



June 9, 2009

MANAGERS, FINANCE, CS&S DISTRICTS  
 MANAGERS, STATISTICAL PROGRAMS, CS&S DISTRICTS

SUBJECT: *Policy Memo* – Statistical Programs Letter #6, Fiscal Year (FY) 2009

SIRVO-IODIS:	Data Collector Test time
TRACS:	Parcel Dimensions, Market Test for Transporting Postal Freight Non-Mail Matter (Highway and Rail), Mail Transport Equipment (MTE) Set-Aside Type Container (Highway and Rail), Recording Weight
CCCS:	FSS (Flats Sequencing System) Flats – Determining Shape
RCCS:	FSS (Flats Sequencing System) Flats – Determining Shape
IOCS:	Header Screen and End Screen – Sample Method - Respondent Name
ODIS-RPW:	Nonmachinable Letter Characteristics Definition, Data Collector Test Time, Recording Weight
MEPs:	SCF MEPs - MEP Group

The purpose of this letter is to provide updated policy and procedure related to SIRVO-IODIS, TRACS, CCCS, RCCS, IOCS, ODIS-RPW, and MEPs. In addition, Handbooks and prior SP Letters are updated to reflect policy and procedural changes. These changes are effective July 1, 2009.

#### **SIRVO-IODIS**

Attachment 1 updates the requirement to record the data collector's time at the end of the test.

#### **TRACS**

Instructions for recording parcel dimensions, (non-mail) Postal Freight, MTE set-aside containers, and recording weight when the laptop and scale weight differ are addressed. In addition, RM 5-19, RM 6-19, and RM 8-19 are added in Attachment 2.

#### **CCCS**

Attachment 3 covers recording letter-shaped mailpieces when FSS Flat is selected.

#### **RCCS**

Attachment 4 covers recording letter-shaped mailpieces when FSS Flat is selected.

#### **IOCS**

Recording the Sample Method and the Respondent Name's are addressed in Attachment 5.

#### **ODIS-RPW**

Attachment 6 revises the *Nonmachinable* letter characteristics definition, clarifies recording data collector test time, and addresses recording mailpiece weight when the scale and laptop differ.

#### **MEPS**

SCF MEPs are assigned to MEP Group Code "4" and the MEP Codes Group table is updated in Attachment 7.

Questions may be directed to the Statistical Programs Service Center. Your commitment to Statistical Programs is appreciated.

A handwritten signature in black ink, appearing to read "J. Ron Poland". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

J. Ron Poland  
Manager  
Statistical Programs

Attachments

cc: Mr. Corbett, CFO  
Mr. Lyons  
Mr. Foucheaux  
Finance Managers, Areas (w/o Attachments)  
Accounting Managers, Area  
Statistical Programs Liaisons, Areas  
Managers, Statistical Programs, HQ  
Mr. Colvin  
Ms. Mayes  
Ms. Vetter, Senior Manager, Ernst and Young  
Ms. Hilderbrand, Office of Inspector General

**SYSTEM FOR INTERNATIONAL REVENUE AND VOLUME OUTBOUND –  
INTERNATIONAL ORIGIN–DESTINATION INFORMATION SYSTEM  
(SIRVO-IODIS)**

The following policy and procedure changes are effective July 1, 2009.

**DCT Time and Travel screen**

The following replaces the related text in SP Letter #5, FY2009, Attachment 2.

Replace Section 3.5 bullet 1 in Handbook F-85 with the following:

- **End Test and Save:** If you have completed the test and are ready to save all the data that has been entered thus far, select the *End Test and Save* button.

When *End Test and Save* is selected on the *Validate and Finish Test* screen, the following *DCT Time and Travel* screen appears.

DCT Time and Travel

Enter the total work time required to perform the test.

DCT Time:  hrs  min.

Note: Record the total time to prepare for and complete the sampling of the receptacle(s) related to the test, including travel time to obtain and return the receptacle(s) within the test facility. If another data collector worked on the test with you, record your times separately (do not add your times together).

Enter the travel time to and from your home worksite to the test worksite (if applicable).

Travel Time:  hrs  min.

Figure 3.5.0—78 Time and Travel Screen

For *DCT Time*, record the total time to prepare for and complete the sampling of the receptacle(s) related to the test, include the travel time to obtain and return the receptacle(s) within the test facility. Also include time spent communicating with operations about the test; setting up the computer; sorting the mailpieces for entering the data; and entering, reviewing, and sending data. Enter the total time in hours and minutes. Do not include time waiting for mail to arrive or any time not on the clock.

Each data collector records their own time in their test session. However, when one data collector is recording and another is assisting, but not recording, then the recording data collector adds the times together.

For *Travel Time*, enter travel time to and from your home worksite to the test worksite. Enter the total time in hours and minutes. If the home worksite is the same as the test worksite, leave these fields blank.

After selecting the *OK* button, the test is now listed as *Complete* in the *Status* field of the sample selection file (Figure 3.3.1—3).

## TRANSPORTATION COST SYSTEM (TRACS)

The following policy and procedure changes are effective July 1, 2009. Unless specifically noted, the changes apply to all modes.

### **New Parcel Dimensions Screen**

The *Parcel Dimensions* screen is added for all TRACS modes and all mail categories. The purpose of this screen is to classify the parcel characteristics in terms of the parcel shape; that is, (1) *Square or Rectangular*, or (2) *Other Shapes*.

When *Parcels/IPP* is selected, record the *Mailpiece Shape*. Enter the actual parcel dimensions (length, height and width) for all square and rectangular parcels and all other shapes parcels (IPPs), for all mail classes. The *Parcel Dimensions* screen contains two parts:

1. Parcel Shape
  - Square or Rectangular
  - Other Shapes
2. Parcel Dimensions
  - Length
  - Height
  - Width

#### Determining Parcel Dimensions:

Always consider the length as the longest side of the mailpiece. The height is measured perpendicular to the length. The width is measured perpendicular to the length and height measurements when the Parcel Shape is *Square or Rectangular*.

