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POSTAL RATE AND FEE CHANGES, 1997

Docket No. R97-1

SUPPLEMENTAL TESTIMONY OF **BRADLEY V. PAFFORD** ON BEHALF OF THE UNITED STATES POSTAL SERVICE

1 2 3	Supplemental Testimony of Bradley V. Pafford
4	AUTOBIOGRAPHICAL SKETCH
5	
6	The autobiographical sketch filed in conjunction with my direct testimony,
7	USPS-T-1, is hereby incorporated by reference.

1 I. PURPOSE OF TESTIMONY

 4 System, and that are concerned generally with the Postal Service's data 5 collection methods (pages 1-9, and Appendices A, B, and C of the Library 6 Reference). Library Reference H-89 was filed on July 10, 1997; the portions of 	2	The purpose of this testimony is to adopt the portions of Library Reference
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	10 11 12 13 14 15	Exhibit USPS-48B Mailing Statement Forms (Appendix A in Library Reference H-89); Exhibit USPS-48C Statistical Programs Guidelines (Appendix B in Library Reference H-89); Exhibit USPS-48D Mail Exit Point Guidelines (Appendix C of

17 This testimony presents a brief summary of this material.

18 II. REVENUE, PIECES AND WEIGHT SYSTEM

19 A. Domestic Probability Subsystem

20 Pages 2-7 of LR-H-89 describe the statistical documentation for the RPW

- 21 Domestic Probability Subsystem, including the population and characteristics of
- 22 interest, the sample design, the manner in which the survey is administered, and
- 23 the estimators used in the subsystem.

B. Non-Countable Subsystem

2	Pages 8-9 of LR-H-89 describe the statistical documentation of the RPW
3	Non-Countable Subsystem, including the population and characteristics of
4	interest, the sample design, the survey administration, and means of estimation
5	used in the subsystem.
6	III. Exhibit 48B: MAILING STATEMENT FORMS
7	This Exhibit supplies the forms relevant to the Non-
8	Countable Subsystem. A listing of the enclosed forms is supplied as the first
9	page of the Exhibit.
10	IV. Exhibit 48C: STATISTICAL PROGRAMS GUIDELINES
11	Exhibit 48C is made up of the introductory section to Library Reference H-
12	89, which contains information on the administration of the Postal Service's
13	Statistical Programs function, and the Guidelines for Specific Statistical
14	Programs, published in December 1995. The Guidelines are concerned mainly
15	with the scheduling of tests, and with testing techniques and procedures.
16	V. Exhibit 48D: MAIL EXIT POINT GUIDELINES
17	This Exhibit contains guidelines for the use of Mail Exit Points (MEPs)
18	within the RPW Domestic Probability Subsystem, including their frame structure,
19	relevant considerations for designing MEPs, and subsampling issues.

Exhibit USPS-48A

Revenue, Pieces and Weight System Statistical Documentation

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RPW DOMESTIC PROBABILITY SUBSYSTEM STATISTICAL DOCUMENTATION

A. Population and Characteristics of Interest

The study plan used by the Domestic Probability Subsystem is a probability sample of originating units and mail exit points which are collectively referred to as MEPs. The population of interest, or universe under study, is all mail entering or exiting the mail stream during the Fiscal Year (FY). Characteristics of interest include revenue, pieces, and weight, by class of mail and fees by type of service.

B. Sample Design

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The Domestic Probability Subsystem has a multi-stage, two-phase design. The sampling frame is the list of finance numbers and MEPs within finance number. A random sample of MEPs is selected each Postal Quarter (PQ) within a panel of finance numbers, and a date is randomly assigned for conducting the test. For MEPs with large volumes of mail, subsampling is usually done to avoid delays in delivering the mail.

First Stage Sample

The first stage sampling unit is the finance number. The first stage sample frame is a list of all finance numbers. A given finance number corresponds to a post office in many cases. Finance numbers are stratified into Cost Ascertainment Groups (CAGs) based on total revenue receipts for the previous year. All finance numbers that were in CAG A or CAG B prior to FY 1996 are included in the sample. In the remaining CAGs, the number of finance numbers selected is approximately proportional to the total revenue receipts for all offices in the CAG.

Second Phase Sample

The second phase sampling frame is the list of MEPs within the selected finance numbers. The MEPs from the selected first stage finance numbers are stratified within each Customer Service & Sales District (CS&SD) starting in Postal Quarter (PQ) III, and within CS&SD and super-CAG group prior to that time. There are three super-CAG groups that include CAGs A and B, CAGs C and D, and CAGs E through L. Within each strata a random sample of MEPs is selected, and a date for conducting the test randomly assigned. Details of the random date assignment process are contained in Library Reference SSR-58 of Docket No. MC96-3.

Third Stage Sample

The frame consists of all mail passing through the MEP during the test period, which typically consists of 24 hours. When a selected MEP has a large volume of mail on the test day, a subsample of the mail is selected to facilitate counting the mail without causing delivery delays. Subsampling involves a systematic random selection of mail for which the characteristics of interest are recorded.

- C. Survey Administration
 - 1. Sample Selection Methodology

First Stage Sample

The first-stage sample of finance numbers is stratified into 11 Cost Ascertainment Groups (CAGs) based upon the annual revenue of each office as reported under the Accounts Reporting System. All offices that were in CAG A or CAG B prior to Fiscal Year (FY) 1996 are included in the sample. The number of finance numbers selected from CAGs C through L is approximately proportional to the total revenue receipts for the CAG. Selected finance numbers in CAGs C through L make up a permanent panel. Offices which change CAG are moved to their new CAG. Most CAGs have at least 30 sample offices. Due to the general tendency over time for finance numbers to move upward in CAG, periodic replenishment of CAGs having less than the 30 sample offices is made by random selection. First stage universe and sample sizes are contained in Library Reference H-91.

Second Phase Sample

Within each finance number selected in the first-stage sample, the list of all MEPs is obtained from the RPW Sample Selection Frame System. The RPW Frame defines all of the possible points at which mail may be sampled. All possible exit points as well as all possible originating entry points for registered, COD, Certificates of Mailing, and insured mail are identified. Separate strata are defined and samples drawn each Postal Quarter for each of the following special MEP types: APO/FPO, special delivery, originating, CAG K&L, unstable (beginning PQ III, FY 1996), and small panel office MEPs (offices with 3 or fewer MEPs prior to PQ III, FY 1996, and offices with 5 or fewer MEPs thereafter). For the remaining MEPs, a stratified random sample of MEPs is independently selected within each CS&SD starting in PQ III, and within each CS&SD and super-CAG group prior to that time. There are three super-CAG groups as follows: CAGs A and B; CAGs C and D; and CAGs E through L. Strata are

Exhibit 48A page 2 of 8

computationally defined using multivariate clustering algorithms. There were 54,010 MEP-days selected for testing in FY 1996. The list of all selected MEPs within a CS&SD, along with the corresponding test dates, is electronically transmitted to a desktop microcomputer in the district. Second phase universe and sample sizes, and strata definitions are contained in Library Reference H-92.

Third Stage Sample

When a large volume of mail is expected for a test, the selected MEP is subsampled. The skip interval used is based on the expected number of mailpieces for counted-skip subsampling. In the case of weighted-skip subsampling, the skip interval used is based on the number of pieces in five pounds of mail. In the case of container-skip subsampling, the container and mailpiece-skip intervals are based on the expected number of containers and the expected average number of pieces per container. Detailed procedures for subsampling are described in Appendix B of this library reference, and in Library Reference G-44 of Docket No. R94-1.

2. Data Collection Procedures

Domestic probability tests are conducted by counting mail that passes through the selected MEP during the test period. Recording characteristics of mail pieces may take place at several different times during a test day. For MEPs defined as a mail processing stream of predominantly one shape for a office, the data collection technician generally samples all mail in that stream as it arrives at the facility. For MEPs defined for a single mail shape, the data collection technician sweeps and tests all mail processing streams for that mail shape, either as it arrives at the facility or as it is distributed to the delivery units. For MEPs defined as delivery units, samplings requires the data collector to gather the mail to be sampled from distribution areas such as letter cases, flat cases, irregular parcel and roll cases, and postage due cases.

Prior to recording test information, mailpieces may be separated by class, subclass, indicia and rate group. For each of these separations, pieces are counted and data concerning the revenue and pieces are recorded on laptop microcomputers using Computerized On-Site Data Entry System (CODES) software. The weight for these pieces or groups of pieces is usually captured automatically by the CODES software from electronic scales connected to the laptop microcomputer, but can also be key-entered into the CODES software after being manually determined. Indicia are also recorded for most pieces, and the dimensions, origin ZIP Code, machinability, and information on destination BMC entry are recorded for fourth-class zone rate parcels. Detailed data collection procedures are contained in Library Reference G-44 of Docket No. R94-1 and in

Exhibit 48A page 3 of 8

Appendix B of this library reference. Instructions for using the CODES data entry software and equipment are contained in Library Reference H-55.

3. Quality Assurance

As the data are entered into the microcomputer, the CODES software performs numerous on-line edits to ensure the data are complete and consistent. The data are further reviewed at the Base Unit system, where they are checked in, aggregated, and then transmitted electronically to the Information Systems Service Center (ISSC) in San Mateo, California. At the San Mateo ISSC, a mainframe production system edit and analysis is performed, and corrections are made by the Headquarter's technical staff. CODES software documentation is contained in Library References H-54, and H-56 through H-59.

D. Estimation

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The following estimators are used for the RPW Domestic Probability Subsystem:

Let, h = CAG stratum; i = Finance number (post office); j = MEP stratum; k = MEP; g = domain (1 = private mail, 2 = penalty mail, 3 = congressional franked mail); $N_{\text{a}} = \text{number of post offices in CAG h};$ $n_{\text{b}} = \text{number of sampled post offices in CAG h};$ $M_{j} = \text{number of MEPs in stratum j};$ $m_{j} = \text{number of usable MEPs (sampled minus delinquents, cancelled, etc..)}$ in stratum j; $d_{j} = \text{number of delivery days in Postal Quarter in stratum j};$

- y_{ghijk} = revenue, pieces, or weight for the rate category of interest (zero otherwise) in domain g, CAG h, post office i, MEP stratum j, MEP k, and
- x_{ohilk} = total revenue in domain g, CAG h, post office i, MEP stratum j, MEP k.

Exhibit 48A page 4 of 8

Then, the official RPW estimate for a particular rate category, \hat{Z} is:

$$\hat{Z} = \sum_{g} B_{g} \frac{\sum_{h} \frac{N_{h}}{n_{h}} \sum_{j} \left[\frac{M_{j} * d_{j}}{m_{j}} * \sum_{i,k} y_{ghijk} \right]}{\sum_{h} \frac{N_{h}}{n_{h}} \sum_{j} \left[\frac{M_{j} * d_{j}}{m_{j}} * \sum_{i,k} x_{ghijk} \right]}$$
(1)

where B_g is the known book revenue for domain g.

The jacknife variance estimator for a particular rate category is:

$$v(\hat{Z}) = \sum_{h} \frac{(n_{h} - 1)}{n_{h}} \sum_{i=1}^{n_{h}} \left[\hat{Z}^{h_{i}} - \hat{Z}^{h} \right]^{2}$$
(2)

where \hat{Z}^{h} is the book revenue adjusted estimate computed from the sample after omitting the i^{th} office from the sample, and \hat{Z}^{h} is the average of the \hat{Z}^{h} . The components of equation (2) are:

$$\hat{Z}^{hi} = \sum_{g} B_{g} \frac{\left(\hat{y}_{g..} - \hat{y}_{gh.}\right) + \frac{n_{h}\left(\hat{y}_{gh.} - \hat{y}_{ghi}\right)}{\left(n_{h} - 1\right)}}{\left(\hat{x}_{g..} - \hat{x}_{gh.}\right) + \frac{n_{h}\left(\hat{x}_{gh.} - \hat{x}_{ghi}\right)}{\left(n_{h} - 1\right)}}$$

where,

- \hat{y}_g = national estimate of revenue, pieces, or weight for a given rate category in domain g,
- $\hat{x}_{g_{i}}$ = national estimate of revenue in domain g,
- \hat{y}_{gh} = CAG h estimate of revenue, pieces, or weight for a given rate category in domain g,
- $\hat{x}_{gh} = CAG h$ estimate of revenue in domain g,

Exhibit 48A page 5 of 8

 \hat{y}_{ghi} = post office i, CAG h estimate of revenue, pieces, or weight for a given rate category in domain g, and

 \hat{x}_{ghi} = post office i, CAG h estimate of revenue in domain g.

Variance estimation programs are contained in Library Reference H-177.

E. Assumptions

At the first stage of selection, the method of estimation assumes that the sample of offices within CAGs C through L constitutes an equal probability sample. The estimation methodology also assumes that nonresponse is random, or independent of what is being estimated, through a simple reduction in sample size.

Exhibit 48A page 6 of 8

RPW NON-COUNTABLE SUBSYSTEM STATISTICAL DOCUMENTATION

A. Population and Characteristics of Interest

The Non-countable Subsystem employs a sample of bulk mailing statement data to estimate revenue, pieces and weight for the constituent mail categories of First-Class bulk mail, publishers' second-class mail, third-class bulk permit imprint regular-rate mail, third-class bulk permit imprint monprofit-rate mail, and fourth-class permit imprint bound-printed matter (BPM). The population of interest, or universe, consists of all mail for these five categories entered into the postal system during a Fiscal Year.

B. Sample Design

For each of the five categories, the Non-countable Subsystem represents a single-stage sample, stratified by accounting system revenue for the mail class of interest. For First-Class bulk, all offices are stratified based on stratification revenue as described in Library Reference H-117. For publishers' second-class, all offices automated through the PERMIT system are included in one certainty stratum. The remaining offices are stratified into either In-County revenue intensive strata or other strata based on their total second-class revenue. For third-class and fourth-class BPM permit imprint, one certainty stratum contains offices automated through the PERMIT system. The remaining offices are stratified into noncertainty strata based on their total second-class revenue. For third-class and fourth-class BPM permit imprint, one certainty stratum contains offices automated through the PERMIT System. The remaining offices are stratified into noncertainty strata based on their total third- or fourth-class permit imprint revenue.

For each post office within the sample, a complete census of data is collected for all mail entered in that post office throughout the Fiscal Year.

- C. Survey Administration
 - 1. Sample Selection Methodology

The method of selecting sampling units (offices) for non-certainty strata for publishers' second-class, third-class and fourth-class permit imprint was random initially. These offices, along with automated PERMIT System offices, form a panel that reports each Accounting Period.

2. Data Collection Procedures

Data collection in the Non-countable Subsystem consists of gathering data from mailing statements at offices where the mail is entered. The relevant mailing statements are Form 3600 (permit imprint First-Class), Form 3541 (publishers'

Exhibit 48A page 7 of 8

second class), Form 3602 (permit imprint third-class regular and non-profit rate), and Form 3605 (fourth-class BPM permit imprint). Mailing statement Forms 3600, 3541, 3602, 3605 are included in Appendix A of this library reference.

Data are collected from all offices where the bulk mail acceptance function has been automated through the PERMIT System, and for selected non-certainty strata offices. Mailing statement data are key-entered into the PERMIT System at the automated offices, and in Headquarters' for non-certainty strata offices. Automated office data are extracted from the Bulk Mail Acceptance Unit data base and electronically transmitted to the San Mateo ISSC.

3. Quality Assurance

All data in the Non-countable Subsystem are subjected to a series of mainframe computer edits which examine sample data for completeness and consistency. In offices where the Bulk Mail Acceptance function has been automated, the PERMIT System performs edit checks on source data as they are keyed from mailing statements at the sample offices. In addition, these data benefit from the general quality control measures implemented in the Postal Service's statistical programs function as described in the introduction to this library reference.

D. Estimation

RPW Non-countable Subsystem revenue, pieces and weight estimates are constructed from mailing statement data controlled to trial balance revenue in the case of First-Class bulk permit imprint (A/C 41416), publishers' second-class (A/C 41310 and A/C 41320), third-class bulk permit imprint (A/C 41411, A/C 41440, A/C 41414, and A/C 41441), and fourth-class BPM permit imprint (A/C 41412). Library Reference H-45 provides a guide for the detailed documentation of the Non-countable Subsystem estimation procedures.

Exhibit USPS-48B

Mailing Statement Forms

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APPENDIX A: MAILING STATEMENT FORMS

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PS FORM 3600-R, JANUARY 1995 PS FORM 3600-PC, JANUARY 1995 PS FORM 3541-R, OCTOBER 1995 PS FORM 3541-N, OCTOBER 1995 PS FORM 3602-N, JANUARY 1995 PS FORM 3602-R, JANUARY 1995 PS FORM 3602-R, JANUARY 1995 PS FORM 3605-R, JANUARY 1996 PS FORM 3600-P, JULY 1996 PS FORM 3541-N, JULY 1996 PS FORM 3541-R, JULY 1996 PS FORM 3602-N, JULY 1996 PS FORM 3602-R, JULY 1996 PS FORM 3602-R, JULY 1996

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United States Postal Service

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Statement of Mailing With Permit Imprints First-Class Mail

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The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws an regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it authorized to sign this statement, that the certification binds the agent and the mailer, and both the mailer and the agent will be liable for and agree to pay any deficiencies.) The submassor of a lake, fictious, or frauculant statement may result in imprisonment of up to 5 years and a fine of up to 510,000 (18 USC 1001). In addition, a over penalty of up to 50,000 and an additional assessment of twice its amount lakesy clamad may be imposed (31 USC 3002). I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed. Signature of Permit Holder or Agent (Both principal and agent are suble for any postage deficiency incurred) Total Precey Total Precey Total Precey Verification Precey Ve		For mailings of postal c	ards and postcards (see DMM)	E100), go to Part D	on the reverse	of this form.		Part D	\$		
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SPECIAL POSTAL BULLETIN

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SPECIAL POSTAL BULLETIN

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United States Postal Service Statement of Mailing With Permit Imprints Third-Class Mail (Nonprofit Rates Only)

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SPECIAL POSTAL BULLETIN

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		121 -	nex = 1	· · · · · · · · · · · · · · · · · · ·	Entry	plus	.405 x _		= \$ = \$
	125-pc. W/S Carrier Boute	.121 ×	pas. = {	<u>، </u>		plus 125-pc. W/S **	.405 x _ .024 x _	pcs.	
	Carrier Route	.121 x .123 x .138 x	pcs. = 1 pcs. = 1 pcs. = 1			plus 125-pc. W/S ** plus	.405 x _ .024 x _	pcs.	= \$ = \$ = \$
	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presort	.121 × .123 × .138 × .156 ×	pcs. = 1 pcs. = 1 pcs. = 1 pcs. = 1			plus 125-pc. W/S ** plus Carrier Route plus	.405 x _ .024 x _ .405 x _ .026 x _ .405 x _	pcs. pcs. bs.	- \$ - \$ - \$
	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presort Basic ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .144 x	pas. = pas. = pas. = pas. = pas. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded*	.405 x _ .024 x _ .405 x _ .026 x _ .405 x _ .041 x _	pcs.	= \$ = \$ = \$ = \$ = \$
	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presort	.121 x .123 x .138 x .156 x .144 x	pcs. = 1 pcs. = 1 pcs. = 1 pcs. = 1			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus	.405 x _ .024 x _ .405 x _ .026 x _ .405 x _ .041 x _ .405 x _	pcs. (bs. pcs. tbs. pcs. bs.	= \$ = \$ = \$ = \$ = \$ = \$ = \$
	Carrier Route 3/5-Digit 2/P+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic	.121 x .123 x .138 x .156 x .144 x .170 x	pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort	.405 x _ .024 x _ .405 x _ .026 x _ .405 x _ .041 x _ .405 x _ .059 x _	pcs. lbs. pcs. lbs. lbs. lbs. pcs.	= \$ = \$ = \$ = \$ = \$ = \$
-	Carrier Route 3/5-Digit 21P+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S	.121 x .123 x .138 x .156 x .144 x .170 x .104 x .109 x	pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus	.405 x .024 x .405 x .026 x .405 x .041 x .405 x .059 x .405 x .047 x	pcs. pcs. bs. bs. bs. bs. bs. bs. bs. bs.	= \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route	.121 x .123 x .138 x .156 x .144 x .170 x .104 x .109 x .111 x	pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. =			plus 125-pc. W/S ** plus 2/s-Digit ZIP+4 Barcoded plus 3/s-Digit Presort plus Basic ZIP+4 Barcoded* plus	.405 x .024 x .405 x .026 x .045 x .041 x .059 x .405 x .047 x .405 x	pcs. pcs. bs. bs. bs. bs. bs. bs. bs. bs. bs.	= \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .144 x .170 x .104 x .104 x .104 x .109 x	pcs. = pcs. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded	.405 x .024 x .405 x	pcs. lbs. pcs.	= \$ = \$
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .156 x .144 x .170 x .104 x .109 x .111 x .126 x .144 x	pcs. = pcs. =			plus 125-pc. W/S ** plus 2/s-Digit ZIP+4 Barcoded plus 3/s-Digit Presort plus Basic ZIP+4 Barcoded* plus	.405 x .024 x .405 x .026 x .045 x .041 x .059 x .405 x .047 x .405 x	pcs. lbs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. lbs. pcs. lbs. pcs. lbs. pcs. lbs.	= \$ = \$
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .144 x .170 x .104 x .104 x .104 x .109 x	pcs. = pcs. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded	.405 x .024 x .405 x	pcs. lbs. pcs. bs.	= \$ = \$
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .156 x .144 x .109 x .109 x .109 x .126 x .126 x .128 x .158 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic plus Saturation W/S plus	.405 x .024 x .405 x	pcs. lbs. pcs. bs.	= \$ = \$ _
ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .156 x .164 x .109 x .104 x .104 x .104 x .105 x .126 x .138 x .098 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus 2/S-Digit ZIP+4 Barcoded plus 3/S-Digit Presort plus Basic ZIP+4 Barcoded plus Basic plus Saturation W/S plus 125-pc W/S **	.405 x .024 x .026 x .026 x .041 x .045 x .059 x .059 x .047 x .047 x .047 x .047 x .045 x .045 x .047 x .045 x	pcs. lbs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	= \$ = \$
ntry CF	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	.121 x .123 x .138 x .156 x .156 x .144 x .170 x .109 x .109 x .126 x .126 x .158 x .158 x .098 x .098 x	pcs. = pcs. =		Entry	plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic plus Saturation W/S plus Saturation W/S plus	405 x	pcs. lbs. pcs. bs.	= \$ = \$
ntry CF	Carrier Route 3/5-Digit 21P+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route	.121 x .123 x .123 x .138 x .136 x .144 x .170 x .109 x .109 x .111 x .126 x .132 x .138 x .098 x .103 x	pcs. = pcs. =		Entry	plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Seturation W/S plus Seturation W/S plus Carrier Route	.405 x .024 x .026 x .026 x .041 x .045 x .059 x .059 x .047 x .047 x .047 x .047 x .045 x .045 x .047 x .045 x	pcs. lbs. pcs. bs. pcs.	= \$ = \$ _
ntry CF	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .156 x .164 x .170 x .104 x .109 x .104 x .105 x .111 x .126 x .138 x .108 x .158 x .109 x .103 x .105 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus 2/S-Digit ZIP+4 Barcoded plus 3/S-Digit Presort plus Basic ZIP+4 Barcoded plus Basic plus Saturation W/S plus 125-pc W/S ** plus Carrier Route plus	405 x	pcs. lbs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	S
ntry CF	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont	121 x 123 x 138 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 109 x 111 x 128 x 138 x 158 x 109 x 158 x 109 x 100 x 120 x 128 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc W/S ** plus 25-pc W/S ** plus 25-pc W/S ** plus 25-pc W/S ** plus 25-pc W/S ** plus 25-pc W/S **	405 x	pcs. lbs. pcs. bs. pcs. bs. pcs. bs. pcs.	
ntry CF	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .138 x .136 x .156 x .156 x .166 x .170 x .109 x .109 x .109 x .111 x .126 x .138 x .158 x .098 x .103 x .103 x .138 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc W/S ** plus Carrier Route plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus	405 x	pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	
MC ntry CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic	121 x 123 x 138 x 156 x 176 x 170 x 104 x 109 x 111 x 126 x 111 x 126 x 101 x 138 x 109 x 111 x 126 x 138 x 098 x 103 x 105 x 120 x 138 x 128 x	pcs. =		Entry	plus 125-pc. W/S ** plus Carrier Routa plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic c plus Saturation W/S plus Saturation W/S plus Carrier Route plus Carrier Route plus Carrier Route plus Carrier Route plus Carrier Route plus Carrier Route plus S-Digit ZIP+4 Barcoded plus S-Digit ZIP+4 Barcoded plus	405 x	pcs. lbs. pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S	121 x 123 x 138 x 136 x 170 x 170 x 109 x 109 x 111 x 126 x 138 x 158 x 120 x 138 x 120 x 138 x 120 x 138 x 158 x 158 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc W/S ** plus Carrier Route plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus	405 x	pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	.121 x .123 x .138 x .156 x .144 x .170 x .109 x .101 x .102 x .111 x .120 x .138 x .138 x .138 x .109 x .138 x .138 x .109 x .138 x .138 x .109 x .138 x .109 x .138 x .109 x .138 x .109 x .138 x .120 x .152 x	pcs. =		Entry	plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus Carrier Route plus Carrier Route plus	405 x - (224 x - 405 x - 607 x - 405 x - 607 x - 301 x - 30	pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S	121 x 123 x 138 x 136 x 170 x 170 x 109 x 109 x 111 x 126 x 138 x 158 x 120 x 138 x 120 x 138 x 120 x 138 x 158 x 158 x	pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc. W/S ** plus 125-pc. W/S ** plus 125-pc. W/S ** plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus	405 x - (224 x - 405 x - 607 x - 405 x - 607 x - 301 x - 30	pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. =		Entry SCF Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc. W/S ** plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus	405 x _ 024 x _ 405 x _ 026 x _ 405 x _ 047 x _ 381 x _ 028 x _ 381 x _ 028 x _ 381 x _ 028 x _ 381 x	pcs. ibs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. =		Entry SCF Entry DOU	plus 125-pc. W/S ** plus Carrier Routa plus 3/5-Digit ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus Carrier Route plus Carrier Route plus Carrier Route plus Carrier Route plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic plus Basic plus Saturation W/S	405 x _ 024 x _ 405 x _ 026 x _ 405 x _ 047 x _ 381 x _ 028 x _ 381 x _ 028 x _ 381 x _ 028 x _ 381 x	pcs. bs. pcs. bs. pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. =		Entry SCF Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus 2/5-Digit ZIP+4 Barcoded plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus	405 x - (224 x - 405 x - 607 x - 405 x - 607 x - 405 x - 607 x - 381 x - 609 x - 381 x - 600 x - 60	pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. =		Entry SCF Entry DOU	plus 125-pc. W/S ** plus Carrier Routa plus 3/5-Digit ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus Carrier Routa plus Carrier Routa plus Carrier Routa plus Carrier Routa plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded" plus Basic 2IP+4 Barcoded" plus	405 x	pCS. lbs. pCS. bs. pCS. bs. pCS. bs. pCS. bs. pCS. bs. pCS. pCS.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. =		Entry SCF Entry DOU	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded" plus Seturation W/S plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus	405 x _ 024 x _ 405 x _ 026 x _ 405 x _ 026 x _ 405 x _ 041 x _ 047 x _ 059 x _ 057 x	pcs. ibs. pcs. bs. pcs. bs. pcs. bs. pcs.	
ntry CF	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. =		Entry SCF Entry DOU Entry	plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded' plus Basic ZIP+4 Barcoded' plus Basic c plus Saturation W/S plus Carrier Route plus Carrier Route plus Basic ZIP+4 Barcoded' plus Basic 2IP+4 Barcoded' plus Basic 2IP+4 Barcoded' plus Basic 2IP+4 Barcoded' plus Basic 2IP+4 Barcoded' plus Saturation W/S plus Saturation W/S plus Carrier Route plus	405 x - (224 x - 405 x - 607 x - 405 x - 607 x - 381 x - 607 x - 387 x - 387 x - 387 x - 607 x - 387 x - 387 x - 387 x - 607 x - 387 x - 387 x - 607 x - 387 x - 6 x - 387 x - 6 x - 387 x - 6 x - 387 x - 387 x - 6 x - 387 x - 3	pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. pcs.	
CF ntry DU mtry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route	121 x 123 x 138 x 156 x 170 x 104 x 107 x 104 x 111 x 126 x 111 x 126 x 138 x 109 x 132 x 135 x 109 x 135 x 138 x 120 x 138 x 126 x 138 x 120 x 138 x 109 x 100 x 100 x	pcs. = pcs. =		Entry SCF Entry DOU Entry	plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Carrier Route plus Carrier Route plus Carrier Route plus	405 x	pcs. lbs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. pcs.	\$
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ntry	Carrier Route	.130 x	jocs \$	· · · · · · · · · · · · · · · · · · ·	one	i: 📋 Other Nonletter —			(3.307	'1 oz.)
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PS Form 3602-R, January 1995 (Reverse)

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() United States Postal Service Statement of Mailing With Permit Imprints Priority Mail and Zone-Rated Fourth-Class Mail

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PAGE 72, 1-1-95, 21883A

SPECIAL POSTAL BULLETIN

	• •• A.		lk Bound nted Matte		Post Office F	inance Nun	nb e r			Catalog I ted Matter			~ •
	Sir	ngle-Piece	Rate	Desid	: Suik Piece	Rate	Carrier Ro	oute Buik Pi	iece Rate		& Carrier R k Pound Ra		(13)
Zones	(1) Number of X Pieces	(2) Rate	(3) Single-Pièce Rate Postage	(4) Number of Pieces	(5) ^X Rate	(6) Basic Piece Rate Charge	(7) Number of Pieces	(8) × Rate '	(9) Carrier - Route Piece-Rate Charge	(10) Number of Pounds	(11) Pound Rate	(12) 8PM Pound-Rate Charge	Total Postage - Part A
Local					\$0.53			\$0.467			\$0.023		
182					\$0.70			\$0.637			\$0.043		
3					\$0.70			\$0.637			\$0.063		
4					\$0.70			\$0.637			\$0.099		
5					\$0.70			\$0.637			\$0.152	İ	
6					\$0.70			\$0.637	,		\$0.209	1	
7					\$0.70			\$0.637			\$0.277		
8					\$0.70			\$0.857			\$0.335		-
Totals		(na karaga	11		2011 C. 6894			e e diseus					

Form 3605-R — Statement of Mailing With Permit Imprints Priority Mail and Zone-Rated Fourth-Class Mail

B. 📋 Bulk Parcel Post

•		Inter-BMC Parc	el Post		Intra-BMC Pars	el Post	
Zones	Number of Pieces	x Inter-BMC Rate	Inter-BMC Postage	Number of	 x Intra-BMC Rate	= Intra-BMC Postage	Totai Postage — Part B
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C. Destination BMC / ASF Mail

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	5			
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D. Priority Mail

		Presorted Priority	Mail	Tie eld u	al / Single-Placy P	tiority Mail	
Zones	Number of Pieces	Presoned Priority Rate	Presorted Priority Postage	Number of Pieces	Priority Rate	Single-Piece Priority Postage	Tote) Postage — Part D
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PS Form 3605-R, January 1995 (Reverse)

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r Priority Mail, Usi	s ⊢orm 3605-P)			Precanceled Po			Meter Postage Precanceled Stamp
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			g Dem	Processing Cat	egory	USPS Author	zed Mailing ID Code(s)
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Permit Holder's Name and Address	Telephone	Recei	pt No.	(DMM C820)	Compatible Flats		
(Include ZIP Code)	L			Integular Parc	cals (DMM C050)		
		I		(Fill in all that apply)		1	
		1-PL MM Tra	24Ft ₩	2-Pt EMM Trays	Tolni Lir. Trays		
		Plat Trays_	Number		Number of Other	Prepared Linde	OMM (Check all that app
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			Single Plece				radable letters)
Dun & Bradstraet No.			Pieces	Total Weight		M810 (Auto	omation letters)
Name and Address of I	ndividual or Organization			f Mailing Agent			·····
Mailing is Prepared (If c	other than permit holder)	(# oth	er than permit h	lokier)			
Dun & Bradstreet No		Dun &	Bradstreet No.	·		1	
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form 3600-P, July 19

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Form 3600-P –	1 1 30	V1233 IN	<u>`</u>		nputation			' Show actual amount due for each piece. Show tot affixed and balance due on front.
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Form 3602-N — Standard Mail (A) (Nonprofit Only) — Permit Imprint Pos age Computation

