type <Y>(for Yes) if you would like to load new files into the system.

3. **To display the *CCS Main Menu* on the laptop**, type <N> on the *CCS Update Screen,* and the *CCS Main Menu* (Figure 2-3) will appear.

Figure 2-3 *CCS Main Menu*

4. **To access the sample selection screen, select *(3) Review Sample*** , and the Select a Test screen will appear. (Figure 2-4)

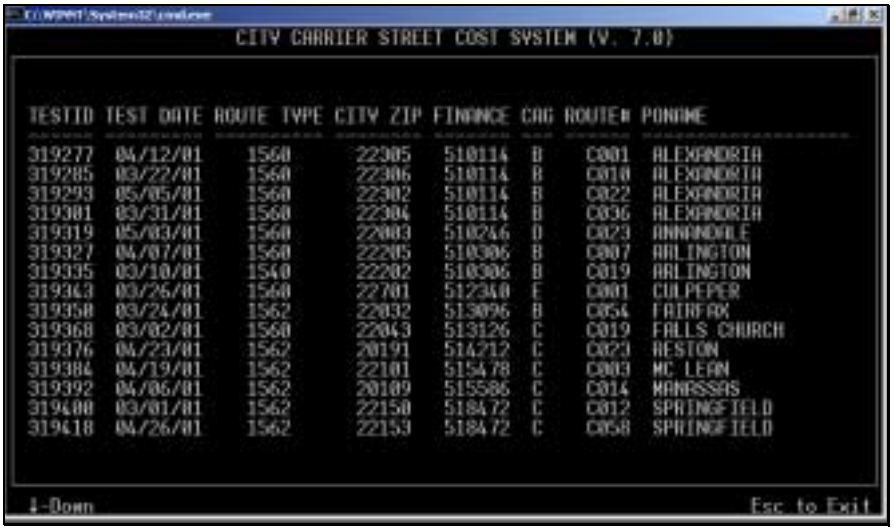

Figure 2-4 *Select a Test*

The Select a Test screen displays all the tests that are available for a given postal quarter.

2.1.2.3 Loading the Sample File

From the *CCS Update* Screen (See Figure 2-2), press <Y> *Yes.*

CODES prompts you to insert the floppy disk with the sample files.

Insert the diskette downloaded from the Base Unit with the sample files for that postal quarter; press <OK>. The sample files are loaded for the postal quarter.

2.2 Rural Carrier Cost System (RCS) Test

BACKGROUND INFORMATION

For Rural Cost System (RCS) tests, contact the test site prior to the test day in order to inform the necessary personnel of the test and to gather all information necessary to conduct the test. Providing advance notice to the appropriate field personnel regarding scheduled tests is necessary in order to ensure you have the required assistance during the tests.

2.2.1 Contacting Test Sites and Advance Preparation

Call the appropriate people prior to the test to gather additional information for the test and to determine when to arrive at the test site.

Note: For an RCS test, inform the postmaster about an upcoming test a week or more in advance. This advance notice enables the postmaster to ensure that the carrier and supervisor who know the route is scheduled on the test day.

Note: Also contact the supervisor and carrier prior to the test to obtain information needed to properly complete the test. The carrier should be contacted the day before the test before the carrier's last pull-down.

Note: An example of a letter used to inform a postmaster about the pending RCS test is given in RM 2-02. This letter may be modified as appropriate for the specific situation.

PROCEDURES

1. **Contacting the postmaster.**

   a. **Introduce yourself and explain the purpose of the call.**
   Inform or remind the postmaster that a particular route is scheduled for an RCS test.

   b. **If the postmaster or designee is unfamiliar with the test, explain the test on the telephone.**
   For instructions on describing the rural test, see Chapter 4.

   c. **Explain that the postmaster or designee is responsible for completing PS From 2848, *Rural Carrier Route Mail Acceptance Data.* The postmaster or designee must complete PS Form 2848 after the carrier returns from delivering the mail on his or her route.**

   d. **Ask whom the data collector should report to when he or she arrives.**

2. **Contacting the carrier supervisor:**

   a. **Laptop Header Information.**

   Ask the carrier supervisor to have ready PS Form 4241-A, Rural Route Evaluation, for the sampled route. Use the information on the PS Form

4241-A to complete header record questions to the intermediate office questions. See Section 4.1.2.13 to learn how to complete the laptop header screen.

b. Intermediate Offices

Determine if the sampled route serves intermediate offices. If it does, utilize the header screen of the laptop software to determine if the headout office or an intermediate office will be sampled. See Section 4.1.2.14 to learn how to complete the intermediate route section of the laptop header record.

If the intermediate office selected to be sampled is under the jurisdiction of a district office other than the headout office, notify your MSP. In turn, the MSP will call the Statistical Programs Service Center to determine the best way to proceed.

Ask the supervisor what time the office opens, what time the first clerk arrives, what time the first truck arrives, what time the clerks begin to distribute mail to the routes, and what time the carrier is expected to arrive. The data collector must know this information in order to arrive early enough to set up and begin sampling mail before the carrier arrives.

Confirm that the regular carrier or a substitute who knows the route will be carrying the mail on the sampled route the day of the test. If a person unfamiliar with the route will be working the route that day, it may be necessary to reschedule the test.

3. Contacting the carrier

Contact the carrier the day before the test before the carrier begins the final pull-down. Explain the purpose of the test and the use of the test to the carrier. Explain the concept of test window, what mail is included and excluded from the test, marking of mail to be excluded from the test, and the handling of PM mail.

2.2.2 Receiving the Test Schedule

BACKGROUND INFORMATION

Rural Carrier Cost System tests are scheduled each postal quarter. About 2 weeks before the start of a quarter, the MSP or designee downloads the test lists from a mainframe computer to the Base Unit. The MSP then transfers the test schedule information to a laptop and assigns a data collector to conduct the test. A test schedule is a list of routes to be tested with the dates and locations of the tests. RCS test schedule information appears in two places:

- From the schedule developed by the MSP. This schedule is based on the quarterly sample selection files taken from the CODES Base Unit.
- On the sample selection file available on the CODES laptop.

The sample selection file shows the following information:

- The location and routes to be tested.
- The date when each test must be performed.
- Administrative information, such as finance number and test identification number.

2.2.2.1 Accessing the RCS Sample Selection File From the Base Unit

At times, you may need to access cost systems test information directly from the Base Unit.

To access and print the test schedule report from the Base Unit, complete the following steps:

PROCEDURES

1. **Select *<5> Carrier Cost* from the Base Unit Main Menu.**
2. **Select *<2> Rural Carrier BU.***
3. **Select <3> *Carrier System Management*.**
4. **Select <3>, *Review Carrier Sample Records*.**
5. **Select the order in which you wish to see the Rural Carrier sample: *Test Date* (option 1), or *Test ID* (option 2).**
6. **Select the test you wish to access from the Rural Carrier Test Sample Records, if you wish to only select one test. However, if you wish to access multiple tests, continue with Step 7 below.**
7. **Press <P> to print the Carrier Cost report. Choose one of the 3 choices for printing:**

   <1> All Tests: Choosing this option will prompt the question, *Do you want one test per page?* Answering *Yes* to this question will provide one test item per page.

   <2> A Specific Test: Only the test selected will be printed. You also have the option of changing your selection upon viewing this screen.

   <3> Tests in a Range of Dates: Insert the starting date and the ending date of the tests you wish to print. Once this is complete, you will be asked, *Do you want one test per page?* Answering *Yes* to this question will provide one test item per page.

2.2.2.2 Accessing the Sample Selection Files From the CODES Laptop

To access the sample selection file for the Rural Carrier Cost System follow the procedures given.

PROCEDURES

1. **Select the CODES icon from your desktop.** Upon clicking the icon, the *CODES Main Menu* (Figure 2-5) will appear on your screen.

Figure 2-5 *CODES Main Menu*

2. **Select *5 Rural Carrier Cost System from the CODES Main Menu*.** Click once on the bar to access the RCS Main Menu (Figure 2-6).

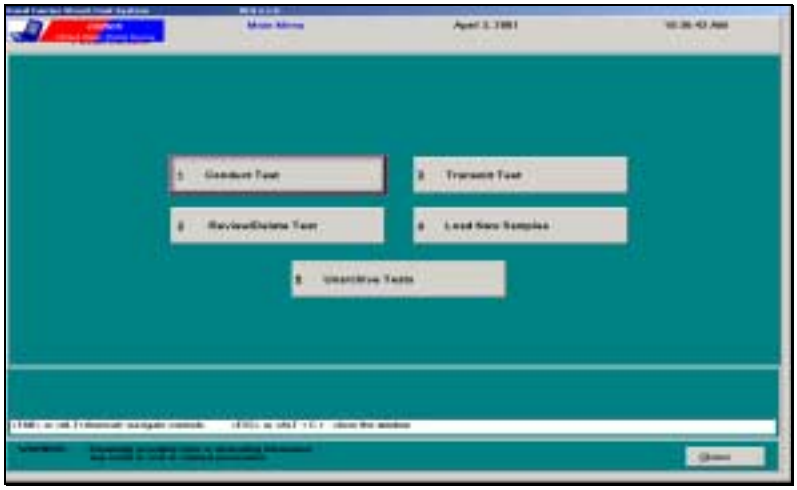

Figure 2-6 *RCS Main Menu*

3. **Select *1 Conduct Test*.** When you select the bar the *Select a Test* screen (figure 2-7) will appear.

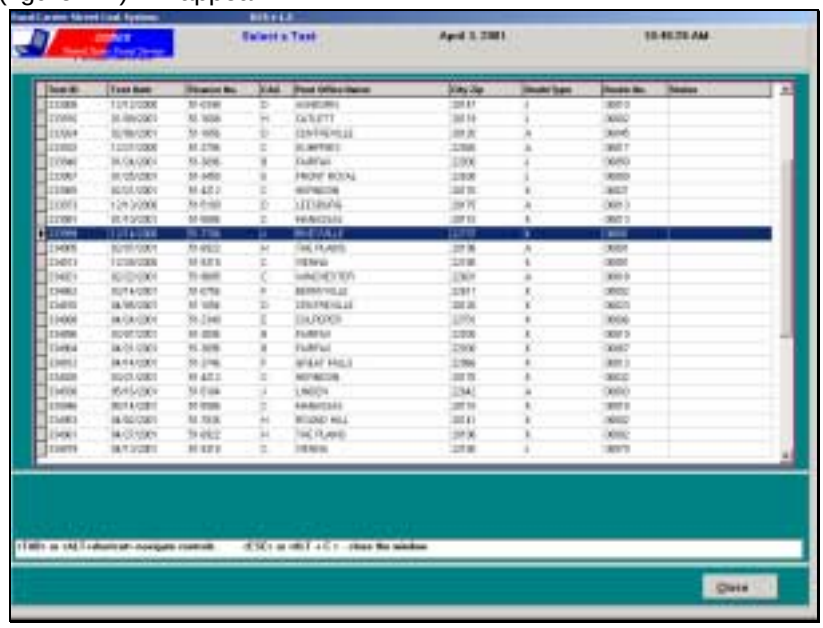

Figure 2-7 *Select a Test*

The *Select a Test* screen displays all the tests that are available for a given postal quarter.

2.2.2.3 Loading the Sample File

From the *RCS Main Menu* (Figure 2-6), select *4 Load New Samples*.. CODES prompts you to insert the floppy disk with the sample files.

Insert the diskette downloaded from the Base Unit with the sample files that contain the sample file for that postal quarter; press <OK>. The sample files are loaded for the postal quarter.

2.3 Transportation Cost System (TRACS) Test

BACKGROUND INFORMATION

For the Transportation Cost System (TRACS) tests, contact the test site prior to the test day in order to inform the necessary personnel of the test, to determine when the test will be performed, and to gather any information necessary to conduct the test. Providing advance notice to the appropriate field personnel regarding scheduled tests is necessary in order to ensure you have the required assistance during the tests.

2.3.1 Contacting Test Sites and Advance Preparation

TRACS tests require advance preparation. The rail test requires the most preparation. For all tests, coordinate your arrival and sampling times with the Transportation Analyst, Vehicle Control Office personnel, or other personnel at the test facility.

Call the test site two days prior to the test. Use Table 2–1 for further help in locating individuals that may be able to assist you.

Table 2–1. Individuals to Consult for Assistance with a TRACS Test

Facility	Individuals to Consult
Sectional Center Facility (SCF) (P&DC)	Transportation Analyst Dock Supervisor Tour Supervisor
Associate Office (AO)	Postmaster
Airport Mail Facility (AMF)/Airport Mail Center (AMC)	Transportation Analyst Dock Supervisor ACDCS Operator Tour Supervisor Express Mail Clerk Ramp Clerk
Bulk Mail Center (BMC)	Vehicle Control Office Transportation Analyst Dock Supervisor Tour Supervisor Logistics Coordinator
Amtrak Stations & Facilities	Postal Service Transfer Clerk Amtrak Representative

2.3.1.1 TRACS Highway

For a highway test, contact the appropriate personnel from Table 2-1 based on the location of the test.

PROCEDURES

1. **Introduce yourself and explain the purpose of your call.**

   Inform or remind the facility personnel that a TRACS highway test is scheduled soon.

   If the facility personnel is unfamiliar with the test, explain the test.

2. **Verify that the test vehicle will stop at the test facility on the scheduled test day. Select a replacement vehicle otherwise.**

   Tell the facility personnel which vehicle you plan to sample. The specific contract type, the route number, the trip number, and the frequency code (indicating the date the vehicle operates) of the test vehicle may be found on the Header sheet or the *Header* screen. If the test vehicle no longer stops at the test facility, select another vehicle using the replacement rules specified in Section 5.2, and RM 5-02.

3. **Verify that the arrival time for your test vehicle is correct. Tell the facility personnel that you will arrive 45 minutes before the scheduled arrival time of the test vehicle.**

   The arrival time is listed in the sample selection file under the heading *Test Time*.

4. **Arrange a time to sample the vehicle.**

   Arrange a time when the test vehicle will pull up to the dock for unloading. The data collector must be present to collect vehicle utilization data before the vehicle is unloaded.

   At BMCs, the facility personnel can often schedule a specific vehicle for unloading at a predetermined time.

5. **Answer any questions the facility personnel may have.**

6. **Thank the Transportation Analyst or the representative of the Vehicle Control Office for his or her time and assistance.**

2.3.1.2 TRACS Rail

For a rail test, contact the appropriate personnel from Table 2-1 based on location of the test. Before initiating the telephone call to the test facility, access the TRACS rail test on the *Header* screen.

PROCEDURES

1. **Introduce yourself and explain the purpose of your call.**

   Inform or remind the facility personnel that a TRACS rail test is scheduled soon.

2. **If the facility personnel is unfamiliar with the test, explain the test on the telephone.**

3. **Verify that a van from the Scheduled Origin BMC will arrive on the scheduled test day. If it will not, select a replacement van.**

   a. Ask the Transportation Analyst or staff from the Vehicle Control Office whether any vans are scheduled to arrive from the Origin BMC. Have them access the Rail Management Information System (RMIS) to determine which vans will actually arrive at the facility on any given day. The RMIS also lists the approximate arrival time and the Origin Facility of each van.

   b. If no vans are scheduled to arrive from the Origin BMC, select a replacement Origin BMC.

   The *Header* screen lists two replacement Origin BMCs. Ask the facility personnel whether any vans from the first replacement Origin BMC will arrive on the test date. If no van will arrive from the first replacement Origin BMC, then ask if any vans will arrive from the second replacement Origin BMC.

   c. If no vans are scheduled to arrive from the Origin BMC or from the replacement BMCs, select any van from any BMC**.**

   Note: Only rail vans that originated at a BMC can be sampled. Do not sample vans that arrive from an SCF or a mailer's plant.

   d. If no van will arrive from any BMC on the test day, ask if there is a van available on the next day. Repeat steps a, b, and c when selecting the replacement BMC on that day.

4. **Select an individual van (with mail) for sampling. Ask the facility personnel for the Van ID.**

   a. There can be more than one van from the Origin BMC on the test day. Only one van will be selected for sampling. Ask how many rail vans will be arriving from the Origin BMC on the test date. Enter the answer in the *Number of Vans Available* field in the *Header* screen. The CODES software will automatically generate the *Selected Van Number*. This will be your test van. In counting the number of vans available, do not count empty vans. An empty van has an RMIS mail code of "0."

b. Ask the facility personnel to identify this van (Van ID). Ensure that this van has mail by confirming that it does not have a mail code of 0. If so, this van cannot be sampled. You need to select another van. Note that a TRACS Rail test should never be taken on an empty van. If no van with mail is available from the Origin BMC, select a van from the replacement Origin BMC using above Step 3b, c, or d. Unlike a highway test or an Amtrak test, a rail test cannot be a zero volume test.

Example: If six vans are scheduled in the RMIS to arrive at the facility and you have verified that none of them has a mail code of "0," enter "6" in the *Number of Vans Available* field in the *Header* screen. (See Section 6.7.2. if the CODES software generated "4" in the Selected Van Number field.) Ask the facility personnel for the Van ID for the fourth van listed on the RMIS computer.

5. Ask for the planned arrival time of the selected van.

This time should be on the RMIS screen.

6. If possible, arrange to have the van brought to the dock at a specified time.

BMCs do not usually unload vans from other BMCs immediately upon arrival. Instead, the Vehicle Control Office places arriving vans in a queue. This queue operates on a first arrival, first unloaded basis. The queue may vary in length from zero to eight hours.

Try to arrange with the facility a convenient time to bring the van to the dock. Knowing in advance the exact dock time and location is essential. You must be present to collect utilization information before the van is unloaded.

7. Answer any questions the facility personnel may have.

8. Thank the facility personnel for his or her time and assistance.

2.3.1.3 TRACS Amtrak

For an Amtrak test, speak with the Postal Service Transfer Clerk (if the station is large enough to have one) or an Amtrak representative.

PROCEDURES

1. Introduce yourself and explain the purpose of your call.

Inform the Postal Service Transfer Clerk or Amtrak representative that a TRACS Amtrak test is scheduled soon.

2. If the Postal Service Transfer Clerk or Amtrak representative is unfamiliar with the test, explain the test on the telephone.

3. Verify if the test train will stop at the test facility on the scheduled test date. If not, immediately call the SPSC.

Tell the Postal Service Transfer Clerk or Amtrak representative which train you plan to sample. The train number and arrival time may be found on the Test Schedule or the *Header* screen.

4. **Verify that the arrival time for the Amtrak train is correct. Tell the Postal Service Transfer Clerk or Amtrak representative that you will arrive 45 minutes before the scheduled arrival time of the train.**

   Verify that the scheduled arrival time in CODES is correct. If it is not, note the correct arrival time. This will prevent you from waiting for a late train.

5. **Answer any questions the Postal Service Transfer Clerk or Amtrak representative may have.**

6. **Thank the Postal Service Transfer Clerk or Amtrak representative for his or her time and assistance.**

2.3.1.4 TRACS Commercial/Network Air

For an air test, you will contact the appropriate personnel from Table 2-1.

PROCEDURES

1. **Introduce yourself and explain the purpose of your call.**

   Inform the facility personnel that a TRACS Air test is scheduled soon.

2. **If the facility personnel is unfamiliar with the test, explain the test on the telephone.**

3. **Verify that the test flight still exists. If not, call the SPSC immediately.**

   Tell the facility personnel which plane you plan to sample. The carrier (airline) code and the flight number may be found on the test schedule or the *Header* screen. If the test flight no longer exists, call the SPSC.

4. **Determine the actual close-out time and the time you should arrive to conduct the test.**

   The actual close-out time is the latest time that the mail may be turned over to the airline. The actual close-out time often differs from the scheduled close-out time, particularly for early morning flights. The scheduled close-out time is stated on the CODES *Header* screen.

   Verify close-out time and recommended time of arrival to start test. Sampling must be completed in time to return the mail before actual close-out time. TRACS sampling must not delay the mail.

5. **Answer any questions the facility personnel may have.**

6. **Thank the facility personnel for his or her time and assistance.**

2.3.2 Receiving the Test Schedule

BACKGROUND INFORMATION

TRACS tests are scheduled each postal quarter. Headquarters selects a random sample of mail transportation movements to test and creates a sample selection file. The MSP then downloads the sample selection file from the mainframe computer to the Base Unit. The MSP then transfers the test schedule information to a laptop and assigns a data collector to conduct the test.

The following mail transportation movements all occur under purchased transportation contracts and are tested by TRACS: highway, rail, Amtrak, and commercial air/network air. TRACS test schedule information appears in the following places:

- From the schedule developed by the MSP. This schedule is based on the quarterly sample selection files taken from the CODES Base Unit.
- On the test schedule available on the CODES laptop.
- TRACS sample selection file contains the following information:
  - Test ID and test date.
  - Test facility and facility type.
  - Test type (highway, rail, Amtrak, or air).
  - Contract type, route, trip, vehicle's scheduled arrival time, and possible origin facilities for highway tests.
  - Scheduled origin BMC, the first replacement origin BMC and the second replacement origin BMC for rail tests.
  - Train number and scheduled trin arrival time.
  - First leg airline code, flight number, destination and the scheduled close out time for air tests.

2.3.2.1 Accessing the TRACS Test Schedule from the Base Unit

At times, you may need to access cost systems test information directly from the Base Unit.

To access and print the test schedule report from the Base Unit, complete the following steps:

1. **Select TRACS Base Unit icon from the desktop.**
2. **Select *Print* from the menu at the top of the screen to view the drop down box.**
3. **Select *Test Schedule* from the drop-down menu.**
4. **Select *Print All Tests* to print the test schedule.**

More detailed information for each individual test is contained in the header Information report, often referred to as the Header Sheet. To print out the Header Sheet for a particular test, perform the following:

1. **Highlight the test.**
2. **Select Print from the menu at the top of the screen to view the drop down menu.**
3. **Select header Information from the drop down menu.**
4. **Select the print icon to print the Header Sheet for the test.**

2.3.2.2 Accessing the Test Schedule from the CODES Laptop

The TRACS sample selection file contains information for all TRACS tests scheduled for the current quarter. Since each mode of transportation within the TRACS system is displayed separately, the desired mode must be accessed in order to access its test schedule.

To access the TRACS test, complete the following:

PROCEDURES

1. **Select the CODES icon from your desktop**. Upon clicking the icon, the *CODES Main Menu* (Figure 2-8) will appear on your screen.

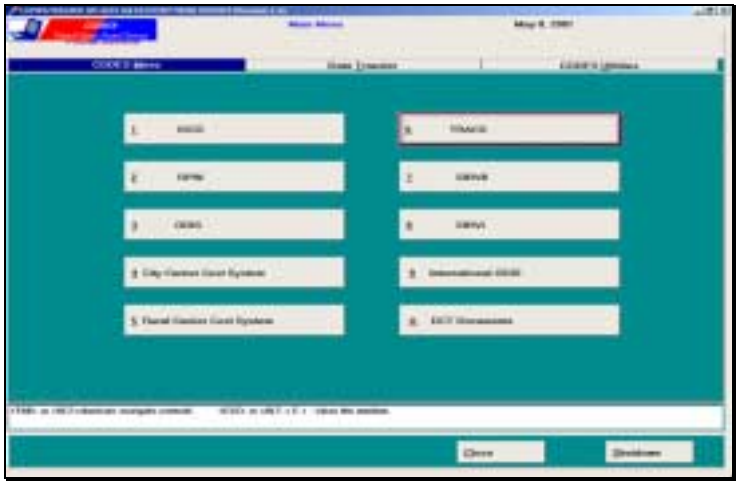

Figure 2-8 CODES Main Menu

2. **Select <6> TRACS.** (See Figure 2-8) by clicking once on the button bar. The TRACS Main Menu (see Figure 2-9) will appear.

Figure 2-9 *TRACS Main Menu*

3. **Select appropriate the mode of transportation from the TRACS menu,-***1* for Highway, *2* for Rail, *3* for Amtrak, or *4* for Air by clicking once on the appropriate bar. The *Select a Test* screen (Figure 2-10) will appear. This screen displays all the tests for the postal quarter for a selected mode of transportation.

4. **Access the *Header* screen to obtain detailed information about the test to be conducted.**

Select the appropriate test from the list given.

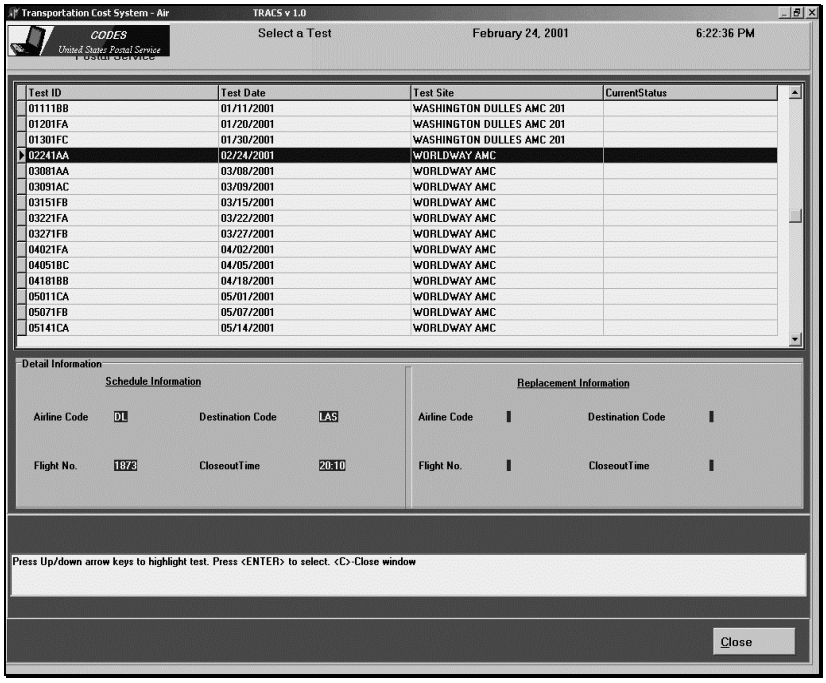

Figure 2-10 Select a Test

2.3.3.3 Loading the Sample File

From the *TRACS Main Menu* (see Figure 2-9), press *<5> Load Sample.* CODES prompts you to insert the floppy disk with the sample files.

Insert the diskette downloaded from the Base Unit with the sample files that contain the sample file for that postal quarter; press <OK>. The sample files are loaded for the postal quarter.

Related Materials for Preparing for the Cost Systems Tests

The following related materials are included in this chapter:

- RM 2-01 Form Letter for Informing the Postmaster of a CCS test.
- RM 2-02 Form Letter for Informing the Postmaster of a RCS test.

RM 2-01 Form Letter for Informing the Postmaster of a CCS test

UNITED STATES POSTAL SERVICE

315 District Road / Any District, ST 99999-9998

DATE: 9/8/01

OUR REF: SAMPLE LETTER TO INFORM TEST SITE OF TEST SCHEDULE

SUBJECT: City Carrier Cost System (CCS),
Postal Quarter (1, 2, 3, 4 as appropriate)

TO: POSTMASTER JONES
US POSTAL SERVICE
119 W 4TH ST
APPLETON CITY MO 64724-9998

I have attached a schedule of City Carrier Route Tests to be taken at your office during Postal Quarter __.

A data collector from the Statistical Programs Unit will contact you one or two days before each scheduled test to determine the time when the carrier for the route to be tested will begin to tie out mail for delivery. On the test date, the data collector will arrive at your office about one hour before the carrier ties out the mail. If the carrier uses a two-bundle system, inform the DCT of the first tie-out time.

The data collector will conduct the test with the assistance of the carrier. The carrier unions are aware of these tests and the carrier assistance that is needed. The CCS test is used only to classify mail delivered by carriers. <u>It is not a test of the carrier; rather, the test is designed to aid in the distribution of costs.</u>

The test could delay the carrier up to an hour. If additional time is required for the test, the city carrier may be given overtime and/or street assistance to complete the route. A CCS test is justification for overtime.

Please inform the carrier of the route selected for a test. Your cooperation and assistance are appreciated.

John Doe
Manager, Finance

Attachment

RM 2-02 Form Letter for Informing the Postmaster of a RCS test

UNITED STATES POSTAL SERVICE

315 District Road / Any District, ST 99999-9998

DATE: 9/8/01
OUR REF: SAMPLE LETTER TO INFORM TEST SITE OF TEST SCHEDULE

SUBJECT: Rural Carrier Cost System Tests
Postal Quarter (1, 2, 3, 4 as appropriate)

TO: POSTMASTER JONES
US POSTAL SERVICE 119 W 4TH ST
APPLETON CITY MO 64724-9998

I have attached a schedule of Rural Carrier Route Tests to be taken at your office during Postal Quarter __.

A data collector from statistical programs will contact you approximately one week before each scheduled test to explain the test and clarify what help and information the data collector will require in order to correctly complete the test. A day or two before the test, the data collector will also must speak to the carrier and carrier route supervisor in order to obtain information about the route and arrival times of personnel working with the mail and arrival times of the mail. On the date of the test, the data collector will arrive quite early, so the data collector can begin sampling the mail prior to the carrier's arrival – in that way, the data collector will interfere as little as possible with the work of the carrier.

The data collector may ask the carrier for some minor assistance while taking the test, for example, identifying mail for the carrier's route. The carrier unions are aware of these tests.

The test could delay the carrier. The rural carrier will be compensated for this delay at the rural carrier average pay rate. The data collector will ask both the carrier and you to sign a PS Form 2847 to cover any additional time required by the rural carrier cost test.

You will be requested to participate in the rural carrier test. When the Rural Carrier returns from the route, you will need to record information about the mail collected on the route on the day of the test. This should require only a few minutes. Please inform the carrier of the route selected for the test.

Your cooperation and assistance are appreciated.

John Doe
Manager, Finance

Attachment

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Chapter 3
Conducting the City Carrier Route Test

The CCR test measures mail characteristics for each category of mail on different city routes and at different times of the year. The Postal Service uses this information to assess the cost of delivering each category of mail and to see how mail characteristics affect the number of stops and deliveries a mail carrier must make. This test is **not** used to set work standards or measure mail carrier performance.

This chapter explains how to conduct the CCR test; each section gives step-by-step instructions for completing each main activity in the test.

ESSENTIAL PERSONNEL

You conduct the CCR test with the help of the mail carrier and the mail carrier's supervisor.

- You are responsible for explaining the test; identifying the mail stops with the help of the mail carrier; selecting 10 percent of the stops for testing; counting the number of pieces to be delivered at each selected stop; and recording the class, subclass, and type (shape) for each counted mailpiece.
- The mail carrier is responsible for casing the mail, helping you identify stops, and helping you locate uncased mail.
- The supervisor is responsible for determining whether the mail carrier is to receive any overtime pay or auxiliary help because of the test and for confirming the finance number, the CAG grouping, the route number, and the number of possible deliveries.

REQUIRED MATERIALS

Always take the following materials to the test site:

- Laptop computer with fully charged battery pack;
- DC power pack (with a power cord);
- Extension Cord (three-pronged safety plug);
- The 3.5-inch data diskettes with the city carrier sample file;
- Two blank, formatted 3.5-inch data diskettes for emergencies;

- This manual (or remove Chapter 3: *Conducting the City Carrier Route Test,* and take it with you);
- CCR test sample selection printout;
- *In-Office Cost Sampling System-Mail Identification Examples;*
- Automation-compatibility template;
- Sample stop markers;
- Current postal rate charts;
- Form 2850, *City Carrier Route Test* (for emergency use only).

ASSOCIATED TASKS

To conduct a CCR test, you perform the following tasks. Information and step-by-step instructions are given in the remaining sections of this chapter.

- Explain the test.
- Prepare for the test.
- Enter administrative data.
- Select the sample.
- Complete the *Stop Header*.
- Record non-accountable mail.
- Record accountable mail.
- Review the data, correct errors, and end the test.
- Complete Form 2850, *City Carrier Route Test* (in case of emergency).

3.1 Explain the Test

BACKGROUND INFORMATION

When you introduce and explain the purpose of the test to the mail carrier, it gives you the opportunity to go into detail regarding its purpose. You can then dispel any suspicions or misperceptions.

PROCEDURES

1 **Introduce yourself to the postmaster and ask to meet the mail carrier.**

2 **Introduce yourself to the mail carrier and explain that you are conducting a CCR test.**

3 **Explain the purpose of the test to the mail carrier.**

The mail carrier may be concerned that the test is used to collect information on the mail carrier rather than on the route. Explain that the test is *not* used to measure mail carrier performance nor to set work standards. Rather, the test helps the Postal Service to determine the cost of delivering different categories of mail.

4 **Explain what you will do and how long the test will take.**

- You will explain the test.
- You will ask the mail carrier some questions about the route.
- While the mail carrier is casing the mail, you will write down information about uncased mail.
- When the mail carrier finishes casing the mail you will select the stops to test and then count and record the mail.
- The mail count usually takes about an hour once the mail carrier finishes casing the mail.

5 **Explain what the mail carrier will do.**

The mail carrier will perform the following tasks:

- Answer some initial questions about the route, which helps you to conduct the test.
- Direct you to all mail that is not at the case.
- Case the mail.

- Help select the stops to test.
- Help verify computerized information about the route.
- Help identify any parcels and accountables that should be recorded.

3.2 Prepare for the Test

After you introduce yourself and explain the test to the mail carrier, you prepare for the test by performing the following tasks:

- Ask the mail carrier a few questions that will help you to conduct the test.
- Have the mail carrier direct you to uncased mail.
- Write down mailpiece information about parcels, accountables, directs, and any other uncased mail for later use.

PROCEDURES

The first step in preparing for the CCR test is to ask the mail carrier some questions about the route. Then, you must locate all uncased mail and record information about these mailpieces. The following sections explain each of these tasks.

3.2.1 Asking the Mail Carrier Initial Questions

To help prepare for the test, ask the mail carrier the following questions:

1 What is the correct ZIP Code for this route?

Write down the ZIP Code for use when you verify the information shown in the *Test Header.* See Section 3.3.2.

2 How many mail carriers are on this route?

Write down this number for use when you complete the *Test Header.* See Section 3.3.3.

3 Does another carrier deliver mail for this route on a regular basis?

You must determine whether the arrangement is temporary or permanent. Stops permanently served by another mail carrier are *not* included in the count; those *temporarily* served by another mail carrier *are* included. See Section 3.4.2.

4 Are you delivering mail for another mail carrier on a regular basis?

Again, you must determine if the arrangement is temporary or permanent. Stops that the test mail carrier serves permanently for another carrier *are* included in the count. Stops that the test mail carrier serves temporarily are not included. See Section 3.4.2.

5 Do you have mail for any segmented routes today?

Segmentation is sorting mail into more precise groups to make casing the mail easier.

For example, routes might be segmented by firms, by boxes, or by ZIP+4 codes. If the route is segmented, you should arrive at the test site before any of it is relayed to the street. If the mail carrier is delivering the relayed mail, it must be included in the count. If you arrive at the test site after a segment has been relayed to the street, follow the instructions in Step 7.

6 Does this route have delivery point sequenced (DPS) mail for delivery today?

DPS mail is defined as machineable letters sorted according to the delivery sequence. This process eliminates the need for carriers to manually sort these letters prior to delivery. The carrier can then spend less time in the office and more time on the street. An 11-digit barcode enables a Barcode Sorter (BCS) to sequence mail in the exact order of delivery.

If the carrier has DPS mail for delivery today, the DPS mail for the selected stops must be included in the count. Refer to Section 3.4.3 for selecting stops and Sections 3.6 and 3.7 for recording the mail.

7 Are you delivering any mail for a phantom route today?

A phantom route is basically a segment, or a grouping, of mail that has been held out. For example, mail to a certain firm or apartment building may be held out, sorted manually, and then presented to the mail carrier for delivery. Phantom routes may have route numbers if they are multidelivery segments from two or more carrier routes or a single large firm.

If the mail carrier is delivering mail for a phantom route, it must be included in the count. See Section 3.4.2.

8 Has any mail been relayed to the street?

If yes, it will not be there to count. Ask the mail carrier if he or she will be delivering the relayed mail. If the mail carrier is delivering relayed mail to sampled stops, indicate in the *Stop Header* that there is relayed mail for the stop.

If there is no relayed mail for a sampled stop or if someone else is delivering it, determine if the situation is temporary or permanent. If the situation is temporary, indicate on the *Stop Header* screen that there is no relayed mail for the stop. See Section 3.5.2.

9 Will you be pulling down the case more than once today?

If the mail carrier pulls down the case multiple times, the route is either a multitrip or a multidelivery route, both multidelivery and multitrip routes have at least two pull-downs with at least two trips. At least 20 percent of the possible stops must be served more than once on the day of the test. Record multitrip routes on the *Test Header.* See Section 3.3.3.

For both multitrip and multidelivery routes, you must count and record the mail each time it is cased, adding the counts to the previous total for each selected stop. For instructions on how to record mail, refer to Sections 3.6 and 3.7.

10 Has this route received a saturation mailing today?

A saturation mailing is a mailing sent to at least 75 percent of the addresses on the route or 90 percent of the residential addresses, whichever is less. If the route has received a saturation mailing, you will record each mailpiece for selected stops the same way you record other mail; see Section 3.6. If the mailing consists of a detached label with a product sample, count the two pieces as one saturation mailing but record the pieces separately when counting mail for the stop. You will also record the total number of mailings at the end of the test; see Section 3.8.8.

11 Is there any mail for this route that is not at the case?

If yes, ask the carrier where the mail is located and write down the mailpiece information. See Section 3.2.2.

3.2.2 Gathering Mailpiece Information for Uncased Mail

Before you begin selecting stops or counting mail, ask the mail carrier where you can find parcels that the mail carrier will deliver on the test day. While the mail carrier is casing the mail, locate the parcels and write down the address, class, subclass, and type for each piece. You will match these pieces to the sample stops at a later time. For accountable mail, also record which services the mailpiece is receiving.

Due to a high volume in DPS mail, which is sequentially sorted, mailpiece information should be collected on the selected stops only. If the tested stops are identified, they can be input prior to the carrier completing the casing process. This will allow sufficient time for data input of DPS mail while the carrier completes his or her casing process.

Ask the carrier whether there are any directs (made up by mail processing) for delivery on the street. If the answer is yes, do the following:

- Explain the test to the carrier, and have the carrier identify the stops to be tested.
- Ask whether any tested stop involves directs. If so, list the addresses of tested stops involving directs.
- For any of the tested stops involving directs, do the following:

  Sweep the areas where the mail for the directs is held out.

  Count and record the directs for addresses that are tested stops while the carrier continues casing the mail.

3.2.3 Casing the Mail

All mail to be delivered by the carrier on the test day must be at the carrier case before you begin counting and recording the mail for each tested stop. Ask the carrier to gather:

- Accountable mail
- Postage due pieces
- Special delivery pieces
- Parcels
- Carrier route sequence bundles
- Directs (sacks, bundles, or trays made up by mail processing)
- Hot case mail
- Express mail
- Segmented route mail and phantom route mail
- Delivery Point Sequenced (DPS) mail

Do not gather mailpiece information for any mail that will not be delivered or attempted on the day of the test. After the mail carrier shows you the uncased mail, he or she can begin casing the mail while you gather mailpiece information and complete the administrative questions on the CODES CCS software.

Have the mail carrier case the mail, making sure to include any mail for the test route that was previously misdirected to other cases. Also have the mail carrier include mail that he or she delivers on a permanent basis for another carrier.

Note: Be sure to note the time when the mail carrier finishes casing the mail. You will use this information at the end of the test when you record the time the mail carrier spent on the test.

3.3 Entering Administrative Data

While the mail carrier is casing the mail, you can begin the test by answering the administrative questions in the *Test Header.* The *Test Header* contains general information about the test route which you must review and confirm before you count or record the mail.

PROCEDURES

To complete the administrative data, bring up the *Test Header* on your computer and then enter the data. To do so, complete the following tasks:

3.3.1 Displaying the *Test Header*

1 Turn the laptop on, strike any key to display the *CODES Menu* (Figure 3-1).

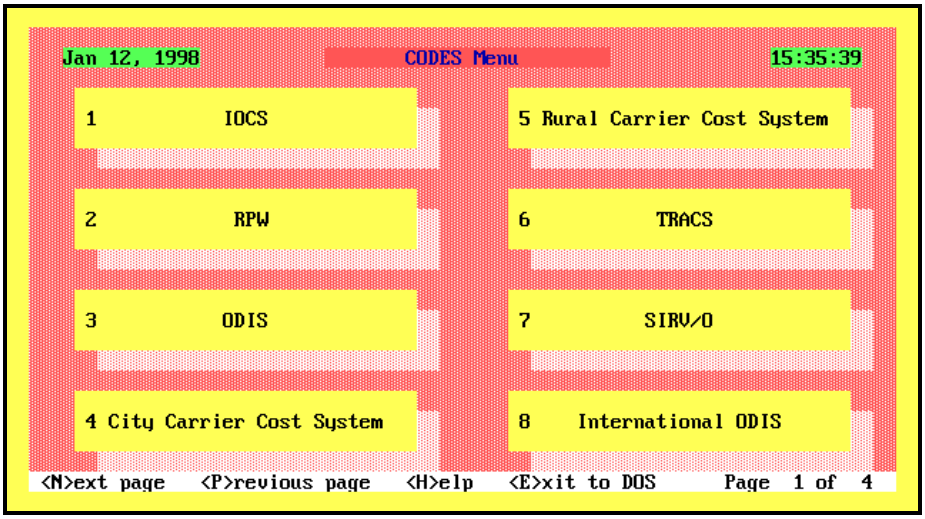


Figure 3-1. CODES Menu

2 Select Option <4> *City Carrier Cost System*

CODES displays the message, “Do you want to update the City Carrier Files?” (Y/N)

- Enter <*Y*> to update the laptop at the beginning of each postal quarter. The laptop will prompt for insertion of the Program/Data diskette. Insert diskette and press any key to continue.
- Enter <*N*> if laptop is already updated for the current quarter. CODES displays the *CODES CCS Main Menu* (Figure 3-2).

3 From the *CODES CCS Main Menu*, select Option <1> *Conduct Test.*

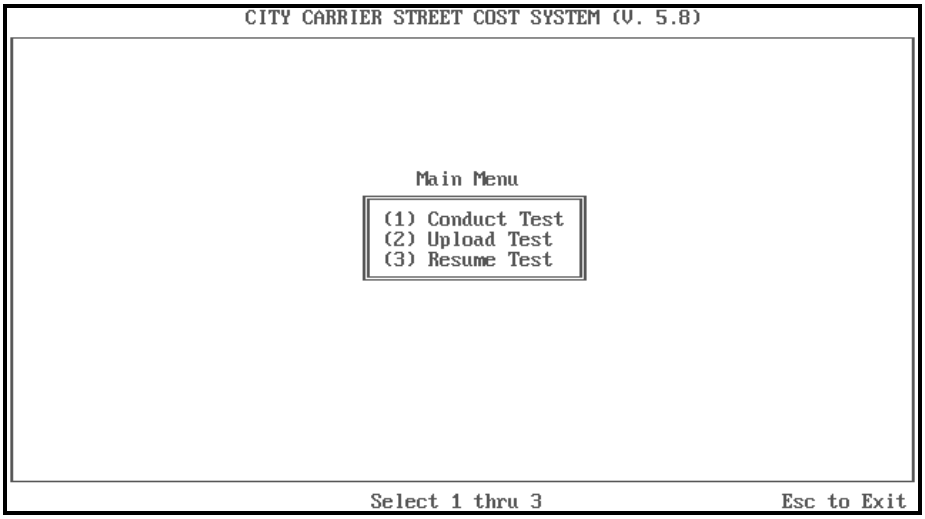


Figure 3-2. CODES CCS Main Menu

CODES displays the User Identification (Figure 3-3).

4 Type your three-digit User ID

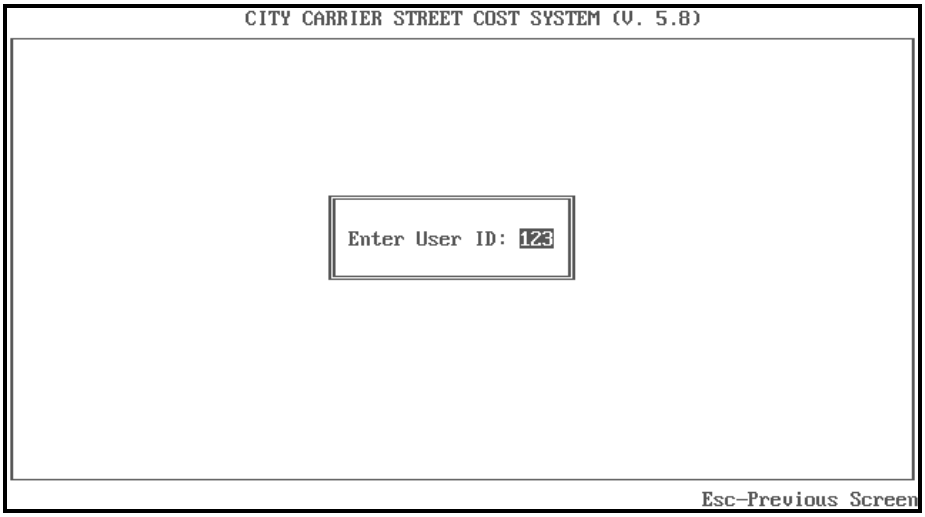


Figure 3-3. Enter User ID

CODES prompts for User ID (Figure 3-3).

5 Type the Test ID

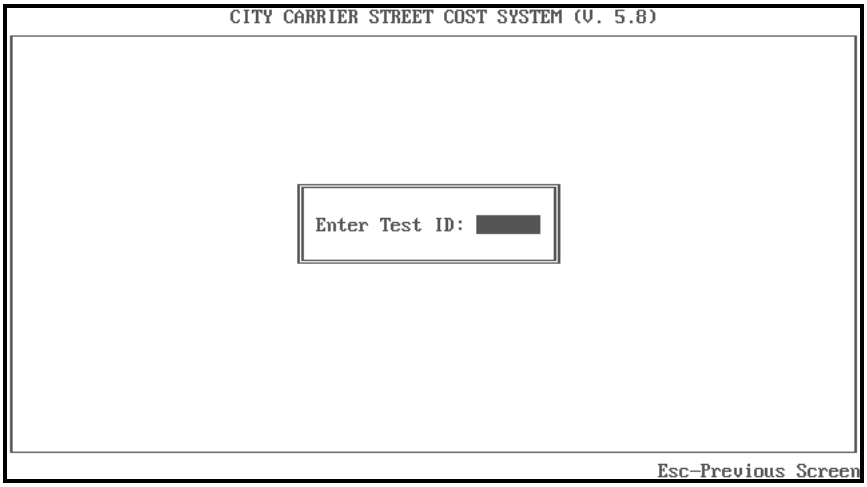


Figure 3-4. Test Identification

CODES displays Page 1 of the *Test Header* screen (Figure 3-5).

3.3.2 Verifying Page 1 of the *Test Header*

To confirm the information on page 1 of the *Test Header*, you need the supervisor's and carrier's help. After you review the displayed information and make any necessary corrections, ask the mail carrier to check your answers before you move to page 2 of the *Test Header*. To make corrections, see Section 3.8.2.

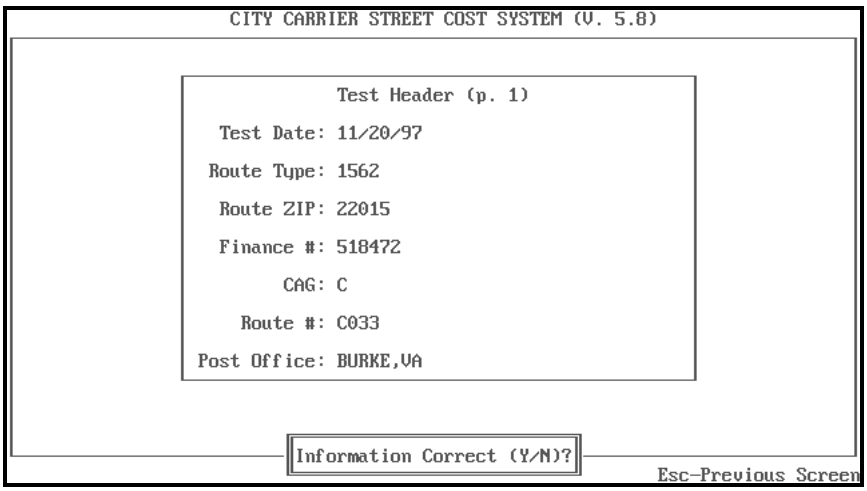


Figure 3-5. Page 1 of the Test Header

1 The test date is generated by the CODES program.

If this date is incorrect, answer <*N*> to the question "Information Correct? (Y/N)." Then correct the test date and answer <*Y*> to the question "Information Correct? (Y/N)."

CODES displays the *Route Types* screen (Figure 3-6).

```
CITY CARRIER STREET COST SYSTEM (V. 5.8)

                    Test Header (p. 1)

                Test Date: 11/20/97

               Route Type: 1562

BUSINESS                    RESIDENTIAL            MIXED

1500 1-Trip Foot Reg.       1540 Foot Reg.         1620 Foot Reg.
1502 1-Trip Motorized Reg.  1560 Park & Loop Reg.  1640 Park & Loop
1504 2-Trip Foot Reg.       1562 Curb Reg.         1642 Curb Reg.
1506 2-Trip Motorized Reg.  1557 Foot Aux.         1559 Foot Aux.
1551 1-Trip Foot Aux.       1571 Park & Loop Aux.  1575 Park & Loop Aux.
1552 1-Trip Motorized Aux.  1573 Curb Aux.         1577 Curb Aux.
1553 2-Trip Foot Aux.       1770 2-Man Foot Reg.   1810 2-Man Foot Reg.
1554 2-Trip Motorized Aux.  1780 3-Man Foot Reg.   1820 3-Man Foot Reg.
1720 2-Man Foot Reg.        1790 4-Man Foot Reg.   1830 4-Man Foot Reg.
1730 3-Man Foot Reg.                               1840 5- or More Foot Reg.
1740 4-Man Foot Reg.
1750 5- or More Foot Reg.                             0000 No Longer Exists
```

Figure 3-6. Route Types

2 Check that the displayed route type is correct.

Choose the route type from the list of valid route types.

3 Confirm that the displayed route ZIP Code is correct.

Check it against the ZIP Code you wrote down when you asked the mail carrier the initial questions. The test route's ZIP Code may be different from the station's ZIP Code. If the test route has more than one ZIP Code, enter the lowest numbered one.

4 Ask the supervisor to confirm that the displayed finance number, CAG, and route number are correct.

5 Verify that the information you have entered is correct.

- **<Y>.** CODES displays page 2 of the *Test Header* (Figure 3-7).
- **<N>.** CODES places the cursor in the *Test Date* field. Press <Enter> to move to the incorrect information. After making the correction, press <Enter> until the question "Information Correct? (Y/N)" displays again.

3.3.3 Completing Page 2 of the *Test Header*

Once you confirm that the information on page 1 of the *Test Header* is correct, answer the questions on page 2 of the *Test Header* by completing the following steps. To make corrections, see Section 3.8.2.

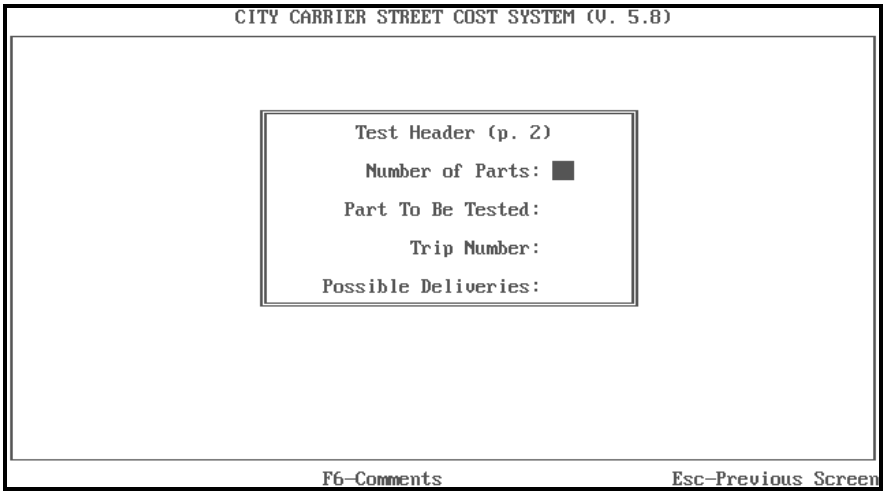


Figure 3-7. Page 2 of the Test Header

1 Type the number of parts (mail carriers) the route has and press <Enter>.

The number must be between 1 and 19. Routes having a Route Type code between 1500 and 1642 usually have only one part (mail carrier); those having Route Type codes between 1720 and 1840 usually have more than one part (mail carrier).

Note: The computer designates the part to be tested. Remember the number of the part to be tested; you will conduct the mail count only for that part of the route.

2 If the route has more than one trip, enter either 1 or 2 for the number of the trip to be tested.

If the route type has only one trip, the computer skips the field. If the route has two trips, enter 1 if the test is on an odd numbered date (such as 1, 17, or 23) and enter 2 if the test is on an even numbered date (such as 2, 18, or 24).

Note: Record mail counts only for the trip that you enter in this field.

If a two-trip route is operating as a one-trip route on the test day, enter 1 in the trip number, press <F6>, and note the change in the comments field.

3 Enter the number of possible deliveries and press <Enter>.

This number is available on Form 1621, *Delivery Management Report,* available from the supervisor.

4 Verify that the information you have entered is correct.

- **<Y>.** CODES displays the *Test Options Menu* screen (Figure 3-8).
- **<N>.** CODES places the cursor in the *Number of Parts* field. Press <Enter> to move to the incorrect information. After making the correction, press <Enter> until the question "Information Correct? (Y/N)" displays again.

5 Choose <4> Suspend Test Session.

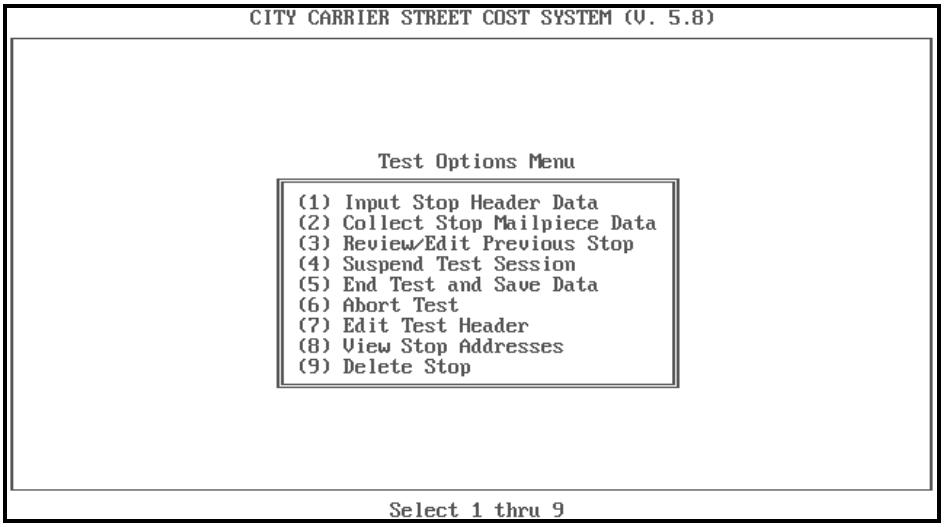


Figure 3-8. Test Options Menu

Suspend the test until the mail carrier finishes casing the mail and you have selected the stops to test. CODES displays the message: "Suspend Test? (Y/N)."

6 Press <Y>.

CODES returns to the *CODES Menu* screen.

3.4 Selecting the Sample

When you conduct the CCR test, you do not record mail counts for every stop. After you complete the *Test Header* and the mail carrier finishes casing the mail, you select a sample of stops to test. To do this, you first count the total number of possible stops. Then the computer selects the first stop to test, and you select every tenth stop after the first stop. This is an extremely important part of the test and requires careful attention.

PROCEDURES

The mail carrier must understand what a *stop* is, as defined for the CCR test, before you perform this activity. Some mail carriers associate stop with the number of buildings they enter or the number of times they stop their vehicle. You must determine whether the mail carrier understands what a stop is and correct any misunderstandings before the mail carrier helps you count them.

First, you and the mail carrier count the total number of possible stops. The computer determines the number of the first stop to select, and you count off every tenth stop and include it in the sample. The following section gives step-by-step instructions.

3.4.1 Explaining Terms to the Mail Carrier

The mail carrier must understand the difference between *stops*, *possible stops*, *deliveries*, and *possible deliveries*. An address may have one, several, or no possible stops and one, several, or no possible deliveries. The mail carrier must know the difference between these concepts before helping you count the possible stops on the route.

1 **Explain stop and possible stop to the mail carrier as follows:**

- A *stop* is a point where the mail carrier physically stops to deliver mail to one or more receptacles or to an individual authorized to receive mail.
- A *possible stop* occurs at a point where the mail carrier *may* stop to deliver mail, even if on the test day the mail carrier does not stop there.

2 **Ask the mail carrier to think of all the points on the route where he or she may stop to deliver mail.**

These possible stops are what you use to determine sampling, not the mail carrier's actual stops on the test day.

3 **Explain *delivery* and *possible delivery* as follows:**

- A *delivery* is service to a mail receptacle or person authorized to receive mail.
- A *possible delivery* is any mail receptacle on the route that *may* receive mail, even if there is no mail for it on the test day. It is impossible to have

a possible stop if there are no possible deliveries. If there is a possible delivery, there must be a possible stop.

For illustrations of stops and possible stops, see Exhibit 3-1 and Exhibit 3-2.

4 Tell the mail carrier that when you select stops for testing, you are interested only in the possible stops, not the possible deliveries.

Illustrate the difference between possible stops and possible deliveries with these examples:

Example 1: Single-Family Residences. For a route made up totally of single-family residences, there are as many possible stops as there are possible deliveries because there is one possible delivery for each possible stop on the route.

Example 2: Office Buildings and Apartment Buildings. The number of possible stops may differ from the number of possible deliveries:

- If the mail carrier drops off all of the mail for an office building in one place, there is only one possible stop and one possible delivery.
- If the mail carrier has to make separate trips to each office in the building, there are as many possible stops as there are offices. In this case, the number of possible deliveries depends on the number of mail receptacles at each office.
- If the mail carrier must make a trip to a group of mail receptacles, the number of possible stops depends on how many places he or she must physically stop to deliver mail to those boxes. What looks like a single bank of boxes may require several stops by a mail carrier. The number of possible deliveries equals the number of receptacles.

Example 3: Offices Within Apartment Buildings. A mail carrier may have to deliver mail to separate businesses in an apartment building as well as to banks of boxes. The possible stops include both stops to the businesses and those to banks of boxes.

Note: A worksheet is included in the Related Materials (RM 3-11) for this chapter to help you and the mail carrier better understand possible stops and possible deliveries.

5 Explain the difference between a separation and a stop.

A separation is a slot in the case that the mail carrier uses to sort mail. A separation is not always the same as a stop. One separation may contain mail for more than one stop if several addresses receive little mail.

Conversely, if a single address receives large volumes of mail, the carrier may use two or more separations for that address.

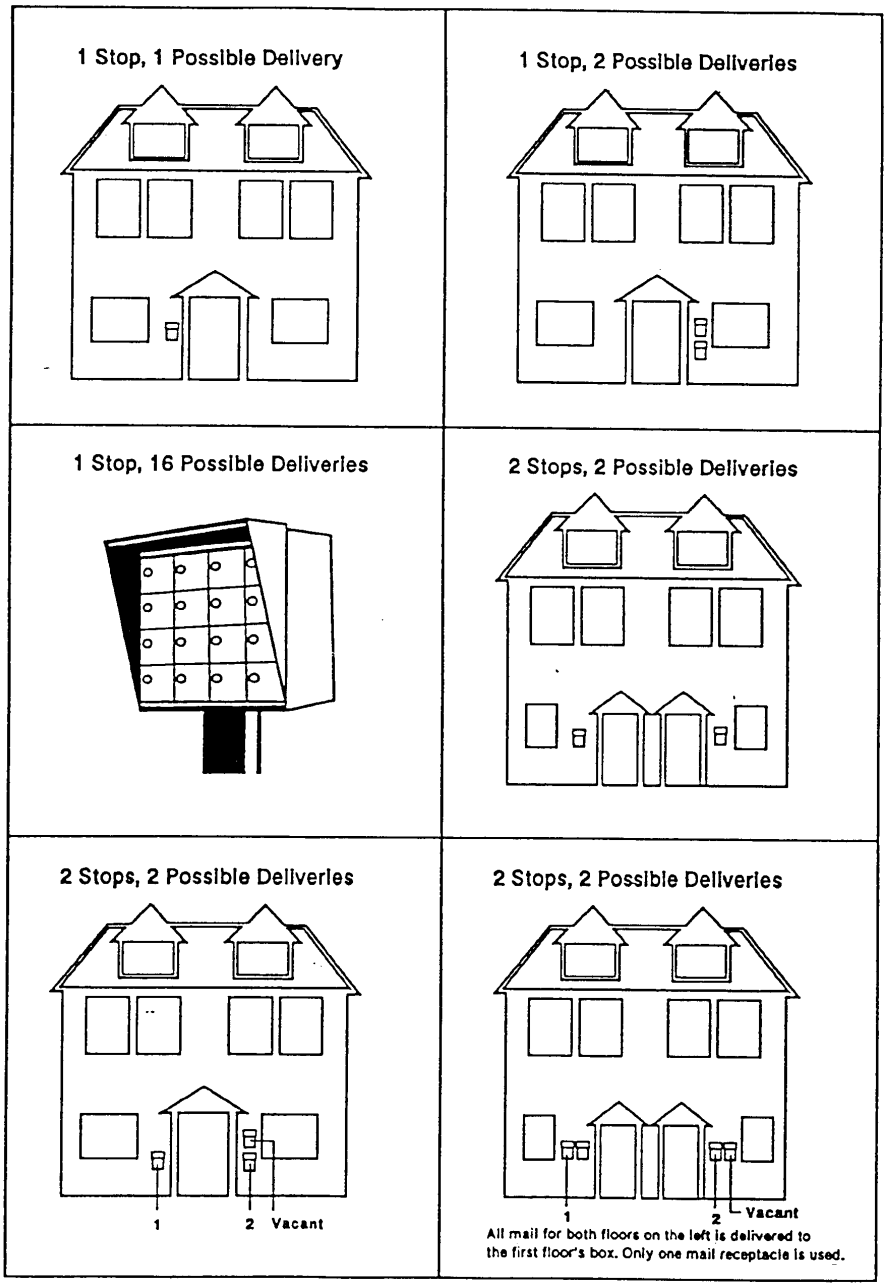


Exhibit 3–1. Examples of Stops and Possible Deliveries, page 1

Be sure to count the possible stops on the route, *not* the separations in the case.

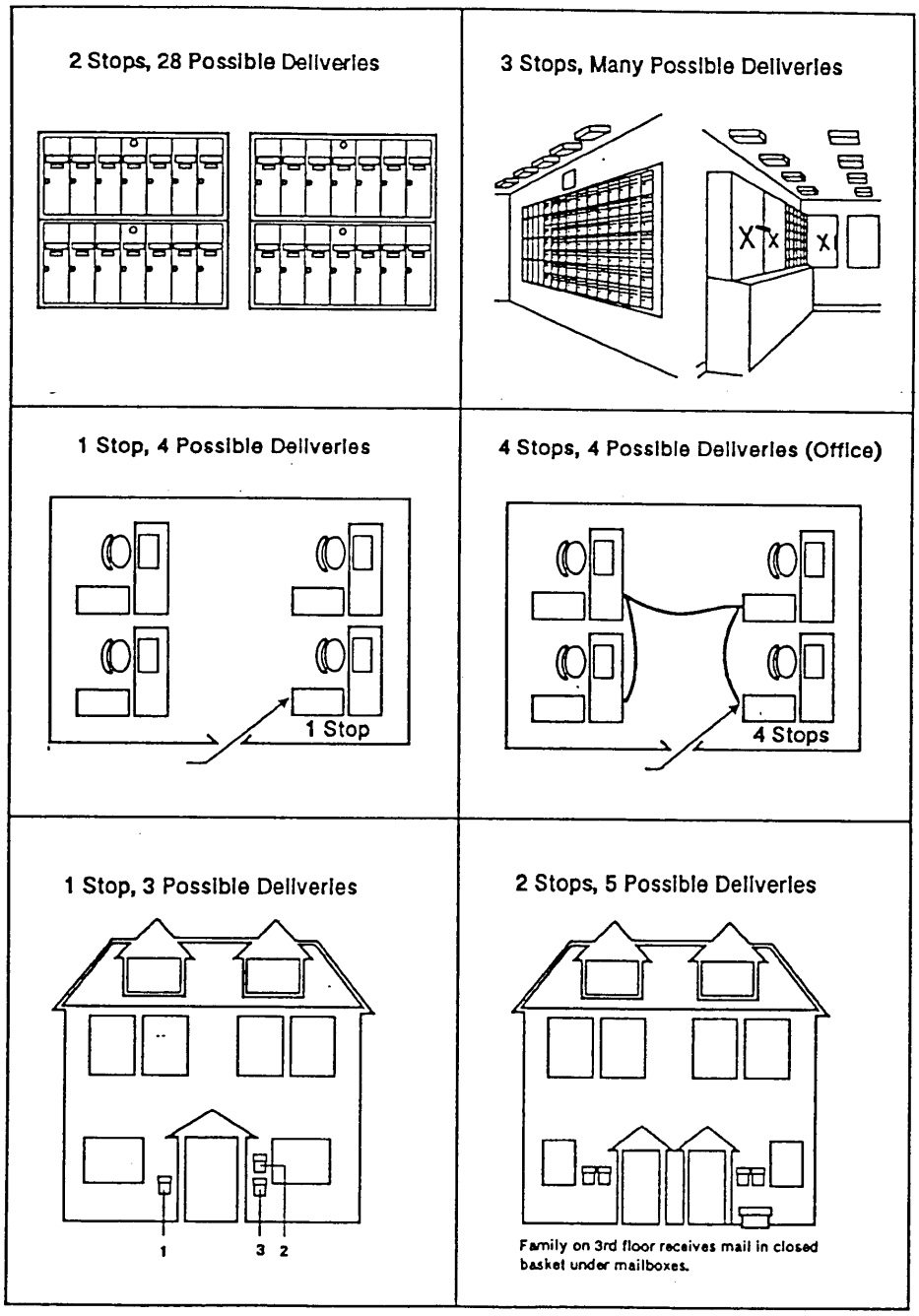


Exhibit 3–2. Examples of Stops and Possible Deliveries, page 2

3.4.2 Counting the Total Number of Possible Stops

Once the mail carrier understands the concept of a possible stop, have him or her help you count off the total number of possible stops on the route. This must be done each time you conduct the test because the number of possible stops may have changed. Certain stops should be excluded from or included in this count. The instructions that follow describe what to exclude, keep, and add.

1 Exclude the following stops from your count:

- Vacant businesses or residences.
- Addresses where all mail is being forwarded. (Do not exclude addresses where only some of the mail is being forwarded.)
- Vacation holds, if all the mail is being held.
- Stops where the customer picks up all of the mail. (Do not exclude the stop if the customer picks up some but not all of the mail.)
- Businesses that are closed on the day of the test.
- Stops for relayed mail that the mail carrier doesn't touch after it leaves the station.
- Stops that another carrier serves permanently, such as permanent handoffs, courtesies, and route pivoting.

Note: Handoffs are permanent if they happen four or more days per week or have been happening for more than one month and the arrangement is *not* due to the following reasons:

- A mail carrier being on light duty.
- Pivoting during vacation time.
- A position remaining unfilled.
- Other mail carrier's stops that the test mail carrier is serving temporarily, such as temporary handoffs, courtesies, and route pivoting.

Note: Handoffs are temporary if they happen three days per week or fewer or have been happening for less than one month and the arrangement is *not* due to one of the following reasons:

- A mail carrier being on light duty.
- Pivoting during vacation time.
- A position remaining unfilled.

2 Include stops for relayed mail that the mail carrier delivers after it is relayed.

3 Include mail carrier's stops that another carrier is serving temporarily.

4 Add the following special stops to the end of the test route stops

- Other mail carrier's stops that the mail carrier is serving permanently, such as permanent handoffs, courtesies, and route pivoting.
- Stops from phantom routes.

Example: Mail for a phantom route is distributed among several mail carriers. City Route 10 is tested, and on the test day, the City Route 10 mail carrier is taking the first shelf of the phantom route. Even though this is a temporary arrangement, the mail on this first shelf of the phantom route should be included as part of City Route 10 when determining possible stops.

5 Write down the total number of possible stops.

You will use it to answer questions at the end of the test.

Example: A city route has 100 possible stops before you exclude or include any stops. Two stops are vacant, one stop has mail being forwarded, five stops have customers who pick up the mail, three stops are permanently served by another mail carrier, one stop has relayed mail that the carrier will not deliver, and two stops have relayed mail that the mail carrier will deliver. The number of possible stops is 100 – 2 – 1 – 5 – 3 – 1 = 88 (Table 3.1).

A blank Tally Worksheet is provided for your use.

See RM 3-11.

Table 3-1. Tally Worksheet for Number of Possible Stops

Whether to Count	Description	Number
Beginning number of possible stops.		100
Exclude (subtract)	Vacant businesses or residences.	2
	Addresses where all mail is being forwarded.	1
	Vacation holds, where all mail is being held.	
	Stops where the customer picks up the mail.	5
	Businesses that are closed on the test day.	
	Stops with relayed mail that the mail carrier does not deliver.	1
	Stops that another mail carrier is serving permanently.	3
	Stops that the mail carrier is temporarily serving for another mail carrier.	
Leave in (do not add or subtract)	Stops with relayed mail that the test mail carrier delivers.	2
	Stops that another mail carrier is serving temporarily.	
Add to the end	Stops that are permanent hand offs, courtesies, or route pivoting.	
	Stops from phantom routes.	
Total		88

3.4.3 Selecting Stops To Test

Once you know the total number of possible stops, you can select a sample of stops to test and mark them in the case. To select the sample of stops, complete the following steps:

1. **Ask the mail carrier to identify the first *possible* stop.**
2. **Determine the first stop to be tested.**

The last digit of the Test ID on your sample selection printout is the first stop to test. The CODES program also shows the number in the *Stop* # field; the number is always between zero and nine.

Example: The test ID listed on the sample selection printout is 205112. The computer determines the first stop to be tested by the last digit of the test ID. For test ID 205112, the Stop # is 2, so the first stop to be selected for testing is the second *possible* stop on the route.

TEST DATE	TEST DAY	TEST TYPE	TEST ID	ROUTE #	LOCATION		
12/11/97	Thu	City	205112	C049	Fairfax	VA	22032
12/12/97	Fri	Rural	221879/19	00003	Haymarket	VA	22069
12/26/97	Fri	City	205096	C019	Arlington	VA	22201
12/27/97	Sat	Rural	221911/17	00047	Vienna	VA	22180
12/30/97	Tue	City	205054	C024	Alexandria	VA	22314
12/31/97	Wed	City	205146	C015	Leesburg	VA	20175
12/31/97	Wed	Rural	221853/02	00020	Fairfax	VA	22030
01/02/98	Fri	City	205179	C053	Springfield	VA	22153
01/05/98	Mon	Rural	221887/09	00008	Leesburg	VA	22075
01/07/98	Wed	City	205047	C013	Alexandria	VA	22309
01/12/98	Mon	Rural	221903/20	00008	Stephens City	VA	22655
01/13/98	Tue	City	205104	C045	Arlington	VA	22207
01/15/98	Thu	Rural	221820/18	00012	Ashburn	VA	22147
01/16/98	Fri	Rural	221846/19	00002	Culpepper	VA	22701

Exhibit 3–3. Sample Selection Printout

3 Have the mail carrier count off the possible stops until he or she reaches the first stop to be tested.

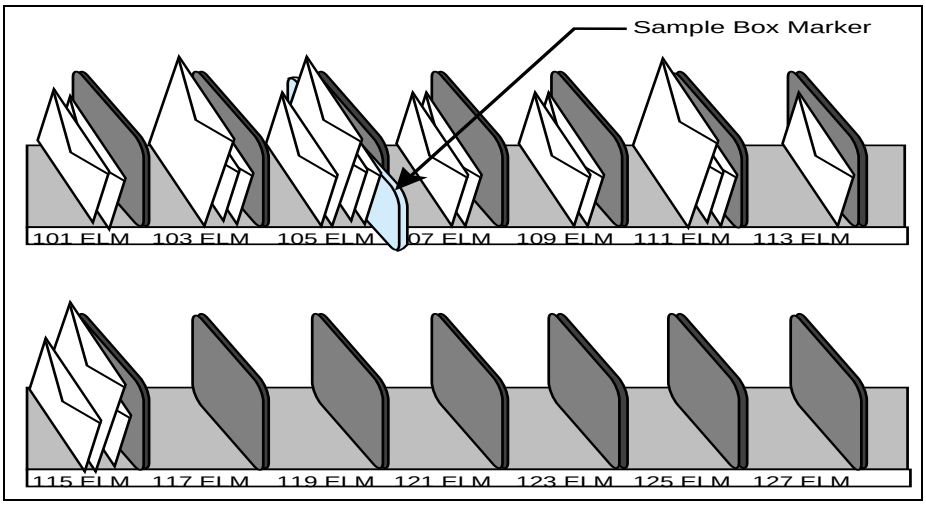


Exhibit 3–4. Inserting Sample Marker in Case at Third Possible Stop

4 Mark the stop with a sample stop marker so that it stands out in the case.

5 With the mail carrier's help, count off every 10th possible stop from the first selected stop and mark them in the case.

Mark off test stops through any phantom routes and parcels that have been added to the end of the possible stops on the normal route.

Example: If the Test ID ends in 3, select the 3rd possible stop, then the 13th, 23rd, 33rd, and so on until you reach the end of the possible stops. If the Test ID ends in 0, select the 10th possible stop, then the 20th, 30th, and so on.

3.5 Completing the *Stop Header*

When you have counted and marked the stops, you need to record the stop information in the CODES *Stop Header.* The *Stop Header* gathers general information about the stop being tested, including the following items:

- The stop address.
- The number of possible deliveries.
- The number of actual deliveries.
- If there is a street relay for this address.
- Subclassification of a multidelivery stop.
- Subclassification of a business stop.

If the mail carrier pulls down the case more than once, you may need to modify the *Stop Header* to reflect the mail recorded in the second pull-down.

PROCEDURES

To access the *Stop Header*, you must first resume the test. The following tasks explain, step-by-step, how to resume the test and complete the *Stop Header.*

3.5.1 Resuming the Test

To begin recording data about the stop, you must resume the test and access the *Stop Header.* To do so, complete the following steps:

1. **From the CODES menu, choose <4> *City Carrier Cost System.***

   CODES displays the *CODES CCS Main Menu*.

2. **Choose <3> *Resume Test.***

   CODES displays the Test ID and the message “Resume Test? (Y/N).”

3. **Press <Y>.**

   CODES asks for your user identification.

4. **Type your three-digit User ID.**

   CODES displays the *Test Options Menu* screen.

3.5.2 Completing the *Stop Header*

Complete the *Stop Header* for each stop sampled, even if there is no mail for the stop. To determine whether there is mail for a stop, check the cased mail and your list of uncased mail including any DPS mail.

If the mail carrier pulls down the case more than once on the test day, you may have to modify the *Stop Header* to reflect the mail recorded in the second pull-down. To complete the *Stop Header*, perform the following ten steps:

Note: For any of the following steps, if your responses require additional explanation, press <F6> and type your comments in the field provided. Indicate the question to which your comment corresponds.

1 **From the *Test Options Menu*, choose <1> *Input Stop Header Data.***

CODES displays the *Stop Header* for the first selected stop and automatically fills in the stop number; you cannot change this number.

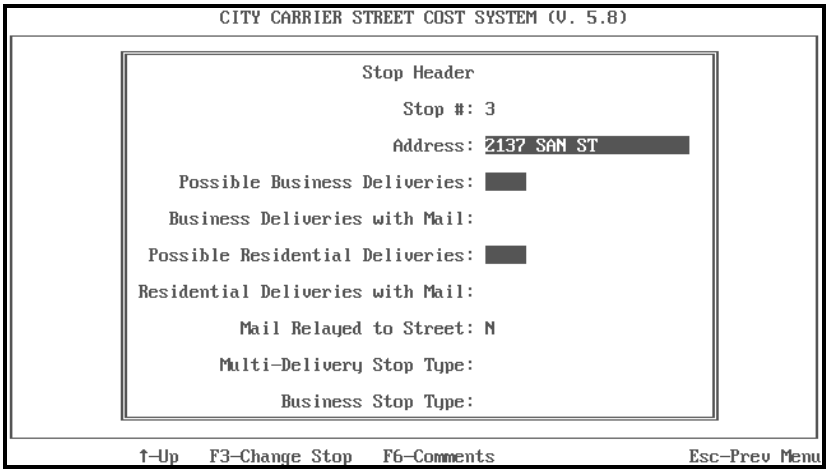


Figure 3-9. Stop Header

Note: For any of the following steps, if your responses require additional explanation, press <F6> and type your comments in the field provided. Indicate the question to which your comment corresponds.

2 **Type the address and press <Enter>.**

3 **Type the number of possible business deliveries at the stop and press <Enter>.**

- If there are no possible business deliveries at this stop, press <Enter> (zero is the default).

  Then go to Step 5.

- If there are possible business deliveries, enter the appropriate number.

4 Type the number of business deliveries with mail and press <Enter>.

5 Type the number of possible residential deliveries at the stop and press <Enter>.

- If there are no possible residential deliveries at this stop, type zero and press <Enter>.

  Then go to Step 7.

- If there are possible residential deliveries, type the appropriate number.

6 Type the number of residential deliveries with mail and press <Enter>.

7 Indicate if mail was relayed to the street.

Sometimes mail is relayed to the street on the day of the test. This is mail that the mail carrier will be delivering but is usually not available for counting. Whenever mail is relayed to the street before it is counted, indicate this in the *Stop Header.*

If the mail carrier has no contact with the mail after it is relayed to the street, this stop is *not* considered to have mail relayed to the street.

- **<Y>.** Mail was relayed to the street for this stop *and* the mail carrier will be delivering that mail.
- **<N>.** No mail was relayed to the street for this stop; or mail was relayed to the street for this stop, but the mail carrier will not be delivering that mail.

8 If this is a multidelivery stop, indicate the stop type.

A multidelivery stop is a stop with several possible deliveries. The CODES program asks you to identify the multidelivery stop type only if you have indicated the stop has more than one possible delivery.

Example: A business operating out of a residence with two mail receptacles is considered a multidelivery stop. Record the type as *Other,* and explain in comments, “Business operating from a residence.” A business operating out of a residence with only one mail receptacle is considered a business stop.

Table 3-2. Multidelivery Stop Type Codes

Code	Multidelivery Type
A	Neighborhood Delivery/Collection Box Unit
B	Delivery/Postal Center
C	Office/Apt. Bldg. Mail Recept. Front-Loaded
D	Office/Apt. Bldg. Mail Recept. Rear-Loaded
E	Curbline Boxes
F	2-, 3-, 4-Family House
G	Other (explain in comments field)

9 If there is a business at this stop, enter the appropriate letter.

The CODES program asks this question only if you indicated this stop received business deliveries and no residential deliveries.

Table 3-3. Business Stop Type Codes

Code	Business Type
A	Financial, Insurance, or Real Estate
B	Manufacturing, Construction, Farming
C	Transportation or Utilities
D	Services
E	Wholesale/Retail (Include Restaurants)
F	Other (explain in comments field)

10 Verify that the information is correct.

- **<Y>.**
  - If there is no delivery, CODES displays the next selected stop. Repeat Steps 2 through 10 for the new stop.
  - If there is a delivery, CODES displays the *Mail Count for Stop* screen. Proceed to Section 3.6.
- **<N>.** CODES places the cursor at the *Address* field. Press <Enter> to move to the incorrect information. Make the necessary corrections, then press <Enter> until the question "Information Correct? (Y/N)" displays again.

3.6 Recording Non-Accountable Mail

After completing the *Stop Header*, you need to count and record the number of mailpieces at that stop. The mail count includes both accountable and non-accountable mail. Accountable mail requires the mail carrier to obtain a signature or collect money. Non-accountable mail requires no special services at the time of delivery. This section explains how to record non-accountable mail. For information about recording accountable mail, see Section 3.7.

To record mail for a stop, you must be able to recognize the following classes of mail and their subclasses:

- First-Class Mail or Priority Mail
- Periodicals (old 2nd class)
- Standard Mail (A) (old 3rd class)
- Standard Mail (B) (old 4th class)
- Express Mail
- Penalty/free mail
- International surface mail
- International air mail
- Accountable mail

Examples of these classes and their subclasses are provided in Related Materials. For more detailed information about each class and subclass, refer to the *Domestic Mail Manual*.

PROCEDURES

You record mail counts using the *Mail Count for Stop* screen (Figure 3-10). CODES displays this screen automatically after you complete the *Stop Header* and indicate that one or more deliveries will be made at the stop.

If the mail carrier pulls down the case more than once on the test day, you must add the mailpieces from the selected stops in the second pull-down to the mail counts you record from the first pull-down.

```
Stop # 3                MAIL COUNT FOR STOP        (V. 5.8)          Page 1

Mailpiece                                  Letters      Flats       Parcels

                        (1) First Class
                        (2) Priority
                        (3) Periodicals [OLD 2ND CLASS]
                        (4) Standard A  [OLD 3RD CLASS]
                        (5) Standard B  [OLD 4TH CLASS]
                        (6) Express
                        (7) Penalty/Free
                        (8) International Surface
                        (9) International Air
                        (A) Accountable
                        (B) Other

F2-Next Stop    F3-Change Stop    F4-View                          Esc-Prev Menu
```

Figure 3-10. Mail Count for Stop

To record non-accountable mail, complete the following steps:

1 Sort the mail into classes.

Include all mail in your count, including flats, parcels, saturation mailings, and mail that has not been cased. If you encounter a saturation mailing that consists of a detached label with a product sample, record the pieces separately.

Note: Even if the mail carrier intends to carry the saturation mailing as a third bundle and has not cased it, you must enter the counts by class. If the mailing consists of a detached label with a product sample, count the two pieces as one saturation mailing but record the pieces separately when counting mail for the stop.

2 Select the appropriate class and subclass.

The class you select determines the choices for subclasses displayed on the screen. You do not have to enter a subclass for Priority, Periodicals, and Express Mail.

Note: Record periodical mail returned to sender as either Standard Mail (A), ounce rate, or Standard Mail (B), whichever is appropriate.

Use the following table to determine which Related Materials definitions apply to the specific class or subclass of mail you selected.

If you selected...in Step 2	Use these descriptions…
First-Class Mail	RM 3-01
Priority Mail	RM 3-02
Standard Mail (A)	RM 3-03
Standard Mail (B)	RM 3-04
Penalty/free mail	RM 3-05
International surface mail	RM 3-06
International airmail	RM 3-07

Some firms are authorized to use Manifest Mailing System (MMS) procedures and may use the alphanumeric codes shown in RM 3-10 to indicate class/subclass.

Record a mailpiece as *Other* only when none of the listed classifications apply. Describe the mailpiece in the *Comment* field that CODES displays automatically.

Record postage due mail that is paid by a trust fund as non-accountable mail, under one of the above classifications.

Record mail generated by the United Nations according to the postmark on the mailpiece:

If the postmark is...	Record the mailpiece as
Geneva, Switzerland	international
New York	domestic

3 Enter the rate of mail.

4 Enter the type of mail.

Record the mail as it has been cased. For example, record oversized cards as letters if the mail carrier cases them as letters, but as flats if the mail carrier cases them as flats. If the mail carrier is using a One-Bundle Sliding-Shelf (OBSS) case, see *Exceptions* in Section 3.6.1 for instructions.

```
Stop # 6                MAIL COUNT FOR STOP        (V. 5.8)          Page 1
                                10 ELM STREET
Mailpiece                                Letters      Flats       Parcels

                 (1) Single Piece
                 (2) Nonautomation Presorted [PRESORTED]
                 (3) Automation Letters Noncarrier [AUTO]
                 (4) Automation Letters Carrier [AUTOCR]
                 (5) Automation Flats [AUTO]

                    Class: 1st
                 Subclass: Ltr, Flat & Par
                     Rate:
                     Type:
                    Count:
F2-Next Stop    F3-Change Stop    F4-View                        Esc-Prev Menu
```

Figure 3-11. Mail Rate Screen

The screen will prompt for a specific rate category before the *Enter Mail Count* screen will appear.

5 Type the number of mailpieces and press <Enter>.

```
Stop # 6                MAIL COUNT FOR STOP        (V. 5.8)          Page 1
                                10 ELM STREET
Mailpiece                                Letters      Flats       Parcels

                 Enter Mail Count:

                    Class: 1st
                 Subclass: Ltr, Flat & Par
                     Rate: Single Piece
                     Type: Letter
                    Count:
F2-Next Stop    F3-Change Stop    F4-View                        Esc-Prev Menu
```

Figure 3-12. Enter Mail Count Screen

6 Verify that the information you have entered is correct.

- **<Y>.** CODES displays the *Mail Count for Stop* screen.
- **<N>.** CODES displays the *Enter Mail Count* screen. To return to a previous screen, press <Esc> key. Make the necessary corrections, then press <Enter> until the question "Information Correct? (Y/N)" displays again.

7 If you chose <B> *Other,* enter a comment.

CODES displays the *Comment* field automatically.

8 Repeat Steps 1 through 7 for each piece of non-accountable mail at this stop.

Note: For instructions about recording accountable mail, see Section 3.7. Because special handling pieces do not require the mail carrier to obtain a signature or collect money at the time of delivery, they are not considered accountable mail for this test. Record them in the appropriate class and subclass for non-accountable mail.

9 If you have more stops to test, press <F2> to move to the next *Stop Header*, and repeat the instructions in Section 3.5.2 to present step.

10 If you have no more stops, press <Esc> to return to the *Test Options Menu*. Then follow the instructions in Section 3.9.

3.6.1 Recording OBSS-Cased Mail

EXCEPTIONS

The OBSS case is essentially a one-route system that is designed to provide one separation for each delivery along the route. All mail for a stop is cased together without regard to size or shape. The case should be labeled so that each separation represents one possible delivery for a stop. If the possible delivery receives more mail than can be accommodated by a single separation, additional separations can be used if they are labeled appropriately.

To ensure an accurate mail count, make certain that all the mail to be delivered on the test day is cased. Also, separate the mail into distinct types. The type designation for OBSS-cased mail is dependent upon the mailpiece dimensions, because the mail carrier cases all mail together. Table 3-4 describes the dimensions of OBSS-cased mail types.

Table 3-4. Type Dimensions for OBSS-Cased Mail

Type	**Dimensions**	
	Must be at least	**Cannot Exceed**
Letter	length 5 inches height 3 1/2 inches thickness 0.007 inches	length 11 1/2 inches height 6 1/8 inches thickness 1/4 inch
Flat unwrapped paper-wrapped sleeve-wrapped enveloped	length 11 1/2 inches height 6 1/8 inches thickness 1/4 inches	length 15 inches height 12 inches thickness 3/4 inch
Parcel machinable	length 6 inches width 3 inches height/ thickness 1/4 inches	length 34 inches width 17 inches height/ thickness 17 inches
IPP nonmachinable Machinable IPPs are small rectangular parcels weighing between 6 and 8 oz. with sufficient density to be sorted by automatic parcel-sorting equipment. non-letter size, non-flat size matter: wrapped paper wrapped sleeve wrapped merchandise samples not individually addressed articles enclosed in envelopes that are not letter-sized, flat-sized or regular machinable parcels		length 6 inches width 3 inches height/ thickness 1/4 inch weight 8 ounces

3.7 Recording Accountable Mail

Accountable mail is mail that receives some type of special service. For this test, the only special services of interest are those that require the mail carrier to collect money or obtain a signature at delivery.

Note: Because special handling pieces do not require the mail carrier to obtain a signature or collect money at the time of delivery, they are not considered accountable mail. Record them in the appropriate class and subclass for non-accountable mail.

The process for recording accountable mail is the same as that for recording non-accountable mail, except that you *also* record service information. So, for any piece of accountable mail, you first record the class, subclass, and type information (as described in Section 3.6), then you record the special services, as described in this section.

Each service that a mailpiece receives must be recorded. For this reason, a single piece of accountable mail may be recorded once on the non-accountable screen and several times on the accountable screens, once for each service rendered.

PROCEDURES

You record mail counts using the *Mail Count for Stop* screen (Figure 3-13). CODES displays this screen automatically after you complete the *Stop Header* and indicate that one or more deliveries will be made at the stop.

If the mail carrier pulls down the case more than once on the test day, you must add the mailpieces from the selected stops in the second pull-down to the mail counts you record from the first pull-down.

Record accountable mail only after you have recorded all non-accountable mail for that stop; for instructions, see Section 3.6. Then record the class and subclass for each piece of accountable mail. Finally, record the service data using the following instructions.

Note: For any of the following steps, if your responses require additional explanation, press <F6> and type your comments in the field provided. Indicate the question to which your comment corresponds.

Screen Placeholder.

Figure 3-13. Mail Count for Stop

1 From the *Mail Count for Stop* screen, choose <A> *Accountable.*

CODES displays the *Special Services Menu for Accountable Mail* screen (Figure 3-14).

2 Enter the number or letter of the appropriate service.

For information about when to choose each of the options, see RM 3-08.

```
Stop # 6                MAIL COUNT FOR STOP        (V. 5.8)          Page 1

                                10 ELM STREET
Mailpiece                                Letters      Flats       Parcels

1st Ltr, Flat & Par Single Piece          10

                        (1) Postage Due
                        (2) Business Reply
                        (3) Certified
                        (4) COD
                        (5) Numbered Insured
                        (6) Registered
                        (7) Registered & COD
                        (8) Return Receipt
                        (9) Express Return Receipt
                        (A) Other

                      Class: Acct
                   Subclass:
                       Rate:
                       Type:
                      Count:

F2-Next Stop    F3-Change Stop    F4-View    F5-Edit                Esc-Prev Menu
```

Figure 3-14. Special Services Menu for Accountable Mail

When you choose a service from this screen, CODES automatically displays it as a letter. Nevertheless, you should use this screen to record special services on flats and parcels as well.

Note: Remember, if you recorded the mailpiece correctly (as a letter, flat, or parcel) on the non-accountable screens earlier, the data will be correct.

3 **Enter the number of mailpieces receiving this service and press <Enter>.**

4 **Verify that the information you have entered is correct.**

- **<Y>.** CODES displays the *Mail Count for Stop* screen.
- **<N>.** CODES displays the *Enter Mail Count* screen. To return to a previous screen, press <Esc>. Make the necessary corrections, then press <Enter> until the question: "Information Correct? (Y/N)" displays again.

5 **If you chose <A> *Other,* enter a comment.**

CODES displays the *Comment* field automatically.

6 **If the mailpiece receives more than one service, repeat Steps 1 through 5 to record them.**

7 **Repeat Steps 1 through 6 for each piece of accountable mail for the stop.**

8 **If you have more stops to test, press <F2> to move to the next *Stop Header* and repeat the instructions starting with Section 3.5.2 to present step.**

9 **If you have no more stops, press <Esc> to return to the *Test Options Menu*. Then follow the instructions in Section 3.8.**

Example: A stop receives one piece of mail, a certified letter, return receipt requested, with the receipt still attached to the mailpiece. You would record this mailpiece as follows:

- First, record the mailpiece as First-Class Mail, single piece.
- Next, record the mailpiece as accountable, certified.
- Finally, record the mailpiece as accountable, return receipt.

3.7.1 Recording Accountable Mail in a Bundle of Non-Accountable Mail

EXCEPTIONS

Sometimes the sender places accountable mail in a bundle of non-accountable mail. When this happens, you need to record the bundle of non-accountable mail in the appropriate class and subclass, record the accountable mail in the appropriate classes and subclasses, and then record the services rendered.

Example: If during the test you find shortpaid accountable mail that is not marked Postage Due, record it in the class of mail as endorsed. Next, record the piece as Accountable with the appropriate subclass. After recording the mail, take the piece to the Postage Due Unit to be marked correctly. Do not record it as Postage Due for this test.

3.8 Reviewing Data, Correcting Errors, and Ending the Test

Reviewing your data and correcting errors is especially important because errors that slip by you are not very likely to be caught by others.

This section explains how to review the data, correct errors in *Test Headers* and *Stop Headers*, correct mail count and classification errors, and answer the final administrative questions.

PROCEDURES

After you enter counts for the different categories of mail, review the counts and correct any mistakes *before* you start answering the administrative questions. Once you start answering these questions, there is no easy way to correct mistakes in mail counts.

3.8.1 Mail Counts

To review the data, complete the following steps:

1 **From the CCS *Test Options Menu,* choose <8> *View Stop Addresses.***

CODES asks you which stop you want to view.

2 **Arrow down to the first tested stop and press <Enter>.**

CODES displays the *Stop Header* for the first stop.

3 **Verify the information and press <F2> to move to the next stop.**

You are not expected to recount all of the mail or go back to the case to confirm each piece of data. However, if you notice that a count is obviously incorrect or that a classification is wrong, make the appropriate corrections.

Note: If you wish to review data for a stop number, you may select <3> *Review/Edit Previous Stop* from the *Test Options Menu.* Enter the stop number and continue choosing stops until the review is complete.

4 **When you finish reviewing the data for all of the tested stops, press <Esc> to return to the *Test Options Menu.***

3.8.2 Correcting Errors in the *Test Header* or *Stop Header*

If you make a mistake in the *Test Header* or *Stop Header*, you can correct it using three different methods. The first two methods work for either header when you are still in the header. Method 3 works after you leave it.

- **Method 1** Use the up arrow key <↑> to move to the mistake, then type the correct information.

- **Method 2** Answer <N> to the question: "Information Correct? (Y/N)." Press <Enter> to move down to the mistake; then type the correct information. Answer <Y> when the question "Information Correct? (Y/N)" reappears.
- **Method 3** (for *Stop Header*) From the *Test Options Menu,* choose <3> *Review/Edit Previous Stop;* type the number of the *Stop Header* you want to correct; then press <Enter>. Answer <N> to the "Information Correct? (Y/N)." Press <Enter> to move down to the mistake, then type the correct information. Answer <Y> when the question "Information Correct? (Y/N)" reappears.

  If you press <Y>, CODES then displays the *Mail Count for Stop* screen with the message "Review/Edit Mailpiece Data" at the top. You can leave the screen by pressing <Esc> or you can correct any incorrect mail counts or classifications in that stop; for instructions, see Sections 3.8.3 and 3.8.4.
- **Method 3** (for Test Header) From the *Test Options Menu,* choose <7> *Edit Test Header;* cursor will be at *Route Type.* Press <Enter> to move down to the mistake and type the correct information. Answer <Y> when the question: "Information Correct? (Y/N)" appears.

  If you press <Y>, CODES then displays the *Test Header* (p. 2). Press <Enter> to move down to the mistake, type the correct information, and answer <Y> when the question: "Information Correct? (Y/N)" appears.

3.8.3 Correcting Mail Count Errors

If you make a mail *count* error in the *Mail Count for Stop* screen, you can correct it either while you are there or after you leave the screen. To correct a mistake *after* you leave the stop, simply move to the previous stop and complete the following steps. For instructions about moving to a previous stop, see Section 3.8.5.

To correct a mail *classification* error, see Section 3.8.4.

1 **From the *Mail Count for Stop* screen, press <F5> Edit.**

If you got into the *Mail Count for Stop* screen by choosing <3> *Review/Edit Previous Stop* from the *Test Options Menu,* skip this step; you are already in edit mode.

2 **Choose the class, subclass, and type of the piece you want to correct.**

3 **Type the correct number of mailpieces and press <Enter>.**

CODES displays the question "Information Correct? (Y/N)."

4 Verify that the information you have entered is correct.

- **<Y>**. CODES displays the *Mail Count for Stop* screen again, remaining in edit mode.
- **<N>**. CODES displays the *Enter Mail Count screen.* To return to a previous screen, press <Esc>. After making the correction, press <Enter> until the "Information Correct? (Y/N)" question is displayed again.

5 Press <F5> again to leave the edit mode.

If you got into the *Mail Count for Stop* screen by choosing <3> *Review/Edit Previous Stop* from the *Test Options Menu,* press <Esc> to get out of edit mode. CODES leaves edit mode and removes the message "Review/Edit Mailpiece Data" from the top of the screen.

3.8.4 Correcting Mail Classification Errors

If you accidentally record a piece of mail under the wrong class, subclass, and type, you must do two things to correct the error: record the correct classification as you normally do, then delete the incorrect one. For instructions about correcting a mail count error, see Section 3.8.3.

To delete a classification error in a previous stop, simply move to the previous stop and use one of the methods explained in this Section. For instructions about moving to a previous stop, see Section 3.8.5.

To delete the incorrect mail classification, use either of the following methods:

1 Delete the entire class and subclass from the stop.

Use this option if there is only one type of mail in the class and subclass you want to delete.

- From the *Mail Count for Stop* screen, press <F5> *Edit.*
- If you got into the *Mail Count for Stop* screen by choosing <3> *Review/Edit Previous Stop,* skip this step; you are already in the edit mode. CODES displays the message: "Review/Edit Mailpiece Data" in bold across the top of the screen.
- Press <F4> *View.*
- CODES removes the class menu from the center of the screen and displays the mailpiece data for the stop. A highlight bar appears on the first line of data, and the message "<Enter>-Delete Class" appears in the lower right-hand corner.
- Use the up <↑> and down <↓> arrow keys to move the highlight bar to the class and subclass you want to delete.
- Press <Enter> to delete the class and subclass you highlighted.
- CODES displays the message: "Delete Mail Class? (Y/N)."

- Press <Y>.
- All data for the selected class and subclass disappears.
- Press <F4> *View*.
- CODES returns the *Class Menu* to the screen.
- Press <F5> *Edit*.
- If you got into the *Mail Count for Stop* screen by choosing <3> *Review/Edit Previous Stop* from the *Test Options Menu,* press <Esc> to get out of edit mode. CODES leaves edit mode and removes the message "Review/Edit Mailpiece Data" from the top of the screen.

2 Delete a specific type of mail in the given class and subclass.

- From the *Mail Count for Stop* screen, press <F5> *Edit.*
- If you got into the *Mail Count for Stop* screen by choosing <3> *Review/Edit Previous Stop,* skip this step; you are already in edit mode. CODES displays the message "Review/Edit Mailpiece Data" in bold across the top of the screen.
- Choose the class, subclass, and type of the piece you want to delete, CODES displays the *Enter Mail Count* screen.
- Type zero for the number of pieces and press <Enter>. CODES displays the question: "Information Correct? (Y/N)".
- Verify that the information you have entered is correct.
  - **<Y>.** CODES displays the *Mail Count for Stop* screen again, remaining in edit mode.
  - **<N>.** CODES displays the *Enter Mail Count* screen. To return to a previous screen, press <Escape>. After making the correction, press <Enter> until the "Information Correct? (Y/N)" question is displayed again.

  CODES displays the new mail counts. There should be an empty space where a number used to be for the class-subclass-type combination you selected.
- Press <F5> again to leave the edit mode.

  If you got into the *Mail Count for Stop* screen by choosing <3> *Review/Edit Previous Stop* from the *Test Options Menu,* press <Escape> to get out of edit mode. CODES leaves edit mode and removes the message "Review/Edit Mailpiece Data" from the top of the screen.

3.8.5 Moving to a Previous Stop

If you made a mistake in a previous stop, move to the stop with the error, then follow the instructions for correcting mail count errors and for correcting mail classification errors in Sections 3.8.3 and 3.8.4.

How you move to a previous stop depends on where you are in the CODES program. This section tells you how to move to a previous stop from two different places: the *Mail Count for Stop screen* and the *Test Options Menu.*

1 To move to a previous stop from the *Mail Count for Stop* screen, complete the following steps:

- Press <F3> *Change Stop*, CODES displays the message “Enter Stop #.”
- Enter the number of the stop you want to move to and press <Enter>.

  CODES displays the *Mail Count for Stop* screen for the selected stop. You might not notice the change, but the stop number in the upper left-hand corner changes.

2 To move to a previous stop from the Test Options menu, complete the following steps:

- Choose <3> *Review/Edit Previous Stop,* CODES displays the message “Enter Stop #.”
- Enter the number of the stop you want to move to and press <Enter>. CODES displays the *Stop Header* and the message “Information Correct? (Y/N).”
- Verify that the information displayed is correct.
  - Press <Y>. CODES displays the *Mail Count for Stop* screen and the message “Review/Edit Mailpiece Data” in bold across the top of the screen. This message tells you that you are in edit mode and can change mail counts. You cannot add mailpieces in this mode; you can only delete or change information that is already on the screen. Also, you do not have to press <F5> to get into edit mode because you are already in edit mode; ignore that step in Sections 3.8.3 and 3.8.4. After you make your corrections, press <Esc> to get out of edit mode.
  - Press <N>. CODES places the cursor in the *Address* field. Press <Enter> to move to the incorrect information. After making the correction, press <Enter> until the question “Information Correct? (Y/N)” is displayed again.

3.8.6 Ending the Test

Once you finish reviewing and correcting the data, you end the test and answer a few administrative questions. To end the test, choose <5> *End Test and Save Data* from the CODES *CCS Main Menu.* CODES asks you to enter number the possible stops, as shown in Figure 3-15.

3.8.7 Recording the Number of Possible Stops

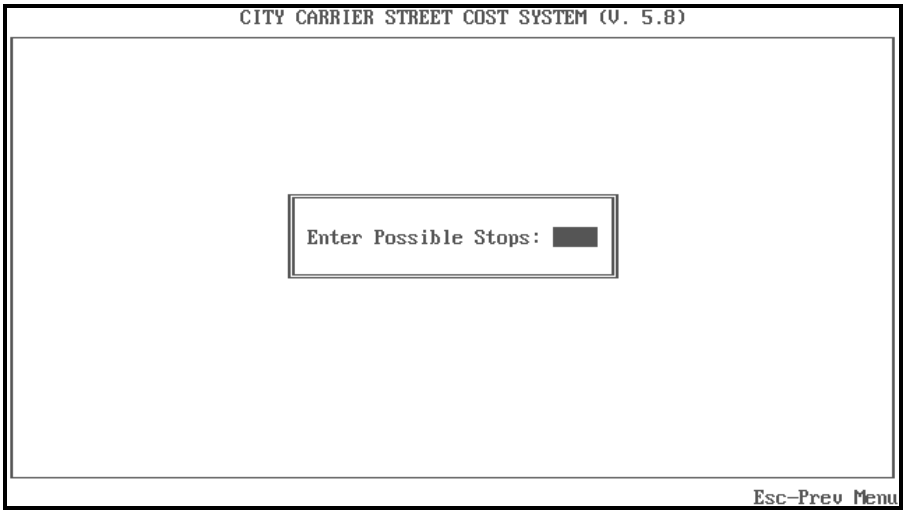


Figure 3-15. Enter Possible Stops Screen

When CODES displays the *Enter Possible Stops* screen, type the total number of possible stops and press <Enter>.

Note: Be sure you check this number before pressing <Enter>. CODES will not ask you to confirm that the information is correct.

The number of the last tested stop plus the number of stops left over should add up to your original count of the total number of possible stops. Use this method to double-check that you have accurately counted the total number of stops and have accurately selected the stops to be tested.

Make sure the total number of possible stops is less than the total number of possible deliveries on the route. If the total number of possible stops is larger than the number of possible deliveries, explain the discrepancy in the *Comments* field; for example, write "Form 1621 data not current."

3.8.8 Recording Saturation Mailings

A saturation mailing is a mailing sent to at least 75 percent of the addresses in a route or 90 percent of the residential addresses, whichever is less. If the mailer uses a simplified address, all addresses must receive the mailing. You record individual saturation mailings when you complete the *Mail Count*

for Stop screen. However, you must also record the number of saturation mailings delivered to the *route* on the test day. This is *not* the total number of individual saturation mailpieces (for example, 412), but the total number of saturation mailings (for example, 2).

To record a saturation mailing, complete the following steps:

1 Enter the number of saturation mailings by class.

If there are no mailings for a particular class, press <Enter> to move to the next class. When you finish entering the number of Standard Mail (B) saturation mailings, CODES displays the message “Information Correct? (Y/N).”

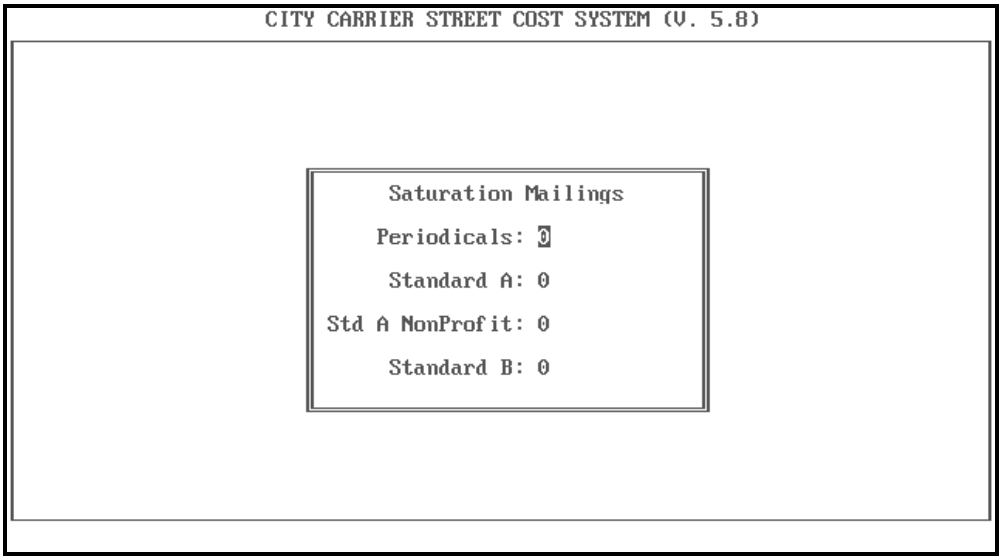


Figure 3-16. Saturation Mailings Screen

Note: Even if the mail carrier intends to carry the saturation mailing as a third bundle and has not cased it, you must enter the counts by class. If the mailing consists of a detached label with a product sample, count the two pieces as one saturation mailing but record the pieces separately when counting mail for the stop.

2 Verify that the information is correct.

- **<Y>.** CODES displays the *Time Required* screen (Figure 3-17).
- **<N>.** CODES places the cursor in the *Periodicals* field. Make the necessary corrections, then press <Enter> until the question “Information Correct? (Y/N)” displays again.

3.8.9 Recording Time Spent on the Test

When you see the *Time Required* screen (Figure 3-17), enter the amount of time that you and the mail carrier spent on the test by completing the following steps:

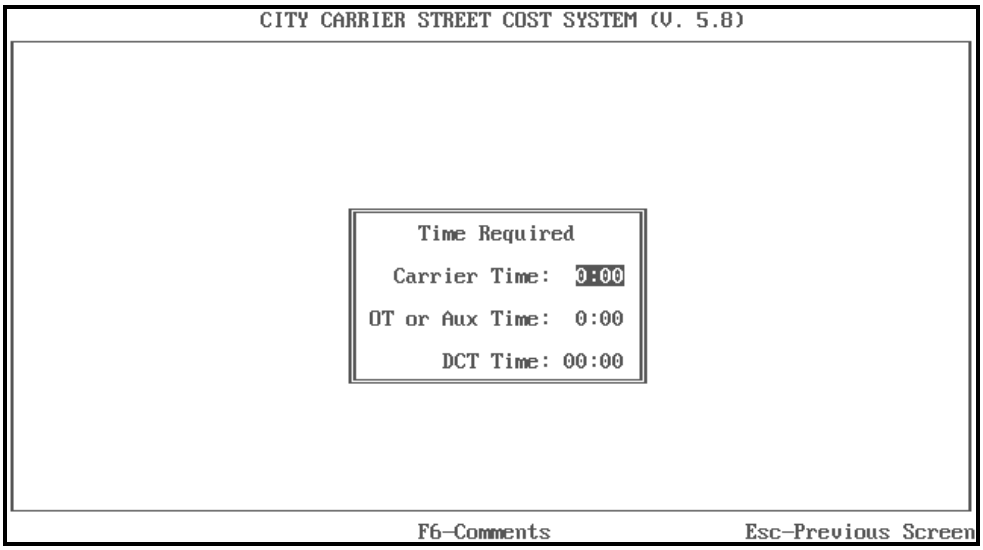


Figure 3-17. Time Required Screen

1 Type the time the mail carrier spent on the test and press <Enter>.

To figure the time the mail carrier spent on the test, subtract the time when you finished counting mail from the time when the mail carrier finished casing the mail. If time is less than one hour, enter *0* (zero) and then enter total minutes used.

Example: The mail carrier finishes casing the mail at 0845. You finish counting the mail at 1015. The mail carrier spent 1 hour and 30 minutes on the test. This is recorded as 1:30 in the field for *Carrier Time*.

2 Ask the mail carrier's supervisor if the mail carrier is to receive any overtime or auxiliary help because of the test.

- If yes, enter the amount in the field for *OT* or *Aux. Time* and press <Enter>.
- If no, press <Enter>.

3 Record the time it took you to complete the test and press <Enter>.

Include travel time, such as that spent driving or flying, but do not include any time when you were not on the clock. If you spent less than 10 hours on the test, enter leading zeros, for example 01:00 or 02:23.

Example: On the day before the test, it takes you 3.5 hours to get to the test site from your office; you check into a hotel. On the test day, it takes you 15 minutes to get to the test site from your hotel. It takes 1 hour and 30 minutes to prepare for and conduct the test. It then takes 3 hours and 15 minutes to get back to your office. Total time is 8 hours and 30 minutes. In the *Comments* field, you type, “Travel time 7 hr, test time 1 hr 30 min.”

Note: If you spent more than 5 hours to conduct the test, explain the amount of time in the *Comments* area.

CODES displays the message “Information Correct? (Y/N).”

4 Verify that the information you have entered is correct.

- **<Y>.** CODES displays the *CODES Menu*, showing you that the test is finished.
- **<N>.** CODES places the cursor in the *Carrier Time* field. To return to a previous screen, press the <Esc> key. Make the necessary corrections, then press <Enter> until the question “Information Correct? (Y/N)” displays again.

3.8.10 Practice Exercise

A practice exercise is provided. See RM 3-09.

3.9 Completing Form 2850, *City Carrier Route Test*

Form 2850, *City Carrier Route Test*, is used only in emergencies to record city mail counts.

PROCEDURES

When completing Form 2850, follow the guidelines below:

- Follow the same procedures you use to record data using the laptop computer, but record the mail counts in the appropriate rows on the form.
- Usually, you will need one Form 2850 for each sampled stop.
- Key the data from the forms onto a data diskette as soon as possible after the test.
- Destroy the used forms after keying the data onto a diskette. **Do not mail the forms.**
- Press down hard enough that the entry is readable.
- Do not make any stray marks on the form.
- Enter comments only in the comments section of the form.
- Answer all questions completely. Fill in leading and trailing zeros.

CARRIER COST SYSTEM
CITY CARRIER ROUTE TEST
HEADER PAGE

TEST ID: _____ TEST DATE: _____ IS THIS TO BE A RESCHEDULED TEST ?: __ IS THIS A RESCHEDULED TEST ?: __

CURRENT ROUTE TYPE: ___ ROUTE NUMBER: _____

BUSINESS		RESIDENTIAL	MIXED
1500 1-Trip Foot Reg.	1720 2-Man Foot Reg.	1540 Foot Reg.	1620 Foot Reg.
1502 1-Trip Motorized Reg.	1730 3-Man Foot Reg.	1560 Park & Loop Reg.	1640 Park & Loop
1504 2-Trip Foot Reg.	1740 4-Man Foot Reg.	1562 Curb Reg.	1642 Curb Reg.
1506 2-Trip Motorized Reg.	1750 5-or More Foot Reg.	1557 Foot Aux.	1559 Foot Aux.
1551 1-Trip Foot Aux.		1571 Park & Loop Aux.	1575 Park & Loop Aux.
1552 1-Trip Motorized Aux.		1573 Curb Aux.	1577 Curb Aux.
1553 2-Trip Foot Aux.		1770 2-Man Foot Reg.	1810 2-Man Foot Reg.
1554 2-Trip Motorized Aux.		1780 3-Man Foot Reg.	1820 3-Man Foot Reg.
		1790 4-Man Foot Reg.	1830 4-Man Foot Reg.
			1840 5-or More Foot Reg.

NUMBER OF PARTS ON ROUTE: _ ZIP CODE ON TEST ROUTE: ____ IS THIS A VIM ROUTE ?: __ IS THIS A VAN ROUTE ?: __

TRIP NUMBER OF TEST TRIP: _ NUMBER OF POSSIBLE STOPS ON ROUTE: ___ NUMBER OF POSSIBLE DELIVERIES: ___

NUMBER OF SATURATION MAILINGS: 2CL___ 3CL___ 4CL___ TIME USED BY CARRIER: ___ CARRIER OT/AUX HELP: ___

TIME USED BY DATA COLLECTOR: _____ FINANCE NUMBER: _____ CAG: __

FACILITY NAME: _____ DATA COLLECTOR: _____

CODE NUMBER OF DATA COLLECTOR: __ WORK PHONE: (_____) _____ - _____

COMMENTS: _____

_____

TEST ID:_____ TEST DATE:_____ ADDRESS:_____

STOP: _____ POSSIBLE BUSINESS DELIVERIES: _____ BUSINESS DELIVERIES WITH MAIL: _____

POSSIBLE RESIDENTIAL DELIVERIES: _____ RESIDENTIAL DELIVERIES WITH MAIL: _____

NO. MAIL FOR THIS STOP: __ MAIL RELAYED TO STREET: __

IF MULTI-DELIVERY (Mark ONE)

(A) Neighborhood Delivery and Collection Box unit
(B) Delivery/Postal Center
(C) Office/Apt. Bldg. Mail Recept. Front Loaded
(D) Office/Apt. Bldg. Mail Recept. Rear Loaded
(E) Curbline Boxes
(F) 2,3,4 Family House

(G) Other:_____

IF BUSINESS STOP (Mark ONE)

(A) Financial, Insurance or Real Estate
(B) Manufacturing, Construction, Farming
(C) Transportation or Utilities
(D) Services
(E) Wholesale/Retail (include Restaurants)
(F) Other:_____

Comments: _____

Exhibit 3–5. Form 2850, *City Carrier Route Test*, Front

NON-ACCOUNTABLE MAIL			
	LETTER	FLAT	PARCEL
FIRST CLASS	XXXXXXXX	XXXXXXXX	XXXXXXXX
LETTERS, FLATS, & PARCELS	XXXXXXXX	XXXXXXXX	XXXXXXXX
Single Piece			
Nonautomation Presorted [PRESORTED]			
Automation Letter Noncarrier [AUTO]		XXXXXXXX	XXXXXXXX
Automation Letters Carrier [AUTOCR]		XXXXXXXX	XXXXXXXX
Automation Flats [AUTO]	XXXXXXXX		XXXXXXXX
POST CARD	XXXXXXXX	XXXXXXXX	XXXXXXXX
Single Piece		XXXXXXXX	XXXXXXXX
Nonautomation Presorted [PRESORTED]		XXXXXXXX	XXXXXXXX
Automation Cards Noncarrier [AUTO]		XXXXXXXX	XXXXXXXX
Nonautomation Cards Carrier [AUTOCR]		XXXXXXXX	XXXXXXXX
PRIORITY			
MAILGRAM		XXXXXXXX	XXXXXXXX
PERIODICALS [OLD 2ND CLASS]			
STANDARD A [OLD 3RD CLASS]	XXXXXXXX	XXXXXXXX	XXXXXXXX
Single Piece			
REGULAR	XXXXXXXX	XXXXXXXX	XXXXXXXX
Presort Rate Nonautomation			
Automation Rate [AUTO]			XXXXXXXX
ENHANCED CARRIER ROUTE [ECR]	XXXXXXXX	XXXXXXXX	XXXXXXXX
Basic Letter/Nonletter [ERCLOT]			
Basic Automation Letter [AUTOCR]		XXXXXXXX	XXXXXXXX
High Density Letter/Nonletter [ECRWSH]			
Saturation Letter/Nonletter [ECRWSS]			
NON-PROFIT	XXXXXXXX	XXXXXXXX	XXXXXXXX
Regular Presort Rate Non-automation Letter/Nonletter			

	LETTER	FLAT	PARCEL
Regular Automation Rate [AUTO]			XXXXXXXX XXXXXXXX
ECR Basic Letter/Nonletter [ECRLOT]			
ECR Basic Automation Letter		XXXXXXXX	XXXXXXXX
ECR High Density Letter/Nonletter [ECRWSH]			
ECR Saturation Letter [ECRWSS]		XXXXXXXX XXXXXXXX	
ECR Saturation Nonletter [ECRWSS]	XXXXXXXX XXXXXXXX		
STANDARD B [OLD 4TH CLASS]	XXXXXXXX	XXXXXXXX	XXXXXXXX
Parcel Post [OLD ZONE RATE]			
Special Standard [OLD SPECIAL RATE]			
Library			
Bound Printed Matter			
BPM CAR-RT Presort			
EXPRESS			
PENALTY/FREE	XXXXXXXX	XXXXXXXX	XXXXXXXX
Penalty			
Free			
INTERNATIONAL SURFACE	XXXXXXXX	XXXXXXXX	XXXXXXXX
Letter Class			
AO			
Parcel Post			
M-Bag			
INTERNATIONAL AIR	XXXXXXXX	XXXXXXXX	XXXXXXXX
Letter Class			
AO			
Parcel Post			
M-Bag			
Express			
OTHER			

ACCOUNTABLE MAIL									
Postage Due	Business Reply	Certified	COD	Insured	Registered	Registered and COD	Return Receipt	Express Mail Return Receipt	Other

Exhibit 3–6. Form 2850, City Carrier Route Test, Back

Related Materials for the City Carrier Route Test

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

- RM 3-01 Subclasses for First-Class mail
- RM 3-02 Determining How to Record Priority Mail
- RM 3-03 Subclasses for Standard Mail (A)
- RM 3-04 Subclasses for Standard Mail (B)
- RM 3-05 Subclasses for Penalty/Free Mail
- RM 3-06 Subclasses for International Surface Mail
- RM 3-07 Subclasses for International Airmail
- RM 3-08 Accountable Mail Special Services
- RM 3-09 Counting Stops and Deliveries—Practice Exercise
- RM 3-10 Manifest Mailing System Codes
- RM 3-11 Tally Worksheet for Number of Possible Stops
- RM 3-12 Rescheduling a City Carrier Test When Lodging is Required

RM 3-01 Subclasses for First-Class Mail

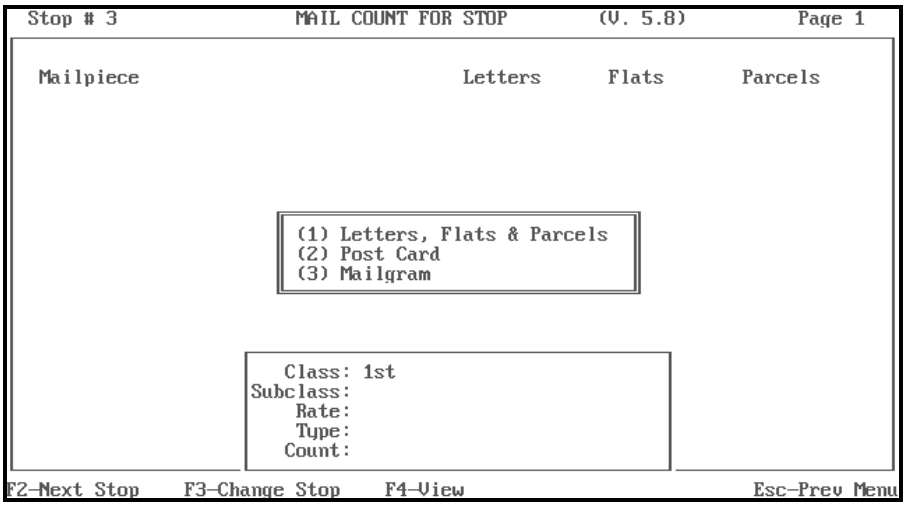


Figure 3-18. Subclass Screen for First-Class Mail

Subclass	Rate
Letters, Flats, & Parcels	Single Piece Nonautomation Presorted (PRESORTED) Automation Letters Noncarrier (AUTO) Automation Letters Carrier (AUTOCR) Automation Flats (AUTO)
Post Card	Single Piece Nonautomation Presorted (PRESORTED) Automation Cards Noncarrier (AUTO) Automation Cards Carrier (AUTOCR)
Mailgram	Mailgram

RM 3-02 Determining How to Record Priority Mail

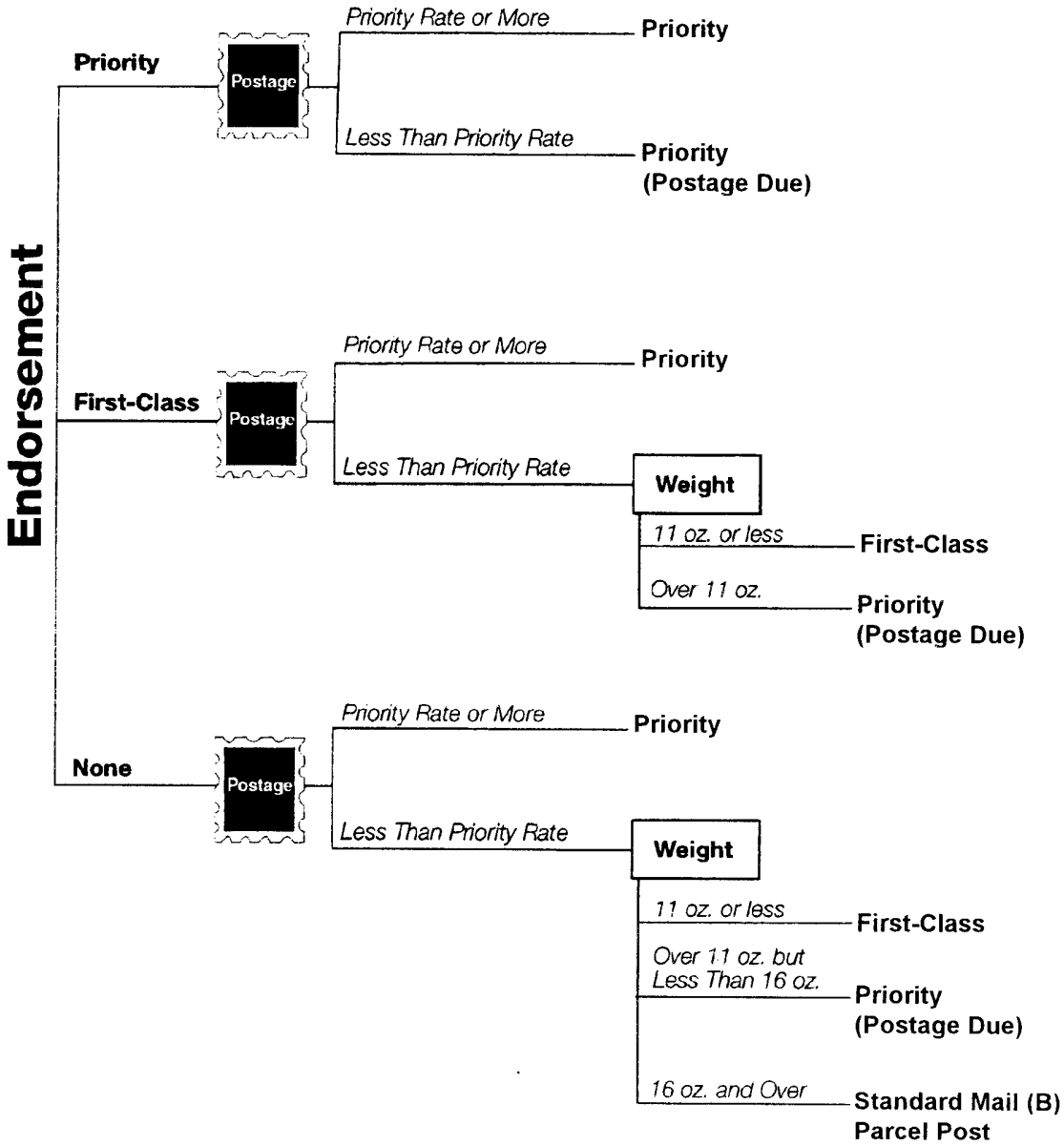


Exhibit 3–7. Determining How to Record Priority Mail

Priority mail can be subclassed as a letter, flat, or parcel.

Note: Firms that are authorized to use Manifest Mailing System (MMS) procedures may use codes to indicate the class or subclasses for First-Class Mail and Standard Mail (A). The codes are listed in RM 3-10.

RM 3-03 Subclasses for Standard Mail (A)

```
Stop # 16                MAIL COUNT FOR STOP        (V. 5.8)          Page 1

                                13 COLONIAL DR
Mailpiece                            Letters      Flats       Parcels

Priority                                                          1
Periodicals                              2

                  (1) Single Piece (Non-Bulk)
                  (2) Regular (Bulk)
                  (3) Enhanced Carrier Route [ECR]
                  (4) Nonprofit Regular
                  (5) Nonprofit ECR

                    Class: Std A
                 Subclass:
                     Rate:
                     Type:
                    Count:

F2-Next Stop    F3-Change Stop    F4-View    F5-Edit                Esc-Prev Menu
```

Figure 3-19. Subclass Screen for Standard Mail (A) Mailpieces

Subclass	Rate	Type
Single Piece		
Regular	Presort	Nonautomation Letters
		Nonautomation Nonletters
Regular	Automation Rate	Automation Letter
		Automation Flat
		Boxholder
Enhanced Carrier Route	Basic Letters (ECRLOT)	
	Basic Automation Letters (AUTOCR)	
	High Density Letters (ECRWSH)	
	Saturation Letters (ECRWSS)	
	Basic Nonletters (ECRLOT)	
	High Density Nonletters (ECRWSH)	
	Saturation Nonletters (ECRWSS)	
Nonprofit – Regular	Presort (Nonautomation)	
	Automation	

Nonprofit – ECR

Basic Letters (ECRLOT)

Basic Automation Letters (AUTOCR)

High Density Letters (ECRWSH)

Saturation Letters (ECRWSS

Basic Nonletters (ERCLOT)

High Density Nonletters (ECRWSH)

Saturation Nonletters (ECRWSS)

Note: Firms that are authorized to use Manifest Mailing System (MMS) procedures may use codes to indicate the class or subclasses for First-Class Mail and Standard Mail (A). The codes are listed in RM 3-10.

RM 3-04 Subclasses for Standard Mail (B)

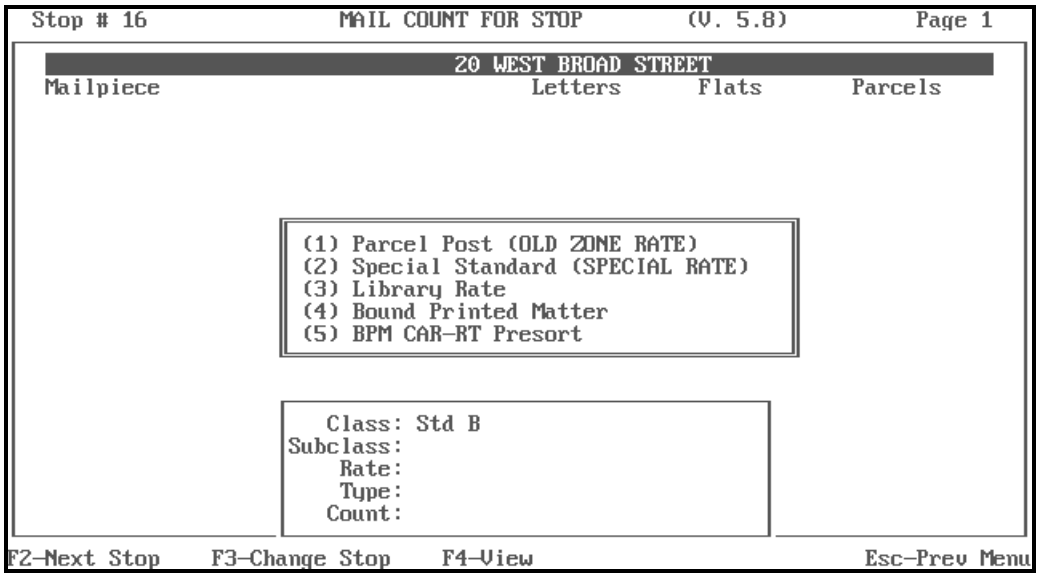


Figure 3-20. Subclass Screen for Standard Mail (B) Mailpieces

Subclass	Description
Parcel Post (old zone rate)	Postage is determined by the weight and destination zone.
Special Standard (Special Rate)	Must be marked “Special Standard Mail,” “SPEC STD,” “Presorted Special Standard Mail,” or “Presorted SPEC STD.”
Library Rate	Should be identified by the return address. Examples of where library mail rate may be sent from are listed in E620 of the DMM. Library rate mail must be marked “Library Rate” or “Library Mail.”
Bound Printed Matter (BPM)	Endorsed “Bound Printed Matter” for single piece, and “Bound Printed Matter Bulk Rate” or “Bound Printed Matter Blk. Rt.” for bulk mailings. Verify postage against individual rates to assure proper identification.
BPM CAR-RT Presort	Must be marked “Bound Printed Matter Blk. Rt. Carrier Route Presort” or “Bound Printed Matter Blk. Rt. CAR-RT SORT.” In addition, catalogs must be marked “Catalog Rate” or “Catalog.”

RM 3-05 Subclasses for Penalty/Free Mail

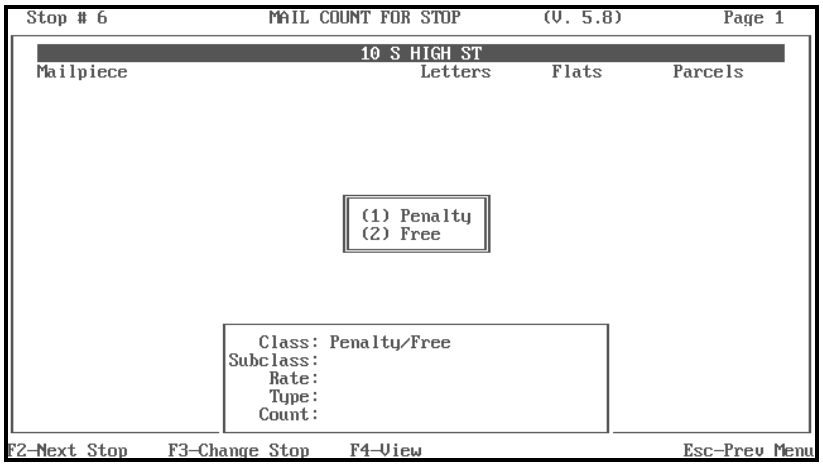


Figure 3-21. Subclass Screen for Penalty/Free Mailpieces

Subclass	Description
Penalty	Official mail sent without postage prepayment by officers of the executive and judicial branches of the U.S. Government, by departments and agencies of the U.S. Government, and by specifically authorized individuals. The terms comes from the endorsement, “Penalty for Private Use” printed on the mail. e.g., Change of Address Order Form 3575. Philatelic Order Forms with Permit Imprint 73026. Unattached Return Receipts.

Note: Postmaster’s mailings, including snow removal notices and mail box improvement notices, should be counted under class: Penalty/Free, subclass: penalty, and type: boxholder.

Free

1. Material sent to or by the blind and other disabled persons bearing the postage and fees paid indicia. It must be marked: “Free Matter for the Blind or Handicapped” in upper left corner.
   Mail for blind.
   Mail for handicapped.
2. Mail for members of U.S. Armed Forces (who are assigned to certain overseas areas designated by the President). Mailpieces must have “Free” in sender’s writing in upper right corner and have name, military address, and military grade in upper left corner.

RM 3-06 Subclasses for International Surface Mail

```
Stop # 6                MAIL COUNT FOR STOP        (V. 5.8)          Page 1
                                4545 SMITH DR
Mailpiece                                Letters      Flats       Parcels

Express                                                               5

                          (1) Letter Class
                          (2) AO
                          (3) Parcel Post
                          (4) M-Bag

                     Class: Intl Surface
                  Subclass:
                      Rate:
                      Type:
                     Count:

F2-Next Stop    F3-Change Stop    F4-View    F5-Edit              Esc-Prev Menu
```

Figure 3-22. Subclass Screen for International Surface Mail

Subclass	Description
Letter	Letter.
	Postcard.
	Letter package weighing less than 4 lb.
AO	Regular printed matter.
	Book or sheet music.
	A publisher's periodical.
	Matter for the blind.
	Small packet.
Parcel Post	Generally, the same classification as domestic fourth-class zone rate parcel post.
M-Bag	A special direct sack of printed matter being sent by a mailer in one country to a single addressee in another country. The weight of the contents may NOT be less than 15 lb., and the combined weight of the contents and the sack may not be more than 66 lb.

RM 3-07 Subclasses for International Airmail

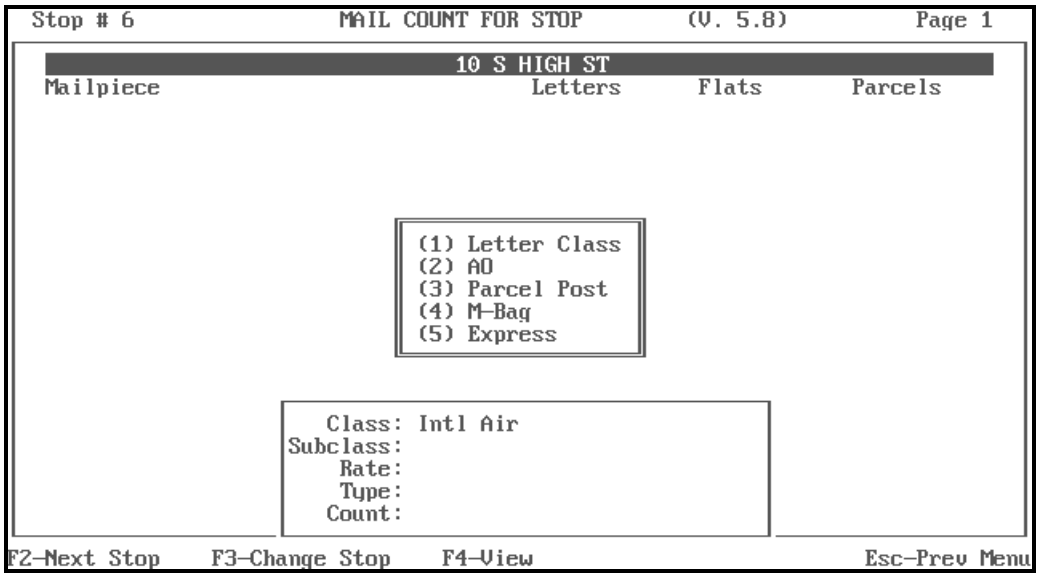


Figure 3-23. Subclass Screen for International Airmail

Subclass	Description
Letter	Aerogramme, other articles.
AO	Publisher's periodicals.
Parcel Post	Generally the same classification as domestic parcel post. For international air parcel post requirements, refer to the *International Mail Manual.*
M-Bag	A special direct sack of printed matter being sent by a mailer in one country to a single addressee in another country. The weight of the contents may *not* be less than 15 lb., and the combined weight of the contents and the sack may not be more than 66 lb.
Express	Bears endorsement of "Express Mail".

Example: Suppose you have the following pieces to record for a stop:

- Four single-piece First-Class Mail letters
- Two presorted First-Class Mail letters
- Seven First-Class Mail letters that are marked AUTO
- One bulk rate, nonprofit Standard Mail (A) flat
- Standard Mail (A) nonprofit regular presort nonauto nonletter
- Priority Parcel

You would record them as follows:

Mailpiece	Letters	Flats	Parcels
1st Single Piece	4		
1st Nonautomation Presort	2		
1st Automation Letters Noncarrier	7		
Std Nonprofit Presort Nonletter		1	
Priority Parcel			1

RM 3-08 Accountable Mail Special Services

Option/Name	Description
Postage Due	Postage validation imprint with Postage Due. The mailpiece must NOT be receiving one of the other listed services. If the mailpiece is receiving another service, record the service it is receiving. If the money due is obtained from a trust fund as recorded at the post office, do NOT record the mailpiece as accountable mail; record it as non-accountable mail. The amount owed will be collected at delivery.
Business Reply Mail (BRM)	The amount owed will be collected on delivery when applicable.
Certified	The mailpiece is marked with a Form 3800, which must be placed above the address and to the right of the return address.
Numbered Insured	The mailpiece is marked *Insured* and has an insured number usually beginning with the letter *V*.
COD	Mailpieces for which postage has not been paid and the sender is requesting collect on delivery (COD) service. The amount owed will be collected at delivery.
Registered	The mailpiece is marked with a Label 200.
Registered & COD	Both registry and COD fees have been paid. The mailpiece conforms to *both* registered and COD requirements.
Return Receipt Requested	Only if the return receipt is still attached to the mailpiece.
Express Return Receipt	The customer receipt being returned to the sender is in an Express Mail Customer Receipt envelope.
Other	The mailpiece is not receiving a listed service, but is receiving a service that requires a signature or the collection of money at the time of delivery. For example, a mailpiece requiring a signature at delivery because it went through Customs and is not receiving any of the other listed services would be classified as Other. If you choose Other, explain why in the *Comments* field that displays.

RM 3-09 Counting Stops and Deliveries—Practice Exercises

No	Scenario	Number of Stops	Number of Deliveries
1.	105 Boston St. has a change of address card in the carrier's separation.		
2.	110 Boston St. is a two-family house (110A & 110B); both residences are occupied. The house has two doors, each with a mail slot.		
3.	The family at 2 Walnut Ave. is on vacation; their mail is being delivered to friends at 4 Walnut Ave.		
4.	4 Walnut Ave. is a one-family house with one mailbox; 2 Walnut Ave. mail is also delivered here (see 3).		
5.	The family at 6 Walnut Ave. is on vacation; their mail is forwarded, except for parcel third-class, which is held at the post office.		
6.	The residents at 10 Walnut Ave. rent a post office box; any mail addressed to this street address is forwarded to the post office box.		
7.	12 Walnut Ave. is a shoe company. Mail is delivered to a receptionist, except for parcels, which are delivered to a platform at the rear of the building.		
8.	12 Norris Dr. receives all mail directly from the parcel post driver because of high volume.		
9.	14 Norris Dr. is a medical building. All business reply mail and certified mail is delivered to receptionist. All other mail is delivered to each of the 12 doctors' offices.		
10.	16 Norris Dr. is a two-family house. There is one mailbox at the back of the house for the second floor and one on the front porch for the first floor. The carrier always drops all mail for both families in the box on the front porch.		
11.	18 Norris Dr. is a 40-unit apartment building. As the carrier enters the building, there is a group of 20 letter-size receptacles on the left. Behind the door on the right are two groups of receptacles for all other mail. Each group contains two sections of five boxes each; these two groups are separated by pillars 3 feet wide.		
12.	22 David Place is a 300-family apartment complex. All mail is held out directly on the distribution case. After the foot carrier racks and ties out this mail, a parcel post carrier delivers it to the relay box on the foot carrier's route. Later the foot carrier delivers the mail to each of the 10 buildings in the complex. Each building has two groups of mail receptacles, containing 15 boxes each; one group of boxes is on the right, the other on the left.		

No	Scenario	Number of Stops	Number of Deliveries
13.	18 David Place is a three-story, three-family house, with three mail receptacles on the left of the front door (one door only). An elderly person lives on the third floor. Each day the carrier puts mail into two receptacles, and if there is any mail for the elderly person, the carrier delivers it to the third floor.		
14.	4 Jay Court is a single-family dwelling with an office in the house. There is only one mailbox.		
15.	Mail for a building with 14 offices is delivered to one group of 14 front-loaded mail receptacles. On the test day, the carrier also has registered mail for 6 offices.		
16.	1410 Madison Court is a one-family house. The carrier delivers the mail and must walk back to his or her vehicle to obtain a parcel for the same stop to be delivered to the same address.		

