



February 28, 2024

RECEIVED

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

Dear Ivan:

As a matter of general interest, the Postal Service has created Statistical Programs (SP) Letter #3, Fiscal Year (FY) 2024.

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

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

Enclosed is a final draft copy of SP Letter #3, FY 2024.

Please contact Lindsey A. Butler at extension 7194 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson".

Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosure

FINANCE



February 23, 2024

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

SUBJECT: *Policy Memo*, Statistical Programs (SP) Letter #3, FY24

This letter provides updates to policies and procedures for: Carrier Cost Systems (CCS); In-Office Cost System (IOCS) and Cluster; Transportation Cost Systems (TRACS); Revenue, Volume and Performance Measurement Systems (ODIS-RPW); and Statistical Programs Management (SPM).

CCS (CCCS and RCCS)

Segment 1 provides updates to DAL/DML Question, FSS Mailpieces, First-Class Mail Shape Selection, Nonmachinable Characteristics, Recording Marketing Mail, to the Extra Services tables in the CCCS and RCCS Reference Guides, and to Test Window guidelines.

IOCS/IOCS-Cluster

Segment 2 provides updates to Roster Designation 59, USPS Forms, Scanning Barcodes, Detached Marketing Label (DML), Express Mail Corporate Accounts Discontinued, First-Class Package Service and Parcel Select Ground Discontinued, and Flats Sequencing System (FSS) Discontinued.

TRACS (Air and Surface)

Segment 3 provides updates to the Mail Information screen, Item Types, and the U.S. Origin (Outbound) International Mail Identification Flowchart.

ODIS-RPW

Segment 4 provides updates to Information-Based Indicia examples (adding LFP (Letter Flat Project)), Product Removal (Parcel Select Lightweight), Forwarded/Returned Mail, International Inbound Mail, and Multiple Mailstreams Example.

SPM

Segment 5 provides an update to Reference Volumes in Handbook F-95.

A handwritten signature in cursive script that reads "Joseph G. Hurley".

Joseph G. Hurley
Sr. Director, Statistical Programs
Pricing and Costing

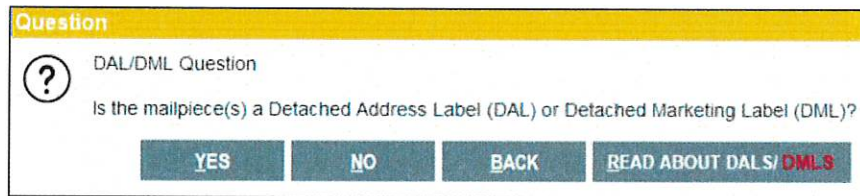
CARRIER COST SYSTEMS (CCCS and RCCS)

The following policy and procedure changes are effective April 1, 2024 (*changes highlighted in bold*). These changes are for both the City Carrier Cost System and the Rural Carrier Cost System.

DAL/DML Question

Last quarter, several changes were made in the carrier cost reference guides and software to include Detached Marketing Labels (DMLs) when referencing Detached Address Labels (DALs).

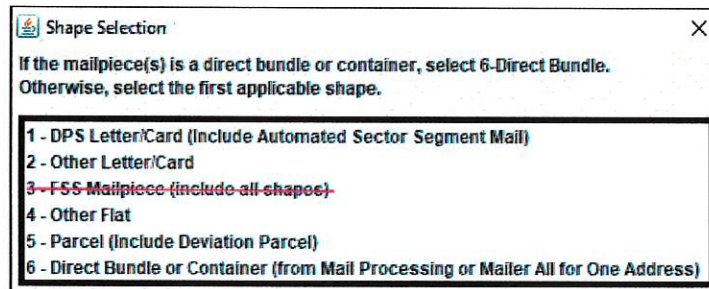
In the CODES software, the "READ ABOUT DALs" option within the DAL/DML Question box is updated to "**READ ABOUT DALs/DMLs**."



FSS Mailpieces

In FY23, sequencing of flats by FSS was decommissioned and mailers no longer use FSS markings. References to "FSS" are removed from Handbook F-55 and the carrier cost reference guides.

