UNITED STATES
POSTAL SERVICE

March 8, 2023

Mr. Ivan D. 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) 2023.

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:

- City Carrier Cost System (CCCS)
- Rural Carrier Cost System (RCCS)
- In-Office Cost System – Cluster (IOCS/IOCS-Cluster)
- Transportation Cost Systems (TRACS)
- Origin-Destination Information System – Revenue, Pieces, and Weight (ODIS-RPW)
- System for International Revenue and Volume, Outbound – International Origin-Destination Information System (SIRVO-IODIS)
- System for International Revenue and Volume, Inbound (SIRVI)
- Statistical Programs Management (SPM)

Enclosed is a final draft copy of SP Letter #3, FY23.

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

Sincerely,

James Lloyd
Director
Labor Relations Policies and Programs

Enclosures

UNITED STATES POSTAL SERVICE

March 3, 2023

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

SUBJECT: *Policy Memo*, Statistical Programs (SP) Letter #3, FY23

This letter provides updates to policies and procedures for: City Carrier Cost System (CCCS); Rural Carrier Cost System (RCCS); In-Office Cost System (IOCS) and Cluster; Transportation Cost Systems (TRACS); Revenue, Volume and Performance Measurement Systems (ODIS-RPW); System for International Revenue and Volume – Outbound (SIRVO-IODIS); System for International Revenue and Volume – Inbound (SIRVI); and Statistical Programs Management (SPM).

CCCS

Segment 1 provides updates to USPS Label Delivery Service and Scanner Identification.

RCCS

Segment 2 provides updates to Multiple ZIP Codes, USPS Label Delivery Service, and Scanner Identification.

IOCS/IOCS-Cluster

Segment 3 provides updates to Start and End Times, Actual Reading Time, Barcode Scanning Instructions, New Container – Corrugated Plastic Pallet Box, Foreign Country, USPS Label Delivery Service, and On-Site Tests – Prepare Employee List.

TRACS

Segment 4 provides updates to USPS Label Delivery Service, D&R Tag Airline Code Identifiers, Barcode Scanning Order, Barcode Examples, TRACS Wheeled Containers, and Surface Visibility Barcodes.

ODIS-RPW

Segment 5 provides updates to Regional Rate and Commercial Pricing, USPS Label Delivery Service, DPS Container Skip Intervals, Postage Due Revenue, Test Notification Checklist, Calling the Test Site, and Indicia Examples.
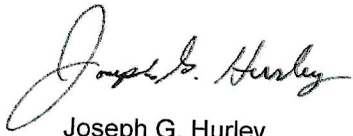
SIRVO-IODIS

Segment 6 provides an update to the SIRVO RG RM-2.

SIRVI

Segment 7 provides an update to the SIRVI RG RM-3.

SPM

Segment 8 provides updates to Scheduling IOCS Readings, Carrier Cost Test Approvals, and MEP Frame Freeze Dates.

Joseph G. Hurley (signature)

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

cc: Joseph Corbett
    Sharon Owens
    Richard T. Cooper
    John P. Kelley
    Fiona E. Machado
    Michelle M. Kim
    James Lloyd, Director, Labor Relations Policy and Programs
    Luisa Gierbolini, Office of Inspector General
    Allison Vetter, Senior Manager, Ernst and Young

CITY CARRIER COST SYSTEM
(CCCS)

The following policy and procedure changes are effective April 1, 2023 *(changes highlighted in **bold**)*.

USPS Label Delivery Service

Consumers shipping packages back to their retailer may receive return labels delivered by the Postal Service.

In the CCCS Reference Guide, **USPS Label Delivery is added** as an endorsement for USPS Mail in Section 5, Domestic Mail Categories.

| USPS Mail | USPS Mail is material sent by the U.S. Postal Service for official business purposes. Identify USPS Mail according to the endorsements.

Do not use the return address to identify USPS Mail.

Do not record damaged mail enclosed in a USPS transparent cellophane envelope as USPS Mail. Record the original mail class.

Record PS Forms or postmaster mailings as USPS Mail, regardless of the presence of a G-10 permit. If a G-10 permit is not present, select "Other" for the USPS Characteristic and describe the form or mailing in the comments box. | • G-10 Permit, G-10 Click-N-Ship
• Express Mail with Account No. starting with 40, 41, 42, or 43
• Merchandise Return Service with Permit No. 999
• USPS Business Reply Mail with Permit No. 73026
• PO Box Fee Payment with Permit No. 99998
• USPS Premium Forwarding Service with Permit No. G-400
• Stamps by Mail: PS Forms 3227-A, 3227-B, or 3227-R
• **USPS Label Delivery** |

Scanner Identification

In the CCCS Reference Guide, Section 21, **Scanner Identification, is reordered** to display the scanner models in the order most likely encountered in the field.

Mobile Delivery Device Technical Refresh (MDD-TR) now displays first, followed by Mobile Delivery Device (MDD), and then Intelligent Mail Device (IMD).

RURAL CARRIER COST SYSTEM
(RCCS)

The following policy and procedure changes are effective April 1, 2023 *(changes highlighted in **bold**)*.

Multiple ZIP Codes

If the test route delivers more than one ZIP Code from the head-out office, multiple End of Run Reports may exist.

In Handbook F-55, item h of section 3-3.2.2, Contact the Post Office, is updated as follows:

h. When applicable, explain the need to obtain End of Run (EOR) data for the following columns on the EOR report**(s) for the ZIP Code(s) delivered by the test route**. Ask the supervisor to provide the data:

In Handbook F-55, item 4 d of section 3-3.4, Communication on the Day of the Test, is updated as follows:

d. Provide you with the EOR printout**(s)**.

In the RCCS Reference Guide, new line item 3 is added, and all subsequent lines renumbered in Section 19, Entering End of Run (EOR) Data.

