

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

September 29, 2021

Board Memo 075-2021: USPS Issues Statistical Programs (SP) Letter on Updates to CODES Software & Data Collection Procedures

Executive Board,

The Postal Service issued the attached Statistical Programs (SP) Letter #1, FY 2022, detailing updates to the Computerized On-Site Data Entry System (CODES) software as well as other data collection policies & procedures for several programs. By Friday, October 1, 2021, all Manager Financial Programs Compliance (MFPC) positions will be replaced with Supervisor Statistical Programs (SSP) positions.

Please share the attachment and memo with your membership.

Thank you and be safe.

NAPS Headquarters

SEP 20 2021

LABOR RELATIONS



September 17, 2021

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Butts

As a matter of general interest, the Postal Service has created Statistical Programs (SP) Letter #1, Fiscal Year (FY) 2022.

The subject letter provides updates to the Computerized On-Site Data Entry System (CODES) software, and data collection policies and procedures for the following programs:

- City Carrier Cost System (CCCS)
- Rural Carrier Cost System (RCCS)
- Transportation Cost Systems (TRACS)
- In-Office Cost System (IOCS)
- Revenue, Volume and Performance Measurement Systems (ODIS-RPW)
- Statistical Programs Management (SPM)

The position of Manager Financial Programs Compliance (MFPC) will be fully eliminated no later than October 1, 2021. Thereafter, all MFPC positions will be replaced with Supervisor Statistical Programs (SSP) positions. Likewise, if a reference in a handbook or reference guide includes MFPC or SSP designations, the handbook or reference guide will be updated to just reflect SSP.

We have enclosed a final draft copy of SP Letter #1, FY 2021.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

David E. Mills
Director
Labor Relations Policies and Programs

Enclosure

FINANCE



September 3, 2021

SUPERVISOR, STATISTICAL PROGRAMS (SSP), (DISTRICT)
REGIONAL MANAGERS

SUBJECT: *Policy Memo*, Statistical Programs (SP) Letter #1, FY22

This letter provides updates to the Computerized On-Site Data Entry System (CODES) software, and data collection policies and procedures for: City Carrier Cost System (CCCS); Rural Carrier Cost System (RCCS); Transportation Cost Systems (TRACS); In-Office Cost System (IOCS); Revenue, Volume and Performance Measurement Systems (ODIS-RPW); Statistical Programs Management (SPM); and All Programs.

CCCS

Attachment 1 provides an update to Random Start, Adult Signature Verification, End Test, First-Class Mail Presorted Card Dimensions, Parcels, Scanning, Finalize the Test, and PS Form 2846.

RCCS

Attachment 2 provides an update to Random Start, Adult Signature Verification, End Test, First-Class Mail Presorted Card Dimensions, Parcels, Scanning, Finalize the Test, and PS Form 2848.

TRACS

Attachment 3 provides an update to First-Class Mail Presorted Card Dimensions.

IOCS/IOCS-Cluster

Attachment 4 provides updates to Automated/Mechanized Mail Processing Equipment, Parcel/SPR/Bundle Equipment, Non-Machinable Outside (NMO) Equipment, and to the latest IOCS-Cluster Procedures document.

ODIS-RPW

Attachment 5 provides updates to the Forever Stamp Year Template, DPS Indicator, and First-Class Mail Presorted Card Dimensions.

SPM

Attachment 6 provides an update to removing the MFPC from all documentation.

All Programs

The position of Manager Financial Programs Compliance (MFPC) will be 100% eliminated no later than October 1, 2021. Therefore, all instances of MFPC are replaced with Supervisor Statistical Programs (SSP). Likewise, if a reference in a handbook or reference guide includes MFPC or SSP, it will now just say SSP.

A handwritten signature in black ink that reads "Joseph B. Hurley". The signature is written in a cursive style with a large initial "J".

Joseph Hurley
Manager
Statistical Programs

**CITY CARRIER COST SYSTEM
(CCCS)**

The following software change is effective October 1, 2021.

Random Start

In the CODES CCCS software, the random start for each skip interval is now generated and locked once the test is initialized, whether or not each skip interval is utilized during the test.

Adult Signature Verification

In the CODES CCCS software, when selecting the Extra Service of Adult Signature Required or Adult Signature Restricted Delivery, the pop-up question asking for verification is removed.

End Test

In the CODES CCCS software, when selecting *EOR Check* for a test type of D01, the DPS check now correctly displays after the FSS check.

In the CODES CCCS software, Skip Intervals of 1, 5, and 20 are added to the Mailpiece View menu. Additionally, an *All* selection is now available.

In the CODES CCCS software, after *Complete* is selected, when more than 5 parcels are recorded with a skip interval greater than 1, a pop-up screen appears displaying the message: "You have entered parcels with a skip greater than 1. Please explain why in the following comment box."

First-Class Mail Presorted Card Dimensions

There is a change to the acceptable maximum dimensions for First-Class Mail presorted cards. Effective August 29, 2021, the Postal Service increased the maximum size limit for presorted First-Class Mail postcards. Presorted First-Class Mail postcards can now be 9 inches in length by 6 inches in height, instead of the current 6 inches in length by 4 ¼ inches in height. There is no change to thickness.

In the CCCS Reference Guide, update section 5, Domestic Mail Categories, First-Class Mail (changes highlighted in bold):

5 Domestic Mail Categories

Mail/Subcategory	Description	Endorsement
First-Class Mail	<p>First-Class Mail receives expeditious handling and transportation. The USPS does not guarantee the delivery of First-Class Mail within a specified time.</p> <p>Includes letters, cards, flats, small parcels, or rolls. Domestic First-Class Mail may weigh no more than 13 ounces. Commercial First-Class Package Service parcels can weigh over 13 ounces but less than 16 ounces.</p> <p>Single Piece postcards (including double cards) must be:</p> <ul style="list-style-type: none"> • Rectangular. • Not less than 3 1/2 inches high, 5 inches long, and 0.007 inches thick. • Not more than 4 1/4 inches high, 6 inches long, and 0.016 inches thick. <p>Presorted postcards (including double cards) must be:</p> <ul style="list-style-type: none"> • Rectangular. • Not less than 3 1/2 inches high, 5 inches long, and 0.007 inches thick. • Not more than 6 inches high, 9 inches long, and 0.016 inches thick. <p>Note: A double card consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Plain stickers, seals, or staples must be used to fasten the open edge at the top or bottom. Any sealing on the left and right sides of the double cards is prohibited to claim the First-Class Card rate.</p>	See the First-Class Mail Decision Table or the <i>Domestic Mail Manual</i> for valid First-Class Mail Markings.