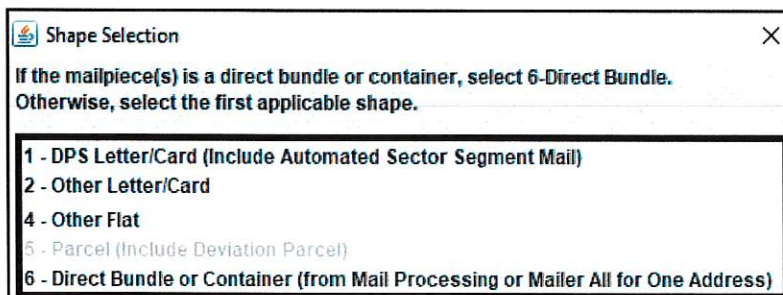
In the Carrier Cost software, the *Shape Selection* screen is updated to remove Option 3 – FSS Mailpiece (include all shapes) and all related FSS screens are removed.



First-Class Mail Shape Selection

In FY23, First-Class Package Service was replaced with the new mail class Ground Advantage and parcels are no longer recorded as First-Class Mail.

In the CODES software, the *Shape Selection* screen is updated to grey out Option 5 – Parcel (Include Deviation Parcel) for all mailpieces recorded as First-Class Mail.



Nonmachinable Characteristics

The nonmachinable characteristics question now appears for letters as well as flats.

The CCCS and RCCS Reference Guides, section 16, Nonmachinable Characteristics, are updated to add letters and remove the phrase “non-FSS.”

16 Nonmachinable Characteristics


Use the following table of nonmachinable characteristics to determine machinability for any non-DPS **letters** or flats.

<p>Letters</p>	<ul style="list-style-type: none"> • Non-rectangular (does not have four square corners). • Polybagged, polywrapped, or made of non-paper material like plastic or cloth. • Clasps, strings, buttons, or other similar closure devices. • Uneven thicknesses (more than 1/4” variation in thickness). • Very rigid. <p>Examples of Nonmachinable letters:</p> <ul style="list-style-type: none"> ▪ Customized Market Mail (CMM), which is generally not rectangular. ▪ Envelopes containing objects such as pens, keys, or coins. ▪ Wooden postcards. ▪ Postcards enclosed in plastic wrap.
<p>Flats</p>	<ul style="list-style-type: none"> • A box. • Non-rectangular (does not have four square corners). • Uneven thicknesses (more than a 1/4” variation except at the edges). • Very rigid (e.g., a license plate). <p>Examples of Nonmachinable flats:</p> <ul style="list-style-type: none"> ▪ Standard CD/DVD jewel case (5 1/4” by 5” by 5/16”). ▪ A box less than 3/4” thick. ▪ Customized Market Mail (CMM), which is generally not rectangular. ▪ Large envelopes containing small objects causing more than 1/4” variation in thickness. ▪ Large envelopes marked “DO NOT FOLD OR BEND.” <p>Examples of Machinable flats:</p> <ul style="list-style-type: none"> ▪ Large envelope containing documents. ▪ Magazine. ▪ Standard CD/DVD inside a paper envelope.

Note: When you are unsure if the mailpiece is nonmachinable, select “No.”

In the CODES software, the wording in the nonmachinable question box is updated to replace “this flat(s)” with “the piece.”


Question

 Does **the piece** have any of the following nonmachinable characteristics:

- A box?
- Nonrectangular (does not have four square corners)?
- Uneven thickness (more than a 1/4" variation except at the edges)?
- Very rigid like a license plate?

YES
NO

The subsequent recording screen is updated to remove the word “Flat” from the title and add the words “license plate” to option A.

 NonMachinable Characteristic (choose the first applicable) ✕

A - Rigid (like a license plate, box or CD jewel case)

B - Not Applicable

C - Uneven Thickness (more than 1/4" thickness variation except at the edges)

D - Nonrectangular (Does not have four square corners)

E - Other Nonmachinable Characteristic

Extra Services

The CCCS and RCCS Reference Guides, section 12, Extra Services, are updated:

Extra Services	Description/Instruction
Postage Due	All mailpieces marked postage due that the carrier will attempt to collect the postage due amount.
Business Reply Mail (BRM)	Allows a permit holder to receive First-Class Mail or Priority Mail back from the customers and pay postage only for the returned pieces. Postage and per piece charges are usually collected through advance deposit accounts. Do not record BRM as postage due, except in the rare instances when the carrier is attempting to collect the amount of postage due.
Certified	Certified Mail provides date and time of delivery or attempted delivery for First-Class Mail and Priority Mail. Certified Mail may display a barcoded PS Form 3800, a privately printed PS Form 3800, or Label 3800-N when a mailer-generated shipping label bearing an IMpb is also affixed on the same mailpiece.