scount any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge	Entry Discount (If any)	Presort/ Automation Discounts	Net	Count	
	tomation-Compatible L			Citeringe			Rate		harge
					B No	naucomation-compat	IDIe Lette	r .2149 Lb. (3.4383 Oz.)	
lone	Saturation W/S		•	•					
one	Carrier Route	\U83 X	pcs. = 1		None	Saturation W/S	.083 x	pcs. = \$	
	5-Digit Barcoded	- 000 X	pcs. = \$		•	Carrier Route	.086 x	pcs. = \$	
	3-Digit Barcoded	101	pcs. = \$		•	3/5 Presort	111 X.	pcs. = \$	
	3/5 ZIP+4	-107 x	pcs. = \$		•	Basic	, 124 X.	pcs. = \$	
	3/5 Presort	-111 x	pcs. = \$		DBMC	Saturation W/S	.071 x	pcs. = \$	
	Basic Barcoded	.106 x	DCS. = \$			Carrier Route	.074 x	pcs. = \$	
	Basic ZIP+4	. 117 x	DCS. = \$		•	3/5 Presort	. . 099 x .	pcs. = \$	
	Basic	.124 x	pcs. = \$	3		Basic	.112 x	pcs. = \$	
					OSCF	Saturation W/S	.065 x	pcs. = \$	
BMC	Saturation W/S Carrier Route	.071 X	pcs. = \$		-	Carrier Route	.068 x	pcs. = \$	
	5-Digit Barcoded	091 x	pcs. # \$		-	3/5 Presort	.093 x	pcs. = \$	
	3-Digit Barcoded	.069 x	pcs. = \$		•	Basic	.106 x	pcs. = \$	
	3/5 ZIP+4		pcs. = \$		000	Saturation W/S	060 v	pcs. = \$	
	3/5 Presort	.099 x	pcs. = \$	L		Carrier Route	.063 x	pcs. = \$	****
	Basic Barcoded	.094 🔻	DCS. = \$		·			post = v	
	Basic ZIP+4	.105	pcs. = \$	<u> </u>	4				
	Basic	.112	pcs. = \$	<u> </u>	Total — I	Part B (Carry to front	of form)	S	
	Cabumble - 18/16		-					on-Competible Flat (DM	414 0
SCF	Saturation W/S	.065	pcs. = \$						
	Carrier Route 5-Digit Barcoded	.U00 X	pcs. = \$		-) Un			ore than .2149 Lb. (3.436	an ()
	3-Digit Barcoded	.0/3 X	pcs. = 5		-	but Less Th	an 3.0 LD.	. (10.0 02.)	
	3/5 ZIP+4		pcs. = \$ pcs. = \$		None S	aturation W/S	.020 x	pcs. = \$	
	3/5 Presort	.003 x	pcs. = \$		-	plus	.470 x	iba. = 5	
	Basic Barcoded	.088 x	pcs. = \$		1	25-pc. W/S **	.025 x	DC8. = \$	
	Basic ZIP+4	.099 x	pca. = \$		·]	plus	.470 x	KD4. = 3	
	Basic		pcs. = \$			arrier Route	.027 X	DCS. = 5	
						plus	.470 x _	ibs. = \$	
DU	Saturation W/S	.060 x	pcs. = §	Į	. 3	/5 ZIP+4 Barcoded*	.042 X	pcs. = \$	
	Carrier Route	.063 x	pcs. = \$	5	·	pius I Densari	.4/U X _	ibe. = \$	
					- 3	/5 Presort plus	470 ×	pcs. = \$ lbs. = \$	
								pcs. = \$	
					I 8	leek 71P+4 Remoded*	0401 2		
'otal -	 Part A (Carry to front c 	of form)	5	5	. 8	lasic ZIP+4 Barcoded* okus	.048 X _ .470 X	pcs. = \$ ibs. = \$	
· · · ·						lasic ZIP+4 Barcoded" plus lasic	.47U X	ID8. = 5 pcs. = \$	
·	neck One: 🛛 Automatio	n-Compet	ble Flat (DMM C82	10)		plus	.470 X .074 X	ibs. = \$ pcs. = \$ ibs. = \$	
· · · ·	neck One: 🛛 Automatio	n-Compet		10)		pius lasic pius	.470 x .074 x .470 x	ID8. = 5 pc8. = \$ lb8. = \$	
CI	neck One: 🛛 Automatio	n-Compet letter — .2 .121 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1	10) 2.) or Lees		plus Lasic plus Laturation W/S	.470 x .074 x .470 x .020 x	ID8. = 3 pcs. = \$ lb8. = \$ pcs. = \$	
-	eck One: Automatio	n-Competi letter — .2 .121 x .126 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. = 1	10) L) or Lees	B DBMC S	plus lasic plus asturation W/S plus	.470 x .074 x .470 x .020 x .410 x		
CI	eck One: Automatio Other Non Saturation W/S 125-pc, W/S Carrier Route	n-Competi letter — .2 .121 x .126 x .128 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. = 1 pcs. = 1	10) 2.) or Lees	B DBMC S	plus lasic plus seturation W/S plus 25-pc. W/S **	.470 x .074 x .470 x .020 x .410 x .025 x		
CI	Heck One: Automatio Cher Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded*	n-Competi letter2 .121 x .126 x .128 x .143 x	ble Flat (DMM C82 1149 Lb. (3.4389 Ca pcs. = 1 pcs. = 1 pcs. = 1 pcs. = 1	10) 2.) or Lees	B DBMC S 1	plus asic plus sturztion W/S plus 25-pc. W/S ** plus	.470 x .074 x .470 x .470 x .410 x .025 x .410 x .027 x	IDB. = 3 pcs. = \$ lbs. = \$ pcs. = \$	
CI	Heck One: Automatio Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort	n-Competi letter — .2 .121 x .126 x .128 x .143 x .161 x	ble Flat (DMM C82 1149 Lb. (3.4383 Or pos. = 1 pos. = 1 pos. = 1 pos. = 1 pos. = 1 pos. = 1	10) 2) or Less	B DBMC S 1	plus lasic plus seturation W/S plus 25-pc. W/S **	.074 x .074 x .470 x .410 x .025 x .410 x .025 x .410 x	pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5	
CI	Heck One: Automatio Cher Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presont Basic ZIP+4 Barcoded*	n-Competi letter — 2 .121 x .126 x .128 x .128 x .143 x .161 x .149 x	ble Flat (DMM C82 149 Lb. (3.4383 Or pcs. = 1 pcs. = 1	10) 2) or Less	DBMC S	plus asic plus bius 25-pc. W/S ** plus carrier Route	.470 x .074 x .470 x .020 x .410 x .025 x .410 x .027 x .410 x .027 x	ibs. = 3 pcs. = 5 ibs. = 5 ibs. = 5 pcs. = 5 ibs. = 5 pcs. = 5 ibs. = 5 pcs. = 5 ibs. = 5 ibs. = 5 ibs. = 5	
CI	Heck One: Automatio Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort	n-Competi letter — 2 .121 x .126 x .128 x .128 x .143 x .161 x .149 x	ble Flat (DMM C82 1149 Lb. (3.4383 Or pos. = 1 pos. = 1 pos. = 1 pos. = 1 pos. = 1 pos. = 1	10) 2) or Less	B DBMC S 1 C	plus asic plus sturation W/S plus 25-pc. W/S ** plus arrier Route plus yS ZIP+4 Barcoded* plus	470 x .074 x .470 x .020 x .410 x .025 x .410 x .027 x .410 x .042 x .410 x	IDB. = 3 pc8. = 5 lb8. = 5 fb8. = 5 fb8. = 5 pc8. = 5 fb8. = 5 pc8. = 5	
Ci	eck One: Automatio Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presont Basic ZIP+4 Barcoded* Basic	n-Compet letter — 2 .121 x .126 x .128 x .143 x .143 x .149 x .175 x	ble Flat (DMM C82 1149 Lb. (3.4383 Ca pcs. = 1 pcs. = 1	10) 2.) or Lees	B DBMC S 1 C	plus lasic plus sturation W/S plus 25-pc. W/S ** plus anter Route plus /S ZIP+4 Barcoded*	470 x 074 x 470 x 470 x 410 x 025 x 410 x 027 x 410 x 042 x 410 x 060 x	pcs. = 3 pcs. = 5 lbs. = 5 pcs. = 5	
Ci	Automation Cher Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* Basic Saturation W/S	n-Competi letter — 2 .121 x .126 x .128 x .143 x .161 x .149 x .175 x .109 x	ble Flat (DMM C82 1149 Lb. (3.4383 Ca pcs. = 1 pcs. = 1	10) z.) or Lees	B BBMC S 1 C 3 3	plus lasic plus sturztion W/S plus 25-pc. W/S ** plus /S ZIP+4 Barcoded* plus /S Presort plus	.470 x .074 x .470 x .470 x .410 x .025 x .410 x .027 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x	IDE = 3 pcs. = 5 lbe. = 5	
Ci	eck One: Automatio Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* Basic Saturation W/S 125-pc. W/S	n-Competi letter — 2 .121 x .125 x .128 x .143 x .143 x .149 x .149 x .175 x .109 x .114 x	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. = 1	10) z.) or Lees	B BBMC S 1 C 3 3	plus asic plus sturation W/S plus 25-pc. W/S ** plus arrier Route plus 75 ZIP+4 Barcoded* plus 75 Presort plus asic ZIP+4 Barcoded*	.470 x .074 x .470 x .470 x .410 x .025 x .410 x .025 x .410 x .027 x .410 x .022 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x	IDE = 3 pc8. = 5 ibe. = 5	
Ci	eck One: Automatio Dther Non Saturation W/S 125-pc, W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* Basic Saturation W/S 125-pc, W/S Carrier Route	n-Competi letter — 2 .121 x .126 x .128 x .143 x .143 x .149 x .149 x .149 x .175 x .109 x .114 x .116 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. = 1	10) z.) or Lees	8 0 8MC 5 1 0 3 3 8	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus /S ZIP+4 Barcoded* plus /S Presort plus issic ZIP+4 Barcoded* plus	470 x 074 x 470 x 470 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 040 x 410 x 040 x 410 x	IOB. = 3 pCB. = 5 IDB. = 5	
Ci	eck One: Automatio Dther Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded*	n-Competi letter — 2 .121 x .126 x .128 x .143 x .143 x .149 x .149 x .175 x .109 x .116 x .116 x .116 x .131 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. 10) z.) or Lees	8 0 8MC 5 1 0 3 3 8	plus asic plus sturation W/S plus 25-pc. W/S ** plus carrier Route plus /S ZIP+4 Barcoded* plus /S Presort plus iasic ZIP+4 Barcoded* plus iasic	470 x 074 x 470 x 470 x 020 x 410 x 025 x 410 x 027 x 410 x 042 x 410 x 040 x 410 x 040 x 410 x 048 x 410 x 048 x 410 x	IDB. = 3 pCB. = 5 IDB. = 5 fbb. = 5 pCB. = 5 fbb. = 5 pCB. = 5		
Ci	eck One: Automatio Dther Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded*	n-Competi letter — 2 .121 x .126 x .143 x .143 x .161 x .149 x .175 x .109 x .116 x .116 x .116 x .116 x .118 x .131 x .131 x	ble Flet (DMM C82 149 Lb. (3.4389 Ca pcs. = 1 pcs. 10) z.) or Lees	8 0 8MC 5 1 0 3 3 8	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus /S ZIP+4 Barcoded* plus /S Presort plus issic ZIP+4 Barcoded* plus	470 x 074 x 470 x 470 x 410 x 025 x 410 x 025 x 410 x 027 x 410 x 042 x 410 x 040 x 410 x 041 x 04	IOB. = 3 pCB. = 5 IDB. = 5		
Ci	eck One: Automatio Dther Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presont Basic ZIP+4 Barcoded* Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded*	n-Competi letter — 2 121 x 126 x 143 x 143 x 149 x 149 x 175 x 109 x 114 x 116 x 131 x 149 x 116 x 131 x 149 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. 10) z) or Lees	8 0 8MC 5 1 0 3 3 8 8	plus asic plus sturation W/S plus 25-pc. W/S ** plus carrier Route plus /S ZIP+4 Barcoded* plus /S Presort plus iasic ZIP+4 Barcoded* plus iasic	470 x 074 x 470 x 470 x 470 x 410 x 025 x 410 x 027 x 410 x 040 x 040 x 410 x 04	IDB. = 3 pCB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 pCB. = 5		
CI Ione BMC	eck One: Automatio Dther Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* Basic	n-Competi letter — 2 .121 x .128 x .128 x .143 x .149 x .149 x .175 x .109 x .114 x .116 x .131 x .149 x .137 x .163 x	ble Flat (DMM C82 149 Lb. (3.4389 Ca pcs. = 1 pcs. 10) z) or Lees	DBMC 5 1 3 3 8 0 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	plus asic plus sturation W/S plus 25-pc. W/S ** plus carrier Route plus /5 21P+4 Barcoded* plus /5 Presort plus isatic 21P+4 Barcoded* plus isatic 21P+4 Barcoded* plus isatic plus isatic plus	.470 x .074 x .470 x .470 x .020 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .410 x .048 x .410 x .4	IOB = 3 pC8 = 5 IDB = 5		
CI Ione BMC	Automation Conter Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded* Basic Saturation W/S Carrier Route Saturation W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded* 3/5 Presort Basic Saturation W/S	n-Competi letter — 2 .121 x .126 x .128 x .143 x .143 x .149 x .175 x .109 x .116 x .131 x .149 x .137 x .149 x .137 x .163 x	ble Flet (DMM C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. 10) z.) or Lees	DBMC 5 1 3 3 8 0 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	plus asic plus sturation W/S plus 25-pc. W/S ** plus carrier Route plus /S ZIP+4 Barcoded* plus /S Presort plus lasic plus lasic plus sturation W/S	.470 x .074 x .470 x .470 x .020 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .075 x .410 x .077 x .410 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .410 x .077 x .0	IOB. = 3 PCB. = 5 IDB. = 5		
CI Ione BMC	teck One: Automation Dother Non Saturation W/S 125-pc. W/S Carrier Route 3/5 2IP+4 Barcoded* 3/5 Presort Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* Saturation W/S 125-pc. W/S	n-Competi letter — 2 121 x 126 x 128 x 143 x 143 x 149 x 149 x 175 x 109 x 114 x 116 x 131 x 149 x 137 x 163 x 105 x	ble Flat (DMH C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. 10) z) or Lees 	B DBMC 5 1 0 3 3 3 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8	plus asic plus isturation W/S plus 25-pc. W/S ** plus amer Route plus Same Route Plus Same Route Same Rou	470 x 074 x 470 x 47	IOB. = 3 pCB. = 5 IDB. = 5		
CI ione DBMC	eck One: Automatio Dother Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" 3/5 Presort Basic Saturation W/S 125-pc. W/S Carrier Route Saturation W/S 125-pc. W/S Carrier Route	n-Competi letter — 2 .121 x .125 x .128 x .143 x .143 x .149 x .175 x .109 x .175 x .109 x .114 x .137 x .163 x .105 x .105 x .105 x .110 x	ble Flat (DMM C82 149 Lb. (3.4389 Ca pcs. = 1 pcs. 10) z) or Lees	B DBMC 5 1 0 3 3 3 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8	plus asic plus saturation W/S plus 25-pc. W/S ** plus arrier Route plus V5 ZIP+4 Barcoded* plus satic ZIP+4 Barcoded* plus satic ZIP+4 Barcoded* plus satic ZIP+4 Barcoded* plus saturation W/S plus carter Route	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .025 x .386 x .025 x .386 x .025 x	IOB. = 3 pCB. = 5 IDB. = 5 pCB. = 5		
CI ione DBMC	eck One: Automatio Dother Non Saturation W/S 125-pc, W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded"	n-Competi letter — 2 .121 x .128 x .128 x .143 x .149 x .149 x .149 x .175 x .109 x .116 x .131 x .149 x .137 x .149 x .137 x .149 x .137 x .108 x .108 x .108 x .125 x	ble Flat (DMM C82 149 Lb. (3.4389 Ca pcs. = 1 pcs. 10) z) or Lees	DBMC 5 1 3 3 B 5 DBCF 5 1	plus asic plus situration W/S plus 25-pc. W/S ** plus /S ZIP+4 Barcoded* plus /S Presort plus sasic ZIP+4 Barcoded* plus sasic ZIP+4 Barcoded* plus saturation W/S plus 25-pc. W/S ** plus carrier Routs plus	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .3368 x .048 x .3368 x .048 x .3368 x .048 x .3368 x .048 x .3368 x .048	IDB = 3 pCB = 5 iba = 5 iba = 5 iba = 5 iba = 5 pCB =		
CI Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" Basic	n-Competi letter — 2 .121 x .128 x .128 x .143 x .149 x .149 x .175 x .109 x .114 x .116 x .131 x .149 x .137 x .149 x .137 x .149 x .137 x .108 x .108 x .108 x .125 x .143 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1	10) z) or Lees	DBMC 5 1 3 3 B 5 DBCF 5 1	plus asic plus sturation W/S plus 25-pc. W/S ** plus arrier Route plus 25-pc. W/S ** plus asic 21P+4 Barcoded* plus asic 21P+4 Barcoded* plus 25-pc. W/S ** plus 25-pc. W/S ** plus 25-pc. W/S ** plus 25-pc. W/S **	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .027 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .074 x .410 x .074 x .306 x .025 x .396 x .027 x .396 x .027 x .396 x .042 x	IOB. = 3 pCB. = 5 IDB. = 5	
CI Ione BMC	teck One: Automation Dother Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded"	n-Competitietter - 2 121 x 126 x 128 x 143 x 143 x 149 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 108 x 110 x 125 x 137 x 143 x 143 x 149 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. 10) z) or Lees	B DBMC 5 1 3 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus /S ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded* plus lasic plus lasic plus carter Route plus Carter Route plus carter Route plus carter Route plus	470 x 074 x 470 x 470 x 470 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 048 x 048 x 04	IOB. = 3 PCB. = 5 IDB. = 5		
CI Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" Basic	n-Competitietter - 2 121 x 126 x 128 x 143 x 143 x 149 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 108 x 110 x 125 x 137 x 143 x 143 x 149 x 1	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1	10) z) or Lees	B DBMC 5 1 3 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus V5 ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded* plus isturation W/S plus isturation W/S plus carrier Route plus Carrier Route plus Carrier Route plus V5 ZIP+4 Barcoded* plus V5 Presort	.470 x .074 x .774 x .470 x .025 x .410 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .0410 .048 x	IDB. = 3 pCB. = 5 IDB. = 5 pCB. = 5	
Ci Ione DBMC	eck One: Automatio Dother Non Saturation W/S 125-pc, W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 B	n-Competi letter — 2 .121 x .128 x .128 x .143 x .149 x .149 x .149 x .161 x .149 x .161 x .149 x .116 x .131 x .149 x .137 x .108 x .108 x .108 x .125 x .143 x .125 x .143 x .157 x	ble Flat (DMM C82 149 Lb. (3.4389 C8 pcs. = 1	10) z) or Lees	DBMC 5 1 3 3 5 DBCF 5 1 3 3 3 3	plus asic plus sturation W/S plus plus arrier Route plus 25-pc. W/S " plus 75 Presort plus asic ZIP+4 Barcoded" plus asic ZIP+4 Barcoded" plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .3366 x .025 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x	IOB = 3 PCB = 5 IDB =	
Ci Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded"	n-Competi letter - 2 121 x 125 x 143 x 143 x 143 x 143 x 143 x 143 x 145	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. 10) z) or Lees 	DBMC 5 1 3 3 5 DBCF 5 1 3 3 3 3	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus V5 ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded* plus isturation W/S plus isturation W/S plus carrier Route plus Carrier Route plus Carrier Route plus V5 ZIP+4 Barcoded* plus V5 Presort	470 x 074 x 074 x 470 x 470 x 025 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 048 x 40 x 048 x 40 x 048 x 40 x 048 x 40 x 048 x 048 x 388 x 388 x	IDB = 3 pCB = 5 iba = 5 pCB =		
Ci Ione BMC	Teck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 109 x 109 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. =	10) z) or Lees 	B DBMC 5 1 3 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus sturation W/S plus 25-pc. W/S ** plus arrier Route plus 25-pc. W/S ** plus 25-pc. W/S ** plus asic 21P+4 Barcoded* plus asturation W/S plus carrier Route plus 25-pc. W/S ** plus 25-pc. W/S	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .025 x .386 x .025 x .386 x .042 x .386 x .048 x .386 x .047 x .048 x .386 x .047 x .047 x .047 x .047 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .0	IDB = 3 pCB = 5 ibb = 5 pCB =	
Ci Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded"	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 109 x 109 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. 10) z) or Lees 	B DBMC 5 1 3 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus /S ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded* plus isturation W/S plus asic plus carrier Routs plus Carrier Routs plus /S ZIP+4 Barcoded* plus /S Presort plus asic ZIP+4 Barcoded* plus	470 x 074 x 074 x 470 x 470 x 025 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 048 x 40 x 048 x 40 x 048 x 40 x 048 x 40 x 048 x 048 x 388 x 388 x	IDB = 3 pCB = 5 ibb = 5 pCB =		
Ci Ione BMC	Teck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 109 x 109 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. =	10) z) or Lees 	B DBMC 5 1 3 3 3 8 5 6 1 0 6 1 1 0 5 5 1 1 0 5 5 1 1 0 5 5 1 1 0 5 5 1 1 0 5 1 1 0 1 1 0 1 1 0 1 1 0 1 1 1 1	plus asic plus isturation W/S plus 25-pc. W/S ** plus amer Route plus /S ZIP+4 Barcoded" plus isturation W/S plus isturation W/S plus isturation W/S plus carter Route plus ZS-pc. W/S ** plus carter Route plus /S Presont plus /S Presont plus /S Presont plus /S Presont plus /S Presont plus /S Presont plus /S Presont plus /S Presont plus /S Presont plus	470 x 074 x 074 x 470 x 470 x 020 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 048 x 40 x 048 x 306 x 048 x 306 x 048 x 306 x 048 x 306 x 308 x 048 x 308	IDB = 3 PCB = 5 IDB =	
Ci Ione DBMC	Teck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 109 x 109 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. =	10) z) or Lees 	B DBMC 5 1 3 3 3 8 5 6 1 0 6 1 1 0 5 5 1 1 0 5 5 1 1 0 5 5 1 1 0 5 5 1 1 0 5 1 1 0 1 1 0 1 1 0 1 1 0 1 1 1 1	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus /S ZIP+4 Barcoded* plus asic ZIP+4 Barcoded* plus isturation W/S plus carrier Route plus /S Presort plus /S Presort plus /S Presort plus lasic ZIP+4 Barcoded* plus /S Presort plus lasic ZIP+4 Barcoded* plus static ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded*	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .386 x .025 x .386 x .042 x .386 x .048 x .048 x .386 x .048 x .048 x .386 x .048 x .0	IDB = 3 pCB = 5 ibb = 5 pCB =	
Ci Ione DBMC	Teck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 109 x 109 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. =	10) z) or Lees 	DBMC 5 1 3 3 3 4 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 1 5 1 5	plus asic plus sturation W/S plus 25-pc. W/S ** plus arrier Route plus 25-pc. W/S ** plus 25-pc. W/S ** plus asic 21P+4 Barcoded* plus asturation W/S plus 25-pc. W/S ** plus 25-pc. W/S ** plus 3-asic 21P+4 Barcoded* plus 3-asic 21P+4 Barcoded* plus 3-asic 21P+4 Barcoded* plus 3-asic 21P+4 Barcoded* plus	470 x 074 x 470 x 470 x 470 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 048 x 3365 x 042 x 3365 x 048 x 345 x	IOB = 3 PCB = 5 IDB =	
Ct ione	Teck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 118 x 119 x 110 x 119 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. =	10) z) or Lees 	DBMC 5 1 3 3 3 4 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 1 5 1 5	plus asic plus sturation W/S plus 25-pc. W/S ** plus arrise Route plus arrise Route plus asic 21P+4 Barcoded* plus asic 21P+4 Barcoded* plus asic 21P+4 Barcoded* plus asic 21P+4 Barcoded* plus arrise Route plus asic 21P+4 Barcoded* plus asic 21P+4 Barcoded* plus basic 21P+4 Barcoded*	470 x 074 x 470 x 470 x 470 x 470 x 025 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 048 x 410 x 048 x 410 x 074 x 048 x 410 x 074 x 396 x 025 x 396 x 042 x 396 x 39	IOB. = 3 PCB. = 5 IDB. = 5	
Ci Ione DBMC	Teck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 118 x 119 x 110 x 119 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. =	10) z) or Lees 	DBMC 5 1 3 3 3 3 3 4 3 4 5 1 0 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus isturation W/S plus 25-pc. W/S ** plus amier Route plus /S ZIP+4 Barcoded* plus /S Presort plus isturation W/S plus 25-pc. W/S ** plus Carrier Routs plus /S Presort plus /S Presort plus /S Presort plus asic ZIP+4 Barcoded* plus /S Presort plus asic plus /S Presort plus asic plus /S Presort plus asic plus /S Presort plus asic plus asic plus asic plus	470 x 074 x 074 x 470 x 470 x 020 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 048 x 410 x 025 x 386 x 042 x 386 x 042 x 386 x 042 x 386 x 042 x 386 x 048 x 048 x 048 x 048 x 048 x 048 x 048 x 04	IOB = 3 PCB = 5 IDB =	
Ci lone DBMC	Teck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 118 x 119 x 110 x 119 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. =	10) z) or Lees 	DBMC 5 1 3 3 3 3 3 3 4 5 1 0 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus situration W/S plus artier Routs plus 25-pc. W/S ** plus 32IP+4 Barcoded* plus 3asic ZIP+4 Barcoded* plus asic ZIP+4 Barcoded* plus 25-pc. W/S ** plus 25-pc. W/S ** plus basic ZIP+4 Barcoded* plus basic ZIP+4 Barcoded* plus	470 x 074 x 470 x 470 x 470 x 470 x 025 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 048 x 410 x 048 x 410 x 074 x 048 x 410 x 074 x 396 x 025 x 396 x 042 x 396 x 39	IOB. = 3 PCB. = 5 IDB. = 5 IDB. = 5 PCB. = 5 </td <td></td>	
Ci Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Basic	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 118 x 119 x 110 x 119 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. =	10) z) or Lees 	DBMC 5 1 3 3 3 3 3 4 3 4 1 3 4 1 3 4 1 3 4 1 3 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus sturation W/S plus artier Route plus artier Route plus 25-pc. W/S ** plus plus asic ZIP+4 Barcoded* plus asic ZIP+4 Barcoded* plus 25-pc. W/S ** plus 25-pc. W/S ** plus 25-pc. W/S ** plus basic ZIP+4 Barcoded* plus basic ZIP+4 Barcoded* plus	470 x 074 x 470 x 470 x 470 x 470 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 048 x 048 x 04	IOB. = 3 PCB. = 5 IDB. = 5	
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Financial Document - Forward to Finance Office

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Form 3602-R — Standard Mail (A) (Other Than Nonprofit) — Permit Imprint Postage Computation Entry Presort / Entry Presort / Discount Automation Count Discount Net Automation Net Count (It any) (Hany) Discounts Rate (Pcs. / Lbs.) Charge Discounts (Pcs. / Lbs.) Rate Charge Regular Automation Rates --- Letters (DMM C810) and Flats Regular Nonautomation Rates -- Pieces Weighing .2068 Lb. (3.3087 А В (DMM C820) Weighing .2068 Lb. (3.3097 Oz.) or Less Oz.) or Lete 3/5 Letter 3/5 Nonletter ,209 x .225 x None pcs. = 1 None 5-Digit Letter .155 x DCS. = \$ pcs. = \$.256 x _ 3-Digit Letter .175 x 🗍 pcs. = \$ Basic Letter pcs. = \$ **Basic Nonletter** .306 x Basic Letter .183 x pcs. = \$ pcs. = \$ 189 x 3/5 Flat ocs. = \$ DBMC 3/5 Letter .196 x pcs. = \$ Basic Flat .277 x ocs. = \$3/5 Nonietter 212 x DCS. = \$ **Basic Letter** .243 x DCS. = \$ **Basic Nonletter** DCS. = \$ DSCF 3/5 Letter ,191 x pcs. = \$ DBMC 5-Digit Letter .142 x pcs. = \$ pcs. = \$ 3/5 Nonletter 207 x pcs. = \$ 3-Digit Letter .162 x **Basic Letter** 238 x 008. = 1 ,170 x **Basic Letter** pcs. = \$ 288 x **Basic Nonletter** DC8. = \$ 3/5 Fiat .176 x DCS. = \$ pcs. = \$ **Basic Flat** 264 x Total - Part 8 (Carry to front of form) \$ Check C Regular Rate Pieces Weighing More Than 2068 Lb. One: (3.3087 Oz.) but Less Than 1.0 Lb. (16.0 Oz.) 5-Digit Letter D .137 x DSCF DCS. = \$ 157 x One: 3-Digit Letter pcs. = \$ Enhanced Carrier Route Rate Pieces Weighing More Than .2066 Lb. (3.3062 Oz.) but Less Than 1.0 Lb. (16.0 .165 x pcs. = \$ **Basic Letter** 3/5 Flat .171 x DCS. = \$ Oz.) **Basic Flat** pcs. = \$ Saturation ECR .000 x None DCB. = \$.663 x lbs. = \$ DIUS pcs. = Š High Density ECR .010 x **bs.** = plus .663 x Basic ECR .018 x bs. = pkus .663 x .049 x 3/5 Automation* DCE. # ibs. = 677 x plus 3/5 Nonautomation .085 x pcs. = .677 x ibe. plus s **Basic Automation*** .137 x pcs. Total - Part A (Carry to front of form) plus .677 x D8. = Enhanced Carrier Route Rates - Pleces Weighing **Basic Nonautomation** 1**86** x DCS. = \$ 2066 Lb. (3.3062 Oz.) or Lees be. = \$.677 x pkas Saturation Letter -133 x -137 x pcs. = \$ **DBMC** Seturation ECR .000 x None DCB. = Saturation Nonletter DC8. = \$ 590 x bs. = 1 High Density ECR High Density Letter Basic Automation Letter 142 x DCB. = 010 x pcs. = 146 x DC8. = 599 x bs. = plus Besic ECR **High Density Nonletter** 2147 x DCB. = 018 x pcs. -Basic Letter -150 x pcs. = 599 x D8. = plus 3/5 Automation* **Basic Nonletter** /155 x pcs. = \$.049 x DC8. = | ibe. = 613 x pice 3/5 Noneutometion DBMC Saturation Letter -.120 x 0C8. = 1 .086 x DCB. = lbs. = _124 x 613 x Saturation Nonletter DCB. = phu .129 x **Basic Automation*** 137 x **High Density Letter** pcs. = 1 pcs. = -133 x **Basic Automation Letter** DC8. = plus .613 x ibs. = DC8. = **High Density Nonletter** √134 x pcs. = \$ **Basic Nonautomation** 186 x **Basic Letter** -+37 x pcs. = pius .613 x - 1 **Basic Nonletter √142 x** pcs. = \$ x 000. Seturation ECR DCB. = \$ DECF ibe. = 1 plus High Density ECR .578 x Saturation Letter ~115 x pcs. = 1 DSCF 010 x 0C8. = ./19 x pcs. = \$ Saturation Nonial .578 x ibe. = plus Basic ECR High Density Letter Basic Automation Lett ,124 x pcs. = \$.018 x DCB. 128 x -129 x pcs. = \$.578 x İbe. piue High Density Nonal pcs. = \$ pcs. = 3/5 Automation* .049 x pcs. = \$ **Basic Letter** A32 x .592 x plus 3/5 Noneutometion **137 x** DC8. = \$ **Basic Nonietter** 065 x DCB. = bs. = 592 x **D**ILE .110 x pcs. = \$ Basic Automation" DDU Saturation Letter 137 x DCS. Saturation Nonletter 2.114 x pcs. = \$ bs. = pha 592 x pcs. = \$ High Density Letter -,119 x **Basic Nonautomation** .166 x рся. ba, #\$ Basic Automation Letter ,123 x ,124 x 0CB. = 8 **okus** 592 x pcs. = \$ High Density Nonletter x 000. DCB. = 5 Seturation ECR 127 x pca. = 1 DOU Basic Letter iba. = 3 **Basic Nonietter** _132 x pca. = \$.552 x plus High Density ECR 010 x pca. = 3 Iba. = 9 plus Basic ECR 552 x рся. = \$ Ibs. = \$ 018 x .552 x olui Available only for automation-compatible field (DMM C820) \$ Total --- Part D (Carry to front of form) 5 Total --- Part C (Carry to front of form)

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PS Form 3602-R, July 1996 (Reverse)

 C 	ited States Posta stage Staten	nent — Priority Mail	and								
		ndard Mail (B) — P	•				<u> </u>				
- -	Post Office of Mailing	items by typewriter, pen, or i	Mailing Date	need a receipt, pres Processing							
				(DMM COSC	USPS Authorized Mailing ID Code(s)						
	Permit No.	Federal Agency Cost Code	Statement Sequence N								
	Permit Holder's Name and Address (Include ZIP Code)	Telephone	Receipt No.								
S			Container Quantities (F	ill in all that apply)		1					
Į			t-FL 2-FL MM Trays MM Tray	2-FL \$ EMM Trays	Totel Lir _ Trays						
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X	CTAS Cust Ref. ID			Total Pieces Total Weight							
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	Dun & Bradstreet No.		Dun & Bradstreet No								
5	 For bound printe (Check if catalog 	d matter (DMM E623 and E63) bound printed matter)	3), go to Part A on the i	everse of this form.		Part A	\$				
butati	For parcel post ((Check if bulk page)	DMM E622), go to Part B on th arcel post)> □	te reverse of this form.	to Part C on the reverse of this form.			\$				
Computation		· · · ·					\$				
8		(DMM E120), go to Part D on t	he reverse of this form.			Part D	\$				
Posta	Additional Postage Pay Nonmachinable Sur	ment (Check reason) charge (Inter-BMC Percel Post Or	Wy) 🛛 Special Service	r) Special Service (Specify) No. Pieces			= \$ 1				
		·	Total P	ostage ———	>	- \$					
	The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)										
ntion	liable for and agi		The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).								
rication	liable for and agi	alse, fictitious, or fraudulent statem	ent may result in imprison twice the amount falsely c	nent of up to 5 years and aimed may be imposed (1 a fine of up to \$1((31 USC 3802).	0,000 (18 USC 16	001). In addition, a civil				
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PS Form	3605-R,	, July 1990	ļ
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Financial Document -- Forward to Finance Office

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LR H-89 Appendix A-20

Form 3605-R — Priority Mail and Zoned Rate Standard Mail (B) — Permit Imprint

A. Bound Printed Matter				Post Office F	inance Nur	nber			applicable e-plece		k □ c	atalog	
	Single-Place Rate		Basic Bulk Piece Rate		Carrier Route Sulk Place Rate			Basic & Carrier Route Bulk Pound Rate			(13)		
Zone	(1) Number of X Pieces	(2) Rate	(3) Single-Piece Rate Postage	(4) Number of Pieces	(5) × Rate *	(6) Basic Piece Rate Charge	(7) Number of Pieces	(8) × Rate	(9) Carrier = Route Plece Rate Charge	(10) Number of Pounds	(11) Pound Rate	(12) BPM Pound Rate Charge	Total Postage Part A
Local					\$.53			\$.467			\$.023		
182					.70		· · · · · · · · · · · · · · · · · · ·	.637			.043		
3			I		.70			.637			.063		·
4			11		70			.637			.005		
5			1		70			.637					
6					.70			.637			.152		
7			1		.70			.637			.209		
8			<u>†</u> †		.70			.637			.277		
Totals			tt					.637			.335		

B. Parcel Post

Check if bulk parcel post

		Inter-BMC Parce	el Poet		Intra-BMC Parc	el Poet]
Zone	Number of Pisces	x Inter-BMC	inter-BMC Postage	Number of Pieces	r Intra-BMC Rate	= Intra-BMC Postage	Total Postage Part B	
LOCAL								
182					· · · · · · · · · · · · · · · · · · ·			11 -
3								11
4								1
5								11
6				10 may 1991				11
7								1 [
8						and a state of the second second second second second second second second second second second second second s		
Totala								

C. Destination BMC / ASF Mail

Zone	Number of Pisces	Destination BMC / ASF Rate	Total Postage Part C	
142				
3				
4			· · · · · · · · · · · · · · · · · · ·	11
5				
Totale		an an an an an an an an an an an an an a		

D. Priority Mall

		Presorted Places			le-Piece / Resid	el Pleces]
Zone	Number of Pieces	Tresorted Priority Pate	Presoried Priority Postage	Number of x Pleces	Priority Pase	Single-Place Priority Postage	Totel Postage Part D	┢
Local						<u> </u>		1
142							1	1
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Totals							Γ	┝

LR H-89 Appendix A-27

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SPECIAL	POSTAL	BULLETIN
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21883A, 1-1-95, PAGE 53

st.	ted States Postal	- + · · · · ·		–	, 			Method of Payment	
	atement of Mai & Priority Mail Use	ling With Meter or I	Precancei	led Posta	ge Affixe	d First-Cla	iss Mail	Meter Postage	
	,	ems by typewriter, pen, or li	delible name	II (las Esma)					
	Post Office of Mailing	nas by typewritet, peit, of it	Date	ii. Cie Form :	Processing G		USPS Author	zed Mailing ID Code(s)	
ļ	-				Letters (Dk	• /	.,		
	Permit No.		Mailing State	ment Seq. No.		C050)			
	Permit Holder's	Telephone Number	Receipt No.		Automation (DMM C82	-Competible Flats			
ļ	Name & Address (include ZIP Code)		riscapt ito.		1 ·	v) sroets (DMM C050)	2050)		
5		····	No. Secks	No. Trays	No. Pallets	No. Other	1		
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5			Weight of a Single Piece						
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		idual or Organization for Which her then the permit holder)		ddress of Maxing the permit hold			Check All Tha		
Ĩ	-	-					Centralized	Postage Payment ad to	
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							Orig. Deet. SCF 3D ZIP Orig. Deet. ADC		
	For mailings of autom Part A on the reverse	ation-compatible letter-size pie of this form.	ces (see DMM C	(810), other than	cards, go to		Part A	\$	
	.6875 lb. (11 ounces) (itomation-compatible letter-size p or less, go to Part B on the reverse	of this form.		•	(From	Part B	\$	
		atter-size pieces (see DMM C050 DMM C050), weighing .4675 lb. (, Reverse Side)	Part C	\$	
	For mailings of postal	cards and postcards (see DMM E		D on the revers Service (Specify		No. Pieces	Part D	\$	
- 1							\$	= \$ 	
	Postana Affizari et /Cheri	g•>	► \$						
ļ		Postage Affixed at (Check One) (DMM P100) Correct Rate Lowvest Rate (Affix bal. to this form) Neitherpcs. IX 5 = Less Total Affix							
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	revenue deficiencie that the certification The submission of a 1	mailer certifies that it will be a assessed on this mailing. (? binds the agent and the mail bine, fictiticus, or fisudulent state to and an additional assessment of	f this form is a ar, and both th ment may result	igned by an a e mailer and ti in imprisonment	subject to ap pent, the age he agent will i of up to 5 year	peals prescribed in certifies that is be liable for and s and a fine of up to	d by postal law l is authorized agree to pay i o \$10,000 (18 L	vs and regulations, any I to sign this statement, any deficiencies.)	
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PAGE 54, 1-1-95, 21883A

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SPECIAL POSTAL BULLETIN

Form 3600-P0	C First-Class O			tage Affixed	¹ Show actual amount due for each piece. Show total affixed and balance due or
		Postage C	omputation		front
Presort / Automation Discounts	¹ Net Count Rate (<i>Pcs</i>)	1 Charge		'Net Count Rate (Pcs)	¹ Charge
A Automation-Cor	npatible Letter (DMM C810)		B Non-Automation-C	ompatible Letter .6875	ilb. (11 az.) or less
Barcoded			Carrier Route	×	pca. = \$
(5-Digit)	×	pcs. = \$	Presorted First-Class	×	pcs. = \$
Barcoded	· -				
(3-Digit)	×	pca. = \$	Single-Piece Rate	×	pca. = \$
ZIP+4 Presort	×	pca. = \$	Nonstandard Surcharge (If applicable)		
Nonpresorted ZIP+4	x	pcs. = \$	Presort First-Class and Carrier Route	.05 x	pcs. = \$
Carrier Route	×	pca. = \$			
Presorted First-Class	×	pca. = \$	Single-Piece Rate	.11 x	pca. = \$
Single-Place Rate	×	pca. = \$			
	•				
			<u>}</u>		
	•.		l		
Total - Part A (Carry	/ to front of form)	\$	Total - Part B (Carry to	front of form)	\$
	Automation-Compatible Fiat Other Nonletter — .6875 lb. (Postal Cards and P	ostcards	
	-	· · ·	Barcoded *		<u> </u>
ZIP+4 Barcoded *	· · · · · · · · · · · · · · · · · · ·	· _	(5-Digit)	.163 x	pcs. = \$
(3/5-Digit)	×	pcs. = \$	Bercoded *		
ZIP+4 Barcoded *		· . 1	(3-Digit)	.170 x	pcs. = \$
(Nonpresorted)	×	DC8. = \$	Bercoded *		
	· · · · · · · · · · · · · · · · · · ·		(Nonpresorted)	.186 x	pca. = \$
Carrier Route	×	pcs. = \$	ZIP+4 Presort *	.173 x	pcs. = \$
Presorted First-Class	X	pcs. = \$	Nonpresorted ZIP+4 *	.189 ×	pca. = \$
Single-Piece Rate	X	pcs. = \$	Cerrier Route	.160 x	pca. +\$
Nonstandard Surcharg	•	· · · · · · ·	Presorted First-Class	.179 ×	pcs. = \$
(If applicable)	اد ده ۲ برید و پرید . منطقه است ا				
3/5-Digit ZIP+4 Baro			Single-Piece Rate	∴200 x	post = \$
Presorted First-Class		<u> </u>	Nonstandard Surcharge		 4
and Carrier Route	.05 x	pca. = 5	(if applicable)		
Nonpresorted		•	Presorted First-Class and Carrier Route	.05 x	DCB. = \$
ZIP+4 Barcoded				A	
and Single-Piece Ra	te .11 x	pcs. = \$	Single-Piece Rate	.11 ×	pca. = \$
•	۰ د	. ,		•	
* Available only for Autom	ation-Compatible Flats (DMM C82	0)	* Available only for Automation	-Compatible Cards (DMM	C820)
Total — Pari C (Carry	v to front of form)	5	Total - Part D (Carry to	front of form)	\$
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Exhibit USPS-48C

Statistical Programs Guidelines

STATISTICAL SYSTEMS DOCUMENTATION

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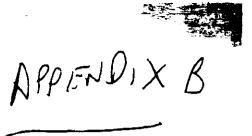
INTRODUCTION

Library Reference H-89 contains Statistical Systems Documentation for the Revenue, Pieces and Weight System (RPW), the In-Office Cost System (IOCS), the City Carrier System (CCS) and the Rural Carrier System (RCS). Documentation for RPW contains separate sections for the Domestic Probability Subsystem and the Noncountable Subsystem.

Quality Assurance in Statistical Systems

One important aspect of each statistical system is the set of controls which help ensure the quality of sample survey data. Each of the Postal Service's statistical information systems has quality assurance features unique to that system. However, they all share a common set of administrative controls to ensure the quality and integrity of sample data.

The Statistical Programs function is administered in each Customer Service and Sales District (CS&SD) by managers who are responsible for the proper conduct of the programs. Policy interpretation is provided by the three Statistical Programs Service Centers and managers at Area Operations. Data collectors receive comprehensive training on data collection procedures for each statistical system. In addition, workshops and televised interactive training sessions are conducted at which Statistical Programs managers and data collectors receive training on new systems and changes to existing systems. Included in these training sessions are comprehensive instructions and training materials which enable these managers to train their own data collection staffs.



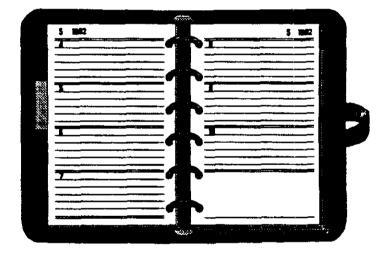
H-89



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STATISTICAL PROGRAMS GUIDELINES

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DECEMBER 1995

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GUIDELINES FOR SPECIFIC STATISTICAL PROGRAMS

December 13, 1995

1. GENERAL

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Every attempt should be made to conduct statistical programs tests as originally scheduled. However, in *emergency situations* when resources are not available to complete tests as scheduled, the following rescheduling and canceling guidelines should be used to resolve the conflicts. Avoid using the guidelines as a systematic means of managing resources whereby tests for a specific program are routinely not taken on a particular day or tour. When this occurs, resources (i.e., staffing, work schedules, MEP design, etc.) should be re-evaluated and changes made to the current structure to eliminate the situation.

The testing techniques section under each application provides alternatives for handling unique situations that may be encountered during a test or result in a test not being conducted as scheduled. This section is specific for each application and allows for tests to be conducted in less than optimum conditions with minimal impact.

- A. If there is an emergency situation and there is no trained data collector to take a test in a specific program, reschedule the test following the rescheduling guidelines for the specific program. If routinely there are no trained data collectors to take tests in a specific program, then re-evaluate resources to correct the situation.
- B. The order of priority for scheduling resources is:
 - RPW Priority within RPW:
 Domestic RPW
 SIRV/O
 SIRV/I (UCAN, CEPT, TDS)
 - COST System Priority within Cost Systems: Carrier TRACS IOCS
 - ODIS Priority within ODIS:
 Domestic
 International
- C. It is recommended that a list of canceled/delinquent/rescheduled tests and relevant information be retained. This information may be requested at a later time.
- D. Though the National Monitoring Program and monitoring *requirements* have been suspended (Sept. 1, 1992 memorandum), the SPC continues to have the responsibility of assessing the performance of DCTs and ad hoc staff in their data collection duties. The use of 'monitoring' as a tool along with other elements (i.e. training programs, SPSC, feedback during data entry and weekly text messages) ensures quality data collection.