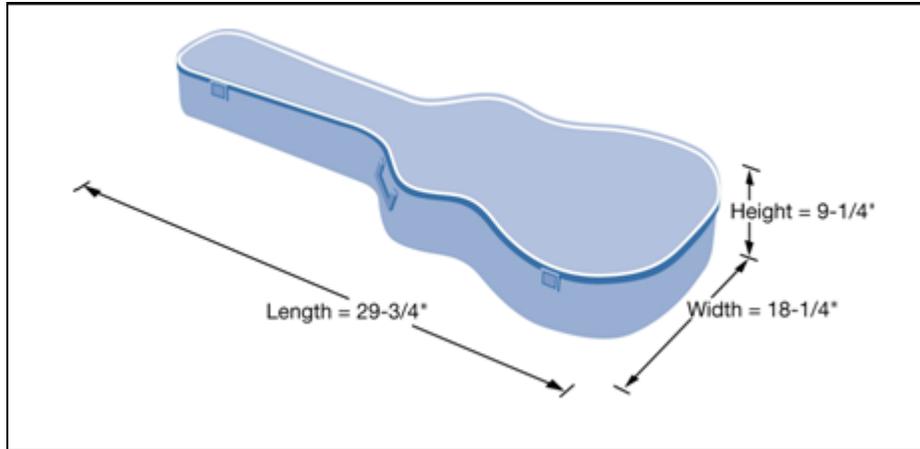
For *Other Shapes* that are rolled, triangular, cylindrical, or other odd shapes, length is always the longest dimension. Height and width are always measured at their maximum cross-sections. Another way to think of the measurement at maximum cross-sections is to inscribe an imaginary box around the non-rectangular parcel.

#### Rounding Rules for Dimensional Recordings:

- (1) Greater than  $\frac{1}{4}$ ", round up to the next  $\frac{1}{4}$  inch.
- (2) Less than  $\frac{1}{4}$ ", round down to the nearest  $\frac{1}{4}$  inch.
- (3) If rounding down from  $\frac{1}{4}$ " gives zero inches, then round up to  $\frac{1}{4}$  inch.

Enter dimensions to the nearest  $\frac{1}{4}$  inch by using two decimal places. For example, length for an item with a length of  $10 \frac{1}{4}$  inches, would be entered as 10.25.

The example below shows a guitar case where the dimensions are recorded as *Other Shapes*.



By definition, the *length* is the longest dimension, and it is measured at 29.75 inches. The *height* is measured at 9.25 inches, and the *width* is measured at 18.25 inches. All three dimensions are measured at their maximum cross-sections.

*Note:* It is not necessary to record dimensions on USPS supplied Priority Mail Boxes or Tubes. The *Parcel Dimensions* screen will not appear in these cases.

#### Workload Constraints:

If workload constraints are an issue, **and** the test is a TRACS Air test, it is only required to record dimensions on 1 parcel shape mailpiece for each mail category in each item type. Choose the **top piece** from each mail category/parcel shape group to collect dimension data. After this requirement is met, other mail category/parcel shape mailpieces may be entered on the *Mailpiece Dimensions* screen by choosing *Other Shapes* and entering a length, height, and thickness (width) of 0.1 inches each.

In Handbook F-65, add RM 5-19 (page 5-103). See RM at end of this attachment.

In Handbook F-65, add RM 6-19 (page 6-96). See RM at end of this attachment.

In Handbook F-65, add RM 8-19 (page 8-88). See RM at end of this attachment.

#### **Market Test Transporting Postal Freight, Non-mail Matter (Highway and Rail)**

The USPS has initiated a two-year market test of a Collaborative Logistics competitive product. The market test by definition consists of transportation of an article or multiple articles on a pallet or other unit load, on a space available basis.

The Postal Service transports mail throughout the United States, contracting for transportation with independent contractors (HCR suppliers) on designated routes between postal facilities and other locations on specified schedules. Those contracts provide for USPS' use of the entire capacity of the trailers on those routes. USPS is selling excess space for the transportation of non-mail matter on the vehicles used on specified lanes of service ("trips") on certain routes.

The non-mail matter can be identified by yellow tape and placard with the words **Postal Freight**.



<b>DESTINATION : <u>Shreveport P &amp; DC 710</u></b>
<b>VIA: <u>Dallas BMC 75Z</u></b>
<b>FINAL DEL: Shreveport P &amp; DC 710</b>
<b>Direct Pallet-Collaborative Logistics Pallet to be Opened at Final Destination Only</b>
<b>Postal Freight</b>
<b>Origin:</b>
Any issue Contact: Shared Transportation Control Center : 1-866-877-7666 Email: stcc@usps.gov.
<small>USPS HQ-Business Opportunity Development - Room 6800 Washington DC 20260</small> <small>Effective date : 5/1/09</small>

**Postal Freight Placard (LTL)**

When data collectors encounter this non-mail matter on TRACS tests, consider this as a part of empty equipment. Non-mail matter is considered empty equipment whether or not it is being unloaded or remaining on the vehicle. Include the space taken up by non-mail matter with other empty equipment and record the total *percent empty equipment*. Enter **LTL** in the comments field. (LTL is a shipping term that stands for Less Than Truckload.)