The following section is an update to the instructions for recording parcels and replaces section 2-4.6.5 in the next edition of Handbook F-55.

2-4.6.5 Parcels

You may begin recording parcels in the CODES software prior to the carrier's arrival. When sampling parcel-shaped mail, complete the following tasks:

- a. Record parcels individually. Only identical parcels destined for multiple deliveries on the test route, such as Enhanced Carrier Route Walk Sequence Saturation (ECRWSS) parcels or Bound Printed Matter telephone books, may be grouped.
- b. Record the weight as follows:
 1. Verify the scale is on and displays 0.00.
 2. Place the parcel on the scale, ensuring cables or other objects are not touching the scale.
 3. Press W on your keyboard to automatically record the weight.
 4. Verify the weight recorded correctly in the software.
 5. If necessary, you can enter the weight manually. You must record to a tenth of an ounce (one decimal place).
- c. For some test types, the CODES software selects certain parcels for additional information on the size. For those selected parcels, measure the dimensions as follows:
 1. Determine whether the selected parcel is Square/Rectangular or Other Shapes.
 2. Record length, height, and thickness (width) to the nearest quarter inch.
- d. Record the deviation status of each parcel as either parcel or deviation parcel. The carrier must identify the deviation status of each parcel and identify any parcel held due to a vacation hold or closed business.

If the carrier is not available at the time, record your best evaluation and group the parcels by deviation status for the carrier to review later.

- e. If the carrier provides a parcel evaluation after basic parcel data has already been recorded in the CODES software, and updates are needed, edit the mailpiece record as follows:
 1. For a mailpiece record that contains a scanned barcode, select the *Edit Parcel* button in the *Mailpiece Info* screen. Scan the barcode on the parcel and then select the *Search Parcel* button to locate the mailpiece record. Select *Yes* or *No* to the deviation parcel question.
 2. For a mailpiece record that does not contain a scanned barcode, select the mailpiece record from the list of records in the *Mailpiece Info* screen. Select the *Edit Parcel* button and then select the *Use Current Selection* button. Select *Yes* or *No* to the deviation parcel question.

For more information on recording parcels, see the section titled Determining Shape in the CCCS Reference Guide, which is available on the CODES laptop [here](#).

*The following section is an update to the instructions for scanning and replaces section 2-5.5 in the next edition of Handbook F-55 (changes highlighted in **bold**):*

2-5.5 Scanning

The software asks the scan question for every **flat and parcel shaped** mailpiece you enter in the software. Therefore, when you enter **flat or parcel** mailpieces individually, the software asks for a scan of each mailpiece barcode. The only mailpieces that you may group are letters, flats, and some parcels (e.g., saturation parcels).

When grouping flats or any other mailpieces, group only identical mailpieces, including endorsements. For these groups, follow the endorsement grouping in the software question. When scanning one

barcode, scan any one mailpiece barcode since the mailpieces are identical. You are not limited to scanning only one mailpiece; however, you are allowed to scan only one mailpiece from a grouped entry.

The following section is an update to the instructions for finalizing the test and replaces section 2-6 in the next edition of Handbook F-55.

2-6 Finalize the Test

2-6.1 Review the Data and Administrative Information

You must review the data and administrative information before completing or suspending the test. If you find errors, return to the *Data Entry* screen, and make the necessary corrections.

- a. For a rare or unlikely mail category, CODES displays a *Warning* screen about the entry. Add comments about these mailpieces to verify or explain unusual mailpiece characteristics.
- b. To delete a mailpiece record perform the steps as follows:
 1. In the *Mailpiece Info* screen, select the mailpiece record.
 2. Select the *Delete* button. A pop-up message appears asking "Are you sure you want to delete the mailpiece?"
 3. Select *Yes* to delete the mailpiece record.

PS Form 2846

The following section is an update to the instructions for completing PS Form 2846 and replaces section 2-7 in the next edition of Handbook F-55.

2-7 Complete PS Form 2846

2-7.1 Overview

The Postal Service uses PS Form 2846 to report the volume of mail the carrier collects on the day of the test. You, the carrier, and the postmaster share responsibility for completing this form. PS Form 2846 is a record of all mail that the carrier brings back, including returned mail and mail that was missorted to the test route.

A copy of PS Form 2846 is available [here](#).

Note: Whenever subchapter 2-7 refers to "the postmaster" (as in the first paragraph of 2-7.1), the reader must understand that it also refers to "the postmaster or the postmaster's designee" (just to simplify wording and to avoid redundancy).

2-7.2 Data Collector

You must do the following:

- a. Complete Section 1.
- b. Enter the test ID at the top of page 2.
- c. Highlight the administrative data to be completed by the postmaster.
- d. Explain to the postmaster how to record collected mail on PS Form 2846, including how to record the collection volume for pivoted routes.
- e. Give the form to the postmaster, who completes Sections 2 and 3.
- f. Explain to the carrier how to separate the mail collected while delivering the route.

2-7.3 Carrier

The carrier must do the following:

Separate the mail as it is collected, into three tubs:

1. One for online requests for Package Pickup.
 2. One for blue collection box mail.
 3. One for customer outgoing mail, missorted mail, and mail brought back to the Post Office.
- a. Upon return to the Post Office, give the three tubs of collected mail to the postmaster.

2-7.4 Postmaster

The postmaster must complete PS Form 2846 as follows:

- a. Complete Section 2.
- b. Complete Section 3 Part B after the carrier returns from delivering and collecting the mail:
 1. Follow the instructions on the form to determine the class and shape categories.
 2. Use the destinating address to determine if the mail is domestic or international.
 3. Record franked mail and mail from U.S. Government agencies based on the service provided.
 4. Record balloting materials endorsed "US Postage Paid 39 USC 3406" as First-Class Mail.
 5. Count Business Reply Mail (BRM) and Netflix mail on the row for First-Class Mail. If any piece of BRM Mail weighs more than 13 ounces, count it as Priority Mail.
 6. Count Certified Mail at the rate category under which it was sent.
 7. Record USPS Mail and Free Matter for the Blind Mail in their designated row.
 8. Describe the items counted in "Other."
- c. Refer to Section 3 Part A if there are any remarks to state and for instructions on returning the form.