2. DOMESTIC RPW

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RPW estimates are critical to the rate making process and every attempt should be made to conduct RPW tests as originally scheduled. The guidelines listed below have been developed to maximize the number of tests conducted.

A. Rescheduling

Analyses of historical RPW data showed that class volumes by day of the week are significantly different. Therefore, rescheduling a test to a different day of the week may either over-estimate or under-estimate some classes of mail. Rescheduling should be done **only** as a last resort and not as a matter of convenience.

The rescheduling guidelines remain **unchanged** from the Domestic RPW rescheduling guidelines contained in the October 6, 1993, memorandum Attachment 1, Section I. A. However, it is no longer necessary to enter an authorization code or the SPC name. If an RPW test must be rescheduled, use the CODES software to reschedule the test for a date before or after originally scheduled, as long as the following guidelines are observed.

Type 1 - Tests originally scheduled for a Sun., Mon., or Tues.

Type 1 tests must be rescheduled to the exact same day of the week as originally scheduled.

Type 2 - Tests originally scheduled for Wed. through Sat.

Rescheduling Type 2 tests to the same day as originally scheduled is preferred but not mandatory. Type 2 tests can be rescheduled to any Type 2 test day, but cannot be rescheduled to <u>Sun., Mon. or Tues.</u>

The following situations should be avoided:

- 1) Rescheduling tests so that it changes Type;
- 2) Rescheduling tests in Type 1 to a different day of the week;
- Rescheduling a test which was originally scheduled within five (5) days of a holiday (either before or after); and
- 4) Rescheduling a test outside the originally scheduled AP.

B. Canceling

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These guidelines **replace** the Domestic RPW canceling guidelines contained in the September 1, 1992, memorandum attachment, Section I. C.

Cancellation of tests may be made at local option; however cancellations should be avoided whenever possible. The Base Unit software provides for two types of test cancellations: UNIT NO LONGER EXISTS and ADMINISTRATIVE. It is important to select the correct option because the inflation factors are adjusted differently for each option. Select the correct option as outlined below:

UNIT NO LONGER EXISTS has always been an option to cancel because a MEP unit may no longer exist. Record this type of cancellation as a UNIT NO LONGER EXISTS cancellation. If the MEP was changed in the MEP DBMS after the sample selection was generated for the postal quarter, you must continue to take the RPW test based on how the MEP unit was listed at the time the sample selection was generated.

ADMINISTRATIVE cancellation of RPW tests is used when a test cannot be taken or rescheduled within the above rescheduling guidelines. Record any such cancellation as an ADMINISTRATIVE cancellation.

C. Testing Techniques

- Location At local option, RPW tests may be taken upstream to reduce travel costs, provided all mail can be captured for sampling. MEPs should be designed to reduce travel costs. For example, if all mail for a MEP can be identified at the plant, then define the MEP at the plant and take the test at the plant.
- Subsampling The goal of subsampling is to record the maximum number of pieces in the available time window. Therefore, select the subsampling method and skip interval that will best accomplish this goal.
- Tests covering more than one tour Do not test a MEP unit if multi-tour coverage is required and a required tour cannot be covered; the test should be rescheduled or administratively canceled. Consider redesigning the MEP based on tours.
- 4. Tests normally requiring two (or more) data collectors Testing of MEPs normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables or choose the next subsampling method to keep the number of sampled pieces manageable for one data collector to complete the test. Consider redesigning the MEP.
- DPS Mail These guidelines are intended to help you conduct an RPW test in the delivery point sequence (DPS) environment and remain unchanged from the June 25, 1993, CODES/RPW software release.

To preserve the sequence of mail as you conduct the count, 'mark' the place of each selected mail piece in the tray (bundle, etc.) by turning the mail piece which follows it up on end. If the last mail piece in the tray is selected, you may find it helpful to mark its place with a card or other marker. After you finish skip counting the DPS mail, record the selected mail pieces one at a time, returning each one to its place in the tray before recording the next one.

6. Late Arriving Mail - Whenever possible, use the same skip interval used to sample nonlate arriving mail. In cases where late arriving mail is cased, it may still be possible to sample it using the same procedures used to sample non-late arriving mail. Coordinate this with delivery/clerk personnel and/or supervisor(s).

For other late arriving mail, however, it may be necessary to use a larger skip interval in order to sample all the mail in the time available to avoid disrupting operations and/or delaying delivery.

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3. SIRV/O - (International RPW Outbound)

A. Rescheduling

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Tests can be rescheduled to the same day of the week before or after the original scheduled test date.

B. Canceling

A test can be canceled if you do not have personnel to conduct the test and rescheduling is not feasible.

C. Testing Techniques

Subsampling - Make detailed counts on the first selected container as usual and then every other selected container thereafter. Continue to weigh all containers in the sample unit. (Changes in the MIDAS system will eliminate the need of weighing all containers. However, until this change is implemented, continue weighing all containers).

4. SIRV/I (International RPW Inbound)

Because SIRV/I (UCAN / CEPT / TDS) tests are required by international agreement, every effort should be made to complete them as scheduled. These guidelines replace the guidelines contained in the September 1, 1992, memorandum attachment, Sections III, IV, and V.

<u>UCAN</u>

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A. Rescheduling

- 1. If mail arrived and test was not done, reschedule test to the same day of the following week.
- 2. If no mail arrived to test, then record the test as a zero volume.

B. Canceling

Cancel a UCAN test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

- 1. When, if ever, was the sample conducted? NEVER
- 2. Did mail arrive during scheduled test period? YES
- 3. Were any opportunities to subsequently reschedule missed? YES
- 4. Why were attempts to reschedule stopped? Another Test Was Scheduled or Quarter Ended
- 5. On what date were attempts to reschedule stopped? (date) MM/DD/YY
- 6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

<u>ÇEPT</u>

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A. Rescheduling

- 1. If no mail arrives, reschedule test to the next day the facility would receive mail.
- 2. If mail was received at the facility but not tested, reschedule test for the same day of the week following the test.
- Continue rescheduling until another test is scheduled for the same country or the calendar quarter ends. Tests can be scheduled before or after the original test date.

B. Canceling

Cancel a CEPT test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

- 1. When, if ever, was the sample conducted? NEVER
- 2. Did mail arrive during scheduled test period? YES
- 3. Were any opportunities to subsequently reschedule missed? YES
- 4. Why were attempts to reschedule stopped? Another Test Was Scheduled or Quarter Ended
- 5. On what date were attempts to reschedule stopped? (date) MM/DD/YY
- 6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

A. Rescheduling

- 1. If no mail arrives, reschedule test to the next day the facility would receive mail.
- 2. If mail was received at the facility but not tested, reschedule test for the same day of the week following the test.
- Continue rescheduling until another test is scheduled for the same country or the calendar quarter ends. Tests can be scheduled before or after the original test date.

B. Canceling

Cancel a TDS test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

- 1. When, if ever, was the sample conducted? NEVER
- 2. Did mail arrive during scheduled test period? YES
- 3. Were any opportunities to subsequently reschedule missed? YES
- 4. Why were attempts to reschedule stopped? Another Test Was Scheduled or Quarter Ended
- 5. On what date were attempts to reschedule stopped? (date) MM/DD/YY
- 6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

<u>TDS</u>

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5. CITY CARRIER COST

A. Rescheduling

Reschedule City Carrier Cost tests according to current Handbook F-55 guidelines.

B. Canceling

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City Carrier Cost tests should only be canceled after all attempts have been made to conduct the tests.

C. Testing Techniques

These guidelines are intended to help you conduct a carrier cost test in delivery point sequence (DPS) environment. If questioned by a carrier whether to case the DPS mail, refer the carrier to the unit supervisor for local policy. We do not want to deviate from normal policies for DPS mail by reworking the mail, rearranging the sequence of the mail, or delaying the carrier any more than absolutely necessary. In order to preserve the sequence of DPS mail as you conduct the count, 'mark' the place of selected mail pieces in the tray.

Conduct the test in the same manner as normal for manually cased mail. In order to test the DPS mail, use one of the following options:

- Option 1 Ask the carrier if he/she will assist you by finding sample mail in the DPS tray as you test each stop. This option will help the carrier leave the office sooner and you complete the test sooner.
- Option 2 Record any mail found in the manual case first to obtain each address for the sampled stops. Then
 - 1) Escape < Esc> to Test Options Menu.
 - 2) Select Option #3 'Review/Edit Previous Box'.
 - 3) Go to the first sample stop.
 - 4) Escape to the Test Options Menu.
 - Select Option 2 'Collect Mail Piece Data'. At this screen you are able to read the sample address to the carrier and the carrier can riffle through the DPS mail without altering the sequence. Record the mail and return to the carrier.
 - 6) Press the F2 key to advance to the next stop. Repeat for each stop until the test is completed.
- Option 3 Complete steps 1 through 4 of Option 2. During step 5, ask the carrier to place the DPS trays in the order that he/she will deliver the mail. You can then riffle through and record the mail without taking it out of sequence if the carrier does not want to look for the sample mail. Repeat for each stop until test is complete.

6. RURAL CARRIER COST

A. Rescheduling

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Reschedule Rural Carrier Cost tests according to current Handbook F-56 guidelines.

B. Canceling

Rural Carrier Cost tests should only be canceled after all attempts have been made to conduct the tests.

C. Testing Techniques

- 1. Rural Carrier Cost tests may be taken by phone, if feasible, rather than missing the test.
- 2. For DPS mail, the City Carrier Cost guidelines may be used.

7. TRACS

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A. Rescheduling

- AMTRAK Try not to reschedule. If you must, then the test may be rescheduled for the same train in the next week (or subsequent week in the same quarter). Do not sample another train.
- 2. HIGHWAY, RAIL, AIR
 - a. Reschedule test for the same day later in the quarter.
 - b. If test cannot be rescheduled to same day later in the quarter, reschedule to a different day.

B. Canceling

A TRACS test is canceled if it cannot be rescheduled within the same quarter. Do not reschedule across quarters.

C. Testing Techniques

DPS mail may be encountered when conducting TRACS tests. It is imperative that the sequence of the mail is maintained. To preserve the sequence of DPS mail as you conduct a TRACS test, use a 'class of mail' scratch sheet to tally the number of pieces of mail for each class and subclass in the DPS sample tray. Finger through the mail and count each piece of mail by class and subclass, then record the tally of pieces on the scratch sheet. <u>DO NOT</u> weigh the DPS tray. Enter zero for total weight, this will be calculated later. Use the following procedures to compute individual weights for the classes of mail in the DPS tray.

- Select three pieces of mail for each subclass, mark the place of each selected piece by turning the piece which follows on end. Enter the total number of pieces for this class of mail into the CODES software.
- 2) Weigh the selected three pieces. Divide the weight by three (3) to calculate an average weight per piece. Calculate the total weight for the class or subclass by multiplying the average weight times the total number of pieces. Return the selected three pieces to the tray.
- 3) Repeat steps one and two for each class and subclass.

Example: The sampled DPS tray contained 160 First-Class letters and 51 First-Class Presort letters. The three First-Class letters selected weighed 1.5 ounces and the three presorted letters weighed 2.2 ounces.

CALCULATION OF FIRST-CLASS LETTER WEIGHT

Total weight three First-Class letters / Three = Average weight per piece 1.5 / 3 = .5 ounces

Total pieces x Average weight = Weight in ounces $160 \times .5 = 80 \text{ ounces}$

Weight in ounces / 16 = Total pounds80 / 16 = 5 lbs.

CALCULATION OF PRESORT LETTER WEIGHT

Total weight three First-Class letters / Three = Average weight per piece2.2/3=.73 ouncesTotal pieces x Average weight = Weight in ounces51x.73=37.23 ouncesWeight in ounces / 16 = Total pounds37.23/16=2.326875 lbs.Total pounds=22Total ounces=5.23 or 5(.326875 x 16)

4. Total Weight is calculated by adding the pounds and ounces for all classes and the tare weight for the item type. Enter Total Weight before proceeding.

TARE WEIGHTS

Cardboard Letter Tray	1 pound
Cardboard Half Letter Tray	8 ounces
Plastic Letter Tray	7 ounces

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8. <u>IOCS</u>

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A. Rescheduling

- Reschedule readings one week later than the original test date and on the same day as originally scheduled. Continue rescheduling to the same day until the reading is completed.
- 2. Missed readings that occur during the last week of the quarter must be rescheduled within that week. Missed readings on Friday at the end of the quarter may not be rescheduled.

B. Canceling

Missed readings on Friday at the end of the quarter remain delinquent.

C. Testing Techniques

- 1. Telephone Test In general, on-site IOCS readings are preferable to readings taken by telephone. Use telephone readings as necessary to take as many scheduled readings as possible.
- 2. Scheduling Readings For on-site readings, data collectors must contact the sampled employees to be read or their supervisor(s) at the beginning of the data collector's tour and ask about each of the sampled employee's work schedule for that day. If it is determined that the sampled employee is non-scheduled for that day, this information may be immediately entered into the portable computer. The data collector need not check back before the scheduled reading time. If it can be determined from a supervisor or through PSDS the day after a holiday, other than a Sunday, that on the holiday a sampled employee was non-scheduled, or was on annual or sick leave, this information may be entered into the portable computer without rescheduling the reading.

9. DOMESTIC ODIS

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A. Rescheduling

Rescheduling a test to a different day of the week increases the risk of either over-estimating or under-estimating some classes of mail. Rescheduling should be done only as a last resort and not as a matter of convenience. Every attempt should be made to take the ODIS test as originally scheduled.

The rescheduling guidelines remain unchanged from the Domestic ODIS rescheduling guidelines contained in the October 6, 1993, memorandum Attachment 1, Section II. If it becomes necessary to reschedule an ODIS test, SPCs should try to reschedule ODIS tests to the same day of the week within the same accounting period in which the test was originally scheduled. If a test cannot be rescheduled in the preferred manner, try to reschedule the test so as to avoid a delinquent test. Ensure that the rescheduled test does not result in an "empty cell". An "empty cell" results when no tests are taken in a group or strata of MEPs within a sample area or plant (P&DC).

B. Canceling

This guideline **replaces** the guideline contained in the September 1, 1992, memorandum, Section X. C.

For ODIS, a test is canceled **only if** the MEP unit no longer exists. If the MEP was changed in the MEP DBMS after the sample selection was generated for the postal quarter, you must continue to take the ODIS test based on how the MEP unit was listed at the time the sample selection was generated.

C. Delinquent

This guideline **replaces** the guideline contained in the September 1, 1992, memorandum, Section X. C.

An ODIS test is to remain delinquent if it cannot be rescheduled within the rescheduling guideline above.

D. Testing Techniques

- Location At local option, ODIS tests may be taken upstream to reduce travel costs, provided all mail can be captured for sampling. MEPs should be designed to reduce travel costs. For example, if all mail for a MEP can be identified at the plant, then define the MEP at the plant and take the test at the plant.
- Subsampling The goal of subsampling is to record the maximum number of pieces in the available time window. Therefore, select the subsampling method and skip interval that will best accomplish this goal.
- 3. Multiple Identical Pieces The MIP procedure should not be used when applying container subsampling. If a container skip interval has been applied and the data collector observes 200 or more identical mail pieces within the selected containers, the following technique using the repeat key may be used to record the identical mail pieces:

Determine the number of identical mail pieces and divide that number by the mail piece skip interval being used within the selected containers (round to the nearest piece). Enter that result using the repeat key procedure. Note: if the result is greater than 199, then multiple repeat entries may be required.

Example: Suppose that on an ODIS test on the incoming letter shape mail processing stream to an office, a container skip of 12 is used with the letter trays and a mail piece skip of 14 is used for sampling mail pieces within the selected containers. One of the selected trays has 300 identical mail pieces. Divide the 300 by 14 and round to nearest piece (result is 21). Enter the mail piece with a repeat value of 21.

- Tests covering more than one tour Do not test a MEP unit if multi-tour coverage is required and a required tour cannot be covered; the test should be rescheduled or remain delinquent. Consider redesigning the MEP based on tours.
- 4. Tests normally requiring two (or more) data collectors Testing of MEPs normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables or choose the next subsampling method to keep the number of sampled pieces manageable for one data collector to complete the test. Consider redesigning the MEP.
- 5. DPS Mail These guidelines are intended to help you conduct an ODIS test in the delivery point sequence (DPS) environment.

To preserve the sequence of mail as you conduct the count, 'mark' the place of each selected mail piece in the tray (bundle, etc.) by turning the mail piece which follows it up on end. If the last mail piece in the tray is selected, you may find it helpful to mark its place with a card or other marker. After you finish skip counting the DPS mail, record the selected mail pieces one at a time, returning each one to its place in the tray before recording the next one.

6. Late Arriving Mail

Mail Piece Skip Subsampling: Whenever possible, use the same skip interval used to sample non-late arriving mail. In cases where late arriving mail is cased, it may still be possible to sample it using the same procedures used to sample non-late arriving mail. Coordinate this with delivery/clerk personnel and/or supervisor(s). For other late arriving mail, however, it may be necessary to use a larger skip interval in order to sample all of it in the time available to avoid disrupting operations and or delaying delivery.

Mail Container Skip Subsampling: Refer to Section 11 of this document on RPW/ODIS Container Subsampling - Adjustments to Basic Procedures.

7. Tests requiring excessive travel - Testing may be conducted over the telephone if resources do not permit on-site testing, provided qualified personnel are available at the tested MEP unit to assist in completing the test. For a telephone test, select a larger skip interval from the tables to keep the maximum recording time to 30 minutes (approximately). Consider redesigning the MEP upstream or by single-shape.

10. INTERNATIONAL ODIS

A. Rescheduling

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Do not reschedule an International ODIS test if you do not have adequate resources; the test is to remain delinquent.

B. Canceling

An International ODIS test is canceled only if the unit no longer exists.

C. Testing Techniques

- 1. Tests covering more than one tour Do not test a delivery unit if multi-tour coverage is required and a required tour cannot be covered. The test remains delinquent.
- Tests normally requiring two (or more) data collectors Testing of delivery units normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables to keep the number of sampled pieces manageable for one data collector to complete the test.

11. RPW/ODIS CONTAINER SUBSAMPLING

A. Introduction

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Container subsampling is one of several methods of sampling and does not replace the sampling methods as described in Methods Handbook M-60 or Methods Handbook F-35. Our goal in selecting a subsampling procedure is to select and record the maximum number of mail pieces in a given time window. Refer to Chapter IV of the MEP Guidelines for a discussion of subsampling methods, their benefits and concerns. These guidelines may be used for both RPW and ODIS sampling. These guidelines replace the PHS Guidelines and PHS Container Subsampling Table.

The MIP procedure should not be used when applying container subsampling.

B. Definitions

Large Container: Any type of container holding other smaller containers (i.e., primary containers).

Primary Container: A container in direct contact with mail pieces. These containers are letter trays, flat tubs, mail sacks, hampers, all purpose containers (APCs), over the road containers, postcons, etc. or any other structure holding loose mail pieces. There should be no smaller containers within the primary container.

Container Type: A unique container shape such as a tray, tub, sack, APC, etc.

C. Basic Procedure

The basic procedure assumes that a container skip procedure is necessary to complete the test in the time available. The procedure also assumes that all mail packaged in containers for the MEP has arrived or the expected number range of containers to arrive through all dispatches is known. In the basic procedure, data collectors select a subset of containers from the total number of containers available when testing the Mail Exit Point (MEP). From the selected containers, a subset of mail pieces are selected and recorded with the RPW and ODIS CODES data entry software. The target for container subsampling is to select and record between 200-300 mail pieces per test. However, the RPW and ODIS Container Subsampling Table for All Mail Shapes is designed to select and record 200-300 mail pieces per container group. Therefore, adjustments to the basic procedure are provided. The basic procedure steps include:

- <u>Step 1</u> Separate All Containers: Separate the mail so that all primary containers are removed from large containers. This should result in having only primary containers directly holding loose mail pieces (i.e., letters, parcels, flats, etc.). Note: If the time window is too small, see <u>Adjustments to the Basic Procedure</u>.
- **Step 2 Separate Priority Mail**: Separate Priority Mail containers and/or Priority Mail pieces for testing as an independent group. Although there may be a sufficient quantity of containers of Priority Mail for container subsampling, mail piece subsampling of Priority Mail is preferred. If time does not permit using mail piece subsampling on the Priority Mail group and there are a sufficient number of containers for container subsampling, then apply container subsampling to the Priority Mail container group. If time does not permit using mail piece subsampling on the Priority Mail group and there are an insufficient number of containers in the Priority Mail container group for container subsampling, then do not separate Priority Mail as a separate container group.

- <u>Step 3</u> Group Container Types: Group the same container types together. For example, group letter trays together, flat tubs together, etc.
- <u>Step 4</u> Determine Whether Container Subsampling will be Used: After grouping container types together, determine if container subsampling is allowable for each group of containers. For each group of containers, using the RPW and ODIS Container Subsampling Table for All Mail Shapes, determine the appropriate container range down the left side of the table based on total number of containers for each group. If the number of containers within a group does not meet the table's minimum requirements, refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for that group. If the number of containers meets the minimum requirement for one or more groups, go to Step 5.
- <u>Step 5</u> Determine the Container and Mail Piece Skips: Using the RPW and ODIS Container Subsampling Table for All Mail Shapes, find the "Container Range" and "Average Mail Pieces per Container" range that best represent the mail to be tested. Next find the respective container and mail piece skip intervals from the intersection of the row and column. Note: If the test includes multiple container type groups, adjust container and mail piece skip interval as discussed in Adjustments to Basic Procedure.
- <u>Step 6</u> Determine the Random Starts: Enter the container skip and mail piece skip in the CODES data entry software which will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Apply the appropriate container and mail piece skips to the container type group. Enter the data into the CODES data entry software. End session and save when finished sampling the group.
- **Step 8 Go to the Next Group**: Move on to the next group and repeat Steps 5 through 7 until all container type groups have been sampled.

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D. Adjustments to Basic Procedure

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Adjustments to the basic procedure may be needed to maintain the target of 200-300 pieces recorded per test. Reasons such as dealing with more than one container type group, unexpected volume changes, or shortened time windows may require using one or a combination of the following adjustment options to the basic procedure. The first three adjustment options assume that Steps 1 through 3 of the basic procedure can be completed. That is, the primary containers will be grouped by container type. The final adjustment option is used when there is insufficient time to separate primary containers from large containers. After determining the container skip and mail piece skip interval as described in Step 5 in the basic procedure, the adjustments recommended are in order of preference.

- <u>Option 1</u> Select the container skip and mail piece skip intervals immediately to the right of the intersection of the container range and average mail pieces per container on the **RPW and ODIS Container Subsampling Table for All Mail Shapes** (i.e., same row, next column to the right). If after using Step 5 of the basic procedure, you are already at the right most column (i.e., highest average mail pieces per container range), select the container skip and mail piece skip intervals immediately below (i.e. same column, next row down). Note: This adjustment option may only be used prior to the actual selection of containers, prior to Step 7 of the basic procedure. Once the containers are selected, if an adjustment is necessary, use adjustment option 2 of increasing the mail piece skip interval, keeping the container skip the same.
- <u>Option 2</u> Change the mail piece skip interval, keeping the container skip the same. The mail piece skip interval should be adjusted so that the maximum number of mail pieces can be recorded in the given situation. *Note: This adjustment option is not always workable with the CODES RPW data entry software, that is, you may not be able to keep the container skip the same. In this case, you may need to use adjustment option 3.*
- <u>Option 3</u> Change the intersection of the container range and the average mail pieces per container range to a new intersection that provides a container skip and mail piece skip that is appropriate for maximizing the number of mail pieces recorded in the given situation. Note: This adjustment option may only be used prior to the actual selection of containers, prior to Step 7 of the basic procedure. Once the containers are selected, if an adjustment is necessary, use adjustment option 2 of increasing the mail piece skip interval, keeping the container skip the same.
- <u>Option 4</u> This adjustment applies when both separating primary containers from large containers and grouping container types are not possible in the available time window. In this option, large containers are sampled as a first step, and no container grouping is required. Complete Steps 5 through 7 of the basic procedure.

E. Exception: RPW Testing of Accountable Mail

When testing accountable mail for RPW tests, <u>container subsampling may be used only for</u> <u>non-commingled Business Reply Mail (BRM)</u>. Subsampling other accountable mail such as postage due, return receipts and commingled BRM is allowable using the lowest piece skip interval possible only to maintain the target of 200-300 pieces recorded per RPW test.

F. RPW and ODIS Container Subsampling Examples

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Example 1: A MEP is defined to be the incoming mail processing stream that is letter shape for an associate office. The mail arrives in large containers holding letter trays. The expected number of large containers is 3 and the average number of letter trays within a large container is 30. The expected number of mail pieces per letter tray is approximately 500.

- <u>Step 1</u> Separate All Containers: The primary container is the letter tray. If necessary, the letter trays should be removed from large containers so that a subset of containers can be selected for sampling.
- <u>Step 2</u> Separate Priority Mail: Since Priority Mail is rare in this processing stream and will probably be commingled if present, there should be no attempt to find and separate Priority Mail pieces.
- <u>Step 3</u> Group Container Types: Since all mail for this MEP arrives in letter tray containers, there is only one container type group.
- <u>Step 4</u> Determine Whether Container Subsampling Will Be Used: Container subsampling may be used since the number of primary containers is greater than 3.
- <u>Step 5</u> Determine the Container and Mail Piece Skips: The expected number of letter trays for the test is 90 (3 X 30). In the event that the number of large containers or the number of letter trays per large container were not easily known, simply choose the container range in the RPW and ODIS Container Subsampling Table for All Mail Shapes that best represents the number of primary containers expected.

The expected number of mail pieces per letter tray is 500. In the event that the number of mail pieces per primary container is not easily known, simply choose an average mail pieces per container range in the **RPW and ODIS Container Subsampling Table for All Mail Shapes** that best represents the number of mail pieces found per primary container. Adjustments can be made once the subsampling is in progress.

Using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**, first, find the container range that includes 90 (container range row 76-125). Second, find the average mail pieces per container range that includes 500 (average mail pieces per container range column 301-500). Next, find the intersection of the container range and average mail pieces per container range (row and column) to find the appropriate container skip and mail piece skip intervals. The intersection results in a container skip of 12 and a mail piece skip of 14.

- <u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting letter tray container as determined by the container random start, and select every 12th letter tray container thereafter as determined by the container skip interval. From the selected letter tray containers, select the starting mail piece as determined by the random start, and select every 14th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

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Example 2: A MEP is defined which receives letter mail in letter trays and flats in flat tubs. The expected number of letter trays is between 40-50 and the number of mail pieces within any tray is generally over 500 pieces but less than 600 pieces. The expected number of flat tubs is between 7-10 and the number of mail pieces within any tub is generally over 100 pieces but less than 125 pieces. Since the MEP will involve multiple container type groups (i.e., letter trays and flat tubs), an adjustment to the basic procedure is warranted to keep the target of sampled mail pieces to 200-300 for the entire test.

- <u>Step 1</u> Separate All Containers: The primary containers are the letter trays and the flat tubs. If necessary, the letter trays and flat tubs should be removed from large containers so that a subset of each type of container can be selected for sampling.
- <u>Step 2</u> Separate Priority Mail: Priority Mail is rare in among letter tray mail and will probably be commingled if present, therefore make no attempt to find and separate Priority Mail pieces from the letter trays. Separate Priority Mail flats if there is time and are easy to identify in the flat tubs.
- <u>Step 3</u> Group Container Types: Separate the primary containers into two container type groups. One group would be composed of letter trays and the other group would be composed of flat tubs.
- <u>Step 4</u> Determine Whether Container Subsampling Will Be Used: Container subsampling may be used for both container type groups since the number of primary containers in each container type group is greater than 3. Any Priority Mail that was identified and separated for container subsampling does not meet the minimum requirements for container subsampling. Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces.
- Step 5Determine the Container and Mail Piece Skips: Starting with the letter tray
container group, find the appropriate container range and average mail pieces per
container range using the RPW and ODIS Container Subsampling Table for All
Mail Shapes. The appropriate container range is 36-75 (for expected letter trays of
40-50) and average mail pieces per container range is 501-800 (for expected average
pieces per container of 501-600). The intersection (row and column) results in a
container skip of 10 and a mail piece skip of 18.

Because there are multiple container type groups for this test, the container skip and mail piece skip must be adjusted to assure that the number of sampled pieces for the entire test is in the 200-300 range. If the adjustment were not made, we would sample 200-300 mail pieces for each container type group.

From the intersection (row and column) that results in a container skip and mail piece skip of 10 and 18 respectively for the letter tray container group, select the container skip and mail piece skip immediately to the right (i.e., same row next column to the right). The resulting skip intervals are 10 for the containers and 27 for the mail pieces.

<u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

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- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting letter tray container as determined by the container random start, and select every 10th letter tray container thereafter as determined by the container skip interval. From the selected letter tray containers, select the starting mail piece as determined by the random start, and select every 27th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.
- <u>Step 8</u> Repeat Steps 5 7 for the flat tub container group.

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<u>Step 5</u> Determine the Container and Mail Piece Skips: For the flat tub container group, find the appropriate container range and average mail pieces per container range using the RPW and ODIS Container Subsampling Table for All Mail Shapes. The appropriate container range is 6-10 (for expected flat tubs of 7-10) and average mail pieces per container range is 101-150 (for expected average pieces per container of 101-125). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 3.

Since this is a second container type group for this test, adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 3 for the flat tubs and a mail piece skip of 2 for the mail pieces contained in the flat tubs.

- <u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting flat tub container as determined by the container random start, and select every 3rd flat tub container thereafter as determined by the container skip interval. From the selected flat tub containers, select the starting mail piece as determined by the random start, and select every 2nd mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.
- <u>Step 8</u> Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces. Record the selected mail pieces. End session and save.

Example 3: A MEP is defined as a PHS unit for an associate office. Seven containers are available for testing. There are three OTRs and four APCs. The OTRs contain only loose parcel and IPP shaped mail pieces. The OTRs each are expected to contain about 200 mail pieces. The APCs contain mail sacks. There are 28 mail sacks total, of which 2 are Priority Mail sacks. Each sack contains between 5 to 8 mail pieces.

- <u>Step 1</u> Separate All Containers: Separate the sacks from the APCs. The primary containers are the OTRs and the mail sacks.
- <u>Step 2</u> Separate Priority Mail: Separate the two Priority Mail sacks to form their own group for testing.
- <u>Step 3</u> Group Container Types: Separate the non-Priority Mail primary containers into two container type groups. One group would be composed of OTRs and the other group would be composed of sacks.
- <u>Step 4</u> Determine Whether Container Subsampling Will Be Used: Container subsampling may be used for both container type groups, the OTRs and the non-Priority Mail sacks, since the number of primary containers is greater than or equal to 3 for each container type group. The Priority Mail sacks do not meet the minimum requirements for container subsampling, so refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces.
- <u>Step 5</u> Determine the Container and Mail Piece Skips: Starting with the OTR container group, find the appropriate container range and average mail pieces per container range using the RPW and ODIS Container Subsampling Table for All Mail Shapes. The appropriate container range is 3-5 (for expected OTRs of 3) and average mail pieces per container range is 151-300 (for expected average pieces per container of about 200). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 3.

Because there are multiple container type groups for this test, the container skip and mail piece skip must be adjusted to assure that the number of sampled pieces for the entire test is in the 200-300 range. If the adjustment were not made, we would sample 200-300 mail pieces for each container type group.

Adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 2 for the OTRs and a mail piece skip of 4 for the parcel and IPP shaped mail pieces.

- <u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting OTR container as determined by the container random start, and select the 2nd OTR container thereafter as determined by the container skip interval. From the selected OTR containers, select the starting mail piece as determined by the random start, and select every 4th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.
- <u>Step 8</u> Repeat Steps 5-7 for the sack container group.

<u>Step 5</u> Determine the Container and Mail Piece Skips: For the sack container group, find the appropriate container range and average mail pieces per container range using the RPW and ODIS Container Subsampling Table for All Mail Shapes. The appropriate container range is 26-35 (for expected non-Priority Mail sacks of 26) and average mail pieces per container range is 5-10 (for expected average pieces per container of 5-8). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 1.

Since this is a second container type group for this test, adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 2 for the sacks and a mail piece skip of 2 for the parcel and IPP shaped mail pieces.

- <u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting mail sack container as determined by the container random start, and select the 2nd mail sack container thereafter as determined by the container skip interval. From the selected mail sack containers, select the starting mail pieces as determined by the random start, and select every 2nd mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.
- <u>Step 8</u> Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces. Record the selected mail pieces. End session and save.

RPW and ODIS Container Subsampling Table for All Mail Shapes

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

AVERAGE MAIL PIECES PER CONTAINER

- N/R represents where container subsampling is Not Recommended

Exhibit USPS-48D

Mail Exit Point Guidelines

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H-89 Appendix C

MAIL EXIT POINT

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(MEP)

GUIDELINES

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I - INTRODUCTION

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This document provides guidelines for establishing Mail Exit Points (MEPs), which are the sampling units for the Postal Service's probability-based sampling systems: the Origin-Destination Information System (ODIS) and the Revenue, Pieces and Weight System (RPW). To allow these programs to better adapt to both technological developments and to changes in mail processing and delivery procedures, flexibility has been built into the way specific MEPs may be defined. A MEP is defined generally as a physical place in the mail processing stream between the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and recorded.

When defining a MEP, therefore, statistical programs staff need to insure that:

- (a) the "golden rules" are followed;
- (b) the MEP is located at or near the final delivery unit, but no farther "upstream" than the destination mail processing facility;
- (c) the MEP is sized appropriately (i.e., a targeted MINIMUM average daily volume of approximately 500 pieces); and,
- (d) appropriate stratification information can be provided e.g. on-site test time, and approximate volumes by shape and category of mail.

The benefits of MEP flexibility include the potential to improve precision in the estimates, better control over errors or biases, and better management of data collection costs. Costs can be better managed by allowing more local control over the definition of sampling units (MEPs). Also, knowledge of the cost factors associated with each MEP (i.e. approximate travel and test times) allows Headquarters to take these costs into account during the sample selection process. Since MEPs can be defined in terms of shapes and mail processing streams, and because mail categories are highly correlated with shape and mail stream, sampling may more easily be targeted at specific categories of mail. This can lead to both (a) improved precision of the estimates of mail volumes, revenues, weights, transit times and other mail characteristics; and, (b) improvements in the overall efficiency of our sampling. Finally, because of the flexibility to change MEP definitions to coincide with changes in the way mail is processed, the MEP design helps ensure that the MEPs collectively cover the entire universe of mail in the Postal Service system.

This document includes five chapters. Chapter II provides an overview of the MEP frame structure, along with definitions and criteria for MEP units. Also included is a discussion of the volume and size requirements for various types of MEP units. Chapter on designing MEPs includes the Golden Rules and other "criteria" to be considered when establishing MEPs. Chapter IV provides an overview of subsampling methods, and the benefits and concerns related to subsampling. The various subsampling methods should be considered when designing MEPs. Chapter V is a Glossary of definitions related to MEPs. It includes entries which will be familiar to statistical programs staff, as well as some statistical terms.

To get the maximum benefit from defining and establishing MEPs, the Statistical Programs Coordinator should carefully review these guidelines in addition to the MEP Transition Aid and other documentation.

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A. INTRODUCTION

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This section defines a sampling frame and a Mail Exit Point (MEP), and describes various essential characteristics of effective MEPs. Types of MEPs and their benefits to the Postal Service's probability-based sampling systems for providing volumes, revenues, weights, transit times and other mail characteristics are also presented.

B. DEFINITION OF A SAMPLING FRAME

A sampling frame is a list of sampling units that represent a partitioning of the population of interest. The population of interest for the system(s) providing management information about mail volumes, revenues, weights, transit times and other mail characteristics is all the mail that the Postal Service takes in and delivers in a given time period (e.g., a given postal quarter). The population of interest can be partitioned (or divided up) in many different ways to allow for sampling to obtain statistical estimates. One method of partitioning the population employs the use of Mail Exit Points (MEPs) that are defined and established in the field by statistical programs personnel. The number of sampling units in the frame is the number of MEPs in the MEP database multiplied by the number of delivery days in a given time period. Therefore, the sampling unit is a MEP-day (e.g., city carrier route #9508 - January 4th).

C. DEFINITION OF MEP

The term Mail Exit Point (MEP) is defined as a physical place in the mail processing stream between and including the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and information about them can be recorded.

D. BENEFITS OF MEP-BASED FRAME STRUCTURE

1. Improve Precision in Estimates

The systems providing management information about mail volumes, revenues, weights, transit times and other mail characteristics must be able to meet the requirements of the customer. These requirements include producing the information with the precision the customer needs. Since this information is needed by category of mail, testing mail in a mail processing stream that is composed of predominantly one shape of mail can improve sampling efficiency by allowing samples to be targeted at specific shapes which are correlated with specific mail categories.

Having composite stratification information or descriptive characteristics (e.g. letter, flat, IPP, parcel, Priority volumes) for each MEP also makes it possible to improve sampling efficiency.

2. Controlling Bias

The flexibility in defining MEPs promotes a higher likelihood that the system's frame represents the population of interest. The designs of specific MEPs can be changed to reflect changes in the way mail is processed.

3. Managing Costs

MEPs should be designed to increase the value of the information obtained from a test while decreasing the costs associated with a test. The value of the information obtained can be increased by capturing as much mail as possible from units defined around single mail categories or shapes to enhance the precision of the estimates.

MEPs should be designed so that, generally, only one person per data collection tour is needed to conduct a test. Different subsampling techniques can be employed to accomplish this.

The inclusion of facility travel times and on-site test time for each MEP allows the SPC to identify MEPs which are expensive to test, such as MEPs which are far from offices where data collection personnel are located. If these expensive units are so identified, they can be sampled less frequently. However, expensive units must still be included in the MEP Data Base Management System (DBMS) and tested occasionally.

E. CHARACTERISTICS OF MEPS

There are three essential characteristics MEPs must have to function effectively as sampling units. First, MEPs must adhere to four critical rules called "Golden Rules"; second, mail associated with any MEP must be at or near its final destination, where "near" means no further upstream from the final delivery unit than the <u>destination</u> mail processing facility; and, third, a MEP should have an expected average daily volume of 500 pieces or greater, except for some special purpose MEPs.

1. The Golden Rules

To operate effectively, each MEP must have essential properties called Golden Rules. These rules are:

a. Every piece of mail must be associated with one and only one MEP.

Estimates will be biased if mail pieces have any way of bypassing all MEPs. For example, when defining MEPs along shape for the box section, if the MEP for the box section flat-shaped mail is not associated with any MEP and therefore is not in the MEP database, this flat-shaped mail has no chanc__of being tested, and a downward bias in the volume estimates would be created.

Estimates will also be biased if any pieces of mail have the opportunity to be counted in more than one MEP. For example, if a MEP is defined as all parcels in the parcel mail stream to a station, other MEPs defined for this station, such as carrier routes, firms and the box section, must not include this parcel mail.

b. The mail for each MEP should be able to be isolated for testing.

Mail must be capable of being readily located for a MEP, and in sufficient time to ensure that the mail can be sampled without unduly delaying its delivery. For example, a MEP that combines all mail for several carrier routes may be a problem, because it could be difficult to sweep for mail in all the physical locations in the facility (i.e., find the letters, flats, parcels, IPPs, postage due and accountable mail) in the time window available for testing.