Data Status	Instructions
EOR Data is Available	1. Select the 'EOR' button in the *Mailpiece Info* screen. 2. Key the data for the fields provided in the pop-up. 3. **If the test route delivers more than one ZIP Code, combine the data from all applicable EOR reports.**

USPS Label Delivery Service

Consumers shipping packages back to their retailer may receive return labels delivered by the Postal Service.

In the RCCS Reference Guide, **USPS Label Delivery is added** as an endorsement for USPS Mail in Section 5, Domestic Mail Categories.

| USPS Mail | USPS Mail is material sent by the U.S. Postal Service for official business purposes. Identify USPS Mail according to the endorsements.

Do not use the return address to identify USPS Mail.

Do not record damaged mail enclosed in a USPS transparent cellophane envelope as USPS Mail. Record the original mail class.

Record PS Forms or postmaster mailings as USPS Mail, regardless of the presence of a G-10 permit. If a G-10 permit is not present, select "Other" for the USPS Characteristic and describe the form or mailing in the comments box. | • G-10 Permit, G-10 Click-N-Ship
• Express Mail with Account No. starting with 40, 41, 42, or 43
• Merchandise Return Service with Permit No. 999
• USPS Business Reply Mail with Permit No. 73026
• PO Box Fee Payment with Permit No. 99998
• USPS Premium Forwarding Service with Permit No. G-400
• Stamps by Mail: PS Forms 3227-A, 3227-B, or 3227-R
• USPS Label Delivery |

Scanner Identification

In the RCCS Reference Guide, Section 21, **Scanner Identification, is reordered** to display the scanner models in the order most likely encountered in the field.

Mobile Delivery Device Technical Refresh (MDD-TR) now displays first, followed by Mobile Delivery Device (MDD), and then Intelligent Mail Device (IMD).

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

IOCS

The following policy and procedure changes are effective April 1, 2023 *(changes highlighted in **bold**)*.

Start and End Times

In Handbook F-45 IOCS, Section 2-4.3.3 and 3-6.4.11 are updated to address the start and end times within a workday with more than two split shifts.

2-4.3.3 Determining the Sample Employee's Start and End Times

For employees who work a split shift, the start time is when the employee is scheduled to report for duty on their first shift and the end time is the employee's scheduled time to end their ~~second~~ **last** shift.

3-6.4.11 Paid/Unpaid Status

n. *Split Shift:* Choose this option if the employee works a split shift (a schedule consisting of more than one start (BT) and end (ET) time within a workday), and the scheduled reading time falls between ~~the~~ **an** employee's ~~first ET and second BT~~ **ET and their next chronological BT within the workday**.

Example: A 3rd reading is scheduled at 10:59 on a split-shift employee. The employee's regular work schedule is 06:00 to 10:00 and 14:30 to 16:30. At the time of the reading, the employee is not working and is confirmed to return at 14:30. Select Split Shift, because the scheduled reading time falls between the employee's ~~first ET and second BT~~ **ET at 10:00 and their next chronological BT at 14:30**.

Actual Reading Time

When conducting specified Stop readings outside the 30-minute window, record the Actual Reading Time as the time the data is keyed into the laptop.

In the IOCS Handbook F-45, a new *Note* is added to Section 3-6.4.8 Actual Reading Time.

<u>After the change</u>:

The Actual Reading Time must be within 30 minutes before or after the Scheduled Reading Time. If the Actual Reading Time is more than 30 minutes before or after the Scheduled Reading Time, a warning message appears to indicate that there is a 30-minute-rule violation. Press the OK button — this highlights the Actual Reading Time field. Correct the Actual Reading Time if necessary, and when the Warning box appears for starting the scheduled IOCS reading outside the 30-minute rule, provide an explanation or reason in the Remarks field.

Note: **When you record allowable Stop Readings outside of the scheduled reading time, do not edit the Actual Reading Time field. This includes situations such as employees who are retired, where the reading can be entered before the reading date, and the day after a Holiday for a Holiday reading date.**

Barcode Scanning Instructions

In the IOCS Reference Guide, Section 11 Barcode Scanning Instructions, is updated to include current examples of the various barcode scanning options and remove outdated information. **The updated Section 11 is below:**

11   Barcode Scanning Instructions

Surface Visibility barcodes make available information on the types of mail inside containers such as trays, tubs, sacks, wheeled containers, pallets, and vehicles. Mailpiece barcodes, including Intelligent Mail, IBI indicia, Express Mail labels, Customs, and Extra Service forms, as well as destination ZIP barcodes provide more information about the individual mailpiece.

Scan barcodes from mail transport equipment and mailpieces handled by the sampled employee in on-site readings. There are several types of barcodes requested including barcodes on vehicles, wheeled containers, non-wheeled containers, and mailpieces.

Note: Pressing F1 at the S20 or S30 screens in the IOCS software also displays information on barcodes.

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.

The S20 *Scan Barcodes* screen appears after the activity questions and again just before the end of the reading as S30 *Scan Barcodes* screen. You can scan barcodes at either screen; you do not need to scan the same barcode twice. If a destination ZIP barcode is scanned at S20, the destination ZIP Code is filled in at question Q23D2 or Q23D2b.