2-7.5 Collection Volume for Pivoted Routes

To avoid double counting collection volume for pivoted routes, adhere to the following rules:

- a. If the test route is entirely pivoted to another route, write "Zero-Volume – Route entirely pivoted" in Section 3 Part A, 7 – Additional Remarks.
- b. If the test route is partially pivoted, record the collection volume from the primary carrier of the test route and from any carrier who is delivering only test route mail.
- c. If the test route is receiving mail from a pivoted route, record all the collection volume from the carrier of the test route, including collection mail from the received pivoted route portion.

Example 1: A facility has three city letter routes — routes A, B, and C. On the day of the test, the regular carrier for route A is unavailable, and route A is split evenly between routes B and C (i.e., the route is entirely pivoted). If the CCCS test is on route A, record "Zero-Volume" in the comments section of PS Form 2846. If the CCCS test is on route B, include all of the mail collected by the route B carrier on that day, including the collected mail from the pivoted route A portion.

Example 2: A facility has three city letter routes — routes A, B, and C. On the day of the test, the regular carrier of route A is available, but the route is overburdened. Part of route A is pivoted to route B (i.e., the route is partially pivoted). If the CCCS test is on route A, record the mail brought back to the office by the regular route A carrier for that portion of route A, do not include any collection mail from route B. If the CCCS test is on route B, include all of the mail brought back to the office by the route B carrier on that day, including the collected mail from the pivoted route A portion.

2-7.6 When PS Form 2846 Is Received

The following tasks are required after the collection data is received:

- a. The SSP must review the submitted form for completeness and accuracy and must discuss any incomplete or inconsistent items with the postmaster.

- b. The SSP must enter the data from PS Form 2846 into the CODES WBU. For a test that has zero collection volume, the SSP must select the appropriate choice in the CODES WBU to describe the reason.
- c. After verifying all collection test data entered into the CODES WBU, click on the *Approve 2846* button in the *Sample Control Info* screen to transmit the test to the mainframe for processing. (The CODES WBU system only allows the transmission of approved collection data.)
- d. Personnel entering data must bring cross-cell error checks to the SSP's attention for appropriate action if editing is required.

RURAL CARRIER COST SYSTEM (RCCS)

The following software change is effective October 1, 2021.

Random Start

In the CODES RCCS software, the random start for each skip interval is now generated and locked once the test is initialized, whether or not each skip interval is utilized during the test.

Adult Signature Verification

In the CODES RCCS software, when selecting the Extra Service of Adult Signature Required or Adult Signature Restricted Delivery, the pop-up question asking for verification is removed.

End Test

In the CODES RCCS software, Skip Intervals of 1, 5, and 20 are added to the Mailpiece View menu. Additionally, an *All* selection is now available.

In the CODES RCCS software, after *Complete* is selected, when more than 5 parcels are recorded with a skip interval greater than 1, a pop-up screen appears displaying the message: "You have entered parcels with a skip greater than 1. Please explain why in the following comment box."

First-Class Mail Presorted Card Dimensions

There is a change to the acceptable maximum dimensions for First-Class Mail presorted cards. Effective August 29, 2021, the Postal Service increased the maximum size limit for presorted First-Class Mail postcards. Presorted First-Class Mail postcards can now be 9 inches in length by 6 inches in height, instead of the current 6 inches in length by 4 ¼ inches in height. There is no change to thickness.

In the RCCS Reference Guide, update section 5, Domestic Mail Categories, First-Class Mail (changes highlighted in bold):

5 Domestic Mail Categories

Mail/Subcategory	Description	Endorsement
First-Class Mail	<p>First-Class Mail receives expeditious handling and transportation. The USPS does not guarantee the delivery of First-Class Mail within a specified time.</p> <p>Includes letters, cards, flats, small parcels, or rolls. Domestic First-Class Mail may weigh no more than 13 ounces. Commercial First-Class Package Service parcels can weigh over 13 ounces but less than 16 ounces.</p> <p>Single Piece postcards (including double cards) must be:</p> <ul style="list-style-type: none"> • Rectangular. • Not less than 3 1/2 inches high, 5 inches long, and 0.007 inches thick. • Not more than 4 1/4 inches high, 6 inches long, and 0.016 inches thick. <p>Presorted postcards (including double cards) must be:</p> <ul style="list-style-type: none"> • Rectangular. • Not less than 3 1/2 inches high, 6 inches long, and 0.007 inches thick. • Not more than 6 inches high, 9 inches long, and 0.016 inches thick. <p>Note: A double card consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Plain stickers, seals, or staples must be used to fasten the open edge at the top or bottom. Any sealing on the left and right sides of the double cards is prohibited to claim the First-Class Card rate.</p>	See the First-Class Mail Decision Table or the <i>Domestic Mail Manual</i> for valid First-Class Mail Markings.

The following section is an update to the instructions for communication on the day of the test and replaces section 3-3.4.b.2.a in the next edition of Handbook F-55.

3-3.4.b.2.a Communication on the Day of the Test:

2. Ask the carrier to do the following:
 - a. Provide any additional information about the route.

The following section is an update to the instructions for communication on the day of the test and replaces section 3-3.4.b.3 in the next edition of Handbook F-55.

3-3.4.b.3 Communication on the Day of the Test:

3. Explain that the carrier must separate collection mail as follows:
 - a. Mail collected from online requests for Package Pickup.
 - b. Mail collected from individual delivery boxes and brought back to the Post office.
 - c. All other mail including:
 - Mail picked up from collection boxes or cluster box unit collection compartments.
 - Mail taken out but not delivered (for example, markup mail).

Note: If you are testing the intermediate route, no mail is collected. If you are testing the headout office all mail is collected, including the intermediate route portion.

The following section is an update to the instructions for recording parcels and replaces section 3-4.6.5 in the next edition of Handbook F-55.