Answers

	Stops	Deliveries		Stops	Deliveries	
1.	0	0	9.	13	13	(1–all business reply and certified mail) (12–1 at each office)
2.	2	2 (1 each)	10.	1	1	
3.	0	0	11.	3	40	(1 stop–20 deliveries) (2 stops–10 deliveries each)
4.	1	1	12.	20*	300	*(10 buildings, 2 stops/buildings) (2 stops/buildings, 15 deliveries each)
5.	0	0	13.	2	3	(1 stop–2 deliveries) (1 stop–1 delivery)
6.	0	0	14.	1	1	(business delivery)
7.	2	2 (1 each)	15.	7	20	(1 stop–14 deliveries) (6 stops–1 delivery each)
8.	0	0	16.	1	1	

RM 3-10 Manifest Mailing System Codes

Code	Rate Category
First-Class Mail	
AC	Automation Carrier route (letters only)
AV	Automation 5-Digit (letters only)
AT	Automation 3-Digit (letters only)
AF	Automation 3/5 (flats only)
AB	Automation Basic
FP	Presorted
SP	Single Piece
Standard Mail (A)	
AV	Automation 5-Digit (letters only)
AF	Automation 3/5 (flats only)
AB	Automation Basic
RA	Regular 3/5
EA	Enhanced Carrier Route Automation Basic (letters only)
EB	Enhanced Carrier Route Basic
EH	Enhanced Carrier Route High Density
ES	Enhanced Carrier Route Saturation
ZB	Nonprofit 5-Digit Barcoded
Code	**Rate Category**
TB	Nonprofit 3-Digit Barcoded
BB	Nonprofit Basic Barcoded
ZP	Nonprofit 3/5 ZIP+4
ZN	Nonprofit Basic ZIP+4
Code	**Rate Category**
ST	Nonprofit Saturation Walk Sequence
WS	Nonprofit 125-Piece Walk Sequence
CP	Nonprofit Carrier Route
FD	Nonprofit 3/5
BA	Nonprofit Basic
SP	Single-Piece Rate (when fewer than 200 pieces accompany automation rate mail)

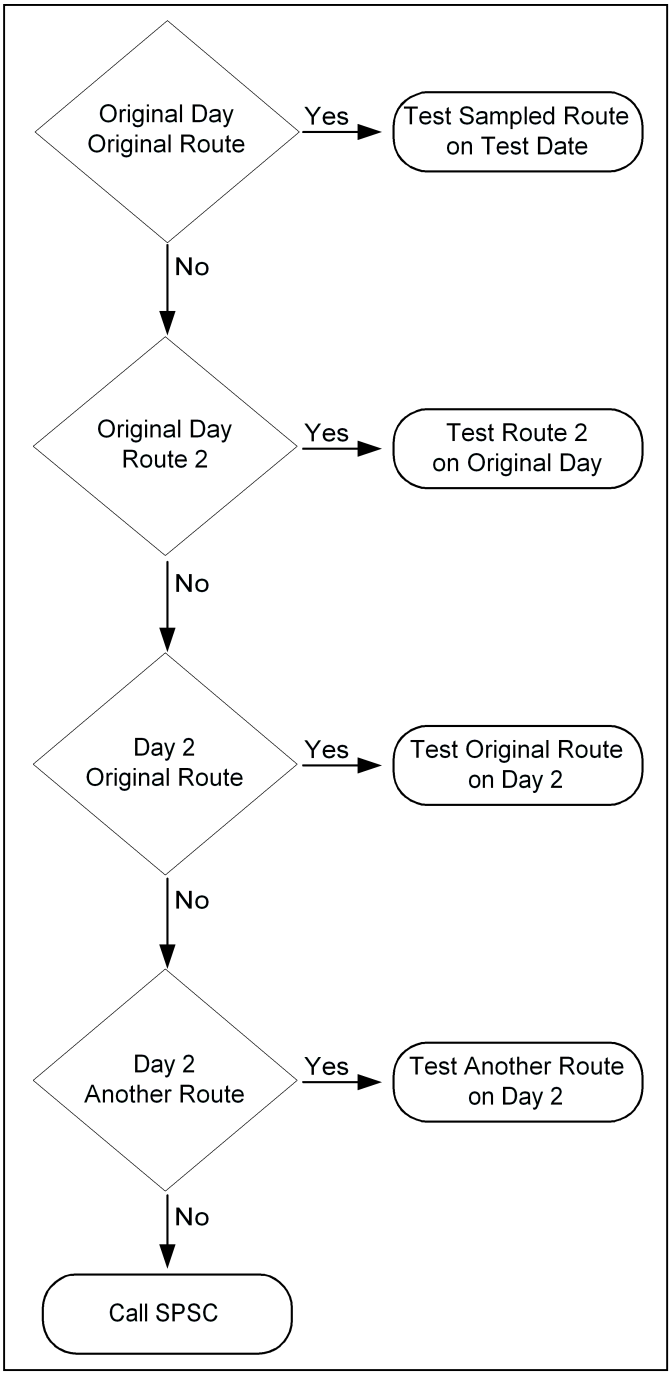
The codes must be printed either in a position at least two lines above the address or in the lower left corner of the envelope. In window envelopes, the codes must be inserted above the address and must be entirely visible through the window, with at least 1/8-inch clearance between the window and the edge of the panel.

RM 3-11 Tally Worksheet for Number of Possible Stops

Whether to Count	Description	Number
Beginning number of possible stops.		
Exclude (subtract)	Vacant businesses or residences.	
	Addresses where all mail is being forwarded.	
	Vacation holds, where all mail is being held.	
	Stops where the customer picks up the mail.	
	Businesses that are closed on the test day.	
	Stops with relayed mail that the mail carrier does not deliver.	
	Stops that another mail carrier is serving permanently.	
	Stops that the mail carrier is temporarily serving for another mail carrier.	
Leave in (do not add or subtract)	Stops with relayed mail that the test mail carrier delivers.	
	Stops that another mail carrier is serving temporarily.	
Add to the end	Stops that are permanent handoffs, courtesies, or route pivoting.	
	Stops from phantom routes.	
Total		

RM 3-12 Rescheduling a City Carrier Test When Lodging is Required

Choose the first Applicable option:



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Chapter 4
Conducting the Rural Carrier SystemTest

During a Rural Carrier System (RCS) test, the data collector counts and records mail by class, subclass, and compensation category for a randomly selected rural route. RCS tests are conducted on different routes throughout the year. The Postal Service uses the information gathered in this way to attribute rural carrier costs to various categories of mail and special services. The Postal Service then uses this information in rate cases for setting prices of mail. There are 2.6 billion dollars attributed via this testing system each year. *The information from this test is **not** used to set work standards or measure mail carrier performance*.

This chapter explains how to conduct the RCS test; each section gives step-by-step instructions for completing each main activity in the test.

ESSENTIAL PERSONNEL

The data collector conducts the RCS test with the help of the delivery supervisor, the mail carrier, and the postmaster.

- The data collector must do the following:
  - Explain the test.
  - Verify the finance number, the CAG grouping, the route number, and the route type in case there have been changes since the sample selection file was created.
  - Locate the mail to be tested.
  - Determine the skip interval and random start number.
  - Select mailpieces to be counted and record counts of selected mail under the proper class, subclass, and compensation category. (See Related Materials 1 through 8 for a listing of the possible classes, subclasses, and compensation categories.)
  - Complete Form 2847, *Rural Carrier Payment Authorization*, if the test delays the carrier and the carrier's roster designation is between 70 and 78. Have both the mail carrier and postmaster sign the form. Then give the form to the postmaster and have him or her mail it. A copy of this form and instructions for completing it are in Section 4.5.
  - Complete section 1 of Form 2848, *Rural Carrier System Mail Acceptance Data*, then give the form to the postmaster and explain what he or she is responsible for completing on the form. Show him or her the instructions on the form and explain how to count and record mail on this form. Also explain that he or she is responsible for mailing the form to the data collector's address specified on the

top portion of the form. A copy of this form and instructions for completing it are in Section 4.6.

- Review Form 2848 for completeness after the postmaster returns the completed form.

- The postmaster must do the following:
  - Ensure that Section 2 and Section 3 of Form 2848 are completed. This involves counting or designating someone to count the mail that the mail carrier collects along the delivery route and recording these counts in Section 3 of Form 2848. Be sure to explain what mail is to be counted and that the form is to be returned to you upon completion. A copy of this form and instructions for completing it are in Section 4.6.
  - Sign and mail Form 2847, if the carrier was delayed by the test and the carrier's roster designation is between 70 and 78.
- The mail carrier must do the following:
  - Help identify the mail to be sampled.
  - Sign Form 2847, if the carrier was delayed by the test and the carrier's roster designation is between 70 and 78.
- The supervisor must do the following:
  - Determine whether the mail carrier is to receive any overtime pay or auxiliary help because of the test.
  - Help identify the mail to be sampled.
  - Confirm the finance number, the CAG grouping, the route number, and the route type.

REQUIRED MATERIALS

Always take the following materials to the test site:

- CODES Laptop computer with fully charged battery pack
- AC power pack (with a power cord)
- Extension cord (three-pronged safety)
- The 3.5-inch data diskettes with the rural carrier sample file
- Two blank, formatted 3.5-inch data diskettes for emergencies
- RCS test sample selection printout
- *Data Collection User's Guide for Cost Systems*, Chapter 4, *Conducting the Rural Carrier System Test*

- Rural Mail Count Gauge with both 5” and 6 1/8” measurements
- Form 2847, *Rural Carrier Payment Authorization*
- Form 2848, *Rural Carrier Route Mail Acceptance Data*
- The First-Class Mail and Standard Mail (A) Decision Tables for TRACS and Carrier Cost Tests Only
- Pencils and paper

Examples of Forms 2847 and 2848 are included in Sections 4.5 and 4.6, respectively, along with addresses to which you can write for additional copies.

ASSOCIATED TASKS

To conduct an RCS test, you perform the following tasks. You will find step-by-step instructions in the identified sections of this chapter.

- Prepare for the test (Section 4.1).
  - What to do prior to the day of the test (Section 4.1.1).
  - Complete the *Test Header* (Figure 4–4)(Section 4.1.2).
  - Introduce and explain the test (Section 4.1.3).
- Take the test (Section 4.2).
  - Identify the mail to be sampled (Section 4.2.1).
  - Select the session type and skip interval (Section 4.2.2).
  - Determine the mailpiece skip interval and random start number (Section 4.2.3).
  - Record selected mail (Section 4.2.4).
- Reviewing the data, correcting errors, and ending the test (Section 4.3).

This chapter also contains instructions on how to do the following items:

- Conducting the RCS test by phone, if appropriate (Section 4.4).
- Completing Form 2847, if the carrier has been delayed (Section 4.5).
- Completing Form 2848 (Section 4.6).

4.1 Preparing for the Test

4.1.1 What To Do Prior to the Day of the Test

PROCEDURES

1 Determine if this is to be a telephone test.

If this is to be a telephone test, follow the procedures set forth in Section 4.4.

2 Review this chapter.

Make sure that you know how to distinguish between letters and flats and between flats and parcels. You can find definitions for the various compensation categories in RM 4–08. Unlike in the City Carrier test, you must make these distinctions based on the measurements of the mailpieces rather than on the way the carrier cases the mailpieces.

3 Call the post office.

It is extremely important that you call the post office containing the rural route for testing the day before the test. Be sure to call before the carrier begins the final pull-down of mail on the day before the test.

Note: Pulling down mail refers to the process of removing mail from the case in preparation for delivery. A carrier may pull down mail more than once a day. The final pull-down is the last time a carrier pulls down mail before leaving for delivery on a given day.

a Ask if the route has intermediate offices.

When you call, be sure to ask if the route has intermediate offices along the selected rural route. Intermediate offices are separate rural post offices serviced by a rural carrier on his or her route.

You must ask about intermediate offices prior to the test day, because it is possible that you will be testing an intermediate route, not the head-out office route. You must learn the number of intermediate offices on the sampled route and then complete the intermediate office portion of the test header screen for the route being tested. At that time the software will select for you either the head-out office or an intermediate office to be tested. Once you have determined the portion of the route you are testing, you will know to whom you must speak concerning the test.

b Notify post office personnel of the test.

Speak to the delivery supervisor and carrier. As you will be arriving at the office quite early, it is important that the supervisor on duty at the time of your arrival knows that you will be arriving early on the day of the test.

c Give pretest instructions.

i Ask that mail received after the carrier's final pull-down on the day before the test not be cased.

If PM mail must be cased the night before, ask the supervisor to select pieces according to the mailpiece skip interval and random start number (see Section 4.2.3 for instructions on determining the skip interval and random start number) and set these aside for the data collector.

Explain to the supervisor the mail that you will sample. You will sample all of the mail distributed to the route from the time the carrier begins final pull-down on the work day before the test until the carrier begins final pull-down on the test day.

Note: A carrier may pull down mail more than once a day. The final pull-down is the last time a carrier pulls down mail before leaving for delivery on a given day.

See Section 4.2.1 for a detailed explanation of the universe of mail that is to be sampled on the test day.

ii Ask that mail not able to be delivered the day before the test be marked, giving the date it was available for delivery.

If mail comes in available for delivery before pull-down on the day before the test date and is not delivered, ask that it be marked for exclusion from the test. Explain that the test involves sampling only mail that is distributed to the route on the test day, and that is your reason for having such mail marked.

d Ask when the office opens, when the first mail truck arrives, and when clerks begin distributing mail to the routes.

You may want to use this information to determine your time of arrival.

e Ask when the carrier is due to arrive.

You will need to arrive long enough before the carrier arrives so that you can gather preliminary information, find the carrier's case, set up the computer, and begin counting the mail before the carrier arrives.

f Ask if there are firm holdouts.

Ask where the firm holdouts for the route are located.

g If someone at the office will select sample pieces of PM mail for you to record, tell them the skip interval and the random start number.

See Section 4.2.3 for instructions on determining the skip interval and random start number.

h Ask if there have been any changes in the route information.

4 Ensure that all needed materials are available.

Review the checklist in the introductory section.

4.1.2 Completing and Verifying the *Test Header*

You should enter administrative data on the *Test Header* on the day before the test for selected rural routes that have intermediate routes. For all other tests, you may wait until you are at the test site the morning of the test. To verify some of the information, you may need to review Form 4241-A, *Rural Route Evaluation*, at the post office.

To complete the administrative data, bring up the *Test Header* on your computer and then enter the data. To do so, complete the following tasks:

1 Turn the laptop on, and at the *CODES Main Menu* (Figure 4–1) select Option <5> *Rural Carrier Cost System*.

Press the number corresponding to the menu option (for example, <5>) to activate that option. You may also use the <Tab> key or the pointer to highlight the menu options. When a button is highlighted by a shadow-box outline, press <Enter> or click the left pointer button to activate the option.

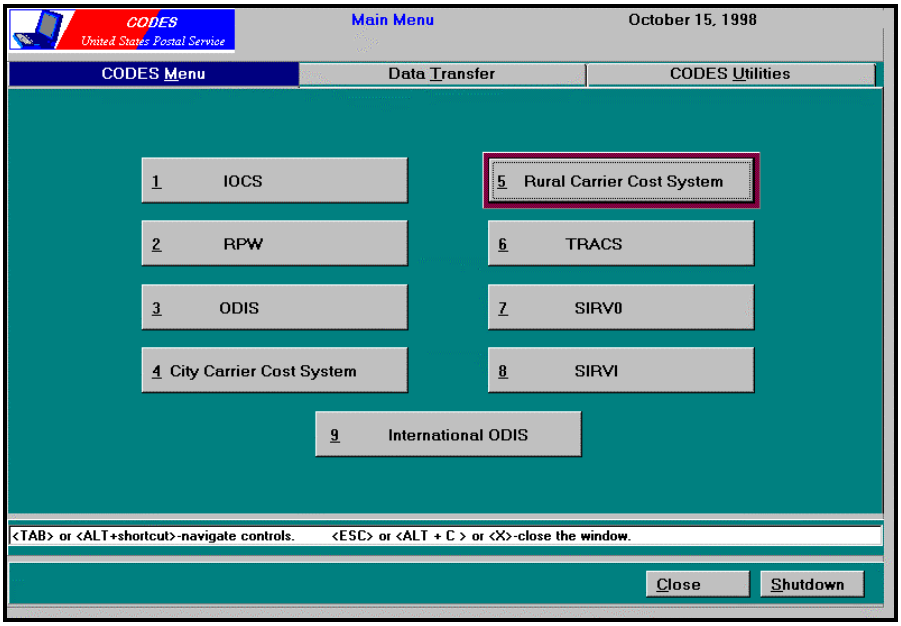


Figure 4-1. CODES Main Menu

CODES displays the CODES *RCS Main Menu* (Figure 4–2). Press the number corresponding to the menu option (for example, <1>) to activate that option. You may also use the <Tab> key or the pointer to highlight the menu options. When a button is highlighted by a shadow-box outline, press <Enter> or click the left pointer button to activate the option.

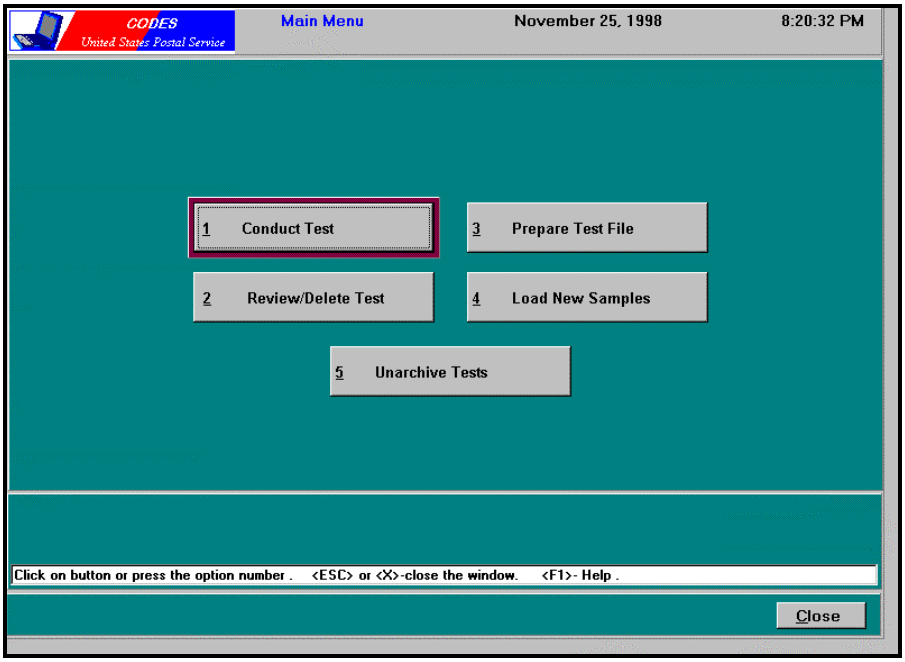
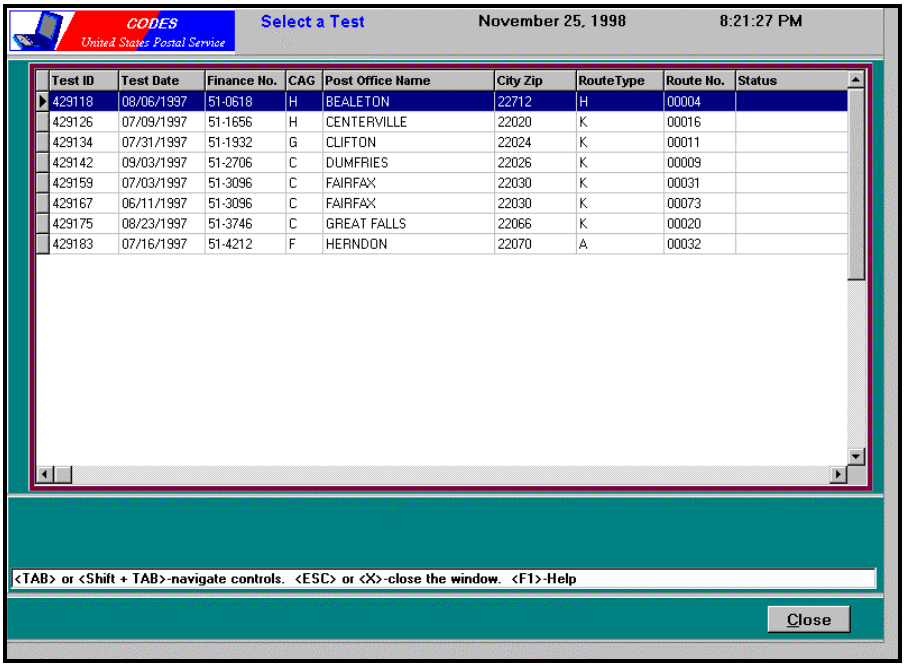


Figure 4-2. CODES RCS Main Menu

2 If you have not updated the samples on your laptop for the quarter, select Option <4> *Load New Samples*.

3 Choose Option <1> *Conduct a Test.*

CODES displays the *Select a Test* screen (Figure 4–3), which shows a list of available tests for the quarter. Determine the proper Test ID from your Rural Carrier System *Test Schedule* or *Header Sheet*. Use the pointer or the <↑> or <↓> keys to highlight the test and then select it by pressing <Enter>.



Test ID	Test Date	Finance No.	CAG	Post Office Name	City Zip	RouteType	Route No.	Status
429118	08/06/1997	51-0618	H	BEALETON	22712	H	00004	
429126	07/09/1997	51-1656	H	CENTERVILLE	22020	K	00016	
429134	07/31/1997	51-1932	G	CLIFTON	22024	K	00011	
429142	09/03/1997	51-2706	C	DUMFRIES	22026	K	00009	
429159	07/03/1997	51-3096	C	FAIRFAX	22030	K	00031	
429167	06/11/1997	51-3096	C	FAIRFAX	22030	K	00073	
429175	08/23/1997	51-3746	C	GREAT FALLS	22066	K	00020	
429183	07/16/1997	51-4212	F	HERNDON	22070	A	00032	

Figure 4-3. Select a Test

CODES displays the *Test Header* (Figure 4–4).

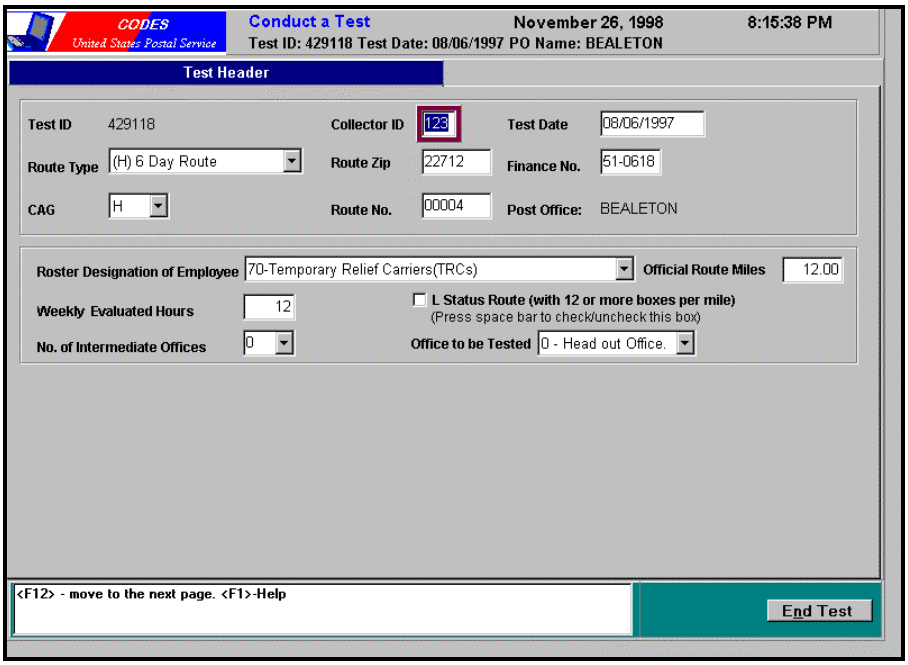


Figure 4-4. Test Header

4 Verify the *Test Header*

Move forward through the boxes on the *Test Header* by pressing the <Enter> key or by pressing the <Tab> key. You may move back to a box you have passed by pressing the <Tab> key while you are pressing and holding down the <Shift> key.

Confirm the information in each box. The boxes for *Route Type*, *CAG*, *Roster Designation of Employee*, and *No. of Intermediate Offices* will display drop-down lists of information from which you may choose (see Figure 4–8). Use the <↑> or <↓> keys or the pointer to highlight an option. Select an option by pressing <Enter> or by clicking the left pointer button.

To confirm the information, you need the mail carrier's or supervisor's help. After you review the displayed information and make any necessary corrections, ask the mail carrier or supervisor to check your answers.

5 Enter your Collector ID number.

You must enter your 3-digit collector ID number in this field. If you try to exit this or any other box for which information is required without entering information, CODES will prompt you with an error message (Figure 4–5). Press <Enter> to clear the message and then enter the appropriate information.

Figure 4-5. Data Required Warning

6 The original test date is incorporated in the *Test Header*.

This date may be different from the actual test date if you are taking a rescheduled test. Enter the actual test date. If you enter a test date different from the one that appears on the screen, CODES asks you whether this is a rescheduled test (Figure 4–6). Press <Y> or <N> to select *Yes* or *No*, respectively; or press <Enter> when *Yes* is highlighted by a rectangle of dots to select *Yes* or <Tab> to highlight *No* and press <Enter> to select *No*. You may also select *Yes* or *No* by moving the pointer arrow over your selection and clicking the left pointer button. Make sure to incorporate the date change in the CODES Base Unit, and also make sure that the test is noted in the Base Unit as a rescheduled test.

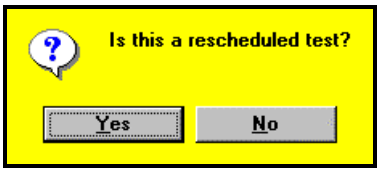


Figure 4-6. Is This a Rescheduled Test?

Make sure that you enter the date in the proper format: two-digit month, two-digit day, and four-digit year (MM/DD/YYYY). If you try to enter another date format, CODES will prompt you to enter the date in the proper format (Figure 4–7). Press <Enter> to clear the screen and enter the date in the correct format.

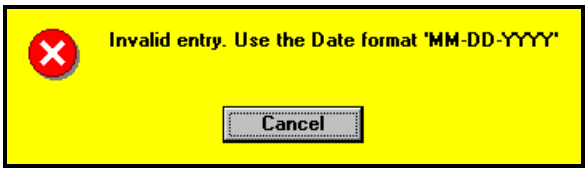


Figure 4-7. Invalid Date Format

7 Check that the displayed route type is correct (Figure 4–8).

Check with the mail carrier or use Form 4241-A, *Rural Route Evaluation*, when you go to the post office (see RM 4-10). Check under *Rte No.* on line 6 of the form. Rural routes may be type H, J, K, Mileage (M), or Auxiliary (A). For example, a route number such as *KL003* would mean "route type K," "L-Status," and "route 3." *J006* would mean "route type J," "no L-status," and "route 6."

- On H routes, the regular mail carrier works 6 days a week.
- On J routes, the regular mail carrier has 1 relief day every other week.
- On K routes, the regular mail carrier has 1 relief day every week.

Use the <↑> or <↓> keys or the pointer to highlight an option. Select an option by pressing <Enter> or by clicking the left pointer button.

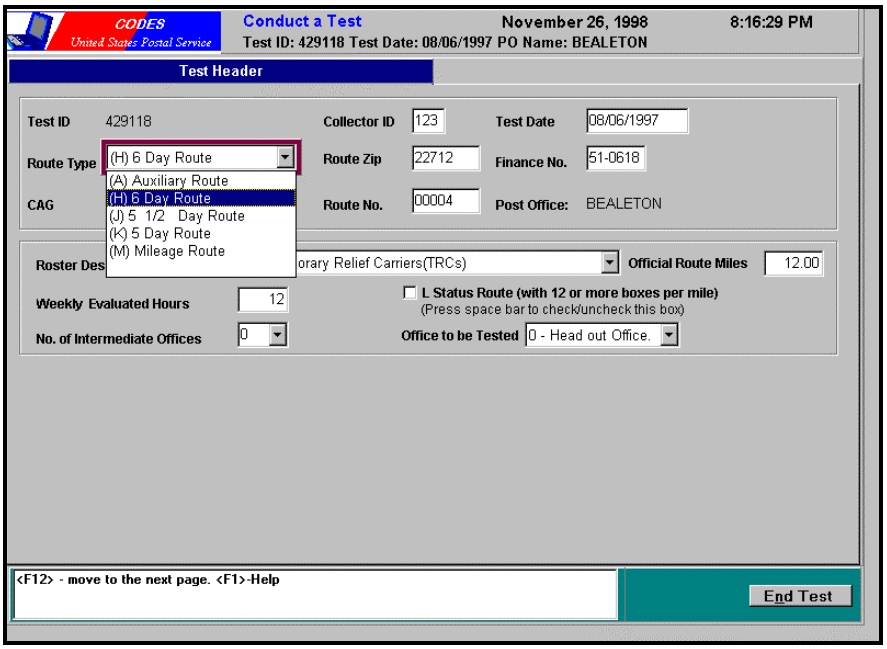


Figure 4-8. Route Type

8 Confirm that the displayed route ZIP Code is correct.

The test route's ZIP Code may be different from the ZIP Code displayed. Use the ZIP Code on the mail being delivered on the sampled rural route. If you are testing an intermediate office, this will be the ZIP Code of that intermediate office.

9 Ask the supervisor to confirm that the displayed finance number, CAG grouping, and route number are correct.

Be sure to check the route number with the supervisor. This number is different from the *Rte No.* displayed on Form 4241-A.

Note: If you are testing an intermediate office, the ZIP Code, finance number, CAG grouping, and route number may be different from what is printed on the *Test Schedule* or *Header Sheet*.

CODES displays the post office location for the route you are testing. You cannot change this information. It is there for information purposes only.

10 Select the roster designation of the mail carrier serving the route on the test day.

Ask the mail carrier's supervisor or the postmaster for the mail carrier's roster designation. The roster designation is also listed on line 6 under *Des* on the Form 4241-A (see RM 4-10). Use the <↑> or <↓> keys or the pointer to highlight an option. Select an option by pressing <Enter> or by clicking the left pointer button.

If the carrier's roster designation falls outside the range of 70-78, choose designation 00—*Any Other Roster Designation*. You must continue the test regardless of roster designation. However, do not complete Form 2847 for any employee whose roster designation is outside the range of 70-78.

If the roster designation falls inside the range of 70 through 78, CODES prompts you to complete Form 2847 if the carrier will be detained (Figure 4–9). If the roster designation falls outside the range of 70 through 78, CODES prompts you not to complete Form 2847 (Figure 4–10). Press <Enter> to clear the notification.

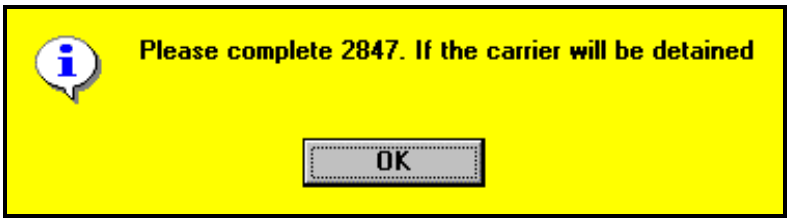


Figure 4-9. Complete Form 2847

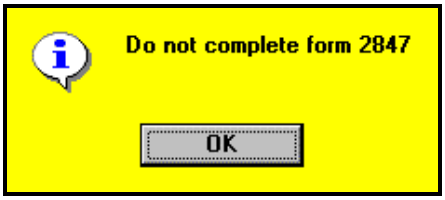


Figure 4-10. Do Not Complete Form 2847

11 Enter the number of official route miles.

This information is available on line 5 of Form 4241-A, *Rural Route Evaluation*, maintained at the test site (see RM 4-10). If the route serves intermediate offices, include mileage to and from each office. Record total miles to 2 decimal places.

12 For routes that are types H, J, or K, type the number of weekly evaluated hours.

Weekly evaluated hours information is also available from Form 4241-A, *Rural Route Evaluation*, on line 6 of the form, under *Eval Hrs* (see RM 4-10). Round minutes to the nearest whole hour.

13 Indicate whether or not the test route is an L status route.

An L status route is a route with 12 or more boxes per mile. You can get this information from Form 4241-A, *Rural Route Evaluation*, or by asking the mail carrier or postmaster. Look under *Rte No.* on line 6 of the form (see RM 4-10). For example, a route number such as *KL003* would mean "route type K," "L-Status," and "route 3." *J006* would mean "route type J," "no L-status," and "route 6." If the route is an L status route, press the <Space Bar> to enter a

check mark. If it is not an L status route, press <Tab> or <Enter> to move to the next field.

14 Select the number of intermediate offices served by the route.

You must complete this section of the *Test Header* screen when you learn from your discussions prior to the test day whether or not the rural route has intermediate offices (see Section 4.1.1, Step 3). Ask the delivery supervisor or carrier how many intermediate offices are served by the route. Use the <↑> or <↓> keys or the pointer to highlight an option. Select an option by pressing <Enter> or by clicking the left pointer button.

If there are no intermediate offices, select 0 (zero).

15 CODES randomly selects which office you are to test.

The office you are to test may be an intermediate office or the head-out office. The office to be tested should have been selected prior to the day of the test and recorded on the *Test Schedule* or *Header Sheet*. If CODES randomly selects an office different from the one on the *Test Schedule* or *Header Sheet*, highlight this box and press the <Space Bar>. CODES displays a drop-down list. Use the <↑> or <↓> keys or the pointer to highlight the office for testing, and then press <Enter> or click the left pointer button.

16 Enter the intermediate office information if necessary.

If the office you are testing is an intermediate office, CODES will ask you to enter the appropriate Route ZIP Code and finance number and select the appropriate CAG grouping of the intermediate office being tested (see Figure 4–11).

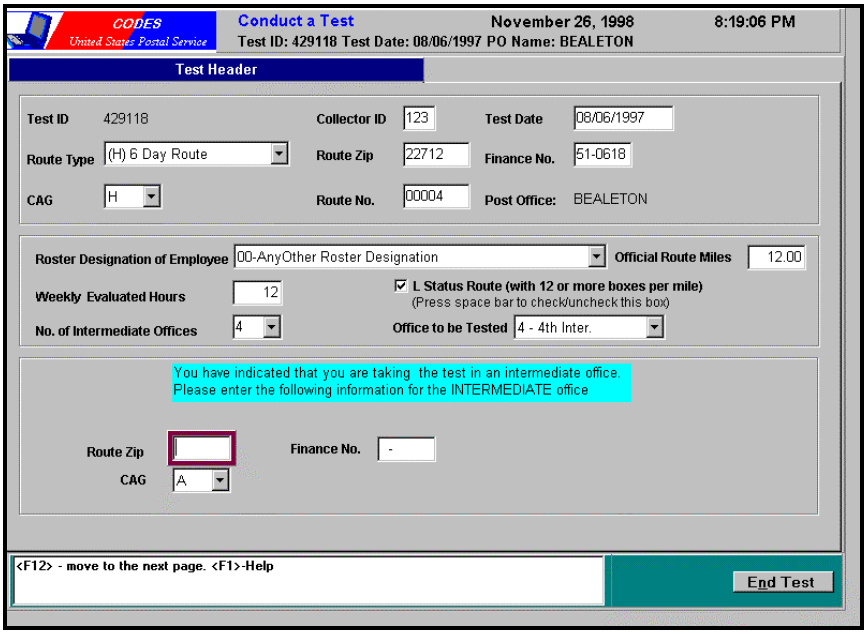


Figure 4-11. Intermediate Office Information

17 Verify that the information you have entered is correct.

When you have entered all the information on the *Test Header*, CODES will ask you to confirm that all of the information on the screen is correct (Figure 4–12). Press <Y> or <N> to select *Yes* or *No*, respectively; or press <Enter> when *Yes* is highlighted by a rectangle of dots to select *Yes* or <Tab> to highlight *No* and press <Enter> to select *No*. You may also select *Yes* or *No* by moving the pointer arrow over your selection and clicking the left pointer button.

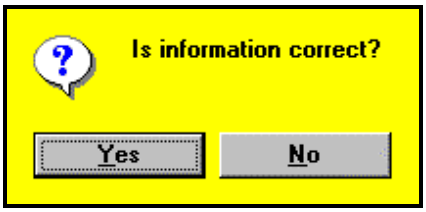


Figure 4-12. Information Correct Confirmation

- **<Yes>.** If you select *Yes*, CODES displays the *Mailpiece Info* screen (Figure 4–14). To continue with the test, go to Section 4.2.
- **<No>.** If you select *No*, CODES returns you to the *Collector ID* box. You may <Tab> or <Enter> to reach the box with incorrect information, or you may select a box by moving the pointer arrow over it and clicking the left pointer button. To move to the *Mailpiece Info* screen, press <F12> or

move the pointer over the *Mailpiece Info* bar at the top of the screen and click the left pointer button.

You may end the test by pressing <N> while pressing and holding down the <Alt> key, or by moving the pointer over the *End Test* button and clicking the left pointer button. To continue with the test, proceed to Section 4.2. To end the test, go to Section 4.3.2. To return to the *Test Header* from the *Mailpiece Info* screen, press <F11> or move the pointer over the *Test Header* bar at the top of the screen and click the left pointer button.

EXCEPTIONS

If you are completing the *Test Header* prior to the test day and will be using the same computer to conduct the test, you will want to suspend the test. Select *End Test*, as above. CODES displays the *End Test* screen (Figure 4–13). Select Option <2> *Suspend Test* by pressing <2> or by moving the pointer over the button and clicking the left pointer button.

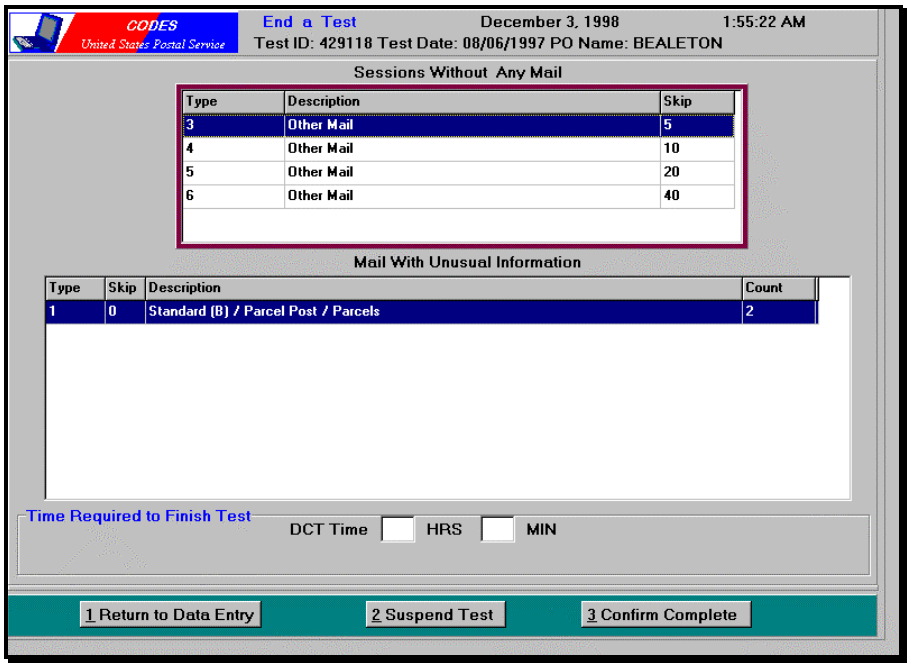


Figure 4-13. End a Test

4.1.3 Introduce and Explain the Test

If you are to keep ahead of the carrier and avoid delaying his or her departure, you must arrive before the carrier on the day of the test, locate any mail at the case that is to be sampled, and begin sampling prior to his or her arrival. Ask office personnel to show you to the case and help you identify mail already at the case that is to be sampled.

1 As each participant is available, explain what each will be doing.

- Explain the test.
- Ask the delivery supervisor and the mail carrier some questions about the route and the way mail is distributed to the route.
- Select, count, and record the mail counts as the mail arrives at the case.
- When the mail count is finished, if the mail carrier has been delayed because of the test, and the carrier's roster designation is between 70 and 78, you must complete Form 2847 and have the mail carrier and postmaster sign the form.
- Give the postmaster Form 2848 and, if needed, Form 2847 to complete.

2 When you arrive, introduce yourself to the delivery supervisor or whoever is in charge.

Explain that you are here to conduct a Rural Carrier System test. Explain the test's purpose and address any concerns that the delivery supervisor may have about it, then tell the supervisor what he or she has to do, and respond to any questions he or she may have. Have the supervisor show you to the carrier's case where you may start counting any mail already there that is to be sampled.

3 When the carrier arrives, introduce yourself to the carrier and explain the test.

Explain the test to the mail carrier. Explain that the test is *not* used to measure mail carrier performance or set work standards. Rather, the test helps the Postal Service to allocate the cost of delivering different categories of mail, for use in rate cases and setting prices of postage.

Explain how the mail carrier will help with the test and that you will try not to delay his or her departure. The mail carrier will do the following:

- Help verify computerized information about the route or show you where the Form 4241-A, *Rural Route Evaluation*, is so that you can obtain or verify the needed information.
- Return the collected mail to the postmaster or designee for counting and recording on Form 2848.
- Sign Form 2847, if the carrier is delayed and you complete the form.

4 When the opportunity arises, introduce yourself to the postmaster and explain the test.

- Explain the test to the postmaster, the role of each participant, and what the postmaster is to do.

- If you complete Form 2847, explain to the postmaster that he or she must sign and mail it to the Accounting Service Center whose address is printed on the form. An example of this form and instructions for completing it are included in Section 4.5.
- Explain that you have completed Section 1 of Form 2848 and that the postmaster is responsible for completing or designating someone to complete Sections 2 and 3 after the mail carrier returns from delivering mail. Point out and highlight each section to be completed by the postmaster or his or her designee. Be sure to explain what mail is to be counted and that the form is to be returned to you upon completion. An example of this form and instructions for completing it are included in Section 4.6.

4.2 Taking the Test

PROCEDURES

4.2.1 Identify the Mail To Be Sampled

You will be sampling all mail distributed to the route between the start of final pull-down on the previous delivery day until the start of final pull-down on the day of the test. Include all of this mail regardless of whether the mail will actually be delivered on the test day.

Note: Pulling down mail refers to the process of removing mail from the case in preparation for delivery. A carrier may pull down mail more than once a day. The final pull-down is the last time a carrier pulls down mail before leaving for delivery on a given day.

Because of differing arrival times, not all mail may be available at the time you start the test. Some of the mail may be distributed to the carrier at times other than when dispatches arrive. Sample mail as it becomes available. Work with office personnel to identify the mail to be sampled, and sample the mail before it is cased if at all possible.

A Include the following mail in the test:

- All mail distributed to the route after the carrier began final pull-down the previous delivery day, even if it will be curtailed or held for later delivery. Be sure to include the PM dispatch mail from the previous day, even if it has been cased.
- Any mail not brought to the case, but which has been distributed to the route after the carrier began final pull-down the previous delivery day. This includes the parcel mailstream, DPS mail, drop-shipped mail which the carrier may pick up on the way to the street, accountable and postage due mail, and hot case mail.
- Misthrown mail for this route that other carriers bring to the case.
- Bulk business mail distributed on the test day, even if held for delivery on another day.
- DPS or other mail available for the carrier to pick up on his or her way out.

Have office personnel verify that each tray, tub, and carrier route bundle is for the selected route.

B Exclude the following mail from the test:

- Vacation holds from previous days.
- Parcels, accountables, and postage dues for which the carrier has made previous delivery attempts.
- Mail which was distributed to the case before the carrier started the final pull-down on the previous delivery day.
- Bulk business mail distributed on previous delivery days and held for later delivery.
- Pallet mail that has not been broken down and distributed.

C Examples of mail to be included or excluded

The following examples help illustrate when mail should be included or excluded from a test:

Example: Carrier-route bundles of Standard Mail (A) are distributed to the carrier's case on Tuesday for delivery on Wednesday. If they are distributed to the case before the carrier begins the final pull-down of Tuesday's mail, they should be included in a Tuesday test but tagged and excluded from a Wednesday test, even though they will not be delivered until Wednesday. If they are distributed after the carrier starts the final pull-down of Tuesday's mail, they should be excluded from a Tuesday test and included on a Wednesday test.

Example: A pallet of carrier-route presort flats arrives at the station on Wednesday afternoon, with delivery requested for Saturday. Late Thursday afternoon, after the carrier has pulled down, the pallet is broken down and bundles of flats distributed to each route. The bundles are held back on Friday, and delivered on Saturday as requested. Exclude these flats from a Wednesday or Thursday test, because they were not distributed to the route until after the carrier's final pull-down. Include these flats on a Friday test, even though they will be held back. For a Saturday test, tag and exclude these flats because they were previously held back.

Example: On Wednesday morning, DPS mail is staged in the dock or vestibule. The mail is for delivery on Wednesday, and the test is on Wednesday. Include this mail in the test.

Note: Because you are sampling mail before it is cased, commingled pieces of missent or misthrown mail for other routes may be included in the sample. You must include this mail in the test. This is one case where it is acceptable to have a potential for double counting—this mail could be tested on more than one route.

4.2.2 Select the Session Type and Skip Interval

1 Determine the session type.

Determine the session type by the type of mail or mailstream and the skip interval you will use for sampling the mail. Separate mail you will record in each session from mail for other sessions. You may use more than one session of the same type on a test.

There are six possible session types:

1 *Parcels/Accountables/Postage Dues*. The parcel mailstream and accountables, including Express Mail, postage due, and direct bundles. Record **all** pieces in the parcel and accountable mailsteams. (Use a skip interval of 1.) The purpose for this session type is to get more data for rare categories of mail.

Note: A direct bundle is a bundle of mail direct from a mailer or from mail processing and going to one addressee. A direct bundle may be a tub of loose, nonidentical mailpieces to one addressee. Count a direct bundle as one mailpiece.

Note: The parcel mailstream may contain letters or flats as well as parcels. All mailpieces in the parcel mailstream should be recorded in this session type, even if they are letters or flats.

2 *Identical Pieces*. Bundles of identical mailpieces (same class, subclass and compensation category) having 15 or more pieces not addressed to a single addressee. Count and record all pieces in each bundle. (Use a skip interval of 1.) These will typically be carrier-route presort bundles or boxholder mailings, for example, Periodicals or saturation mailings.

3 *Other Mail* to be sampled with a mailpiece skip interval of 5.

4 *Other Mail* to be sampled with a mailpiece skip interval of 10.

5 *Other Mail* to be sampled with a mailpiece skip interval of 20.

6 *Other Mail* to be sampled with a mailpiece skip interval of 40.

Note: When selecting mailpieces from flat tubs, letter trays, or other containers for session types 3 through 6, you may encounter a parcel, accountable, or postage due mailpiece. If so, and it is one of the selected pieces, record it in session type 3, 4, 5, or 6, as appropriate for the skip interval being used. If it is not one of the selected mailpieces, do not record it.

2 Select the session type.

On the *Mailpiece Info* screen (Figure 4–14), the *Session Type* field is a drop-down box. When you open this screen, CODES highlights the *Session Type* box with a shadow-box outline. To see the list of selections, press the <Space Bar>. Select *Parcels/Accountables/Postage Dues*; *Identical Pieces*;

or *Other Mail* by skip interval (see Figure 4–14). To make a selection, type the number of the session type you wish to select, or highlight the item you wish to select by using either the <↑> or <↓> keys or the pointer, then press <Enter> or click the left pointer button. CODES highlights the *Mail Code* box and displays the *Mail Class Selection List* (Figure 4–16).

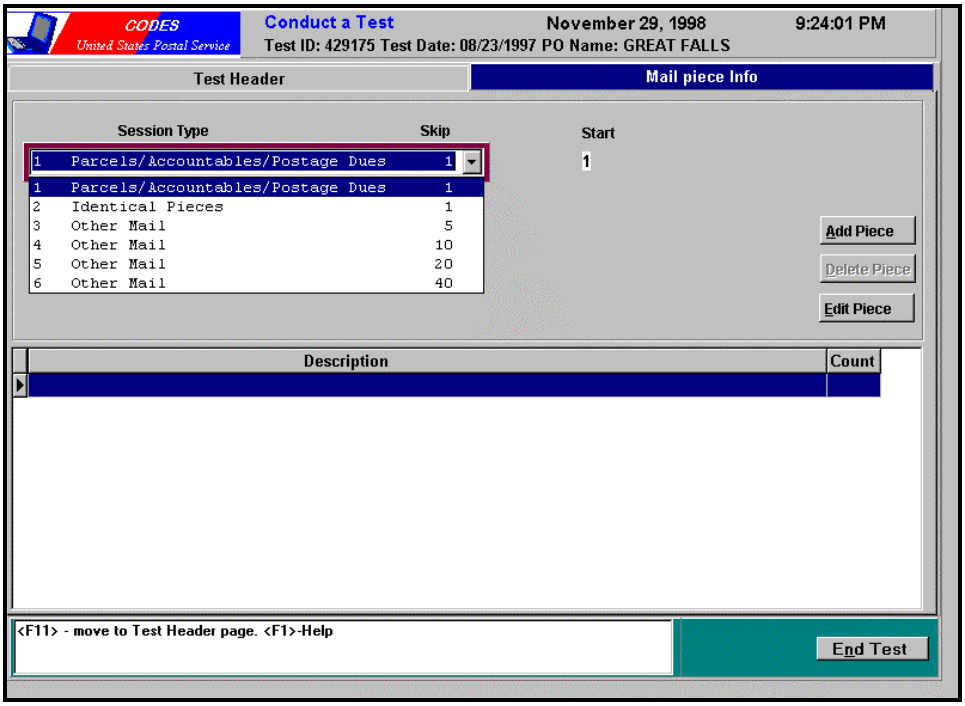


Figure 4-14. Mailpiece Info

4.2.3 The Mailpiece Skip Interval and Random Start Number

The mailpiece skip interval and random start number depend on the session type.

- For the parcel and accountables mailstreams, including Express mail, postage dues, and direct bundles, the skip and start number are both 1, meaning that you must record every piece of mail associated with this session type.
- For bundles of identical mail, the skip and start number are both 1. You must record every piece of this type of mail.

For all other mail, use mailpiece-skip subsampling. You should normally use a skip interval of 10. If there is so little mail that using a skip interval of 10 will allow you to count only a few pieces, use a skip interval of 5. Under the following conditions, you may need to use skip intervals of 20 or 40:

- Unexpected volume changes

- Shortened time windows

Note: Only use the skip intervals of 20 or 40 in extenuating circumstances. Remember that the carrier can be paid for any time he or she is delayed if his or her roster designation is from 70 through 78.

Select the session type appropriate for the skip interval used (Figure 4–15).

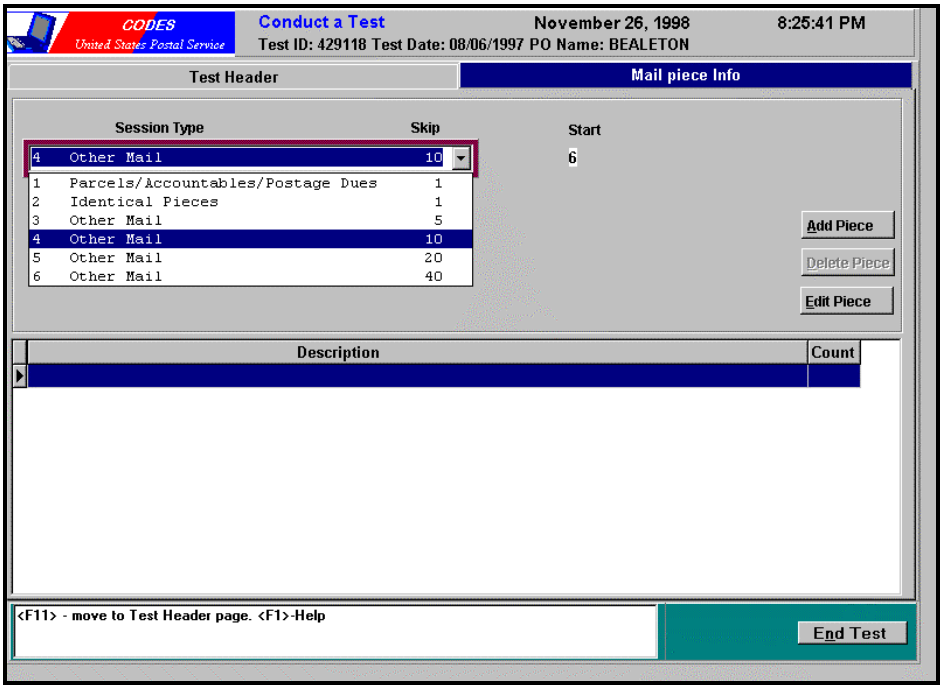


Figure 4-15. Random Start Number

The CODES software will show the random **start** number that you must use. Count the pieces sequentially until you reach the start number. Set that piece aside for recording. For example, if the CODES Laptop were to display a start number of 6, you would select the 6th piece of mail as your first mailpiece for recording in this session.

Apply your mailpiece skip interval to select subsequent pieces. For example, if your mailpiece skip interval is 10, and your random start number is 6, then you would select and set aside for recording the 6th mailpiece, the 16th mailpiece, the 26th mailpiece, and so on.

Keep track of the number of pieces remaining after the last piece is selected in a tray, tub, or bundle of mail by writing the number on the *Test Schedule* or *Header Sheet*. (You may print the *Test Schedule* or *Header Sheet* from the Base Unit.) Continue counting with the next number in the next tray, tub, or bundle.

Example: If there are 3 pieces remaining in a tray after you have selected the final piece in that tray and the skip interval is 10, then begin counting with number 4 in the next tray. Continue until you reach the skip interval. Thus, select the 7th piece of the next tray for recording.

Note: Keep selected pieces of DPS and sector segment mail separate from the other selected mailpieces. Unless the carrier agrees otherwise, you must keep DPS mail in its original order. Select the sample mailpieces according to your skip interval and random start number. You may wish to mark the place of each selected mailpiece in the tray by turning the mailpiece that follows it up on end. Record the selected mailpieces individually. Return each one to its place in the tray before recording the next one.

EXCEPTIONS

If you arrive after some or all of the mail has been cased.

If some or all of the mail has been cased before you arrive, you must sample the mail in the case. Use the mailpiece-skip intervals as explained above. If the carrier is still casing the mail, sample the mail in the case first and then sample the uncased mail before the carrier cases it. The carrier may continue casing the mailpieces that you have finished sampling and recording.

If mail from the previous day is commingled with test day mail.

If mail that was delivered to the carrier's case before final pull-down on the day before the test day is not marked for exclusion but is instead commingled with mail delivered to the carrier's case on the test day, you must reschedule the test.

4.1.3 Record Selected Mail

For selected pieces, record class, subclass, compensation category, and piece count. You may group and count together pieces selected with the same skip interval that have the same class, subclass, and compensation category.

Example: Using a skip interval of 10, you select 30 pieces of First-Class single piece sector segment letters. Enter Class: First-Class; Subclass: Ltr, Flat & Par-Single Piece; Compensation Category: Sector Segment Letter; Count: 30.

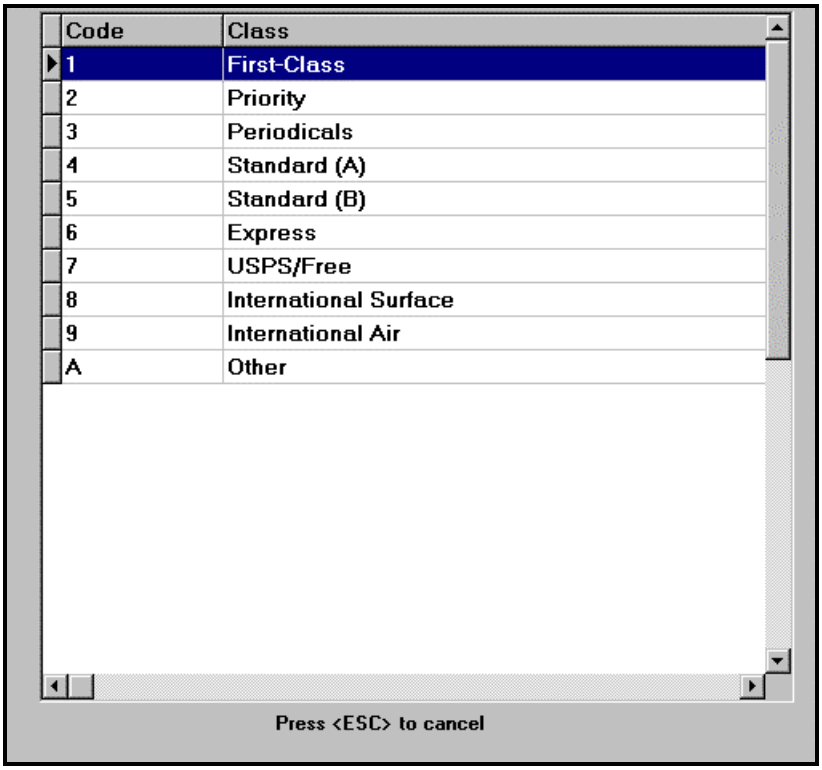
1 **Select the first group of mailpieces from your sample.**

2 **Select the appropriate class.**

When CODES highlights the *Mail Code* box, press the <Space Bar> to see the list of class selections. CODES displays the *Mail Class Selection List* (Figure 4–16). Press the number or letter corresponding to your choice. You

may also use the <↑> or <↓> keys or the pointer to highlight your choice, then press <Enter> or click the left pointer button to select your choice.

See RM 4-01 for a further explanation of mail classes.



Code	Class
1	First-Class
2	Priority
3	Periodicals
4	Standard (A)
5	Standard (B)
6	Express
7	USPS/Free
8	International Surface
9	International Air
A	Other

Press <ESC> to cancel

Figure 4-16. Mail Class Selection List

Note: For *Direct Bundles*, record the class and subclass of the top piece. Record *Direct Bundle from Mail Processing* as the compensation category. Each direct bundle is counted as one piece, so enter 1 (one) in the *Count* box.

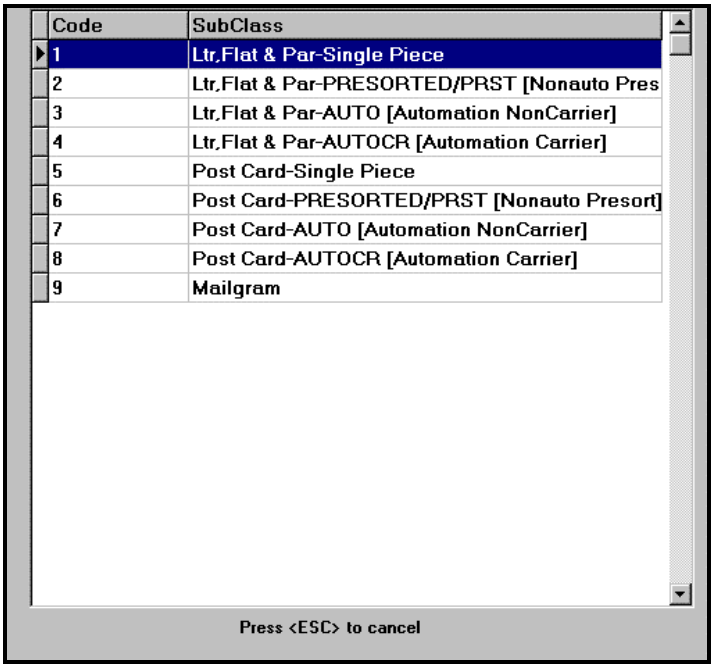
Note: Record properly endorsed Periodicals returned to sender as First-Class single piece or Priority Mail, depending on the weight.

Note: Some firms are authorized to use Manifest Mailing System (MMS) procedures and may use the alphanumeric codes shown in RM 4-09 to indicate class or subclass.

After you have made your selection, CODES displays the *Mail Subclass Selection List* (Figure 4–17). Proceed to Step 3.

3 Select the appropriate subclass.

Press the number or letter corresponding to your choice. You may also use the <↑> or <↓> keys or the pointer to highlight your choice, then press <Enter> or click the left pointer button to select your choice.



Code	SubClass
1	Ltr,Flat & Par-Single Piece
2	Ltr,Flat & Par-PRESORTED/PRST [Nonauto Pres
3	Ltr,Flat & Par-AUTO [Automation NonCarrier]
4	Ltr,Flat & Par-AUTOCR [Automation Carrier]
5	Post Card-Single Piece
6	Post Card-PRESORTED/PRST [Nonauto Presort]
7	Post Card-AUTO [Automation NonCarrier]
8	Post Card-AUTOCR [Automation Carrier]
9	Mailgram

Press <ESC> to cancel

Figure 4-17. Mail Subclass Selection List

Note: Some firms are authorized to use Manifest Mailing System (MMS) procedures and may use the alphanumeric codes shown in RM 4-09 to indicate class or subclass.

The classes and subclasses are further explained in the Related Materials as shown in the following table:

First-Class and Priority Mail	RM 4-02
Standard Mail (A)	RM 4-03
Standard Mail (B)	RM 4-04
USPS/Free mail	RM 4-05
International surface mail	RM 4-06
International airmail	RM 4-07

Note: You do not enter a subclass for *Priority Mail*, *Periodicals*, *Express*, or *Other*.

After you have made your selection, CODES displays the *Compensation Category Selection List* (Figure 4–18). Proceed to Step 4.

4 Select the appropriate compensation category.

Compensation categories correspond to various shapes and types of mail. These compensation categories are very similar to the categories in which mail is counted in the National Count of Mail on Rural Routes. See RM 4-08

for definitions of the compensation categories. Use the blue Rural Mail Count Gauge showing both 5” and 6 1/8” measurements to help determine the appropriate compensation category. If you are unsure of the shape, ask the mail carrier or postmaster how a similarly shaped mailpiece was counted in the National Count of Mail.

If more than one of these compensation categories seems applicable, select the one closest to the bottom of the list.

In the RCS test, unlike in the City Carrier test, you categorize mailpieces as letters, flats, or parcels according to their dimensions, not the way they are cased.

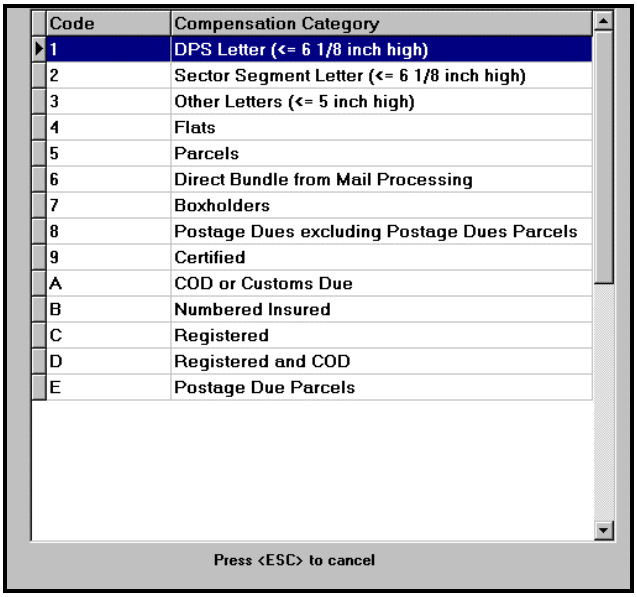
Note: The parcel mailstream may contain letters or flats as well as parcels. Record letters or flats in the parcel mailstream as letters or flats in the *Parcels/Accountables/Postage Due* session type.

Note: If a flat has been folded, placed in a letter tray, and selected for recording, record it as a flat.

Note: Count postmaster’s mailings, including snow removal notices and mailbox improvement notices, under class: USPS/Free, subclass: USPS, compensation category: Boxholders.

Press the number or letter corresponding to your choice. You may also use the <↑> or <↓> keys or the pointer to highlight your choice, then press <Enter> or click the left pointer button to select your choice.

For more information on compensation categories, see RM 4-08.



Code	Compensation Category
1	DPS Letter (<= 6 1/8 inch high)
2	Sector Segment Letter (<= 6 1/8 inch high)
3	Other Letters (<= 5 inch high)
4	Flats
5	Parcels
6	Direct Bundle from Mail Processing
7	Boxholders
8	Postage Dues excluding Postage Dues Parcels
9	Certified
A	COD or Customs Due
B	Numbered Insured
C	Registered
D	Registered and COD
E	Postage Due Parcels

Press <ESC> to cancel

Figure 4-18. Compensation Category Selection List

After you have made your selection, CODES displays the mailpiece information and highlights the *Count* box (Figure 4–19). Proceed to Step 5.

5 Enter the count of pieces.

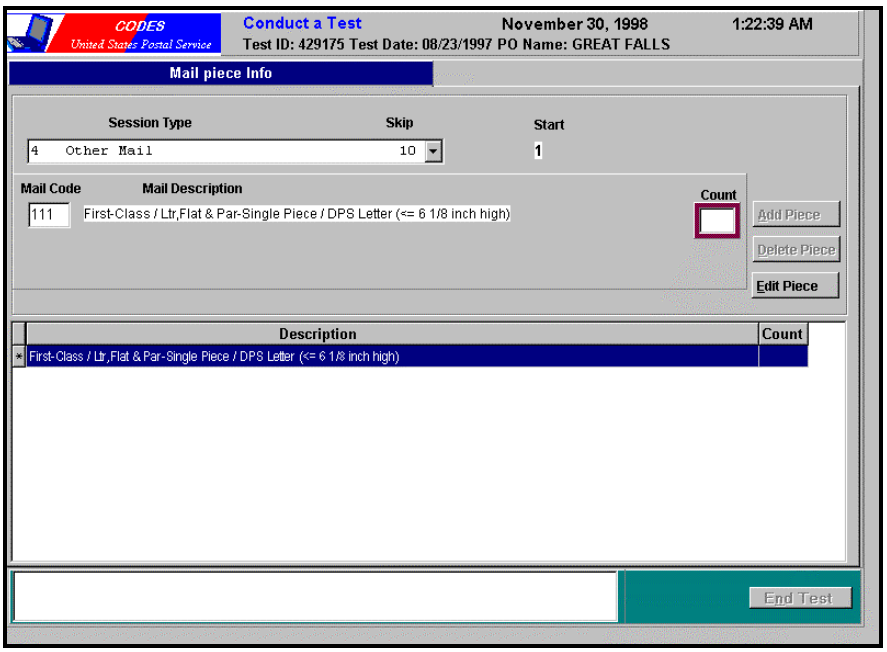


Figure 4-19. Mailpiece Info Screen with *Count* Box Highlighted

CODES may ask you to confirm the count if it appears high (Figure 4–20). For each class, subclass, and compensation category, the CODES software checks the count you have entered against what is considered a reasonable upper limit. Certain combinations of class, subclass, and compensation category are very unlikely, and the upper reasonable limit for those combinations may be set to 0 (zero). Thus, although you are being asked to confirm the count of pieces, the actual problem may be that the mailpiece description is incorrect. If the mailpiece description and count of pieces are correct, then confirm the count. Otherwise, select *No* and correct the class, subclass, compensation category, or count of pieces.

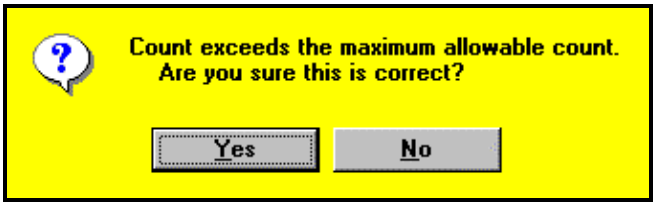


Figure 4-20. Confirm Excess Count

To clear the message, press <Y> for *Yes* or <N> for *No*; or press <Enter> when *Yes* is highlighted by a rectangle of dots to select *Yes* or press <Tab>

to highlight *No* and press <Enter> to select *No*. You may also select *Yes* or *No* by placing the pointer arrow over your selection and clicking the left pointer button. If you select *No*, CODES displays the *Mail Class Selection* screen (Figure 4–16). Enter the correct information.

If you select *Yes*, explain the reason for the high count in the *Comments* block (Figure 4–21).

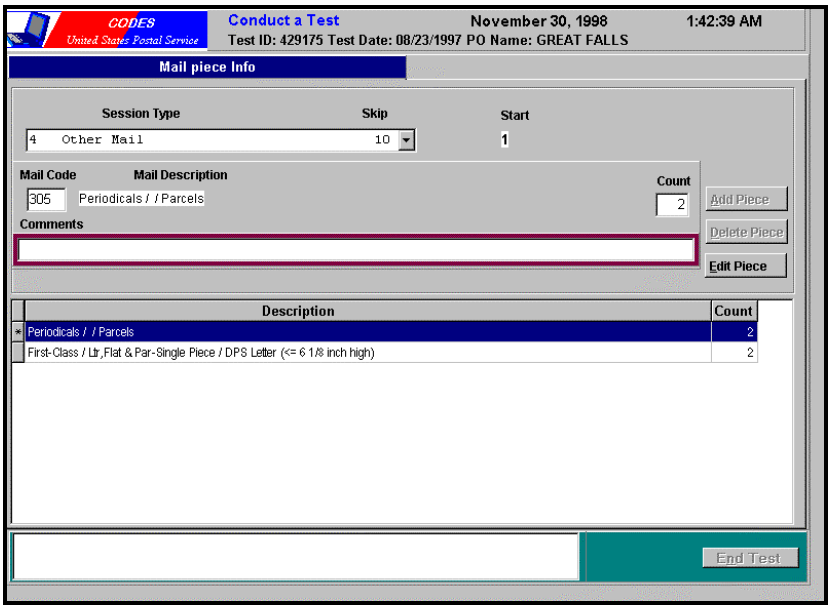


Figure 4-21. Excess Count Comments Block

6 Verify that the information you have entered is correct.

You may highlight the box containing incorrect information by pressing <Tab>, by pressing <Tab> while pressing and holding down the <Shift> key, or by moving the pointer over the box containing incorrect information and clicking the left pointer button. When you have highlighted the appropriate box, enter the correct information.

You may also correct any errors in previously entered mailpiece groups. Use the Page Up <PgUp> and Page Down <PgDn> keys to select a mailpiece group for correction. Then select the *Edit Piece* button by pressing <E> while pressing and holding down the <Alt> key; or highlight the box by using the <↑> or <↓> keys, the <Tab> key, or the pointer, and then press <Enter> or click the left pointer button. CODES highlights the *Count* box. Enter correct count information or highlight the *Mail Code* box by pressing the <Tab> key while pressing and holding down the <Shift> key, or by moving the pointer over the *Mail Code* box and clicking the left pointer button, and then enter the correct information in that box.

Alternatively, after you have selected the mailpiece group you wish to correct, highlight the box with incorrect information by pressing <Tab>, by pressing the <Tab> key while pressing and holding down the <Shift> key, or using the pointer, and then enter the correct information.

To delete mailpiece information, use the Page Up <PgUp> and Page Down <PgDn> keys to select the mailpiece group you wish to delete. Then press <D> while pressing and holding down the <Alt> key; or highlight the *Delete Piece* button by using the <Tab> or <Shift> and <Tab> keys; or by using the pointer and pressing <Enter> or clicking the left pointer button. CODES will then ask you to confirm that you want to delete the information (Figure 4–22). Press <Enter> when *Yes* is highlighted by a rectangle of dots to select *Yes* or <Tab> to highlight *No* and press <Enter> to select *No*. You may also select *Yes* or *No* by pressing <Y> for *Yes* or <N> for *No.* You may also select *Yes* or *No* by placing the pointer arrow over your selection and clicking the left pointer button.

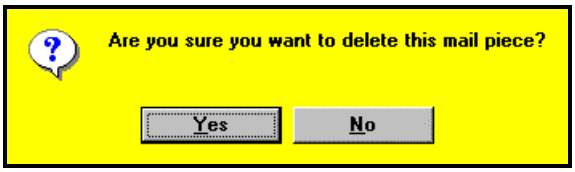


Figure 4-22. Delete Confirmation

Note: When you select *Delete Piece*, you may actually be deleting information for a group of mailpieces.

After you have entered and verified Mail Code and Count, press <Tab> or <Enter>. CODES highlights the *Add Piece* button with a shadow-box outline. Go to step 7.

7 Select Add Piece.

CODES highlights the *Add Piece* button with a shadow-box outline after you press <Tab> or <Enter> after entering a number in the *Count* box. To select Add Piece, press <Enter> when the *Add Piece* button is highlighted or press <A> while pressing and holding down the <Alt> key. CODES highlights the *Mail Code* box with a shadow-box outline (see Figure 4–16

8 Select the next group of mailpieces from your sample and repeat steps 2 through 8 until you have entered information on all the selected mailpiece groups for that session.

After you have entered information on all the mailpiece groups in one session, select the *Session Type* box (see Figure 4–14) by pressing the <Tab> key, pressing <Tab> while pressing and holding down the <Shift> key, or by moving the pointer over the box and clicking the left pointer button.

Then repeat steps 2 through 8 until you have entered information on all the selected mailpiece groups in your sample.

When you have finished entering and verifying all information for all mailpiece groups, select End Test by pressing <N> or by moving the pointer over the *End Test* button and clicking the left pointer button. CODES displays the *End a Test* screen (Figure 4–28). Proceed to Section 4.3.

Note: Recording Detached Address Labels (DALs)/Cards. This applies to a variety of rates of mail. Record class, subclass, and compensation category for detached address labels accompanying a product or host-piece by examining the markings to determine the proper class and subclass. The address format determines compensation category. If the DAL has a simplified address, then use “Boxholder” as the compensation category. If the DAL has occupant (postal customer, occupant, householder, or resident and a specific address) or exceptional (“Jane Doe or current resident” and a specific address) address format, use the proper type of letter as the compensation category.

4.3 Reviewing Data, Correcting Errors, and Ending the Test

After you enter mail counts, review your entries and correct any mistakes. Then end the test by answering the final administrative questions. Be sure to review the counts and correct any mistakes **before** you end the test.

PROCEDURES

After you finish entering mail counts, review the data, correct any errors, and save or suspend the test by completing the following tasks:

4.3.1 Correcting Errors in the *Test Header*

If you make a mistake in the *Test Header* (Figure 4–4) and discover the mistake while you are still in the header, you may highlight that item either by using the <Tab> or moving the pointer over the box with incorrect information and clicking the left pointer button. Then enter the correct information.

From the *Mailpiece Info* screen (Figure 4–14), press <F11> or move the pointer to the *Test Header* bar at the top of the screen and click the left pointer button. Then follow the directions in the preceding paragraph.

Otherwise, go to the *CODES RCS Main Menu* (Figure 4–23) and select Option <2> *Review/Delete Test*.

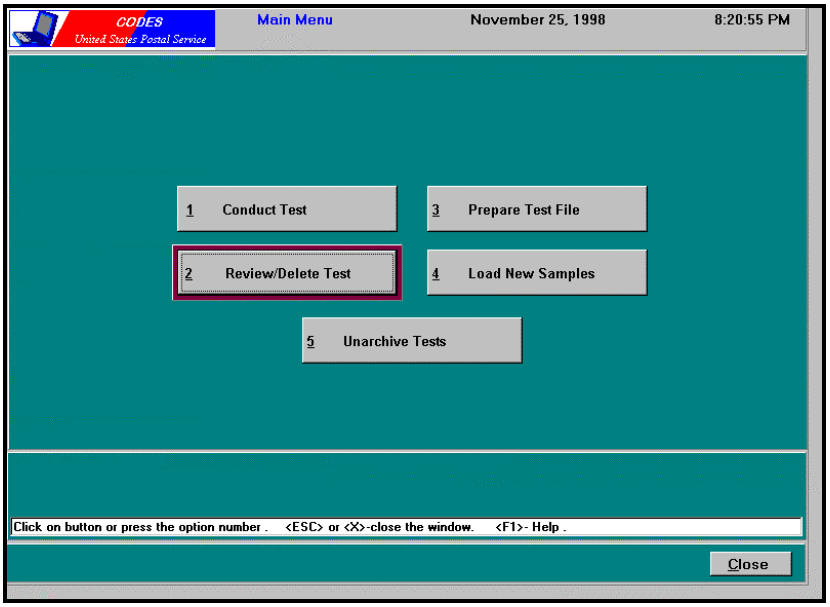
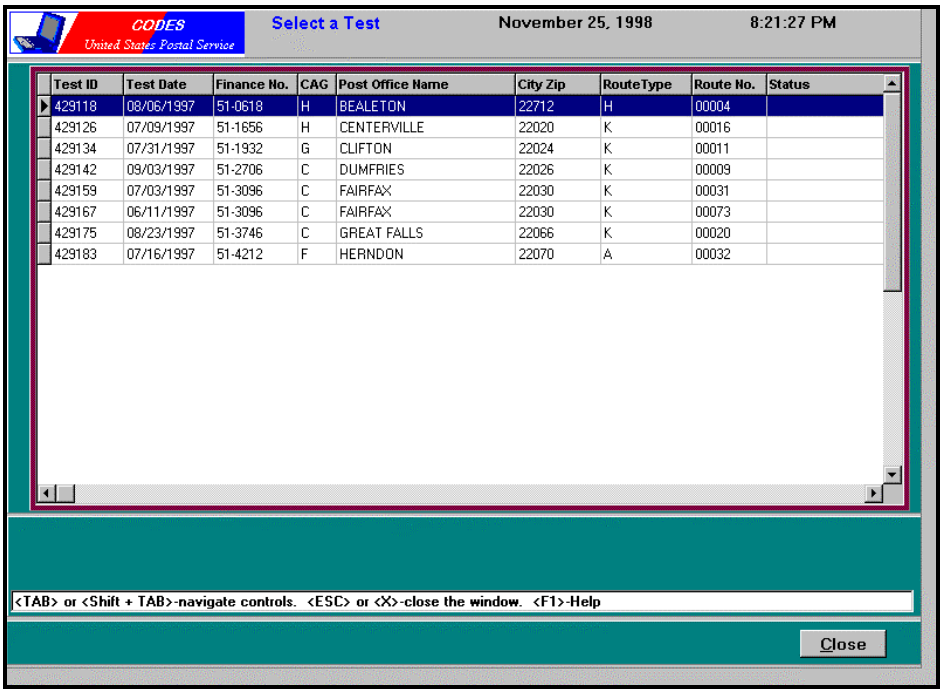


Figure 4-23. CODES RCS Main Menu

CODES displays the *Select a Test* screen, showing only those tests that have been completed or suspended (Figure 4–24).



Test ID	Test Date	Finance No.	CAG	Post Office Name	City Zip	RouteType	Route No.	Status
429118	08/06/1997	51-0618	H	BEALETON	22712	H	00004	
429126	07/09/1997	51-1656	H	CENTERVILLE	22020	K	00016	
429134	07/31/1997	51-1932	G	CLIFTON	22024	K	00011	
429142	09/03/1997	51-2706	C	DUMFRIES	22026	K	00009	
429159	07/03/1997	51-3096	C	FAIRFAX	22030	K	00031	
429167	06/11/1997	51-3096	C	FAIRFAX	22030	K	00073	
429175	08/23/1997	51-3746	C	GREAT FALLS	22066	K	00020	
429183	07/16/1997	51-4212	F	HERNDON	22070	A	00032	

Figure 4-24. Select a Test

You may select a test to review by using either the <↑> or <↓> keys or the pointer to highlight a test and then select it by pressing <Enter> or by clicking the left pointer button. Once you have selected the test you wish to review, CODES displays the appropriate *Review Test* screen (Figure 4–25).

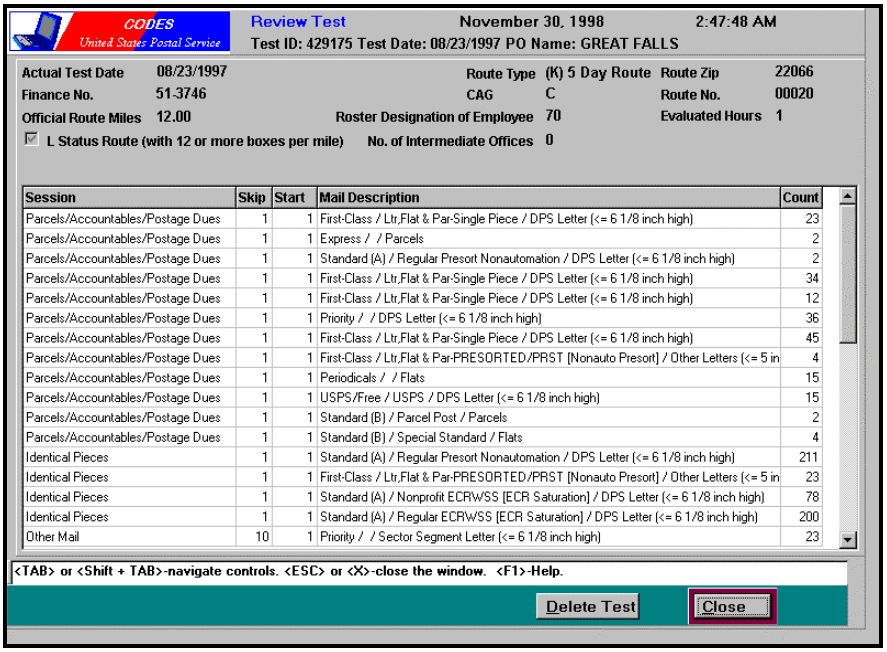


Figure 4-25. Review Test

After you have reviewed the test and confirmed that the information is correct, close this screen by pressing <Esc>, <C>, or <X>. You may also <Tab> to the *Close* button and press <Enter> or left-click the *Close* button with the pointer. To delete the test you are reviewing, press <D>; you may also <Tab> to the *Delete* button and press <Enter> or left-click the *Delete* button with the pointer.

If you select Delete Test, CODES asks you to confirm that selection (Figure 4–26). Press <Enter> to select *OK* and delete the test. If you do not wish to delete the test, highlight *Cancel* by pressing <Tab> or the <←> or <→> keys and then pressing <Enter>. You may also move the pointer arrow over your selection and click the left pointer button.

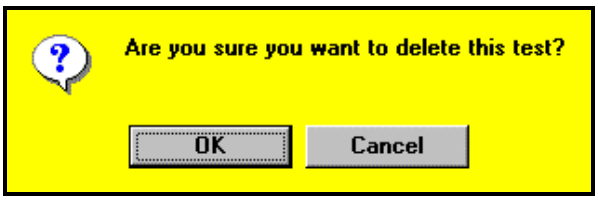


Figure 4-26. Confirm Delete Test

If you confirm that you wanted to delete the test, CODES confirms that the test has been deleted (Figure 4–27). Press <Enter> to clear this message. The test remains in the laptop's memory as an uncompleted test with no data.

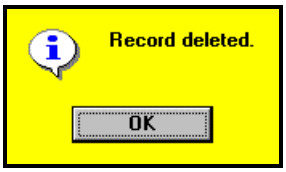


Figure 4-27. Record Deleted

CODES displays the *CODES RCS Main Menu* screen (Figure 4–23). If you noticed any errors in your data, you may correct them by choosing <1> *Conduct Test* and selecting the test you wish to correct from the *Select a Test* screen (Figure 4–24).

4.3.2 Ending the Test

Once you finish reviewing and correcting the data, you record the time it took you to complete the test, end the test, and complete some forms. Choose *End Test* from either the *Test Header* (Figure 4–4) or the *Mailpiece Info* screen (Figure 4–14). CODES displays the *End a Test* screen (Figure 4–28).

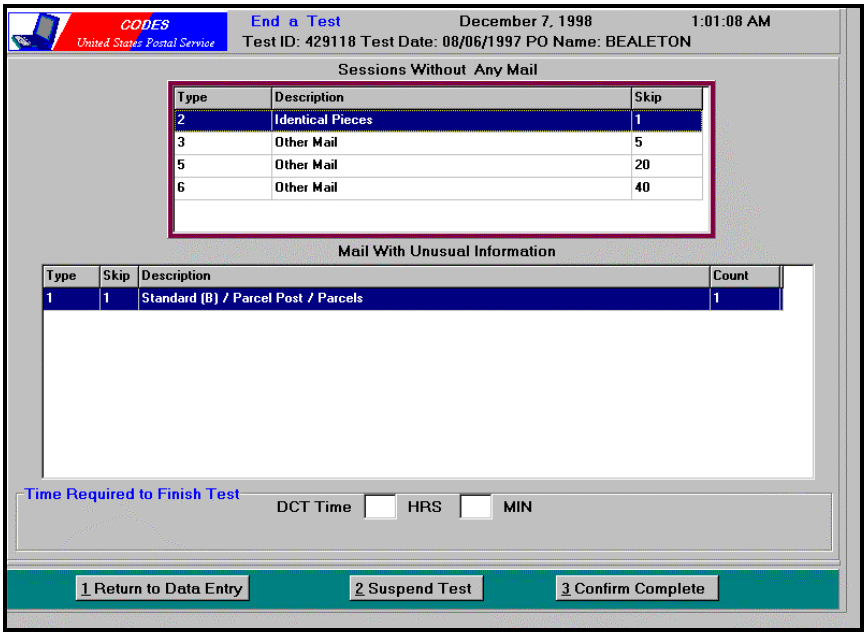


Figure 4-28. End a Test

1 **Review the *Sessions Without Any Mail* and *Mail With Unusual Information* blocks.**

The *Sessions Without any Mail* window shows you which sessions you have not used during the test. Use this window to remind yourself if there is any mail that you might have forgotten to sample.

If you have only used one skip interval for *Other Mail*, you will see the three unused *Other Mail* sessions listed in this window. That is all right.

It is unusual that there are no parcels, accountables, or postage dues counted during a rural carrier cost test. If Session 1 appears in the *Sessions Without Any Mail* window, be sure to verify that there were no parcels, accountables, or postage due pieces available for counting.

If the *Identical Pieces* session appears in the window, it simply means that you chose not to use the identical pieces session to count bundles of periodicals, Standard Mail (A), saturation mailings, etc. However, be sure to check that there were no saturation mailings available that you forgot to include in your counts.

The *Mail With Unusual Information* screen includes those counts that were flagged by the software as being unusual, given historical counts of various categories of mail. (See Section 4.2.4, Step 5, for an explanation of the check). A count's appearance **does not** mean that the count is wrong, it just means that the count for that particular combination of class, subclass, and compensation category is unusual. Check your counts listed in the *Mail With Unusual Information* screen to make sure that the count, class, subclass, and compensation category are correct.

Tab or use the pointer to select either of these blocks, and then use the <↑> or <↓> keys to highlight an item. When you have highlighted an item, press <Enter> and CODES will return you to the *Mailpiece Info* screen (Figure 4–14).

2 Type the time it took you to complete the test in the field for DCT Time.

Use the pointer to highlight the *DCT Time/HRS* field. When calculating your time, include time spent on the following tasks:

- Preparing forms
- Orienting postmaster and mail carrier
- Setting up the computer
- Selecting the sample and gathering the mailpieces
- Entering mailpiece data into the computer
- Reviewing data and ending the test
- Traveling to and from the test site, using any form of transportation

Note: Do not include any time when you were not on the clock.

Example: On the day before the test, it takes you 2 hours to get to the test site from your office; you check into a hotel. On the test day, it takes you 15 minutes to get to the test site from your hotel. It takes 1 hour and 10 minutes to prepare for and conduct the test. It then takes 2 hours and 5 minutes to get back to your office. Total time is 5 hours and 30 minutes.

Enter the total number of hours in the *HRS* box; press <Tab> or <Enter>; and then enter the number of minutes in the *MIN* box. You must enter numbers in these boxes. If you try to save the test without entering information in these boxes, CODES will prompt you with a *Data Required Warning* (Figure 4–29). Clear this message by pressing <Enter>. CODES will highlight the box needing information. Type the appropriate information, press <Tab> or <Enter> to move to the *MIN* box and enter a number there if necessary, then press <Tab> or <Enter> or select an option according to the directions in Step 3, below.

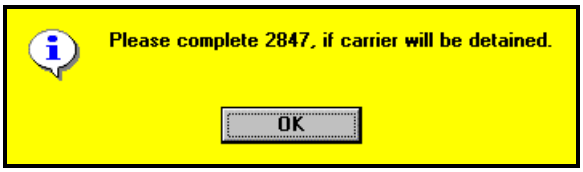


Figure 4-29. Data Required Warning

3 Save or suspend the test or return to data entry.

The bottom of the screen shows three options: <1> *Return to Data Entry*, <2> *Suspend Test*, and <3> *Confirm Complete*.

a Return to data entry.

Option <1> *Return to Data Entry* takes you back to the screen from which you moved to the *End a Test* screen, either the *Test Header* (Figure 4–4) or the *Mailpiece Info* screen (Figure 4–14).

b Suspend the test.

Option <2> *Suspend Test* allows you to save the current changes and suspend the test to continue later.

Note: You will wish to suspend the test if you have completed the *Test Header* the day before the test.

c End the test.

Option <3> *Confirm Complete* saves the current changes.

Select an option by pressing <the option number>, by tabbing to the desired option and pressing <Enter>, or by moving the pointer arrow over the desired option button and clicking the left pointer button.

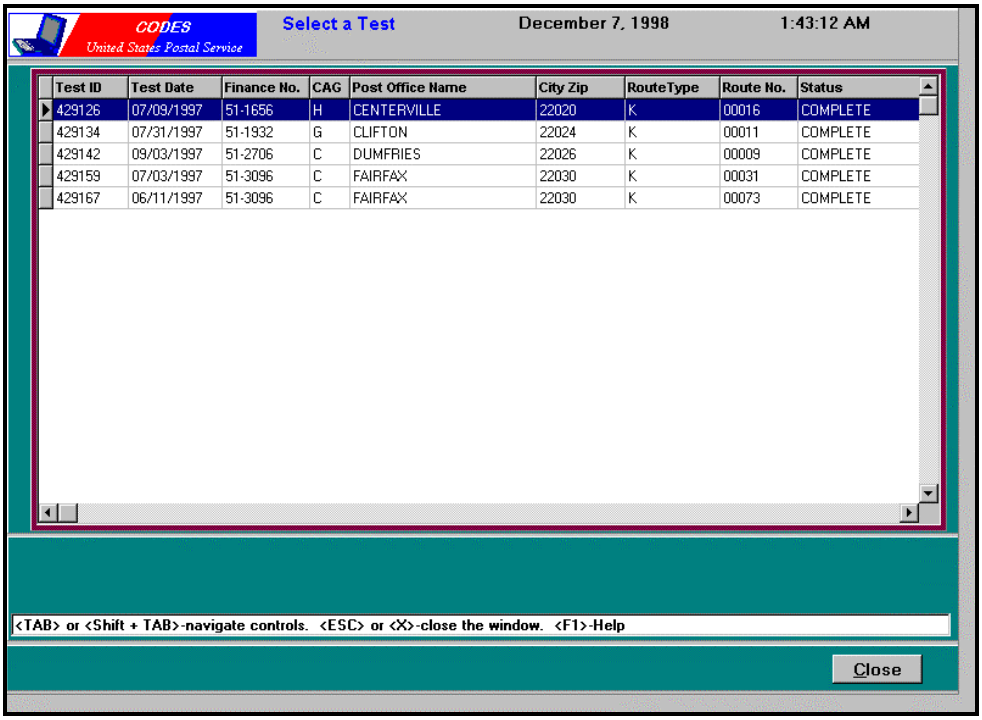
When you have entered and verified all the data for the test, select Option <3> *Confirm Complete*. CODES returns you to the *CODES RCS Main Menu* (Figure 4–23).

If you wish to abort the test without saving your data, press <Esc>. CODES returns you to the *CODES RCS Main Menu*. **Be careful not to press <Esc> by accident, or you will lose data.**

On the *CODES RCS Main Menu*, you may select Option <3> *Transmit Test*. This option allows you to prepare tests for transmission to the Base Unit or move them to a floppy disk.

4 Prepare the Test for Transmission.

When you select Option <3> *Transmit Test*, CODES displays the *Select a Test* screen, showing only those tests that are complete (Figure 4–30).



Test ID	Test Date	Finance No.	CAG	Post Office Name	City Zip	RouteType	Route No.	Status
429126	07/09/1997	51-1656	H	CENTERVILLE	22020	K	00016	COMPLETE
429134	07/31/1997	51-1932	G	CLIFTON	22024	K	00011	COMPLETE
429142	09/03/1997	51-2706	C	DUMFRIES	22026	K	00009	COMPLETE
429159	07/03/1997	51-3096	C	FAIRFAX	22030	K	00031	COMPLETE
429167	06/11/1997	51-3096	C	FAIRFAX	22030	K	00073	COMPLETE

Figure 4-30. Select a Test

Use the <↑> or <↓> keys to highlight the test you wish to transmit and press <Enter>. CODES displays the *Move Files* screen (Figure 4–31).

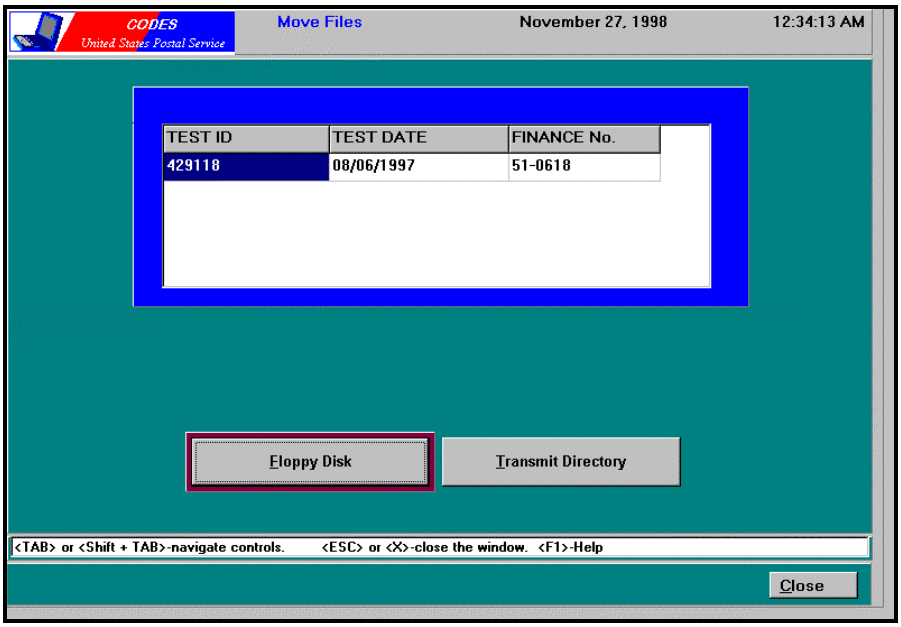


Figure 4-31. Move Files

This screen allows you to move a test to the Transmit Directory or to a floppy disk. From the Transmit Directory, you may send the test to your Base Unit using LapComm (see Chapter 6). Select *Transmit Directory* by pressing <T>, or <Tab> to highlight the *Transmit Directory* button and press <Enter>. CODES informs you that the test file has been moved (Figure 4–32). Clear this message by pressing <Enter>. CODES returns you to the *Select a Test* screen. To close this screen, press <Esc>, press <X>, or press <C> while pressing and holding down the <Alt> key. You may also <Tab> to the *Close* button and press <Enter> or left-click the *Close* button with the pointer. CODES displays the *CODES RCS Main Menu* (Figure 4–23).

Figure 4-32. Test File Has Been Moved

If you wish to move a test to a floppy disk, press <F> or press <Tab> to highlight the *Floppy Disk* button and press <Enter>. Make sure that there is a floppy disk in the laptop's A: drive. CODES informs you that the test file has been moved (Figure 4–32). CODES has transferred the file to floppy disk. Clear this message by pressing <Enter>. CODES returns you to the *Select a Test* screen. To close this screen, press <Esc>, press <X>, or press <C> while pressing and holding down the <Alt> key. You may also <Tab> to the

Close button and press <Enter> or left-click the *Close* button with the pointer. CODES displays the *CODES RCS Main Menu* (Figure 4–23).

5 Unarchive a test file.

If you need to make changes to a file that you have prepared for transmission or transmitted to floppy disk, you may select Option <5> *Unarchive Tests*, from the *CODES RCS Main Menu*. CODES displays the *Unarchive Files* screen (Figure 4–33).

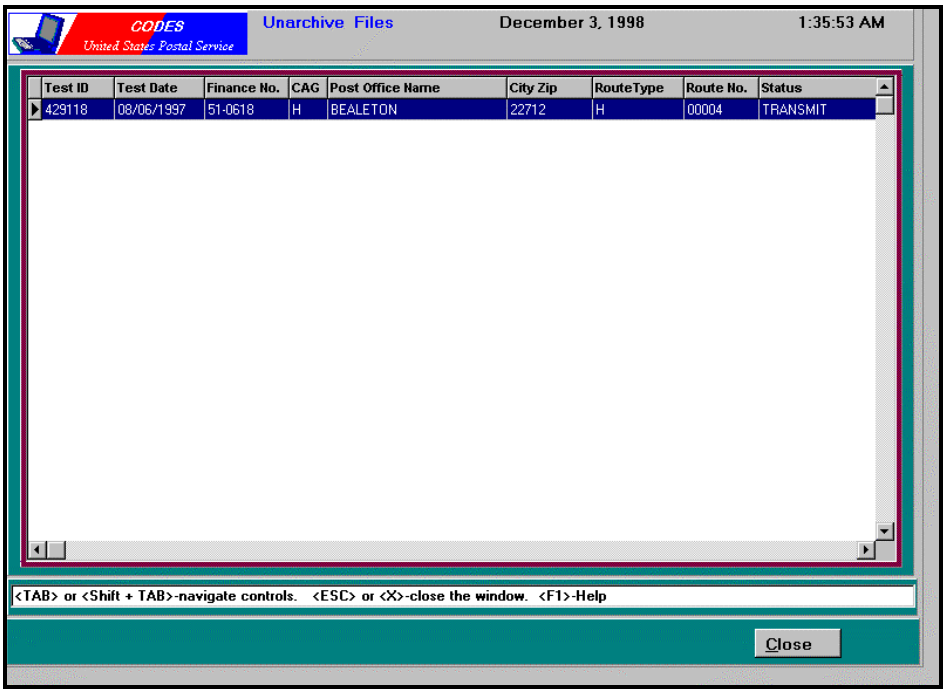


Figure 4-33. Unarchive Files

Use the <↑> or <↓> keys or the pointer to highlight the test you wish to unarchive, then press <Enter> or click the left pointer button. CODES informs you that the test file has been restored (Figure 4–34). Press <Enter> to clear this message. CODES returns you to the *CODES RCS Main Menu* (Figure 4–23).

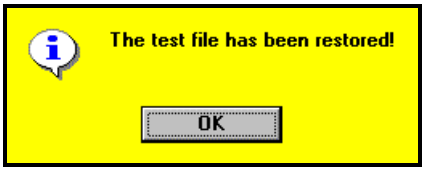


Figure 4-34. Test File Has Been Restored

6 Close the *CODES RCS Main Menu* screen.

To close the *CODES RCS Main Menu* screen, press <Esc>, press <X>, or press <C> while pressing and holding down the <Alt> key. You may also <Tab> to the *Close* button and press <Enter> or left-click the *Close* button with the pointer. CODES displays the *CODES Main Menu* (Figure 4–1). The test is finished. You may press <S> to shut down the laptop.

4.3.3 Completing Forms

After you end the test, you must complete Form 2847 if taking the test has detained the carrier and the carrier's roster designation is between 70 and 78. Have the mail carrier and postmaster sign it, and then give it to the postmaster to mail. Form 2847 is used to record the time that the mail carrier spent on the test so that he or she may be paid for that time. For instructions, see Section 4.5.

You must also complete section 1 of Form 2848, *Rural Carrier Mail Acceptance Data*, then give the form to the postmaster or designee to complete and mail. You must explain to the postmaster what mail to include in the count and where to enter various categories of mail. For instructions, see Section 4.6.

4.4 Conducting the RCS Test by Phone

There may be occasions when you feel that conducting the rural carrier test by telephone is an option. **Discuss the situation with your SPC.**

If you feel that a test can be conducted by phone, it is important to obtain information for your SPC about the test, because headquarters approval is required. As such, you should plan for such tests several days ahead of time.

You should inform your SPC of your reasons for conducting the RCS test by phone. For example, your SPC must know the volume of mail that is expected on the route to be sampled on the test day, the amount of driving time that will be expended to conduct the test, and the knowledge of the personnel who would be conducting the test with you (or the SPC) on the day of the test. Knowledge of the office personnel includes mail classification, definition of the universe of mail to be sampled, and the amount of time the field personnel would have available to correctly conduct the test.

Your SPC, through the SPSC, must contact headquarters for permission to conduct the RCS test by phone. It is extremely important that the test is conducted in the proper manner to ensure that the data from the phone test are accurate.

If you conduct an RCS test by phone, you must do the following:

- Send Form 2848 to the office where the route is being tested. You must explain to the postmaster or designee what mail is to be sampled and where various classes, subclasses, and compensation categories of mail are to be counted.
- Send a Form 2847 only if a carrier is going to be involved.
- On the day before the test, call the person who will be performing the test and verify that he or she will be helping you take the test on the test date. Review the universe of mail to be sampled and sampling procedures.
- Record the name and telephone number of the person conducting the test at the office in the comments. Enter “Phone test contact: John Doe, phone (000) 123-4567.”
- Explain to the person conducting the test that Form 2848 must be completed. Explain the mail to be counted and the places where various rates of mail must be written. See Section 4.6.
- Remind the postmaster of the Form 2847 and make sure that the postmaster understands that the form must be sent only if the carrier is delayed. Explain to the postmaster the rules for filling in the Form 2847.

If you have to reschedule a test because of data collection problems, you must conduct the rescheduled test on site, not over the phone.

4.5 Completing Form 2847, *Rural Carrier Payment Authorization*

PS Form 2847, *Rural Carrier Payment Authorization*, is used to compensate the rural mail carrier for time spent on the RCS test. **Complete this form only if the carrier has been delayed because of the test.** Record the minutes that the mail carrier spends, including:

- Listening to the data collector explain the test.
- Helping the data collector gather mail.
- Any other test-related tasks that require additional time in the office, including filling out Form 2847.
- Waiting for the data collector to sample and record the mail.
- If the Postmaster designates the carrier to count and record the collection mail, the time required to complete the Form 2848 should be included on the Form 2847.

PROCEDURES

When completing Form 2847, observe the following guidelines:

- If a data collector performs the RCS test on site, he or she completes this form.
- If a data collector is not on site to perform the test, the mail carrier and postmaster complete this form.
- Also complete this form for substitute rural mail carriers who help conduct the test, if they have been delayed and if their roster designation is between 70 and 78.
- Complete the form at the test site.
- Be sure that the mail carrier's Social Security number is entered correctly.
- Record mail carrier time in minutes, not hours.
- Be sure that both the mail carrier and the postmaster sign the form.
- Complete the form only for carriers with roster designations 70 through 78.
- For intermediate offices, have the intermediate office postmaster complete and sign the Form 2847.
- Give the form to the postmaster to mail.
- The postmaster mails the completed and signed form to the Accounting Service Center whose address is printed on the form.

UNITED STATES POSTAL SERVICE

Rural Carrier Payment Authorization

INSTRUCTIONS

1. This form MUST be completed for every Rural Carrier Route Test.
2. Record the date, location, route type, and route number of the Rural Route being tested.
3. Record name of carrier/carrier substitute, roster designation, and Social Security Number.
4. Be sure to record the carrier's time in minutes, including all time needed to explain the test, identify the mail, sample boxes, and delay caused by counting the mail. This information is used to pay the carrier for time spent assisting in the test.
5. Both carrier and postmaster MUST sign this form.

Date of Test *(MM/DD/YYYY)*	Name of Facility	ZIP + 4 Code

Facility Finance Number	Rural Route Type (H, J, K, M, A)	Rural Route Number

Name of Carrier	Roster Designation	Social Security Number	Time Assisting on Test *(in Minutes)*

Signature of Rural Carrier	Signature of Postmaster

RURAL UNIT
US POSTAL SERVICE
2825 LONE OAK PKY
EAGAN MN 55121-9635

PS Form **2847**, September 1998

Exhibit 4–1. Form 2847, Rural Carrier Payment Authorization

UNITED STATES POSTAL SERVICE®

Rural Carrier Payment Authorization

INSTRUCTIONS

1. This form MUST be completed for every Rural Carrier Route Test.
2. Record the date, location, route type, and route number of the Rural Route being tested.
3. Record name of carrier/carrier substitute, roster designation, and Social Security Number.
4. Be sure to record the carrier's time in minutes, including all time needed to explain the test, identify the mail, sample boxes and delay caused by counting the mail. This information is used to pay the carrier for time spent assisting in the test.
5. Both carrier and postmaster MUST sign this form.

Date of Test (MM/DD/YYYY)	Name of Facility	ZIP + 4 Code
		33333-3333

Facility Finance Number	Rural Route Type (H, J, K, M, A)	Rural Route Number
99-	K	41

Name of Carrier	Roster Designation	Social Security Number	Time Assisting on Test (in Minutes)
JOHN DOE	70	111-11-1111	25

Signature of Rural Carrier	Signature of Postmaster

RURAL UNIT
US POSTAL SERVICE
2825 LONE OAK PKY
EAGAN MN 55121-9635

PS Form **2847,** September 1998

Exhibit 4–2. Form 2847, Rural Carrier Payment Authorization, Completed

4.6 Completing Form 2848, *Rural Carrier Route Mail Acceptance Data*

Form 2848, *Rural Carrier Route Mail Acceptance Data*, is used to report the volume of mail collected by the mail carrier as he or she delivers the mail. The postmaster or designee of the tested site completes the form, unless the tested site is an intermediate office. If the test is at an intermediate office, follow the instructions in *Exceptions* at the end of this Section.

BACKGROUND INFORMATION

You may photocopy Form 2848 or order it from the MDCs. If you need several copies quickly, contact your SPSC.

PROCEDURES

If the test site is an intermediate office, see the *Exceptions* section. If not, follow the guidelines below when completing the form.

1 Administrative data—Sections 1, 2, and 3A

- The data collector should highlight the administrative data to be completed by the postmaster or designee.
- The data collector completes section 1 of the form; the postmaster or designee completes sections 2 and 3A
- The data collector should complete Item 3 using leading zeros and a four-digit year. For example, record February 9, 1999, as 02091999.
- The data collector should obtain the test ID and rural route number from the *Test Schedule* or *Header Sheet*.

2 Counting rules

- The postmaster or designee should complete Section 3B after the mail carrier returns from delivering and collecting the mail.
- Do not include mail from collection boxes or cluster box unit collection compartments.
- Include mail that the carrier picks up from any intermediate office along the route.

3 How the postmaster or designee should count mail—Section 3B

- The data collector must explain to the postmaster or designee how to record collected mail on Form 2848.
- Record franked mail and penalty mail from U.S. Government agencies on the basis of the service provided.

- Record balloting materials endorsed "US Postage Paid 39 USC 3406" as First-Class Mail.
- Record USPS mail on line 22, regardless of indicia.
- Record "Free Matter for the Blind and Other Handicapped Persons" on line 23.
- Below Item 32, describe the items counted in "Other."

4 Postmaster responsibility

- The postmaster or designee should mail the form to the data collector whose name and address appear in Section 1 of the form.

5 After the test is completed

- The Statistical Programs Coordinator must review submitted forms for completeness and accuracy and must review with the postmaster or designee any incomplete or inconsistent items found.
- The Statistical Programs Coordinator is responsible for the keying and transmission of the data on Form 2848.

EXCEPTIONS

If the test site is an intermediate office, follow the guidelines below.

- The data collector completes both Sections 1 and 2.
- Write "Intermediate Office" where collection mail is not counted in item 13 on the front of the form.
- The data collector takes the form back to the Statistical Program Unit.

Selected Rural Route Number

UNITED STATES POSTAL SERVICE

Rural Carrier Route Mail Acceptance Data

Postmaster Instructions

1. The information obtained from this form will be used to distribute the costs of rural mail to different classes based on the mail counts of the selected rural route on the assigned test date.
2. You (or your designee) are responsible for collecting and recording the required information. Your assistance is requested to perform the test and to capture this vital information. Please do not designate a rural carrier to complete this count unless there is no one else in the office available.
3. On the assigned test date, include all mail picked up from individual boxes on the route and returned to the post office in the count.

Note: Also count mail collected from boxes on an intermediate route and returned to the head-out office. DO NOT count mail picked up from the collection boxes. Instruct the carrier to forward all mail collected on the test day to you or your designee for counting.

If there are any questions regarding this mail count, please contact the Data Technician whose name is listed below.

Section 1 - Completed By Data Collection Technician

Full Name of Data Collection Technician	Telephone No. *(Include Area Code)*

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

Test Office Data

1. Name of Facility	City	State	2a. Area *(1)*	2b. Pay Period *(2-3)*

3. Date Test Taken *(4-9)*	4. ZIP Code *(10-14)*	5. CAG *(15)*	6. Finance No. *(16-21)*	7. Test I.D. *(22-27)*	8. Rural Route No. *(28-29)*

Section 2 - Completed By Postmaster or Designee

The Postmaster or designee must complete items 9 through 46 as applicable. Select only one of the following Rural Route classifications to respond to item 11.

H - Six Day Route
J - 5½ Day Route
M - Mileage Compensation
Aux - Hourly Compensation
K - 5 Day Route

In item 12, indicate whether or not the rural route is officially designated as "L" status, meaning that a carrier delivers to 12 or more boxes per mile.

9. Name of Postmaster or Designee	10. Telephone No. *(Include Area Code)*

11. Type of Rural Route *(Check one) (30)*	12. Does Route Have "L" Status *(31)*
☐ H ☐ J ☐ K ☐ M ☐ Aux	☐ Yes ☐ No

Part A — Accountable Mail Data

For the following items, count the actual number of pieces for each type of accountable mail accepted from the sample route on the test day and enter that amount in the spaces provided. If no accountable mail was accepted on the test day, check item 13 and go on to Part B.

13. *(32)* ☐ No Accountable Mail Was Accepted Today

Type of Mail	No. of Pieces Accepted	Type of Mail	No. of Pieces Accepted
14. Registered Mail	*(33-34)*	15. Express Mail	*(35-36)*
16. Certified Mail	*(37-38)*	17. COD/Customs Due Mail	*(39-40)*
18. (Numbered) Insured Mail	*(41-42)*	19. Registered/COD Mail	*(43-44)*
20. Special Delivery Mail	*(45-46)*	21. Business Reply	*(47-48)*
22. Return Receipt	*(49-50)*	23. "Other" Co ations *(Explain)*	*(51-52)*

PS Form **2848**, June 1996

Exhibit 4–3. Form 2848, Rural Carrier Route Mail Acceptance Data, Front

Part B — Mail Data

Mail Data Instructions

1. If the pieces collected are Registered or Certified, count and record the number of pieces from the sample route in the Registered or Certified Columns.
2. For pieces which are not Registered or Certified, count and record the number of pieces collected from the sample route for each class and each shape of mail piece (i.e., letters and flats, parcels, and cards).
3. Record mail from government agencies other than USPS by the class of service provided (i.e., First-Class, Priority, etc.)
4. Record all franked official mail by the class of service provided (i.e., First-Class, Priority, etc.)
5. **DO NOT count mail picked up from the collection boxes.**

Class Description	Letters and Flats	Insured/ Uninsured Parcels	Cards	Registered Mail	Certified Mail
14. FIRST-CLASS *(Include Ballot. Mat. U.S. Post. Paid 39 USC 3406)*					
15. PRIORITY					
16. EXPRESS MAIL *(Except International)*					
17. STANDARD A *(Previously Third Class)*					
STANDARD B *(Previously Fourth Class)*					
18. Parcel Post					
19. Special Rate					
20. Library Rate					
21. Bound Printed Matter					
22. USPS MAIL *(Stamped, metered, permit, penalty)*					
23. FREE FOR THE BLIND/HANDICAPPED *(Do not include franked official mail; see instruction 4 above)*					
INTERNATIONAL AIRMAIL - US ORIGIN					
24. Express					
25. Letter Class *(Including aerogrammes)*					
26. Parcel Post					
27. AO *(Books, periodicals, small packets)*					
28. M-Bag					
INTERNATIONAL SURFACE MAIL - US ORIGIN					
29. Parcel Post					
30. AO *(Books, periodicals, small packets)*					
31. M-Bag					
32. "OTHER" *(Specify below)*					

PS Form **2848**, March 1998 *(Reverse)*

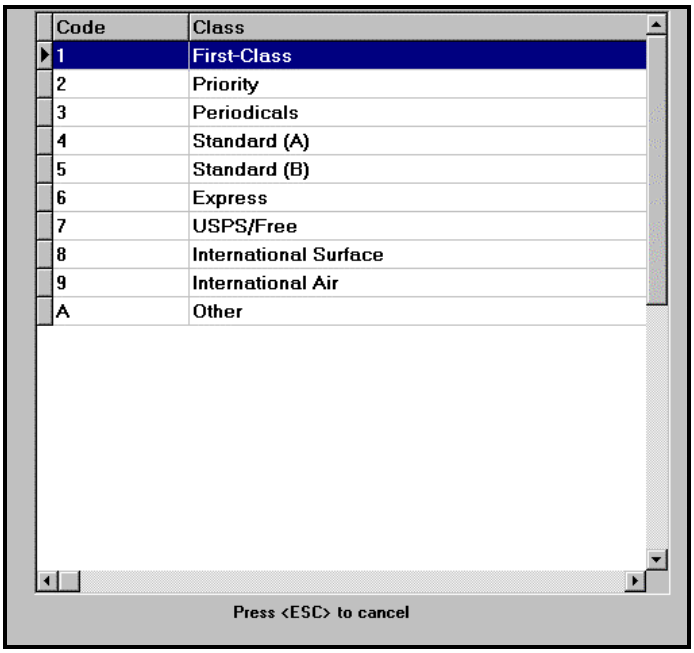
Exhibit 4–4. Form 2848, Rural Carrier Route Mail Acceptance Data, Back

Related Materials for the Rural Carrier System Test

The following related materials are included in this chapter:

- RM 4-01 Mail Classes
- RM 4-02 Subclasses for First-Class Mail
- RM 4-03 Subclasses for Standard Mail (A)
- RM 4-04 Subclasses for Standard Mail (B)
- RM 4-05 Subclasses for USPS/Free Mail
- RM 4-06 Subclasses for International Surface Mail
- RM 4-07 Subclasses for International Airmail
- RM 4-08 Compensation Categories
- RM 4-09 Manifest Mailing System Codes
- RM 4-10 Form 4241-A, *Rural Route Evaluation*
- RM 4-11 Form Letter for Informing the Postmaster of an RCS Test
- RM 4-12 Rescheduling a Rural Carrier Test When Lodging is Required

RM 4-01 Mail Classes



Code	Class
1	First-Class
2	Priority
3	Periodicals
4	Standard (A)
5	Standard (B)
6	Express
7	USPS/Free
8	International Surface
9	International Air
A	Other

Press <ESC> to cancel

Figure 4-35. Mail Class Selection List

Select one of the following classes:

- First-Class Mail
- Priority Mail
- Periodicals
- Standard Mail (A)
- Standard Mail (B)
- Express Mail
- USPS/Free mail

  This includes penalty mail with a USPS return address, regardless of the indicia. It also includes free mail for the blind, and free mail from soldiers and sailors in areas specially designated by the Secretary of Defense. Do not include Congressional franked mail and mail from other government agencies in the category—record those pieces in the class appropriate for the weight and content of the piece and the service being provided.
- International surface mail
- International airmail

- Other mail

  Selecting this option will allow you to record comments about the characteristics of the mailpiece after the compensation category has been specified.

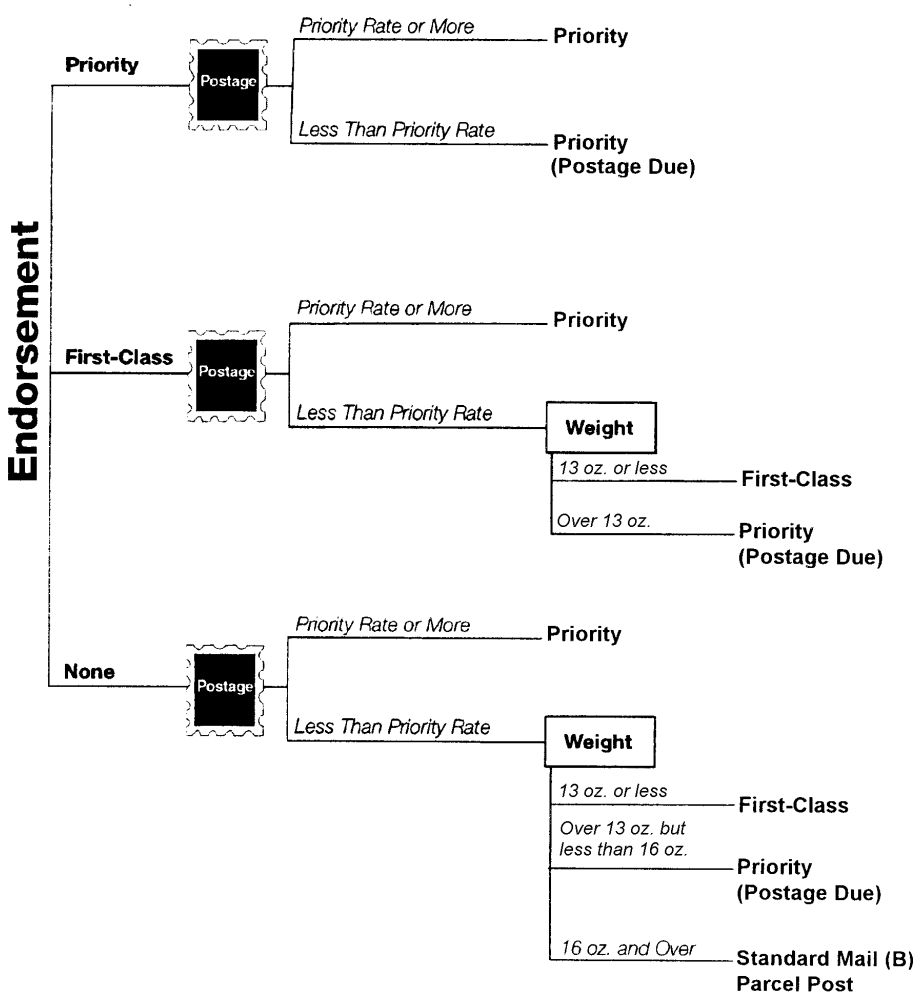
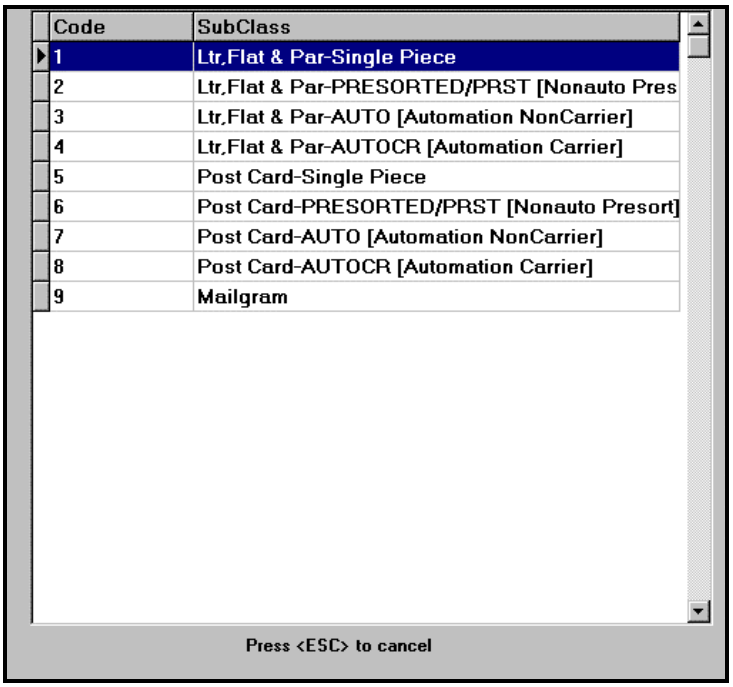


Exhibit 4–5. Determining Whether To Record Mail as First-Class, Priority, or Parcel Post

RM 4-02 Subclasses for First-Class Mail



Code	SubClass
1	Ltr,Flat & Par-Single Piece
2	Ltr,Flat & Par-PRESORTED/PRST [Nonauto Pres
3	Ltr,Flat & Par-AUTO [Automation NonCarrier]
4	Ltr,Flat & Par-AUTOCR [Automation Carrier]
5	Post Card-Single Piece
6	Post Card-PRESORTED/PRST [Nonauto Presort]
7	Post Card-AUTO [Automation NonCarrier]
8	Post Card-AUTOCR [Automation Carrier]
9	Mailgram

Press <ESC> to cancel

Figure 4-36. Subclass Screen for First-Class Mail

Subclass	Description
Letters, Flats, & Parcels	All First-Class Mail except Post Cards and Mailgrams
Post Card	Each card, whether stamped card or postcard or each half of a double stamped card or postcard, claimed at a card rate must be: Rectangular Not less than 3 1/2 inches high, 5 inches long, and 0.007 inch thick Not more than 4 1/4 inches high, 6 inches long, and 0.016 inch thick
Mailgram	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 “Western Union Mailgram” and the USPS emblem to the right.

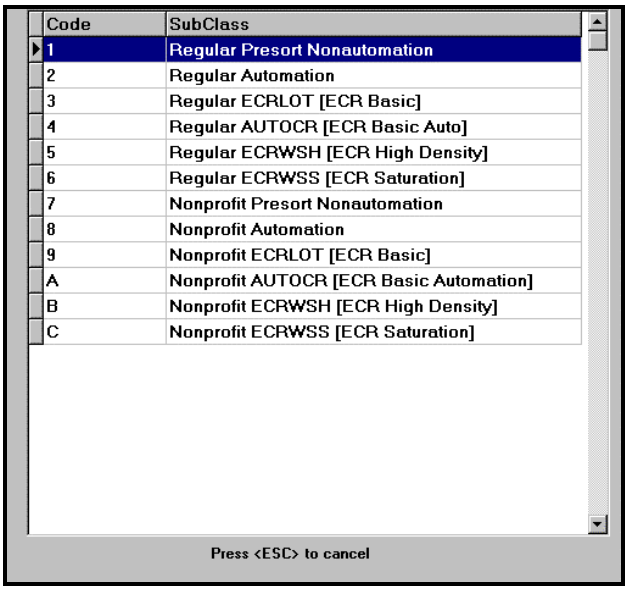
Note: Firms that are authorized to use Manifest Mailing System (MMS) procedures may use codes to indicate the class or subclass for First-Class Mail and Standard Mail (A). The codes are listed inTable 4–1, following, and RM 4-09. You may also use Table 4–1 to determine the subclass.

Table 4-1 First-Class Mail Decision Table for TRACS and Carrier Cost Tests Only[1]

IF POSTAGE IS...	***ENDORSEMENTS AND/OR MARKINGS ARE...***	***THEN ASSIGN MAIL CATEGORY AS...***
Single piece postage Check front and back for additional postage	With or without markings	Single Piece
Not single piece postage or none	"Business Reply"	Single Piece
Not single piece postage or none	"Single Piece" or "SNGLP" or MMSRCA[2] "SP"	Single Piece
Not single piece postage or none	"AUTO" or MMSRCA[2] "AV", "AT", "AF", or "AB"	Automation Noncarrier
Not single piece postage or none	"AUTOCR" or MMSRCA[2] "AC"	Automation Carrier
Not single piece postage or none	MMSRCA[2] "FP"	Nonautomation Presort
Not single piece postage or none	Automation Rate Barcode[3] and ("Presorted" or "PRSRT")	Automation Noncarrier
Not single piece postage or none	"Presorted" or "PRSRT"	Nonautomation Presort
Not single piece postage or none	No endorsements, markings, or MMSRCA[2]	Single Piece

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA—Manifest Mailing System Rate Category Abbreviations.
[3] Automation Rate Barcode is a 9- or 11-digit barcode for flats and an 11-digit barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 4-03 Subclasses for Standard Mail (A)



Code	SubClass
1	Regular Presort Nonautomation
2	Regular Automation
3	Regular ECRLOT [ECR Basic]
4	Regular AUTOCR [ECR Basic Auto]
5	Regular ECRWSH [ECR High Density]
6	Regular ECRWSS [ECR Saturation]
7	Nonprofit Presort Nonautomation
8	Nonprofit Automation
9	Nonprofit ECRLOT [ECR Basic]
A	Nonprofit AUTOCR [ECR Basic Automation]
B	Nonprofit ECRWSH [ECR High Density]
C	Nonprofit ECRWSS [ECR Saturation]

Press <ESC> to cancel

Figure 4-37. Subclass Screen for Standard Mail (A) Mailpieces

Standard Mail (A) is mail weighing less than 16 ounces per mailpiece that is neither mailed nor required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard). Standard Mail (A) is not sealed against postal inspection.

The basic required marking (Presorted Standard, Nonprofit, etc.) must appear as part of, or directly below or to the left of, the permit imprint indicia, meter stamp or impression, or adhesive or precanceled stamp.

Subclass	Description
Regular Presort Nonautomation	Commercial
Regular Automation	Commercial Regular Automation
Regular ECRLOT (ECR Basic)	Commercial Enhanced Carrier Route
Regular AUTOCR (ECR Basic Auto)	
Regular ECRWSH (ECR High Density)	
Regular ECRWSS (ECR Saturation)	
Nonprofit Presort (Nonautomation)	Nonprofit Presort (Nonautomation)
Nonprofit Automation	Nonprofit Automation
Nonprofit ECRLOT (ECR Basic)	Nonprofit Enhanced Carrier Route
Nonprofit AUTOCR (ECR Basic Auto)	
Nonprofit ECRWSH (ECR High Density)	
Nonprofit ECRWSS (ECR Saturation)	

Note: Firms that are authorized to use Manifest Mailing System (MMS) procedures may use codes to indicate the class or subclass for First-Class Mail and Standard Mail (A). The codes are listed in Table 4–2, following, and in RM 4-09. You may also use Table 4–2 to determine the subclass.

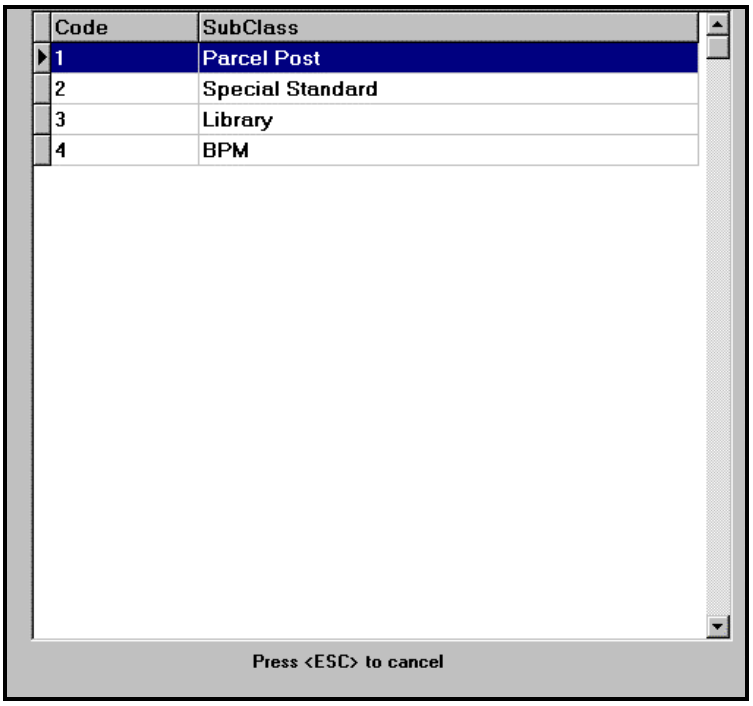
Table 4-2. Standard Mail (A) Decision Table for TRACS and Carrier Cost Tests Only[1]

IF ENDORSED AND/OR MARKED...	***AND/OR ADDITIONAL MARKINGS ARE...***	***THEN ASSIGN MAIL CATEGORY AS...***
“Bulk Rate” or “BLK RT” or “Presorted Standard” or “PRSRT STD”	“AUTOCR” or MMSRCA[2] “EA”	Regular ECR Basic Automation
“Bulk Rate” or “BLK RT” or “Presorted Standard” or “PRSRT STD”	“ECRLOT”[3] or MMSRCA[2] “EB”	Regular ECR Basic
“Bulk Rate” or “BLK RT” or “Presorted Standard” or “PRSRT STD”	“ECRWSH”[3] or MMSRCA[2] “EH”	Regular ECR High Density
“Bulk Rate” or “BLK RT” or “Presorted Standard” or “PRSRT STD”	“ECRWSS”[3] or MMSRCA[2] “ES”	Regular ECR Saturation
“Bulk Rate” or “BLK RT” or “Presorted Standard” or “PRSRT STD”	“AUTO” or MMSRCA[2] “AV”, “AT”, “AF”, or “AB”	Regular Automation
“Bulk Rate” or “BLK RT” or “Presorted Standard” or “PRSRT STD”	MMSRCA[2] “RA” or “RB”	Regular Nonautomation
“Bulk Rate” or “BLK RT” or “Presorted Standard” or “PRSRT STD”	Automation Rate Barcode[4]	Regular Automation
“Bulk Rate” or “BLK RT” or “Presorted Standard” or “PRSRT STD”	None	Regular Nonautomation
“Nonprofit”	“AUTOCR” or MMSRCA[2] “EA”	Nonprofit ECR Basic Automation
“Nonprofit”	“ECRLOT”[3] or MMSRCA[2] “EB”	Nonprofit ECR Basic
“Nonprofit”	“ECRWSH”[3] or MMSRCA[2] “EH”	Nonprofit ECR High Density
“Nonprofit”	“ECRWSS”[3] or MMSRCA[2] “ES”	Nonprofit ECR Saturation
“Nonprofit”	“AUTO” or MMSRCA[2] “AV”, “AT”, “AF”, or “AB”	Nonprofit Automation
“Nonprofit”	MMSRCA[2] “RA” or “RB”	Nonprofit Nonautomation
“Nonprofit”	Automation Rate Barcode[4]	Nonprofit Automation
“Nonprofit”	None	Nonprofit Nonautomation

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA—Manifest Mailing System Rate Category Abbreviations.
[3] ECR—Enhanced Carrier Route. The “ECR” and the “LOT”, “WSH”, or “WSS” may appear in two different locations on the mailpiece.

[4] Automation Rate Barcode is a 9- or 11-digit barcode on flats and an 11-digit barcode on letters, found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 4-04 Subclasses for Standard Mail (B)



Code	SubClass
1	Parcel Post
2	Special Standard
3	Library
4	BPM

Press <ESC> to cancel

Figure 4-38. Subclass Screen for Standard Mail (B) Mailpieces

Subclass	Description
Parcel Post (old zone rate)	Postage is determined by the weight and destination zone.
Special Standard (Special Rate)	Must be marked “Special Standard Mail,” “SPEC STD,” “Presorted Special Standard Mail,” or “PRSRT SPEC STD.”
Library Rate	Must be marked “Library Rate” or “Library Mail.”
Bound Printed Matter (BPM)	Endorsed “Bound Printed Matter” for single piece, and “Bound Printed Matter Presorted” or “Bound Printed Matter PRSRT” for presorted mailings.

RM 4-05 Subclasses for USPS/Free Mail

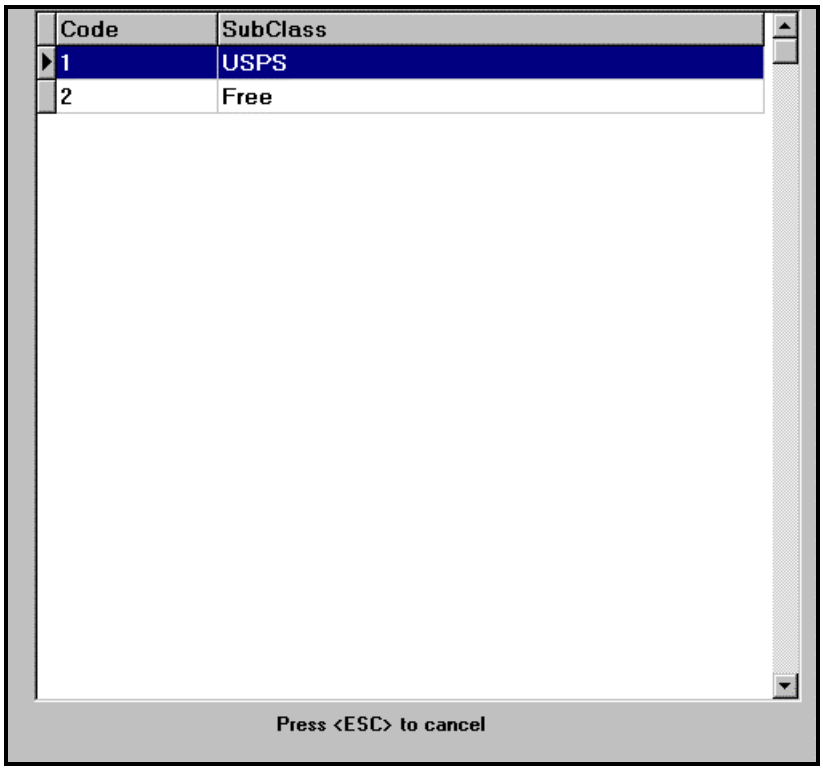
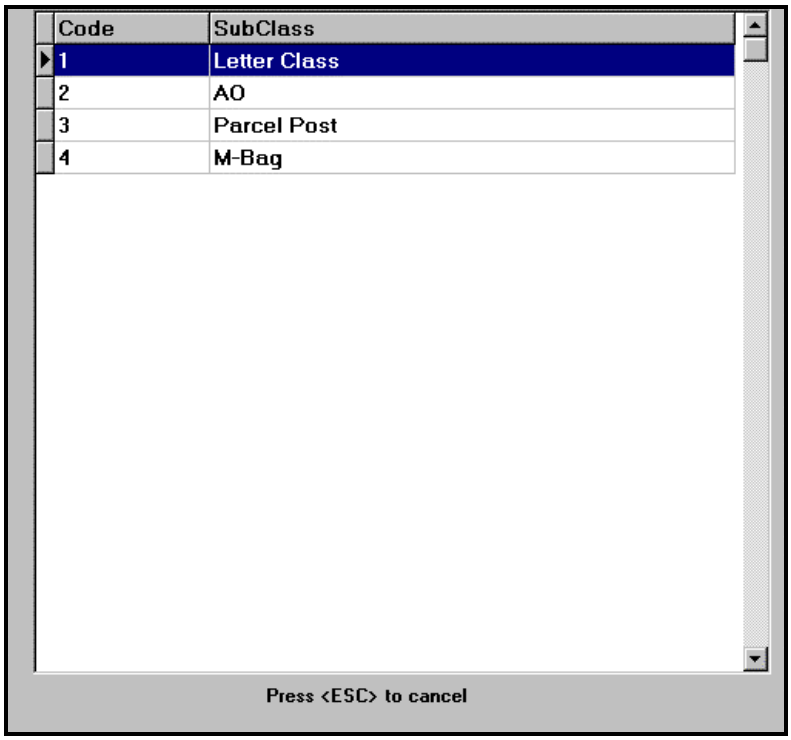


Figure 4-39. Subclass Screen for USPS/Free Mailpieces

Subclass	Description
USPS	Official mail sent by the Postal Service, regardless of indicia. USPS mail may be stamped, metered, permit, or penalty. e.g., Change of Address Order Form 3575. Philatelic Order Forms with Permit Imprint 73026. Unattached Return Receipts. **Note:** Count postmaster's mailings, including snow removal notices and mail box improvement notices, under class: USPS/Free, subclass: USPS, and compensation category: boxholder.
Free	1. Material sent to or by the blind or other handicapped persons marked: "Free Matter for the Blind or Handicapped" in upper left corner. 2. Mail for members of U.S. Armed Forces (who are assigned to certain overseas areas designated by the President). Mailpieces must have "Free" in sender's writing in upper right corner and have name, military address, and military grade in upper left corner.

RM 4-06 Subclasses for International Surface Mail



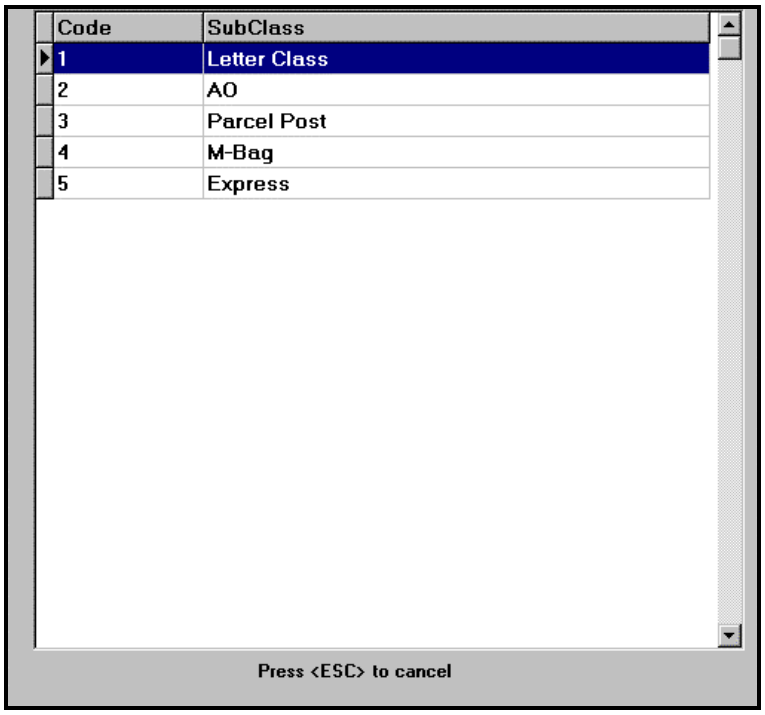
Code	SubClass
1	Letter Class
2	AO
3	Parcel Post
4	M-Bag

Press <ESC> to cancel

Figure 4-40. Subclass Screen for International Surface Mailpieces

Subclass	Description
Letter Class (LC)	Letters and letter packages are items of mail containing personal handwritten or typewritten communications having the character of current correspondence. The mailpiece may have the words “LETTER” or “LETTRE” printed on it.
AO	Includes regular printed matter, books and sheet music, publishers’ periodicals, matter for the blind, and small packets.
Parcel Post (CP)	Generally, the same classification as domestic Standard Mail (B) zone rate parcel post.
M-Bag	A special direct sack of printed matter being sent by a mailer in one country to a single addressee in another country. The weight of the contents may **not** be less than 11 lb., and the combined weight of the contents and the sack may not be more than 66 lb.

RM 4-07 Subclasses for International Airmail



Code	SubClass
1	Letter Class
2	AO
3	Parcel Post
4	M-Bag
5	Express

Press <ESC> to cancel

Figure 4-41. Subclass Screen for International Airmail

Subclass	Description
Letter Class (LC)	Letters and letter packages are items of mail containing personal handwritten or typewritten communications having the character of current correspondence. LC also includes Global Priority Mail. The weight limit is 4 pounds. The mailpiece may have the words “LETTER” or “LETTRE” printed on it.
AO	Includes regular printed matter, books and sheet music, publishers’ periodicals, matter for the blind, and small packets.
Parcel Post (CP)	Generally the same classification as domestic parcel post. For international air parcel post requirements, refer to the *International Mail Manual* (IMM).
M-Bag	A special direct sack of printed matter being sent by a mailer in one country to a single addressee in another country. The weight of the contents may **not** be less than 11 lb., and the combined weight of the contents and the sack may not be more than 66 lb.
Express	Bears endorsement of “Express Mail” or “Exprés.” Includes Custom Designed and On Demand services.