<p>COD (Collect On Delivery)</p>	<p>Permits a mailer to mail an article and have its price and the cost of postage plus a service fee collected from the recipient. COD pieces can be identified by PS Form 3816.</p>
<p>Insured</p>	<p>Provides indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee. Do not include mailpieces with only the elliptical insured stamp.</p>
<p>Registered</p>	<p>Registered Mail is the most secure service that the USPS offers. Domestic Registered Mail may display a barcoded red Label 200, a privately printed Label 200, or Label 200-N when a mailer-generated shipping label bearing an IMpb is also affixed on the same mailpiece. International Registered mailpieces must have a number and a registry endorsement (such as the letter R).</p>
<p>Return Receipt</p>	<p>Provides mailers with 'hard copy' evidence of delivery. This service is available with Express Mail, Certified Mail, COD, mail insured for more than \$200, or Registered Mail, and must have PS Form 3811 attached. If the PS Form 3811 is detached and forwarded back to the mailer, record this as USPS Mail (not return receipt). If a mailpiece is marked "Electronic Return Receipt," do not record Return Receipt in the Extra Services screen.</p>
<p>Signature Confirmation</p>	<p>Provides mailers with information about the date and time of delivery. Additionally, this service provides for collection of the recipient's signature, which is maintained by USPS. International inbound mailpieces that have a pink Signature Capture label affixed should not be counted as Signature Confirmation.</p>
<p>Adult Signature Required</p>	<p>Adult Signature Required limits delivery to a person who is an adult and is indicated by the following: 'USPS ADULT SIGNATURE,' or similar variations are printed above the tracking barcode.</p>
<p>Adult Restricted Signature</p>	<p>If the mailpiece contains both Adult Signature and Restricted Delivery markings, such as 'USPS ADULT SIG/RESTR DEL,' do not record both Adult Signature and Restricted Delivery extra service options. Instead, record the combined extra service option Adult Signature Restricted Delivery.</p>
<p>USPS Tracking Number (or USPS Signature Tracking)</p>	<p>Provides mailers with information about the date and time of delivery. USPS Tracking may appear above an Intelligent Mail package barcode when one or more extra services are used in mailing. USPS Signature Tracking may appear above an Intelligent Mail package barcode when a signature is required at delivery. Commercial customers may use Label 400 or Label 888.</p>
<p>Other</p>	<p>Record any other extra services that are not included in this category list (for example, Premium Forwarding Service (PFS), Restricted Delivery, Hold for Pickup, etc.). Provide a description of the extra service when prompted by the data collection software.</p>

The following change is for the City Carrier Cost System only.

Test Window

The guidelines on what mail to include or exclude in a City Carrier Cost test are updated for clarification.

The term "handed off" is used when mail for one route is given to another route to deliver.

In the CCCS RG, update section 1, Test Window:


Mail Category	Include...	Exclude...
Misthrown or Missorted Mail	...all misthrown or missorted mail belonging to the test route that other carriers find and bring to the carrier's case and all misthrown or missorted letters and flats belonging to other carriers that are found commingled in the test route mail.	...all misthrown or missorted parcels that do not belong to the test route.
Pivoted Route	...all test route mail handed off or pivoted (given) to another carrier to deliver. Ask office personnel to help verify that each tray, tub, and carrier route bundle is for the selected test route.	...all mail received from other routes (not for the test route), handed off or pivoted to the carrier to deliver.

The following changes are for the Rural Carrier Cost System only.

Recording Marketing Mail

In the CODES software, the recording path for Marketing Mail changed. The Nonprofit pop-up screen and the Alternative Address Format question are removed from the RCCS software. The Simplified Address question is added for all Marketing Mail mailpieces and now follows the Extra Service question.