3-4.6.5 Parcels

You may begin recording parcels in the CODES software prior to the carrier's arrival. When sampling parcel-shaped mail, complete the following tasks:

- a. Record parcels individually. Only identical parcels destined for multiple deliveries on the test route, such as Enhanced Carrier Route Walk Sequence Saturation (ECRWSS) parcels or Bound Printed Matter telephone books, may be grouped.
- b. Record the weight as follows:
 1. Verify the scale is on and displays 0.00.
 2. Place the parcel on the scale, ensuring cables or other objects are not touching the scale.
 3. Press W on your keyboard to automatically record the weight.
 4. Verify the weight recorded correctly in the software.
 5. If necessary, you can enter the weight manually. You must record to a tenth of an ounce (one decimal place).
- c. For some test types, the CODES software selects certain parcels for additional information on the size. For those selected parcels, measure the dimensions as follows:
 1. Determine whether the selected parcel is Square/Rectangular or Other Shapes.
 2. Record length, height, and thickness (width) to the nearest quarter inch.
- d. Record the deviation status of each parcel as either parcel or deviation parcel. If the parcel is a deviation parcel, record where the deviation parcel will be delivered (e.g., door, locker, or other). The carrier must identify the deviation status of each parcel, identify the location where a deviation parcel will be delivered and identify any parcel held due to a vacation hold or closed business.

If the carrier is not available at the time, record your best evaluation and group the parcels by deviation status for the carrier to review later.

- e. If the carrier provides a parcel evaluation after basic parcel data has already been recorded in the CODES software, and updates are needed, edit the mailpiece record as follows:
 1. For a mailpiece record that contains a scanned barcode, select the *Edit Parcel* button in the *Mailpiece Info* screen. Scan the barcode on the parcel and then select the *Search Parcel* button to locate the mailpiece record. Select *Yes* or *No* to the deviation parcel question.
 2. For a mailpiece record that does not contain a scanned barcode, select the mailpiece record from the list of records in the *Mailpiece Info* screen. Select the *Edit Parcel* button and then select the *Use Current Selection* button. Select *Yes* or *No* to the deviation parcel question.

For more information on recording parcels, see the section titled Determining Shape in the RCCS Reference Guide, which is available on the CODES laptop [here](#).

*The following section is an update to the instructions for scanning and replaces section 3-5.6 in the next edition of Handbook F-55 (changes highlighted in **bold**).*

3-5.6 Scanning

The software asks the scan question for every **flat and parcel shaped** mailpiece you enter in the software. Therefore, when you enter **flat or parcel** mailpieces individually, the software asks for a scan of each mailpiece barcode. The only mailpieces that you may group are letters, flats, and some parcels (e.g., saturation parcels).

When grouping flats or any other mailpieces, group only identical mailpieces, including endorsements. For these groups, follow the endorsement grouping in the software question. When scanning one barcode, scan any one mailpiece barcode since the mailpieces are identical. You are not limited to scanning only one mailpiece; however, you are allowed to scan only one mailpiece from a grouped entry.

The following section is an update to the instructions for finalizing the test and replaces section 3-6 in the next edition of Handbook F-55.

3-6 Finalize the Test

3-6.1 Review the Data and Administrative Information

You must review the data and administrative information before completing or suspending the test. If you find errors, return to the *Data Entry* screen, and make the necessary corrections.

- a. For a rare or unlikely mail category, CODES displays a *Warning* screen about the entry. Add comments about these mailpieces to verify or explain unusual mailpiece characteristics.
- b. To delete a mailpiece record perform the steps as follows:
 1. In the *Mailpiece Info* screen, select the mailpiece record.
 2. Select the *Delete* button. A pop-up message appears asking "Are you sure you want to delete the mailpiece?"
 3. Select *Yes* to delete the mailpiece record.

PS Form 2848

The following section is an update to the instructions for completing PS Form 2848 and replaces section 3-9 in the next edition of Handbook F-55.

3-9 Complete PS Form 2848

3-9.1 Overview

The Postal Service uses PS Form 2848 to report the volume of collection mail the carrier collects on the day of the test. You, the carrier, and the postmaster share responsibility for completing this form. PS Form 2848 does *not* count mail from collection boxes and cluster box collection compartments.

A copy of PS Form 2848 is available [here](#).

Note: If the test site is an intermediate office, follow the instructions in 3-9.6.

Note: Whenever subchapter 3-9 refers to "the postmaster" (as in the first paragraph of 3-9.1), the reader must understand that it also refers to "the postmaster or the postmaster's designee" (just to simplify wording and to avoid redundancy).

3-9.2 Data Collector

You must do the following:

- a. Complete Section A.
- b. Enter the test ID at the top of page 2.
- c. Highlight the administrative data to be completed by the postmaster.
- d. Explain to the postmaster how to record collected mail on PS Form 2848, including how to record the collection volume for split routes.
- e. Give the form to the postmaster, who completes Sections B and C.
- f. Explain to the carrier how to separate the mail collected while delivering the route.

3-9.3 Carrier

The carrier must do the following:

Separate the mail as it is collected, into three tubs:

1. One for online requests for Package Pickup.
 2. One for mail collected from individual delivery boxes and brought back to the Post Office.
 3. One for all other mail.
- a. Upon return to the Post Office, give the tubs for Package Pickup and mail collected from individual delivery boxes to the postmaster.
 - b. Process the tub of all other mail following normal daily procedures.

3-9.4 Postmaster

The postmaster must complete PS Form 2848 as follows:

- a. Complete Section B.
- b. Complete Section C after the carrier returns from delivering and collecting the mail:
 1. Only record the contents of the tubs for Package Pickup and mail collected from individual delivery boxes.
 2. Follow the instructions on the form to determine the class and shape categories.
 3. Use the destinating address to determine if the mail is domestic or international.
 4. Record franked mail and mail from U.S. Government agencies based on the service provided.
 5. Record balloting materials endorsed "US Postage Paid 39 USC 3406" as First-Class Mail.
 6. Count Business Reply Mail (BRM) and Netflix mail on the row for First-Class Mail. If any piece of BRM Mail weighs more than 13 ounces, count it as Priority Mail.
 7. Count Certified Mail at the rate category under which it was sent.
 8. Record USPS Mail and Free Matter for the Blind Mail in their designated row.
 9. Describe the items counted in Other.
- c. Refer to Section C item 11 for instructions on returning the form and item 12 for entering remarks.