RM 4-08 Compensation Categories

Code	Compensation Category
1	DPS Letter (<= 6 1/8 inch high)
2	Sector Segment Letter (<= 6 1/8 inch high)
3	Other Letters (<= 5 inch high)
4	Flats
5	Parcels
6	Direct Bundle from Mail Processing
7	Boxholders
8	Postage Dues excluding Postage Dues Parcels
9	Certified
A	COD or Customs Due
B	Numbered Insured
C	Registered
D	Registered and COD
E	Postage Due Parcels

Press <ESC> to cancel

Figure 4-42. Compensation Categories

Category	Description
DPS Letters (<= 6 1/8 inches high)	Machinable letters sorted according to the delivery sequence. An 11-digit barcode enables a barcode sorter (BCS) to sequence mail in the exact order of delivery. This process eliminates the need for carriers to manually sort these letters prior to delivery.
Sector Segment Letters (<= 6 1/8 inches high)	Sector—The sixth and seventh digits of a ZIP+4 code. It is a geographic portion of a ZIP Code area or a rural route, several city blocks or a large building, part of a post office box section, or an official designation. Segment—The eighth and ninth digits of a ZIP+4 code. It is a specific block face, apartment house bank of boxes, a firm, a floor in a large building, or other specific location. Sector Segment Letters are letters arranged by ZIP+4 code.
Other Letters (<= 5 inches high) (excludes DPS and sector segment letters)	

Category	Description
Flats	Flats consist of newspapers, magazines, catalogs, rolls, and other nonletter or nonparcel size mail that can be cased for delivery.
Parcels	Any rigid article that exceeds one of the following dimensions: ■ 5 inches in height ■ 18 inches in length ■ 1 9/16 inches in width Additionally, any nonrigid article that does not fit in the letter or flat separations with other mail
Direct Bundles from Mail Processing (direct to addressee)	A direct bundle is a bundle of mail direct from a mailer or from mail processing and going to one addressee. A direct bundle may be a tub of loose, nonidentical mailpieces to one addressee. Count a direct bundle as one mailpiece.
Boxholders	All simplified address mail, including samples with simplified addresses and detached address labels with no specific address. **Note:** When samples are received with detached address labels specifically addressed, enter only the samples as boxholders. Count the specifically addressed detached address labels as letters.
Postage Due	All mailpieces marked postage due **except** postage due parcels.
Certified	The mailpiece has Form 3800 affixed.
COD or Customs Due	
Numbered Insured	The mailpiece has a Form 3813-P affixed on the address side beginning with V. Do not include in this compensation category mailpieces with the elliptical insured stamp.
Registered	The mailpiece has Label 200 affixed.
Registered and COD	Both registry and COD fees have been paid. The mailpiece conforms to both registered and COD requirements.
Postage Due Parcels	Parcels that are marked postage due.

Note: If more than one of these compensation categories seems applicable, select the one closest to the bottom of the list.

RM 4-09 Manifest Mailing System Codes

Code	Rate Category
First-Class Mail	
AC	Automation Carrier route (letters only)
AV	Automation 5-Digit (letters only)
AT	Automation 3-Digit (letters only)
AF	Automation 3/5 (flats only)
AB	Automation Basic
FP	Presorted
SP	Single Piece
Standard Mail (A)	
AV	Automation 5-Digit (letters only)
AT	Automation 3-Digit (letters only)
AF	Automation 3/5 (flats only)
AB	Automation Basic
RA	Regular 3/5
RB	Basic
EA	Enhanced Carrier Route Automation Basic (letters only)
EB	Enhanced Carrier Route Basic
EH	Enhanced Carrier Route High Density
ES	Enhanced Carrier Route Saturation
DB	Destination Bulk Mail Center (DBMC)
DD	Destination Delivery Unit (DDU)
DS	Destination Sectional Center Facility (DSCF)

The codes must be printed either in a position at least two lines above the address or in the lower left corner of the envelope. In window envelopes, the codes must be inserted above the address and must be entirely visible through the window, with at least 1/8-inch clearance between the window and the edge of the panel.

RM 4-10 Form 4241-A, *Rural Route Evaluation*

EFFECTIVE FOR PP

DIS

U.S. Postal Service
RURAL ROUTE EVALUATION

DATE PROCESSED

Post Office, State and Zip + 4 | Finance No. | Date of Count

Line No.	Letters	Sec/Seg Letters	Flats	Parcels	Boxholders	Reg Cert.Spec Exp and Ins	COD's Customs Due	Address Changes	Markups	Forms 3821	DPS Letters (Route Time)
	Number Delivered										
1	313.77		1100.22	104.40	140.65	13.50	1.88	9.00	21.06		222.32

Line No.	M. O. Applications	Collected Letters and Flats	Accepted Parcels (Ordinary & Insured)	Postage Dues	Loading	Other	Withdrawing	Strapping	Stamps	Personal Time	Return Receipts
2		75.76	9.50	1.00	62.00	22.00	30.00	228.05	2.50	30.00	

Line No.	Number Delivered: Reg Cert Spec Exp and Ins	Number Delivered: COD's Customs Due	Number Accepted: M.O. Application	Number Accepted: Parcels (Ordinary and Insured)	Number Accepted: Registered & Certified	Parcels Route-Time	Miles	Box	Locked Pouch Delivery	NDCBU Coll/Comp Parcel Locker	Discount Allow
3	40.50	5.00		9.50		52.35	226.08	795.40			

Line No.	Volume Factor	Standards (in hours and minutes): Office	Standards: Route	Standards: Total	Actual Time (in hours and minutes): Office	Actual Time: Route	Actual Time: Total	Aux Assist (hrs & mins): Office	Aux Assist: Route	Wait & Count
4	4.97	36:35	22:31	59:06	47:32	12:55	60:27	:00	:00	

Line No.	Number Of: Miles	Regular Boxes	Central Boxes	Total Boxes	Vehicle Stops	Families Served	USPS Vehicle Used	Weekly Dismounts	Dismount Distance	Rotate Relief
5	18.84	485		485	447	485	Y 30.00			N

Line No.	Rte No.	Name	Social Security Number	Des.	Step	Salary	FLSA	Eval Hours	EMA	Lock Pouches	Protected Salary	Guaranteed Salary
6	KL003			71	03	40,458	B	K48V	G15.40			30.268

NOTE: The figures shown on Lines 1, 2, and 3 represent the number of minutes allowable under the daily time standards for a one week period. These minutes were developed from the mail count data on Forms 4241. All line 1 and 2 items except DPS Letters represent office time, Line DPS Letters and all Line 3 items represent route Time, and Line 4 (standard total) is the composite of lines 1, 2, and 3. If a monetary locked pouch allowance is authorized, the time shown for Locked Pouch Delivery on line 3 is not included in the Standard Time shown on Line 4. Line 5 represents current route statistics from latest base hour change. Line 6 represents the carrier's salary information.

PS Form 4241-A July 1994

Route Type Route Miles Roster Designation Evaluated Hours

Exhibit 4–6. Form 4241-A, Rural Route Evaluation

RM 4-11 Form Letter for Informing the Postmaster of an RCS Test

<DATE>

Postmaster or Supervisor
United States Postal Service

SUBJECT: Rural Carrier Cost System (RCS) Tests

One or more routes in your office have been selected for Carrier Cost testing during PQ 4 FY 1999. I have enclosed a schedule of RCS tests for your office.

A data collector from Statistical Programs will contact you one or two days before each scheduled test to determine the time your office will be open, when the first truck arrives and when the clerks begin distributing mail to the routes, as well as to inform you and the carrier what mail will be included in the test. Please inform the carrier of the scheduled test date so he/she can be of assistance when the data collector calls.

The data collector will conduct the test with some assistance from the carrier. The carrier unions are aware of the tests and the carrier assistance that is needed. The Carrier Cost test is designed to distribute delivery costs to classes of mail for use in ratecases, and is not an evaluation or test of the carrier. Every effort is made to avoid delaying the carrier. However, if the carrier is delayed, he/she will be compensated at the rural carrier average pay rate by completing the Form 2847 supplied by the data collector.

You are requested to participate by verifying the enclosed route information and notifying the data collector of any changes at the time of the test. Information is also needed on intermediate routes served by the carrier and could affect where the route is tested. Please verify the information concerning any intermediate routes and notify me at the number below if this information is incorrect.

When the rural carrier returns from the route, you will need to record information about the mail collected on the route on the day of the test. This should only require a few minutes.

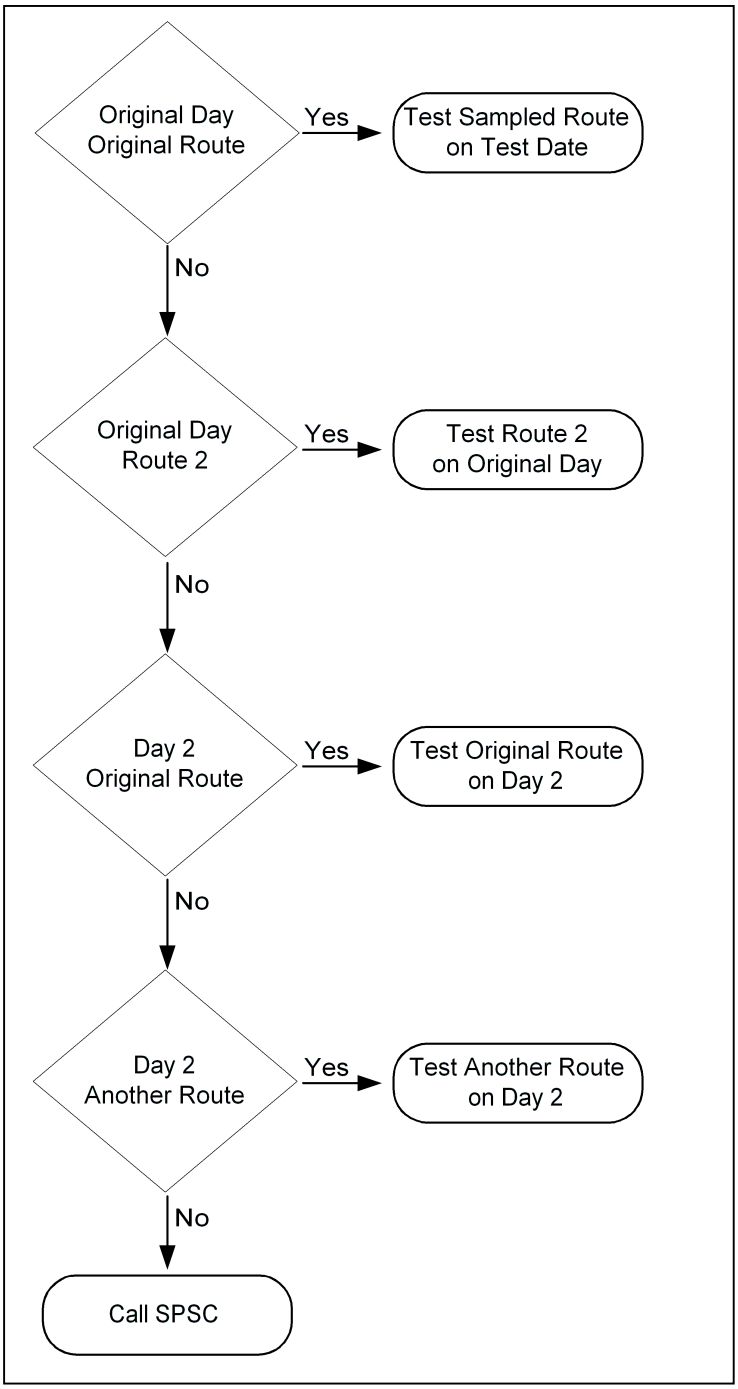
Please notify Statistical Programs with requested information or if you have any questions. I may be reached at (000) 000-0000. Your cooperation and assistance are appreciated.

<name of SPC>
Statistical Programs Coordinator

Enclosure(s)

RM 4-12 Rescheduling a City Carrier Test When Lodging is Required

Choose the first applicable option:



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Chapter 5
Conducting the TRACS Highway Test

BACKGROUND INFORMATION

The Transportation Cost System Highway Test (TRACS HWY) is a statistical data collection system that provides information to estimate the proportions of cubic foot miles for different categories of mail transported by highway. The TRACS HWY Test samples mail arriving at facilities such as SCFs, AOs, AMFs, BMCs and HASPs. This mail arrives in vehicles such as tractor trailers, trucks, vans, and even cars. *All* mail off-loaded from the sampled vehicle at the facility is eligible for testing.

The Postal Service uses TRACS HWY data to distribute purchased highway transportation costs to different categories of mail. This information helps determine postal rates. *TRACS Tests are not designed to set work standards or measure employee performance*. This chapter describes the procedures for conducting the TRACS HWY Test.

ESSENTIAL PERSONNEL

A trained data collector and on-site personnel conduct the TRACS HWY Test.

REQUIRED MATERIALS

Always ensure that you have the following materials at the test site:

- Laptop computer.
- Stickers or markers. These are used to mark set-aside containers and items pulled from containers.
- A scale that indicates pounds, ounces, and tenths of an ounce. A digital scale is preferred.
- Access to a scale that can weigh large or heavy items.
- Sixty-inch tape measure for measuring pallets and loose items on vehicle floor.
- Scratch paper and pen/pencil.
- *Data Collection User's Guide for Cost Systems,* Chapter 5: "Conducting the TRACS HWY Test" (this guide).
- Two blank, formatted 3.5 inch data diskettes for emergencies (optional).

- A hamper (optional). This may be useful when transporting test items between the unloading dock and the test area.
- A sorting case (optional). This may be useful for sorting mail by mail category.

PROCEDURES

To conduct the TRACS HWY Test, you will use the following procedures. Step-by-step instructions for completing these tasks are given in the appropriate sections of this chapter and in Chapter 2.

- **Perform pretest preparation two days before the test (See Section 2.3.1.1).** During the pretest preparation, you should call the test facility in order to verify the test vehicle's arrival time. If the scheduled vehicle no longer stops at the facility, be prepared to select a replacement vehicle. Also, be prepared to answer any questions the Vehicle Control Office or the Transportation Analyst may have.
- **Arrive at the site and prepare for the test**.
- **Locating the test vehicle.** Communicate with the facility personnel. Provide them with the contract route and trip number of the vehicle you will be testing. With their help, locate the dock where the test vehicle will arrive for unloading. Be present at the dock door before the vehicle unloads its contents. At a BMC, the BMC Vehicle Control Office may be able to adjust the dock time of the test vehicle to facilitate efficient data collection.
- **Collect information on test vehicle**. Determine all stops the test vehicle has made prior to its arrival at the test facility. If you are performing a replacement test, you need to know the replacement route, trip, and the frequency code, as well as the origin facility code for the replacement vehicle.
- **Collect information on vehicle utilization and details of unloaded**. Utilization measures how a vehicle's floor space is occupied. For example, the *Percent Unloaded* field on the *Utilization* screen measures the floor space occupied by mail unloaded at the test. You will record the percent of floor space used by each of the sampling groups. There are five sampling groups: wheeled containers, pallets, noncontainerized sacks, noncontainerized Express Mail items, and noncontainerized other items (parcels, trays, etc.). You will also record the number of wheeled containers and pallets that are unloaded, as well as the height of noncontainerized sacks, Express Mail items, and other items that are stacked in the vehicle before unloading.
- **Set aside the test mail:** As dock personnel unload the vehicle, you will select and remove the following mail containers:
    - Two to five wheeled containers
    - One to two pallets

- All noncontainerized Express Mail items on the vehicle
- One to eight noncontainerized, sacks and other items on the vehicle

For each set-aside wheeled container, you will select one item for each item type in the container.

- **Record detailed information.** During this last step, you will record information on the test vehicle, information on selected containers, items, and pallets. You will also record piece and weight by mail category for mail in sampled items and on pallets.
- **Review data and correct errors.**
- **Upload data to the Base Unit.** See Chapter 9.

Refer to RM 5-01 for a flowchart depicting the steps on how to conduct a TRACS HWY Test.

5.1 On-Site Preparation

BACKGROUND INFORMATION

Once you have completed the required advance preparation procedures outlined in Section 2.3.1, you are ready to conduct the TRACS Highway Test on-site.

5.1.1 Arrival at Site and Preparation for the Test

PROCEDURES

TRACS HWY Tests will usually take place at one of four different types of facilities: Sectional Center Facilities (SCFs), Associate Offices (AOs), Airport Mail Facilities (AMFs), and Bulk Mail Centers (BMCs). See RM 5-17 for a description of these facilities. A few TRACS HWY Tests take place at other mail facilities, such as HASPs and Annexes.

Note: The term *Sectional Center Facility* (SCF) has technically been changed to *Processing and Distribution Center (P&DC) or Processing and Distribution Facility (P&DF)*. However, TRACS still uses the term *SCF*.

Furthermore, contracts classified as *Intra-P&DC* or *Intra-Cluster* are treated as *Intra-SCF* by TRACS; contracts classified as *Inter-P&DC, Inter-Cluster,* or *Inter-Area* are treated as *Inter-SCF* by TRACS.

The on-site test preparation is designed to allow you to properly locate and set aside mail for testing. It primarily involves the following tasks:

- Arriving early at the test facility
- Communicating with the facility personnel
- Ensuring a safe working place
- Locating the test vehicle

When you arrive at a test facility, you will need to consult the following individuals. Their titles may vary from those listed in Table 5-1.

Table 5-1. Individuals to Consult for Assistance in Locating TRACS Mail

Facility	Individuals to Consult
Sectional Center Facility (SCF or P&DC)	Transportation Analyst Dock Supervisor Tour Supervisor
Associate Office (AO)	Postmaster
Airport Mail Facility (AMF)/Airport Mail Center (AMC)	Transportation Analyst Dock Supervisor ACDCS Operator Tour Supervisor Express Mail Clerk Ramp Clerk
Bulk Mail Center (BMC)	Vehicle Control Officer Transportation Analyst Dock Supervisor Tour Supervisor Logistics Coordinator

PROCEDURES

Arrive 45 minutes before the vehicle's arrival time.

This time should be the confirmed arrival time from Section 2.3.1.1, Step 3.

The scheduled vehicle arrival time is listed in the sample selection file. This file is often in the form of a printout from the CODESBase Unit. It can also be found on the *General Information Table* in the Header Screen.

Highway vehicles frequently arrive ahead of schedule. Arrive 45 minutes before unloading to help ensure that you do not miss the unloading of the vehicle. You will need to measure capacity utilization before the mail is unloaded.

Communicate with the facility personnel.

Inform the Dock Supervisor that you will be performing the TRACS HWY Test. If you are at a BMC, also inform the Vehicle Control Office (Transportation Analyst). Provide them with the contract route and the trip number of the vehicle you will be testing. With their help, verify the time when the vehicle will be arriving and determine the dock where it will be unloaded.

Ensure that you have a safe work area to sample your mail.

If you are unfamiliar with the facility, look for a safe work area. You should find an area where you can safely conduct sampling.

Set up the CODES computer and prepare to enter header information. See Sections 5.7.1 and 5.7.2.

5.1.2 Locating Where the Vehicle Will Be Unloaded

Based on the information provided by the facility personnel, find the dock where the vehicle will be brought in for unloading the mail. In addition, make sure that you are present at the dock door before the unloading.

If you are at a BMC, the BMC Vehicle Control Office may be able to adjust the dock time of the test vehicle to facilitate efficient data collection.

Use Table 5-1 to find the right individual for consultation and help in locating this vehicle.

1. If the vehicle does not arrive at the test facility, refer to Section 5.2 to determine whether you can sample another vehicle on the same day (replacement test) or whether the test must be rescheduled for another day.
2. If you do not arrive at the facility in time for sampling, reschedule the test.

5.2 Reschedule, Replacement, and Zero Volume Tests

BACKGROUND INFORMATION

In general, TRACS HWY Tests are conducted following normal procedures as stated in this handbook. However, instances may arise in which a TRACS HWY Test cannot be conducted in the normal manner. Examples of these instances may include when the delivery contract is changed or terminated, the vehicle does not arrive as scheduled, or you did not arrive at the facility in time for sampling. In these cases, you may need to perform one of the three following actions:

- **Reschedule** the test for another day within the quarter.
- Schedule and conduct a **replacement test on another vehicle on the same day.**
- Record the test as a **zero volume** test.

This section will help you determine what course of action to take if you are unable to perform the test as originally scheduled.

5.2.1 Decision Rules for Reschedule, Replacement and Zero Volume TRACS HWY Tests

PROCEDURES

Use the following decision rules to determine whether a TRACS HWY Test should be rescheduled, replaced, recorded as a zero volume test, or conducted following normal procedures. RM 5-02 lists a decision tree for conducting TRACS HWY Reschedule, Replacement, and Zero Volume Tests.

The decision rules discussed here should be used for determining the appropriate action to take. If the appropriate action is to reschedule the test or conduct a replacement test, follow current procedures for rescheduling the test or conducting the replacement test as described in Section 5.2.2 and Section 5.2.3. If you encounter a situation for which these decision rules are insufficient for determining the appropriate action, contact your SPSC for assistance. Otherwise, consult the following decision rules:

Remember, in the TRACS HWY Test, a **test vehicle** is defined as a vehicle scheduled to arrive at the test facility on the test day, regardless of when it arrives.

Situation A: The test vehicle arrived at the facility, and

Situation A1: You were present for the unloading of the vehicle, and:

Situation A1.1: Some mail was unloaded (i.e., % unloaded > 0).

Then: Record utilization and mailpiece data as **normal**.

Situation A1.2: If no mail was unloaded.

Then: Record as a **zero volume test**; enter percent that is unloaded = 0, and record the percentage of truck floor space that is empty.

Situation A2: You were not present when the vehicle was unloaded, and:

Situation A2.1: The facility was not closed.

Then: Reschedule the test.

Situation A2.2: The facility was closed.

Then: Contact your Statistical Programs Service Center for assistance.

Situation B: The test vehicle did not stop at the facility due to a permanent routing change (either the Route Number, Trip Number, Frequency, or a combination of these characteristics on your sample file is different from that specified on the Postal Service's Transportation Document, i.e. PS Form 5398), and:

Situation B1: You can perform a replacement test on the same day.

Then: Identify the vehicle and conduct a **replacement test**.

Situation B2: You identify a vehicle which can be used as a replacement test, not on the scheduled test day, but on the same day of the following week.

Then: **Reschedule** the **replacement** vehicle for the following week.

Situation B3: You cannot perform a replacement test on the same day, nor can you perform one on the same day the following week.

Then: Contact your Statistical Programs Service Center for assistance.

Situation C: The test vehicle did not stop due to a **temporary routing change** (i.e., the vehicle skipped the facility only on that particular day),and:

Situation C1: The vehicle did not stop because no mail was to be unloaded at the test facility.

Then: Record as a **zero volume test** by performing the following:

Situation C1.1: If the test facility is the last stop on the trip.

Then: No additional information is needed. Save the test. The software will default the percent unloaded = 0, percent empty = 100 and percent empty equipment = 0.

Situation C1.2: The test facility is not the last stop on the trip and you can obtain the percentage of truck floor space that is empty and the percent of space occupied by empty equipment from the next facility.

Then: Record percent empty and percent empty equipment.

Situation C1.3: The test facility is not the last stop on the trip and you cannot obtain a reliable percent empty from the next facility.

Then: Save the test. The software will default the percent unloaded = 0, percent = 999 and percent empty equipment = 999.

Situation C2: The vehicle did not come to the facility but the mail was delivered to the facility by another vehicle which was scheduled to stop at the sample facility and is of the same contract type (i.e., intra-BMC, inter-SCF, etc.).

Then: Record as a **zero volume test**, with 0% unloaded and 100% empty.

Situation C3: Mail was delivered to the facility by another vehicle of a different contract type.

Then: **Reschedule** the test.

Situation C4: Mail was delivered to the facility by another vehicle of the same contract type, but this vehicle was not originally scheduled to stop at this facility.

Then: **Reschedule** the test.

5.2.2 Reschedule Test

If the action to be taken as instructed by the decision rules is to reschedule the test, notify your Manager of Statistical Programs (MSP). Procedures for rescheduling tests are in Appendix B.

5.2.3 Replacement Test

Before you perform a replacement test, make sure you have reviewed all of the decision rules discussed in 5.2.1.

A **replacement test** is a test performed on the same day on another vehicle that has the same type of highway contract. Select a vehicle that has the same type of contract as your originally scheduled vehicle.

For help in finding an identical contract type, consult with the Dock Supervisor, Transportation Analyst, or Dock Expeditor. If the originally scheduled vehicle had an Inter-SCF contract, for instance, select a replacement vehicle that also has an Inter-SCF contract.

The following contract types are tested in the TRACS HWY Test:

Inter-BMC: Inter-BMC contracts primarily carry mail between BMCs. However, Inter-BMC trips often stop at SCFs. An Inter-BMC route may not necessarily connect two BMCs.

Intra-BMC: Intra-BMC contracts carry mail within a BMC service area. The route may be from a BMC to an AO or SCF (outbound). The route may also be to a BMC from an AO or SCF (inbound).

Inter-SCF: Inter-SCF contracts carry mail between SCFs. Some trips stop at AOs.

Intra-SCF: Intra-SCF contracts carry mail back and forth between an SCF and the AOs within its service area.

Plant load transportation (to and from mailers' plants), Postal Service vehicles, and box delivery are not eligible for selection.

5.2.4 Exception

EXCEPTIONS

If you encounter a situation not covered by the above decision rules, notify your MSP. Procedures for handling exceptional situations are in Appendix B.

5.3 Collecting Information on the Test Vehicle

BACKGROUND INFORMATION

This section describes the process of identifying a test vehicle and what information to collect regarding the test vehicle.

PROCEDURES

As you begin to collect information on the test vehicle, observe the following procedures:

- A test vehicle is defined by a contract route, a trip, a date and an unloading facility. Make certain the vehicle you are testing has the same contract route, trip number and frequency code as specified on the *General Information Table* in the *Header* screen. The *Frequency* code indicates the days in a week that the vehicle stops at the facility.
- Determine all stops the vehicle made prior to its arrival at the test facility.
- If the scheduled vehicle no longer exists and you are performing a replacement test using the replacement procedures in Section 5.2, you need to know the replacement route, trip, and frequency code. You will also need to ask for the origin facility code for the replacement vehicle, as well as the previous stops on the replacement route. Dock personnel and the driver should be able to help you to find this information.
- If the test vehicle did not stop at the test facility because no mail was to be unloaded, treat it as a zero volume test. If the test facility is not the last stop on the trip, collect information on the percent of vehicle floor space that is empty and the percent of vehicle floor space that is occupied by empty equipment from the down stream facility.

5.4 Collecting Utilization Information

BACKGROUND INFORMATION

Utilization information describes how a vehicle's floor space is occupied. To record utilization estimates correctly, you should observe the entire contents of the vehicle. For example, a pile of bedloaded sacks might hide pallets located in the nose of a vehicle. Therefore, when collecting the utilization data, you will remain with the vehicle until its entire contents are visible to you.

Two components of utilization data are required: overall vehicle utilization and details of unloaded data. The overall vehicle utilization data will be entered in the *Summary* table in the *Utilization* screen (See Figure 5-21). The Detail of unloaded Data will be entered in the *Detail of unloaded* Table in the same screen.

Finally, round estimates to the nearest percentage. For an example of estimating utilization, see RM 5-03.

5.4.1 Vehicle Utilization

Before the vehicle is unloaded, you should follow the steps described below to record the percent of vehicle floor space that has no mail, the percent of space occupied by mail that will be unloaded, and the percent of space occupied by mail that remains on the vehicle after mail for that facility has been unloaded. If possible, enter the vehicle and use your tape measure to estimate linear feet. Also use markings inside the vehicle as reference (such as lines on the walls and holes placed at regular intervals on the floor).

1. **Estimate Percent Empty.** Estimate the percentage of the vehicle's floor space that was not occupied by mail upon arrival. For example, if the last 4 feet of the 40 foot truck was not occupied by mail upon arrival, you will estimate 10 percent. Note that this also includes the floor space occupied by empty equipment.

   Percent Empty Equipment. You also need to estimate the percent of vehicle floor space occupied by empty equipment.

2. **Percent Unloaded.** Estimate the percentage of the floor space occupied by the mail that will be unloaded. (See Section 5.4.2 for more details on data you need for mail that will be unloaded.)

   Note: A zero volume test happens if there is no mail unloaded from the vehicle. You still need to enter the Percent Empty, the Percent Empty Equipment, and the Percent Remaining before you end the test.

3. **Estimate Percent Remaining in Vehicle.** Estimate the percentage of floor space occupied by mail that remains in the truck after unloading (and before any onloading).

5.4.2 Details of Unloaded

All mail unloaded from the vehicle is stratified (i.e. grouped) into the following five sampling groups:

1. **Wheeled Containers**

   Wheeled containers include GPMCs, ERMCs, BMC-OTRs, hampers, wiretainers, and Postal Paks (See Glossary).

2. **Pallets**

   Pallets are flat, plastic, or wooden boards designed to support cargo. You will find that pallets are covered with mail. Pallets are sealed on top with plastic, paper, or cardboard.

   Note: Palletized sacks or trays (i.e., sacks or trays shrink wrapped or otherwise secured to the pallet) are considered pallets, not loose items. However, sacks or trays just thrown on top of pallets are considered loose items.

3. **Noncontainerized Sacks**

   Noncontainerized Loose Sacks are Non-Express Mail sacks or pouches found loose on the vehicle.

4. **Noncontainerized Express Mail Items**

   Noncontainerized Loose Express Mail Items are individual pieces or sacks of noncontainerized Express Mail found loose on the vehicle.

5. **Noncontainerized Other Items**.

   Noncontainerized Other Items are all other non-Express Mail items (not including sacks or pouches) found loose on the vehicle.

PROCEDURES

Collect the details of the mail unloaded from the vehicle in the following manner:

- Estimate the percent of floor space taken by each of the five sampling groups. The sum of the five percentages should equal the percent of unloaded estimated in 5.4.1.
- Count the number of Wheeled Containers and Pallets unloaded from the vehicle. Do not count empty containers or containers holding only empty equipment. The floor space occupied by such containers should be included in the Percent Empty and Percent Empty Equipment.
- Estimate the average heights of noncontainerized sacks, Express Mail items, and other items stacked in the vehicle before the vehicle is unloaded.

5.5 Set Aside Test Mail

BACKGROUND INFORMATION

As dock personnel unload the vehicle, you will select and remove mail for each of the five sampling groups. The software indicates the target sample for each sampling group. Use the number or range indicated in the *Targeted* column of the *Detail of Unloaded* table in the *Utilization* screen as a guide when selecting the sample.

5.5.1 Set Aside Wheeled Containers and Select Items From Each Container

PROCEDURES

1. Set aside two to five wheeled containers.

   a. **Determine the random start number.** CODES displays this number on the *Header* tab (Section 5.7.2). For example, in Figure 5-1, CODES displays a random start number of *1* on the right side of the screen.

Figure 5–1. *Wheeled Container Random Start* Number

   Use this number to select the first wheeled container. For instance, if your random start number equals *1*, select the first wheeled container as your first container for sampling.

   b. **After selecting the first wheeled container for sampling, select every third wheeled container thereafter.** Observe the following rules:

   - Select 2 to 5 wheeled containers.
   - If the skip rule results in selecting fewer than 2 wheeled containers, ignore the skip rule. Select 2 wheeled containers.
   - If only one wheeled container is unloaded, sample only one wheeled container.

   Always refer to the *Targeted* column for the number of containers you should sample for the test.

Detail of unloaded

Description	Targeted	Sampled	Percent	Quantity	Units
Wheeled Containers	5	0	50	15	Count
Pallets	2	0	25	5	Count
Noncontainerized sacks	1-8	0	10	8	Height (in)
Noncontainerized express mail items	ALL	0	5	10	Height (in)
Noncontainerized other items (parcels, trays, etc)	1-8	0			Height (in)

Select

Figure 5–2. *Targeted* Column

Example: A data collector needs to select wheeled containers for sampling. Looking at the *Header* tab, he sees that CODES has entered a random start number of 1. Based on the random start number of 1, he selects the first wheeled container as the first container for sampling. Then, he selects every third wheeled container thereafter; in other words, he selects the 4th, 7th, 10th, and 13th wheeled container. The data collector now has the 5 wheeled containers required by these rules. Finally, he marks these set-aside wheeled containers 1 through 5.

2. Select items from each of the set-aside wheeled containers by performing the following:

   a. **Identify all item types present in the set-aside wheeled container**. TRACS considers the following as separate item types: bundles, CON-CONs, envelope trays, flat trays or boxes, half-size envelope trays, loose parcels and pieces, non-Express sacks or pouches, Express items, small parcel trays, and others.

   b. **Estimate the percent of container space taken by each item type**. When you estimate percentages, the percentages should be of the entire container (*absolute*). For example, if a container is 80% full and half of the used portion of the container is occupied by sacks, and the other half of the used portion of the container is occupied by loose items, record 40% for sacks and 40% for loose items. Do not record 50/50 (a *relative* percentage). Recording relative percentages prevents Headquarters from knowing that the container was partially empty.

   c. **Select one item from each item type identified in Step a.**

      Select only one item for each item type in a container. CODES software will not allow you to enter more than one item for the same item type in a container.

   d. **Mark all selected items to indicate their containers**.

   e. **Repeat a, b, c, and d for each set-aside container.**

   All mail in selected items will be counted.

5.5.2 Set Aside Pallets

Choose two pallets (with mail) at random and set them aside. If only one pallet and its mail has been unloaded, select that pallet (do not include Postal Paks). All mail on selected pallets will be recorded.

Note: If only one pallet and its mail is unloaded, then only data for one pallet is required. However, if two or more pallets are unloaded, then data is required for two pallets. You will not be able to complete a test if you only sampled one pallet, but two or more pallets were unloaded.

5.5.3 Set Aside Noncontainerized Express Mail Items

Set aside all noncontainerized (bedloaded) Express Mail items. Include both individual pieces and sacks.

All mail in Express Mail Items will be counted and recorded.

5.5.4 Set Aside Noncontainerized Sacks and Noncontainerized Other Items

Although you collected separate vehicle utilization for noncontainerized sacks (Section 5.4.2, Step 3) and noncontainerized Other Items (Section 5.4.2, Step 5) you will set aside test mail by combining the two. Observe the following guidelines when selecting these items:

- If there are 8 or less items, select all of them.
- Otherwise, select items in proportion to the percentage unloaded using the utilization figures from Section 5.4.2, the ratio of selected sacks to selected other items should approximately equal the ratio of Percent Noncontainerized Sacks to Percent of Noncontainerized Others.

All mail in selected items will be counted.

Example: The space occupied by unloaded noncontainerized sacks is 30 percent, and the space occupied by loose parcels is 10 percent, six sacks and two parcels should be selected ($^{6}/_{2}=^{30}/_{10}$). If some sacks are large and some are small, the data collector should select some of each. If most parcels are large, the data collector should choose mostly large parcels.

5.6 Special Sampling Rules

BACKGROUND INFORMATION

This section provides you guidelines for conducting a TRACS Highway Test under special circumstances.

5.6.1 Sampling Tall Postal Paks

When sampling tall Postal Paks data collectors should first determine what kind of dumpers are in place at the BMC. Most BMCs have culling platforms that may be used in selecting samples. Stop the conveyer belt on the culling platform by either opening the door on the side of the belt or pushing the stop button. Then select one item of each item type for sampling. When you have completed the selection, close the door and restart the conveyer belt. BMCs that do not have culling platforms may still have older dumpers that allow safe access to the mail during dumping. When these dumpers can be used, take the sample as the Postal Pak is being dumped. Regardless of the sampling method used, be sure to coordinate your activities with mail processing personnel before sampling from fixed mechanized equipment.

You may find Postal Paks at non-BMCs. This is not standard operating procedure because most non-BMCs do not have dumpers suitable for processing Postal Paks. However, determine if a suitable safe dumper is available. If not, ask the mail processing personnel what they intend to do with the mail. (If they are going to cut open the Postal Pak, take the sample from the opened Pak.)

If you cannot reach items, record these as uncountable and record in the *Notes* section the reason for the selection being uncountable. You may access the *Notes* section at any time during data entry by pressing <F5>.

5.6.2 Checking Entire Truck for Mail

Pallets and even GPCs are frequently hidden behind bedloaded sacks. Before leaving the vehicle, be sure that you know the entire contents of the vehicle.

5.6.3 Mail is Taken Back by Operations Before the Test is Finished

Always try to sample as much of the mail as possible. However, there may be times when test mail is taken back by operations before you are finished with the test. Include the mail in the Percent and the Quantity of Unloaded, but do not include it in the sample unless it is the only mail in its sampling group. See Section 5.4.2 for the definition of the five sampling groups. If it is the only mail in the sampling group, contact your SPSC for immediate assistance. In any case, describe the situation in the Notes section by pressing <F5>.

5.6.4 Mail Transferred to Another Vehicle (Dock Transfer)

Mail containers that are immediately transferred from one vehicle to another are dock transferred. Follow the guidelines described above in Section 5.6.3.

5.6.5 Subsampling Delivery Point Sequence (DPS) Mail

You may encounter DPS mail when conducting a TRACS HWY Test. DPS mail is composed of machinable letters sorted according to the sequence of delivery by the carrier. An 11-digit barcode enables a barcode sorter (BCS) to sequence mail in the exact order of delivery. TRACS uses a special procedure to subsample DPS mail, which allows you to record the mail and at the same time preserve the sequence of DPS mail in the sample tray. See Section 5.7.7.2 for guidelines on sampling and recording DPS mail.

5.7 Entering Data

BACKGROUND INFORMATION

Once you have collected information on the test vehicle, collected data on vehicle utilization, and selected sample items, you are ready to begin entering data in the CODES software.

This procedure entails entering header information and utilization information. Subsequently, for set-aside mail, this procedure involves entering data for each set-aside container, pallet, and loose item.

5.7.1 Special Keys

The Windows version of TRACS HWY takes full advantage of the enhancements available with the Windows platform. It combines data entry tasks into a series of data entry screen pages called *tabs* that have their own set of data entry fields and selection boxes. Press <Tab> and <Shift+Tab> to navigate tabs and fields. Press <Enter> to select items and <Spacebar> to select and deselect selection boxes. Press <F11> and <F12> to move between tabs and save your data where applicable. Table 5-2 provides a list of special keys that may be helpful with your data entry.

Table 5-2. Special Keys for TRACS HWY

Key	Description
<Home> and <End>	These keys move the cursor to the top or bottom of the *Select Mail Category* list.
<Tab>	Moves the cursor to the next field on the same page.
<Shift> and <Tab>	Moves the cursor to the previous field on the same page.
<F1>	<F1> activates the TRACS HWY online help file.
<F5>	<F5> activates the *Notes* field.
<F9>	<F9> ends/suspends the test.
<F11> and <F12>	These keys display the previous or the next screen, tab, etc. To go to the previous screen, press <F11>. To go to the next screen, press <F12>. All items that have been entered can be paged through by pressing <F11> or <F12>.

5.7.2 Entering Header Information

PROCEDURES

1. **Access TRACS from the *CODES Main Menu*.**

   After you turn on your laptop and enter the appropriate login name and password, CODES will display the *CODES Main Menu.*

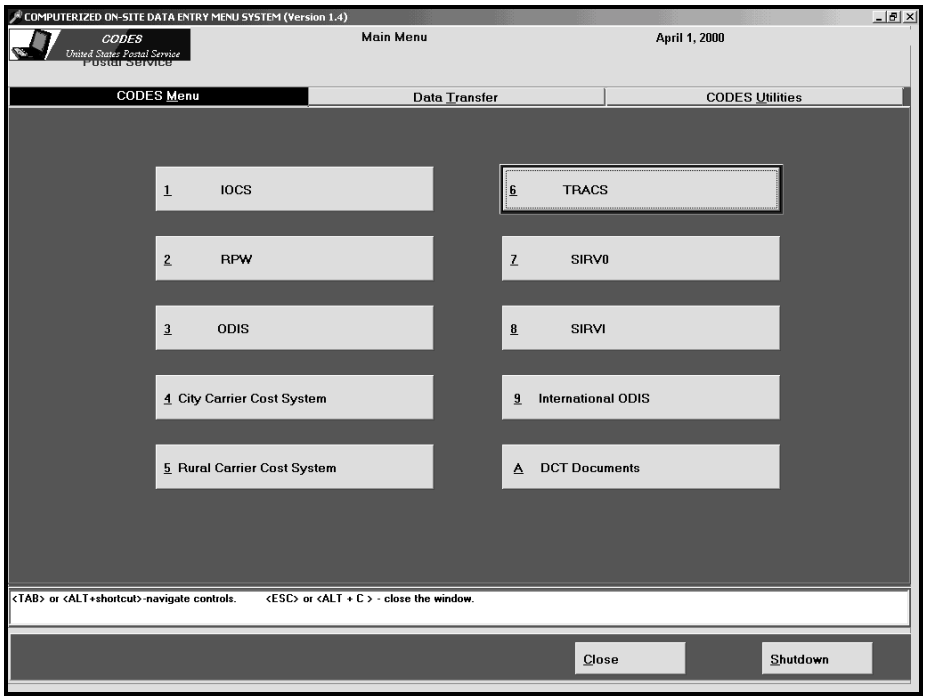


Figure 5–3. CODES Main Menu

To access TRACS, select Option <6> *TRACS*. CODES will display the *TRACS Main Menu*.

Figure 5–4. TRACS Main Menu

2. **To conduct the TRACS HWY Test, select <1> *Highway*.**

   CODES will display the *Select a Test* screen.

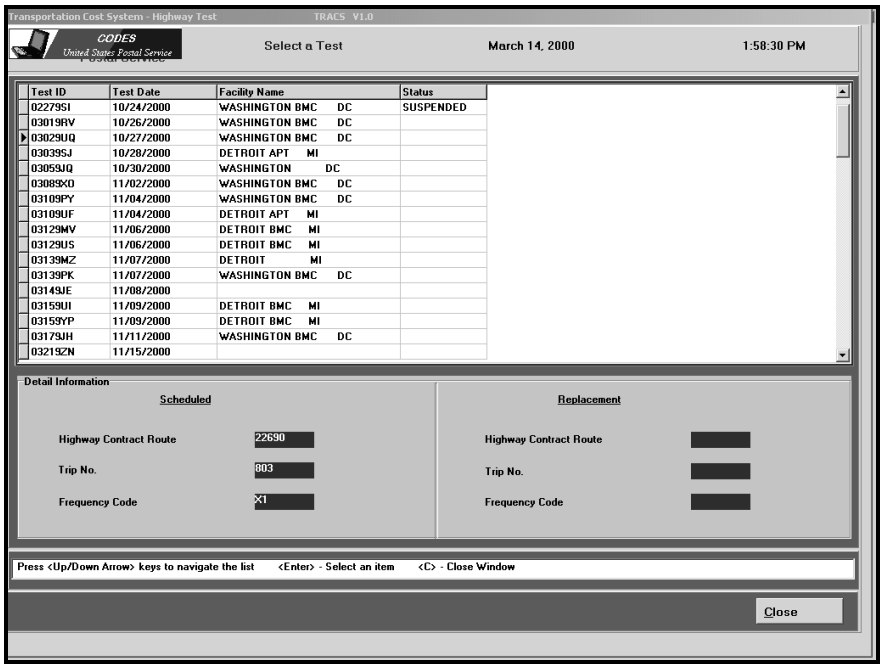


Figure 5–5. *Select a Test*

This screen lists all Highway Tests that are scheduled for the current postal quarter. It also displays the *Test ID*, scheduled *Test Date* and the Test Site as well as the Current *Status* of each test, i.e., blank status for a new test, *Suspended* for a partially completed test, or *Completed* for a completed test.

Note that the first 5 digits of the Test ID indicates the scheduled test date, i.e., the first 2 digits are for the month, the next 2 digits are for the day, and the last digit is for the last digit of the year.

3. **Highlight the appropriate *Test ID* and press <Enter>.**

   Use <↑> and <↓> to navigate the list and highlight the Test ID that corresponds to the test you wish to conduct. CODES will display detailed information for the highlighted test, such as the original schedule information, if appropriate, at the bottom of the screen.

   Once you highlight a *Test ID* on the *Select a Test* screen and press <Enter>, CODES will display the *Conduct a Test* screen with the *Header* tab highlighted. The *Header* tab displays all of the header information available in the sample file for the test you have selected, such as *Test Date*, *Facility Code, Facility Name*, etc. Your screen should be similar to the one shown in Figure 5-6.

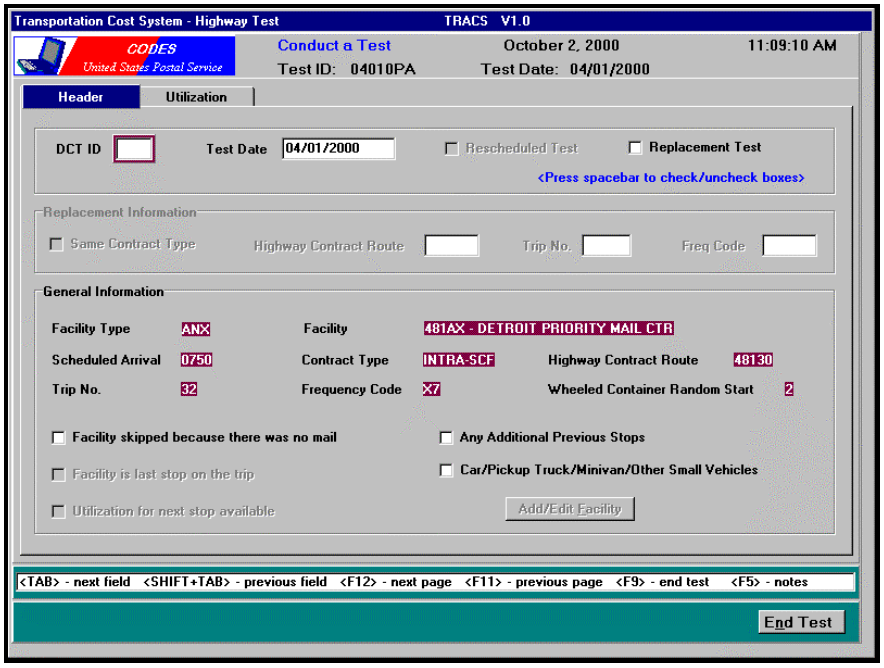


Figure 5–6. *Conduct a Test* Screen with *Header* Tab Highlighted

4. **Enter the required three-digit ID in the *DCT ID* field and press <Enter>.**

   This should be the ID of the data collector entering the data in the CODES computer.

Figure 5–7. *DCT ID*

5. **Accept or edit the *Test Date*.**

   If the test date is correct, press <Enter> or <Tab> to accept the date and move to the next selection. Otherwise, type in the correct test date in the field provided and then press <Enter> or <Tab> to move to the next selection.

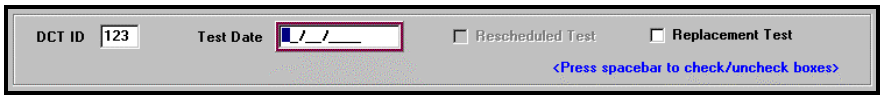


Figure 5–8. Test Date

6. **Indicate whether the test is a *Rescheduled Test*. Enter the new test date in the *Test Date* field**.

   If the test you are conducting is a rescheduled test, then from the *Header* tab, use the <Tab> key to select the *Test Date* field, type in the new test

date, and press <Enter>. CODES will display a dialog box asking you to confirm if the test is a rescheduled test.

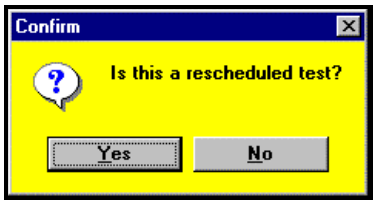


Figure 5–9. *Confirm* Rescheduled Test

Press <Y> for *Yes* and CODES will automatically enter a check in the *Rescheduled Test* selection box.

Figure 5–10. Edited *Test Date* with *Rescheduled Test* Box Checked

If you are not conducting a rescheduled test, then press <N> for *No* to accept the original test date and continue with the remainder of the test.

Note: You are required to know the rescheduling rules and their restrictions. For more information, see Section 5.2.

7. **Indicate whether the test is a *Replacement Test*.**

   Indicate whether the test is a replacement test by placing a check in the box provided. The box is empty by default.

   If the test you are conducting is a replacement test, press <Tab> to highlight the *Replacement Test* selection and then press <Spacebar> to place a check in the box provided. Go to step 8.

   If the test you are conducting is not a replacement test, then simply press <Enter> or <Tab> to move to the next selection. Go to step 10.

8. **If you selected *Replacement Test*, enter the appropriate replacement information in the fields provided**.

   If you indicated that the test you are conducting is a replacement test, CODES will automatically activate the *Replacement Information* section of the screen.

Figure 5–11. Enter *Replacement Test* Information

Use <Tab> and <Shift+Tab> to navigate the fields. Enter the appropriate replacement information into the fields provided.

Operations personnel should be able to help you find out the following information that you will need to enter in the *Replacement Information* fields provided.

Same Contract Type. Replacement tests should only be performed on the same contract type; therefore, CODES will automatically place a check in the *Same Contract Type* selection box.

Figure 5–12*. Same Contract Type*

Highway Contract Route. Press <Tab> to highlight the *Highway Contract Route* field. Enter the appropriate contract route and press <Tab> or <Enter> to accept your entry and move to the next field.

Trip No. Press <Tab> to highlight the *Trip No.* field. Enter the appropriate trip number and press <Tab> or <Enter> to accept your entry and move to the next field.

Freq Code*.* Press <Tab> to highlight the *Freq Code* field. Enter the appropriate frequency code and press <Tab> or <Enter> to accept your entry and move to the next field.

Note: All replacement information must be entered. At least one field in the replacement information table must be different from the original test entry or CODES will not accept the entry.

Note: A replacement test can be performed on a rescheduled test.

9. **Select *Add/Edit Facility* to enter origin facility code and previous stops for the replacement vehicle.**

   If you are performing a replacement test, you are required to enter the origin facility code for the vehicle. You are also required to enter previous stops on the replacement route. Dock personnel and the driver should be able to help you to find this information.

   Press <F> or <Tab> to highlight the *Add/Edit Facility* button and then press <Enter>, to access the *Facilities* screen. Press <A> for Add and then enter the origin facility code and previous stops for the replacement vehicle. CODES will match the corresponding facility name to each facility code you enter. Press <C> for Close to accept your data entry and return to the *Header* tab. For a replacement test, CODES will not allow you to continue with the test if you do not enter at least one facility code. The facility codes you enter in this screen are used to populate the Facility Code pick list, from which you will later select the facility where the sampled mail is loaded onto the vehicle, i.e., the origin facility for the sample. Therefore, it is important

that you enter this information carefully. See Section 5.7.4, Step 9, Section 5.7.5, Step 6, and Section 5.7.6, Step 4 for more information on selecting the origin facility from the *Origin Facility* pick list.

The same facility screen is also used for you to enter additional previous stop information as described in Step 12.

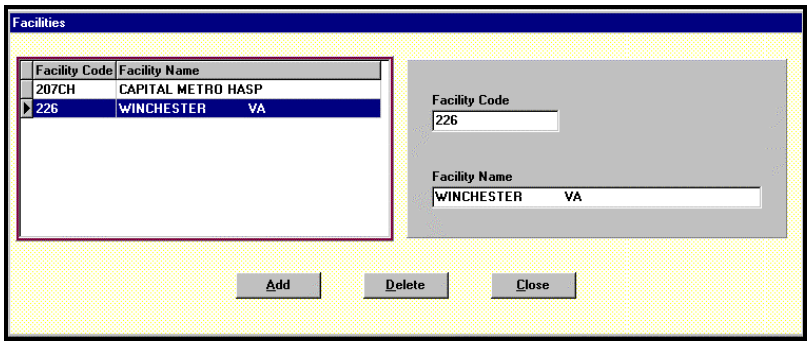


Figure 5–13. *Facilities*

10. **Indicate whether the test facility was skipped because there was no mail.**

    If the vehicle you are conducting the test on skipped the test facility on its route because no mail was available for pickup or delivery, highlight the *Facility skipped because there was no mail* selection and press <Spacebar> to place a check in the box provided. Go to Step 11.

    If the test facility was not skipped, go to Step 13.

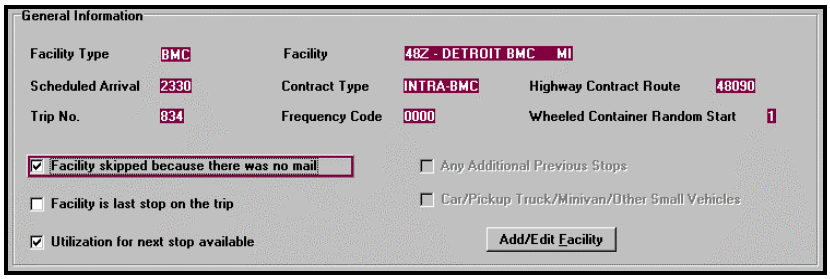


Figure 5–14. *Facility skipped because there was no mail*

11. **If you select *Facility skipped because there was no mail* and if the facility is the last stop on the trip, confirm that all header information is correct and then end the test**.

    If you indicated that the test facility was skipped because there was no mail, CODES will automatically activate the *Facility is last stop on the trip* and *Utilization for next stop available* selections.

If the facility skipped was the last stop on the trip, press <F9> and end the test.

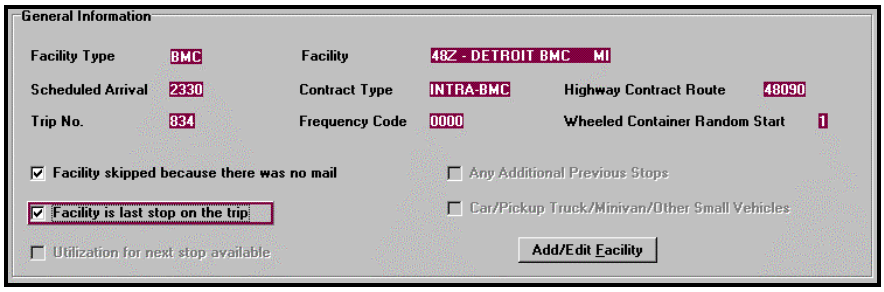


Figure 5–15. *Facility is last stop on the trip*

Note: CODES automatically enters 100 for the Percent Empty value and 0 for the Percent Unloaded value. CODES enters these values because you indicated no mail was unloaded and that there are no other stops on the trip for which you can record utilization information. For information on ending the TRACS HWY Test, See Section 5.7.8.

12. **If the facility is not the last stop on the trip, and utilization information is available for the next stop, enter the utilization information and end the test**.

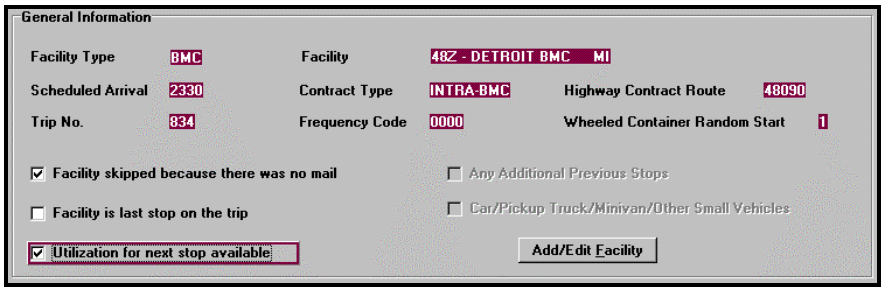


Figure 5–16. *Utilization for next stop available*

Press <F12> and CODES will ask you to confirm that all header information is correct.

If all header information is correct, press <Y> for *Yes,* and CODES will save the data and move to the *Utilization* tab.

Enter the *Percent Empty*, *Percent Remaining in Vehicle*, and *Percent Empty Equipment* values in the fields provided.

Note: The default value for *Percent Unloaded* is *0*. CODES enters this value because you indicated that the test facility was skipped by the test vehicle.

If the information is not correct, press <N> for *No,* and CODES will return to the *Header* tab. Make any necessary corrections and then press <F12> again to confirm your data entry and to move to the *Utilization* tab.

If there is no utilization information available for the next stop, then remove the check from the field and end the test. For information on ending the TRACS HWY Test, See Section 5.7.8.

13. **Verify list of previous stop origin facilities and add *Any Additional Previous Stops*.**

    Press <Tab> to highlight the *Any Additional Previous Stops* selection and press <Spacebar> to place a check in the box provided.

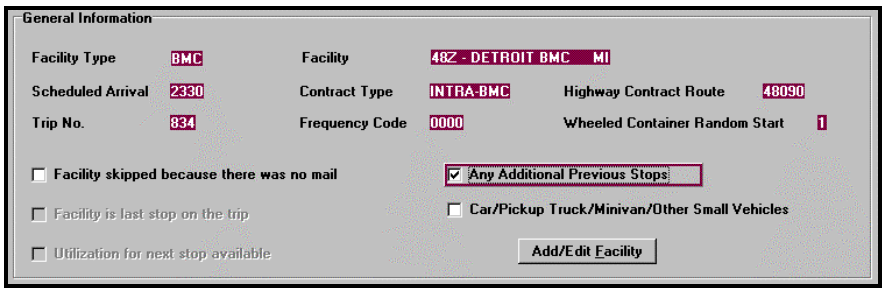


Figure 5–17. *Any Additional Previous Stops*

CODES will automatically activate the *Add/Edit Facility* button on the right side of the screen. If the test vehicle stopped at any facilities other than those already shown on the *Facilities* screen, highlight the button or press <F> and CODES will display the facilities window with fields that you may use to enter new facility information. Press <A> for *Add* or <Tab> to highlight the *Add* button and press <Enter>. Enter the appropriate new facility information (i.e., facility code and facility name) in the fields provided and then press <C> for *Close* to accept your entry and return to the *Header* tab. CODES will add the additional previous stop to the existing Facility Code pick list. The updated Facility Code pick list will be used for you to select the origin facility for the sample. See Section 5.7.4, Step 9, Section 5.7.5, Step 6, and Section 5.7.6, Step 4 for more information on selecting the origin facility from the *Origin Facility* pick list.

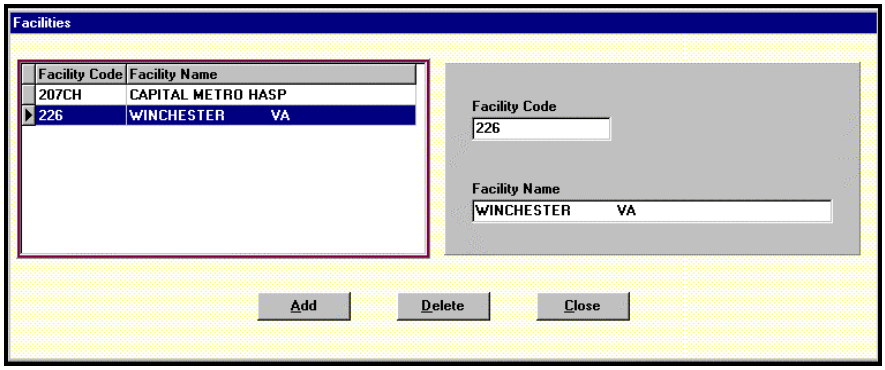


Figure 5–18. *Add* Facility

If there are no additional previous stops, press <Enter> or <Tab> to move to the next selection.

14. **Select whether the test is being conducted on a *Car/Pickup/Truck/Minivan/Other Small Vehicles*.**

    Mail eligible for TRACS HWY testing may arrive in tractor trailers, trucks, vans, and even cars.

    - If you are conducting a test on a small vehicle such as a car, pickup or van, press <Tab> to highlight the *Car/Pickup Truck/Minivan/Other Small Vehicles* selection and press <Spacebar> to place a check in the box provided.
    - If you are not conducting a test on such a vehicle, press <Enter> or <Tab> to move to the next selection.

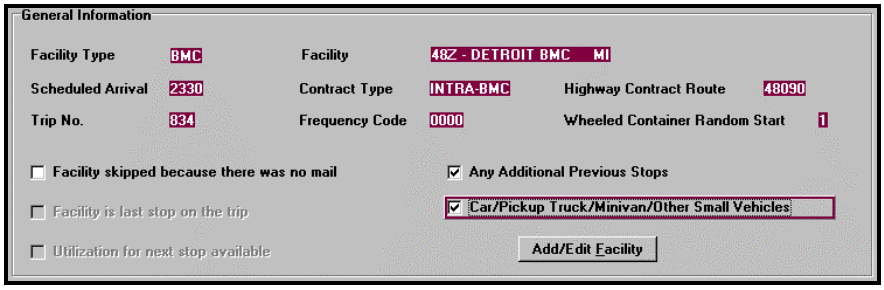


Figure 5–19. *Car/Pickup Truck/Minivan/Other Small Vehicles*

15. **Once you have completed all header information, press <F12> and confirm your data entry.**

    CODES will ask you to confirm that all information is correct.

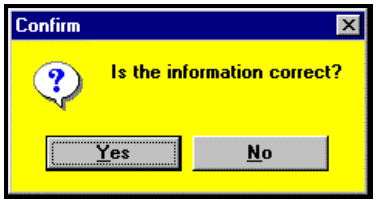


Figure 5–20. *Confirm* Data Entry

If all information is correct, press <Y> for *Yes* and CODES will save the data and move to the *Utilization* tab.

If the information is not correct, press <N> for *No,* and CODES will return to the *Header* tab. Make any necessary corrections and then press <F12> again to confirm your data entry.

16. **Once you have confirmed that all header information is correct, go to section 5.7.3 to enter utilization information**.

5.7.3 Entering Utilization Information

BACKGROUND INFORMATION

The *Utilization* tab is made up of two sections: *Summary* and *Detail of Unloaded*. Press <Tab> or <Enter> to navigate the fields and to enter your data.

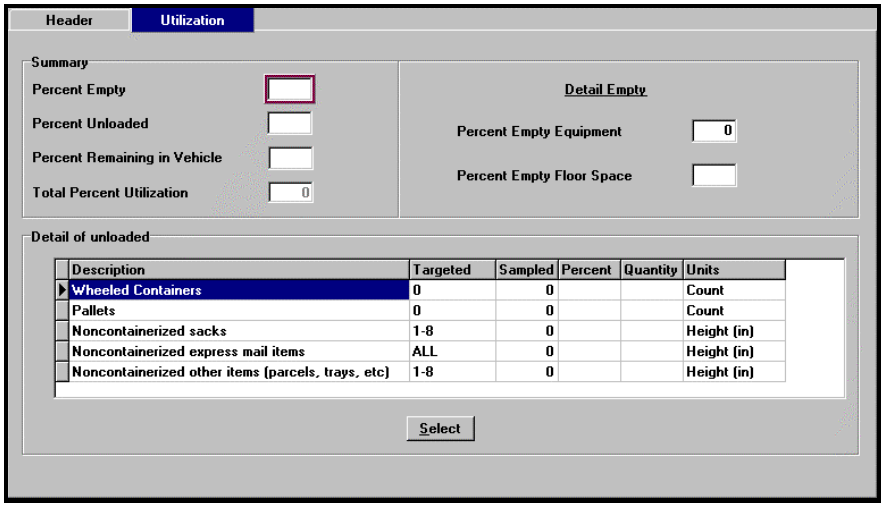


Figure 5–21. *Utilization* Tab

1. **Record utilization data in the *Summary* table.**

Use the *Summary* section to enter the *Percentage Empty, Percentage Unloaded, Percentage Remaining in Vehicle, Percentage Empty Equipment*, and *Percentage Empty Floor Space* for the vehicle you are testing.

Figure 5–22. *Summary*

Note: The values for *Percent Empty, Percent Unloaded*, and *Percent Remaining in Vehicle* must add up to 100.

a. **Percent Empty.** Enter the percentage of the vehicle's floor space that was not occupied by mail upon arrival. This also includes the floor space taken by empty equipment (See Step d below).

b. **Percent Unloaded.** Enter the percentage of the vehicle's floor space taken up by the mail that was unloaded.

Note: At this point, if *Percent Unloaded* is equal to zero, save the test as a completed test.

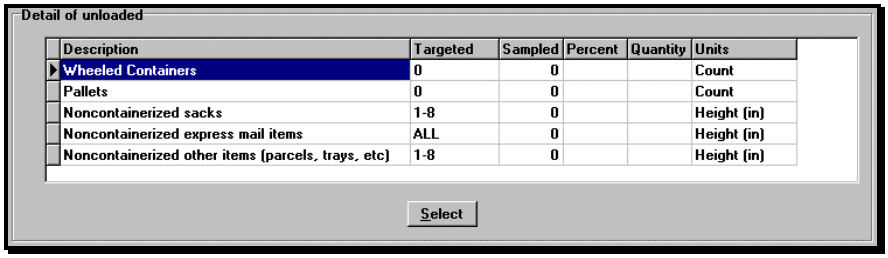
c. **Percent Remaining in Vehicle.** Enter the percentage of the vehicle's floor space occupied by mail that remains in the truck after unloading (and before any onloading).

d. **Percent Empty Equipment and Percent Empty Floor Space.**

CODES software defaults the *Percent Empty Equipment* as zero and the *Percent Empty Floor Space* as the difference between the *Percent Empty* and *Percent Empty Equipment*. Enter the percent of floor space taken up by empty equipment in the *Percent Empty Equipment* field if applicable. For example, if you entered *70* for *Percent Empty* and *35* for *Percent Empty Equipment*, then CODES will automatically enter *35* in the *Percent Empty Space* field.

2. **Record utilization data in the *Detail of Unloaded* table.**

Use the *Detail of Unloaded* section to enter and edit the amounts for percent and quantity of the unloaded mail.



Description	Targeted	Sampled	Percent	Quantity	Units
Wheeled Containers	0	0			Count
Pallets	0	0			Count
Noncontainerized sacks	1-8	0			Height (in)
Noncontainerized express mail items	ALL	0			Height (in)
Noncontainerized other items (parcels, trays, etc)	1-8	0			Height (in)

Figure 5–23. *Detail of unloaded*

Note: The sum of percentages for Wheeled Containers, Pallets, Noncontainerized sacks, Noncontainerized Express Mail Items, and Noncontainerized Other Items must equal the value that was entered for Percent Unloaded.

a. **Wheeled Containers**

Enter the percentage of floor space occupied by the unloaded wheeled containers and the number of wheeled containers unloaded in the *Percent* and *Quantity* columns of the *Detail of unloaded* table. CODES will automatically display the number of containers you should sample for the test in the *Targeted* column of the *Detail of unloaded* table.

Detail of unloaded

Description	Targeted	Sampled	Percent	Quantity	Units
Wheeled Containers	2	0	25	5	Count
Pallets	0	0			Count
Noncontainerized sacks	1-8	0			Height (in)
Noncontainerized express mail items	ALL	0			Height (in)
Noncontainerized other items (parcels, trays, etc)	1-8	0			Height (in)

Select

Figure 5–24. Enter Number of *Wheeled Containers*

Note: Do not count empty containers. Containers holding nothing but empty equipment are also considered empty and should not be counted.

b. **Pallets**

Enter the percentage of floor space occupied by unloaded pallets and the number of pallets unloaded in the *Percent* and *Quantity* columns of the *Detail of unloaded* table.

Detail of unloaded

Description	Targeted	Sampled	Percent	Quantity	Units
Wheeled Containers	2	0	25	5	Count
Pallets	2	0	25	5	Count
Noncontainerized sacks	1-8	0			Height (in)
Noncontainerized express mail items	ALL	0			Height (in)
Noncontainerized other items (parcels, trays, etc)	1-8	0			Height (in)

Select

Figure 5–25. Enter Number of *Pallets*

c. **Noncontainerized Items**

Enter the percentage and height data for each noncontainerized sampling group, e.g. sacks, express mail, other items.

Enter this information in the *Percent* and *Quantity* columns of the *Detail of Unloaded* table.

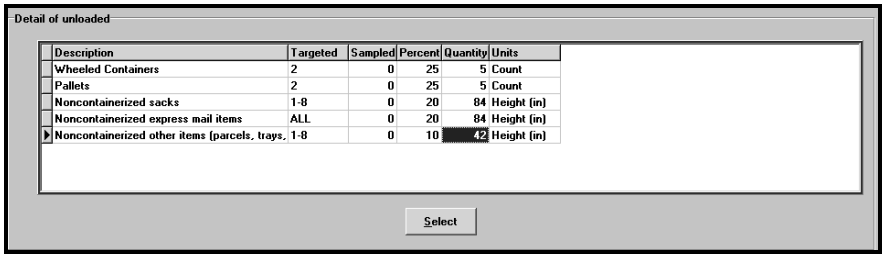


Figure 5–26. Enter Height for *Noncontainerized Items*

5.7.4 Entering Wheeled Container Data

PROCEDURES

You should follow the procedure described below when recording data for wheeled containers:

- Record the type of wheeled container (See Steps 1-2 below).
- Record the item information for the first item selected (See Steps 3-10 below).
- Record mail piece data for the first item selected (See section 5.7.7.1)
- Sequentially record item information and mail piece data for each remaining item type.

1. **Highlight the *Wheeled Containers* row in the *Detail of Unloaded* table and then press <Alt+S> to access the *Wheeled Containers* tab**.

   CODES will display the *Wheeled Containers* tab.

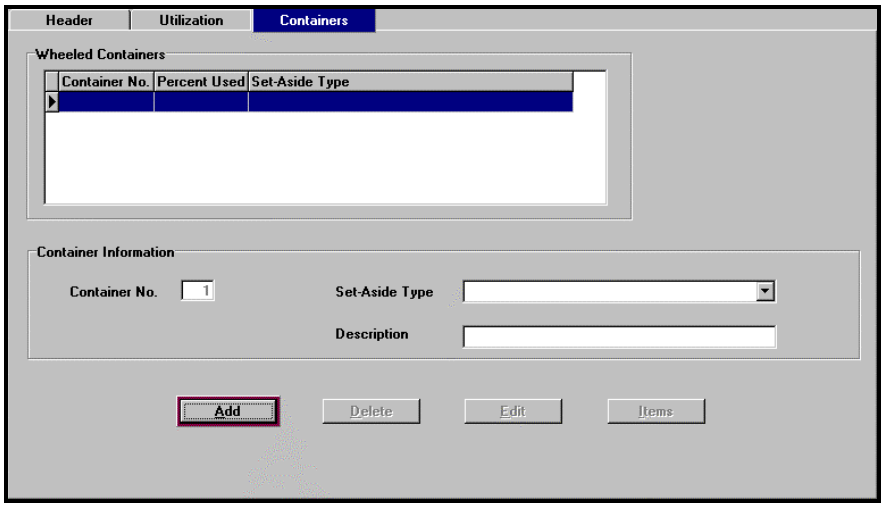


Figure 5–27. *Containers* Tab

Note: Control Buttons. Depending on which screen you access (e.g., *Wheeled Containers* tab, *Item Information* screen, etc.), CODES will display a selection of control buttons at the bottom of the screen similar to the one depicted in Figure 5-28. Use these control buttons to <A> *Add*, <D> *Delete*, and <E> *Edit* information at any time during your data entry.

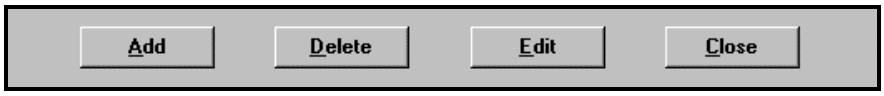


Figure 5–28. Control Buttons

2. **Press <A> for *Add* and enter the type of wheeled container in the *Set-Aside Type* field**.

   Enter the type of wheeled container in the *Set-Aside Type* field manually (See Figure 5-29). With the *Set-Aside Type* field highlighted, press <↓> to scroll through the list. Press <Enter> or the number key that corresponds to the set-aside type you are sampling and move to the next selection.

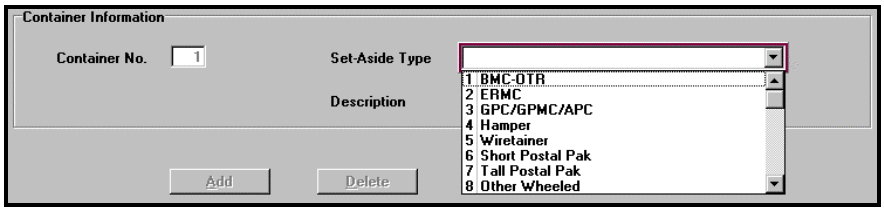


Figure 5–29. *Set-Aside Type*

   CODES automatically enters the container number and set-aside type in the *Wheeled Containers* table in the upper half of the screen.

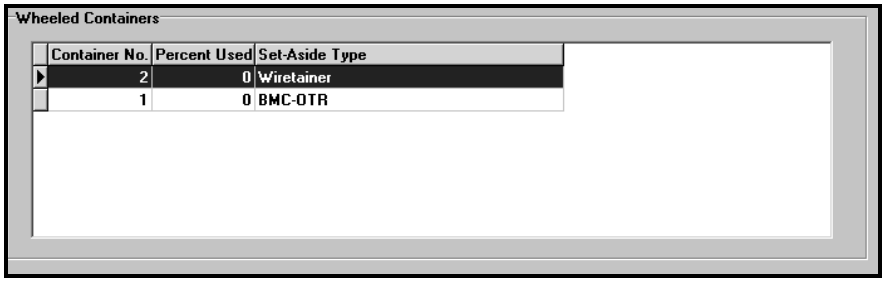


Figure 5–30. *Wheeled Container* Table

3. **Press <I> *Item* to enter item information**.

   CODES displays the *Items for Wheeled Containers* screen.

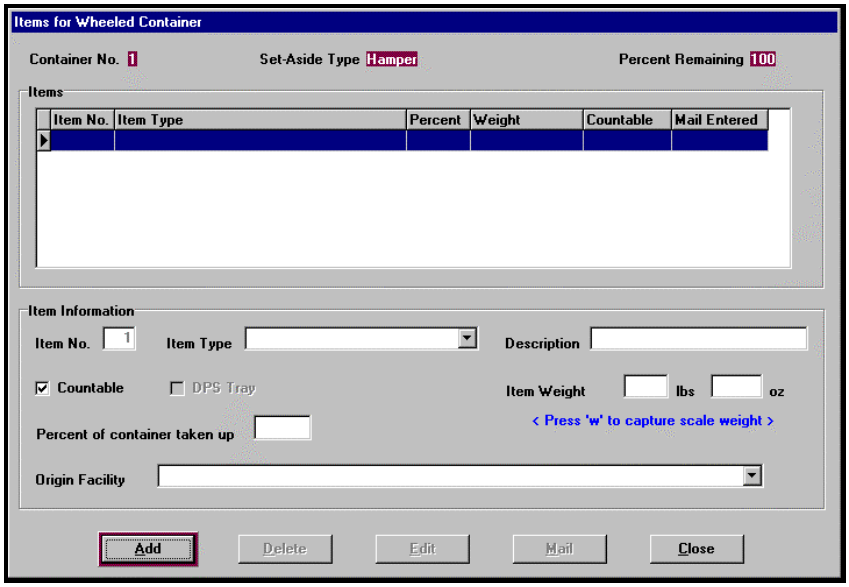


Figure 5–31. *Items for Wheeled Containers*

4. **Press <A> for *Add* and indicate whether the item is *Countable*.**

   Once you select <A> for *Add* from the *Item Information* tab, CODES will automatically place a check in the *Countable* selection box. However, if the item you are sampling is not countable, press <Spacebar> to remove the check from the box and then press <Tab> to move to the next selection.

   Note: If a selected item is either a blue and red CON-CON or a locked registered pouch or sack, take the registered item to the registry cage for detailed sampling. If the item is locked, ask the registry clerk to unlock it. If the item cannot be opened, weigh the entire item and treat it as uncountable.

5. **Enter the item type in the *Item Type* Field.**

   Press <Tab> to highlight the *Item Type* field and then press <↓> to view the pop-up list and select the appropriate item type (See Figure 5-32). Press <Enter> or the number key that corresponds to the item you are sampling to accept the item type and move to next selection.

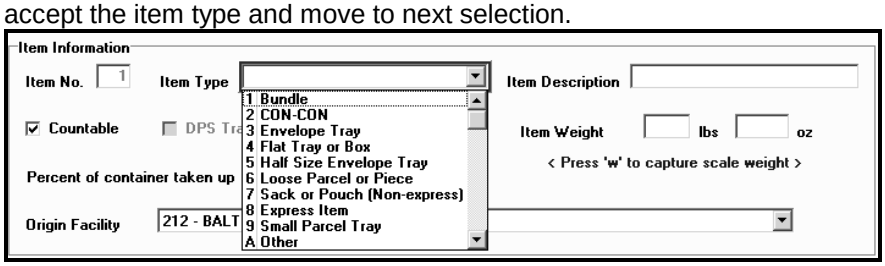


Figure 5–32. Enter *Item Type*

In the event your sampled item does not match any of the item types in the pop up list, select *A Other*. The software will activate the *Item Description* field. Describe the shape and enter the three dimensions in the *Item Description* field. For example, if you selected an oversize letter tray that is twice as deep as an envelope tray, you will measure the length, width, and depth of the tray and enter that information in the *Item Description* field.

6. **Enter the total weight of the item in the *Item Weight* fields.**

   Leave mail inside the item and weigh the entire item. Press <Tab> to highlight the *Item Weight* fields. Enter the appropriate weight in pounds and ounces in the boxes provided, pressing <Enter> or <Tab> to move from lbs. to oz. After that, press <Enter> to move to the next selection. If the CODES scale is attached to the laptop, place the item on the scale, wait for the electronic reading to stabilize, and then press <Enter> to accept the weight and move to the next selection. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

7. **If you are sampling an *Envelope Tray* or *Half Envelope Tray,* indicate whether the tray is a *DPS Tray*.**

   If you select <3> for *Envelope Tray* or <5> for *Half Envelope Tray*, CODES will automatically activate the *DPS Tray* selection box (See Figure 5-33). If the tray you are sampling is a DPS tray, press <Tab> to highlight the selection and then press <Spacebar> to place a check in the box provided.

Figure 5–33. *DPS* Selection Box

8. **Enter *Percentage of the Wheeled Container* occupied by the *Item Type*.**

   As described in 5.5.1, Step 2b, you will be entering the absolute percentage of the container occupied by the item type from which this item was selected.

   Note: When entering percentages, pay close attention to the *Percent Remaining* field (See Figure 5-34). Each time you enter a new item, the *Percent Remaining* field will reflect the percentage of space left in the wheeled container. If you have entered all items correctly, the *Percent Remaining* field should reflect the empty space in the container. After you enter all item types present in the container, compare the percent remaining to the actual amount of empty space in the container. If numbers are inconsistent, re-examine the percentages for each item type in the container. Correct your entries before you finish entering the percentages for the container.

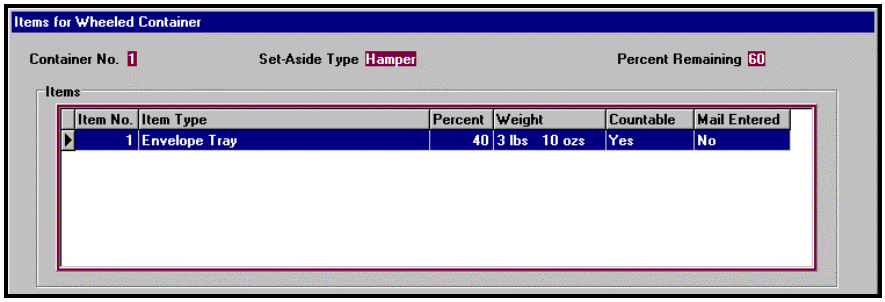


Figure 5–34. *Percent Remaining*

9. **Select the Origin Facility Code from the *Origin Facility* List.**

The origin facility is the location where the item was loaded onto the vehicle. This is not necessarily the facility where the item entered the mailstream.

Press <Tab> to highlight the *Origin Facility* field and then press <↓> to view the pop-up *Origin Facility* list and select the appropriate origin facility. If you need to enter an origin facility that is not on the pick list, leave the *Origin Facility* field blank. Close the screen temporarily. Go to the *Header Tab* and select the *Add/Edit Facility* button to add the origin facility to the list. Return to the same *Items for Wheeled Container* screen and select <E> for Edit, ensuring that you are editing the same item. Tab to the *Origin Facility* field and select the origin facility you have added to the list. If you fail to enter a valid origin facility, CODES will display an error message "Missing Origin Facility Code" at the *End Test* screen when you try to complete the test. For more information on entering additional origin facility codes, see Section 5.7.2, Step 13. Also, see Section 5.8 for more information on error messages.

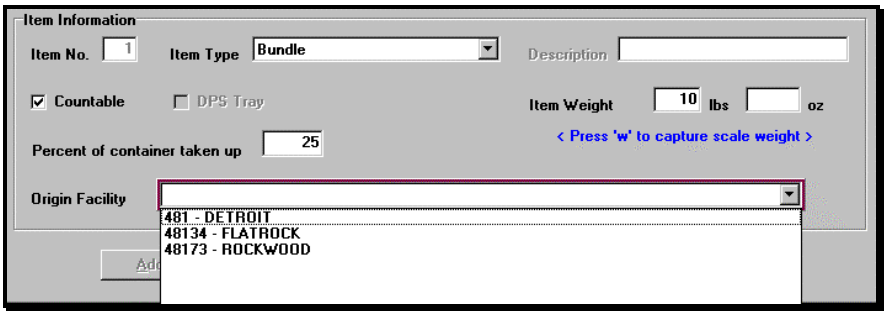


Figure 5–35. *Origin Facility* List

Note: The origin facility information is an essential data element for cubic foot mile estimates. When in doubt, ask dock personnel or the vehicle driver to help you to determine the origin facility for the sampled item.

10. **Once you have completed entering the item information, press <Enter> and confirm your data entry**.

    CODES will ask you to verify that all information entered for the item is correct. If all information is correct, press <Y> for *Yes* and CODES will display the data in the *Items* table at the top of the screen. If the information is not correct, press <N> for *No* and CODES will return to the *Item Type* field. Make any necessary corrections and then press <Enter> again to verify your data entry. If you wish to cancel your data entry, press <C> for *Cancel* and CODES will erase all *Item Information* fields.

11. **If the item is countable, go to Section 5.7.7.1 to enter mail category information and to complete your data entry for this item**.

12. **Repeat Steps 3 through 11 for each item type in the container**.

13. **Repeat Steps 1 through 12 for each sampled container**.

5.7.5 Entering Pallet Data

For each set-aside pallet, you will record its weight, dimensions and the origin facility. If the mail categories can be determined, you will record the percentage of the pallet occupied by each mail category. If not, you will only record information about the items on the pallets.

1. **From the *Utilization* tab, highlight the *Pallets* row of the *Detail of unloaded* table and press <Alt+S>.**

   CODES will display the *Pallets* tab.

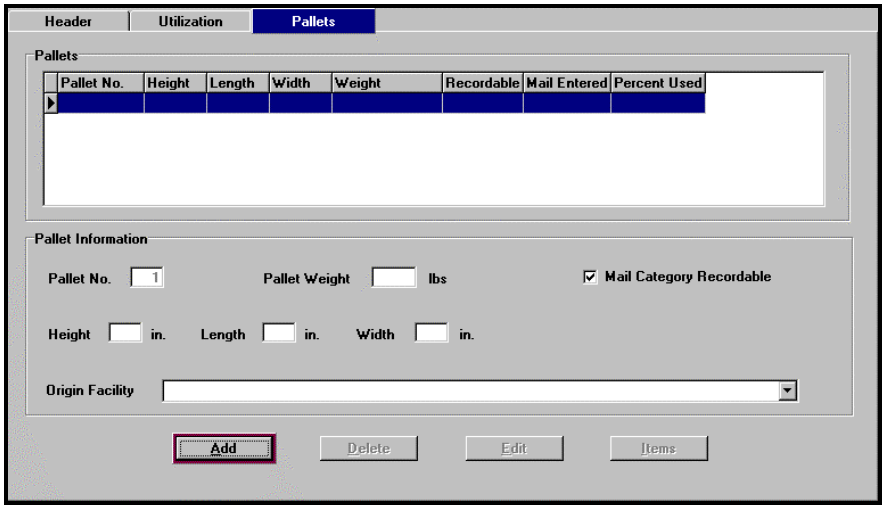


Figure 5–36. *Pallets* Tab

2. **From the *Pallets* tab, press <A> for *Add* and enter pallet information.**

   CODES will automatically activate the *Pallet Information* section of the *Pallets* tab.

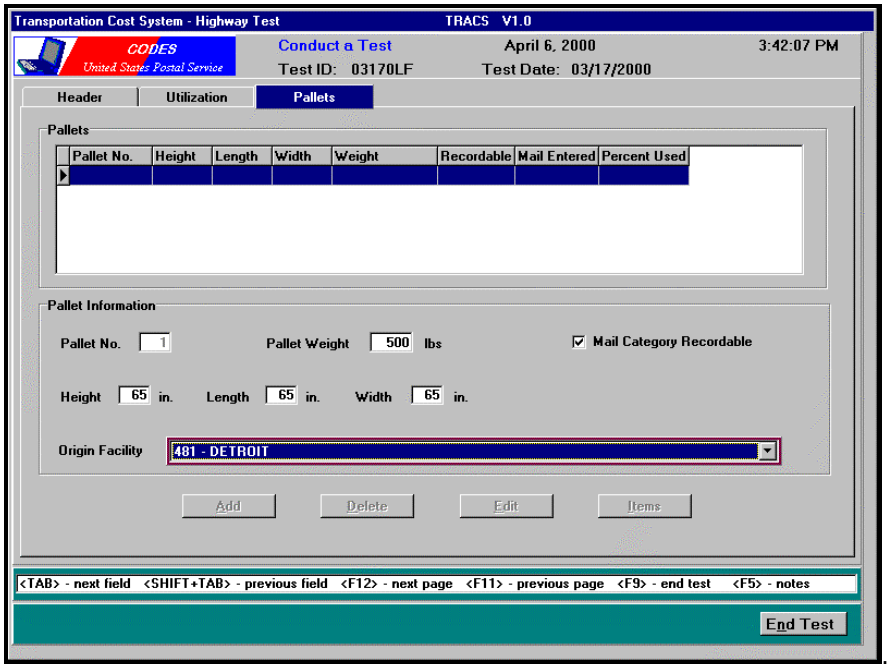


Figure 5–37. *Pallet Information*

3. **Enter the weight of the pallet and its load, if possible.**

   The weight is often printed on the exterior of the pallet, or it may be possible to weigh the pallet and its mail on a floor scale. Enter the weight information in the field provided and press <Enter> or <Tab> to accept the amount and move to the next field.

4. **Indicate whether or not the mail category on the pallet is recordable**.

   The pallet is considered as “mail category not recordable” if you cannot determine the mail category on the pallet. In general, a pallet contains a single subclass of mail and has a label attached. However, there may be times when a pallet is shrink-wrapped with sacks or trays and does not have a pallet label, or it may have a label but the label does not provide adequate information for you to identify the mail category. Such a pallet may contain mixed classes of mail. In either case, you can not determine the mail category on the pallet. Press <Spacebar> to remove the check from the selection box and press <Tab> to scroll to the next selection. The software will then bypass the mail category selection screen and ask you to enter item information for sacks or trays on the pallet.

   Note: Remove the check from the *Mail Category Recordable* selection box only as a last resort. If you can, arrange with operations to unwrap the pallet to allow you to collect the mail mix information, and rewrap it if necessary. Do not remove the check if you are able to determine the mail category for over 95% of the mail on the pallet.

5. **Measure the height, length, and width of a selected pallet and its load. Record these data in the appropriate fields located in the *Pallet Information* section of the *Pallets* tab.**

   Record the *combined* dimensions of the pallet and its load in inches. Press <Tab> and <Shift+Tab> to navigate the fields. Enter the dimension information in the fields provided and press <Enter> or <Tab> to accept the amount and move to the next available field.

6. **Select the origin facility code from the *Origin Facility* list**.

   The origin facility is the location where the pallet was loaded onto the vehicle. This is not necessarily the facility where the pallet entered the mailstream.

   Press <Tab> to highlight the *Origin Facility* field and then press <↓> to view the pop-up *Origin Facility* list and select the appropriate origin facility. If you need to enter an origin facility that is not on the pick list, leave the *Origin Facility* field blank. Close the screen temporally. Go to the *Header* tab and select the *Add/Edit Facility* button to add the origin facility to the list. Return to the same *Pallet* screen and select <E> for Edit, ensuring that you are editing the same pallet. Tab to the *Origin Facility* field and select the origin facility you have added to the list. If you fail to enter a valid origin facility, CODES will display an error message "Missing Origin Facility Code" at the *End Test* screen when you try to complete the test. For more information on entering additional origin facility codes, see Section 5.7.2, Step 13. Also see Section 5.8 for more information on error messages.

   Note: The origin facility information is an essential data element for cubic foot mile estimates. When in doubt, ask dock personnel or the vehicle driver to help you to determine the origin facility for the sampled pallet.

7. **If the mail category is recordable, go to Section 5.7.7.3 to enter mail category information and complete your data entry for this pallet.**

8. **If the mail category is not recordable enter information for the items occupying the pallet by performing the following steps:**

   If you indicate that the pallet is not mail category recordable, CODES will automatically change the *Mail* button at the bottom right of the screen to the *Items* button.

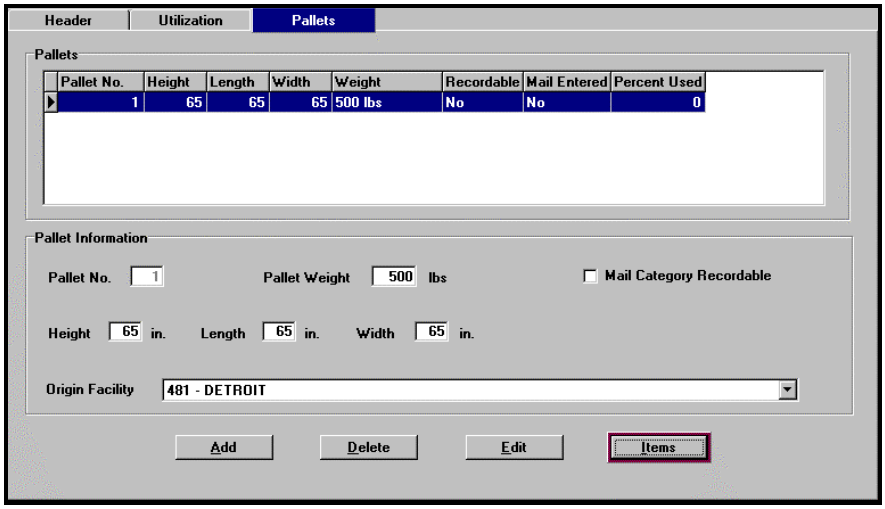


Figure 5–38. *Pallets* Tab with *Items* Button Showing

Press <I> for *Items*. CODES displays the *Items for Pallets* screen.

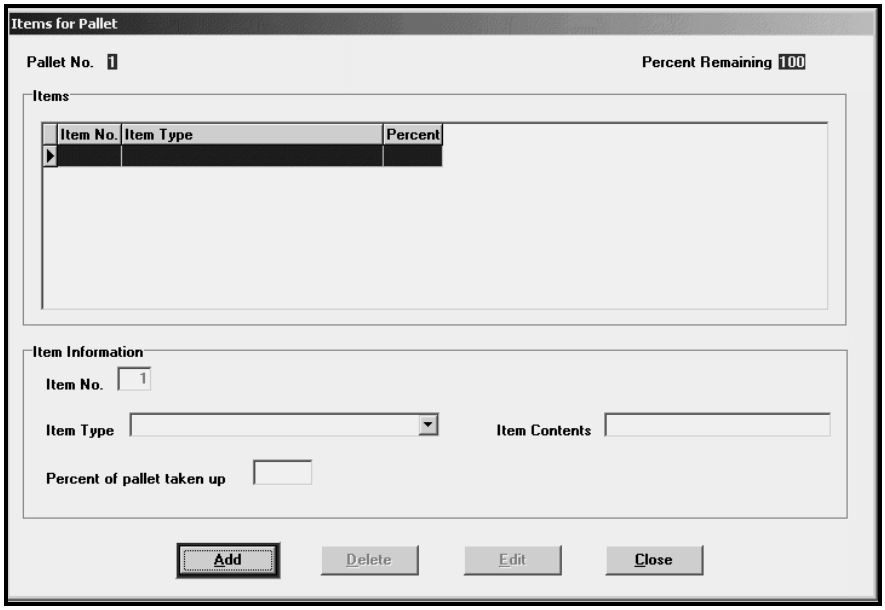


Figure 5–39. *Items* for *Pallet*

a. **Enter the item type in the *Item Type* field.**

Press <A> and then <↓> to scroll through the pick list. Select the appropriate item type and then press <Enter> or <Tab> to accept your entry and move to the next field.

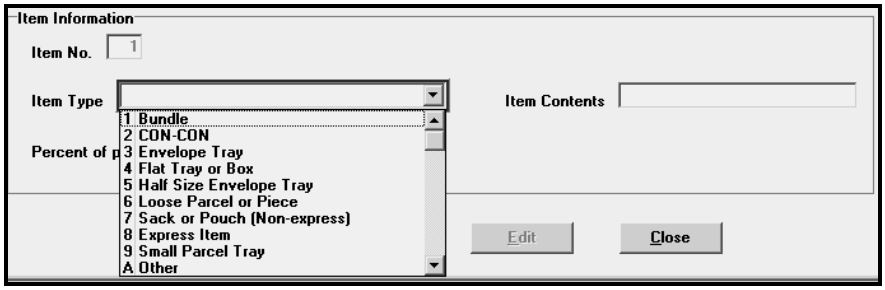


Figure 5–40. *Item Type*

b. **Enter item contents in the *Item Contents* field.**

Press <Tab> to highlight the *Item Contents* field. If there is a pallet label with a human-readable content line, enter the line in the *Item Contents* field e.g. STD FLTS BARCODED / CR-RTS. If no pallet label is present enter information found on the item label. e.g. FCM FLTS 5D NON BC or STD LTRS 3D BC. If there is more than one label for the same item type, record information for all labels. If there is not enough space in the *Item Contents* field, press <F5> to activate the *Notes* field and continue entries there.

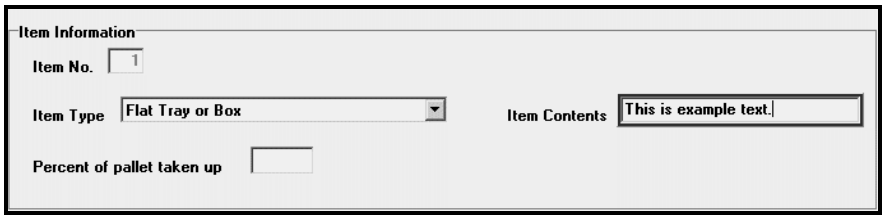


Figure 5–41. *Item Contents*

c. **Enter the percentage of space on the pallet taken up by the item type.**

Press <Tab> to highlight the *Percent of pallet taken up by item* field (See Figure 5-42). Enter the appropriate percentage and then press <Enter> or <Tab> to accept your entry.

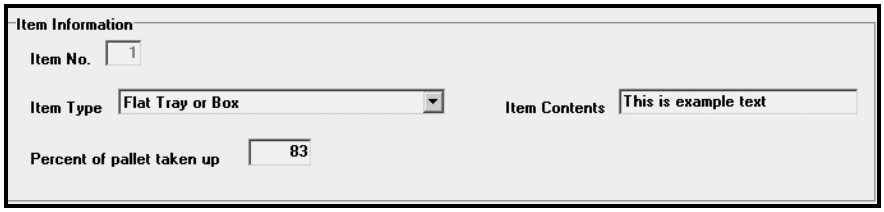


Figure 5–42. *Percent of pallet taken up*

d. **Confirm that all pallet information is correct**.

CODES will ask you to confirm that all information is correct.

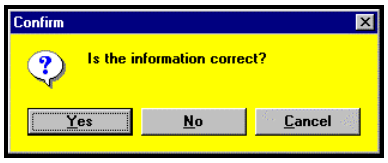


Figure 5–43. *Confirm* Data Entry

If all information is correct, press <Y> for *Yes* and CODES will display the data in the *Items* table at the top of the *Items for Pallets* screen. If the information is not correct, press <N> for *No* and CODES will return to the *Items for Pallets* screen. Make any necessary corrections and then press <Enter> again to confirm your data entry. If you wish to cancel your data entry, press <C> for *Cancel* and CODES will erase all *Item Information* fields.

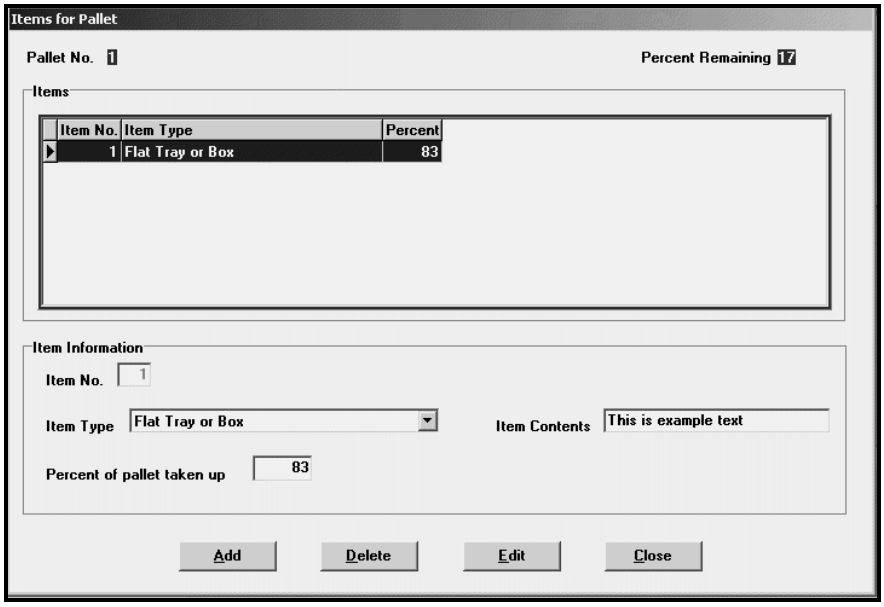


Figure 5–44. *Items for Pallets* (Completed)

e. **Repeat steps (a) through (d) for all of the item types occupying the pallet.**

f. **Once you have completed recording all item types occupying the pallet, check to make sure that the percent remaining is equal to zero.**

g. **Once you have completed entering item information for the pallet, press <C> for *Close* to exit the *Items for Pallet* screen and return to the *Pallets* tab.**

5.7.6 Entering Noncontainerized Sacks, Express Mail and Other Items

Follow these procedures for each set aside Noncontainerized Sack, Express Mail, and Other Item.

Depending on which type of item you are entering, CODES will display an individual tab with data entry fields for one or all of the following items (Refer to Sections 5.5.3 and 5.5.4 for sampling rules):

- **Noncontainerized Loose Sacks:** Non-Express Mail sacks or pouches found loose in the vehicle.
- **Noncontainerized Loose Express Mail Items:** Individual pieces, sacks, trays, and tubs of Noncontainerized Express Mail found loose in the vehicle.
- **Noncontainerized Loose *Other* Items:** All *other* Non-Express Mail items (does not include sacks or pouches) found loose in the vehicle.

Note: In order to record data on any set-aside item, that item type must have been entered in the *Utilization* tab as being unloaded.

Depending on the type of item you are entering, highlight the item type in the *Detail of unloaded* table and press <Alt+S>.

CODES will display an *Item Information* tab that corresponds to the item you are sampling (e.g., *other* items, Express Mail items, etc.). Figure 5-45 below is an example of the *Item Information* tab for Express Mail items.

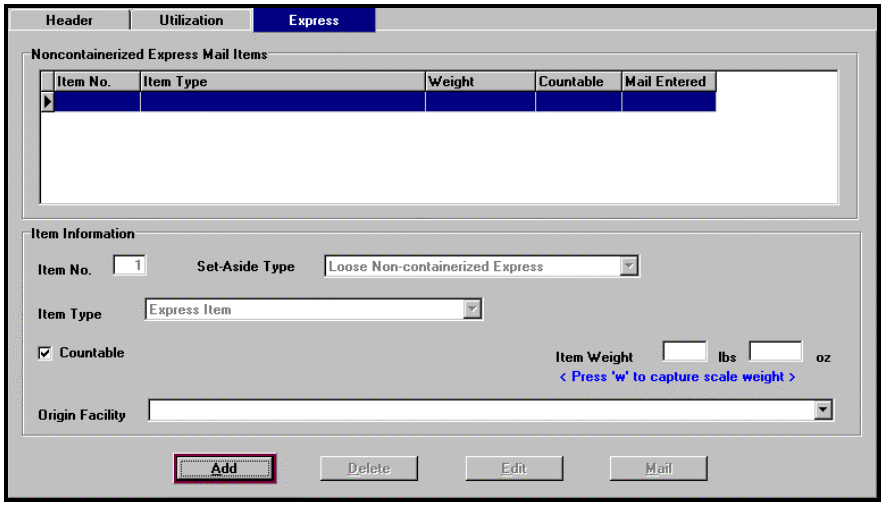


Figure 5–45. *Express Mail Item Information* Tab

1. **Depending on what type of item you enter, observe or perform the following when entering item type information.**

   a. **If you selected *Noncontainerized Express Mail Items*, CODES will automatically enter *Express Item* in the *Item Type* field**

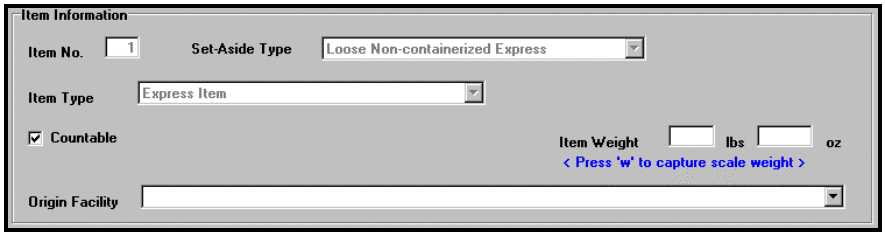


Figure 5–46. *Express* Mail *Item Type*

b. **If you selected *Noncontainerized Sacks*, CODES will automatically enter *Sack or Pouch (Non-Express)* in the *Item Type* field**.

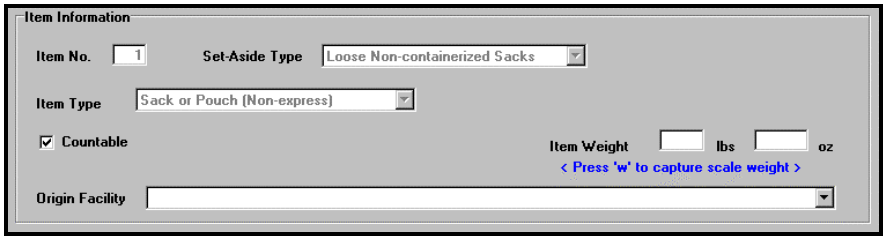


Figure 5–47. *Sack Item Type*

c. **If you selected *Noncontainerized Other Items*, you will need to enter the item type** (Figure 5-48). Press <Tab> to select the *Item Type* field and then press <↓> to scroll through the list. Press <Enter>, <Tab>, or the number key that corresponds to the item you are sampling to accept your entry and move to the next selection.

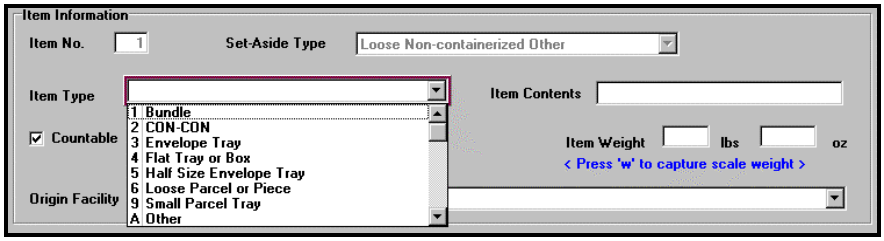


Figure 5–48. *Other Item Type* (with scroll-down list)

d. **Determine whether the contents are countable.**

If the mailpieces in the selected item can be counted, then the item is considered to be "countable." Once you select <A> for *Add* from the *Item Information* tab, CODES will automatically place a check in the *Countable* selection box. However, If the item you are sampling is not countable, press <Spacebar> to remove the check from the box and then press <Tab> to move to the next selection.

Note: If a selected item is either a blue and red CON-CON or a locked registered pouch or sack, take the registered item to the registry cage for detailed sampling. If the item is locked, ask the registry clerk to unlock it. If the item cannot be opened, weigh the entire item and treat it as uncountable.

1. **Record the total weight of the item in the *Item Weight* fields.**

   Leave mail inside the item and weigh the entire item. Press <Tab> to highlight the *Item Weight* fields. Enter the appropriate weight in pounds and ounces in the boxes provided, pressing <Enter> or <Tab> to move from lbs. to oz. After that, press <Enter> to move to the next selection. If the CODES scale is attached to the laptop, place the item on the scale, wait for the electronic reading to stabilize, and then press <Enter> to accept the weight and move to the next selection. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

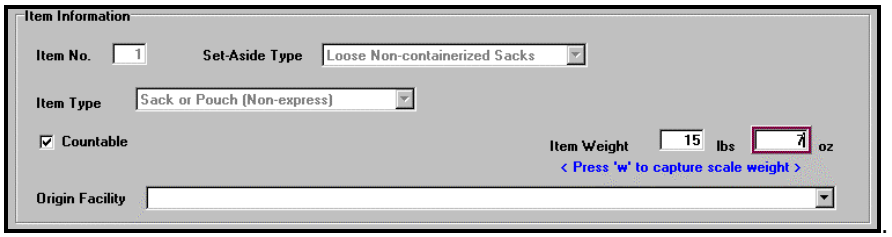


Figure 5–49. *Item Weight*

2. **Select the origin facility from the *Origin Facility* list.**

   The origin facility is the location where the item was loaded onto the vehicle. This is not necessarily the facility where the item entered the mailstream.

   Press <Tab> to highlight the *Origin Facility* field and then press<↓> to view the pop-up *Origin Facility* list and select the appropriate origin facility. If you need to enter an origin facility that is not on the pick list, leave the *Origin Facility* field blank. Close the screen temporarily. Go to the *Header Tab* and select the *Add/Edit Facility* button to add the origin facility to the list. Return to the same *Item* screen and select <E> to edit, ensuring that you are editing the same item. Tab to the *Origin Facility* field and select the origin facility you have added to the list. If you fail to enter a valid origin facility, CODES will display an error message "Missing Origin Facility Code" at the *End Test* screen when you try to complete the test. For more information on entering additional origin facility code, see Section 5.7.2, Step 13. Also see Section 5.8 for more information on error messages.

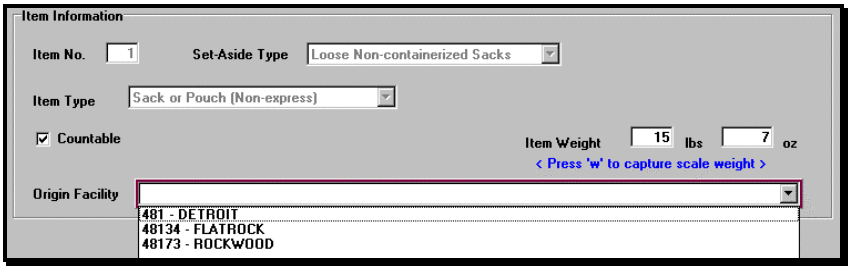


Figure 5–50. *Origin Facility*

Note: The origin facility information is an essential data element for cubic foot mile estimates. When in doubt, ask dock personnel or the vehicle driver to help you to determine the origin facility for the sampled item.

3. **Go to Section 5.7.7 to enter mail category information and complete your data entry for this item.**
4. **Repeat Steps 1 through 5 for each set aside item.**

5.7.7 Entering Mail Category Information

BACKGROUND INFORMATION

This section provides general step-by-step instructions for entering mail category information for mailpieces contained within the items you are sampling. For more information on navigating the *Mail Category* screen, consult the online help file by pressing <F1>.

For detailed information on each mail category, see one of the following RM sections, depending on your mailpiece:

RM 5-05: Mail Class Decision Tree

RM 5-06: Unendorsed Mail

RM 5-07: First-Class Mail

RM 5-08: Priority Mail

RM 5-09: Express Mail

RM 5-10: Periodicals

RM 5-11: Standard Mail

RM 5-12: Package Services Mail

RM 5-13: USPS Mail and Free Mail

RM 5-14: International Mail

RM 5-15: Rules for Recording Returned and Forwarded Mail

RM 5-16: Automation Mail Endorsements

5.7.7.1 Entering Mail Category Information for Wheeled Containers and Noncontainerized Items Only

PROCEDURES

For information on recording mail category information for pallets, go to Section 5.7.7.3.

1. **Sort the mail by mail category in each item**.

   If the mail is non-DPS mail, remove the mail from the items. Separate the mail by mail category. *Do not mix mail from different items.*

   If you are sampling DPS mail, ensure that you observe the DPS mail rules presented in Section 5.6.5 and recording procedure in Section 5.7.7.2.

2. **Select the mail category.**

   From the item's completed *Item Information* tab, press <M> for *Mail* or <Tab> to highlight the *Mail* button and press <Enter>. (For instructions on completing item information, see Section 5.7.4 and Section 5.7.6). CODES displays the *Mail Information* screen.

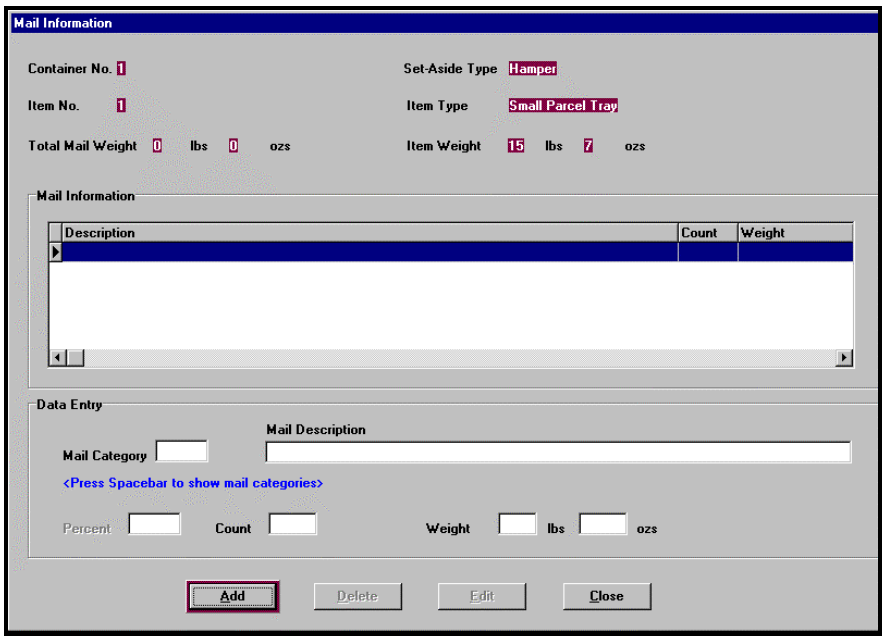


Figure 5–51. *Mail Information*

Press <A> for *Add* or use <Tab> to highlight the *Add* button and press <Enter>. CODES will automatically locate the cursor in the *Mail Category* field. If you know the correct mail category code, then type the code in the field provided. CODES will automatically enter the code's corresponding description in the *Mail Description* field. Verify the mail description to be sure you have entered the correct mail category. If you do not know the correct mail category code, then press <Spacebar> and CODES will display the *Mail Category* pop-up menu.

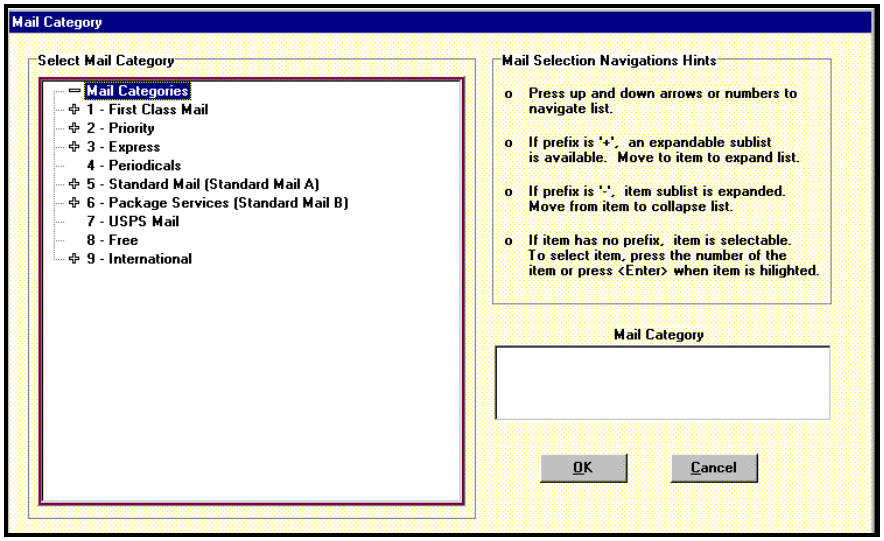


Figure 5–52. *Mail Category*

Use <↑> and <↓> or <PgUp> and <PgDn> to highlight the appropriate mail class and presort level of mailpieces you are sampling. Shown in the brackets next to each mail category is the Keyline Code. Each time you highlight a selection, it will appear in the *Mail Category* field to the right of the selection list. Once you have completed your selections, press <Alt+O> for *Ok* or press <Tab> to highlight the *Ok* button and press <Enter>. CODES closes the *Mail Category* pop-up and returns to the *Mail Information* screen. CODES displays the mail category information in the fields provided.

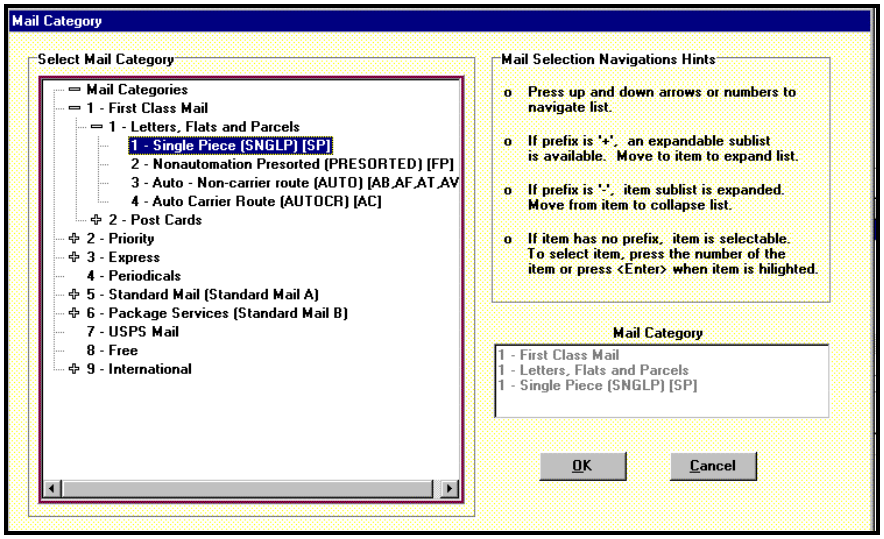


Figure 5–53. *Mail Category* (Completed)

3. **Count and enter the total number of mailpieces for the selected mail category**.

   Enter the total number of mailpieces in the *Count* field. Press <Tab> or <Enter> to accept your entry and move to the next field.

4. **Enter the total weight of the mailpieces for the selected mail category.**

   - **Automatic.** If an electronic scale is attached to your laptop, place the mailpiece(s) on the scale. When the electronic reading stabilizes, press <W>.
   - **Manual.** If the electronic scale is not attached to your laptop, weigh the mailpiece(s). Using your number keys, enter the weight in the fields provided. Press <Enter> to move from lbs. to oz. Press <Enter> again when you are satisfied with your weight input. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

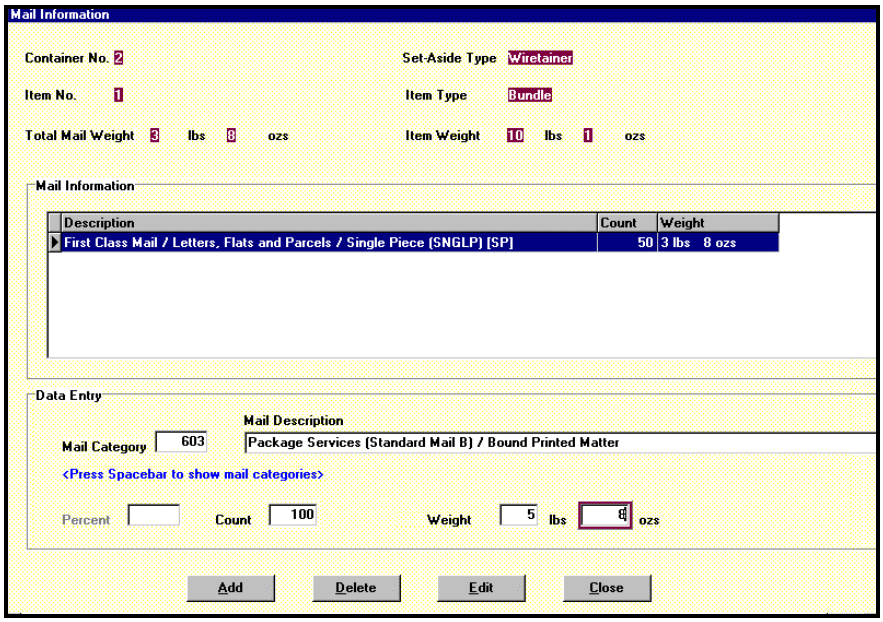


Figure 5–54. *Mail Information* (Completed)

5. **Accept your data entry.**

   Once you complete all of your data entry for the given mail category, press <Enter> to accept your data entry.

6. **Repeat Steps 2 through 5 for the other mail categories within the selected item.**

7. **Once you have completed your data entry, press <C> for *Close* to exit the *Mail Information* screen.**

8. **When data entry is complete, place the mail back in its original containers if possible.**

   Rebind all items, if necessary. Return all mail to operations. It is critical to minimize your disruption to the mail processing operations.

5.7.7.2 Entering DPS Mail Category Information

PROCEDURES

If you are recording a DPS Mail tray, then follow the guidelines below for counting and recording DPS mail.

1. **Tally the number of mailpieces for each mail category in the DPS tray.**

   It is imperative that you maintain the sequence of DPS mail as you count the mail. Finger through the mail and count each piece of mail by mail category. Record your count on a scratch sheet. Calculate the total number of mailpieces for each mail category.

2. **Select three mailpieces for each mail category present in the DPS tray.**

   When selecting these mailpieces, mark their places by turning the following piece on its end.

3. **Select the mail category; see Section 5.7.7.1, Step 2.**

4. **Enter the total number of mailpieces for the selected mail category.** Enter the total number of mailpieces in the *Count* field (See Figure 5-55). For example, if you counted a total of 25 First Class Mail Single-Piece letters in the DPS tray in Step 1, enter *25*.

5. **Enter the weight of the selected mailpieces in the *Sample Weight* fields** (See Figure 5-55).

6. **Enter the number of selected mailpieces in the *Sample Count* fields** (See Figure 5-55).

   For example, if you weighed 3 mailpieces, enter 3 in the *Sample Count* field.

7. **Return the selected mailpieces to their positions in the DPS tray.**

8. **Repeat Steps 3 through 6 for the other mail categories in the DPS tray.**

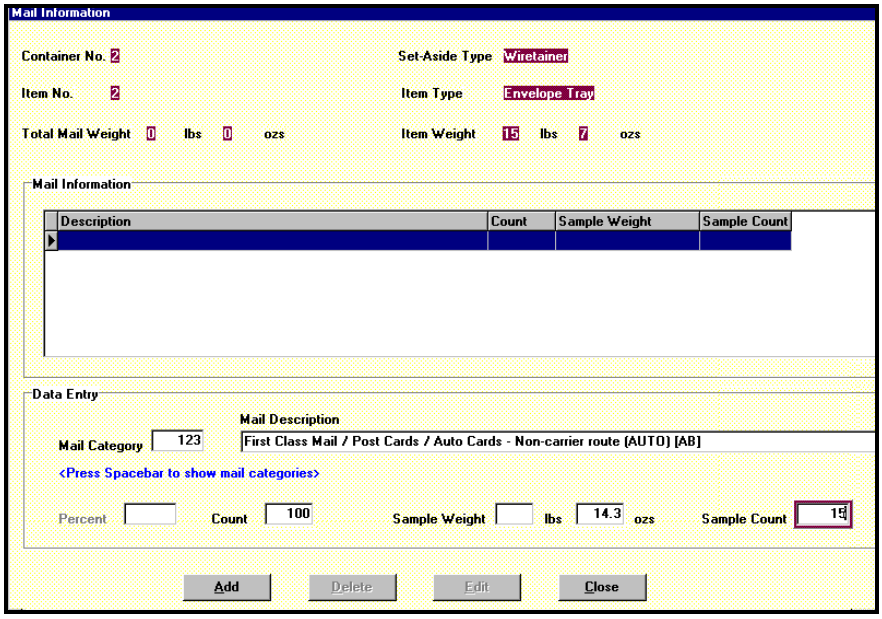


Figure 5–55. DPS Mailpiece Data

9. **When data entry is complete, place the mail back in its original containers if possible.**

   Rebind all items, if necessary. Return all mail to operations. It is critical to minimize your disruption to the mail processing operations.

5.7.7.3 Entering Mail Category Information for Pallets Only

PROCEDURES

When entering the appropriate mail category information, percentages, and piece counts, observe the following guidelines:

- Do not select the same mail category more than once for a pallet.
- Enter the percentage of space on the pallet occupied by each mail category. If there is only one mail category present, enter *100* in the *Percent* field for that mail category.
- Enter the piece count number printed on the exterior of the pallet. If there is no number, leave the *Piece Count* field blank.
- The total of all percentages entered for all mail categories within one pallet must equal 100%.

1. **Select the mail category.**

   From the pallet's completed *Item Information* tab, press <M> for *Mail* or press <Tab> to highlight the *Mail* button and press <Enter>. CODES displays the *Mail Information* screen (See Figure 5-56).

   Note: If you indicated that the mail category on the pallet is not recordable, follow the procedure described in Section 5.7.5 to record item information.

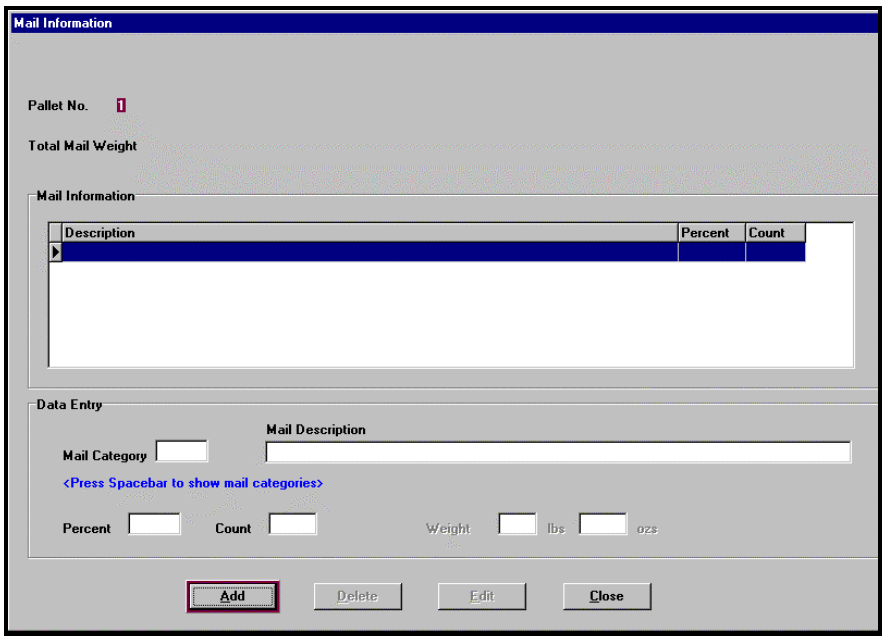


Figure 5–56. *Mail Information* for *Pallets*

Press <A> for *Add* or <Tab> to highlight the *Add* button and press <Enter>. CODES will automatically locate the cursor in the *Mail Category* field. If you know the correct mail category code, then type the code in the field provided. CODES will automatically enter the code's corresponding mail description in the *Mail Description* field. If you do not know the correct mail category code, then press <Spacebar> and CODES will display the *Mail Category* pop-up menu.

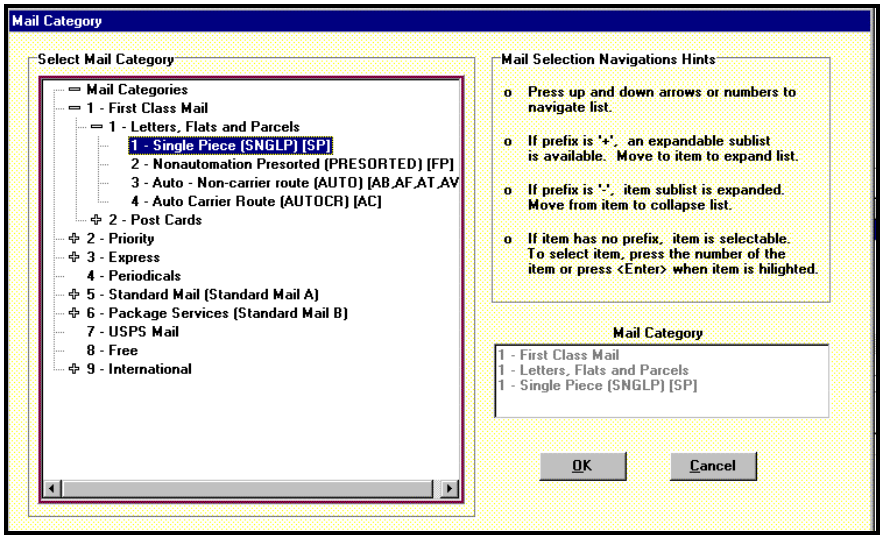


Figure 5–57. *Mail Category* (Completed)

Use <↑> and <↓> or <PgUp> and <PgDn> to highlight the appropriate mail class, and presort level of mailpieces you are sampling. Each time you highlight a selection, it will appear in the *Mail Category* field to the right of the selection list. Once you have completed your selections, press <Alt+O> for *Ok* or <Tab> to highlight the *Ok* button and press <Enter>. CODES closes the *Mail Category* pop-up and returns to the *Mail Information* screen. CODES displays the mail category information in the fields provided.

2. **Enter the percentage of space on the pallet occupied by the selected mail category.**

   If there is only one mail category present, enter *100* in the *Percent* field for that mail category.

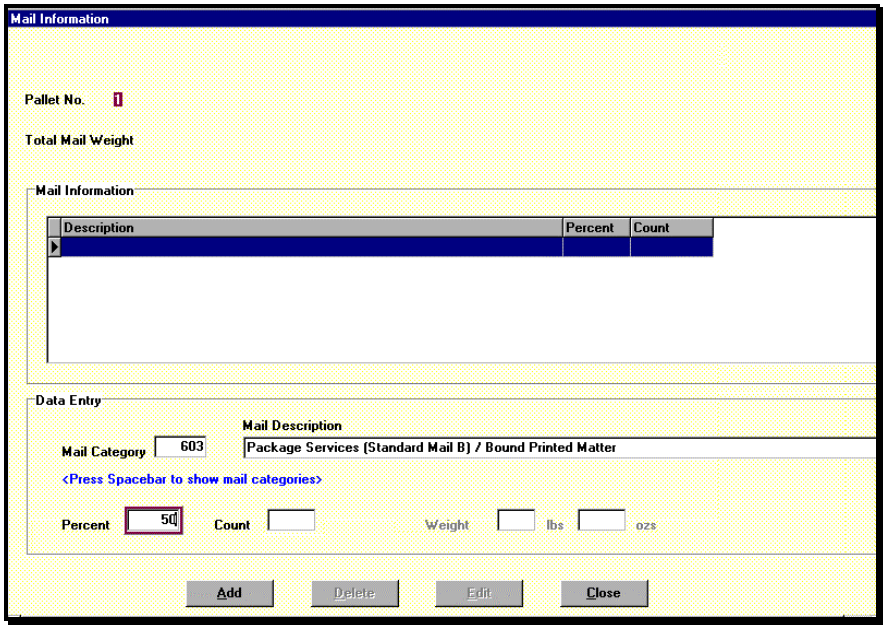


Figure 5–58. *Percent* of *Pallet* Taken Up by *Mail Category*

3. **Enter the piece count number printed on the exterior of the pallet. If there is no number, leave the *Count* field blank.**

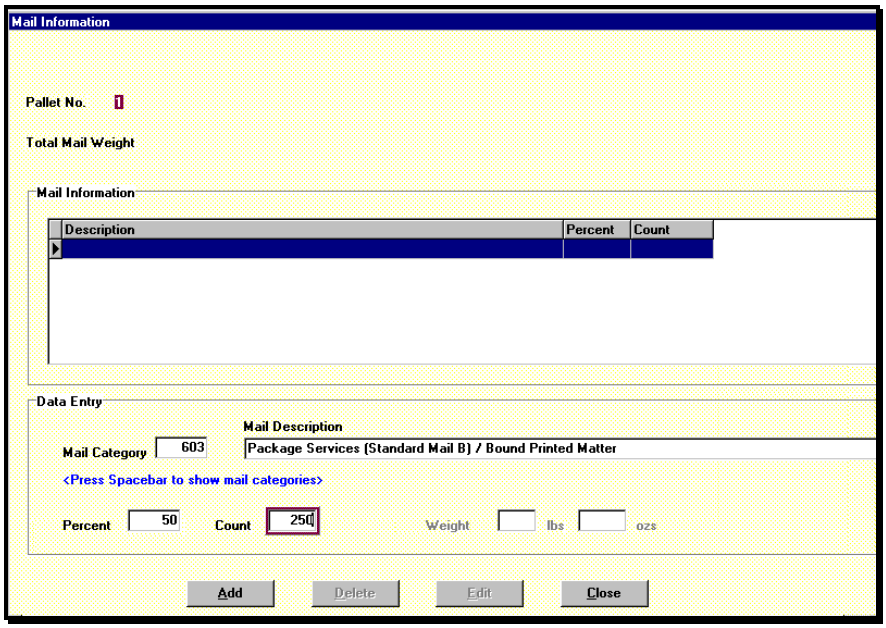


Figure 5–59. Mailpiece Count

4. **Accept your data entry**.

   Once you complete all of your data entry for the given mail category, press <Enter> to accept your data entry.

5. **Repeat Steps 1 through 4 for all the other mail categories on the pallet.**

6. **Once you have recorded all the other mail categories on the pallet and checked to make sure that the sum of the percentages is equal to 100, exit the *Mail Information* screen by pressing <C> for *Close*.**

5.7.8 Saving and Ending the Test

Once you have finished entering data for all items selected through sampling, or if you wish to save part of your test, perform the following steps.

1. **Press <F9> or <N> to *End Test*.**

   CODES will display the *End Test* screen. This screen provides a summary of your data entry. It displays errors and warns you of possible problems in data entry (See Figure 5-61). CODES will not allow you to complete the test until all errors are corrected. For instructions on correcting errors, see Section 5.8. If there are no errors and you are satisfied with your data entry, you may complete your test.

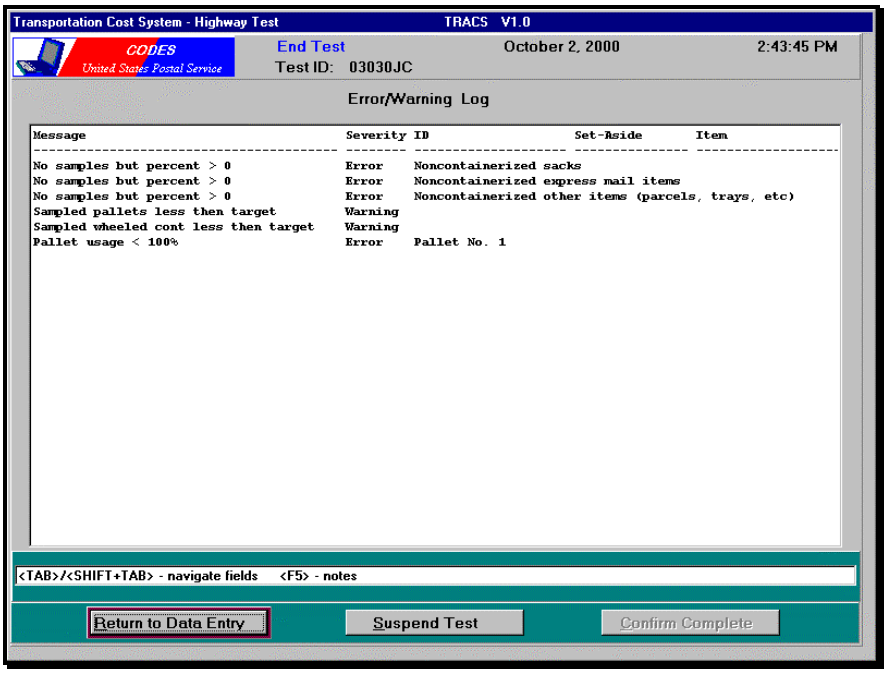


Figure 5–60. *End Test* with *Error/Warning Log*

2. **Decide whether or not to suspend the test, complete the test, or return to data entry**.

   CODES will give you the option of performing a partial (suspended) save, final (confirmed) save, or allow you to return to data entry. Enter one of the following options:

   - **<C>.** Completes the test. (CODES will not allow you to use this option until all errors are corrected. For information on correcting errors, see Section 5.8.)
   - **<S>.** Suspends the test.
   - **<R>.** Returns you to the *Header* tab to continue your data entry.

   If you wish to partially save the test, press <S> for *Suspend Test*. CODES will exit the *End Test* screen and return you to the *Select a Test* screen. Your test will be listed in the test listing as a *Suspended* test.

3. **If you selected <C> for *Confirm Complete*, enter total test time information.**

   CODES will display a dialog box as shown in Figure 5-61 and prompt you to enter the total test time. Include travel time when calculating your total test time. If there is more than one DCT performing the test, count the total time for all the DCTs. Enter the appropriate information in the fields provided and then press <Alt+O> *Ok* to accept your data. CODES will save the test and return you to the *Select a Test* screen. Your test will be listed in the sample selection file as *Complete*.

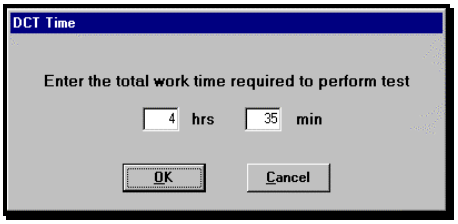


Figure 5–61. *DCT Time*

5.7.9 Aborting the Test

You may only abort the test prior to entering utilization information. Press <Esc> to abort the test and return to the *Main Menu* without saving any of the test data. Aborting a test will not affect the sample file; therefore, the test remains in the sample file in its original state. You may select the aborted test again and restart the test, if necessary.

To abort a test after you enter utilization information, first suspend the test, and then delete it. For information on suspending and ending a test, see Section 5.7.8. To delete the test, select Option <7>, *Review/Delete Test,* from TRACS Main Menu. Highlight the test and delete it.

5.8 Resolving Error and Warning Messages

BACKGROUND INFORMATION

The TRACS software is designed to automatically recognize and display errors in utilization and item information data recorded during the test. The TRACS software lists these errors in the *Error/Warning Log* located on the *End Test* screen. CODES will not allow you to complete a test unless all errors are resolved. This section will explain how to resolve the error and warning messages you may receive at the end of the test.

Once you are ready to end the test and have accessed the *End Test* screen as described in Section 5.7.8, carefully inspect the *Error/Warning Log* to see if there are any errors or warnings listed. If there are any errors or warnings listed, use the guidelines below to resolve them. If there are no errors or warnings listed, complete the test using the guidelines described in Section 5.7.8.

5.8.1 Error Messages

You will not be able to complete your test if CODES shows any of the following error messages:

1. **Error due to no entry for the sampling group.**

   If the *Percent of Unloaded* for any sampling group (i.e., wheeled containers, pallets, etc.) is greater than zero, but no data for that sampling group has been entered, then CODES will display the error message:

   "No samples but percent>0"

   CODES will provide the sampling groups generating the error message.

   Correct the error by returning to the appropriate tab for the sampling group type that is generating the error, and then enter the missing item(s) for that sampling group.

   If no items for that sampling group were unloaded, then return to the *Utilization* tab and ensure that the unloaded utilization information is entered correctly.

2. **Error due to item in container not entered.**

   If no item has been entered for a container, CODES will display the error message:

   "Wheeled container has no items"

   CODES will provide the wheeled container number of the wheeled container generating the error message.

   Correct the error by adding items for the appropriate container.

3. **Error due to mail category not entered.**

If an item is countable, but no mail category is entered, CODES will display the error message.

"No Mail"

CODES will provide the sampling group, container number, and item number of the item(s) generating the error message.

Correct the error by returning to the *Item* screen, and add mail category data.

4. **Error due to missing origin facility for item or pallet.**

   If the origin facility code is missing, CODES will display the error message:

   "*No Facility Code"*

   CODES will provide sampling group, container number, and item number or the pallet number of the item or pallet generating the error message.

   Correct the error by returning to the *Item* or *Pallets* screen, select *Edit* and select *Origin Facility Code* from the *Facility Code* pick list. If the origin facility is not on the pick list, use the instructions in Section 5.5.2, Step 13, to add the origin facility code.

5. **Error due to pallet entered less than targeted**.

   If the *Targeted Sample for Pallet* is less than *Sampled Pallet* in the *Detail of Unloaded t*able of the *Utilization* tab, CODES will display the error message:

   "*Sampled Pallets<Target"*

   Correct the error by returning to the *Utilization* tab, selecting pallets, and adding all pallets.

6. **Error due to pallet data not completed.**

   If a pallet does not have 100% of mail or item entered, CODES will display error message:

   "*Pallet usage<100%"*

   CODES will provide the pallet number of the pallet generating the error message.

   "Pallet usage<100%"

   Correct the error by returning to the *Pallets* screen and adding all mail or items on the pallet. Make sure the number in *Percent Used* column in *Pallets* screen is 100%.

7. **Error due to the sum of *Detail of Unloaded* not equal to *Percent Unloaded* in the *Summary* table**.

   If the sum of percentages of the five sampling groups in the *Detail of Unloaded* is not equal to the value in the *Percent Unloaded* field in the *Summary* table, CODES will display the error message:

   "*Utilization % unloaded is incorrect*"

   Correct the error by returning to the *Utilization* tab and changing the incorrect percentage(s).

8. **Error due to the sum of mail weight in an item exceeds the item weight.**

   If the sum of mail weight in an item is larger than the item weight, CODES will display the error message:

   "Mail Weight > Item Wgt"

   CODES will provide the sampling group, container number, and item number for the item generating this error message.

   Correct the error by returning to either the *Item* tab or the *Mail Information* tab and changing the incorrect item weight or the mail weight(s).

5.8.2 Warning Messages

Check carefully to make certain you have entered all data when you see any of the following messages:

1. **Warning that the number of containers entered is less than the targeted sample.**

   If the *Targeted Sample for Container* is less than *Sampled Container* in the *Detail of Unloaded* table of the *Utilization* tab, CODES will issue a warning message:

   "Sampled wheeled containers<Target"

   Check to make sure you have entered all set-aside containers.

2. **Warning that no countable items were recorded for a container.**

   CODES will issue a warning message:

   "No countable items"

   CODES will provide the container number for the container generating the warning message.

   Check to make sure you have entered all selected items in the container.

5.9 Reviewing and Deleting TRACS HWY Tests

The *Select a Test to Review* screen in the *TRACS Main Menu* allows you to perform the following:

- Review the status of TRACS Tests that have been initiated.
- Review TRACS data summaries for the tests shown on the screen.
- Delete TRACS Tests.

This section provides instructions on performing procedures related to TRACS HWY Tests only.

5.9.1 Reviewing TRACS HWY Test Information

When reviewing the TRACS HWY Test information, you should focus on the following areas:

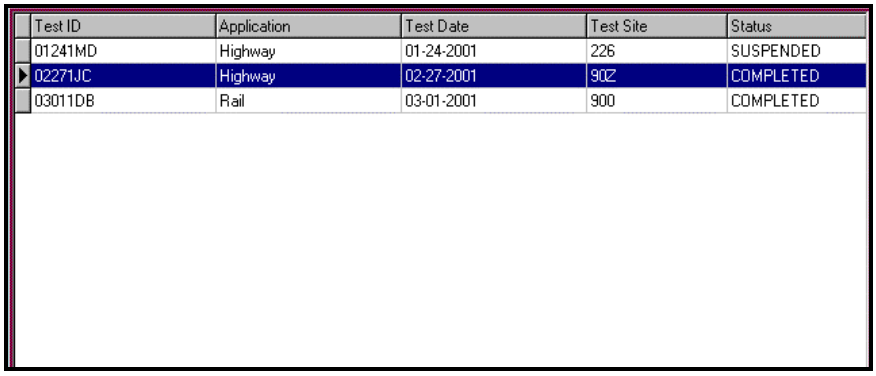
- The replacement vehicle is appropriately selected.
- The number of containers sampled equals the targeted number to be sampled.
- The item weights and tare weights are reasonable.
- The origin facility codes for items and pallets are reasonable.
- Mail categories found on pallets are reasonable.