**Mail Transport Equipment (MTE) Set-Aside Type Container (Highway and Rail)**

The United States Postal Service (USPS) is testing a new type of Mail Transport Equipment (MTE) container. These containers could possibly be triple stacked. Each container should be counted as a separate wheeled container, whether stacked or not. If the containers are stacked, apply the skip interval by counting from the bottom to the top. On the **Containers** screen enter

the Set-Aside Type as *9 Other Wheeled* and enter a comment of **MTE** and include the length, height, and width of the MTE.



**MTE Containers**

### **Recording Weight**

When entering mailpiece weight using the electronic scales, the laptop weight and the scale weight may differ + or – 0.1 ounce.

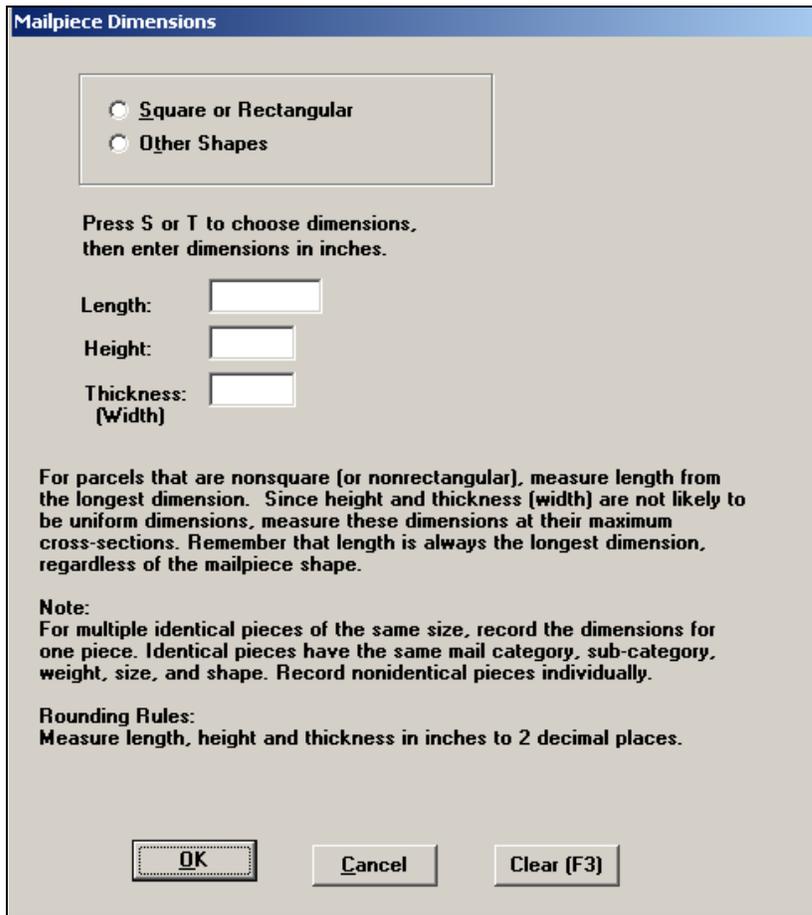
Replace the first paragraphs after each of the headings in Handbook F-65: Section 5.7.4 step 6, Section 5.7.6 step 2, Section 6.7.4 step 6, Section 6.7.6 step 3, and Section 8.4.3 step 5 with the following (pages 5-42, 5-52, 6-38, 6-47, 8-29 respectively):

Leave mail inside the item and weigh the entire item. Press <Tab> to highlight the *Item Weight* fields. Enter the appropriate weight in pounds and ounces in the boxes provided, pressing <Enter> or <Tab> to move from lbs. to oz. field. After that, press <Enter> to move to the next selection. If the CODES scale is attached to the laptop, place the item on the scale, wait for the electronic reading to stabilize, and then press <Enter> to accept the weight. If the weight is within 0.1 ounces of the scale weight accept the weight and move to the next selection. You may record fractional ounces by entering a number with one decimal place up to 15.9 in the oz. field. However, CODES will not allow you to enter 16 or more in the oz. field.

Replace the first bullet in the following sections of Handbook F-65, Section 5.7.7.1 step 4, Section 6.7.7.1 step 4, and Section 8.4.4 step 4 with the following (pages 5-56, 6-51, and 8-37 respectively):

- **Automatic.** If an electronic scale is attached to your laptop, place the mailpiece(s) on the scale. When the electronic reading stabilizes press<W>. The weight displayed on the laptop may differ from the scale weight by 0.1 ounce.

## RM 5-19 Recording Parcel Dimensions in TRACS Highway Test



The dialog box titled "Mailpiece Dimensions" contains two radio buttons: "Square or Rectangular" (selected) and "Other Shapes". Below the buttons is the instruction: "Press S or T to choose dimensions, then enter dimensions in inches." There are three input fields labeled "Length:", "Height:", and "Thickness: (Width)". Below the input fields is a paragraph of instructions: "For parcels that are nonsquare (or nonrectangular), measure length from the longest dimension. Since height and thickness (width) are not likely to be uniform dimensions, measure these dimensions at their maximum cross-sections. Remember that length is always the longest dimension, regardless of the mailpiece shape." Below this is a "Note:" section: "For multiple identical pieces of the same size, record the dimensions for one piece. Identical pieces have the same mail category, sub-category, weight, size, and shape. Record nonidentical pieces individually." Below the note is a "Rounding Rules:" section: "Measure length, height and thickness in inches to 2 decimal places." At the bottom are three buttons: "OK", "Cancel", and "Clear (F3)".

Mailpiece Dimensions Screen

Referenced Section 5.7.7.

The purpose of this screen is to classify the parcel characteristics in terms of the parcel shape; that is, (1) *Square or Rectangular*, or (2) *Other Shapes*. Recording the actual parcel dimensions (length, height and width) is required for all square and rectangular parcels and all other shaped parcels (IPPs).