3-9.5 Collection Volume for Split Routes

To avoid double counting collection volume for split routes, adhere to the following rules:

- a. If the test route is entirely split to multiple carriers who are also assisting other routes, write "Zero-Volume – Route entirely pivoted" in Section C, 12 – Additional Remarks.
- b. If the test route is partially split to other carriers, record the collection volume from any carriers that are only delivering test route mail.

Example 1: On the day of the test, the regular carrier and the substitute carrier for the test route are unavailable, and the route is split between multiple RCAs who will also assist other routes — this is an entirely split route. Record "Zero-Volume" in the comments section of PS Form 2848.

Example 2: On the day of the test, the regular carrier is available, but the route is overburdened, so part of the route is given to an RCA for assistance — this is a partially split route. Record the collection mail brought back to the office as follows:

- a. If the RCA is assisting only the test route, record the collection mail brought back to the office by both the regular carrier and by the RCA.
- b. If the RCA is delivering mail for more than one route, record only the collection mail brought back to the office by the regular carrier.

3-9.6 Guidelines for Intermediate Offices

An intermediate office is a Post Office that is located on the official line of travel on a rural route and is included in the official route description.

If the test site is an intermediate office, do not record the collection mail. Instead, write "Intermediate Office" in Section C item 12, and complete Sections A and B.

If the test site is the head-out office, instruct the carrier and postmaster to include all mail picked up from boxes on intermediate routes as well as the test route.

3-9.7 When PS Form 2848 Is Received

The following tasks are required after the collection data is received:

- a. The SSP must review submitted forms for completeness and accuracy and must discuss any incomplete or inconsistent items with the postmaster.
- b. The SSP must enter the data from PS Form 2848 into the CODES WBU. For a test that has zero collection volume, the SSP must select the appropriate choice in the CODES WBU to describe the reason.
- c. After verifying all collection test data entered into the CODES WBU, click on the Approve 2848 button in the *Sample Control Info* screen to transmit the test to the mainframe for processing. (The CODES WBU system only allows the transmission of approved collection data.)
- d. Personnel entering data must bring cross-cell error checks to the SSP's attention for appropriate action if editing is required.

**TRANSPORTATION COST SYSTEMS
(TRACS)**

The following policy and procedure changes are effective October 1, 2021.

First-Class Mail Presorted Card Dimensions

There is a change to the acceptable maximum dimensions for First-Class Mail presorted cards. Effective August 29, 2021, the Postal Service increased the maximum size limit for presorted First-Class Mail postcards. Presorted First-Class Mail postcards can now be 9 inches in length by 6 inches in height, instead of the current 6 inches in length by 4 ¼ inches in height. There is no change to thickness.

In the TRACS Surface Reference Guide, update section 9, Domestic Mail Categories, First-Class Mail (changes highlighted in bold):

9 Domestic Mail Categories

Mail/Subcategory	Description	Endorsement
First-Class Mail	<p>First-Class Mail receives expeditious handling and transportation. The USPS does not guarantee the delivery of First-Class Mail within a specified time.</p> <p>Includes letters, cards, flats, small parcels, or rolls. Domestic First-Class Mail may weigh no more than 13 ounces. Commercial First-Class Package Service parcels can weigh over 13 ounces but less than 16 ounces.</p> <p>Single Piece postcards (including double cards) must be:</p> <ul style="list-style-type: none"> • Rectangular. • Not less than 3 1/2 inches high, 6 inches long, and 0.007 inches thick. • Not more than 4 1/4 inches high, 6 inches long, and 0.016 inches thick. <p>Presorted postcards (including double cards) must be:</p> <ul style="list-style-type: none"> • Rectangular. • Not less than 3 1/2 inches high, 6 inches long, and 0.007 inches thick. • Not more than 6 inches high, 9 inches long, and 0.016 inches thick. <p>Note: A double card consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Plain stickers, seals, or staples must be used to fasten the open edge at the top or bottom. Any sealing on the left and right sides of the double cards is prohibited to claim the First-Class Card rate.</p>	See the First-Class Mail Decision Table or the <i>Domestic Mail Manual</i> for valid First-Class Mail Markings.

In the TRACS Air Reference Guide, update section 6, Domestic Mail Categories, First-Class Mail (changes highlighted in bold):

6 Domestic Mail Categories

Mail/Subcategory	Description	Endorsement
First-Class Mail	<p>First-Class Mail receives expeditious handling and transportation. The USPS does not guarantee the delivery of First-Class Mail within a specified time.</p> <p>Includes letters, cards, flats, small parcels, or rolls. Domestic First-Class Mail may weigh no more than 13 ounces. Commercial First-Class Package Service parcels can weigh over 13 ounces but less than 16 ounces.</p> <p>Single Piece postcards (including double cards) must be:</p> <ul style="list-style-type: none"> • Rectangular. • Not less than 3 1/2 inches high, 6 inches long, and 0.007 inches thick. • Not more than 4 1/4 inches high, 6 inches long, and 0.016 inches thick. <p>Presorted postcards (including double cards) must be:</p> <ul style="list-style-type: none"> • Rectangular. • Not less than 3 1/2 inches high, 6 inches long, and 0.007 inches thick. • Not more than 6 inches high, 9 inches long, and 0.016 inches thick. <p>Note: A double card consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Plain stickers, seals, or staples must be used to fasten the open edge at the top or bottom. Any sealing on the left and right sides of the double cards is prohibited to claim the First-Class Card rate.</p>	See the First-Class Mail Decision Table or the <i>Domestic Mail Manual</i> for valid First-Class Mail Markings.

IN-OFFICE COST SYSTEM (IOCS and IOCS-Cluster)

IOCS

The following policy and procedure changes are effective October 1, 2021 (changes highlighted in **bold**):

Automated/Mechanized Mail Processing Equipment

In the CODES IOCS software, Q18C1 is updated to include Small Delivery Unit Sorter (SDUS).