- c. A MEP should be relatively stable through time.
 - Births and Deaths Whenever possible, the "births" and "deaths" of MEPs should occur less frequently than sample selection occurs. For this reason, it would not be a good idea to define MEPs in terms of bins on machines.
 - ii) Stratification Information the stratification information collected for each MEP (volume by shape, priority and accountable volume, and onsite test time) should remain relatively stable through time to help ensure effective stratification. Units which will frequently contain zero volume are not good MEP candidates. Larger units, particularly those over the targeted minimum of 500 pieces per day, usually have less day-to-day volume fluctuation.
- d. The cost-effectiveness of testing should be maximized for each MEP.
 - To the extent possible. MEPs should be defined in such a way that only one data collector is required to conduct a test per tour.
 - ii) There must be an adequate time window to conduct a test with the available resources.
 - iii) The size of the MEP should be appropriate to ensure effective utilization of data collectors, and large enough to ensure reasonably stable mail volumes.
 - iv) MEPs should be defined in ways which reduce travel costs associated with conducting tests.
- 2. MEPs at or Near the Final Destination

In the MEP-based frame design, test mail must be captured at or near the destination point rather than the origination point (mail entry point) of the mail processing stream. Testing at or near the destination point supports the corporate requirement for estimating mail piece transit times between plants. MEPs may be defined so that mail is tested at the final delivery unit, or upstream as far as the destination mail processing plant (e.g., General Mail Facility -- GMF), as long as it is highly likely that the mail will be available for delivery on the date of the test.

Testing upstream creates an obvious limitation for transit time analysis. However, research has indicated that the major use of transit time information is to diagnose plant-to-plant problems. Therefore, although transit times will not always reflect the time for mail pieces to arrive at the final postal facility before delivery to the customer, they will meet the requirements of field managers for diagnosing plant-to-plant transportation and mail processing problems.

Another concern with defining a MEP upstream is the potential for violating the first of the four Golden Rules -- that every piece of mail be associated with one and only one MEP. For example, defining a MEP upstream for mail that is further processed into many potential MEPs downstream would introduce a risk of double counting. However, certain types of mail (s.g., automated/DPS letter-shaped mail, and parcelshaped mail) sometimes have unique mail streams. If there is a suitable time window, these types of mail could be effectively tested upstream from a delivery unit at a processing facility without a significant risk of double counting. By providing the flexibility for upstream testing, data collection travel costs may be reduced. Flexibility also implies that MEPs can be defined differently from one Customer Service and Sales District (CSSD) to another, and even between facilities within the same CSSD.

3. Recommended MEP Minimum Volume

MEPs should be defined with a targeted minimum average daily volume of approximately 500 pieces, except for accountable mail MEPs, PHS-MEPs, originating RPW MEPs, special delivery MEPs and APO/FPO MEPs. Another exception to the 500 piece minimum occurs in situations where a golden rule could be violated. For example, if a possible MEP satisfies all of the golden rules, but has an average daily volume of slightly less than 500, including it as a MEP is preferable to redefining the MEP to increase volume, but in such a way that a golden rule is violated in the process.

A minimum average daily volume of 500 pieces is designed to preclude a proliferation of small MEPs. Too many small MEPs reduces the efficiency of stratification, increases MEP unit maintenance, and creates a lot of zero volume tests. MEPs with average volumes of fewer than 500 pieces per day should be created only when the mail cannot be tested any other way. For example, this could occur when the majority of mail for an associate office could be encompassed within large volume MEPs, which are defined along mail processing streams, and which could be tested upstream at the plant. To do this, however, could require the creation of a small volume MEP consisting of the mail for the associate office which bypasses the plant (e.g. bypass and turnaround mail).

F. TYPES OF MEPS

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1. Delivery Unit(s) as MEP(s)

The definition of a MEP is flexible enough that any of the following could be defined as a MEP:

- a delivery unit (e.g. a city carrier route)
- more than one delivery unit (e.g. five city carrier routes)
- a combination of parts of more than one delivery unit (e.g. all letter mail for five city carrier routes)
- a part of a delivery unit (e.g. a partition of a box section)

2. One or More Shape-Based Mail Processing Streams

Mail processing streams are generally based on mail shapes and the extent of automation and/or mechanization. Some categories of mail are found in large quantities in certain incoming mail processing streams. For example, Priority Mail and parcel post are generally sorted to postal facilities (i.e., stations, branches, associate offices) typically in the same mail processing stream, which is composed predominantly of parcel and flat shaped mail.

Because of the correlation between mail category and shape, the precision of statistical estimates from the ODIS and RPW systems can be improved if MEPs are defined along one or more shape-based mail processing streams. In addition, data collection may be easier and more efficient if a test requires locating and counting mail within only one stream, compared with the typical delivery unit that requires that the letter, flat, parcel and accountable mail streams all be "swept" for a single test.

3. MEPs Defined for Less Than 24 Hours

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A MEP can be defined to represent a portion of a 24-hour day, such as a tour. Such MEPs must be designed so that parts of the 24-hour day at the particular physical location in the mail processing stream are listed in the MEP DBMS. As long as each tour or part of a day has a chance to be sampled, and the Golden Rules have not been violated, there will be no bias. To create such MEPs, mail volume and other stratification information must be obtainable separately for each tour or part of the day which is defined as a MEP. Also, it is important that mail volume be stable over time for the particular tour or part of the 24-hour day for which the MEP is defined. Otherwise, the creation of such MEPs will not promote sampling efficiency.

Some delivery units, such as large volume firms and box sections, for which mail can exit the Postal Service around the clock, can be defined for a tour or an increment of time less than 24 hours. For example, if mail is distributed to a Firm around the clock, the SPC might determine that isolating and testing all the mail can occur during three time windows: 1:00 a.m. to 9:00 a.m.; 9:00 a.m. to 5:00 p.m.; and 5:00 p.m. to 1:00 a.m. Three MEPs could be defined, one for each of these time windows. It should be emphasized that these time windows need not necessarily coincide with tours. Mail volumes and other characteristics recorded on the frame would have to be determined separately for each time window to ensure that each unit can be properly stratified. Mail volumes should not vary drastically within tour (or time window as in this case) depending on the schedule of mail processing. When a MEP is selected for testing, its descriptor should define the time window for which mail is tested. Although this approach may eliminate the need for multiple DCTs or coverage of multiple tours on a single test, a test may still occur during any one of the time windows defined for the MEPS, and DCT scheduling must accommodate this possibility.

4. Accountable Mail MEPs

Accountable mail MEPs are defined as mail passing through the Postage Due Unit or accountable section. This includes postage due mail, business reply mail, or other special service mail such as merchandise returns, certified mail and registered mail. Accountable mail MEPs may include all such mail for the office, or some subset depending on local conditions. Large business reply firms are ideal candidates for accountable mail MEPs which represent subsets of total office accountables. Where possible, it is recommended that a single accountable mail MEP be defined for the entire office, when the accountable and/or business reply mail is estimated to be 100 pieces or more a day, as long as the golden rules are not violated. The benefits of defining accountable mail MEPs include: (1) creating large concentrations of the accountable mail categories which occur relatively infrequently in the mail stream, thus allowing them to be targeted for more efficient sampling; (2) removing this mail from testing in other units where time windows for testing are a problem; and, (3) improving the accuracy of RPW accountable mail estimates by removing this mail from RPW. testing in other units located outside the postage due or accountable section where identification of the proper rate categories is difficult.

5. Mandatory MEP Types (Originating RPW, APO/FPO, and Special Delivery)

Combined originating RPW MEPs must be established for all facilities with window retail units. These MEPs are defined to include all insured, registered and COD mail pieces originating from the window retail unit.

APO/FPO and special delivery MEPs are required for several reasons, one of which is the need to select these units for testing on a 7 day per week basis, instead of the normal 6 days per week for other MEPs. Whenever possible, APO/FPO units should

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be combined to meet the minimum 500 pieces per day target for a MEP, and thus help ensure stable day-to-day MEP mail volumes.

Whenever possible, larger special delivery MEPs are preferred. However, the way that special delivery is processed and delivered varies across offices. Therefore, to follow the golden rules may require that MEPs be defined below the plant level, and such MEPs may not meet the target 500 piece per day minimum.

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III - DESIGNING MAIL EXIT POINTS (MEPs)

A. INTRODUCTION

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This section provides specific instructions for designing MEPs to be listed in the MEP Database Management System.

B. CONSIDERATIONS WHEN DESIGNING MEPS

A MEP is defined as a physical place in the mail stream where mail can be isolated, counted and recorded that meets the Golden Rule requirements and where there is an adequate time window for conducting the test. A MEP should be defined by simultaneously considering each of the following:

1. Golden Rules

Consider the four Golden Rules when defining a MEP (see Chapter II.E for a more detailed explanation):

- Every piece of mail must be associated with one and only one MEP.
- The mail for each MEP should be able to be isolated for testing.
- A MEP should be relatively stable through time.
- The cost-effectiveness of testing should be meximized for each MEP.
- 2. MEPs at or Near the Final Destination

MEPs can be defined upstream as far as the destination mail processing plant (e.g., GMF), or as far downstream as the traditionally established postal delivery unit, as long as it is highly likely that the mail will be available for delivery on the date of the test.

3. Mail Processing Stream/Shape-Based

Mail processing streams are generally based on mail shapes and the extent of automation. The mail processing stream can include mail to or from a postal facility, or it can include mail within the facility either before or after the primary, secondary or other sortation has occurred.

a. Define MEPs upstreem at the Plant or downstreem - MEPs defined along mail processing streams can be established either upstream at the mail processing plant, or downstream at the station, branch or associate office. When establishing MEPs upstream, special care should be taken to avoid violating a golden rule. For example, if mail for a potential "upstream" MEP is merged at the destination office with other mail, a risk of double counting may be introduced. If so, the potential upsream MEP is not a good MEP candidate Also, when defining an upstream MEP, mail that bypasses the plant isuch as local or turnaround mail) must be covered in some way.

Care should also be exercised when defining a MEP around a mail processing stream that includes accountable mail. For example, when conducting an RPW test on a PHS-MEP that includes accountable mail, it may be difficult in the available time window to establish the proper categories for these pieces without assistance from the postage due or accountable mail clerk. Establishing an accountable mail MEP at the Postage Due Unit and or Accountable Mail Section for this mail and other office accountables, may facilitate the proper recording of this mail.

- b. Define MEPs along incoming mail processing streams to a postal facility (entire station or associate office) when necessary A MEP can be defined to cover each incoming mail stream to the entire postal facility; i.e. one MEP for all the incoming letter mail to the facility, and additional MEPs to cover the fiats and parcels. MEPs defined in this way will typically include primarily one shape of mail but none of this mail must be eligible for testing in other units. Ask your fill there were other tests on other MEPs in this facility on the same day uld any of the mail for this MEP possibly be counted in any of those other usts?"
- c. Defi- MEPs along mail proces 2 streams within a postal facility A MEP defined along a single mail pro-sing stream could be set up at any one of several alternative processing s s within a facility, such as immediately after the incoming primary or secondary sortations. Defined in this way, the MEP would be composed primarily of one shape. For example, a MEP can be defined as all mail in the parcel hampers for the station (thrown to the incoming parcel mail stream containers). As defined, this MEP would include all third-class bundles, letter trays, etc., that are thrown along with the parcel-shaped mail to the incoming parcel mail stream containers to that office.
- d. Whenever possible, define MEPs along mail processing streams composed of predominantly one shape of mail to a delivery unit - MEPs can be defined to include all mail in the incoming mail processing stream to a delivery unit; either the letter, flat or percei streams, or by degree of automation or mechanization within the mail processing stream.

For example:

- Automated letter sortation is a mail processing stream consisting of letter-shaped mail. All mail in the automated letter mail stream to a station is a good candidate for a MEP.
- ii) Parcel processing streams, depending on where a MEP is defined and the degree of mechanization, can include one or many mail shapes. If additional manipulation is required to remove mail pieces that could be double counted in another MEP, then this may not be a good candidate for a MEP.
- iii) All mail in the flat mail stream to a box section is composed primarily of flat-shaped mail and is a good candidate for a MEP. Conversely, a MEP defined as all mail (letter, flat, parcels and accountables) for a box section, is neither defined along mail processing stream nor composed of predominantly one shape and would not be a good. MEP candidate.

4. Stratification Information

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To define a specific MEP, stratification information must be obtainable for that MEP. The following stratification information is required.

- a. Estimated average daily volumes by mail shape
 - Letter/Cards To the nearest hundred pieces, total letter and card volume, regardless of mail category.
 - Flats To the nearest hundred pieces, total flat volume, regardless of mail category.
 - iii) IPPs To the nearest ten pieces, total IPP volume, regardless of mail category.
 - iv) Parcels To the nearest ten piece, total parcel volume, regardless of mail category.
- b. Estimated average daily volume of Priority mail To the nearest ten pieces, total Priority mail volume regardless of shape. [Note: Priority mail volumes recorded here would also be included in the estimated average daily volumes by shape described in (a) above.]
- c. Estimated average daily volume of accountable mail To the nearest ten pieces, total accountable mail volume, including postage due unit or accountable section mail. [Note: Accountable mail volumes recorded here would also be included in the estimated average daily volumes by shape described in (a) above.]
- d. On-site test time The estimated time to conduct a test on a MEP begins with the arrival of the data collector to the MEP, and ends when the data collector is ready to leave the MEP test location. On-site test time includes equipment set-up, isolating and recording mail pieces, down time (such as waiting for another mail dispatch) and time to repack equipment. If more than one data collector is needed to conduct the test, the sum of all data collectors' time should be used. For example, two data collectors start the test, one leaves permanently after one hour, the other logs four hours. The total on-site test time equals 5 hours.

For telephone tests, record only the caller's time spent conducting the test.

Record times in hours, to the nearest tenth of an hour. For example, an on-site test time of one hour and 20 minutes would be recorded as 1.3 hours.

- e. MEP type indicator an indicator must be coded if the MEP is an originating RPW unit, an APO/FPO unit, or a special delivery unit. Other codes may be maintained by the statistical programs unit for local use.
- 5. Volume Guidelines
 - a. MEPs should defined with a targeted <u>minimum average daily volume of approximately 500 pieces</u>, except for accountable mail MEPs, PHS-MEPs. ⊡riginating RPW MEPs, special delivery MEPs and APO/FPO MEPs. Another exception to the 500 piece minimum occurs in situations where a golden rule could be violated. (See Chapter II, Section E.3.) Where possible, accountable

mail MEPs should be defined when the accountable and/or business reply mail volume is estimated to be 100 pieces or more a day.

- b. The method of subsampling (i.e., counted piece skip, container skip, and weighted skip for RPW) should be considered in deciding how to size the MEP units. Large units which would require subsampling to test effectively are PREFERRED over small units that do not require subsampling (see Chapter IV for subsampling issues for defining MEPs).
- c. Estimating Volume EXACT PIECE COUNTS ARE NOT NEEDED since volume is used only for grouping together (i.e. stratifying) MEPs with similar characteristics. When approximate volumes are obtained in linear feet or weight, the piece volume should be obtained by the most applicable conversion rate. Offices without local conversion rates may use the Methods Handbook 32, <u>Management Operations Data Systems (MOD | Offices</u>), section 522.
- 6. Subsamining Options

The sub inpling options below are discussed in further detail in the next chapter.

- Census
- Counted mail piece skip.
- Counted weight skip (ODIS)
- Weighted (RPW)
- Container census of pieces within
- Container mail piece skip within
- Container weight skip within (ODIS)

A. INTRODUCTION

Subsampling is the process that systematically selects a subset of mail within a sampling unit (MEP-day or MEP-part-of-the-day). This chapter discusses the importance of having more than one subsampling option, the different methods of subsampling, how to determine which method is best for a sampling unit, and what the benefits and concerns associated with each method.

B. IMPORTANCE OF SUBSAMPLING OPTIONS

Understanding the various and appropriate options for using subsampling in conducting tests on MEP units is important. When deciding where to create MEPs, especially new MEPs, expected volume, available time window for testing, and appropriate subsampling option(s) should be considered simultaneously. The objective is to create MEPs with a minimum average daily mail volume of at least 500 mail pieces. It is preferable to have large volume MEPs rather than small volume MEPs. In order to implement this objective, subsampling methods have been developed so that the larger sampling units can be tested in the available time window, and without using excessive staff resources.

Another objective is to record as many mail pieces as possible in the available time window. The availability of different subsampling options allows the data collector to choose the best procedure to optimize the number of mail pieces recorded when conducting a test. This helps ensure that data collection is cost-effective.

C. DIFFERENT METHODS OF SUBSAMPLING

Meeting the objective of large volume MEPs will require that most tests involve some form of subsampling. There are two basic methods of subsampling that can be used. They are:

1. Counted Subsampling

Counted subsampling can be broken down into three methods. They are:

- a. Mail Piece Skip Subsampling -- Mail piece skip subsampling entails systematically selecting and recording a subset of the mail pieces in a sampling unit by employing a skip interval number. For example, using a mail piece skip interval number of 5, we would randomly select a starting mail piece and thereafter select and record every fifth piece of mail through the full base of mail volume in the sampling unit.
- b. Mail Container Skip Subsampling -- Container skip subsampling means systematically selecting a subsample of containers in the sampling unit by employing a container skip interval number. Within the selected containers, either (i) all of the mail is recorded, or (ii) a mail piece subsampling approach is used as described in (a) above.
- c. Mail Piece Skip Using Weight Subsampling.-- This procedure is used in ODIS only. It involves using a mail piece skip, where the skip interval is defined by weight as opposed to piece count. For example, if the mail piece skip is 100.

and the associated weight of 100 pieces is 5 lbs., we systematically collect mail pieces together until we have 5 lbs. We set aside for recording the last piece of mail which resulted in attaining 5 lbs. We continue this process until there is no more mail to select and record in the sampling unit. This procedure should only be used with letter-shaped mail.

2. Weighted Subsampling (RPW only)

This weighted subsampling procedure only applies to RPW tests. Depending on the amount of mail volume in a sampling unit, a cluster of mail equivalent to a designated weight is the skip interval. For each cluster of mail totaling the skip interval weight, the last 20 mail pieces are selected and recorded.

D. DETERMINING THE BEST METHOD OF SUBSAMPLING

The following lists the seven methods of subsampling in descending order of preference. For a particular test, choose the highest listed subsampling alternative which can be employed, given the available window of time to test the mail. All of these seven options yield unbiased estimates when proper procedures are followed. Note that the first option is a complete count, or census. It is important to understand that while taking a complete count on a sampling unit has value, this fact should NOT drive SPCs in the direction of defining small volume MEPs.

- 1. Conduct a census (i.e., select and record all mail pieces)
- 2. Counted Subsampling using a mail piece skip interval
- 3. Counted Subsampling using weight (ODIS, letter-shaped mail only)
- 4. Weighted Subsampling (RPW only)
- Counted Subsampling using a container skip and, within the selected containers, conduct a census
- Counted Subsampling using a container skip and, within the selected containers. using a mail piece skip interval
- Counted Subsampling using a container skip and within the selected containers using weight to represent a mail piece skip interval (ODIS only)

It is extremely important that you understand the seven subsampling options when designing and "sizing" your MEPs. This understanding is critical to judge how "big" a prospective MEP might be and still be effectively sampled within the available time window by a single data collector. If "fear of subsampling" causes you to either (a) create small MEPs which require no subsampling, or (b) create large MEPs, but then employ multiple data collectors to test such MEPs without subsampling, then many of the efficiencies obtainable under the MEP concept will not be realized.

Within each of these subsampling options, a variety of skip intervals can be employed. The different choices of skip intervals includes an override mechanism which allows the data collector to set the container skip intervals and/or mail piece skip intervals to appropriate levels to maximize the mail pieces recorded in the available time window.

E. BENEFITS AND CONCERNS OF SUBSAMPLING

It is important to realize that the different options of subsampling are not designed to encourage a smaller number of mail pieces to be recorded on a given test. As described above, they are designed to provide the flexibility needed to design MEPs with very large volumes. Having done this, for a given test on a given day, the subsampling option should be selected which allows the data collector to record the maximum number of mail pieces possible within the available time window for the test.

Sampling error, a general concern whenever a sample is used to estimate "true" population (i.e., all the mail delivered by the Postal Service) characteristics, is likewise a factor in subsampling. Sampling error is commonly converted mathematically to the familiar plus or minus range about an estimate. The larger the sampling error, the larger the plus or minus range about the estimate. There will be some element of sampling error associated with the use of subsampling in MEPs. However, the contribution of error stemming from subsampling alone is relatively small compared with overall sampling error.

The benefits/concerns of each subsampling method are discussed below:

- Conduct a census -- Because we are sampling all the mail available during a MEP-day, there is no adverse affect in the precision of the estimates. In other words, because we did not sample a portion of the mail within a test, we know the exact or "true" volume of the MEP. The concern is the available time window for testing when using a census. Mail could be delayed in order to complete a test, or an incomplete test could result.
- 2. Counted subsampling using a mail skip interval -- Because the skip interval is applied through the full base of mail available for the test, we can achieve estimates of the different characteristics of the mail within the sampling unit that are fairly close to those obtained by a census. The smaller the skip interval the less fluctuation around the "true" value. The use of very large skip intervals can result in selected mail pieces which are not representative of the full base of the mail. This could adversely affect the precision of the estimates (higher plus or minus values about the estimates).
- 3. Counted Skip using weight (ODIS only) This procedure is sometimes helpful with large volumes of letter-sized mail if the data collector has access to a scale. This eliminates the need for counting each mail piece to determine the piece to be recorded. However, when the mail pieces are not identical in weight, this method of a counted skip could have an adverse affect on the precision of the estimates (higher plus and minus values about the estimates).
- 4. Weighted subsampling (RPW only) -- This procedure has the same benefits as (3.) above in that there is no need to count each mail piece to select the particular mail pieces to record. An additional benefit is that the blow-up factors are based on the ratio of the total weight of the mail in the test to the sample weight, which tends to be more accurate than that based on skip intervals. The concerns are the same as (3.) above.
- 5. Counted subsampling using a container skip and, within the selected containers, a census -- The benefits of using container subsampling are that it is not necessary to handle or count each piece of mail in the sampling unit, and, that it enhances the ability to create larger volume MEPs. However, skipping containers raises other concerns, such as whether it is feasible to group containers with similar (i.e., "like") volumes, as described in the PHS container subsampling guidelines. Not grouping like containers can have an adverse affect on the precision of the estimates.

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- 6. Counted subsampling using a container skip and, within the selected containers, a mail piece skip -- the benefits are that the entire base of volume at the sampling unit does not have to be handled and that it promotes the development of larger volume MEPs. The concerns are the same as (5.).
- 7. Counted subsampling using a container skip and, within the selected containers, a weight skip that corresponds to the skip interval number -- The benefits are the same as (6.) and the concerns are the same as (5.).

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V - GLOSSARY

This glossary contains definitions of a number of statistical terms as well as delivery unit terms. The inclusion of delivery unit terms here does not imply that MEPs need to be a delivery unit. A thorough understanding of all the terms in this glossary will be very useful for all DCTs and SPCs.

- Auxiliary Route a city delivery route for which no regular carrier position has been authorized. A rural route where the carrier works six days a week and are normally evaluated at less than 39 hours per week.
- Bias a type of error which, when committed repeatedly, does not tend to cancel out, and has the effect of increasing (positive bias) or decreasing (negative bias) the estimates regardless of the size of the sample. One possible source of bias is when the sampling frame differs from the population of interest, which will arise if some parts of the population are not included on the frame, or if some parts are included on the frame twice. Another possible source of bias is when the subsampling skip interval which is recorded is different than the skip interval used. Another possible source of bias is when mail is incorrectly recorded in the same manner repeatedly.
- Blow-up Factor This number is either the piece skip interval for simple mail piece skip subsampling; the product of the container skip interval and piece skip interval for container subsampling; or, in RPW only for weighted subsampling, the ratio of total weight of the mail in the test to the sample weight. Once this multiplication is done, the sampled mail is "expanded" to represent the full base of the mail for the test.
- Soxholder 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" and, therefore, the customer is not a firm.
- Box Section the part of a postal facility having caller service or lock boxes.
- Branch a unit of a main post office located outside the corporate limits of a city or town.
- Business Route a city delivery route, foot or motorized, on which 70 percent or more of the possible deliveries are to business establishments.
- CAG K and L Offices these used to be called third- and fourth-class offices. Data are obtained by treating such offices as hold outs of the sectional center. The sampling unit is a CAG K officeday or a CAG L office-day.
- Card government postal card, private post card, oversize cards, etc., recognized by physical appearance.
- Census a method of sampling in which each mail piece in the sampling unit is recorded, i.e., a mail piece skip of 1 is used.

Classified Station or Branch - a station or branch staffed by career postal employees.

City Delivery Route - a route which delivers mail to business, residential, local and federal government postal customers within a local city post office area.

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- Coefficient of Variation (c.v.) a standardized measure of the precision of an estimate. The c.v. is usually stated as a percentage of the estimate. The c.v is computed by dividing the standard deviation of an estimate by the estimate itself. For example, an estimate of 250 million people in the United States with a c.v. of 2%, implies the standard deviation is plus/minus 5 million.
- Community Post Office a contract unit which provides the following retail services: a) caller service, b) lock box, and c) window service. Community post offices generally serve a small community.
- Container Subsampling counted subsampling with containers. Mail piece subsampling is generally feasible within selected containers.
- Contract Station or Branch a station or branch operated under contract by non-postal employees. Contract units are usually located in stores or other places of business.
- Counted Subsampling either mail piece skip subsampling, mail container skip subsampling, or mail piece skip weighted subsampling. It is the process of selecting mail pieces/containers by starting with a randomly selected mail piece/container, and selecting every k, mail piece/container thereafter. The selection is done by physically counting through mail pieces/containers for these kth units. A variation of this in ODIS sampling is to weigh portions of mail that are approximately equivalent to the weight of the number of mail pieces in the skip. Counting out these weighed portions is helpful for large volume tests.
- Estimate a numerical value obtained from a statistical sample and assigned to a population parameter. Population parameters estimated from a sample of the MEPs frame include total volume, average daily volume, revenue, and weight for a particular class or subclass of mail.
- Evaluated Route Salary for rural carrier routes classified as evaluated is based on weekly workload evaluation as determined by office and route time standards after subtracting any relief time. These routes were formerly known as 'heavy duty' rural routes and are any 'H', 'J' or 'K' route.
- Finance Unit a classified branch or station which does not have carrier delivery, is operated by postal employees, and offers caller services, lock box and window services.
- Firm, a business, school, church, library, apartment building, government agency, or postmaster.
- Flat piece of mail (any class) not having three definite dimensions, and too large to be distributed to a letter case; often in Kraft or manils envelopes. Size should not exceed 15 in. x 12 in. x 3:4 in.
- Frame a listing of sampling units which includes the population of interest.
- Frequency Distribution the number of observations or samples that are contained in each of the class intervals. For example, if we toss a coin 100 times and we get 45 heads and 55 tails, then the frequency distribution with two classes, heads and tails, would be 45 and 55. As another example, suppose we conducted 10 tests, or took 10 samples, and the number of Prionty Mail pieces in those 10 tests were 5, 8, 15, 20, 22, 25, 30, 43, 87, and 94. Then for the intervals 0-19, 20-39, 40-59, 60-79, and 80-99, the frequency distribution would be 3, 4, 1, 0 and 2 respectively.

General Delivery Section - the unit within a postal facility where the general delivery mail is held.

Golden Rules - the set of rules which must be met in order to create a MEP. Included are: (1) mail must be associated with one and only one MEP; (2) the mail for each MEP should be able to be isolated for testing; (3) MEPs should be relatively stable through time; and, (4) the costeffectiveness of testing should be maximized for each MEP.

H-Route - a rural route where the regular carrier works six days a week.

- Heavy Duty Route any type "H", "J" or "K" rural route that delivers to rural mailboxes, now known as evaluated routes.
- Highway Contract Route a route under contract for carrying mail over the highway between designated points that delivers mail which is addressed for delivery through the office to route boxes. A highway contract route was formerly referred to as a star route.
- IPPs Irregular parcels and pieces, formerly known as SPRs. Irregular parcels are parcels not meeting the machinable parcel criteria and other parcels which cannot be processed by BMC parcel sorters, including 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.
- J-Route a rural route on which the regular carrier has a day off every other week (works six days the first week and five days the second week).
- K-Route a rural route on which the regular carrier has a day off every week (works five days each week).
- Letter mail in envelopes distributed to a letter case.
- L-Route a rural route having a box density of 12 or more boxes per mile. This box density does not affect the route classification as an auxiliary & mileage route or an evaluated route.
- Mail Shape either letter, flat, percel or irregular parcel piece (IPP). This term is frequently used in a loose and imprecise way when discussing shape-based mail processing streams. In that context, it is used to refer to the predominant shape of the mail in that processing stream, even though there may be 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 (mail pieces too large to be classified a flat, but similar in appearance to a flat) commingled.
- MEP The term Mail Exit Point (MEP) is defined to be a physical place in the mail processing stream between and including the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and information about them can be recorded.
- MEP DEMS the Mail Exit Point Database Management System. This is the data entry system for recording and maintaining MEPs.
- Mileage Route Salary for rural carrier positions on routes classified as mileage (M) is determined under the Rural Carrier Schedule, which provides a combined rate based on fixed annual compensation and specified rates per mile of route. The carrier's salary is based on the length of the route as determined by official measurement. Formerly known as regular rural route.

Military (APO/FPO) Mail - Consists of all mail distributed for APO/FPO destinations at postal facilities.

Mixed Route (Business and Residential) - a city delivery route, foot or motorized, on which 31 to 69 percent of possible deliveries are business establishments. This may include a route on which business and residential deliveries are made on the first trip and the business area only is served on subsequent trips.

Mutually Exclusive - two or more events that cannot occur together.

- Non-Boxholder Firm a customer whose mail is held out, and is regularly distributed by name on the primary or secondary distribution operation (s). The customer does not pay for this service. Mail so distributed is only considered firm mail when the mail is called for as in firm holdout service, or delivered on a relay route, or a collection route, or on a parcel post route.
- Non-Parcel Post Combination Route a city delivery regular or auxiliary combination route with no parcel post service. This may be any combination of relay, collection, or firm direct, where relay is not the primary service.
- Optimum Allocation the sample allocation which results in the smallest variance for a preset total survey cost. Alternatively, the sample allocation which results in the smallest total survey cost for a preset level of variance, or precision.
- Parcel any piece with three definite dimensions weighing more than 11 ounces if Priority Mail, or 16 ounces or more if fourth-class mail.
- Percel Post Combination Route a city delivery regular or auxiliary route providing parcel post delivery and at least one other service such as relay, collection, firm direct, etc.
- Percel Post Customer a customer (either boxholder or non-boxholder) whose incoming parcels are sorted to an individual separation in the initial stages of the incoming parcel distribution process. Parcel post customers are usually mail order companies, department stores and other units that receive five or more sacks or parcels and have individual separations provided for their mail to facilitate the parcel distribution process.

Parcel Post Regular Route - a city delivery regular route devoted entirely to parcel post delivery.

- Partitioning In set theory, to partition a set is to divide the elements of that set into two or more subsets such that every element of the set belongs to one and only one subset. If we consider the set of all mail pieces delivered by the Postal Service during a quarter, then the delivery unit/days constitute one partitioning of that set. The creation of MEPs defines a different partitioning of the same mail piece set, or population.
- PHS stands for Predominantly Heavy Sample. A PHS-MEP is one that contains predominantly heavy sample mail, or mail that is mostly priority or parcel post.
- Precision the degree to which a set of measurements agree with their mean. The variance or sampling error is a commonly used measure of the precision or reliability of an estimate.
- 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.
- Probability the relative possibility that an event will occur, as expressed by the ratio of the number of actual occurrences of a given event to the total number of possible occurrences.
- 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.

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Registered or Cartified Sections - a unit found in all postal facilities having incoming registered or certified delivery functions.

Regular Route (City) - a city delivery route for which a regular carrier position has been authorized.

Regular Route (Rural) - now known as mileage route.

Relay Route - a city delivery route identified as primarily performing relay service on an as needed basis. Since relay service is performed in conjunction with other services, there are no regular relay routes.

Reliability - the degree to which estimates from repeated samples are consistent.

- Residential Route a city delivery route, foot or motorized, on which 70 percent or more of the possible deliveries are residential.
- 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 for 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.
- 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.
- Special Delivery Section a unit found in a postal facility having incoming special delivery functions for any class of mail; usually in a facility having a box section or a general delivery section.
- Special Routes rural routes which the method of compensation has been changed from a mileage method of compensation to an evaluated method of compensation. These routes are considered as evaluated routes.
- Standard Deviation the square root of the variance. A measure of the degree to which a number of measurements agree with their mean. This measure is in the units which are measured, unlike the variance which is in squared units.
- SPRs Small perceis and rolls. See IPPs.

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- Station a unit of a post office located within the corporate limits of a city or town.
- Strata two or more sets of sampling units which 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.

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POSTAL RATE AND FEE CHANGES, 1997

Docket No. R97-1

SUPPLEMENTAL TESTIMONY OF **BRADLEY V. PAFFORD** ON BEHALF OF THE UNITED STATES POSTAL SERVICE

1 2 3	Supplemental Testimony of Bradley V. Pafford
4	AUTOBIOGRAPHICAL SKETCH
5	
6	The autobiographical sketch filed in conjunction with my direct testimony,
7	USPS-T-1, is hereby incorporated by reference.

1 I. PURPOSE OF TESTIMONY

 4 System, and that are concerned generally with the Postal Service's data 5 collection methods (pages 1-9, and Appendices A, B, and C of the Library 6 Reference). Library Reference H-89 was filed on July 10, 1997; the portions of 	2	The purpose of this testimony is to adopt the portions of Library Reference
 collection methods (pages 1-9, and Appendices A, B, and C of the Library Reference). Library Reference H-89 was filed on July 10, 1997; the portions of this Library Reference which I adopt are attached to my testimony as exhibits as follows: <i>Exhibit USPS-48A</i> Statistical Documentation of the RPW System; <i>Exhibit USPS-48B</i> Mailing Statement Forms (Appendix A in Library Reference H-89); <i>Exhibit USPS-48C</i> Statistical Programs Guidelines (Appendix B in Library Reference H-89); <i>Exhibit USPS-48D</i> Mail Exit Point Guidelines (Appendix C of Library Reference H-89. 	3	LR-H-89 that deal with the Postal Service's Revenue, Pieces and Weight (RPW)
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 Exhibit USPS-48B Mailing Statement Forms (Appendix A in Library Reference H-89); Exhibit USPS-48C Statistical Programs Guidelines (Appendix B in Library Reference H-89); Exhibit USPS-48D Mail Exit Point Guidelines (Appendix C of Library Reference H-89. 	8	follows:
	10 11 12 13 14 15	Exhibit USPS-48B Mailing Statement Forms (Appendix A in Library Reference H-89); Exhibit USPS-48C Statistical Programs Guidelines (Appendix B in Library Reference H-89); Exhibit USPS-48D Mail Exit Point Guidelines (Appendix C of

17 This testimony presents a brief summary of this material.

18 II. REVENUE, PIECES AND WEIGHT SYSTEM

19 A. Domestic Probability Subsystem

20 Pages 2-7 of LR-H-89 describe the statistical documentation for the RPW

- 21 Domestic Probability Subsystem, including the population and characteristics of
- 22 interest, the sample design, the manner in which the survey is administered, and
- 23 the estimators used in the subsystem.

B. Non-Countable Subsystem

2	Pages 8-9 of LR-H-89 describe the statistical documentation of the RPW
3	Non-Countable Subsystem, including the population and characteristics of
4	interest, the sample design, the survey administration, and means of estimation
5	used in the subsystem.
6	III. Exhibit 48B: MAILING STATEMENT FORMS
7	This Exhibit supplies the forms relevant to the Non-
8	Countable Subsystem. A listing of the enclosed forms is supplied as the first
9	page of the Exhibit.
10	IV. Exhibit 48C: STATISTICAL PROGRAMS GUIDELINES
11	Exhibit 48C is made up of the introductory section to Library Reference H-
12	89, which contains information on the administration of the Postal Service's
13	Statistical Programs function, and the Guidelines for Specific Statistical
14	Programs, published in December 1995. The Guidelines are concerned mainly
15	with the scheduling of tests, and with testing techniques and procedures.
16	V. Exhibit 48D: MAIL EXIT POINT GUIDELINES
17	This Exhibit contains guidelines for the use of Mail Exit Points (MEPs)
18	within the RPW Domestic Probability Subsystem, including their frame structure,
19	relevant considerations for designing MEPs, and subsampling issues.

Exhibit USPS-48A

Revenue, Pieces and Weight System Statistical Documentation

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RPW DOMESTIC PROBABILITY SUBSYSTEM STATISTICAL DOCUMENTATION

A. Population and Characteristics of Interest

The study plan used by the Domestic Probability Subsystem is a probability sample of originating units and mail exit points which are collectively referred to as MEPs. The population of interest, or universe under study, is all mail entering or exiting the mail stream during the Fiscal Year (FY). Characteristics of interest include revenue, pieces, and weight, by class of mail and fees by type of service.

B. Sample Design

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The Domestic Probability Subsystem has a multi-stage, two-phase design. The sampling frame is the list of finance numbers and MEPs within finance number. A random sample of MEPs is selected each Postal Quarter (PQ) within a panel of finance numbers, and a date is randomly assigned for conducting the test. For MEPs with large volumes of mail, subsampling is usually done to avoid delays in delivering the mail.

First Stage Sample

The first stage sampling unit is the finance number. The first stage sample frame is a list of all finance numbers. A given finance number corresponds to a post office in many cases. Finance numbers are stratified into Cost Ascertainment Groups (CAGs) based on total revenue receipts for the previous year. All finance numbers that were in CAG A or CAG B prior to FY 1996 are included in the sample. In the remaining CAGs, the number of finance numbers selected is approximately proportional to the total revenue receipts for all offices in the CAG.

Second Phase Sample

The second phase sampling frame is the list of MEPs within the selected finance numbers. The MEPs from the selected first stage finance numbers are stratified within each Customer Service & Sales District (CS&SD) starting in Postal Quarter (PQ) III, and within CS&SD and super-CAG group prior to that time. There are three super-CAG groups that include CAGs A and B, CAGs C and D, and CAGs E through L. Within each strata a random sample of MEPs is selected, and a date for conducting the test randomly assigned. Details of the random date assignment process are contained in Library Reference SSR-58 of Docket No. MC96-3.

Third Stage Sample

The frame consists of all mail passing through the MEP during the test period, which typically consists of 24 hours. When a selected MEP has a large volume of mail on the test day, a subsample of the mail is selected to facilitate counting the mail without causing delivery delays. Subsampling involves a systematic random selection of mail for which the characteristics of interest are recorded.

- C. Survey Administration
 - 1. Sample Selection Methodology

First Stage Sample

The first-stage sample of finance numbers is stratified into 11 Cost Ascertainment Groups (CAGs) based upon the annual revenue of each office as reported under the Accounts Reporting System. All offices that were in CAG A or CAG B prior to Fiscal Year (FY) 1996 are included in the sample. The number of finance numbers selected from CAGs C through L is approximately proportional to the total revenue receipts for the CAG. Selected finance numbers in CAGs C through L make up a permanent panel. Offices which change CAG are moved to their new CAG. Most CAGs have at least 30 sample offices. Due to the general tendency over time for finance numbers to move upward in CAG, periodic replenishment of CAGs having less than the 30 sample offices is made by random selection. First stage universe and sample sizes are contained in Library Reference H-91.