Select and scan each of the barcode types found on the mail and mail containers that the employee is handling:

A. Vehicle Barcode.

B. Wheeled Container or Pallet – MTEL Placard (includes Intelligent Mail Container Placards).

C. Wheeled Container or Con-Con – MTE (Mail Transport Equipment) License Plate.

D. Trays, Tubs, Sacks – Any container or receptacle barcodes (including slide label, IMTL, D&R tag, international).

E. Mailpiece – Express/Priority Mail Express and GXG labels.

F. Mailpiece – Customs Forms.

G. Mailpiece – Extra Service Label (e.g., Registered, Insured, etc.).

H. Mailpiece – Intelligent Mail Barcode.

I. Mailpiece – Information-Based Indicia (IBI, PC-Postage).

J. Mailpiece – Intelligent Mail Parcel Barcode (IMpb) (includes USPS Tracking Barcodes).

K. Other.

L. No Barcodes, CBR, or Scanner Not Available.

Example 1: A mail handler is handling an APC of trays of Marketing Regular mail, loading a USPS trailer.

If the APC has a current MTEL Placard, select option B and scan the barcode on the placard. In addition, if the APC has a Surface Visibility license plate, select option C and scan the license plate. If the trailer has a Surface Visibility barcode that can be scanned safely, select option A and scan the vehicle barcode.

Example 2: A clerk is picking up a tray of letters to place onto an APC. The first piece in the tray (the "top piece") is First-Class Presorted with an Intelligent Mail barcode, an IBI indicia, Certified and Insured Extra Services.

If the tray has a slide label with a routing and distribution barcode, select option D and scan the barcode. Select option H and scan the Certified barcode. Select option H a second time and scan the Insured barcode. Select option I and scan the Intelligent Mail barcode. Select option J and scan the IBI indicia.

Example 3: A mail handler working in operation 118-ACDCS/SAMS is applying a D&R tag to a sack of Express Mail. There is also an old D&R tag that is partially visible but should not be used. The sack contains Express Mail destined for both domestic and foreign destinations.

Select option D and scan the D&R tag that the employee has applied, that is the D&R tag that will be used by Operations. Do not scan the out-of-date D&R tag. It is not required to scan all the mailpieces in the sack.

Example 4: A clerk is sorting a Parcel Select mailpiece with the label shown below.
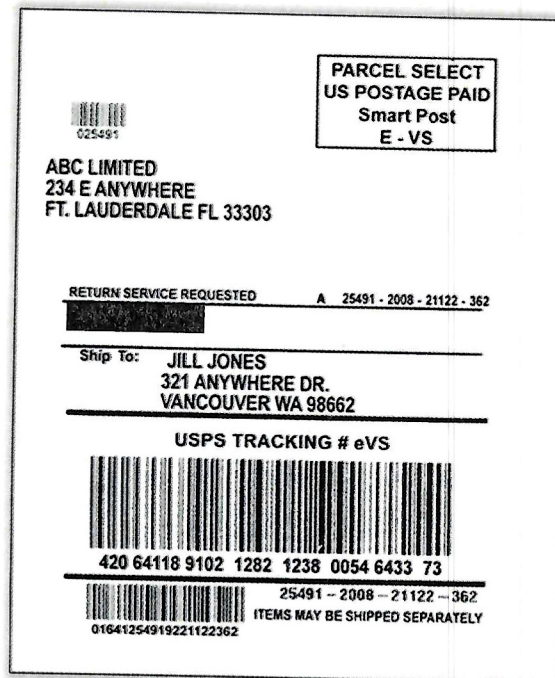
The mailer-applied label has 3 barcodes:

1) A mailer internal customer reference barcode.
2) An e-VS USPS Tracking IMpb.
3) A second mailer internal barcode.

Select option L and scan the USPS Tracking barcode. Select option M and scan the top barcode. Select option M again and scan the bottom barcode.

11-1   Vehicle Barcode

Trailers have two internal and one external barcode. A unique set of three barcodes will be applied to each trailer:

a. Internal – Two barcodes are located 18 inches from the trailer door track (inside), 54 inches up from the trailer bed (one on each side).

b. External – The center of the rear door 28 inches from the bottom of the door.

Internal Trailer Barcode   External Trailer Barcode

11-2   Wheeled Container or Pallet – MTEL Placard

Mail Transport Equipment Labeler, MTEL, is a web-based application that provides standardized placards containing updated distribution and dispatch information. The MTEL placard is printed from the web. The barcoded MTEL placard may be placed on the upper right, or left edge near the container opening during container set-up. After the container loading is completed, the employee may choose to move the placard to the front end of the container (the end with the handle). MTEL printers print a unique barcode on each placard.

Example of Pallet MTEL Placard

SCF DALLAS TX   **752**
STD FLTS SCF BC
ABC CO BALTIMORE MD

USPS SCAN REQUIRED

11 B 123456 —ABC1234

(Mailer Area)

Example of Wheeled Container MTEL Placard

TO:

Route Trip Freq Departure

{Type of Mail Information}

{Destination Information}

Assign   Stage   Load
Close   Unload
Load Sequence   OpArea
Sort Program

11-3 Wheeled Container or CON-CON – MTE License Plate

The MTE license plate barcode uniquely identifies each MTE container and is scanned to associate the Mail Transport Equipment Labeler (MTEL) placard barcode to a specific container. The dimensions are 0.8125 inches high by 3.5 inches wide.
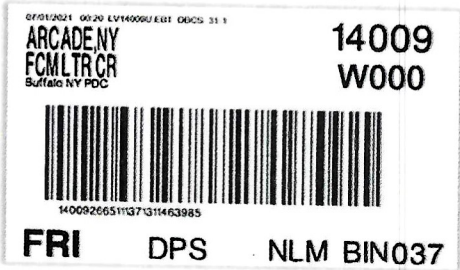

Examples of MTE License Plates

11-4 Trays, Tubs, Sacks

11-4.1 Trays, Tubs, Sacks – Slide Labels

Routing and Distribution (R&D) labels slide into label holders on sacks, trays, and tubs or are printed on self-adhesive stickers and applied to the container.

Example Slide Label

11-4.2 Trays, Tubs, Sacks – Distribution and Routing (D&R) Tags

D&R tags are self-adhesive, barcoded labels that peel and stick to plastic label holders. The labels contain barcoded origin and destination information for routing purposes.