Q18C1 Automated/Mechanized Mail Processing Equipment – Option C.

C – Parcel/SPR/Bundle Equipment (APBS/ APPS/ EPPS/ SPSS/ HTPS/ ADUS/ **SDUS**/ Rapistan/ LIPS)

Parcel/SPR/Bundle Equipment

In the CODES IOCS software, Q18C4 is updated to include Small Delivery Unit Sorter (SDUS).

Q18C4 Parcel/SPR/Bundle Equipment – Option E.

E – ADUS / **SDUS**

Non-Machinable Outside (NMO) Equipment

In the IOCS Reference Guide, we removed the paragraph below from Section 8 Automated and Mechanized Mail Processing Equipment.

~~**Non-Machinable Outside (NMO) Equipment. An NMO machine is a mechanized, operator-controlled machine used to sort parcels that cannot be sorted on PSMs.**~~

IOCS-Cluster

The following are policy and procedure updates for IOCS-Cluster (changes highlighted in **bold**):

During the Test

In the IOCS-Cluster Procedures document, there is an update to the policy related to when to begin the test:

- a. **Select the *Conduct Readings* button when any city carrier clocks in to work after your arrival.**
 1. **A message appears asking if you are sure you want to begin and displays a reminder to conduct readings as close as possible to the displayed scheduled reading time in the next screen. Once Yes is selected, it is no longer possible to change or update the employee list.**
 2. **Select Yes even if the first city carrier who clocks in is not included in the subsampled list. Select *Not clocked in now to this finance number* if the Selected Employee has not clocked in yet.**
 3. Ask the secondary sites to identify when the first city carrier at that site clocks in for the day. If a secondary site opens in the morning before the primary facility where the DCT is physically located, begin the test at the earlier time.

IOCS-Cluster Procedures

The following section contains the latest procedures on how to conduct an IOCS-Cluster test, both on-site and via the telephone.

There is an updated IOCS-Cluster Procedures document, now located on the Statistical Programs Web Page under [Misc. Systems Training \(usps.gov\)](#).

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Misc. Systems Training

ODIS-RPW | **IOCS** | **CCCS** | **RCCS** | **TRACS** | **SIRVI** | **SIRVO-ODIS**

IOCS Telephone Reading Respondent Training video – Effective August 2016 – [Video](#)

IOCS-Cluster Testing Procedures – Effective July 2020 – [Video](#)

IOCS-Cluster Procedures – Effective August 2021 – [pdf](#)

- DCT Handouts - July 2020 – [Tips](#) | [Cheat Sheet](#)
- The Cluster Variable Information Guide - July 2020 – [pdf](#)
- The Carrier List – [Spreadsheet](#) – *Spreadsheet must be opened with a CODES laptop*
 - Carrier.List Instructions – May 2019 – [Video](#)
- The IOCS-Cluster Delivery Unit Stand-up Talk - December 2015 – [doc](#)
- The IOCS-Cluster Email to the Field Template - November 2015 – [doc](#)

IOCS Phone Scan Instructions

- IOCS Phone Scan Data Collector Work Instructions - October 2020 – [pdf](#)
- IOCS Phone Scan Respondent Instructions - October 2020 – [pdf](#)

IOCS-Cluster Procedures

Introduction to IOCS-Cluster

The In-Office Cost System (IOCS) samples individual employees in all work locations at specific moments in time (excluding city carriers). The IOCS-Cluster samples city carriers with a more efficient design. Rather than schedule one reading on individual city carriers at specific moments in time, it schedules a test on the city carriers working at an entire finance number over an entire time block.

IOCS-Cluster morning tests are more like other systems (e.g., CCCS) than IOCS. The IOCS-Cluster morning tests require a data collector on-site for an extended period of time in the morning (until 11 a.m.).

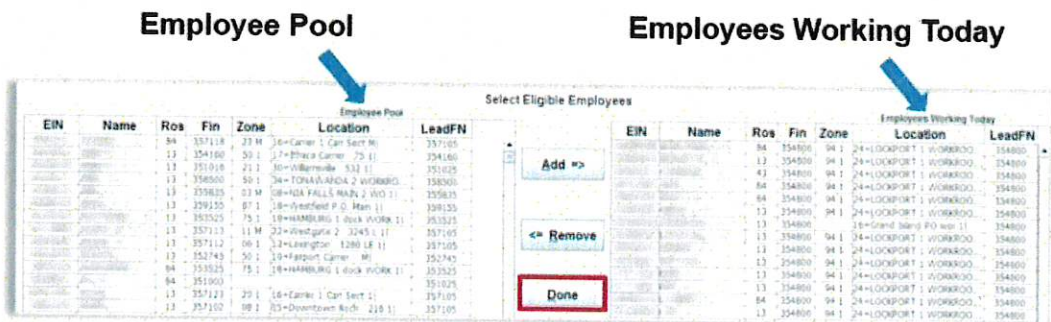
These procedures introduce the data collection technician (DCT) to the data collection process for conducting IOCS-Cluster readings and uses the pronoun “you” to refer to the DCT.

In the afternoon, city carriers spend little time clocked to the office and generally do not handle much mail, therefore, it is difficult to justify sending a data collector to conduct an on-site reading. Instead, our approach is to cluster many telephone readings for city carriers across the district by CAG group (CAGs A-C vs. D-H) over a one-hour block of time.

On-Site IOCS-Cluster Tests

Prior to the Test:

- a. You must call the test facility (or facilities) to notify them of the scheduled test. Provide a general description of the data collection procedures and how the data collector requires assistance from the facility supervisor. Request a copy of the daily schedule listing each city carrier’s status.
 1. Include all city carriers clocking to the finance number being tested, which may include more than one physical location. If the test is scheduled at more than one facility, the *Location* field in the CODES software identifies which physical location to report to on the day of the test. Confirm the location of the primary test facility and obtain contact information for any secondary facilities.
 2. Contact any secondary facility (or facilities) and ask for a list of city carriers expected to work on the day of the test. Explain that you may be calling them periodically throughout the scheduled test day up until 11 a.m. for the IOCS readings.
- b. Prepare Employee List.
 1. Open the test and add or remove eligible city carriers. Ensure all city carriers identified as working at any time on the test day, in all identified facilities, are included in the Employees Working Today list. Once the list is finalized, select the *Done* button.