Second Phase Sample

Within each finance number selected in the first-stage sample, the list of all MEPs is obtained from the RPW Sample Selection Frame System. The RPW Frame defines all of the possible points at which mail may be sampled. All possible exit points as well as all possible originating entry points for registered, COD, Certificates of Mailing, and insured mail are identified. Separate strata are defined and samples drawn each Postal Quarter for each of the following special MEP types: APO/FPO, special delivery, originating, CAG K&L, unstable (beginning PQ III, FY 1996), and small panel office MEPs (offices with 3 or fewer MEPs prior to PQ III, FY 1996, and offices with 5 or fewer MEPs thereafter). For the remaining MEPs, a stratified random sample of MEPs is independently selected within each CS&SD starting in PQ III, and within each CS&SD and super-CAG group prior to that time. There are three super-CAG groups as follows: CAGs A and B; CAGs C and D; and CAGs E through L. Strata are

Exhibit 48A page 2 of 8

computationally defined using multivariate clustering algorithms. There were 54,010 MEP-days selected for testing in FY 1996. The list of all selected MEPs within a CS&SD, along with the corresponding test dates, is electronically transmitted to a desktop microcomputer in the district. Second phase universe and sample sizes, and strata definitions are contained in Library Reference H-92.

Third Stage Sample

When a large volume of mail is expected for a test, the selected MEP is subsampled. The skip interval used is based on the expected number of mailpieces for counted-skip subsampling. In the case of weighted-skip subsampling, the skip interval used is based on the number of pieces in five pounds of mail. In the case of container-skip subsampling, the container and mailpiece-skip intervals are based on the expected number of containers and the expected average number of pieces per container. Detailed procedures for subsampling are described in Appendix B of this library reference, and in Library Reference G-44 of Docket No. R94-1.

2. Data Collection Procedures

Domestic probability tests are conducted by counting mail that passes through the selected MEP during the test period. Recording characteristics of mail pieces may take place at several different times during a test day. For MEPs defined as a mail processing stream of predominantly one shape for a office, the data collection technician generally samples all mail in that stream as it arrives at the facility. For MEPs defined for a single mail shape, the data collection technician sweeps and tests all mail processing streams for that mail shape, either as it arrives at the facility or as it is distributed to the delivery units. For MEPs defined as delivery units, samplings requires the data collector to gather the mail to be sampled from distribution areas such as letter cases, flat cases, irregular parcel and roll cases, and postage due cases.

Prior to recording test information, mailpieces may be separated by class, subclass, indicia and rate group. For each of these separations, pieces are counted and data concerning the revenue and pieces are recorded on laptop microcomputers using Computerized On-Site Data Entry System (CODES) software. The weight for these pieces or groups of pieces is usually captured automatically by the CODES software from electronic scales connected to the laptop microcomputer, but can also be key-entered into the CODES software after being manually determined. Indicia are also recorded for most pieces, and the dimensions, origin ZIP Code, machinability, and information on destination BMC entry are recorded for fourth-class zone rate parcels. Detailed data collection procedures are contained in Library Reference G-44 of Docket No. R94-1 and in

Exhibit 48A page 3 of 8

Appendix B of this library reference. Instructions for using the CODES data entry software and equipment are contained in Library Reference H-55.

3. Quality Assurance

As the data are entered into the microcomputer, the CODES software performs numerous on-line edits to ensure the data are complete and consistent. The data are further reviewed at the Base Unit system, where they are checked in, aggregated, and then transmitted electronically to the Information Systems Service Center (ISSC) in San Mateo, California. At the San Mateo ISSC, a mainframe production system edit and analysis is performed, and corrections are made by the Headquarter's technical staff. CODES software documentation is contained in Library References H-54, and H-56 through H-59.

D. Estimation

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The following estimators are used for the RPW Domestic Probability Subsystem:

Let, h = CAG stratum; i = Finance number (post office); j = MEP stratum; k = MEP; g = domain (1 = private mail, 2 = penalty mail, 3 = congressional franked mail); $N_{\text{a}} = \text{number of post offices in CAG h};$ $n_{\text{b}} = \text{number of sampled post offices in CAG h};$ $M_{j} = \text{number of MEPs in stratum j};$ $m_{j} = \text{number of usable MEPs (sampled minus delinquents, cancelled, etc..)}$ in stratum j; $d_{j} = \text{number of delivery days in Postal Quarter in stratum j};$

- y_{ghijk} = revenue, pieces, or weight for the rate category of interest (zero otherwise) in domain g, CAG h, post office i, MEP stratum j, MEP k, and
- x_{ohilk} = total revenue in domain g, CAG h, post office i, MEP stratum j, MEP k.

Exhibit 48A page 4 of 8

Then, the official RPW estimate for a particular rate category, \hat{Z} is:

$$\hat{Z} = \sum_{g} B_{g} \frac{\sum_{h} \frac{N_{h}}{n_{h}} \sum_{j} \left[\frac{M_{j} * d_{j}}{m_{j}} * \sum_{i,k} y_{ghijk} \right]}{\sum_{h} \frac{N_{h}}{n_{h}} \sum_{j} \left[\frac{M_{j} * d_{j}}{m_{j}} * \sum_{i,k} x_{ghijk} \right]}$$
(1)

where B_g is the known book revenue for domain g.

The jacknife variance estimator for a particular rate category is:

$$v(\hat{Z}) = \sum_{h} \frac{(n_{h} - 1)}{n_{h}} \sum_{i=1}^{n_{h}} \left[\hat{Z}^{h_{i}} - \hat{Z}^{h} \right]^{2}$$
(2)

where \hat{Z}^{h} is the book revenue adjusted estimate computed from the sample after omitting the i^{th} office from the sample, and \hat{Z}^{h} is the average of the \hat{Z}^{h} . The components of equation (2) are:

$$\hat{Z}^{hi} = \sum_{g} B_{g} \frac{\left(\hat{y}_{g..} - \hat{y}_{gh.}\right) + \frac{n_{h}\left(\hat{y}_{gh.} - \hat{y}_{ghi}\right)}{\left(n_{h} - 1\right)}}{\left(\hat{x}_{g..} - \hat{x}_{gh.}\right) + \frac{n_{h}\left(\hat{x}_{gh.} - \hat{x}_{ghi}\right)}{\left(n_{h} - 1\right)}}$$

where,

- \hat{y}_g = national estimate of revenue, pieces, or weight for a given rate category in domain g,
- $\hat{x}_{g_{i}}$ = national estimate of revenue in domain g,
- \hat{y}_{gh} = CAG h estimate of revenue, pieces, or weight for a given rate category in domain g,
- \hat{x}_{gh} = CAG h estimate of revenue in domain g,

Exhibit 48A page 5 of 8

 \hat{y}_{ghi} = post office i, CAG h estimate of revenue, pieces, or weight for a given rate category in domain g, and

 \hat{x}_{ghi} = post office i, CAG h estimate of revenue in domain g.

Variance estimation programs are contained in Library Reference H-177.

E. Assumptions

At the first stage of selection, the method of estimation assumes that the sample of offices within CAGs C through L constitutes an equal probability sample. The estimation methodology also assumes that nonresponse is random, or independent of what is being estimated, through a simple reduction in sample size.

Exhibit 48A page 6 of 8

RPW NON-COUNTABLE SUBSYSTEM STATISTICAL DOCUMENTATION

A. Population and Characteristics of Interest

The Non-countable Subsystem employs a sample of bulk mailing statement data to estimate revenue, pieces and weight for the constituent mail categories of First-Class bulk mail, publishers' second-class mail, third-class bulk permit imprint regular-rate mail, third-class bulk permit imprint monprofit-rate mail, and fourth-class permit imprint bound-printed matter (BPM). The population of interest, or universe, consists of all mail for these five categories entered into the postal system during a Fiscal Year.

B. Sample Design

For each of the five categories, the Non-countable Subsystem represents a single-stage sample, stratified by accounting system revenue for the mail class of interest. For First-Class bulk, all offices are stratified based on stratification revenue as described in Library Reference H-117. For publishers' second-class, all offices automated through the PERMIT system are included in one certainty stratum. The remaining offices are stratified into either In-County revenue intensive strata or other strata based on their total second-class revenue. For third-class and fourth-class BPM permit imprint, one certainty stratum contains offices automated through the PERMIT system. The remaining offices are stratified into noncertainty strata based on their total second-class revenue. For third-class and fourth-class BPM permit imprint, one certainty stratum contains offices automated through the PERMIT System. The remaining offices are stratified into noncertainty strata based on their total third- or fourth-class permit imprint revenue.

For each post office within the sample, a complete census of data is collected for all mail entered in that post office throughout the Fiscal Year.

- C. Survey Administration
 - 1. Sample Selection Methodology

The method of selecting sampling units (offices) for non-certainty strata for publishers' second-class, third-class and fourth-class permit imprint was random initially. These offices, along with automated PERMIT System offices, form a panel that reports each Accounting Period.

2. Data Collection Procedures

Data collection in the Non-countable Subsystem consists of gathering data from mailing statements at offices where the mail is entered. The relevant mailing statements are Form 3600 (permit imprint First-Class), Form 3541 (publishers'

Exhibit 48A page 7 of 8

second class), Form 3602 (permit imprint third-class regular and non-profit rate), and Form 3605 (fourth-class BPM permit imprint). Mailing statement Forms 3600, 3541, 3602, 3605 are included in Appendix A of this library reference.

Data are collected from all offices where the bulk mail acceptance function has been automated through the PERMIT System, and for selected non-certainty strata offices. Mailing statement data are key-entered into the PERMIT System at the automated offices, and in Headquarters' for non-certainty strata offices. Automated office data are extracted from the Bulk Mail Acceptance Unit data base and electronically transmitted to the San Mateo ISSC.

3. Quality Assurance

All data in the Non-countable Subsystem are subjected to a series of mainframe computer edits which examine sample data for completeness and consistency. In offices where the Bulk Mail Acceptance function has been automated, the PERMIT System performs edit checks on source data as they are keyed from mailing statements at the sample offices. In addition, these data benefit from the general quality control measures implemented in the Postal Service's statistical programs function as described in the introduction to this library reference.

D. Estimation

RPW Non-countable Subsystem revenue, pieces and weight estimates are constructed from mailing statement data controlled to trial balance revenue in the case of First-Class bulk permit imprint (A/C 41416), publishers' second-class (A/C 41310 and A/C 41320), third-class bulk permit imprint (A/C 41411, A/C 41440, A/C 41414, and A/C 41441), and fourth-class BPM permit imprint (A/C 41412). Library Reference H-45 provides a guide for the detailed documentation of the Non-countable Subsystem estimation procedures.

Exhibit USPS-48B

Mailing Statement Forms

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APPENDIX A: MAILING STATEMENT FORMS

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PS FORM 3600-R, JANUARY 1995 PS FORM 3600-PC, JANUARY 1995 PS FORM 3541-R, OCTOBER 1995 PS FORM 3541-N, OCTOBER 1995 PS FORM 3602-N, JANUARY 1995 PS FORM 3602-R, JANUARY 1995 PS FORM 3602-R, JANUARY 1995 PS FORM 3605-R, JANUARY 1996 PS FORM 3600-P, JULY 1996 PS FORM 3541-N, JULY 1996 PS FORM 3541-R, JULY 1996 PS FORM 3602-N, JULY 1996 PS FORM 3602-R, JULY 1996 PS FORM 3602-R, JULY 1996

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United States Postal Service

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Statement of Mailing With Permit Imprints First-Class Mail

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(For Priority Mail, Use Form 3605-R)

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SPECIAL POSTAL BULLETIN

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United States Postal Service Statement of Mailing With Permit Imprints Third-Class Mail (Nonprofit Rates Only)

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Certification	 ⁶ The signature of a mailer certifies that: (1) the mailing does not violate DMM E370; (2) only the mailer's matter is being mailed, (3) this is not a cooper other persons or organizations that are not authorized to mail at special bulk third-class rates at this office; (4) this making has not been undertakes behalf of or produced for another person or organization not authorized to mail at special bulk third-class rates at this office; (4) this making has not been undertakes behalf of or produced for another person or organization not authorized to mail at special bulk third-class rates at this office; (5) the making has not been undertakes behalf of or produced for another person or organization not authorized to mail at special bulk third-class rates at this office; (5) the making, if registration official, is required or authorized by the National Voter Registration Act of 1993; and (6) it will be liable for and agrees to pay, subject to a by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperable or for oth form is signed by an agent, the agent will be liable for and agree to pay any deficiencies.) 70 The submission of a talse, fictbous, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In penalty of up to \$5,000 and an additional assessment of times the amount faisely claimed may be imposed (31 USC 3802). 70 I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CA standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed. 								
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SPECIAL POSTAL BULLETIN

		P	ostade Co	omputa	tion –	- Bulk Rates			
J.V.	Presort/ -				Entry	Presont/			_
coun	t Automation	Net Col		Channa	Discount (If Any)			ount P _{cs/Lbs})	Charge
<u>(۳۷)</u>			s/Lbs)	Charge		on-Automation-Compatit			Charge
A	utomation-Compatible Lette	er (DMM Ca	110)			086 lb. (3.3376 oz.) or les			
						Saturation W/S		pcs. •	5
one	Saturation W/S Carrier Route	.0793	pcs. = \$		None	Carrier Route	.082 x 🚞	pcs. =	š
	5-Digit Barcoded	.089 x	pcs. = \$	·	1	3/5-Digit Presort	.107 × _	pcs. =	<u> </u>
	3-Digit Barcoded	.097 x	pcs. = \$	·	i	Basic	.120 x _	pcs. =	· S
	3/5-Digit ZIP+4	.103 ×	pcs \$		BMC	Saturation W/S	.067 x _	pcs. =	· •
	3/5-Digit Presort Basic Barcoded	.107 X	pcs. = \$ pcs. = \$	·	Entry	Carrier Route	.070 × _	pcs. =	· §
	Basic ZIP+4	.113 x	pcs. = \$		·	3/5-Digit Presort Basic	.095 X	pcs. =	
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NC .	Saturation W/S	.067 X	pca. = \$ pca. = \$		Entry	Carrier Route 3/5-Digit Presort	.064 X	pcs. =	; ;
ntry	Carrier Route 5-Digit Barcoded	.077 ×	pcs. = \$;		Basic	.102 x	pca -	· •
	3-Digit Barcoded	.085 x		·	1	_		-	
	3/5-Digit ZIP+4	x		·	DDU	Seturation W/S Cartier Route		pcs. •	
	3/5-Digit Presort	.095 ×	pcil. = \$	<u> </u>	Entry				
	Basic Barcoded Basic ZIP+4	.090 ×	pcs. = 1	·					
	Basic ZIF +4	108 x	pcs 1		Total -	- Part B (Carry to front of	form}		S
	Datas		-			heck Letter* DAL		-Compatible Fi	M (DNM C
CF	Saturation W/S	.061 ×	pcs. = 1			ne: 🔲 Other Nonlette	r — More	than .2056 lb.	(3.3376 oz.
ntry	Carrier Route	.064 x	pcs. = 1	·	ľ	but less than 1			•
	5-Digit Barcoded 3-Digit Barcoded	.079 x	pcs. : ;				•	•	•
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	3/5-Digit Presort	x 980.	pcs. = 1	·	l	plus 125-pc. W/S **		pcs.	
	Basic Barcoded	.084 x	pca. = 8	<u> </u>		plus		bs.	= \$
	Basic ZIP+4	.095 x	pcs. = 1			Carrier Route	.026 x_	pcs.	- \$
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5U	Saturation W/S	.056 x	pcs. = \$;		3/5-Digit ZIP+4 Barcoded		pcs.	- \$
itry	Carrier Route	.059 x	pcs. = 1	i i	1	plus 3/5-Digit Presort	.403 X _ 059 X	pcs.	
,			<u></u>		4	plus		(bs. :	- \$
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otal -	- Part A (Carry to front of f	'orm)	1	.		plus			= <u>\$</u>
<u> </u>	heck one: Automation-	Compatible	Flat (DMM C82	20)	1	Basic			= \$ = \$
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one	Seturation W/S	.118 X	pcs. = {		1 0				
		121 -	nex = 1	· · · · · · · · · · · · · · · · · · ·	Entry	plus	.405 x _		= \$ = \$
	125-pc. W/S Carrier Boute	.121 ×	pas. = {	<u>، </u>		plus 125-pc. W/S **	.405 x _ .024 x _	pcs.	
	Carrier Route	.121 x .123 x .138 x	pcs. = 1 pcs. = 1 pcs. = 1			plus 125-pc. W/S ** plus	.405 x _ .024 x _	pcs.	= \$ = \$ = \$
	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presort	.121 × .123 × .138 × .156 ×	pcs. = 1 pcs. = 1 pcs. = 1 pcs. = 1			plus 125-pc. W/S ** plus Carrier Route plus	.405 x _ .024 x _ .405 x _ .026 x _ .405 x _	pcs. pcs. bs.	- \$ - \$ - \$
	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presort Basic ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .144 x	pas. = pas. = pas. = pas. = pas. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded*	.405 x .024 x .405 x .026 x .405 x .041 x	pcs.	= \$ = \$ = \$ = \$ = \$
	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presort	.121 x .123 x .138 x .156 x .144 x	pcs. = 1 pcs. = 1 pcs. = 1 pcs. = 1			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus	.405 x _ .024 x _ .405 x _ .026 x _ .405 x _ .041 x _ .405 x _	pcs. (bs. pcs. tbs. pcs. bs.	= \$ = \$ = \$ = \$ = \$ = \$ = \$
	Carrier Route 3/5-Digit 2/P+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic	.121 x .123 x .138 x .156 x .144 x .170 x	pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort	.405 x _ .024 x _ .405 x _ .026 x _ .405 x _ .041 x _ .405 x _ .059 x _	pcs. lbs. pcs. lbs. lbs. lbs. pcs.	= \$ = \$ = \$ = \$ = \$ = \$
-	Carrier Route 3/5-Digit 21P+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S	.121 x .123 x .138 x .156 x .144 x .170 x .104 x .109 x	pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus	.405 x .024 x .405 x .026 x .405 x .041 x .405 x .059 x .405 x .047 x	pcs. bs. bs. bs. bs. bs. bs. bs. bs. bs.	= \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route	.121 x .123 x .138 x .156 x .144 x .170 x .104 x .109 x .111 x	pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. = pcs. =			plus 125-pc. W/S ** plus 2/s-Digit ZIP+4 Barcoded plus 3/s-Digit Presort plus Basic ZIP+4 Barcoded* plus	.405 x .024 x .405 x .026 x .045 x .041 x .059 x .405 x .047 x .405 x	pcs. pcs. bs. bs. bs. bs. bs. bs. bs. bs. bs.	= \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .144 x .170 x .104 x .104 x .104 x .109 x	pcs. = pcs. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded	.405 x .024 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x	pcs. lbs. pcs. lbs. pcs. lbs. pcs. lbs. pcs. lbs. pcs. lbs. pcs. lbs. pcs. lbs. pcs. lbs. pcs.	= \$ _
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .156 x .144 x .170 x .104 x .109 x .111 x .126 x .144 x	pcs. = pcs. =			plus 125-pc. W/S ** plus 2/s-Digit ZIP+4 Barcoded plus 3/s-Digit Presort plus Basic ZIP+4 Barcoded* plus	.405 x .024 x .405 x .026 x .045 x .041 x .059 x .405 x .047 x .405 x	pcs. lbs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. lbs. pcs. lbs. pcs. lbs. pcs. lbs.	= \$ = \$
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .144 x .170 x .104 x .104 x .104 x .109 x	pcs. = pcs. =			plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded	.405 x .024 x .026 x .026 x .405 x .041 x .405 x .059 x .405 x	pcs. lbs. pcs. bs. pcs.	= \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$ = \$
-	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .156 x .144 x .109 x .109 x .109 x .126 x .126 x .128 x .158 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic plus Saturation W/S plus	.405 x .024 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x .405 x	pcs. lbs. pcs. bs.	= \$ _
ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .156 x .164 x .109 x .104 x .104 x .104 x .105 x .126 x .138 x .098 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus 2/S-Digit ZIP+4 Barcoded plus 3/S-Digit Presort plus Basic ZIP+4 Barcoded plus Basic plus Saturation W/S plus 125-pc W/S **	.405 x .024 x .026 x .026 x .041 x .045 x .059 x .059 x .047 x .047 x .047 x .047 x .045 x .045 x .047 x .045 x	pcs. lbs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	= \$ = \$
ntry CF	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	.121 x .123 x .138 x .156 x .156 x .144 x .170 x .109 x .109 x .126 x .126 x .158 x .158 x .098 x .098 x	pcs. = pcs. =		Entry	plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic ElP+4 Barcoded plus Basic Plus Saturation W/S plus 125-pc. W/S ** plus	405 x	pcs. lbs. pcs. bs.	= \$ = \$
ntry CF	Carrier Route 3/5-Digit 21P+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route	.121 x .123 x .123 x .138 x .136 x .144 x .170 x .109 x .109 x .111 x .126 x .132 x .138 x .098 x .103 x	pcs. = pcs. =		Entry	plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Seturation W/S plus Seturation W/S plus Carrier Route	.405 x .024 x .026 x .026 x .041 x .045 x .059 x .059 x .047 x .047 x .047 x .047 x .045 x .045 x .047 x .045 x	pcs. lbs. pcs. bs. pcs.	= \$ = \$
ntry CF	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .138 x .156 x .156 x .164 x .170 x .104 x .109 x .104 x .105 x .111 x .126 x .138 x .108 x .158 x .109 x .103 x .105 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus 2/S-Digit ZIP+4 Barcoded plus 3/S-Digit Presort plus Basic ZIP+4 Barcoded plus Basic plus Saturation W/S plus 125-pc W/S ** plus Carrier Route plus	405 x	pcs. lbs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	S
ntry CF	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont	121 x 123 x 138 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 109 x 111 x 128 x 138 x 158 x 109 x 158 x 109 x 100 x 120 x 128 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc W/S ** plus 25-pc W/S ** plus 25-pc W/S ** plus 25-pc W/S ** plus 25-pc W/S ** plus 25-pc W/S **	405 x	pcs. lbs. pcs. bs. pcs. bs. pcs. bs. pcs.	
ntry CF	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded"	.121 x .123 x .138 x .136 x .156 x .156 x .166 x .170 x .109 x .109 x .109 x .111 x .126 x .138 x .158 x .098 x .103 x .103 x .138 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc W/S ** plus Carrier Route plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus	405 x	pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	
MC ntry CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic	121 x 123 x 138 x 156 x 176 x 170 x 104 x 109 x 111 x 126 x 111 x 126 x 101 x 138 x 109 x 111 x 126 x 138 x 098 x 103 x 105 x 120 x 138 x 128 x	pcs. = pcs. =		Entry	plus 125-pc. W/S ** plus Carrier Routa plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic c plus Saturation W/S plus Saturation W/S plus Carrier Route plus Carrier Route plus Carrier Route plus Carrier Route plus Carrier Route plus Carrier Route plus S-Digit ZIP+4 Barcoded plus S/5-Digit ZIP+4 Barcoded plus	405 x	pcs. lbs. pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S	121 x 123 x 138 x 136 x 170 x 170 x 109 x 109 x 111 x 126 x 138 x 158 x 120 x 138 x 120 x 138 x 120 x 138 x 158 x 158 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc W/S ** plus Carrier Route plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus	405 x	pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	.121 x .123 x .138 x .156 x .144 x .170 x .109 x .101 x .102 x .111 x .120 x .138 x .138 x .138 x .109 x .138 x .138 x .109 x .138 x .138 x .109 x .138 x .109 x .138 x .109 x .138 x .109 x .138 x .120 x .138 x .120 x .138 x .120 x .138 x .120 x .138 x .120 x .138 x .120 x .138 x .120 x .152 x .152 x .152 x .152 x .152 x .152 x .152 x .152 x .152 x .152 x .152 x .152 x .152 x .152 x .152 x	pcs. = pcs. =		Entry	plus 125-pc. W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus Carrier Route plus Carrier Route plus	405 x - (224 x - 405 x - 405 x - 405 x - 405 x - 405 x - 405 x - 405 x - 405 x - 607 x - 405 x - 607 x - 301 x - 30	pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S	121 x 123 x 138 x 136 x 170 x 170 x 109 x 109 x 111 x 126 x 138 x 158 x 120 x 138 x 120 x 138 x 120 x 138 x 158 x 158 x	pcs. = pcs. =		Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc. W/S ** plus 125-pc. W/S ** plus 125-pc. W/S ** plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus	405 x - (224 x - 405 x - 405 x - 405 x - 405 x - 405 x - 405 x - 405 x - 405 x - 607 x - 405 x - 607 x - 301 x - 30	pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs. bs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. = pcs. =		Entry SCF Entry	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded plus Saturation W/S plus 125-pc. W/S ** plus Carrier Route plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus	405 x _ 024 x _ 405 x _ 026 x _ 405 x _ 026 x _ 405 x _ 047 x _ 381 x _ 028 x _ 381 x _ 028 x _ 381 x _ 028 x _ 381 x	pcs. ibs. pcs.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. = pcs. =		Entry SCF Entry DOU	plus 125-pc. W/S ** plus Carrier Routa plus 3/5-Digit ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus Carrier Route plus Carrier Route plus Carrier Route plus Carrier Route plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic plus Basic plus Saturation W/S	405 x _ 024 x _ 405 x _ 026 x _ 405 x _ 026 x _ 405 x _ 047 x _ 381 x _ 028 x _ 381 x _ 028 x _ 381 x _ 028 x _ 381 x	pcs. bs. pcs. bs. pcs. bs. pcs.	
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CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. = pcs. =		Entry SCF Entry DOU	plus 125-pc. W/S ** plus Carrier Routa plus 3/5-Digit ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus Carrier Routa plus Carrier Routa plus Carrier Routa plus Carrier Routa plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded" plus Basic 2IP+4 Barcoded" plus	405 x	pCS. lbs. pCS. bs. pCS. bs. pCS. bs. pCS. bs. pCS. bs. pCS. pCS.	
CF ntry	Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S	121 x 123 x 138 x 138 x 138 x 138 x 144 x 170 x 104 x 109 x 111 x 126 x 131 x 138 x 109 x 138 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 109 x 138 x 138 x 138 x 138 x 138 x 109 x 152 x 109 x 100 x	pcs. = pcs. =		Entry SCF Entry DOU	plus 125-pc W/S ** plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded" plus Seturation W/S plus Carrier Route plus 3/5-Digit ZIP+4 Barcoded plus 3/5-Digit ZIP+4 Barcoded plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus	405 x _ 024 x _ 405 x _ 026 x _ 405 x _ 026 x _ 405 x _ 041 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 047 x _ 059 x _ 057 x	pcs. ibs. pcs. bs. pcs. bs. pcs. bs. pcs.	
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SPECIAL POSTAL BULLETIN

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Ch one	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic	atible Flat .2067 lb. (: .145 x .157 x .157 x .162 x .195 x .214 x .237 x .266 x	(DMM C820) 1.3071 oz.) or le pcs. = 1 pcs. = 1 pcs. = 1 pcs. = 1 pcs. = 1 pcs. = 1			plus Basic 2IP+4 Barcoded* plus Basic	.095) .687) .124) .687) .687) .003) .621) .015) .621) .020) .621) .023) .621) .053) .621) .053)		bs. = 1 bs.	
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Ch one	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded 3/5-Digit Presont Basic Saturation W/S 125-pc. W/S Carrier Route	atible Flat -2067 lb. (2 -145 x	(DMM C820) 1.3071 oz.) or le pcs. = 1 pcs.			plus Basic ZIP+4 Barcoded" plus Basic	.0955 .6877 .1245 .6877 .0035 .6215 .0155 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0725 .6215 .0725 .6215		bs. = bs	
Chi one one	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded 3/5-Digit ZIP+4 Barcoded Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded	atible Flat .2067 lb. (: .145 x	(DMM C820) 3.3071 oz.) or le pcs. = 1 pcs.			plus Basic ZIP+4 Barcoded" plus Basic	.095) .687) .124) .687) .621) .003) .621) .015) .621) .025) .621) .025) .621) .072) .621) .072) .621) .072) .621) .095) .621) .072) .621) .095) .621) .072)		bs. = : bs.	
Chi ona one MC	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2/P+4 Barcoded 3/5-Digit 2/P+4 Barcoded Basic 2/P+4 Barcoded Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2/P+4 Barcoded 3/5-Digit Presort	atible Flat -2067 lb. (2 -145 x	(DMM C820) 3.3071 oz) or le pcs. = 1 pcs. = 2 pcs. = 1 pcs. = 2 pcs. = 1 pcs.			plus Basic ZIP+4 Barcoded" plus Basic	.095) .687) .124) .687) .003) .621) .015) .621) .020) .621) .020) .621) .023) .621) .025) .621) .025) .621) .095) .621) .095) .621) .095) .621) .095) .621) .095) .621) .095) .621) .025] .621) .025] .621] .025]		bs. = : bs.	
Chi ona one MC	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded 3/5-Digit ZIP+4 Barcoded Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded	atible Flat .2067 lb. (2 .145 x	(DMM C820) 3.3071 oz) or le pcs. = 1 pcs. = 2 pcs. = 1 pcs. = 2 pcs. = 1 pcs.		Entry	plus Basic ZIP+4 Barcoded" plus Basic	.095) .687) .124) .687) .020) .621) .621) .020) .621) .020) .621) .020) .621) .053) .621) .072) .621) .072) .621) .020) .621) .020) .621) .020) .621) .020) .621) .020) .621) .020) .621) .020)		bs. = : bs.	
Chi one one MC ntry	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2/P+4 Barcoded 3/5-Digit 2/P+4 Barcoded Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2/P+4 Barcoded 3/5-Digit 2/P+4 Barcoded Basic Basic ZiP+4 Barcoded Basic	atible Flat .2067 lb. (: .145 x	(DMM C820) 3.3071 oz) or le pcs. = 1 pcs. = 2 pcs. = 1 pcs. = 2 pcs. = 1 pcs. = 2 pcs.		Entry	plus Basic 2IP+4 Barcoded" plus Basic	.095) .687) .124) .687) .003) .621) .015) .621) .025) .621) .023) .621) .023) .621) .025) .025] .025]		bs. = : bs.	
Chi one one MC ntry	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2/P+4 Barcoded" 3/5-Digit Presont Basic 2/P+4 Barcoded" Saturation W/S Carrier Route 3/5-Digit 2/P+4 Barcoded" 3/5-Digit 2/P+4 Barcoded" 3/5-Digit 2/P+4 Barcoded" Basic 2/P+4 Barcoded" Basic Saturation W/S	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .237 x .266 x .141 x .266 x .131 x .143 x .143 x .143 x .161 x .200 x .223 x .252 x .125 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 2 pc3	Entry	plus Basic ZIP+4 Barcoded" plus Basic	.095) .687) .124) .687) .621) .023) .621) .023) .621) .023) .621) .023) .621) .025) .621) .095) .621) .095) .621) .095) .621) .095) .621) .095) .621) .095) .621) .095) .621) .095) .621) .025) .621) .025) .621) .025) .025) .621) .025] .025]		bs. = : bs.		
Chi one one MC ntry	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2/P+4 Barcoded 3/5-Digit Presort Basic 2/P+4 Barcoded Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2/P+4 Barcoded Basic Saturation W/S 125-pc. W/S Carrier Route Saturation W/S 125-pc. W/S Carrier Route Carrier Route	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .214 x .266 x .131 x .143 x .143 x .161 x .200 x .223 x .225 x .125 x .125 x .125 x	(DMM C820) 3.3071 oz) or le pc3. = 1 pc3. = 2 pc3. =		Entry	plus Basic 2IP+4 Barcoded" plus Basic	.095) .687) .124) .667) .003) .621) .015) .621) .020) .621) .025) .621) .025) .621) .025) .621) .025) .621) .025) .621) .025) .621) .025) .621) .025) .621) .025) .621) .025) .015) .025) .015) .025) .015) .025) .015) .025)		bs. = : bc3. =	
Chi one one MC atry	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .237 x .266 x .141 x .266 x .131 x .143 x .143 x .161 x .200 x .223 x .252 x .137 x .175 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 2 pc3	Entry	plus Basic ZIP+4 Barcoded" plus Basic plus Saturation W/S plus 125-pc. W/S** plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus	.0955 .6877 .1245 .6877 .0035 .6215 .6255 .6215 .62555 .62555 .62555 .62555 .62555 .62555 .62555 .62555 .625555 .62555 .62555 .625555 .625555 .625555 .625555 .62555555 .62555555555 .625555555555		bs. = : bs. = :: bs.		
Chi one one MC atry	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presott	atible Flat .2067 lb. (- .145 x	(DMM C820) 1.3071 oz.) or le pcs. = 1 pcs.		Entry	plus Basic ZIP+4 Barcoded" plus Basic plus Saturation W/S plus 125-pc. W/S** plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded" plus Basic plus Saturation W/S plus Saturation W/S plus Carrier Route plus Saturation W/S plus 125-pc. W/S**	.0955 .6877 .1245 .6877 .0035 .6215 .0255 .6215 .0255 .6215 .0255 .6215 .0255 .6215 .02555 .0255 .0255 .02555 .0255 .0255 .02555 .02555 .02555 .02555 .0255		bs. = : bc3. =	
Ch one one	eck Automation-Comp a: Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2IP+4 Barcoded" 3/5-Digit Presort Basic 2IP+4 Barcoded" 3/5-Digit 2IP+4 Barcoded" 3/5-Digit Presort Basic 2IP+4 Barcoded" Basic 2IP+4 Barcoded" Basic 2IP+4 Barcoded" Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2IP+4 Barcoded" 3/5-Digit 2IP+4 Barcoded" 3/5-Digit 2IP+4 Barcoded"	atible Flat .2067 lb. (: .145 x .157 x .162 x .195 x .214 x .237 x .237 x .266 x .131 x .143 x .143 x .143 x .143 x .143 x .143 x .143 x .143 x .181 x .203 x .252 x .137 x .142 x .175 x .142 x .175 x .217 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 2 pc3	Entry	plus Basic ZIP+4 Barcoded" plus Basic plus Saturation W/S plus 125-pc. W/S** plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus Basic ZIP+4 Barcoded plus	.0955 .6877 .1245 .6877 .0035 .6215 .0035 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0255 .0255 .0255 .0205		bs. = 1 bs.		
Ch one one MC ntry	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit Presont Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded"	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .237 x .266 x .141 x .143 x .143 x .143 x .143 x .141 x .141 x .141 x .141 x .141 x .141 x .142 x .125 x .125 x .125 x .125 x .125 x .125 x .125 x .125 x .126 x .127 x .217 x .246 x	(DMM C820) 3.3071 oz.) or le pcs. = 1 pcs.		Entry	plus Basic ZIP+4 Barcoded" plus Basic	.0955 .6877 .1245 .6877 .0035 .6215 .0255 .6215 .0255 .6215 .0255 .6215 .0255 .6215 .0255 .6215 .0255 .0255 .0255 .0255 .0535 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .055555 .05555 .055555 .0555555 .055555555		bs. = 1 bs.	
Ch one MC ntry CF	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit Presort Basic ZIP+4 Barcoded" Basic Saturation W/S	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .231 x .268 x .131 x .143 x .143 x .148 x .181 x .200 x .223 x .225 x .125 x .143 x .143 x .200 x .200 x .201 x .223 x .223 x .225 x .125 x .142 x .142 x .142 x .1217 x .246 x .120 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 1 pc3 = 2 pc3 = 2		Entry	plus Basic ZIP+4 Barcoded" plus Basic	.0955 .6877 .1245 .6877 .0030 .6210 .0257 .02577 .0257 .0257 .0257 .0257 .0257 .0257 .0257 .0257 .0257 .0257		bs. = 5 CG. = 5 bs.	
Ch one MC ntry CF ntry	eck Automation-Comp Characteristic Automation-Comp attration W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .237 x .266 x .131 x .143 x .143 x .148 x .181 x .200 x .223 x .223 x .225 x .131 x .200 x .223 x .252 x .137 x .142 x .200 x .217 x .217 x .246 x .200 x .132 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 2 pc3 = 2		Entry	plus Basic ZIP+4 Barcoded" plus Saturation W/S plus I25-pc. W/S** plus Cartier Route plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus 125-pc. W/S** plus Cartier Route plus J35-Digit ZIP+4 Barcoded" plus 3/5-Digit Presort plus 3/5-Digit Presort plus 3/5-Digit Presort plus 3/5-Digit Presort plus	.0955 .6877 .1245 .6877 .0035 .6215 .0035 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0255 .0955 .0955 .0205 .5955 .0255 .0555 .0255 .0255 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .055555 .05555 .05555 .055555 .0555555 .055555555		bs. = 1 CG. = 1 CG. = 1 CG.	
Ch one MC ntry CF	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit Presort Basic ZIP+4 Barcoded" Basic Saturation W/S	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .231 x .268 x .131 x .143 x .143 x .148 x .181 x .200 x .223 x .225 x .125 x .143 x .143 x .200 x .200 x .201 x .223 x .223 x .225 x .125 x .142 x .142 x .142 x .1217 x .246 x .120 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 2 pc3 = 2		Entry	plus Basic ZIP+4 Barcoded" plus Basic	.0955 .6877 .1245 .6877 .0035 .6215 .0035 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0205 .6215 .0255 .0955 .0955 .0205 .5955 .0255 .0555 .0255 .0255 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .055555 .05555 .05555 .055555 .0555555 .055555555		bs. = 1 CG. = 1 CG. = 1 CG.	
Ch one MC ntry CF	eck Automation-Comp Characteristic Automation-Comp attration W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .237 x .266 x .131 x .143 x .143 x .148 x .181 x .200 x .223 x .223 x .225 x .131 x .200 x .223 x .252 x .137 x .142 x .200 x .217 x .217 x .246 x .200 x .132 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 2 pc3 = 2		Entry SCF Entry	plus Basic ZIP+4 Barcoded" plus Saturation W/S plus 125-pc. W/S** plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presont plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus Saturation W/S plus Saturation W/S plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presont plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus	.095) .687) .1240 .687) .003) .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0250 .02500 .02500 .02500 .005000 .00500 .00500 .005000 .005000 .005000 .005000 .005000 .005000 .00500000000		bs. = 1 CG.	
Ch one MC ntry CF	eck Automation-Comp Characteristic Automation-Comp attration W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .237 x .266 x .131 x .143 x .143 x .148 x .181 x .200 x .223 x .223 x .225 x .131 x .200 x .223 x .252 x .137 x .142 x .200 x .217 x .217 x .246 x .200 x .132 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 2 pc3 = 2		Entry SCF Entry DOU	plus Basic ZIP+4 Barcoded" plus Basic plus Saturation W/S plus 125-pc. W/S** plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus 125-pc. W/S** plus 3/5-Digit Presort plus 3/5-Digit Presort plus 3/5-Digit Presort plus Saturation W/S	.0955 .6877 .1245 .6877 .0035 .6215 .0255 .6215 .0255 .6215 .0255 .6215 .0255 .6215 .0255 .6215 .0255 .0255 .0255 .0255 .0535 .0535 .0535 .0535 .0535 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .055555 .055555 .055555 .05555555 .055555555		bs. = 1 bs.	
Ch one one MC ntry CF	eck Automation-Comp Characteristic Automation-Comp attration W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S Saturation W/S 125-pc. W/S	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .237 x .266 x .131 x .143 x .143 x .148 x .181 x .200 x .223 x .223 x .225 x .131 x .200 x .223 x .252 x .137 x .142 x .200 x .217 x .217 x .246 x .200 x .132 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 2 pc3 = 2		Entry SCF Entry	plus Basic ZIP+4 Barcoded" plus Saturation W/S plus 125-pc. W/S** plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presont plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus Saturation W/S plus Saturation W/S plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presont plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus	.095) .687) .1240 .687) .003) .6210 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0230 .6210 .0250 .00500 .00500 .00500 .00500 .00500 .00500 .00500 .00500 .00500 .005000 .00500 .00500 .00500 .005000 .005000 .005000 .00500000000		bs. = 1 CG.	
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Chi one MC atry CF atry	eck Automation-Comp : Other Nonletter — Saturation W/S 125-pc. W/S Carrier Route 3/5-Digit 2/P+4 Barcoded" 3/5-Digit 2/P+4 Barcoded" Basic Saturation W/S Carrier Route 3/5-Digit 2/P+4 Barcoded" Basic 2/P+4 Barcoded" B	atible Flat .2067 lb. (2 .145 x .157 x .162 x .195 x .214 x .237 x .266 x .131 x .143 x .143 x .148 x .181 x .200 x .223 x .223 x .225 x .131 x .200 x .223 x .252 x .137 x .142 x .200 x .217 x .217 x .246 x .200 x .132 x	(DMM C820) 3.3071 oz.) or le pc3 = 1 pc3 = 2 pc3 = 2		Entry SCF Entry DDU Entry	plus Basic ZIP+4 Barcoded" plus Basic plus Saturation W/S plus 125-pc. W/S ^{ee} plus 3/5-Digit ZIP+4 Barcoded" plus 3/5-Digit Presort plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus 3/5-Digit Presort plus 3/5-Digit Presort plus 3/5-Digit Presort plus Saturation W/S plus Basic ZIP+4 Barcoded" plus Basic ZIP+4 Barcoded" plus Saturation W/S plus Basic ZIP+4 Barcoded" plus Saturation W/S plus	.095) .687) .1240 .687) .6210 .6210 .6210 .6210 .6210 .6210 .0530 .6210 .0530 .6210 .0530 .6210 .0530 .6210 .0535 .6210 .0535 .0555 .0055 .05555 .05555 .05555 .05555 .05555 .05555 .05555 .055555 .055555 .055555 .055555555		bs. = 1 CG.	