Example D&R Tags

11-5 International Tracking Barcodes

International Tracking barcodes have a length of 13 characters, beginning with two alphabetic characters, and ending with a two-character country code. After an International Tracking barcode is scanned in the S20 *Scan Barcodes* screen the software will pre-fill the *Q23Y1a Origin Country* and *Q23Y13 International Tracking Barcode Prefix* screens. If the barcode is not scanned and recognized, manually enter the ending two characters (suffix) and the two beginning characters (prefix) into their respective screens.

11-6 Mailpiece Barcodes

11-6.1 Express/Priority Mail Express and GXG labels
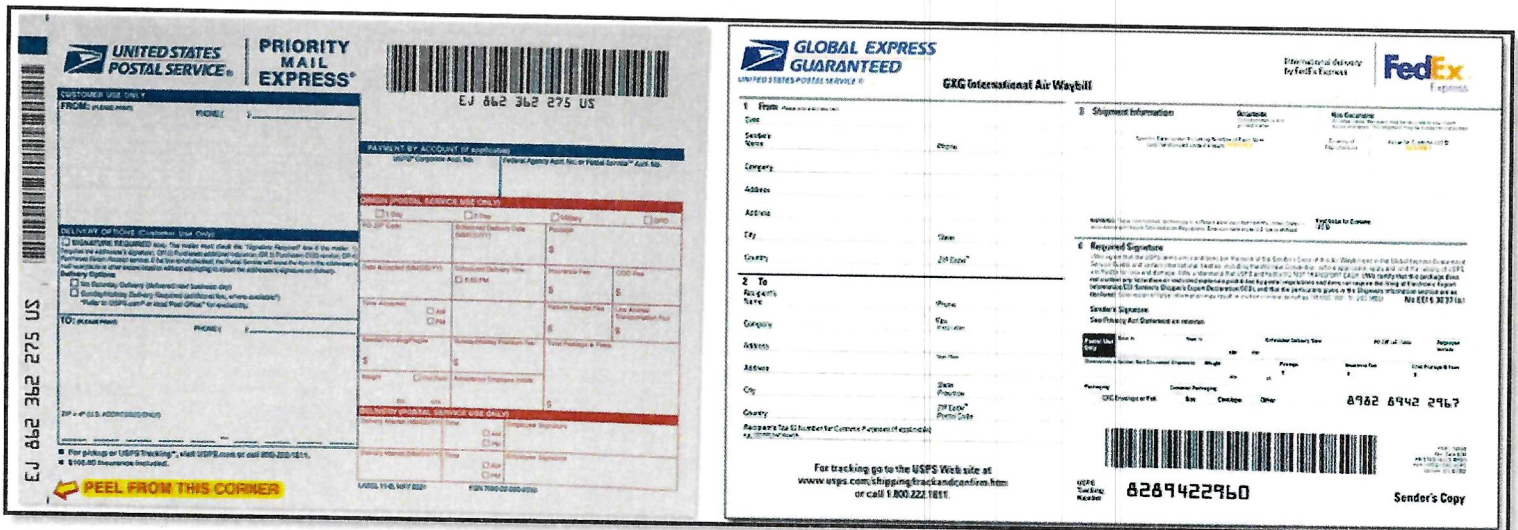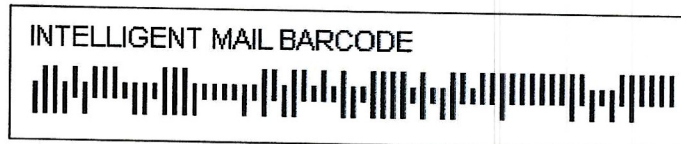
11-6.2   Customs Forms

11-6.3   Extra Service Labels

## 11-6.4   Intelligent Mail Barcode (IMb)

The intelligent mail barcode is a 65-bar barcode for sorting and tracking letters. It can be located above the destination address, below the destination address or along the lower right edge of the mailpiece.

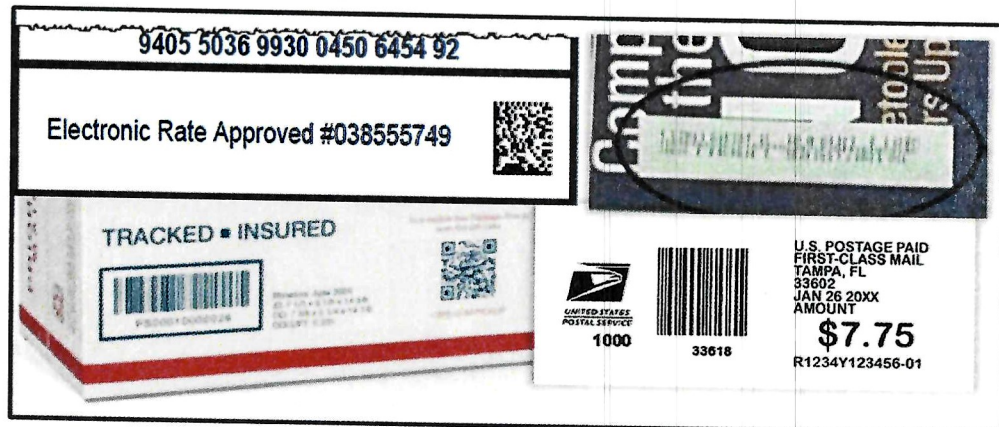### 11-6.5 Information Based Indicia (IBI)/Intelligent Mail Indicia (IMI)