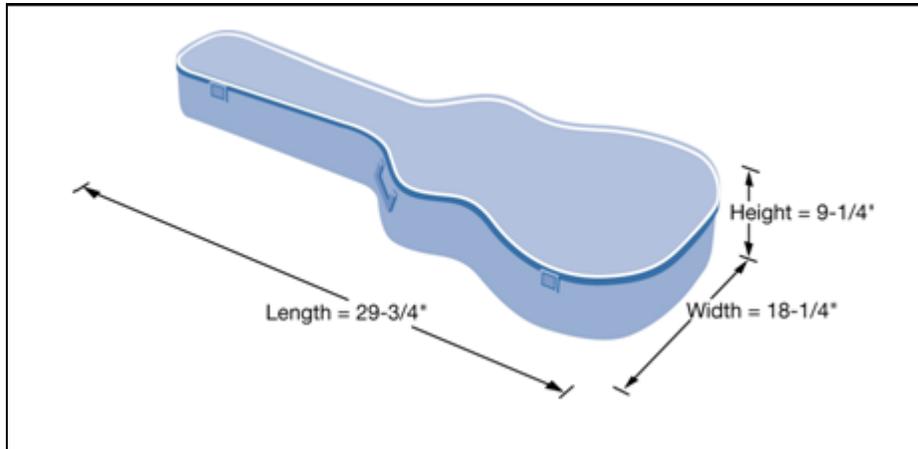
- **Determining Parcel Dimensions:**  
Always consider the length as the longest side of the mailpiece. The height is measured perpendicular to the length. The width is measured perpendicular to the length and height measurements when the Parcel Shape is *Square or Rectangular*.

For *Other Shapes* that are rolled, triangular, cylindrical, or other odd shapes, length is always the longest dimension. Height and width are always measured at their maximum cross-sections. Another way to think of the measurement at maximum cross-sections is to inscribe an imaginary box around the non-rectangular parcel.

- **Rounding Rules for Dimensional Recordings:**
  - (1) Greater than  $\frac{1}{4}$ ", round up to the next  $\frac{1}{4}$  inch.
  - (2) Less than  $\frac{1}{4}$ ", round down to the nearest  $\frac{1}{4}$  inch.
  - (3) If rounding down from  $\frac{1}{4}$ " gives zero inches, then round up to  $\frac{1}{4}$  inch.

**Note:** Enter dimensions to the nearest ¼ inch by using two decimal places. For example, length for an item with a length of 10 ¼ inches, would be entered as 10.25.

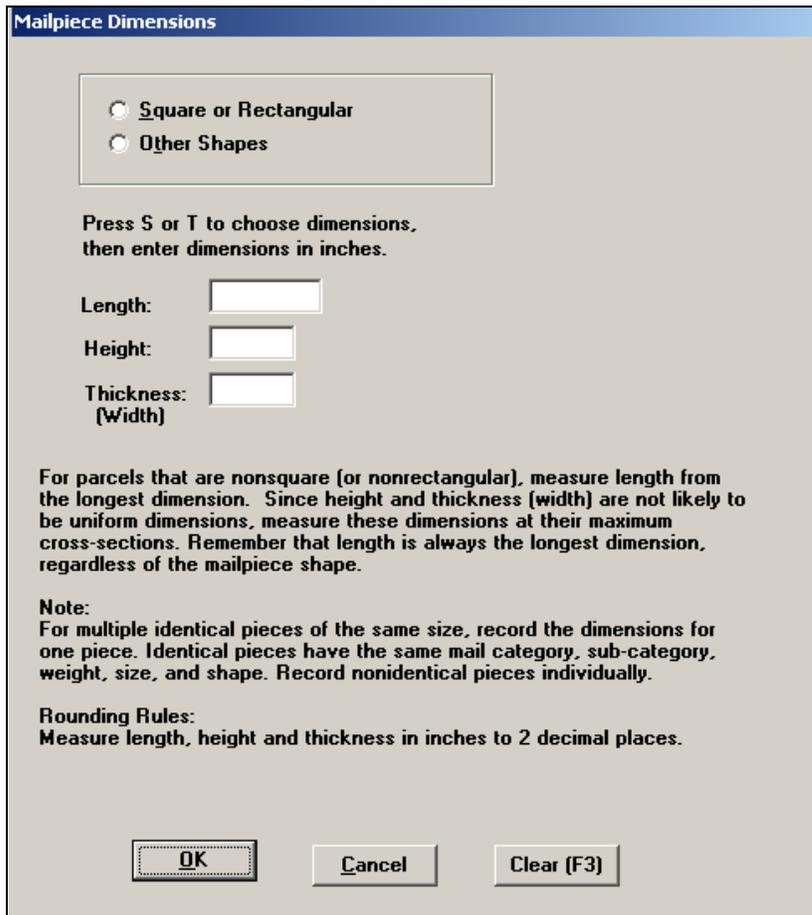
The example below shows a guitar case where the dimensions are recorded as *Other Shapes*.



By definition, the *length* is the longest dimension, and it is measured at 29.75 inches. The *height* is measured at 9.25 inches, and the *width* is measured at 18.25 inches. All three dimensions are measured at their maximum cross-sections.

*Note:* It is not necessary to record dimensions on USPS supplied Priority Mail Boxes or Tubes. The *Parcel Dimensions* screen does not appear in these cases.