PS Form 3602-R, January 1995 (Reverse)

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() United States Postal Service Statement of Mailing With Permit Imprints Priority Mail and Zone-Rated Fourth-Class Mail

		Date	Processing Cat (DMM C050)	tegory	USPS Author	zed Mailing ID Code(s)
Permit No.	Federal Agency Cost Code	Mailing Statement Seq. No.	C Letters	o Romeio	<u>.</u> .	
Permit Holder's Name & Address (include ZIP Codel	Telephone Number	Receipt No.	Cutaide Pa	arcels.		
(#GG/08 2 #* CODBy	- · ·	No. Secto	No. Paleta	No. Other		
				Ł	-	
	· · ·	Weight of a Single Piece		. pounda		
CTAS Cust Ref. ID	·	Total Pieces in Mailing	Total Weight of a	faiing	ff BPM, Sackir 10 pcs.	ng Based On (DMM M402, M4
	idual or Organization for Which her than the permit holder)	Name and Address of Mailing A (If other than the permit holder)	gent		Check All Th	at Apply:
	• • •			1	d Postage Payment	
					Plant Los	
		-				fied Drop Shipment to Inviet
		. ~				Deet. A / O ZIP
•						Dest. SCF 3D ZIP
· · · · · · ·					🛛 Orig. 🛛 t	Dest. BMC
	atter, go to Parl A on the reverse (and printed matter)	of this form.		ļ	Part A	\$
 For parcel post, go to (Check if built parcel 	Parl B on the reverse of this form post) —p []	n.		Postage (From Reverse	Part B	\$
For destination BMC	/ASF mail, go to Part C on the re	werse of this form. 😁	-	Side)	Part C	\$
	o Part D on the reverse of this for	m.		No. Pieces	Part D Releffee Per P	\$
Additional Postage Paymi Parcel Post Nonmachi	ent (Criedit Helladh) inable Surcharge Antar-BAIC Pari Inter-BAIC Pari	cel Paet Only) 🔲 Special	Service (Specify)		\$	⁵ *\$ > ↓ ·····
· -		Total Posta	je			- \$
and regulations, a authorized to sign	ny revenue deficiencies a	es that it will be liable for an seessed on this mailing. (I wtification binds the agent i	f this form is s	igned by an	agent, the i	igent certifies that it is
		int may result in imprisonment of u wice the amount falsely claimed m			.000 (18 USC 1	001). In addition, a civil
* h	i all information furnished o	n this form is accurate and t	ruthful, and the	t the material	presented q	ualities for the rates of
postage claimed.						
postage claimed.	er er Agent (Both principal and ag	ent are linkle for any postage defic	iency incurred (Telephone Number
postage claimed.	er or Agent (Both principal and ag	ent are lieble for any postage defic	lency incurred j			Telephone Number ,
postagé claiméd. Signature of Permit Holds Lingle-Piece Weight		Are the figures at last adjustee	l from mailer's onl		<u> </u>	- Ne
postagé claiméd. Signature of Permit Holds Lingle-Piece Weight	Tetal Weight	Are the figures at lat adjuster If "Yes," Reason	I kom mailor'a en 2000 - 2000 - 2000 2000 - 2000 - 2000 2000 - 2000 - 2000 2000 - 2000 - 2000 2000 - 2000 - 2000		Y	
postagé claiméd. Signalure of Permit Hold Lingle-Piece Walght Tatal Places Total Pasenge	Tetal Weight	Are the figures at last adjuster				
postagé claiméd. Signature of Permit Hoto Lingle-Piece Weight Total Pieces Fotal Peotage	Total Weight	Are the figures at last adjusted If 'Yee,' Reason Control of the second secon		Ceetest		
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PAGE 72, 1-1-95, 21883A

SPECIAL POSTAL BULLETIN

	• •• A.		lk Bound nted Matte		Post Office F	inance Nun	nb e r			Catalog I ted Matter			~ •
	Sir	ngle-Piece	Rate	Desid	: Suik Piece	Rate	Carrier Ro	oute Buik Pi	iece Rate		& Carrier R k Pound Ra		(13)
Zones	(1) Number of X Pieces	(2) Rate	(3) Single-Pièce Rate Postage	(4) Number of Pieces	(5) ^X Rate	(6) Basic Piece Rate Charge	(7) Number of Pieces	(8) × Rate '	(9) Carrier - Route Piece-Rate Charge	(10) Number of Pounds	(11) Pound Rate	(12) 8PM Pound-Rate Charge	Total Postage - Part A
Local					\$0.53			\$0.467			\$0.023		
182					\$0.70			\$0.637			\$0.043		
3					\$0.70			\$0.637			\$0.063		
4					\$0.70			\$0.637			\$0.099		
5					\$0.70			\$0.637			\$0.152	İ	
6					\$0.70			\$0.637	,		\$0.209	1	
7					\$0.70			\$0.637			\$0.277		
8					\$0.70			\$0.857			\$0.335		-
Totals		(na karaga	11		2011 C. 6894			e e diseus					

Form 3605-R — Statement of Mailing With Permit Imprints Priority Mail and Zone-Rated Fourth-Class Mail

B. 📋 Bulk Parcel Post

•		Inter-BMC Parc	el Post		Intra-BMC Pars	el Post	
Zones	Number of Pieces	x Inter-BMC Rate	Inter-BMC Postage	Number of	 x Intra-BMC Rate	= Intra-BMC Postage	Totai Postage — Part B
Local	n y yed yawa a	: 42 : 1990; 1994; 1987; 1987; 1987; 1	an an an an an an an an an an an an an a		<u> </u>		
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Totals		, 문학 관계 위험			en de la general de		

C. Destination BMC / ASF Mail

	Žones	Number of Pieces	E Destination BMC / ASF Rate	Totai Postago — Part C
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Γ	4			
	5			
Ē	Totala			

D. Priority Mail

		Presorted Priority	Mail	Tie eld u	al / Single-Placy P	tiority Mail	
Zones	Number of Pieces	Presoned Priority Rate	Presorted Priority Postage	Number of Pieces	Priority Rate	Single-Piece Priority Postage	Tote) Postage — Part D
Local							
182							
t							
4							
5					•		
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Totale		a en el la terreta de la compañía			CO. N. M. M. M. M. M. M. M. M. M. M. M. M. M.		

PS Form 3605-R, January 1995 (Reverse)

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r Priority Mail, Usi	s ⊢orm 3605-P)			Precanceled Po			Meter Postage Precanceled Stamp
LER: Complete all i Post Office of Mailing	tens by typewriter,	pen, or indelible	pencil. If yo	xi need a receipt, us		(DMM 5914).	
			g Dem	Processing Cat	egory	USPS Author	zed Mailing ID Code(s)
Permit No.		Stater	nent Sequence	Letters (DMI)	•	1	
Permit Holder's Name and Address	Telephone	Recei	pt No.	(DMM C820)	Compatible Flats		
(Include ZIP Code)	L			Integular Parc	cals (DMM C050)		
		I		(Fill in all that apply)		1	
		1-PL MM Tra	24Ft ₩	2-Pt EMM Trays	Tolni Lir. Trays		
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		Weigh				M130 (Letti	ers, flats, parcels)
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reverse of this form.	i flats (DMM C820), go t	o Part B on the rave	ree of this form	1.	Postage	Part P	
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The signature of revenue deficiency The signature of revenue deficiency The signature of revenue deficiency The submission of a penalty of up to \$5,0 For Enclosed Resize cards or envenue	a flats (DAM C820), go b rate pieces other than ci postcards at card rates Payment (State reasons) cit one) (DMM P150) Lowest Rate a mailer certifies that cles assessed on this on binds the agent an tales, fictious, or fraud, 200 and an additional ass phy Pieces (Automatio Mopes, enclosed in the	ards at card rates (2 (DMM E100), go to ()	DMM C050), go Part D on the m pecial Service (to Part C on the everse of this form. (Specify) TO xs = Less ' Net P to pay, subject to app by an agent, the agent mailer and the agent i comment of up to 5 years a y claimed may be impose , 1997): I certify that ar he correct facing identify	(From reverse side) No. Please tal Posta Total Affin Ostage D reals prescribe of certifies that will be liable for and a fine of up t ad (31 USC 3802 my business rep (cation mark (Fi	Part C Part D Rate/Fee Per Pc x \$	S S S S S S S S S S S S S S
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form 3600-P, July 19

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PS Form 3600-R, July 1998 (Reverse)

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PS Form 3541-N, July 1996

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Authorized nonprofit rates? (DMM E670)	Dun & Brad		l					M820 (AL		lats)
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For automation form.	rate letter-s	ize pieces				verse of this	<u> </u>	Part A	<u>s</u>	
For nonautomat or less, go to Pa				C050) weigt	ning .2149 lb.	(3.4 383 oz.)	Postage	Part B	\$	
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other persons or org behalf of or product registration official, i by postal laws and r	ed for another a required or (regulations, an (<i>agent, the ag</i>	person or a sufficitzed b ant certifies be liable for	organization y the Nationa leficiencies at that it is auth and agree to	not authorize i Voter Regist seesed on th orized to sign pay any defic	d to mail at No tration Act of 16 Na mailing, whe I this statement ciencies.)	inprofit Standard 193; and (8) it will ther due to a find , that the cartifica	Mail rates at th be fields for an ing that the mail don binds the ag	is office; (5) th 5 agrees to pay ing is cooperat sent and the no	e melling, subject i lvs or for noroit me	If made by a vote to appeals preacrib other ressons. (If the fler, and that both to
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Form 3602-N — Standard Mail (A) (Nonprofit Only) — Permit Imprint Pos age Computation

scount any)	Presort/ Automation Discounts	Net Rate	Count (Pcs./Lbs.)	Charge	Entry Discount (If any)	Presort/ Automation Discounts	Net	Count	
	tomation-Compatible L			Citeringe			Rate		harge
					B No	naucomation-compat	IDIe Lette	r .2149 Lb. (3.4383 Oz.)	
lone	Saturation W/S		•	•					
one	Carrier Route	\U83 X	pcs. = 1		None	Saturation W/S	.083 x	pcs. = \$	
	5-Digit Barcoded	- 000 X	pcs. = \$		•	Carrier Route	.086 x	pcs. = \$	
	3-Digit Barcoded	101	pcs. = \$		•	3/5 Presort	111 X.	pcs. = \$	
	3/5 ZIP+4	-107 x	pcs. = \$		•	Basic	, 124 X.	pcs. = \$	
	3/5 Presort	-111 x	pcs. = \$		DBMC	Saturation W/S	.071 x	pcs. = \$	
	Basic Barcoded	.106 x	DCS. = \$			Carrier Route	.074 x	pcs. = \$	
	Basic ZIP+4	. 117 x	DCS. = \$		•	3/5 Presort	. . 099 x .	pcs. = \$	
	Basic	.124 x	pcs. = \$	3		Basic	.112 x	pcs. = \$	
					OSCF	Saturation W/S	.065 x	pcs. = \$	
BMC	Saturation W/S Carrier Route	.071 X	pcs. = \$		-	Carrier Route	.068 x	pcs. = \$	
	5-Digit Barcoded	091 x	pcs. # \$		-	3/5 Presort	.093 x	pcs. = \$	
	3-Digit Barcoded	.069 x	pcs. = \$		•	Basic	.106 x	pcs. = \$	
	3/5 ZIP+4		pcs. = \$		000	Saturation W/S	060 v	pcs. = \$	
	3/5 Presort	.099 x	pcs. = \$	L		Carrier Route	.063 x	pcs. = \$	****
	Basic Barcoded	.094 🔻	DCS. = \$		·			post = v	
	Basic ZIP+4	.105	pcs. = \$	<u> </u>	4				
	Basic	.112	pcs. = \$	<u> </u>	Total — I	Part B (Carry to front	of form)	S	
	Cabumble - 18/16		-					on-Competible Flat (DM	414 0
SCF	Saturation W/S	.065	pcs. = \$						
	Carrier Route 5-Digit Barcoded	.U00 X	pcs. = \$		-) Un			ore than .2149 Lb. (3.436	an ()
	3-Digit Barcoded	.0/3 X	pcs. = 5		-	but Less Th	an 3.0 LD.	. (10.0 02.)	
	3/5 ZIP+4		pcs. = \$ pcs. = \$		None S	aturation W/S	.020 x	pcs. = \$	
	3/5 Presort	.003 x	pcs. = \$		-	plus	.470 x	iba. = 5	
	Basic Barcoded	.088 x	pcs. = \$		1	25-pc. W/S **	.025 x	DC8. = \$	
	Basic ZIP+4	.099 x	pca. = \$		·]	plus	.470 x	KD4. = 3	
	Basic		pcs. = \$			arrier Route	.027 X	DCS. = 5	
						plus	.470 x _	ibs. = \$	
DU	Saturation W/S	.0 6 0 x	pcs. = §	Į	. 3	/5 ZIP+4 Barcoded*	.042 X	pcs. = \$	
	Carrier Route	.063 x	pcs. = \$	5	· _	pius I Densari	.4/U X _	ibe. = \$	
					- 3	/5 Presort plus	470 ×	pcs. = \$ lbs. = \$	
								pcs. = \$	
					I 8	leek 71P+4 Remoded*	0401 2		
'otal -	 Part A (Carry to front c 	of form)	5	5	. 8	lasic ZIP+4 Barcoded* okus	.048 X _ .470 X	pcs. = \$ ibs. = \$	
· · · ·						lasic ZIP+4 Barcoded" plus lasic	.47U X	ID8. = 5 pcs. = \$	
·	neck One: 🛛 Automatio	n-Compet	ble Flat (DMM C82	10)		plus	.470 X .074 X	ibs. = \$ pcs. = \$ ibs. = \$	
· · · ·	neck One: 🛛 Automatio	n-Compet		10)		pius lasic pius	.470 x .074 x .470 x	ID8. = 5 pc8. = \$ lb8. = \$	
CI	neck One: 🛛 Automatio	n-Compet letter — .2 .121 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1	10) 2.) or Lees		plus Lasic plus Laturation W/S	.470 x .074 x .470 x .020 x	ID8. = 3 pcs. = \$ lb8. = \$ pcs. = \$	
-	eck One: Automatio	n-Competi letter — .2 .121 x .126 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. = 1	10) L) or Lees	B DBMC S	plus lasic plus asturation W/S plus	.470 x .074 x .470 x .020 x .410 x		
CI	eck One: Automatio Other Non Saturation W/S 125-pc, W/S Carrier Route	n-Competi letter — .2 .121 x .126 x .128 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. = 1 pcs. = 1	10) 2.) or Lees	B DBMC S	plus lasic plus seturation W/S plus 25-pc. W/S **	.470 x .074 x .470 x .020 x .410 x .025 x		
CI	Heck One: Automatio Cher Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded*	n-Competi letter2 .121 x .126 x .128 x .143 x	ble Flat (DMM C82 1149 Lb. (3.4389 Ca pcs. = 1 pcs. = 1 pcs. = 1 pcs. = 1	10) 2.) or Lees	B DBMC S 1	plus asic plus sturztion W/S plus 25-pc. W/S ** plus	.470 x .074 x .470 x .470 x .410 x .025 x .410 x .027 x	IDB. = 3 pcs. = \$ lbs. = \$ pcs. = \$ pcs. = \$ pcs. = \$ pcs. = \$ pcs. = \$ pcs. = \$ pcs. = \$ pcs. = \$	
CI	Heck One: Automatio Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort	n-Competi letter — .2 .121 x .126 x .128 x .143 x .161 x	ble Flat (DMM C82 1149 Lb. (3.4383 Or pos. = 1 pos. = 1 pos. = 1 pos. = 1 pos. = 1 pos. = 1	10) 2) or Less	B DBMC S 1	plus lasic plus seturation W/S plus 25-pc. W/S **	.074 x .074 x .470 x .410 x .025 x .410 x .025 x .410 x	pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5 pcs. = 5	
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Ci	eck One: Automatio Dther Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded* 3/5 ZIP+4 Barcoded*	n-Competi letter — 2 .121 x .126 x .143 x .143 x .161 x .149 x .175 x .109 x .116 x .116 x .116 x .116 x .118 x .131 x .131 x	ble Flet (DMM C82 149 Lb. (3.4389 Ca pcs. = 1 pcs. 10) z.) or Lees	8 0 8MC 5 1 0 3 3 8	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus /S ZIP+4 Barcoded* plus /S Presort plus issic ZIP+4 Barcoded* plus	470 x 074 x 470 x 470 x 410 x 025 x 410 x 025 x 410 x 027 x 410 x 042 x 410 x 040 x 410 x 040 x 410 x 040 x 410 x 040 x 410 x 040 x 410 x 040 x 410 x 040 x 410 x 040 x 410 x 040 x 410 x 040 x 410 x 041 x 04	IOB. = 3 pCB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5 IDB. = 5		
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CI Ione BMC	eck One: Automatio Dother Non Saturation W/S 125-pc. W/S Carrier Route 3/5 2IP+4 Barcoded* 3/5 Presort Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* 3/5 Presort Basic ZIP+4 Barcoded* Saturation W/S 125-pc. W/S	n-Competi letter — 2 121 x 126 x 128 x 143 x 143 x 149 x 149 x 175 x 109 x 114 x 116 x 131 x 149 x 137 x 163 x 105 x	ble Flat (DMH C82 149 Lb. (3.4383 Ca pcs. = 1 pcs. 10) z) or Lees 	B DBMC 5 1 0 3 3 3 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8	plus asic plus isturation W/S plus 25-pc. W/S ** plus amier Route plus amier Route plus for Presort plus issic ZIP+4 Barcoded* plus issic ZIP+4 Barcoded* plus issic ZIP+4 Barcoded* plus issic SIP+4 Barcoded* plus issic SIP+4 Barcoded* plus issic SIP+4 Barcoded* plus issic SIP+4 Barcoded* plus issic SIP+4 Barcoded* plus	470 x 074 x 470 x 47	IOB. = 3 pCB. = 5 IDB. = 5		
CI ione DBMC	eck One: Automatio Dother Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" 3/5 Presort Basic Saturation W/S 125-pc. W/S Carrier Route Saturation W/S 125-pc. W/S Carrier Route	n-Competi letter — 2 .121 x .125 x .128 x .143 x .143 x .149 x .175 x .109 x .175 x .109 x .114 x .131 x .137 x .163 x .103 x .105 x .105 x .110 x	ble Flat (DMM C82 149 Lb. (3.4389 Ca pcs. = 1 pcs. 10) z) or Lees	B DBMC 5 1 0 3 3 3 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8 5 8	plus asic plus saturation W/S plus 25-pc. W/S ** plus arrier Route plus V5 ZIP+4 Barcoded* plus satic ZIP+4 Barcoded* plus satic ZIP+4 Barcoded* plus satic ZIP+4 Barcoded* plus saturation W/S plus carter Route	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .025 x .386 x .025 x .386 x .027 x .027 x	IOB. = 3 pCB. = 5 IDB. = 5 pCB. = 5		
CI ione DBMC	eck One: Automatio Dother Non Saturation W/S 125-pc, W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded"	n-Competi letter — 2 .121 x .128 x .128 x .143 x .149 x .149 x .149 x .175 x .109 x .116 x .131 x .149 x .137 x .149 x .137 x .149 x .137 x .108 x .108 x .108 x .125 x	ble Flat (DMM C82 149 Lb. (3.4389 Ca pcs. = 1 pcs. 10) z) or Lees	B DBMC S 1 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus situration W/S plus 25-pc. W/S ** plus /S ZIP+4 Barcoded* plus /S Presort plus sasic ZIP+4 Barcoded* plus sasic ZIP+4 Barcoded* plus saturation W/S plus 25-pc. W/S ** plus carrier Routs plus	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .3368 x .048 x .3368 x .048 x .3368 x .048 x .3368 x .048 x .3368 x .048	IDB = 3 pCB = 5 iba = 5 iba = 5 iba = 5 iba = 5 pCB =		
CI Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" Basic	n-Competi letter — 2 .121 x .128 x .128 x .143 x .149 x .149 x .175 x .100 x .114 x .116 x .131 x .149 x .137 x .137 x .149 x .137 x .108 x .108 x .108 x .125 x .143 x	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1	10) z) or Lees	B DBMC S 1 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus sturation W/S plus 25-pc. W/S ** plus arrier Route plus 25-pc. W/S ** plus asic 21P+4 Barcoded* plus asic 21P+4 Barcoded* plus 25-pc. W/S ** plus 25-pc. W/S ** plus 25-pc. W/S ** plus 25-pc. W/S **	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .027 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .074 x .410 x .074 x .306 x .025 x .396 x .027 x .396 x .027 x .396 x .042 x	IOB. = 3 pCB. = 5 IDB. = 5	
CI Ione BMC	teck One: Automation Dother Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded"	n-Competitietter - 2 121 x 126 x 128 x 143 x 143 x 149 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 108 x 110 x 125 x 137 x 108 x 110 x 125 x 137 x 143 x 143 x 149 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. 10) z) or Lees 	B DBMC 5 1 3 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus /S ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded* plus lasic plus lasic plus carter Route plus Carter Route plus carter Route plus carter Route plus	470 x 074 x 470 x 470 x 470 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 042 x 410 x 048 x 048 x 04	IOB. = 3 PCB. = 5 IDB. = 5		
CI Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" Basic	n-Competitietter - 2 121 x 126 x 128 x 143 x 143 x 149 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 108 x 110 x 125 x 137 x 143 x 143 x 149 x 1	ble Flat (DMM C82 149 Lb. (3.4383 Ca pcs. = 1	10) z) or Lees 	B DBMC 5 1 3 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus V5 ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded* plus isturation W/S plus isturation W/S plus carrier Route plus Carrier Route plus Carrier Route plus V5 ZIP+4 Barcoded* plus V5 Presort	.470 x .074 x .774 x .470 x .025 x .410 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x .0410 x .048 x	IDB. = 3 pCB. = 5 IDB. = 5 pCB. = 5	
Ci Ione DBMC	eck One: Automatio Dother Non Saturation W/S 125-pc, W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 B	n-Competi letter — 2 .121 x .128 x .128 x .143 x .149 x .149 x .149 x .161 x .149 x .161 x .149 x .116 x .131 x .149 x .137 x .108 x .108 x .108 x .125 x .143 x .125 x .143 x .157 x	ble Flat (DMM C82 149 Lb. (3.4389 C8 pcs. = 1	10) z) or Lees	DBMC 5 1 3 3 5 DBCF 5 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	plus asic plus sturation W/S plus plus arrier Route plus 25-pc. W/S " plus 75 Presort plus asic ZIP+4 Barcoded" plus asic ZIP+4 Barcoded" plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus 25-pc. W/S " plus	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .048 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .410 x .074 x .3366 x .025 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .042 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x .048 x .3366 x	IOB = 3 PCB = 5 IDB =	
Ci Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded"	n-Competi letter - 2 121 x 125 x 143 x 143 x 143 x 143 x 143 x 143 x 145	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. 10) z) or Lees 	DBMC 5 1 3 3 5 DBCF 5 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus V5 ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded* plus isturation W/S plus isturation W/S plus carrier Route plus Carrier Route plus Carrier Route plus V5 ZIP+4 Barcoded* plus V5 Presort	470 x 074 x 074 x 470 x 470 x 025 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 048 x 40 x 048 x 40 x 048 x 40 x 048 x 40 x 048 x 048 x 388 x 388 x	IDB = 3 pCB = 5 iba = 5 pCB =		
Ci Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic Saturation W/S Saturation W/S 125-pc. W/S	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 118 x 119 x 110 x 119 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. =	10) z) or Lees 	B DBMC 5 1 3 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus sturation W/S plus 25-pc. W/S ** plus arrier Route plus 25-pc. W/S ** plus 25-pc. W/S ** plus asic 21P+4 Barcoded* plus asturation W/S plus carrier Route plus 25-pc. W/S ** plus 25-pc. W/S	.470 x .074 x .470 x .470 x .025 x .410 x .025 x .410 x .042 x .410 x .042 x .410 x .042 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .410 x .048 x .386 x .025 x .386 x .042 x .386 x .042 x .386 x .048 x .386 x .047 x .048 x .386 x .047 x .047 x .047 x .047 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .048 x .047 x .0	IDB = 3 pCB = 5 ibb = 5 pCB =	
Ci Ione BMC	eck One: D Automatio D Other Non Saturation W/S 125-pc. W/S Carrier Route 3/5 ZIP+4 Barcoded" 3/5 Presort Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic Saturation W/S Carrier Route 3/5 ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded" Basic ZIP+4 Barcoded"	n-Competitietter — 2 121 x 126 x 128 x 143 x 143 x 149 x 175 x 109 x 114 x 116 x 131 x 163 x 108 x 109 x 109 x 118 x 119 x 110 x 119 x 110 x 1	ble Flat (DMH C82 149 Lb. (3.4383 C3 pcs. = 1 pcs. 10) z) or Lees 	B DBMC 5 1 3 3 3 8 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	plus asic plus isturation W/S plus 25-pc. W/S ** plus arrier Route plus /S ZIP+4 Barcoded* plus lasic ZIP+4 Barcoded* plus isturation W/S plus asic plus carrier Routs plus Carrier Routs plus /S ZIP+4 Barcoded* plus /S Presort plus asic ZIP+4 Barcoded* plus	470 x 074 x 074 x 470 x 470 x 025 x 410 x 025 x 410 x 025 x 410 x 042 x 410 x 042 x 410 x 048 x 40 x 048 x 40 x 048 x 40 x 048 x 40 x 048 x 048 x 388 x 388 x	IDB = 3 pCB = 5 ibb = 5 pCB =		
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Financial Document - Forward to Finance Office

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Form 3602-R — Standard Mail (A) (Other Than Nonprofit) — Permit Imprint Postage Computation Entry Presort / Entry Presort / Discount Automation Count Discount Net Automation Net Count (It any) (Hany) Discounts Rate (Pcs. / Lbs.) Charge Discounts (Pcs. / Lbs.) Rate Charge Regular Automation Rates --- Letters (DMM C810) and Flats Regular Nonautomation Rates -- Pieces Weighing .2068 Lb. (3.3087 А В (DMM C820) Weighing .2068 Lb. (3.3097 Oz.) or Less Oz.) or Lete 3/5 Letter 3/5 Nonletter ,209 x .225 x None pcs. = 1 None 5-Digit Letter .155 x DCS. = \$ pcs. = \$.256 x _ 3-Digit Letter .175 x 🗍 pcs. = \$ Basic Letter pcs. = \$ **Basic Nonletter** .306 x Basic Letter .183 x pcs. = \$ pcs. = \$ 189 x 3/5 Flat ocs. = \$ DBMC 3/5 Letter .196 x pcs. = \$ Basic Flat .277 x ocs. = \$3/5 Nonietter 212 x DCS. = \$ **Basic Letter** .243 x DCS. = \$ **Basic Nonletter** DCS. = \$ DSCF 3/5 Letter ,191 x pcs. = \$ DBMC 5-Digit Letter .142 x pcs. = \$ pcs. = \$ 3/5 Nonletter 207 x pcs. = \$ 3-Digit Letter .162 x **Basic Letter** 238 x 008. = 1 ,170 x **Basic Letter** pcs. = \$ 288 x **Basic Nonletter** DC8. = \$ 3/5 Fiat .176 x DCS. = \$ pcs. = \$ **Basic Flat** 264 x Total - Part 8 (Carry to front of form) \$ Check C Regular Rate Pieces Weighing More Than 2068 Lb. One: (3.3087 Oz.) but Less Than 1.0 Lb. (16.0 Oz.) 5-Digit Letter D .137 x DSCF DCS. = \$ 157 x One: 3-Digit Letter pcs. = \$ Enhanced Carrier Route Rate Pieces Weighing More Than .2066 Lb. (3.3062 Oz.) but Less Than 1.0 Lb. (16.0 .165 x pcs. = \$ **Basic Letter** 3/5 Flat .171 x DCS. = \$ Oz.) **Basic Flat** pcs. = \$ Saturation ECR .000 x None DCB. = \$.663 x lbs. = \$ DIUS pcs. = Š High Density ECR .010 x **bs.** = plus .663 x Basic ECR .018 x bs. = pkus .663 x .049 x 3/5 Automation* DCE. # ibs. = 677 x plus 3/5 Nonautomation .085 x pcs. = .677 x ibe. plus s **Basic Automation*** .137 x pcs. Total - Part A (Carry to front of form) plus .677 x D8. = Enhanced Carrier Route Rates - Pleces Weighing **Basic Nonautomation** 1**86** x DCS. = \$ 2066 Lb. (3.3062 Oz.) or Lees be. = \$.677 x pkas Saturation Letter -133 x -137 x pcs. = \$ **DBMC** Seturation ECR .000 x None DCB. = Saturation Nonletter DC8. = \$ 590 x bs. = 1 High Density ECR High Density Letter Basic Automation Letter 142 x DCB. = 010 x pcs. = 146 x DC8. = 599 x bs. = plus Besic ECR **High Density Nonletter** 2147 x DCB. = 018 x pcs. -Basic Letter -150 x pcs. = 599 x D8. = plus 3/5 Automation* **Basic Nonletter** /155 x pcs. = \$.049 x DC8. = | ibe. = 613 x pice 3/5 Noneutometion DBMC Saturation Letter -.120 x 0C8. = 1 .086 x DCB. = lbs. = _124 x 613 x Saturation Nonletter DCB. = phu .129 x **Basic Automation*** 137 x **High Density Letter** pcs. = 1 pcs. = -133 x **Basic Automation Letter** DC8. = plus .613 x ibs. = DC8. = **High Density Nonletter** √134 x pcs. = \$ **Basic Nonautomation** 186 x **Basic Letter** -+37 x pcs. = pius .613 x - 1 **Basic Nonletter √142 x** pcs. = \$ x 000. Seturation ECR DCB. = \$ DECF ibe. = 1 plus High Density ECR .578 x Saturation Letter ~115 x pcs. = 1 DSCF 010 x 0C8. = ./19 x pcs. = \$ Saturation Nonial .578 x ibe. = plus Basic ECR High Density Letter Basic Automation Lett ,124 x pcs. = \$.018 x DCB. 128 x -129 x pcs. = \$.578 x İbe. piue High Density Nonal pcs. = \$ pcs. = 3/5 Automation* .049 x pcs. = \$ **Basic Letter** A32 x .592 x plus 3/5 Noneutometion **137 x** DC8. = \$ **Basic Nonietter** 065 x DCB. = bs. = 592 x **D**ILE .110 x pcs. = \$ Basic Automation" DDU Saturation Letter 137 x DCS. Saturation Nonletter 2.114 x pcs. = \$ bs. = pha 592 x pcs. = \$ High Density Letter -,119 x **Basic Nonautomation** .166 x рся. ba, #\$ Basic Automation Letter ,123 x ,124 x 0CB. = 8 **okus** 592 x pcs. = \$ High Density Nonletter x 000. DCB. = 5 Seturation ECR 127 x pca. = 1 DOU Basic Letter iba. = 3 **Basic Nonietter** _132 x pca. = \$.552 x plus High Density ECR 010 x pca. = 3 Iba. = 9 plus Basic ECR 552 x рся. = \$ Ibs. = \$ 018 x .552 x olui Available only for automation-compatible field (DMM C820) \$ Total --- Part D (Carry to front of form) 5 Total --- Part C (Carry to front of form)

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PS Form 3602-R, July 1996 (Reverse)

 C 	ited States Posta stage Staten	nent — Priority Mail	and									
		ndard Mail (B) — P	•				<u> </u>					
- -	Post Office of Mailing	items by typewriter, pen, or i	Mailing Date	need a receipt, pres Processing								
				(DMM COSC	0)	USPS Author:	zed Mailing (D Code(s)					
	Permit No.	Federal Agency Cost Code	Statement Sequence N		able Parcels							
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5	 For bound printe (Check if catalog 	d matter (DMM E623 and E63) bound printed matter)	3), go to Part A on the i	everse of this form.		Part A	\$					
butati	For parcel post ((Check if bulk page)	DMM E622), go to Part B on th arcel post)> □	te reverse of this form.		Postage (From reverse	Part B	\$					
Computation		BMC / ASF mail (<i>DMM E652</i>), g			side)	Part C	\$					
8		(DMM E120), go to Part D on t	he reverse of this form.			Part D	\$					
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PS Form	3605-R,	, July 1990	ļ
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Financial Document -- Forward to Finance Office

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LR H-89 Appendix A-20

Form 3605-R — Priority Mail and Zoned Rate Standard Mail (B) — Permit Imprint

	A, E	Bound	Printed Ma	tter	Post Office F	inance Nur	nber			applicable e-plece		k □ c	atalog
		gle Plece		Basi	Saeic Bulk Piece Rate		Cerrier Route Sulk Piece Rate			Basic & Carrier Route Bulk Pound Rate			(13)
Zone	(1) Number of X Pieces	(2) Rate	(3) Single-Piece Rate Postage	(4) Number of Pieces	(5) × Rate *	(6) Basic Piece Rate Charge	(7) Number of Pieces	(8) × Rate	(9) Carrier = Route Plece Rate Charge	(10) Number of Pounds	(11) Pound Rate	(12) BPM Pound Rate Charge	Total Postage Part A
Local					\$.53			\$.467			\$.023		
182					.70		· · · · · · · · · · · · · · · · · · ·	.637			.043		
3			I		.70			.637			.063		·
4			11		70			.637			.005		
5			1		70			.637					
6					.70			.637			.152		
7			1		.70			.637			.209		
8			<u>†</u> †		.70			.637			.277		
Totals			tt					.637			.335		

B. Parcel Post

Check if bulk parcel post

		Inter-BMC Parce	el Poet		Intra-BMC Parc	el Poet]
Zone	Number of Pisces	x Inter-BMC	inter-BMC Postage	Number of Pieces	r Intra-BMC Rate	= Intra-BMC Postage	Total Postage Part B	
LOCAL								
182					· · · · · · · · · · · · · · · · · · ·			11 -
3								11
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6				10 may 1991				11
7								1 [
8						and a state of the second second second second second second second second second second second second second s		
Totala								

C. Destination BMC / ASF Mail

Zone	Number of Pisces	Destination BMC / ASF Rate	Total Postage Part C	
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4			· · · · · · · · · · · · · · · · · · ·	11
5				
Totale		an an an an an an an an an an an an an a		

D. Priority Mall

		Presorted Place		Sing	le-Piece / Resid	el Pleces]
Zone	Number of Pieces	Tresorted Priority Pate	Presoried Priority Postage	Number of x Pleces	Priority Pase	Single-Place Priority Postage	Totel Postage Part D	┢
Local						<u> </u>		1
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3							T	1
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8						1	I] 1
Totals							Γ	┝

LR H-89 Appendix A-27

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SPECIAL	POSTAL	BULLETIN
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21883A, 1-1-95, PAGE 53

SL	ited States Postal			–	· 			Method of Payment	
	atement of Mai or Priority Mail Use :	ling With Meter or I	Precance	led Posta	ge Affixe	d First-Cla	iss Mail	Meter Postage	
		ems by typewriter, pen, or li		II (las Esma)					
_	Post Office of Mailing	nite by typewriter, peid of h	Date	ii. Cie Form :	Processing C		USPS Author	USPS Authorized Mailing ID Code(a)	
ļ	Permit No.		Mailing Statement Seq. No.		Cetters (DMM C050)				
ſ	Permit Holder's Telephone Number		Receipt No.		Automation-Compatible Flats (DMM C820)				
ļ	Name & Address (Include ZIP Code)				1.	(DMM C020) Imegular Parcels (DMM C050)			
5			No. Sacks No. Trays No. Pallets No. Other		No. Other	1			
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5			Weight of a Single Piece			pounds			
			Total Pieces in Mailing Total Weight o			Barcoded Flate Secking Based On (OMM MB			
					<u> </u>		125		
	Name & Address of Individual or Organization for Which Mailing la Prepared (<i>If other than the permit holder</i>)			ddress of Mading the permit hold			Check All Tha		
۶						Centralized Postage Payment			
						DMM D072 Drop Shipment to			
							-	HELA / ÖZIP HELSCF 3D ZIP	
							🗆 ong. 🔲 De		
		For maiings of automation-compatible letter-size pieces (see DMM C810), other than cards, go to Part A on the reverse of this form.				Part A	\$		
	For mailings of non-automation-compatible letter-size pieces (see DMM C050), other than cards, weighing Postage (From (From				Part B	\$			
	For multings of non-letter-size pieces (see DMM C060), other than cards, or of eutomation- compatible flats (see DMM C060), weighing .0075 lb. (11 eunces) or less, go to Part C on the reverse of this form.				Part C	\$			
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SPECIAL POSTAL BULLETIN

Form 3600-P0	C First-Class O			tage Affixed	¹ Show actual amount due for each piece. Show total affixed and balance due or
		Postage C	omputation		front
Presort / Automation Discounts	¹ Net Count Rate (Pcs)	1 Charge		'Net Count Rate (Pcs)	¹ Charge
A Automation-Cor	npatible Letter (DMM C810)		B Non-Automation-C	compatible Letter .6875	ib. (11 oz.) or less
Barcoded			Carrier Route	×	pca. = \$
(5-Digit)	×	pcs. = \$	Presorted First-Class	×	pcs. = \$
Barcoded					
(3-Digit)	x	pca. = \$	Single-Piece Rate	×	pca. = \$
ZIP+4 Presort	×	pca. = \$	Nonstandard Surcharge (If applicable)		
Nonpresorted ZIP+4	x	pcs. = \$	Presort First-Class and Carrier Route	.05 x	pcs. = \$
Carrier Route	×	pca. = \$			
Presorted First-Class	×	pca. = \$	Single-Piece Rate	.11 x	pca. = \$
Single-Place Rate	x	pca. = \$			
	•				
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	Automation-Compatible Flat Other Nonletter — .6875 lb. (D Postal Cards and P	ostcerds	
	-		Barcoded *		<u> </u>
ZIP+4 Barcoded *	•••	_	(5-Digit)	.163 x	pcs. = \$
(3/5-Digit)	×	рсв. = \$	Bercoded *		
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Carrier Route	×	pcs. = \$	ZIP+4 Presort*	.173 x	pcs. = \$
Presorted First-Class	×	pcs. = \$	Nonpresorted ZIP+4 *	.189 ×	pcs. = \$
Single-Piece Rate	X	pcs. = \$	Carrier Route	.160 x	pca. = \$
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* Available only for Autom	ation-Compatible Flats (DMM C82	0)	* Available only for Automation	-Compatible Cards (DMM	C620)
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Exhibit USPS-48C

Statistical Programs Guidelines

STATISTICAL SYSTEMS DOCUMENTATION

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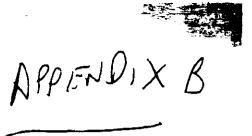
INTRODUCTION

Library Reference H-89 contains Statistical Systems Documentation for the Revenue, Pieces and Weight System (RPW), the In-Office Cost System (IOCS), the City Carrier System (CCS) and the Rural Carrier System (RCS). Documentation for RPW contains separate sections for the Domestic Probability Subsystem and the Noncountable Subsystem.