Simplified Address

 Does the mailpiece(s) include a simplified address format?
(Multiple mailpieces require the same yes or no answer, if necessary group separately)

Simplified Address: Contains "Postal Customer", "Residential Customer", "Business Customer", "Post Office Box Customer"
AND NO specific addressee
AND NO street address.

Example: Postal Customer
MANASSAS VA 20111-9999

If "YES" is selected, the EDDM marking question follows. If "NO" is selected, the *Compensation Category* screen follows.

Test Window

The guidelines on what mail to include or exclude in a Rural Carrier Cost test are updated for clarification.

The term "handed off" is used when mail for one route is given to another route to deliver.

In the RCCS RG, update section 1, Test Window:

Mail Category	Include...	Exclude...
Misthrown or Missorted Mail³	...all misthrown or missorted mail belonging to the test route that other carriers find and bring to the carrier's case and all misthrown or missorted mail belonging to other carriers that are found commingled in the test route mail.	
Split Route	...all test route mail handed off or pivoted (given) to another carrier to deliver. Ask office personnel to help verify that each tray, tub, and carrier route bundle is for the selected test route.	...all mail received from other routes (not for the test route), handed off or pivoted to the carrier to deliver.

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

The following policy and procedure changes are effective April 1, 2024 (*changes highlighted in bold*).

Roster Designation 59

In the IOCS Reference Guide, the roster designation and activity code "59-0" Peak Supervisor Temp is added to the Manager/Supervisor employee category.

The CODES IOCS software is changed to accept "59" as a valid supervisor roster designation.

USPS Forms

The IOCS Reference Guide, section 12-1, Postage Statement, is updated to clarify that handling Postage Statements includes employees dealing with electronic versions of the appropriate forms.

PS Form 3547

In the CODES IOCS/IOCS-Cluster software, the discontinued USPS Form 3547 is removed from Q22A2.CR Option B.

Remove the USPS Form 3547 example, Notice to Mailer of Correction in Address, from section 12-1 of the IOCS Reference Guide.

Postage Statement, including electronic versions of Forms 3541, 3600–3605:

Documentation provided by a mailer to USPS that reports the type and volume of mail being presented and the type of postage method used. It also lists the processing category of the mail, total weight of the mailing, and other required information. The postage statement certifies the mail meets the applicable eligibility standards for the prices and fees claimed. **Postage statements are now only submitted by mailers electronically.**

Scanning Barcodes

The IOCS Reference Guide, section 10, Barcode Scanning Instructions, is updated with the following:

Multiple barcodes of the same type (for example, multiple Extra Service barcodes on the same mailpiece) can be scanned if necessary. Do not scan barcodes that are left over from previous operations and are out of date. For example, if a letter tray has multiple tray labels, do not scan the barcodes of the labels that are incorrect and would not be used by Operations.

If a selected wheeled container or pallet has a placard with an Intelligent Mail container or MTEL barcode (generally beginning with "99," such as "99M," "99P") and if individual mailpieces can be obtained from the container for scanning, then scan three pieces. If there are different classes of mail, scan barcodes from the different classes. The purpose of these scans is to ensure that the pieces are consistent with the product information that may be returned by querying databases for the container contents. Unlike other Statistical Programs systems, the three scans are not meant to be representative of the contents of the container.

The following example is added after Example 4.

Example 5: A mail handler is about to unload a wiretainer with a "99P" barcode on the placard, and this is the container that is isolated for sampling. The wiretainer can be seen to contain loose parcels and is mostly Priority Mail and Ground Advantage. However, one Media Mail parcel can also be seen and can be safely retrieved for scanning. Scan the IMpb from three pieces: one Priority Mail, one Ground Advantage, and the one Media Mail. These will be compared to the nested contents that are electronically associated with the placard barcode to verify that the database query has retrieved accurate data.

Detached Marketing Label (DML)

In the CODES IOCS/IOCS-Cluster software, DML is added to the following questions and Instruction screens.

Q23B1. Detached Address Label/Detached Marketing Label

Is the piece a DAL or marriage mail card?

(A DAL is a Detached Address Label. A DML is a Detached Marketing Label. A DAL or a DML must have the following text: "USPS regulations require that this address label be delivered with its accompanying postage-paid mail.")