## RM 6-19 Recording Parcel Dimensions in TRACS Rail Test



The image shows a software dialog box titled "Mailpiece Dimensions". At the top, there are two radio buttons: "Square or Rectangular" (which is selected) and "Other Shapes". Below this, a text instruction reads: "Press S or T to choose dimensions, then enter dimensions in inches." There are three input fields: "Length:", "Height:", and "Thickness: (Width)". Below the input fields, there is a paragraph of instructions: "For parcels that are nonsquare (or nonrectangular), measure length from the longest dimension. Since height and thickness (width) are not likely to be uniform dimensions, measure these dimensions at their maximum cross-sections. Remember that length is always the longest dimension, regardless of the mailpiece shape." This is followed by a "Note:" section: "For multiple identical pieces of the same size, record the dimensions for one piece. Identical pieces have the same mail category, sub-category, weight, size, and shape. Record nonidentical pieces individually." Below the note is a "Rounding Rules:" section: "Measure length, height and thickness in inches to 2 decimal places." At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Clear (F3)".

Mailpiece Dimensions Screen

Referenced Section 5.7.7.

The purpose of this screen is to classify the parcel characteristics in terms of the parcel shape; that is, (1) *Square or Rectangular*, or (2) *Other Shapes*. Recording the actual parcel dimensions (length, height and width) is required for all square and rectangular parcels and all other shaped parcels (IPPs).

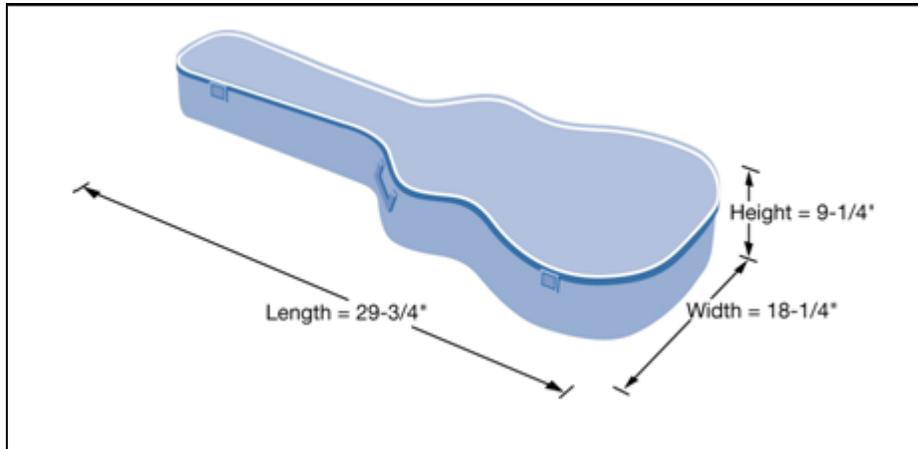
- **Determining Parcel Dimensions:**  
Always consider the length as the longest side of the mailpiece. The height is measured perpendicular to the length. The width is measured perpendicular to the length and height measurements when the Parcel Shape is *Square or Rectangular*.

For *Other Shapes* that are rolled, triangular, cylindrical, or other odd shapes, length is always the longest dimension. Height and width are always measured at their maximum cross-sections. Another way to think of the measurement at maximum cross-sections is to inscribe an imaginary box around the non-rectangular parcel.

- **Rounding Rules for Dimensional Recordings:**
  - (1) Greater than  $\frac{1}{4}$ ", round up to the next  $\frac{1}{4}$  inch.
  - (2) Less than  $\frac{1}{4}$ ", round down to the nearest  $\frac{1}{4}$  inch.
  - (3) If rounding down from  $\frac{1}{4}$ " gives zero inches, then round up to  $\frac{1}{4}$  inch.

**Note:** Enter dimensions to the nearest ¼ inch by using two decimal places. For example, length for an item with a length of 10 ¼ inches, would be entered as 10.25.

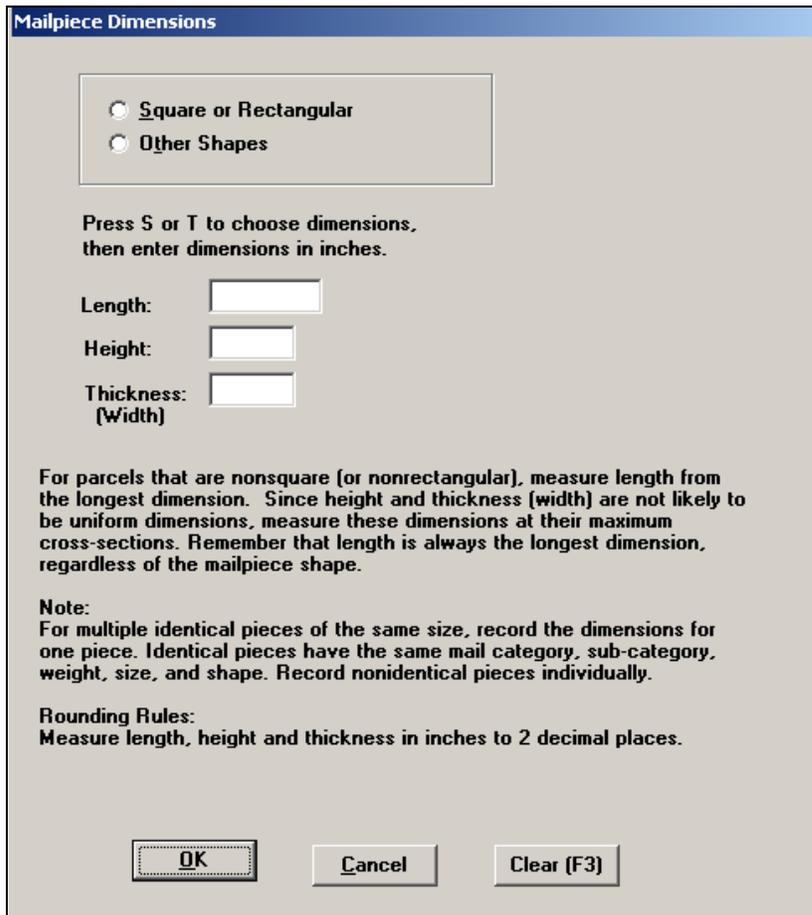
The example below shows a guitar case where the dimensions are recorded as *Other Shapes*.