11-6.6 Intelligent Mail Parcel Barcode (IMpb) (Includes USPS Tracking)
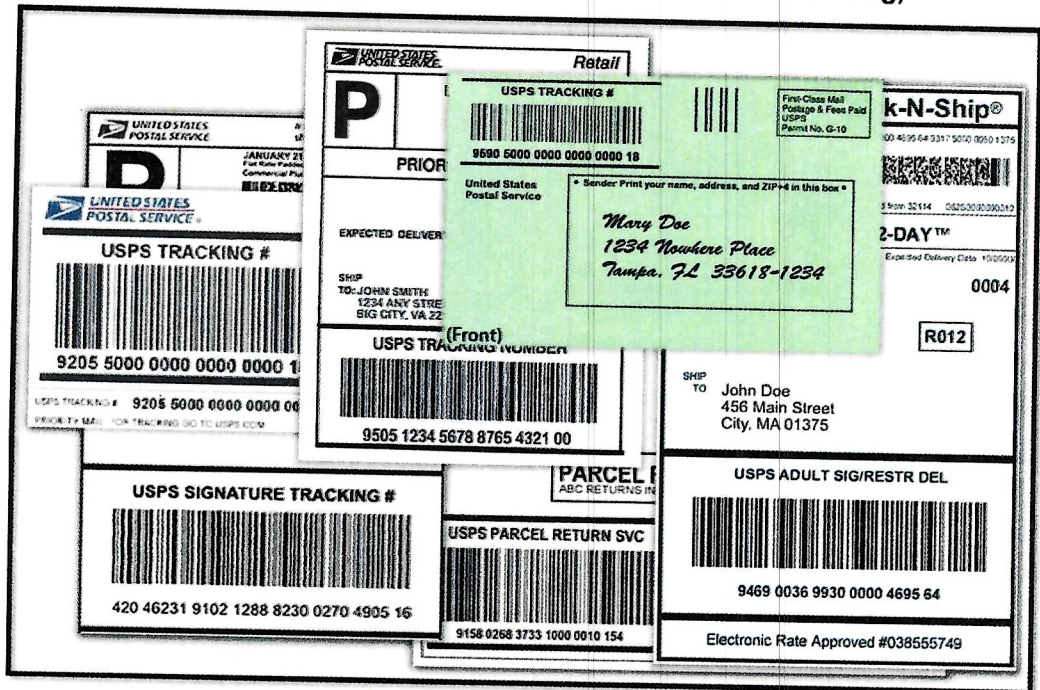
11-7 Other Barcodes

Use this option when the barcode is not one of the listed options or when the barcode will not scan under the correct option.

11-8   No Barcodes, CBR, or Scanner Not Available

Use this option when there are no barcodes of any type or when none of the available barcodes will scan.

New Container – Corrugated Plastic Pallet Box

In the IOCS Reference Guide, the new corrugated plastic pallet box is added to the descriptions of Pallet Boxes in Section 9 Handling Mail and 14 Bundles, CON-CONS, and Non-Wheeled Containers. An example picture of the new corrugated plastic pallet box is added to Section 14.

Section 9 – after the change:

Pallet(s) or Pallet Box(es) Only (Includes Postal Paks and Westpaks). Choose this option if the employee is only handling pallets or pallet boxes. A pallet is a reusable, rigid platform (skid) on which mail can be stacked for movement as a single unit. A pallet box, or gaylord, is any pallet base or skid, with cardboard **or corrugated plastic** sides, or an attached cardboard **or corrugated plastic** box. The boxes may be any type or size, including Postal Pak and Westpak. See RM 14 for examples of pallet boxes. Do not choose this option if the employee is also handling one or more bundles or non-wheeled container types not contained within a pallet or pallet box.

Section 14 – after the change:

Pallet box. Choose this option if the sampled employee is handling only pallet boxes. A pallet box, or gaylord, is any pallet base, or skid, with cardboard **or corrugated plastic** sides, or a cardboard **or corrugated plastic** box on top. The boxes may be any type or size. This category also includes the USPS Postal Pak and Westpak reusable boxes.

Foreign Country

In the CODES IOCS software, if the country name cannot be found on the country list, utilize the CBR (cannot be read) button or <-> key to record a code of XX for unknown country.

To match this procedure, the instructions for entering Country Codes are updated in Handbook F-45 Section 8-5.3 Destination Country, IOCS Reference Guide Section 12-1 Origin Country of International Sack (Q21Z3a), and IOCS Reference Guide Section 12-3 Destination Country (Q21Z6a).

Handbook F-45 8-5.3 Destination Country after the change:

Select from the list the destination country of the mailpiece, either by typing the name of the destination country or recording the country code. If the country cannot be found on the list, select CBR (-) and, in the remarks, record the foreign city or other characteristic to identify the destination country.

IOCS Reference Guide 12-1 Origin Country of International Sack after the change:

Select from the list the country where the sack originated, either by typing the name of the origin country or recording the country code. If the country cannot be found on the list, select CBR (-) and, in the remarks, record the foreign city or other characteristic to identify the origin country.

IOCS Reference Guide 12-3 Destination Country after the change:

Select from the list the destination country of the mailpieces to sample, either by typing the name of the destination country or recording the country code. If the country cannot be found on the list, select CBR (-) and, in the remarks, record the foreign city or other characteristic to identify the destination country.

USPS Label Delivery Service

Consumers shipping packages back to their retailers may receive return labels delivered by the Postal Service.

In the IOCS Reference Guide, USPS Label Delivery is added as an endorsement for USPS Mail in Section 21, Domestic Mail Categories.