Q23B2. Shape of DAL/DML parent piece

The note is changed to "Both the DAL/DML and the accompanying..."

Q23E8. DAL/DML Parent Piece Check

Is this an unaddressed piece accompanied by a DAL or marriage mail card?

(A DAL is a Detached Address Label. A DML is a Detached Marketing Label.)

Q23E10. DAL/DML Available**I23B2 Instruction**

Use both the DAL/DML and the parent piece to answer the remaining questions.

I23E8 Instruction

Please locate a DAL/DML accompanying the mailing. Use the DAL/DML to answer the subsequent questions.

Express Mail Corporate Accounts Discontinued

In the CODES IOCS/IOCS-Cluster software, Q23E2 Option C, "Express Mail Corporate/Federal/Postal Service Accounts" is removed.

First-Class Package Service and Parcel Select Ground Discontinued

In the CODES IOCS/IOCS-Cluster software, the discontinued First-Class Package Service and Parcel Select Ground are removed from several questions including Q23I2, Q23N9c, Q23E15 Option E and Q23G8 Option B.

Flats Sequencing System (FSS) Discontinued

In the CODES IOCS/IOCS-Cluster software, FSS is removed from several questions, including Q18C1 Option B, Q18C1.NDC Option A, Q18C2.NDC, Q18C3, Q18C6 Option D and E, Q18C11c Option B, Q18E10 Option G and Q23J5.

TRANSPORTATION COST SYSTEMS (TRACS)

The following policy and procedure changes are effective April 1, 2024 (*changes highlighted in bold*).

TRACS Air and TRACS Surface

Mail Information Screen

The *Mail Information* screen is updated in the following sections:

1. The mail category display is updated to display the correct mail category as the DCT keyed it. Previously, when mail category 215 was entered, the mail category incorrectly displayed mail category 211.
2. The FSS checkbox and the subsequent FSS marking window are removed.

Handbook F-65

In Handbook F-65, update section 2-5.4 Item Types:

Section 2-5.4 Item Types

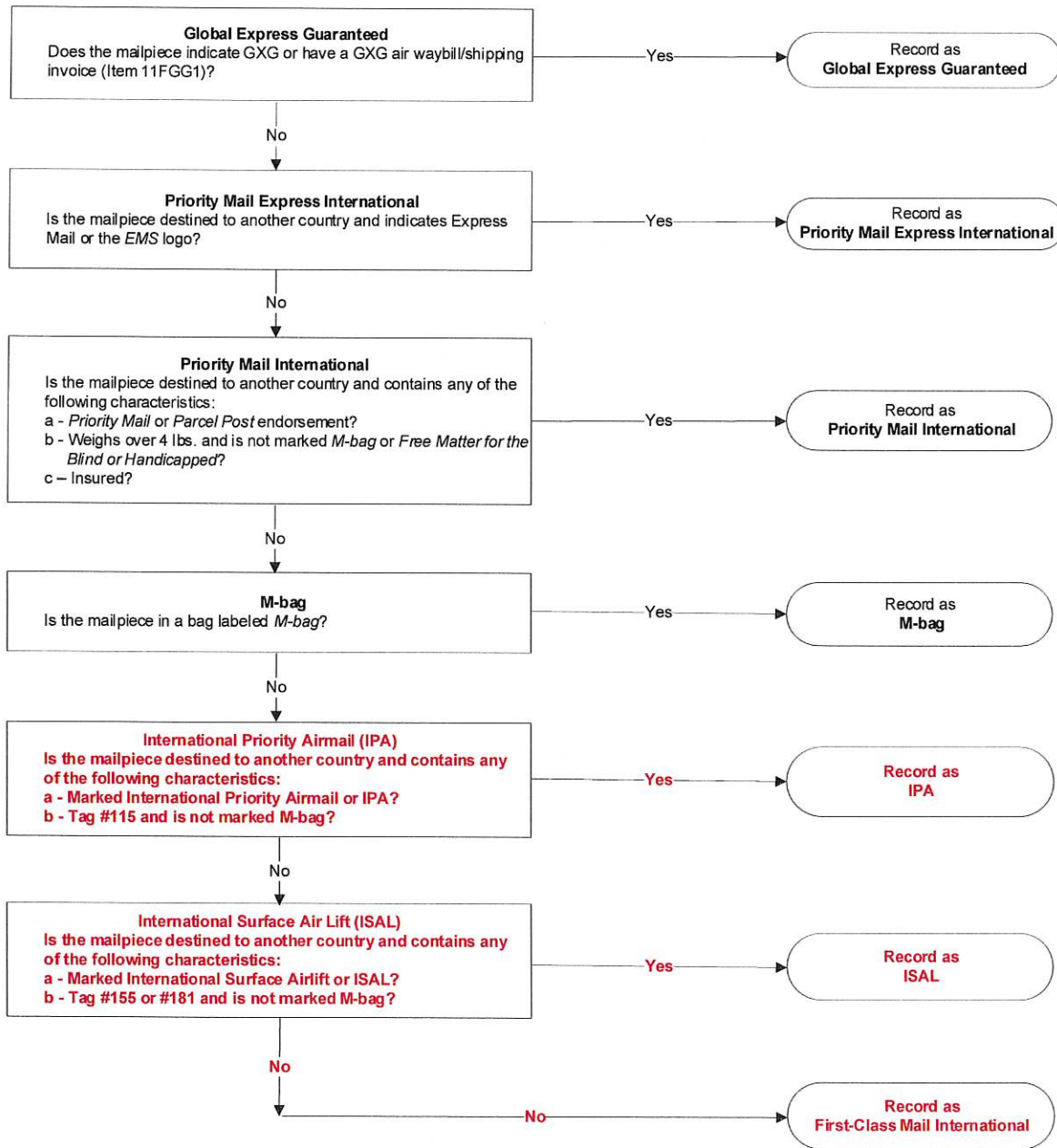
The following items are generally contained within set-aside containers, but TRACS considers them separate item types:

- a. Bundle (**excluding Firm bundles**).
- b. Convoy and conveyance (CON-CON).
- c. Full-size envelope tray.
- d. Flat tray or box.
- e. Half-size envelope tray.
- f. Loose parcel or mailpiece (**including Firm bundles**).
- g. Sack or pouch (non-Priority Mail Express item).
- h. Priority Mail Express item.
- i. Small parcel tray.
- j. Other.

Air and Surface Reference Guides

In the TRACS Air Reference Guide, update section 13 and in the TRACS Surface Reference Guide, update section 16, U.S. Origin (Outbound) International Mail Identification Flowchart.

**U.S. Origin (Outbound) International Mail Identification Flowchart
(Items with U.S. Origin Method of Payment)
TRACS**



February 2024




**REVENUE, VOLUME AND PERFORMANCE MEASUREMENT SYSTEMS
(ODIS-RPW)**

The following policy and procedure changes are effective April 1, 2024 (*changes highlighted in bold*).

Information-Based Indicia

Due to the introduction of a new meter manufacturer, there is an update in the ODIS-RPW Reference Guide to include an example.

In the ODIS-RPW Reference Guide, update section 13 Information-Based Indicia (IBI) Examples:

<p>Francotyp-Postalia (FP)</p>	 <p>The image shows a postage indicia with a red and white patterned background. It features a large 'FP' logo, the text 'US POSTAGE \$ 00.45 First-Class', and a meter number '032A 036 1803422'.</p>
<p>LFP (Letter Flat Project)</p>	 <p>The image shows a postage indicia with a black and white eagle logo on the left and a QR code on the right. Below the QR code, it reads '01/07/20XX U.S. POSTAGE \$1.84 LFP'.</p>
<p>Quadiant (or Neopost)</p>	 <p>The image shows three examples of postage indicia. The top one is a \$25.50 indicia with a QR code. The middle one is a \$00.48 indicia with 'neopost' and 'FIRST CLASS MAIL' markings. The bottom one is a \$001.30 indicia with 'quadiant' and 'FIRST CLASS MAIL' markings.</p>

Product Removal

USPS discontinued the Parcel Select Lightweight shipping product. To reflect this change, the reference to this product is removed from the CODES software, Handbook F-75, and ODIS-RPW Reference Guide.