2. The software randomly selects six employees for sampling from the list of all eligible city carriers. The *Randomized Subsampled Employee List* screen displays, with the first six employees showing a *Sampling Status* of 'Active'. These are the employees to be sampled. The other employees in the list are shown as 'Inactive'. If any of the 'Active' employees take unexpected leave, they are replaced with the next 'Inactive' employee.
3. Do not select the *Conduct Readings* button yet. Leave the software in the *Randomized Subsampled Employee List* screen for now.

Day Before the Test:

You must contact the test facility/facilities to confirm the first eight employees in the *Randomized Subsampled Employee List* (i.e., six Active employees, plus the first two 'Inactive' employees as backup) are still expected to work.

- a. If any of the first eight employees in the list are not expected to work on the day of the test, click the *Update Employee List* button to remove those employees from the list of selected employees. After adding or removing employees, select *Done* and verify the first eight employees on the newly created list are expected to work on the day of the test.

Name	EIN	Ros	Zone	Route	Location	FIN	LeadFIN	Sampling Stat
	13	17 1		703 723	22=North Sid...	351004	351025	Active
	13	07 M		718 722 752	23=North Sid...	351004	351025	Active
	84	16 M		617 634 754	22=North Sid...	351004	351025	Active
	13	16 1		601	22=North Sid...	351004	351025	Active
	13	17 1		724 723	22=North Sid...	351004	351025	Active
	13	17 1		727 723	22=North Sid...	351004	351025	Active
	13	16 1		623 634	22=North Sid...	351004	351025	Active
	13	16 1		617 625 622	22=North Sid...	351004	351025	Inactive
	13	17 1		707 704	22=North Sid...	351004	351025	Inactive
	13	16 1		603 634 607	22=North Sid...	351004	351025	Inactive
	13	16 1		625	22=North Sid...	351004	351025	Inactive
	13	07 1		704 725	22=North Sid...	351004	351025	Inactive
	13	07 1		710	23=North Sid...	351004	351025	Inactive
	13	16 1		602 634	22=North Sid...	351004	351025	Inactive
	13	16 M		633 603 605	22=North Sid...	351004	351025	Inactive

- b. Obtain the expected start time of the first eight city carriers. To allow enough time to set up for the test, plan to arrive at the test facility approximately one hour prior to the earliest time any of these eight city carriers are expected to clock in.

Day of Test:

- a. Arrive at the primary test facility at least one hour prior to the earliest time any of the first eight city carriers are expected to clock in (in any of the locations). Confirm the first eight employees in the list are still expected to work. Ask for assistance with identifying the sampled employees as they arrive and their case locations.
- b. Contact the secondary facility, if applicable. When confirming the sampled city carriers' arrival time with the secondary facility, explain that you will call periodically throughout the day (until 11 a.m.) to conduct readings. Ask for the best phone number to reach a respondent to assist you with the readings that morning.
- c. If any of the first eight employees in the list are not expected to work, click the *Update Employee List* button to remove those employees from the list of selected employees. After adding or removing employees, select *Done* and verify the first eight employees on the newly created list are expected to work.
 - 1. If the delivery supervisor is unsure if a city carrier is working the day of the test, include that city carrier in the sampling pool. If that city carrier is selected for subsampling and does not report to work, select *not clocked in now* for that city carrier for the entirety of the test. However, if the delivery supervisor confirms that the city carrier will not be reporting for duty (e.g., calling out sick), select *Unexpected Leave* and the software automatically replaces that city carrier with the next Inactive city carrier in the list.
 - 2. If the delivery supervisor says an unspecified City Carrier Associate (CCA) is working on the day of the test, use the "Add new carrier" function in the *Select Eligible Employees* screen and add a generic CCA employee. If the generic CCA is selected for subsampling, ask the supervisor to notify you when the city carrier arrives. Conduct readings on that city carrier whenever the generic name is sampled. With the current CODES software, you are unable to change the name. Enter the city carrier's name and Employee Identification Number (EIN) in the final comments for the test. Apply the same procedure for any unspecified city carrier (CCAs are the most common scenario).

3. Do not select the *Conduct Readings* button yet. Leave the software in the *Randomized Subsampled Employee List* screen for now. Once you select the *Conduct Readings* button, the list of employees cannot be changed.

During the Test:

- a. Select the *Conduct Readings* button when any city carrier clocks in to work after your arrival.
 1. A message appears asking if you are sure you want to begin and displays a reminder to conduct readings as close as possible to the displayed scheduled reading time in the next screen. Once *Yes* is selected, it is no longer possible to change or update the employee list.
 2. Select *Yes* even if the first city carrier who clocks in is not included in the subsampled list. Select *Not clocked in now to this finance number* if the *Selected Employee* has not clocked in yet.
 3. Ask the secondary sites to identify when the first city carrier at that site clocks in for the day. If a secondary site opens in the morning before the primary facility where the DCT is physically located, begin the test at the earlier time.
- b. Conduct readings, in person, every five minutes (or as specified in the software) up until 11 a.m. If a city carrier who is located at a secondary facility is sampled, conduct a phone reading.
 1. The software specifies the random minute and the test interval. Some offices have an interval of 10 minutes between readings. Conduct the readings as close as possible to the Next Reading time displayed in the *Test Info* window.
 2. If there are three or fewer sampled employees, do not conduct readings on an employee more than once every 20 minutes. Select *Cannot Conduct Reading* and enter a note that there are three or fewer sampled employees.
 3. If all of the subsampled city carriers leave for the street prior to 11 a.m., you may enter the readings in advance once you confirm with the supervisor that those city carriers will not be returning before 11 a.m. Be sure to enter readings up until 11 a.m.
 4. When conducting readings on city carriers located at secondary facilities, attempt to contact the facility for approximately five minutes. If you cannot contact a respondent within the five minutes, select *Cannot conduct reading* and enter "no respondent" into the comment field.
 5. There is no need to edit the pre-populated Actual Reading Time field at the end of each reading if it is within 5 minutes of the correct time, or when entering readings in advance once all subsampled carriers have left for the street.