To access the *Select a Test to Review* screen, perform the following steps:

1. **Access the TRACS System from the *CODES Main Menu*.**

   Perform Step 1 of Section 5.7.2.

   CODES will display the *TRACS Main Menu*. Press <6> for *Review/Delete* or use <↑>, <↓>, or <Tab> to highlight the Option <7> , *Review/Delete Test,* button and press <Enter>. CODES displays the *Select a Test to Review* screen.



Test ID	Application	Test Date	Test Site	Status
01241MD	Highway	01-24-2001	226	SUSPENDED
02271JC	Highway	02-27-2001	90Z	COMPLETED
03011DB	Rail	03-01-2001	900	COMPLETED

Figure 5–62. Select a Test to Review

Note: Verify that the status of the test is *Complete* prior to uploading. CODES will not allow you to upload a test that has a *Suspended* test status.

2. **Select the test you wish to review**.

   Press <↑> or <↓> to highlight the test you wish to review and then press <Enter>. CODES will display your selected test record in the *Show Highway Data* pop-up window (See Figure 5-63). Press <↑> and <↓> or <PgUp> and <PgDn> to navigate the record.

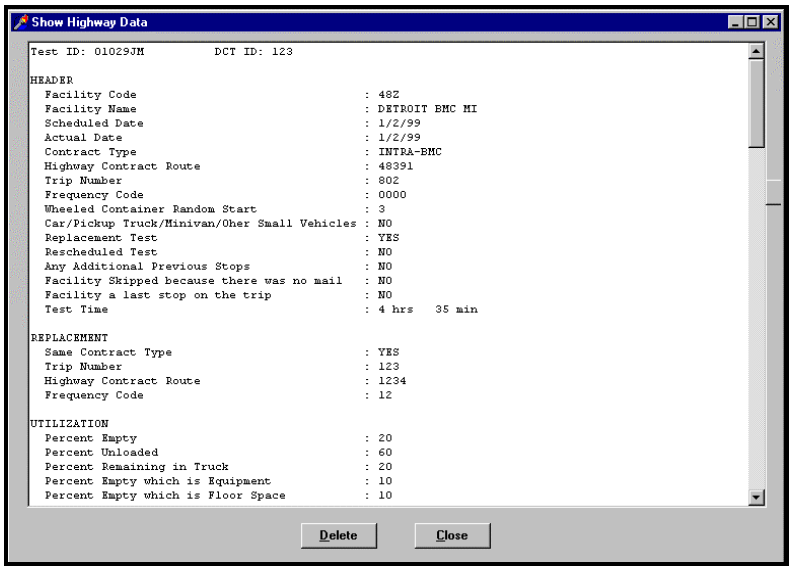


Figure 5–63. *Show Highway Data*

5.9.2 Deleting a TRACS HWY Test

PROCEDURES

This option will allow you to delete any TRACS HWY Test that has been partially or fully saved. Because this option will not delete any sample file information, you can perform the same test again after it has been deleted. To access the *Delete TRACS Test* option, perform the following steps:

1. **Select the test by performing Steps 1 and 2 in Section 5.9.1.**

2. **Select <D> for *Delete*.**

   From the *Show Highway Data* window, press <Tab> to highlight the *Delete* button and then press <D> for *Delete* or <Enter> to delete the test.

3. **Select *Yes* or *No*, depending on whether or not you really wish to delete the selected test data.**

CODES will display a dialog box asking you whether you really wish to delete the selected test information. Answer *yes* or *no*, depending on whether you really wish to delete the test data.

- **<Y> for Yes:** delete the selected test information.
- **<N> for No:** do not delete the selected test information.

If you select <Y> for *Yes*, CODES will delete the record and return you to the *Select a Test to Review* screen.

To return to the *TRACS System Main Menu*, press <Esc>.

When you delete a test, only the test records are removed; the sample file information for the test is not affected. Therefore, after you have deleted a test, you may perform the test again.

Related Materials for the TRACS Highway Test

This section includes all the related information you may need to complete a TRACS Highway Test.

- RM 5-01 Highway Test Flow Chart
- RM 5-02 TRACS Highway Subsystem: Reschedule, Replacement, and Zero Volume Decision Tree
- RM 5-03 Utilization Estimate Example
- RM 5-04 Bulk Mail Centers BMCs)
- RM 5-05 Mail Class Decision Table
- RM 5-06 Unendorsed Mail
- RM 5-07 First Class Mail
- RM 5-08 Priority Mail
- RM 5-09 Express Mail
- RM 5-10 Periodicals
- RM 5-11 Standard Mail
- RM 5-12 Package Services Mail
- RM 5-13 USPS Mail and Free Mail
- RM 5-14 International Mail
- RM 5-15 Rules for Recording Returned and Forwarded Mail
- RM 5-16 Automation Mail Endorsements
- RM 5-17 Typical Test Facilities for TRACS Highway

RM 5-01 Highway Test Flow Chart

Collect Vehicle and Utilization Data

1. Stops prior to its arrival at the test facility.
2. Detail of Empty.
   (a) Percent of Empty Floor Space.
   (b) Percent of Empty Equipment.
3. Details of Unloaded.
   (a) Percent and Number of Wheeled Containers.
   (b) Percent and Number of Pallets.
   (c) Percent and Height of Noncontainerized Sacks.
   (d) Percent and Height of Noncontainerized Express Mail.
   (e) Percent and Height of Noncontainerized Other Items.

Set Aside Test Mail

1. Using your random start number, select a starting container and then set aside every third wheeled container. (Select up to 5 containers or a minimum of 2 containers.)
2. Set aside 2 pallets.
3. Set aside all noncontainerized Express Mail Items.
4. Set aside 8 representative noncontainerized loose sacks and noncontainerized other items.

Select Items from Wheeled Containers

1. Identify all item types in each set-aside container and estimate the percent of container space occupied by each item type.
2. Select one item from each item type identified in the first step.

Collect Information for Containerized Items

1. Determine the type, the gross weight, and the origin facility of the item.
2. Sort contents of the item by mail category.
3. Count number of pieces by mail category.
4. Weigh contents of item by mail category.
5. Repeat 1-4 for each item selected from the container.
6. Repeat 1-5 for each set-aside container.

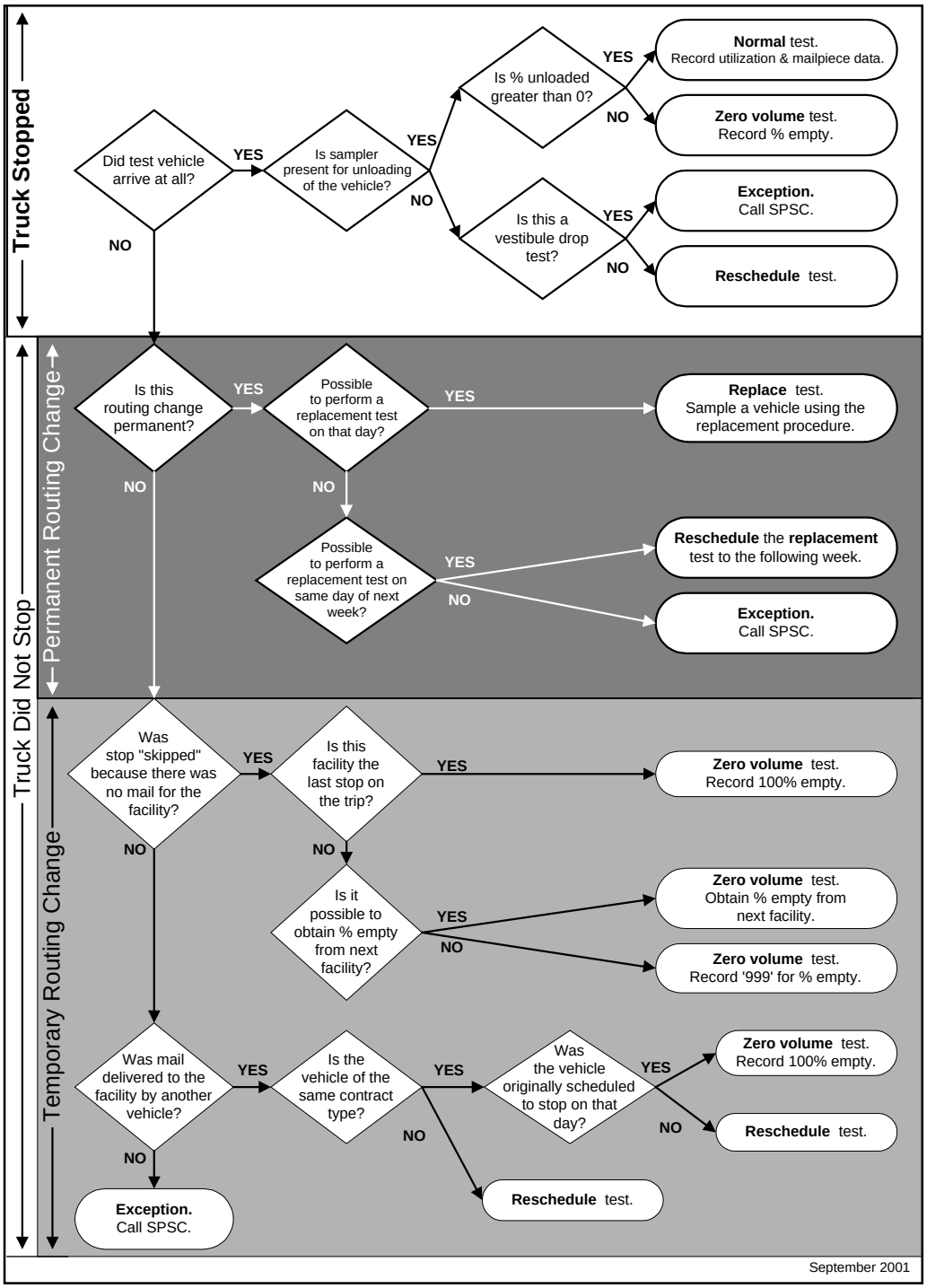
Collect Information for Noncontainerized Items

1. Determine the type, the gross weight, and the origin facility of the item.
2. Sort contents of the item by mail category.
3. Count number of pieces by mail category.
4. Weigh contents of items by mail category.
5. Repeat 1-4 for each set-aside item.

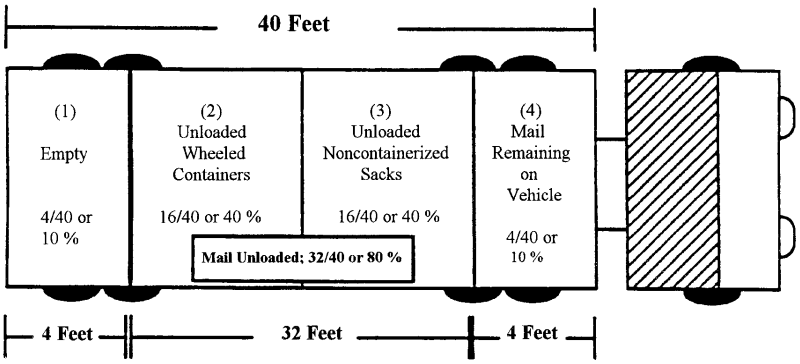
Collect Information for Pallets

1. Measure pallet dimensions.
2. Determine origin facility of the pallet.
3. Estimate the percent of pallet space occupied by mail category/item type.
4. Repeat 1-2 for each set-aside pallet.

RM 5-02 TRACS Highway Subsystem: Reschedule, Replacement, and Zero Volume Decision Tree



RM 5-03 Utilization Estimate Example



This example presents a simple way of determining the utilization of a vehicle when you are entering data in the *Utilization* screen for a TRACS Highway or Rail Test.

In this example, a rail van with 40 feet of cargo space arrives at the dock. The data collector finds that the last 4 feet of the rail van are empty. Therefore, the data collector enters 10% (4/40) in the *Percent Empty* field.

Note: Remember to count empty containers as empty space when performing a utilization estimate. Containers holding nothing but empty equipment are also considered as empty space.

After the dock workers have unloaded the rail van, the data collector finds that 4 feet of mail will not be unloaded. Accordingly, the data collector enters 80% in the *Percent Unloaded* field. The data collector calculates this figure by subtracting 4 feet of empty space and 4 feet of remaining mail from the total length of cargo space (40 - 4 - 4 = 32). A total of 32 feet of mail has been unloaded. Dividing 32 feet by 40 feet (32/40), the data collector calculates that 80% of the vehicle's capacity was occupied by mail that was unloaded.

The data collector now records the components of the unloaded mail. Inspecting the unloaded mail, the data collector estimates that wheeled containers occupied 16 linear feet of rail van space. The data collector also estimates that loose sacks occupied another 16 linear feet of rail van space. There are no pallets or other loose items (parcels, loose flat boxes, etc.). The data collector calculates that the wheeled containers occupied 40% (16/40) of rail van space and that the loose sacks occupied another 40% (16/40) of rail van space. Therefore, the data collector enters 40% in the *Percent Wheeled Containers* field and 40% in the *Percent Noncontainerized Sacks* field.

In the *Percent Remaining in Vehicle* field, the data collector enters 10%, the figure calculated above. The data collector then notes that the sum of the *Percent Empty*, the *Percent Unloaded*, and the *Percent Remaining in Vehicle* fields equals 100 percent.

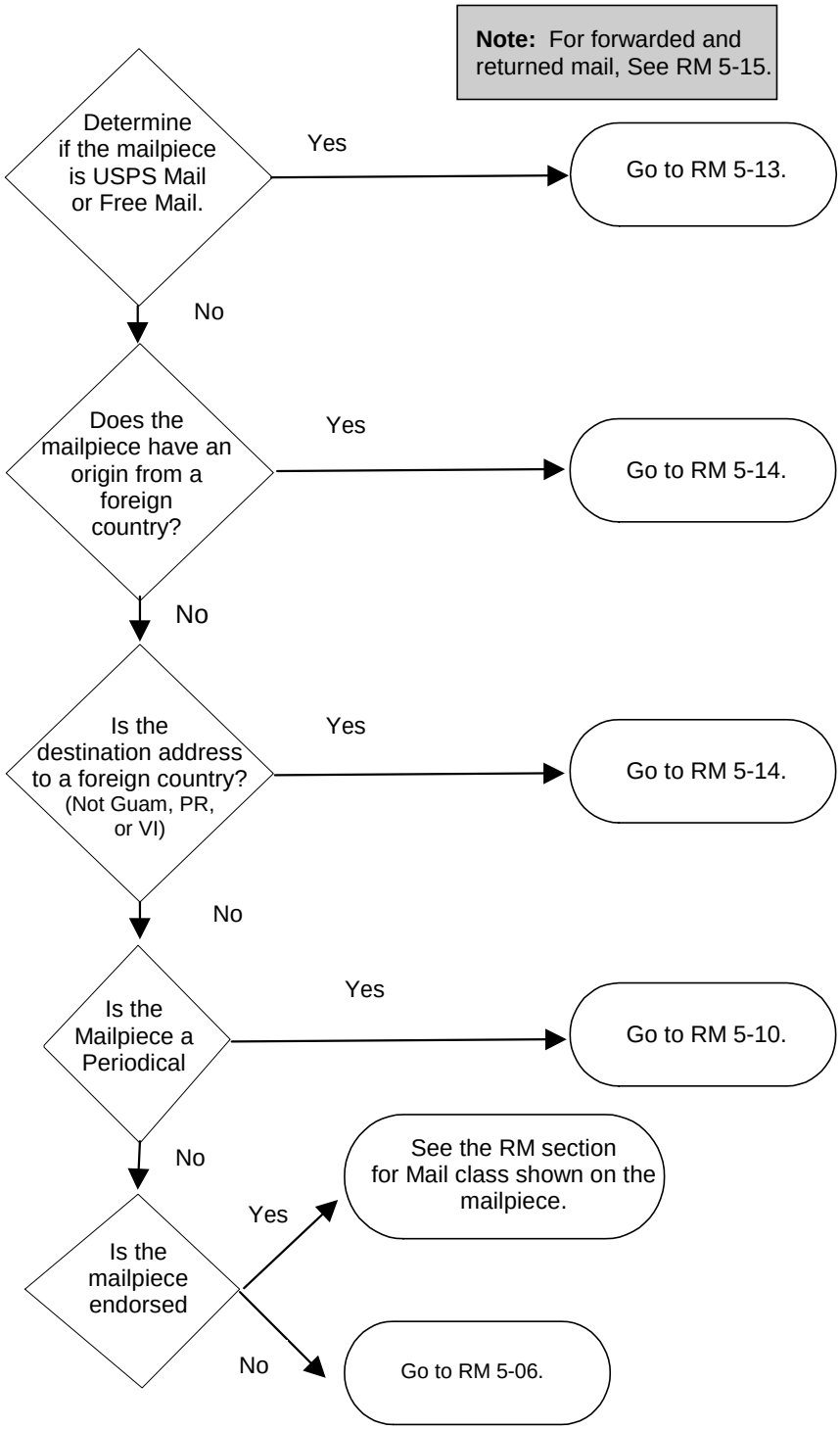
RM 5-04 Bulk Mail Centers (BMCs)

This is a list of BMC names and their corresponding facility codes which you may use as a reference:

BMC Name	Facility Code
Atlanta	30Z
Chicago	60Z
Cincinnati	45Z
Dallas	75Z
Denver	80Z
Des Moines	50Z
Detroit	48Z
Greensboro	27Z
Jacksonville	32Z
Kansas City	66Z
Los Angeles	90Z
Memphis	38Z
Minneapolis/St. Paul	55Z
New Jersey	07Z
Philadelphia	19Z
Pittsburgh	15Z
San Francisco	94Z
Seattle	98Z
Springfield	01Z
St. Louis	63Z
Washington, DC	20Z

RM 5-05 Mail Class Decision Table

Follow these rules sequentially to determine which mail class to select. See the RM sections for complete mail class descriptions.



RM 5-06 Unendorsed Mail

Determining Mail Class in Domestic Statistical Programs

No Endorsements/Markings

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

* FCM – First-Class Mail.
** CBD – Cannot be determined, e.g., permit, unreadable meter.
*** First-Class single piece.
‘<’ Less than.
‘>’ Greater than.
‘≤’ Less than or equal to.
‘=’ Equal

EXCEPTIONS

For mailpieces sent by the Postal Service, record as USPS Mail. Mail sent by the Postal Service can be identified by the return address containing the Postal Service corporate logo followed by the complete return address of the postal facility or by ‘Postal Service’ in the G-10 permit.

RM 5-07 First-Class Mail

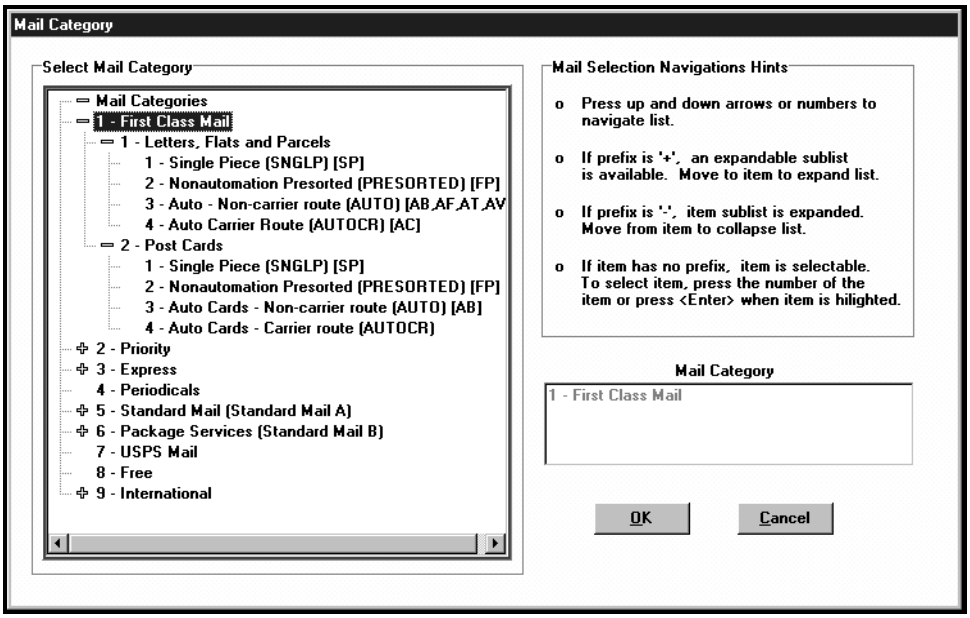


Figure 5–64. *First-Class Mail* Categories

Referenced Section 5.7.7.

First-Class Mail weighs 13 ounces or less. It includes letters, cards, flats, small parcels, or rolls. Postage may be indicated in the indicia by a stamp, precanceled stamp, meter strip or imprint, or a permit imprint.

Record the mailpiece under “Letters, Flats and Parcels” if it is not a postcard. Otherwise, record it under “Postcard”.

A postcard may be a postal card or a private/penalty card. A postal card is a blank card sold by the Postal Service with a preprinted, precanceled postage stamp. A private/penalty card is either a private postcard (for the transmission of messages with postage or a permit imprint affixed) or an official mail card used by federal agencies and specifically authorized individuals. Penalty cards bear the following imprint: *Penalty for Private Use*. Each mailpiece identified as a post card must meet the following criteria:

- Rectangular in shape;
- Not less than 3 1/2 inches high, 5 inches long, or .007 inches thick;
- Not larger than 4 1/4 inches high, 6 inches long, or .016 inches thick.

■

Letters, Flats, and Parcels

Option/Name	Description
Single Piece (SNGLP) [SP]	Record <1> *Single Piece (SNGLP) [SP]* if endorsed *Single Piece (SNGLP)* or MMCRCA *SP*. Use this option for pieces with First-Class Mail single piece postage or marked *Business Reply*.
Nonautomation Presorted (PRESORTED) [FP]	Record <2> *Nonautomation Presorted (PRESORTED) [FP]* if endorsed *Presorted (PRSRT) First-Class* or the MMSRCA *FP* AND there is no automation rate barcode, or *AUTO, A???, AUTOCR, MMSRCA AB, AF, AT, AV, AC or Single-Piece/SNGLP* marking.
Auto – Non-carrier route (AUTO) [AB, AF, AT, AV]	Record as <3> *Auto – Non-carrier route (AUTO) [AB, AF,AT, AV*] if endorsed *AUTO, A???*, or the MMSRCA *AB, AF, AT, or AV*. Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted (PRSRT) First-Class* markings.
Auto Carrier Route (AUTOCR) [AC]	Record as <4> *Auto Carrier Route (AUTOCR) [AC*] if endorsed *AUTOCR* or the MMSRCA *AC*.

Post Cards

Option/Name	Description
Single Piece (SNGLP) [SP]	Record <1> *Single Piece (SNGLP) [SP]* if endorsed *Single Piece (SNGLP)* or MMCRCA *SP*. Use this option for pieces with First-Class Mail single piece postage or marked *Business Reply*.
Nonautomation Presorted (Presorted) [FP]	Record <2> *Nonautomation Presorted (Presorted) [FP]* if endorsed *Presorted (PRSRT) First-Class* or the MMSRCA *FP* AND there is no automation rate barcode or *AUTO, A???, AUTOCR, MMSRCA AB or Single-Piece/SNGLP* marking.
Auto Cards– Non-carrier route (AUTO) [AB]	Record as <3> *Auto Cards – Non-carrier route (AUTO) [AB*] if endorsed *AUTO, A???*, or the MMSRCA *AB*. Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted (PRSRT) First-Class* markings.
Auto Cards - Carrier Route (AUTOCR)	Record as <4> *Auto Cards Carrier Route (AUTOCR)* if endorsed *AUTOCR*.

The First-Class Mail Decision Table on the next page provides additional guidance and a hierarchy for determining mail category.

First-Class Mail Decision Table for TRACS and Carrier Cost Tests Only[1]

IF POSTAGE IS. . .	***ENDORSEMENTS AND/OR MARKINGS ARE. . .***	***THEN ASSIGN MAIL CATEGORY AS. . .***
Single piece postage Check front and back for additional postage	With or without markings	Single Piece
Not single piece postage or none	"Business Reply"	Single Piece
Not single piece postage or none	"Single Piece" or "SNGLP" or MMSRCA[2] "SP"	Single Piece
Not single piece postage or none	"AUTO," "A???,"[3]or MMSRCA[2] "AV," "AT," "AF," or "AB"	Automation Noncarrier
Not single piece postage or none	"AUTOCR" OR MMSRCA[2] "AC"	Automation Carrier
Not single piece postage or none	MMSRCA[2] "FP"	Nonautomation Presort
Not single piece postage or none	Automation Rate Barcode[4] and "PRESORTED" ("PRSRT") and "FIRST-CLASS"	Automation Noncarrier
Not single piece postage or none	"PRESORTED" ("PRSRT") and "FIRST-CLASS"	Nonautomation Presort
Not single piece postage or none	No endorsements, markings, or MMSRCA[2]	Single Piece

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA – Manifest Mailing System Rate Category Abbreviations.
[3] The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A", to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
[4] Automation Rate Barcode is a 9- or 11-digit barcode for flats and an 11-digit barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 5-08 Priority Mail

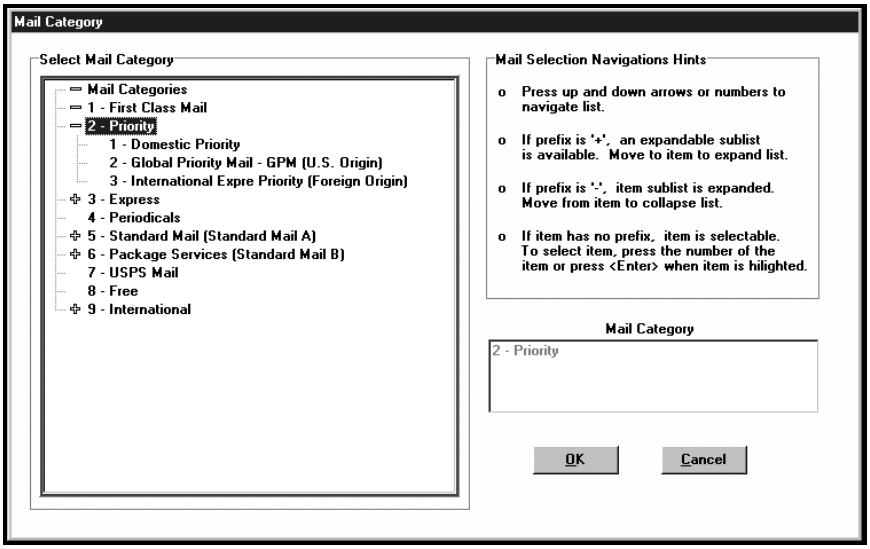


Figure 5–65. *Priority Mail* Categories

Referenced Section 5.7.7.

Option/Name	Description
Domestic Priority	The piece must bear the endorsement *Priority Mail* or must be paid for at or above the Priority Mail rate. *Priority Mail* is First-Class Mail that weighs more than 13 ounces but less than or equal to 70 pounds. Mail that weighs less than 13 ounces is not Priority Mail unless it is endorsed Priority and/or is paid at the *Priority Mail* rate. See RM 5-06 for rules on recording unendorsed mail weighing more than 13 ounces.
Global Priority Mail (GPM)	GPM is an expedited international mail service intended to carry documents, correspondence, and merchandise up to 4 pounds. GPM uses one of two unique envelope designs or a variable weight sticker, all of which include the *Exprés* symbol.
International *Exprés* Priority (Foreign Origin)	Foreign origin incoming International *Exprés* Mail originates from a variety of foreign postal organizations. The Postal Service has agreements with these foreign postal administrations to treat their premium service pieces as *Priority Mail* once it arrives in the United States.

RM 5-09 Express Mail

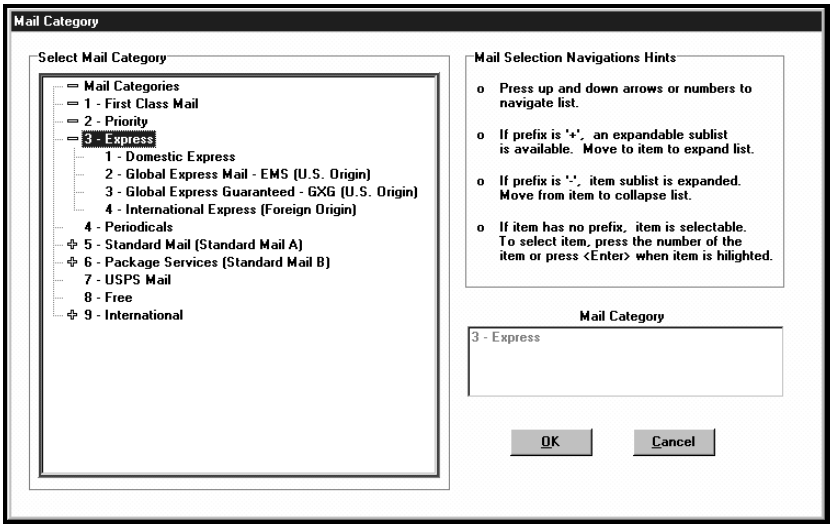


Figure 5–66. *Express Mail* Categories

Referenced Section 5.7.7.

Option/Name	Description
Domestic Express	Express Mail is the U.S. Postal Service's premium delivery service. For TRACS, the Express Mail category includes all Express services such as Next Day Service, Same Day Airport Service, and Custom Designed Service.
Global Express Mail – EMS (US Origin)	Global Express Mail (EMS) is used to send documents and merchandise to a limited number of foreign destinations listed in the International Mail Manual. The weight limits vary and are country specific.
Global Express Guaranteed – GXG (US Origin)	Global Express Guaranteed (GXG) is an expedited delivery service from designated ZIP Code areas to most destination countries and territorial possessions. The maximum weight limit for GXG is 70 pounds.
International Express (Foreign Origin)	International Express is foreign origin mail originating from a variety of foreign postal organizations. The Postal Service has agreements to treat this foreign origin premium service mail as Express Mail once it arrives in the United States.

Recording Mailpieces with the Postal Service Express Mail Label

Mailpieces with the Express Mail Label affixed should be recorded as one of three possible TRACS Mail Categories, depending on the method of payment and the destination address. If there is a Postal Service account number beginning with ‘40’ or ‘41’ in the Method of Payment section of the label, then the piece should be recorded as UPS Penalty mail, whether the destination address is domestic or in a foreign country. If a Postal Service account number is not present and the destination address is a foreign country, the piece should be recorded as Global Express Mail – EMS. If a Postal Service account number is not present, and the destination address is not a foreign country, then the piece should be recorded as Domestic Express Mail. Examples of Express Mail Labels include Labels 11A, 11B, 11E, 11F, and custom designed Labels 5625 or 5625C. These rules are summarized, in sequential order, in the table below. Use the first rule that applies.

On Express Mail Label	Record As
Postal Service Account Number beginning with ‘40’ or ‘41’	USPS Mail
Destination address is to a foreign country*	Global Express Mail - EMS (U.S. origin)
None of the above	Domestic Express Mail

*Puerto Rico, U.S. Virgin Islands, and Guam are domestic destinations.

RM 5-10 Periodicals

Periodical mail is composed exclusively of publications such as newspapers, magazines, periodicals, and newsletters. Periodicals are mailed by publishers and registered news agents. The name of the publication must be on the front of the mailpiece.

Periodicals generally do not have indicia, but when enclosed in a mailing wrapper, they may bear the marking *Periodicals* in the upper right corner of the address side of the mailpiece.

RM 5-11 Standard Mail

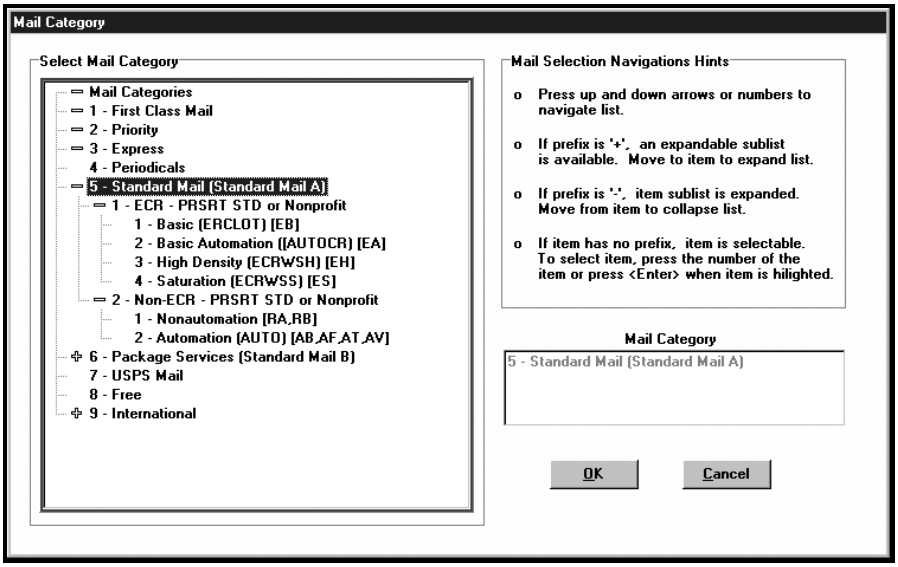


Figure 5–67. *Standard Mail* Categories

Referenced Section 5.7.7.

This mail is not required to be entered as First-Class, nor is it mailed at the rate for Periodicals (unless permitted or required by standard). Each Standard Mail mailpiece must weigh less than 16 ounces.

Standard Mail must have one of the following basic markings: Presorted Standard, PRSRT STD, Nonprofit Organization, Nonprofit Org. or Nonprofit.

Enhanced Carrier Route (ECR) – Presorted Standard or Nonprofit

Option/Name	Description (ECR)
Basic (ERCLOT) [EB]	Record as <1> *Basic (ERCLOT) [EB]* if the piece bears the marking *ERCLOT* or MMSRCA *EB.*
Basic Automation (AUTOCR) [EA]	Record as <2> *Basic Automation (AUTOCR) [EA]* if the piece bears the marking *AUTOCR* or MMSRCA *EA.*
High Density (ECRWSH) [EH]	Record as <3> *High Density (ERCWSH) [EH]* if the piece bears the marking *ECRWSH* or MMSRCA *EH.*
Saturation (ECRWSS) [ES]	Record as <4> *Saturation (ECRWSS) [ES]* if the piece bears the marking ECRWSS or MMSRCA *ES.*

Non Enhanced Carrier Route (Non ECR) – Presorted Standard or Nonprofit

Option/Name	Description
Nonautomation [RA, RB]	Record as <1> *Nonautomation [RA, RB]* if the piece is endorsed with the MMSRCA *RA or RB*. Use this option if endorsed *Presorted Standard or Nonprofit Organization* AND there is no automation rate barcode, or *AUTO, A???, AUTOCR, MMSRCA AB, AF, AT,* or *AV* marking.
Automation (AUTO) [AB, AF, AT, AV]	Record as <2> *Automation (AUTO) [AB, AF, AT, AV]* if endorsed *AUTO, A???,* or the MMSRCA *AB, AF, AT, or AV.* Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted Standard or Nonprofit Organization* markings.

The Standard Mail Decision Table on the next page provides additional guidance and a hierarchy for determining mail category.

Standard Mail Decision Table for TRACS and Carrier Cost Tests Only[1]

IF ENDORSED AND/OR MARKED. . .	AND/OR ADDITIONAL MARKINGS ARE. . .	THEN ASSIGN MAIL CATEGORY AS. . .
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"AUTOCR" or MMSRCA[2] "EA"	ECR Basic Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ERCLOT"[3] or MMSRCA[2] "EB"	ECR Basic
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSH"[3] or MMSRCA[2] "EH"	ECR High Density
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSS"[3] or MMSRCA[2] "ES"	ECR Saturation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"AUTO," "A???,"[3] MMSRCA[2] "AV," "AT," "AF," or "AB"	Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	MMSRCA[2] "RA" or "RB"	Nonautomation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org or Nonprofit)	Automation Rate Barcode[4]	Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	None	Nonautomation[3]

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA – Manifest Mailing System Rate Category Abbreviations.
[3] ECR – Enhanced Carrier Route. The "ECR" and the "LOT," "WSh," or "WSS" may appear in two different locations on the mailpiece.
[3] The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A", to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
[4] Automation Rate Barcode is a 9- or 11-digit barcode for flats and an 11-digit barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 5-12 Package Services Mail

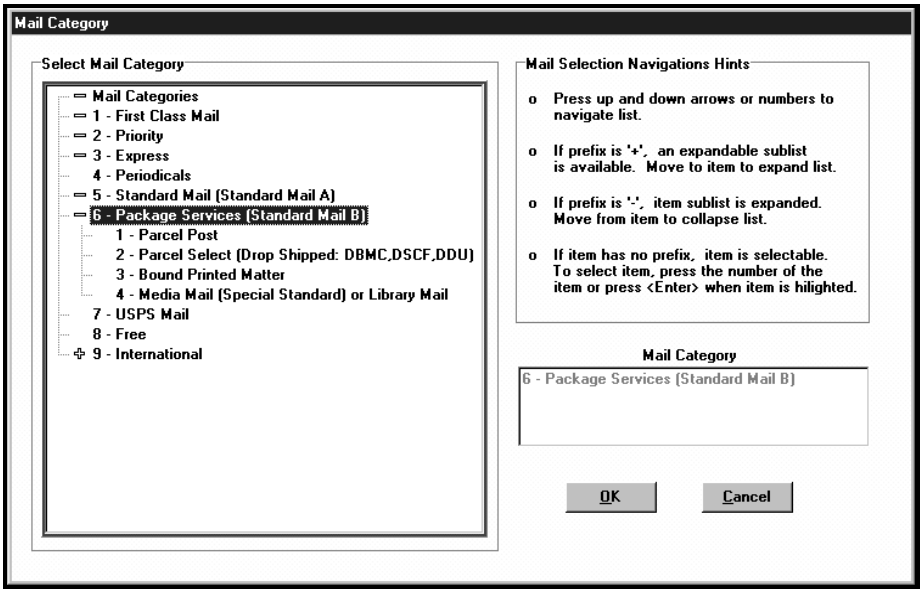


Figure 5–68. *Package Services* Mail Categories

Referenced Section 5.7.7.

This mailpiece is marked Parcel Post or PP, Bound Printed Matter or BPH, Media Mail, or Library Mail. Package Services Mail does not have a minimum weight limit. A single piece mailed at the Bound Printed Matter rate may not exceed 15 pounds. The weight for Parcel Post, Parcel Select, Media Mail and Library Mail may not exceed 70 pounds.

Note: Mailpieces weighing less than 16 ounces and endorsed Parcel Post, Parcel Select, Bound Printed Matter, Media Mail, and Library Mail must pay at least the one-pound rate for the endorsed class.

Option/Name	Description
Parcel Post	Record as <1> *Parcel Post* if the piece is endorsed *Parcel Post or PP* and there are no other markings.
Parcel Select (Drop shipped: DBMC, DSCF, DDU)	Record as <2> *Parcel Select (Drop Shipped: DBMC, DSCF, DDU)* if the piece is endorsed *Parcel Select*, *Drop Ship* or *D/S*.
Bound Printed Matter	Record as <3> *Bound Printed Matter* if the piece is endorsed *Bound Printed Matter* or *BPM*
Media Mail (Special Standard) or Library Mail	Record as <4> *Media Mail (Special Standard)* or *Library Mail* if the piece is endorsed *Media Mail* or *Library Mail.* Mailers may use the markings *Special Standard* and *Library Rate* until January 1, 2002.

RM 5-13 USPS Mail and Free Mail

Option/Name	Description
USPS Mail	USPS Mail is official mail sent with or without prepayment of postage by the Postal Service. This mailpiece displays the Postal Service corporate signature or Finance Number above the name and return address of the postal facility. This mailpiece may or may not bear the Postal Service emblem. Regardless of mail category, record all Postal Service mail as such, not as the mail category. **Note:** Express Mail sent by the Postal Service is often transported in the same sack with Domestic Express Mail. Since they are affixed with the same type of mailing label, identify these mail pieces by inspecting the return address or by the Corporate Account Number (‘40’ or ‘41’). Do not record Express mail sent by the Postal Service as Express Mail. **Always record it as USPS Mail (See RM 6-09).**
Free Mail	Free mail is mail sent at no cost to the sender. This classification is restricted to the blind or handicapped and specific members of the U.S. armed forces. Each piece must have the marking *FREE* written in the upper right-hand corner of the address side.

RM 5-14 International Mail

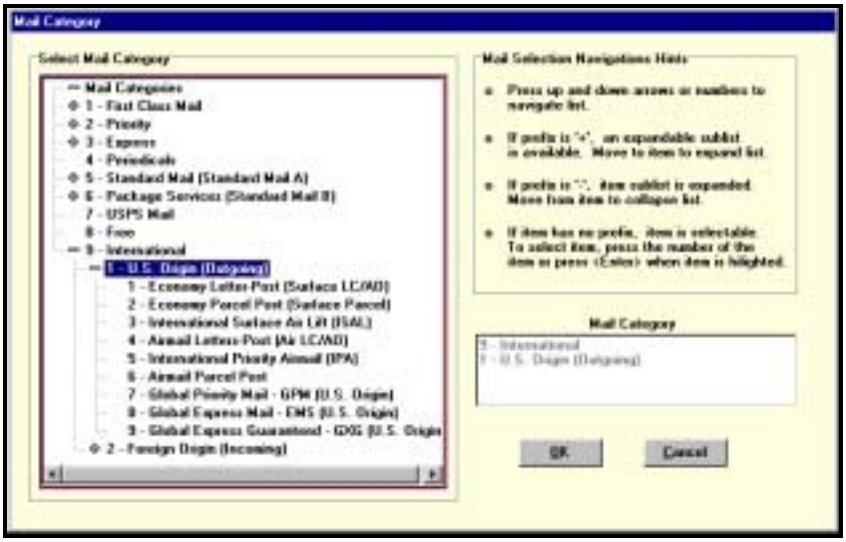


Figure 5–69. *International Mail* Categories (U.S. Origin)

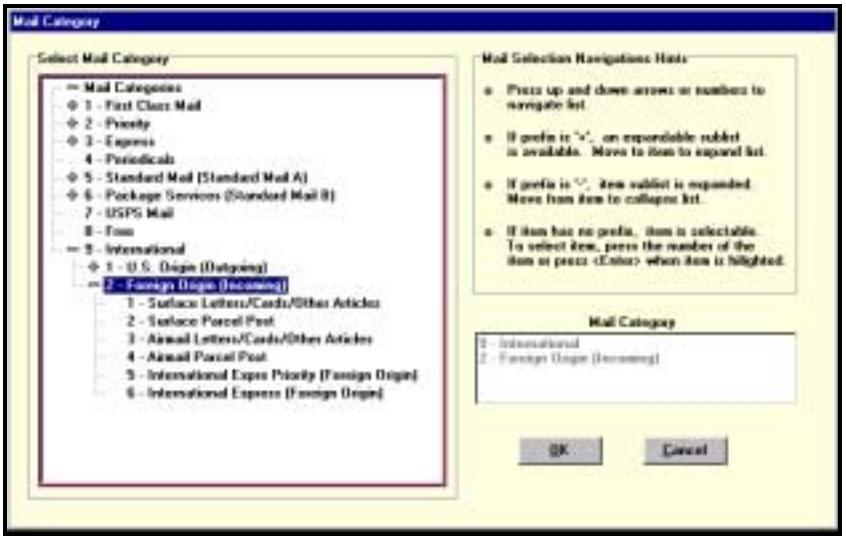


Figure 5–70. *International Mail* Categories (Foreign Origin)

Referenced Section 5.7.7.

To classify International Mail, first identify whether the mailpiece is U.S. Origin (outgoing) or Foreign Origin (incoming):

- U.S. Origin (outgoing): U.S. Origin mail is mail that originates in the United States or in one of its territories and will be delivered to a foreign country. This mailpiece bears domestic postage.

- Foreign Origin (incoming): Foreign Origin mail originates outside the U.S. and its territories and will be delivered in the United States or its territories. This mailpiece bears foreign postage.

International U.S. Origin (Outgoing)

Option/Name	Description (U.S. Origin)
Economy Letter Post (Surface)	Consists of letters, and letter packages, post and postal cards, printed matter and small packets. The weight limit for this category is 4 pounds. This mail has no transportation endorsements. It may be endorsed "LETTER" or "LETTRE" to avoid mistaking it with items of another class.
Economy Parcel Post (Surface)	Similar to domestic Package Services Parcel Post except written communication considered current personal correspondence is prohibited. Merchandise is permitted in this mail class. This mail has no transportation endorsements.
International Surface Airlift (ISAL)	ISAL mailings are bulk mail shipments flown to foreign destinations and then entered into that county's surface or non-priority system for delivery.
Airmail Letter Post and Other Articles (Airmail)	Consists of letters, and letter packages, post and postal cards, aerogrammes, printed matter and small packets. The weight limit for this category is 4 pounds. The mail is marked *Air Mail* and/or *Par Avion.*
International Priority Airmail (IPA)	This service is available to bulk mailers who mail a minimum of 11 pounds in the mailing. There are two rates: presort and worldwide nonpresort. This mail should be marked Air Mail or Par Avion.
Airmail Parcel Post	Similar to Surface Parcel Post, except that it is transported by air and marked must be *Air Mail* and/or *Par Avion.*
Global Priority Mail (GPM)	GPM is an expedited international mail service intended to carry documents, correspondence, and merchandise up to 4 pounds. GPM uses one of two unique envelope designs or a variable weight sticker, all of which include the *Exprés* symbol.
Global Express Mail – EMS (US Origin)	Global Express Mail (EMS) is used to send documents and merchandise to a limited number of foreign destinations listed in the International Mail Manual. The weight limits vary and are country specific.
Global Express Guaranteed – GXG (US Origin)	Global Express Guaranteed (GXG) is an expedited delivery service from designated ZIP Code areas to most destination countries and territorial possessions. The maximum weight limit for GXG is 70 pounds. (This mail will be in envelopes formerly used for Priority Mail Global Guaranteed (PMGG) until supplies are exhausted.)

International Foreign Origin (Incoming)

Option/Name	Description (Foreign Origin)
Surface Letters/Cards and Other Articles (AO)	Includes letters, letter packages, and post cards. Consists of all other objects except Parcel Post. This rate category also includes printed matter (regular printed matter, books, and sheet music), matter for the blind, and small packets. The weight limit is 4 pounds. This mail has no air transportation endorsements.
Surface Parcel Post (CP)	Similar to domestic parcel post except written communication considered current personal correspondence is prohibited. This mail has no air transportation endorsements.
Airmail Letters/Cards and Other Articles (LC/AO)	Letters, cards, aerogrammes, regular printed matter, books, sheet music, matter for the blind, small packets, and Publishers Periodicals (Second-class) marked *Air Mail* and/or *Par Avion.*
Airmail Parcel Post (AIR CP)	Similar to surface parcel post, except that it is transported by air. It must have one of the following airmail endorsements: *Air Mail* and/or *Par Avion.*
International *Exprés* Priority (Formerly Foreign Origin)	Foreign origin International Exprés Mail originates from a variety of foreign postal organizations. The Postal Service has agreements with these foreign postal administrations to treat their premium service pieces as *Priority Mail* once it arrives in the United States.
International Express (Foreign Origin)	International Express is foreign origin mail originating from a variety of foreign postal organizations. The Postal Service has agreements to treat this foreign origin premium service mail as Express Mail once it arrives in the United States.

RM 5-15 Rules for Recording Returned and Forwarded Mail

Rules for Recording Forwarded or Returned Mailpieces in TRACS Tests

Apply the following rules, in sequential order, to determine the TRACS rate category to be recorded for mailpieces being forwarded or returned to sender. Use the first rule that applies.

Rule 1: First-Class, Priority, or Express Mail Rates

For mailpieces mailed at First-Class, Priority, or Express Mail rates, record the rate category at which the piece was mailed. For example, if a First-Class letter mailed at a Nonautomation Presort rate is sampled when being forwarded, record it as *First-Class Mail, Letters, Cards, Flats, and Parcels - Nonautomation Presort* (See Figure 5-71).

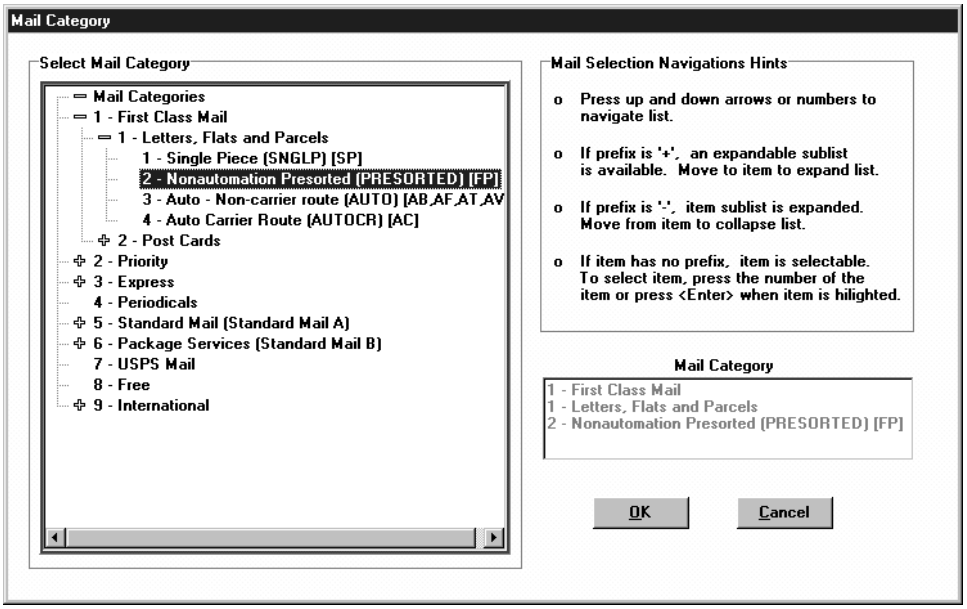


Figure 5–71. *First-Class Mail* Recording

Rule 2: Mailpiece Forwarded or Returned at a Specific Single-Piece Rate

If the mailpiece has an endorsement stating that it should be forwarded or returned at a specific Single-Piece rate, then record the rate category applicable for the endorsed rate. For example, applicable Package Services categories are *Parcel Post, Bound Printed Matter and Media Mail or Library Mail* (See Figure 5-72).

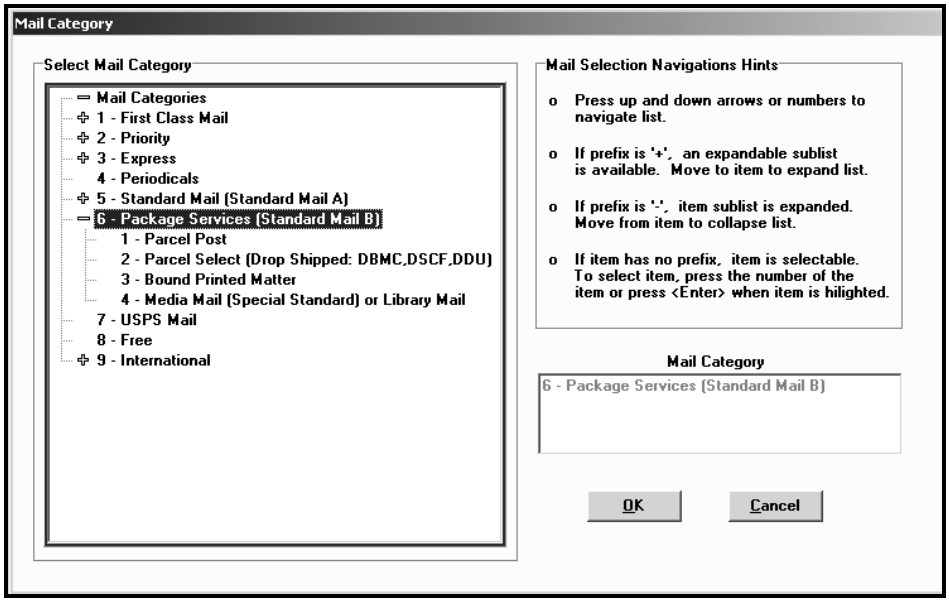


Figure 5–72. *Package Services* Rate Categories

Rule 3: Periodical or Standard Mail Rates

For mailpieces mailed at Periodical or Standard Mail rates, refer to Table 1 to determine the appropriate rate category, depending upon the ancillary service endorsement.

Forwarded or Returned Periodicals and Standard Mail Mailpieces

Ancillary Service Endorsement	Forwarded	Returned to Sender
Periodical		
"Address Service Requested"	Periodical	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
No endorsement	Periodical	N/A
Standard Mail		
"Address Service Requested"	Same category as the original mail.	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Forwarding Service Requested"	Same category as the original mail.	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Return Service Requested"	N/A	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Address Service Requested – BPRS"	First-Class Single-Piece if less than 13 oz., and Priority otherwise.	Same category as the original mail.
"Return Service Requested – BPRS"	N/A	Same category as the original mail.
No endorsement	N/A	N/A

Rule 4: Package Services Rates

Except for Parcel Select (Drop Shipped, DBMC, DSCF, DDU), record the mailpiece in the same category as the original mail. For Parcel Select, if the mailpiece is forwarded locally (old and new address served by the same post office), record as parcel select. If a Parcel Select mailpiece is forwarded non-locally or returned to sender, record as Parcel Post.

RM 5-16 Automation Mail Endorsements

This related material covers new endorsements for First-Class Mail and Standard Mail automation letters and cards introduced in 1999. These new endorsements enable BMEU staff to verify proper payment of mailings from presort bureaus. The new endorsements will only be found to the left of the MLOCR mailer-applied barcode along the bottom edge of the piece. The *AUTO* endorsement may still appear in the keyline portion in the address area and is independent of the MLOCR *AUTO* endorsement.

Mailers are now given the option of substituting the endorsements listed below for the *AUTO* endorsement on automation letters and cards. The new endorsements begin with an '*A'* followed by a three-character code. See the tables below for examples of these codes and their corresponding definitions.

Do not use the *Definition* column to determine mail category since this reflects the original mail make up and not how the presort bureau presented the mailing to the Postal Service. Regardless of which of these new endorsements is shown, record the piece as automation letter or card. The CODES software will display the new endorsements using the standard notation of *A???* where *A* represents *AUTO* and the *???* represents the appropriate three-character code.

Listed below are possible endorsements that may be found on First-Class Mail and Standard Mail automation letters or cards. (This list is not all-inclusive).

First Class Mail Code	Definition
AUP1	Barcoded 1 Ounce Permit Imprint
AUP2	Barcoded 2 Ounce Permit Imprint
AUP3	Barcoded 3 Ounce Permit Imprint
AUP4	Barcoded 4 Ounce Permit Imprint
AUM5	Barcoded 5-Digit Metered Postage Affixed
AUM3	Barcoded 3-Digit Metered Postage Affixed
AUMB	Barcoded Basic Metered Postage Affixed
AUMP	Presorted Metered Postage Affixed
AUS1	Precanceled Stamp Affixed (Exact postage for additional ounce(s) must always be affixed)
AUS1	Precanceled Stamp Affixed (card)
AUS2	Precanceled Stamp Affixed (Exact postage for additional ounce(s) must always be affixed)

Standard Mail Code	Definition
AUPI	Barcoded Permit Imprint
AUM5	Barcoded 5-Digit Metered Regular Postage Affixed
AUM3	Barcoded 3-Digit Metered Regular Postage Affixed
AUMB	Barcoded Basic Metered Regular Postage Affixed
AUM8	Presorted 3/5 Metered Regular Postage Affixed
AUM9	Presorted Basic Metered Regular Postage Affixed
AUSR	Precanceled Regular Rate Stamp Affixed
ANPI	Barcoded Nonprofit Permit Imprint
ANM5	Barcoded 5-Digit Metered Nonprofit Postage Affixed
ANM3	Barcoded 3-Digit Metered Nonprofit Postage Affixed
ANMB	Barcoded Basic Metered Nonprofit Postage Affixed
ANM8	Presorted 3/5 Metered Nonprofit Postage Affixed
ANM9	Presorted Basic Metered Nonprofit Postage Affixed
ANSN	Precanceled Nonprofit Stamp Affixed

RM 5-17 Typical Test Facilities for TRACS Highway

TRACS Highway Tests will usually take place at one of the following facilities:

Type of Facility	Description
Sectional Center Facility (SCF) (also P&DC or P&DF)	Sectional Center Facilities include: GMFs, GPOs, and other general mail processing facilities. A large portion of TRACS Highway Tests are conducted at SCFs. All TRACS Highway Tests will take place at the inbound docks of the SCF. The facility code for an SCF is derived from the first three digits of the facility's ZIP Code. For instance, the ZIP Code for the Northern Virginia Sectional Center is 22081 and the facility code is '220'.
Associate Office	Associate Offices are responsible for local collection and delivery of mail. Only a small percentage of TRACS Highway Tests are conducted at AOs. Most Aos have few truck bays where mail is unloaded; therefore, finding the correct truck bay should be fairly easy. The facility code for an AO is the same as the office's 5-digit ZIP Code.
Airport Mail Facility (AMF) or Airport Mail Center (AMC)	Airport Mail Facilities and Airport Mail Centers are located at or near airports. These facilities prepare mail for air transportation by labeling each item according to airline, flight, and destination. A few TRACS Highway Tests are conducted at AMFs/AMCs. The facility code for an AMF/AMC is a 3-letter code (such as LAX for the Los Angeles International Airport or BWI for Baltimore Washington International Airport).

Bulk Mail Center (BMC)

Bulk Mail Centers primarily process non-preferential mail. TRACS Highway testing occurs at the BMC's inbound docks.

Because of the large size of BMCs and their many van bays and trailer queues, TRACS Highway testing at BMCs can be difficult. Therefore, ensure that you find the Vehicle Control Office (Transportation Analyst) or a Dock Supervisor for assistance. They will help you determine when and where your test mail will be unloaded.

The facility code for a BMC is composed of three digits. The first two digits are the first two digits of the five-digit ZIP Code of the facility. The third digit is the letter 'Z.' For example, the ZIP Code for Detroit's BMC is 48101 and the facility code is '48Z.'

For a table of BMC names and corresponding Facility Codes, see RM 5-04.

Note 1: The term *Sectional Center Facility (SCF)* has technically been changed to *Processing and Distribution Center (P&DC)* or *Processing and Distribution Facility (P&DF).* However, TRACS still uses the term *SCF.*

Note 2: Contracts classified as *Intra-P&DC* or *Intra-Cluster* are treated as *Intra-SCF* by TRACS; contracts classified as *Inter-P&DC, Inter-Cluster*, or *Inter-Area* are treated as *Inter-SCF* by TRACS.

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Chapter 6

Conducting the TRACS Rail Test

BACKGROUND INFORMATION

The Transportation Cost System Rail Test (TRACS Rail) is a statistical data collection system that provides information to estimate the proportions of cubic foot miles for different categories of mail transported by rail. The TRACS Rail Test samples mail arriving at either BMCs or SCFs. This mail arrives in Rail vans which are first transported by freight train, then attached to tractor trailer trucks at the train station and taken to a BMC or SCF. All mail off-loaded from the sampled Rail van at the facility is eligible for sampling.

The Postal Service uses TRACS Rail data to distribute purchased freight Rail transportation costs to different categories of mail. This information helps determine postal rates. *TRACS Tests are not designed to set work standards or measure employee performance*. This chapter describes the procedures for conducting the TRACS Rail Test.

ESSENTIAL PRSONNEL

A trained data collector and on-site personnel conduct the TRACS Rail Test.

REQUIRED MATERIALS

Always ensure that you have the following materials at the test site:

- Laptop computer.
- Stickers or markers. These are used to mark set-aside containers and items pulled from containers.
- A scale that indicates pounds, ounces, and tenths of an ounce. A digital scale is preferred.
- Access to a scale that can weigh large or heavy items.
- Sixty-inch tape measure for measuring pallets and loose items on the floor.
- Scratch paper and pen/pencil.

- *Data Collection User's Guide for Cost Systems*, Chapter 6: "Conducting the TRACS Rail Test" (this guide).
- Two blank, formatted 3.5 inch data diskettes for emergencies (optional).
- A hamper (optional). This may be useful when transporting test items between the unloading dock and the test area.
- A sorting case (optional). This may be useful for sorting mail by mail category.

PROCEDURES

To conduct the TRACS Rail Test, you will use the following procedures. Step-by-step instructions for completing these tasks are given in the appropriate sections of this chapter and in Chapter 2.

- **Perform pretest preparations one to two days before the test (See Section 2.3.1.2).** During the pretest preparation, you should call the Vehicle Control Office in order to verify whether any vans from the scheduled Origin BMC will arrive on the scheduled test day. If no vans are arriving from the scheduled Origin BMC, be prepared to select a replacement van. At this time, you will also select an individual van with mail for sampling and identify the arrival time of the van with the assistance of the Vehicle Control Office personnel. Also, be prepared to answer any questions the Vehicle Control Office or the Transportation Analyst may have.
- **Arrive at site and prepare for the test.**
- **Locate the test van.** Communicate with the facility personnel. Provide them with the Van ID of the Rail van you will be testing. With their help, determine where and when the test van will be unloaded. Be present at the dock door before the van unloads its contents. At a BMC, the BMC Van Control Office may be able to adjust the dock time of the test van to facilitate efficient data collection.
- **Collect information on test van.** Make sure the van you are testing has the same Origin BMC as is listed in the *General Information* table in the *Header* screen. If you are performing a replacement test, you need to know the replacement Origin BMC for the replacement van.
- **Collect information on van utilization and details of unloaded.** Utilization measures how a van's floor space is occupied. For example, the *Percent Unloaded* field on the *Utilization* screen measures the floor space occupied by mail unloaded at the test. You will record the percent of floor space used by each of the sampling groUSPS. There are five sampling groUSPS: wheeled containers, pallets, noncontainerized

sacks, noncontainerized Express Mail items, and noncontainerized other items (parcels, trays, etc.). You will also record the number of wheeled containers and pallets that are unloaded, as well as the height of noncontainerized sacks, Express Mail items, and other items that are stacked in the van before unloading.

- **Set aside the test mail.** As dock personnel unload the van, you will select and remove the following mail containers:
  - Two to five wheeled containers
  - One to two pallets
  - All noncontainerized Express Mail items on the van.
  - One to eight noncontainerized, sacks and other items on the van.

  For each set-aside wheeled container, you will select one item for each item type in the container.
- **Record detailed information.** During this last step, you will record information on the test van, information on selected containers, items, and pallets. You will also record piece and weight by mail category for mail in sampled items and on pallets.
- **Review data and correct errors.**
- **Upload data to the Base Unit.** See Chapter 9.

Refer to RM 6-01 for a flow chart depicting the steps on how to conduct a TRACS Rail Test.

6.1 On-Site Preparation

BACKGROUND INFORMATION

Once you have completed the required advance preparation procedures outlined in Section 2.3.1, you are ready to conduct the TRACS Rail Test on-site.

6.1.1 Arrival at the Site and Preparation for the Test

PROCEDURES

TRACS RAIL Tests will usually take place at Bulk Mail Centers (BMCs) or Sectional Center Facilities (SCFs). See RM 6-17 for a description of these facilities.

Note: The term *Sectional Center Facility (SCF)* has technically been changed to *Processing & Distribution Center (P&DC)* or *Processing & Distribution Facility (P&DF).* However, TRACS still uses the term *SCF*.

The on-site preparation is designed to allow you to properly locate and set aside mail for testing. It primarily involves the following tasks:

- Arriving early at the test facility
- Communicating with the facility personnel
- Ensuring a safe working place
- Locating the test van

When you arrive at a test facility, you will need to consult the following individuals. Their titles may vary from those listed in Table 6-1.

Table 6–1. Individuals to Consult for Assistance in Locating TRACS Mail

Facility	Individuals to Consult
Bulk Mail Center (BMC)	Vehicle Control Office Transportation Analyst Dock Supervisor Tour Supervisor Logistics Coordinator
Sectional Center Facility (SCF) [also called P&DC or P&DF]	Transportation Analyst Dock Supervisor Tour Supervisor

Arrive 45 minutes before dock time.

This time should be the confirmed time when the selected van will be unloaded as described in Section 2.3.1.2, Step 5.

Unlike a Highway Test, the Sample Selection File for a Rail Test does not provide you either the arrival time or the dock time for the test van. Make sure you obtain both the van arrival time and the scheduled van unload time in advance. See Section 2.3.1.2 for procedures you need to follow to determine the dock time.

Rail vans frequently arrive ahead of schedule. Arrive 45 minutes before unloading to help ensure that you do not miss the unloading of the Rail van. You will need to record capacity utilization data before the mail is offloaded.

Communicate with the facility personnel.

Upon arrival, inform the Vehicle Control Office (Transportation Analyst) and/or the Dock Supervisor that you will be performing a TRACS Rail Test. Provide them the origin BMC, the arrival date, and the Van ID that you will be testing. See Section 2.3.1.2 for procedures involved in determining the Van ID. Verify the dock time for the test van and determine where it will be unloaded.

Ensure that you have a safe work area to sample your mail.

If you are unfamiliar with the facility, look for a safe work area. You should find an area where you can safely conduct sampling.

Set up the CODES computer and prepare to enter header information (See Sections 6.7.1 and 6.7.2).

6.1.2 Locating Where the Van Will be Unloaded

Based on the information provided by the facility personnel, find the dock where the van will be brought in for unloading the mail. In addition, make sure that you are present at the dock door before the unloading.

If you are at a BMC, the BMC Vehicle Control Office may be able to adjust the dock time of the test van to facilitate efficient data collection.

Use Table 6-1 in Section 6.1.1 to find the right individual for consultation and to help in locating the test van.

1. An empty Rail van should never be selected for a Rail Test. The Rail Management Information System (RMIS) can tell you whether or not a Rail van has mail. Unlike a Highway Test or an Amtrak Test, a Rail Test cannot be a zero volume test.
2. If no van is arriving on the test day from the scheduled origin BMC, determine if you can sample another Rail van on the same day or a later time. See Section 6.2.1 for Decision Rules for Rail Replacement Tests.

   The Vehicle Control Office uses the Rail Management Information

System (RMIS) to determine which Rail vans will actually arrive at the facility on the scheduled day and at what times. Because Rail transportation between cities is used on an as-needed basis, it often happens that no mail arrives from a particular BMC on a particular day. If no Rail van arrives from the origin BMC on the day scheduled for a Rail Test, you still may be able to perform a replacement test on the same day.

3. If you do not arrive in time for sampling, reschedule the test.

6.2 Reschedule and Replacement Tests

BACKGROUND INFORMATION

In general, TRACS Rail Tests are conducted following normal procedures as stated in this handbook. However, instances may arise in which a TRACS Rail Test cannot be conducted in the normal manner. Examples of these instances may include when no van is arriving on the test day from the scheduled Origin BMC or you did not arrive at the facility in time for sampling. In these cases, you may need to perform one of the two following actions:

- **Reschedule** the test for another day within the quarter.
- Schedule and conduct a **replacement test**.

This section will help you determine what course of action to take if you arrive at the test site and are unable to perform the test as originally scheduled. Under certain circumstances, you may reschedule the test for another day or perform a replacement test on another vehicle on the same day.

6.2.1 Decision Rules for Reschedule and Replacement TRACS Rail Tests

PROCEDURES

Use the following decision rules to determine whether a TRACS Rail Test should be rescheduled, replaced, or conducted following normal procedures. RM 6-02 provides a decision tree for conducting TRACS Rail Reschedule and Replacement Tests.

The decision rules discussed here should be used for determining the appropriate action to take. If the appropriate action is to reschedule the test or conduct a replacement test, follow current procedures for rescheduling the test or conducting the replacement test as described in Sections 6.2.2 and 6.2.3. If you encounter a situation for which these decision rules are insufficient for determining the appropriate action, contact your SPSC for assistance. Otherwise, consult the following decision rules:

Situation A: The Rail van from the Scheduled Origin BMC arrived at the facility, and:

Situation A1: You were present when mail was unloaded.
Then: Record utilization and mailpiece data as **normal**.

Situation A2: You were not present when mail was unloaded.
Then: **Reschedule** the test.

Situation B: No Rail van is arriving on the test day from the scheduled Origin BMC, but there will be a Rail van arriving from Replacement Origin BMC 1 on that day.
Then: Conduct a **replacement test** on that Rail van.

Situation C: No Rail van is arriving from the scheduled Origin BMC, nor from Replacement Origin BMC 1 on the test day, but there will be a Rail van arriving from the Replacement Origin BMC 2 on that day.

Then: Conduct a **replacement test** on that Rail van.

Situation D: No Rail van is arriving from scheduled Origin BMC, Replacement Origin BMC 1, nor Replacement Origin BMC 2 on the test day, but:

Situation D1: There will be a Rail van arriving on the test day from another BMC.

Then: Conduct a **replacement test** on that Rail van.

Situation D2: No Rail van will be arriving from any BMC on the test day.

Then: Schedule a **replacement test** on the next day when there is a Rail van available. Select a Rail van from scheduled Origin BMC or use replacement rules for Situations B to D1 to select the Rail van and conduct the test.

Zero volume is not valid in Rail Tests. Empty Rail vans are not eligible for testing.

6.2.2 Reschedule Test

If the action to be taken as instructed by the decision rules is to reschedule test, notify your Manager of Statistical Programs (MSP). Procedures for rescheduling tests are in Appendix B.

6.2.3 Replacement Test

Before you perform a replacement test, make sure you have reviewed all of the decision rules discussed in Section 6.2.1.
A **replacement test** is a test performed on another van. Select a van using the step-by-step instructions described below.

1. **Verify that no Rail vans will be arriving on the test day from the scheduled Origin BMC.**

   Speak with the Vehicle Control Office at the BMC where sampling will occur. Verify that no Rail vans will be arriving from the scheduled Origin BMC. The scheduled Origin BMC name is listed on the *Header* tab (See Section 6.7.2).

2. **If no Rail van will be arriving from the Origin BMC on the test date, select and test a Rail van that will be arriving on the test date from Replacement Origin BMC 1.**

   Ask the Vehicle Control Office whether any Rail vans from the Replacement Origin BMC 1 facility will be arriving on the test date. The BMC 1 name is the second BMC listed on the *Replacement BMC* pop-up list (See Section 6.7.2).

3. **If no Rail van will be arriving from Replacement Origin BMC 1 on the test date, select and test a Rail van that will be arriving on the test date from Replacement Origin BMC 2.**

   Ask the Vehicle Control Office whether any Rail vans from the Replacement Origin BMC 1 facility will be arriving on the test date. The BMC 2 name is the third BMC listed on the *Replacement BMC* pop-up list (See Section 6.7.2).

4. **If no Rail van will be arriving from Replacement Origin BMC 2 on the test date, select and test any Rail van that originated from a BMC and that will be arriving on the test date.**

   Ask the Vehicle Control Office whether any Rail vans will be arriving on the test date. Enter the BMC name in the *Replacement BMC* field using the *Other BMC* option (See Section 6.7.2).

   Note: Only Rail vans that originated at a BMC can be sampled. Do not sample Rail vans that arrived from an SCF or a mailer's plant.

5. **If no Rail vans are scheduled to arrive on the test date, replace the test on the next day when a van is available (See Section 6.2.1, Situation D2.).**

   Note: There will never be a zero volume Rail Test.

6.2.4 Exception

EXCEPTIONS

If you have encountered a situation not covered by the above decision rules, notify your MSP. Procedures for handling exceptional situations are in Appendix B.

6.3 Collecting Information on the Test Van

BACKGROUND INFORMATION

This section describes the process of identifying a test van and what information to collect regarding the test van.

PROCEDURES

As you begin to collect information on the test van, observe the following procedures:

- Headquarters schedules Rail Tests on Rail movements. A movement is defined by a date, an Origin BMC, and a destination facility. The information on the scheduled movement is shown in the *General Information* of the Header screen.

- Collect information on the number of vans available. There can be more than one van from the Origin BMC on the test day. Only one van should be selected for sampling (See Section 2.3.1.). By now, you should have already entered the number of vans available on the test movement. Make sure the van you are testing has the same Origin BMC as is listed in the *General Information* table in the Header screen.

- If no van is arriving on the test day and you are performing a replacement test using the replacement procedures in Section 6.2, you need to know the replacement BMC. See Section 6.2.3 for selecting a replacement van. Make sure the van you are testing has the same Origin BMC as is listed in the *Replacement Information* table in the Header screen.

6.4 Collecting Utilization Information

BACKGROUND INFORMATION

Utilization information describes how a van's floor space is occupied. To record utilization estimates correctly, you should observe the entire contents of the van. Therefore, when collecting the utilization data, you will remain with the van until its entire contents are visible to you.

Two components of utilization data are required – overall van utilization and details of unloaded data. The overall van utilization data will be entered in the *Summary* table in the *Utilization* screen (See Figure 6-16). The Details of Unloaded Data will be entered in the *Detailed of Unloaded* Table in the same screen (See Figure 6-18).

Finally, round estimates to the nearest percentage. For an example of estimating utilization, see RM 6-03.

6.4.1 Van Utilization

Before the Rail van is unloaded, record the percentage of floor space that has no mail, and the percentage of space taken up by mail that will be unloaded.

If possible, enter the Rail van and use your tape measure to estimate linear feet. Also, use markings inside the Rail van as reference (such as lines on the walls and holes placed at regular intervals on the floor).

1. **Estimate Percent Empty:** Estimate the percentage of the floor space that was not occupied by mail upon arrival. For example, if the last 4 feet of the 40-foot van was not occupied by mail upon arrival, you would estimate 10 percent. Note that this also includes the floor space taken up by empty equipment.

   Percent Empty Equipment: You also need to estimate the percent of van floor space occupied by empty equipment.

2. **Estimate Percent Unloaded:** Estimate the percentage of floor space taken up by the mail that will be unloaded (See Section 6.4.2).

   Note: CODES will automatically default *Percent Remaining in Vehicle* field to zero because all mail from a Rail van is unloaded at the destination facility.

6.4.2 Details of Unloaded

All mail unloaded from the Rail van is stratified (i.e. grouped) into the following sampling groUSPS:

1. **Wheeled Containers** (include Postal Paks)

   Wheeled containers include GPMCs, ERMCs, BMC-OTRs, hampers, wiretainers, and Postal Paks (see Glossary).

2. **Pallets**

   Pallets are flat, plastic, or wooden boards designed to support cargo. You will find that pallets are covered with mail. Pallets are sealed on top with plastic, paper, or cardboard.

   Note: Palletized sacks or trays (i.e., sacks or trays shrink wrapped or otherwise secured to the pallet) are considered pallets, not loose items. However, sacks or trays just thrown on top of pallets are considered loose items.

3. **Noncontainerized Sacks**

   Noncontainerized Loose Sacks are Non-Express Mail sacks or pouches found loose in the van.

4. **Noncontainerized Express Mail Items**

   Noncontainerized Loose Express Mail Items are individual pieces or sacks of Noncontainerized Express Mail found loose in the van.

5. **Noncontainerized Other Items**.

   Noncontainerized Other Items are all other non-Express Mail items (not including sacks or pouches) found loose in the van.

PROCEDURES

Collect the details of the mail unloaded from the van in the following manner:

- Estimate the percent of floor space taken up by each of the five sampling groUSPS. The sum of the five percentages should be equal to the percent of unloaded estimated in Section 6.4.1.

- Count number of Wheeled Containers and Pallets unloaded from the Rail van. Do not count empty containers or containers holding only empty equipment. The floor space taken up by such containers should be included in the Percent Empty and the Percent Empty Equipment.

- Estimate average heights of Noncontainerized sacks, Express Mail Items, and other Items stacked in the Rail van before the van is unloaded.

6.5 Set Aside Test Mail

BACKGROUND INFORMATION

As dock personnel unload the Rail van, you will select and remove mail for each of the five sampling groUSPS. The software now indicates the target sample for each sampling group. Use the number or range indicated in the *Targeted* column of the *Detail of Unloaded* table in the *Utilization* screen as a guide when selecting the sample.

6.5.1 Set Aside Wheeled Containers and Select Items From Each Container

PROCEDURES

Set aside two to five wheeled containers.

a. **Determine the random start number.** CODES displays this number on the *Header* tab. For example, in Figure 6-1, CODES displays a random start number of 3 on the left side of the screen.

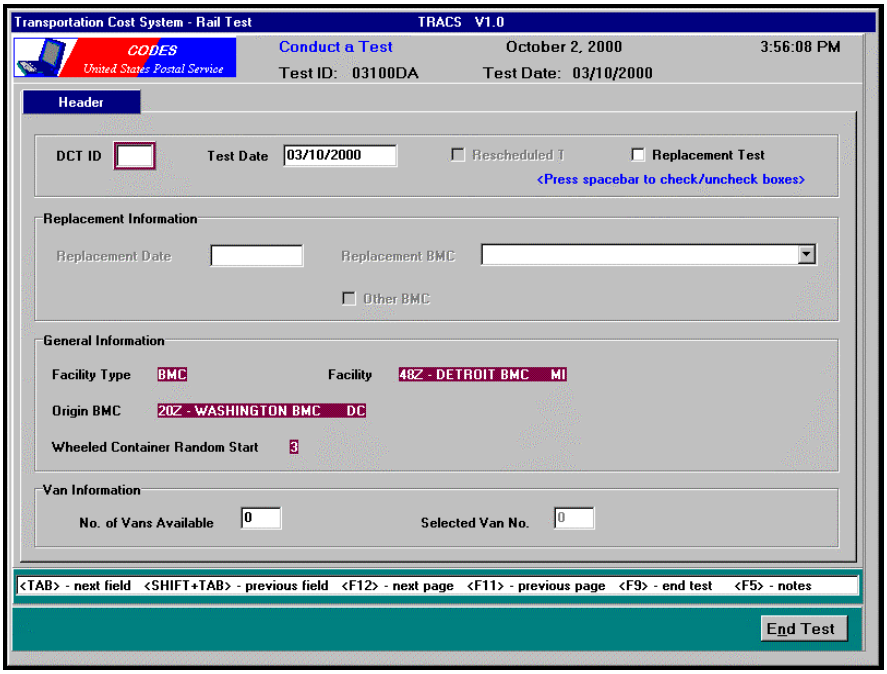


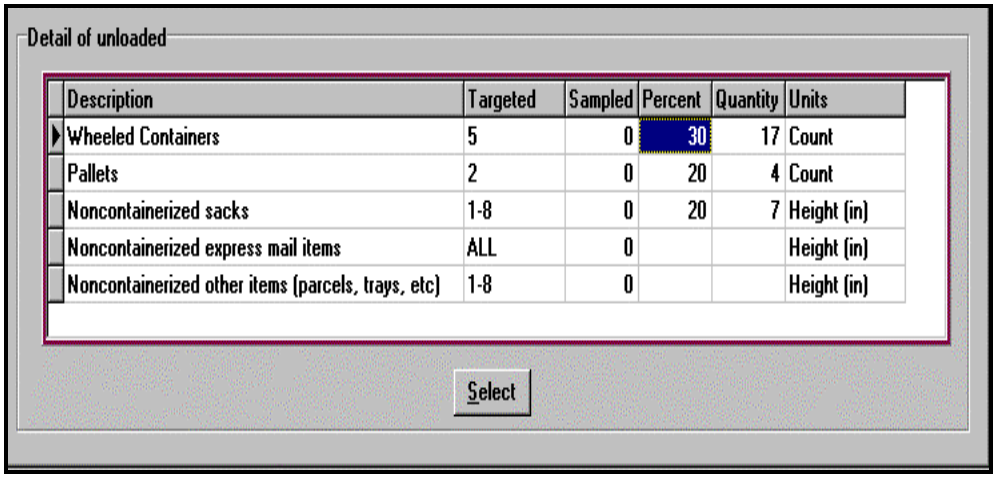
Figure 6–1. *Wheeled Container Random Start* Number

Use this number to select the first wheeled container. For instance, if your random start number is *3*, select the third wheeled container as your first container for sampling.

b. **After selecting the first wheeled container for sampling, select every third wheeled container thereafter.** Observe the following rules:

- Select 2 to 5 wheeled containers.
- If the skip rule results in selecting fewer than 2 wheeled containers, ignore the skip rule. Select 2 wheeled containers.
- If only one wheeled container is unloaded, sample only one wheeled container.

Always refer to the *Targeted* column for the number of containers you should sample for the test.



Description	Targeted	Sampled	Percent	Quantity	Units
Wheeled Containers	5	0	30	17	Count
Pallets	2	0	20	4	Count
Noncontainerized sacks	1-8	0	20	7	Height (in)
Noncontainerized express mail items	ALL	0			Height (in)
Noncontainerized other items (parcels, trays, etc)	1-8	0			Height (in)

Figure 6–2. *Targeted* column

Example: A data collector needs to select wheeled containers for sampling. Looking at the *Header* tab, he sees that CODES has entered a random start number of 1. Based on the random start number of 1, he selects the first wheeled container as the first container for sampling. Then, he selects every third wheeled container thereafter; in other words, he selects the 4th, 7th, 10th, and 13th wheeled container. The data collector now has the 5 wheeled containers required by these rules. Finally, he marks these set-aside wheeled containers 1 through 5.

1. Select items from each of the set-aside wheeled containers by performing the following:

   a. **Identify all item types present in the set-aside wheeled container**. TRACS considers the following as separate item types: bundles, CON-CONs, envelope trays, flat trays or boxes, half-size envelope trays, loose parcels and pieces, non-Express sacks or pouches, Express items, small parcel trays, and others.

b. **Estimate the percent of container space taken by each item type**. When you estimate percentages, the percentages should be of the entire container (*absolute*). For example, if a container is 80% full and half of the used portion of the container is occupied by sacks, and the other half of the used portion of the container is occupied by loose items, record 40% for sacks and 40% for loose items. Do not record 50/50 (a *relative* percentage). Recording relative percentages prevents Headquarters from knowing that the container was partially empty.

c. **Select one item from each item type identified in Step a.**

   Select only one item for each item type in a container. CODES software will not allow you to enter more than one item for the same item type in a container.

d. **Mark all selected items to indicate their containers**.

e. **Repeat Steps a, b, c and d for each set-aside container.**

All mail in selected items will be counted.

6.5.2 Set Aside Pallets

Choose two pallets (with mail) at random and set them aside. If only one pallet and its mail has been unloaded, select that pallet (do not include Postal Paks). All mail on selected pallets will be recorded.

Note: If only one pallet and its mail is unloaded, then only data for one pallet is required. However, if two or more pallets are unloaded, then data is required for two pallets. You will not be able to complete a test if you only sampled one pallet, but two or more pallets were unloaded.

6.5.3 Set Aside Noncontainerized Express Mail Items

Set aside all Noncontainerized (bedloaded) Express Mail items. Include both individual pieces and sacks.

All mail in Express Mail items will be counted and recorded.

6.5.4 Set Aside Noncontainerized Sack and Noncontainerized Other Items

Although you collected separate van utilization for Noncontainerized sacks and Noncontainerized other items you will set aside test mail by combining the two. Observe the following guidelines when selecting these items:

- If there are 8 or less items, select all of them.
- Otherwise, select items in proportion to the percentage unloaded using the utilization figures from Section 6.4, the ratio of selected sacks to selected other items should approximately equal the ratio of Percent Noncontainerized Sacks to Percent of Noncontainerized Others.

All mail in selected items will be counted.

Example: The space occupied by unloaded, Noncontainerized sacks is 30 percent, and the space occupied by loose parcels is 10 percent, six sacks and two parcels should be selected (6/2=30/10). If some sacks are large and some are small, the data collector should select some of each. If most parcels are large, the data collector should choose mostly large parcels.

6.6 Special Sampling Rules

BACKGROUND INFORMATION

This section provides you guidelines for conducting a TRACS Rail Test under special circumstances.

6.6.1 Sampling Tall Postal Paks

When sampling tall Postal Paks, data collectors should first determine what kind of dumpers are in place at the BMC. Most BMCs have culling platforms that may be used in selecting samples. Stop the conveyer belt on the culling platform by either opening the door on the side of the belt or pushing the stop button. Then select one item of each item type for sampling. When you have completed the selection, close the door and restart the conveyer belt. BMCs that do not have culling platforms may still have older dumpers that allow safe access to the mail during dumping. When these dumpers can be used, take the sample as the Postal Pak is being dumped. Regardless of the sampling method used, be sure to coordinate your activities with mail processing personnel before sampling from fixed mechanized equipment.

You may find Postal Paks at non-BMCs. This is not standard operating procedure because most non-BMCs do not have dumpers suitable for processing Postal Paks. However, determine if a suitable safe dumper is available. If not, ask the mail processing personnel what they intend to do with the mail. (If they are going to cut open the Postal Pak, take the sample from the opened Pak.)

If you cannot reach items, record these as uncountable and record in the *Notes* section the reason for the selection being uncountable. You may access the *Notes* section at any time during the test by pressing <F5>.

6.6.2 Checking Entire Rail Van for Mail

Pallets and even GPCs are frequently hidden behind bedloaded sacks. Before leaving the Rail van, be sure that you know the entire contents of the Rail van.

6.6.3 Mail is Taken Back by Operations Before Test is Finished

Always try to sample as much of the mail as possible. However, there may be times when test mail is taken back by operations before you are finished with the test. Include the mail in the Percent and Quantity of Unloaded, but do not include it in the sample unless it is the only mail in its sampling group. See Section 6.4.2 for a definition of the five sampling groUSPS. If it is the only mail in the sampling group, contact your SPSC for immediate assistance. In any case, describe the situation in the *Notes* section by pressing <F5>.

6.7 Entering Data

BACKGROUND INFORMATION

Once you have collected information on the test van, van utilization, and selected sample items, you are ready to begin entering data in the CODES software.

This procedure entails entering header information and utilization information. Subsequently, for set-aside mail, this procedure involves entering data for each set-aside container, pallet, and loose item.

6.7.1 Special Keys

The Windows version of TRACS Rail takes full advantage of the enhancements available with the Windows platform. It combines data entry tasks into a series of data entry screen pages called *tabs* that have their own set of data entry fields and selection boxes. Use <Tab> or <Shift+Tab> to navigate between fields. Press <Enter> to select items and <Spacebar> to select and deselect selection boxes. Use <F11> or <F12> to move between tabs and save your data when applicable. Table 6-2 provides a list of special keys that may be helpful with your data entry.

Table 6–2. Special Keys for TRACS Rail

Key	Description
<Home> or <End>	These keys move the cursor to the top or bottom of the *Select Mail Category* list.
<Tab>	Moves the cursor to the next field on the same page.
<Shift+Tab>	Moves the cursor to the previous field in the same page.
<F1>	<F1> activates the TRACS Rail online help file.
<F5>	<F5> activates the *Notes* field.
<F9>	<F9> ends/suspends the test.
<F11> or <F12>	These keys display the previous or the next screen, tab, etc. To go the previous screen, press <F11>. To go to the next screen, press <F12>. All items that have been entered can be paged through by pressing <F11> or <F12>.

6.7.2 Entering Header Information

PROCEDURES

1. **Access TRACS from the *CODES Main Menu*.**

   After you turn on your laptop and enter the appropriate login name and password, CODES will display the *CODES Main Menu.*

Figure 6–3. *CODES Main Menu*

To access TRACS, select Option <6> , *TRACS*. CODES will display the *TRACS Main Menu.*

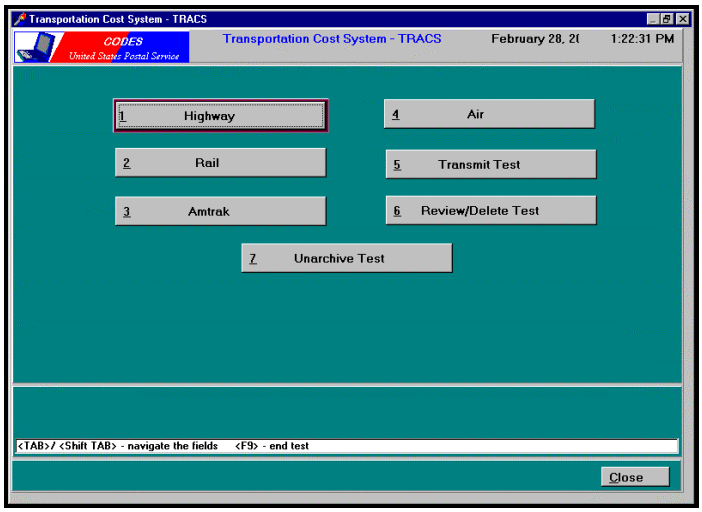


Figure 6–4. *TRACS Main Menu*

2. **To conduct the TRACS Rail Test, select Option <2>, *Rail.***

   CODES will display the *Select a Test* screen.

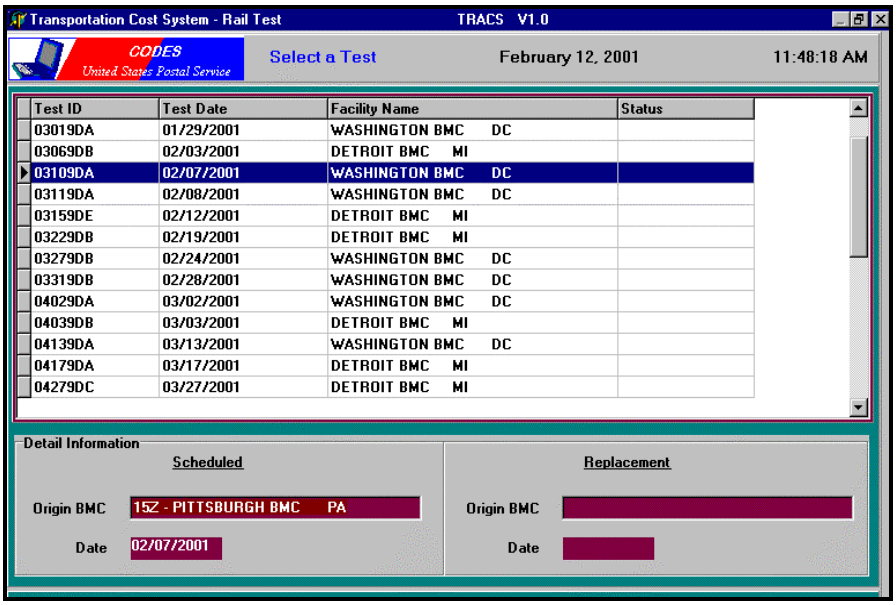


Figure 6–5. *Select a Test*

This screen lists all Rail Tests that are scheduled for the current postal quarter. It also displays the Test ID, scheduled Test Date and the Test Site as well as the Current Status of each test, i.e., blank status for a new test, *Suspended* for a partially completed test, or *Completed* for a completed test.

Note that the first 5 digits of the Test ID indicates the scheduled test date, i.e., the first 2 digits are for the month, the next 2 digits are for the day, and the last digit is for the last digit of the year.

3. **Highlight the appropriate Test ID and press <Enter>.**

   Use <↑> and <↓> to navigate the list and highlight the Test ID that corresponds to the test you wish to conduct. CODES will display detailed information for the highlighted test, such as the original scheduleor replacement information, if appropriate, at the bottom of the screen.

   Once you highlight a Test ID from the *Select a Test* screen and press <Enter>, CODES will display the *Conduct a Test* screen with the *Header* tab highlighted. The *Header* tab displays all of the header information available in the sample file for the test you have selected, such as Test Date, Facility Type, Facility Name, etc. Your screen should be similar to the one shown in Figure 6-6.

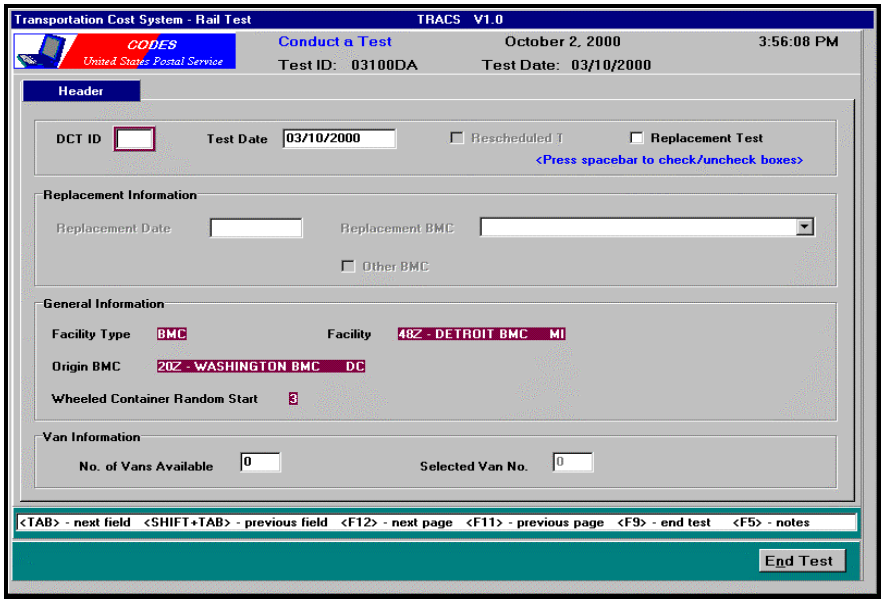


Figure 6–6. *Conduct a Test* Screen with *Header* Tab Highlighted

4. **Enter the required three-digit ID in the *DCT ID* field and press <Enter>.**

   This should be the ID of the data collector entering the data in the CODES computer.

Figure 6–7. *DCT ID*

5. **Accept or edit the *Test Date*.**
   If the test date is correct, press <Enter> or <Tab> to accept the date and move to the next field. Otherwise, type in the correct test date and then press <Enter> or <Tab> to move to the next selection.

Figure 6–8. *Test Date*

6. **Indicate whether the test is a *Rescheduled Test*. Enter the new test date in the *Test Date* field.**

   If the test you are conducting is a rescheduled test, press <Tab> to select the *Test Date* field, type in the new test date, and press <Enter>. CODES will display a dialog box asking you to confirm if the test is a rescheduled test.

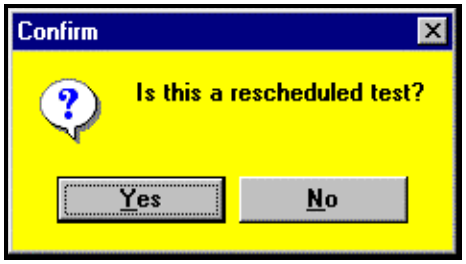


Figure 6–9. *Confirm* Rescheduled Test

Press <Y> for *Yes*. CODES will automatically enter a check in the *Rescheduled Test* selection box.

Figure 6–10. Edited *Test Date* with *Rescheduled Test* Box Checked

If you are not conducting a rescheduled test, then press <N> for *No* to accept the original test date and continue with the remainder of the test.

Note: You are required to know when it is required to reschedule a test. For more information, see Chapter 2 and Section 6.2.

7. **Indicate whether or not the test is a *Replacement Test*.**

   Indicate whether or not the test is a replacement test by placing a check in the box provided. The box is empty by default.

   If the test you are conducting is a replacement test, press <Tab> to highlight the *Replacement Test* selection and then press <Spacebar> to place a check in the box provided. Go to Step 8.

   If the test you are conducting is not a replacement test, then simply press <Enter> or <Tab> to move to the next selection. Go to step 9.

8. **If you selected *Replacement Test*, enter the appropriate replacement information in the fields provided.**

   If you indicated that the test you are conducting is a replacement test, CODES will automatically activate the *Replacement Information* section of the screen.

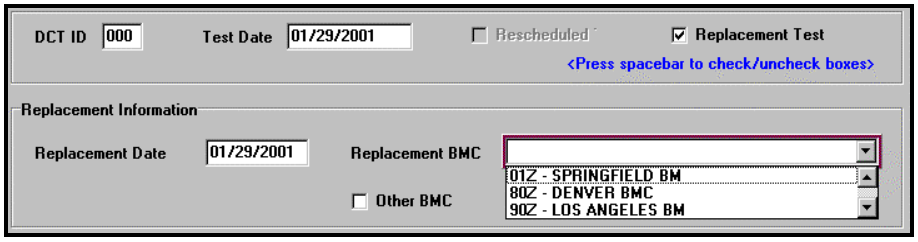


Figure 6–11. Enter *Replacement Test* Information

Use <Tab> and <Shift+Tab> to navigate the fields. Enter the appropriate replacement information into the fields provided.

Replacement Date. CODES will automatically enter the replacement date in the *Replacement Date* field. However, if you are conducting the replacement test on a day other than the date listed, change the date in *Test Date* field to reflect the date you are conducting the test.

Replacement BMC. Press <Tab> to highlight the *Replacement BMC* field and then press <↓> to activate the pop-up list of available replacement BMCs. The pop-up list will display the origin BMC and two replacement BMCs available for your test facility in order of preference. If possible, select the second BMC listed. If the second BMC is not acceptable, then select the third BMC listed. If neither replacement BMC is acceptable, then press <Tab> to highlight the *Other BMC* selection box. Press <Spacebar> and CODES will automatically display the *Other BMC* pop-up list. Press <↓> to scroll through the pop-up list and highlight your selection. Press <Tab> or <Enter> to accept your entry and move to the next field.

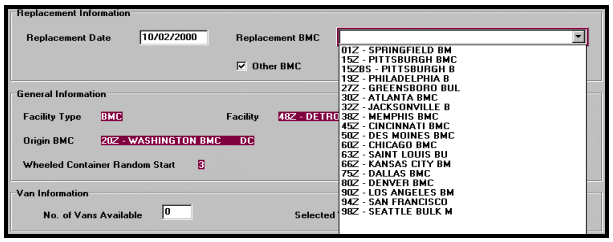


Figure 6–12. *BMC* Scroll Down List

Note: The user is required to know the rules in Section 6.2.3 and follow them accordingly.

9. **Enter the number of Rail vans that will arrive at your BMC from the Origin BMC on the test day. This is the number of Rail vans that will be available for testing.**

Enter the total number of Rail vans that are available for testing in the *No. of Vans Available* field and then press <Tab> or <Enter> to accept your entry and move to the next field.

Note: Do not include Rail vans that contain only empty equipment in your Rail van count.

Figure 6–13. *No. of Vans Available*

10. **CODES will automatically determine the selected Rail van number.**

    CODES displays a Rail van number in the *Selected Van No.* field. This is the Rail van that you will test. For example, if you enter *10* for *No. of Vans Available* and CODES enters *8* for *Selected Van No.,* you would select the eighth Rail van out of the ten Rail vans available for testing.

Figure 6–14. *Selected Van No.*

11. **Once you have completed all header information, press <F12> and confirm your data entry.**

    CODES will ask you to confirm that all information is correct.

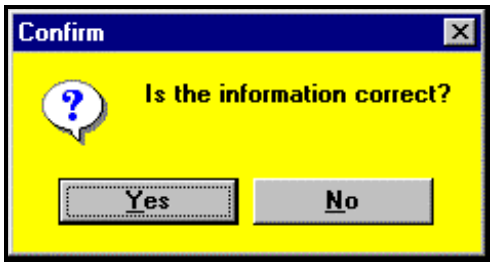


Figure 6–15. *Confirm* Data Entry

If all information is correct, press <Y> for *Yes* and CODES will save the data and move to the *Utilization* tab.

If the information is not correct, press <N> for *No* and CODES will return to the *Header* tab. Make any necessary corrections and then press <F12> again to confirm your data entry.

6.7.3 Entering Utilization Information

BACKGROUND INFORMATION

The *Utilization* tab is made up of two sections: *Summary* and *Detail of Unloaded*. Press <Tab> or <Enter> to navigate the fields and enter your data. Utilization information should only be entered for the selected Rail van.

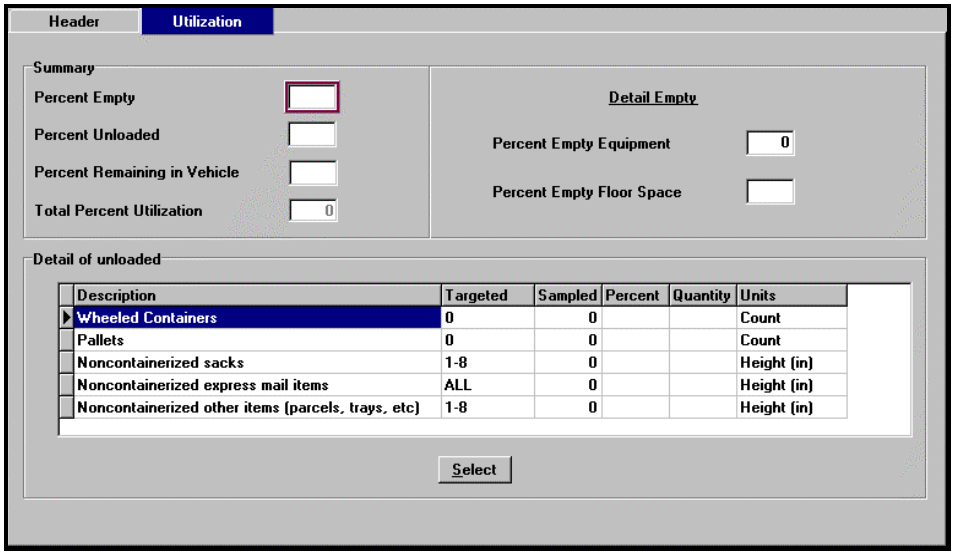


Figure 6–16. *Utilization* Tab

PROCEDURES

1. **Record utilization data in the *Summary* table**

   Use the *Summary* section to enter the P*ercentage Empty, Percentage Unloaded, Percentage Empty Equipment*, and P*ercentage Empty Floor Space* values for the Rail van you are testing.

Figure 6–17. *Summary*

Note: The values for Percent Empty, Percent Unloaded, and Percent Remaining in Van must add up to 100.

a. **Percent Empty:** Enter the percentage of the van's floor space that was not occupied by mail upon arrival. This also includes the floor space taken by empty equipment (See Step c below).

b. **Percent Unloaded:** Enter the percentage of the van's floor space taken up by the mail that was unloaded.

c. **Percent Empty Equipment and Percent Empty Floor Space:** CODES software defaults the *Percent Empty Equipment* as zero and the *Percent Empty Floor Space* as the difference between the *Percent Empty* and *Percent Empty Equipment*. Enter the percent of floor space taken up by empty equipment in the *Percent Empty Equipment* field if applicable. For example, if you entered *70* for *Percent Empty* and *35* for *Percent Empty Equipment*, then CODES will automatically enter *35* in the *Percent Empty Space* field.

Note: *Percent Remaining in Vehicle* is not recorded in TRACS Rail Tests.

2. **Record utilization data in the *Detail of Unloaded* table**

Use the *Detail of Unloaded* section to enter and edit the amounts for percent and quantity of the unloaded mail.

Detail of unloaded

Description	Targeted	Sampled	Percent	Quantity	Units
Wheeled Containers	0	0			Count
Pallets	0	0			Count
Noncontainerized sacks	1-8	0			Height (in)
Noncontainerized express mail items	ALL	0			Height (in)
Noncontainerized other items (parcels, trays, etc)	1-8	0			Height (in)

Select

Figure 6–18. *Detail of unloaded*

Note: The sum of percentages for Wheeled Containers, Pallets, Noncontainerized sacks, Noncontainerized Express Mail Items, and Noncontainerized Other Items must equal the value that was entered for Percent Unloaded.

a. **Wheeled Containers**

Enter the percentage of floor space occupied by wheeled containers and the number of wheeled containers unloaded in the *Percent* and *Quantity* columns of the *Detail of Unloaded* table. CODES will automatically display the target sample amount in the *Targeted* column of the *Detail of Unloaded* table. This is the number of containers you should sample for the test.

Detail of unloaded

Description	Targeted	Sampled	Percent	Quantity	Units
Wheeled Containers	2	0	25	5	Count
Pallets	0	0			Count
Noncontainerized sacks	1-8	0			Height (in)
Noncontainerized express mail items	ALL	0			Height (in)
Noncontainerized other items (parcels, trays, etc)	1-8	0			Height (in)

Select

Figure 6–19. Enter Number of *Wheeled Containers*

Note: Do not count empty containers. Containers holding nothing but empty equipment are also considered empty and should not be counted.

b. **Pallets**

Enter the percentage of floor space occupied by pallets and the number of pallets unloaded in the *Percent* and *Quantity* columns of the *Detail of unloaded* table.

Detail of unloaded

Description	Targeted	Sampled	Percent	Quantity	Units
Wheeled Containers	2	0	25	5	Count
Pallets	2	0	25	5	Count
Noncontainerized sacks	1-8	0			Height (in)
Noncontainerized express mail items	ALL	0			Height (in)
Noncontainerized other items (parcels, trays, etc)	1-8	0			Height (in)

Select

Figure 6–20. Enter Number of *Pallets*

c. **Noncontainerized Items**

Enter the percentage and height data for each noncontainerized sampling Group, e.g. Sacks, Express Mail, Other Items.

Enter this information in the *Percent* and *Quantity* columns of the *Detail of unloaded* table.

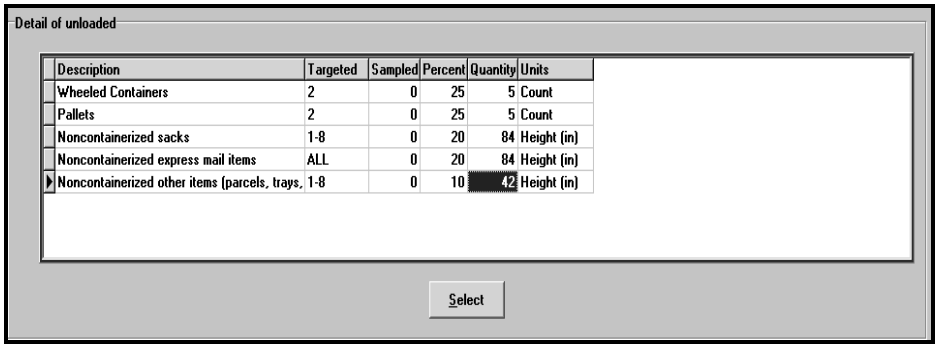


Figure 6–21. Enter Height for *Noncontainerized Items*

6.7.4 Entering Wheeled Container Data

PROCEDURES

You should follow the procedure described below when recording data for wheeled containers:

- Record the type of wheeled container (See Steps 1-2 below).
- Record the item information for the first item selected (See Steps 3-10 below).
- Record mail piece data for the first item selected (See Section 6.7.7.1)
- Sequentially record item information and mail piece data for each remaining item type.

1. **Highlight the *Wheeled Containers* row in the *Detail of Unloaded* table and then press <Alt+S> to access the *Wheeled Containers* tab**.

   CODES will display the *Wheeled Containers* tab

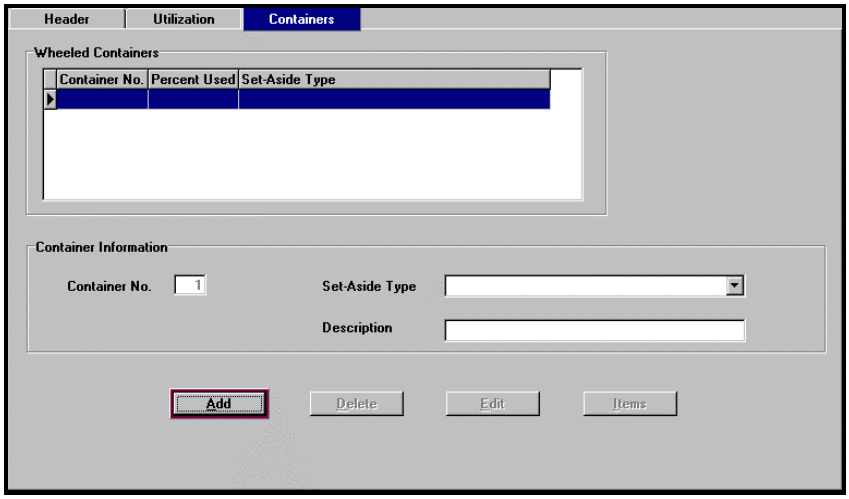


Figure 6–22. Wheeled *Containers* Tab

Note: Control Buttons. Depending on which screen you access (e.g., *Wheeled Containers* tab, *Item Information* screen, etc.), CODES will display a selection of control buttons at the bottom of the screen similar to the one depicted in Figure 6-23. Use these control buttons at any time during your data entry: <A> for *Add*, <D> for *Delete*, and <E> for *Edit*.

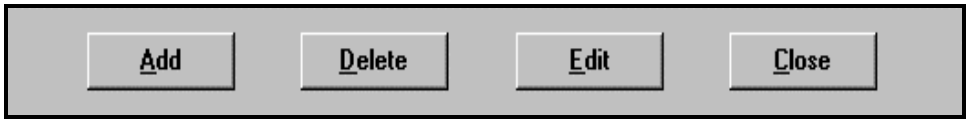


Figure 6–23. Control Buttons

2. **Press <A> for *Add* and enter the type of wheeled container in the *Set-Aside Type* field.**

   Enter the type of wheeled container in the *Set-Aside Type* field manually (See Figure 6-24). With the *Set-Aside Type* field highlighted, press <↓> to scroll through the list. Press <Enter> or the number key that corresponds to the set-aside type you are sampling and move to the next selection.

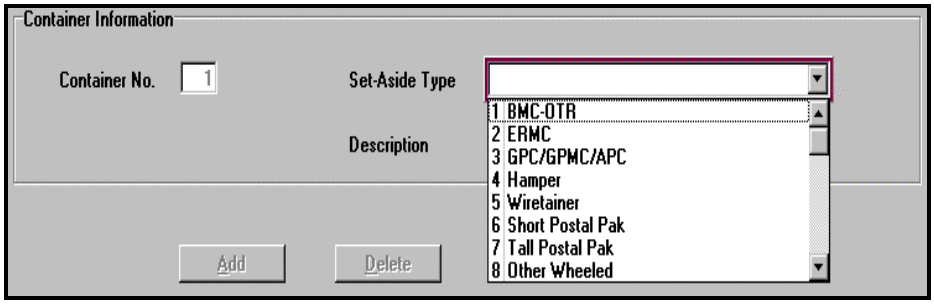


Figure 6–24. *Set-Aside Type*

CODES automatically enters the container number and set-aside type in the *Wheeled Containers* table in the upper half of the screen.

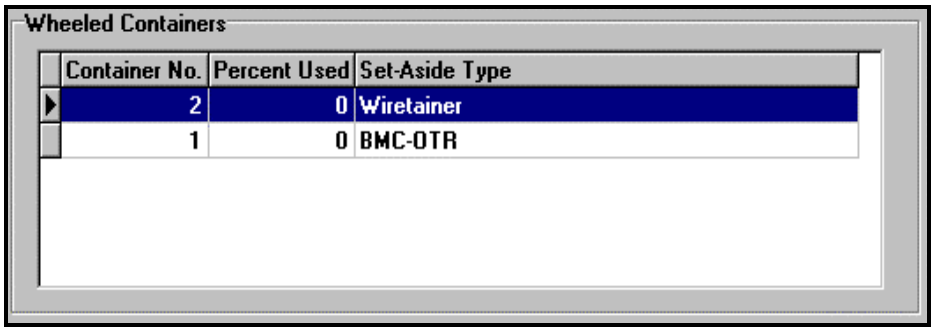


Figure 6–25. *Wheeled Containers* Table

3. **Press <I> *Item* to enter item information.**

   CODES displays the *Items for Wheeled Containers* screen (See Figure 6-26).

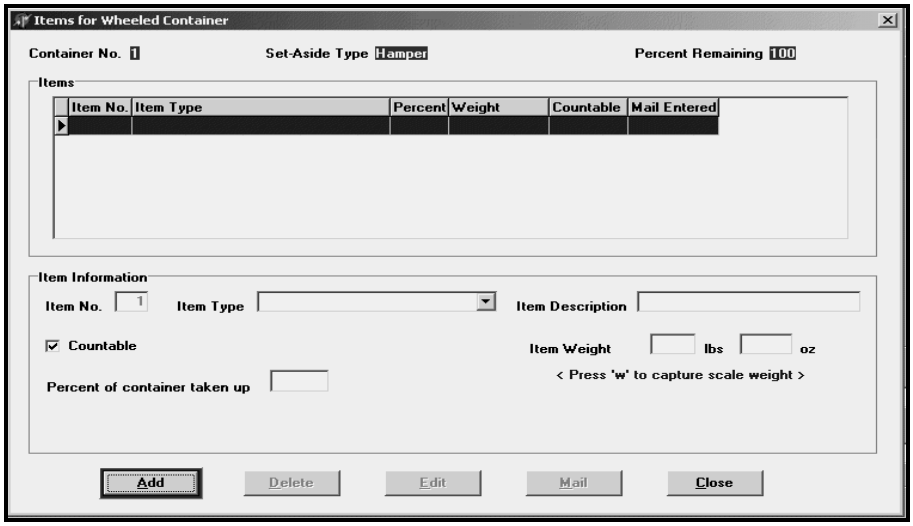


Figure 6–26. *Items for Wheeled Containers*

4. **Press <A> for *Add* and indicate whether the item is *Countable*.**

   Once you select <A> for *Add* from the *Item Information* tab, CODES will automatically place a check in the *Countable* selection box. However, if the item you are sampling is not countable, press <Spacebar> to remove the check from the box and then press <Tab> to move to the next selection.

   Note: If a selected item is either a blue and red CON-CON or a locked registered pouch or sack, take the registered item to the registry cage for detailed sampling. If the item is locked, ask the registry clerk to unlock it. If the item cannot be opened, weigh the entire item and treat it as uncountable.

5. **Enter the item type in the *Item Type* field.**

   Press <Tab> to highlight the *Item Type* field and then press <↓> to view the pop-up list and select the appropriate item type (See Figure 6-27). Press <Enter> or the number key that corresponds to the item you are sampling to accept the item type and move to next selection.

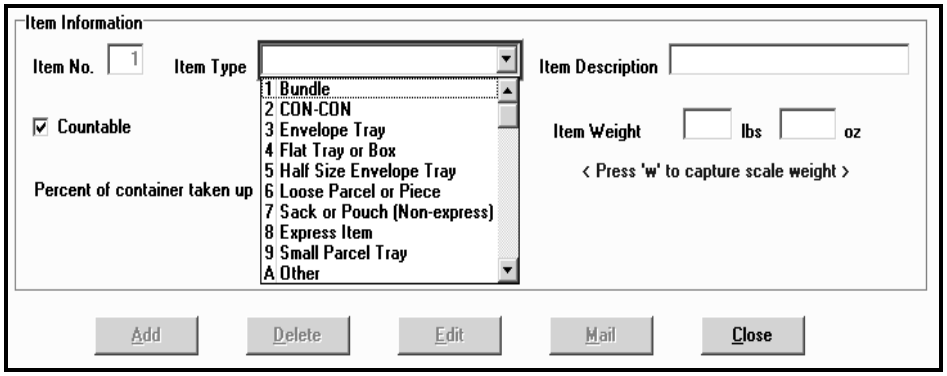


Figure 6–27. Enter *Item Type*

In the event your sampled item does not match any of the item types in the pop up list, record it as *Others.* The software will activate the *Item Description* field. Describe the item and record its dimensions in the field. For example, if you selected an oversize letter tray that is twice as deep as an envelope tray, you will measure the length, width, and depth of the tray. Select *A for Other* from the scroll down list. Describe the shape and enter the three dimensions in the *Item Description* field.

6. **Enter the total weight of the item in the *Item Weight* fields.**

   Leave mail inside the item and weigh the entire item. Press <Tab> to highlight the *Item Weight* fields. Enter the appropriate weight in pounds and ounces in the boxes provided, pressing <Enter> or <Tab> to move from lbs. to oz. After that, press <Enter> to move to the next selection. If the CODES scale is attached to the laptop, place the item on the scale, wait for the electronic reading to stabilize, and then press <Enter> to accept the weight and move to the next selection. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

7. **Enter *Percentage of the Wheeled Container* Occupied by the *Item Type*.**

   As described in Section 6.5.1, you will be entering the absolute percentage of the container occupied by the item type from which this item was selected.

   Note: When entering percentages, pay close attention to the *Percent Remaining* field (See Figure 6-28). Each time you enter a new item, the *Percent Remaining* field will reflect the percentage of space left in the wheeled container. If you have entered all items correctly, the *Percent Remaining* field should reflect the empty space in the container. After you enter all item types present in the container, compare the percent remaining to the actual amount of empty space in the container. If numbers are inconsistent, re-examine the percentages for each item type in the container. Correct your entries before you finish entering the percentages for the container.

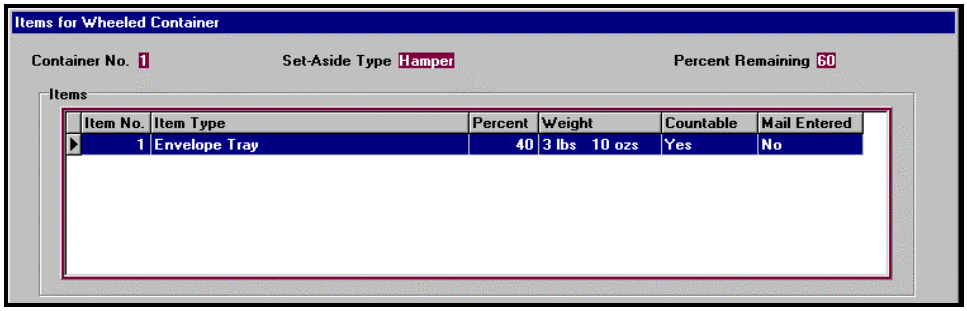


Figure 6–28. *Percent Remaining*

8. **Once you have completed item information, press <Enter> and confirm your data entry.**

   CODES will ask you to verify that all information entered for the item is correct. If all information is correct, press <Y> for *Yes* and CODES will enter the data in the *Items* table at the top of the screen. If the information is not correct, press <N> for *No* and CODES will return to the *Item Type* field. Make any necessary corrections and then press <Enter> again to verify your data entry. If you wish to cancel your data entry, press <C> for *Cancel* and CODES will erase all *Item Information* fields.

9. **If the item is countable, go to Section 6.7.7.1 to enter mail category information and complete your data entry for this item.**

10. **Repeat Steps 3 through 9 for each item type in the container.**

11. **Repeat Steps 1 through 10 for each sampled container.**

6.7.5 Entering Pallet Data

PROCEDURES

For each set-aside pallet, you will record its weight and its dimensions. If the mail category can be determined, you will record the percentage of the pallet occupied by each mail category. If not, you will only record information about the items on the pallets.

1. **From the *Utilization* tab, highlight the *Pallets* row of the *Detail of Unloaded* table and press <Alt+S>.**

   CODES will display the *Pallets* tab.

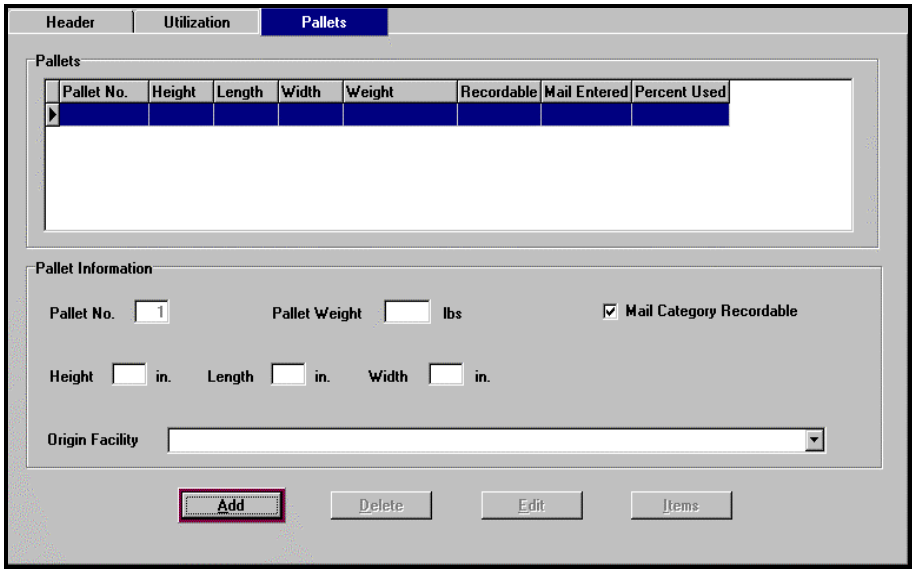


Figure 6–29. *Pallets* Tab

2. **From the *Pallets* tab, press <A> for *Add* to enter pallet information.** CODES will automatically activate the *Pallet Information* section of the *Pallets* tab.

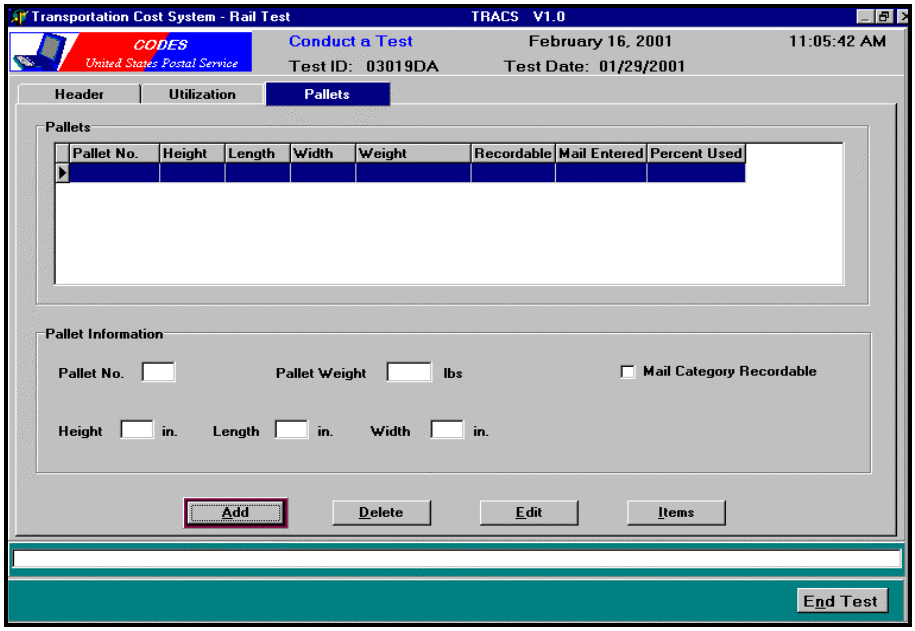


Figure 6–30. *Pallet Information*

3. **Enter the weight of the pallet and its load, if possible.**

   The weight is often printed on the exterior of the pallet, or it may be possible to weigh the pallet and its mail on a floor scale. Enter the weight information in the field provided and press <Enter> or <Tab> to accept the amount and move to the next field.

4. **Indicate whether or not the mail category on the pallet is recordable.**

   The pallet is considered as “mail category not recordable” if you cannot determine the mail category on the pallet. In general, a pallet contains a single subclass of mail and has a label attached. However, there may be times when a pallet is shrink-wrapped with sacks or trays and does not have a pallet label, or it may have a label, but the label does not provide adequate information for you to identify the mail category. Such a pallet may contain mixed classes of mail. In either case, you cannot determine the mail category on the pallet. Press <Spacebar> to remove the check from the selection box and press <Tab> to scroll to the next selection. The software will then bypass the mail category selection screen and ask you to enter item information for sacks or trays on the pallet.

   Note: Remove the check from the *Mail Category Recordable* selection box only as a last resort. If you can, arrange with operations to unwrap the pallet to allow you to collect the mail mix information, and rewrap it if necessary. Do not remove the check if you are able to determine the mail category for over 95% of the mail on the pallet.

5. **Measure the height, length, and width of the selected pallet and its load. Record these data in the appropriate fields located in the *Pallet Information* section of the *Pallets* tab.**

   Record the *combined* dimensions of the pallet and its load in inches. Press <Tab> and <Shift+Tab> to navigate the fields. Enter the dimension information in the fields provided and press <Enter> or <Tab> to accept the amount and move to the next available field.

6. **If the mail category is recordable, go to Section 6.7.7.2 to enter mail category information and complete your data entry for this pallet.**

7. **If the mail category is not recordable, enter information for the items occupying the pallet by performing the following steps:**

   If you indicate that the pallet is not mail category recordable, CODES will automatically change the *Mail* button at the bottom right of the screen to the *Items* button.

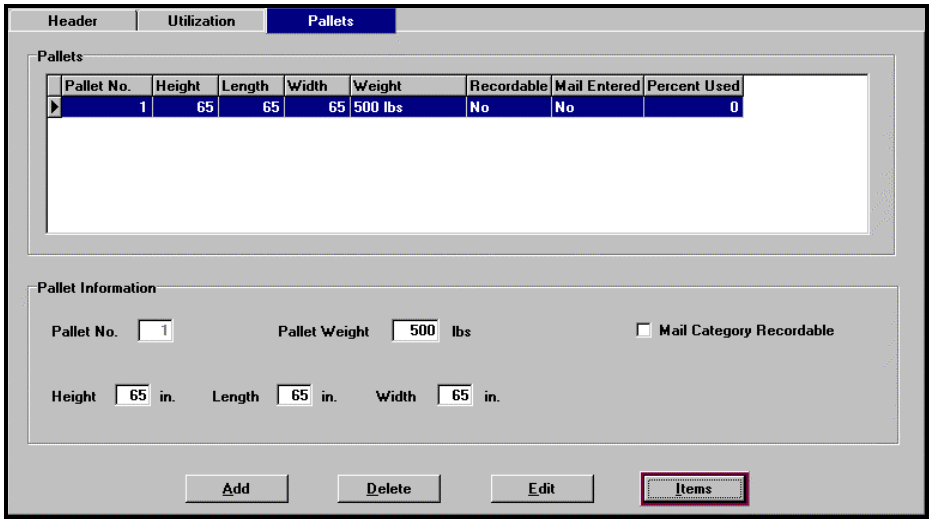


Figure 6–31. *Pallets* Tab with *Items* Button Showing

Press <I> for *Items*. CODES displays the *Items for Pallets* screen.

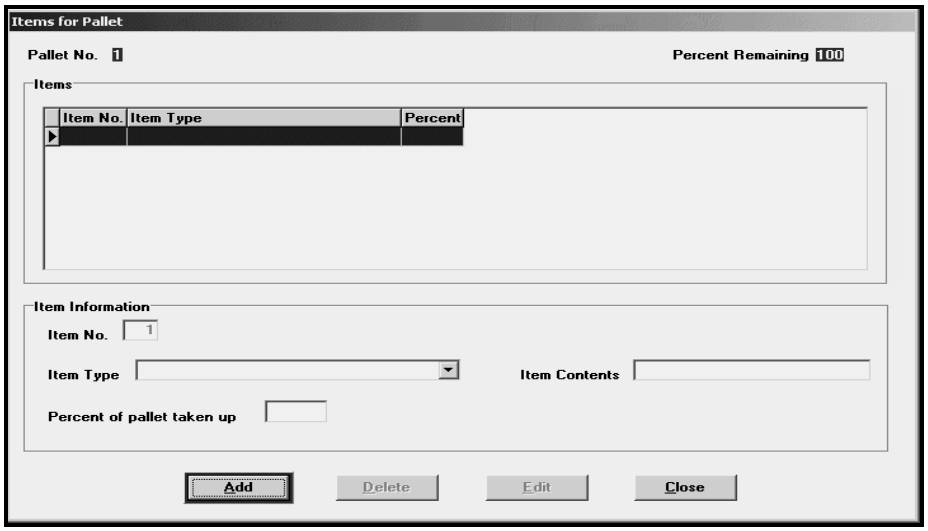


Figure 6–32. *Items* for Pallet

a. **Enter the item type in the *Item Type* field.**

Press <A> and then <↓> to scroll through the pick list. Select the appropriate item type and then press <Enter> to accept your entry and move to the next field.

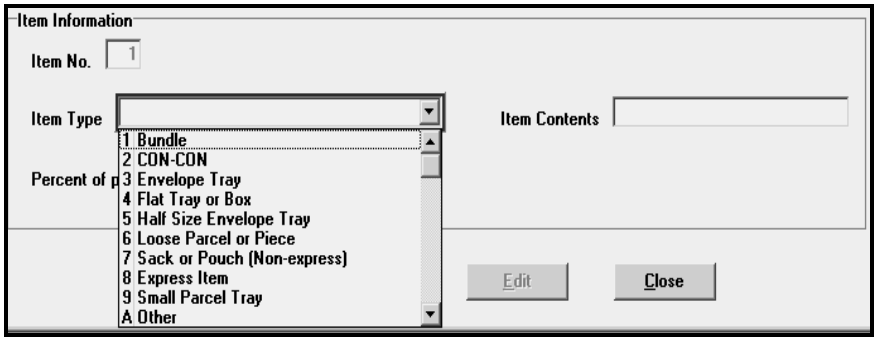


Figure 6–33. *Item Type*

b. **Enter item contents in the *Item Contents* field.**

Press <Tab> to highlight the *Item Contents* field. If there is a pallet label with a human-readable content line, enter the line in the *Item Contents* field. e.g. STD FLTS BARCODED / CR-RTS. If no pallet label is present enter information found on the item label. e.g. FCM FLTS 5D NON BC or STD LTRS 3D BC. If there is more than one label for the same item type, record information for all labels. If there is not enough space in the *Item Contents* field, press <F5> to activate the *Notes* field and continue entries there.

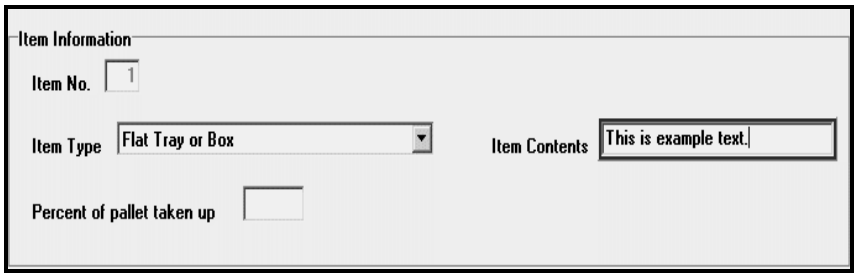


Figure 6–34. *Item Contents*

c. **Enter the percentage of space on the pallet taken up by the item type.**

Press <Tab> to highlight the *Percent of pallet taken up by item* field. Enter the appropriate percentage and then press <Enter> or <Tab> to accept your entry.

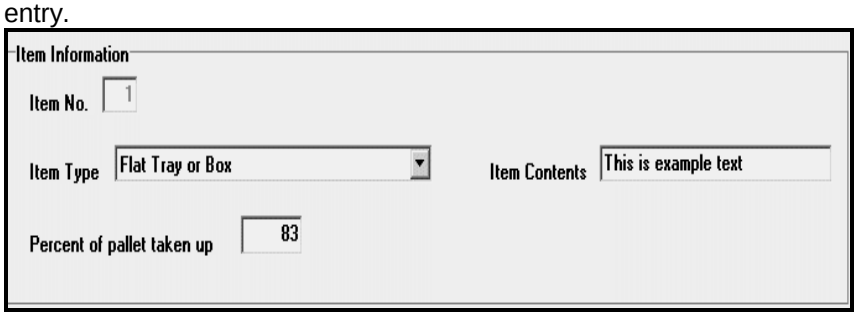


Figure 6–35. *Percent of pallet taken up*

d. **Confirm that all pallet information is correct.**

CODES will ask you to confirm that all information is correct.

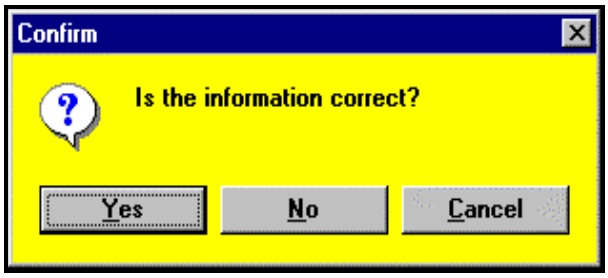


Figure 6–36. *Confirm* Data Entry

If all information is correct, press <Y> for *Yes* and CODES will display the data in the *Items* table at the top of the *Items for Pallets* screen. If the information is not correct, press <N> for *No* and CODES will return to the *Items for Pallets* screen. Make any necessary corrections and then press <Enter> again to confirm your data entry. If you wish to cancel your data entry, press <C> for *Cancel* and CODES will erase all *Item Information* fields.

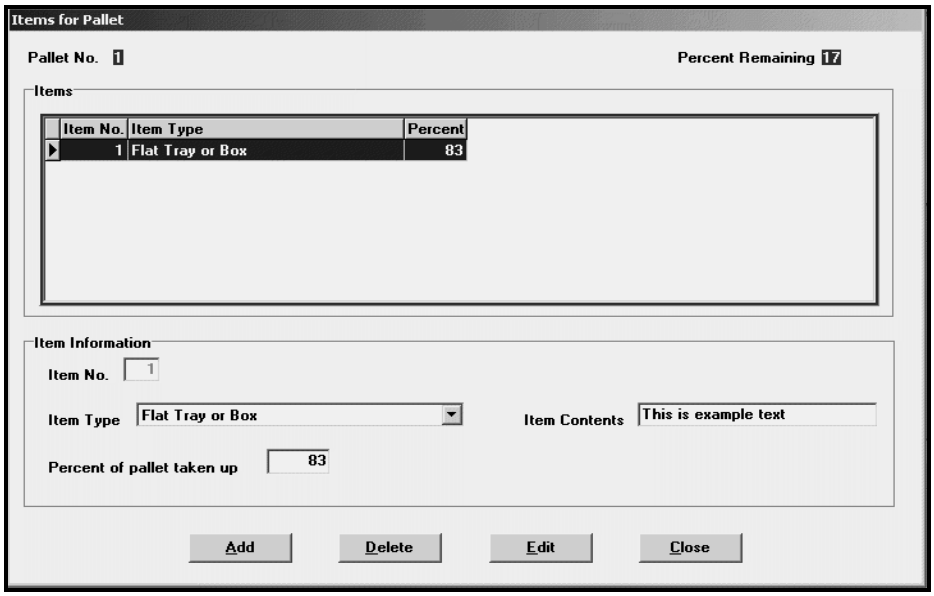


Figure 6–37. *Items for Pallets (*Completed)

e. **Repeat Steps (a) through (d) for all of the item types occupying the pallet.**

f. **Once you have completed recording all item types occupying the pallet, check to make sure that the percent remaining is equal to zero.**

g. **Once you have completed entering item information for the pallet, press <C> for *Close* to exit the *Items for Pallet* screen and return to the *Pallets* tab.**

6.7.6 Entering Noncontainerized Sacks, Express Mail, and Other Items

PROCEDURES

Follow these procedures for each set-aside Noncontainerized Sack, Express Mail, and Other Item.

Depending on which type of item you are entering, CODES will display an individual tab with data entry fields for one or all of the following items (Refer to Sections 6.5.3 & 6.5.4 for sampling rules):

- **Noncontainerized Loose Sacks:** Non-Express Mail sacks or pouches found loose in the Rail van.
- **Noncontainerized Loose Express Mail Items:** Both individual pieces and sacks of Noncontainerized Express Mail found loose in the Rail van.
- **Noncontainerized Loose Other Items:** All *other* Non-Express Mail items (does not include sacks or pouches) found loose in the Rail van.

Note: In order to record data on any set-aside item, that item must have been entered in the *Utilization* tab as being unloaded.

1. **Depending on the type of item you are entering, highlight the item in the *Detail of Unloaded* table and press <Alt+S>.**

   CODES will display an *Item Information* tab that corresponds to the item you are sampling (e.g., *other* items, Express Mail items, etc.). Figure 6-38 below is an example of the *Item Information* tab for Express Mail items.

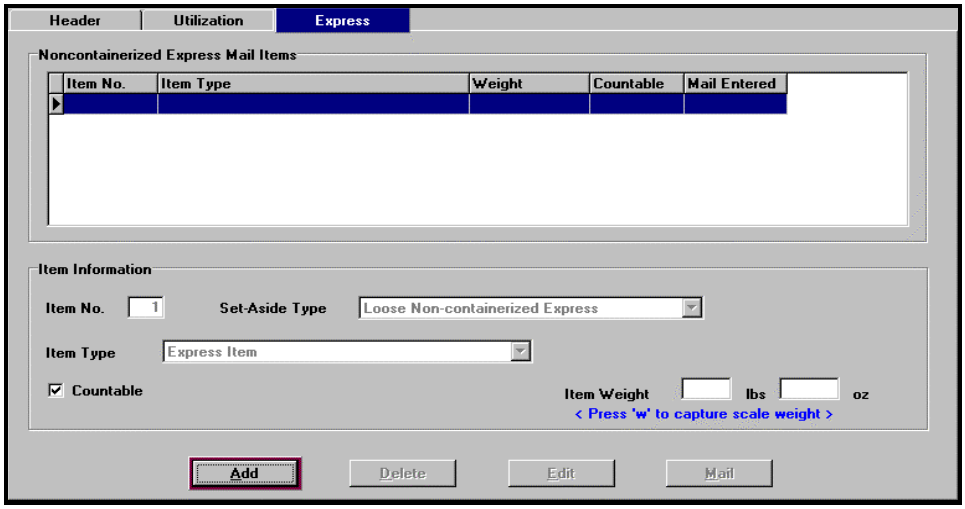


Figure 6–38. *Express Mail Item Information* Tab

2. **Depending on what type of item you are entering, observe or perform the following when entering item type information.**

   a. **If you selected *Noncontainerized Express Mail Items*, CODES will automatically enter *Express Item* in the *Item Type* field.**

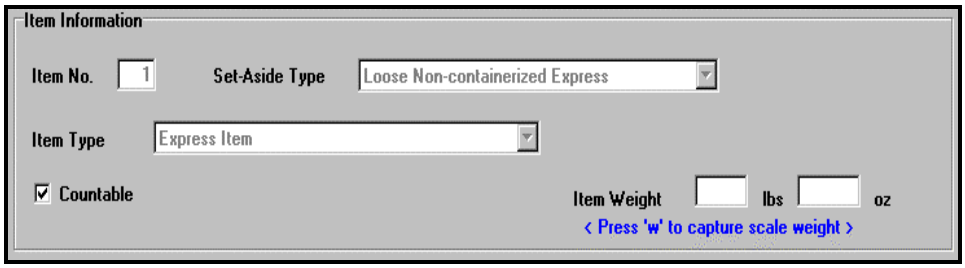


Figure 6–39. Express Mail *Item Type*

   b. **If you selected *Noncontainerized Sacks*, CODES will automatically enter *Sack or Pouch (Non-Express)* in the *Item Type* field.**

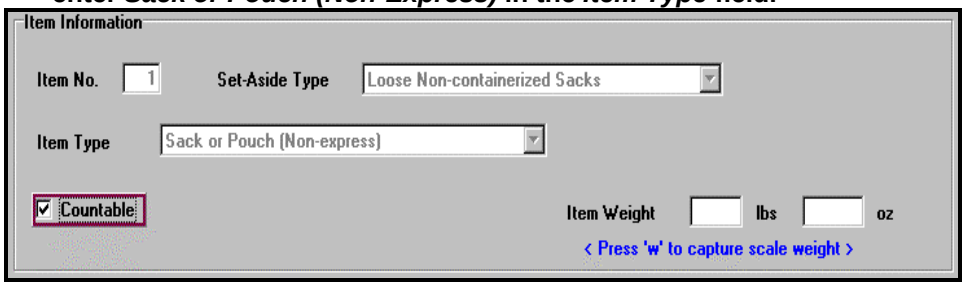


Figure 6–40. Sack *Item Type*

c. **If you selected *Noncontainerized Other Items*, you will need to enter the item type.** Press <A> and then press <↓> to scroll through the *Item Type* list. Press <Enter>, <Tab>, or the number key that corresponds to the item you are sampling to accept your entry and move to the next selection.

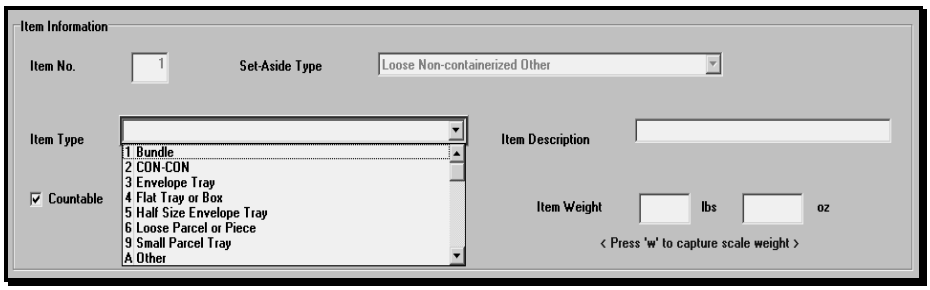


Figure 6–41. Other *Item Type* (with scroll-down list)

d. **Determine whether the contents are countable.**

If the mailpieces in the selected item can be counted, then the item is considered to be "countable." Once you select <A> for *Add* from the *Item Information* tab, CODES will automatically place a check in the *Countable* selection box. However, If the item you are sampling is not countable, press <Spacebar> to remove the check from the box and then press <Tab> to move to the next selection.