In the ODIS-RPW Handbook F-75, update section 5-3.8, Parcel Select and Parcel Return Service:

These classes of mail are identified by the following markings:

Parcel Select, ~~Lightweight (or PS Lightweight)~~ or USPS Connect Local.

When no marking appears on a mailpiece weighing more than 13 ounces, record it as USPS Ground Advantage. (See 6-1.1 for guidelines on unmarked mail.) After determining whether the mailpiece is Forwarded/Returned/Missent, complete the following steps:

1. Select Parcel Select (including USPS Connect Local), PARCEL RETURN SERVICE from the *Mail Class & Type* screen.
2. Select the appropriate subclass from the *Mail Subclass* screen. The options are 5 – Parcel Select (including USPS Connect Local), or 6 – Parcel Return Service (or Parcel Select Return Service) – ZIP 569.

3. Record any additional Parcel Select rate markings at the *Parcel Select Markings* screen. The options are Parcel Select (with no additional markings), **Lightweight or PS Lightweight**, and USPS Connect Local.

In the ODIS-RPW Reference Guide, update section 5 Mail Class:

Mail Class	Description
Parcel Select (including USPS Connect Local), and Parcel Return Service	This category of mail consists mostly of parcels and nonmachinable flats with a maximum weight of 70 pounds. Parcel Select Lightweight must weigh less than 4 pound. Parcel Select is marked Parcel Select, Lightweight or PS Lightweight , or USPS Connect Local. Parcel Return Service is marked Parcel Return Service or Parcel Select Return Service.

In the ODIS-RPW Reference Guide, update section 6-3 Parcel Select Markings:

Mail Subclass	Description
Parcel Select	Record 'Parcel Select' if the mailpiece is marked PARCEL SELECT with no other markings.
Parcel Select Lightweight	Record 'Parcel Select Lightweight' if the mailpiece is marked PARCEL SELECT LIGHTWEIGHT or PS LIGHTWEIGHT.
USPS Connect Local	Record the piece as 'USPS Connect Local' if the piece is marked USPS CONNECT LOCAL.

Forwarded/Returned Mail

There is a revision to the policy on forwarded and returned references to include 'printed' text on the mailpiece.

In the ODIS-RPW Reference Guide, update section 8 Forwarded and Returned Mail Guidelines Table:

Handwritten **and printed** references may include, but are not limited to, the following abbreviations: ANK (Attempted Not Known), DEC (Deceased), IA (Insufficient Address), MLNA (Moved Left No Address), NMR (No Mail Receptacle), NSN/NSS (No Such Number, No Such Name, No Such Street, etc.), REF (Refused), RTS (Return to Sender), UAA (Undeliverable as Addressed), UTF (Unable to Forward), VAC (Vacant), or any other markings intended to indicate the mailpiece is not deliverable as addressed.

International Inbound Mail

To better align the ODIS-RPW policies, there is an update in the F-75 to reflect the recent changes to the ODIS-RPW Reference Guide.

In the ODIS-RPW Handbook F-75, update section 5-3.4, International Mail (Incoming From Foreign Countries):

Use the following general rules in identifying foreign origin mail:

- a. **International Mail is incoming mail from foreign countries and does not bear US Postage.**
- b. **Record Return to Sender mail originally destinating to foreign countries as returned International Mail.**

- c. Record mailpieces with the service Xpresspost-USA as International (although these mailpieces are introduced into the domestic Priority Mail processing stream for handling, they are categorized as incoming international mail).

Multiple Mailstreams Example

The example in the policy on sampling multiple mailstreams is updated to reflect previous policy changes from FY22Q3. Priority Mail is removed from this section, as DCTs are no longer instructed to separate Priority Mail containers.

In the ODIS-RPW Handbook, F-75, update section 4-7.2, Multiple Mailstream Example. Remove item #4 and renumber the subsequent numbers.