USPS Mail	USPS Mail is material sent by the U.S. Postal Service for official business purposes. Identify USPS Mail according to the endorsements. Do not use the return address to identify USPS Mail. Do not record damaged mail enclosed in a USPS transparent cellophane envelope as USPS Mail. Record the original mail class. Record PS Forms or postmaster mailings as USPS Mail, regardless of the presence of a G-10 permit. If a G-10 permit is not present, select "Other" for the USPS Characteristic and describe the form or mailing in the comments box.	• G-10 Permit, G-10 Click-N-Ship • Express Mail with Account No. starting with 40, 41, 42, or 43 • Merchandise Return Service with Permit No. 999 • USPS Business Reply Mail with Permit No. 73026 • PO Box Fee Payment with Permit No. 99998 • USPS Premium Forwarding Service with Permit No. G-400 • Stamps by Mail: PS Forms 3227-A, 3227-B, or 3227-R • **USPS Label Delivery**

IOCS-Cluster

The following policy and procedure changes are effective April 1, 2023 (changes highlighted in **bold**).

On-Site Tests – Prepare Employee List

In the IOCS-Cluster Procedures document, Section b.1. under On-Site IOCS-Cluster Tests – Prior to the Test is updated.

After the change:

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. Include **city** carriers who may clock in as a **city** carrier, supervisor, or clerk at any time during the test. **Also, include any employee who will work and get paid as a city carrier at any time during the test.** Once the list is finalized, select the "Done" button.

TRANSPORTATION COST SYSTEMS
(TRACS)

The following policy and procedure changes are effective April 1, 2023 *(changes highlighted in **bold**)*.

TRACS Air

USPS Label Delivery Service

Consumers shipping packages back to their retailer may receive return labels delivered by the Postal Service.

In the TRACS Air Reference Guide, **USPS Label Delivery is added** as an endorsement for USPS Mail in Section 6, Domestic Mail Categories.

| USPS Mail | USPS Mail is material sent by the U.S. Postal Service for official business purposes. Identify USPS Mail according to the endorsements.

Do not use the return address to identify USPS Mail.

Do not record damaged mail enclosed in a USPS transparent cellophane envelope as USPS Mail. Record the original mail class.

Record PS Forms or postmaster mailings as USPS Mail, regardless of the presence of a G-10 permit. If a G-10 permit is not present, select "Other" for the USPS Characteristic and describe the form or mailing in the comments box. | • G-10 Permit, G-10 Click-N-Ship
• Express Mail with Account No. starting with 40, 41, 42, or 43
• Merchandise Return Service with Permit No. 999
• USPS Business Reply Mail with Permit No. 73026
• PO Box Fee Payment with Permit No. 99998
• USPS Premium Forwarding Service with Permit No. G-400
• Stamps by Mail: PS Forms 3227-A, 3227-B, or 3227-R
• **USPS Label Delivery** |

D&R Tag Airline Code Identifiers

In the TRACS Air Reference Guide, Section 1, Test Criteria, Instructions are changed to include the identifier WN as an identifier that meets Commercial Air test criteria.

The Airline code identifiers for Commercial air are updated as follows. A1, AA, AS, B6, CO, DL, LA, NW, SY, TZ, UA, US, **WN**, or YX.

Barcode Scanning Order

In the TRACS Air Reference Guide, Section 20, **Barcode Scanning Order, is updated** to remove POSTNET Barcode and rename Destination ZIP Parcel Barcode to Intelligent Mail Barcode.

20 Barcode Scanning Order

Scan the barcodes on the mailpiece in the sequence below (e.g., first scan any Priority Mail Express label barcode, then any customs form barcode, etc.).

|	
1.	Priority Mail Express or Global Express Guaranteed Labels
2.	Custom Forms
3.	Extra Service Label (e.g., **Insured**)
4.	Intelligent Mail barcode **(IMb)**
5.	Information-Based Indicia (IBI, PC-Postage)
6.	**Intelligent Mail parcel barcode (IMpb)**
7.	Other

Barcode Examples

In the TRACS Air Reference Guide, Section 24, Barcodes Examples, is added.

24 Barcode Examples

Priority Mail Express and Global Express Guaranteed Labels
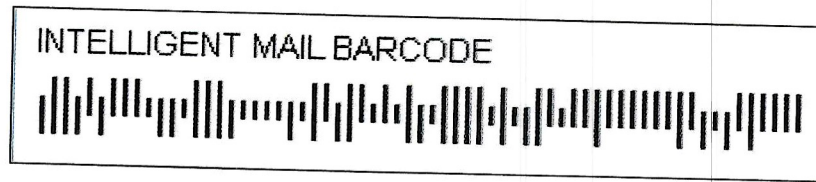