Note: If a selected item is either a blue and red CON-CON or a locked registered pouch or sack, take the registered item to the registry cage for detailed sampling. If the item is locked, ask the registry clerk to unlock it. If the item cannot be opened, weigh the entire item and treat it as uncountable.

3. **Record the total weight of the item in the *Item Weight* fields.**

Leave the mail inside the item and weigh the entire item. Press <Tab> to highlight the *Item Weight* fields. Enter the appropriate weight in pounds and ounces in the boxes provided, pressing <Enter> or <Tab> to move from lbs. to oz. After that, press <Enter> or <Tab> again to accept your data entry and move to the next selection. If the CODES scale is attached to the laptop, place the item on the scale, wait for the electronic reading to stabilize, and then press <Enter> to accept the weight and move to the next selection. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

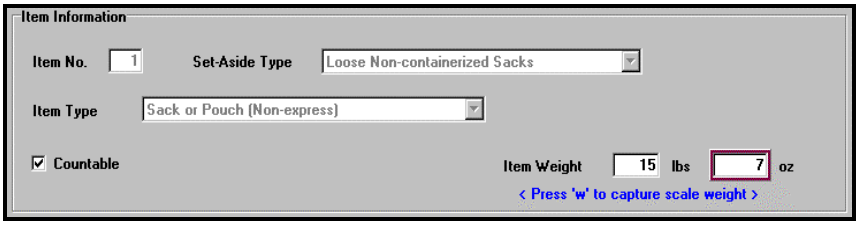


Figure 6–42. *Item Weight*

4. **Go to Section 6.7.7 to enter mail category information and complete your data entry for this item.**

5. **Repeat Steps 1 through 4 for each set-aside item.**

6.7.7 Entering Mail Category Information

BACKGROUND INFORMATION

This section provides general step-by-step instructions for entering mail category information for mailpieces contained within the items you are sampling. For more information on navigating the *Mail Category* screen, consult the online help file by pressing <F1>.

For detailed information on each mail category, see one of the following RM sections, depending on your mailpiece:

RM 6-05: Mail Class Decision Tree

RM 6-06: Unendorsed Mail

RM 6-07: First-Class Mail

RM 6-08: Priority Mail

RM 6-09: Express Mail

RM 6-10: Periodicals

RM 6-11: Standard Mail

RM 6-12: Package Services

RM 6-13: USPS Mail and Free Mail

RM 6-14: International Mail

RM 6-15: Rules for Recording Returned and Forwarded Mail

RM 6-16: Automation Mail Endorsements

6.7.7.1 Entering Mail Category Information for Wheeled Containers and Noncontainerized Items Only

PROCEDURES

For information on recording mail category information for pallets, go to Section 6.7.7.2

1. **Sort the mail by mail category in each item.**

   Remove the mail from the item. Separate the mail by mail category. *Do not mix mail from different items*.

2. **Select the mail category.**

   From the item's *completed Item Information* tab, press <M> for *Mail* or press <Tab> to highlight the *Mail* button and press <Enter>. (For instructions on completing item information, see Sections 6.7.4, 6.7.5, and 6.7.6.) CODES displays the *Mail Information* screen.

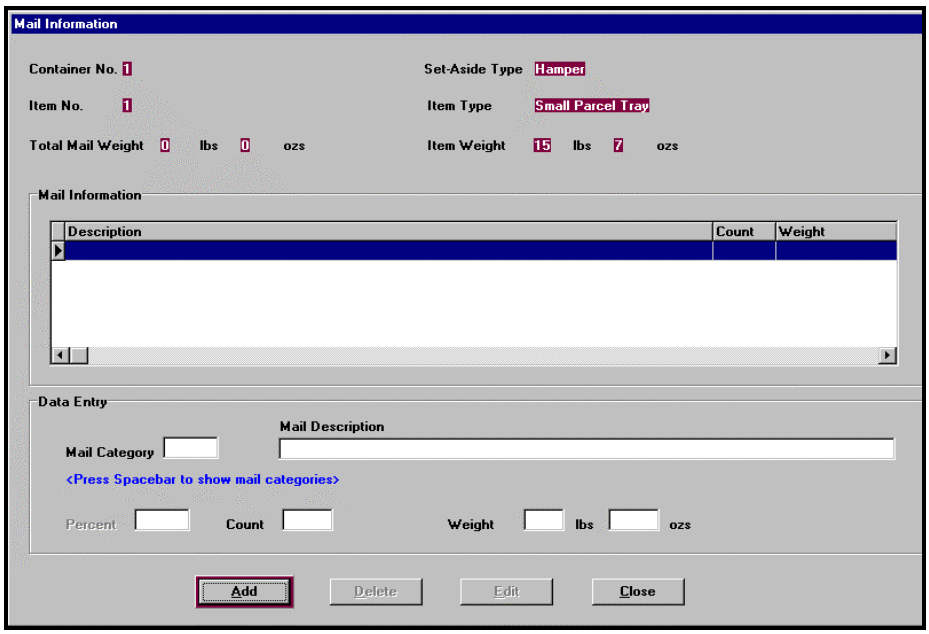


Figure 6–43. *Mail Information*

Press <A> for *Add* or press <Tab> to highlight the *Add* button and press <Enter>. CODES will automatically locate the cursor in the *Mail Category* field. If you know the correct mail category code, then type the code in the field provided. CODES will automatically enter the code's corresponding mail description in the *Mail Description* field. If you do not know the correct mail category code, then press <Spacebar> and CODES will display the *Mail Category* pop-up menu.

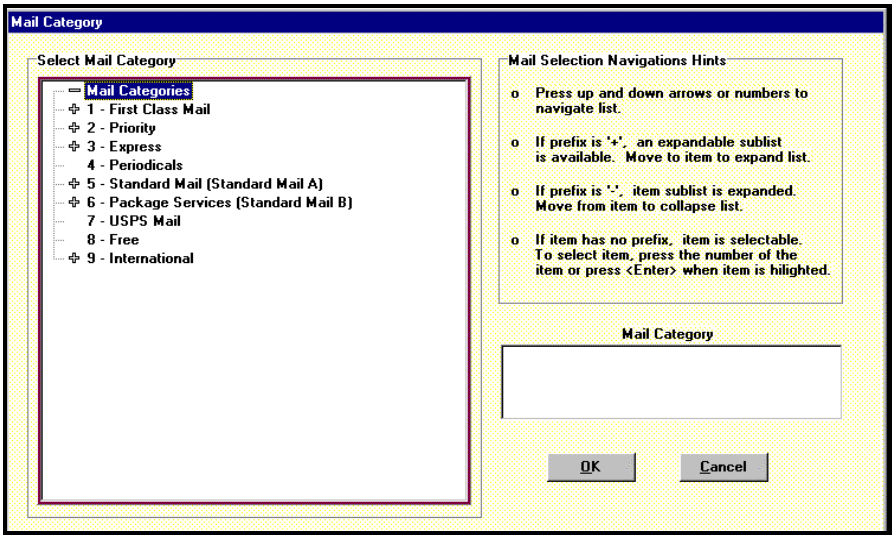


Figure 6–44. *Mail Category*

Use <↑> and <↓> or <PgUp> and <PgDn> to highlight the appropriate mail class and presort level (keyline code) of mailpieces you are sampling. Each time you highlight a selection, it will appear in the *Mail Category* field to the right of the selection list. Once you have completed your selections, press <Alt+O> for *Ok* or press <Tab> to highlight the *Ok* button and press <Enter>. CODES closes the *Mail Category* pop-up and returns to the *Mail Information* screen. CODES displays the mail category information in the fields provided.

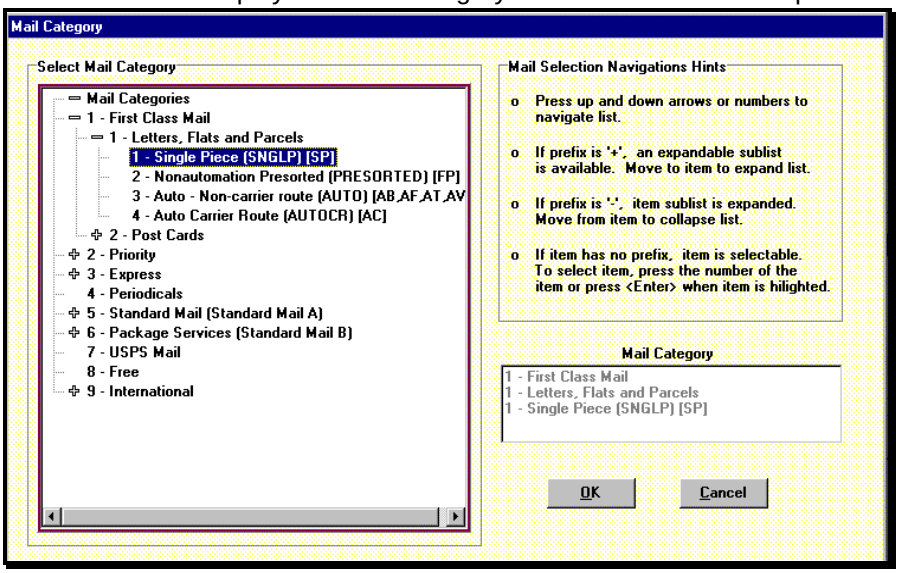


Figure 6–45. *Mail Category* (Completed)

3. **Count and enter the total number of mailpieces for the selected mail category.**

   Enter the total number of mailpieces in the *Count* field. Press <Tab> or <Enter> to accept your entry and move to the next field.

4. **Enter the total weight of the mailpieces for the selected mail category.**

   - **Automatic.** If an electronic scale is attached to your laptop, place the mailpiece(s) on the scale. When the electronic reading on the scale stabilizes, press <W>.

   - **Manual.** If the electronic scale is not attached to your laptop, weigh the mailpiece(s). Using your number keys, enter the weight in the fields provided. Press <Enter> to move from *lbs.* to *oz.* Press <Enter> again when you are satisfied with your weight input. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

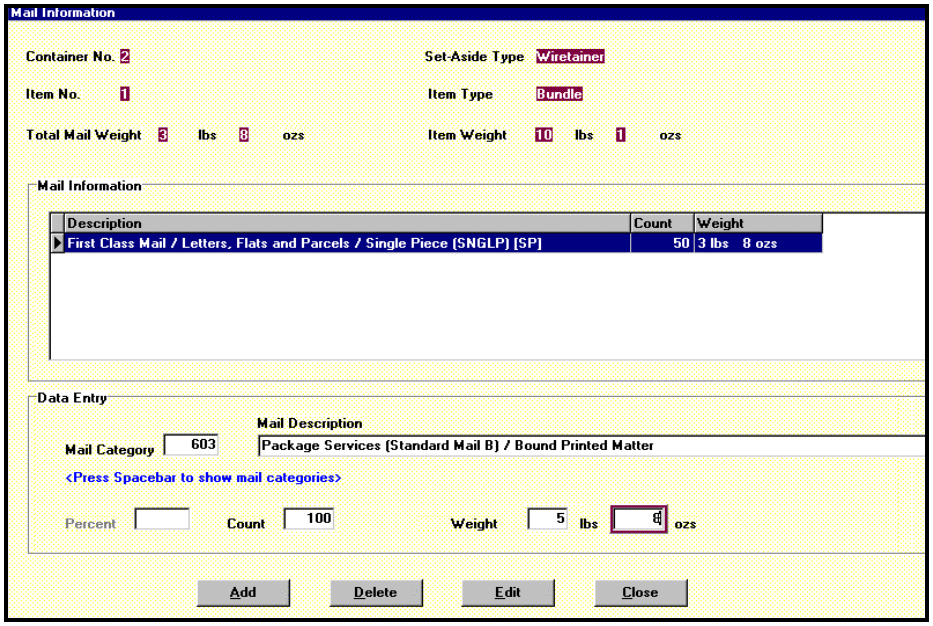


Figure 6–46. *Mail Information (*Completed)

5. **Accept your data entry.**

   Once you complete all of your entries for the given mail category, press <Enter> to accept your data entry.

6. **Repeat Steps 2 through 5 for the other mail categories within the selected item.**

7. **Once you have completed your data entry, press <C> for *Close* to exit the *Mail Information* screen.**

8. **When data entry is complete, place the mail back in its original containers if possible.**

   Rebind all items, if necessary. Return all mail to operations. It is critical to minimize your disruption to the mail processing operations.

6.7.7.2 Entering Mail Category Information for Pallets Only

PROCEDURES

When entering the appropriate mail category information, percentages, and piece counts, observe the following guidelines:

- Do not select the same mail category more than once for the same pallet.
- Enter the percentage of space on the pallet occupied by different mail categories. If there is only one mail category present, enter *100* in the *Percent* field for that mail category.
- Enter the piece count number printed on the exterior of the pallet. If there is no number, leave the *Piece Count* field blank.
- The sum of all percentages entered for all mail categories within one pallet must equal 100%.

1. **Select the mail category.**

   From the pallet's completed *Item Information* tab, press <M> for *Mail* or press <Tab> to highlight the *Mail* button and press <Enter>. CODES displays the *Mail Information* screen.

   Note: If you indicated that the mail category on the pallet is not recordable, follow the procedure described in Section 6.7.5 to record item information.

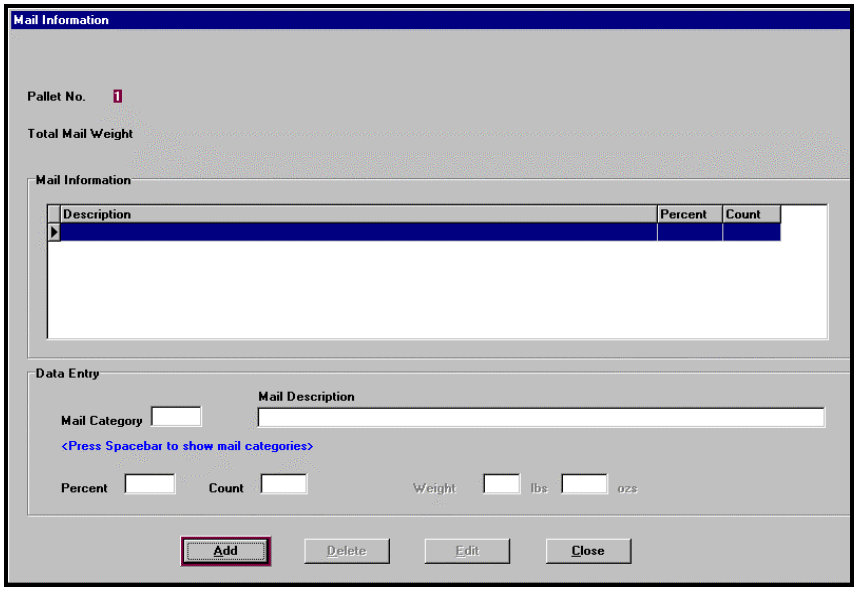


Figure 6–47. *Mail Information* for Pallets

Press <A> for *Add* or press <Tab> to highlight the *Add* button and press <Enter>. CODES will automatically locate the cursor in the *Mail Category* field. If you know the correct mail category code, then type the code in the field provided. CODES will automatically enter the code's corresponding mail description in the *Mail Description* field. If you do not know the correct mail category code, then press <Spacebar> and CODES will display the *Mail Category* pop-up menu.

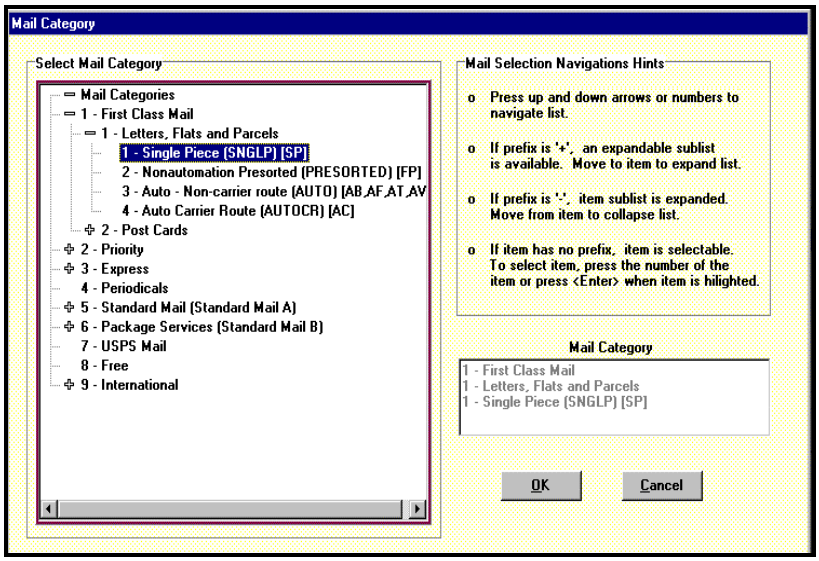


Figure 6–48. *Mail Category* (Completed)

Use <↑> and <↓> or <PgUp> and <PgDn> to highlight the appropriate mail class and presort level (keyline code) of mailpieces you are sampling. Each time you highlight a selection, it will appear in the *Mail Category* field to the right of the selection list. Once you have completed your selections, press <Alt+O> for *Ok* or press <Tab> to highlight the *Ok* button and press <Enter>. CODES closes the *Mail Category* pop-up and returns to the *Mail Information* screen. CODES displays the mail category information in the fields provided.

2. **Enter the percentage of space on the pallet occupied by the selected mail category.**

   If there is only one mail category present, enter *100* in the *Percent* field for that mail category.

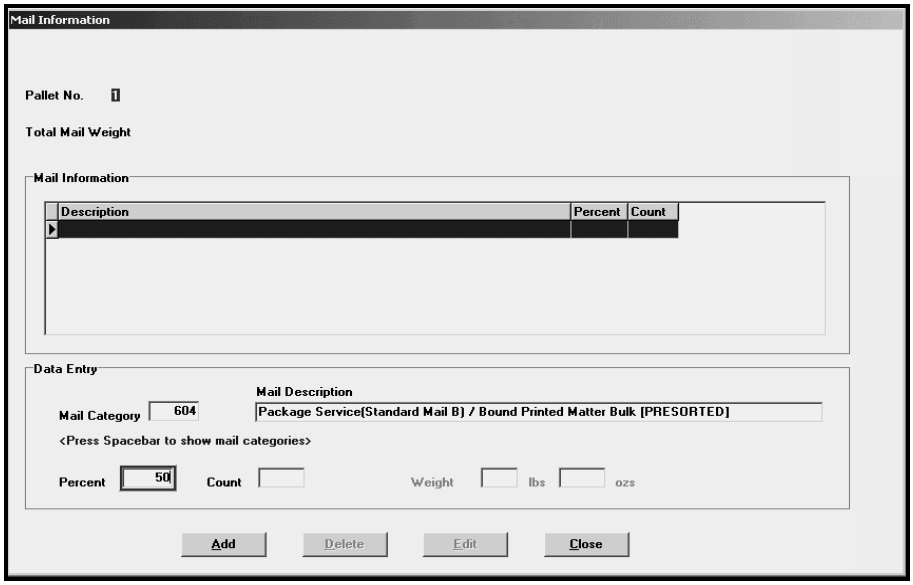


Figure 6–49. *Percent* of *Pallet* Taken Up by *Mail Category*

3. **Enter the piece count number printed on the exterior of the pallet. If there is no number, leave the *Count* field blank.**

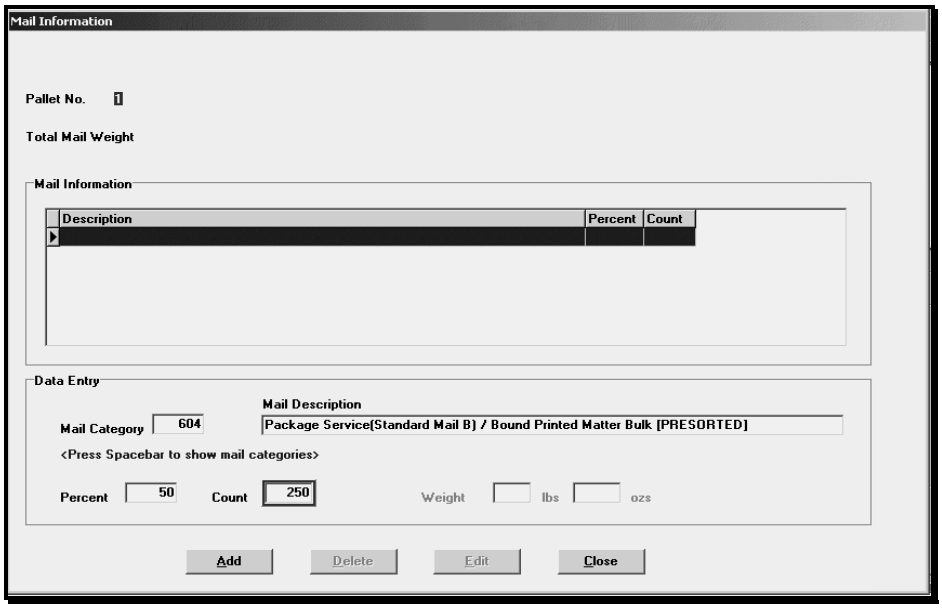


Figure 6–50. Mailpiece *Count*

4. **Accept your data entry.**

   Once you complete all of your entries for the given mail category, press <Enter> to accept your data entry.

5. **Repeat Steps 1 through 4 for all the other mail categories on the pallet.**

6. **Once you have recorded all the other mail categories on the pallet and checked to make sure that the sum of the percentages is equal to 100, exit the *Mail Information* screen by pressing <C> for *Close*.**

6.7.8 Saving and Ending the Test

PROCEDURES

Once you have finished entering data for all items sampled, or if you wish to save part of your test, perform the following steps.

1. **Press <F9> or <Alt+N> to *End Test*.**

   CODES displays the *End Test* screen. This screen provides a summary of your data entry. It displays errors and warns you of possible problems in data entry (See Figure 6-51). CODES will not allow you to complete the test until all errors are corrected. For instructions on correcting errors (See Section 6.8). If there are no errors and you are satisfied with your data entry, you may complete your test.

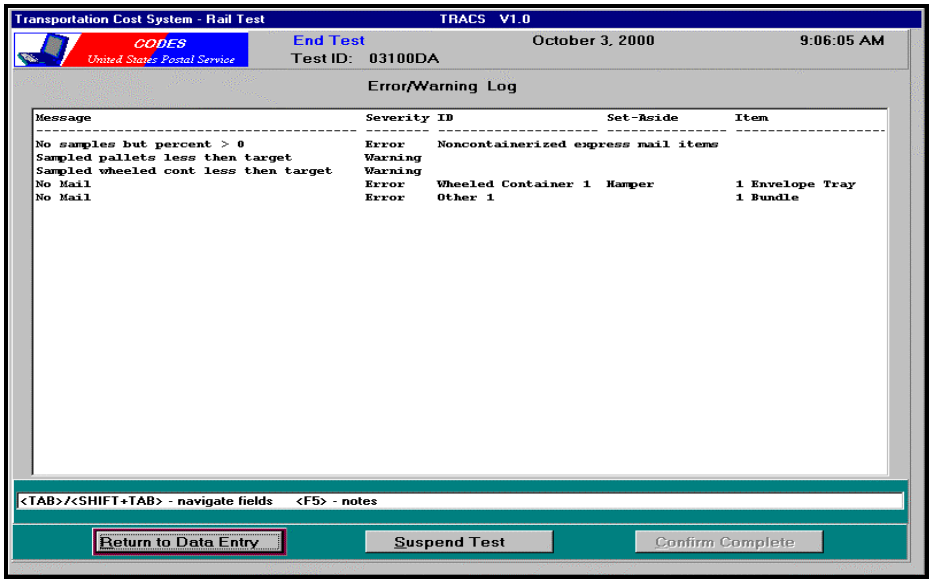


Figure 6–51. *End Test* with *Error/Warning Log*

2. **Decide whether to suspend the test, complete the test, or return to data entry.**

   CODES will give you the option of performing a partial (suspended) save, final (confirmed) save, or allow you to return to data entry. Enter one of the following options:

   - **Option <C>.** Completes the test. (CODES will not allow you to use this option until all errors are corrected. For information on correcting errors, see Section 6.8.)
   - **Option <S>.** Suspends the test.
   - **Option <R>.** Returns you to the *Header* tab to continue your data entry.

   If you wish to partially save the test, press <S> for *Suspend Test*. CODES will exit the *End Test* screen and return you to the *Select a Test* screen. Your test will be listed in the test listing as a *Suspended* test.

3. **If you selected <C> for *Confirm Complete*, enter total test time information.**

   CODES will display a dialog box as shown in Figure 6-52 and prompt you to enter the total test time. Include travel time when calculating your total test time. If there are more than one DCT performing the test, count the total time for all the DCTs. Enter the appropriate information in the fields provided and then press <Alt+O> for *Ok* to accept your data. CODES will save the test and

return you to the *Select a Test* screen. Your test will be listed in the sample selection file as *Complete*.

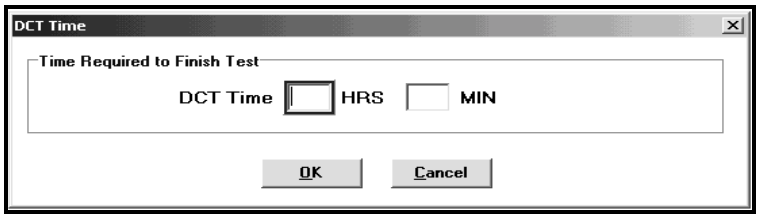


Figure 6–52. *DCT Time*

6.7.9 Aborting the Test

You may only abort the test prior to entering utilization information. Press <Esc> to abort the test and return to the *Main Menu* without saving any of the test data. Aborting a test will not affect the sample file; therefore, the test remains in the sample file in its original state. You may select the aborted test again and restart the test, if necessary.

To abort a test after you enter utilization information, first, suspend the test, and then delete it. For information on suspending and ending a test see Section 6.7.8. To delete the test, select Option <7>: *Review/Delete Test*, from TRACS Main Menu. Highlight the test and delete it.

6.8 Resolving Error and Warning Messages

BACKGROUND INFORMATION

The TRACS software is designed to automatically recognize and display errors in utilization and item information data recorded during the test. The TRACS software lists these errors in the *Errors/Warnings Log* located on the *End Test* screen. CODES will not allow you to complete a test unless all errors and warnings are resolved. This section will explain how to resolve the error and warning messages you may receive at the end of the test.

Once you are ready to end the test and have accessed the *End Test* screen as described in Section 6.7.8, carefully inspect the *Error/Warning Log* to see if there are any errors or warnings listed. If there are any errors or warnings listed, use the guidelines below to resolve them. If there are no errors or warnings listed, complete the test using the guidelines described in Section 6.7.8.

6.8.1 Error Messages

You will not be able to complete your test if CODES shows any of the following error messages:

1. **Error due to no entry for the sampling group.**

   If the *Percent of Unloaded* for any sampling group (i.e., wheeled containers, pallets, etc.) is greater than zero, but no data for that sampling group has been entered, CODES will display the error message:

   "No samples but percent>0"

   CODES will provide the sampling groUSPS generating the error message.

   Correct the error by returning to the appropriate tab for the sampling group type that is generating the error, and then enter the missing item(s) for that sampling group.

   If no items for that sampling group were unloaded, return to the *Utilization* tab and ensure that the unloaded utilization information is entered correctly.

2. **Error due to item in container not entered.**

   If no item has been entered for a container, CODES will display the error message:

   "Wheeled container has no items"

   CODES will provide the wheeled container number of the wheeled container generating the error message.

   Correct the error by adding items for the appropriate container.

3. **Error due to mail category not entered.**

If an item is countable, but no mail category is entered, CODES will display the error message.

"No Mail"

CODES will provide the sampling group, container number, and item number of the item(s) generating the error message.

Correct the error by returning to the *Item* screen, and add mail category.

4. **Error due to pallet entered less than targeted.**

   If the *Targeted Sample for Pallet* is less than *Sampled Pallet* in the *Detail of Unloaded t*able of the *Utilization* tab, CODES will display the error message:

   "*Sampled Pallets<Target"*

   Correct the error by returning to the *Utilization* tab, selecting pallets, and adding all pallets.

5. **Error due to pallet data not completed.**

   If a pallet does not have 100% of mail or item entered, CODES will display error message:

   "*Pallet usage<100%"*

   CODES will provide the pallet number of the pallet generating the error message.

   Correct the error by returning to the *Pallets* screen and adding all mail or items on the pallet. Make sure the number in *Percent Used* column in *Pallets* screen is 100%.

6. **Error due to the sum of Detail of Unloaded not equal to Percent Unloaded in the summary table.**

   If the sum of percentages of the five sampling groUSPS in the *Detail of Unloaded* is not equal to the value in the *Percent Unloaded* field in the *Summary* table, CODES will display the error message:

   "*Utilization % unloaded is incorrect"*

   Correct the error by returning to the *Utilization* tab and changing the incorrect percentage(s).

7. **Error due to the sum of mail weight in an item exceeds the item weight.**

   If the sum of mail weight in an item is larger than the item weight, CODES will display the error message:

   "Mail Weight > Item Weight"

   CODES will provide the sampling group, container number, and item number for the item generating this error message.

   Correct the error by returning to either the *Item* tab or the *Mail Information* tab and changing the incorrect item weight or the mail weight(s).

6.8.2 Warning Messages

Check carefully to make certain you have entered all data when you see the following message:

1. **Warning that the number of containers entered is less than the targeted sample.**

   If the *Targeted Sample for Container* is less than *Sampled Container* in the *Detail of Unloaded* table of the *Utilization* tab, CODES will issue a warning message:

   "Sampled wheeled containers<Target"

   Check to make sure you have entered all set-aside containers.

2. **Warning that no countable items were recorded for a container.**

   CODES will issue a warning message:

   "No countable items"

   CODES will provide the container number for the container generating the warning message.

   Check to make sure you have entered all selected items in the container.

6.9 Reviewing and Deleting TRACS Rail Tests

The *Select a Test to Review* screen in the *TRACS Main Menu* allows you to perform the following:

- Review the status of TRACS tests that have been initiated.
- Review TRACS data summaries for the tests shown on the screen.
- Delete TRACS tests.

This section provides instructions on performing procedures related to TRACS Rail Tests only.

6.9.1 Reviewing TRACS Rail Test Information

PROCEDURES

When reviewing the TRACS Rail Test information, you should focus on the following areas:

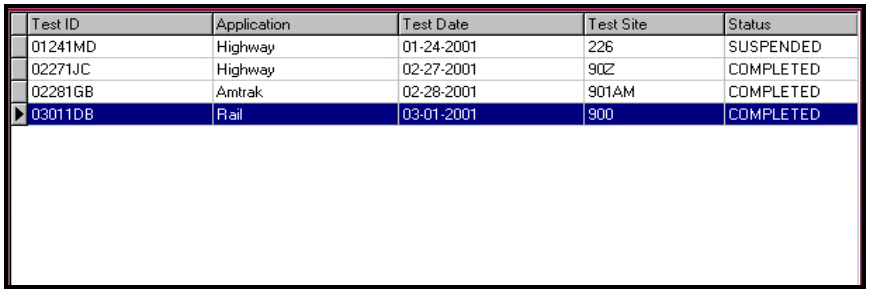
- The replacement vehicle is appropriately selected.
- The number of containers sampled equals the targeted number of containers to be sampled.
- The item weights and tare weights are reasonable.
- Mail categories found on pallets are reasonable.

To access the *Select a Test to Review* screen, perform the following steps:

1. **Access the TRACS System from the *CODES Main Menu.***

   Perform Step 1 of Section 6.7.2.

   CODES will display the *TRACS Main Menu*. Press <7> for *Review/Delete* or use <↑>, <↓>, or <Tab> to highlight the Option <7> *Review/Delete Test* and press <Enter>. CODES displays the *Select a Test to Review* screen.



Test ID	Application	Test Date	Test Site	Status
01241MD	Highway	01-24-2001	226	SUSPENDED
02271JC	Highway	02-27-2001	90Z	COMPLETED
02281GB	Amtrak	02-28-2001	901AM	COMPLETED
03011DB	Rail	03-01-2001	900	COMPLETED

Figure 6–53. Select a Test to Review

Note: Verify that the status of the test is *Complete* prior to uploading. CODES will not allow you to upload a test that has a *Suspended* test status.

2. **Select the test you wish to review.**

   Press <↑> or <↓> to highlight the test you wish to review and then press <Enter>. CODES will display your selected test record in the *Show Highway Data* pop-up window (See Figure 6-54). Press <↑> and <↓> or <PgUp> and <PgDn> to navigate the record.

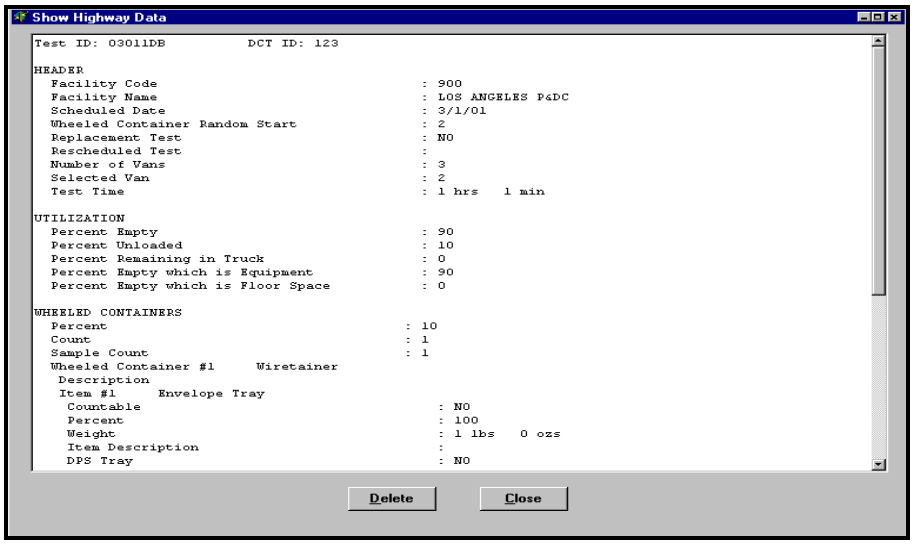


Figure 6–54. *Show Rail Data*

6.9.2 Deleting a TRACS Rail Test

PROCEDURES

This option will allow you to delete any TRACS Rail Test that has been partially or fully saved. Because this option will not delete any sample file information, you can perform the same test again after it has been deleted. To access the *Delete TRACS Test* option, perform the following steps:

Note: If the test information is not on the hard drive, you must place the correct TRACS diskette in drive A: in order to access this information.

1. **Access the *Show Rail Data* pop-up window.**

   Perform the steps in Section 6.9.1.

2. **Select <D> for *Delete.***

   From the *Show Rail Data* window, press <Tab> to highlight the *Delete* button and then press <D> for *Delete* or <Enter> to delete the test.

3. **Select *Yes* or *No*, depending on whether or not you really wish to delete the selected test data.**

   CODES will display a dialog box asking you whether or not you really wish to delete the selected test information. Answer *yes* or *no*, depending on whether you wish to delete the test data.

   - **<Y> for Yes:** Yes, delete the selected test information.
   - **<N> for No:** No, do not delete the selected test information.

   If you select <Y> for *Yes,* CODES will delete the record and return you to the *Select a Test to Review* screen.

   To return to the *TRACS System Main Menu*, press <Esc>.

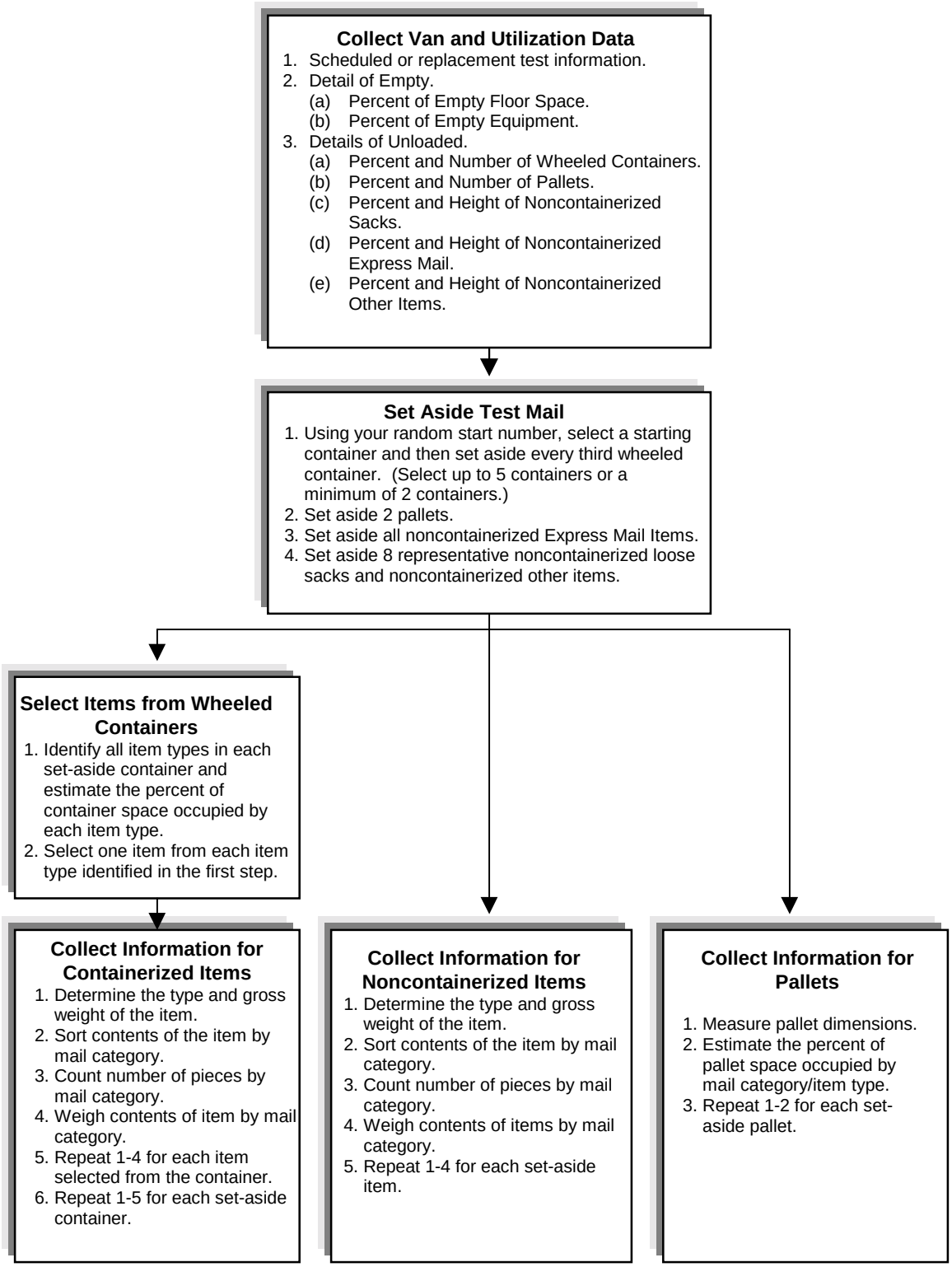
   When you delete a test, the data entry record is removed; the sample file information for the test is not affected. Therefore, after you have deleted a test, you may perform the test again.

Related Materials for the TRACS Rail Test

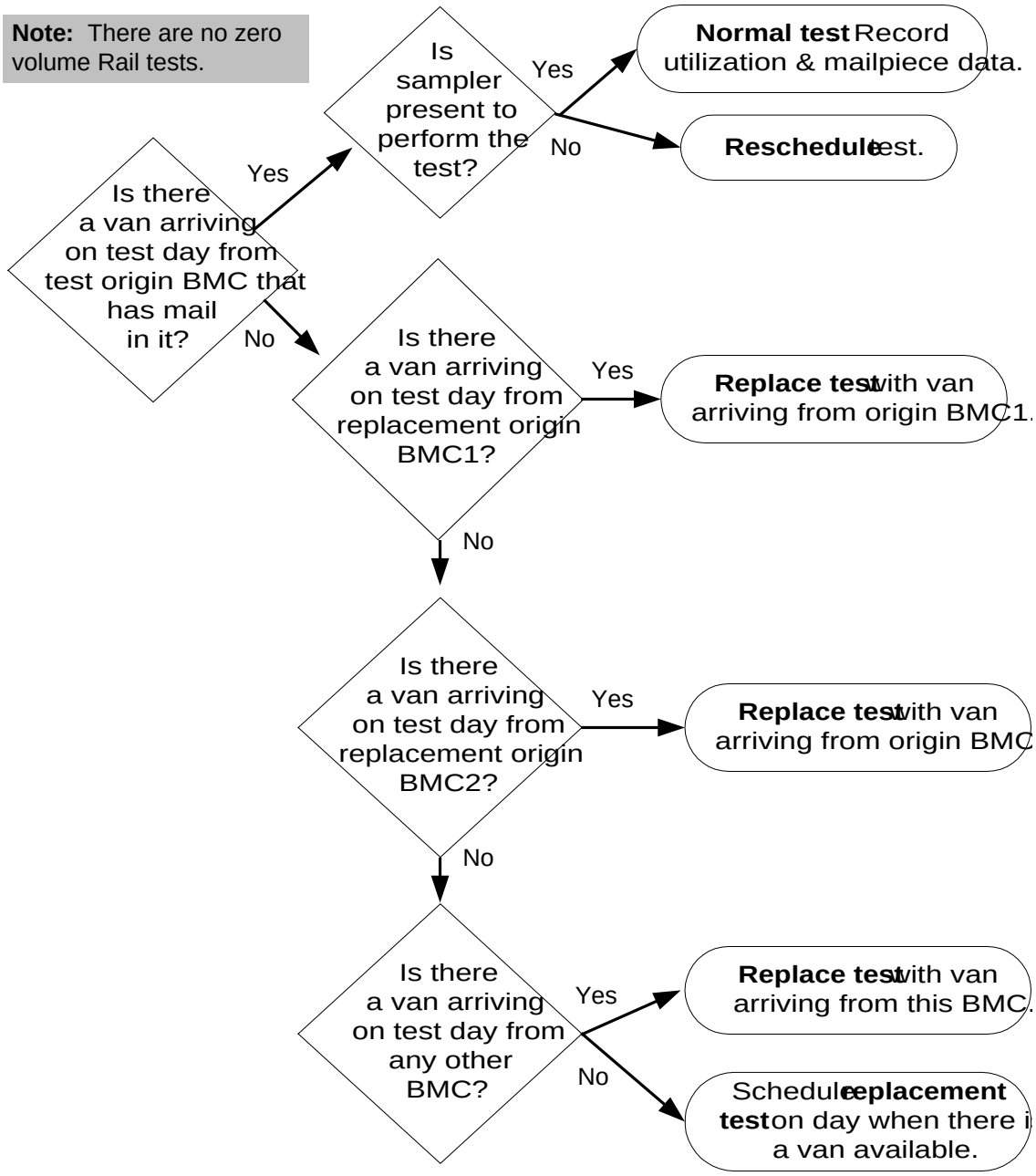
This section includes all the related information you may need to complete a TRACS Rail Test.

- RM 6-01 Rail Test Flow Chart
- RM 6-02 TRACS Rail Subsystem: Reschedule, Replacement, and Zero Volume Decision Tree
- RM 6-03 Utilization Estimate Example
- RM 6-04 Bulk Mail Centers (BMCs)
- RM 6-05 Mail Class Decision Table
- RM 6-06 Unendorsed Mail
- RM 6-07 First-Class Mail
- RM 6-08 Priority Mail
- RM 6-09 Express Mail
- RM 6-10 Periodicals
- RM 6-11 Standard Mail
- RM 6-12 Package Services Mail
- RM 6-13 USPS Service Mail and Free Mail
- RM 6-14 International Mail
- RM 6-15 Rules for Recording Returned and Forwarded Mail
- RM 6-16 Automation Mail Endorsements
- RM 6-17 Typical Test Facilities for TRACS Rail

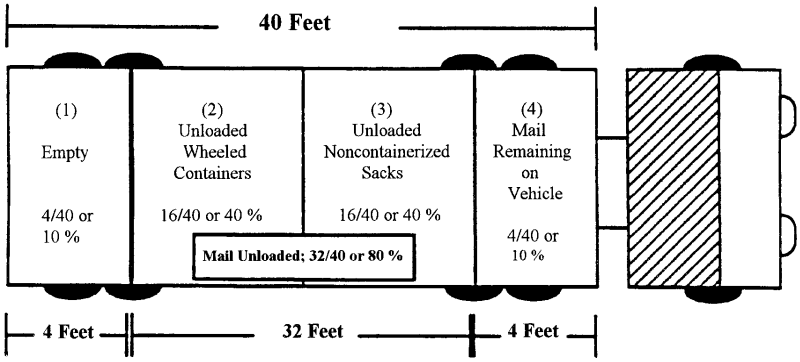
RM 6-01 Rail Test Flow Chart



RM 6-02 TRACS Rail Subsystem: Reschedule, Replacement, and Zero Volume Decision



RM 6-03 Utilization Estimate Example



This example presents a simple way of determining the utilization of a vehicle when you are entering data in the *Utilization* screen for a TRACS Highway or Rail Test.

In this example, a Rail van with 40 feet of cargo space arrives at the dock. The data collector finds that the last 4 feet of the Rail van are empty. Therefore, the data collector enters 10% (4/40) in the *Percent Empty* field.

Note: Remember to count empty containers as empty space when performing a utilization estimate. Containers holding nothing but empty equipment are also considered as empty space.

After the dock workers have unloaded the Rail van, the data collector finds that 4 feet of mail will not be unloaded. Accordingly, the data collector enters 80% in the *Percent Unloaded* field. The data collector calculates this figure by subtracting 4 feet of empty space and 4 feet of remaining mail from the total length of cargo space (40 - 4 - 4 = 32). A total of 32 feet of mail has been unloaded. Dividing 32 feet by 40 feet (32/40), the data collector calculates that 80% of the vehicle's capacity was occupied by mail that was unloaded.

The data collector now records the components of the unloaded mail. Inspecting the unloaded mail, the data collector estimates that wheeled containers occupied 16 linear feet of Rail van space. The data collector also estimates that loose sacks occupied another 16 linear feet of Rail van space. There are no pallets or other loose items (parcels, loose flat boxes, etc.). The data collector calculates that the wheeled containers occupied 40% (16/40) of Rail van space and that the loose sacks occupied another 40% (16/40) of Rail van space. Therefore, the data collector enters 40% in the *Percent Wheeled Containers* field and 40% in the *Percent Noncontainerized Sacks* field.

In the *Percent Remaining in Vehicle* field, the data collector enters 10%, the figure calculated above. The data collector then notes that the sum of the *Percent Empty*, the *Percent Unloaded*, and the *Percent Remaining in Vehicle* fields equals 100 percent.

RM 6-04 Bulk Mail Centers (BMCs)

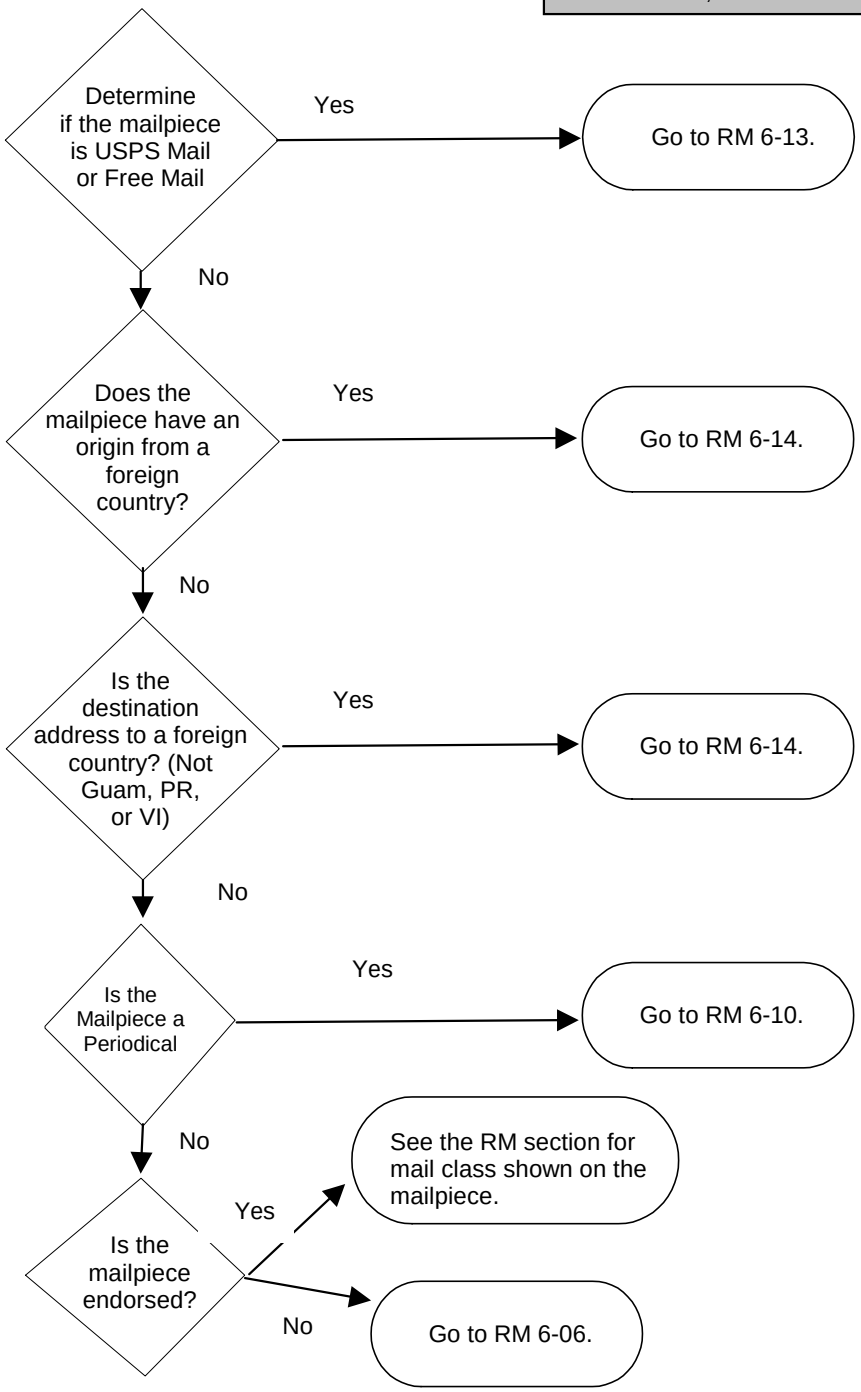
This is a list of BMC names and their corresponding facility codes which you may use as a reference:

BMC Name	Facility Code
Atlanta	30Z
Chicago	60Z
Cincinnati	45Z
Dallas	75Z
Denver	80Z
Des Moines	50Z
Detroit	48Z
Greensboro	27Z
Jacksonville	32Z
Kansas City	66Z
Los Angeles	90Z
Memphis	38Z
Minneapolis/St. Paul	55Z
New Jersey	07Z
Philadelphia	19Z
Pittsburgh	15Z
San Francisco	94Z
Seattle	98Z
Springfield	01Z
St. Louis	63Z
Washington, DC	20Z

RM 6-05 Mail Class Decision Table

Follow these rules sequentially to determine which mail class to select. See the RM sections for complete mail class descriptions.

Note: For forwarded and returned mail, See RM 6-15.



RM 6-06 Unendorsed Mail

Determining Mail Class in Domestic Statistical Programs

No Endorsements/Markings

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

* FCM – First-Class Mail.
** CBD – Cannot be determined, e.g., permit, unreadable meter.
*** First-Class single piece.
‘<’ Less than.
‘>’ Greater than.
‘≤’ Less than or equal to.
‘=’ Equal

EXCEPTIONS

For mailpieces sent by the Postal Service, record as USPS Mail. Mail sent by the Postal Service can be identified by the return address containing the Postal Service corporate logo followed by the complete return address of the postal facility or by ‘Postal Service’ in the G-10 permit.

RM 6-07 First-Class Mail

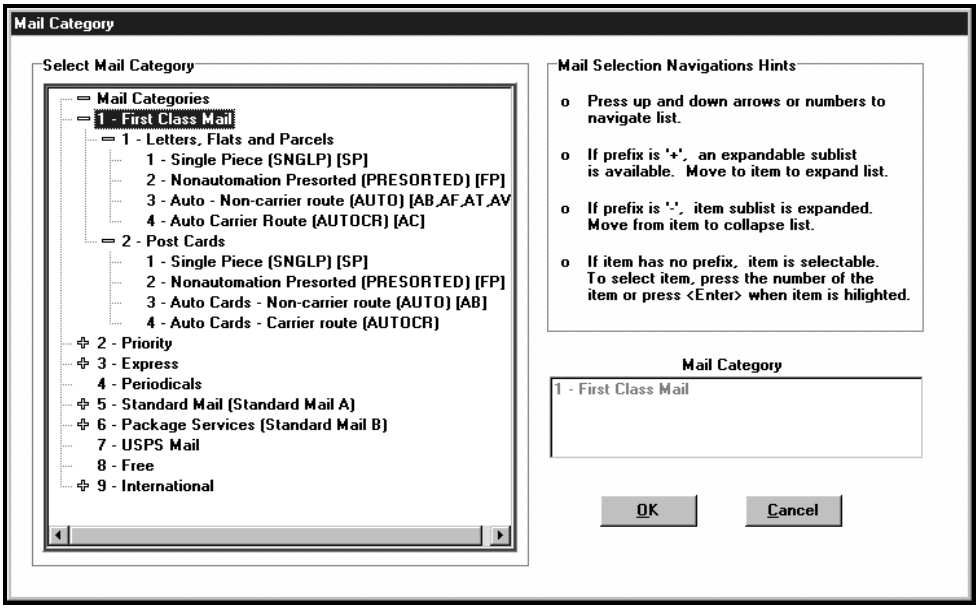


Figure 6–55. *First-Class Mail* Categories

Referenced Section 6.7.7.

First-Class Mail weighs 13 ounces or less. It includes letters, cards, flats, small parcels, or rolls. Postage may be indicated in the indicia by a stamp, precanceled stamp, meter strip or imprint, or a permit imprint.

Record the mailpiece under “Letters, Flats and Parcels” if it is not a postcard. Otherwise, record it under “Postcard”.

A postcard may be a postal card or a private/penalty card. A postal card is a blank card sold by the Postal Service with a preprinted, precanceled postage stamp. A private/penalty card is either a private postcard (for the transmission of messages with postage or a permit imprint affixed) or an official mail card used by federal agencies and specifically authorized individuals. Penalty cards bear the following imprint: *Penalty for Private Use*. Each mailpiece identified as a post card must meet the following criteria:

- Rectangular in shape;
- Not less than 3 1/2 inches high, 5 inches long, or .007 inches thick;
- Not larger than 4 1/4 inches high, 6 inches long, or .016 inches thick.

Letters, Flats, and Parcels Option/Name	Description
Single Piece (SNGLP) [SP]	Record <1> *Single Piece (SNGLP) [SP]* if endorsed *Single Piece (SNGLP)* or MMCRCA *SP*. Use this option for pieces with First-Class Mail single piece postage or marked *Business Reply*.
Nonautomation Presorted (PRESORTED) [FP]	Record <2> *Nonautomation Presorted (PRESORTED) [FP]* if endorsed *Presorted (PRSRT) First-Class* or the MMSRCA *FP* AND there is no automation rate barcode, or *AUTO, A???, AUTOCR, MMSRCA AB, AF, AT, AV, AC or Single-Piece/SNGLP* marking.
Auto – Non-carrier route (AUTO) [AB, AF, AT, AV]	Record as <3> *Auto – Non-carrier route (AUTO) [AB, AF,AT, AV*] if endorsed *AUTO, A???*, or the MMSRCA *AB, AF, AT, or AV*. Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted (PRSRT) First-Class* markings.
Auto Carrier Route (AUTOCR) [AC]	Record as <4> *Auto Carrier Route (AUTOCR) [AC*] if endorsed *AUTOCR* or the MMSRCA *AC*.

Post Cards Option/Name	Description
Single Piece (SNGLP) [SP]	Record <1> *Single Piece (SNGLP) [SP]* if endorsed *Single Piece (SNGLP)* or MMCRCA *SP*. Use this option for pieces with First-Class Mail single piece postage or marked *Business Reply*.
Nonautomation Presorted (Presorted) [FP]	Record <2> *Nonautomation Presorted (Presorted) [FP]* if endorsed *Presorted (PRSRT) First-Class* or the MMSRCA *FP* AND there is no automation rate barcode or *AUTO, A???, AUTOCR, MMSRCA AB or Single-Piece/SNGLP* marking.
Auto Cards– Non-carrier route (AUTO) [AB]	Record as <3> *Auto Cards – Non-carrier route (AUTO) [AB*] if endorsed *AUTO, A???*, or the MMSRCA *AB*. Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted (PRSRT) First-Class* markings.
Auto Cards - Carrier Route (AUTOCR)	Record as <4> *Auto Cards Carrier Route (AUTOCR)* if endorsed *AUTOCR*.

The First-Class Mail Decision Table on the next page provides additional guidance and a hierarchy for determining mail category.

First-Class Mail Decision Table for TRACS and Carrier Cost Tests Only[1]

IF POSTAGE IS. . .	***ENDORSEMENTS AND/OR MARKINGS ARE. . .***	***THEN ASSIGN MAIL CATEGORY AS. . .***
Single piece postage Check front and back for additional postage	With or without markings	Single Piece
Not single piece postage or none	"Business Reply"	Single Piece
Not single piece postage or none	"Single Piece" or "SNGLP" or MMSRCA[2] "SP"	Single Piece
Not single piece postage or none	"AUTO," "A???[3]," or MMSRCA[2] "AV," "AT," "AF," or "AB"	Automation Noncarrier
Not single piece postage or none	"AUTOCR" OR MMSRCA[2] "AC"	Automation Carrier
Not single piece postage or none	MMSRCA[2] "FP"	Nonautomation Presort
Not single piece postage or none	Automation Rate Barcode[4] and "PRESORTED" ("PRSRT") and "FIRST-CLASS"	Automation Noncarrier
Not single piece postage or none	"PRESORTED" ("PRSRT") and "FIRST-CLASS"	Nonautomation Presort
Not single piece postage or none	No endorsements, markings, or MMSRCA[2]	Single Piece

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA – Manifest Mailing System Rate Category Abbreviations.
[3] The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A", to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
[4] Automation Rate Barcode is a 9- or 11-digit barcode for flats and an 11-digit barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 6-08 Priority Mail

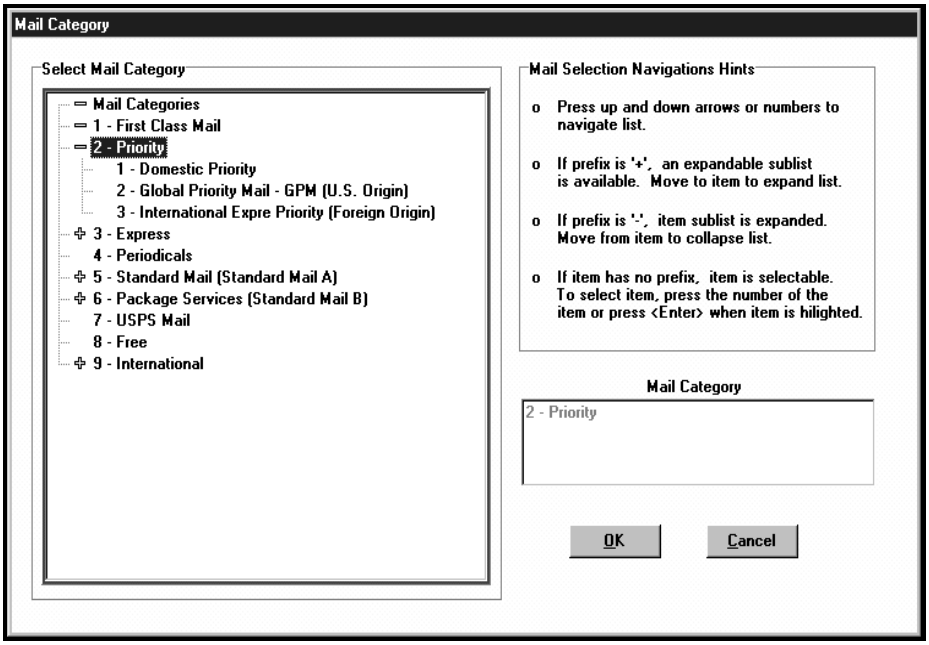


Figure 6–56. *Priority Mail Categories*

Referenced Section 6.7.7.

Option/Name	Description
Domestic Priority	The piece must bear the endorsement *Priority Mail* or must be paid for at or above the Priority Mail rate. *Priority Mail* is First-Class Mail that weighs more than 13 ounces but less than or equal to 70 pounds. Mail that weighs less than 13 ounces is not Priority Mail unless it is endorsed Priority and/or is paid at the *Priority Mail* rate. See RM 5-06 for rules on recording unendorsed mail weighing more than 13 ounces.
Global Priority Mail (GPM)	GPM is an expedited international mail service intended to carry documents, correspondence, and merchandise up to 4 pounds. GPM uses one of two unique envelope designs or a variable weight sticker, all of which include the *Exprés* symbol.
International *Exprés* Priority (Foreign Origin)	Foreign origin incoming International *Exprés* Mail originates from a variety of foreign postal organizations. The Postal Service has agreements with these foreign postal administrations to treat their premium service pieces as *Priority Mail* once it arrives in the United States.

RM 6-09 Express Mail

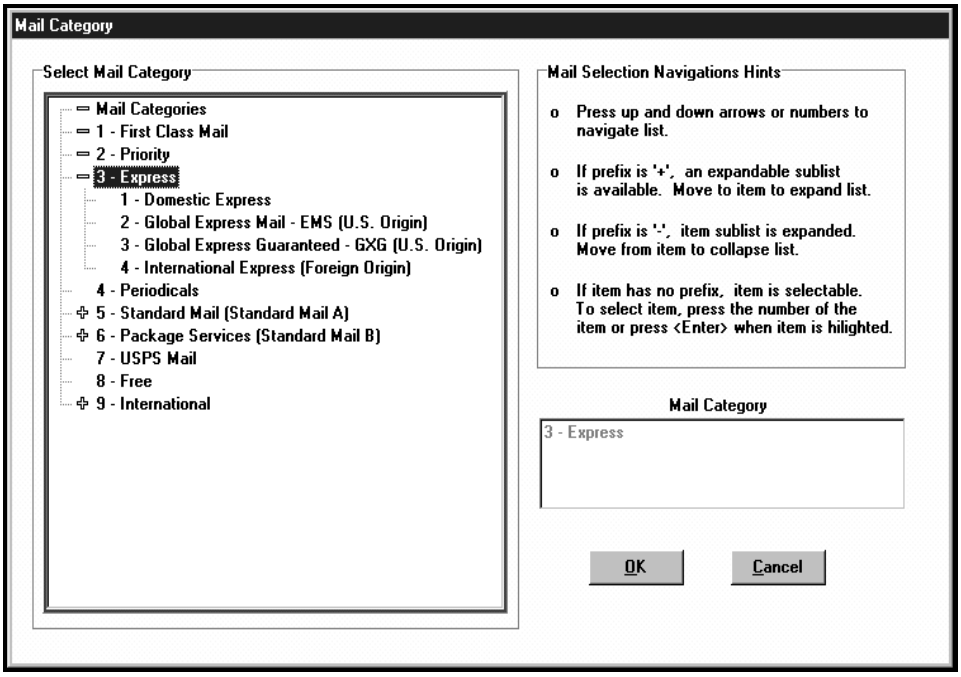


Figure 6–57. *Express Mail Categories*

Referenced Section 6.7.7.

Option/Name	Description
Domestic Express	Express Mail is the U.S. Postal Service's premium delivery service. For TRACS, the Express Mail category includes all Express services such as Next Day Service, Same Day Airport Service, and Custom Designed Service.
Global Express Mail – EMS (US Origin)	Global Express Mail (EMS) is used to send documents and merchandise to a limited number of foreign destinations listed in the International Mail Manual. The weight limits vary and are country specific.
Global Express Guaranteed – GXG (US Origin)	Global Express Guaranteed (GXG) is an expedited delivery service from designated ZIP Code areas to most destination countries and territorial possessions. The maximum weight limit for GXG is 70 pounds.
International Express (Foreign Origin)	International Express is foreign origin mail originating from a variety of foreign postal organizations. The Postal Service has agreements to treat this foreign origin premium service mail as Express Mail once it arrives in the United States.

Recording Mailpieces with the Postal Service Express Mail Label

Mailpieces with the Express Mail Label affixed should be recorded as one of three possible TRACS Mail Categories, depending on the method of payment and the destination address. If there is a Postal Service account number beginning with ‘40’ or ‘41’ in the Method of Payment section of the label, then the piece should be recorded as USPS Penalty mail, whether the destination address is domestic or in a foreign country. If a Postal Service account number is not present and the destination address is a foreign country, the piece should be recorded as Global Express Mail – EMS. If a Postal Service account number is not present, and the destination address is not a foreign country, then the piece should be recorded as Domestic Express Mail. Examples of Express Mail Labels include Labels 11A, 11B, 11E, 11F, and custom designed Labels 5625 or 5625C. These rules are summarized, in sequential order, in the table below. Use the first rule that applies.

On Express Mail Label	Record As
Postal Service Account Number beginning with ‘40’ or ‘41’	USPS Mail
Destination address is to a foreign country*	Global Express Mail - EMS (U.S. origin)
None of the above	Domestic Express Mail

*Puerto Rico, U.S. Virgin Islands, and Guam are domestic destinations.

RM 6-10 Periodicals

Periodical mail is composed exclusively of publications such as newspapers, magazines, periodicals, and newsletters. Periodicals are mailed by publishers and registered news agents. The name of the publication must be on the front of the mailpiece.

Periodicals generally do not have indicia, but when enclosed in a mailing wrapper, they may bear the marking *Periodicals* in the upper right corner of the address side of the mailpiece.

RM 6-11 Standard Mail

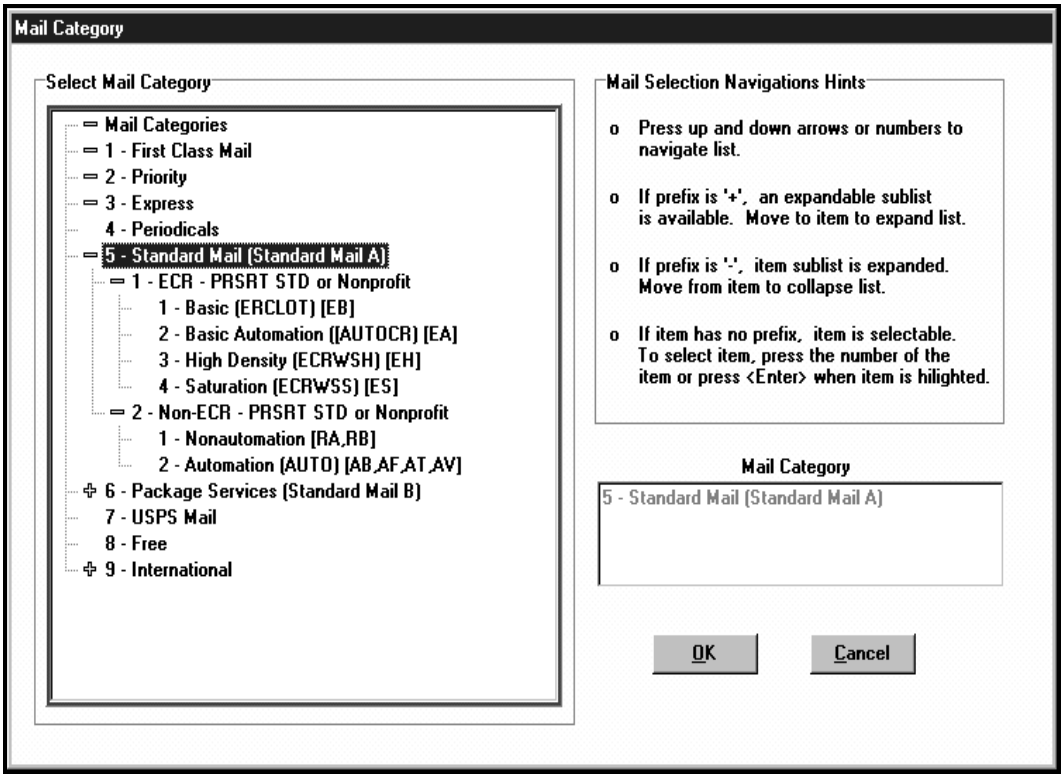


Figure 6–58. *Standard Mail* Categories

Referenced Section 6.7.7.

This mail is not required to be entered as First-Class, nor is it mailed at the rate for Periodicals (unless permitted or required by standard). Each Standard Mail mailpiece must weigh less than 16 ounces.

Standard Mail must have one of the following basic markings: Presorted Standard, PRSRT STD, Nonprofit Organization, Nonprofit Org. or Nonprofit.

Enhanced Carrier Route (ECR) – Presorted Standard or Nonprofit

Option/Name	Description (ECR)
Basic (ERCLOT) [EB]	Record as <1> *Basic (ERCLOT) [EB]* if the piece bears the marking *ERCLOT* or MMSRCA *EB.*
Basic Automation (AUTOCR) [EA]	Record as <2> *Basic Automation (AUTOCR) [EA]* if the piece bears the marking *AUTOCR* or MMSRCA *EA.*
High Density (ECRWSH) [EH]	Record as <3> *High Density (ERCWSH) [EH]* if the piece bears the marking *ECRWSH* or MMSRCA *EH.*
Saturation (ECRWSS) [ES]	Record as <4> *Saturation (ECRWSS) [ES]* if the piece bears the marking ECRWSS or MMSRCA *ES.*

Non Enhanced Carrier Route (Non ECR) – Presorted Standard or Nonprofit

Option/Name	Description
Nonautomation [RA, RB]	Record as <1> *Nonautomation [RA, RB]* if the piece is endorsed with the MMSRCA *RA or RB*. Use this option if endorsed *Presorted Standard or Nonprofit Organization* AND there is no automation rate barcode, or *AUTO, A???, AUTOCR, MMSRCA AB, AF, AT,* or *AV* marking.
Automation (AUTO) [AB, AF, AT, AV]	Record as <2> *Automation (AUTO) [AB, AF, AT, AV]* if endorsed *AUTO, A???,* or the MMSRCA *AB, AF, AT, or AV.* Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted Standard or Nonprofit Organization* markings.

The Standard Mail Decision Table on the next page provides additional guidance and a hierarchy for determining mail category.

Standard Mail Decision Table for TRACS and Carrier Cost Tests Only[1]

IF ENDORSED AND/OR MARKED. . .	AND/OR ADDITIONAL MARKINGS ARE. . .	THEN ASSIGN MAIL CATEGORY AS. . .
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"AUTOCR" or MMSRCA[2] "EA"	ECR Basic Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ERCLOT"[3] or MMSRCA[2] "EB"	ECR Basic
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSH"[3] or MMSRCA[2] "EH"	ECR High Density
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSS"[3] or MMSRCA[2] "ES"	ECR Saturation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"AUTO," "A???,"[4] or MMSRCA[2] "AV," "AT," "AF," or "AB"	Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	MMSRCA[2] "RA" or "RB"	Nonautomation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org or Nonprofit)	Automation Rate Barcode[5]	Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	None	Nonautomation[3]

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA – Manifest Mailing System Rate Category Abbreviations.
[3] ECR – Enhanced Carrier Route. The "ECR" and the "LOT," "WSh," or "WSS" may appear in two different locations on the mailpiece.
[4] The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A", to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
[5] Automation Rate Barcode is a 9- or 22-digit barcode for flats and an11-digit barcode for letters found in the address block areas or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 6-12 Package Services Mail

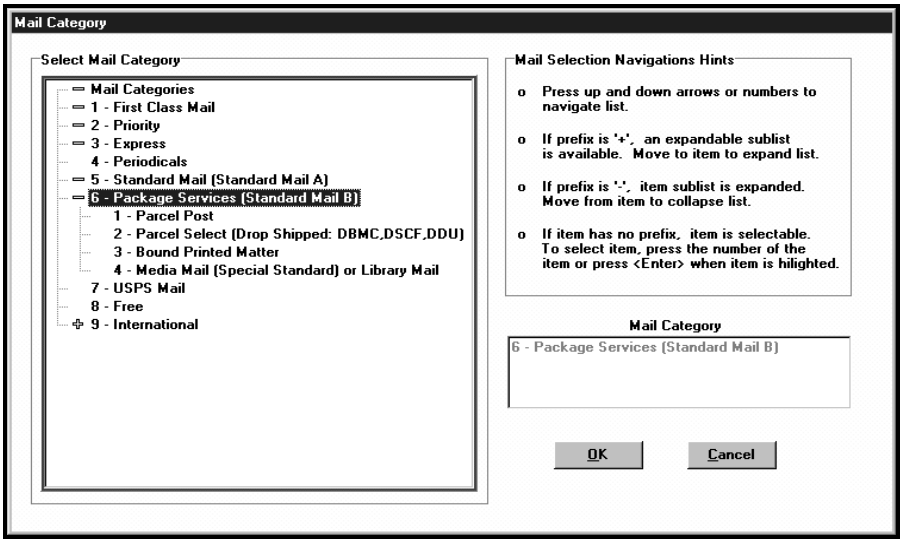


Figure 6–59. *Package Services Mail Categories*

Referenced Section 6.7.7.

This mailpiece is marked Parcel Post or PP, Bound Printed Matter or BPH, Media Mail, or Library Mail. Package Services Mail does not have a minimum weight limit. A single piece mailed at the Bound Printed Matter rate may not exceed 15 pounds. The weight for Parcel Post, Parcel Select, Media Mail and Library Mail may not exceed 70 pounds.

Note: Mailpieces weighing less than 16 ounces and endorsed Parcel Post, Parcel Select, Bound Printed Matter, Media Mail, and Library Mail must pay at least the one-pound rate for the endorsed class.

Option/Name	Description
Parcel Post	Record as <1> *Parcel Post* if the piece is endorsed *Parcel Post or PP* and there are no other markings.
Parcel Select (Drop shipped: DBMC, DSCF, DDU)	Record as <2> *Parcel Select (Drop Shipped: DBMC, DSCF, DDU)* if the piece is endorsed *Parcel Select*, *Drop Ship* or *D/S*.
Bound Printed Matter	Record as <3> *Bound Printed Matter* if the piece is endorsed *Bound Printed Matter* or *BPM*
Media Mail (Special Standard) or Library Mail	Record as <4> *Media Mail (Special Standard)* or *Library Mail* if the piece is endorsed *Media Mail* or *Library Mail.* Mailers may use the markings *Special Standard* and *Library Rate* until January 1, 2002.

RM 6-13 USPS Mail and Free Mail

Option/Name	Description
USPS Mail	USPS Mail is official mail sent with or without prepayment of postage by the Postal Service. This mailpiece displays the Postal Service corporate signature or Finance Number above the name and return address of the postal facility. This mailpiece may or may not bear the Postal Service emblem. Regardless of mail category, record all Postal Service mail as such, not as the mail category. **Note:** Express Mail sent by the Postal Service is often transported in the same sack with Domestic Express Mail. Since they are affixed with the same type of mailing label, identify these mail pieces by inspecting the return address or by the Corporate Account Number ('40' or '41'). Do not record Express mail sent by the Postal Service as Express Mail. **Always record it as USPS Mail (See RM 6-09).**
Free Mail	Free mail is mail sent at no cost to the sender. This classification is restricted to the blind or handicapped and specific members of the U.S. armed forces. Each piece must have the marking *FREE* written in the upper right-hand corner of the address side.

RM 6-14 International Mail

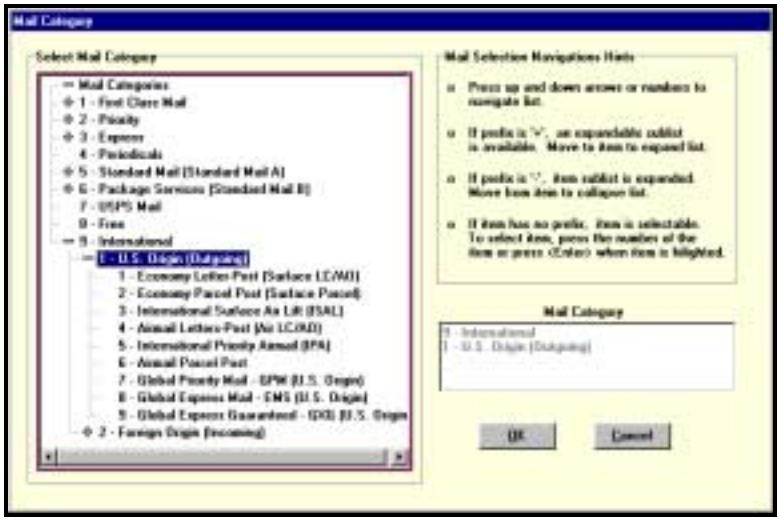


Figure 6–60. *International Mail* Categories (U.S. Origin)

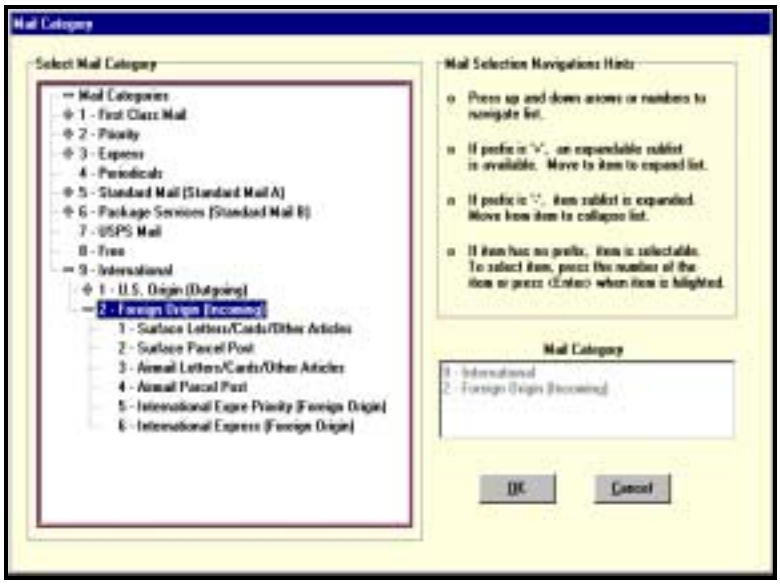


Figure 6–61. *International Mail* Categories (Foreign Origin)

Referenced Section 6.7.7.

To classify International Mail, first identify whether the mailpiece is U.S. Origin (outgoing) or Foreign Origin (incoming):

- U.S. Origin (outgoing): U.S. Origin mail is mail that originates in the United States or in one of its territories and will be delivered to a foreign country. This mailpiece bears domestic postage.

- Foreign Origin (incoming): Foreign Origin mail originates outside the U.S. and its territories and will be delivered in the United States or its territories. This mailpiece bears foreign postage.

International U.S. Origin (Outgoing)

Option/Name	Description (U.S. Origin)
Economy Letter Post (Surface)	Consists of letters, and letter packages, post and postal cards, printed matter and small packets. The weight limit for this category is 4 pounds. This mail has no transportation endorsements. It may be endorsed "LETTER" or "LETTRE" to avoid mistaking it with items of another class.
Economy Parcel Post (Surface)	Similar to domestic Package Services Parcel Post except written communication considered current personal correspondence is prohibited. Merchandise is permitted in this mail class. This mail has no transportation endorsements.
International Surface Airlift (ISAL)	ISAL mailings are bulk mail shipments flown to foreign destinations and then entered into that county's surface or non-priority system for delivery.
Airmail Letter Post and Other Articles (Airmail)	Consists of letters, and letter packages, post and postal cards, aerogrammes, printed matter and small packets. The weight limit for this category is 4 pounds. The mail is marked *Air Mail* and/or *Par Avion.*
International Priority Airmail (IPA)	This service is available to bulk mailers who mail a minimum of 11 pounds in the mailing. There are two rates: presort and worldwide nonpresort. This mail should be marked Air Mail or Par Avion.
Airmail Parcel Post	Similar to Surface Parcel Post, except that it is transported by air and marked must be *Air Mail* and/or *Par Avion.*
Global Priority Mail (GPM)	GPM is an expedited international mail service intended to carry documents, correspondence, and merchandise up to 4 pounds. GPM uses one of two unique envelope designs or a variable weight sticker, all of which include the *Exprés* symbol.
Global Express Mail – EMS (US Origin)	Global Express Mail (EMS) is used to send documents and merchandise to a limited number of foreign destinations listed in the International Mail Manual. The weight limits vary and are country specific.
Global Express Guaranteed – GXG (US Origin)	Global Express Guaranteed (GXG) is an expedited delivery service from designated ZIP Code areas to most destination countries and territorial possessions. The maximum weight limit for GXG is 70 pounds. (This mail will be in envelopes formerly used for Priority Mail Global Guaranteed (PMGG) until supplies are exhausted.)

International Foreign Origin (Incoming)

Option/Name	Description (Foreign Origin)
Surface Letters/Cards and Other Articles (AO)	Includes letters, letter packages, and post cards. Consists of all other objects except Parcel Post. This rate category also includes printed matter (regular printed matter, books, and sheet music), matter for the blind, and small packets. The weight limit is 4 pounds. This mail has no air transportation endorsements.
Surface Parcel Post (CP)	Similar to domestic parcel post except written communication considered current personal correspondence is prohibited. This mail has no air transportation endorsements.
Airmail Letters/Cards and Other Articles (LC/AO)	Letters, cards, aerogrammes, regular printed matter, books, sheet music, matter for the blind, small packets, and Publishers Periodicals (Second-class) marked *Air Mail* and/or *Par Avion.*
Airmail Parcel Post (AIR CP)	Similar to surface parcel post, except that it is transported by air. It must have one of the following airmail endorsements: *Air Mail* and/or *Par Avion.*
International *Exprés* Priority (Formerly Foreign Origin)	Foreign origin International Exprés Mail originates from a variety of foreign postal organizations. The Postal Service has agreements with these foreign postal administrations to treat their premium service pieces as *Priority Mail* once it arrives in the United States.
International Express (Foreign Origin)	International Express is foreign origin mail originating from a variety of foreign postal organizations. The Postal Service has agreements to treat this foreign origin premium service mail as Express Mail once it arrives in the United States.

RM 6-15 Rules for Recording Returned and Forwarded Mail

Rules for Recording Forwarded or Returned Mailpieces in TRACS Tests

Apply the following rules, in sequential order, to determine the TRACS rate category to be recorded for mailpieces being forwarded or returned to sender. Use the first rule that applies.

Rule 1: First-Class, Priority, or Express Mail Rates

For mailpieces mailed at First-Class, Priority, or Express Mail rates, record the rate category at which the piece was mailed. For example, if a First-Class letter mailed at a Nonautomation Presort rate is sampled when being forwarded, record it as *First-Class Mail, Letters, Cards, Flats, and Parcels - Nonautomation Presort* (See Figure 6-62).

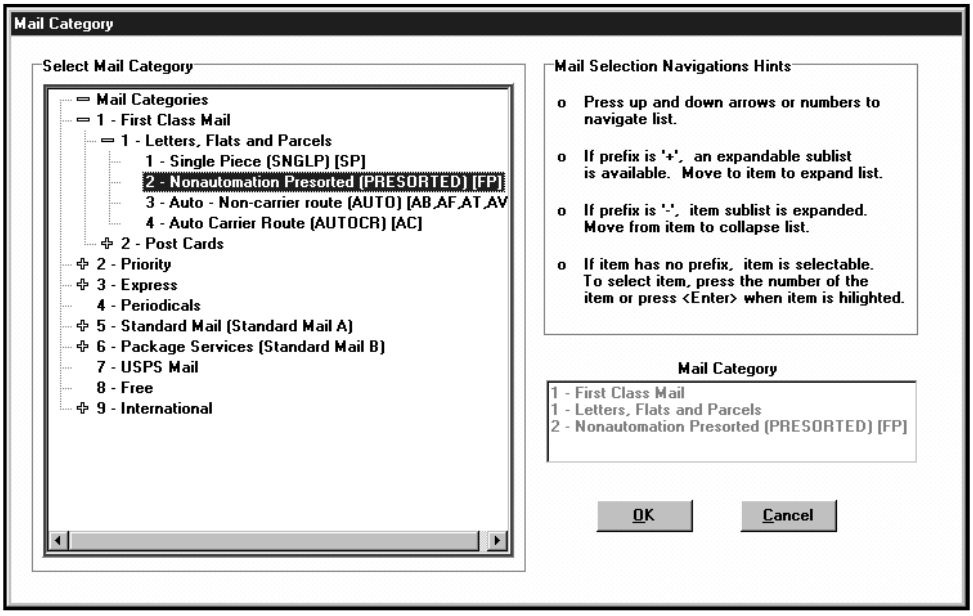


Figure 6–62. *First-Class Mail* Recording

Rule 2: Mailpiece Forwarded or Returned at a Specific Single-Piece Rate

If the mailpiece has an endorsement stating that it should be forwarded or returned at a specific Single-Piece rate, then record the rate category applicable for the endorsed rate. For example, applicable Package Services categories are *Parcel Post, Bound Printed Matter and Media Mail or Library Mail* (See Figure 6-63).

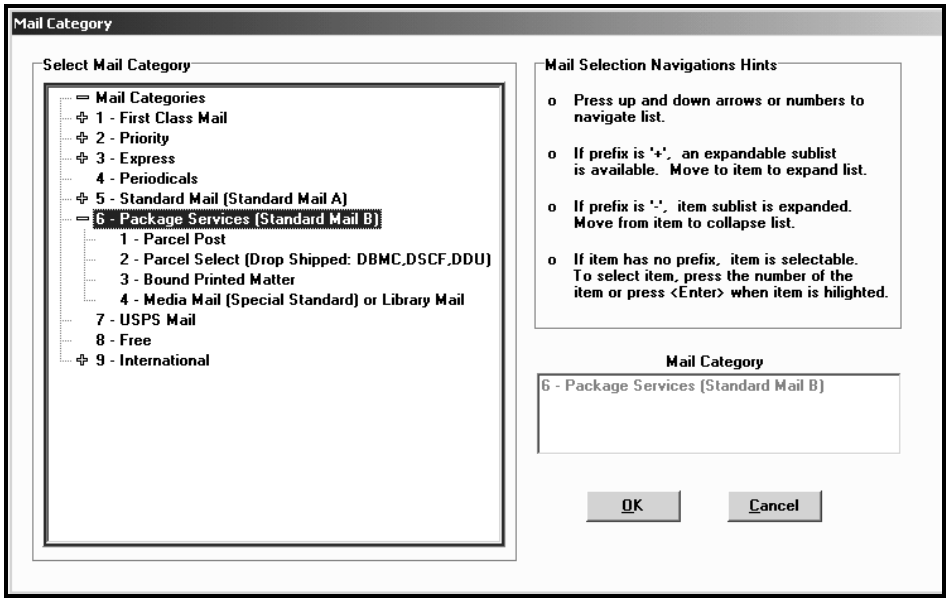


Figure 6–63. *Package Services* Rate Categories

Rule 3: Periodical or Standard Mail Rates

For mailpieces mailed at Periodical or Standard Mail rates, refer to Table 1 to determine the appropriate rate category, depending upon the ancillary service endorsement.

Forwarded or Returned Periodicals and Standard Mail Mailpieces

Ancillary Service Endorsement	Forwarded	Returned to Sender
Periodical		
"Address Service Requested"	Periodical	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
No endorsement	Periodical	N/A
Standard Mail		
"Address Service Requested"	Same category as the original mail.	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Forwarding Service Requested"	Same category as the original mail.	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Return Service Requested"	N/A	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Address Service Requested – BPRS"	First-Class Single-Piece if less than 13 oz., and Priority otherwise.	Same category as the original mail.
"Return Service Requested – BPRS"	N/A	Same category as the original mail.
No endorsement	N/A	N/A

Rule 4: Package Services Rates

Except for Parcel Select (Drop Shipped, DBMC, DSCF, DDU), record the mailpiece in the same category as the original mail. For Parcel Select, if the mailpiece is forwarded locally (old and new address served by the same post office), record as parcel select. If a Parcel Select mailpiece is forwarded non-locally or returned to sender, record as Parcel Post.

RM 6-16 Automation Mail Endorsements

This related material covers new endorsements for First-Class Mail and Standard Mail automation letters and cards introduced in 1999. These new endorsements enable BMEU staff to verify proper payment of mailings from presort bureaus. The new endorsements will only be found to the left of the MLOCR mailer-applied barcode along the bottom edge of the piece. The *AUTO* endorsement may still appear in the keyline portion in the address area and is independent of the MLOCR *AUTO* endorsement.

Mailers are now given the option of substituting the endorsements listed below for the *AUTO* endorsement on automation letters and cards. The new endorsements begin with an '*A*' followed by a three-character code. See the tables below for examples of these codes and their corresponding definitions.

Do not use the *Definition* column to determine mail category since this reflects the original mail make up and not how the presort bureau presented the mailing to the Postal Service. Regardless of which of these new endorsements is shown, record the piece as automation letter or card. The CODES software will display the new endorsements using the standard notation of *A???* where *A* represents *AUTO* and the *???* represents the appropriate three-character code.

Listed below are possible endorsements that may be found on First-Class Mail and Standard Mail automation letters or cards. (This list is not all-inclusive).

First Class Mail Code	Definition
AUP1	Barcoded 1 Ounce Permit Imprint
AUP2	Barcoded 2 Ounce Permit Imprint
AUP3	Barcoded 3 Ounce Permit Imprint
AUP4	Barcoded 4 Ounce Permit Imprint
AUM5	Barcoded 5-Digit Metered Postage Affixed
AUM3	Barcoded 3-Digit Metered Postage Affixed
AUMB	Barcoded Basic Metered Postage Affixed
AUMP	Presorted Metered Postage Affixed
AUS1	Precanceled Stamp Affixed (Exact postage for additional ounce(s) must always be affixed)
AUS1	Precanceled Stamp Affixed (card)
AUS2	Precanceled Stamp Affixed (Exact postage for additional ounce(s) must always be affixed)

Standard Mail Code	Definition
AUPI	Barcoded Permit Imprint
AUM5	Barcoded 5-Digit Metered Regular Postage Affixed
AUM3	Barcoded 3-Digit Metered Regular Postage Affixed
AUMB	Barcoded Basic Metered Regular Postage Affixed
AUM8	Presorted 3/5 Metered Regular Postage Affixed
AUM9	Presorted Basic Metered Regular Postage Affixed
AUSR	Precanceled Regular Rate Stamp Affixed
ANPI	Barcoded Nonprofit Permit Imprint
ANM5	Barcoded 5-Digit Metered Nonprofit Postage Affixed
ANM3	Barcoded 3-Digit Metered Nonprofit Postage Affixed
ANMB	Barcoded Basic Metered Nonprofit Postage Affixed
ANM8	Presorted 3/5 Metered Nonprofit Postage Affixed
ANM9	Presorted Basic Metered Nonprofit Postage Affixed
ANSN	Precanceled Nonprofit Stamp Affixed

RM 6-17 Typical Test Facilities for TRACS Rail

TRACS Rail tests will usually take place at one of the following facilities:

Type of Facility	Description
Sectional Center Facility (SCF) (also P&DC or P&DF)	Sectional Center Facilities include: GMFs, GPOs, and other general mail processing facilities. SomeTRACS Rail tests are conducted at SCFs. The facility code for an SCF is derived from the first three digits of the facility's ZIP Code. For instance, the ZIP Code for the Northern Virginia Sectional Center is 22081 and the facility code is '220'.
Bulk Mail Center (BMC)	Bulk Mail Centers primarily process non-preferential mail. Some TRACS Rail tests will take place at BMCs. TRACS Rail testing occurs at the BMC's inbound docks. Because of the large size of BMCs and their many van bays and tRailer queues, TRACS Rail testing at BMCs can be difficult. Therefore, ensure that you find the Vehicle Control Office (Transportation Analyst) or a Dock Supervisor for assistance. They will help you determine when and where your test mail will be unloaded. The facility code for a BMC is composed of three digits. The first two digits are the first two digits of the five-digit ZIP Code of the facility. The third digit is the letter 'Z.' For example, the ZIP Code for Detroit's BMC is 48101 and the facility code is '48Z.' For a table of BMC names and corresponding Facility Codes, see RM 6-04.

Note 1: The term *Sectional Center Facility (SCF)* has technically been changed to *Processing and Distribution Center (P&DC)* or *Processing and Distribution Facility (P&DF).* However, TRACS still uses the term *SCF.*

Note 2: Contracts classified as *Intra-P&DC* or *Intra-Cluster* are treated as *Intra-SCF* by TRACS; contracts classified as *Inter-P&DC, Inter-Cluster*, or *Inter-Area* are treated as *Inter-SCF* by TRACS.

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Chapter 7

Conducting the TRACS Amtrak Test

BACKGROUND INFORMATION

The Transportation Cost System Amtrak Test (TRACS Amtrak) is a statistical data collection system that provides information to estimate the proportions of square foot miles for different categories of mail transported by Amtrak trains. The TRACS Amtrak Test samples mail arriving at Amtrak train facilities. This mail arrives in Amtrak train cars. *All* mail off-loaded from the selected train car is eligible for testing.

The Postal Service uses TRACS Amtrak data to distribute Amtrak transportation costs to different categories of mail. This information helps determine postal rates. *TRACS tests are not designed to set work standards or measure employee performance*. This chapter describes the procedures for conducting the TRACS Amtrak Test.

ESSENTIAL PERSONNEL

A trained data collector and on-site personnel conduct the TRACS Amtrak Test.

REQUIRED MATERIALS

Always ensure that you have the following materials at the test site:

- Laptop computer.
- Stickers or markers. These are used to mark set-aside containers and items pulled from containers.
- Amtrak information form.
- A scale that indicates pounds, ounces, and tenths of an ounce. A digital scale is preferred.
- Access to a scale that can weigh large and heavy items.
- Sixty-inch tape measure for measuring pallets and loose items on vehicle floor.
- Scratch paper and pen/pencil.
- *Data Collection User's Guide for Cost Systems,* Chapter 7: "Conducting the TRACS Amtrak Test" (this guide).

- Two blank, formatted 3.5 inch data diskettes for emergencies (optional).
- A hamper (optional). This may be useful when transporting test items between the unloading dock and the test area.
- A sorting case (optional). This may be useful for sorting mail by mail category.

PROCEDURES

To conduct the TRACS Amtrak Test, you will use the following procedures. Step-by-step instructions for completing these tasks are given in the appropriate sections of this chapter and in Chapter 2.

- **Perform pretest preparation two days before the test (See Section 2.3.1.3).** During the pretest preparation, you should call the Postal Service Transfer Clerk (if the Amtrak station has one) or an Amtrak representative in order to verify the test train's arrival time. The pretest procedures allow you to contact your SPCS in case the scheduled train no longer carries mail. Be prepared to answer any questions the Postal Service Transfer Clerk or the Amtrak representative may have.
- **Arrive at the site and prepare for the test.**
- **Locate the test train and selected car.** Communicate with the Amtrak or facility personnel. Provide them with the train number and date. With their help, locate the platform where the test train will arrive for unloading. Be present near by the selected car before the test train unloads its contents. A test train is defined by train number, a date, and a stop on the train route. The information on the scheduled train is shown in the general Information of the *Header* screen (See Section 7.6.2 of this manual). One car on the test train is randomly selected for testing. After you enter the number of cars available for testing, the software will automatically generate the Selected Car Number. This number designates your test car.
- **Collect information on the mail unloaded.** You will need to obtain the number of wheeled containers and number of pallets that are unloaded from the entire train and from the selected car. You will also count the number of pallets and the number of wiretainers that are not on the train floor.

  If you are at a transfer site, you will also need to obtain the number of containers and the number of pallets that will be transferred to another train from the entire train and from the selected car.

- **Set aside the test mail.** As the dock personnel unload the selected car, you will select and remove the following mail containers:
  - Two to five wheeled containers
  - One to two pallets.

  For each set-aside wheeled container, you will select one item for each item type in the container.
- **Record detailed information.** During this last step, you will record information on selected containers, items, and pallets. You will also record mail category information for mail in sampled items and on pallets.
- **Review data and correct errors.**
- **Upload data to the Base Unit.** See Chapter 9.

Refer to RM 7–01 for a flowchart depicting the steps on how to conduct an Amtrak TRACS Test.

7.1 On-Site Preparation

BACKGROUND INFORMATION

Once you have completed the required advance preparation procedures outlined in Section 2.3.1, you are ready to conduct the TRACS Amtrak Test on-site.

7.1.1 Arrival at Site and Preparation for the Test

PROCEDURES

Unlike other TRACS tests, the Amtrak Test is often performed at two different facilities: the Amtrak station and the Postal Service facility. Occasionally, Amtrak Tests may be performed entirely at the Amtrak train station. See RM 7–17 for a description of these facilities.

The on-site test preparation is designed to allow you to properly locate and set aside mail for testing. It primarily involves the following tasks:

- Arriving early at the test facility
- Communicating with the facility personnel
- Ensuring a safe working place
- Locating the test train and selected car.

When you arrive at a test facility, you will need to consult the following individuals. Their titles may vary from those listed in Table 7–1.

Table 7–1. Individuals to Consult for Assistance in Locating TRACS Mail

Facility	Individuals to Consult
Amtrak Station	Postal Service Clerk Postal Transfer Clerk Amtrak Representatives
Sectional Center Facility (SCF or P&DC)	Transportation Analyst Dock Supervisor Tour Supervisor
Bulk Mail Center (BMC)	Vehicle Control Office Transportation Analyst Dock Supervisor Tour Supervisor Logistics Coordinator

Telephone the station in advance to determine the train's expected arrival time.

This will help you avoid waiting for a late train or missing the unload of a train that arrives early. The scheduled arrival time can be obtained from the sampled selection file. You should have contacted the Amtrak station staff two days before the test day and verified the arrival time.

Arrive at the train station 45 minutes before the train is expected to arrive.

Remember that the train might arrive early. You must be ready to watch the train cars being opened and the platform workers unloading the mail from the train.

Communicate with the facility personnel.

Inform the Dock Supervisor that you will be performing a TRACS Amtrak Test. Most large Amtrak stations have a Postal Service Clerk or Postal Transfer Clerk who can answer any questions about the station and the train scheduled for the test. Provide them with the train number to verify the arrival time for the test train, determine the platform where it will be unloaded, and find out the number of cars that will unload mail. You will need this information to locate the selected car. In general, establishing a line of communication with these personnel and the people who handle Amtrak mail will help the test go smoothly.

Ensure that you have a safe work area to sample your mail.

If you are unfamiliar with the facility, look for a safe work area. You will need to find an area where you can safely conduct sampling. You may also want to find a hamper to help you transport your samples from the dock to your work area.

Set up the CODES computer and prepare to enter header information (See Sections 7.6.1 and 7.6.2).

7.1.2 Locate where the Test Train will be Unloaded

Based on the information provided by the Amtrak facility personnel, find the platform where the test train will be arriving. Make sure that you are present at the platform in front of the selected car(s) before the unloading. You will need to set aside the sample mail when the Amtrak personnel unload mail from the selected test car. To determine the selected test car, enter the number of cars unloaded in the *Number of Cars Available* field in the *Header screen* (See Section 7.6.2). The CODES software will automatically generate the *Selected Car Number*. This number designates the selected test car.

Use Table 7.1 in Section 7.1.1 to find the right individual for consultation and help in locating the test train and the number of cars to be unloaded.

1. If the scheduled train doesn't arrive at the test facility, refer to Section 7.2 and Appendix B to reschedule the test.
2. If you do not arrive at the facility in time for sampling, reschedule the test.

7.2 Reschedule and Zero Volume Tests

BACKGROUND INFORMATION

In general, TRACS Amtrak Tests are conducted following normal procedures as stated in this handbook. However, instances may arise in which a TRACS Amtrak Test cannot be conducted in the normal manner. Examples of these instances may include when you do not arrive at the facility in time for sampling or when no mail is unloaded from the test train. In these cases, you need to perform one of the two following actions:

- **Reschedule** the test for another day within the quarter.
- Record the test as a **zero volume** test.

This section will help you determine what course of action to take if you are unable to perform the test as originally scheduled.

7.2.1 Decision Rules for Reschedule and Zero Volume TRACS Amtrak Tests

PROCEDURES

Use the following decision rules to determine whether a TRACS Amtrak Test should be rescheduled, recorded as a zero volume test, or conducted following normal procedures. RM 7–02 provides a decision tree for conducting TRACS Amtrak Reschedule and Zero Volume Tests.

The decision rules discussed here should be used for determining the appropriate action to take. If the appropriate action is to reschedule the test, follow current procedures for rescheduling the test as described in Section 7.2.2. If you encounter a situation for which these decision rules are insufficient for determining the appropriate action, contact your SPSC for assistance. Otherwise, consult the following decision rules:

Remember, an Amtrak Test must be rescheduled if the train movement is canceled, or if the data collector is not present when the train is unloaded. Unlike Rail Tests, Amtrak Tests do not recognize replacement tests, but zero volume tests are valid.

Situation A: The scheduled Amtrak train arrived, and

Situation A1: You were present for the unloading of the Amtrak train. Some mail was unloaded and not all mail was transferred to another Amtrak Train.

Then: Record data as normal.

Situation A2: You were present when the Amtrak arrived. No mail was unloaded from the train, or all the mail was transferred to another Amtrak train.

Then: Record as a **zero volume test**. To record the test as a zero volume test, enter *0* as the *Number of Cars Available* in the *Car Information* screen.

Situation A3: You were not present when the Amtrak train was unloaded.

Then: **Reschedule** the test.

Situation B: The Amtrak movement is canceled for the test day.

Then: **Reschedule** the test.

7.2.2 Reschedule Test

If the action to be taken as instructed by the decision rules is to reschedule the test, notify your Manager of Statistical Programs (MSP). Procedures for rescheduling tests are in Appendix B.

7.2.3 Exception

EXCEPTIONS

If you encounter a situation not covered by the above decision rules, notify your MSP. Procedures for handing exceptional situations are in Appendix B.

7.3 Collecting Information on the Test Train

BACKGROUND INFORMATION

This section describes the process of identifying a test train and what information to collect regarding the test vehicle.

7.3.1 Collecting Information for the Entire Train

PROCEDURES

As you begin to collect information on the entire train, observe the following procedures:

1. **Identify the number of cars available for sampling.** Notice that this number only includes those cars that have mail unloaded at the station and not all the unloaded mail were transferred. If a car has mail unloaded at the station, but all unloaded mail from this car are transferred to another Amtrak train, do not include this car in the Number of Cars Available.

   If no cars are available for sampling, record as zero volume test. If there is no mail unloaded from the entire train, or if all the mail unloaded from the train is transferred to another Amtrak train, record as a zero volume test by entering the *Number of Cars Available* as zero.

2. **Determine the number of pallets that are stacked on top of other pallets for the entire train.** Stand to the side of the door of each train car that is being unloaded. Record the number of pallets being unloaded that were not resting on the floor of the train car. You will later enter this information in the *Pallets not on the floor* field of the Data Entry section.

   The assistance of the Amtrak workers unloading the mail may be necessary to determine how many pallets were not resting on the floor of the car.

   Note: The contents of pallets are sometimes dumped into a container whenever they are not properly secured. Because this mail was transported on a pallet, record such mail as a pallet. Also, ensure that the contents of the pallets are dumped into a container not already designated for set-aside mail.

3. **Determine the number of wiretainers that are stacked on top of other wiretainers for the entire train.** Stand to the side of the door of each train car that is being unloaded. Record the number of wiretainers being unloaded that were not resting on the floor of the train car. You will later enter this information in the *Wiretainers not on the train floor* field of the *Data Entry* section.

   The assistance of the Amtrak workers unloading the mail may be necessary to determine how many unloaded wiretainers were not resting on the floor of the car.

4. **Determine the number of wheeled containers (including transferred containers) unloaded from the entire train by each container type.** The following are considered as separate container type: BMC-OTR, ERMC, GPC/GMPC/APC, hamper, wiretainer, and others.
5. **If you are at one of the transfer sites, determine the number of transferred wheeled containers unloaded from the entire train.**
6. **Determine the number of pallets (including transferred pallets) unloaded from the entire train.**
7. **If you are at one of the transfer sites, determine the number of transferred pallets unloaded from the entire train.**

Note: If loose items are found on the floor of the train car, put them back into containers. Normally all loose items should be containerized in Amtrak train cars.

7.3.2 Selecting the Car to be Sampled

Use the number in the *Selected Car No.* field on the *Header* tab in CODES to determine the car you will test. For example, if you entered *5* for *No. of Cars Available* and CODES generated 2 for *Selected Car No.,* you will sample the second car out of the five cars available.

Example: Eight cars pull into the station. One car has baggage only, one car is empty, and one car has mail that has been transferred. The other five cars are, however, unloaded. In this case, the data collector would enter 5 in the *No. of Cars Available* field.

7.3.3 Collecting Information for the Selected Car

PROCEDURES

As you begin to collect information on the selected car, observe the following procedures:

1. **Determine the number of wheeled containers (including transferred wheeled containers) unloaded from the selected car.**

   Wheeled containers include GPMCs, ERMCs, BMC-OTRs (OTR refers to both red top Amtrak OTRs and OTRs without the red top), hampers, wiretainers, and Postal Paks. Most mail traveling on the Amtrak network is containerized in BMC-OTRs. Most of the remaining mail travels on pallets. Occasionally, a GPMC or ERMC is used.
2. **If you are at one of the transfer sites, determine the number of transferred wheeled containers unloaded from the selected car.**
3. **Determine the number of pallets (including transferred pallets) unloaded from the selected car.**

Pallets are flat plastic or wooden boards designed to support cargo. You will find pallets covered with mail. They are sealed on top with plastic, paper, or cardboard. Palletized sacks and trays are also considered pallets.

4. **If you are at one of the transfer sites, determine the number of transferred pallets unloaded from the selected car.**

7.4 Set Aside Test Mail

BACKGROUND INFORMATION

As Amtrak personnel unload the selected car of the test train, the data collector will select and remove mail for each of the two sampling groUSPS. The number indicated in the *Targeted* column of the *Detail of Unloaded* table on the *Selected Car* screen will be used as a guide when the sample is selected.

PROCEDURES

Perform the set-aside procedure only on those containers unloaded from the designated car. *Be sure to include non-local mail that will be trucked to another facility.*

In Washington DC, New York City, Pittsburgh, Philadelphia, and Chicago, mail may be transferred from one train to another. In these cities, all local and non-local mail unloaded from one selected car is eligible for sampling if this mail is not being transferred to another train.

1. **Set aside and tag mail being unloaded from the selected car.**

   Position yourself when mail is being unloaded from the selected car. As dock personnel unload the mail, count wheeled containers and pallets unloaded from the selected car and set aside the following mail containers.

   Affix a sticker or marker near the top of the set-aside containers. Write the data in the space provided so that these containers may be easily identified upon arrival at the Postal Service Facility.

2. **Identify non-local mail.**

   Ask the transfer clerks for the destination of non-local mail. Find out if any of the non-local mail will be transported to a secondary station rather than the main facility. Remember, non-local mail might be transported directly to a secondary facility. Or, non-local mail might be transported to a secondary facility after local mail is unloaded at the main facility.

3. **If any set-aside mail is non-local mail that will bypass the main facility, determine how to test this mail. Select one of the following four options:**

   a. Collect data on the non-local set-aside mail at the Amtrak station.

   b. Ask one data collector to follow the non-local set-aside mail to the secondary facility and collect data there.

   c. Ask the data collector resident at the non-local facility to assist in the data collection.

   d. Arrange for the non-local set-aside containers or selected items from the containers, to be unloaded at the main facility.

7.4.1 Set Aside Wheeled Containers and Select Items from Each Container

PROCEDURES

1. Set aside two to five wheeled containers. For wheeled containers follow the steps below:

   a. **Determine the random start number.** CODES displays this number on the *Header* tab (See Section 7.6.2). For example, in Figure 7-1, CODES displays a random start number of *3* on the right side of the screen.

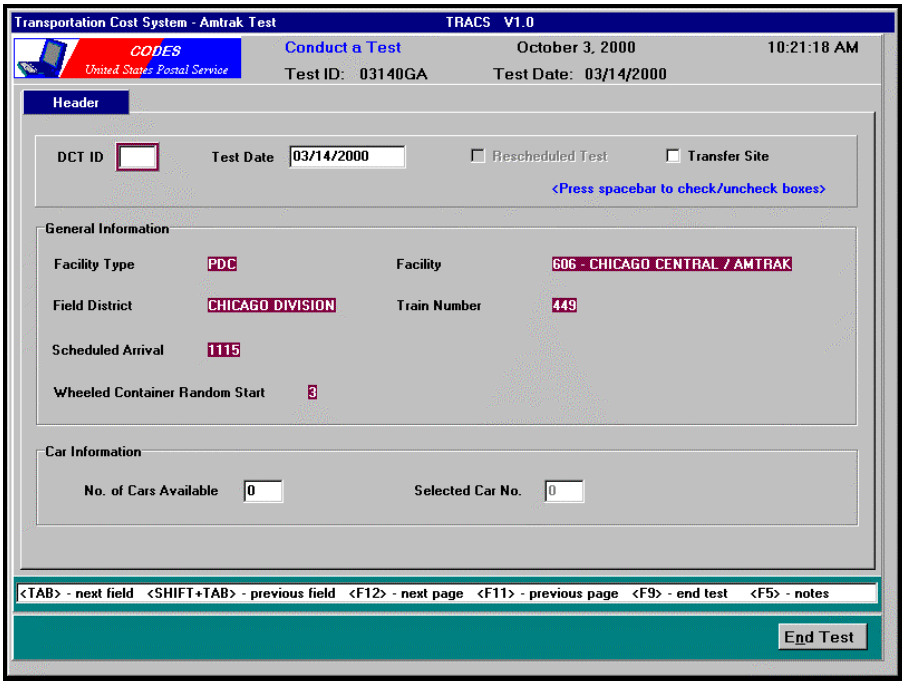


Figure 7–1. *Wheeled Container Random Start* Number

Use this number to select the first wheeled container. For instance, if your random start number is *3,* select the third wheeled container as your first container for sampling.

   b. **After selecting the first wheeled container for sampling, select every third wheeled container thereafter.** Observe the following rules:

   - Select 2 to 5 wheeled containers.
   - If the skip rule results in selecting fewer than 2 wheeled containers, ignore the skip rule. Select 2 wheeled containers.
   - If only one wheeled container is unloaded, sample only one wheeled container.

   Always refer to the *Targeted* column for the number of containers you should sample for the test.

Detail of Unloaded

Description	Unloaded (incl xfer)	Transferred	Available	Targeted	Sampled
Wheeled Containers	18	4	14	5	0
Pallets	5	0	5	2	0
Noncontainerized sacks	0	0	0	1-8	0
Noncontainerized express mail items	0	0	0	ALL	0
Noncontainerized other items (parcels, trays, etc)	0	0	0	1-8	0

Select

Figure 7–2. *Targeted* Column

Example: A data collector needs to select wheeled containers for sampling. Looking at the *Header* tab, he or she sees that CODES has entered a random start number of 1. Based on the random start number of 1, he or she selects the first wheeled container as the first container for sampling. Then, he or she selects every third wheeled container thereafter; in other words, he or she selects the 4th, 7th, 10th, and 13th wheeled container. The data collector now has the 5 wheeled containers required by these rules. Finally, he or she marks these set-aside wheeled containers 1 through 5.

2. Select items from each of the set-aside wheeled containers by performing the following:

   a. **Identify all item types present in the set-aside wheeled container.** TRACS considers the following as separate item types: bundles, CON-CONs, envelope trays, flat trays or boxes, half size envelope trays, loose parcels and pieces, non-Express sacks or pouches, Express items, small parcel trays, and others.

   b. **Estimate the percent of container space taken by each item type**. When you estimate percentages, the percentages should be of the entire container (*absolute*). For example, if a container is 80% full and half of the used portion of the container is occupied by sacks, and the other half of the used portion of the container is occupied by loose items, record 40% for sacks and 40% for loose items. Do not record 50/50 (a *relative* percentage). Recording relative percentages prevents Headquarters from knowing that the container was partially empty.

   c. **Select one item from each item type identified in Step a.**

      Select only one item for each item type in a container. CODES software will not allow you to enter more than one item for the same item type in a container.

   d. **Mark all selected items to indicate their containers.**

   e. **Repeat Steps a, b, c and d for each set-aside container.**

   All mail in selected items will be counted.

7.4.2 Set Aside Pallets

Choose two pallets (with mail) at random and set them aside. If only one pallet and its mail has been unloaded, select that pallet (do not include Postal Paks). All mail on selected pallets will be recorded.

Note: If only one pallet and its mail is unloaded, then only data for one pallet is required. However, if two or more pallets are unloaded, then data is required for two pallets. You will not be able to complete a test if you only sampled one pallet, but two or more pallets were unloaded.

7.5 Special Sampling Rules

BACKGROUND INFORMATION

This section provides you guidelines for conducting a TRACS Amtrak Test under special circumstances.

7.4.3 Sampling Tall Postal Paks

When sampling tall Postal Paks, data collectors should first determine what kind of dumpers are in place at the BMC. Most BMCs have culling platforms that may be used in selecting samples. Stop the conveyer belt on the culling platform by either opening the door on the side of the belt or pushing the stop button. Then select one item of each item type for sampling. When you have completed the selection, close the door and restart the conveyer belt. BMCs that do not have culling platforms may still have older dumpers that allow safe access to the mail during dumping. When these dumpers can be used, take the sample as the Postal Pak is being dumped. Regardless of the sampling method used, be sure to coordinate your activities with mail processing personnel before sampling from fixed mechanized equipment.

You may find Postal Paks at non-BMCs. This is not standard operating procedure because most non-BMCs do not have dumpers suitable for processing Postal Paks. However, determine if a suitable safe dumper is available. If not, ask the mail processing personnel what they intend to do with the mail. (If they are going to cut open the Postal Pak, take the sample from the opened Pak.)

If you cannot reach items, record these as uncountable and record in the *Notes* section the reason for the selection being uncountable. You may access the *Notes* section at any time during data entry by pressing <F5>.

7.5.2 Mail is Taken Back by Operations Before the Test is Finished

Always try to sample as much of the mail as possible. However, there may be times when test mail is taken back by operations before you are finished with the test. Include the mail in the Unloaded and Transferred columns, but do not include it in the sample unless it is only mail in its sampling group. Two sampling groUSPS are recognized in TRACS Amtrak: wheeled container and pallets. If it is the only mail in the sampling group, contact your SPSC for immediate assistance. In any case, describe the situation in the *Notes* section by pressing <F5>.

7.5.3 Noncontainerized Mail found on Amtrak Train

Amtrak typically does not carry noncontainerized loose mail. However, you may occasionally come across some noncontainerized loose mail on Amtrak trains. For instance, you will find noncontainerized loose mail on an Amtrak train when a container on the train breaks, spilling the mail items over the train floor. In such cases, you should containerize the mail and treat it as containerized mail.

7.6 Entering Data

BACKGROUND INFORMATION

Once you have collected information on the test train, collected data on items and selected sample items, you are ready to begin entering data in the CODES software.

This procedure entails entering header and unloaded mail information. Subsequently, for the set-aside mail, this procedure involves entering data for each set-aside container and pallet.

7.6.1 Special Keys

The Windows version of TRACS Amtrak takes full advantage of the enhancements available with the Windows platform. It combines data entry tasks into a series of data entry screen pages called *tabs* that have their own set of data entry fields and selection boxes. Press <Tab> and <Shift+Tab> to navigate tabs and fields. Press <Enter> to select items and <Spacebar> to select and deselect selection boxes. Press <F11> and <F12> to move between tabs and save your data where applicable. Table 7–2 provides a list of special keys that may be helpful with your data entry.

Table 7–2. Special Keys for TRACS Amtrak

Key	Description
<Home> or <End>	These keys move the cursor to the top or bottom of the *Select Mail Category* list.
<Tab>	Moves the cursor to the next field on the same page.
<Shift + Tab>	Moves the cursor to the previous field in the same page.
<F1>	<F1> activates the TRACS Amtrak online help file.
<F5>	<F5> activates the *Notes* field.
<F9>	<F9> ends/suspends the test.
<F11> or <F12>	These keys display the previous or the next screen, tab, etc. To go the previous screen, press <F11>. To go to the next screen, press <F12>. All items that have been entered can be paged through by pressing <F11> or <F12>.

7.6.2 Entering Header Information

PROCEDURES

1. **Access TRACS from the *CODES Main Menu*.**

   After you turn on your laptop and enter the appropriate login name and password, CODES will display the *CODES Main Menu*.

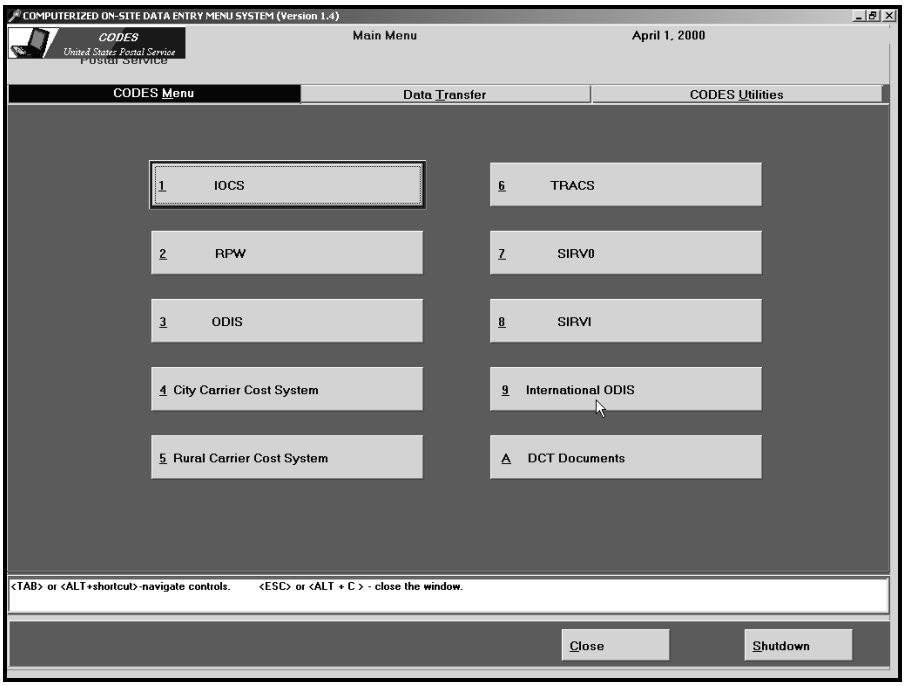


Figure 7–3. *CODES Main Menu*

To access TRACS, select Option <6>, *TRACS*. CODES will display the *TRACS Main Menu*.

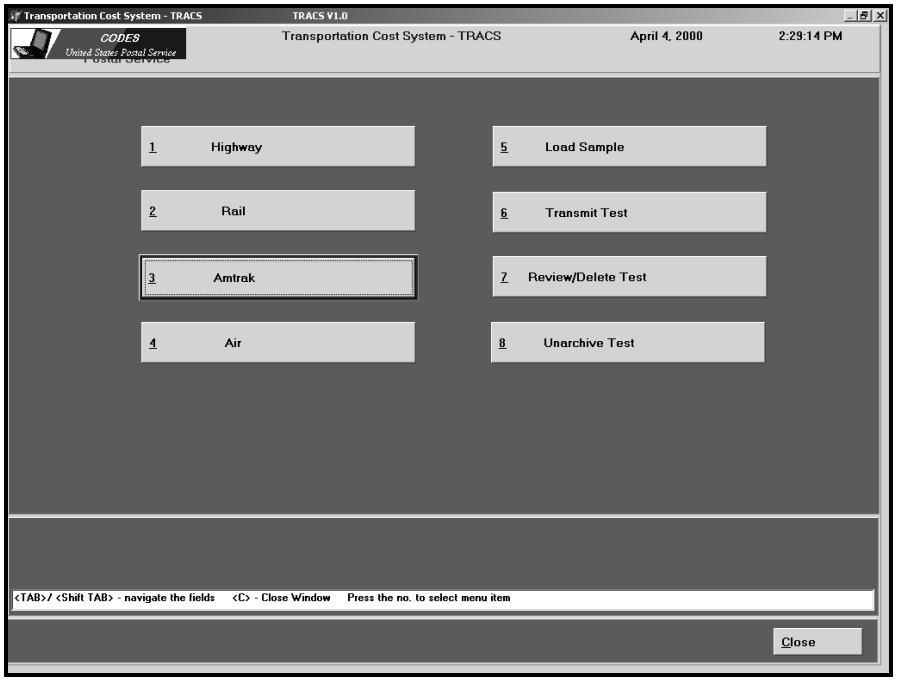


Figure 7–4. *TRACS Main Menu*

2. **To conduct the TRACS Amtrak Test, Select Option<3>, *Amtrak.***

   CODES will display the *Select a Test* screen.

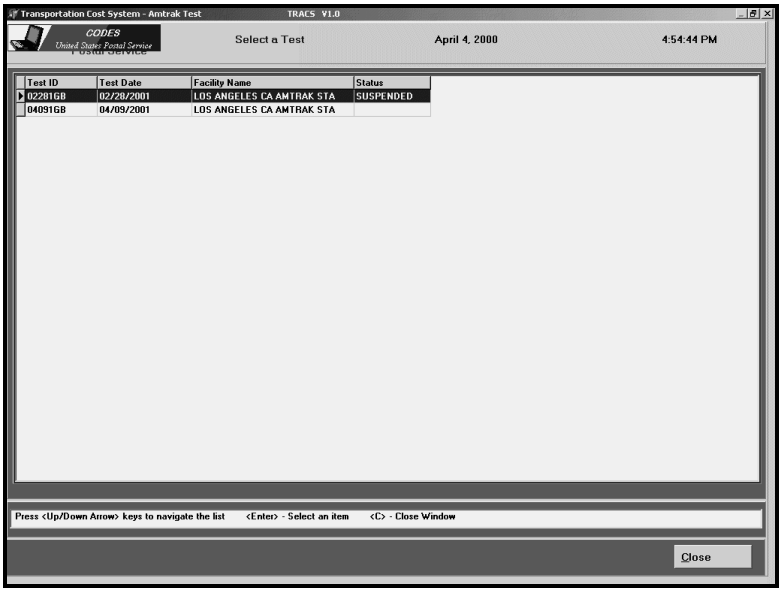


   Figure 7–5. *Select a Test*

   This screen lists all Amtrak tests that are scheduled for the current postal quarter. It also displays the *Test ID*, scheduled *Test Date* and the *Test Site* as well as the *Current Status* of each test, i.e., blank status for a new test, *Suspended* for a partially completed test, or *Completed* for a completed test.

   Note that the first 5 digits of the *Test ID* indicates the scheduled test date, i.e., the first 2 digits are for the month, the next 2 digits are for the day, and the last digit is for the last digit of the year.

3. **Highlight the appropriate *Test ID* and press <Enter>.**

   Use <↑> and <↓> to navigate the list and highlight the *Test ID* that corresponds to the test you wish to conduct. CODES will automatically enter the *Test ID* and *Test Date* for the test you select.

Once you highlight a *Test ID* on the *Select a Test* screen and press <Enter>, CODES will display the *Conduct a Test* screen with the *Header* tab highlighted. The *Header* tab displays all of the header information available in the sample file for the test you have selected, such as *Test Date, Facility Code, Facility Name*, etc. Your screen should be similar to the one shown in Figure 7–6.

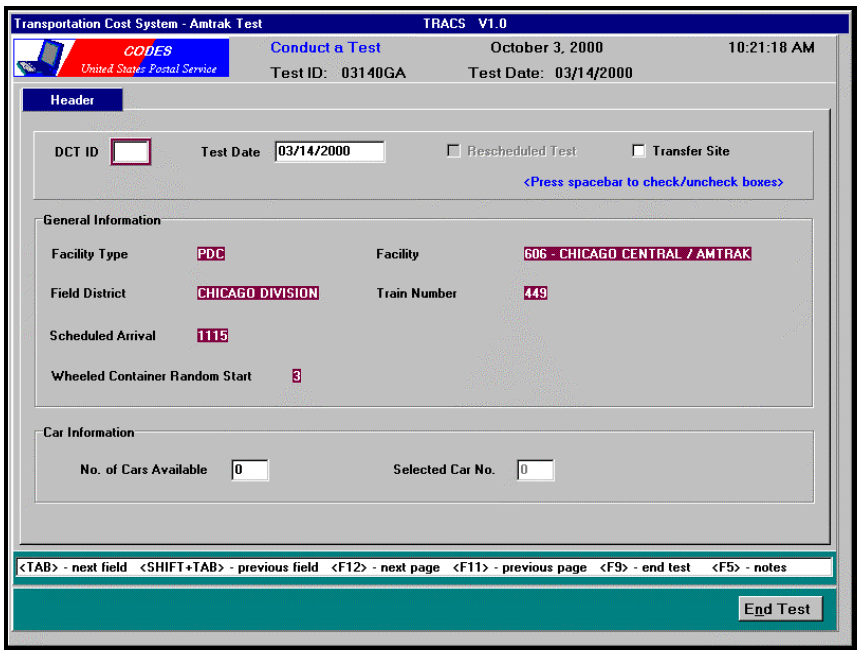


Figure 7–6. *Conduct a Test* Screen with *Header* Tab Highlighted

4. **Enter the Required three-Digit ID in the *DCT ID* Field and Press <Enter>.**

   This should be the ID of the data collector entering the data in the CODES computer.

Figure 7–7. *DCT ID*

5. **Accept or edit the *Test Date*.**

   If the test date is correct, press <Enter> or <Tab> to accept the date and move to the next field. Otherwise, type in the correct test date in the and then press <Enter> or <Tab> to move to the next selection.

Figure 7–8. *Test Date*

6. **Indicate whether the test is a *Rescheduled Test*. Enter the new test date in the *Test Date* Field.**

   If the test you are conducting is a rescheduled test, then from the *Header* tab, use the <Tab> key to select the *Test Date* field, type in the new test date, and press <Enter>. CODES will display a dialog box asking you to confirm if the test is a rescheduled test.

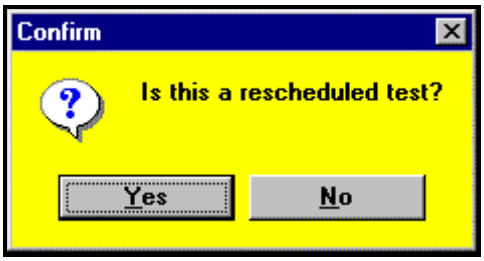


Figure 7–9. *Confirm Rescheduled Test*

Press <Y> for *Yes* and CODES will automatically enter a check in the *Rescheduled Test* selection box.

Figure 7–10. Edited *Test Date* with *Rescheduled Test* Box Checked

If you are not conducting a rescheduled test, then press <N> for *No* to accept the original test date and continue with the remainder of the test.

Note: You are required to know when it is required to reschedule a test (See Section 7.2.2).

7. **Indicate whether or not the test site is a *Transfer Site*.**

   Indicate whether or not the test site is a transfer site by placing a check in the box provided. The box is empty by default. Cities such as Washington DC, Chicago, New York City, Pittsburgh, and Philadelphia transfer mail from one Amtrak Train to another. If you are conducting the test at one of these transfer sites, press <Tab> to highlight the *Transfer Site* selection and then press <Spacebar> to place a check in the box provided.

Figure 7–11. *Transfer Site*

If you are not conducting a test at a transfer site, then simply press <Enter> or <Tab> to move to the next selection (See Section 7.6.3.1).

8. **Enter the number of cars available for sampling**.

   Enter the total number of cars available for testing in the *No. of Cars Available* field and then press <Tab> or <Enter> to accept your entry and move to the next field.

   Note: If the entire contents of a car are transferred, DO NOT include the car in the *No. of Cars Available*. Because mail unloaded from this car will not be available for selection or sampling. If this is the only car on the test, record the test as a zero volume test. See Section 7.2 for information on recording zero volume tests.

Figure 7–12. *Number of Cars Available*

CODES will automatically generate the selected car number in the *Selected Car No.* field. This is the car you will test. For example, if you enter *5* for the *Number of Cars Available* and CODES enters *2* for Selected Car No., you would sample the second car out of the five cars available.

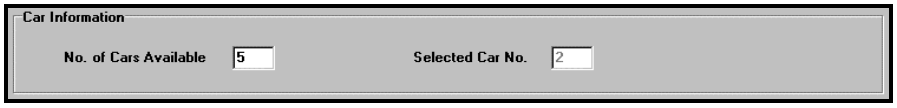


Figure 7–13. *Selected Car No.*

9. **Once you have completed all header information, press <F12> and confirm your data entry.**

   CODES will ask you to confirm that all information is correct.

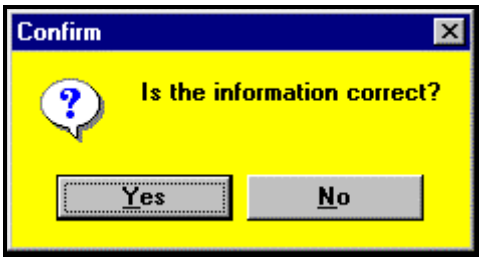


Figure 7–14. *Confirm* Data Entry

If all information is correct, press <Y> for *Yes* and CODES will save the data and move to the *Entire Train* tab.

If the information is not correct, press <N>, for *No,* and CODES will return to the *Header* tab. Make any necessary corrections and then press <F12> again to confirm your data entry.

7.6.3 Entering Information on Unloaded Mail

7.6.3.1 Entering information for the Entire Train

PROCEDURES

In this section, you will watch the train cars as they are being opened. You will then record mail information on **all** cars.

The Entire Train tab is made up of two sections: *Detail of Unloaded* and *Data Entry*. Press <Tab> or <Enter> to navigate the fields and enter your data.

Use the *Detail of Unloaded* section to enter the number of items unloaded (including transferred items), and the number of items transferred.

Use the *Data Entry* section to enter the number of pallets and wiretainers not on the train car's floor (i.e., pallets or wiretainers stacked on top of another).

1. **Enter the number of wheeled containers and pallets unloaded from the entire train.**

Detail of Unloaded

Description	Unloaded (incl xfer)	Transferred
Pallet	25	0
BMC-OTR	5	0
ERMC	5	0
GPC/GPMC/APC	5	0
Hamper	5	0
Wiretainer	25	0
Other Wheeled	5	0
Loose Non-containerized Other	0	0

Figure 7–15. Number of all *Unloaded* Items

- **Transfer site:** If you select a transfer site, the CODES software will allow you to enter the number of the items that will be transferred to another train. In the first column, *Unloaded (incl xfer),* enter the number of each item unloaded from the train (including all items to be transferred).

  In the second column, *Transferred,* enter the number of each item that will be transferred to another train.

- **Other sites:** If you didn't select *Transfer Site*, enter the number of each item unloaded from the train in the *Unloaded* column only.

  Note: Unlike other TRACS tests, the Amtrak Test does not record the percentage of the car occupied by this mail.

2. **Enter the number of *Pallets not on train floor* and number of *Wiretainers not on train floor*.** Enter these numbers in the corresponding fields and then press <Tab> to move to the next field.

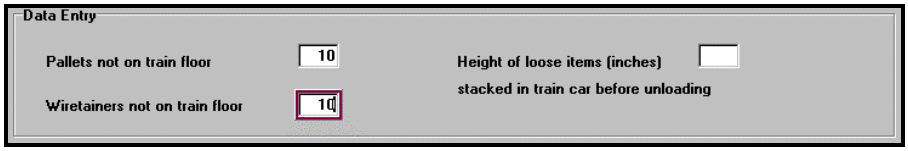


Figure 7–16. *Pallets* and *Wiretainers not on Train Floor*

3. **Press <F12> to accept your data entry and move to the *Selected Car* tab.**

7.6.3.2 Entering information for the Selected Car

PROCEDURES

Now you will enter information you gathered while performing the set-aside procedure (i.e., number of items available, transferred, etc.) into *the Detail of Unloaded* table for the Selected Car Tab.

1. **From the *Entire Train* tab, press <F12> to access the *Selected Car* tab.**

The Selected Car tab contains the *Details of Unloaded* table. Press <Tab> or <Enter> to navigate the fields and enter your data.

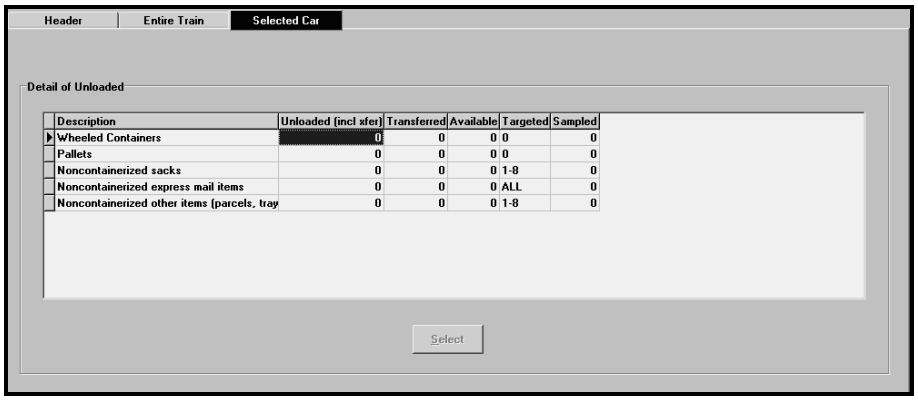


Figure 7–17. *Selected Car* Tab

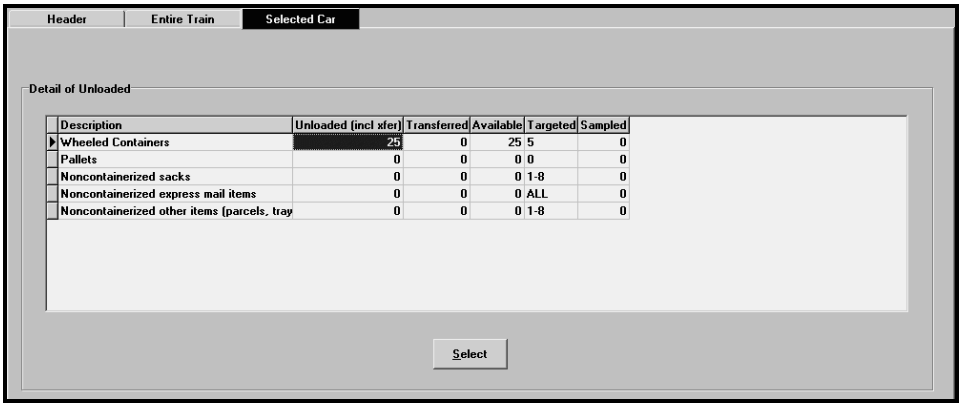
Use the *Detail of Unloaded* table to enter the number of wheeled containers and pallets unloaded (including transferred items) and the number of wheeled containers and pallets transferred (if applicable) for the selected car you are testing.

Note the following:

- If you indicated that the site you are testing is not a transfer site, CODES will disable data entry for the *Transferred* column of the *Detail of Unloaded* table.
- If the *Unloaded* amount entered is equal to the *Transferred* amount entered, CODES will automatically prompt you to save the test as a zero volume test.

2. **Enter the number of wheeled containers unloaded and transferred, if applicable.**

   Enter the number of wheeled containers unloaded in the *Unloaded (incl xfer)* column of the *Detail of Unloaded* table. CODES will automatically target the sampled amount in the *Targeted* column of the *Detail of Unloaded* table. This is the number of containers you should sample for the test.



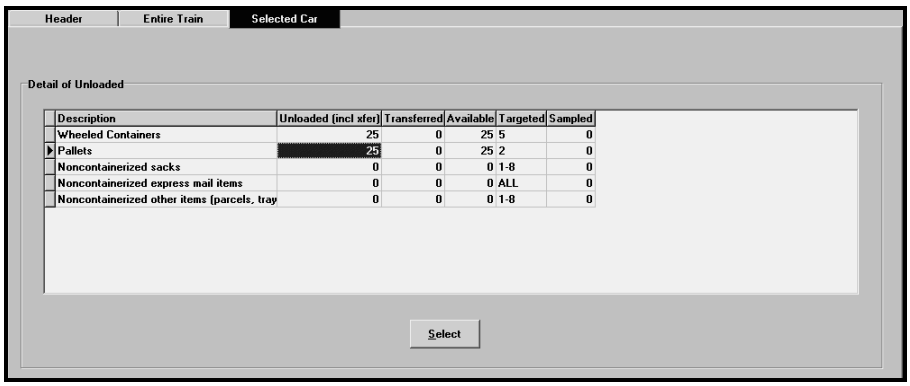
Description	Unloaded (incl xfer)	Transferred	Available	Targeted	Sampled
Wheeled Containers	25	0	25	5	0
Pallets	0	0	0	0	0
Noncontainerized sacks	0	0	0	1-8	0
Noncontainerized express mail items	0	0	0	ALL	0
Noncontainerized other items (parcels, tray	0	0	0	1-8	0

Figure 7–18. Enter Number of *Wheeled Containers*

Note: Do not count empty containers. Containers holding nothing but empty equipment are also considered empty and should not be counted.

3. **Enter the number of pallets unloaded and transferred, if applicable.**

   Enter the number of pallets unloaded in the *Unloaded (incl xfer)* column of the *Detail of Unloaded* table.



Description	Unloaded (incl xfer)	Transferred	Available	Targeted	Sampled
Wheeled Containers	25	0	25	5	0
Pallets	25	0	25	2	0
Noncontainerized sacks	0	0	0	1-8	0
Noncontainerized express mail items	0	0	0	ALL	0
Noncontainerized other items (parcels, tray	0	0	0	1-8	0

Figure 7–19. Enter Number of *Pallets*

7.6.4 Entering Wheeled Container Data

PROCEDURES

You should follow the procedure described below when recording data for wheeled containers:

- Record the type of wheeled container (Steps 1-2 below).
- Record the item information for the first item selected (Steps 3-10 below).
- Record mail piece data for the first item selected (See Section 7.6.6.1).
- Sequentially record item information and mail piece data for each remaining item type.

1. **Highlight the *Wheeled Containers* row in the *Detail of Unloaded* table and then press <Alt+S> to access the *Wheeled Containers* tab.**

   CODES will display the *Wheeled Containers* tab.

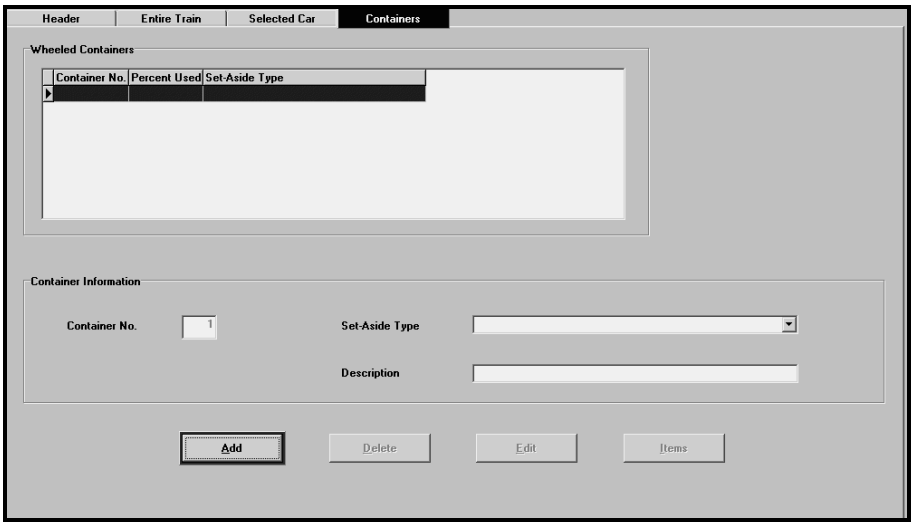


Figure 7–20. *Wheeled containers* Tab

Note: Control Buttons. Depending on which screen you access (e.g., *Wheeled Containers* tab, *Item Information* screen, etc.), CODES will display a selection of control buttons at the bottom of the screen similar to the one depicted in . Use these control buttons to <A>, *Add*, <D>, *Delete*, and <E>, *Edit,* information at any time during your data entry.