4-7.2 Multiple Mailstreams Example

The MEP is composed of letter mail (in letter trays) and flats (in flat trays). The estimated number of letter trays is 40–50, and the estimated number of mailpieces within a letter tray is 500–600. The estimated number of flat trays is 20–25, and the estimated number of mailpieces within a flat tray is 100–125. Perform the following steps:

1. Identify primary containers. The primary containers are the letter trays and flat trays. If necessary, remove the letter trays from any larger containers so you can select specific letter trays using the skip interval.
2. Exclude reprocessed mail, curtailed mail, and easily isolatable containers of missent mail.
3. Isolate Multiple Identical Mailpieces (MIPs) and use the MIP procedure to record these mailpieces.
- ~~4. Separate Priority Mail containers. Since Priority Mail items are rare in letter tray mail and will probably be commingled if present, you do not need to find and separate Priority Mail mailpieces from the letter trays. From the flat trays, separate flat trays holding Priority Mail. These are flat trays marked Priority Mail and flat trays consisting of at least 75 percent Priority Mail mailpieces.~~
4. Group primary containers. Treat each primary container type as an independent group to be tested by separating the primary containers into two container type groups: letter trays and flat trays.
5. Determine the container and mailpiece skip intervals for the first group, the letter trays. Use the Container Subsampling Table in RG-3 to find the appropriate container range and average pieces per container range. In this example for the estimated letter trays of 40–50, the appropriate container range is 36–75, and because each letter tray has approximately 500–600 mailpieces, the appropriate average pieces per container range is 501–800. The intersection of this row and column indicates a container skip interval of 10 and a mailpiece skip interval of 18.
6. Determine the random start number. Using the CODES data entry software, enter the container skip interval and mailpiece skip intervals and press Enter. CODES automatically generates the container and mailpiece random start numbers and displays them in the Start field. For this example, suppose the container start number is 5 and the mailpiece start number is 8.
7. Apply the container and mailpiece skip intervals — in this example, a container skip interval of 10 and a mailpiece skip interval of 18 — and perform the following steps:
 - (1) Using the container random start number, select the starting letter tray. In this example, because the container start number is 5, select the fifth letter tray.
 - (2) Because the container skip interval is 10, select every 10th letter tray thereafter.

- (3) From the first selected letter tray container, use the mailpiece random start number to select the first letter for recording — in this example, because the mailpiece start number is 8, select the eighth letter.
 - (4) Select every 18th mailpiece thereafter (as determined by the mailpiece skip interval of 18).
 - (5) Record the selected mailpieces.
- 8.** Repeat these steps for the flats ~~and Priority Mail~~ groups.

STATISTICAL PROGRAMS MANAGEMENT (SPM)

The following policy and procedure changes are effective April 1, 2024 (*changes highlighted in bold*).

In the SPM Handbook F-95, update section 9-2.1.3.6 Reference Volumes:

9-2.1.3.6 Reference Volumes

You must note whether there were any columns marked with asterisks (***) in the Reference Volume Analysis report, and then determine the cause of the volume discrepancy. There are several possible reasons for this:

- a. *Normal volume fluctuations:* The reference volume is an average, and the test in question may have occurred on a day in which the volume was unusually heavy or light.
- b. *Small reference shape volume:* Flats occasionally appear in letter tests. When flats are combined with large skip intervals, the flats test volume could be much larger than the reference volume.
- c. *Correct mail not isolated:* Mail from other MEPs was included, or mail normally tested in this MEP was excluded.
- d. *Incorrect value recorded:* An incorrect shape volume or incorrect multiple identical pieces (MIP) value was recorded.

You must note the reason for any discrepancy on the Reference Volume Analysis report and, if one of the following situations occurred, take the appropriate action as noted:

- a. If the data collector failed to isolate and test any amount of mail, contact the service center (see 9-9.1.3.2).
- b. If the data collector recorded an incorrect mail shape or an incorrect MIP value, correct the error in the CODES WBU (for more information, see 9-2.1.5).
- c. **If the MEP to be tested is for a unique ZIP Code, caller service mail, or mail picked up by the customer, contact operations to determine whether the MEP, and the mail volume, still exist in the district. If not, contact the service center to ensure adjustments to the MEP frame are completed prior to the next frame freeze date in the gaining and losing district.**

You must discuss any discrepancies with the data collector and train the data collector if needed, using the following PATS Processes:

- a. PATS Process, [Following the Header Report to Locate the Test Facility and Mail Streams to be Tested.](#)
- b. PATS Process, [Isolating and Recording Multiple Identical Pieces \(MIP\).](#)