Quality Assurance in Statistical Systems

One important aspect of each statistical system is the set of controls which help ensure the quality of sample survey data. Each of the Postal Service's statistical information systems has quality assurance features unique to that system. However, they all share a common set of administrative controls to ensure the quality and integrity of sample data.

The Statistical Programs function is administered in each Customer Service and Sales District (CS&SD) by managers who are responsible for the proper conduct of the programs. Policy interpretation is provided by the three Statistical Programs Service Centers and managers at Area Operations. Data collectors receive comprehensive training on data collection procedures for each statistical system. In addition, workshops and televised interactive training sessions are conducted at which Statistical Programs managers and data collectors receive training on new systems and changes to existing systems. Included in these training sessions are comprehensive instructions and training materials which enable these managers to train their own data collection staffs.



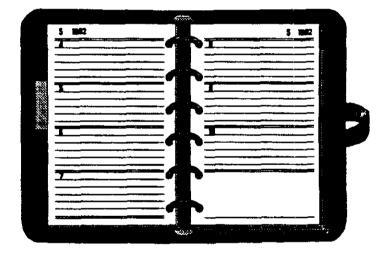
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STATISTICAL PROGRAMS GUIDELINES

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DECEMBER 1995

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GUIDELINES FOR SPECIFIC STATISTICAL PROGRAMS

December 13, 1995

1. GENERAL

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Every attempt should be made to conduct statistical programs tests as originally scheduled. However, in *emergency situations* when resources are not available to complete tests as scheduled, the following rescheduling and canceling guidelines should be used to resolve the conflicts. Avoid using the guidelines as a systematic means of managing resources whereby tests for a specific program are routinely not taken on a particular day or tour. When this occurs, resources (i.e., staffing, work schedules, MEP design, etc.) should be re-evaluated and changes made to the current structure to eliminate the situation.

The testing techniques section under each application provides alternatives for handling unique situations that may be encountered during a test or result in a test not being conducted as scheduled. This section is specific for each application and allows for tests to be conducted in less than optimum conditions with minimal impact.

- A. If there is an emergency situation and there is no trained data collector to take a test in a specific program, reschedule the test following the rescheduling guidelines for the specific program. If routinely there are no trained data collectors to take tests in a specific program, then re-evaluate resources to correct the situation.
- B. The order of priority for scheduling resources is:
 - RPW Priority within RPW:
 Domestic RPW
 SIRV/O
 SIRV/I (UCAN, CEPT, TDS)
 - COST System Priority within Cost Systems: Carrier TRACS IOCS
 - ODIS Priority within ODIS:
 Domestic
 International
- C. It is recommended that a list of canceled/delinquent/rescheduled tests and relevant information be retained. This information may be requested at a later time.
- D. Though the National Monitoring Program and monitoring *requirements* have been suspended (Sept. 1, 1992 memorandum), the SPC continues to have the responsibility of assessing the performance of DCTs and ad hoc staff in their data collection duties. The use of 'monitoring' as a tool along with other elements (i.e. training programs, SPSC, feedback during data entry and weekly text messages) ensures quality data collection.

2. DOMESTIC RPW

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RPW estimates are critical to the rate making process and every attempt should be made to conduct RPW tests as originally scheduled. The guidelines listed below have been developed to maximize the number of tests conducted.

A. Rescheduling

Analyses of historical RPW data showed that class volumes by day of the week are significantly different. Therefore, rescheduling a test to a different day of the week may either over-estimate or under-estimate some classes of mail. Rescheduling should be done **only** as a last resort and not as a matter of convenience.

The rescheduling guidelines remain **unchanged** from the Domestic RPW rescheduling guidelines contained in the October 6, 1993, memorandum Attachment 1, Section I. A. However, it is no longer necessary to enter an authorization code or the SPC name. If an RPW test must be rescheduled, use the CODES software to reschedule the test for a date before or after originally scheduled, as long as the following guidelines are observed.

Type 1 - Tests originally scheduled for a Sun., Mon., or Tues.

Type 1 tests must be rescheduled to the exact same day of the week as originally scheduled.

Type 2 - Tests originally scheduled for Wed. through Sat.

Rescheduling Type 2 tests to the same day as originally scheduled is preferred but not mandatory. Type 2 tests can be rescheduled to any Type 2 test day, but cannot be rescheduled to <u>Sun., Mon. or Tues.</u>

The following situations should be avoided:

- 1) Rescheduling tests so that it changes Type;
- 2) Rescheduling tests in Type 1 to a different day of the week;
- Rescheduling a test which was originally scheduled within five (5) days of a holiday (either before or after); and
- 4) Rescheduling a test outside the originally scheduled AP.

B. Canceling

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These guidelines **replace** the Domestic RPW canceling guidelines contained in the September 1, 1992, memorandum attachment, Section I. C.

Cancellation of tests may be made at local option; however cancellations should be avoided whenever possible. The Base Unit software provides for two types of test cancellations: UNIT NO LONGER EXISTS and ADMINISTRATIVE. It is important to select the correct option because the inflation factors are adjusted differently for each option. Select the correct option as outlined below:

UNIT NO LONGER EXISTS has always been an option to cancel because a MEP unit may no longer exist. Record this type of cancellation as a UNIT NO LONGER EXISTS cancellation. If the MEP was changed in the MEP DBMS after the sample selection was generated for the postal quarter, you must continue to take the RPW test based on how the MEP unit was listed at the time the sample selection was generated.

ADMINISTRATIVE cancellation of RPW tests is used when a test cannot be taken or rescheduled within the above rescheduling guidelines. Record any such cancellation as an ADMINISTRATIVE cancellation.

C. Testing Techniques

- Location At local option, RPW tests may be taken upstream to reduce travel costs, provided all mail can be captured for sampling. MEPs should be designed to reduce travel costs. For example, if all mail for a MEP can be identified at the plant, then define the MEP at the plant and take the test at the plant.
- Subsampling The goal of subsampling is to record the maximum number of pieces in the available time window. Therefore, select the subsampling method and skip interval that will best accomplish this goal.
- Tests covering more than one tour Do not test a MEP unit if multi-tour coverage is required and a required tour cannot be covered; the test should be rescheduled or administratively canceled. Consider redesigning the MEP based on tours.
- 4. Tests normally requiring two (or more) data collectors Testing of MEPs normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables or choose the next subsampling method to keep the number of sampled pieces manageable for one data collector to complete the test. Consider redesigning the MEP.
- DPS Mail These guidelines are intended to help you conduct an RPW test in the delivery point sequence (DPS) environment and remain unchanged from the June 25, 1993, CODES/RPW software release.

To preserve the sequence of mail as you conduct the count, 'mark' the place of each selected mail piece in the tray (bundle, etc.) by turning the mail piece which follows it up on end. If the last mail piece in the tray is selected, you may find it helpful to mark its place with a card or other marker. After you finish skip counting the DPS mail, record the selected mail pieces one at a time, returning each one to its place in the tray before recording the next one.

6. Late Arriving Mail - Whenever possible, use the same skip interval used to sample nonlate arriving mail. In cases where late arriving mail is cased, it may still be possible to sample it using the same procedures used to sample non-late arriving mail. Coordinate this with delivery/clerk personnel and/or supervisor(s).

For other late arriving mail, however, it may be necessary to use a larger skip interval in order to sample all the mail in the time available to avoid disrupting operations and/or delaying delivery.

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3. SIRV/O - (International RPW Outbound)

A. Rescheduling

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Tests can be rescheduled to the same day of the week before or after the original scheduled test date.

B. Canceling

A test can be canceled if you do not have personnel to conduct the test and rescheduling is not feasible.

C. Testing Techniques

Subsampling - Make detailed counts on the first selected container as usual and then every other selected container thereafter. Continue to weigh all containers in the sample unit. (Changes in the MIDAS system will eliminate the need of weighing all containers. However, until this change is implemented, continue weighing all containers).

4. SIRV/I (International RPW Inbound)

Because SIRV/I (UCAN / CEPT / TDS) tests are required by international agreement, every effort should be made to complete them as scheduled. These guidelines replace the guidelines contained in the September 1, 1992, memorandum attachment, Sections III, IV, and V.

<u>UCAN</u>

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A. Rescheduling

- 1. If mail arrived and test was not done, reschedule test to the same day of the following week.
- 2. If no mail arrived to test, then record the test as a zero volume.

B. Canceling

Cancel a UCAN test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

- 1. When, if ever, was the sample conducted? NEVER
- 2. Did mail arrive during scheduled test period? YES
- 3. Were any opportunities to subsequently reschedule missed? YES
- 4. Why were attempts to reschedule stopped? Another Test Was Scheduled or Quarter Ended
- 5. On what date were attempts to reschedule stopped? (date) MM/DD/YY
- 6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

<u>ÇEPT</u>

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A. Rescheduling

- 1. If no mail arrives, reschedule test to the next day the facility would receive mail.
- 2. If mail was received at the facility but not tested, reschedule test for the same day of the week following the test.
- Continue rescheduling until another test is scheduled for the same country or the calendar quarter ends. Tests can be scheduled before or after the original test date.

B. Canceling

Cancel a CEPT test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

- 1. When, if ever, was the sample conducted? NEVER
- 2. Did mail arrive during scheduled test period? YES
- 3. Were any opportunities to subsequently reschedule missed? YES
- 4. Why were attempts to reschedule stopped? Another Test Was Scheduled or Quarter Ended
- 5. On what date were attempts to reschedule stopped? (date) MM/DD/YY
- 6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

A. Rescheduling

- 1. If no mail arrives, reschedule test to the next day the facility would receive mail.
- 2. If mail was received at the facility but not tested, reschedule test for the same day of the week following the test.
- Continue rescheduling until another test is scheduled for the same country or the calendar quarter ends. Tests can be scheduled before or after the original test date.

B. Canceling

Cancel a TDS test when another test is scheduled for the next rescheduled date or the calendar quarter ends. To cancel a test, enter test on laptop or base unit SIRV/I software. Enter the following under 'General Test Information':

- 1. When, if ever, was the sample conducted? NEVER
- 2. Did mail arrive during scheduled test period? YES
- 3. Were any opportunities to subsequently reschedule missed? YES
- 4. Why were attempts to reschedule stopped? Another Test Was Scheduled or Quarter Ended
- 5. On what date were attempts to reschedule stopped? (date) MM/DD/YY
- 6. End Test, Confirm and complete, Save results, Exit.

C. Testing Techniques

Pooling - Allow pooling of incoming dispatches with tour. The software allows dispatches to be combined into arrival groups. Combine the dispatches and then subsample from the arrival group resulting in greater time savings. Follow the usual subsampling rules after combining shipments.

<u>TDS</u>

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5. CITY CARRIER COST

A. Rescheduling

Reschedule City Carrier Cost tests according to current Handbook F-55 guidelines.

B. Canceling

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City Carrier Cost tests should only be canceled after all attempts have been made to conduct the tests.

C. Testing Techniques

These guidelines are intended to help you conduct a carrier cost test in delivery point sequence (DPS) environment. If questioned by a carrier whether to case the DPS mail, refer the carrier to the unit supervisor for local policy. We do not want to deviate from normal policies for DPS mail by reworking the mail, rearranging the sequence of the mail, or delaying the carrier any more than absolutely necessary. In order to preserve the sequence of DPS mail as you conduct the count, 'mark' the place of selected mail pieces in the tray.

Conduct the test in the same manner as normal for manually cased mail. In order to test the DPS mail, use one of the following options:

- Option 1 Ask the carrier if he/she will assist you by finding sample mail in the DPS tray as you test each stop. This option will help the carrier leave the office sooner and you complete the test sooner.
- Option 2 Record any mail found in the manual case first to obtain each address for the sampled stops. Then
 - 1) Escape < Esc> to Test Options Menu.
 - 2) Select Option #3 'Review/Edit Previous Box'.
 - 3) Go to the first sample stop.
 - 4) Escape to the Test Options Menu.
 - 5) Select Option 2 'Collect Mail Piece Data'. At this screen you are able to read the sample address to the carrier and the carrier can riffle through the DPS mail without altering the sequence. Record the mail and return to the carrier.
 - 6) Press the F2 key to advance to the next stop. Repeat for each stop until the test is completed.
- Option 3 Complete steps 1 through 4 of Option 2. During step 5, ask the carrier to place the DPS trays in the order that he/she will deliver the mail. You can then riffle through and record the mail without taking it out of sequence if the carrier does not want to look for the sample mail. Repeat for each stop until test is complete.

6. RURAL CARRIER COST

A. Rescheduling

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Reschedule Rural Carrier Cost tests according to current Handbook F-56 guidelines.

B. Canceling

Rural Carrier Cost tests should only be canceled after all attempts have been made to conduct the tests.

C. Testing Techniques

- 1. Rural Carrier Cost tests may be taken by phone, if feasible, rather than missing the test.
- 2. For DPS mail, the City Carrier Cost guidelines may be used.

7. TRACS

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A. Rescheduling

- AMTRAK Try not to reschedule. If you must, then the test may be rescheduled for the same train in the next week (or subsequent week in the same quarter). Do not sample another train.
- 2. HIGHWAY, RAIL, AIR
 - a. Reschedule test for the same day later in the quarter.
 - b. If test cannot be rescheduled to same day later in the quarter, reschedule to a different day.

B. Canceling

A TRACS test is canceled if it cannot be rescheduled within the same quarter. Do not reschedule across quarters.

C. Testing Techniques

DPS mail may be encountered when conducting TRACS tests. It is imperative that the sequence of the mail is maintained. To preserve the sequence of DPS mail as you conduct a TRACS test, use a 'class of mail' scratch sheet to tally the number of pieces of mail for each class and subclass in the DPS sample tray. Finger through the mail and count each piece of mail by class and subclass, then record the tally of pieces on the scratch sheet. <u>DO NOT</u> weigh the DPS tray. Enter zero for total weight, this will be calculated later. Use the following procedures to compute individual weights for the classes of mail in the DPS tray.

- Select three pieces of mail for each subclass, mark the place of each selected piece by turning the piece which follows on end. Enter the total number of pieces for this class of mail into the CODES software.
- 2) Weigh the selected three pieces. Divide the weight by three (3) to calculate an average weight per piece. Calculate the total weight for the class or subclass by multiplying the average weight times the total number of pieces. Return the selected three pieces to the tray.
- 3) Repeat steps one and two for each class and subclass.

Example: The sampled DPS tray contained 160 First-Class letters and 51 First-Class Presort letters. The three First-Class letters selected weighed 1.5 ounces and the three presorted letters weighed 2.2 ounces.

CALCULATION OF FIRST-CLASS LETTER WEIGHT

Total weight three First-Class letters / Three = Average weight per piece 1.5 / 3 = .5 ounces

Total pieces x Average weight = Weight in ounces $160 \times .5 = 80 \text{ ounces}$

Weight in ounces / 16 = Total pounds80 / 16 = 5 lbs.

CALCULATION OF PRESORT LETTER WEIGHT

Total weight three First-Class letters / Three = Average weight per piece2.2/3=.73 ouncesTotal pieces x Average weight = Weight in ounces51x.73=37.23 ouncesWeight in ounces / 16 = Total pounds37.23/16=2.326875 lbs.Total pounds=22Total ounces=5.23 or 5(.326875 x 16)

4. Total Weight is calculated by adding the pounds and ounces for all classes and the tare weight for the item type. Enter Total Weight before proceeding.

TARE WEIGHTS

Cardboard Letter Tray	1 pound
Cardboard Half Letter Tray	8 ounces
Plastic Letter Tray	7 ounces

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8. <u>IOCS</u>

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A. Rescheduling

- Reschedule readings one week later than the original test date and on the same day as originally scheduled. Continue rescheduling to the same day until the reading is completed.
- 2. Missed readings that occur during the last week of the quarter must be rescheduled within that week. Missed readings on Friday at the end of the quarter may not be rescheduled.

B. Canceling

Missed readings on Friday at the end of the quarter remain delinquent.

C. Testing Techniques

- 1. Telephone Test In general, on-site IOCS readings are preferable to readings taken by telephone. Use telephone readings as necessary to take as many scheduled readings as possible.
- 2. Scheduling Readings For on-site readings, data collectors must contact the sampled employees to be read or their supervisor(s) at the beginning of the data collector's tour and ask about each of the sampled employee's work schedule for that day. If it is determined that the sampled employee is non-scheduled for that day, this information may be immediately entered into the portable computer. The data collector need not check back before the scheduled reading time. If it can be determined from a supervisor or through PSDS the day after a holiday, other than a Sunday, that on the holiday a sampled employee was non-scheduled, or was on annual or sick leave, this information may be entered into the portable computer without rescheduling the reading.

9. DOMESTIC ODIS

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A. Rescheduling

Rescheduling a test to a different day of the week increases the risk of either over-estimating or under-estimating some classes of mail. Rescheduling should be done only as a last resort and not as a matter of convenience. Every attempt should be made to take the ODIS test as originally scheduled.

The rescheduling guidelines remain unchanged from the Domestic ODIS rescheduling guidelines contained in the October 6, 1993, memorandum Attachment 1, Section II. If it becomes necessary to reschedule an ODIS test, SPCs should try to reschedule ODIS tests to the same day of the week within the same accounting period in which the test was originally scheduled. If a test cannot be rescheduled in the preferred manner, try to reschedule the test so as to avoid a delinquent test. Ensure that the rescheduled test does not result in an "empty cell". An "empty cell" results when no tests are taken in a group or strata of MEPs within a sample area or plant (P&DC).

B. Canceling

This guideline **replaces** the guideline contained in the September 1, 1992, memorandum, Section X. C.

For ODIS, a test is canceled **only if** the MEP unit no longer exists. If the MEP was changed in the MEP DBMS after the sample selection was generated for the postal quarter, you must continue to take the ODIS test based on how the MEP unit was listed at the time the sample selection was generated.

C. Delinquent

This guideline **replaces** the guideline contained in the September 1, 1992, memorandum, Section X. C.

An ODIS test is to remain delinquent if it cannot be rescheduled within the rescheduling guideline above.

D. Testing Techniques

- Location At local option, ODIS tests may be taken upstream to reduce travel costs, provided all mail can be captured for sampling. MEPs should be designed to reduce travel costs. For example, if all mail for a MEP can be identified at the plant, then define the MEP at the plant and take the test at the plant.
- Subsampling The goal of subsampling is to record the maximum number of pieces in the available time window. Therefore, select the subsampling method and skip interval that will best accomplish this goal.
- 3. Multiple Identical Pieces The MIP procedure should not be used when applying container subsampling. If a container skip interval has been applied and the data collector observes 200 or more identical mail pieces within the selected containers, the following technique using the repeat key may be used to record the identical mail pieces:

Determine the number of identical mail pieces and divide that number by the mail piece skip interval being used within the selected containers (round to the nearest piece). Enter that result using the repeat key procedure. Note: if the result is greater than 199, then multiple repeat entries may be required.

Example: Suppose that on an ODIS test on the incoming letter shape mail processing stream to an office, a container skip of 12 is used with the letter trays and a mail piece skip of 14 is used for sampling mail pieces within the selected containers. One of the selected trays has 300 identical mail pieces. Divide the 300 by 14 and round to nearest piece (result is 21). Enter the mail piece with a repeat value of 21.

- Tests covering more than one tour Do not test a MEP unit if multi-tour coverage is required and a required tour cannot be covered; the test should be rescheduled or remain delinquent. Consider redesigning the MEP based on tours.
- 4. Tests normally requiring two (or more) data collectors Testing of MEPs normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables or choose the next subsampling method to keep the number of sampled pieces manageable for one data collector to complete the test. Consider redesigning the MEP.
- 5. DPS Mail These guidelines are intended to help you conduct an ODIS test in the delivery point sequence (DPS) environment.

To preserve the sequence of mail as you conduct the count, 'mark' the place of each selected mail piece in the tray (bundle, etc.) by turning the mail piece which follows it up on end. If the last mail piece in the tray is selected, you may find it helpful to mark its place with a card or other marker. After you finish skip counting the DPS mail, record the selected mail pieces one at a time, returning each one to its place in the tray before recording the next one.

6. Late Arriving Mail

Mail Piece Skip Subsampling: Whenever possible, use the same skip interval used to sample non-late arriving mail. In cases where late arriving mail is cased, it may still be possible to sample it using the same procedures used to sample non-late arriving mail. Coordinate this with delivery/clerk personnel and/or supervisor(s). For other late arriving mail, however, it may be necessary to use a larger skip interval in order to sample all of it in the time available to avoid disrupting operations and or delaying delivery.

Mail Container Skip Subsampling: Refer to Section 11 of this document on RPW/ODIS Container Subsampling - Adjustments to Basic Procedures.

7. Tests requiring excessive travel - Testing may be conducted over the telephone if resources do not permit on-site testing, provided qualified personnel are available at the tested MEP unit to assist in completing the test. For a telephone test, select a larger skip interval from the tables to keep the maximum recording time to 30 minutes (approximately). Consider redesigning the MEP upstream or by single-shape.

10. INTERNATIONAL ODIS

A. Rescheduling

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Do not reschedule an International ODIS test if you do not have adequate resources; the test is to remain delinquent.

B. Canceling

An International ODIS test is canceled only if the unit no longer exists.

C. Testing Techniques

- 1. Tests covering more than one tour Do not test a delivery unit if multi-tour coverage is required and a required tour cannot be covered. The test remains delinquent.
- Tests normally requiring two (or more) data collectors Testing of delivery units normally requiring two or more data collectors can be done by one data collector if other data collectors are not available. Select a larger skip interval from the tables to keep the number of sampled pieces manageable for one data collector to complete the test.

11. RPW/ODIS CONTAINER SUBSAMPLING

A. Introduction

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Container subsampling is one of several methods of sampling and does not replace the sampling methods as described in Methods Handbook M-60 or Methods Handbook F-35. Our goal in selecting a subsampling procedure is to select and record the maximum number of mail pieces in a given time window. Refer to Chapter IV of the MEP Guidelines for a discussion of subsampling methods, their benefits and concerns. These guidelines may be used for both RPW and ODIS sampling. These guidelines replace the PHS Guidelines and PHS Container Subsampling Table.

The MIP procedure should not be used when applying container subsampling.

B. Definitions

Large Container: Any type of container holding other smaller containers (i.e., primary containers).

Primary Container: A container in direct contact with mail pieces. These containers are letter trays, flat tubs, mail sacks, hampers, all purpose containers (APCs), over the road containers, postcons, etc. or any other structure holding loose mail pieces. There should be no smaller containers within the primary container.

Container Type: A unique container shape such as a tray, tub, sack, APC, etc.

C. Basic Procedure

The basic procedure assumes that a container skip procedure is necessary to complete the test in the time available. The procedure also assumes that all mail packaged in containers for the MEP has arrived or the expected number range of containers to arrive through all dispatches is known. In the basic procedure, data collectors select a subset of containers from the total number of containers available when testing the Mail Exit Point (MEP). From the selected containers, a subset of mail pieces are selected and recorded with the RPW and ODIS CODES data entry software. The target for container subsampling is to select and record between 200-300 mail pieces per test. However, the RPW and ODIS Container Subsampling Table for All Mail Shapes is designed to select and record 200-300 mail pieces per container group. Therefore, adjustments to the basic procedure are provided. The basic procedure steps include:

- <u>Step 1</u> Separate All Containers: Separate the mail so that all primary containers are removed from large containers. This should result in having only primary containers directly holding loose mail pieces (i.e., letters, parcels, flats, etc.). Note: If the time window is too small, see <u>Adjustments to the Basic Procedure</u>.
- Step 2 Separate Priority Mail: Separate Priority Mail containers and/or Priority Mail pieces for testing as an independent group. Although there may be a sufficient quantity of containers of Priority Mail for container subsampling, mail piece subsampling of Priority Mail is preferred. If time does not permit using mail piece subsampling on the Priority Mail group and there are a sufficient number of containers for container group. If time does not permit using mail piece subsampling on the Priority Mail group and there are an insufficient number of containers for container group. If time does not permit using mail piece subsampling on the Priority Mail group and there are an insufficient number of containers in the Priority Mail container group for container subsampling, then do not separate Priority Mail as a separate container group.

- <u>Step 3</u> Group Container Types: Group the same container types together. For example, group letter trays together, flat tubs together, etc.
- <u>Step 4</u> Determine Whether Container Subsampling will be Used: After grouping container types together, determine if container subsampling is allowable for each group of containers. For each group of containers, using the RPW and ODIS Container Subsampling Table for All Mail Shapes, determine the appropriate container range down the left side of the table based on total number of containers for each group. If the number of containers within a group does not meet the table's minimum requirements, refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for that group. If the number of containers meets the minimum requirement for one or more groups, go to Step 5.
- <u>Step 5</u> Determine the Container and Mail Piece Skips: Using the RPW and ODIS Container Subsampling Table for All Mail Shapes, find the "Container Range" and "Average Mail Pieces per Container" range that best represent the mail to be tested. Next find the respective container and mail piece skip intervals from the intersection of the row and column. Note: If the test includes multiple container type groups, adjust container and mail piece skip interval as discussed in Adjustments to Basic Procedure.
- <u>Step 6</u> Determine the Random Starts: Enter the container skip and mail piece skip in the CODES data entry software which will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Apply the appropriate container and mail piece skips to the container type group. Enter the data into the CODES data entry software. End session and save when finished sampling the group.
- **Step 8 Go to the Next Group**: Move on to the next group and repeat Steps 5 through 7 until all container type groups have been sampled.

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D. Adjustments to Basic Procedure

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Adjustments to the basic procedure may be needed to maintain the target of 200-300 pieces recorded per test. Reasons such as dealing with more than one container type group, unexpected volume changes, or shortened time windows may require using one or a combination of the following adjustment options to the basic procedure. The first three adjustment options assume that Steps 1 through 3 of the basic procedure can be completed. That is, the primary containers will be grouped by container type. The final adjustment option is used when there is insufficient time to separate primary containers from large containers. After determining the container skip and mail piece skip interval as described in Step 5 in the basic procedure, the adjustments recommended are in order of preference.

- <u>Option 1</u> Select the container skip and mail piece skip intervals immediately to the right of the intersection of the container range and average mail pieces per container on the **RPW and ODIS Container Subsampling Table for All Mail Shapes** (i.e., same row, next column to the right). If after using Step 5 of the basic procedure, you are already at the right most column (i.e., highest average mail pieces per container range), select the container skip and mail piece skip intervals immediately below (i.e. same column, next row down). Note: This adjustment option may only be used prior to the actual selection of containers, prior to Step 7 of the basic procedure. Once the containers are selected, if an adjustment is necessary, use adjustment option 2 of increasing the mail piece skip interval, keeping the container skip the same.
- <u>Option 2</u> Change the mail piece skip interval, keeping the container skip the same. The mail piece skip interval should be adjusted so that the maximum number of mail pieces can be recorded in the given situation. *Note: This adjustment option is not always workable with the CODES RPW data entry software, that is, you may not be able to keep the container skip the same. In this case, you may need to use adjustment option 3.*
- <u>Option 3</u> Change the intersection of the container range and the average mail pieces per container range to a new intersection that provides a container skip and mail piece skip that is appropriate for maximizing the number of mail pieces recorded in the given situation. Note: This adjustment option may only be used prior to the actual selection of containers, prior to Step 7 of the basic procedure. Once the containers are selected, if an adjustment is necessary, use adjustment option 2 of increasing the mail piece skip interval, keeping the container skip the same.
- <u>Option 4</u> This adjustment applies when both separating primary containers from large containers and grouping container types are not possible in the available time window. In this option, large containers are sampled as a first step, and no container grouping is required. Complete Steps 5 through 7 of the basic procedure.

E. Exception: RPW Testing of Accountable Mail

When testing accountable mail for RPW tests, <u>container subsampling may be used only for</u> <u>non-commingled Business Reply Mail (BRM)</u>. Subsampling other accountable mail such as postage due, return receipts and commingled BRM is allowable using the lowest piece skip interval possible only to maintain the target of 200-300 pieces recorded per RPW test.

F. RPW and ODIS Container Subsampling Examples

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Example 1: A MEP is defined to be the incoming mail processing stream that is letter shape for an associate office. The mail arrives in large containers holding letter trays. The expected number of large containers is 3 and the average number of letter trays within a large container is 30. The expected number of mail pieces per letter tray is approximately 500.

- <u>Step 1</u> Separate All Containers: The primary container is the letter tray. If necessary, the letter trays should be removed from large containers so that a subset of containers can be selected for sampling.
- <u>Step 2</u> Separate Priority Mail: Since Priority Mail is rare in this processing stream and will probably be commingled if present, there should be no attempt to find and separate Priority Mail pieces.
- <u>Step 3</u> Group Container Types: Since all mail for this MEP arrives in letter tray containers, there is only one container type group.
- <u>Step 4</u> Determine Whether Container Subsampling Will Be Used: Container subsampling may be used since the number of primary containers is greater than 3.
- <u>Step 5</u> Determine the Container and Mail Piece Skips: The expected number of letter trays for the test is 90 (3 X 30). In the event that the number of large containers or the number of letter trays per large container were not easily known, simply choose the container range in the RPW and ODIS Container Subsampling Table for All Mail Shapes that best represents the number of primary containers expected.

The expected number of mail pieces per letter tray is 500. In the event that the number of mail pieces per primary container is not easily known, simply choose an average mail pieces per container range in the **RPW and ODIS Container Subsampling Table for All Mail Shapes** that best represents the number of mail pieces found per primary container. Adjustments can be made once the subsampling is in progress.

Using the **RPW and ODIS Container Subsampling Table for All Mail Shapes**, first, find the container range that includes 90 (container range row 76-125). Second, find the average mail pieces per container range that includes 500 (average mail pieces per container range column 301-500). Next, find the intersection of the container range and average mail pieces per container range (row and column) to find the appropriate container skip and mail piece skip intervals. The intersection results in a container skip of 12 and a mail piece skip of 14.

- <u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting letter tray container as determined by the container random start, and select every 12th letter tray container thereafter as determined by the container skip interval. From the selected letter tray containers, select the starting mail piece as determined by the random start, and select every 14th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.

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Example 2: A MEP is defined which receives letter mail in letter trays and flats in flat tubs. The expected number of letter trays is between 40-50 and the number of mail pieces within any tray is generally over 500 pieces but less than 600 pieces. The expected number of flat tubs is between 7-10 and the number of mail pieces within any tub is generally over 100 pieces but less than 125 pieces. Since the MEP will involve multiple container type groups (i.e., letter trays and flat tubs), an adjustment to the basic procedure is warranted to keep the target of sampled mail pieces to 200-300 for the entire test.

- <u>Step 1</u> Separate All Containers: The primary containers are the letter trays and the flat tubs. If necessary, the letter trays and flat tubs should be removed from large containers so that a subset of each type of container can be selected for sampling.
- <u>Step 2</u> Separate Priority Mail: Priority Mail is rare in among letter tray mail and will probably be commingled if present, therefore make no attempt to find and separate Priority Mail pieces from the letter trays. Separate Priority Mail flats if there is time and are easy to identify in the flat tubs.
- <u>Step 3</u> Group Container Types: Separate the primary containers into two container type groups. One group would be composed of letter trays and the other group would be composed of flat tubs.
- <u>Step 4</u> Determine Whether Container Subsampling Will Be Used: Container subsampling may be used for both container type groups since the number of primary containers in each container type group is greater than 3. Any Priority Mail that was identified and separated for container subsampling does not meet the minimum requirements for container subsampling. Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces.
- Step 5Determine the Container and Mail Piece Skips: Starting with the letter tray
container group, find the appropriate container range and average mail pieces per
container range using the RPW and ODIS Container Subsampling Table for All
Mail Shapes. The appropriate container range is 36-75 (for expected letter trays of
40-50) and average mail pieces per container range is 501-800 (for expected average
pieces per container of 501-600). The intersection (row and column) results in a
container skip of 10 and a mail piece skip of 18.

Because there are multiple container type groups for this test, the container skip and mail piece skip must be adjusted to assure that the number of sampled pieces for the entire test is in the 200-300 range. If the adjustment were not made, we would sample 200-300 mail pieces for each container type group.

From the intersection (row and column) that results in a container skip and mail piece skip of 10 and 18 respectively for the letter tray container group, select the container skip and mail piece skip immediately to the right (i.e., same row next column to the right). The resulting skip intervals are 10 for the containers and 27 for the mail pieces.

<u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.

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- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting letter tray container as determined by the container random start, and select every 10th letter tray container thereafter as determined by the container skip interval. From the selected letter tray containers, select the starting mail piece as determined by the random start, and select every 27th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.
- <u>Step 8</u> Repeat Steps 5 7 for the flat tub container group.

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<u>Step 5</u> Determine the Container and Mail Piece Skips: For the flat tub container group, find the appropriate container range and average mail pieces per container range using the RPW and ODIS Container Subsampling Table for All Mail Shapes. The appropriate container range is 6-10 (for expected flat tubs of 7-10) and average mail pieces per container range is 101-150 (for expected average pieces per container of 101-125). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 3.

Since this is a second container type group for this test, adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 3 for the flat tubs and a mail piece skip of 2 for the mail pieces contained in the flat tubs.

- <u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting flat tub container as determined by the container random start, and select every 3rd flat tub container thereafter as determined by the container skip interval. From the selected flat tub containers, select the starting mail piece as determined by the random start, and select every 2nd mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.
- <u>Step 8</u> Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces. Record the selected mail pieces. End session and save.

Example 3: A MEP is defined as a PHS unit for an associate office. Seven containers are available for testing. There are three OTRs and four APCs. The OTRs contain only loose parcel and IPP shaped mail pieces. The OTRs each are expected to contain about 200 mail pieces. The APCs contain mail sacks. There are 28 mail sacks total, of which 2 are Priority Mail sacks. Each sack contains between 5 to 8 mail pieces.

- <u>Step 1</u> Separate All Containers: Separate the sacks from the APCs. The primary containers are the OTRs and the mail sacks.
- <u>Step 2</u> Separate Priority Mail: Separate the two Priority Mail sacks to form their own group for testing.
- <u>Step 3</u> Group Container Types: Separate the non-Priority Mail primary containers into two container type groups. One group would be composed of OTRs and the other group would be composed of sacks.
- <u>Step 4</u> Determine Whether Container Subsampling Will Be Used: Container subsampling may be used for both container type groups, the OTRs and the non-Priority Mail sacks, since the number of primary containers is greater than or equal to 3 for each container type group. The Priority Mail sacks do not meet the minimum requirements for container subsampling, so refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces.
- <u>Step 5</u> Determine the Container and Mail Piece Skips: Starting with the OTR container group, find the appropriate container range and average mail pieces per container range using the RPW and ODIS Container Subsampling Table for All Mail Shapes. The appropriate container range is 3-5 (for expected OTRs of 3) and average mail pieces per container range is 151-300 (for expected average pieces per container of about 200). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 3.

Because there are multiple container type groups for this test, the container skip and mail piece skip must be adjusted to assure that the number of sampled pieces for the entire test is in the 200-300 range. If the adjustment were not made, we would sample 200-300 mail pieces for each container type group.

Adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 2 for the OTRs and a mail piece skip of 4 for the parcel and IPP shaped mail pieces.

- <u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting OTR container as determined by the container random start, and select the 2nd OTR container thereafter as determined by the container skip interval. From the selected OTR containers, select the starting mail piece as determined by the random start, and select every 4th mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.
- <u>Step 8</u> Repeat Steps 5-7 for the sack container group.

<u>Step 5</u> Determine the Container and Mail Piece Skips: For the sack container group, find the appropriate container range and average mail pieces per container range using the RPW and ODIS Container Subsampling Table for All Mail Shapes. The appropriate container range is 26-35 (for expected non-Priority Mail sacks of 26) and average mail pieces per container range is 5-10 (for expected average pieces per container of 5-8). The intersection (row and column) results in a container skip of 2 and a mail piece skip of 1.

Since this is a second container type group for this test, adjust the skip intervals by selecting the container skip and mail piece skip immediately to the right (i.e., same row, next column to the right) in the table. This results in a container skip of 2 for the sacks and a mail piece skip of 2 for the parcel and IPP shaped mail pieces.

- <u>Step 6</u> Determine the Random Starts: Using the CODES data entry software, enter the container skip and the mail piece skip. The software will generate the container random start and the mail piece random start.
- <u>Step 7</u> Apply the Container and Mail Piece Skips: Select the starting mail sack container as determined by the container random start, and select the 2nd mail sack container thereafter as determined by the container skip interval. From the selected mail sack containers, select the starting mail pieces as determined by the random start, and select every 2nd mail piece thereafter as determined by the mail piece skip interval. Record the selected mail pieces. End session and save.
- <u>Step 8</u> Refer to the M-60 or F-35 as appropriate to determine the appropriate subsampling method for the Priority Mail pieces. Record the selected mail pieces. End session and save.

RPW and ODIS Container Subsampling Table for All Mail Shapes

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

AVERAGE MAIL PIECES PER CONTAINER

- N/R represents where container subsampling is Not Recommended

Exhibit USPS-48D

Mail Exit Point Guidelines

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H-89 Appendix C

MAIL EXIT POINT

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(MEP)

GUIDELINES

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I - INTRODUCTION

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This document provides guidelines for establishing Mail Exit Points (MEPs), which are the sampling units for the Postal Service's probability-based sampling systems: the Origin-Destination Information System (ODIS) and the Revenue, Pieces and Weight System (RPW). To allow these programs to better adapt to both technological developments and to changes in mail processing and delivery procedures, flexibility has been built into the way specific MEPs may be defined. A MEP is defined generally as a physical place in the mail processing stream between the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and recorded.