Figure 7–21. Control Buttons

2. **Press <A> for *Add* and enter the type of wheeled container in *the Set-Aside Type* field.**

   Enter the type of wheeled container in the *Set-Aside Type* field manually (See Figure 7–22). With the *Set-Aside Type* field highlighted, press <↓> to scroll through the list. Press <Enter> or the number key that corresponds to the set-aside type you are sampling and move to the next selection.

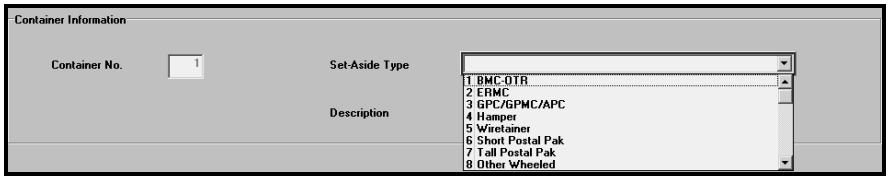


Figure 7–22. *Set-Aside Type*

CODES automatically enters the container number and set-aside type in the Wheeled Containers table in the upper half of the screen.

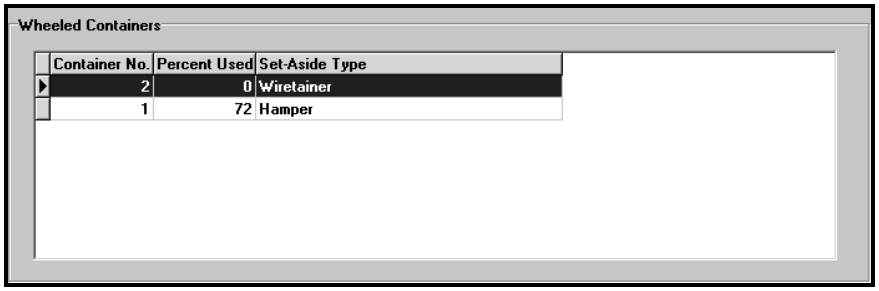


Figure 7–23. *Wheeled Containers* Table

3. **Press <I> *Item* to enter item information.**

   CODES displays the *Items for Wheeled Containers* screen.

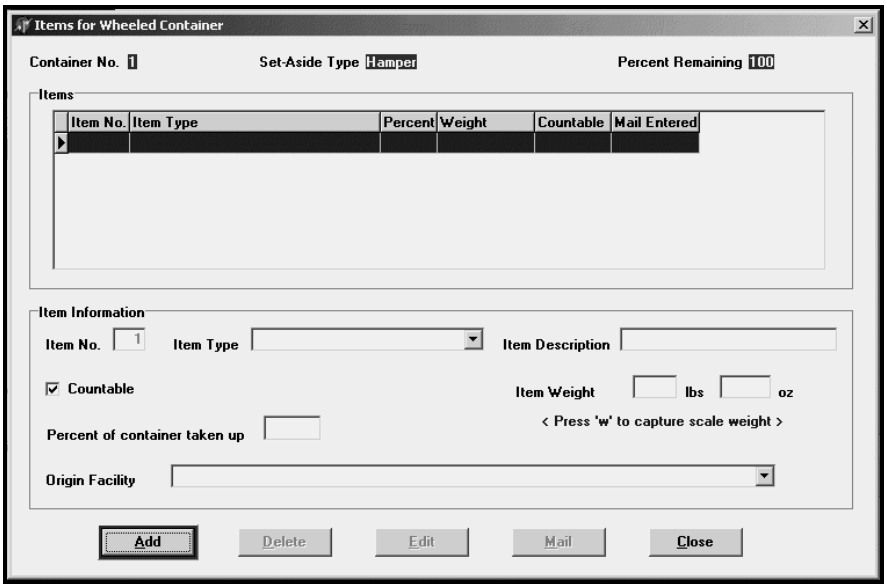


   Figure 7–24. *Items* for *Wheeled Container*

4. **Press <A> for *Add* and indicate whether or not the item is *Countable*.**

   Once you select <A> for Add from the *Item Information* tab, CODES will automatically place a check in the *Countable* selection box. However, if the item you are sampling is not countable, press <Spacebar> to remove the check from the box and then press <Tab> to move to the next field.

   Note: If a selected item is either a blue and red CON-CON or a locked registered pouch or sack, take the registered item to the registry cage for detailed sampling. If the item is locked, ask the registry clerk to unlock it. If the item cannot be opened, weigh the entire item and treat it as uncountable.

5. **Enter the item type in the *Item Type* field.**

   Press <Tab> to highlight the *Item Type* field and then press <↓> to view the pop-up list and select the appropriate item type (See Figure 7–25). Press <Enter> or the number key that corresponds with the item you are sampling to accept the item type and move to the next section.

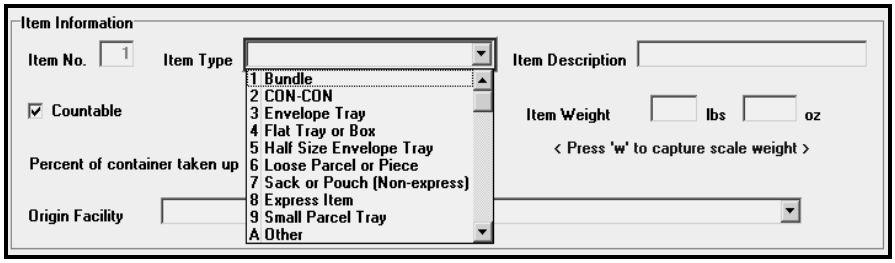


Figure 7–25. Enter the *Item Type*

In the event your sampled item does not mach any of the item types in the pop-up list, Select as *'A Other'*. The software will activate the *Item Description* field. Describe the shape and enter the three dimensions in the *Item Description* field. For example, if you selected an oversize letter tray that is twice as deep as an envelope tray, you will measure the length, width, and depth of the tray and enter that information in the *Item Description* field.

6. **Enter the total weight of the item in the *Item Weight* fields.**

   Leave mail inside the item and weigh the entire item. Press <Tab> to highlight the *Item Weight* fields. Enter the appropriate weight in pounds and ounces in the boxes provided, pressing <Enter> or <Tab> to move from lbs. to oz. After that, press <Enter> to move to the next selection. If the CODES scale is attached to the laptop, place the item on the scale, wait for the electronic reading to stabilize, and then press <Enter> to accept the weight and move to the next selection. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

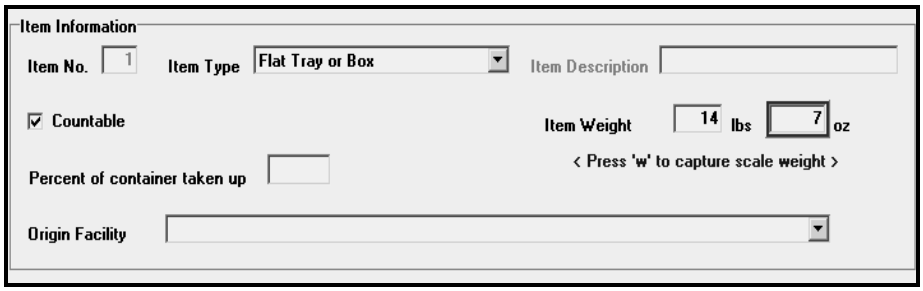


Figure 7–26. Enter *Item Weight*

7. **Enter *Percentage of the Wheeled Container* occupied by the *Item Type*.**

   As described in Section 7.4.1, you will be entering the absolute percentage of the container occupied by the item type from which this item was selected.

   Note: When entering percentages, pay close attention to the *Percent Remaining* field (See Figure 7–27). Each time you enter a new item, the *Percent Remaining* field will reflect the percentage of space left in the wheeled container. If you have entered all items correctly, the *Percent Remaining* field should reflect the empty space in the container. After you enter all item types present in the container, compare the percent remaining to the actual amount of empty space in the container. If numbers are inconsistent, re-examine the percentages for each item type in the container. Correct your entries before you finish entering the percentages for the container.

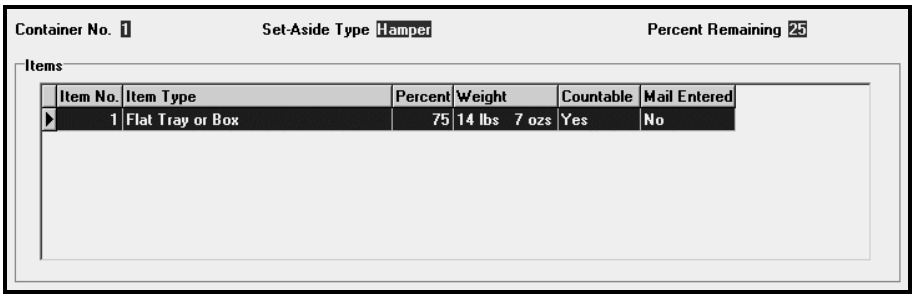


Figure 7–27. *Percent Remaining*

8. **Select Origin Facility from the *Origin Facility* List.**

   The Origin Facility is the location where the item was first loaded onto an Amtrak train. For example, Wilmington might truck mail to Philadelphia, where this mail will be loaded on a train bound for Chicago. When entering Origin Facility information, a data collector, in this example, should enter Philadelphia, not Wilmington.

   Remember, some cities transfer mail from one Amtrak train to another (i.e., Washington DC, Chicago, Pittsburgh, Philadelphia, and New York City). Ensure that you record the Origin Facility where mail was first tendered to Amtrak. **Do not record the transfer station.**

   Press <Tab> to highlight the *Origin Facility* field and press <↓>. CODES will display a pop-up listing of available facility codes. Highlight the appropriate code and then press <Enter> or <Tab> to select it. CODES will automatically place the selected code in the *Origin Facility* field.

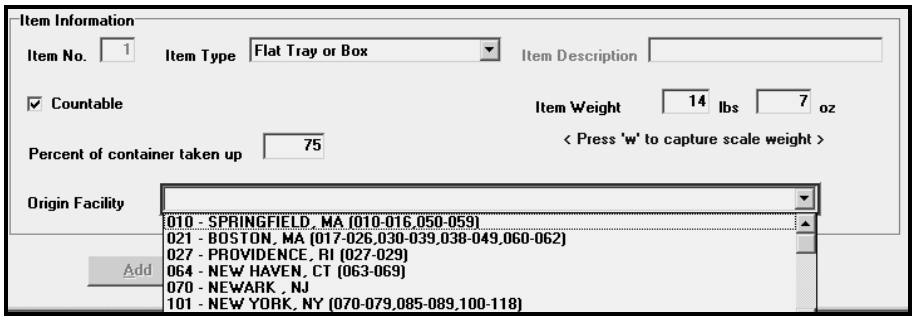


Figure 7–28. *Origin Facility*

9. **Once you have completed entering the item information, press <Enter> and confirm your data entry.**

   CODES will ask you to verify that all information entered for the item is correct. If all information is correct, press <Y> for *Yes* and CODES will display the data in the *Items* table at the top of the screen. If the information is not correct, press <N> for *No* and CODES will return to the *Item Type* field. Make any necessary corrections and then press <Enter> again to verify your data entry. If you wish to cancel your data entry, press <C> for *Cancel* and CODES will erase all *Item Information* fields.

10. **If the item is countable, go to Section 7.6.6.1 to enter mail category information and complete your data entry for this item.**

11. **Repeat Steps 3 through 10 for each item in the container.**

12. **Repeat Steps 1 through 11 for each sampled container.**

7.6.5 Entering Pallet Data

PROCEDURES

Pallet data may be recorded either at the platform or at the Postal Service facility. If you plan to record data at the facility, then you will need to follow the mail as it is transported from the train station back to the facility.

For each set-aside pallet, you will record its weight, dimensions and the origin facility. If the mail categories can be determined, you will record the percentage of the pallet occupied by each mail category. If not, you will only record information about the items on the pallets.

Note: If only one pallet and its mail is unloaded, then only data for one pallet is required. However, if two or more pallets are unloaded, then data are required for two pallets.

1. **From the *Selected Car* tab, highlight the *Pallets* row of the *Detail of Unloaded* table and press <Alt+S>.**

   CODES will display the *Pallets* tab.

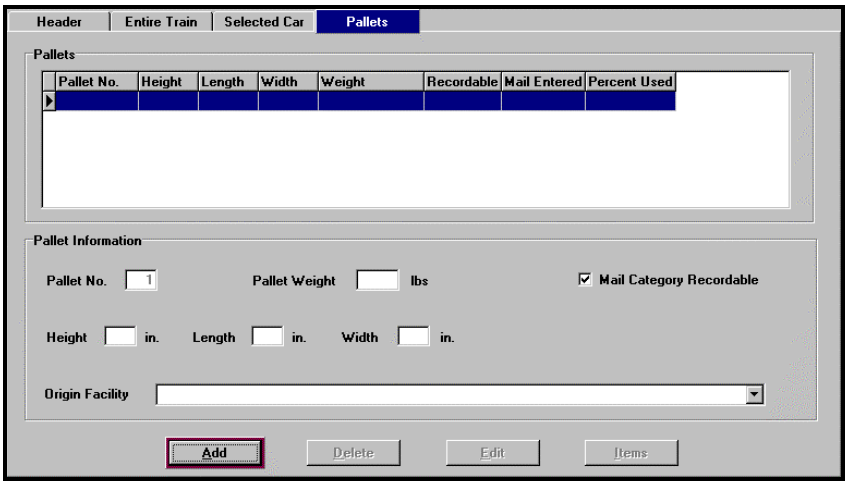


Figure 7–29. *Pallets* Tab

2. **From the *Pallets* tab, press <A> for *Add* and enter pallet information.**

   CODES will automatically activate the *Pallet Information* section of the *Pallets* tab.

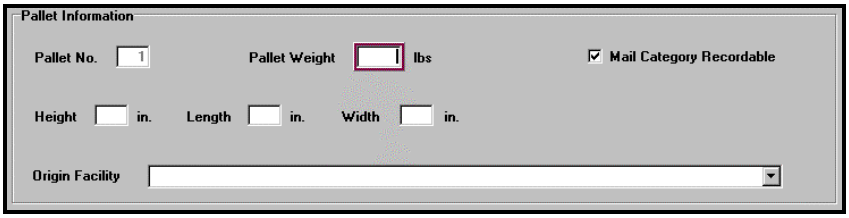


Figure 7–30. *Pallet Information*

3. **Enter the weight of the pallet and its load, if possible.**

   The weight is often printed on the exterior of the pallet. Or it may be possible to weigh the pallet and its mail on a floor scale. Enter the weight information in the field provided and press <Enter> or <Tab> to accept the amount and move to the next field.

4. **Indicate whether or not the mail category on the pallet is recordable.**

   The pallet is considered as "mail category not recordable" if you cannot determine the mail category on the pallet. In general, a pallet contains a single subclass of mail and has a label attached. However, there may be times when a pallet is shrink-wrapped with sacks or trays and does not have a pallet label, or it may have a label but the label does not provide adequate

information for you to identify the mail category. Such a pallet may contain mixed classes of mail. In either case, you can not determine the mail category on the pallet. Press <Spacebar> to remove the check from the selection box and press <Tab> to scroll to the next selection. The software will then bypass the mail category selection screen and ask you to enter item information for sacks or trays on the pallet.

Note: Remove the check from the *Mail Category Recordable* selection box only as a last resort. If you can, arrange with operations to unwrap the pallet to allow you to collect the mail mix information, and rewrap it if necessary. Do not remove the check if you are able to determine the mail category for over 95% of the mail on the pallet.

5. **Measure the height, length, and width of the selected pallet and its load. Record these data in the appropriate fields located in the *Pallet Information* section of the *Pallets* tab.**

   Record the *combined* dimensions of the pallet and its load in inches. Press <Tab> and <Shift+Tab> to navigate the fields. Enter the dimension information in the fields provided and press <Enter> or <Tab> to accept the amount and move to the next available field.

6. **Select the origin facility code and name from the *Origin Facility* list.**

   The Origin Facility is the location where the item was first loaded onto an Amtrak train. For example, Wilmington might truck mail to Philadelphia, where this mail will be loaded on a train bound for Chicago. When entering Origin Facility information, a data collector, in this example, should enter Philadelphia, not Wilmington.

   Remember, some cities transfer mail from one Amtrak train to another (For example, Washington DC, Chicago, Pittsburgh, Philadelphia, and New York City). Ensure that you record the Origin Facility where mail was first tendered to Amtrak. **Do not record the transfer station.**

   Press <Tab> to highlight the *Origin Facility* field and press <↓>. CODES will display a pop-up listing of available facility codes. Highlight the appropriate code and then press <Enter> or <Tab> to select it. CODES will automatically place the selected code in the *Origin Facility* field.

   For more information on Amtrak Origin Facilities, see RM 7–04.

7. **If the mail category is recordable, go to Section 7.6.6.2 to enter mail category information and complete your data entry.**

8. **If the mail category is not recordable, enter information for the item types occupying the pallet by performing the following steps:**

   If you indicate that the pallet is not mail category recordable, CODES will automatically change the *Mail* button at the bottom right of the screen to the *Items* button.

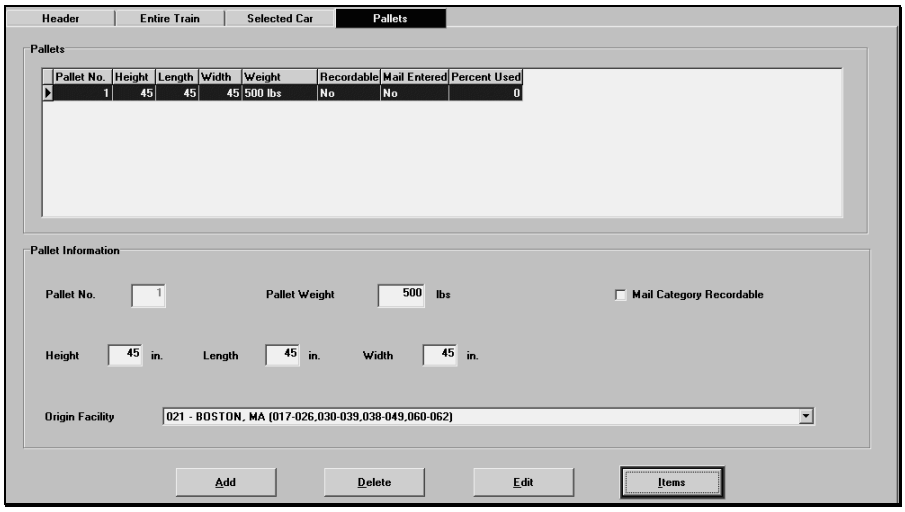


Figure 7–31. *Pallets* Tab with *Items* button showing

Press <I> for *Items*. CODES will display the *Items for Pallets* screen.

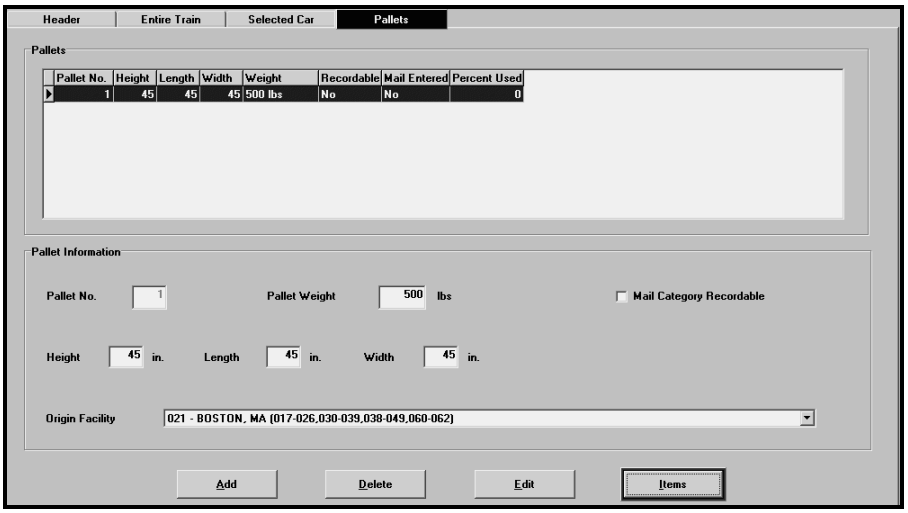


Figure 7–32. *Items* for *Pallets*

a. **Enter the item type in the *Item Type* field.**

Press <A> and then <↓> to scroll through the pick list. Select the appropriate item type and then press <Enter> or <Tab> to accept your entry and move to the next field.

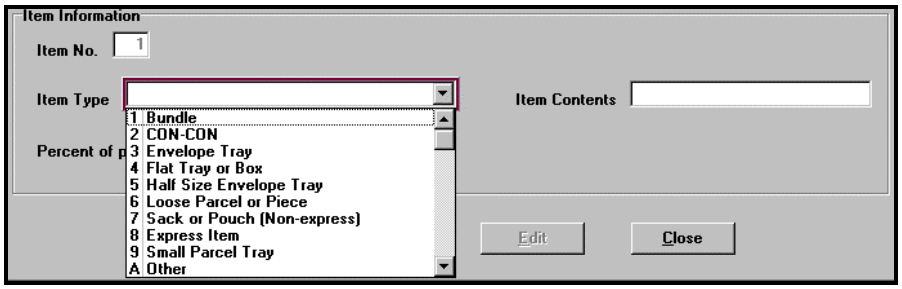


Figure 7–33. *Item Type*

b. **Enter item contents in the *Item Contents* field.**

Press <Tab> to highlight the *Item Contents* field. If there is a pallet label with a human-readable content line, enter the line in the *Item Contents* field. e.g. STD FLTS BARCODED / CR-RTS. If no pallet label is present enter information found on the item label. e.g. FCM FLTS 5D NON BC or STD LTRS 3D BC. If there is more than one label for the same item type, record information for all labels. If there is not enough space in the *Item Contents* field, press <F5> to activate the Notes field and continue entries there.

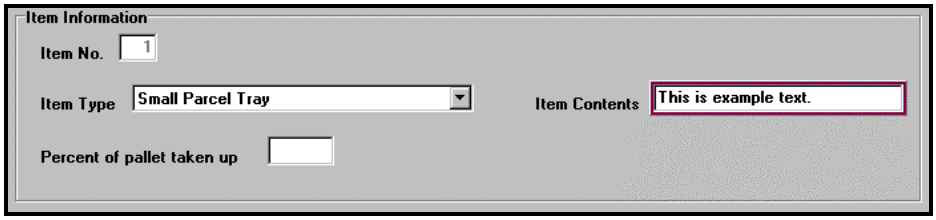


Figure 7–34. *Item Contents*

c. **Enter the percentage of space on the pallet taken up by the item type.**

Press <Tab> to highlight the *Percent of pallet taken up by item* field (See Figure 7–35). Enter the appropriate percentage and then press <Enter> or <Tab> to accept your entry.

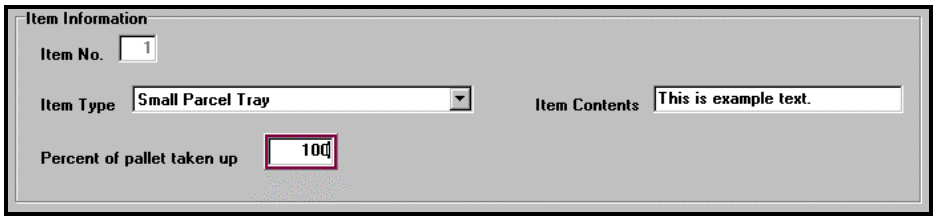


Figure 7–35. *Percent of pallet taken up* by *Item*

d. **Confirm that all pallet information is correct**.

CODES will ask you to confirm that all information is correct.

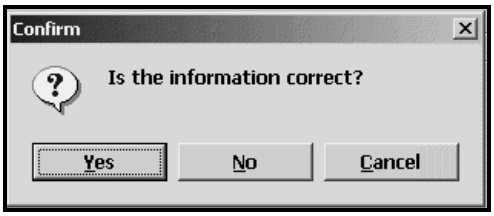


Figure 7–36. *Confirm* data entry

If all information is correct, press <Y> for *Yes* and CODES will enter the data in the *Items* table at the top of the *Items for Pallets* screen. If the information is not correct, press <N> for *No* and CODES will return to the *Items for Pallets* screen. Make any necessary corrections and then press <Enter> again to confirm your data entry. If you wish to cancel your data entry, press <C> for *Cancel* and CODES will erase all *Item Information* fields.

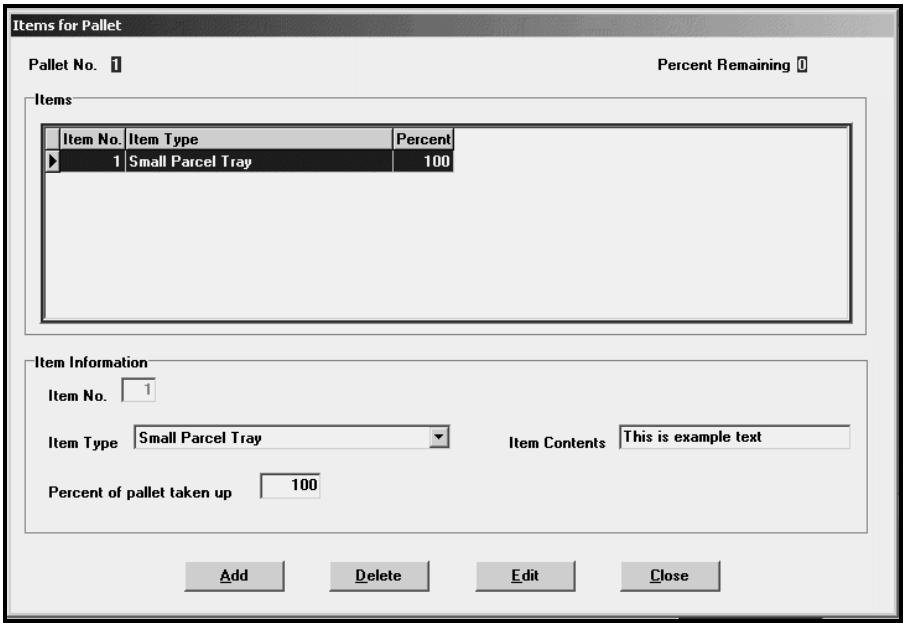


Figure 7–37. *Items for Pallets*(Completed)

e. **Repeat Steps (a) through (d) for all of the item types occupying the pallet.**

f. **Once you have completed recording all item types occupying the pallet, check to make sure that the percent remaining is equal to zero.**

g. **Once you have completed entering item information for the pallet, press <C> for *Close* to exit the *Items for Pallet* screen and return to the *Pallets* tab.**

7.6.6 Entering Mail Category Information

BACKGROUND INFORMATION

This section provides general step-by-step instructions for entering mail category information for mailpieces contained within the items you are sampling. For more information on navigating the *Mail Category* screen, consult the online help file by pressing the <F1> key.

For detailed information on each mail category, see one of the following RM sections, depending on your mailpiece:

RM 7–05: Mail Class Decision Table

RM 7–06: Unendorsed Mail

RM 7–07: First-Class Mail

RM 7–08: Priority Mail

RM 7–09: Express Mail

RM 7–10: Periodicals

RM 7–11: Standard Mail

RM 7–12: Package Services

RM 7–13: USPS Mail and Free Mail

RM 7–14: International Mail:

RM 7–15: Rules for Recording Returned and Forwarded Mail

RM 7–16: Automation Mail Endorsements

7.6.6.1 Entering Mail Category Information for Wheeled Containers.

PROCEDURES

For information on recording mail category data for pallets, go to Section 7.6.6.2.

1. **Sort the mail by mail category in each item type.**

   Remove the mail from the item. Separate the mail by mail category. *Do not mix mail from different Items*.

2. **Select the mail category.**

   From the item's *completed Item Information* tab, press <M> for *Mail* or use <Tab> to highlight the *Mail* button and press <Enter> (For instructions on completing item information, see Section 7.6.4, Step 3). CODES displays the *Mail Information* screen.

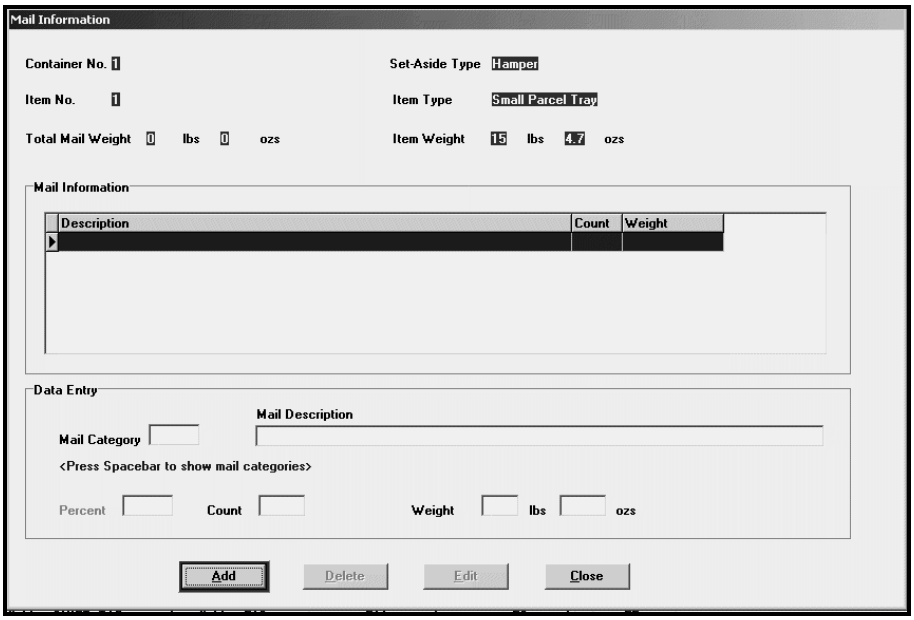


Figure 7–38. *Mail Information*

Press <A> for *Add* or use <Tab> to highlight the *Add* button and press <Enter>. CODES will automatically place the cursor in the *Mail Category* field. If you know the correct mail category code, then type the code in the field provided. CODES will automatically enter the code's corresponding mail description in the *Mail Description* field. If you do not know the correct mail category code, then press <Spacebar> and CODES will display the *Mail Category* pop-up menu.

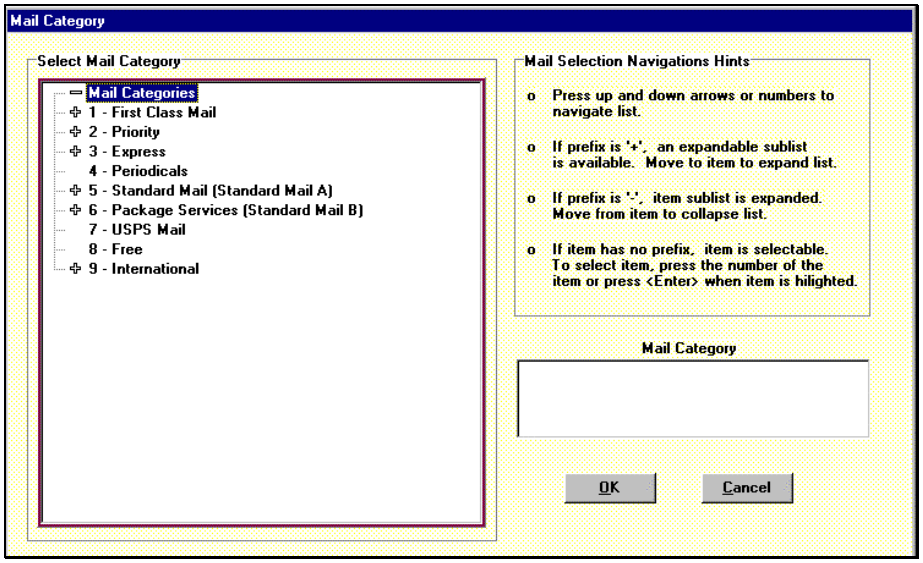


Figure 7–39. *Mail Category*

Use <↑> and <↓> or <PgUp> and <PgDn> to highlight the appropriate mail class, and presort level of mailpieces you are sampling. Shown in the brackets next to each mail category is the Keyline Code. Each time you highlight a selection, it will appear in the *Mail Category* field to the right of the selection list. Once you have completed your selections, press <Alt+O> for *Ok* or use <Tab> to highlight the *Ok* button and press <Enter>. CODES closes the *Mail Category* pop-up menu and returns to the *Mail Information* screen. CODES displays the mail category information in the fields provided.

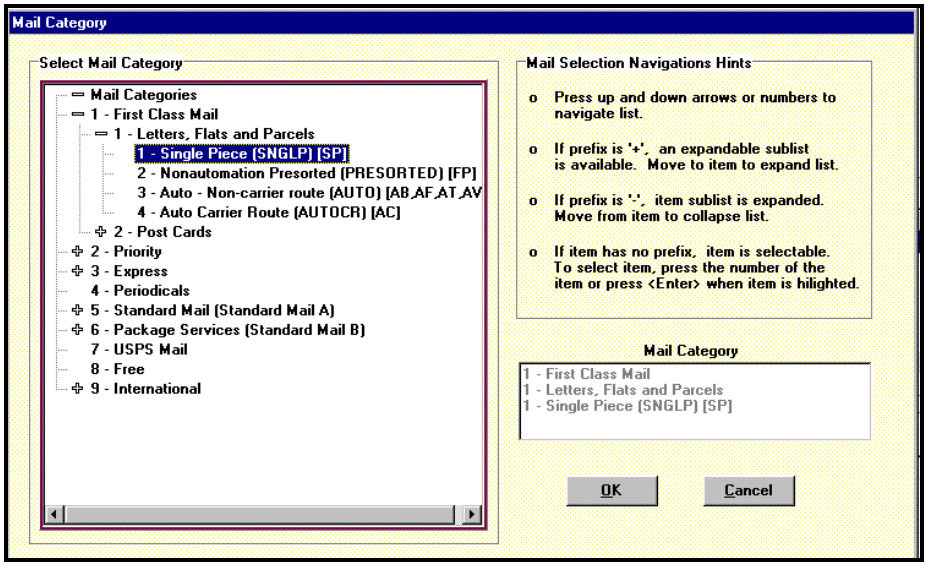


Figure 7–40. *Mail Category* (Completed)

3. **Count and enter the total number of mailpieces for each mail category within the selected item.**

   Enter the total number of mailpieces in the *Count* field. Press <Tab> or <Enter> to accept your entry and move to the next field.

4. **Enter the total weight of the mailpieces for the selected mail category.**

   - **Automatic.** If an electronic scale is attached to your laptop, place the mailpiece(s) on the scale. When the electronic reading on the scale stabilizes, press <W>. CODES will automatically enter the weight in the fields provided.

   - **Manual.** If an electronic scale is not attached to your laptop, weigh the mailpiece(s). Using your number keys, enter the weight in the fields provided. Press <Enter> to move from lbs. to oz. Press <Enter> again when you are satisfied with your weight input. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

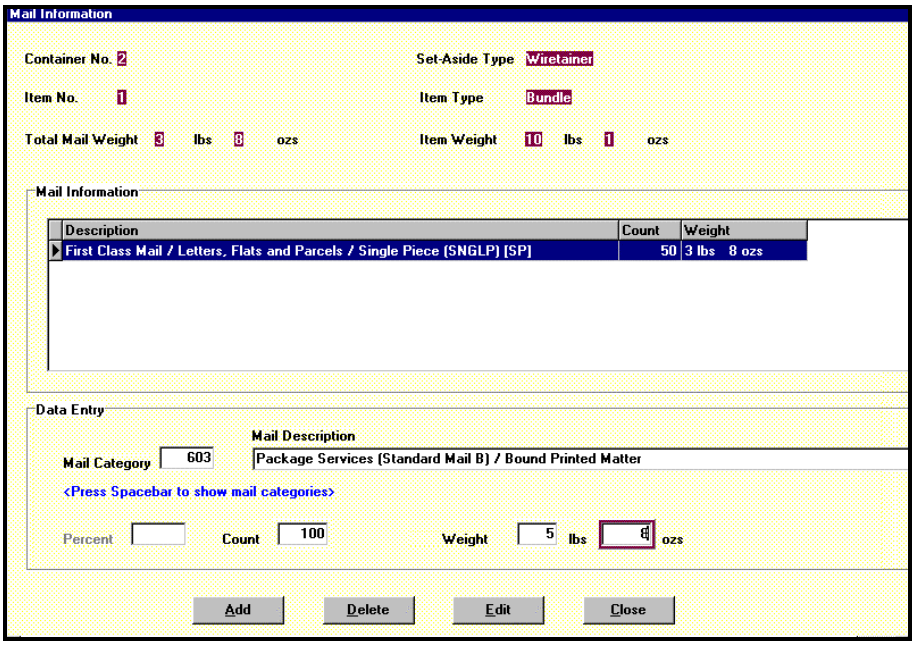


Figure 7–41. *Mail Information (Completed)*

5. **Accept your data entry.**

   Once you complete all of your entries for the given mail category, press <Enter> to accept your data entry.

6. **Repeat Steps 2 through 5 for the other mail categories within the selected item.**

7. **Once you have completed your data entry, press <C> for *Close* to exit the *Mail Information* screen.**

8. **When data entry is complete, place the mail back in its original containers if possible.**

   Rebind all items, if necessary. Return all mail to operations. It is critical to minimize your disruption to mail processing operations.

7.6.6.2 Entering Mail Category Information for Pallets

PROCEDURES

When entering the appropriate mail category information, percentages, and piece counts, observe the following guidelines:

- Do not select the same mail category more than once for the same pallet.

- Enter the percentage of space on the pallet occupied by each mail category. If there is only one mail category present, enter *100* in the *Percent* field for that mail category.

- Enter the piece count number printed on the exterior of the pallet. If there is no number, leave the *Piece Count* field blank.

- The total of all percentages entered for all mail categories within one pallet must equal 100%.

1. **Select the mail category.**

   From the pallet's completed *Item Information* tab, press <M> for *Mail* or press <Tab> to highlight the *Mail* button and press <Enter>. (See Section 7.6.5, Step 8). CODES displays the *Mail Information* screen.

   Note: If you indicated that the mail category on the pallet is not recordable, follow the procedure described in Section 7.6.5, Step 8 to record item information.

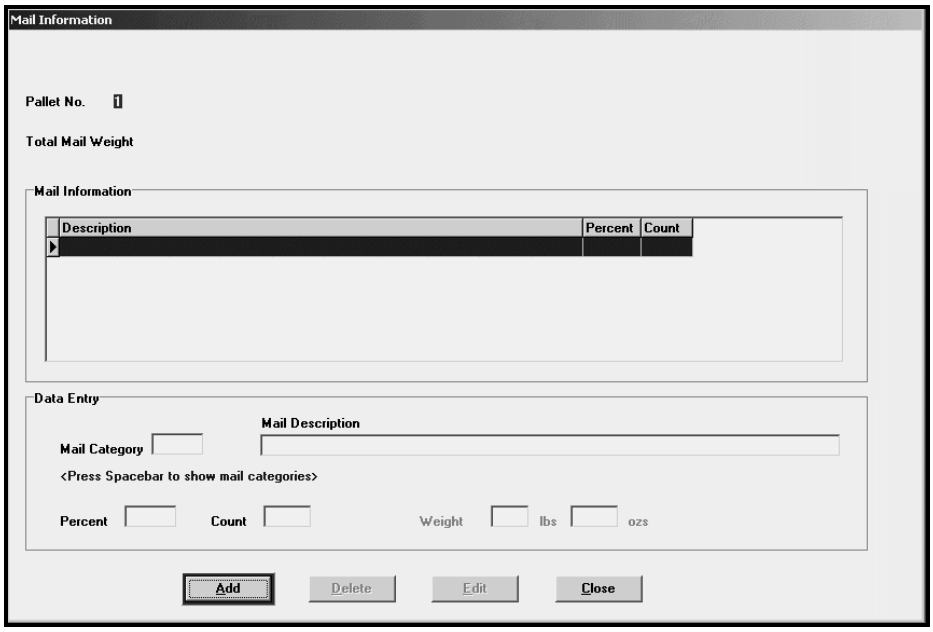


Figure 7–42. *Mail Information* for *Pallets*

Press <A> for *Add* or press <Tab> to highlight the *Add* button and press <Enter>. CODES will automatically locate the cursor in the *Mail Category* field. If you know the correct mail category code, then type the code in the field provided. CODES will automatically enter the code's corresponding mail description in the *Mail Description* field. If you do not know the correct mail category code, then press <Spacebar> and CODES will display the *Mail Category* pop-up menu.

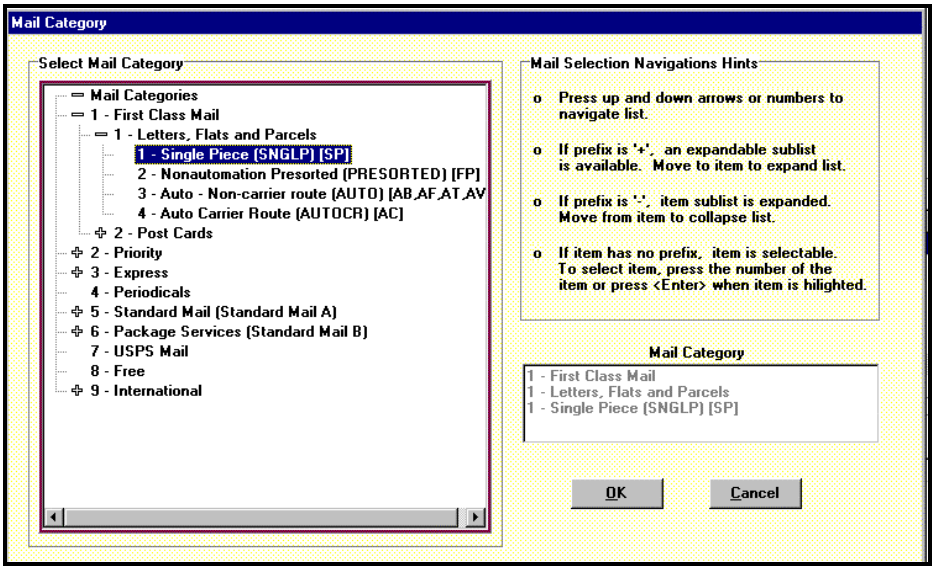


Figure 7–43. *Mail Category* (Completed)

Use <↑> and <↓> or <PgUp> and <PgDn> to highlight the appropriate mail class, and presort level (keyline code) of mailpieces you are sampling. Each time you highlight a selection, it will appear in the *Mail Category* field to the right of the selection list. Once you have completed your selections, press <Alt+O> for *Ok* or press <Tab> to highlight the *Ok* button and press <Enter>. CODES closes the *Mail Category* pop-up and returns to the *Mail Information* screen. CODES displays the mail category information in the fields provided.

Enter the percentage of space on the pallet occupied by the selected mail category. If there is only one mail category present, enter *100* in the *Percent* field for that mail category.

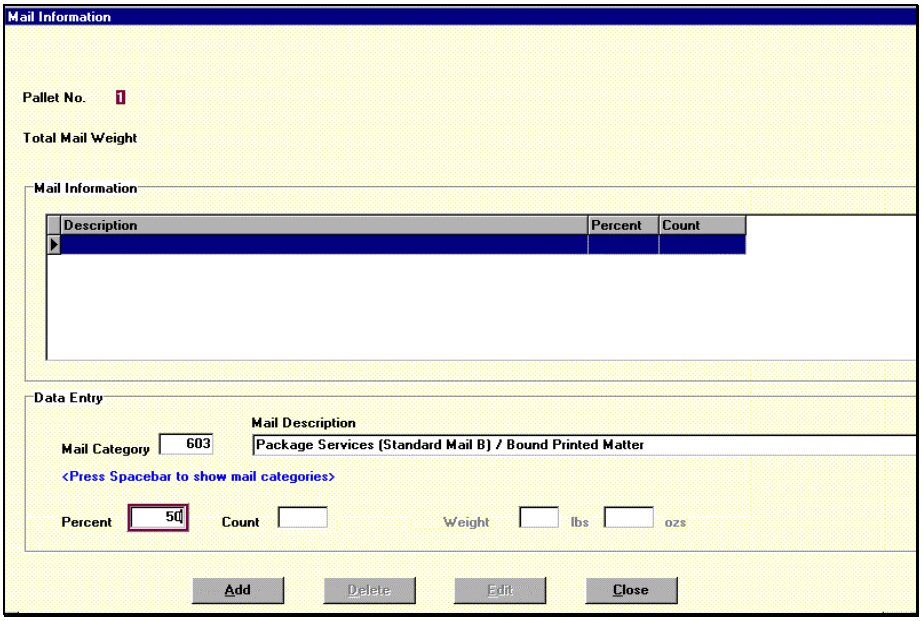


Figure 7–44. *Percent* of *Pallet* taken up by *Mail Category*

2. **Enter the piece count number printed on the exterior of the pallet. If there is no number, leave the *Count* field blank.**

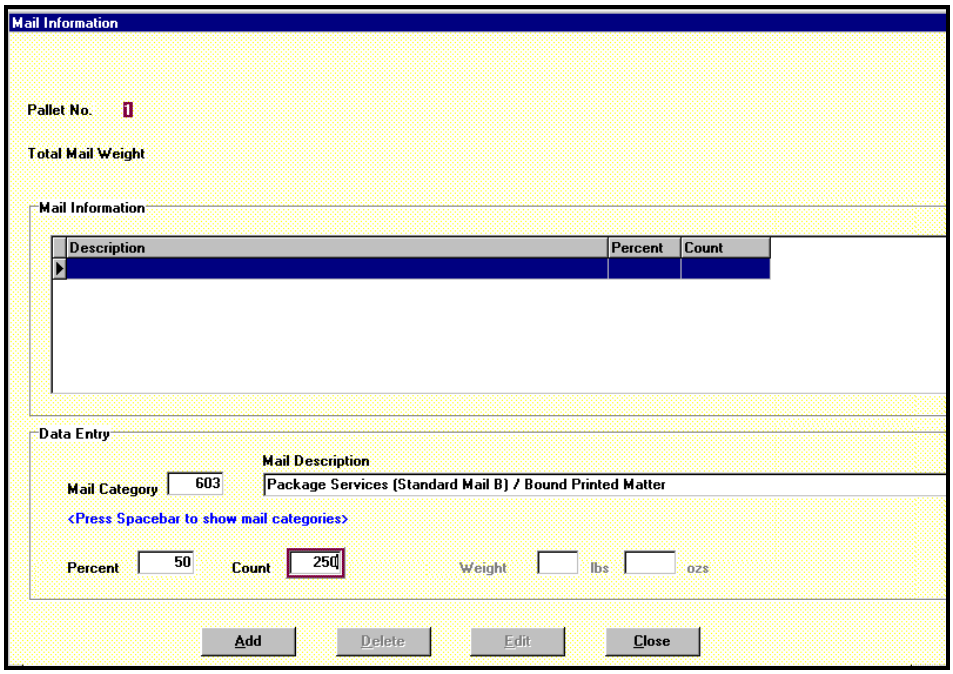


Figure 7–45. Mailpiece *Count*

3. **Accept your data entry.**

   Once you complete all of your entries for the given mail category, press <Enter> to accept your data entry.

4. **Repeat Steps 1 through 4 for all the other mail categories on the pallet.**

5. **Once you have recorded all the other mail categories on the pallet and checked to make sure that the sum of the percentages is equal to 100, exit the *Mail Information* screen by pressing <C> for *Close*.**

7.6.7 Saving and Ending the Test

PROCEDURES

Once you have finished entering data for all items selected through sampling, or if you wish to save part of your test, perform the following steps.

1. **Press <F9> or <N> to *End Test*.**

   CODES will display the *End Test* screen. This screen provides a summary of your data entry. It displays errors and warns you of possible problems in data entry. CODES will not allow you to complete the test until all errors are corrected. For instructions on correcting errors, see Section 7.7. If there are no errors and you are satisfied with your data entry, you may complete your test.

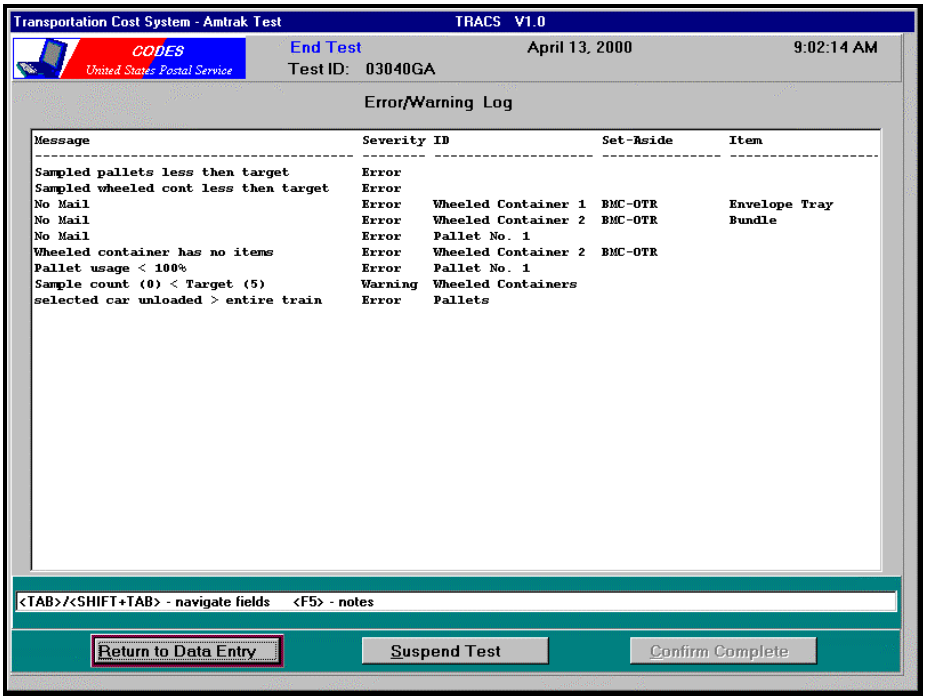


Figure 7–46. *End Test* with *Error/Warning Log*

2. **Decide whether or not to suspend the test, complete the test or return to data entry.**

   CODES will give you the option of performing a partial (suspended), final (confirmed) save or returning to data entry. Enter one of the following options:

   - **<C>.** Completes the test and performs a final save. (CODES will not allow you to use this option until all errors are corrected. For information on correcting errors, See Section 7.7.)

   - **<S>.** Suspends the test and performs a partial save.

   - **<R>.** Returns you to the *Header* tab to continue your data entry.

   If you wish to partially save the test, press <S> for *Suspend Test*. CODES will exit the *End Test* screen and return you to the *Select a Test* screen. Your test will be listed in the test listing as a *Suspended* test.

3. **If you selected <C> for Confirm Complete, enter total test time information.**

   CODES will display a dialog box as shown in Figure 7–47 and prompt you to enter the total test time. Include travel time when calculating your total test time. If there is more than one DCT performing the test, count the total time for all the DCTs. Enter the appropriate information in the fields provided and then press <ALT + O> for *Ok* to accept your data. CODES will save the test and return you to the *Select a Test* screen. Your test will be listed in the sample selection file as *Complete*.

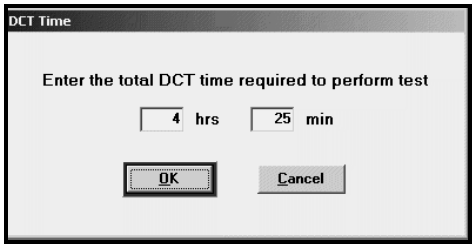


Figure 7–47. *DCT Time*

7.6.8 Aborting the Test

You may only abort the test prior to entering the *Entire Train* screen. Press <Esc> to abort the test and return to the *Main Menu* without saving any of the test data. Aborting a test will not affect the sample file; therefore, the test remains in the sample file in its original state. You may select the aborted test again and restart the test, if necessary.

To abort a test after you enter any information, first suspend the test, and then delete it. For information on suspending and ending a test, See Section 7.8. To delete the test, select Option <7>, *Review/Delete Test,* from *TRACS Main Menu*. Highlight the test and delete it.

7.7 Resolving Error and Warning Messages

BACKGROUND INFORMATION

The TRACS software is designed to automatically recognize and display errors in *Selected Car* and *Item* information data recorded during the test. The TRACS software lists these errors in the *Errors/Warnings Log* located on the *End Test* screen. In addition, CODES will not allow you to complete a test unless all errors and warnings are resolved. This section will explain how to resolve the error and warning messages you may receive at the end of the test.

Once you are ready to end the test and have accessed the *End Test* screen as described in Section 7.6.7, carefully inspect the *Error/Warning Log* to see if there are any errors or warnings listed. If there are any errors or warnings, use the guidelines below to resolve them. If there are no errors or warnings, complete the test using the guidelines described in Section 7.6.7.

7.7.1 Error Messages

You will not be able to complete your test if CODES software shows any of the error messages:

1. **Error due to no entry for the sampling group.**

   If the *Percent of Unloaded* for any sampling group (i.e., wheeled containers, pallets, etc.) is greater than zero, but no data for that sampling group has been entered, CODES will display the error message:

   "*No samples but percent>0"*

   CODES will provide the sampling groUSPS generating the error message.

   Correct the error by returning to the appropriate tab for the sampling group type that is generating the error, and then enter the missing item(s) for that sampling group.

   If no items for that sampling group were unloaded, return to the *Entire Train* tab and ensure that the unloaded mail information is entered correctly.

2. **Error due to unloaded from selected car is greater than the unloaded from the entire train.**

   If the number of unloaded (include transfer) in the *Selected Car* is greater than the number of unloaded (include transfer) in the *Entire Train* tab, CODES will display the error message:

   "*Selected car unloaded>Entire Train"*

   CODES will provide the sampling group generating the error message.

   Correct the error by returning to the *Entire Train* tab and entering the accurate number of unloaded containers or pallets.

   If that number is accurate, return to the *Selected Car* tab and enter the correct number of containers or pallets unloaded from the selected car.

3. **Error due to mail transferred from selected car is greater than the mail transferred from the entire train.**

   If the number of *Transferred* in the *Selected Car* is greater than the number of *Transferred* in the *Entire Train* tab, CODES will display the error message:

   "*Selected car transferred>Entire Train"*

   CODES will provide the sampling group generating the error message.

   Correct the error by returning to the *Entire Train* tab and entering the accurate number of transferred containers or pallets.

   If that number is accurate, return to the *Selected Car* tab and enter the correct number of containers or pallets transferred from the selected car.

4. **Error due to mail available for sampling from selected car is greater than the unloaded mail for the entire train.**

   Mail available for sampling is the difference between the unloaded mail and the transferred mail. If the amount of mail available for sampling in the *Selected Car* is greater than the number of unloaded (include transfer) in the *Entire Train* tab, CODES will display the error message:

   "*Selected car remaining>Entire Train"*

   CODES will provide the sampling group generating the error message.

   Correct the error by returning to the *Entire Train* tab and entering the accurate number of unloaded containers or pallets.

   If that number is accurate, return to the *Selected Car* tab and enter the correct number of containers or pallets unloaded or transferred from the selected car.

5. **Error due to item in container not entered.**

   If no item has been entered for a container, CODES will display the error message:

   "Wheeled container has no items "

   CODES will provide the wheeled container number of the wheeled container generating the error message.

   Correct the error by adding items for the appropriate container.

6. **Error due to mail category not entered.**

   If an item is countable, but no mail category is entered, CODES will display the error message.

   "No Mail"

   CODES will provide the sampling group, container number, and item number of the item(s) generating the error message.

   Correct the error by returning to the *Item* screen, select *Edit* and add mail category.

7. **Error due to missing origin facility for item or pallet.**

   If the origin facility code is missing, CODES will display the error message:

   "*No Facility Code*"

   CODES will provide sampling group, container number, and item number or the pallet number of the item or pallet generating the error message.

   Correct the error by returning to the *Item* or *Pallet* screen, select *Edit* and select *Origin Facility Code* from the *Facility Code* pick list. If you cannot determine the origin facility for the item, and neither can the Dock Personnel, delete the item.

8. **Error due to pallet entered less than targeted.**

   If the *Targeted Sample for Pallet is* less than *Sampled Pallet* in the *Detail of Unloaded t*able of the *Selected Car* tab, CODES will display the error message:

   "*Sampled Pallets<Target"*

   Correct the error by returning to the *Selected Car* tab, selecting pallets, and adding all pallets.

9. **Error due to pallet data not completed.**

   If a pallet does not have 100 percent of mail or item entered, CODES will display the error message:

   "*Pallet usage<100%"*

   CODES will provide the pallet number of the pallet generating the error message.

   Correct the error by returning to the *Pallets* screen and adding all mail or items on the pallet. Make sure the number in the *Percent Used* column in the Pallets screen is 100 percent.

10. **Error due to the sum of mail weight in an item exceeds the item weight.**

    If the sum of mail weight in an item is larger than the item weight, CODES will display the error message:

    "Mail Weight > Item Wgt"

    CODES will provide the sampling group, container number, and item number for the item generating this error message.

    Correct the error by returning to either the *Item* tab or the *Mail Information* tab and changing the incorrect item weight or the mail weight(s).

7.7.2 Warning Messages

Check carefully to make certain you have entered all data when you see any of the following messages:

1. **Warning that the number of containers entered is less than the targeted sample.**

   If the *Targeted Sample for Container* is less than *Sampled Container* in the *Detail of Unloaded* table of the *Utilization* tab, CODES will issue a warning message:

   "Sampled wheeled containers<Target"

   Check to make sure you have entered all set-aside containers.

2. **Warning that no countable items were recorded for a container.**

   CODES will issue a warning message:

   "No countable items"

   CODES will provide the container number for the container generating the warning message.

   Check to make sure you have entered all selected items in the container.

7.8 Reviewing and Deleting TRACS Amtrak Tests

BACKGROUND INFORMATION

The *Select a Test to Review* screen in the *TRACS Main Menu* allows you to perform the following:

- Review the status of TRACS tests that have been initiated.
- Review TRACS data summaries for the tests shown on the screen.
- Delete TRACS tests.

This section provides instructions on performing procedures related to TRACS Amtrak Tests only.

7.8.1 Reviewing TRACS Amtrak Test Information

PROCEDURES

When reviewing the TRACS Amtrak Test information, you should focus on the following areas:

- The number of containers sampled equals the targeted number of containers to be sampled.
- The item weights and tare weights are reasonable.
- The origin facility codes for the items and pallets are reasonable.
- Mail categories found on pallets are reasonable.

To access the *Select a Test to Review* screen, perform the following steps.

1. **Access the TRACS System from the *CODES Main Menu*.**

   Perform Step 1 of Section 7.6.2.

   CODES will display the *TRACS Main Menu*. Press <↑>, <↓>, or <Tab> to highlight Option <7>, *Review/Delete Test*, then press <Enter>. CODES then displays the *Select a Test to Review* screen.

Test ID	Application	Test Date	Test Site	Status
01241MD	Highway	01-24-2001	226	SUSPENDED
02271JC	Highway	02-27-2001	90Z	COMPLETED
02281GB	Amtrak	02-28-2001	901AM	COMPLETED
03011DB	Rail	03-01-2001	900	COMPLETED

Figure 7–48. *Select a Test to Review*

Note: Verify that the status of the test is *Complete* prior to uploading. CODES will not allow you to upload a test that has a *Suspended* test status.

2. **Select the test you wish to review.**

   Press <↑> and <↓> to highlight the test you wish to review and then press <Enter>. CODES will display your selected test record in the *Show Amtrak Data* pop-up window (See Figure 7–49). Press <↑> and <↓> or <PgUp> and <PgDn> to navigate the record.

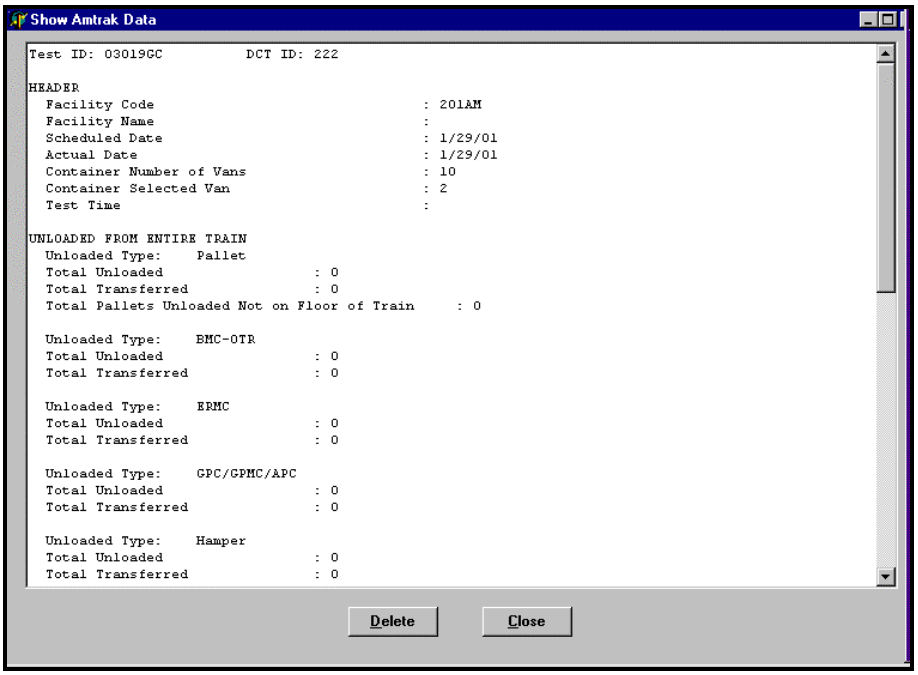


Figure 7–49. *Show Amtrak Data*

7.8.2 Deleting TRACS Amtrak Test Information

PROCEDURES

This option will allow you to delete any TRACS Amtrak Test that has been partially or fully saved. Because this option will not delete any sample file information, you can perform the same test again after it has been deleted. To access the *Delete TRACS Test* option, perform the following steps.

Note: If the test information is not on the hard drive, you must place the correct TRACS diskette in drive A: in order to access this information.

1. **Select the test by performing Steps 1 and 2 in Section 7.8.1.**

2. **Select <D> for *Delete*.**

   From the *Show Amtrak Data* window, press <Tab> to highlight the *Delete* button and then press <D> for *Delete* or <Enter> to delete the test. Select *Yes* or *No*, depending on whether you really wish to delete the selected test data.

   CODES will display a dialog box asking you whether you really wish to delete the selected test information. Answer *Yes* or *No*, depending on whether or not you really wish to delete the test data.

   - **<Y> for Yes:** delete the selected test information.

- **<N> for No:** do not delete the selected test information.

If you select <Y> for *Yes,* CODES will delete the test and return you to the *Select a Test to Review* screen.

To return to the *TRACS System Main Menu*, press <Esc>.

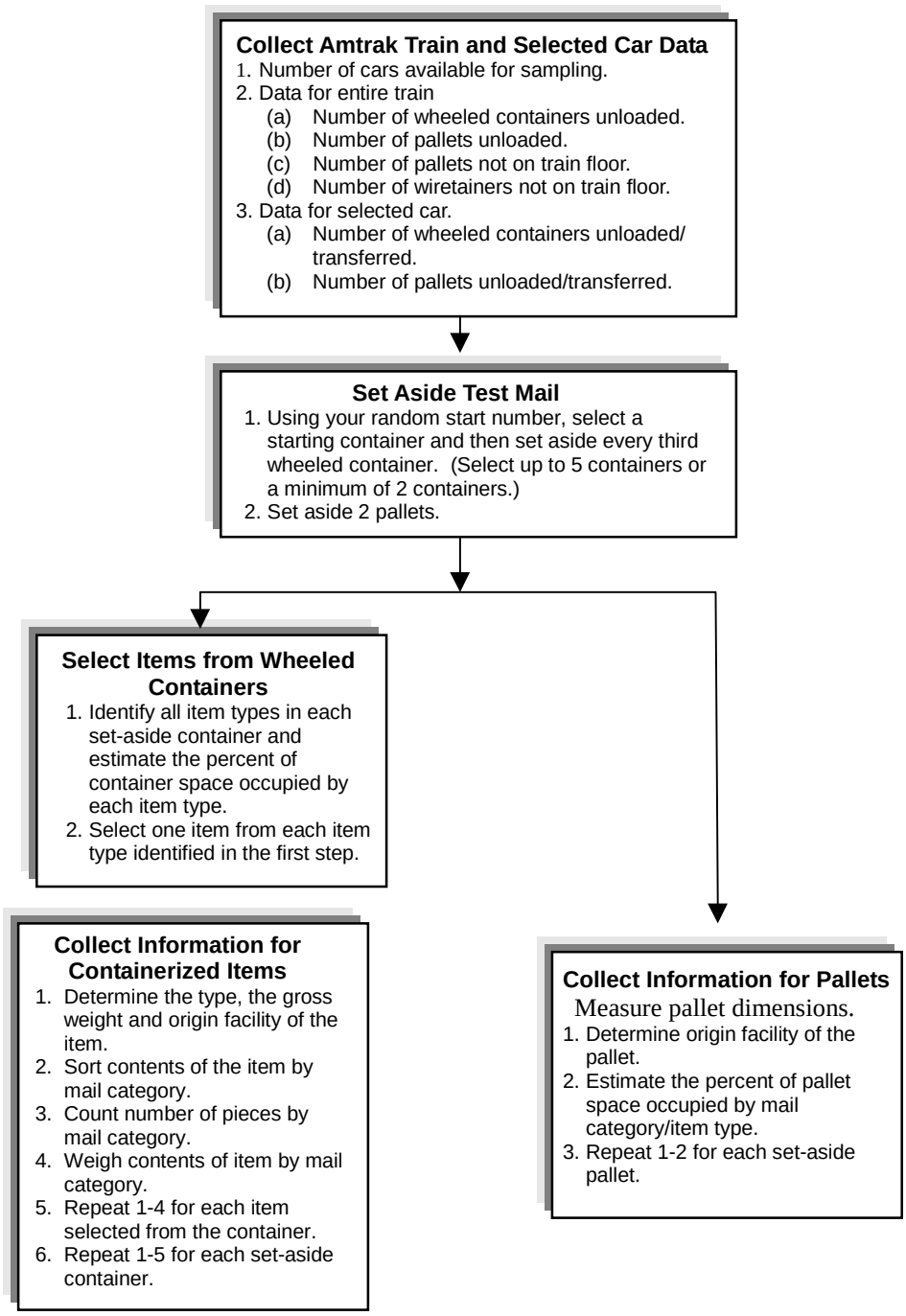
When you delete a test, only the test data records are removed; the sample file information for the test is not affected. Therefore, after you have deleted a test, you may perform the test again.

Related Materials for the TRACS Amtrak Test

This section includes all the related information you may need to complete a TRACS Amtrak Test.

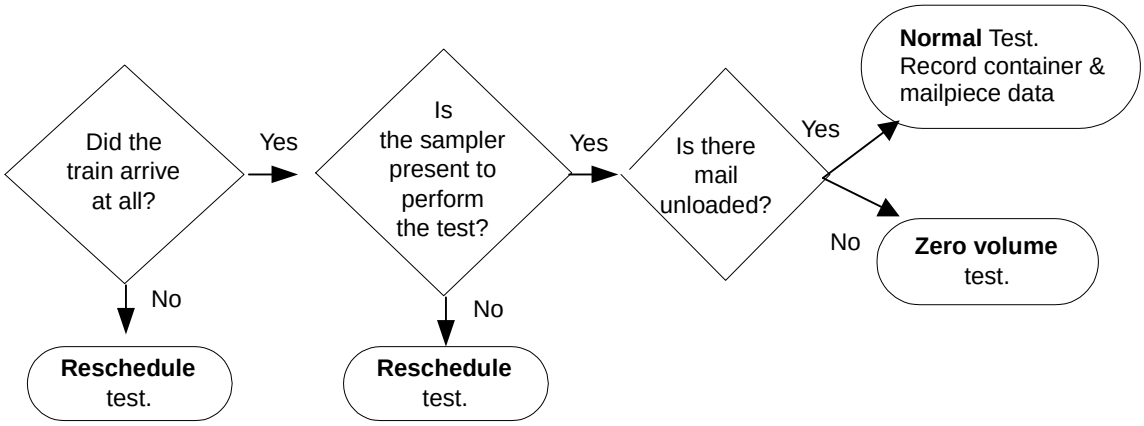
- RM 7–01 Amtrak Test Flow Chart
- RM 7–02 TRACS Amtrak Subsystem: Reschedule, Replacement, and Zero Volume Decision Tree
- RM 7–03 Amtrak Trains Transporting U.S. Mail
- RM 7–04 Possible Origin Facilities for Amtrak
- RM 7–05 Mail Class Decision Table
- RM 7–06 Unendorsed Mail
- RM 7–07 First-Class Mail
- RM 7–08 Priority Mail
- RM 7–09 Express Mail
- RM 7–10 Periodicals
- RM 7–11 Standard Mail
- RM 7–12 Package Services Mail
- RM 7–13 USPS Mail and Free Mail
- RM 7–14 International Mail
- RM 7–15 Rules for Recording Returned and Forwarded Mail
- RM 7–16 Automation Mail Endorsements
- RM 7–17 Typical Test Facilities for TRACS Amtrak

RM 7–01 Amtrak Test Flow Chart



RM 7–02 TRACS Amtrak Subsystem: Reschedule and Zero Volume Decision Tree

Note There are no replacement Amtrak tests.



RM 7–03 Amtrak Trains Transporting U.S. Mail

[Reserved for Future Use]

RM 7–04 Possible Origin Facilities for Amtrak

This chart displays the codes for different Amtrak Origin Facilities. The Origin Facility is where the item was first loaded onto an Amtrak train. The CODES software should have the Origin Facility information pertinent to your specific test.

Facility	Code
Alburquerque, NM	870
Atlanta, GA	300
Baltimore, MD	210
Boston, MA	021
Chicago, IL	606
Columbia, SC	292
Denver, CO	800
Greensboro, NC	270
Harrisburg, PA	170
Jacksonville, FL	320
Kansas City, MO	641
Los Angeles, CA	900
Miami, FL	330
Newark, NJ	070
New Haven, CT	064
New Orleans, LA	700
New York, NY	101
Oakland, CA	945
Omaha, NE	680
Philadelphia, PA	190
Pittsburg, PA	150
Portland, OR	970
Providence, RI	027
Richmond, VA	230
Salt Lake City, UT	840
Seattle, WA	980
Springfield, MA	010
Tampa, FL	335
Toledo, OH	434
Washington, DC	200

Chart for Locating Amtrak Origin Facilities

The following States and regions rarely transport mail via Amtrak. If you find mail from these areas on Amtrak trains, enter the closest facility as the Origin Facility.

Alaska	New York (USPState only)
Arkansas	North Dakota
Hawaii	Oklahoma
Idaho (835, 838)	South Dakota
Kansas	Tennessee
Kentucky	Texas
Minnesota	Wisconsin
Mississippi	Wyoming
Montana	West Virginia

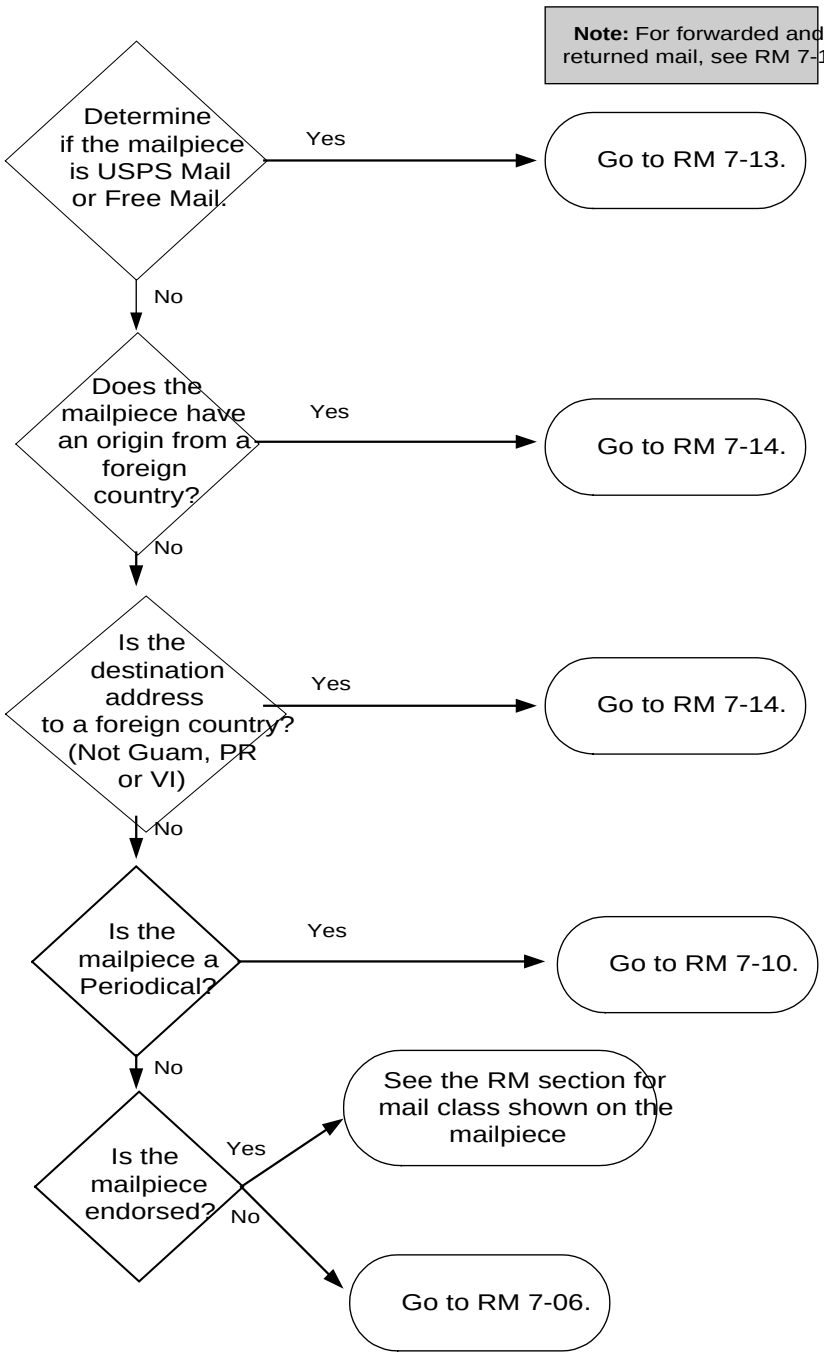
The following chart shows where facilities send their outbound Amtrak mail:

Facilities in this State: (ZIP Code Areas)	**Send their outbound Amtrak mail to this facility:**
Alabama (350-366)	Atlanta, GA
Arizona (855-859, 865)	Albuquerque, NM
Arizona (850-853, 860-865)	Los Angeles, CA
California (900-939)	Los Angeles, CA
California (940-960)	Oakland, CA
California (961)	Salt Lake City, UT
Colorado (800-816)	Denver, CO
Connecticut (063-069)	New Haven, CT
Connecticut (060-062)	Boston, MA
Delaware (197-199)	Philadelphia, PA
District of Columbia (200-205)	Washington, DC
Florida (320-329, 335-338, 341-346)	Jacksonville, FL
Florida (330-334, 340, 349)	Miami, FL
Georgia (300-319, 399)	Atlanta, GA
Idaho (832-834, 836-837)	Salt Lake City, UT
Illinois (600-629)	Chicago, IL
Indiana (460-479)	Chicago, IL
Iowa (500-507, 517-528)	Chicago, IL
Iowa (508-516)	Omaha, NE
Louisiana (700-714)	New Orleans, LA
Maine (038-049)	Boston, MA
Maryland (206-207)	Washington, DC

Facilities in this State: (ZIP Code Areas)	Send their outbound Amtrak mail to this facility:
Maryland (208-219)	Baltimore, MD
Massachusetts (017-026)	Boston, MA
Massachusetts (010-016)	Springfield, MA
Michigan (480-489)	Toledo, OH
Michigan (490-499)	Chicago, IL
Missouri (630-658)	Chicago, IL
Nebraska (680-689)	Omaha, NE
Nebraska (690-693)	Denver, CO
Nevada (892-898)	Salt Lake City, UT
Nevada (889-891)	Los Angeles, CA
New Hampshire (030-039)	Boston, MA
New Jersey (070-079, 085-089)	New York, NY
New Jersey (080-084)	Philadelphia, PA
New Mexico (870-884)	Albuquerque, NM
New York (100-118)	New York, NY
New York (140-143)	Pittsburgh, PA
North Carolina (270-289)	Greensboro, NC
North Dakota (580-588)	Denver, CO
Ohio (430-458)	Toledo, OH
Oregon (970-979)	Portland, OR
Pennsylvania (173-176, 179-196)	Philadelphia, PA
Pennsylvania (169-172, 177-178)	Harrisburg, PA
Pennsylvania (150-168)	Pittsburgh, PA
Rhode Island (027-029)	Providence, RI
South Carolina (290-292, 294, 295, 297)	Columbia, SC
South Carolina (293, 296, 298, 299)	Atlanta, GA
Utah (840-847)	Salt Lake City, UT
Vermont (050-059)	Springfield, MA
Virginia (220-223, 226-229)	Washington, DC
Virginia (224, 225, 230-246)	Richmond, VA
Washington (980-993)	Seattle, WA

RM 7–05 Mail Class Decision Table

Follow these rules sequentially to determine which mail class to select. See the RM sections for complete mail class descriptions.



RM 7–06 Unendorsed Mail

Determining Mail Class in Domestic Statistical Programs

No Endorsements/Markings

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

* FCM – First-Class Mail.
** CBD – Cannot be determined, e.g., permit, unreadable meter.
*** First-Class single piece.
‘<’ Less than.
‘>’ Greater than.
‘≤’ Less than or equal to.
‘=’ Equal

EXCEPTIONS

For mailpieces sent by the Postal Service, record as USPS Mail. Mail sent by the Postal Service can be identified by the return address containing the Postal Service corporate logo followed by the complete return address of the postal facility or by ‘Postal Service’ in the G-10 permit.

RM 7–07 First-Class Mail

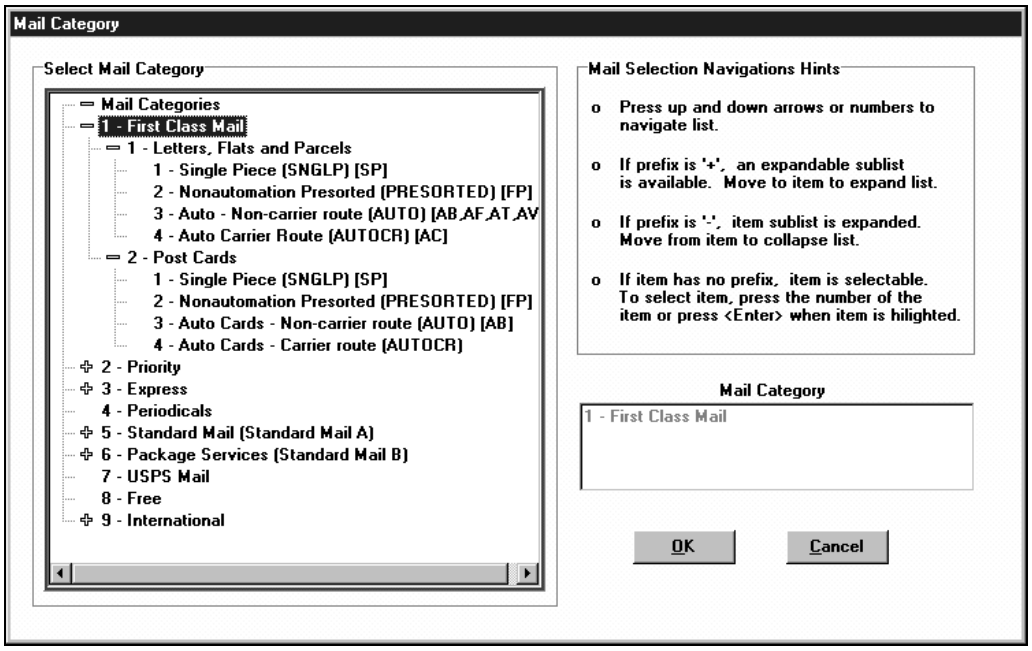


Figure 7–50. *First-Class Mail Categories*

Referenced Section 7.6.6.

First-Class Mail weighs 13 ounces or less. It includes letters, cards, flats, small parcels, or rolls. Postage may be indicated in the indicia by a stamp, precanceled stamp, meter strip or imprint, or a permit imprint.

Record the mailpiece under “Letters, Flats and Parcels” if it is not a postcard. Otherwise, record it under “Postcard”.

A postcard may be a postal card or a private/penalty card. A postal card is a blank card sold by the Postal Service with a preprinted, precanceled postage stamp. A private/penalty card is either a private postcard (for the transmission of messages with postage or a permit imprint affixed) or an official mail card used by federal agencies and specifically authorized individuals. Penalty cards bear the following imprint: *Penalty for Private Use*. Each mailpiece identified as a post card must meet the following criteria:

- Rectangular in shape;
- Not less than 3 1/2 inches high, 5 inches long, or .007 inches thick;
- Not larger than 4 1/4 inches high, 6 inches long, or .016 inches thick.

Letters, Flats, and Parcels Option/Name	Description
Single Piece (SNGLP) [SP]	Record <1> *Single Piece (SNGLP) [SP]* if endorsed *Single Piece (SNGLP)* or MMCRCA *SP*. Use this option for pieces with First-Class Mail single piece postage or marked *Business Reply*.
Nonautomation Presorted (PRESORTED) [FP]	Record <2> *Nonautomation Presorted (PRESORTED) [FP]* if endorsed *Presorted (PRSRT) First-Class* or the MMSRCA *FP* AND there is no automation rate barcode, or *AUTO, A???, AUTOCR, MMSRCA AB, AF, AT, AV, AC or Single-Piece/SNGLP* marking.
Auto – Non-carrier route (AUTO) [AB, AF, AT, AV]	Record as <3> *Auto – Non-carrier route (AUTO) [AB, AF,AT, AV*] if endorsed *AUTO, A???*, or the MMSRCA *AB, AF, AT, or AV*. Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted (PRSRT) First-Class* markings.
Auto Carrier Route (AUTOCR) [AC]	Record as <4> *Auto Carrier Route (AUTOCR) [AC*] if endorsed *AUTOCR* or the MMSRCA *AC*.

Post Cards Option/Name	Description
Single Piece (SNGLP) [SP]	Record <1> *Single Piece (SNGLP) [SP]* if endorsed *Single Piece (SNGLP)* or MMCRCA *SP*. Use this option for pieces with First-Class Mail single piece postage or marked *Business Reply*.
Nonautomation Presorted (Presorted) [FP]	Record <2> *Nonautomation Presorted (Presorted) [FP]* if endorsed *Presorted (PRSRT) First-Class* or the MMSRCA *FP* AND there is no automation rate barcode or *AUTO, A???, AUTOCR, MMSRCA AB or Single-Piece/SNGLP* marking.
Auto Cards– Non-carrier route (AUTO) [AB]	Record as <3> *Auto Cards – Non-carrier route (AUTO) [AB*] if endorsed *AUTO, A???*, or the MMSRCA *AB*. Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted (PRSRT) First-Class* markings.
Auto Cards - Carrier Route (AUTOCR)	Record as <4> *Auto Cards Carrier Route (AUTOCR)* if endorsed *AUTOCR*.

The First-Class Mail Decision Table on the next page provides additional guidance and a hierarchy for determining mail category.

First-Class Mail Decision Table for TRACS and Carrier Cost Tests Only[1]

IF POSTAGE IS. . .	ENDORSEMENTS AND/OR MARKINGS ARE. . .	THEN ASSIGN MAIL CATEGORY AS. . .
Single piece postage Check front and back for additional postage	With or without markings	Single Piece
Not single piece postage or none	"Business Reply"	Single Piece
Not single piece postage or none	"Single Piece" or "SNGLP" or MMSRCA[2] "SP"	Single Piece
Not single piece postage or none	"AUTO," "A???[3]," or MMSRCA[2] "AV," "AT," "AF," or "AB"	Automation Noncarrier
Not single piece postage or none	"AUTOCR" OR MMSRCA[2] "AC"	Automation Carrier
Not single piece postage or none	MMSRCA[2] "FP"	Nonautomation Presort
Not single piece postage or none	Automation Rate Barcode[4] and "PRESORTED" ("PRSRT") and "FIRST-CLASS"	Automation Noncarrier
Not single piece postage or none	"PRESORTED" ("PRSRT") and "FIRST-CLASS"	Nonautomation Presort
Not single piece postage or none	No endorsements, markings, or MMSRCA[2]	Single Piece

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA – Manifest Mailing System Rate Category Abbreviations.
[3] The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A", to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
[4] Automation Rate Barcode is a 9- or 11-digit barcode for flats and an 11-digit barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 7–08 Priority Mail

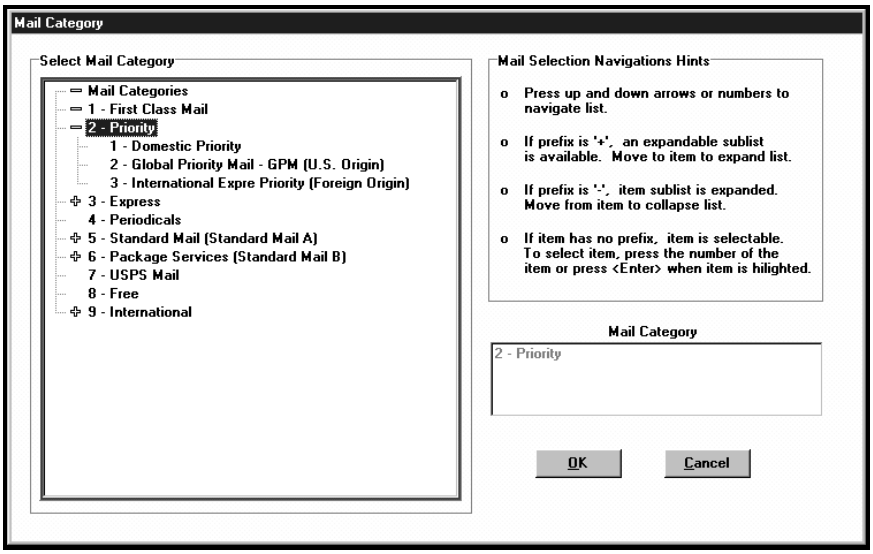


Figure 7–51. *Priority Mail Categories*

Referenced Section 7.6.6.

Option/Name	Description
Domestic Priority	The piece must bear the endorsement *Priority Mail* or must be paid for at or above the Priority Mail rate. *Priority Mail* is First-Class Mail that weighs more than 13 ounces but less than or equal to 70 pounds. Mail that weighs less than 13 ounces is not Priority Mail unless it is endorsed Priority and/or is paid at the *Priority Mail* rate. See RM 7-06 for rules on recording unendorsed mail weighing more than 13 ounces.
Global Priority Mail (GPM)	GPM is an expedited international mail service intended to carry documents, correspondence, and merchandise up to 4 pounds. GPM uses one of two unique envelope designs or a variable weight sticker, all of which include the *Exprés* symbol.
International *Exprés* Priority (Foreign Origin)	Foreign origin incoming International *Exprés* Mail originates from a variety of foreign postal organizations. The Postal Service has agreements with these foreign postal administrations to treat their premium service pieces as *Priority Mail* once it arrives in the United States.

RM 7–09 Express Mail

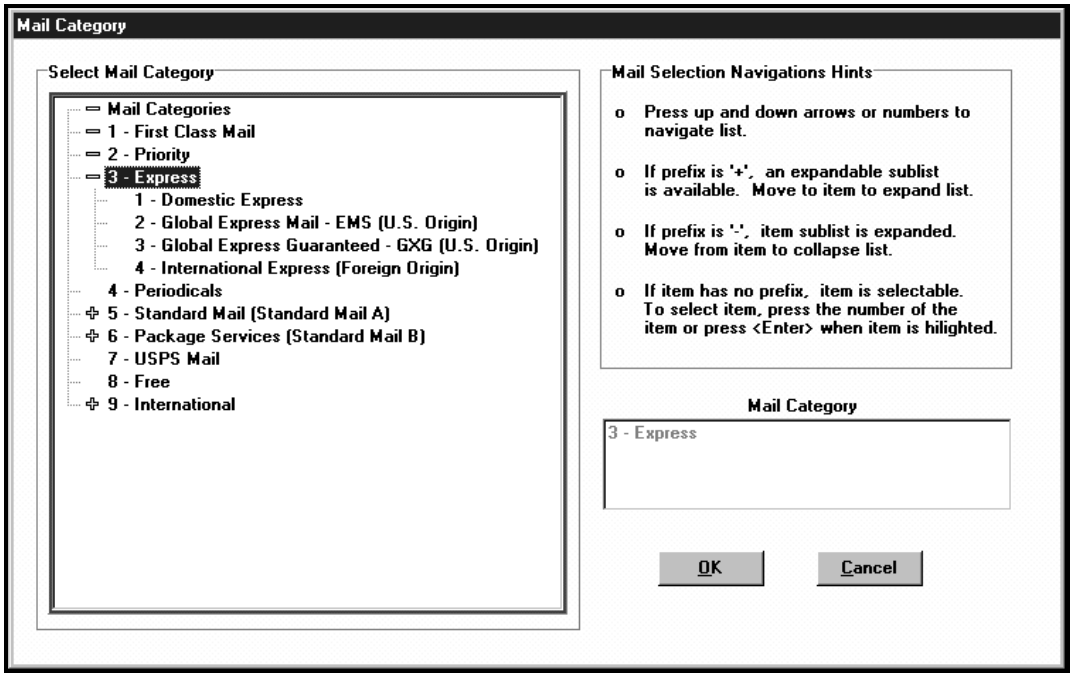


Figure 7–52. Express Mail Categories

Referenced Section 7.6.6.

Option/Name	Description
Domestic Express	Express Mail is the U.S. Postal Service's premium delivery service. For TRACS, the Express Mail category includes all Express services such as Next Day Service, Same Day Airport Service, and Custom Designed Service.
Global Express Mail – EMS (US Origin)	Global Express Mail (EMS) is used to send documents and merchandise to a limited number of foreign destinations listed in the International Mail Manual. The weight limits vary and are country specific.
Global Express Guaranteed – GXG (US Origin)	Global Express Guaranteed (GXG) is an expedited delivery service from designated ZIP Code areas to most destination countries and territorial possessions. The maximum weight limit for GXG is 70 pounds.
International Express (Foreign Origin)	International Express is foreign origin mail originating from a variety of foreign postal organizations. The Postal Service has agreements to treat this foreign origin premium service mail as Express Mail once it arrives in the United States.

Recording Mailpieces with the Postal Service Express Mail Label

Mailpieces with the Express Mail Label affixed should be recorded as one of three possible TRACS Mail Categories, depending on the method of payment and the destination address. If there is a Postal Service account number beginning with ‘40’ or ‘41’ in the Method of Payment section of the label, then the piece should be recorded as USPS Penalty mail, whether the destination address is domestic or in a foreign country. If a Postal Service account number is not present and the destination address is a foreign country, the piece should be recorded as Global Express Mail – EMS. If a Postal Service account number is not present, and the destination address is not a foreign country, then the piece should be recorded as Domestic Express Mail. Examples of Express Mail Labels include Labels 11A, 11B, 11E, 11F, and custom designed Labels 5625 or 5625C. These rules are summarized, in sequential order, in the table below. Use the first rule that applies.

On Express Mail Label	Record As
Postal Service Account Number beginning with ‘40’ or ‘41’	USPS Mail
Destination address is to a foreign country*	Global Express Mail - EMS (U.S. origin)
None of the above	Domestic Express Mail

*Puerto Rico, U.S. Virgin Islands, and Guam are domestic destinations.

RM 7–10 Periodicals

Periodical mail is composed exclusively of publications such as newspapers, magazines, periodicals, and newsletters. Periodicals are mailed by publishers and registered news agents. The name of the publication must be on the front of the mailpiece.

Periodicals generally do not have indicia, but when enclosed in a mailing wrapper, they may bear the marking *Periodicals* in the upper right corner of the address side of the mailpiece.

RM 7–11 Standard Mail

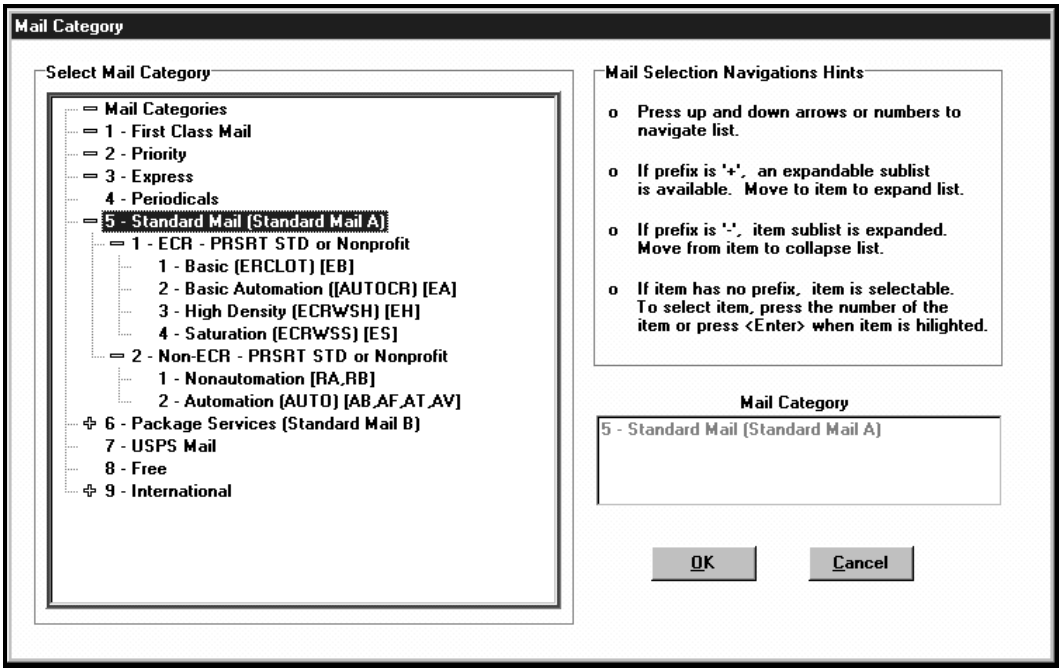


Figure 7–53. *Standard Mail Categories*

Referenced Section 7.6.6.

This mail is not required to be entered as First-Class, nor is it mailed at the rate for Periodicals (unless permitted or required by standard). Each Standard Mail mailpiece must weigh less than 16 ounces.

Standard Mail must have one of the following basic markings: Presorted Standard, PRSRT STD, Nonprofit Organization, Nonprofit Org. or Nonprofit.

Enhanced Carrier Route (ECR) – Presorted Standard or Nonprofit

Option/Name	Description (ECR)
Basic (ERCLOT) [EB]	Record as <1> *Basic (ERCLOT) [EB]* if the piece bears the marking *ERCLOT* or MMSRCA *EB.*
Basic Automation (AUTOCR) [EA]	Record as <2> *Basic Automation (AUTOCR) [EA]* if the piece bears the marking *AUTOCR* or MMSRCA *EA.*
High Density (ECRWSH) [EH]	Record as <3> *High Density (ERCWSH) [EH]* if the piece bears the marking *ECRWSH* or MMSRCA *EH.*
Saturation (ECRWSS) [ES]	Record as <4> *Saturation (ECRWSS) [ES]* if the piece bears the marking ECRWSS or MMSRCA *ES.*

Non Enhanced Carrier Route (Non ECR) – Presorted Standard or Nonprofit

Option/Name	Description
Nonautomation [RA, RB]	Record as <1> *Nonautomation [RA, RB]* if the piece is endorsed with the MMSRCA *RA or RB*. Use this option if endorsed *Presorted Standard or Nonprofit Organization* AND there is no automation rate barcode, or *AUTO, A???, AUTOCR, MMSRCA AB, AF, AT,* or *AV* marking.
Automation (AUTO) [AB, AF, AT, AV]	Record as <2> *Automation (AUTO) [AB, AF, AT, AV]* if endorsed *AUTO, A???,* or the MMSRCA *AB, AF, AT, or AV.* Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted Standard or Nonprofit Organization* markings.

The Standard Mail Decision Table on the next page provides additional guidance and a hierarchy for determining mail category.

Standard Mail Decision Table for TRACS and Carrier Cost Tests Only[1]

IF ENDORSED AND/OR MARKED. . .	AND/OR ADDITIONAL MARKINGS ARE. . .	THEN ASSIGN MAIL CATEGORY AS. . .
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"AUTOCR" or MMSRCA[2] "EA"	ECR Basic Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ERCLOT"[3] or MMSRCA[2] "EB"	ECR Basic
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSH"[3] or MMSRCA[2] "EH"	ECR High Density
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSS"[3] or MMSRCA[2] "ES"	ECR Saturation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"AUTO," "A???,"[4] or MMSRCA[2] "AV," "AT," "AF," or "AB"	Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	MMSRCA[2] "RA" or "RB"	Nonautomation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org or Nonprofit)	Automation Rate Barcode[5]	Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	None	Nonautomation[3]

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA – Manifest Mailing System Rate Category Abbreviations.
[3] ECR – Enhanced Carrier Route. The "ECR" and the "LOT," "WSh," or "WSS" may appear in two different locations on the mailpiece.
[4] The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A", to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
[5] Automation Rate Barcode is a 9- or 11-digit barcode for flats and an 11-digit barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 7–12 Package Services Mail

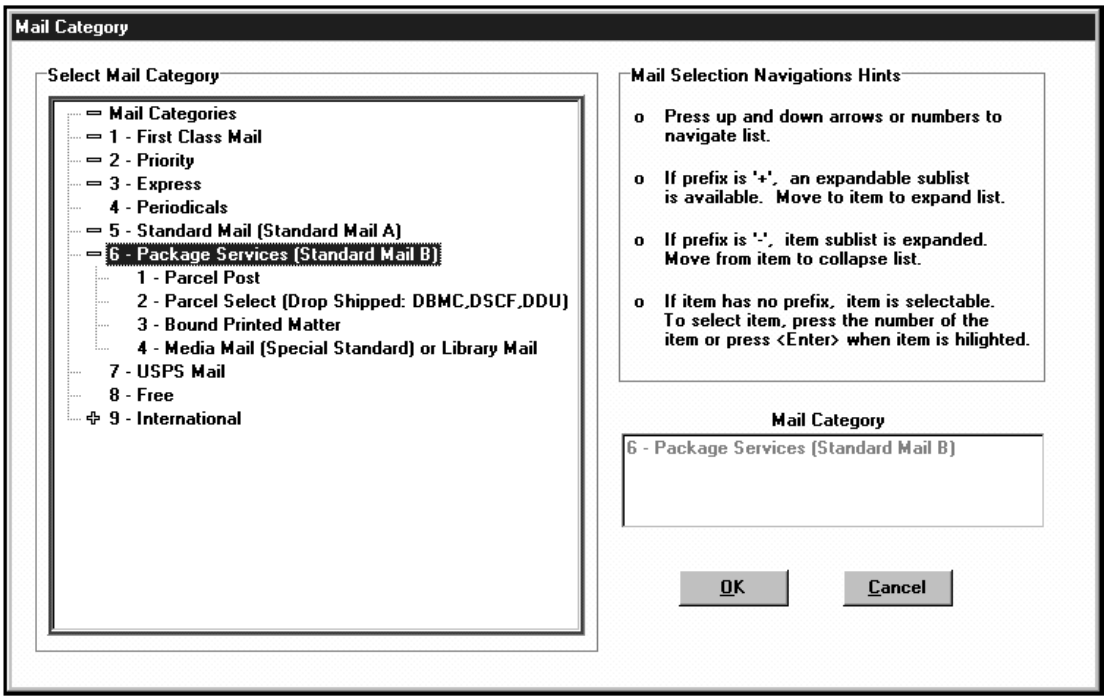


Figure 7–54. *Package Services* Mail Categories

Referenced Section 7.6.6.

This mailpiece is marked Parcel Post or PP, Bound Printed Matter or BPH, Media Mail, or Libary Mail. Package Services Mail does not have a minimum weight limit. A single piece mailed at the Bound Printed Matter rate may not exceed 15 pounds. The weight for Parcel Post, Parcel Select, Media Mail and Library Mail may not exceed 70 pounds.

Note: Mailpieces weighing less than 16 ounces and endorsed Parcel Post, Parcel Select, Bound Printed Matter, Media Mail, and Library Mail must pay at least the one-pound rate for the endorsed class.

Option/Name	Description
Parcel Post	Record as <1> *Parcel Post* if the piece is endorsed *Parcel Post or PP* and there are no other markings.
Parcel Select (Drop shipped: DBMC, DSCF, DDU)	Record as <2> *Parcel Select (Drop Shipped: DBMC, DSCF, DDU)* if the piece is endorsed *Parcel Select*, *Drop Ship* or *D/S*.
Bound Printed Matter	Record as <3> *Bound Printed Matter* if the piece is endorsed *Bound Printed Matter* or *BPM*
Media Mail (Special Standard) or Library Mail	Record as <4> *Media Mail (Special Standard)* or *Library Mail* if the piece is endorsed *Media Mail* or *Library Mail.* Mailers may use the markings *Special Standard* and *Library Rate* until January 1, 2002.

RM 7–13 USPS Mail and Free Mail

Option/Name	Description
USPS Mail	USPS Mail is official mail sent with or without prepayment of postage by the Postal Service. This mailpiece displays the Postal Service corporate signature or Finance Number above the name and return address of the postal facility. This mailpiece may or may not bear the Postal Service emblem. Regardless of mail category, record all Postal Service mail as such, not as the mail category. Note: Express Mail sent by the Postal Service is often transported in the same sack with Domestic Express Mail. Since they are affixed with the same type of mailing label, identify these mail pieces by inspecting the return address or by the Corporate Account Number ('40' or '41'). Do not record Express mail sent by the Postal Service as Express Mail. **Always record it as USPS Mail (See RM 7–09).**
Free Mail	Free mail is mail sent at no cost to the sender. This classification is restricted to the blind or handicapped and specific members of the U.S. armed forces. Each piece must have the marking *FREE* written in the upper right-hand corner of the address side.

RM 7–14 International Mail

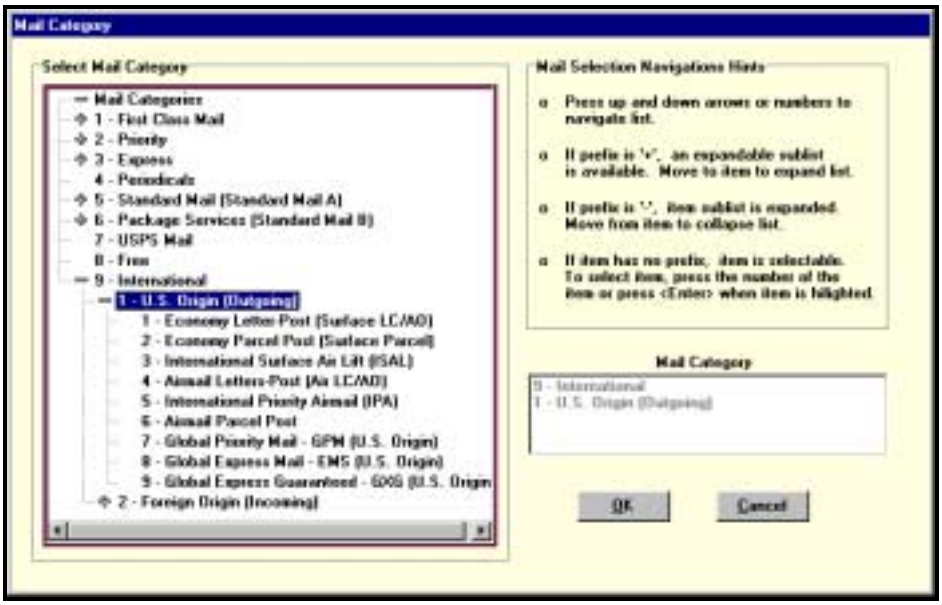


Figure 7–55. *International Mail* Categories (U.S. Origin)

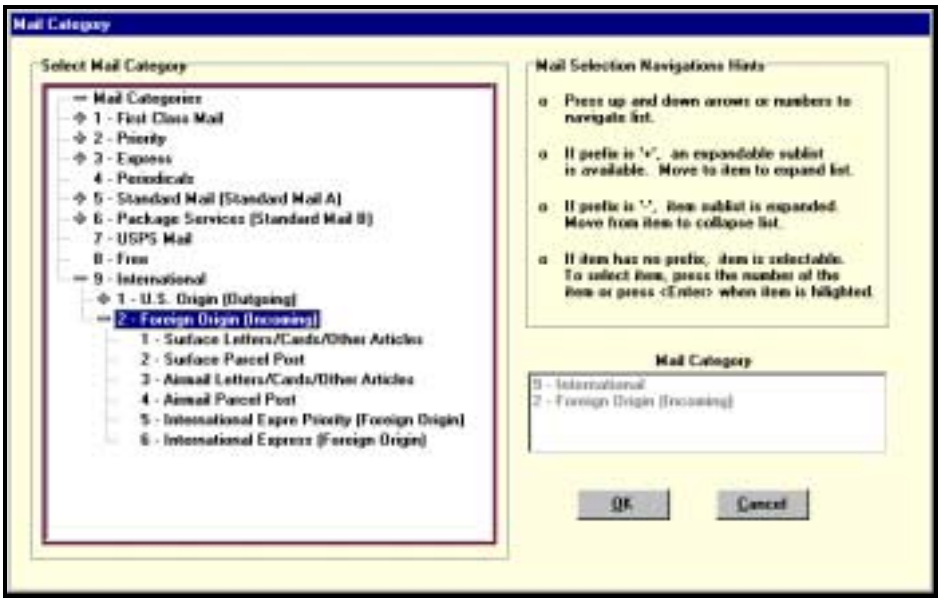


Figure 7–56. *International Mail* Categories (Foreign Origin)

Referenced Section 7.6.6.

To classify International Mail, first identify whether the mailpiece is U.S. Origin (outgoing) or Foreign Origin (incoming):

- U.S. Origin (outgoing): U.S. Origin mail is mail that originates in the United States or in one of its territories and will be delivered to a foreign country. This mailpiece bears domestic postage.

- Foreign Origin (incoming): Foreign Origin mail originates outside the U.S. and its territories and will be delivered in the United States or its territories. This mailpiece bears foreign postage.

International U.S. Origin (Outgoing)

Option/Name	Description (U.S. Origin)
Economy Letter Post (Surface)	Consists of letters, and letter packages, post and postal cards, printed matter and small packets. The weight limit for this category is 4 pounds. This mail has no transportation endorsements. It may be endorsed "LETTER" or "LETTRE" to avoid mistaking it with items of another class.
Economy Parcel Post (Surface)	Similar to domestic Package Services Parcel Post except written communication considered current personal correspondence is prohibited. Merchandise is permitted in this mail class. This mail has no transportation endorsements.
International Surface Airlift (ISAL)	ISAL mailings are bulk mail shipments flown to foreign destinations and then entered into that county's surface or non-priority system for delivery.
Airmail Letter Post and Other Articles (Airmail)	Consists of letters, and letter packages, post and postal cards, aerogrammes, printed matter and small packets. The weight limit for this category is 4 pounds. The mail is marked *Air Mail* and/or *Par Avion.*
International Priority Airmail (IPA)	This service is available to bulk mailers who mail a minimum of 11 pounds in the mailing. There are two rates: presort and worldwide nonpresort. This mail should be marked Air Mail or Par Avion.
Airmail Parcel Post	Similar to Surface Parcel Post, except that it is transported by air and marked must be *Air Mail* and/or *Par Avion.*
Global Priority Mail (GPM)	GPM is an expedited international mail service intended to carry documents, correspondence, and merchandise up to 4 pounds. GPM uses one of two unique envelope designs or a variable weight sticker, all of which include the *Exprés* symbol.
Global Express Mail – EMS (US Origin)	Global Express Mail (EMS) is used to send documents and merchandise to a limited number of foreign destinations listed in the International Mail Manual. The weight limits vary and are country specific.
Global Express Guaranteed – GXG (US Origin)	Global Express Guaranteed (GXG) is an expedited delivery service from designated ZIP Code areas to most destination countries and territorial possessions. The maximum weight limit for GXG is 70 pounds. (This mail will be in envelopes formerly used for Priority Mail Global Guaranteed (PMGG) until supplies are exhausted.)

International Foreign Origin (Incoming)

Option/Name	Description (Foreign Origin)
Surface Letters/Cards and Other Articles (AO)	Includes letters, letter packages, and post cards. Consists of all other objects except Parcel Post. This rate category also includes printed matter (regular printed matter, books, and sheet music), matter for the blind, and small packets. The weight limit is 4 pounds. This mail has no air transportation endorsements.
Surface Parcel Post (CP)	Similar to domestic parcel post except written communication considered current personal correspondence is prohibited. This mail has no air transportation endorsements.
Airmail Letters/Cards and Other Articles (LC/AO)	Letters, cards, aerogrammes, regular printed matter, books, sheet music, matter for the blind, small packets, and Publishers Periodicals (Second-class) marked *Air Mail* and/or *Par Avion.*
Airmail Parcel Post (AIR CP)	Similar to surface parcel post, except that it is transported by air. It must have one of the following airmail endorsements: *Air Mail* and/or *Par Avion.*
International *Exprés* Priority (Formerly Foreign Origin)	Foreign origin International Exprés Mail originates from a variety of foreign postal organizations. The Postal Service has agreements with these foreign postal administrations to treat their premium service pieces as *Priority Mail* once it arrives in the United States.
International Express (Foreign Origin)	International Express is foreign origin mail originating from a variety of foreign postal organizations. The Postal Service has agreements to treat this foreign origin premium service mail as Express Mail once it arrives in the United States.

RM 7–15 Rules for Recording Returned and Forwarded Mail

Rules for Recording Forwarded or Returned Mailpieces in TRACS Tests

Apply the following rules, in sequential order, to determine the TRACS rate category to be recorded for mailpieces being forwarded or returned to sender. Use the first rule that applies.

Rule 1: First-Class, Priority, or Express Mail Rates

For mailpieces mailed at First-Class, Priority, or Express Mail rates, record the rate category at which the piece was mailed. For example, if a First-Class letter mailed at a Nonautomation Presort rate is sampled when being forwarded, record it as *First-Class Mail, Letters, Cards, Flats, and Parcels - Nonautomation Presort* (see Figure 7–57).

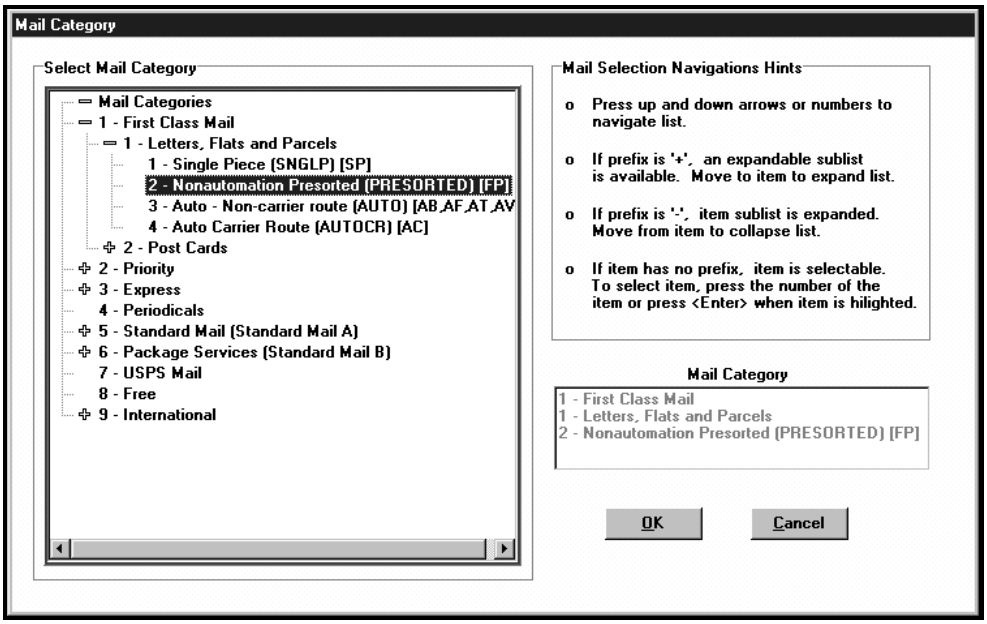


Figure 7–57. *First-Class Mail* Recording

Rule 2: Mailpiece Forwarded or Returned at a Specific Single-Piece Rate

If the mailpiece has an endorsement stating that it should be forwarded or returned at a specific Single-Piece rate, then record the rate category applicable for the endorsed rate. For example, applicable Package Services categories are *Parcel Post, Bound Printed Matter and Media Mail or Library Mail* (see Figure 7–58).

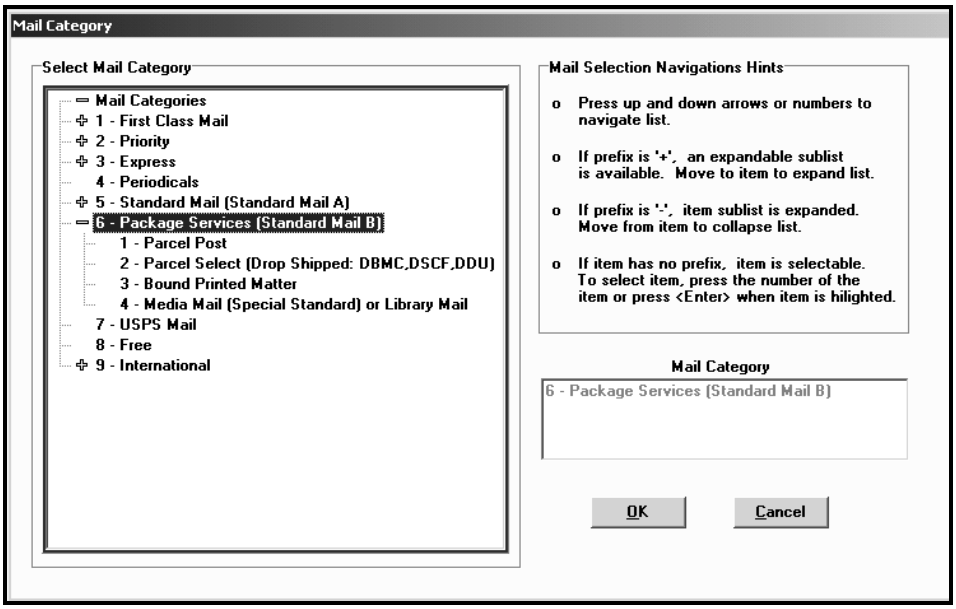


Figure 7–58. *Package Services* Rate Categories

Rule 3: Periodical or Standard Mail Rates

For mailpieces mailed at Periodical or Standard Mail rates, refer to the Table below to determine the appropriate rate category, depending upon the ancillary service endorsement.

Forwarded or Returned Periodicals and Standard Mail Mailpieces

Ancillary Service Endorsement	Forwarded	Returned to Sender
Periodical		
"Address Service Requested"	Periodical	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
No endorsement	Periodical	N/A
Standard Mail		
"Address Service Requested"	Same category as the original mail.	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Forwarding Service Requested"	Same category as the original mail.	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Return Service Requested"	N/A	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Address Service Requested – BPRS"	First-Class Single-Piece if less than 13 oz., and Priority otherwise.	Same category as the original mail.
"Return Service Requested – BPRS"	N/A	Same category as the original mail.
No endorsement	N/A	N/A

Rule 4: Package Services Rates

Except for Parcel Select (Drop Shipped, DBMC, DSCF, DDU), record the mailpiece in the same category as the original mail. For Parcel Select, if the mailpiece is forwarded locally (old and new address served by the same post office), record as parcel select. If a Parcel Select mailpiece is forwarded non-locally or returned to sender, record as Parcel Post.

RM 7–16 Automation Mail Endorsements

This related material covers new endorsements for First-Class Mail and Standard Mail automation letters and cards introduced in 1999. These new endorsements enable BMEU staff to verify proper payment of mailings from presort bureaus. The new endorsements will only be found to the left of the MLOCR mailer-applied barcode along the bottom edge of the piece. The *AUTO* endorsement may still appear in the keyline portion in the address area and is independent of the MLOCR *AUTO* endorsement.

Mailers are now given the option of substituting the endorsements listed below for the *AUTO* endorsement on automation letters and cards. The new endorsements begin with an '*A'* followed by a three-character code. See the tables below for examples of these codes and their corresponding definitions.

Do not use the *Definition* column to determine mail category since this reflects the original mail make up and not how the presort bureau presented the mailing to the Postal Service. Regardless of which of these new endorsements is shown, record the piece as automation letter or card. The CODES software will display the new endorsements using the standard notation of *A???* where *A* represents *AUTO* and the *???* represents the appropriate three-character code.

Listed below are possible endorsements that may be found on First-Class Mail and Standard Mail automation letters or cards. (This list is not all-inclusive).

First Class Mail Code	Definition
AUP1	Barcoded 1 Ounce Permit Imprint
AUP2	Barcoded 2 Ounce Permit Imprint
AUP3	Barcoded 3 Ounce Permit Imprint
AUP4	Barcoded 4 Ounce Permit Imprint
AUM5	Barcoded 5-Digit Metered Postage Affixed
AUM3	Barcoded 3-Digit Metered Postage Affixed
AUMB	Barcoded Basic Metered Postage Affixed
AUMP	Presorted Metered Postage Affixed
AUS1	Precanceled Stamp Affixed (Exact postage for additional ounce(s) must always be affixed)
AUS1	Precanceled Stamp Affixed (card)
AUS2	Precanceled Stamp Affixed (Exact postage for additional ounce(s) must always be affixed)

Standard Mail Code	Definition
AUPI	Barcoded Permit Imprint
AUM5	Barcoded 5-Digit Metered Regular Postage Affixed
AUM3	Barcoded 3-Digit Metered Regular Postage Affixed
AUMB	Barcoded Basic Metered Regular Postage Affixed
AUM8	Presorted 3/5 Metered Regular Postage Affixed
AUM9	Presorted Basic Metered Regular Postage Affixed
AUSR	Precanceled Regular Rate Stamp Affixed
ANPI	Barcoded Nonprofit Permit Imprint
ANM5	Barcoded 5-Digit Metered Nonprofit Postage Affixed
ANM3	Barcoded 3-Digit Metered Nonprofit Postage Affixed
ANMB	Barcoded Basic Metered Nonprofit Postage Affixed
ANM8	Presorted 3/5 Metered Nonprofit Postage Affixed
ANM9	Presorted Basic Metered Nonprofit Postage Affixed
ANSN	Precanceled Nonprofit Stamp Affixed

RM 7–17 Typical Test Facilities for TRACS Amtrak

Unlike other TRACS tests, the Amtrak Test is mostly performed at two different facilities: the train station and the Postal Service facility. Occasionally, Amtrak Tests may be performed at the Amtrak train station.

Type of Facility	Description
Amtrak Train Station	Amtrak trains will unload mail at an Amtrak station. Most large Amtrak stations have a Postal Service Transfer Clerk who can answer any questions about the station and the train scheduled for the test. Smaller Amtrak stations will have Amtrak representatives who can serve the same purpose.
Postal Service Facility	Amtrak stations may have an adjoining postal service facility for processing mail.
Sectional Center Facility (SCF) (also P&DC or P&DF)	Sectional Center Facilities include: GMFs, GPOs, and other general mail processing facilities. The facility code for an SCF is derived from the first three digits of the facility's ZIP Code. For instance, the ZIP Code for the Northern Virginia Sectional Center is 22081 and the facility code is '220'.
Bulk Mail Center (BMC)	Bulk Mail Centers primarily process non-preferential mail. Because of the large size of BMCs and their many van bays and trailer queues, TRACS testing at BMCs can be difficult. Therefore, ensure that you find the Vehicle Control Office (Transportation Analyst) or a Dock Supervisor for assistance. They will help you determine when and where your test mail will be unloaded. The facility code for a BMC is composed of three digits. The first two digits are the first two digits of the five-digit ZIP Code of the facility. The third digit is the letter 'Z.' For example, the ZIP Code for Detroit's BMC is 48101 and the facility code is '48Z.' For a table of BMC names and corresponding Facility Codes, see RM 7–04.

Note 1: The term *Sectional Center Facility (SCF)* has technically been changed to *Processing and Distribution Center (P&DC)* or *Processing and Distribution Facility (P&DF).* However, TRACS still uses the term *SCF.*

Note 2: Contracts classified as *Intra-P&DC* or *Intra-Cluster* are treated as *Intra-SCF* by TRACS; contracts classified as *Inter-P&DC, Inter-Cluster*, or *Inter-Area* are treated as *Inter-SCF* by TRACS.

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Chapter 8

Conducting the TRACS Air Test (TRACS Air)

BACKGROUND INFORMATION

The Transportation Cost System Air Test (TRACS Air) is a statistical data collection system that provides information to estimate the proportions of pound miles for different categories of mail transported by commercial and network air. The TRACS Air Test samples mail departing from either an AMF or an AMC facility. All mail traveling on a specific airline and flight, departing from the test facility and bound to a specific first-leg destination on an assigned day, is eligible for testing.

The Postal Service uses TRACS Air data to distribute purchased commercial and network air transportation costs to different categories of mail. This information helps determine postal rates. TRACS tests are not designed to set work standards or measure employee performance. This chapter describes the procedures for conducting the TRACS Air Test.

ESSENTIAL PERSONNEL

The essential personnel required to complete a TRACS Air Test include a trained data collector and on-site personnel.

REQUIRED MATERIALS

Always ensure that you have the following materials at the test site:

- Laptop computer.
- A scale that indicates pounds, ounces, and tenths of an ounce. A digital scale is preferred.
- Access to a scale that can weigh large or heavy items.
- *Data Collection User's Guide for Cost Systems*, Chapter 8: "Conducting the TRACS Air Test" (this guide).
- A hamper (optional). This may be useful when transporting test items between the staging area and the test area.
- A sorting case (optional). This may be useful for sorting mail by mail category.
- Two blank, formatted, 3.5 inch data diskettes for emergencies (optional).

PROCEDURES

To conduct a TRACS Air Test, you will use the following procedures. Step-by-step instructions for completing these tasks are given in the appropriate sections of this chapter and in Chapter 2.

- **Perform pretest preparation two days before the test (see Section 2.3.1.4).** During the pretest preparation, you should call the Air Transportation Office of the test facility in order to verify the test flight's close-out time. If the scheduled flight no longer exists, call the SPSC immediately. Also, be prepared to answer any questions the Air Transportation personnel may have.
- **Arrive at the site and prepare for the test.**
- **Locate the mail for the test flight.** Communicate with the facility personnel. Provide them with the airline name and flight number you will be testing. With their help, locate the area where mail for the test flight will be staged. Be present at the staging area well before the mail close-out time.
- **Verify information on the test flight.** Verify that the airline code, flight number, first-leg destination and date matches those on the test schedule. If you are performing a replacement test, you will need to know the replacement airline code, flight number, and first-leg destination.
- **Set aside the test mail.** Before the mail is tendered to the airline, you will select and remove the following mail items:
  - Two F items
  - Two P items
  - Two E items
  - Two I items
  - Two O items, including items from bulk billed mail.

If there are not enough items to complete the above targeted number of items to sample for each ACT Tag group, follow the item selection procedure, as described in section 8.3.

- **Record detailed information.** During this last step, you will record detailed information on the selected items. You will also record piece and weight by mail category for mail in sampled items.
- **Review data and correct errors.**
- **Upload data to the Base Unit.** See Chapter 9.

Refer to RM 8–01 for a flowchart depicting the steps on how to conduct a TRACS Air Test.

8.1 On-Site Preparation

BACKGROUND INFORMATION

Once you have completed the required advance preparation procedures outlined in Section 2.3.1.4, you are ready to conduct the TRACS Air Test on-site.

8.1.1 Arrival at the Site and Preparation for the Test

PROCEDURES

TRACS Air tests will usually take place at either Airport Mail Facilities (AMFs) or Airport Mail Centers (AMCs) (see RM 8-17 for a description of these facilities). A few TRACS Air tests take place at other mail facilities. The on-site test preparation is designed to allow you to properly locate and set aside mail for testing. The procedure involves the following tasks:

- Ensuring that you arrive at the test facility early,
- Communicating with the facility personnel,
- Ensuring a safe working place,
- Locating the mail for the test flight.

Before performing a TRACS Air Test, tour the facility. You will need to find the area where the mail for the test flight is located. Locating the correct mail for the test flight is often difficult at the test facilities, so be sure to ask the assistance of the proper person. Upon your arrival at a test facility, you will need to consult any of the following facility personnel: an Air Transportation Specialist, a Transfer Clerk, an ACDCS Operator or Air Records Processor, a Tour Supervisor, an Express Mail Clerk, or a Ramp Clerk.

Follow these steps:

Arrive at the test facility at least two hours prior to the actual close-out time.

This time should be the confirmed close-out time from Section 2.3.1.4, Step 4. The actual close-out time is the latest time that mail can be turned over to the airline. The actual close-out time often differs from the scheduled close-out time, particularly for early morning flights. Arrive at least two hours before the close-out time to help ensure that you are able to successfully complete the test.

Note: Sampling must be completed in time to return the mail before the actual close-out time. TRACS sampling must not delay the mail.

Communicate with the facility personnel.
Upon arrival at the test facility, inform the Transfer Clerk and the Air Transportation Specialist that you will be performing a TRACS Air Test. Provide them with the airline code and the flight number of the flight you will be testing. With their help, reconfirm the actual close-out time for the test flight and determine the general location of tagged and bulk billed mail for the flight.

Ensure that you have a safe work area to sample your mail.
If you are unfamiliar with the facility, look for a work area where you can safely conduct sampling. Set up the CODES laptop and prepare to enter header information (see Section 8.4.2).

8.1.2 Locating the Test Flight Mail

BACKGROUND INFORMATION

TRACS Air tests are conducted on outgoing mail traveling on the test flight. A test flight is defined by a date, an airline code, a flight number, an origin, and a first-leg destination. This means that all mail items traveling on a particular test flight share the same date, airline, flight number, origin, and destination for the first-leg.

The date, airline, flight number and origin and first-leg destination airports for the test flight are contained in the test schedule information (refer to Section 8.4 for the procedure to view test schedule information from the *Select a Test* or *Header* screen of the TRACS Air software). All mail on the test flight, regardless of the number of legs or the final destination, is eligible for sampling.

Mail items for air transportation undergo a process in which each mail item (or bulk billed container) is scanned into the Air Contract Data Collection System (ACDCS). The scanning process generates a DNR Tag or a Routing Label affixed to an ACT Tag to be attached to the item (or container). (Please refer to RM 8-04 for a more detailed description of the scanning process and for an example of a DNR and an ACT Tag with a Routing Label.) The DNR Tag or the ACT Tag with a Routing Label contains information such as the airline code, flight number, origin and destination for each flight leg. You should compare this information to the test flight information to properly identify the test mail.

The TRACS Air Test samples outgoing mail after the mail is scanned, but before the mail is loaded onto the plane. Ask the proper personnel for assistance in locating the mail staging area for the test flight. You will find the mail for the test flight in one of several possible locations:

At the Scanner. The scanner applies the Routing Labels to the mail. The ACDCS Scanner Operator (also known as the Air Records Processor) may be able to identify or hold out items for the test flight that have just been scanned.

At the Airline Runout. Some facilities have several scanners. In such facilities, the mail does not stay near the scanner after scanning. Instead, the mail is immediately sent to an airline runout or staging area. In these facilities, obtain the mail from the runout or staging area of the designated airline.

Auxiliary Scanner Locations. Some facilities have auxiliary scanning and runout locations. These locations often include special scanners for the following items:

- Express Mail
- Registered Mail
- Bulk billed items.

Individual items of bulk billed mail are not scanned before dispatch. They do not have routing labels and they may or may not have ACT Tags. Bulk billed mail items are treated as Other Items when sampling items. (Refer to Section 8.3 for more details on selecting test items and to RM 8-04 for examples of a DNR Tag or an ACT Tag with a Routing Label). Ask the following questions to help locate bulk billed mail:

- Is bulk billing a common practice?
- Where does bulk billing occur in the facility?
- Which test flights are most likely to contain bulk billed mail?
- Will any bulk billed mail go to the test flight? (Bulk billed mail rarely travels on more than one leg of a test flight).

Note 1: Ensure that you have found all bulk billed mail. Bulk billed mail is usually found with the other items for the test flight or near the floor scales.

Note 2: If there is no mail on the test flight, determine whether or not you can sample another flight on the same day (replacement test) or whether the test must be rescheduled for another day.

Note 3: If you did not arrive early enough to set aside and sample test mail, reschedule the test.

8.2 Replacement and Rescheduled TRACS Air Tests

BACKGROUND INFORMATION

In general, TRACS Air Tests are conducted following normal procedures, as stated in this handbook. However, instances may arise in which a TRACS Air Test cannot be conducted in the normal manner. Examples of these instances may include when there is no mail on the flight to sample, or if you do not arrive at the facility in time for sampling. In these cases, you may need to conduct a replacement test on another flight on the same day or reschedule the test for a later date.

This section will help you determine what course of action to take if you arrive at the test site and are unable to perform the test as originally scheduled.

8.2.1 Decision Rules for Replacement or Reschedule of TRACS Air Test

PROCEDURES

The decision rules to conduct a replacement test or to reschedule a TRACS Air Test differ, depending on whether the test is for commercial or network air.

Note: Test IDs for Commercial Air tests have their first alphabetic character as *A*, *B*, or *C*, while those for Network Air have *F*.

Use the following decision rules to determine whether a TRACS Air Test should be replaced, rescheduled, or conducted following normal procedures. RM 8-02 provides a decision tree for conducting TRACS Air Reschedule and Replacement Tests.

If you encounter a situation for which these decision rules are insufficient for determining the appropriate action, contact your SPSC for assistance.

8.2.1.1 Commercial Air

Commercial Air tests may only be **normal, replacement,** or **rescheduled tests**. Zero volume does not apply to Commercial Air tests.

Situation A: If there is mail for the test flight on the test day, and,

Situation A1: If you are present to conduct the test as scheduled,

Then: **Conduct** the test as normal.

Situation A2: If you are not present to conduct the test as scheduled on the test day,

Then: **Reschedule** the test (see Appendix B for rescheduling a TRACS Air test).

Situation B: If, on the other hand, there is no mail for the test flight on the test day, determine if you can find a replacement flight that same day.

Situation B1: If there is a flight of the same airline scheduled to depart at a later time that same day,

Then: **Replace** the test with this flight. For example, if TWA flight 402 was canceled, select the next available TWA flight on the test date.

Situation B2: If there are no more flights of the same airline scheduled to depart that same day, but there are still other flights belonging to a different commercial airline(s) scheduled to depart that same day,

Then: **Replace** the test with this flight. Do not replace a commercial flight with a network or an air taxi flight.

Situation B3: If there are no more commercial air flights scheduled to depart that day,

Then: **Reschedule** the test (see Appendix B).

8.2.1.2 Network Air

Network Air tests may only be **normal** or **rescheduled tests**. Neither zero volume nor replacement tests apply to Network Air tests.

Situation A: If there is mail for the test flight on the test day, and

Situation A1: If you are present to conduct the test as scheduled,

Then: **Conduct** the test as normal.

Situation A2: If you are not present to conduct the test as scheduled on the test day,

Then: **Reschedule** the test (see Appendix B).

Note: There can never be a zero volume TRACS Air test. If the original flight has no mail, a replacement test must be performed the same day or the test rescheduled to another day, depending on whether the test is for Commercial or Network Air.

Note: A replacement test can be performed on a rescheduled Commercial Air test.

8.2.2 Reschedule Test

If the action to be taken, as instructed by the decision rules, is to reschedule the test, notify your Manager of Statistical Programs (MSP). Procedures for rescheduling tests are in Appendix B.

8.2.3 Replacement Test

A replacement test is a test performed on the same day on another flight that carries mail from the test facility. Only a Commercial Air Test may be replaced and only a commercial air flight can be selected as its replacement flight. For procedures on selecting a replacement flight, see Section 8.2.1.1.

8.2.4 Exception

EXCEPTIONS

If you encounter a situation not covered by the above decision rules, notify your MSP. Procedures for handling exceptional situations are in Appendix B.

8.3 Selecting Test Items

BACKGROUND INFORMATION

Individual mailpieces are usually grouped and packaged together into mail items for transporting between facilities. A mail item can be a sack or pouch, an envelope or letter tray, a half envelope or letter tray, a flat tray or box, a CON-CON, or a loose piece of mail, but not a wheeled container. Each mail item has a DNR Tag, or a Routing Label attached to an ACT Tag, containing the following information: first-leg airline, flight number, destination airport, and mail class indicator, weight and additional routing information. The Mail Class Indicator is frequently referred to as the ACT Tag code. It indicates the predominant mail class contained in the item. An item may contain one or more mail classes (see RM 8-04 for detailed information on the ACT Tag and the DNR tag).

8.3.1 Stratification by ACT Tag Group

For TRACS Air sampling purposes, mail items are stratified into the following five ACT Tag groUSPS, based on the ACT Tag Code shown on the attached ACT Tag or DNR Tag: *F* for First-Class, *P* for Priority, *E* for Express, *I* for International, and *O* for all Other mail types.

- ACT Tag group *F* includes all mail items with an ACT Tag Code of *F*. An *F* indicates a mail item such as a letter tray or sack containing primarily First-Class Mail. Such mail items are referred to as *F* Items.

- ACT Tag group *P* includes all mail items with an ACT Tag Code of *P*. A *P* indicates a mail item such as a sack, a flat tray, or a loose mailpiece containing primarily Priority Mail. Such mail items are referred to as *P* Items.

- ACT Tag group *E* includes all mail items with an ACT Tag Code of *E*, *N,* or *S*. An *E*, *N*, or *S* indicates an Express Mail, a Next Day Mail, or a Same Day Mail sack or loose mailpiece. Such mail items are referred to as *E* Items.

- ACT Tag group *I* includes all mail items with an ACT Tag Code of *I*. An *I* indicates a mail item such as a letter tray or sack containing predominantly international mail. Such mail items are referred to as *I* Items.

- ACT Tag group *O* includes all mail items either with an ACT Tag Code other than *F*, *P*, *E*, *N*, *S*, *or I*, or without an ACT Tag or DNR Tag attached to it. This category also includes bulk billed mail. A mail item in ACT Tag group *O* meets at least one of the following criteria: a) the ACT Tag Code is a one-letter code other than *F*, *P*, *E*, *N*, *S*, or *I*; or b) the individual mail item will not be scanned before dispatch, i.e., bulk billed. Such items are referred to as *Other Items*.

8.3.2 Item Selection Rules

PROCEDURES

Select up to ten items from the test flight for sampling and observe these guidelines:

- Ideally, the ten items should be composed of two randomly selected items from each ACT Tag group, i.e., two *F* items, two *P* items, two *E* items, two *I* items, and two *O* items.
- Always select at least eight or more items, unless there are fewer than eight items traveling on the flight.
- In the event that two items from each ACT Tag group are not available, select from other available items to bring the total to eight items. Use the following item selection rules in this order:

  1. Replace unavailable items of any type with *F* items to bring the total to eight.
  2. If all *F* items are selected and there are still fewer than eight items, replace unavailable items with *P* items.
  3. If all *F* and *P* items are selected and there are still fewer than eight items, replace unavailable items with *E* items.
  4. If all *F*, *P*, *E*, *N*, and *S* items have been selected and there are still fewer than eight items, replace unavailable items with *I* items.
  5. If all *F*, *P*, *E*, *N*, *S*, and *I* items have been selected and there are still fewer than eight items, replace unavailable items with *Other Items*.
  6. If there are eight or fewer items on the test flight, sample all items.

See RM-03 for a flowchart of the above guidelines.

Note: Do not assume that all mailpieces in the item have the same rate category as indicated by the ACT Tag Code. For example, an *F* Item may contain 90% First-Class Mail and 10% Standard Mail. When recording mail information for items with commingled mail, make sure you properly classify the mail in the proper rate category. Pay special attention to International Mail in non-*I* items, Global Express Mail and Express Mail sent by Postal Service in *E* items. For example, Global Express Mail (EMS) in an *E* Item must be properly classified as International, not Domestic Express. Another *E* item may also have some Express mailpieces that were sent by Postal Service commingled with regular domestic Express mailpieces. The Express Mail sent by the Postal Service (corporate account number starts with *40* or *41*) must be recorded as Postal Service Mail, not as Domestic Express.

Note: Only a small proportion of International Mail travels in *I* Items. International Mail is often found in *F* items or *E* items. Make sure you inspect the address line on each mailpiece in the selected item to properly identify and categorize international mailpieces. Either origin or destination on the mailpiece should be a foreign country, not United States (US), Puerto Rico (PR), US Virgin Islands (VI), or Guam.

8.4 Entering Data

BACKGROUND INFORMATION

Once you have found and selected sample items, you are ready to begin entering data in the CODES software.

This entails entering header, item, and mail information.

8.4.1 Special Keys

The Windows version of TRACS Air takes full advantage of the enhancements available with the Windows platform. It combines data entry tasks into a series of data entry screen pages called *tabs* that have their own set of data entry fields and selection boxes. Press <Tab> or <Shift><Tab> to navigate fields within tabs. Press <Enter> to select items and <Spacebar> to select and deselect selection boxes. Press <F11> or <F12> to move between tabs and save your data where applicable. Table 8-1 provides a list of special keys that may be helpful with your data entry.

Table 8-1: Special Keys for TRACS Air

Key	Description
<Home> or <End>	These keys move the cursor to the top or bottom of the *Select Mail Category* list.
<Tab>	Moves the cursor to the next field on the same page.
<Shift><Tab>	Moves the cursor to the previous field on the same page.
<F1>	Activates the TRACS Air online help file.
<F5>	Activates the *Notes* field.
<F9>	Ends the test.
<F11 > or <F12>	These keys display the previous or the next screen, tab, etc. To go to the previous screen, press <F11>. To go to the next screen, press <F12>. All items that have been entered can be paged through by pressing <F11> or <F12>.

8.4.2 Entering Header Information

PROCEDURES

1. Access TRACS from the *CODES Main Menu*.

After you turn on your laptop and enter the appropriate login name and password, CODES will display the CODES *Main Menu*.

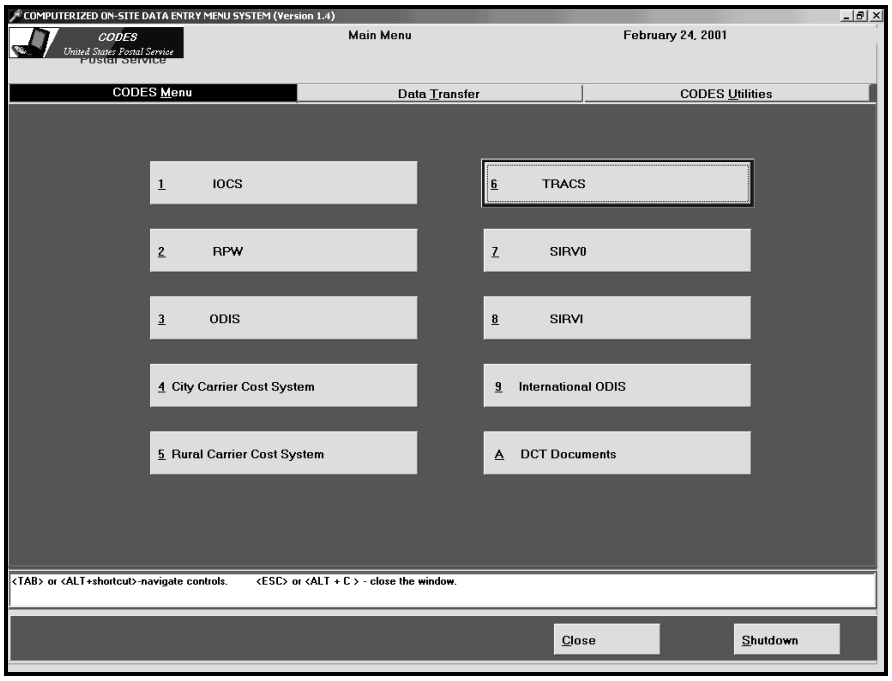


Figure 8-1. CODES *Main Menu*

To access TRACS, select Option <6> for TRACS. CODES will display the TRACS *Main Menu*.