By definition, the *length* is the longest dimension, and it is measured at 29.75 inches. The *height* is measured at 9.25 inches, and the *width* is measured at 18.25 inches. All three dimensions are measured at their maximum cross-sections.

*Note:* It is not necessary to record dimensions on USPS supplied Priority Mail Boxes or Tubes. The *Parcel Dimensions* screen does not appear in these cases.

## RM 8-19 Recording Parcel Dimensions in TRACS Air Test



The image shows a software dialog box titled "Mailpiece Dimensions". At the top, there are two radio buttons: "Square or Rectangular" (which is selected) and "Other Shapes". Below this, a text instruction reads: "Press S or T to choose dimensions, then enter dimensions in inches." There are three input fields: "Length:", "Height:", and "Thickness: (Width)". Below the input fields, there is a paragraph of instructions: "For parcels that are nonsquare (or nonrectangular), measure length from the longest dimension. Since height and thickness (width) are not likely to be uniform dimensions, measure these dimensions at their maximum cross-sections. Remember that length is always the longest dimension, regardless of the mailpiece shape." This is followed by a "Note:" section: "For multiple identical pieces of the same size, record the dimensions for one piece. Identical pieces have the same mail category, sub-category, weight, size, and shape. Record nonidentical pieces individually." Below the note is a "Rounding Rules:" section: "Measure length, height and thickness in inches to 2 decimal places." At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Clear (F3)".

Mailpiece Dimensions Screen

Referenced Section 5.7.7.

The purpose of this screen is to classify the parcel characteristics in terms of the parcel shape; that is, (1) *Square or Rectangular*, or (2) *Other Shapes*. Recording the actual parcel dimensions (length, height and width) is required for all square and rectangular parcels and all other shaped parcels (IPPs).

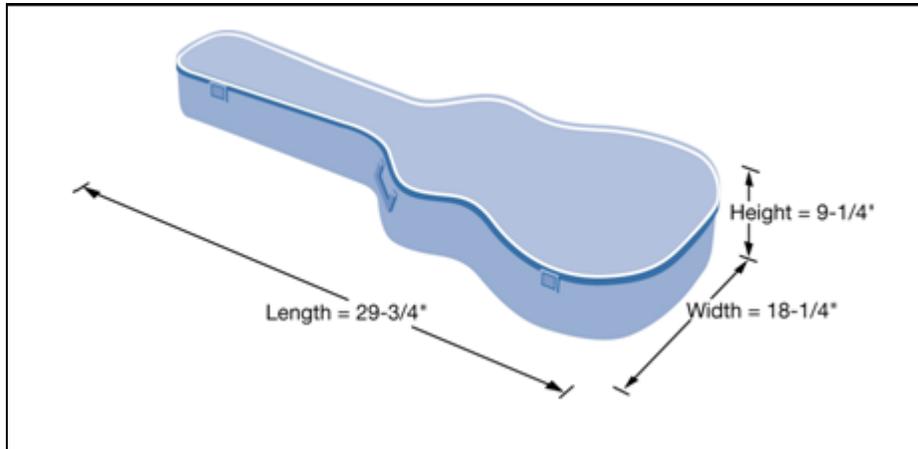
- **Determining Parcel Dimensions:**  
Always consider the length as the longest side of the mailpiece. The height is measured perpendicular to the length. The width is measured perpendicular to the length and height measurements when the Parcel Shape is *Square or Rectangular*.

For *Other Shapes* that are rolled, triangular, cylindrical, or other odd shapes, length is always the longest dimension. Height and width are always measured at their maximum cross-sections. Another way to think of the measurement at maximum cross-sections is to inscribe an imaginary box around the non-rectangular parcel.

- **Rounding Rules for Dimensional Recordings:**
  - (1) Greater than  $\frac{1}{4}$ ", round up to the next  $\frac{1}{4}$  inch.
  - (2) Less than  $\frac{1}{4}$ ", round down to the nearest  $\frac{1}{4}$  inch.
  - (3) If rounding down from  $\frac{1}{4}$ " gives zero inches, then round up to  $\frac{1}{4}$  inch.

**Note:** Enter dimensions to the nearest ¼ inch by using two decimal places. For example, length for an item with a length of 10 ¼ inches, would be entered as 10.25.

The example below shows a guitar case where the dimensions are recorded as *Other Shapes*.



By definition, the *length* is the longest dimension, and it is measured at 29.75 inches. The *height* is measured at 9.25 inches, and the *width* is measured at 18.25 inches. All three dimensions are measured at their maximum cross-sections.

*Note:* It is not necessary to record dimensions on USPS supplied Priority Mail Boxes or Tubes. The *Parcel Dimensions* screen does not appear in these cases.

#### Workload Constraints:

If workload constraints are an issue, **and** the test is a TRACS Air test, it is only required to record dimensions on 1 parcel shape mailpiece for each mail category in each item type. Choose the **top piece** from each mail category/parcel shape group to collect dimension data. After this requirement is met, other mail category/parcel shape mailpieces may be entered on the *Mailpiece Dimensions* screen by choosing *Other Shapes* and entering a length, height, and thickness (width) of 0.1 inches each.

### City Carrier Cost System (CCCS)

The following policy and procedure changes are effective July 1, 2009.

#### **FSS (Flats Sequencing System) Flats – Determining Shape**

Record any mailpiece found in the FSS tray as 3 – *FSS Flat* on the *Shape* screen, including letter-shaped mailpieces.

If 3 – *FSS Flat* is selected as the mailpiece shape, a new follow-up screen appears asking if the mailpiece is letter-shaped.