Customs Forms
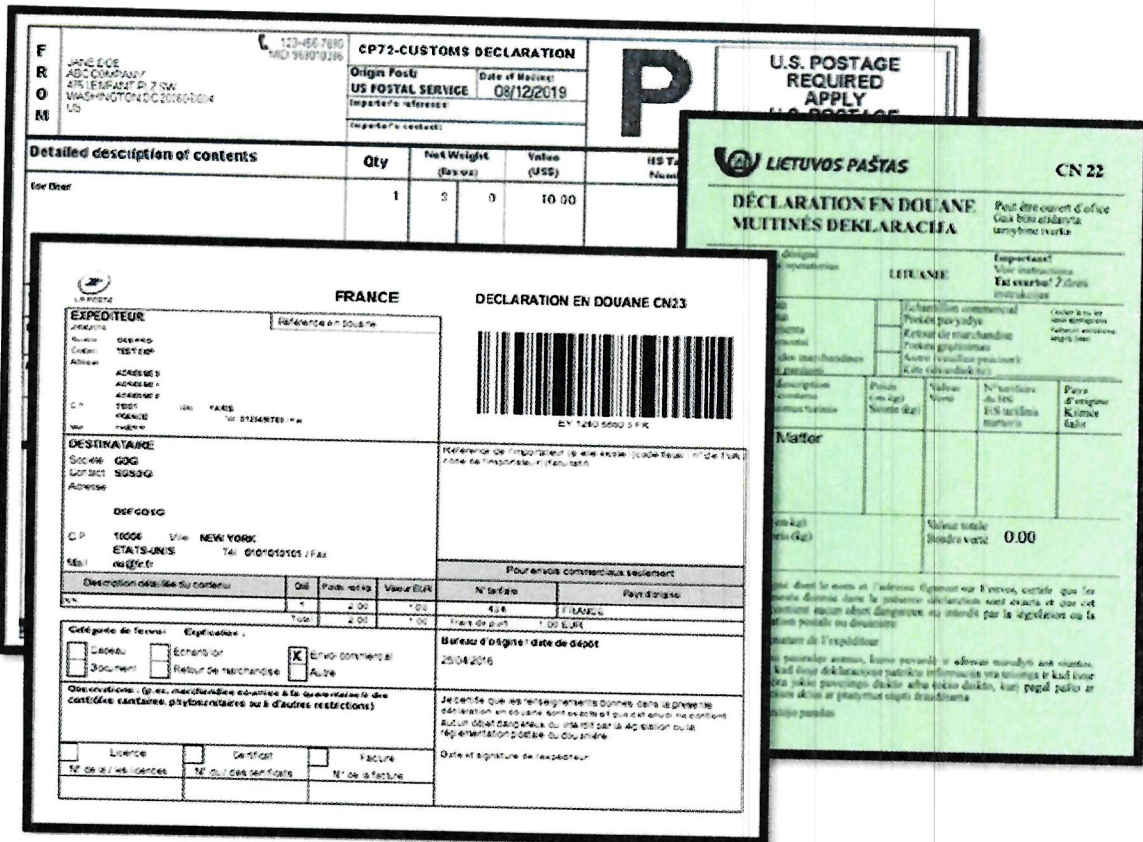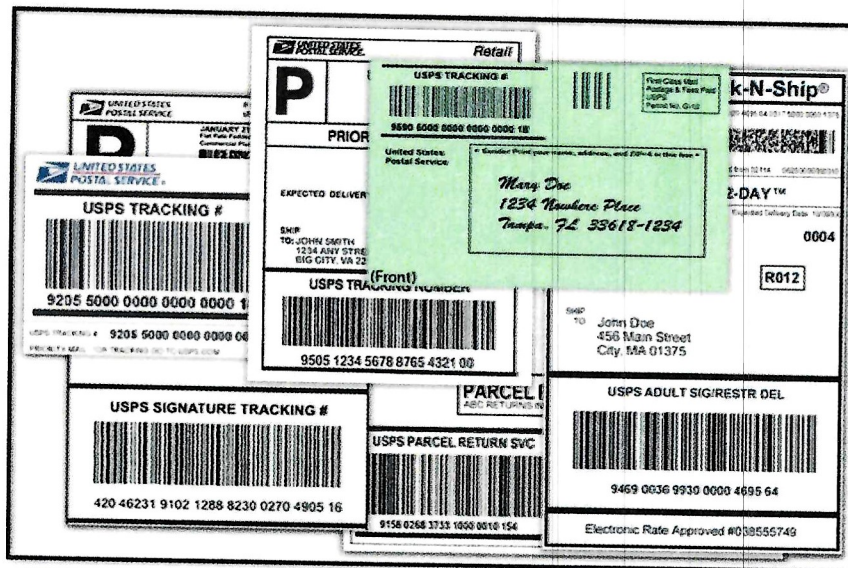
Extra Service Labels

Intelligent Mail Barcode

The intelligent mail barcode is a 65-bar barcode for sorting and tracking letters. It can be located above the destination address, below the destination address or along the lower right edge of the mailpiece.

Information Based Indicia

Intelligent Mail Parcel Barcode (IMpb)

33-7 Other Barcodes

TRACS Surface

USPS Label Delivery Service

Consumers shipping packages back to their retailer may receive return labels delivered by the Postal Service.

In the TRACS Surface Reference Guide, **USPS Label Delivery is added** as an endorsement for USPS Mail in Section 9, Domestic Mail Categories.

| USPS Mail | USPS Mail is material sent by the U.S. Postal Service for official business purposes. Identify USPS Mail according to the endorsements.

 Do not use the return address to identify USPS Mail.

 Do not record damaged mail enclosed in a USPS transparent cellophane envelope as USPS Mail. Record the original mail class.

 Record PS Forms or postmaster mailings as USPS Mail, regardless of the presence of a G-10 permit. If a G-10 permit is not present, select "Other" for the USPS Characteristic and describe the form or mailing in the comments box. | • G-10 Permit, G-10 Click-N-Ship
 • Express Mail with Account No. starting with 40, 41, 42, or 43
 • Merchandise Return Service with Permit No. 999
 • USPS Business Reply Mail with Permit No. 73026
 • PO Box Fee Payment with Permit No. 99998
 • USPS Premium Forwarding Service with Permit No. G-400
 • Stamps by Mail: PS Forms 3227-A, 3227-B, or 3227-R
 • **USPS Label Delivery** |

TRACS Wheeled Containers

A pallet box has a pallet base with a cardboard or corrugated plastic box. Sometimes the pallet box also has **a lid, or** another pallet on top **acting** as a lid. In the CODES software, record any short cardboard or corrugated plastic containers with no top as Short Postal Pak. Record any short cardboard or corrugated plastic containers topped with a **lid, or** pallet **acting as a lid,** as 3X MTE.

In the TRACS Surface Reference Guide, a **corrugated plastic pallet box is added** to the examples in Section 1, TRACS Wheeled Containers.

Short Postal Pak

In the TRACS Surface Reference Guide, on the example of 3X MTE in Section 1, TRACS Wheeled Containers, the word "WESTPAK" is replaced with "Capped."