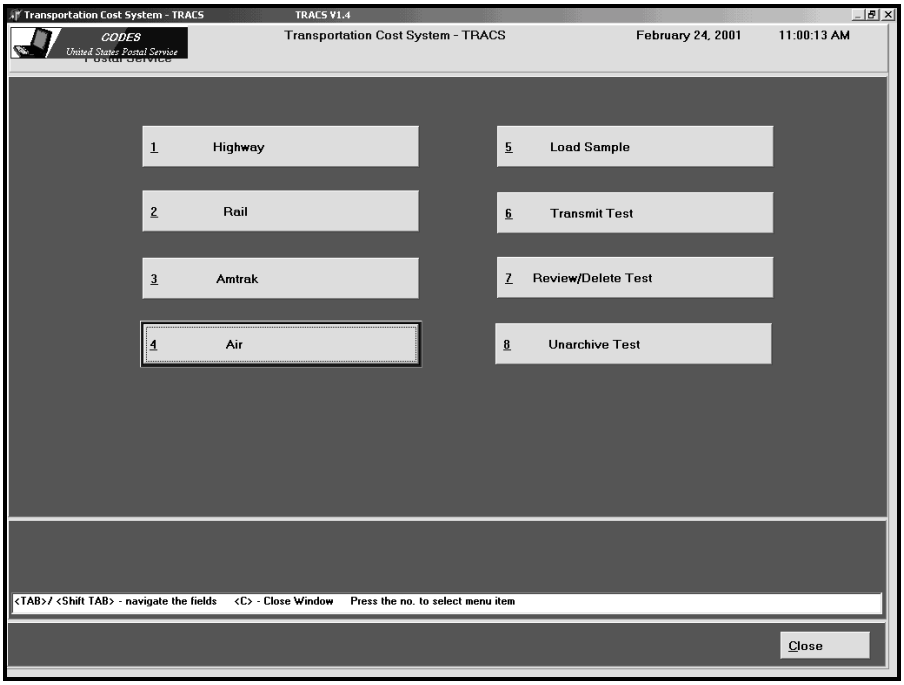


Figure 8-2. TRACS *Main Menu*

2. To conduct the TRACS Air test, select option <4> for *Air.*

CODES will display the *Select a Test* screen.

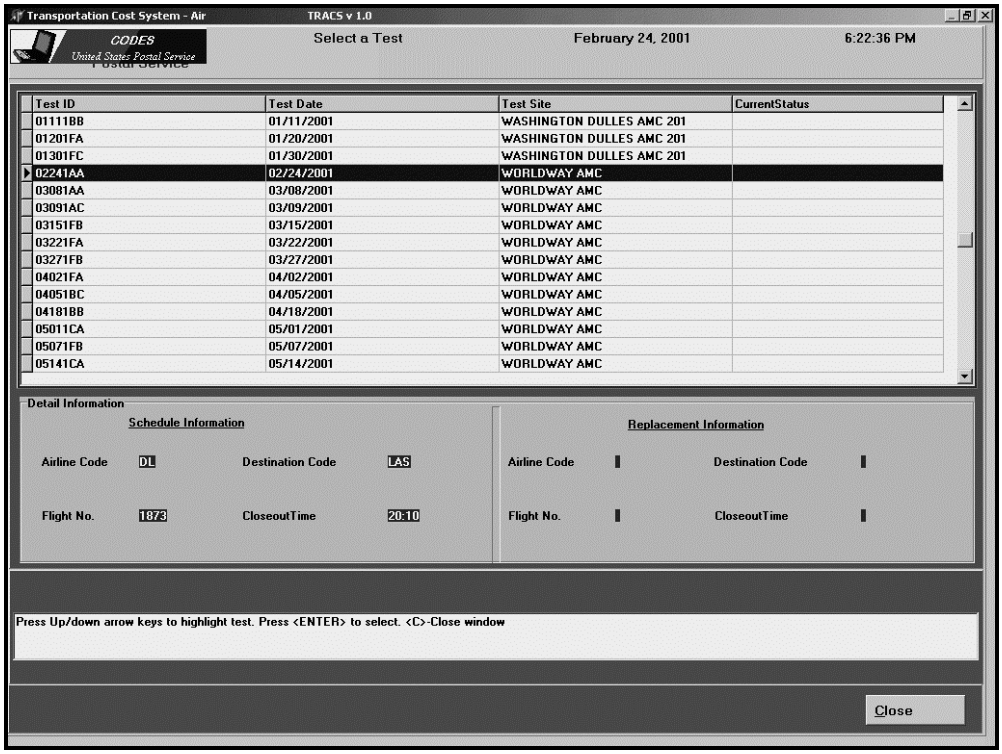


Figure 8-3. *Select a Test*

This screen lists all Commercial Air and Network Air tests that are scheduled for the current postal quarter. It displays the Test ID, Scheduled Test Date, and Test Site. It also displays the Current Status of each test, i.e., blank status for a new test, *Suspended* for a partially completed test, or *Completed* for a completed test.

Note that the first 5 digits of the Test ID indicate the scheduled test date, i.e., the first 2 digits are for the month, the next 2 digits are for the day, and the last digit is for the last digit of the year.

3. Highlight the appropriate Test ID and press <Enter>.

Use <↑> and <↓> to navigate the list and highlight the Test ID that corresponds to the test you wish to conduct. CODES will display detailed information for the highlighted test, such as the original schedule information and replacement information, if appropriate, at the bottom of the screen. Use this detailed schedule information to verify the information on the ACT Tag or DNR Tag of the test flight items selected for sampling.

Once you highlight a Test ID on the *Select a Test* screen and press <Enter>, CODES will display the *Conduct a Test* screen with the *Header* tab highlighted. The *Header* tab displays all of the header information available in the sample file for the test you have selected, such as Test Date, Facility Code, Facility Name, etc. (see Figure 8-4).

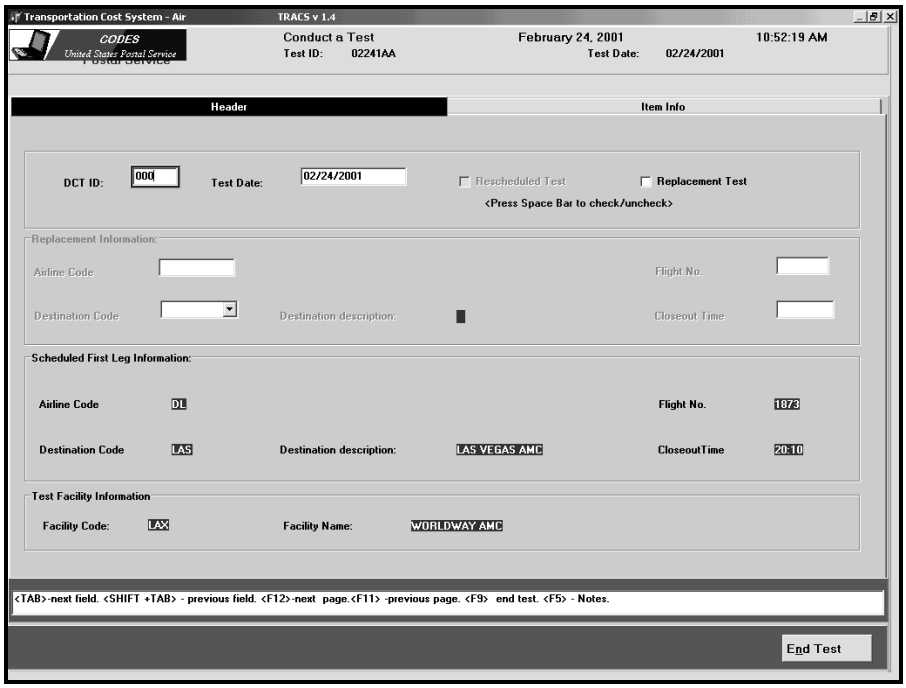


Figure 8-4. *Conduct a Test* Screen with *Header* Tab Highlighted

4. Enter the required three-digit ID in the *DCT ID* field and press <Enter>.

This should be the ID of the data collector entering the data in the CODES computer.

Figure 8-5. *DCT ID*

5. **Accept or edit the *Test Date*.**

   If the test date is correct, press <Enter> or <Tab> to accept the date and move to the next field. Otherwise, type in the correct test date; then, press <Enter> or <Tab> to move to the next selection.

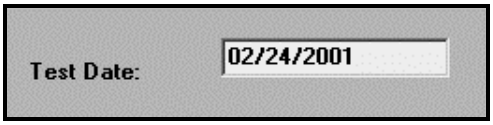


Figure 8-6. *Test Date*

6. **Indicate whether or not the test is a *Rescheduled Test*.**

   Enter the new test date in the *Test Date* field. If the test you are conducting is a rescheduled test, then, from the *Header* tab, use the <Tab> key to select the *Test Date* field, type in the new test date, and press <Enter>. CODES will display a dialog box asking you to confirm if the test is a rescheduled test.

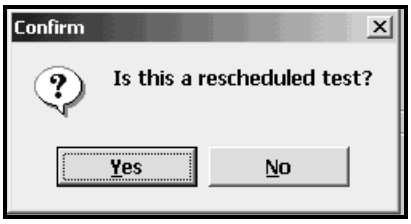


Figure 8-7. *Confirm* Rescheduled Test

Press <Y> for *Yes* and CODES will automatically enter a check in the *Rescheduled Test* selection box.

Figure 8-8. Edited Test Date with *Rescheduled Test* Box Checked

If you are not conducting a rescheduled test, then press <N> for *No* to accept the original test date and continue with the remainder of the test.

Note: You are required to know the rescheduling rules and their restrictions. For more information, see Section 8.2 and Appendix B.

7. **Indicate whether or not the test is a *Replacement Test.***

   Indicate that the test is a *Replacement Test* by placing a check in the box provided. The box is empty by default.

   Note: Replacement tests can only be conducted on Commercial Air tests

   If the test you are conducting is a *Replacement Test*, press <Tab> to highlight the *Replacement Test* selection. Then, press <Spacebar> to place a check in the box provided. Go to step 8. If the test you are conducting is not a replacement test, then simply press <Enter> or <Tab> to move to the next selection. Go to step 9.

8. **If you selected Replacement Test, enter the appropriate replacement information in the fields provided.**

   If you indicated that the test you are conducting is a replacement test, CODES will automatically activate the Replacement Information section of the screen (see Figure 8-9).

Figure 8-9. Enter *Replacement Test* Information

Use <Tab> and <Shift+Tab> to navigate the fields. Enter the appropriate replacement information, detailed below, into the fields provided.

- **Airline Code.** Press <Tab> to highlight the *Airline Code* field. Enter the Airline Code and press <Tab> or <Enter> to accept your entry and move to the next field.

- **Flight Number.** Press <Tab> to highlight the *Flight Number* field. Enter the appropriate Flight Number, and press <Tab> or <Enter> to accept your entry and move to the next field.
- **First Leg Destination Code.** Press <Tab> to highlight the *Destination Code* field. Press <Enter> to view the drop-down list, if it is not already open, and select the appropriate destination code. You may either type in the first two letters of the code to jump down or up the list, or use <↓> or <↑> to move down or up the list until you find the correct code. Press <Enter> to select the code you have highlighted. CODES will close the drop-down box and display the code in the *Destination Code*. Press <Enter> to accept your selection. CODES will automatically display the corresponding destination airport description and move to the next field.
- **Closeout Time.** Press <Tab> to highlight the *Closeout Time* field. Enter the appropriate closeout time in hours and minutes. Press <Tab> or <Enter> to accept your entry and move back to the first field on the screen.

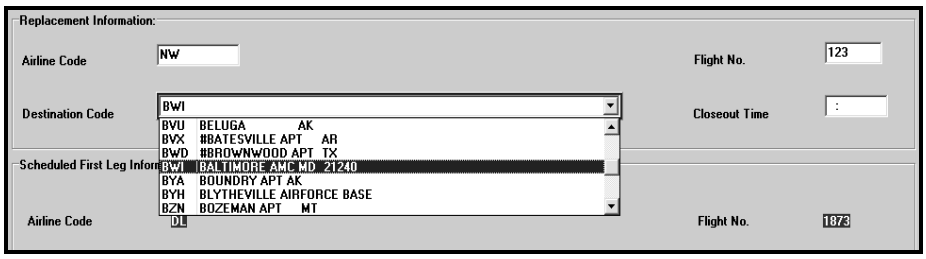


Figure 8-10. *Destination Code* and *Closeout Time*

Note 1: At least one of the following fields should be different from the original schedule information for the replacement information to be valid: *Airline Code*, *Flight Number* and/or *Destination Code*.

Note 2: The data collector is required to know the replacement decision rules and procedure discussed in Section 8.2 and follow them accordingly.

9. **Once you have completed all header information, press <F12> and confirm your data entry.**

   CODES will ask you to confirm that all information is correct (see Figure 8-11).

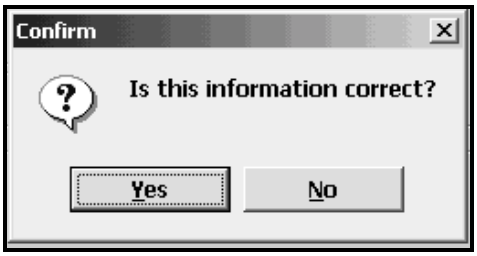


Figure 8-11. *Confirm* Header Data

   If all information is correct, press <Y> for *Yes* and CODES will save the data and move to the *Item Info* tab. If the information is not correct, press <N> for *No* and CODES will return to the *Header* tab. Make any necessary correction and then press <F12> again to confirm your data entry.

10. **Once you have confirmed that all header information is correct, you are ready to enter item information (see Section 8.4.3).**

8.4.3 Entering Item Information

The *Item Info* screen is made up of two sections: *Item Summary* and *Item Info*. *Item Summary* shows the number of items recorded so far for each of the five ACT Tag groUSPS: *F*, *P*, *E*, *I*, and *O*. *Item Info* shows summary information for each item recorded, such as Item Number, Item Type, ACT Tag Code, Weight, whether or not the item is Countable, and whether mail contained in the item has been recorded or not.

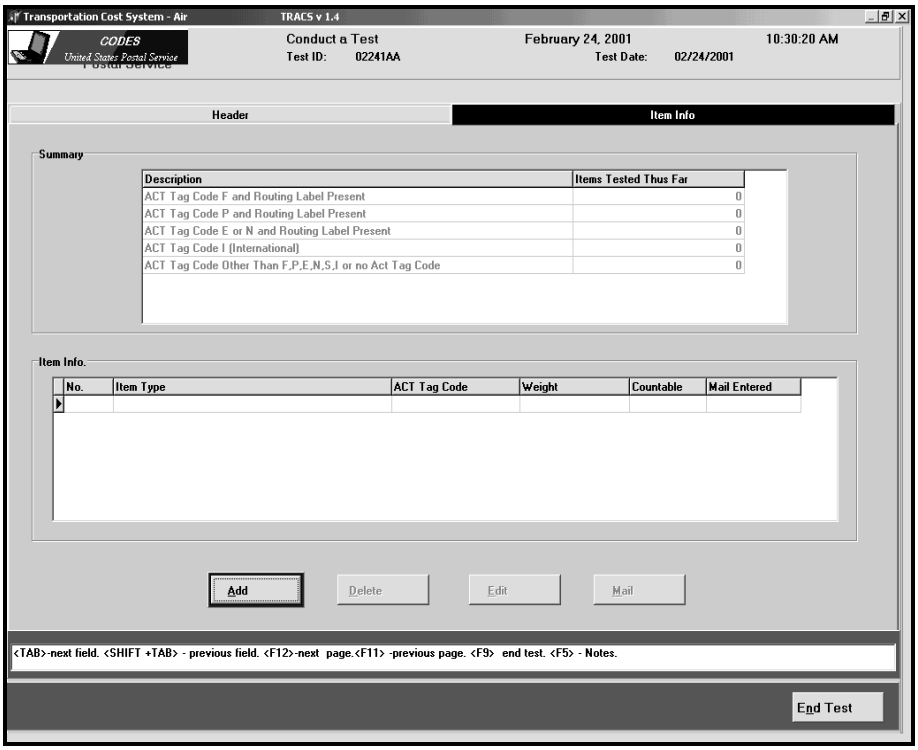


Figure 8-12. *Item Info* screen

Note: The data collector is required to know the item selection procedure discussed in Section 8.3 and to follow it accordingly.

Note: CODES will display a selection of control buttons at the bottom of the *Item Info* screen (see Figure 8-13). Use these control buttons at any time during your data entry: <A> for *Add*, <D> for *Delete*, and <E> for *Edit*. To access the *Mail Info* screen, press <M> for *Mail.*

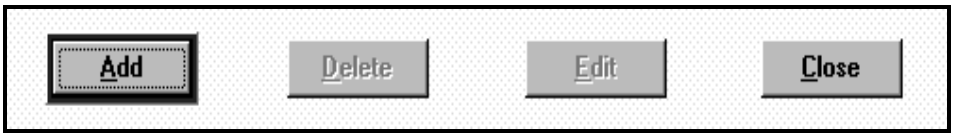


Figure 8-13. *Item Info* Control Buttons

1. Press <A> for Add to record information for a new item.

Once you select the *Add* button, CODES displays a separate *Item Information* data entry screen on which you can enter detailed item information, including additional routing information, may be entered. CODES automatically assigns an item number for each item entered.

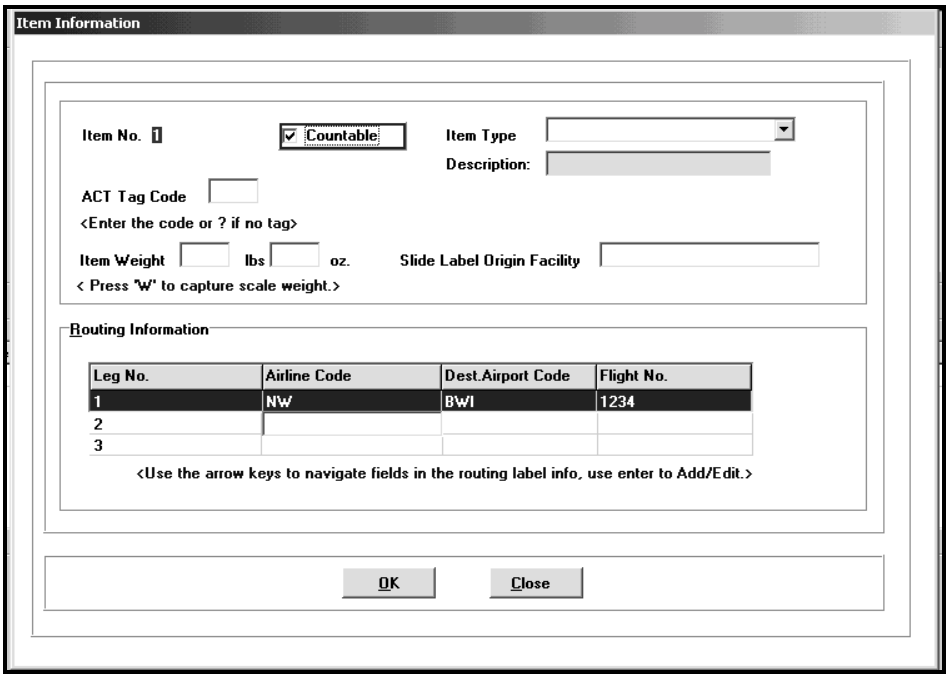


Figure 8-14. *Add* Item

2. Indicate whether or not the item is countable.

If the mailpieces in the selected item can be counted, then the item is considered to be “countable.” Once you select the <A> for *Add* button from the *Item Information* tab, CODES will automatically place a check in the *Countable* selection box. However, if the item you are sampling is not countable, press <Spacebar> to remove the check from the box and, then, press <Tab> to move to the next selection.

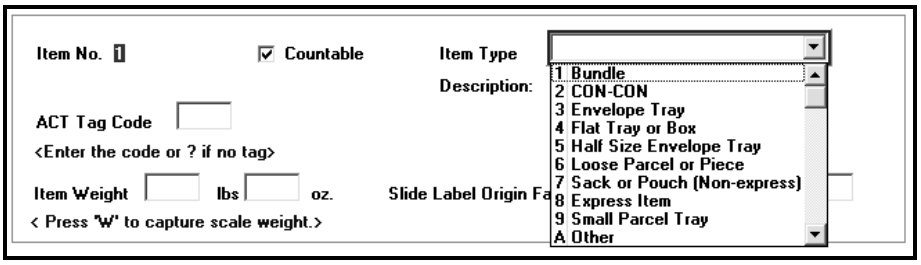


Figure 8-15. Enter *Item Type*

Note: If a selected item is either a blue and red CON-CON or a locked registered pouch or sack, take the registered item to the registry cage for detailed sampling. If the item is locked, ask the registry clerk to unlock it. If the item cannot be opened, weigh the entire item and treat it as uncountable.

3. Enter the item type in the *Item Type* field.

Press <Tab> to highlight the *Item Type* field, press <↓> to view the pop-up list, and, then, select the appropriate item type. Press <Enter> or the number key that corresponds to the type of the item you are sampling to accept the item type and move to the next selection.

Note: The item type *Bundle* is not valid for the Air Test.

In the event your sampled item does not match any of the item types in the pop up list, select <A> for *Other*. The software will activate the *Item Description* field. In this field, type in the shape description and enter the three dimensions. For example, if you selected an oversize letter tray that is twice as deep as an envelope tray, you will measure the length, width, and depth of the tray and enter that information in the *Item Description* field.

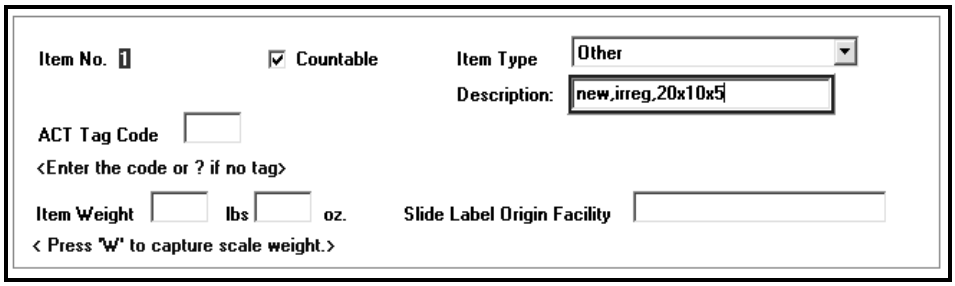


Figure 8-16. *Other* Item Type

4. Enter the ACT Tag Code.

Press <Tab> to highlight the *ACT Tag Code* field and type in the single alphabetic ACT Tag Code as it appears on the ACT Tag or DNR Tag, or type in '*?*' if no tag is attached to the item. CODES will automatically display the ACT Tag group description to the right of the *ACT Tag Code* entry box (see Figure 8-17).

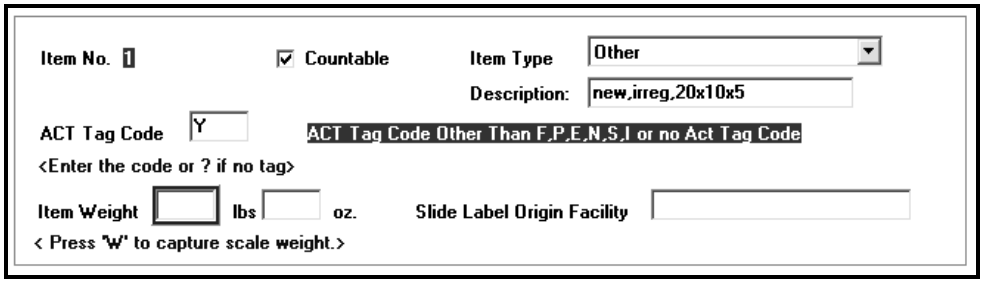


Figure 8-17. *ACT Tag Code*

5. Enter the total weight of the item in the *Item Weight* fields.

Leave mail inside the item and weigh the entire item. Press <Tab> to highlight the *Item Weight* fields. Enter the appropriate weight in pounds and ounces in the boxes provided, pressing <Enter> or <Tab> to move from the lbs. to the oz. field. After that, press <Enter> to move to the next selection. If the CODES scale is attached to the laptop, place the item on the scale, wait for the electronic reading to stabilize, and then press <Enter> to accept the weight and move to the next selection. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

6. **Enter the Slide Label Origin Facility.**

   Press <Tab> to highlight the Slide Label Origin Facility field and type in the information as it appears on the Slide Label attached to the item, if available (see RM 8-04 for an example of a slide label). Press <Enter> or <Tab> to accept your data entry and move to the *Routing Information* table at the bottom of the Item Information data entry page.

7. **Enter additional Routing Information, if applicable.**

   Press <Tab> to move to the Routing Information Table. CODES automatically fills in the first-leg *Airline Code*, *Destination Airport Code*, and *Flight Number.* Initially, the cursor is positioned on the first box for the second leg. Enter the following information for the second and third legs for the item in the *Routing Information* table, if applicable.

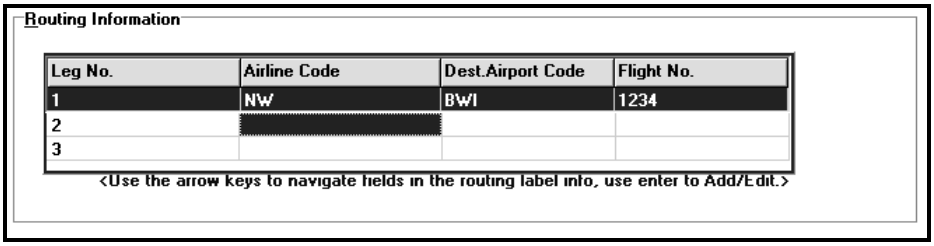


Figure 8-18. *Routing Information*

- **Airline Code:** Type in the appropriate Airline code. Press <Enter> or <Tab> to accept the entry and move to the next box.

- **Destination Airport Code:** Enter the appropriate *Destination Airport Code* in the field provided. As you type in the first two letters of the code, CODES will display a drop-down list of possible destination airport codes and move to the point where the first two letters occur in the alphabetized list. Press <↓> or <↑ > to scroll through the list and highlight a code. Press <Enter> or <Tab> to accept the code and move to the next box.

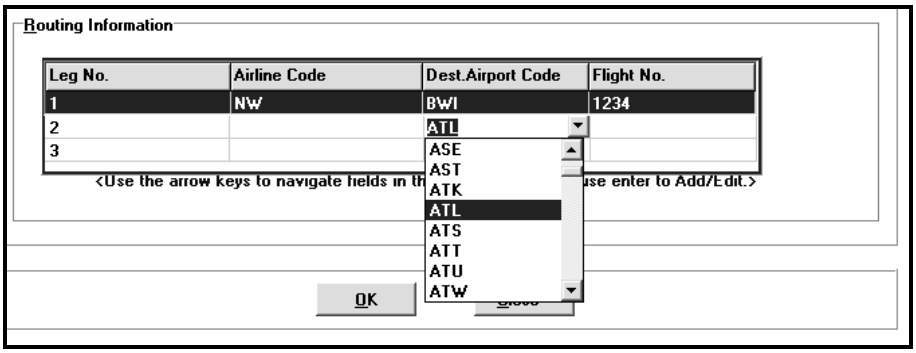


Figure 8-19. *Destination Airport Code*

- **Flight Number.** Type in the appropriate flight number in the field provided. Press <Enter> or <Tab> to accept the data and move to the next leg, or press <Tab> to exit the *Routing Information* table and move to the buttons at the bottom of the *Item Information* data entry screen.

Note: Make sure the data you entered in the routing information matches exactly what is shown on the Routing Label or DNR Tag. This information will be used later to link the record for the sampled item with the dispatch records in another Postal tracking database.

8. Once you have completed entering the item information, press <Enter> and confirm your data entry.

CODES will ask you to verify that all information entered for the item is correct. If all information is correct, press <Y> for *Yes* and CODES will display the data in the *Item Summary* table at the bottom of the *Item Information* screen. If the information is not correct, press <N> for *No* and CODES will return to the *Item Type* field. Make any necessary corrections and then press <Enter> again to verify your data entry. If you wish to cancel your data entry, press <C> for *Cancel* and CODES will erase all *Item Information* fields.

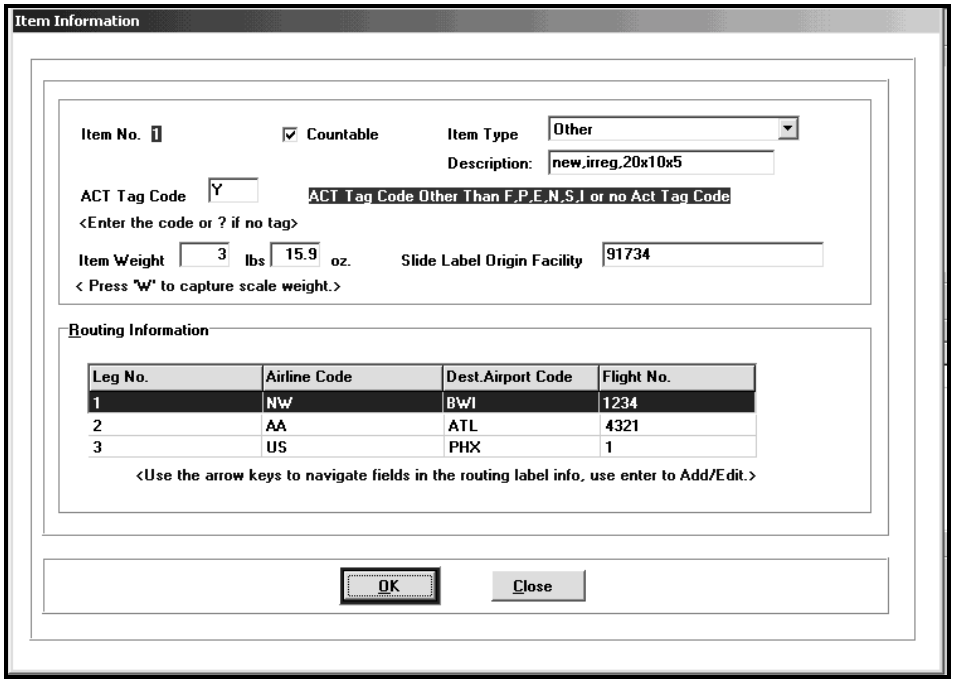


Figure 8-20. Completed *Item Information* screen

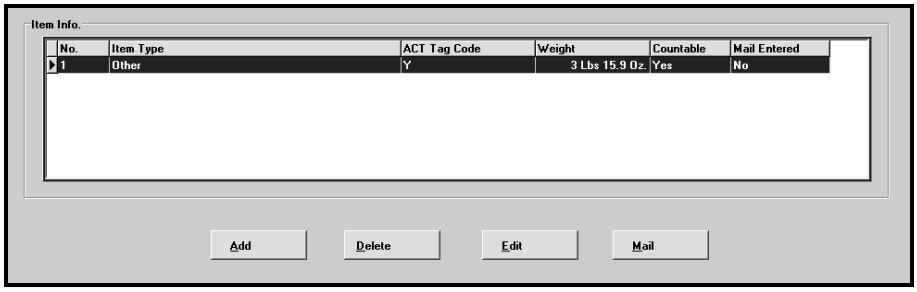


Figure 8-21. Updated *Item Info* screen

9. **If the item is countable, refer to Section 8.4.4 to learn how to enter mail category information and complete your data entry for this item.**

10. **Repeat Steps 1 through 8 for each of the items selected for sampling.**

8.4.4 Entering Mail Category Information

BACKGROUND INFORMATION

This section provides general step-by-step instructions for entering mail category information for mailpieces contained within the items you are sampling. For more information on navigating the *Mail Category* screen, consult the online help file by pressing <F1>. For detailed information on each mail category, see one of the following RM sections, depending on your mailpiece:

- RM 8-05: Mail Class Decision Tree
- RM 8-06: Unendorsed Mail
- RM 8-07: First-Class Mail
- RM 8-08: Priority Mail
- RM 8-09: Express Mail
- RM 8-10: Periodicals
- RM 8-11: Standard Mail
- RM 8-12: Package Services
- RM 8-13: USPS Mail and Free Mail
- RM 8-14: International Mail
- RM 8-15: Rules for Recording Returned and Forwarded Mail
- RM 8-16: Automation Mail Endorsements

PROCEDURES

Follow these steps to record information for each mail category contained in the item.

1. **Sort the mail by mail category in each item.**

   Remove the mail from the item. Separate the mail by mail category. Do not mix mail from different items.

2. **Select the mail category.**

   From the item's completed *Item Info* tab, press <M> for *Mail* or <Tab> to highlight the *Mail* button and press <Enter>. For instructions on completing the *Item Information* screen, see Section 8.4.3).

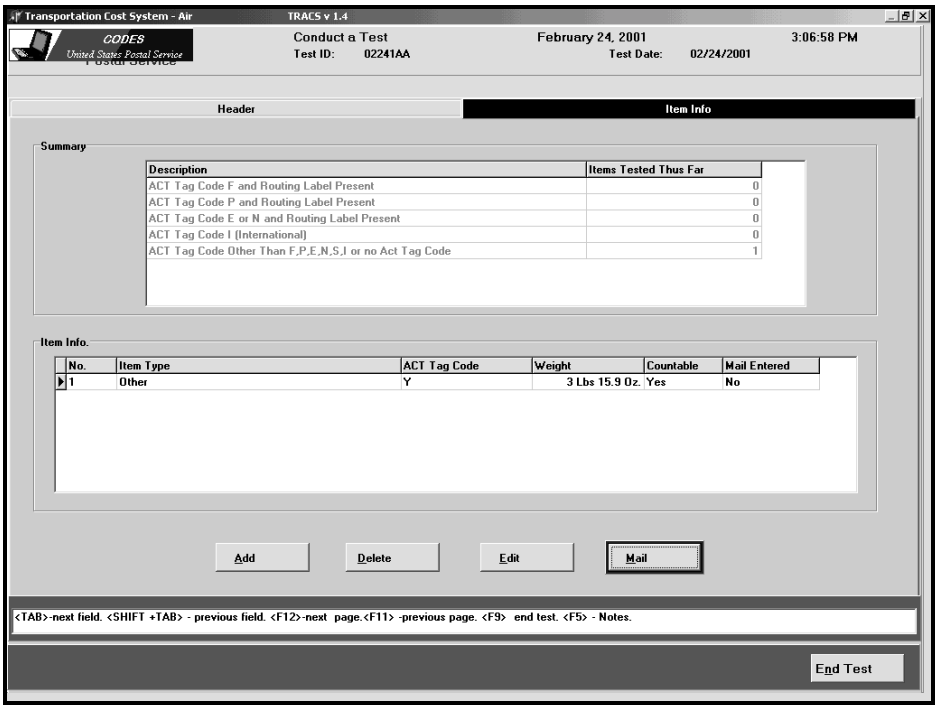


Figure 8-22. Accessing the *Mail Info* Screen

CODES, then, displays the *Mail Information* screen. Press <A> for *Add* or use <Tab> to highlight the *Add* button and press <Enter>. CODES will insert the cursor in the *Mail Category* field. If you know the correct mail category code, then type the code in the field provided.

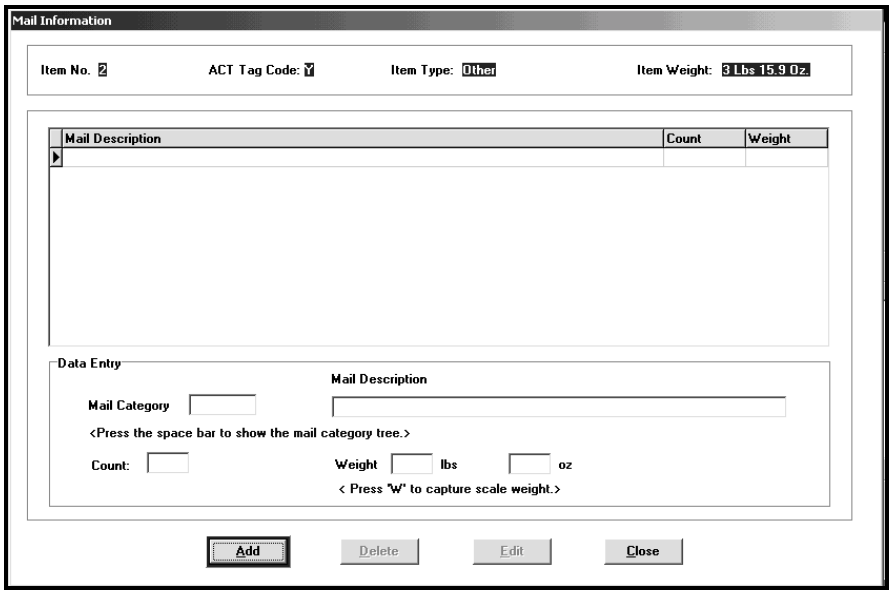


Figure 8-23. *Mail Information*

CODES will automatically enter the code's corresponding description in the *Mail Description* field (see Figure 8-24). Verify the mail description to be sure you have entered the correct mail category. If you do not know the correct mail category code, then press <Spacebar> and CODES will display the *Mail Class* pop-up menu.

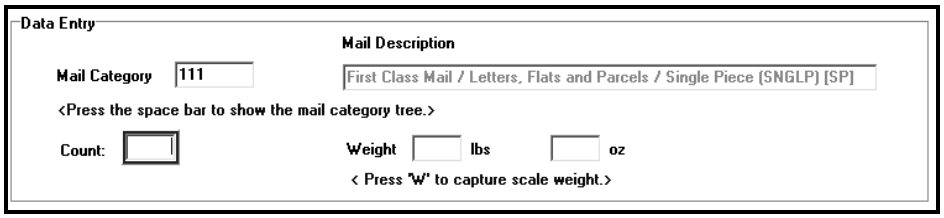


Figure 8-24. *Mail Category* and *Mail Description*

Use <↑> and <↓> or <PgUp> and <PgDn> to highlight the appropriate mail class and presort level of mailpieces you are sampling. Shown in the brackets next to each mail category is the Keyline Code. Each time you highlight a selection, it will appear in the *Mail Category* field to the right of the selection list. Once you have completed your selections, press <Alt+O> for *Ok* or press <Tab> to highlight the *Ok* button and press <Enter>. CODES closes the *Mail Category* pop-up menu and returns to the *Mail Information* screen.

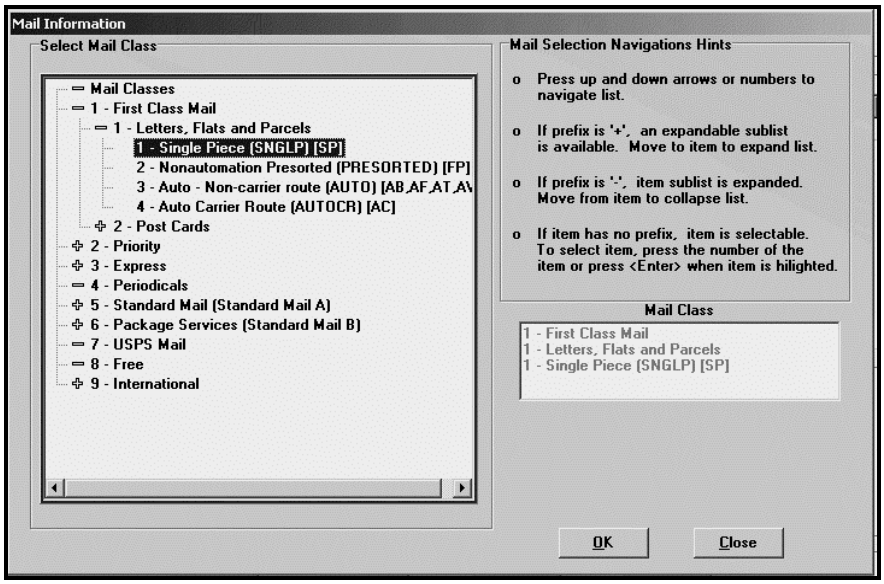


Figure 8-25. Completed *Mail Category* screen

3. Count and enter the total number of mailpieces for the selected mail category.

Enter the total number of mailpieces in the *Count* field. Press <Tab> or <Enter> to accept your entry and move to the next field.

Figure 8-26. *Count* field

4. Enter the total weight of the mailpieces for the selected mail category.

- **Automatic.** If an electronic scale is attached to your laptop, place the mailpiece(s) on the scale. When the electronic reading stabilizes, press <W>.

- **Manual.** If the electronic scale is not attached to your laptop, weigh the mailpiece(s). Using your number keys, enter the weight in the fields provided. Press <Enter> to move the cursor from the lbs. field to the oz. field. Press <Enter> again when you are satisfied with your weight input. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the *oz.* field. However, CODES will not allow you to enter 16 or more in the *oz.* field.

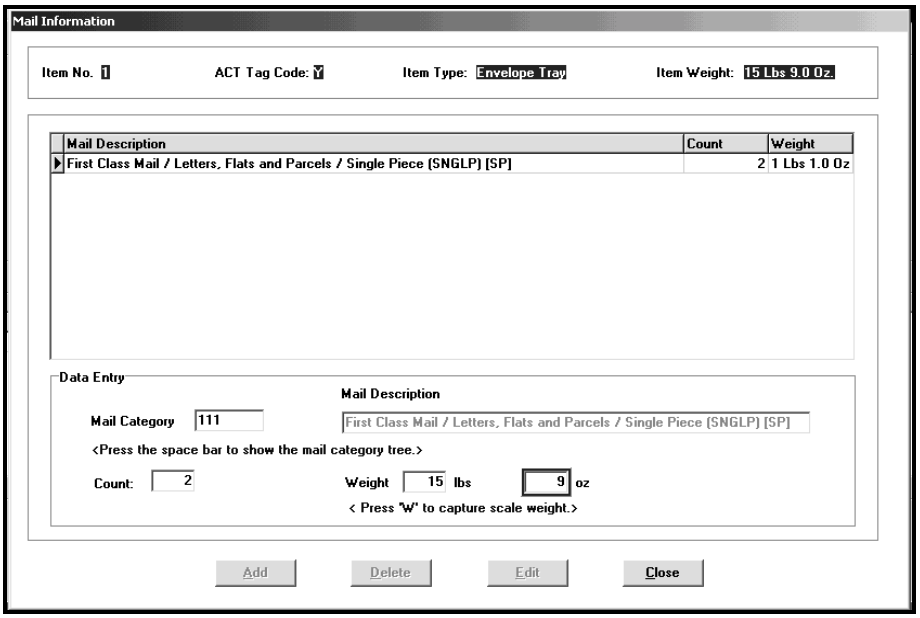


Figure 8-27. Completed *Mail Information* screen

5. **Accept your data entry.**

   Once you complete all of your data entry for the given mail category, press <Enter> to accept your data entry.

6. **Repeat steps 2 through 5 for the other mail categories within the selected item.**

7. **Once you have completed your data entry, press <C> for *Close* to exit the *Mail Information* screen.**

8. **When data entry is complete, place the mail back in its original containers, if possible.**

   Rebind all items, if necessary. Return all mail to operations. It is critical to minimize your disruption to the mail processing operations.

8.4.5 Saving and Ending the Test

PROCEDURES

Once you have finished entering data for all items selected through sampling, or if you wish to save part of your test, perform the following steps:

1. **Press <F9> or <N> for *End Test*.**

   CODES will display the *End Test* screen. This screen provides a summary of your data entry. It displays errors and warns you of possible problems in data entry (see Figure 8-29). CODES will not allow you to complete the test until all errors are corrected. (see Section 8.5). If there are no errors and you are satisfied with your data entry, you may suspend your test, return to data entry, or complete your test.

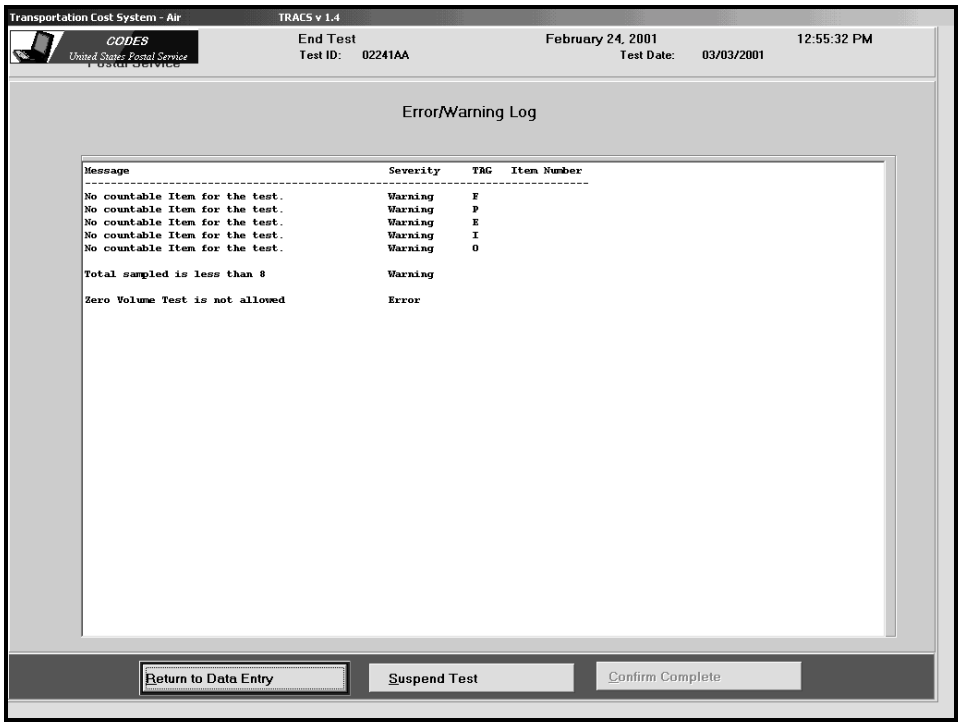


Figure 8-28. *End Test* with *Error/Warning Log*

2. **Decide whether or not to suspend the test, to complete the test, or to return to data entry.**

CODES will give you the option of performing a partial (suspended) or final (confirmed) save, or allow you to return to data entry.

Enter one of the following options:

- **<C>.** Completes the test. (CODES will not allow you to use this option until all errors are corrected. For information on correcting errors, see Section 8.5.)
- **<S>.** Suspends the test.
- **<R>.** Returns you to the *Header* tab to continue your data entry.

Figure 8-29. *Confirm Complete*, *Suspend Test*, or *Return to Data Entry*

If you wish to partially save the test, press <S> for *Suspend Test.* CODES will exit the *End Test* screen and return you to the *Select a Test* screen. Your test will be listed in the test listing as a Suspended test.

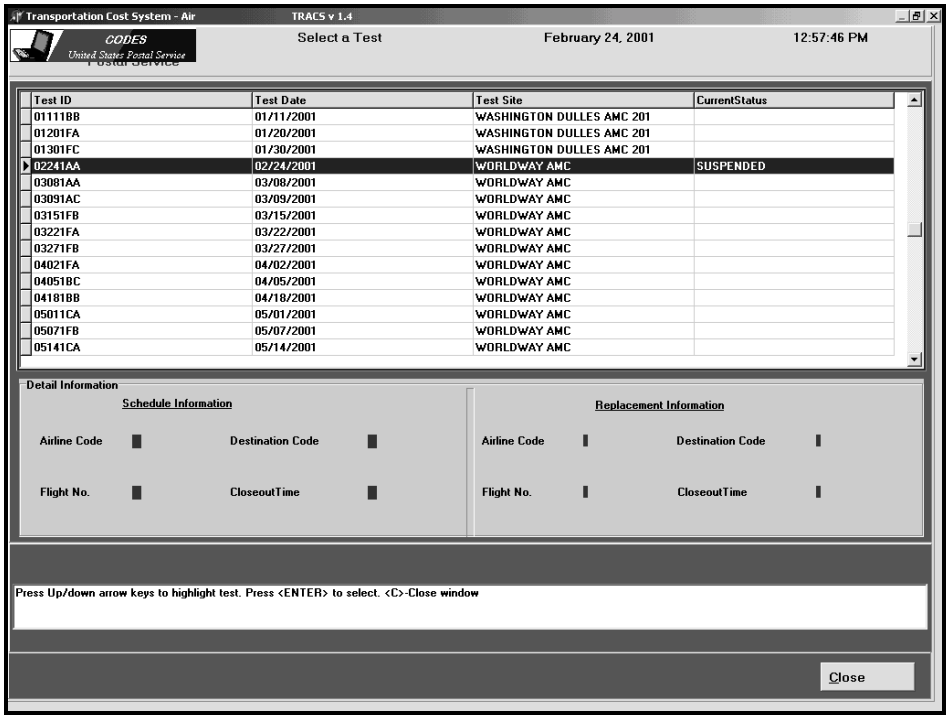


Figure 8-30. Test displayed as *Suspended*

3. If you selected *Confirm Complete*, enter total test time information.

CODES will display a dialog box and prompt you to enter the total test time (see Figure 8-32). Include travel time when calculating your total test time. If there is more than one DCT performing the test, count the total time for all the DCTs. Enter the appropriate information in the fields provided and then press <Alt+O> for *Ok* to accept your data.

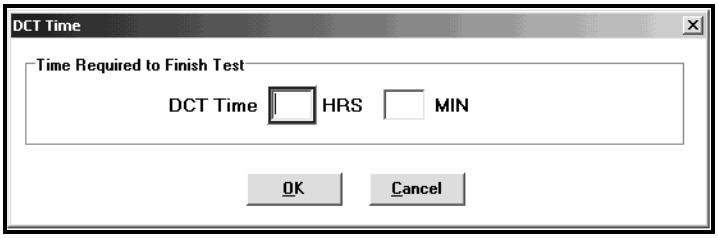


Figure 8-31. *DCT Time*

CODES will save the test and return you to the *Select a Test* screen. Your test will be listed in the test listing as *Completed.*

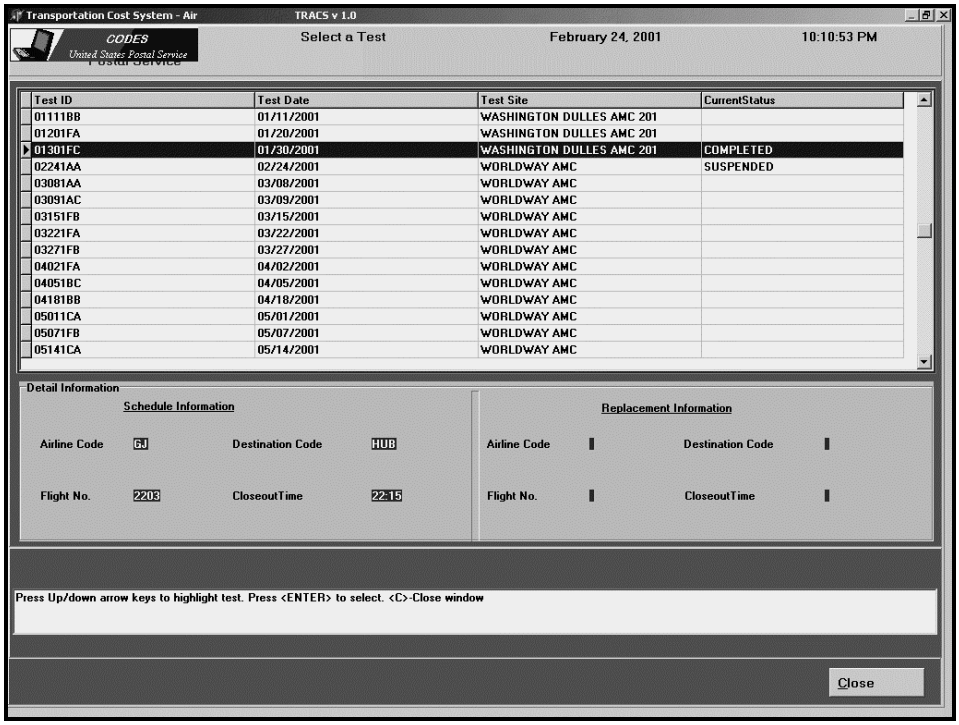


Figure 8-32. Test Completed

Note: You cannot complete the test if errors are shown on the *End Test* screen. All errors must be resolved before the test can be completed (refer to Section 8.5).

8.4.6 Aborting the Test

You may only abort the test from the *Header* screen prior to entering item information. Press <Esc> to abort the test and return to the *Main Menu* without saving any of the test data. Aborting a test will not affect the sample file; therefore, the test remains in the sample file in its original state. You may select the aborted test again and restart the test, if necessary.

To abort a test after you have entered item information, first, suspend the test, then, delete it. For information on suspending and ending a test see Section 8.4.6). To delete the test, select option <7> for *Review/Delete Test* from TRACS *Main Menu.* Highlight the test and delete it.

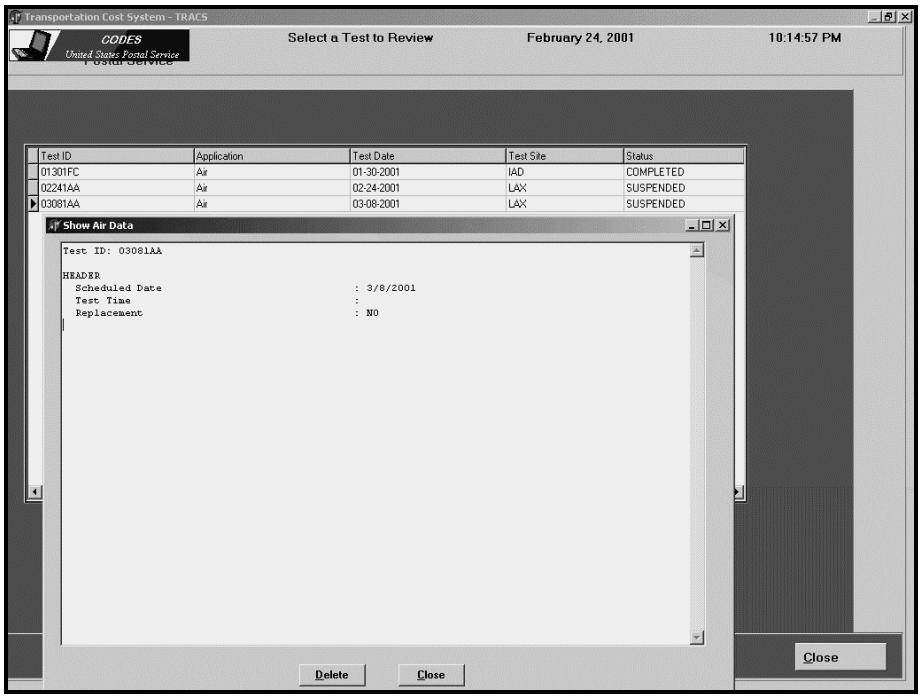


Figure 8-33. Abort Test

8.5 Resolving Error and Warning Messages

The TRACS software is designed to automatically recognize and display errors in data recorded during the test. The TRACS software lists these errors in the *Error/Warning Log* located on the *End Test* screen. CODES will not allow you to complete a test unless all errors are resolved. This section will explain how to resolve the error and warning messages you may receive at the end of the test.

Once you are ready to end the test and have accessed the *End Test* screen, as described in Section 8.4.5, carefully inspect the *Error/Warning Log* to see if there are any errors or warnings listed (see Figure 8-34). If there are errors or warnings listed, use the guidelines below to resolve them. If there are no errors or warnings listed, complete the test using the guidelines described in Section 8.4.5.

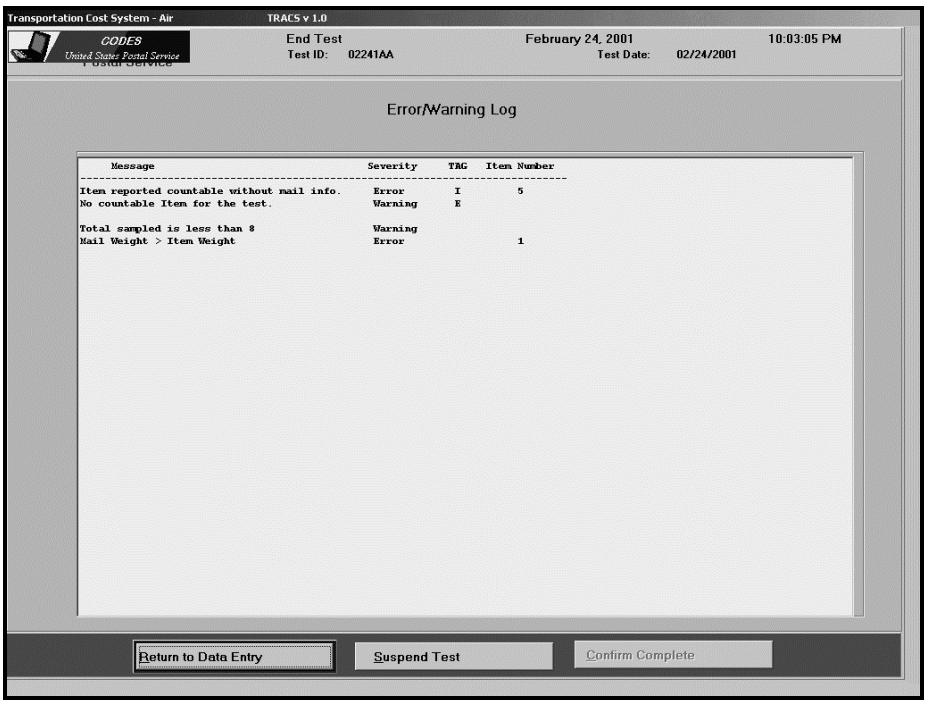


Figure 8-34. *Error/Warning Log*

8.5.1 Error Messages

You will not be able to complete your test if the software shows any of the following error messages:

1. **Error due to no item information entered for test.**

   If no information for any of the items sampled has been recorded for the test, CODES will display the error message:

   "No item information entered for the test."

   Then, correct the error by returning to the *Item Info* screen and recording item and mail information if mail is present (see Section 8.4). Otherwise, if no mail was found for the flight, replace and/or reschedule the test as appropriate (see Section 8.2). There is no zero volume test for TRACS Air.

2. **Error due to no mail information entered for countable item.**

   If the item is countable but no mail information has yet been recorded, CODES will display the error message:

   "No mail information entered for countable item."

   Then, correct the error by returning to the *Item Info* screen and record mail information for the associated item (see Section 8.4).

3. **Error due to sum of mail weight exceeds item weight.**

   If the sum of the mail weight in an item exceeds the item weight, CODES will display the error message:

   "Sum of mail weight > item weight."

   CODES will provide the item number for the item generating this error message. Then, correct the error by either returning to the *Item Info* tab or the *Mail Information* screen and changing the incorrect item weight or mail weight(s).

8.5.2 Warning Messages

Check carefully to make sure you have entered all data when you see any of the following messages:

1. **Warning that the total number of items recorded is less than targeted.**

   If there are less than 8 items sampled and recorded for the test, CODES will display the warning message:

   "Total items sampled is less than 8."

   Then, check to make sure you have recorded information for all selected items, and that you have selected the appropriate number of items (see Section 8.3).

2. **Warning that there is no countable item for the test.**

   If all items recorded for the test are not countable, CODES will display the warning message:

   "No countable item for the test."

   Then, check to make sure you have recorded information for all countable items sampled for the test. If all items are not countable, press <F5> to open up the *Notes* screen and write a brief comment to the effect that no countable item was found for the test flight. Once this has been done, complete the test.

3. **Warning that the number of items recorded for the ACT Tag group is less than targeted.**

   If the number of items recorded for an ACT Tag group is less than 2, CODES will display the warning message:

   "Number of items recorded for ACT Tag group less than targeted."

   Then, check to make sure you have sampled the proper number of items for each ACT Tag group (see Section 8.3).

8.6 Reviewing and Deleting TRACS Air Tests

The *Select a Test to Review* screen in CODES allows you to perform the following:

- Review the status of TRACS tests that have been initiated.
- Review TRACS data summaries for the tests shown on the screen.
- Delete TRACS tests.

This section provides instructions on performing procedures related to TRACS Air tests only.

8.6.1 Reviewing TRACS Air Test Information

When reviewing the TRACS Air test information, you should focus on the following areas:

- The replacement flight is appropriately selected.
- The number of items sampled equals the targeted number to be sampled.
- The item weights and tare weights are reasonable.
- Mailpieces are correctly categorized, especially international mailpieces and mailpieces contained in items with an *I* ACT Tag.

To access the *Select a Test to Review* screen, perform the following steps:

1. **Access the TRACS System from the *CODES Main Menu.***

   Perform Step 1 of Section 8.4.2. CODES will display the *TRACS Main Menu*. Press <7>, or use <↑>, <↓>, or <Tab>, to highlight option <7>, for *Review/Delete Test.* Then, press <Enter>. CODES will display the *Select a Test to Review* screen.

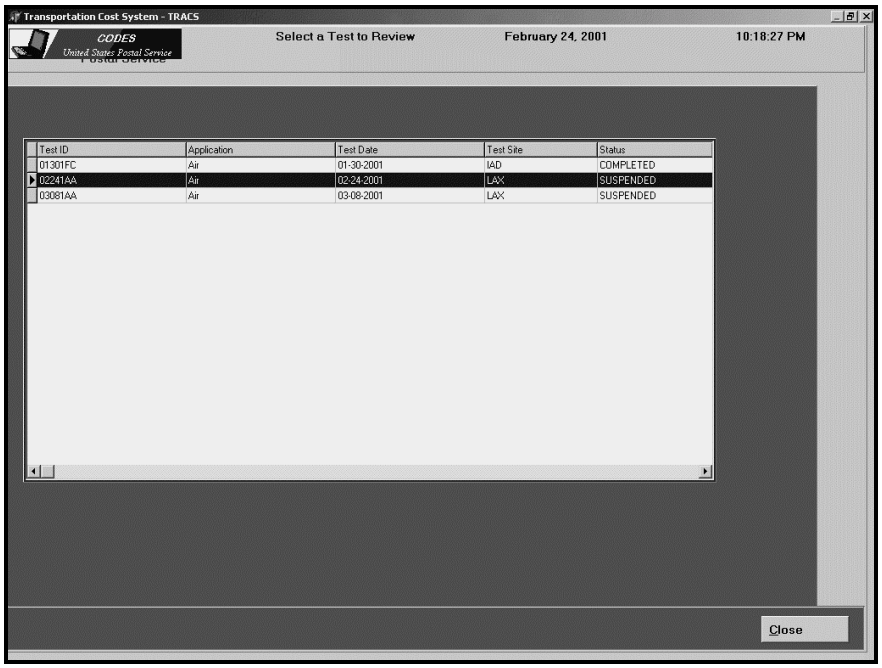


Figure 8-35. *Select a Test to Review*

Note: Verify that the status of the test is *Complete* prior to uploading. CODES will not allow you to upload a test that has a *Suspended* test status.

2. Select the test you wish to review.

Press <↑> and <↓> to highlight the test you wish to review and then press <Enter>. CODES will display your selected test record in the *Show Air Data* pop-up window (see Figure 8-35). Press <↑> and <↓> or <PgUp> and <PgDn> to navigate the record.

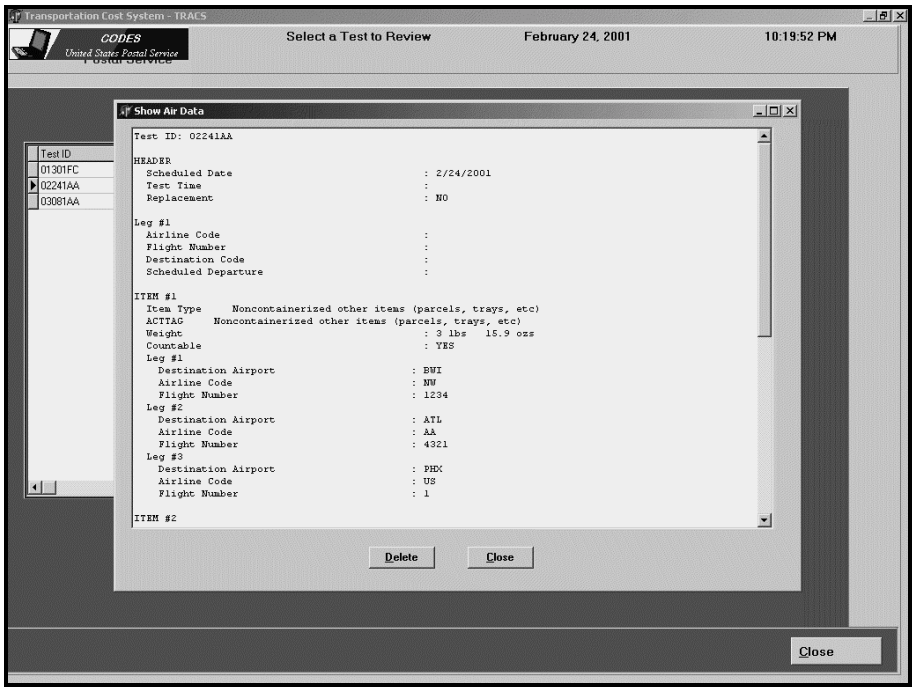


Figure 8-36. *Show Air Data*

8.6.2 Deleting a TRACS Air Test

This option will allow you to delete any TRACS Air test that has been partially or fully saved. Because this option will not delete any sample file information, you can perform the same test again after it has been deleted. To access the *Delete TRACS Test* option, perform the following steps:

1. **Select the test by performing steps 1 and 2 in Section 8.6.1.**

2. **Select <D> for *Delete.***

   From the *Show Air Data* window, press <Tab> to highlight the *Delete* button and, then, press <D> for *Delete* or press <Enter> to delete the test.

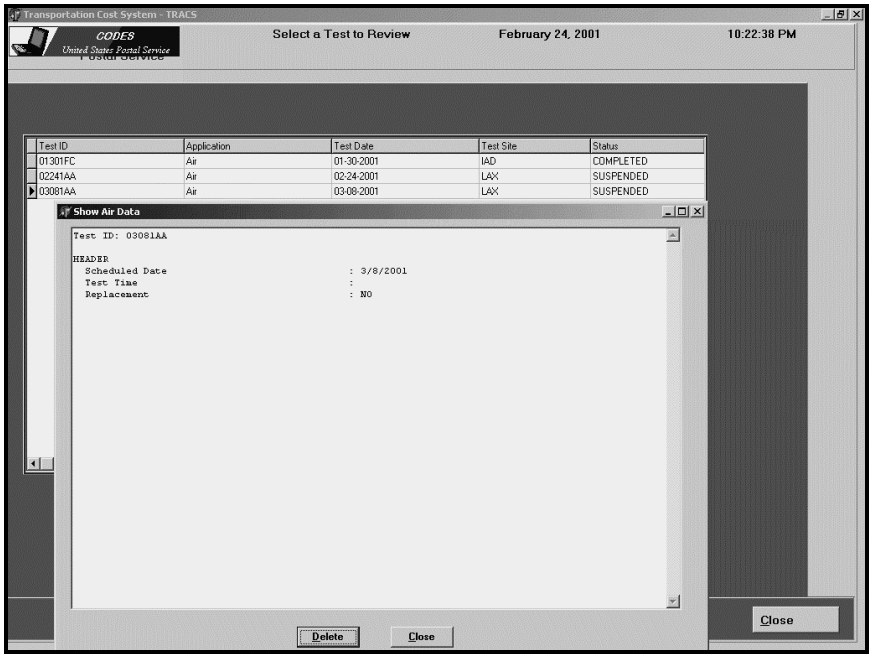


Figure 8-37. Delete Test

3. Select *Yes* or *No*, depending on whether or not you really wish to delete the selected test data.

CODES will display a dialog box asking you whether you really wish to delete the selected test information.

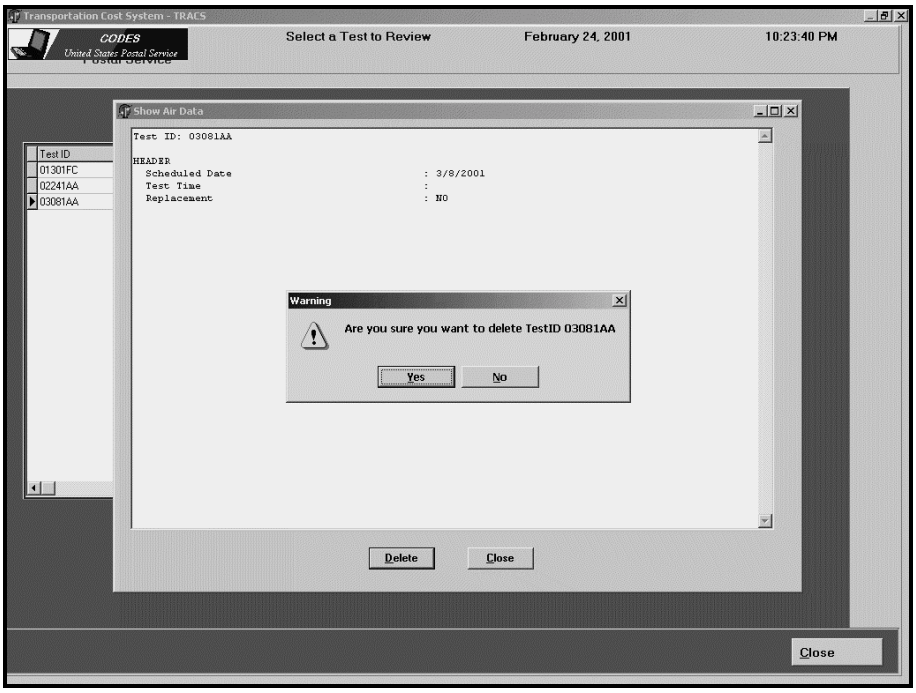


Figure 8-38. Confirm Delete

Answer *Yes* or *No*, depending on whether you really wish to delete the test data:

- Pressing <Y> for *Yes* will delete the selected test information.
- Pressing <N> for *No* will not delete the selected test information.

If you select *Yes,* CODES will delete the record and return you to the *Select a Test to Review* screen.

4. To return to the TRACS System *Main Menu*, press <C> for *Close*.

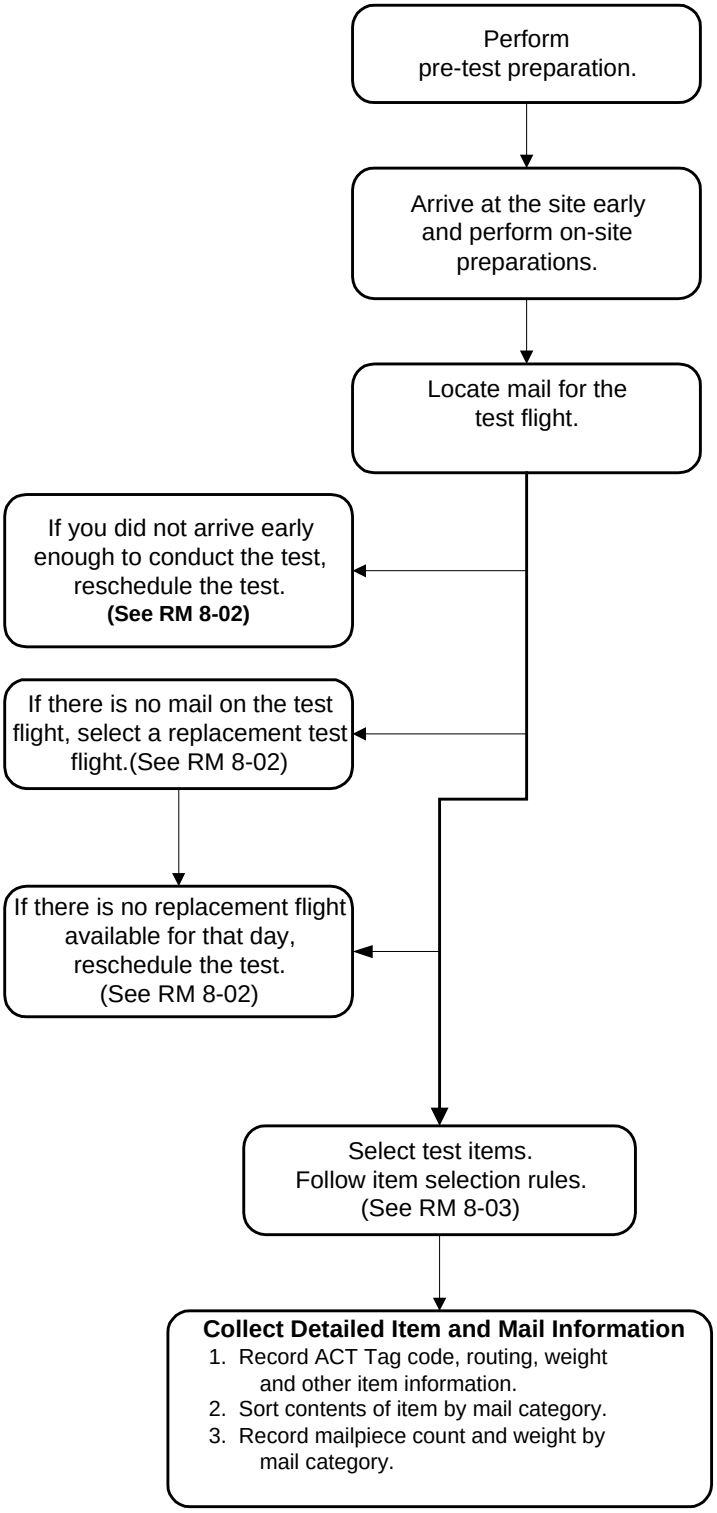
When you delete a test, only the test records are removed; the sample file information for the test is not affected. Therefore, after you have deleted a test, you may perform the test again.

Related Materials for the TRACS Air Test

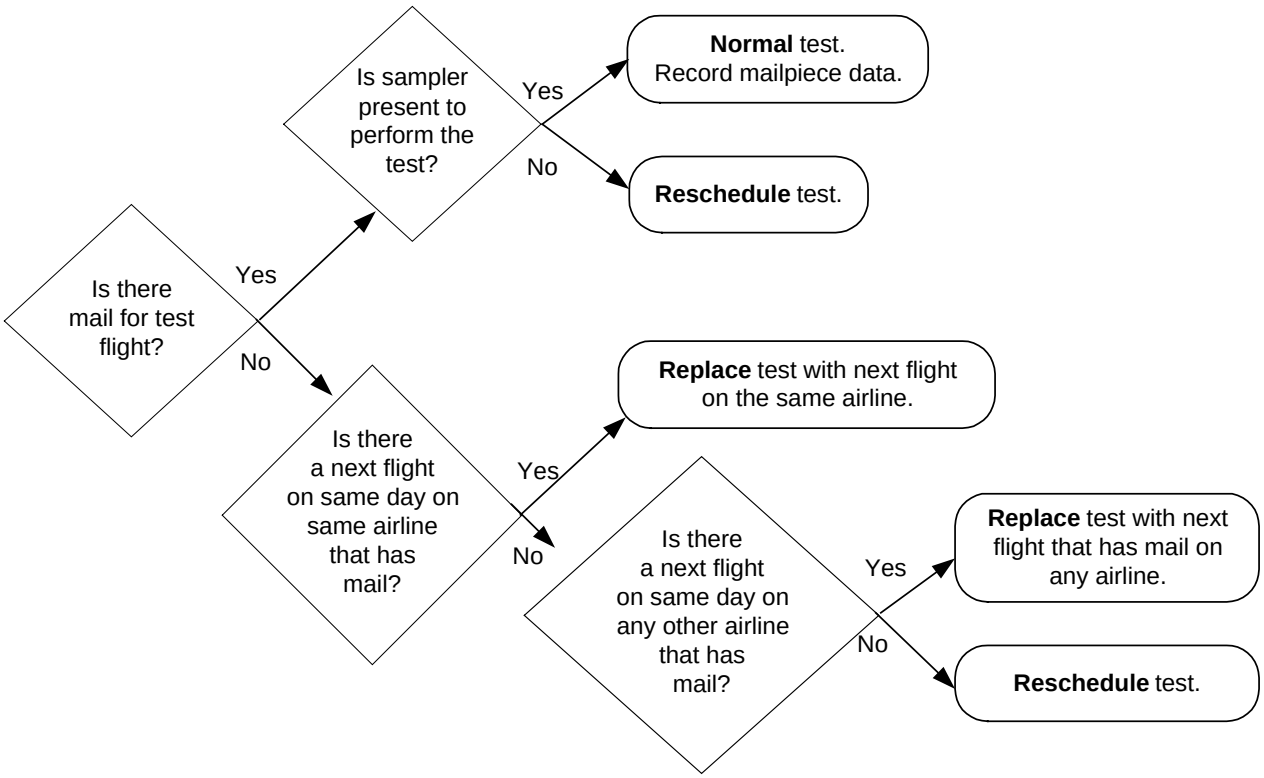
This section includes all the related information you may need to complete a TRACS Air test.

- RM 8-01 Air Test Flow Chart
- RM 8-02 TRACS Commercial Air Subsystem: Reschedule and Replacement Decision Tree
- RM 8-03 TRACS Commercial Air/Network Air Item Selection Rules
- RM 8-04 Air Transportation Operations and Example DNR Tags, ACT Tags with Routing Labels, and Slide Labels
- RM 8-05 Mail Class Decision Table
- RM 8-06 Unendorsed Mail
- RM 8-07 First-Class Mail
- RM 8-08 Priority Mail
- RM 8-09 Express Mail
- RM 8-10 Periodicals
- RM 8-11 Standard Mail
- RM 8-12 Package Services Mail
- RM 8-13 USPS Mail and Free Mail
- RM 8-14 International Mail
- RM 8-15 Rules for Recording Returned and Forwarded Mail
- RM 8-16 Automation Mail Endorsements
- RM 8-17 Typical Test Facilities for TRACS Air

RM 8-01 Air Test Flow Chart

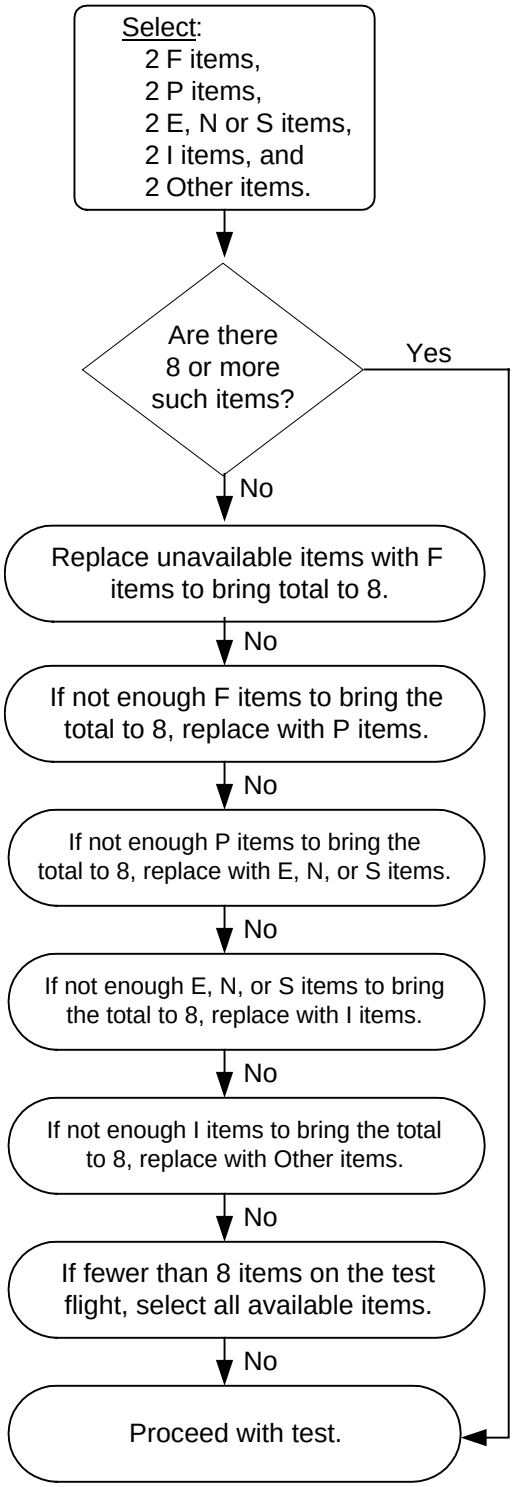


RM 8-02 TRACS Commercial Air Subsystem: Reschedule and Replacement Decision Tree



Note: There are no Zero Volume Air Tests.
Note: If there is a situation that is not answered by the above flowchart, call the SPSC.

RM 8-03 TRACS Commercial Air/Network Air Item Selection Rules



RM 8-04 Air Transportation Operations and Example DNR Tags, Act Tags with Routing Labels, and Slide Labels

The following related material describes air transportation operations, the scanning process and shows examples of DNR Tags, Act Tags with Routing Labels, and Slide Labels.

A. Air Transportation Operations

In mail processing operations, as mail is sorted into trays, tubs, sacks, CON-CONs or other items, a slide label is affixed to the item (see Section D, below, for an example of a slide label). The slide label shows the destination facility and ZIP Code, the origin facility and ZIP Code, the type of mail contained in the item, and usually shows the current date and/or the day by which this mail should be delivered. Mail which will receive commercial air transportation must obtain a routing label from the Air Contract Data Collection System (ACDCS).

ACDCS assigns the mail item to the next commercial air contract dispatch with capacity available, and decrements the remaining available capacity by the weight of the item. ACDCS stops assigning mail to a flight if the remaining available capacity reaches zero or the close-out time for the flight has been reached. At close-out time, ACDCS prints the flight assignment manifest and sends the data to the St. Louis Information Systems Service Center (ISSC) for automatic certification and payment of air contractors.

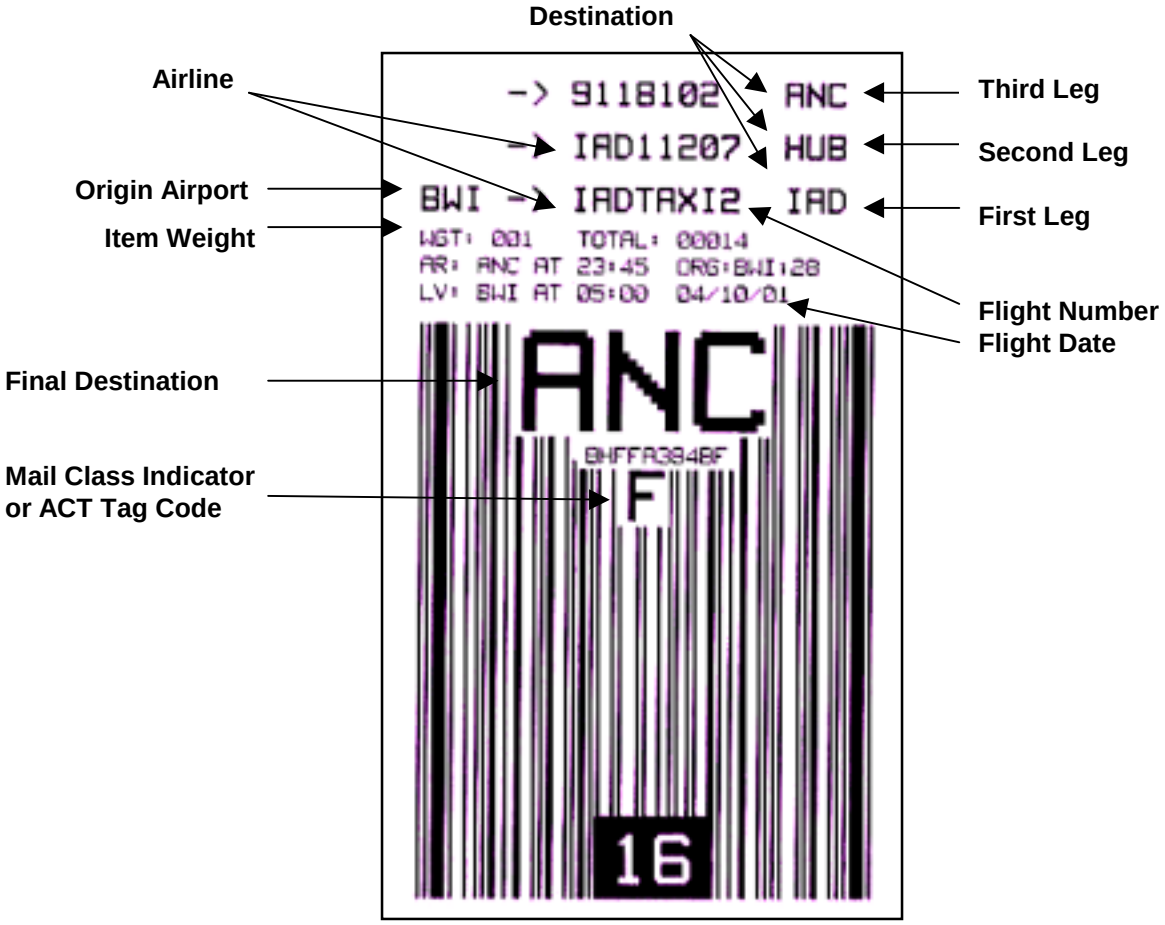
The process whereby an item obtains a routing label depends on whether or not the facility has Scan Where You Band (SWYB) operations. If it does, items are banded and weighed, and information relevant for dispatch selection is manually or automatically extracted from the slide label at the facility. This information is passed to the Air Contract Data Collection System (ACDCS), and a barcoded destination and routing (DNR) tag, which shows item weight, mail type and routing information, is generated and affixed to the item before it is transported to the airport and tendered to the airline. With a DNR tag, the item can generally be tracked and traced.

For facilities without SWYB, an Air Contract Transportation (ACT) Tag, showing destination airport and mail type, is affixed to the item at the plant. After the item is transported to the AMF, the ACT Tag is scanned into ACDCS to obtain a routing label, which is affixed to the tag. This routing label is not barcoded, and, hence, cannot be tracked or traced after being tendered to the Airlines.

Information from ACDCS and/or SWYB systems on flights actually used are consolidated in the ACSS (Air Contract Support System) Master File, which is generated every postal accounting period (AP) by the St. Louis ISSC. The ACSS file provides a historical list of flights that carried mail, including information on mail weight, miles transported and amounts due to contractors. This ACSS file is a primary input for creating the TRACS Air frame from which the sample is generated and against which test data will be matched to estimate the distribution keys.

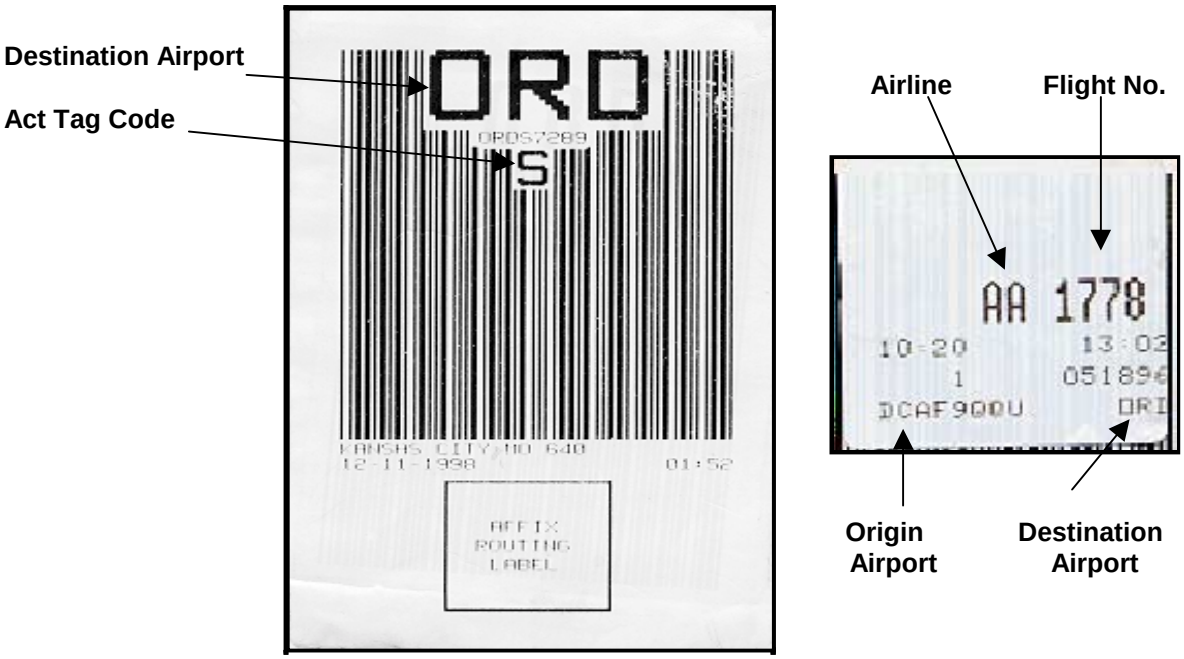
B. Example of DNR Tag

The DNR tag will show the following information: Origin airport, airline, flight number, and destination airport for each leg, weight of the item, and mail class indicator (referred to Act Tag Code).



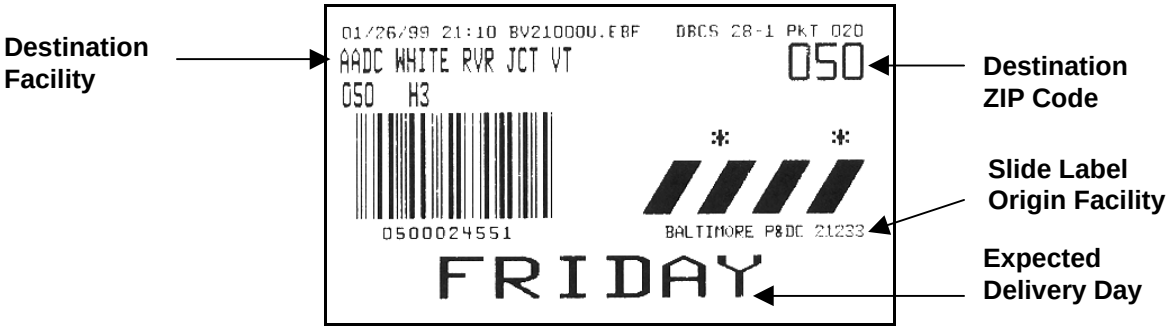
C. Example of ACT Tag and Routing Label

When an ACT tag is present on the mail item, there will also be a routing label. The ACT tag will show the final destination airport and the mail class indicator (referred to as ACT Tag Code). The routing label will show the following: origin airport, airline, flight number, and destination airport for each leg, and the weight of the item.



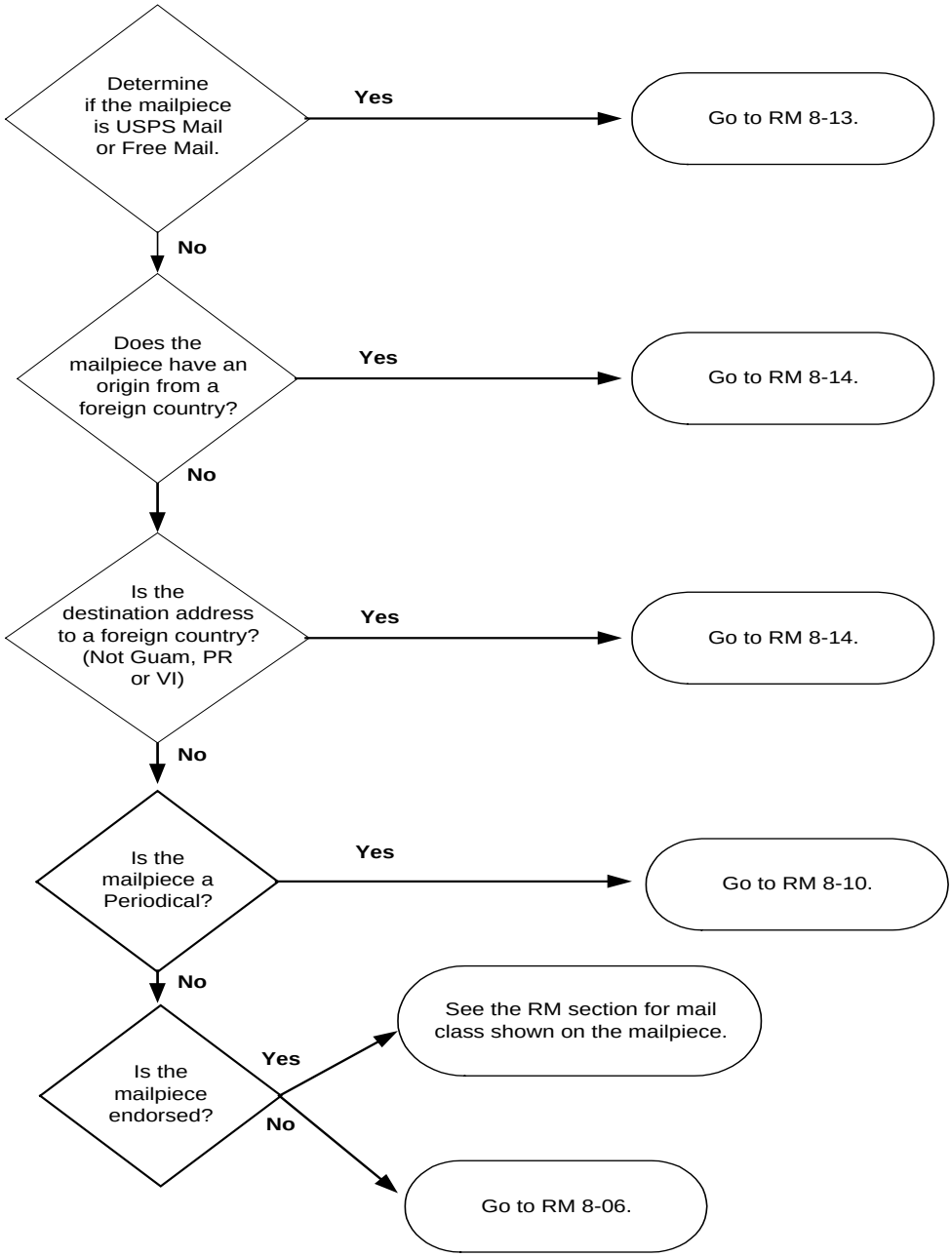
D. Example Slide Label

Each item will also have a slide label. The slide label will show the following information: Destination facility, destination ZIP Code, slide label origin facility and the expected delivery day.



RM 8-05 Mail Class Decision Table

Follow these rules sequentially to determine which mail class to select. See the RM



Note: For forwarded and returned mail, see RM 8-15.

RM 8-06 Unendorsed Mail

Determining Mail Class in Domestic Statistical Programs

No Endorsements/Markings

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

* FCM – First-Class Mail.
** CBD – Cannot be determined, e.g., permit, unreadable meter.
*** First-Class single piece.
‘<’ Less than.
‘>’ Greater than.
‘≤’ Less than or equal to.
‘=’ Equal.

EXCEPTIONS

For mailpieces sent by the Postal Service, record as USPS Mail. Mail sent by the Postal Service can be identified by the return address containing the Postal Service corporate logo followed by the complete return address of the postal facility or by ‘Postal Service’ in the G-10 permit.

RM 8-07 First-Class Mail

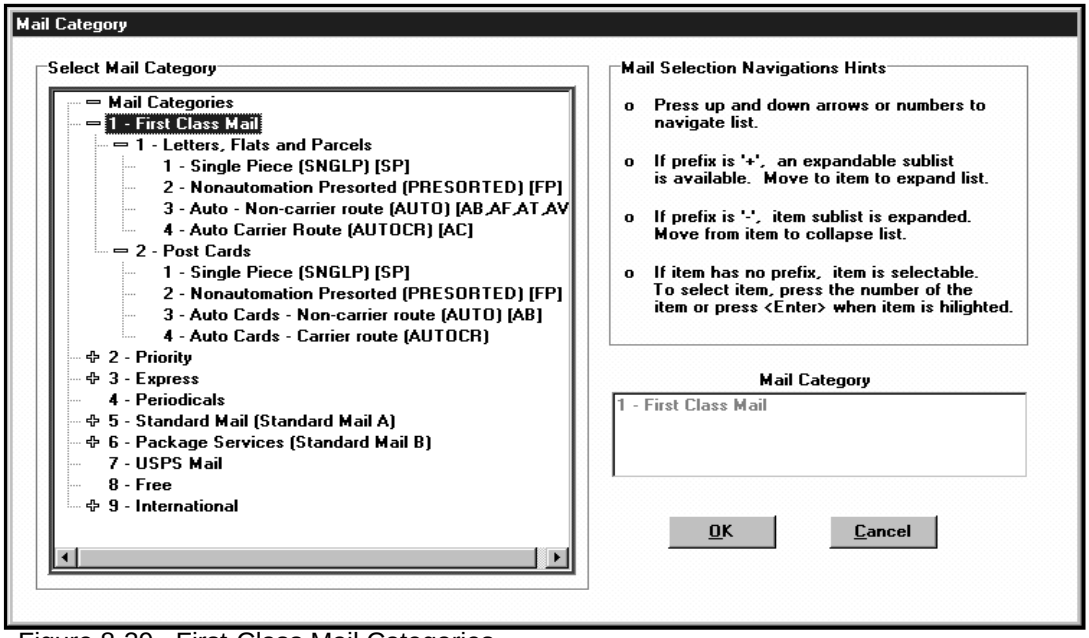


Figure 8-39. First-Class Mail Categories

Referenced 8.7.7, 8-58.

First-Class Mail weighs 13 ounces or less. It includes letters, cards, flats, small parcels, or rolls. Postage may be indicated in the indicia by a stamp, precanceled stamp, meter strip or imprint, or a permit imprint.

Record the mailpiece under “Letters, Flats and Parcels” if it is not a postcard. Otherwise, record it under “Postcard”.

A postcard may be a postal card or a private/penalty card. A postal card is a blank card sold by the Postal Service with a preprinted, precanceled postage stamp. A private/penalty card is either a private postcard (for the transmission of messages with postage or a permit imprint affixed) or an official mail card used by federal agencies and specifically authorized individuals. Penalty cards bear the following imprint: *Penalty for Private Use*. Each mailpiece identified as a post card must meet the following criteria:

- Rectangular in shape;
- Not less than 3 1/2 inches high, 5 inches long, or .007 inches thick;
- Not larger than 4 1/4 inches high, 6 inches long, or .016 inches thick.

Letters, Flats, and Parcels Option/Name	Description
Single Piece (SNGLP) [SP]	Record <1> *Single Piece (SNGLP) [SP]* if endorsed *Single Piece (SNGLP)* or MMCRCA *SP*. Use this option for pieces with First-Class Mail single piece postage or marked *Business Reply*.
Nonautomation Presorted (PRESORTED) [FP]	Record <2> *Nonautomation Presorted (PRESORTED) [FP]* if endorsed *Presorted (PRSRT) First-Class* or the MMSRCA *FP* AND there is no automation rate barcode, or *AUTO, A???, AUTOCR, MMSRCA AB, AF, AT, AV, AC or Single-Piece/SNGLP* marking.
Auto – Non-carrier route (AUTO) [AB, AF, AT, AV]	Record as <3> *Auto – Non-carrier route (AUTO) [AB, AF,AT, AV*] if endorsed *AUTO, A???*, or the MMSRCA *AB, AF, AT, or AV*. Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted (PRSRT) First-Class* markings.
Auto Carrier Route (AUTOCR) [AC]	Record as <4> *Auto Carrier Route (AUTOCR) [AC*] if endorsed *AUTOCR* or the MMSRCA *AC*.

Post Cards Option/Name	Description
Single Piece (SNGLP) [SP]	Record <1> *Single Piece (SNGLP) [SP]* if endorsed *Single Piece (SNGLP)* or MMCRCA *SP*. Use this option for pieces with First-Class Mail single piece postage or marked *Business Reply*.
Nonautomation Presorted (Presorted) [FP]	Record <2> *Nonautomation Presorted (Presorted) [FP]* if endorsed *Presorted (PRSRT) First-Class* or the MMSRCA *FP* AND there is no automation rate barcode or *AUTO, A???, AUTOCR, MMSRCA AB or Single-Piece/SNGLP* marking.
Auto Cards– Non-carrier route (AUTO) [AB]	Record as <3> *Auto Cards – Non-carrier route (AUTO) [AB*] if endorsed *AUTO, A???*, or the MMSRCA *AB*. Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted (PRSRT) First-Class* markings.
Auto Cards - Carrier Route (AUTOCR)	Record as <4> *Auto Cards Carrier Route (AUTOCR)* if endorsed *AUTOCR*.

The First-Class Mail Decision Table on the next page provides additional guidance and a hierarchy for determining mail category.

First-Class Mail Decision Table for TRACS and Carrier Cost Tests Only[1]

IF POSTAGE IS. . .	***ENDORSEMENTS AND/OR MARKINGS ARE. . .***	***THEN ASSIGN MAIL CATEGORY AS. . .***
Single piece postage Check front and back for additional postage	With or without markings	Single Piece
Not single piece postage or none	"Business Reply"	Single Piece
Not single piece postage or none	"Single Piece" or "SNGLP" or MMSRCA[2] "SP"	Single Piece
Not single piece postage or none	"AUTO," "A???,"[3], or MMSRCA[2] "AV," "AT," "AF," or "AB"	Automation Noncarrier
Not single piece postage or none	"AUTOCR" OR MMSRCA[2] "AC"	Automation Carrier
Not single piece postage or none	MMSRCA[2] "FP"	Nonautomation Presort
Not single piece postage or none	Automation Rate Barcode[4] and "PRESORTED" ("PRSRT") and "FIRST-CLASS"	Automation Noncarrier
Not single piece postage or none	"PRESORTED" ("PRSRT") and "FIRST-CLASS"	Nonautomation Presort
Not single piece postage or none	No endorsements, markings, or MMSRCA[2]	Single Piece

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA – Manifest Mailing System Rate Category Abbreviations.
[3] The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A", to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
[4] Automation Rate Barcode is a 9- or 11-digit barcode for flats and an 11-digit barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 8-08 Priority Mail

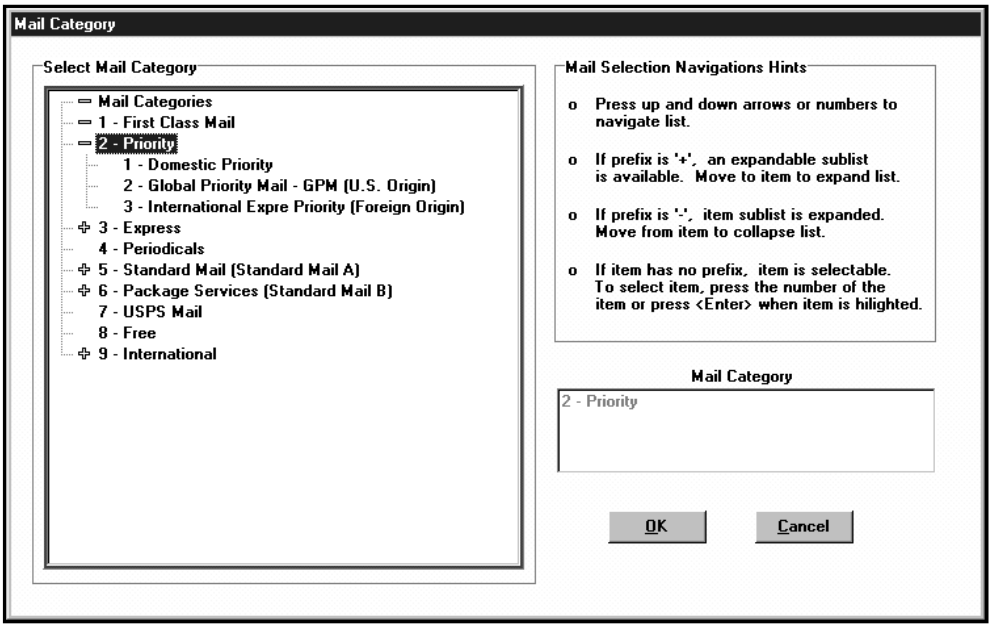


Figure 8-40. Priority Mail Categories

Option/Name	Description
Domestic Priority	The piece must bear the endorsement *Priority Mail* or must be paid for at or above the Priority Mail rate. *Priority Mail* is First-Class Mail that weighs more than 13 ounces but less than or equal to 70 pounds. Mail that weighs less than 13 ounces is not Priority Mail unless it is endorsed Priority and/or is paid at the *Priority Mail* rate. See RM 5-06 for rules on recording unendorsed mail weighing more than 13 ounces.
Global Priority Mail (GPM)	GPM is an expedited international mail service intended to carry documents, correspondence, and merchandise up to 4 pounds. GPM uses one of two unique envelope designs or a variable weight sticker, all of which include the *Exprés* symbol.
International *Exprés* Priority (Foreign Origin)	Foreign origin incoming International *Exprés* Mail originates from a variety of foreign postal organizations. The Postal Service has agreements with these foreign postal administrations to treat their premium service pieces as *Priority Mail* once it arrives in the United States.

RM 8-09 Express Mail

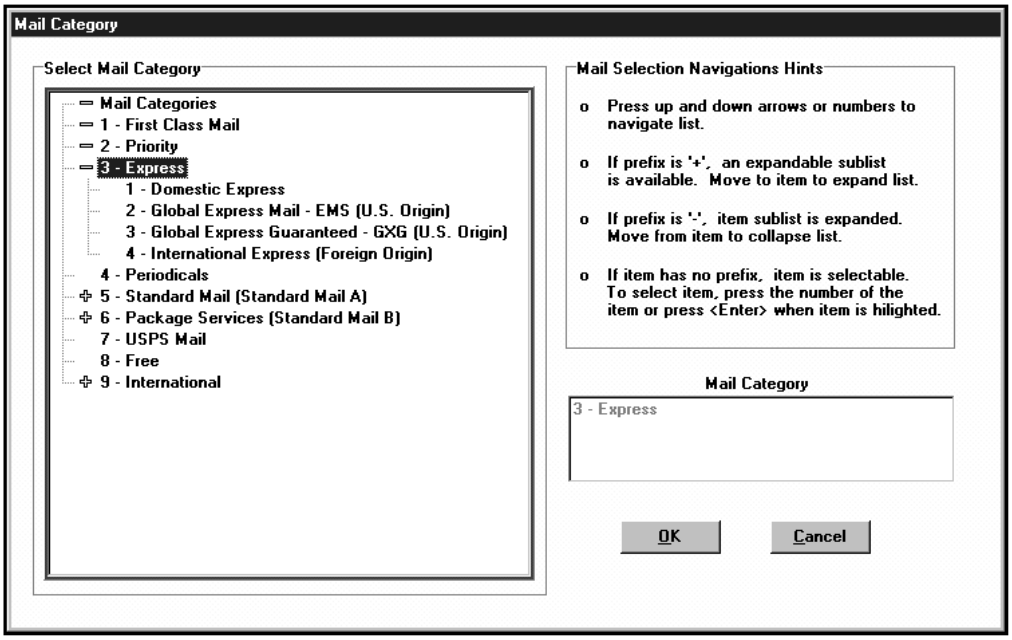


Figure 8-41. Express Mail Categories

Referenced 8.7.7, 8-58.

Option/Name	Description
Domestic Express	Express Mail is the U.S. Postal Service's premium delivery service. For TRACS, the Express Mail category includes all Express services such as Next Day Service, Same Day Airport Service, and Custom Designed Service.
Global Express Mail – EMS (US Origin)	Global Express Mail (EMS) is used to send documents and merchandise to a limited number of foreign destinations listed in the International Mail Manual. The weight limits vary and are country specific.
Global Express Guaranteed – GXG (US Origin)	Global Express Guaranteed (GXG) is an expedited delivery service from designated ZIP Code areas to most destination countries and territorial possessions. The maximum weight limit for GXG is 70 pounds.
International Express (Foreign Origin)	International Express is foreign origin mail originating from a variety of foreign postal organizations. The Postal Service has agreements to treat this foreign origin premium service mail as Express Mail once it arrives in the United States.

Recording Mailpieces with the Postal Service Express Mail Label

Mailpieces with the Express Mail Label affixed should be recorded as one of three possible TRACS Mail Categories, depending on the method of payment and the destination address. If there is a Postal Service account number beginning with ‘40’ or ‘41’ in the Method of Payment section of the label, then the piece should be recorded as USPS Penalty mail, whether the destination address is domestic or in a foreign country. If a Postal Service account number is not present and the destination address is a foreign country, the piece should be recorded as Global Express Mail – EMS. If a Postal Service account number is not present, and the destination address is not a foreign country, then the piece should be recorded as Domestic Express Mail. Examples of Express Mail Labels include Labels 11A, 11B, 11E, 11F, and custom designed Labels 5625 or 5625C. These rules are summarized, in sequential order, in the table below. Use the first rule that applies.

On Express Mail Label	Record As
Postal Service Account Number beginning with "40" or ‘41’	USPS Mail
Destination address is to a foreign country*	Global Express Mail - EMS (U.S. origin)
None of the above	Domestic Express Mail

*Puerto Rico, U.S. Virgin Islands, and Guam are domestic destinations.

RM 8-10 Periodicals

Periodical mail is composed exclusively of publications such as newspapers, magazines, periodicals, and newsletters. Periodicals are mailed by publishers and registered news agents. The name of the publication must be on the front of the mailpiece.

Periodicals generally do not have indicia, but when enclosed in a mailing wrapper, they may bear the marking *Periodicals* in the upper right corner of the address side of the mailpiece.

RM 8-11 Standard Mail

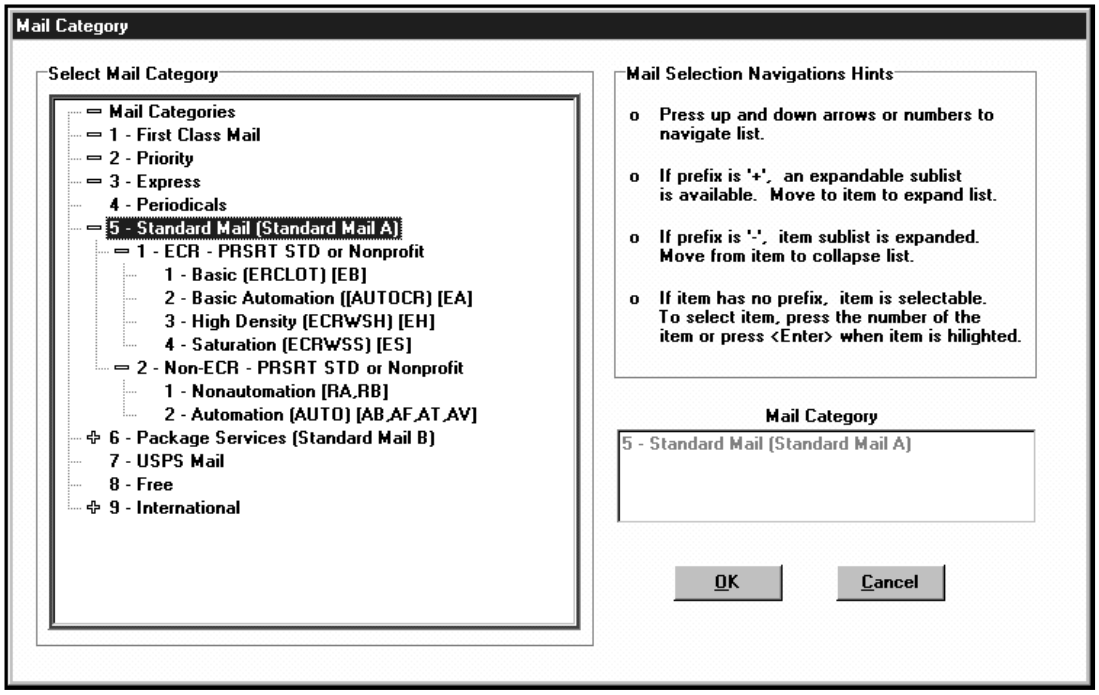


Figure 8-42. Standard Mail Categories

Referenced 8.7.7, 8-58.

This mail is not required to be entered as First-Class, nor is it mailed at the rate for Periodicals (unless permitted or required by standard). Each Standard Mail mailpiece must weigh less than 16 ounces.

Standard Mail must have one of the following basic markings: Presorted Standard, PRSRT STD, Nonprofit Organization, Nonprofit Org. or Nonprofit.

Enhanced Carrier Route (ECR) – Presorted Standard or Nonprofit

Option/Name	Description (ECR)
Basic (ERCLOT) [EB]	Record as <1> *Basic (ERCLOT) [EB]* if the piece bears the marking *ERCLOT* or MMSRCA *EB.*
Basic Automation (AUTOCR) [EA]	Record as <2> *Basic Automation (AUTOCR) [EA]* if the piece bears the marking *AUTOCR* or MMSRCA *EA.*
High Density (ECRWSH) [EH]	Record as <3> *High Density (ERCWSH) [EH]* if the piece bears the marking *ECRWSH* or MMSRCA *EH.*
Saturation (ECRWSS) [ES]	Record as <4> *Saturation (ECRWSS) [ES]* if the piece bears the marking ECRWSS or MMSRCA *ES.*

Non Enhanced Carrier Route (Non ECR) – Presorted Standard or Nonprofit

Option/Name	Description
Nonautomation [RA, RB]	Record as <1> *Nonautomation [RA, RB]* if the piece is endorsed with the MMSRCA *RA or RB*. Use this option if endorsed *Presorted Standard or Nonprofit Organization* AND there is no automation rate barcode, or *AUTO, A???, AUTOCR, MMSRCA AB, AF, AT,* or *AV* marking.
Automation (AUTO) [AB, AF, AT, AV]	Record as <2> *Automation (AUTO) [AB, AF, AT, AV]* if endorsed *AUTO, A???,* or the MMSRCA *AB, AF, AT, or AV.* Use this option for pieces bearing an Automation Rate Barcode AND bearing *Presorted Standard or Nonprofit Organization* markings.

The Standard Mail Decision Table on the next page provides additional guidance and a hierarchy for determining mail category.

Standard Mail Decision Table for TRACS and Carrier Cost Tests Only[1]

IF ENDORSED AND/OR MARKED. . .	AND/OR ADDITIONAL MARKINGS ARE. . .	THEN ASSIGN MAIL CATEGORY AS. . .
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"AUTOCR" or MMSRCA[2] "EA"	ECR Basic Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ERCLOT"[3] or MMSRCA[2] "EB"	ECR Basic
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSH"[3] or MMSRCA[2] "EH"	ECR High Density
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"ECRWSS"[3] or MMSRCA[2] "ES"	ECR Saturation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	"AUTO," "A???,"[4] or MMSRCA[2] "AV," "AT," "AF," or "AB"	Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	MMSRCA[2] "RA" or "RB"	Nonautomation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org or Nonprofit)	Automation Rate Barcode[5]	Automation
"Presorted Standard" or "PRSRT STD" or "Nonprofit Organization" (or Nonprofit Org. or Nonprofit)	None	Nonautomation[3]

[1] Start at the top of the table and work down the table until the mail category is assigned.
[2] MMSRCA – Manifest Mailing System Rate Category Abbreviations.
[3] ECR – Enhanced Carrier Route. The "ECR" and the "LOT," "WSh," or "WSS" may appear in two different locations on the mailpiece.
[4] The notation "A???" means that the mailpiece has a four-character-long endorsement, starting with the letter "A", to the left of the mailer-applied MLOCR barcode along the bottom edge of the piece.
[5] Automation Rate Barcode is a 9- or 11-digit barcode for flats and an 11-digit barcode for letters found in the address block area or on an insert showing through a window in the lower right area (barcode clear zone) of the mailpiece.

RM 8-12 Package Services Mail

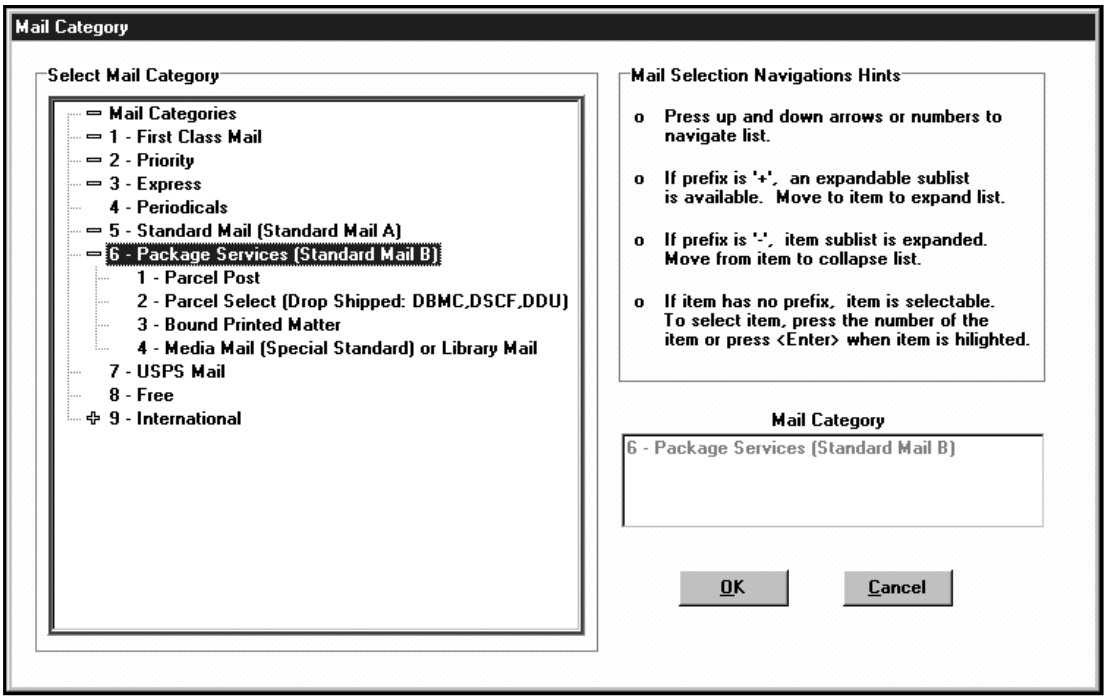


Figure 8-43. Package Services Mail Categories

Referenced 8.7.7, 8-58.

This mailpiece is marked Parcel Post or PP, Bound Printed Matter or BPH, Media Mail, or Libary Mail. Package Services Mail does not have a minimum weight limit. A single piece mailed at the Bound Printed Matter rate may not exceed 15 pounds. The weight for Parcel Post, Parcel Select, Media Mail and Library Mail may not exceed 70 pounds.

Note: Mailpieces weighing less than 16 ounces and endorsed Parcel Post, Parcel Select, Bound Printed Matter, Media Mail, and Library Mail must pay at least the one-pound rate for the endorsed class.

Option/Name	Description
Parcel Post	Record as <1> *Parcel Post* if the piece is endorsed *Parcel Post or PP* and there are no other markings.
Parcel Select (Drop shipped: DBMC, DSCF, DDU)	Record as <2> *Parcel Select (Drop Shipped: DBMC, DSCF, DDU)* if the piece is endorsed *Parcel Select*, *Drop Ship* or *D/S*.
Bound Printed Matter	Record as <3> *Bound Printed Matter* if the piece is endorsed *Bound Printed Matter* or *BPM*
Media Mail (Special Standard) or Library Mail	Record as <4> *Media Mail (Special Standard)* or *Library Mail* if the piece is endorsed *Media Mail* or *Library Mail.* Mailers may use the markings *Special Standard* and *Library Rate* until January 1, 2002.

RM 8-13 USPS Mail and Free Mail

Option/Name	Description
USPS Mail	USPS Mail is official mail sent with or without prepayment of postage by the Postal Service. This mailpiece displays the Postal Service corporate signature or Finance Number above the name and return address of the postal facility. This mailpiece may or may not bear the Postal Service emblem. Regardless of mail category, record all Postal Service mail as such, not as the mail category. **Note:** Express Mail sent by the Postal Service is often transported in the same sack with Domestic Express Mail. Since they are affixed with the same type of mailing label, identify Postal Service Express mail by inspecting the return address or by the Corporate Account Number ('40' or '41'). Do not record the Postal Service Express Mail as Express Mail. **Always record it as USPS Mail (see RM 8-09).**
Free Mail	Free mail is mail sent at no cost to the sender. This classification is restricted to the blind or handicapped and specific members of the U.S. armed forces. Each piece must have the marking *FREE* written in the upper right-hand corner of the address side.

RM 8-14 International Mail

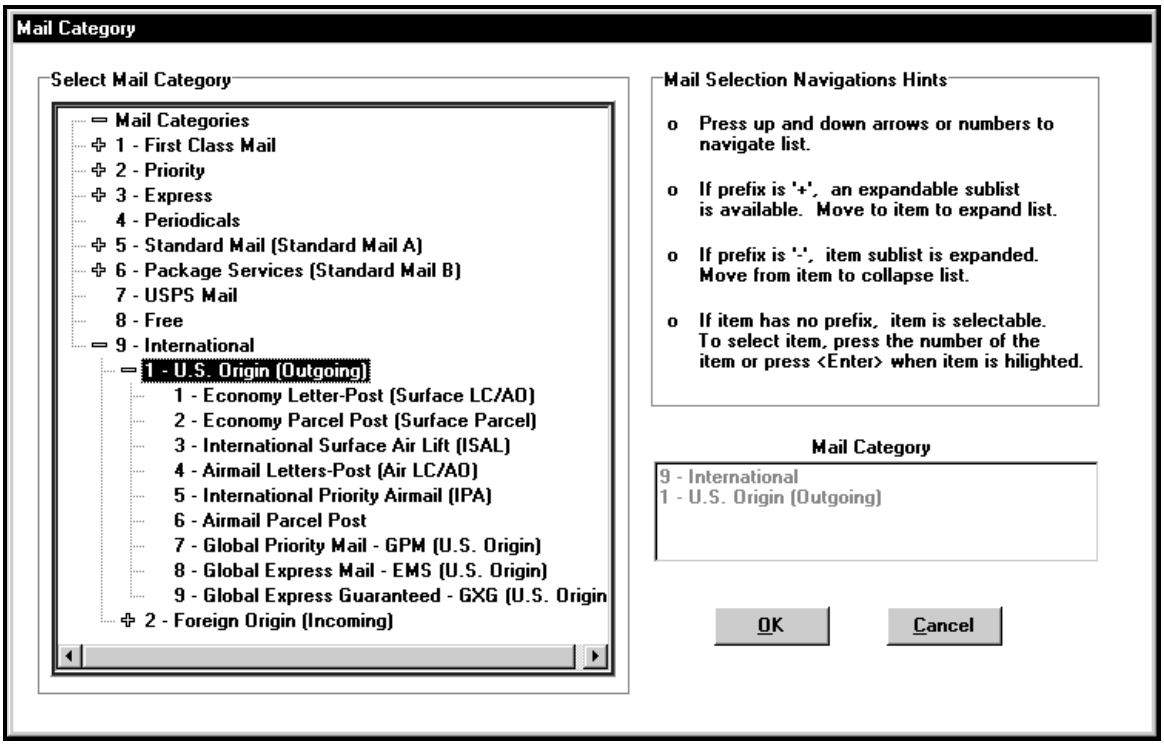


Figure 8-44 *International Mail* Categories (U.S. Origin)

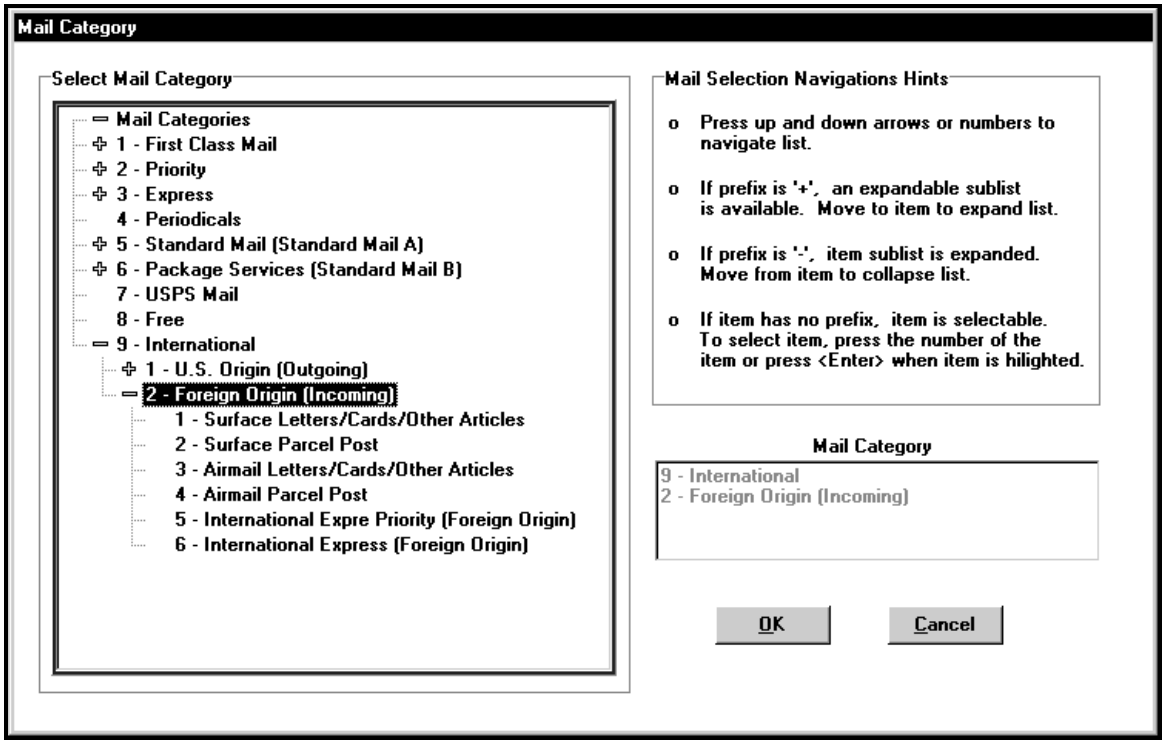


Figure 8-45. *International Mail* Categories (Foreign Origin)

Referenced 8.7.7.

To classify International Mail, first identify whether the mailpiece is U.S. Origin (Outgoing) or Foreign Origin (Incoming):

- U.S. Origin (Outgoing): U.S. Origin mail is mail that originates in the United States or in one of its territories and will be delivered to a foreign country. This mailpiece bears domestic postage. U.S. Origin mail is subdivided into three groUSPS: Economy Surface Mail, Air Mail, and International Express Mail.
- Foreign Origin (Incoming): Foreign Origin mail originates outside the U.S. and its territories and will be delivered in the United States or its territories. This mailpiece bears foreign postage. Like U.S. Origin mail, Foreign Origin mail is subdivided into three groUSPS: Surface Mail, Air Mail, and International Express.

On the following pages, there are two tables that provide a detailed description for both International U.S. Origin (Outgoing) and International U.S. Origin (Incoming) mail categories.

International U.S. Origin (Outgoing)

Option/Name	Description (U.S. Origin)
Economy Letter Post (Surface)	Consists of letters, and letter packages, post and postal cards, printed matter and small packets. The weight limit for this category is 4 pounds. This mail has no transportation endorsements. It may be endorsed “LETTER” or “LETTRE” to avoid mistaking it with items of another class.
Economy Parcel Post (Surface)	Similar to domestic Package Services Parcel Post except written communication considered current personal correspondence is prohibited. Merchandise is permitted in this mail class. This mail has no transportation endorsements.
International Surface Airlift (ISAL)	ISAL mailings are bulk mail shipments flown to foreign destinations and then entered into that county’s surface or non-priority system for delivery.
Airmail Letter Post and Other Articles (Airmail)	Consists of letters, and letter packages, post and postal cards, aerogrammes, printed matter and small packets. The weight limit for this category is 4 pounds. The mail is marked *Air Mail* and/or *Par Avion.*
International Priority Airmail (IPA)	This service is available to bulk mailers who mail a minimum of 11 pounds in the mailing. There are two rates: presort and worldwide nonpresort. This mail should be marked Air Mail or Par Avion.
Airmail Parcel Post	Similar to Surface Parcel Post, except that it is transported by air and marked must be *Air Mail* and/or *Par Avion.*
Global Priority Mail (GPM)	GPM is an expedited international mail service intended to carry documents, correspondence, and merchandise up to 4 pounds. GPM uses one of two unique envelope designs or a variable weight sticker, all of which include the *Exprés* symbol.
Global Express Mail – EMS (US Origin)	Global Express Mail (EMS) is used to send documents and merchandise to a limited number of foreign destinations listed in the International Mail Manual. The weight limits vary and are country specific.
Global Express Guaranteed – GXG (US Origin)	Global Express Guaranteed (GXG) is an expedited delivery service from designated ZIP Code areas to most destination countries and territorial possessions. The maximum weight limit for GXG is 70 pounds. (This mail will be in envelopes formerly used for Priority Mail Global Guaranteed (PMGG) until supplies are exhausted.)

International Foreign Origin (Incoming)

Option/Name	Description (Foreign Origin)
Surface Letters/Cards and Other Articles (AO)	Includes letters, letter packages, and post cards. Consists of all other objects except Parcel Post. This rate category also includes printed matter (regular printed matter, books, and sheet music), matter for the blind, and small packets. The weight limit is 4 pounds. This mail has no air transportation endorsements.
Surface Parcel Post (CP)	Similar to domestic parcel post except written communication considered current personal correspondence is prohibited. This mail has no air transportation endorsements.
Airmail Letters/Cards and Other Articles (LC/AO)	Letters, cards, aerogrammes, regular printed matter, books, sheet music, matter for the blind, small packets, and Publishers Periodicals (Second-class) marked *Air Mail* and/or *Par Avion.*
Airmail Parcel Post (AIR CP)	Similar to surface parcel post, except that it is transported by air. It must have one of the following airmail endorsements: *Air Mail* and/or *Par Avion.*
International *Exprés* Priority (Formerly Foreign Origin)	Foreign origin International Exprés Mail originates from a variety of foreign postal organizations. The Postal Service has agreements with these foreign postal administrations to treat their premium service pieces as *Priority Mail* once it arrives in the United States.
International Express (Foreign Origin)	International Express is foreign origin mail originating from a variety of foreign postal organizations. The Postal Service has agreements to treat this foreign origin premium service mail as Express Mail once it arrives in the United States.

RM 8-15 Rules for Recording Returned and Forwarded Mail

Rules for Recording Forwarded or Returned Mailpieces in TRACS Tests

Apply the following rules, in sequential order, to determine the TRACS rate category to be recorded for mailpieces being forwarded or returned to sender. Use the first rule that applies.

Rule 1: First-Class, Priority, or Express Mail Rates

For mailpieces mailed at First-Class, Priority, or Express Mail rates, record the rate category at which the piece was mailed. For example, if a First-Class letter mailed at a Nonautomation Presort rate is sampled when being forwarded, record it as *First-Class Mail, Letters, Cards, Flats, and Parcels - Nonautomation Presort* (see Figure 8-1).

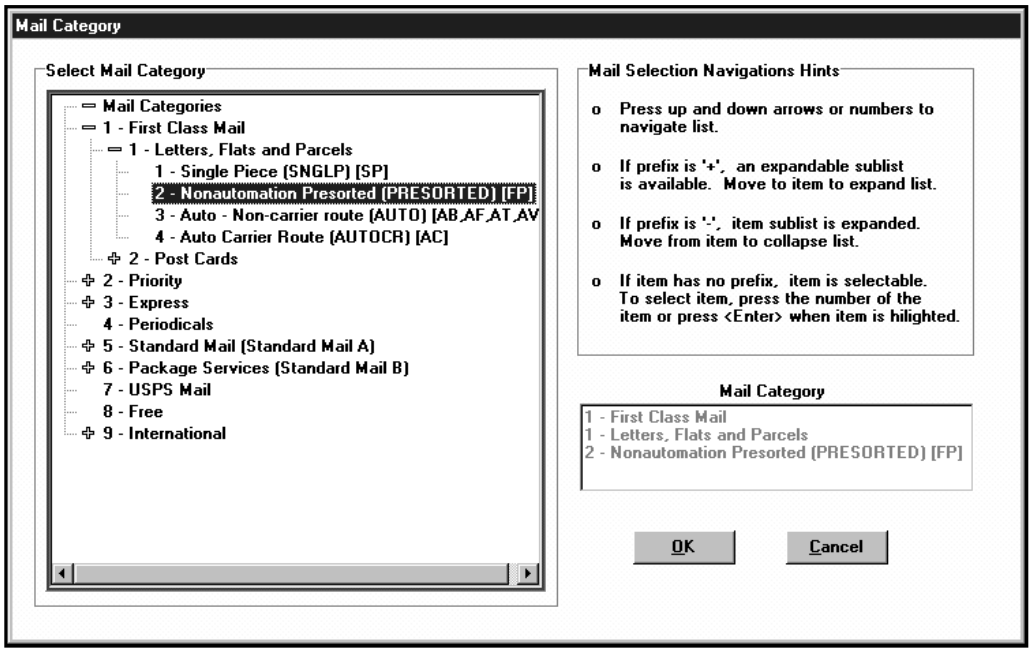


Figure 8-46. *First-Class Mail* Recording

Rule 2: Mailpiece Forwarded or Returned at a Specific Single-Piece Rate

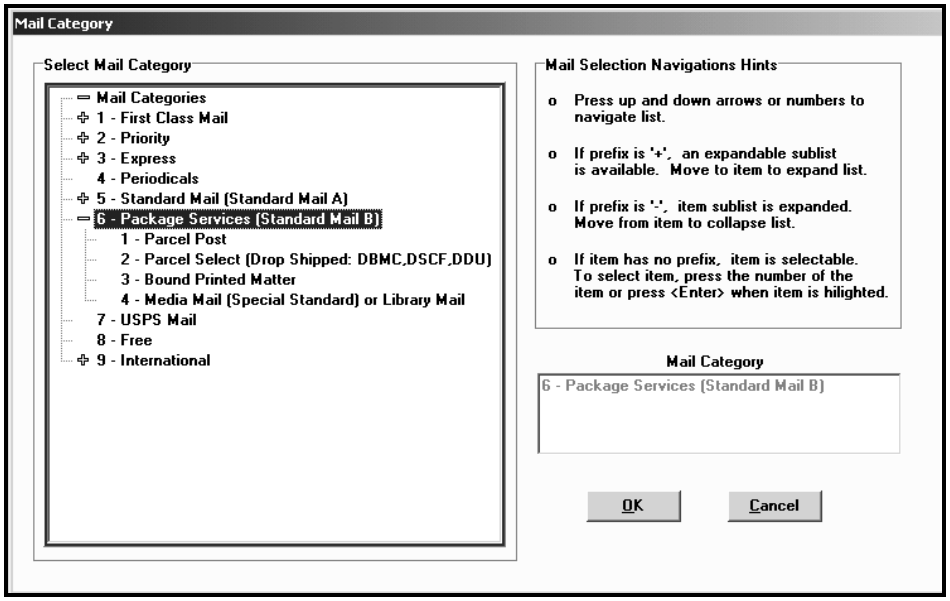


Figure 8-47. *Package Services* Rate Categories

If the mailpiece has an endorsement stating that it should be forwarded or returned at a specific Single-Piece rate, then record the rate category applicable for the endorsed rate. For example, applicable Package Services categories are *Parcel Post, Bound Printed Matter and Media Mail or Library Mail* (see Figure 8-48).

Rule 3: Periodical or Standard Mail Rates

For mailpieces mailed at Periodical or Standard Mail rates, refer to Table 1 to determine the appropriate rate category, depending upon the ancillary service endorsement.

Table 1. Forwarded or Returned Periodicals and Standard Mail Mailpieces

Ancillary Service Endorsement	Forwarded	Returned to Sender
Periodical		
"Address Service Requested"	Periodical	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
No endorsement	Periodical	N/A
Standard Mail		
"Address Service Requested"	Same category as the original mail.	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Forwarding Service Requested"	Same category as the original mail.	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Return Service Requested"	N/A	First-Class Single-Piece if less than 13 oz., and Priority otherwise.
"Address Service Requested – BPRS"	First-Class Single-Piece if less than 13 oz., and Priority otherwise.	Same category as the original mail.
"Return Service Requested – BPRS"	N/A	Same category as the original mail.
No endorsement	N/A	N/A

Rule 4: Package Services Rates

Except for Parcel Select (Drop Shipped, DBMC, DSCF, DDU), record the mailpiece in the same category as the original mail. For Parcel Select, if the mailpiece is forwarded locally (old and new address served by the same post office), record as parcel select. If a Parcel Select mailpiece is forwarded non-locally or returned to sender, record as Parcel Post.

RM 8-16 Automation Mail Endorsements

This related material covers new endorsements for First-Class Mail and Standard Mail automation letters and cards introduced in 1999. These new endorsements enable BMEU staff to verify proper payment of mailings from presort bureaus. The new endorsements will only be found to the left of the MLOCR mailer-applied barcode along the bottom edge of the piece. The *AUTO* endorsement may still appear in the keyline portion in the address area and is independent of the MLOCR *AUTO* endorsement.
Mailers are now given the option of substituting the endorsements listed below for the *AUTO* endorsement on automation letters and cards. The new endorsements begin with an '*A*' followed by a three-character code. See the tables below for examples of these codes and their corresponding definitions.

Do not use the *Definition* column to determine mail category since this reflects the original mail make up and not how the presort bureau presented the mailing to the Postal Service. Regardless of which of these new endorsements is shown, record the piece as automation letter or card. The CODES software will display the new endorsements using the standard notation of *A???* where *A* represents *AUTO* and the *???* represents the appropriate three-character code.

Listed below are possible endorsements that may be found on First-Class Mail and Standard Mail automation letters or cards. (This list is not all-inclusive).

First-class Mail

Code	Definition
AUP1	Barcoded 1 Ounce Permit Imprint
AUP2	Barcoded 2 Ounce Permit Imprint
AUP3	Barcoded 3 Ounce Permit Imprint
AUP4	Barcoded 4 Ounce Permit Imprint
AUM5	Barcoded 5-Digit Metered Postage Affixed
AUM3	Barcoded 3-Digit Metered Postage Affixed
AUMB	Barcoded Basic Metered Postage Affixed
AUMP	Presorted Metered Postage Affixed
AUS1	Precanceled Stamp Affixed (Exact postage for additional ounce(s) must always be affixed)
AUS1	Precanceled Stamp Affixed (card)
AUS2	Precanceled Stamp Affixed (Exact postage for additional ounce(s) must always be affixed)

Standard Mail Code	Definition
AUPI	Barcoded Permit Imprint
AUM5	Barcoded 5-Digit Metered Regular Postage Affixed
AUM3	Barcoded 3-Digit Metered Regular Postage Affixed
AUMB	Barcoded Basic Metered Regular Postage Affixed
AUM8	Presorted 3/5 Metered Regular Postage Affixed
AUM9	Presorted Basic Metered Regular Postage Affixed
AUSR	Precanceled Regular Rate Stamp Affixed
ANPI	Barcoded Nonprofit Permit Imprint
ANM5	Barcoded 5-Digit Metered Nonprofit Postage Affixed
ANM3	Barcoded 3-Digit Metered Nonprofit Postage Affixed
ANMB	Barcoded Basic Metered Nonprofit Postage Affixed
ANM8	Presorted 3/5 Metered Nonprofit Postage Affixed
ANM9	Presorted Basic Metered Nonprofit Postage Affixed
ANSN	Precanceled Nonprofit Stamp Affixed

RM 8-17 Typical Test Facilities for TRACS Air

TRACS Air tests will take place at the following:

Type of Facility	Description
Airport Mail Facility (AMF) or Airport Mail Center (AMC)	Airport Mail Facilities and Airport Mail Centers are located at or near airports. These facilities prepare mail for air transportation by labeling each item according to airline, flight, and destination. The facility code for an AMF/AMC is a 3-letter code (such as BWI for Baltimore Washington International Airport.)

A

Aborting the Test, 8–43
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Chapter 9
LapComm

BACKGROUND INFORMATION

Once you complete a test and review the data, you must immediately transfer the data from the CODES Laptop to the CODES Base Unit. This chapter provides instructions for performing this task as well as information on how to update and process files using LapComm. For detailed information on other features of LapComm (e.g., definitions of terms, special procedures, etc.), consult the on-line help file included with the software and associated release notes.

You may transfer test data to the CODES Base Unit using LapComm in two ways: (1) remotely by dialing the Base Unit or standalone and transmitting the data via modem, and (2) via diskette which can then be used to manually transfer the data from one CODES Laptop to another or directly to the CODES Base Unit or standalone.

ESSENTIAL PERSONNEL

You are responsible for transferring the test data to the CODES Base Unit. The MSP or a designee is responsible for uploading the data to the mainframe.

REQUIRED MATERIALS

Before you begin to use the LapComm system, make sure you have the following materials:

- CODES Laptop computer or diskette containing the test.
- Blank, formatted 3.5-inch floppy diskette.