After the Test:

- a. Transmit the test for approval.
- b. Approvers must check the following:
 1. Test began at a reasonable time.
 2. Readings taken at approximately equal intervals, either five- or ten-minutes as appropriate for the test type.
 3. Readings were conducted until 11 a.m.
 4. Barcodes were scanned where appropriate.
- c. Approve or Reschedule the test as needed.

DPS Indicator

The policy for when to use the DPS Indicator for upstream tests is clarified. Set the DPS Indicator to *N* for upstream tests performed at the plant. There are other upstream tests that are not performed at a plant, set the DPS Indicator to *Y* for these tests where applicable.

In the ODIS-RPW Handbook, F-75, update section 6-12, DPS Indicator (changes highlighted in bold):

Use the DPS Indicator to identify delivery point sequence (DPS) mail. The indicator provides additional information for use in statistical estimation. **Set the indicator to Y (Yes) or N (No) at the Test Header or Change Skip or DPS Indicator screens as follows:**

- a. Set the DPS Indicator to **Y** to record mail that is sorted in carrier walk sequence in a **DPS letter** tray. Use the "DPS" marking on the tray label to identify all DPS mail. DPS labels typically include an alphanumeric code to identify the type of sequenced mail in the tray, such as city route (C000), box section (B000), and Business Reply Mail (Z000). Record all mail from trays labeled DPS — regardless of the alphanumeric code — as DPS mail.
- b. Some DPS trays may contain mailpieces that are in carrier walk sequence and other pieces that are not in carrier walk sequence. Set the indicator to *N* to record any nonfinalized pieces, such as bundles of mail that is sorted to the route or zone and placed in front of the sequenced mail.
- c. An upstream test is one that takes place at a facility that is not the final delivery facility. **Set the indicator to N for upstream tests performed at the plant as outlined in section 3-9. For other upstream tests that are not performed at a plant, set the DPS Indicator to Y where applicable.**

Note: The DPS Indicator does not refer to drop shipment mail.

First-Class Mail Presorted Card Dimensions

There is a change to the acceptable maximum dimensions for First-Class Mail presorted cards. Effective August 29, 2021, the Postal Service increased the maximum size limit for presorted First-Class Mail postcards. Presorted First-Class Mail postcards can now be 9 inches in length by 6 inches in height, instead of the current 6 inches in length by 4 ¼ inches in height. There is no change to thickness. When determining mail shape, continue to refer to the Mail Shape and Measurement table in the ODIS-RPW Reference Guide as well as the Special Recording Rules found in section 6-3 of Handbook F-75.

In the ODIS-RPW Reference Guide, update section 8, Mail Shape and Measurement (changes highlighted in bold):

Shape	Definition																	
Card	Any rectangular shaped mailpiece of uniform thickness and made of card stock (single and double cards) with the following dimensions:																	
		<table border="1"> <thead> <tr> <th>Dimension</th> <th>Minimum</th> <th>Maximum</th> <th>FCM Presorted Cards ONLY Maximum</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>5"</td> <td>6"</td> <td>9"</td> </tr> <tr> <td>Height</td> <td>3-1/2"</td> <td>4-1/4"</td> <td>6"</td> </tr> <tr> <td>Thickness</td> <td>0.007"</td> <td>0.016"</td> <td>0.016"</td> </tr> </tbody> </table>	Dimension	Minimum	Maximum	FCM Presorted Cards ONLY Maximum	Length	5"	6"	9"	Height	3-1/2"	4-1/4"	6"	Thickness	0.007"	0.016"	0.016"
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		Length	5"	6"	9"													
Height	3-1/2"	4-1/4"	6"															
Thickness	0.007"	0.016"	0.016"															
Letter	Any mailpiece not categorized as a card with the following dimensions:																	
Flat	Any mailpiece not categorized as a card or letter with the following dimensions:																	
		<table border="1"> <thead> <tr> <th>Dimension</th> <th>Minimum</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>5"</td> <td>11-1/2"</td> </tr> <tr> <td>Height</td> <td>3-1/2"</td> <td>6-1/8"</td> </tr> <tr> <td>Thickness</td> <td>0.007"</td> <td>0.250" (1/4")</td> </tr> </tbody> </table>	Dimension	Minimum	Maximum	Length	5"	11-1/2"	Height	3-1/2"	6-1/8"	Thickness	0.007"	0.250" (1/4")				
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Parcel (Square or Rectangular, or Other Shapes)	<p>**Flats exceed at least one of these dimensions.</p> <p>Any mailpiece not categorized as a card, letter, or flat with the following condition:</p> <p>Maximum Size: Length + Girth (where girth = [2 x Width] + [2 x Height]) cannot exceed 108 inches (Retail Ground and Parcel Select cannot exceed 130 inches).</p> <p>A parcel also includes any mailpiece that has a width (thickness) of at least 1/4 inch and fails to meet the length and height dimensions for a letter.</p>																	
		<table border="1"> <thead> <tr> <th>Dimension</th> <th>Minimum</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>11-1/2"</td> <td>15"</td> </tr> <tr> <td>Height</td> <td>6-1/8"</td> <td>12"</td> </tr> <tr> <td>Thickness</td> <td>0.250" (1/4")</td> <td>0.750" (3/4")</td> </tr> </tbody> </table>	Dimension	Minimum	Maximum	Length	11-1/2"	15"	Height	6-1/8"	12"	Thickness	0.250" (1/4")	0.750" (3/4")				
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In the ODIS-RPW Handbook, F-75, update section 6-3, First-Class Mail Shape (changes highlighted in bold):

Record a postcard as a letter or a flats mailpiece when it exceeds maximum card dimensions (6 inches long by 4 1/4 inches high **for single-piece, and 9 inches long by 6 inches high for presorted**). Record an irregular-shaped (nonrectangular) letter that is at least 1/4-inch thick as a parcel.

**STATISTICAL PROGRAMS MANAGEMENT
(SPM)**

The following policy and procedure changes are effective October 1, 2021.

The position of Manager Financial Programs Compliance (MFPC) will be 100% eliminated no later than October 1, 2021. Therefore, all instances of MFPC are replaced with Supervisor Statistical Programs (SSP). Likewise, if a reference in a handbook or reference guide includes MFPC or SSP, it will now just say SSP.