FSS Mailpiece Shape Screen

DO NOT record letter-shaped mailpieces found in FSS trays as DPS Letters.

### Rural Carrier Cost System (RCCS)

The following policy and procedure changes are effective July 1, 2009.

#### **FSS (Flats Sequencing System) Flats – Determining Shape**

Record any mailpiece found in the FSS tray as 3 – *FSS Flat* on the *Shape* screen, including letter-shaped mailpieces.

If 3 – *FSS Flat* is selected as the mailpiece shape, a new follow-up screen appears asking if the mailpiece is letter-shaped.



FSS Mailpiece Shape Screen

DO NOT record letter-shaped mailpieces found in FSS trays as DPS Letters.

**IN-OFFICE COST SYSTEM  
(IOCS)**

The following policy and procedure changes are effective July 1, 2009.

**IOCS Header and End Reading Screens**

To assist data collectors in completing the information on the *IOCS Header* screen, we added a drop down list with the names of most employees with email addresses to the *Respondent Name* field. Handbook F-45 is updated. SP Letter #1, FY2006 Attachment 5 relating to *Respondent Name* is obsolete.

Update Handbook F-45, Section 3.4.5 (page 3-20) by inserting before *Sampled Employee* the following text and figure:

**Sample Method**

Indicate that method you used to conduct the reading, *On Location* or *By Phone*. Use the mouse to click on or use <↓> to highlight your selection and press <Enter>. This is a required field.

**Respondent Name**

When you select *By Phone* as the sample method, you are prompted to enter the name of the respondent in the *Respondent Name* field; last name first. As you type, a display of similar names will open in a table below the field. The arrow keys also allow you to move down to the appropriate name. Once you have selected a name from the list, pressing either the Tab or Enter key fills the *Respondent Name* field with the selected name. If the respondent's name is not available in the drop down list, type the correct name into the *Respondent Name* field. The *End Reading* screen automatically populates when the *IOCS Header* screen's *Respondent Name* is entered.

The screenshot shows the IOCS Header screen with the following fields and values:

- Employee EIN: 99999999
- Reading Date: 02/28/09
- PP: 06
- Scheduled Reading Time: 03:28
- Actual Reading Time: 03:33
- Recalculate Reading Time (F5) button
- Sample Method: By Phone
- Respondent Name: DO

Below the Respondent Name field is a table of suggested names:

Name	Location	Job Title	Email address
Doe, Alvin A. – City, State	District Name, Location	Job Title	<a href="mailto:Alvin.doe@usps.gov">Alvin.doe@usps.gov</a>
Doe, Jane – City, State	District Name, Location	Job Title	<a href="mailto:Jane.doe@usps.gov">Jane.doe@usps.gov</a>
Doe, John J. – City, State	District Name, Location	Job Title	<a href="mailto:John.doe@usps.gov">John.doe@usps.gov</a>
Dominguez, Ann – City, State	District Name, Location	Job Title	<a href="mailto:A.dominguez@usps.gov">A.dominguez@usps.gov</a>
Douglas, Nick – City, State	District Name, Location	Job Title	<a href="mailto:Nick.douglas@usps.gov">Nick.douglas@usps.gov</a>

Figure 3.4.4—10 Respondent Name

Replace Section 9.2 step 2 of Handbook F-45 with the following:

**2. Enter the Sample Method Used.**

Indicate what method you used to conduct the reading, *On Location* or *By Phone*. Use the mouse to click on or use <↓> to highlight your selection and press <Enter>. This is a required field.

Add the following new step after Section 9.2 step 3 (page 9-7); renumber the remaining sections:

**4. Enter the Respondent Name.**

The *Respondent Name* field on the *End Reading* screen is automatically populated when you enter the *Respondent Name* on the *IOCS Header* screen. The *Respondent Name* field may be edited on the *End Reading* screen.

**ORIGIN–DESTINATION INFORMATION SYSTEM – REVENUE, PIECES, AND WEIGHT  
(ODIS–RPW)**

The following policy and procedure changes are effective July 1, 2009.

**Revised Criteria for Nonmachinable Letters**

The *Nonmachinable Letters* screen is revised to remove the characteristic “Nonrectangular (does not have four square corners)”. Nonrectangular First-Class Mail letter-size pieces are nonmailable unless they are over ¼-inch thick, in which case they are charged parcel prices. They are never mailable at letter prices, and they do not trigger the nonmachinable surcharge.

In SP Letter #5, FY2009, Attachment 7, item “b” is deleted. The *Revised Criteria for Nonmachinable Letters and Flats* are:

First-Class letters that weigh 3.5 ounces or less are subject to a nonmachinable surcharge, based on a number of nonmachinable characteristics in the DMM. The nonmachinable surcharge most often applies if:

- a. The aspect ratio (length divided by height) is less than 1.3 or greater than 2.5.
- b. The letter is polybagged, polywrapped, or made of non-paper material like plastic or cloth.
- c. The letter has clasps, strings, buttons, or other similar closure devices.
- d. The letter contains items such as pens, keys, or coins that cause the thickness of the mailpiece to be uneven, or it contains loose keys or coins.
- e. The letter has a delivery address parallel to the shorter dimension.
- f. The letter is very rigid (does not bend easily), like a wooden card or CD jewel case.

Revise Section 3.13.3, *Mail Type*, as follows:

Record a First-Class Mail card as a *Letter* at the *Mail Type* screen when it is paid at a letter rate because of its physical characteristics. Record a nonrectangular First-Class Mail letter that is at least ¼-inch thick as a *Parcel*. If you find a nonrectangular First-Class Mail card or letter less than ¼-inch thick in the mailstream, include the mailpiece in the skip, but do not record it.