If you will be transmitting test 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 laptop modem.)
- All appropriate telephone numbers.
- Your CODES Laptop modem connected to the remote location's single-line telephone line.

ASSOCIATED TASKS

You can use one of the following methods to transfer test data to the CODES Base Unit:

- Move data via electronic transmission (modem).
- Move data via diskette.

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. Each section gives step-by-step instructions for performing these tasks. Use the following steps to access the LapComm system and begin your session. Then see the appropriate section that corresponds to the task you wish to perform.

1 **To access the *LapComm Menu,* position the mouse pointer over the Lapcomm icon and then double-click the left mouse button (see Figure 9-1)**

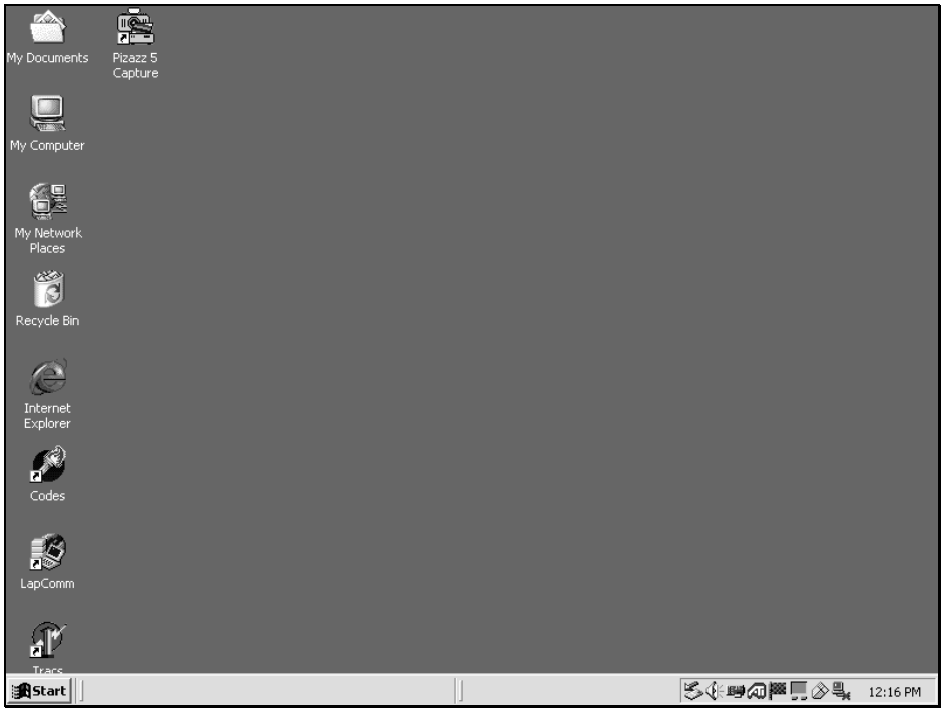

Figure 9-1. Windows Desktop

2 First, LapComm will prompt you for your User ID. Type your User ID number in the field provided and press <Enter> (see Figure 9-2).

Figure 9-2. User ID Screen

LapComm will, then, display the Remote Menu screen and you are now ready to begin your LapComm session (see Section 9.1.1).

9.1 Transferring Test Data to the CODES Base Unit

BACKGROUND INFORMATION

LapComm is a data-driven program that uses a telecommunications package to transmit data from the CODES Laptop to an unattended host (i.e., CODES Base Unit or another CODES Laptop). You can also transmit data to a host Base Unit or another CODES Laptop via diskette. LapComm also allows you to send data directly from the CODES Base Unit to the CODES Laptop. This data transfer option allows you to receive software updates and download sample selection files automatically and reduces the use of mailed software update CDs and diskettes.

9.1.1 Using the Remote Menu

PROCEDURES

Use the CODES Laptop *Remote Menu* to access and perform LapComm functions such as remote uploads from the CODES Laptop to the CODES Base Unit and to receive sample files and software updates See Figure 9-3).

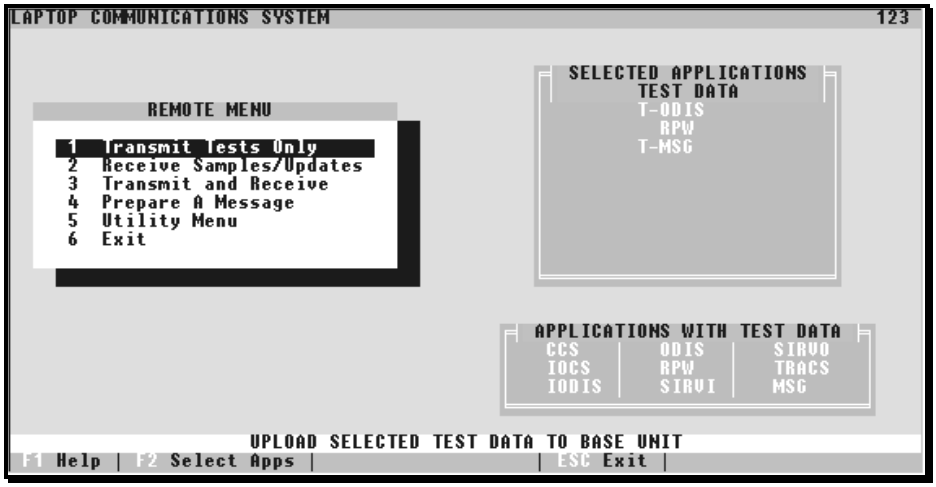

Figure 9-3. Remote Menu

LapComm is user-friendly. When most options are selected, additional menus or dialog boxes will appear. You can select an option in two ways:

- Highlight the menu item using the arrow keys and press <Enter>.
- Press the number that corresponds to the menu option.

The following explains the options available from the Remote Menu of LapComm:

- To transmit test data via modem or diskette, menu option <1>, refer to Section 9.1.
- To receive sample files and/or software updates, menu option <2>, refer to Section 9.2.
- In order to check transmissions and to process files, menu option <3>, refer to Section 9.3.
- To exit the LapComm system and end your session, menu option <6>, refer to Section 9.4.

Note: LapComm is also equipped with a built-in, context sensitive, on-line help function. Press <F1> to access this help function.

9.1.2 Transferring Test Data Via Modem

You can transfer data to the CODES Base Unit in two ways; electronically by modem, as explained in this section, or by diskette (see Section 9.1.4). Before you can transfer a test, the test you wish to transfer must have a check mark to the left of it in the *Applications With Test Data* window. This check mark will only appear if the corresponding application is activated. After you have prepared a test for transfer, a "T" will appear to the left of the application in the *Selected Applications Test Data* window and the check mark will disappear from the Applications With Test Data window

To transmit test data to a CODES Base Unit electronically by modem, complete the following steps:

PROCEDURES

1 **Press <F2> to select the applications with test data that you wish to transmit to the CODES Base Unit.**

CODES displays the *Application Selection* screen (see Figure 9-4).

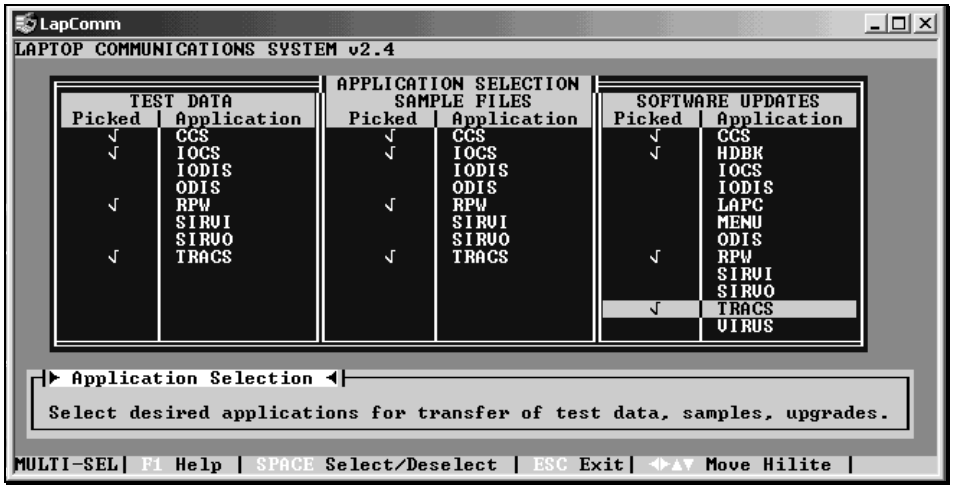

Figure 9-4. Application Selection

Use the <↑> and <↓> keys and the space bar to highlight and select the application(s) with test data that you wish to transmit to a CODES Base Unit. When you complete all of your selection(s), press <Esc> to return to the *Remote Menu*.

Note: If you attempt to select an application which is not active on the CODES Laptop, an information box will display with a message to let you know that the selection is not available.

2 Select <1> *Transmit Tests Only* from the Remote Menu.

If there are tests available that *have not* been prepared for transmission, CODES will display the *Prepare Tests for Transmission* pop-up screen. This pop-up remains on screen for a short time during the archiving process and lists the selected test data currently being archived for transmission. (The archive created by LapComm saves your test data and provides a backup storage area in case your transmission fails. See 9.4.3 for instructions on how to handle transmission failures.)

Once all test data are archived and prepared for transmission, LapComm will display the *Transmit Menu (Tests Only)* screen (see Figure 9-5). The application(s) you selected earlier are displayed in the window to the right of the screen and marked with a *T* to indicate that they are now ready for transmission.

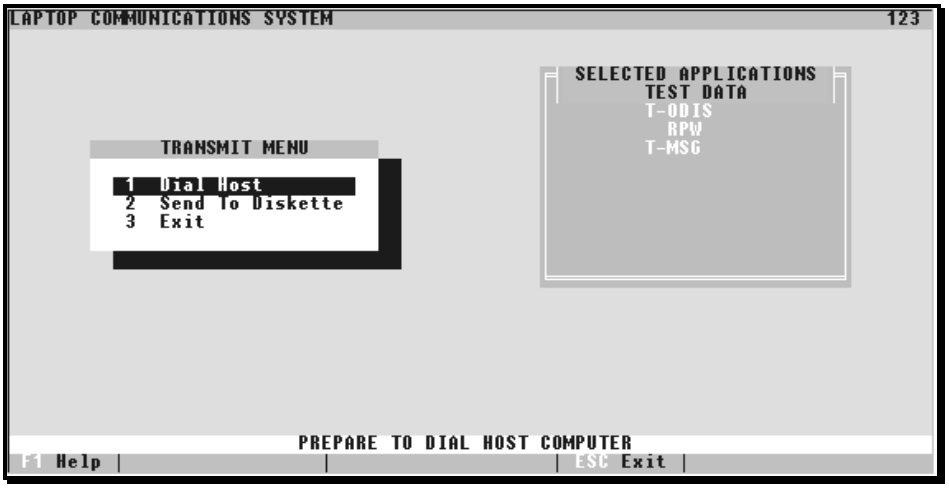

Figure 9-5. Transmit Menu (Tests Only)

3 Select <1> *Dial Host* from the Transmit Menu.

LapComm will then display the *Dialing Directory* screen (see Figure 9-6).

Figure 9-6. Dialing Directory

4 Highlight the CODES Base Unit or standalone you wish to dial to transmit the test data. Press <Enter> to access your selected telephone number or <Q> to access the *Quick Connect* feature to dial an alternate telephone number (see Figure 9-7).

Figure 9-7. *Quick Connect* Box

Note: *Quick Connect* allows you to enter and dial an alternate telephone number for the currently selected CODES Base Unit. Pressing <Q> displays the *Quick Connect* pop-up window on the *Dialing Directory* screen (see Figure 9-7).

5 Type the full telephone number, including the outside access line digit (e.g., “9,” etc.), area code, etc., and press <Enter>.

The system dials the temporary telephone number (see Figure 9-7).

Note: If for any reason you are unable to transmit test data electronically, you must immediately transmit the data to a diskette. Refer to 9.1.3 for more details. If both methods of transmission prove impossible, you must contact your Manager, Statistical Programs (MSP)at once for further assistance.

9.1.3 Transmission Process

While LapComm is connecting, the *Dialing Status* Screen will be displayed (see Figure 9-8).

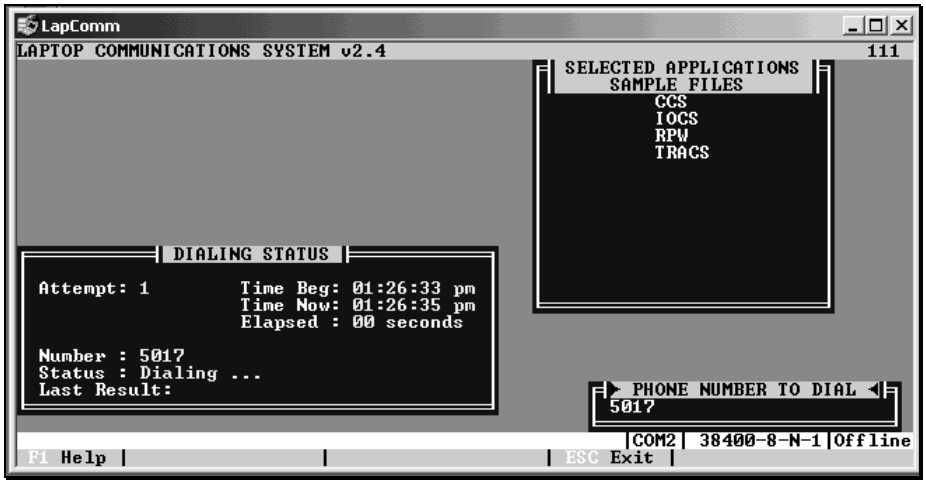

Figure 9-8. Dialing Status

If the LapComm Task List is out-of-date, you will get a pop-up message on the file transfer screen (see Figure 9-9).

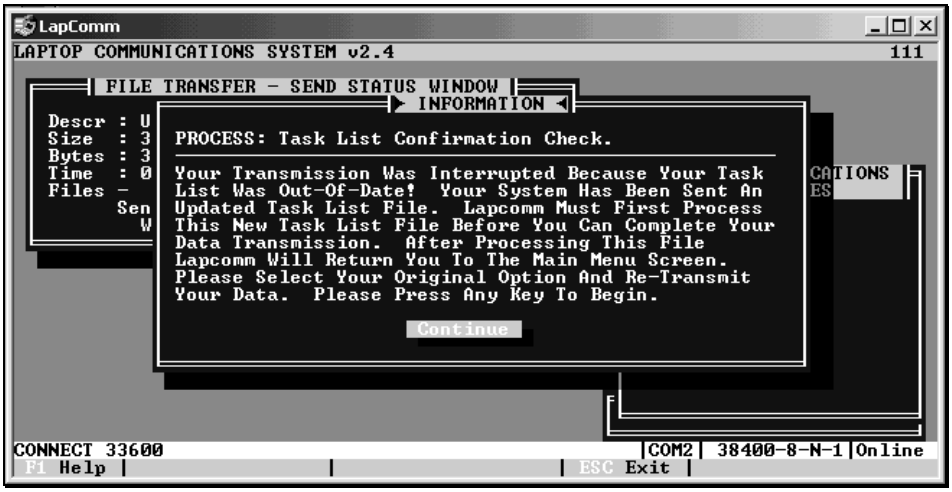

Figure 9-9. File Transfer Interruption Screen

To get a new task list, press <Enter>. The phone will disonccet and the display will revert to the *Remote* menu.

To re-dial, you must repeat the Transmission Process listed above.

The file transfer screen will appear while files are being transferred to the Base Unit (see Figure 9-10).

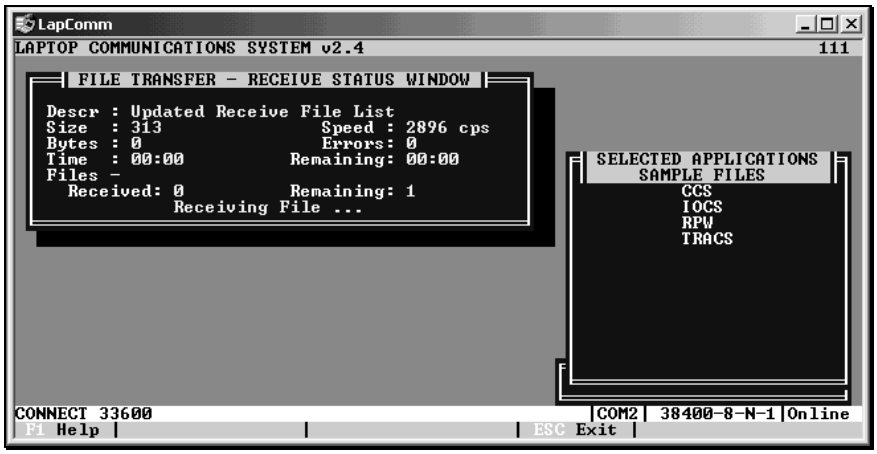

Figure 9-10. File Transfer Screen

When files are transferred, *the LapComm Communications Transmission Status* screen appears (see Figure 9-11).

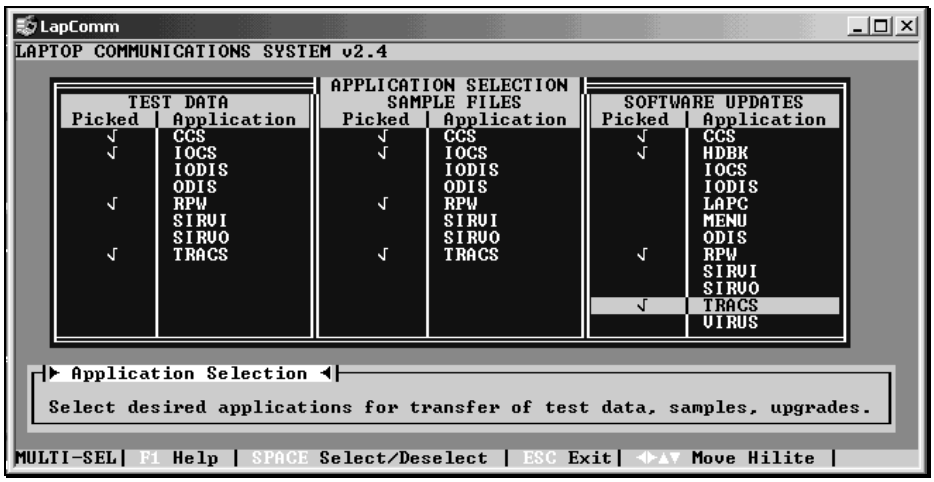

Figure 9-11. *LapComm Communication Transmission Status* Screen

This screen displays successfully transmitted tests, fialed data transmissions, as well as a review of the data status.

9.2 Sending Data to Diskette

To transfer data to a diskette, complete the following steps:

PROCEDURES

1 Select <1> *Transmit Tests Only* from the Remote Menu.

LapComm displays the *Transmit Menu* screen (see Figure 9-5). The applications you selected earlier are now displayed in the *Selected Applications Test Data* window

2 Select <2> *Send to Diskette* from the Transmit Menu.

CODES displays the following prompt in the center of the screen (see Figure 9-12).

Figure 9-12. Request Data

WARNING: When transferring data, make sure you use a *formatted blank floppy* diskette, *NOT* a Program Application Diskette (i.e., ODIS, RPW, IODIS, etc.). If a program diskette is used, program data will be lost.

3 Insert a formatted blank floppy diskette into the A: drive and press <Enter>.

LapComm displays a message that files are being prepared for transfer. A message will also display stating that files are being copied to the diskette. When processing is complete, the system will return you to the *Remote Menu*.

9.3 Receiving Sample Files and Software Updates

BACKGROUND INFORMATION

LapComm allows you to receive sample files and software updates from the CODES Base Unit individually or simultaneously. The receiving process is similar to the one used for transferring tests. Therefore, like transferring tests you will need to select the applications for which you wish to receive sample files and/or software updates before you dial up the CODES Base Unit.

PROCEDURES

To receive sample files and/or software updates, complete the following steps:

1 **From the *Remote Menu* screen press <F2> to select the applications for which you wish to receive sample files and/or software updates.**

CODES displays the *Application Selection* screen (see Figure 9-13).

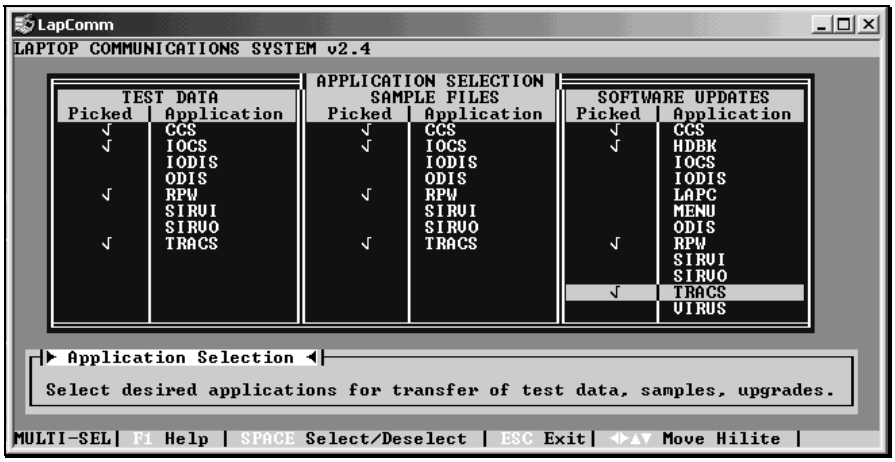

Figure 9-13. Application Selection

Use the <↑> and <↓> keys and the space bar to highlight and select the application(s) for which you wish to receive sample files and software updates. When you complete all of your selection(s), press <Esc> to return to the *Remote Menu*.

Note: If you attempt to select an application which is not active on the CODES Laptop, an information box will display with a message to let you know that the selection is not available.

2 Select <2> *Receive Samples/Updates* from the *Remote Menu*.

If there are tests available that *have not* been prepared for transmission, CODES will need to gather and prepare those tests prior to receiving sample files or updates. CODES will display the *Prepare Tests to Receive* pop-up screen. This pop-up remains on screen for a short time during the process and lists the selected tests currently being gathered to receive updates.

Once all tests are gathered and prepared to receive updates, CODES will display the *Samples/Software Updates Only* screen (see Figure 9-14). The application(s) you selected earlier are displayed in the *Selected Applications* window to the right of the screen indicating that they are now ready to receive updates.

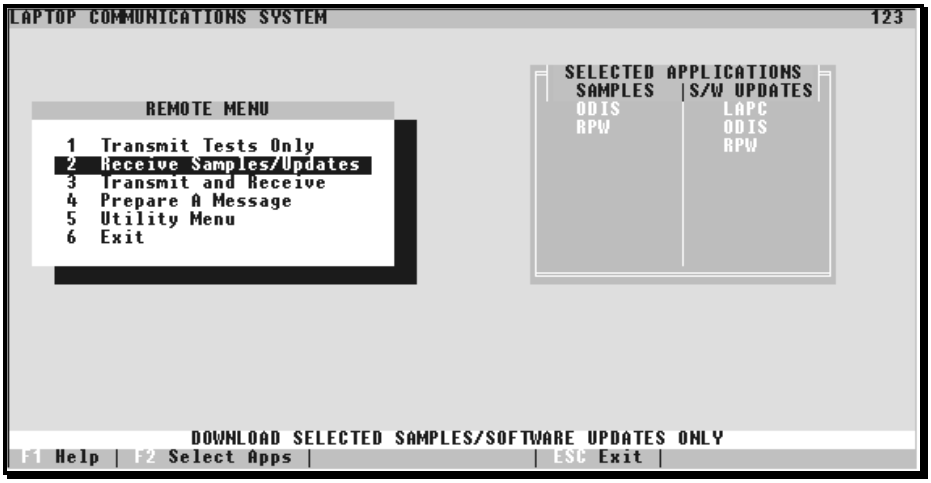

Figure 9-14. Samples/Software Updates Only

3 Press <Enter> and CODES will display the *Receive Menu*.

4 Select <1> *Receive Sample Files Only*, <2> *Receive S/W Updates Only*, or <3> *Receive Samples/Updates* from the *Receive Menu* (see Figure 9-15).

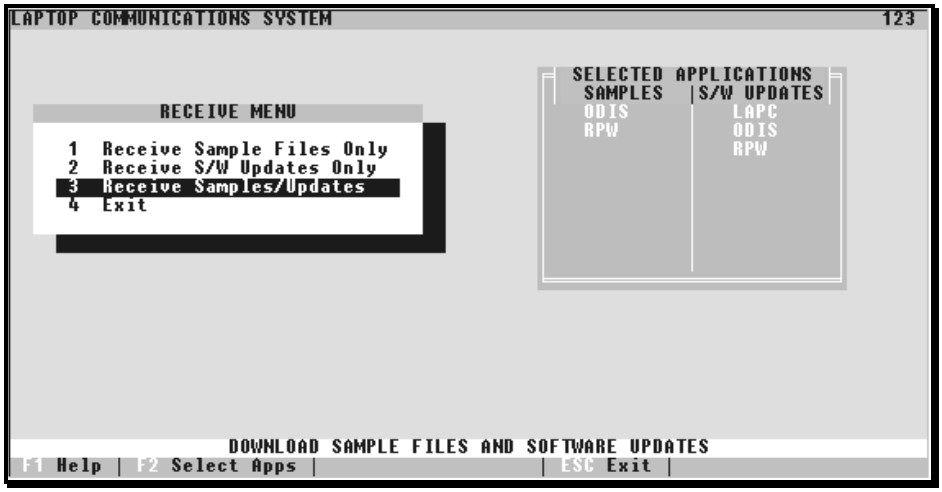

Figure 9-15. Receive Menu

5 **Follow the same dialing procedure described in 5.1.2 to select and dial the Host Base Unit.**

Upon transmission, LapComm will automatically receive your selected sample file and/or software updates. During the update process LapComm will display a pop-up window (see Figure 9-10). .

For information on how to review transmission and process files, see Section 9.3.

9.4 Checking Transmission Status and Processing Files

BACKGROUND INFORMATION

The *Transmission Status* screen allows you to check the success or failure of data transmissions from your LapComm Laptop (see Figure 9-16 and Section 9.4.1). It also allows you to check the success or failure status of data transmitted from the CODES Base Unit to your CODES Laptop (see 9.3.1). From this screen, you can access the *Process Received Files* screen which allows you to process files, such as messages, sample files, and software updates received at your CODES Laptop (see Figure 9-18 and Section 9.4.2).

Successful transmissions are listed on the left of the screen while failed transmissions are listed on the right. All unprocessed files that the laptop receives are listed in the center window at the bottom of the screen.

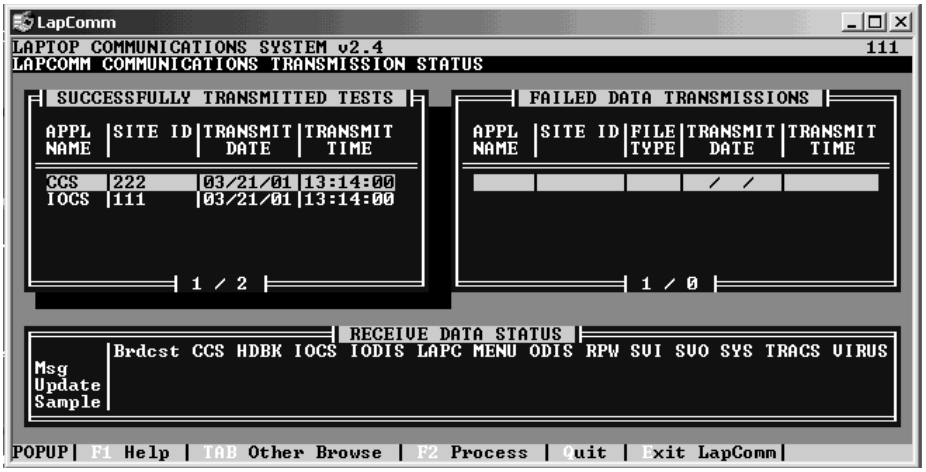

Figure 9-16. Transmission Status

9.4.1 Checking Transmission Status

The *Transmit Status* screen displays after each attempt to transmit data to a CODES Base Unit or standalone, or receive data from a CODES Base Unit or standalone. You may also check the status of transmissions sent from or requested to be sent to the Remote by completing the following steps:

1 **Select <5> *Utility Menu* from the *Remote Menu* (see Figure 9-3).**

CODES will display the *Remote Utility Menu* screen.

Figure 9-17. Remote Utility Menu

2 **Select <5> *View Transmit Status Screen* from the Remote Utility Menu (see Figure 9-17).**

CODES displays the *Transmit Status* screen (see Figure 9-16).

3 **Press either <Tab> or <Enter> to toggle between the *Successfully Transmitted Tests* and *Failed Data Transmissions* windows.**

4 **Once you select a window, use the <↑> and <↓> keys to browse the transmission list and determine which tests have, or have not, been transmitted to the CODES Base Unit or standalone.**

5 **Check the *Receive Data Status (Unprocessed)* window to see what data, by application and type, your CODES Laptop has received from the CODES Base Unit or standalone.**

6 **Press <Q> to exit the *Transmit Status* screen and return to the *Remote Utility Menu* screen, *OR* press <E> to end your session and exit LapComm (see Section 9.4). If you wish to process any received files, go to 9.4.2.**

9.4.2 Processing Files

The *Transmission Status* screen also allows you to access and process files received during your current LapComm session. In addition, it allows you to process files from earlier sessions stored in the LapComm archive. To access and process files received during your current session or those stored in archive, complete the following steps:

1 **Access the *Transmission Status* screen using the same procedure outlined in 9.4.1.**

2 **Press <F2> to view the *Process Received Files* screen (see Figure 9-18).**

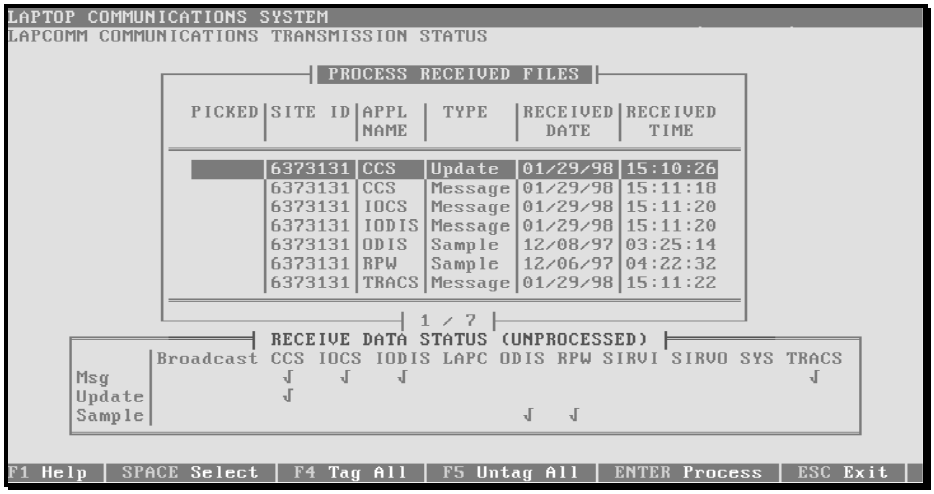

Figure 9-18. Process Received Files Screen

3 **Use the <↑> and <↓> keys to highlight the received file you wish to process, then press the space bar to tag the highlighted file.**

4 **Press <Enter> to process the tagged file(s).**

LapComm automatically processes the tagged file(s) and replaces the check mark (indicates a tagged file) with an *X* (indicates a processed file).

5 **Press <Esc> to exit the *Process Received Files* screen and return to the *Transmit Status* screen.**

6 **Press <Q> to exit the *Transmit Status* screen and return to the *Remote Utility Menu* screen, *OR* press <E> to end your session and exit LapComm (see 9.4).**

9.4.3 Troubleshooting Failed Transmissions

LapComm relies on a complex means of sending data from one source to another. Therefore, at times, transmission problems may occur. Here is a short list of procedures you can use to troubleshoot failed transmissions. For more detailed instructions, or if the problem you are experiencing is not addressed below, consult your MSP for further assistance.

1 Make sure all of your modem and laptop connections (e.g., power supply, modem cord, telephone jack, etc.) are secure.

2 Make sure you are using a single-line (voice) telephone line. (Multi-line (digital) telephone lines will not work with the laptop modem.)

3 Make sure the laptop modem's baud rate (speed) is set at the optimal speed. Sometimes using a lower baud rate will enable a clearer transmission. To change the modem's baud rate perform the following:

- From the *Transmit Menu*, select <1> *Dial Host*. CODES will display the *Dialing Directory* screen (see Figure 9-6).
- Press <E> *Edit* and then press <Enter> or <Tab> to highlight the *Baud Rate* column of the dialing directory.
- Press <Enter> and CODES will display a pop-up list of baud rates. Select the appropriate rate from the list provided and then press <Enter> or <Tab> again to proceed through the remainder of the directory.
- Press <PgDn> to save your changes.

You may need to repeat this process in order to find the optimal baud rate for your situation.

4 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.

9.5 Exiting LapComm

1 **To end your session and exit LapComm, select <6> *Exit* from the *Remote Menu* screen (**see Figure 9-3**).**

CODES displays the following screen prompt (see Figure 9-19).

Figure 9-19. Confirm Box Screen

2 **Press <N> to remain in LapComm and return to the *Remote Menu*, *OR* press <Y> to end your session and exit LapComm. LapComm will close and return you to the Windows Desktop screen.**

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Appendix A

Organizational Responsibilities for the Cost Systems Tests

Many organizations within the Finance section of USPS work together to ensure the high quality and the accuracy of cost systems statistical data. This section explains the responsibilities of each organization.

Headquarters

Headquarters provides managerial guidance for the administrative operation of the CCS and TRACS tests. Three organizations within Headquarters share this responsibility:

a **Statistical Policies and Programs**: The SPP provides statistical sampling used to estimate revenue, volume and costs. This organization also performs the following:

- Selects participating offices for the cost systems tests.
- Decides when and how the cost systems tests should be performed.
- Prepares sample selection processes for the field.
- Maintains the basic design of the statistical sampling systems.
- Develops data collection systems.
- Analyzes data necessary to ensure cost systems integrity.

b **Product Finance**: Product Finance uses cost systems data to support proposed changes in postage rates and analyzes the costs associated with domestic mail. Furthermore, Product Finance performs the following:

- Conducts special studies.
- Evaluates the data collected for usability and ensures that the data are consistent with sound economic theory and the Postal Service attributable costing policy.
- Analyzes the output of cost systems.
- Develops projections of future year attributable costs.

c **Statistical Programs Service Centers:** There are three Statistical Programs Service Centers: Northern Virginia (NOVA); Memphis, Tennessee; and Richmond, California (Bay Area). Each SPSC has the following responsibilities:

- Providing *hot-line* technical support and guidance to all appropriate Customer Service and Sales District personnel. This support and guidance ranges from software to laptops and hardware.
- When requested by local management, providing on-site review and evaluation of the cost systems tests to help resolve any problems and to offer suggestions for improvement.
- Assessing possible on-site training needs and providing training for all Customer Service and Sales District personnel in systems review and new software.
- Supporting the Customer Service and Sales Districts in the operation of the CODES database system software and hardware. This includes answering any questions by phone about the proper administration and performance of the cost systems tests.
- Assisting the Customer Service and Sales District Statistical Programs Coordinator in implementing revisions to procedures.
- Acting as a liaison in services and expertise to the Area offices and the Customer Services Districts on all aspects of the cost systems tests.
- Emphasizing to the postmasters at all participating post offices that they are held strictly accountable for the integrity of the statistical programs.
- Informing the SPP group of technical policy matters that demand resolution.
- Providing on-site technical consultation or instruction.
- Consulting SPCs on how to solve staffing problems.
- Checking cost systems data quality of all the districts in their national jurisdiction.

Information Systems

The Minneapolis Information Systems Service and Sales Center (MISSC) is responsible for selecting each employee to be sampled. Selections are made from current payroll tape records according to prescribed Social Security number ending digits selected by Headquarters. Sample employees are selected each pay period, 21 days before the start of that pay period.

Customer Service and Sales Area Offices

Through the Manager of Finance, the Customer Services Area Office emphasizes the importance of the cost systems tests for the development of proposals for new postal rates and other management studies to the Customer Service and Sales District managers and postmasters.

Customer Service and Sales District Offices

The following positions in the Customer Service and Sales District Offices participate in the implementation of the cost systems testing program.

a **District Manager**: Through the Manager of Finance and the district's Statistical Programs Coordinator, the District Manager implements the cost systems tests in all offices within the district's jurisdiction.

b **Human Resources**: Human Resources personnel assist, as requested, in the implementation of cost systems test 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 the cost systems tests:

- Supporting the district's Statistical Programs Coordinator in the administration of the cost systems tests. This support includes helping the SPC maintain the integrity of the district's cost systems testing program, correcting significant problems that might compromise the quality of cost systems data, and helping district supervisory personnel understand the importance of the cost systems testing program.
- Ensuring that cost systems 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, BMCs, and air mail centers.

d **Statistical Programs Coordinator**: The SPC operates and maintains the district's cost systems testing program. The SPC carries out the following tasks:

- Manages the daily operations at the district's Statistical Programs Unit (SPU).
- Uses Handbook F-65, along with statistical programs national guidelines and other information, to schedule and implement cost systems tests.

- Ensures that a reservoir of trained cost systems data collectors is available to conduct all cost systems tests within the Customer Service and Sales District.
- Works with data collectors and managers within the district to ensure that the integrity of the cost systems tests is not sacrificed for operating expediency.
- Installs and supports an ongoing quality control program. This includes the monitoring of data collectors as a quality improvement technique to maintain the cost systems database properly.
- Seeks feedback from Data Collection Technicians concerning the quality of the program.
- Coordinates a comprehensive district training program. This program is designed to enhance the techniques of data collection and data entry for the cost systems tests.
- Trains new data collectors and provides supplemental review training to experienced data collectors as needed.
- Administers and assists in the collection of cost systems data in stations, branches, and post offices within the district's area.
- Seeks assistance from the district Manager of Finance and/or the Statistical Programs Services Center Manager in solving any problems that might compromise cost systems data integrity.

Data Collection Technicians

The Data Collection Technician is responsible for performing the cost systems tests. In so doing, the DCT performs the following:

- Reads, understands, and complies with the procedures in this handbook and supporting documents.
- Protects the integrity of the cost systems 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.

Manager of In-Plant Support

The Manager of In-Plant Support is responsible for the following:

- Providing space and facilities to perform the cost systems tests.

- Providing trained cost systems data collectors to conduct the cost systems tests whenever statistical programs personnel are unavailable.
- Promptly informing the Customer Service and Sales District's SPC about changes in the status of city delivery routes, changes in labels on distribution cases, changes at stations and branches that affect cost systems tests, and changes in automation, transportation, and distribution that could affect cost systems studies.

Associate Office Postmaster

The Associate Office Postmaster has the following responsibilities:

- Providing the space and assistance required to operate the cost systems tests within the office.
- Ensuring that the integrity of the cost systems programs is not sacrificed for operating expediency.
- Informing the Customer Service and Sales District's SPC of any problems that might compromise the cost systems tests.

Appendix B

Operating Policies

I. Rescheduling, Canceling, and Reviewing Carrier Cost and TRACS Tests

Rescheduling or canceling tests is not an optional procedure and must not be used as a means of managing resources. The MSP should reschedule or cancel a test only as a last resort and only according to the procedures published in this appendix.

Cost Systems has made every effort to design the sample selection in such a way as to reduce scheduling conflicts. It is the MSP's responsibility to see that these tests are performed as scheduled on the sample selection file. The MSP is required to keep a pool of trained data collectors. If circumstances are necessary to reschedule or miss a test due to a lack of trained data collection resources, then tests should be assigned to data collectors according to the priorities shown in this appendix. When scheduling problems arise due to a routine lack of trained data collectors, the MSP must reevaluate staffing requirements and employee work schedules. The MSP must then make the necessary changes that will correct any test scheduling problems. If help is needed in any of the above areas, contact the Statistical Programs Service Center.

Note: Illness of an employee or an overlooked test is not justification for missing or rescheduling a test. Backup personnel should be trained and ready in case of unexpected absences.

Although every effort should be made to conduct all tests as scheduled, there are certain circumstances when a test *must* be rescheduled. Those circumstances are described in detail in Sections I.A (for CCS), I.B (for RCS), and I.C (for TRACS), of this appendix.

Note: Although low reschedule rates can help protect the accuracy and integrity of the data, failure to reschedule a test when it should be rescheduled has the potential of causing even greater harm to the accuracy and integrity of the data.

The MSP must keep a detailed list of all delinquent and rescheduled tests and must record relevant information regarding the reasons for rescheduling or being.

For each test that is taken, a Base Unit Summary or a Test Data Report are generated. The MSP must review the reports.

A. City Carrier System (CCS)

1. Rescheduling a CCS Test

When a test cannot be conducted as originally scheduled, follow these guidelines.

The MSP is required to review all tests on a regular basis prior to uploading to the mainframe. MSPs should take special care to identify any test records that contain incorrect data or other evidence that require a test to be rescheduled. The following are the only situations accepted by Statistical Programs that may lead to rescheduling a test. Use the following guidelines to determine the appropriate course of action.

a. Reasons That Require Rescheduling a CCS Test

Reschedule a CCS test under the following conditions:

Reason 1 A carrier familiar with the route is unavailable.

Reason 2 Severe weather prevents mail delivery on the route.

Reason 3 Route inspection

Reason 4 Corrupt data.

b. Rescheduling Procedures

Reschedule a test on the same day of the week, usually one week before or after the original test date. If the mail carrier will not be available on the new date, schedule the test for any day of the week that the mail carrier is available

Regardless of the rescheduling rules that follow, all City Carrier Cost tests are to be completed in the postal quarter for which they were originally scheduled even if a test appears on the Test Status Statistics Report (TSSR) report under the category *Test Not Received* during the accounting period. Every effort must be made for the test to be taken during the originally scheduled postal quarter.

The following exceptions apply to the procedures listed above:

If...	Then...
The test was scheduled for the last week of the quarter…	Reschedule the test for the same week. If this is not possible, do not cancel a missed test. It remains delinquent.
A route no longer exists…	Call the SPSC.

c. Rescheduling a Test When Lodging Is Required

When lodging is required for rescheduling a test, the data collector should choose the first applicable rule listed in Chapter 3, RM 3-12.

2. Extraordinary Weather or Environmental Conditions

If severe weather prevents mail delivery on the test route, then the test should be rescheduled.

3. Canceling a Test

For City Carrier Cost tests, it is extremely rare that a situation will arise to warrant canceling a test. Before canceling a test, contact your Statistical Programs Service center.

4. Delinquent Tests

A delinquent test is a test that has not been received at the mainframe. An MSP must review the reasons for delinquent tests and correct the causes.

5. Priority for RPW, Cost Systems, and ODIS Tests

The order of priority for scheduling data collection resources is the following:

a Priority within RPW**:**

- Domestic RPW
- SIRVO
- SIRVI (UCAN, CEPT, UPU)

b Priority within Cost Systems:

- Carrier
- TRACS
- IOCS

c Priority within ODIS**:**

- Domestic
- International

If there is a conflict between an RPW or ODIS test and a City Carrier Cost System test, the RPW or ODIS test should be conducted before the mail is cased. The City Carrier Cost System test should be conducted after the mail is cased. Consult your MSP and SPSC for scheduling procedures to ensure that no conflicts arise.

6. Base Unit Review Policy

a. Summary Report

When a City Carrier Cost Test is uploaded to the Base Unit, a Summary Report will be generated. The Summary Report generates route-weighted volume by class and by shape.

It is the responsibility of the MSP to review the Summary Report for each test for possible keying problems by the data collector. A review of the Summary Report should include a check for:

- Extremely large volume for the route.
- Extremely small parcel or accountable volume for the route (data collector might have forgotten parcels and accountables).
- Counts of unknown class (data collector might have been unsure of how to count a particular class-subclass of mail).
- Low or zero count of DPS mail when the route is a DPS route.

If there is a problem with the test, look at the individual listings for the test in *the Data File Management* option of the Base Unit. In that section of the Base Unit, view counts for each listing in each stop in the test. Review the test with the data collector.

If there is a problem with the test, fix the problem on the Base Unit, if possible. If necessary provide training to the data collector on procedures for editing data.

If the problem cannot be fixed, contact the SPSC to determine if the test must be rescheduled.

b. Data File Management

Six choices in the Carrier *Data File Management* Menu that allow you to review data, edit data and categorize City Carrier Route Tests by activity on the route are as follows:

(1) Review Carrier Data File

Review Carrier Data File allows you to review, print, or modify data on a City Carrier test. Upon entering this option, all tests that have been transferred but not yet uploaded will appear on the screen. Highlighting a particular test will allow various activities to be performed on the test. The status bar at the bottom of the screen allows choices to review or edit the data in the selected test.

Enter will allow the Header Screen to be reviewed.

<E> = *Edit* will allow the header data for the selected test to be edited.

<S> = *Stops* will allow all the stop headers for the selected test to be reviewed. Once <S> has been chosen, the stop header data may be edited by selecting <E> = *Edit*. Press the <*Ins* > = Insert key to add a stop. The pieces counted at a stop may be viewed by selecting <P> = *Pieces.* Pieces already entered on the test may be edited or added to the stop once they appear on the screen. When looking at the pieces, pressing <Enter> will convert the mailcode to class, subclass, and shape.

<C> = *Comment* allows for a comment to be added to the test.

<P> = *Print* allows the test header or the entire test to be printed.

(2) Cancel a Test

For City Carrier Cost tests, it is extremely rare that a situation will arise to warrant canceling a test. Before canceling a test, contact your Statistical Programs Service center.

(3) Reschedule a Test

The *Reschedule a Test* option allows for the rescheduling of a City Carrier Cost Test. Rules for rescheduling are given in Section I.A.1.

(4) Record VIM Route Data

City Carrier routes that are VIM routes are to be tested. However, if there is a VIM that cannot be tested, use the Base Unit to identify that test. Record the data required for the VIM route that could not be tested.

(5) Delete a Test

Use this option to delete a City Carrier Cost Test.

(6) Record a Zero Volume Test

Use this option to identify a City Carrier route for which there is no volume on the day of the test. Examples of such situations include a VIM or business route that does not deliver mail on a Saturday or a route with fewer stops than the last digit of the Test ID (initial stop to be tested). Enter a reason that you identified the test as a zero volume test.

B. Rural Carrier System (RCS)

1. Rescheduling an RCS Test

When a test cannot be conducted as originally scheduled, follow these guidelines.

The MSP is required to review all tests on a regular basis prior to uploading to the mainframe. MSPs should take special care to identify any test records that contain incorrect data or other evidence that require a test to be rescheduled. The following are the only situations accepted by Statistical Programs that may lead to rescheduling a test. Use the following guidelines to determine the appropriate course of action.

a. Reasons That Require Rescheduling an RCS Test

Reschedule a RCS test under the following conditions:

Reason 1 A carrier familiar with the route is unavailable.

Reason 2 Severe weather prevents mail delivery on the route.

Reason 3 Route inspection or National Mail Count.

Reason 4 Corrupt data.

b. Rescheduling Procedures

Reschedule a test on the same day of the week, usually one week before or after the original test date. If the mail carrier will not be available on the new date, schedule the test for any day of the week that the mail carrier is available. The procedures for rescheduling a test are different if overnight lodging is required.

Regardless of the rescheduling rules that follow, all Rural or Cost System tests are to be completed in the postal quarter for which they were originally scheduled even if a test appears on the TSSR report under the category *Test Not Received* during the accounting period. Every effort must be made for the test to be taken during the originally scheduled postal quarter.

The following exceptions apply to the procedures listed above:

If...	Then...
The test was scheduled for the last week of the quarter…	Reschedule the test for the same week. If this is not possible, do not cancel a missed test. It remains delinquent.
A route no longer exists or does not exist because of seasonality…	Call the SPSC.
The route is not operating on a test day. For example, the route is a tri-weekly route operating on Monday, Wednesday, and Friday, and the test is scheduled for Tuesday…	Call the SPSC.

c. Rescheduling a Test When Lodging Is Required

When lodging is required for rescheduling a test, the data collector should choose the first applicable rule listed in Chapter 4, RM 4-12.

2. Extraordinary Weather or Environmental Conditions

If severe weather prevents mail delivery on the test route, then the test should be rescheduled.

3. Canceling a Test

For Rural Carrier Cost tests, it is extremely rare that a situation will arise to warrant canceling a test. Before canceling a test, contact your Statistical Programs Service center.

4. Delinquent Tests

A delinquent test is a test that has not been received at the mainframe. An MSP must review the reasons for delinquent tests and correct the causes.

5. Priority for RPW, Cost Systems, and ODIS Tests

The order of priority for scheduling data collection resources is the following:

a. Priority within RPW**:**

- Domestic RPW
- SIRVO
- SIRVI (UCAN, CEPT, UPU)

b. Priority within Cost Systems:

- Carrier
- TRACS
- IOCS

c. Priority within ODIS**:**

- Domestic
- International

6. Base Unit Review Policy

a. Summary Report

When a Rural Carrier Cost Test is uploaded to the Base Unit, a Summary Report will be generated. The Summary Report generates route-weighted volume by class and by compensation category.

It is the responsibility of the MSP to review the Summary Report for each test for possible keying problems by the data collector. A review of the Summary Report should include a check for:

- Extremely large volume for the route (perhaps a skip interval problem).
- Extremely large parcel or accountable volumes for the route (perhaps a skip interval problem).
- Counts of unknown class (perhaps the data collector does not know how to count accountables or is unsure of how to count a particular class-subclass of mail).
- Counts of DPS mail on a non-DPS route.
- Extremely large volume for directs (perhaps the data collector may be unfamiliar with definition).

If there is a problem with the test, look at the individual listings for the test in *the Data File Management* option of the Base Unit. In that section of the Base Unit, review skip intervals and counts for each listing that the data collector made on the test.

If there appears to be a problem with the test, discuss the situation with the data collector. If there is a problem, fix the problem on the laptop, if possible. Unarchive the test with the bad data; edit the data, and upload the edited test to the Base Unit. Contact your MSP for instructions on unarchiving and editing.

If the problem cannot be fixed, contact the SPSC to determine if the test must be rescheduled.

b. Data File Management

Five choices in the Carrier *Data File Management* Menu that allows you to review, cancel, reschedule, delete and generate validation reports for the rural carrier test are as follows:

(1) Review Carrier Data File

Review Carrier Data File allows you to review, print or modify data on the Rural Carrier tests. Upon entering this option, all tests that have been transferred but not yet uploaded will appear on the screen. Highlighting a particular test will allow various activities to be performed on the test. The status bar at the bottom of the screen allows choices to preview or edit the data in the selected test.

(2) Cancel a Test

For Rural Carrier Cost tests, it is extremely rare that a situation will arise to warrant canceling a test. Before canceling a test, contact your Statistical Programs Service center.

(3) Reschedule a Test

The *Reschedule a Test* option allows for the rescheduling of a Rural Carrier Cost test. Rules for rescheduling are given in Section 1.B.1.

(4) Delete a Test

Use this option to delete a test.

c. Forms Generation

Whenever a PS Form 2848, *Rural Carrier Route Mail Acceptance Data*, is keyed into the Base Unit, the software checks the data keyed for unusual counts. A validation report, the Cross-Cell Edit Sheet, is generated, for example, whenever there are large counts of mail for rate categories for which large counts would not be expected. It is the MSP's responsibility to make sure that the Cross-Cell Edit Sheets have been reviewed and the postmaster contacted, if necessary, in order to verify the counts received.

C. Transportation Cost System (TRACS)

1. Rescheduling a TRACS Test

When a test cannot be conducted as originally scheduled, follow these guidelines:

If you cannot perform a TRACS test as originally scheduled, or if it is not appropriate for you to conduct a replacement test, then the test must be rescheduled. This section provides guidelines for rescheduling a TRACS Test. Section 2.1 of Chapters 5, 6, and 8 and RM 5-2, 6-2 and 8-2 describe circumstances when a replacement test is appropriate.

Note: Amtrak tests do not have a replacement test option.

a. Reasons for Rescheduling TRACS HWY Tests (See Section 5.2.1)

Reason 1 Data collector was not present when vehicle was unloaded.

Reason 2 Routing change.

Note: For specific situations to reschedule a TRACS HWY test, refer to Section 5.2.1 and RM 5-02.

b. Reasons for Rescheduling TRACS Rail Tests (See Section 6.2.1)

Reason Data collector was not present when rail van was unloaded.

Note: For specific situations to reschedule a TRACS Rail test, refer to Section 6.2.1 and RM 6-02.

c. Reasons for Rescheduling TRACS Amtrak Tests (See Section 7.2.1)

Reason 1 Data collector was not present when train was unloaded.

Reason 2 The train did not arrive.

Note: For specific situations to reschedule a TRACS Amtrak test, refer to Section 7.2.1 and RM 7-02.

d. Reasons for Rescheduling TRACS Air Tests (See Section 8.2.1)

Reason 1 Data collector did not arrive in time.

Reason 2 No mail.

Note: For specific situations to reschedule a TRACS Air test, refer to Section 8.2.1 and RM 8-02.

e. Rescheduling Procedures

Regardless of the rescheduling rules that follow, every effort must be made for TRACS tests to be completed within the postal quarter for which they were originally scheduled.

- Take the rescheduled test one week later than the originally scheduled test date, on the same day of the week. For example, a highway test scheduled on a particular vehicle on Saturday, Week 1 of postal quarter 2 must be taken on Saturday, Week 2, on the same vehicle.
- A missed test in the last week of the quarter must be rescheduled within that week.
- Missed tests on Friday at the end of the quarter may not be rescheduled.
- If a TRACS test that was rescheduled from a previous week must be rescheduled for a second time, follow the same procedure used for the original rescheduling. The rescheduling procedure should be followed until the test is completed.

2. Extraordinary Weather or Environmental Conditions

Refer to the Reschedule, Replacement, and Zero Volume Decision Trees (RM 5-2, RM 6-2, RM 7-2, and RM 8-2) for determining the appropriate action to take.

3. Canceling Tests

There are certain situations when you cannot perform a TRACS Test as originally scheduled nor can you replace or reschedule the test. The TRACS Reschedule, Replacement and Zero Volume Decision Tree does not cover these situations. The following is a list of exceptional situations in which it is appropriate to cancel a TRACS Test.

Cancellation Code	Subsystem	Situation
1	Highway	The test facility no longer exits.
2	Commercial Air	The test facility no longer uses transportation provided by commercial airlines.
3	Commercial Air	The test facility is closed for more than 24 hours.
4	Network Air	The test flight is canceled or not operated on the test day.
5	Network Air	The test facility is closed for more than 24 hours.
6	Rail	By the end of the postal quarter, no van with mail has arrived from any BMC since the day the test was scheduled/rescheduled.
7	Highway	The test facility is closed when the truck is scheduled to arrive, and there is a safety concern for the data collector to collect the data when the facility is closed. **Note:** You must contact SPSC before the scheduled date of the test to discuss possible alternatives to avoid canceling the test. Only cancel the test as a last resort.

If you encounter one of these exceptional situations, provide your service center with the TEST ID; test date, and cancellation code. These tests can then be properly reflected on the Test Status Statistics Report (TSSR) as canceled.

For exceptional situations not described above and not covered by the Reschedule, Replacement and Zero Volume Decision Trees (in RM 5.2, RM 6.2, RM 7.2 and RM 8.2), contact your service center immediately. Provide them with the TEST ID, a brief description of the situation and the phone number at which you may be reached in case additional information is needed.

4. Delinquent Tests

A delinquent test is a test that has not been received at the mainframe. An MSP must review the reasons for delinquent tests and correct the causes.

5. Priority for RPW, Cost Systems, and ODIS Tests

The order of priority for scheduling data collection resources is the following:

a. RPW - Priority within RPW:
   - Domestic RPW
   - SIRVO
   - SIRVI (UCAN, CEPT, UPU)

b. Cost Systems - Priority within Cost Systems:
   - Carrier
   - TRACS
   - IOCS

c. ODIS - Priority within ODIS:
   - Domestic
   - International

6. Base Unit Review Policy

a. Test Data Report

When a TRACS test is transferred from the laptop to the Base Unit, the MSP must print and review a Test Data Report before the data is uploaded to the mainframe. The review should focus on the following areas:

(1) TRACS Surface Tests:

- The number of containers sampled equals the targeted number to be sampled.
- The replacement vehicle is appropriately selected.
- The item weights and tare weights are reasonable.
- The origin facility codes for items and pallets are reasonable.
- Mail categories found on pallets are reasonable.

(2) TRACS Air Tests:

- The number of items sampled equals the targeted number to be sampled.
- The replacement flight is appropriately selected.
- The item weights and tare weights are reasonable.
- Mail categories found in international sacks are reasonable.

If there appears to be a problem with the test, discuss the situation with the data collector. If there is a problem and the problem can be fixed, fix it on the laptop. Unarchive the test on the laptop, edit the data, and upload the edited test to the Base Unit.

If the problem cannot be fixed, contact the SPSC to determine if the test must be rescheduled.

b. Base Unit Main Menu

By selecting the TRACS icon from the *CODES Main Menu* the TRACS *Base Unit Main Menu* is accessed. Upon entering this option, all tests for the current postal quarter appear on the screen. Highlighting a particular test will allow various activities to be performed on the test. Clicking on the buttons or icons on the Menu Bar will allow the following functions to be performed.

(1) Review Test Information

The *Review Test Information* may be accessed by the *notepad* icon identified by moving your mouse over the icon, by double clicking on a test, or by using the drop down menu, *Test Administration*. The *Review/Delete Test* function allows you to review, print, or delete data on a TRACS Test.

(2) Reschedule a Test

The *Reschedule* option allows for the rescheduling of a TRACS Test. Rules for rescheduling are given in Section I.B.1 of this appendix.

(3) Delete a Test

Use this option to delete a TRACS Test. If you delete a TRACS test from the Base Unit, the information in the test is deleted. The test header will remain on the screen so that the test may be unarchived if necessary.

(4) Add a Zero Volume Test

Use this option to enter a zero volume Amtrak Test for which there is no mail car on the train on the day of the test.

II. Management Involvement in Statistical Programs Tests

Trained non-craft employees may be used to conduct Statistical Programs tests when (a) no trained craft employees are within a 3-hour round-trip travel time to the test site, or (b) trained cadre/ad hoc data collectors are not available because they are already assigned to Statistical Programs work such as testing, training, or monitoring.

Note: The trained non-craft employee must be available at the test site or within a round-trip travel time of 3 hours to the test site.

III. Data Security and Integrity

Because the accurate and consistent collection of data is so important to the system as a whole, there are several rules that all data collectors must follow in order to ensure that the data is not only accurate, but also free from bias or any other kind of tampering. This section outlines and explains the specific rules and policies for securing all data collected.

A. Prohibition Against Release of National or Subnational Test Data

Data printouts containing actual or any other national and subnational data are not to be distributed outside the Postal Service without the written authorization of Statistical Programs.

B. Use of Proper Equipment in Testing

All Carrier Cost tests must be entered on the CODES laptop. In recording TRACS tests, however, recording directly into the laptop may prove difficult when measuring vehicle utilization, collecting pallet information, or recording container contents. In these situations, the data collector must take notes of the information collected and then enter the data into the laptop before counting the mail. TRACS mailpiece and weight data must be recorded directly on the CODES laptop computer.

C. Immediate Uploading of Test Data from CODES Laptop to CODES Base Unit

All tests must be uploaded to the CODES Base Unit through disk transfer or by using LapComm immediately after the completion of the test. Duplicating completed tests before disk transfer or transmission of the raw test data to other than the CODES Base Unit is prohibited. Only Statistical Programs personnel should handle diskettes and laptops containing test data.

D. CODES Equipment Security

CODES equipment is exclusively for the use of approved Headquarters Statistical Programs activities. Portable computers are valuable full-function computers and may be a target for theft; therefore, they must be stored in a locked area when not in use. If you leave your work area, always take precautions to secure the CODES laptops. All passwords must be issued only to authorized Statistical Programs personnel.

E. Prohibition Against Duplication of Mailpieces

Mailpiece data is to be entered immediately into the authorized CODES laptop. Then the tester is to immediately return the sampled pieces.

F. Prohibition Against Over-the-Shoulder Monitoring

Any over-the-shoulder monitoring of a test, other than by (a) the MSP, (b) the SPS, (c) the SPSC, (d) Headquarters or area personnel, (e) the Inspection Service, (f) the Office of the Inspector General, or (g) the Postal Service's independent auditors is considered a serious compromise of the integrity of the system and is prohibited. However, notwithstanding this policy, MSPs may still partner with management improvement teams to identify mail processing problems.

G. Prohibition Against Other Personnel Hindering a Data Collector from Conducting a Test

Personnel outside Statistical Programs are prohibited from hindering the data collector in any way from collecting, isolating, or sampling the mail to be tested. Anyone's direct or indirect interference in the data collection process seriously compromises the perceived independence and integrity of the systems. However, this prohibition should not be construed to mean that other personnel such as local management and data collectors are not to have contact with other personnel. Data collectors must contact the manager at the test facility to be briefed on the location of the vehicle or carrier to be tested.

H. Necessity for Data Collection Personnel

Only a trained data collector under the direction of Statistical Programs is permitted to conduct a test. All other personnel are strictly prohibited from conducting a test.

IV. Cost Sample Selection and Test Notification Policy

A. Sample Selection Policy

Before the start of a new postal quarter, Statistical Programs personnel download the sample selection listing using the CODES Base Unit.

The MSP must identify the sampling unit or carrier route as well as its location and test date. The MSP will assign a trained data collector to collect the data for every scheduled test.

B. Test Notification Policy

Always notify the facility to be tested prior to the test day.

V. Monitoring and Training

Statistical Programs recognizes the need to support and promote quality data collection. In its attempt to maintain the quality of data collection, Headquarters has established policy regarding training and observation (monitoring) for all data collection personnel on all statistical programs. This section outlines the specific policy and discusses the tools to support it.

A. Statistical Programs Policy

1. Only trained personnel may conduct a Statistical Programs test in any of the revenue/volume, cost, and international programs. For RPW, SIRVO, SIRVI, and ODIS, only personnel trained in data collection procedures may be used to isolate mail for testing, select sample containers and pieces, and record test data. This includes isolating the mail and selecting containers and test pieces from PM dispatch mail or isolating the mail and selecting containers for SIRVI tests.

2. Each postal quarter, every district must conduct at least one day of Statistical Programs training for each person involved in data collection. To facilitate accomplishment of this training, districts have the *option* of rescheduling or canceling all Statistical Programs tests for one day each postal quarter. If a district decides to cancel Statistical Programs tests for a day to conduct comprehensive training, the MSP must adhere strictly to the guidelines provided each quarter with the printout showing the days "blocked out" as a test sensitive day. Selection of any training day *must* be coordinated through the Statistical Programs Service Center, if tests will be rescheduled or canceled.

3. A data collector is monitored twice a year for each program in which he or she collects data. In the case of the Carrier Systems, if a data collector collects data on both the Rural and the City System, he or she would be monitored twice for each system.

   For TRACS, a data collector is monitored two times a year.

   This is in keeping with the number of monitoring forms in existence in the Web-based Monitoring System (WBMS) for each program. There are separate forms for City and Rural but one form for all of TRACS.

B. Statistical Programs Tools

MSPs are to use forms as described below:

1. MSPs are required to use PS Form 1444, *Statistical Programs Monitoring*. These forms may be found in the Web-Based Monitoring System (WBMS). The forms should be used during monitoring and entered into the WBMS. Entry is to be completed within two weeks after the close of the postal quarter.

2. MSPs may use PS Form 8215, *Statistical Programs Employee Training Profile.* It is provided as an aid for the MSPs in tracking their training. However, its use is not required. The form may be found in *F-3 Fill* and reproduced locally.

3. MSPs may use PS Form 8216, *Statistical Programs Planning Calendar for Monitoring Data Collectors*. It is provided as an aid for MSPs in planning their monitoring; however, its use is not required. The form may be found in *F-3 Fill* and reproduced locally.

   Note: If the training profile or planning calendar is not used, then some locally designed record or system must be used to track this information.

Appendix C
CODES Laptop

The information contained on the following pages is referenced to Chapter 3, *Conducting the City Carrier Route Test,* Chapter 4*, Conducting the Rural Carrier Route Test,* Chapter 5, *Conducting the TRACS Highway Test*, Chapter 6, *Conducting the TRACS Rail Test, Chapter 7, Conducting the TRACS Amtrak Test, Chapter 8, Conducting the TRACS Air Test, and Chapter 9, LapComm*. This is a generic appendix. Information stated herein may not apply to all handbooks. This appendix is divided into the following sections:

- **I. Overview of CODES**
- **II. How the Laptop works**
- **III. Familiarizing Yourself with the Laptop**
- **IV. How to Keep the Laptop in Optimal Condition**
- **V. Proper Diskette Handling**
- **VI. Data Transfer - LapComm**
- **VII. Conclusion**

I. Overview of CODES

CODES (Computer On-Site Data Entry System) is used to collect data and administer the Postal Service's statistical information systems:

- RPW (Revenue, Pieces and Weight for Domestic Mail)
- ODIS (Original-Destination Information System)
- CCS (Carrier Cost System)
- TRACS (Transportation Cost System)
- SIRVO (System International Revenue Volume/Outbound)
- SIRVI (System International Revenue Volume/Inbound)
- IODIS (International Origin-Destination Information System)
- IOCS (In-Office Cost System)

A laptop computer is used by data collection personnel for source data entry, on-line editing, automated test control and the electronic transmission of statistical data to the Base Unit where those data are combined with data from other tests and then transferred by an SPC or designee to a mainframe computer for final processing.

A Description

This appendix is a reference for statistical programs data collection personnel using a laptop computer.

- **Security —** explains the users' responsibilities for protecting the laptop from damage and theft as well as preserving the security of the test information collected.
- **How the laptop works —** a brief overview of the basic attributes of the laptop.
- **Software —** briefly explains the type of software being used for CODES testing.
- **Data Storage —** gives a short overview of internal memory and where data is stored while it is being sorted or used.
- **Familiarizing yourself with the laptop computer —** provides information for identifying and understanding the most basic parts of the laptop.
- **Specifications —** briefly describes standard specifications for laptop computers in the field.
- **How to keep the laptop in Optimal Condition —** relates some steps that the user can take to protect the integrity of the laptop.
- **Proper Diskette Handling —** gives suggestions on how to protect diskettes that are used in the field to collect valuable data.

B Security

The laptop is a valuable, full function computer. As such, the laptop is a prime candidate for theft. Always take reasonable precautions to secure the laptop when you leave your work area or while out in a public place.

A warning message is a standard part of all statistical programs data recording. This message is provided to remind the data collector of the responsibility and importance of collecting information. This message states that providing false or misleading information may result in civil or criminal prosecution.

II. How the Laptop works

The laptop computer has a single purpose: to process data. The computer itself is not very smart, but it can sort and process data quickly. In seconds, the laptop computer can perform tasks accurately that may take people days or weeks, and accounting for human error, may not be as precise or as accurate. The laptop computer can store data more conveniently and compactly than paper and pencil. These attributes, and its convenient portability, make the laptop an excellent choice for a data recording tool.

The laptop has two standard built-in features to allow for effective communication. The first of these features is the keyboard. The keyboard allows the user to input test data. The second feature is the screen. The screen permits the user to receive instructions and to view the information entered.

A Software

The laptop computer is referred to as hardware, and the instructions that tell the computer what to do are called software. These instructions, when grouped together to do a specific job such as collecting data, are application programs.

The application programs that you will be working with are data entry programs. The data entry programs provide you with a series of menus that prompt you to input information that satisfies the test data entry requirements. The *Data Collection User's Guide for Cost Systems*, Chapters 3, 4, 5, 6, 7 and 8, explain in detail the CCS and TRACS tests.

B Data Storage

Inside the laptop computer is internal memory where data are stored while it is being sorted or used, also known as RAM (Random Access Memory). RAM is a storage medium that loses its data when the system power is turned off. If you must unexpectedly stop data recording, it is imperative that you follow the procedures for "Ending a Test". The *Data Collections User's Guide for Cost Systems*, Chapters 3, 4, 5, 6, 7 and 8 offer specific instructions on "Ending a Test".

III. Familiarizing Yourself with the Laptop

Before you try to perform any CODES testing, you should become acquainted with the laptop. The subsequent text provides information regarding some of the most basic parts and functions of the laptop. Please refer to the specific manufacturer's User's Guide for more explicit explanations regarding the laptop.

A Specifications for the Laptop computer

The following specifications are standard for all laptops in the field:

- **LCD (Liquid Crystal Display) —** This is also referred to as the screen. The LCD panel is adjustable and should be arranged at an angle that provides for comfortable viewing. The display is an 11.3 inch color monitor.

- **Battery Pack —** The laptop comes equipped with a rechargeable battery back. The system will operate for approximately four hours with the two rechargeable batteries installed. The battery packs are easy to install; however, when using the batteries, it may become necessary to remove one or more of the drive bays' contents.

- **AC Adapter —** If at all possible the AC Adapter should be used.

- **Keyboard** — The standard keyboard for the laptop computer is an 87-key input device.

- **Mouse or other pointing device —** The laptop either comes equipped with a pointing device or has a port where you can plug in a desktop mouse. Most laptops now have a pointing device that is incorporated into the design in the form of a pad that you slide your fingers across and tap twice when you wish to perform a certain action. This works much the same way as a desktop mouse works.

B Power Sources

There are two power sources that can be used for the laptop:

1) **AC Adapter —** the AC Adapter can be plugged into an electrical outlet to provide power for the laptop. Whenever possible, the AC Adapter should be used.

2) **Battery Pack(s) —** the battery packs are the second power option. The battery pack(s) should be used ONLY IF there is not an AC power source available. Please refer to the specific manufacturer's User's Guide for more specific information regarding the battery pack(s) and instructions on recharging the battery pack(s). Please make sure that your battery pack(s) are fully charged before use.

C Keyboard

The data collector should become familiar with the keyboard before arriving at the test site. The keyboard is an 87-key input device. Most keyboards are equipped with the following features:

- **Function Keys —** The function keys are usually F1 through F12, Esc, PgUp, and PgDn These keys work in conjunction with the "Fn" key to perform special functions.

- **Alphabet and Number Keys —** The keyboard consists of alphabet keys (one for every letter of the alphabet) and number keys (0-9). These keys permit the user to input data.

- **Embedded Numeric Keypad —** Most laptop computers contain an embedded numeric keypad because of space limitations. Embedded signifies that the keypad is contained within the Alphabet and Number keys. In order to activate the Embedded Numeric Keypad, the user must press the Num Lock or Num Pad key. To deactivate the keypad, press the Num Lock or Num Pad key again, the keys will revert to their normal function.

- **Control Keys —** The control keys for most laptop computers are, Ctrl, Alt, Fn, and Shift. The aforementioned keys are used in conjunction with other keys to perform a specified function. Please refer to CODES Terminology as a guide.

D CODES Terminology

Throughout this guide, and within the CODES data entry programs, you will find terms and "function keys" that define specific computer commands. You may see the following:

Commands/Function Keys	Directions
<C>	Press <C> to continue to the next mailpiece record. This signals that the data fields are correct and you wish to save the mailpiece record. The system is now prepared to record another mailpiece.
<ESC>	Press the <Esc> key to quit the current function.
<H> or <F1>	Hold down the <Fn> key and then press <H> or just push <F1> to display the help file.
<CA> or <ENTER>	Choose <CA> or hit the <Enter> key to select.
<R>	Select <R> to repeat a mailpiece entry
<F10>	Press <F10> to allow a mailpiece record to be deleted when using the review option.
<N>	Select <N> to advance to the Next page.
<P>	Select <P> to return to the Previous page.
<E>	Select <E> to exit DOS. Please Note: <E> may also be used as an Erase command. Please read the menu at the bottom of the screen to be certain before using the <E> key.

For a comprehensive guide to the CODES tests please refer to the appropriate Data Collection User's Guide.

E Mouse or other Pointing Device

Most laptops come equipped with some sort of pointing device. The majority of laptops currently in the field have a flat pad-like device located just in front of the keyboard, that allows the user to simply slide a finger across to control the pointer on the screen. Instead of double clicking as you would with a mouse, tap your finger twice on the pad for the same result. The left and right mouse buttons are located just below the pad and perform the same functions as their counterparts on a desktop mouse.

F Diskettes and the Disk Drive

The standard disk drive for all laptops is a 3.5 inch 1.44 MB disk drive. The location of the disk drive will vary depending on the laptop. For more specific information on where the disk drive is located on the laptop, please refer to the specific manufacturer's User's Guide.

IV. How to Keep the Laptop in Optimal Condition

As with any electrical equipment, there are certain precautions that can be taken on the part of the user to preserve the integrity of the laptop. Common sense is the best tool for keeping the laptop in top shape. Following is a short and by no means complete list of things the user can do to help prevent damage to the laptop:

- Keep the battery away from excessive heat sources, such as direct sunlight, fire, hot car in the summer, etc.
- Do Not disassemble the battery.
- Do Not disassemble the laptop. (Doing so will void the warranty).
- Do Not use a damaged battery.
- Only use batteries that are specified in the User's Guide.
- Keep the battery away from sources of water.
- Do Not use a frayed or otherwise damaged power supply.
- Do Not place heavy weights or objects on the laptop.
- It is extremely important that you are conscious of the voltage power source (only use power sources with a range of 100 to 240 volts).
- Do Not eat or drink in the vicinity of the laptop.
- Never use an abrasive cleaning agent on the display of the laptop.
- Never use harsh cleaning agents on the case or any other portion of the laptop.
- Avoid dropping the laptop.
- Avoid dropping the AC Adapter.
- Avoid dropping the battery.

For more information regarding care of the laptop as well as storage requirements and routine cleaning suggestions, please refer to the specific manufacturer's User's Guide.

V. Proper Diskette Handling

There are also certain steps that the users can take to protect the diskettes the Data Collectors are using. As stated above, common sense is the best tool, but following is a short and by no means complete list of things the user can do to help prevent damage to the diskettes:

- Never insert or remove a diskette when the drive light is on. Doing so can physically damage the diskette and render any information on that disk unreadable and therefore useless. (Please refer to the specific manufacturer's User's Guide for information regarding the location of the drive light).
- Make sure the diskette is completely inserted in the disk drive throughout the entire test.
- Never force a diskette or other object into the disk drive.
- Always remove a diskette when data collection is complete.
- Do not insert the diskette into the drive until the *CODES Main Menu* displays.
- Do not slide the metal slide on the diskette back and forth; this can allow dust and other foreign objects to come into contact with the diskette, rendering it unreadable.
- Be sure to place the diskette into a cabinet or drawer when not in use.
- Diskettes should be protected from extreme temperatures.
- Reasonable care should be taken to insure that diskettes are not exposed to magnetic or electromagnetic fields. This includes, but is not limited to, magnets, magnetic paper clips, telephones, x-ray machines, etc, these fields can erase a diskette.
- Always protect diskettes from smoke, dust, and moisture.

VI. Data Transfer — LapComm

Please refer to the *Data Collection User's Guide for Cost Systems*, Chapter 9*, LapComm* for complete data transfer LapComm instructions.

VII. Conclusion

This appendix is a non-specific overview and should be used in conjunction with the specific laptop manufacturer's User's Guide. For more precise information on CCS and TRACS tests please refer to the *Data Collection User's Guide for Cost Systems*, Chapter 2*: Preparing for Cost Systems Tests*, Chapter 3*, Conducting the City Carrier Route Test*, Chapter 4, *Conducting the Rural Carrier Route Test*, Chapter 5, *Conducting the TRACS Highway Test*, Chapter 6, *Conducting the TRACS Rail Test, Chapter 7, Conducting the TRACS Amtrak Test, and Chapter 8, Conducting the TRACS Air Test*. For more specific LapComm instructions please refer to, Chapter 9, *LapComm.*

Glossary

This glossary contains definitions for the TRACS and CCS systems. A thorough understanding of all the terms in this glossary will be useful for data collection technicians and SPCs. Please refer to the *Glossary of Postal Terms* for more definitions.

Accountable Mail
Mail that requires the signature of the addressee or addressee's agent upon receipt to provide proof of delivery or indemnification for loss or damage. This includes Express Mail and special service mail such as certified mail, collect on delivery, insured mail for more than $50, registered mail, and return receipt for merchandise.

Accounting Period (AP)
A four-week period that forms one-thirteenth of the postal fiscal year. The accounting period begins on a Saturday and ends at the close of business Friday four weeks later.

Activity Code
A one-digit number that indicates the functional area in which a Postal Service employee is assigned; it is usually joined to the two-digit designation code as a second element. (See also *labor distribution code*.)

Address Change Service (ACS)
An automated process that provides change-of-address information to participating mailers who maintain computerized mailing lists. The information is captured in the Computerized Forwarding System II units and sent to mailers electronically to eliminate manual input of change information into their mailing systems. (See also *change-of-address order, forward,* and *National Change of Address System*.)

Address Correction Service
An ancillary service that provides a mailer with the forwarding address of the addressee (if the addressee filed a change-of-address order with the Postal Service) or the reason for nondelivery. It is available alone or in combination with forwarding and return services. (See also *forward* and *undeliverable as addressed*.)

Addressee
The person or organization to whom a mailpiece is addressed as shown in the delivery address.

Address Management (AM)
An organizational unit that provides Postal Service policy and systems on mailing list service, address correction service, forwarding, and other related services. (See also *forward*.) (Formerly known as *Address Information Systems*.)

Advanced Facer-Canceler (AFC)	A machine that faces, cancels, and sorts incoming letter-size mail to one of seven stackers (bins). Depending on the type of mail, the sorted letters are taken to an optical character reader, barcode sorter, or multiposition letter sorting machine for further processing. (See also *incoming mail, letter-size mail,* and *mail processing*.)
Airmail	A service by which international mail receives First-Class Mail service domestically, is dispatched by the most expeditious transportation, and receives air or priority handling in the destination country.
Airline Code	These codes, which are found on routing labels, identify airlines. They are usually two or three letters but may also be two or three numbers. For example, US Airways is designated by the code "US." The Airline Code "EZ" is used to designate the Western Network, and "GJ" is used to designate the Eagle Network of dedicated planes.
Airport Mail Center/Facility (AMC/F)	A postal unit, located at or next to an airport, that concentrates, transfers, receives, distributes, and dispatches mail transported principally by air.
Alternative Addressing Format	One of several formats authorized by the Postal Service as an alternative to the standard delivery address format. These include simplified address, occupant address, exceptional address, and congressional franked mail. (Compare with *delivery address format*.)
Ancillary Service	Forwarding, return, or address correction service included within a mail class. Depending n the mail class, these services are performd at a charge or at no additional charge, if and when the service is actually rendered. (See also *forward*.)
Application(s)	Software designed by the Postal Service for the specific use of data collection personnel to perform specific data processing tasks.
Area Distribution Center (ADC)	A mail processing facility that receives, processes, and distributes mail destined for specific ZIP Code areas under the Managed Mail Program (MMP). This facility is one point within the national MMP distribution network and covers a specific service area.
Army/Air Force Post Office (APO)	A branch of a designated civilian post office which falls under the jurisdiction of the postmaster of either New York or San Francisco. It is operated by the Department of Defense to serve military personnel overseas where the Postal Service does not operate and a military situation requires service. APO serves the Army and the Air Force.

Aspect Ratio The dimension of a mailpiece expressed as a ratio of length (that is, the direction parallel to the address) divided by height. For example, a postcard 5-1/2 inches high has an aspect ratio of 1.57. an aspect ratio between 1.3 and 2.5, inclusive, improves mail handling. (See also *non-standard-size mail* and *minimum size standard*.)

Associate Office (AO) (Obsolete) A post office that reported to a larger post office or that was within the service area of a sectional center facility. It usually received and dispatched all mail classes from and to the sectional center facility.

Automated Area Distribution Center (AADC) This is an area distribution center (ADC) that uses multiline optical character readers (MLOCRs), barcode sorters (BCSs), and other equipment designed for processing automation-compatible mail.

Automation-Compatible Mail Mail that can be scanned and processed by automated mail processing equipment such as a barcode sorter.

Automation Discount A postage reduction offered to mailers who prebarcode their mailpieces and meet addressing, readability, and other requirements for processing on automated equipment. The discount is relative to the single-piece rate for the mail class.

Automation Rate Barcode A 9-digit or 11-digit barcode that appears in the address block or on an insert showing through a window located in the lower right area of the mailpiece.

Autres Objets Also known as *other articles*. In the cost systems tests, *autres objets* indicates international mail that consists of printed matter, small packets, and matter for the blind.

Auxiliary Route A carrier route that is regularly scheduled for completion in less than 8 hours and is not up to bid by full-time carriers.

Barcode (BC) A series of vertical bars and half bars representing the ZIP Code information for the delivery address on a mailpiece. The barcode facilitates automated processing by barcode reader equipment. Each numeric digit is represented by a series of five bars (always a combination of two full bars and three half bars). A complete barcode contains two bars framing the code; the five, nine, or eleven digits containing ZIP Code and address information; and a final correction digit that allows the machine to check its reading of the ZIP Code.

Barcode Clear Zone An area in the lower right part of a mailpiece that must be kept free of printing and symbols, except for the barcode itself. This requirement enables automated processing machines to read or apply the barcode.

Barcode Reader (BCR) A component of a barcode sorter that reads and interprets an imprinted barcode previously applied to a mailpiece. (Also called *wide area barcode reader*.)

Barcode Sorter (BCS) A computerized machine that sorts letter-size mail by using a barcode reader to interpret an imprinted barcode. This machine consists of a mail feed and transport unit, barcode reader, stacker module, and associated electronic equipment that can sort into a large number of separations.

Bias A type of error which, when committed repeatedly, does not tend to cancel out. Rather, bias has the effect of increasing (positive bias) or decreasing (negative bias) the estimates, regardless of the size of the sample. The following are possible sources of bias:

- When the sampling frame differs from the population of interest. This will occur if some parts of the population are not included on the frame. It may also occur if some parts of the population are included on the frame twice.
- When the mail is incorrectly recorded in the same manner repeatedly.

Bin A separation (such as a pigeonhole) on the sweepside of a letter sorting machine or similar mechanized or automated mail distribution equipment.

Bound Printed Matter (BPM) A subclass of Standard Mail (B) that weighs at least 1 pound but not more than 10 pounds and that consists of permanently bound sheets of which at least 90 percent are printed with advertising, directory, editorial matter, or a combination of these. (Compare with *printed matter*.)

Box Section The part of a postal facility having caller service or lock boxes.

Boxholder Firm A customer who has an assigned box/caller or phantom box number. The customer's incoming mail must be regularly distributed by name on the primary or secondary distribution operation(s) or the box section primary. If the mail is distributed to a number series separation on the box primary case, it is not a direct boxholder firm. Therefore, the customer is not a firm.

Branch (classified) A unit of a main post office that is outside the corporate limits of the city or town of the main post office.

Bulk Business Mail (BBM)

Periodicals and Standard Mail (formerly third and fourth-class mail) submitted in bulk to business mail entry units or other designated facilities. This is newspapers, magazines, advertising mail, catalogs, product samples, circulars, and bulk parcels.

Bulk Mail

Mail that is rated for postage partly by weight and partly by the number of pieces in the mailing. The term is generally used to refer to Standard Mail (A).

Bulk Mail Center (BMC)

A highly mechanized mail processing plant that is part of the National Bulk Mail System. This facility distributes Standard Mail (A) and Periodicals in bulk form and Standard Mail (B) in both piece and bulk form.

Bulk Mail Container-Over the Road (BMC-OTR)

A large wheeled transport container (much larger than a GPMC or ERMC) used primarily for movement of mail within BMC service areas. Usually unloaded by an automatic container unloader. For TRACS, Amtrak Containers are considered OTRs and are eligible for sampling.

Dimensions: 63.5” long, 43” wide, 70” high

Weight: 385 pounds

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BMC-OTR Container — Aluminum

Bulk Rate

The postage rate for mailpieces that are part of a large-volume mailing and that meet minimum volume and preparation requirements. The term is most often applied to Standard mail (A) mailings, which usually consist of a per piece rate plus a per pound rate.

Bulkie

(Informal) A regular-size envelope that contains an object making the mailpiece nonmachinable (such as a pen, film roll, or thermometer). The envelope must be culled to protect both mailpiece and machine. (See also *slug*.)

Bundle

Two or more packages secured together as a single unit. They may be placed on a pallet or prepared as a bedloaded bundle (outside the mail sack) only when such preparation is approved by the Postal Service. Also, for palletization, a group of packages. To band or tie together a group of packages to be handled as a single unit.

Business Mail Entry Unit (BMEU)	The area of a postal facility where a mailer presents for acceptance bulk mail or presorted mail. It includes dedicated platform space, office space, and a staging area on the workroom floor.
Business Reply Mail (BRM)	Specially printed postcards, envelopes, cartons, and labels that may be mailed without postage prepayment. Postage and fees are collected when the mail is delivered back to the original sender. This domestic service enables authorized mailers to receive First-Class Mail, without prepaid postage, back from customers by paying the postage and fee on receipt of mailpieces. (See also *Courtesy Reply Mail*.)
Business Route	A city delivery route on which at least seventy percent of the deliveries are to businesses. (Compare with *residential route*.)

Business Stop

Stop where all possible deliveries are business deliveries.

a. Special rule for multidelivery business stops: If even one possible delivery at the stop is a residential delivery, even though all the other possible deliveries are business deliveries, the stop is not a business stop; it is a mixed stop.

b. Types of business stops:

1) *Financial, Insurance or Real Estate* – Stop at a firm (or firms, if a multidelivery stop) engaged in the financial (banks, stock brokerages), insurance, or real estate business.

2) *Manufacturing, Construction or Farming* – Stop at a firm (or firms, if a multidelivery stop) engaged in manufacturing. Such firms include construction firms and firms involved with the production of goods and materials from the land (e.g., crops, oil, minerals).

3) *Transportation or Utilities* – Stop at a firm (or firms, if a multidelivery stop) engaged in the business of providing transportation (e.g., trucking companies, bus lines) or utilities (e.g., telephone, gas, water companies).

4) *Services* – Stop at a business (or businesses, if a multidelivery stop) providing services. "Services" is a broad category that includes governmental/public organizations (Department of Veterans Affairs, schools, hospitals) and private individuals or organizations (e.g., doctors, law firms, dry cleaners, auto repair shops) providing services.

5) *Wholesale/Retail* – Stop at a business (or businesses, if a multidelivery stop) offering items for wholesale or retail sale (food brokers and distributors, restaurants, gas stations, clothing stores).

Other – Stop at a business (or businesses, if a multidelivery stop) not described by one of the preceding categories. Include in other those multidelivery stops where the deliveries fall in more *than one category.*

Cadre Office—Category A

An associate post office with one or more full-time clerks that has been designated by the customer service district's statistical programs coordinator to take statistical tests when distance makes it impractical to take those statistical tests from the Statistical Programs Unit.

Cadre Office—Category B A remote associate post office with only a postmaster and a part-time clerk. This office has been designated by the district's statistical programs coordinator to take statistical tests when distance makes it impractical to take those tests from the Statistical Programs Unit or a statistical programs cadre office—category A.

Cadre Staff A group of trained data collection personnel who are designated by the district's statistical programs coordinator to conduct statistical programs tests when a district data collection technician is not available.

Caller Service An alternate delivery service provided for a fee at all post offices to customers with large volumes of mail, to customers needing multiple separations, or to customers who need a post office box number address when no post office boxes are available. (Compare with *firm holdout, general delivery,* and *post office box service*.)

Cancel To render a postage stamp (except a precanceled stamp) unusable, usually at the point of original entry into the mailstream. This is done by using a facer-canceler or a handstamp (for bulkie, fragile, or odd-shaped mail). (See also *mail processing* and *revenue assurance*.)

Card Postal Service postal card, private/penalty post card, oversize card, etc., recognized by physical appearance.

Carrier Cost System (CCS) The Carrier Cost System tests are used to estimate mail characteristics for each category of mail, on different routes and at different times of the year. This determines what portion of total delivery costs are attributable to each mail category. The Carrier Cost System tests allow the Postal Service to spread delivery costs across all pertinent categories of mail. The data are also used to see how mail volume affects the number of stops and deliveries a mail carrier must make. *The tests are not used to set work standards or measure mail carrier performance.*

The City Carrier Route test measures mail characteristics on a sample of city routes, and the Rural Carrier Route test measures mail characteristics on a sample of rural routes. The main differences between the tests are in sampling and in identifying mail. In the city test, stops are sampled; while in the rural test, boxes are sampled. In the city test, mail is count according to how it is cased; but in the rural test, mail is counted according to its measurements.

Carrier Route (CR) Usually the addresses served by a postal employee (generally a city carrier or rural carrier) to deliver mail to customers. This can include city routes, rural routes, and highway contract routes.

Carrier Route Presort Mail Mail that the mailer arranges by carrier route to qualify for discount postage rates. The mail requires no primary or secondary distribution. The term is a general descriptor of the available rates for this type of preparation, including Enhanced Carrier Route Standard Mail, automation carrier route First-Class Mail, carrier route Periodicals, and carrier route Bound Printed Matter. Except for automation rates, this mail usually does not bear a barcode. (See also *sequence*.) (Also called *Enhanced Carrier Route Standard Mail.*)

Catalog Bound Printed Matter consisting entirely of advertising.

Central Point Delivery A residential service that provides delivery to several addresses at one delivery point (for example, a neighborhood delivery and collection box unit). (Compare with *sidewalk delivery* and *single point delivery*.)

Centralized Mail Delivery Delivery and collection services to a number of office buildings or residents from a centrally located delivery point or place.

Certificate of Mailing A supplemental mail service that provides a receipt prepared by the mailer as proof of mailing.

Certified Mail A special service that provides the sender with a receipt at the time of mailing; a record of delivery is kept at the post office of address. This type of mail must be sent at the regular First-Class Mail or Priority Mail rate. If sent as First-Class Mail, it is dispatched and handled in transit as ordinary mail. There are additional fees for return receipt. (Compare with *registered mail*.)

Change-of-Address (COA) A customer move from one mailing address to another.

Change-of-Address Order A customer's notification to the post office of a permanent or temporary change of address (COA) by using Form 3575, *Change of Address Order*, or other written or personal notice.

Circular Standard Mail (A) that consists of printed or reproduced materials (such as advertising). (See also *direct mail*.)

City Carrier A letter carrier who provides city delivery service. This includes delivery and collection of all mail classes to residences and businesses within an area authorized for city delivery service.

City Carrier Route (CCR) Cost System

The City Carrier Route test is used to estimate mail characteristics for each category of mail, on different routes and at different times of the year. This determines what portion of total delivery costs are attributable to each mail category. The CCR test allows the Postal Service to spread delivery costs across all pertinent categories of mail. The data are also used to see how mail volume affects the number of stops and deliveries a mail carrier must make. *The tests are not used to set work standards or measure mail carrier performance.*

The CCR test measures mail characteristics on a sample of city routes. In the CCR test, stops are sampled and mail is counted according to how it is cased.

City Delivery Route

A route that delivers mail to business, residential, local, and federal government postal customers within a local city post office area.

Cluster Box Unit

A centralized unit of individually locked compartments for the delivery of mailpieces.

Collection

The pickup of mail from street collection boxes, businesses, or customers on the street. This operation is usually scheduled to meet mail processing and dispatch requirements.

Collection Mail

Mail deposited into a collection box or lobby drop, as well as mail collected by letter carriers on their delivery rounds.

Collect On Delivery (COD)

Any mailer may use COD service to mail an article for which the mailer has not been paid and have its price and cost of the postage collected from the recipient. If the recipient remits the amount due by check payable to the mailer, the Postal Service forwards the check to the mailer. If the recipient pays in cash, the Postal Service sends a postal money order to the mailer. The amount collected from the recipient may not exceed $600.00. COD service provides the mailer with a mailing receipt, and a delivery record is kept at the post office of address.

Combination Route

A motorized route that combines the functions of collection, relay, Parcel Post, or inner- or intra-city routes.

Computerized Forwarding System II (CFS II)

A centralized or computerized addres label-generating operation that forwards the mail to customers who have moved and filed Form 3575, *change of Address Order*. (See also *markup* and *undeliverable as addressed*.)

Computerized On-site Data Entry System (CODES)

A computerized data entry system that uses portable computers to record data for TRACS, CCS, and other statistical systems. It also provides administrative processing and telecommunications using the district's statistical programs base unit computers.

CON-CON

A blue and red container for registered mail.

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CON CON Containers

Contract Type

Types of highway and transportation contracts included in TRACS: Intra-SCF, Inter-SCF, Intra-BMC, and Inter-BMC. Contracts classified as "Intra-P&DC" or "Intra-Cluster" are treated as Intra-SCF by TRACS, and contracts classified as "Inter-P&DC," "Inter-Cluster," or "Inter-Area" are treated as Inter-SCF by TRACS. The following types of highway and transportation contracts are not included in TRACS: plant load, Postal Vehicle Service (PVS), and box delivery.

Cost Ascertainment Grouping (CAG)

A method of classifying post offices according to volume of revenue generated. Each year, the *Postal Bulletin* publishes the number of revenue units for each classification. The categories include the following:

CAG A-G offices with 950 or more revenue units;

CAG H-J offices with 190 or more, but fewer than 950 revenue units;

CAG K offices with 36 or more, but fewer than 190 revenue units; and

CAG L offices with fewer than 36 revenue units.

Courtesy Reply Mail (CRM)

A preaddressed return envelope or postcard that business mailers provide to a customer for returning remittance, order, or response. The customer pays the postage. In many cases, the envelope is also prebarcoded. (See also *Business Reply Mail*.)

Cull

To remove nonletter mail (such as small parcels, rolls, and odd-shaped material) from letter mail (and nonmachinable mailpieces from automation rate pieces) by hand or machine. During culling, specials (such as accountable mail) and flats are segregated from other letter mailpieces. (See also *bulkie* and *mail processing*.)

Curbside Delivery

A method of city delivery service where the letter carrier (walking or in a vehicle) delivers to customer mailboxes located at the curb. (Compare with *sidewalk delivery*.)

Cursor A flashing, movable image on the laptop display screen that indicates where the test data are entered and displayed.

Data Collection Technician (DCT) An employee whose position is with finance and is dedicated to statistical programs work involving data collection.

Data Entry Programs Software designed by (or for) the Postal Service allowing automated data collection for statistical analysis. The software consists of series of menus and prompts that require user input. The laptop with data entry programs eliminated the need to record data on paper forms for CODES tests.

Data Field A specific type of information required by the data entry program to complete the test.

Data Record A set of data, stored on disk, which is a snapshot of the data captured.

Delivery Service to a mail receptacle or person authorized to receive mail (mail stop). Examples include:

a. Mailbox or slot at a residence.
b. Box in a row of curbline mailboxes.
c. Apartment box in a bank of mailboxes.
d. Mail drop to a receptionist in an office.
e. Mail drop to a desk clerk at an apartment building.
f. Box/section in a centralized delivery unit.

Delivery Address Format Address elements required by the Postal Service on all mailpieces — that is, the intended recipient's name; either general delivery, a house or building number and street name (plus apartment/suite number, if applicable), or a post office box number or rural route or highway contract route designation with a box number; and city, state or state abbreviation, and ZIP Code or ZIP+4. Placement of this information on the mailpiece determines the dimension considered the length of letter-size mail. (Compare with *alternative addressing format*.)

Delivery BCR/BCS A computer-controlled, high-speed machine that sorts letters by reading an imprinted barcode. This is a smaller version of the barcode sorter (BCS). In addition, it sorts carrier mail to delivery sequence at stations, branches, and associate offices. The delivery BCR/BCS has either three or four tiers of bins.

Delivery Point Barcode (DPBC) A POSTNET barcode that contains a ZIP+4 barcode plus two additional digits (10 additional bars) that designate a specific delivery point. It consists of 62 bars with beginning and ending frame bars and 5 bars each for the 9 digits of the ZIP+4, the last two digits of the primary street address (or post office box, etc.), and a correction digit. This type of barcode allows automated sortation of mail at the carrier route level in walk sequence.

Delivery Point Sequence (DPS) Machinable letters sorted according to the delivery sequence. An 11-digit barcode enables a barcode sorter (BCS) to sequence mail in the exact order of delivery. This process eliminates the need for carriers to manually sort these letters prior to delivery.

Delivery Sequenced Mail Mail that the mailer arranges in delivery order for a particular carrier route. This mail requires no primary distribution or secondary distribution. (See also *sequence*.)

Designation Code A two-digit number that indicates the type of position and workforce designation (such as full-time or part-time) to which a Postal Service employee is assigned; it enables the proper salary account to be charged. (See also *labor distribution code*.)

Destination Bulk Mail Center (rate) (DBMC) A discount/rate available for Parcel Post and bulk Standard Mail (A) transported by the mailer (at the mailer's own expense) to the bulk mail center serving that delivery area.

Destination Delivery Unit (rate) (DDU) A discount/rate available for Periodicals and Standard Mail (A) carrier route mail that are properly prepared and entered by the mailer at the delivery unit that serves the delivery address on the mail.

Destination Sectional Center Facility Rate (DSCF) A discount/rate available for Periodicals and Standard Mail (A) that are properly prepared and entered by the mailer at the sectional center facility that serves the delivery address on the mail (for Standard Mail (A)) or its service area (for Periodicals).

Direct A package, pouch, sack, or other mail container with each piece addressed to the same address, company, postal unit, or post office. A direct, referred to on the secondary case or optical character reader, indicates a high-volume recipient of mail who is assigned, sometimes temporarily or seasonally, a unique separation in the case. (See also *firm direct.*)

Direct Mail An industry term for advertising mail sent to targeted markets. It can be any class, but it is usually Standard Mail (A).

Diskette

A 3.5 inch, 1.44 MB, hard plastic-covered device, coated with magnetic material, used for storing information or software. The user should scan all diskettes to be used in the laptop for viruses **prior** to using them.

Distribution

The sorting of mail into pigeonhole cases, trays, sacks, machine bins, or pouches in order to group pieces with a common destination for transportation to the post office of address. Distribution may be accomplished by manual, mechanized, or automated means. The term is also applied to the distributed mail itself.

Distribution Networks Office (DNO)

A postal unit that prepares all authorized National Air and Surface System (NASS) dispatch and routing instructions and coordinates Postal Service transportation operations within a geographic area. (See also *route*.)

District

An administrative field unit that oversees most operational and support functions for post offices in a defined geographical area.

***Domestic Mail Manual* (*DMM*)**

A directive that contains the basic Postal Service standards for domestic mail services; a description of and requirements for each mail class, special service, and ancillary service and conditions governing their uses; and standards for rate eligibility and mail preparation. The *DMM* is a Postal Service policy manual.

Drop Shipment

A mailing transported by the mailer or a private (nonpostal) carrier, from the point of production to a postal facility located closer to the destination. Express Mail and Priority Mail drop shipment, however, are transported by the Postal Service instead of a private carrier.

Dual Address

A delivery address with both a street address and post office box number. Delivery is made to the address on the line immediately above the city, state, and ZIP + 4 line.

Eastern Region Mail Container (ERMC)

A multi-purpose mail container, similar to the General Purpose Mail Container (GPMC) but equipped with an interior lining and full height web door.

Dimensions: 42" long, 29" wide, 70" high

Weight: 235 pounds

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Eastern Region Mail Container (ERMC)

Enhanced Carrier Route (ECR) Two subclasses of Standard Mail (A) for mailpieces weighing less than 16 ounces and prepared in carrier route sequence. Mailers who sort bulk Standard Mail (A) by individual carrier routes earn a discount from the bulk rate. Such mailings must contain at least 200 mailpieces or weigh at least 50 pounds. Pieces must be part of 10 or more sorted to the same carrier route. Pieces that cannot be sorted to carrier routes do not qualify for the lower rate and may not make up more than 5 percent of the mailing.

Envelope Tray See *Letter Tray*. For TRACS, *Envelope Tray* is used to refer to *Letter Tray.*

Exceptional Address An alternative addressing format that indicates that the mailpiece should be delivered to the current resident if the addressee has moved. (Compare with *occupant address* and *simplified address*.)

Express Mail A mail class that provides expedited Postal Service overnight delivery service for mailable matter (up to 70 pounds), subject to certain standards. It is available in five basic domestic service offerings (Same Day Airport Service, Custom Designed Service, Post Office to Addressee Service, Post Office to Post Office Service, and Military Service). In addition, *Express Mail International Service* is available for foreign destinations. Express Mail is a Postal Service trademark.

Face The side of a mailpiece with the delivery address. To arrange mail in a uniform orientation, that is, with the delivery address facing forward and the postage stamp, meter stamp, or permit imprint positioned in the upper right corner. (See also *mail processing*.)

Facility Any building used by the Postal Service to accept mail, process and distribute mail, and/or deliver mail. Examples of facilities are Airport Mail Center, Bulk Mail Center, Processing & Distribution Center, Associate Post Office Station or Branch.

Facing Identification Mark (FIM) A series of vertical bars used by automated postal equipment that identifies, orients, and separates business reply mail, courtesy reply mail, and official mail. These bars are positioned in the upper right corner of the mailpiece to the left of the indicia (area reserved for postage). FIMs serve as orientation marks for automated facing and canceling equipment.

FASTforward A Postal Service licensed automated system that updates addresses by identifying names and addresses for which current change-of-address orders are on file. A piece updated with FASTforward can be delivered directly to the new address instead of forwarded from the old address. The FASTforward systems interface with Postal Service approved automation systems such as multiline optical character readers (MLOCRs) and remote video encoding (RVE) operations. FASTforward is available in two applications. The Mailing List Correction application updates computerized name and address mailing lists before mailpiece creation. The MLOCR/RVE application provides an on-piece address correction during mail processing before deposit into the mailstream. FASTforward is a Postal Service service mark.

Finance Number An assigned six-digit number that identifies an installation for processing financial data. The first two digits are a state code, and the last four are uniquely assigned from 0001 through 9999 to each installation in alphabetical order.

Finance Unit A nondelivery post office branch or post office station that accepts mail from customers, provides services to customers, and handles their mail.

Firm A business, school, church, library, apartment building, government agency, or postmaster.

Firm Direct Mail to a company or business that, because of volume, justifies a separation on the primary or secondary sortation of incoming mail. (See also *direct*.)

Firm Holdout A service for customers who receive 50 or more pieces on the first delivery trip on a carrier route. These customers may pick up their mail at the post office once a day.

Firm ZIP The system designed to make optimal use of automated equipment. The system is primarily for high-volume mailers that use courtesy or business reply mail and share a common ZIP Code. The primary emphasis is on unique 5-digit ZIP Codes assigned to firms receiving a high volume of mail and on unique ZIP+4 codes assigned to firms receiving 10 or more pieces of mail on a daily average. The mail must be readable by an optical character reader (OCR) and bear a ZIP+4 Code.

First-Class® Mail A class of mail that includes all matter wholly or partially in writing or typewriting, all actual and personal correspondence, all bills and statements of accounts, and all matter sealed or otherwise closed against inspection. Any mailable matter may be sent as First-Class Mail. First-Class mail is a USPS trademark.

Flat A general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat. Flat-size mail is a mailpiece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for this mail processing category (15 inches long, 12 inches high, 3/4 inch thick). The dimensions are slightly different for automation rate eligibility. Flat-size mail may be unwrapped, paper-wrapped, sleeve-wrapped, or enveloped.

Flat Sorting Machine (FSM) A machine that mechanically sorts flats by ZIP Code. Using four operators, an FSM distributes between 10,000 and 13,500 pieces per hour into one of one hundred bins or stackers. Also known as multiposition flat sorting machine (MPFSM).

Flat Tray A four-sided corrugated plastic tray with a two-tone lid used to hold First-Class Mail and Bulk Business Mail.

Dimensions: 18” long, 11” wide, 13” high

Weight: 2-1/2 pounds

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Flat Tray with Lid, Strapped

Fleet Post Office (FPO) A branch of a designated civilian post office which falls under the jurisdiction of the postmaster of either New York City or San Francisco. An FPO is operated by the Department of Defense to serve military personnel overseas or aboard ships where the Postal Service does not operate and a military situation requires service. FPO serves the operating forces of the U.S. Coast Guard, Navy, and the Marine Corps.

Foot Route A city route on which the letter carrier walks to deliver the mail rather than drive a vehicle as done on a mounted route.

Forward

To redirect mail to the intended recipient's new delivery address in cases where Form 3575, *Change of Address Order,* or other written or personal notice has been filed with the local post office. (See also *Address Change Service, address correction service, Address Management,* and *ancillary service.*)

Franked Mail

Official mail sent without postage prepayment by members and members-elect of Congress, the Vice President, and other specifically authorized individuals. Mail must relate to the official business, activities, and duties of the U.S. Congress. The mailpiece bears a written signature, printed facsimile signature, or other required marking instead of a postage stamp. (Compare with *penalty mail.*)

Free Matter

Material sent to or by the blind and other disabled persons and bearing the postage and fees paid indicia. It must be marked "Free Matter for the Blind or Handicapped." (Also called *free matter for the blind and other handicapped persons.*)

Function Keys

Keys that are pre-programmed to perform certain functions upon execution. Function keys are usually F1 through F12.

General Delivery

An alternate delivery service that allows customers with proper identification to pick up mail at post offices. Provided primarily at offices without letter carrier delivery or for transients and customers who do not have a permanent address or who prefer not to use post office boxes.

General Mail Facility (GMF)

A facility that processes and distributes mail for a specific service area.

General Purpose Mail Container (GPMC)

A large wheeled transport and distribution container used to transport sacks, trays, and bundles of mail. Over 5 feet tall, with a capacity of 1,200 pounds of mail, a GPMC can be pushed by hand or pulled by a tractor (also known as a GPC or APC)

Dimensions: 42" long, 29" wide, 69" high

Weight: 230 pounds

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General Purpose Mail Container

Half-Size Envelope Tray

Similar to a regular envelope tray or letter tray but roughly only one-half as long. For TRACS, the *Half-Size Envelope Tray* is a distinct item type.

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Half-Size Envelope Trays

Hamper

A canvas bag supported by a steel and wood frame with wheels. Useful for moving selected mail items from the dock to the sampling area.

Dimensions:

44” long, 32” wide, 38” high (large size)

36” long, 26” wide, 28” high (small size)

Weight:

75 - 85 pounds (large size)

48 pounds (small size)

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Hamper

Help

Information displayed at the user’s request that explains how to use a specific PC option, thus aiding a DCT in providing correct information.

Highway Contract Route

A route served by a postal contractor to carry mail by highway between destination points. Some of these routes include mail delivery to boxes along the line of travel.

Holdout

Mail held for handling and dispatch and for businesses that receive a large volume of mail.

Hot Case

Special distribution case in a delivery unit for last-minute sorting of mail (including misthrown mail) the carrier usually collects before leaving the office to begin delivery on the route.

Identical Mailing

A mailing in which the mailpieces have the same origin, mail class, subclass, markings, shape, size, weight, and postage, but have different recipients.

Identical Piece	An individual mailpiece that has the same mail classification and physical aspect, size, and weight as all other pieces in a presorted mailing.
Incoming Mail	Mail received by a postal facility, most commonly for distribution and delivery within the delivery area of the receiving facility.
Incoming Primary Distribution	An operation in which most of the mail is distributed to city zones and local destinations (including AOs). Note that most incoming primary distributions have other holdouts included in the sort that are not incoming primary.
Incoming Secondary Distribution	An operation in which the mail is being sorted to mail carriers or to final delivery units.
Indicia	An imprinted designation on a mailpiece that denotes postage payment (for example, a permit imprint in place of a postage stamp or a meter stamp).
Insured Mail	A special service to customers who pay a fee in advance to obtain payment in the event that the mail is lost, rifled, or damaged.
International Mail	Mail originating in one country and destinating in another. It is classified as Postal Union Mail (that is, letters and cards [LC] and other articles [AO]), postal parcels (CP), and Express Mail International Service (EMS).
***International Mail Manual* (*IMM*)**	The directive that contains postage rates and classification and other regulations for mailings bound for other countries. The *IMM* is one of six Postal Service policy manuals.
International Priority Airmail (IPA)	An international service for all mail items except postal parcels. This service is designed to be 1 day faster than regular airmail, provided that mailers meet minimum volume and sortation requirements. It is available to all countries except Canada. International Priority Airmail is a Postal Service trademark. (See also *Priority Mail*.)
International Surface Air Lift (ISAL)	A bulk mailing service for fast, economical international delivery of any periodical publication, advertising mail, catalog, other printed matter, or a small packet. Mail is airlifted directly to the country of destination or routed through key distribution centers. (See also *surface airlift mail*.)

Irregular Parcels (IPPs), Machinable

Small rectangular parcels, weighing 6 to 8 ounces. They have sufficient density to allow sorting by automatic parcel sorting equipment. Machinable irregular parcels having one or more of the following characteristics cannot be processed by a BMC:

Articles less than 6 inches long;

Articles less than 3 inches wide;

Articles less than 1/4 inch high;

Articles weighing less than 8 ounces (Exception: Pieces weighing between 6 and 8 ounces are machinable if all sides are rectangular);

Rolls and tubes up to 26 inches long;

Unwrapped, paper-wrapped, or sleeve-wrapped articles not letter-size or flat-size;

Merchandise samples not individually addressed; and

Articles enclosed in envelopes and not letter-size, flat-size, or regular (machinable) parcels.

Irregular Parcels (IPPs), Nonmachinable

Formerly know as SPRs. Irregular parcels are parcels not meeting the machinable parcel criteria. They are also parcels that cannot be processed by BMC parcel sorters. Such parcels include rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed; unwrapped, paper-wrapped or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

Jiffy Bag

A padded mailing envelope that is sold in various sizes by post offices. Jiffy is a commercial trademark.

Keyline

Optional mailer information printed at least two lines above the delivery address or in the lower left corner of the mailpiece. Under some postage payment systems, a required data line that contains specific information regarding the mailpiece.

Keys And Identification Devices

A separate rate category for keys and identification cards or tags that bear or have attached instructions to return the pieces and a guarantee of postage payment on delivery.

Labor Distribution Code (LDC)

A two-digit code designating personnel costs for specific activities at all postal organizations and installations. (See also *activity code* and *designation code.*)

Laptop Personal Computer (PC) — A compact PC used by data collection personnel for source data entry, on-line editing, automated test control and electronic transmission of statistical data to the base unit desktop computer at the district office for final processing.

Letter-size Mail — A mail processing category of mailpieces, including cards, that do not exceed any of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, and 1/4 inch thick).

Letter Tray — These trays, also known as envelope trays or managed mail trays, carry envelopes or cards. Most mail is carried in sacks, pouches, or letter trays. For the TRACS test, *Envelope Tray* is used to refer to *Letter Tray.*

Dimensions: 24-26" long, 11-12" wide, 4-5" high

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Four-Sided Plastic Letter Tray

Library Mail — A Standard Mail (B) subclass for items on loan from or exchanged between academic institutions, public libraries, museums, and other authorized organizations. Books, sound recordings, academic theses, and certain other items may be mailed at the Library Mail rate if marked on the outside of the mailpieces as "Library Mail" or "Library Rate."

Local Postmark — A cancellation that a post office without mail processing operations applies to postage stamps, if requested by the mailer. It shows the city, state, and ZIP Code of the post office.

Long-Life Vehicle (LLV*)* — A city delivery van with an aluminum body that can carry 1,000 pounds of cargo. It is designed to last 24 years.

Loose in the Mails — Material separated from the addressed envelope, container, or wrapper in which it was mailed.

M-Bag (international mail) — A special direct sack of printed matter from a mailer in one country sent to a single addressee in another country. To qualify for M-Bag acceptance, the weight of the contents may not be less than 15 pounds, and the combined weight of the contents and the sack may not be more than 66 pounds.

Machinable — Capable of being sorted by mail processing equipment. (Compare with *nonmachinable.*)

Machinable Parcel A mail processing category for a mailpiece that is not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight; and not more than 34 inches long, 17 inches high, 17 inches thick, and 35 pounds in weight (except for books and other printed matter, which must not weigh more than 25 pounds). The mail can be safely sorted by mail processing machinery such as a parcel sorting machine.

Mail Processing An integrated group of subfunctions required to sort and distribute mail for dispatch and eventual delivery. The principal subfunctions are culling, edging and stacking, facing and canceling, sorting, tying, pouching, bundling, sacking, and traying. (See also *advanced facer-canceler; barcode clear zone, bundle, cancel, cull,* and *face*.)

Mail Processing Category One of five designations for mail (flat-size mail, letter-size mail, machinable parcel, outside parcel, and irregular parcel), based on physical dimensions (height, length, and thickness) and on weight.

Mail Processing Stream The total live mail at any time in a Postal Service mail processing function. Also a mailing industry term that describes the assembly line production of mailpieces in a highly automated plant.

Mail Shape This term refers to the predominant shape of the mail in the mail processing stream (such as letter, flat, parcel, or IPP). The stream may also include pieces of mail that are not of the predominant shape. For example, in the mail processing stream for flats, there may be some flat-shaped parcels (mailpieces too large to be classified as a flat, but similar in appearance to a flat) commingled.

Mailpiece A single addressed article of mail, usually a letter, flat, postal card, or parcel.

Main Office The primary postal facility in a city where the post office uses subordinate post office stations or post office branches. It provides complete postal services to a specified geographic area. (Formerly called *general post office*.)

Manifest Mailing System (MMS) A postage payment system that enables the Postal Service to accept and verify permit imprint mailings that contain nonidentical-weight and/or nonidentical-rate pieces of the same mail class (except Periodicals) and same mail processing category. These pieces are prepared by the mailer according to certain standards.

Manifest Mailing System Rate Category Abbreviation (MMSRCA)

A two-letter code identifying the rate category for which the mailpiece qualifies. A single mailpiece may qualify for more than one rate category; if so, each category abbreviation must be shown in the keyline, separated by a "/" (slash). (See *DMM*, Sec. P710.3.3.)

Markup

A mailpiece that is undeliverable as originally addressed. It must be endorsed to show the next address for attempted delivery or other disposition, such as return to sender. (See also *Computerized Forwarding System II* and *undeliverable as addressed*.)

Menu

A listing of selections used to navigate through the data entry programs. The users select the appropriate option depending on their needs.

Merchandise Return Service

A special service whereby an authorized company provides a customer with a special mailing tag or label to return a shipment without postage prepayment. The company pays the return postage. (Compare with *business reply mail*.)

Merchandise Sample

Any product presented for the mailstream. Specifically, a Standard Mail (A) mailpiece that is more than 5 inches wide, 5 inches high, or 1/4 inch thick, or is non-uniform in thickness. When mailed at a bulk rate, the piece must be mailed with a detached address label and distributed in a mailing to at least 25 percent of the addresses in a five-digit ZIP Code area.

Metered Mailing

Any mail class (except Periodicals) with postage printed by a Postal Service approved postage meter. This mail is entitled to all privileges and subject to all conditions that apply to the various mail classes.

Military (APO/FPO) Mail

Domestic mail and international mail that bears a U.S. military delivery address or return address and that, in some stage of its transmission, is in the possession of the Department of Defense.

Minimum Size Standard

The smallest dimensions permitted for all mailable matter or for a specific mail processing category or specific rate. Except for keys and identification devices, a mailpiece less than 1/4 inch thick must be rectangular and meet the following minimum criteria (otherwise, it is nonmailable and must be returned to the sender):

- At least 5 inches long.
- At least 3-1/2 inches high.
- At least 0.007 inch thick.

(See also *aspect ratio* and *non-standard-size mail*.)

Miscoded/Miszipped Mail Mail with an incorrect ZIP Code as part of the delivery address.

Missort/Missorted Mail Mail incorrectly distributed. To distribute mail to the wrong separation or bin. (See also *throwback.*)

Motorized Carrier A letter carrier who uses a vehicle to deliver mail. The route is called a motorized or mounted route.

Multidelivery Stop Stop with several possible deliveries.

a. **Neighborhood delivery and collection box units (NDCBUs)** – Generally pedestal-mounted receptacles. They are normally used in areas of townhouses and detached single family dwellings.

b. **Delivery/postal centers** – Shelter units consisting of groups of receptacles mounted in a freestanding structure. The are normally used in areas of townhouses, semidetached homes, mobile home parks and apartment complexes.

c. **Office/apartment building mail receptacles (front-loaded)** – Groups of mail receptacles in office or apartment/condominium buildings that are rear-loaded by a carrier.

d. **Office/apartment building mail receptacles (rear-loaded)** – Groups of mail receptacles in office or apartment/condominium buildings that are rear-loaded by a carrier.

e. **Curbline boxes** – Groups of rural mail receptacles located at the curbline, with delivery made by carriers from their vehicles.

f. **Two-, three-, and four-family houses** – Traditional two-, three-, and four-flat houses, duplexes, and triplexes, with each house usually having its own outside box or mail slots in the door. Townhouses with individual mailboxes (not cluster boxes) are considered single-family residence, not multidelivery stops.

g. **Other** – Situations in which delivery is to more than one mail receptacle at one stop. For example, delivery to multifamily dwellings where a group or groups of mail receptacles are located so that all may be served during a single stop is classified as “other.” (Some mail receptacle arrangements may include more than one possible stop as well as several possible deliveries.) Examples of “other” include:

1) Two groups of boxes on a right-angle corner so that the carrier can delivery to all boxes in one stop.

2) Boxes on either side of a narrow hall or porch s that a carrier can deliver to all boxes without stopping more than once.

3) Rental post office box arrangements.

Mounted Route	A city route on which the letter carrier drives a vehicle to deliver the mail rather than walk as done on a foot route.
Multiline Optical Character Reader (MLOCR)	An Optical Character Reader that reads and interprets multiple lines of the delivery address on a mailpiece.
National Change of Address System (NCOA)	An address correction service provided to mailers by the Postal Service through its licensees. All change-of-address data submitted by relocating customers are transmitted daily from Computerized Forwarding System (CFS) sites to the Postal Service National Customer Support Center (NCSC) at Memphis, TN. The NCSC consolidates the data, places it on computer tape, and then standardizes the address against the ZIP+4 code database. The licensees match computerized mailing lists with change-of-address data, and NCOA provides current standardized and ZIP+4 coded addresses for all residential and business movers before the mail enters the mailstream. (See also *Address Change Service*.)
NDCBU (neighborhood delivery and collection box unit)	A centralized unit of more than eight individually locked compartments for the delivery and collection of mail.
Nixie	A mailpiece that cannot be sorted or delivered because of an incorrect, illegible, or insufficient delivery address. A nixie clerk specializes in handling this mail. (See also *undeliverable as addressed*.)
Nonmachinable	The incapacity of a mailpiece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed by manual distribution.
Nonmachinable Outside (NMO)	Generally, a parcel or mailpiece that must be processed manually because of size, weight, or another characteristic that prevents safe sorting by mechanized or automated mail processing equipment. The piece (such as a truck tire) cannot be placed inside a container that can be mailed.
Nonprofit Rate	A preferred rate for a Periodicals publisher authorized as a nonprofit organization.

Non-standard-size Mail

First-Class Mail or single-piece Standard Mail (A) weighing one ounce or less and exceeding any of these size limits:

- more than 11-1/2 inches long, or
- more than 6-1/8 inches high, or
- more than 1/4 inch thick, or
- with a length less than 1.3 times the height, or more than 2.5 times the height.
- This type of mail incurs a surcharge.

(See also *aspect ratio* and *minimum size standard.*)

OBSS Cases (one-bundle sliding-shelf)

Cases that provide a one-route system featuring the casing of all mail for a delivery point in one separation. The overall case is designed to provide one separation for each delivery point on a route. All mail for a stop is cased together without regard to shape or size. In general, it is a modular carrier sorting case that permits the sorting of both letters and flats in the same separations. The casing method is used most often for curbside delivery routes. The casing method does not affect the mail count in the Carrier Cost system.

Occupant Address

An alternative addressing format that uses one of four designations (that is, postal customer, occupant, householder, or resident) rather than an addressee name at a specific street address or post office box number, or rural route and box number; and post office, state, and ZIP Code. (Compare with *exceptional address* and *simplified address.*)

Office Time

The amount of time that a letter carrier spends in the delivery unit casing mail and performing other administrative duties before leaving to deliver mail or after returning from the route.

Official Mail

Mail authorized by federal law to be sent by government officials without postage prepayment. It includes franked mail sent by members of Congress and penalty mail sent by U.S. Government agencies.

Optical Character Reader/Channel Sorter (OCR/CS)

An automated mail sorting machine that locates the delivery address on the face of a mailpiece; reads and interprets the city, state, and ZIP Code; prints a barcode; and sorts the mailpiece into either 44 or 60 stackers. An OCR/CS consists of a mail feed and transport unit; stacker modules; and a computer with system control, video monitor, and printer.

Originating Mail

Special service mailpieces sent out by a facility, including the following: insured mail, registered mail, COD (collect on delivery), and certificates of mailing.

Other Article (AO) A category of international mail that consists of the various classes of printed matter (i.e., regular printed matter, books and sheet music, and publishers' periodicals), matter for the blind, and small packets (e.g., lightweight merchandise shipments). The AO designation is derived from the French term *autres objets.*

Outgoing Primary Distribution The first sortation of mail to states, large cities, or foreign countries. In most situations, outgoing primary operations have mail separations for the local area sorted to zones and possibly to the mail carrier level.

OTR Over-the-Road Mail Container.

Outgoing Secondary Distribution The sortation of originating mail or mail received from other offices before the mail is sorted to city zones. Examples of this type of distribution include mixed states secondary, state distribution, and the managed mail program.

Pallet A reusable platform (approximately 3 by 4 feet) on which mail is stacked and then moved as a single unit. Made of high quality, rigid material, pallets are designed for forklift entry. They can handle loads of 65 cubic feet and 2,000 pounds. Pallets are also known as *skids.*

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Nestable Plastic Pallet

Error! Cannot read or display file.
Wooden Pallet

Parcel Airlift (PAL) A special service that provides air transportation for parcels on a space-available basis to or from military post offices outside the contiguous 48 states.

Parcel Post A subclass of Standard Mail with rates based on weight, zone, delivery within a bulk mail center or sectional center facility service area, and additional standards.

Park and Loop A delivery method in which the letter carrier parks the vehicle and walks out and back over one or more streets, delivering mail away from and looping back to the vehicle. (Also called *loop*.)

Pass Sorting mail on one automated operation.

Penalty Mail Official mail sent without postage prepayment by officers of the executive and judicial branches of the U.S. Government, by departments and agencies of the U.S. Government, and by specifically authorized individuals. The term comes from the endorsement "Penalty for Private Use" printed on the mail. (Compare with *franked mail.*)

Periodicals, **Periodical Class** A mail class (formerly called second-class mail) consisting of magazines, newspapers, or other publications formed of printed sheets that are issued at least four times a year at regular, specified intervals (frequency) from a known office of publication. Periodicals usually must have a list of subscribers and/or requesters, as appropriate.

Permit Any authorization required for specific types of preparation or postage payment. Specifically, an authorization to mail without postage affixed by using indicia or an imprint. Payment is made against an advance deposit account that is established with the Postal Service for postage and special services.

Permit Imprint Printed indicia, instead of an adhesive postage stamp or meter stamp, that shows postage prepayment by an authorized mailer. (See also *permit.*)

Phantom Routes Route numbers assigned to multiple delivery segments from two or more carrier routes for incoming primary or secondary distribution. The mail is sorted manually to firm holdouts, apartment buildings, etc., and presented to carrier routes for delivery. Phantom routes are not entities of the Carrier Cost system frame and only appear there as infrequent data collector errors made in updating the frame. When phantom route numbers appear on the sample selection as routes they must not be tested as routes. This mail should be included and counted along with all other mail from the parent route from which select stops are to be counted on a tested route.

Population A collection of all of the items of interest for a particular survey or study. For most of our surveys, the population of interest is a portion of, or all of, the mail being collected, processed, or delivered by the Postal Service.

Postage Due Mail Mail marked postage due or mail bearing a special service marking, such as business reply, merchandise return, or address correction, indicating additional postage is required.

Possible Delivery – Any delivery on the test route that may receive mail from a carrier on the test day. It does not matter whether the delivery receives mail on the test day; what matters is that if there were mail for the delivery, it would be delivered by a carrier.

a. Where delivery of mail would not be effected by a carrier, the delivery is not a possible delivery for purposes of the test.

b. If the mail for a delivery is to be held out (for example, vacation-hold mail), forwarded, or picked up by a customer on the test day, the receptacle or mail drop is not a possible delivery, because mail service to this delivery would not be provided by a carrier.

c. If the carrier has mail for a customer holdout to be delivered on the street (e.g., if an accountable or Express Mail piece arrives after the customer has called for the mail but before the carrier leaves the office). it is also counted as a possible delivery.

d. If a government or business office is closed on the day of the test and the carrier would not attempt to make a delivery, the receptacle or mail drop for that office should not be considered a possible delivery.

e. Whether to count the deliveries in a relay as possible deliveries depends on how the relayed mail gets to the customer.

   1) If the carrier delivers the mail after it is relayed, each receptacle to which it can be distributed counts as a possible delivery.

   2) If the carrier has no further contact with the mail once it leaves the office (if it is merely dropped off by a relay person), deliveries associated with the relay are not counted as possible deliveries.

   3) Vacant properties should not be counted as possible deliveries.

Postal Card A blank mailing card sold by the Postal Service (as distinguished from a commercial postcard) with a printed or impressed postage stamp.

Postal Numeric Encoding Technique (POSTNET) The barcode system used by the Postal Service for translating ZIP Code, ZIP+4 code, and delivery point code information into a machine-readable format that consists of a series of vertical full and half bars. (See also *delivery point barcode*.)

Post Office Box Service A premium service (or alternate delivery) that consists of delivery to post office boxes rented to customers for a fee (as opposed to general delivery or firm holdout service, which is provided at no charge). (Compare with *caller service.*)

Postal Pak

A pallet with cardboard sides instead of shrink wrap holding the mail together. In TRACS, a postal pak is considered a wheeled container for recording purposes.

Error! Cannot read or display file.
Error! Cannot read or display file.

Tall Postal Pak **Postal Pak**

Precanceled Stamp

A postage stamp canceled by an imprint across the face before it is sold to mailers for bulk mail. Also, a stamp designated by the Postal Service as a precanceled stamp without cancellation marks. Mailpieces with these stamps do not go through a canceling machine at the time of mail processing.

Precision

The degree to which a set of measurements agree with their mean. A measurement tool used to prevent the least variation from the set standards.

Preferential Mail

Mail that receives preferential handling. This includes Express Mail, international mail, First-Class Mail, Priority Mail, Periodicals, and special handling. (Referred to as hot case mail.)

Presorted Mail

A form of mail preparation, required to bypass certain postal operations, in which the mailer groups pieces in a mailing by ZIP Code or by carrier route or carrier walk sequence (or other Postal Service recommended separation).

Printed Matter

Paper on which words, letters, characters, figures, or images (or any combination of them) not having the character of a bill or statement of accounts, or of actual or personal correspondence, have been reproduced by any process other than handwriting or typewriting. In international mail, this is a classification that includes books and sheet music, publishers' periodicals, and regular printed matter (all printed matter other than the aforementioned types). (Compare with *Bound Printed Matter*.)

Priority Mail™

A subclass of First-Class Mail that weighs more than 11 ounces and usually consists of flats and parcels. It provides faster delivery than Parcel Post. At the mailer's option, mail weighing 11 ounces or less may be sent at the Priority Mail rates. Any mailable matter may be sent as Priority Mail. Priority Mail is a Postal Service trademark. (See also *International Priority Airmail*.)

Probability	The relative possibility that an event will occur. Probability sampling techniques are used to measure the characteristics of the total mail volume by examining a small fraction of that volume.
Processing and Distribution Center (P&DC)	A central mail facility that processes and dispatches part or all of both incoming and outgoing mail for a designated service area. A P&DC also provides instructions on the preparation of collection mail, dispatch schedules, and sorting plan requirements to mailers. **Note:** TRACS still uses the term Sectional Center Facility (SCF) instead of P&DC.
Processing & Distribution Facility (P&DF)	A Processing and Distribution Facility is usually a sectional center facility or a general mail facility, but can also be a dedicated mail processing facility without a post office station or post office branch. **Note:** TRACS still uses the term Sectional Center Facility (SCF) instead of P&DF.
Prompt	A screen indication to the DCT to take an action or provide needed information.
Pull	To remove sorted mail from distribution cases and other containers for transport to the next point of handling.
Random Access Memory (RAM)	A storage location within the computer where data are entered, stored, and retrieved. RAM is also known as internal memory. Any information stored in RAM is lost when the computer is shut off.
Random Sampling	A type of sampling in which every item in the population of interest has a known chance of being included in the sample.
Readable	Capability of material (for example, the ZIP Code and address on letter-size mail) to be read by an optical character reader.
Registered Mail	A special service by which, through a system of receipts, the Postal Service monitors the movement of the mailpiece from the point of acceptance by the Postal Service to delivery. The sender receives a receipt at the time of mailing, and a delivery record is kept at the post office of address. This service also provides optional indemnity in case of loss or damage. Registered Mail is the most secure service offered by the Postal Service.
Registered or Certified Sections	A unit found in all postal facilities having incoming registered or certified delivery functions.

Relay Mail that a city letter carrier prepares in sacks for delivery to relay drop boxes along the line of travel of a route. After completing delivery of carry-out mail, the letter carrier picks up additional mail from the relay drop box and resumes delivery, continuing this process until the entire route is served. A relay may weigh up to 35 pounds. (See also *drop box*.)

Remote Encoding Center A Postal Service unit that uses advanced technology to assign barcodes to hand-addressed mailpieces physically located at a general mail facility. After the mailpiece image is displayed on a computer terminal, an operator, who is at the center, keys in the ZIP Code and the street address in order to match this information with that in a database. This allows for the imprinting of the barcode and automated mail processing at the general mail facility.

Return Address A mailpiece element that is usually placed in the upper left corner of the mailpiece to indicate the address of the sender. This address indicates where the sender wants the mail returned if it is undeliverable and where the sender will pay any fee due for that mail. (See also *undeliverable as addressed*.)

Return Receipt The mailing card (Form 3811 for domestic and Form 2865 for international) signed by the addressee of an article and mailed back to the sender as evidence of delivery. This supplemental mail service is available for a fee when using Express Mail or recorded delivery, certified mail, collect on delivery, mail insured for more than $50, registered mail, or return receipt for merchandise.

Revenue Assurance An ongoing policy to prevent the loss of revenue by identifying uncanceled postage stamps and misclassified mail and collecting postage and fees for unpaid or shortpaid mail.

Route A scheduled course to be followed by a Postal Service employee or carrier (a contractor) in performing transportation or delivery duties. To designate the time, schedule, mode of transportation (such as air, highway, or rail), and the line of travel to be used in dispatching mail from a postal unit or transportation terminal. (See also *distribution networks office*.)

Residential Route A city delivery route on which at least 70 percent of the deliveries are to residences. (Compare with *business route*.)

Rural Carrier Route (RCR) Cost System

The Rural Carrier Route tests are used to estimate mail characteristics for each category of mail on different routes and at different times of the year. This determines what portion of total delivery costs are attributable to each mail category. The RCR test allows the Postal Service to spread delivery costs across all pertinent categories of mail. The data are also used to see how mail volume affects the number of stops and deliveries a mail carrier must make. *The tests are not used to set work standards or measure mail carrier performance.*

The RCR test measures mail characteristics on a sample of rural routes. In the rural test, Data Collection Technicians sample by box and count mail according to its measurements.

Rural Carrier Associate (RCA)

A non-career Postal Service employee who either serves as a leave replacement in the absence of a regular rural carrier or provides service on auxiliary routes. This employee is selected from a register of eligibles, and after one year of service, has bidding rights to Postal Service career vacancies as they occur.

Rural Delivery Service

The rural routes operated primarily to deliver and collect mail from roadside mailboxes owned and maintained by residents of communities without convenient postal facilities.

Rural Route

A route primarily for the delivery and collection of mail from boxes owned and maintained by persons residing in communities that do not have other convenient postal facilities.

Sample

A subset of the population from which measurements are taken.

Sample Allocation

The number of tests to be conducted in each stratum. The term is also used to refer to the process of determining the number of tests to be conducted in each stratum.

Sample Selection File or Printout

A list of sampling units selected for CCS and TRACS for each postal quarter. This list indicates the day of a test and the facility to be tested. The file is located on CODES equipment. A printout can be downloaded from the CODES base unit.

Sampling Efficiency

The degree to which a sample design is able to produce estimates with the required precision for a pre-set cost. Two frequently used ways of improving sampling efficiency are to improve the stratification and to optimize the sample allocation.

Sampling Frame

A list of the population of interest, divided into units which will be sampled in part or in whole.

Scheme

A systematic plan for the distribution of mail by its destination as determined by mail processing operations. Each scheme is made up of more than 99 but fewer than 1,000 such items. Schemes are made up of address items; each item contains a single set of addresses and routing information. For example, Adair St., along its length, is divided into five scheme items, as follows:

Adair	Route
100 - 299	02
300 - 699	04
700 - 1099	06
1100 - 1499	08
1500 - out	10

Some employees must memorize one or two schemes. The officially published list of all elements of address and their distribution for a specific operation is called a reference scheme. (See also *carrier route scheme.*)

Sector/Segment Mail

The sortation of mail using the last four digits of the nine-digit code (ZIP + 4). The first two additional digits of the expanded code designate the sector; a geographic portion of a zone, a portion of a rural route, several city blocks or a large building, part of a box section, or an official designation. The last two digits designate the segment: a specific block face, apartment house bank of boxes, a firm, a floor in a large building, or other specific location.

Sectional Center Facility (SCF)

See P&DC and P&DF, which terms have replaced SCF, except for TRACS. Note that for TRACS, General Mail Facilities (GMFs), General Post Offices (GPOs), P&DCs, P&DFs, and other general mail processing facilities are called SCFs.

Separation

A compartment in mail processing equipment used to hold separated mail. Also, a division (or segmentation) of sorted mail, after distribution, according to a scheme (for example, ZIP Code).

Sequence

To place mail in the order of its delivery. Mailers generally receive certain discounts based on the type of sequencing. (See also *delivery sequenced mail* and *carrier route presort mail.*)

Session

A group of mailpieces that have been recorded between the time the laptop is turned on and the END SESSION and SAVE options of the OPTIONS MENU are used. A test is composed of one or more sessions.

Sidewalk Delivery

A method of city delivery in which the letter carrier delivers to mailboxes posted at the edge of the sidewalk near the residence. (Compare with *central point delivery* and *curbside delivery*.)

Simplified Address

An alternative addressing format used when delivery of identical mail is requested to every customer on a rural route or highway contract route, or to all post office box customers at a post office without city carrier service. Instead of listing the name and address of the addressee, the mailer may use "postal customer." It may also be used by government agencies for official mail sent to all stops on city routes and post office boxes at post offices with city delivery service. In such cases, these formats may be used: "Postal Customer," "Residential Customer," and "Business Customer," depending on the type of coverage requested. (Compare with *exceptional address* and *occupant address.*)

Single Point Delivery

A residential service that provides delivery to a single address (as compared with multiple addresses) at one delivery stop. (Compare with *central point delivery*.)

Slug

(Informal) First-Class Mail or Standard Mail (A) that is too thick to be distributed into a case. Such a mailpiece must be manually culled in the facing and canceling operation. (See also *bulkie*.)

Small Parcel Bundle Sorter (SPBS)

A modular machine that sorts small parcels and packages or bundles of letters and flats to 100 specific bins for either delivery or processing.

Small Parcel and Bundle (SPB) Tray

A tapered tray used as a bin on an SPBS. When filled, it is covered with a lid and banded.

Dimensions: 20-1/2" long, 19" wide, 19" high

Weight: 4 pounds

Error! Cannot read or display file.

Small Parcel and Bundle (SPB) Tray and Lid, Strapped

Software

A set of coded instructions which directs a computer to perform tasks in a specified sequence under specific conditions.

Space Available Mail (SAM) Military mail first transported domestically by surface and then to overseas destinations by air on a space-available basis. (See also *surface airlift mail*.)

Special Handling A special service available only for Standard Mail (A) and Standard Mail (B). It provides preferential handling in dispatch and transportation but not expedited delivery. (See also *preferential mail.*)

SPRs Small parcels and rolls (obsolete). See IPPs.

Standard Mail (A) Standard Mail matter that weighs less than 16 ounces. It comprises the *subclasses* of Regular Standard Mail, Nonprofit Standard Mail, and Single-Piece Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail (A) may be sent at presorted rates and at automation rates.

Standard Mail (B) Usually Standard Mail matter that weighs 16 ounces or more. It comprises four *subclasses*: Bound Printed Matter, Library Mail, Parcel Post, and Special Standard Mail.

Station (classified) A unit of a post office that is staffed by career postal employees and located within the corporate limits of a city or town.

Statistical Programs Coordinator (SPC) The statistical programs coordinator is responsible for the collection of statistical data associated with national revenue, cost, volume, and service programs. The primary responsibilities include implementing, operating, and ensuring data integrity of statistical programs within the district.

Statistical Programs Service Center (SPSC) Headquarters field unit that provides technical and field support to the district statistical programs units.

Strap Out To bundle letters and flats with straps or rubber bands, keeping them in delivery sequence.

Strata Two or more sets of sampling units that were grouped on the basis of one or more known characteristics. The plural form of *stratum*. (Also see *stratification*.)

Stratification The process of subdividing the population into two or more mutually exclusive sets of sampling units called strata. The singular form of strata is stratum. If we can subdivide the population in such a way that the units within a stratum are more similar to each other (with regard to the item we are trying to estimate) than they are to units in other strata, then stratified sampling will be more efficient than a simple random sample.

Stratum

A set or collection of sampling units that are similar on the basis of one or more known characteristics. Such a set is used in the selection of facilities to be sampled by TRACS and CCS system tests. The singular form of *strata*.

Surface Airlift Mail

A combined mode of transporting international mail and military mail by surface and air. (See also *International Surface Air Lift.*)

Throwback

Miscased or missorted mail that has been reworked for accurate distribution. (See also *missort/missorted mail*.)

Throwback Case

A distribution case in a delivery unit for the sortation of missorted and forwardable letters and flats. (See also *undeliverable as addressed*.)

Tour

One of three scheduled Postal Service shifts: Tour I (usually from 11 p.m. to 7 a.m.) is the night shift, Tour II (usually from 7 a.m. to 3 p.m.) is the daytime shift, and Tour III is the evening shift (usually from 3 p.m. to 11 p.m.).

Transportation Cost System (TRACS)

A data collection system that provides information to estimate the following:

Total volume (cubic feet) per mile for different rate categories of mail transported by rail and highway; and

Total weight per mile for different categories of mail transported by air.

Undeliverable As Addressed (UAA)

Mail that the Postal Service cannot deliver as addressed and must forward to the addressee, return to the sender, or send to a mail recovery center (depending on treatment authorized for that mail class). (See also *address correction service, Computerized Forwarding System II, markup, nixie, return address,* and *throwback case.*)

Unique ZIP Code

A ZIP Code assigned to a company, government agency, or entity with sufficient mail volume, based on average daily volume of letter-size mail received, availability of ZIP Code numbers in the postal area, and Postal Service cost-benefit analyses.

Vehicle Control Office

Located in each BMC, Vehicle Control Offices are responsible for coordinating the movement of rail vans and for queuing arriving rail vans and highway vehicles waiting to be unloaded. Transportation analysts in these offices know which vans or vehicles will be arriving at the BMC on a given day.

Vertical Improved Mail (VIM)

A mail service within high-rise buildings. The carrier delivers and collects mail for the entire building by operating a small elevator in a mailroom or by using a call window or lockbox delivery system, or some combination of these.

Walk Sequence

The order in which a city carrier delivers mail for a route. This order is required for most carrier-route-presort mail.

Wiretainer

A wheeled, stackable mail container. A wiretainer is larger than a hamper but smaller than a GPMC.

Error! Cannot read or display file.

Wire Container — Collapsible

ZIP+4

The nine-digit numeric code, established in 1981, composed of two parts: (a) The initial code: the first five digits that identify the sectional center and delivery area associated with the address, followed by a hyphen; and (b) the four-digit expanded code: the first two additional digits designate the sector, and the last two designate the segment. ZIP+4 is a Postal Service trademark.

ZIP+4 Barcode

A nine-digit POSTNET barcode consisting of 52 vertical bars. (See also *POSTNET*).

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Log of Revisions

Date	Change Type	Comments

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Text Messages

Date	Subject	Comments

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DCT Notes