When defining a MEP, therefore, statistical programs staff need to insure that:

- (a) the "golden rules" are followed;
- (b) the MEP is located at or near the final delivery unit, but no farther "upstream" than the destination mail processing facility;
- (c) the MEP is sized appropriately (i.e., a targeted MINIMUM average daily volume of approximately 500 pieces); and,
- (d) appropriate stratification information can be provided e.g. on-site test time, and approximate volumes by shape and category of mail.

The benefits of MEP flexibility include the potential to improve precision in the estimates, better control over errors or biases, and better management of data collection costs. Costs can be better managed by allowing more local control over the definition of sampling units (MEPs). Also, knowledge of the cost factors associated with each MEP (i.e. approximate travel and test times) allows Headquarters to take these costs into account during the sample selection process. Since MEPs can be defined in terms of shapes and mail processing streams, and because mail categories are highly correlated with shape and mail stream, sampling may more easily be targeted at specific categories of mail. This can lead to both (a) improved precision of the estimates of mail volumes, revenues, weights, transit times and other mail characteristics; and, (b) improvements in the overall efficiency of our sampling. Finally, because of the flexibility to change MEP definitions to coincide with changes in the way mail is processed, the MEP design helps ensure that the MEPs collectively cover the entire universe of mail in the Postal Service system.

This document includes five chapters. Chapter II provides an overview of the MEP frame structure, along with definitions and criteria for MEP units. Also included is a discussion of the volume and size requirements for various types of MEP units. Chapter on designing MEPs includes the Golden Rules and other "criteria" to be considered when establishing MEPs. Chapter IV provides an overview of subsampling methods, and the benefits and concerns related to subsampling. The various subsampling methods should be considered when designing MEPs. Chapter V is a Glossary of definitions related to MEPs. It includes entries which will be familiar to statistical programs staff, as well as some statistical terms.

To get the maximum benefit from defining and establishing MEPs, the Statistical Programs Coordinator should carefully review these guidelines in addition to the MEP Transition Aid and other documentation.

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A. INTRODUCTION

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This section defines a sampling frame and a Mail Exit Point (MEP), and describes various essential characteristics of effective MEPs. Types of MEPs and their benefits to the Postal Service's probability-based sampling systems for providing volumes, revenues, weights, transit times and other mail characteristics are also presented.

B. DEFINITION OF A SAMPLING FRAME

A sampling frame is a list of sampling units that represent a partitioning of the population of interest. The population of interest for the system(s) providing management information about mail volumes, revenues, weights, transit times and other mail characteristics is all the mail that the Postal Service takes in and delivers in a given time period (e.g., a given postal quarter). The population of interest can be partitioned (or divided up) in many different ways to allow for sampling to obtain statistical estimates. One method of partitioning the population employs the use of Mail Exit Points (MEPs) that are defined and established in the field by statistical programs personnel. The number of sampling units in the frame is the number of MEPs in the MEP database multiplied by the number of delivery days in a given time period. Therefore, the sampling unit is a MEP-day (e.g., city carrier route #9508 - January 4th).

C. DEFINITION OF MEP

The term Mail Exit Point (MEP) is defined as a physical place in the mail processing stream between and including the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and information about them can be recorded.

D. BENEFITS OF MEP-BASED FRAME STRUCTURE

1. Improve Precision in Estimates

The systems providing management information about mail volumes, revenues, weights, transit times and other mail characteristics must be able to meet the requirements of the customer. These requirements include producing the information with the precision the customer needs. Since this information is needed by category of mail, testing mail in a mail processing stream that is composed of predominantly one shape of mail can improve sampling efficiency by allowing samples to be targeted at specific shapes which are correlated with specific mail categories.

Having composite stratification information or descriptive characteristics (e.g. letter, flat, IPP, parcel, Priority volumes) for each MEP also makes it possible to improve sampling efficiency.

2. Controlling Bias

The flexibility in defining MEPs promotes a higher likelihood that the system's frame represents the population of interest. The designs of specific MEPs can be changed to reflect changes in the way mail is processed.

3. Managing Costs

MEPs should be designed to increase the value of the information obtained from a test while decreasing the costs associated with a test. The value of the information obtained can be increased by capturing as much mail as possible from units defined around single mail categories or shapes to enhance the precision of the estimates.

MEPs should be designed so that, generally, only one person per data collection tour is needed to conduct a test. Different subsampling techniques can be employed to accomplish this.

The inclusion of facility travel times and on-site test time for each MEP allows the SPC to identify MEPs which are expensive to test, such as MEPs which are far from offices where data collection personnel are located. If these expensive units are so identified, they can be sampled less frequently. However, expensive units must still be included in the MEP Data Base Management System (DBMS) and tested occasionally.

E. CHARACTERISTICS OF MEPS

There are three essential characteristics MEPs must have to function effectively as sampling units. First, MEPs must adhere to four critical rules called "Golden Rules"; second, mail associated with any MEP must be at or near its final destination, where "near" means no further upstream from the final delivery unit than the <u>destination</u> mail processing facility; and, third, a MEP should have an expected average daily volume of 500 pieces or greater, except for some special purpose MEPs.

1. The Golden Rules

To operate effectively, each MEP must have essential properties called Golden Rules. These rules are:

a. Every piece of mail must be associated with one and only one MEP.

Estimates will be biased if mail pieces have any way of bypassing all MEPs. For example, when defining MEPs along shape for the box section, if the MEP for the box section flat-shaped mail is not associated with any MEP and therefore is not in the MEP database, this flat-shaped mail has no chanc_of being tested, and a downward bias in the volume estimates would be created.

Estimates will also be biased if any pieces of mail have the opportunity to be counted in more than one MEP. For example, if a MEP is defined as all parcels in the parcel mail stream to a station, other MEPs defined for this station, such as carrier routes, firms and the box section, must not include this parcel mail.

b. The mail for each MEP should be able to be isolated for testing.

Mail must be capable of being readily located for a MEP, and in sufficient time to ensure that the mail can be sampled without unduly delaying its delivery. For example, a MEP that combines all mail for several carrier routes may be a problem, because it could be difficult to sweep for mail in all the physical locations in the facility (i.e., find the letters, flats, parcels, IPPs, postage due and accountable mail) in the time window available for testing.

- c. A MEP should be relatively stable through time.
 - Births and Deaths Whenever possible, the "births" and "deaths" of MEPs should occur less frequently than sample selection occurs. For this reason, it would not be a good idea to define MEPs in terms of bins on machines.
 - ii) Stratification Information the stratification information collected for each MEP (volume by shape, priority and accountable volume, and onsite test time) should remain relatively stable through time to help ensure effective stratification. Units which will frequently contain zero volume are not good MEP candidates. Larger units, particularly those over the targeted minimum of 500 pieces per day, usually have less day-to-day volume fluctuation.
- d. The cost-effectiveness of testing should be maximized for each MEP.
 - To the extent possible. MEPs should be defined in such a way that only one data collector is required to conduct a test per tour.
 - ii) There must be an adequate time window to conduct a test with the available resources.
 - iii) The size of the MEP should be appropriate to ensure effective utilization of data collectors, and large enough to ensure reasonably stable mail volumes.
 - iv) MEPs should be defined in ways which reduce travel costs associated with conducting tests.
- 2. MEPs at or Near the Final Destination

In the MEP-based frame design, test mail must be captured at or near the destination point rather than the origination point (mail entry point) of the mail processing stream. Testing at or near the destination point supports the corporate requirement for estimating mail piece transit times between plants. MEPs may be defined so that mail is tested at the final delivery unit, or upstream as far as the destination mail processing plant (e.g., General Mail Facility -- GMF), as long as it is highly likely that the mail will be available for delivery on the date of the test.

Testing upstream creates an obvious limitation for transit time analysis. However, research has indicated that the major use of transit time information is to diagnose plant-to-plant problems. Therefore, although transit times will not always reflect the time for mail pieces to arrive at the final postal facility before delivery to the customer, they will meet the requirements of field managers for diagnosing plant-to-plant transportation and mail processing problems.

Another concern with defining a MEP upstream is the potential for violating the first of the four Golden Rules -- that every piece of mail be associated with one and only one MEP. For example, defining a MEP upstream for mail that is further processed into many potential MEPs downstream would introduce a risk of double counting. However, certain types of mail (s.g., automated/DPS letter-shaped mail, and parcelshaped mail) sometimes have unique mail streams. If there is a suitable time window, these types of mail could be effectively tested upstream from a delivery unit at a processing facility without a significant risk of double counting. By providing the flexibility for upstream testing, data collection travel costs may be reduced. Flexibility also implies that MEPs can be defined differently from one Customer Service and Sales District (CSSD) to another, and even between facilities within the same CSSD.

3. Recommended MEP Minimum Volume

MEPs should be defined with a targeted minimum average daily volume of approximately 500 pieces, except for accountable mail MEPs, PHS-MEPs, originating RPW MEPs, special delivery MEPs and APO/FPO MEPs. Another exception to the 500 piece minimum occurs in situations where a golden rule could be violated. For example, if a possible MEP satisfies all of the golden rules, but has an average daily volume of slightly less than 500, including it as a MEP is preferable to redefining the MEP to increase volume, but in such a way that a golden rule is violated in the process.

A minimum average daily volume of 500 pieces is designed to preclude a proliferation of small MEPs. Too many small MEPs reduces the efficiency of stratification, increases MEP unit maintenance, and creates a lot of zero volume tests. MEPs with average volumes of fewer than 500 pieces per day should be created only when the mail cannot be tested any other way. For example, this could occur when the majority of mail for an associate office could be encompassed within large volume MEPs, which are defined along mail processing streams, and which could be tested upstream at the plant. To do this, however, could require the creation of a small volume MEP consisting of the mail for the associate office which bypasses the plant (e.g. bypass and turnaround mail).

F. TYPES OF MEPS

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1. Delivery Unit(s) as MEP(s)

The definition of a MEP is flexible enough that any of the following could be defined as a MEP:

- a delivery unit (e.g. a city carrier route)
- more than one delivery unit (e.g. five city carrier routes)
- a combination of parts of more than one delivery unit (e.g. all letter mail for five city carrier routes)
- a part of a delivery unit (e.g. a partition of a box section)

2. One or More Shape-Based Mail Processing Streams

Mail processing streams are generally based on mail shapes and the extent of automation and/or mechanization. Some categories of mail are found in large quantities in certain incoming mail processing streams. For example, Priority Mail and parcel post are generally sorted to postal facilities (i.e., stations, branches, associate offices) typically in the same mail processing stream, which is composed predominantly of parcel and flat shaped mail.

Because of the correlation between mail category and shape, the precision of statistical estimates from the ODIS and RPW systems can be improved if MEPs are defined along one or more shape-based mail processing streams. In addition, data collection may be easier and more efficient if a test requires locating and counting mail within only one stream, compared with the typical delivery unit that requires that the letter, flat, parcel and accountable mail streams all be "swept" for a single test.

3. MEPs Defined for Less Than 24 Hours

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A MEP can be defined to represent a portion of a 24-hour day, such as a tour. Such MEPs must be designed so that parts of the 24-hour day at the particular physical location in the mail processing stream are listed in the MEP DBMS. As long as each tour or part of a day has a chance to be sampled, and the Golden Rules have not been violated, there will be no bias. To create such MEPs, mail volume and other stratification information must be obtainable separately for each tour or part of the day which is defined as a MEP. Also, it is important that mail volume be stable over time for the particular tour or part of the 24-hour day for which the MEP is defined. Otherwise, the creation of such MEPs will not promote sampling efficiency.

Some delivery units, such as large volume firms and box sections, for which mail can exit the Postal Service around the clock, can be defined for a tour or an increment of time less than 24 hours. For example, if mail is distributed to a Firm around the clock, the SPC might determine that isolating and testing all the mail can occur during three time windows: 1:00 a.m. to 9:00 a.m.; 9:00 a.m. to 5:00 p.m.; and 5:00 p.m. to 1:00 a.m. Three MEPs could be defined, one for each of these time windows. It should be emphasized that these time windows need not necessarily coincide with tours. Mail volumes and other characteristics recorded on the frame would have to be determined separately for each time window to ensure that each unit can be properly stratified. Mail volumes should not vary drastically within tour (or time window as in this case) depending on the schedule of mail processing. When a MEP is selected for testing, its descriptor should define the time window for which mail is tested. Although this approach may eliminate the need for multiple DCTs or coverage of multiple tours on a single test, a test may still occur during any one of the time windows defined for the MEPS, and DCT scheduling must accommodate this possibility.

4. Accountable Mail MEPs

Accountable mail MEPs are defined as mail passing through the Postage Due Unit or accountable section. This includes postage due mail, business reply mail, or other special service mail such as merchandise returns, certified mail and registered mail. Accountable mail MEPs may include all such mail for the office, or some subset depending on local conditions. Large business reply firms are ideal candidates for accountable mail MEPs which represent subsets of total office accountables. Where possible, it is recommended that a single accountable mail MEP be defined for the entire office, when the accountable and/or business reply mail is estimated to be 100 pieces or more a day, as long as the golden rules are not violated. The benefits of defining accountable mail MEPs include: (1) creating large concentrations of the accountable mail categories which occur relatively infrequently in the mail stream, thus allowing them to be targeted for more efficient sampling; (2) removing this mail from testing in other units where time windows for testing are a problem; and, (3) improving the accuracy of RPW accountable mail estimates by removing this mail from RPW. testing in other units located outside the postage due or accountable section where identification of the proper rate categories is difficult.

5. Mandatory MEP Types (Originating RPW, APO/FPO, and Special Delivery)

Combined originating RPW MEPs must be established for all facilities with window retail units. These MEPs are defined to include all insured, registered and COD mail pieces originating from the window retail unit.

APO/FPO and special delivery MEPs are required for several reasons, one of which is the need to select these units for testing on a 7 day per week basis, instead of the normal 6 days per week for other MEPs. Whenever possible, APO/FPO units should

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be combined to meet the minimum 500 pieces per day target for a MEP, and thus help ensure stable day-to-day MEP mail volumes.

Whenever possible, larger special delivery MEPs are preferred. However, the way that special delivery is processed and delivered varies across offices. Therefore, to follow the golden rules may require that MEPs be defined below the plant level, and such MEPs may not meet the target 500 piece per day minimum.

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III - DESIGNING MAIL EXIT POINTS (MEPs)

A. INTRODUCTION

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This section provides specific instructions for designing MEPs to be listed in the MEP Database Management System.

B. CONSIDERATIONS WHEN DESIGNING MEPS

A MEP is defined as a physical place in the mail stream where mail can be isolated, counted and recorded that meets the Golden Rule requirements and where there is an adequate time window for conducting the test. A MEP should be defined by simultaneously considering each of the following:

1. Golden Rules

Consider the four Golden Rules when defining a MEP (see Chapter II.E for a more detailed explanation):

- Every piece of mail must be associated with one and only one MEP.
- The mail for each MEP should be able to be isolated for testing.
- A MEP should be relatively stable through time.
- The cost-effectiveness of testing should be meximized for each MEP.
- 2. MEPs at or Near the Final Destination

MEPs can be defined upstream as far as the destination mail processing plant (e.g., GMF), or as far downstream as the traditionally established postal delivery unit, as long as it is highly likely that the mail will be available for delivery on the date of the test.

3. Mail Processing Stream/Shape-Based

Mail processing streams are generally based on mail shapes and the extent of automation. The mail processing stream can include mail to or from a postal facility, or it can include mail within the facility either before or after the primary, secondary or other sortation has occurred.

a. Define MEPs upstreem at the Plant or downstreem - MEPs defined along mail processing streams can be established either upstream at the mail processing plant, or downstream at the station, branch or associate office. When establishing MEPs upstream, special care should be taken to avoid violating a golden rule. For example, if mail for a potential "upstream" MEP is merged at the destination office with other mail, a risk of double counting may be introduced. If so, the potential upsream MEP is not a good MEP candidate Also, when defining an upstream MEP, mail that bypasses the plant isuch as local or turnaround mail) must be covered in some way.

Care should also be exercised when defining a MEP around a mail processing stream that includes accountable mail. For example, when conducting an RPW test on a PHS-MEP that includes accountable mail, it may be difficult in the available time window to establish the proper categories for these pieces without assistance from the postage due or accountable mail clerk. Establishing an accountable mail MEP at the Postage Due Unit and or Accountable Mail Section for this mail and other office accountables, may facilitate the proper recording of this mail.

- b. Define MEPs along incoming mail processing streams to a postal facility (entire station or associate office) when necessary A MEP can be defined to cover each incoming mail stream to the entire postal facility; i.e. one MEP for all the incoming letter mail to the facility, and additional MEPs to cover the fiats and parcels. MEPs defined in this way will typically include primarily one shape of mail but none of this mail must be eligible for testing in other units. Ask your fill there were other tests on other MEPs in this facility on the same day uld any of the mail for this MEP possibly be counted in any of those other usts?"
- c. Defi- MEPs along mail proces 2 streams within a postal facility A MEP defined along a single mail pro-sing stream could be set up at any one of several alternative processing s s within a facility, such as immediately after the incoming primary or secondary sortations. Defined in this way, the MEP would be composed primarily of one shape. For example, a MEP can be defined as all mail in the parcel hampers for the station (thrown to the incoming parcel mail stream containers). As defined, this MEP would include all third-class bundles, letter trays, etc., that are thrown along with the parcel-shaped mail to the incoming parcel mail stream containers to that office.
- d. Whenever possible, define MEPs along mail processing streams composed of predominantly one shape of mail to a delivery unit - MEPs can be defined to include all mail in the incoming mail processing stream to a delivery unit; either the letter, flat or percei streams, or by degree of automation or mechanization within the mail processing stream.

For example:

- Automated letter sortation is a mail processing stream consisting of letter-shaped mail. All mail in the automated letter mail stream to a station is a good candidate for a MEP.
- ii) Parcel processing streams, depending on where a MEP is defined and the degree of mechanization, can include one or many mail shapes. If additional manipulation is required to remove mail pieces that could be double counted in another MEP, then this may not be a good candidate for a MEP.
- iii) All mail in the flat mail stream to a box section is composed primarily of flat-shaped mail and is a good candidate for a MEP. Conversely, a MEP defined as all mail (letter, flat, parcels and accountables) for a box section, is neither defined along mail processing stream nor composed of predominantly one shape and would not be a good. MEP candidate.

4. Stratification Information

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To define a specific MEP, stratification information must be obtainable for that MEP. The following stratification information is required.

- a. Estimated average daily volumes by mail shape
 - Letter/Cards To the nearest hundred pieces, total letter and card volume, regardless of mail category.
 - Flats To the nearest hundred pieces, total flat volume, regardless of mail category.
 - iii) IPPs To the nearest ten pieces, total IPP volume, regardless of mail category.
 - iv) Parcels To the nearest ten piece, total parcel volume, regardless of mail category.
- b. Estimated average daily volume of Priority mail To the nearest ten pieces, total Priority mail volume regardless of shape. [Note: Priority mail volumes recorded here would also be included in the estimated average daily volumes by shape described in (a) above.]
- c. Estimated average daily volume of accountable mail To the nearest ten pieces, total accountable mail volume, including postage due unit or accountable section mail. [Note: Accountable mail volumes recorded here would also be included in the estimated average daily volumes by shape described in (a) above.]
- d. On-site test time The estimated time to conduct a test on a MEP begins with the arrival of the data collector to the MEP, and ends when the data collector is ready to leave the MEP test location. On-site test time includes equipment set-up, isolating and recording mail pieces, down time (such as waiting for another mail dispatch) and time to repack equipment. If more than one data collector is needed to conduct the test, the sum of all data collectors' time should be used. For example, two data collectors start the test, one leaves permanently after one hour, the other logs four hours. The total on-site test time equals 5 hours.

For telephone tests, record only the caller's time spent conducting the test.

Record times in hours, to the nearest tenth of an hour. For example, an on-site test time of one hour and 20 minutes would be recorded as 1.3 hours.

- e. MEP type indicator an indicator must be coded if the MEP is an originating RPW unit, an APO/FPO unit, or a special delivery unit. Other codes may be maintained by the statistical programs unit for local use.
- 5. Volume Guidelines
 - a. MEPs should defined with a targeted <u>minimum average daily volume of approximately 500 pieces</u>, except for accountable mail MEPs, PHS-MEPs. ⊡riginating RPW MEPs, special delivery MEPs and APO/FPO MEPs. Another exception to the 500 piece minimum occurs in situations where a golden rule could be violated. (See Chapter II, Section E.3.) Where possible, accountable

mail MEPs should be defined when the accountable and/or business reply mail volume is estimated to be 100 pieces or more a day.

- b. The method of subsampling (i.e., counted piece skip, container skip, and weighted skip for RPW) should be considered in deciding how to size the MEP units. Large units which would require subsampling to test effectively are PREFERRED over small units that do not require subsampling (see Chapter IV for subsampling issues for defining MEPs).
- c. Estimating Volume EXACT PIECE COUNTS ARE NOT NEEDED since volume is used only for grouping together (i.e. stratifying) MEPs with similar characteristics. When approximate volumes are obtained in linear feet or weight, the piece volume should be obtained by the most applicable conversion rate. Offices without local conversion rates may use the Methods Handbook 32, <u>Management Operations Data Systems (MOD | Offices</u>), section 522.
- 6. Subsamining Options

The sub inpling options below are discussed in further detail in the next chapter.

- Census
- Counted mail piece skip.
- Counted weight skip (ODIS)
- Weighted (RPW)
- Container census of pieces within
- Container mail piece skip within
- Container weight skip within (ODIS)

A. INTRODUCTION

Subsampling is the process that systematically selects a subset of mail within a sampling unit (MEP-day or MEP-part-of-the-day). This chapter discusses the importance of having more than one subsampling option, the different methods of subsampling, how to determine which method is best for a sampling unit, and what the benefits and concerns associated with each method.

B. IMPORTANCE OF SUBSAMPLING OPTIONS

Understanding the various and appropriate options for using subsampling in conducting tests on MEP units is important. When deciding where to create MEPs, especially new MEPs, expected volume, available time window for testing, and appropriate subsampling option(s) should be considered simultaneously. The objective is to create MEPs with a minimum average daily mail volume of at least 500 mail pieces. It is preferable to have large volume MEPs rather than small volume MEPs. In order to implement this objective, subsampling methods have been developed so that the larger sampling units can be tested in the available time window, and without using excessive staff resources.

Another objective is to record as many mail pieces as possible in the available time window. The availability of different subsampling options allows the data collector to choose the best procedure to optimize the number of mail pieces recorded when conducting a test. This helps ensure that data collection is cost-effective.

C. DIFFERENT METHODS OF SUBSAMPLING

Meeting the objective of large volume MEPs will require that most tests involve some form of subsampling. There are two basic methods of subsampling that can be used. They are:

1. Counted Subsampling

Counted subsampling can be broken down into three methods. They are:

- a. Mail Piece Skip Subsampling -- Mail piece skip subsampling entails systematically selecting and recording a subset of the mail pieces in a sampling unit by employing a skip interval number. For example, using a mail piece skip interval number of 5, we would randomly select a starting mail piece and thereafter select and record every fifth piece of mail through the full base of mail volume in the sampling unit.
- b. Mail Container Skip Subsampling -- Container skip subsampling means systematically selecting a subsample of containers in the sampling unit by employing a container skip interval number. Within the selected containers, either (i) all of the mail is recorded, or (ii) a mail piece subsampling approach is used as described in (a) above.
- c. Mail Piece Skip Using Weight Subsampling.-- This procedure is used in ODIS only. It involves using a mail piece skip, where the skip interval is defined by weight as opposed to piece count. For example, if the mail piece skip is 100.

and the associated weight of 100 pieces is 5 lbs., we systematically collect mail pieces together until we have 5 lbs. We set aside for recording the last piece of mail which resulted in attaining 5 lbs. We continue this process until there is no more mail to select and record in the sampling unit. This procedure should only be used with letter-shaped mail.

2. Weighted Subsampling (RPW only)

This weighted subsampling procedure only applies to RPW tests. Depending on the amount of mail volume in a sampling unit, a cluster of mail equivalent to a designated weight is the skip interval. For each cluster of mail totaling the skip interval weight, the last 20 mail pieces are selected and recorded.

D. DETERMINING THE BEST METHOD OF SUBSAMPLING

The following lists the seven methods of subsampling in descending order of preference. For a particular test, choose the highest listed subsampling alternative which can be employed, given the available window of time to test the mail. All of these seven options yield unbiased estimates when proper procedures are followed. Note that the first option is a complete count, or census. It is important to understand that while taking a complete count on a sampling unit has value, this fact should NOT drive SPCs in the direction of defining small volume MEPs.

- 1. Conduct a census (i.e., select and record all mail pieces)
- 2. Counted Subsampling using a mail piece skip interval
- 3. Counted Subsampling using weight (ODIS, letter-shaped mail only)
- 4. Weighted Subsampling (RPW only)
- Counted Subsampling using a container skip and, within the selected containers, conduct a census
- Counted Subsampling using a container skip and, within the selected containers. using a mail piece skip interval
- Counted Subsampling using a container skip and within the selected containers using weight to represent a mail piece skip interval (ODIS only)

It is extremely important that you understand the seven subsampling options when designing and "sizing" your MEPs. This understanding is critical to judge how "big" a prospective MEP might be and still be effectively sampled within the available time window by a single data collector. If "fear of subsampling" causes you to either (a) create small MEPs which require no subsampling, or (b) create large MEPs, but then employ multiple data collectors to test such MEPs without subsampling, then many of the efficiencies obtainable under the MEP concept will not be realized.

Within each of these subsampling options, a variety of skip intervals can be employed. The different choices of skip intervals includes an override mechanism which allows the data collector to set the container skip intervals and/or mail piece skip intervals to appropriate levels to maximize the mail pieces recorded in the available time window.

E. BENEFITS AND CONCERNS OF SUBSAMPLING

It is important to realize that the different options of subsampling are not designed to encourage a smaller number of mail pieces to be recorded on a given test. As described above, they are designed to provide the flexibility needed to design MEPs with very large volumes. Having done this, for a given test on a given day, the subsampling option should be selected which allows the data collector to record the maximum number of mail pieces possible within the available time window for the test.

Sampling error, a general concern whenever a sample is used to estimate "true" population (i.e., all the mail delivered by the Postal Service) characteristics, is likewise a factor in subsampling. Sampling error is commonly converted mathematically to the familiar plus or minus range about an estimate. The larger the sampling error, the larger the plus or minus range about the estimate. There will be some element of sampling error associated with the use of subsampling in MEPs. However, the contribution of error stemming from subsampling alone is relatively small compared with overall sampling error.

The benefits/concerns of each subsampling method are discussed below:

- Conduct a census -- Because we are sampling all the mail available during a MEP-day, there is no adverse affect in the precision of the estimates. In other words, because we did not sample a portion of the mail within a test, we know the exact or "true" volume of the MEP. The concern is the available time window for testing when using a census. Mail could be delayed in order to complete a test, or an incomplete test could result.
- 2. Counted subsampling using a mail skip interval -- Because the skip interval is applied through the full base of mail available for the test, we can achieve estimates of the different characteristics of the mail within the sampling unit that are fairly close to those obtained by a census. The smaller the skip interval the less fluctuation around the "true" value. The use of very large skip intervals can result in selected mail pieces which are not representative of the full base of the mail. This could adversely affect the precision of the estimates (higher plus or minus values about the estimates).
- 3. Counted Skip using weight (ODIS only) This procedure is sometimes helpful with large volumes of letter-sized mail if the data collector has access to a scale. This eliminates the need for counting each mail piece to determine the piece to be recorded. However, when the mail pieces are not identical in weight, this method of a counted skip could have an adverse affect on the precision of the estimates (higher plus and minus values about the estimates).
- 4. Weighted subsampling (RPW only) -- This procedure has the same benefits as (3.) above in that there is no need to count each mail piece to select the particular mail pieces to record. An additional benefit is that the blow-up factors are based on the ratio of the total weight of the mail in the test to the sample weight, which tends to be more accurate than that based on skip intervals. The concerns are the same as (3.) above.
- 5. Counted subsampling using a container skip and, within the selected containers, a census -- The benefits of using container subsampling are that it is not necessary to handle or count each piece of mail in the sampling unit, and, that it enhances the ability to create larger volume MEPs. However, skipping containers raises other concerns, such as whether it is feasible to group containers with similar (i.e., "like") volumes, as described in the PHS container subsampling guidelines. Not grouping like containers can have an adverse affect on the precision of the estimates.

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- 6. Counted subsampling using a container skip and, within the selected containers, a mail piece skip -- the benefits are that the entire base of volume at the sampling unit does not have to be handled and that it promotes the development of larger volume MEPs. The concerns are the same as (5.).
- 7. Counted subsampling using a container skip and, within the selected containers, a weight skip that corresponds to the skip interval number -- The benefits are the same as (6.) and the concerns are the same as (5.).

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V - GLOSSARY

This glossary contains definitions of a number of statistical terms as well as delivery unit terms. The inclusion of delivery unit terms here does not imply that MEPs need to be a delivery unit. A thorough understanding of all the terms in this glossary will be very useful for all DCTs and SPCs.

- Auxiliary Route a city delivery route for which no regular carrier position has been authorized. A rural route where the carrier works six days a week and are normally evaluated at less than 39 hours per week.
- Bias a type of error which, when committed repeatedly, does not tend to cancel out, and has the effect of increasing (positive bias) or decreasing (negative bias) the estimates regardless of the size of the sample. One possible source of bias is when the sampling frame differs from the population of interest, which will arise if some parts of the population are not included on the frame, or if some parts are included on the frame twice. Another possible source of bias is when the subsampling skip interval which is recorded is different than the skip interval used. Another possible source of bias is when mail is incorrectly recorded in the same manner repeatedly.
- Blow-up Factor This number is either the piece skip interval for simple mail piece skip subsampling; the product of the container skip interval and piece skip interval for container subsampling; or, in RPW only for weighted subsampling, the ratio of total weight of the mail in the test to the sample weight. Once this multiplication is done, the sampled mail is "expanded" to represent the full base of the mail for the test.
- Soxholder 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" and, therefore, the customer is not a firm.
- Box Section the part of a postal facility having caller service or lock boxes.
- Branch a unit of a main post office located outside the corporate limits of a city or town.
- Business Route a city delivery route, foot or motorized, on which 70 percent or more of the possible deliveries are to business establishments.
- CAG K and L Offices these used to be called third- and fourth-class offices. Data are obtained by treating such offices as hold outs of the sectional center. The sampling unit is a CAG K officeday or a CAG L office-day.
- Card government postal card, private post card, oversize cards, etc., recognized by physical appearance.
- Census a method of sampling in which each mail piece in the sampling unit is recorded, i.e., a mail piece skip of 1 is used.

Classified Station or Branch - a station or branch staffed by career postal employees.

City Delivery Route - a route which delivers mail to business, residential, local and federal government postal customers within a local city post office area.

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- Coefficient of Variation (c.v.) a standardized measure of the precision of an estimate. The c.v. is usually stated as a percentage of the estimate. The c.v is computed by dividing the standard deviation of an estimate by the estimate itself. For example, an estimate of 250 million people in the United States with a c.v. of 2%, implies the standard deviation is plus/minus 5 million.
- Community Post Office a contract unit which provides the following retail services: a) caller service, b) lock box, and c) window service. Community post offices generally serve a small community.
- Container Subsampling counted subsampling with containers. Mail piece subsampling is generally feasible within selected containers.
- Contract Station or Branch a station or branch operated under contract by non-postal employees. Contract units are usually located in stores or other places of business.
- Counted Subsampling either mail piece skip subsampling, mail container skip subsampling, or mail piece skip weighted subsampling. It is the process of selecting mail pieces/containers by starting with a randomly selected mail piece/container, and selecting every k, mail piece/container thereafter. The selection is done by physically counting through mail pieces/containers for these kth units. A variation of this in ODIS sampling is to weigh portions of mail that are approximately equivalent to the weight of the number of mail pieces in the skip. Counting out these weighed portions is helpful for large volume tests.
- Estimate a numerical value obtained from a statistical sample and assigned to a population parameter. Population parameters estimated from a sample of the MEPs frame include total volume, average daily volume, revenue, and weight for a particular class or subclass of mail.
- Evaluated Route Salary for rural carrier routes classified as evaluated is based on weekly workload evaluation as determined by office and route time standards after subtracting any relief time. These routes were formerly known as 'heavy duty' rural routes and are any 'H', 'J' or 'K' route.
- Finance Unit a classified branch or station which does not have carrier delivery, is operated by postal employees, and offers caller services, lock box and window services.
- Firm, a business, school, church, library, apartment building, government agency, or postmaster.
- Flat piece of mail (any class) not having three definite dimensions, and too large to be distributed to a letter case; often in Kraft or manils envelopes. Size should not exceed 15 in. x 12 in. x 3:4 in.
- Frame a listing of sampling units which includes the population of interest.
- Frequency Distribution the number of observations or samples that are contained in each of the class intervals. For example, if we toss a coin 100 times and we get 45 heads and 55 tails, then the frequency distribution with two classes, heads and tails, would be 45 and 55. As another example, suppose we conducted 10 tests, or took 10 samples, and the number of Prionty Mail pieces in those 10 tests were 5, 8, 15, 20, 22, 25, 30, 43, 87, and 94. Then for the intervals 0-19, 20-39, 40-59, 60-79, and 80-99, the frequency distribution would be 3, 4, 1, 0 and 2 respectively.

General Delivery Section - the unit within a postal facility where the general delivery mail is held.

Golden Rules - the set of rules which must be met in order to create a MEP. Included are: (1) mail must be associated with one and only one MEP; (2) the mail for each MEP should be able to be isolated for testing; (3) MEPs should be relatively stable through time; and, (4) the costeffectiveness of testing should be maximized for each MEP.

H-Route - a rural route where the regular carrier works six days a week.

- Heavy Duty Route any type "H", "J" or "K" rural route that delivers to rural mailboxes, now known as evaluated routes.
- Highway Contract Route a route under contract for carrying mail over the highway between designated points that delivers mail which is addressed for delivery through the office to route boxes. A highway contract route was formerly referred to as a star route.
- IPPs Irregular parcels and pieces, formerly known as SPRs. Irregular parcels are parcels not meeting the machinable parcel criteria and other parcels which cannot be processed by BMC parcel sorters, including 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.
- J-Route a rural route on which the regular carrier has a day off every other week (works six days the first week and five days the second week).
- K-Route a rural route on which the regular carrier has a day off every week (works five days each week).
- Letter mail in envelopes distributed to a letter case.
- L-Route a rural route having a box density of 12 or more boxes per mile. This box density does not affect the route classification as an auxiliary & mileage route or an evaluated route.
- Mail Shape either letter, flat, percel or irregular parcel piece (IPP). This term is frequently used in a loose and imprecise way when discussing shape-based mail processing streams. In that context, it is used to refer to the predominant shape of the mail in that processing stream, even though there may be 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 (mail pieces too large to be classified a flat, but similar in appearance to a flat) commingled.
- MEP The term Mail Exit Point (MEP) is defined to be a physical place in the mail processing stream between and including the destination mail processing plant and the final delivery unit where mail pieces can be isolated, counted and information about them can be recorded.
- MEP DEMS the Mail Exit Point Database Management System. This is the data entry system for recording and maintaining MEPs.
- Mileage Route Salary for rural carrier positions on routes classified as mileage (M) is determined under the Rural Carrier Schedule, which provides a combined rate based on fixed annual compensation and specified rates per mile of route. The carrier's salary is based on the length of the route as determined by official measurement. Formerly known as regular rural route.

Military (APO/FPO) Mail - Consists of all mail distributed for APO/FPO destinations at postal facilities.

Mixed Route (Business and Residential) - a city delivery route, foot or motorized, on which 31 to 69 percent of possible deliveries are business establishments. This may include a route on which business and residential deliveries are made on the first trip and the business area only is served on subsequent trips.

Mutually Exclusive - two or more events that cannot occur together.

- Non-Boxholder Firm a customer whose mail is held out, and is regularly distributed by name on the primary or secondary distribution operation (s). The customer does not pay for this service. Mail so distributed is only considered firm mail when the mail is called for as in firm holdout service, or delivered on a relay route, or a collection route, or on a parcel post route.
- Non-Parcel Post Combination Route a city delivery regular or auxiliary combination route with no parcel post service. This may be any combination of relay, collection, or firm direct, where relay is not the primary service.
- Optimum Allocation the sample allocation which results in the smallest variance for a preset total survey cost. Alternatively, the sample allocation which results in the smallest total survey cost for a preset level of variance, or precision.
- Parcel any piece with three definite dimensions weighing more than 11 ounces if Priority Mail, or 16 ounces or more if fourth-class mail.
- Percel Post Combination Route a city delivery regular or auxiliary route providing parcel post delivery and at least one other service such as relay, collection, firm direct, etc.
- Percel Post Customer a customer (either boxholder or non-boxholder) whose incoming parcels are sorted to an individual separation in the initial stages of the incoming parcel distribution process. Parcel post customers are usually mail order companies, department stores and other units that receive five or more sacks or parcels and have individual separations provided for their mail to facilitate the parcel distribution process.

Parcel Post Regular Route - a city delivery regular route devoted entirely to parcel post delivery.

- Partitioning In set theory, to partition a set is to divide the elements of that set into two or more subsets such that every element of the set belongs to one and only one subset. If we consider the set of all mail pieces delivered by the Postal Service during a quarter, then the delivery unit/days constitute one partitioning of that set. The creation of MEPs defines a different partitioning of the same mail piece set, or population.
- PHS stands for Predominantly Heavy Sample. A PHS-MEP is one that contains predominantly heavy sample mail, or mail that is mostly priority or parcel post.
- Precision the degree to which a set of measurements agree with their mean. The variance or sampling error is a commonly used measure of the precision or reliability of an estimate.
- 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.
- Probability the relative possibility that an event will occur, as expressed by the ratio of the number of actual occurrences of a given event to the total number of possible occurrences.
- 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.

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Registered or Cartified Sections - a unit found in all postal facilities having incoming registered or certified delivery functions.

Regular Route (City) - a city delivery route for which a regular carrier position has been authorized.

Regular Route (Rural) - now known as mileage route.

Relay Route - a city delivery route identified as primarily performing relay service on an as needed basis. Since relay service is performed in conjunction with other services, there are no regular relay routes.

Reliability - the degree to which estimates from repeated samples are consistent.

- Residential Route a city delivery route, foot or motorized, on which 70 percent or more of the possible deliveries are residential.
- 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 for 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.
- 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.
- Special Delivery Section a unit found in a postal facility having incoming special delivery functions for any class of mail; usually in a facility having a box section or a general delivery section.
- Special Routes rural routes which the method of compensation has been changed from a mileage method of compensation to an evaluated method of compensation. These routes are considered as evaluated routes.
- Standard Deviation the square root of the variance. A measure of the degree to which a number of measurements agree with their mean. This measure is in the units which are measured, unlike the variance which is in squared units.
- SPRs Small perceis and rolls. See IPPs.

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- Station a unit of a post office located within the corporate limits of a city or town.
- Strata two or more sets of sampling units which 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.