**Data Collector Test Time**

The following replaces the text in Attachment 7 of SP Letter #5, FY2009.

Replace Section 3.12.3, step 2 of Handbook F-75 with the following:

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

Selecting *End Test and Save* from the *Options Menu* displays the *DCT Time* screen (Figure 3.12.3-0).

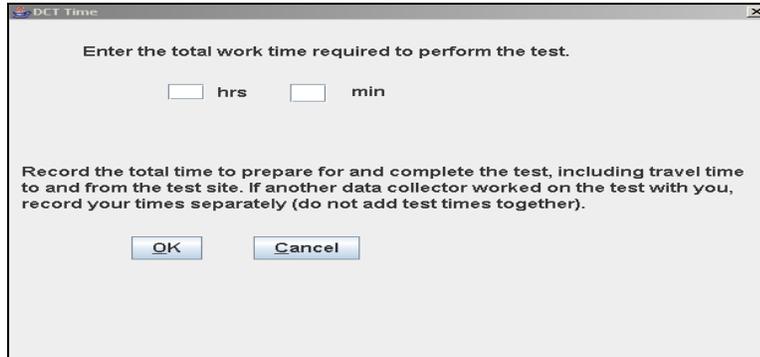


Figure 3.12.3—0. *DCT Time* Screen

Record the time for activities directly related to the test, including: time spent preparing for and completing the test, such as time spent communicating with the postmaster, supervisor, and carrier; isolating and preparing the mail; setting up and taking down the computer; gathering and selecting sample mailpieces; entering, reviewing and sending data; waiting; and, travel time to and from the test site. Enter the total time in hours and minutes.

Do not include time while not on the clock or time spent performing other activities unrelated to the test such as conducting IOCS readings, MEP Reviews, or site reviews while awaiting dispatch arrivals. Do not include the time used to notify the office of the test.

Each data collector records their own time in their test session. When one data collector is recording and another is assisting, but not recording, then the recording data collector adds the times together.

If multiple data collectors worked on the test and they used separate laptops, *do not* add the times together; each data collector records their own time in their laptop session.

After entering the hours and minutes, select *OK*. The *Information* screen appears.



Figure 3.12.3—1. *Information* Screen

- **OK** confirms that the test is to be ended. Note that the *Conduct Test* screen (Figure 3.4.1—4) will now show *Complete* in the test Status Column.

**Recording Weight**

When entering mailpiece weight using the electronic scales, the laptop weight and the scale weight may differ 0.1 ounce.

Replace the first bullet in Handbook F-75, Section 3.9 step 7 with the following:

- Select ***Use Scale*** to automatically send weight to the laptop.

**Note:** Weight may differ 0.1 ounce between the scale and the laptop displays.

**MAIL EXIT POINT SYSTEM  
(MEPS)**

The following policy and procedure changes are effective July 1, 2009.

**SCF MEPS**

Handbooks F-95 and F-75 are changed to include SCF MEPS. We will incorporate these changes into the next handbook editions.

The following bullet updates SP Letter #7, FY2008, Attachment 6, page 2, referring to “**Section 4.2.2.7, Page 4-14**”. Add the following bullet after the bullet **BMC MEPS** paragraph:

- **SCF MEPS:** MEP(s) are required where mail is dispatched from Sectional Center Facilities (SCFs) directly to the customer, bypassing downstream postal operations. In these instances, there is no chance to sample mail except at the SCF. Use MEP Group Code 4 to identify SCF MEPS.

Update the **MEP Group** portion of the MEP Codes Indicator table by replacing Table 4.2.3—1 (MEP Codes) in SP Letter #7, FY2008, Attachment 6 and Table J—1 (MEP Codes) in Handbook F-75 (page J-16) with the following, which updates MEP Group Code "4" to reflect the addition of SCFs for Parcel Return Service mail.

Table 4.2.3—1 MEP Codes

MEP Type Code	MEP Type Description
A-Z	Local Use
0	Undefined
1	Consolidated Originating Unit panel Office (not Contract Postal Unit)
2	APO or FPO
3	Contract Postal Unit (CPU) Consolidated Originating Panel Office
4	MEPs that are almost exclusively (approximately 95%) First-Class Mail. Examples may include large business reply units and some payment processing firms.
5	MEPs that are almost exclusively (approximately 90%) Standard Mail and Periodicals. Examples may include PM mail or afternoon dispatches to facilities
6	<p>The requirements for an unstable MEP are:</p> <ul style="list-style-type: none"> <li>• No more than two in any sample area without Service Center approval.</li> <li>• Volume changes by a factor of 10 or more from day-to-day, or changes of more than 50,000 mailpieces from one day to another.</li> </ul> <p>The type "unstable" is designed to indicate large volume MEPs, ones where volumes fluctuate drastically from day to day. Generally, these have large amounts of letter mail, such as certain kinds of firms (e.g., promotional and sweepstakes return units), or even IRS related units. Do not code as unstable for fluctuations due to Standard Mail mailings or normal fluctuations in office mail stream volume (such as letter mail stream, or flat mail stream, or parcels.) When designing MEPs, good candidates for "unstable" includes mail flows that, when tested, would be too large to be included with other mailstreams, which would violate Golden Rule 4.</p>
7 - 9	Reserved for future use.
MEP Group Code	MEP Group Description
A-Z	Local Use
1	PM MEP (Do not use this code for <i>Priority Mail Open and Distribute at Processing Center</i> )
2	POS office, applies only to COU - MEP Type of `1'
3	Non-POS office, applies only to COU - MEP Type of `1'
4	BMC or SCF MEP
5	Priority Mail Open and Distribute at Processing Center
6	Registry Section - USPS Bank Remittances
7 - 9	Reserved for future use