3X MTE (Capped)

Barcode Scanning Order

In the TRACS Surface Reference Guide, Section 25, **Barcode Scanning Order, is updated** to remove POSTNET Barcode and rename Destination ZIP Parcel Barcode to Intelligent Mail Barcode.

25 Barcode Scanning Order

Scan the barcodes on the mailpiece in the sequence below. That is, first scan any Priority Mail Express label barcode, then any customs form barcode, etc.

1.	Priority Mail Express
2.	Customs Forms
3.	Extra Service Label (e.g., Insured)
4.	Intelligent Mail barcode (IMb)
5.	Intelligent Mail parcel barcode (IMpb)
6.	Other

Surface Visibility Barcodes

In the TRACS Surface Reference Guide, Section 33-2, Surface Visibility Barcodes, and Section 33-3, Mailpiece Barcodes, are updated to include current examples of the various barcode scanning options and remove outdated information. The updated Sections are below:

33-2.1 Vehicle Barcode

Trailers have two internal and one external barcode. A unique set of three barcodes will be applied to each trailer:

a. Internal – Two barcodes are located 18 inches from the trailer door track (inside), 54 inches up from the trailer bed (one on each side).

b. External – The center of the rear door 28 inches from the bottom of the door.

Internal Trailer Barcode

External Trailer Barcode

33-2.2 Wheeled Container or Pallet – MTEL Placard

Mail Transport Equipment Labeler, MTEL, is a web-based application that provides standardized placards containing updated distribution and dispatch information. The MTEL placard is printed from the web. The barcoded MTEL placard may be placed on the upper right, or left edge near the container opening during container set-up. After the container loading is completed, the employee may choose to move the placard to the front end of the container (the end with the handle). MTEL printers print a unique barcode on each placard.
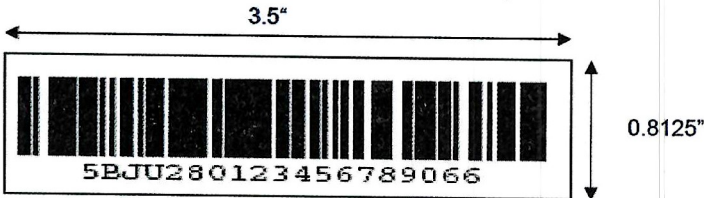
Example of Wheeled Container MTEL Placard
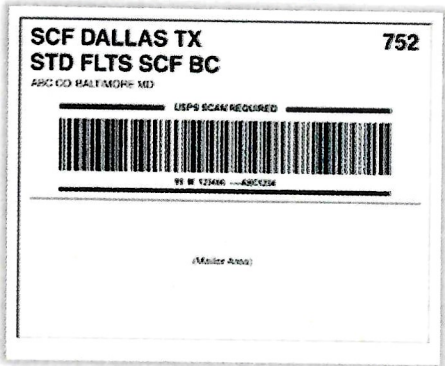
Example of Pallet MTEL Placard
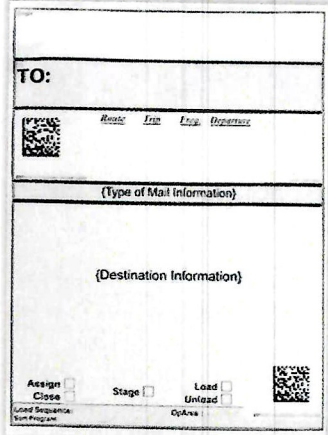
33-2.3 Wheeled Container and Con-Con – License Plate

The MTE license plate barcode uniquely identifies each MTE container and is scanned to associate the Mail Transport Equipment Labeler (MTEL) placard barcode to a specific container. The dimensions are 0.8125 inches high by 3.5 inches wide.
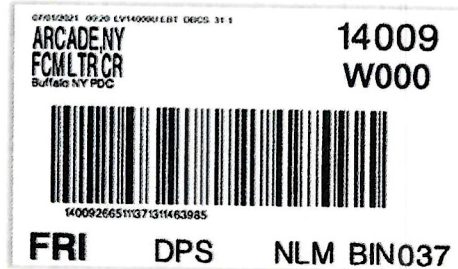
Examples of MTE License Plates

33-2.4 Trays, Tubs, Sacks – Routing and Distribution Slide Labels

Routing and Distribution (R&D) labels slide into label holders on sacks, trays, and tubs or are printed on self-adhesive stickers and applied to the container.
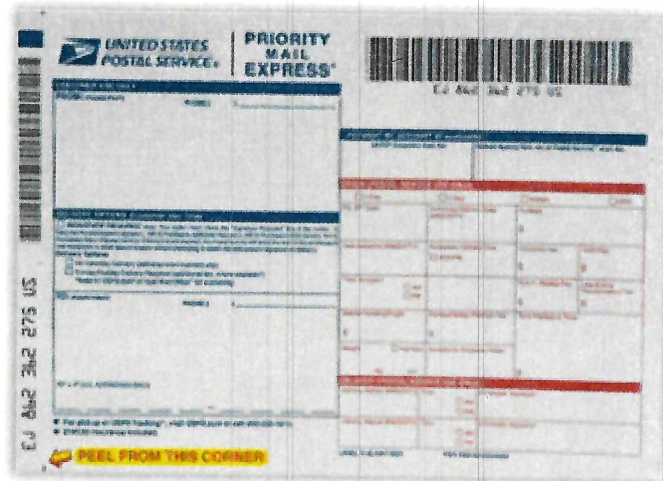
Example Slide Label

33-2.5 Trays, Tubs, Sacks, Parcels – Distribution and Routing (D&R) Tags

D&R tags are self-adhesive, barcoded labels that peel and stick to plastic label holders. The labels contain barcoded origin and destination information for routing purposes.

Example D&R Tags

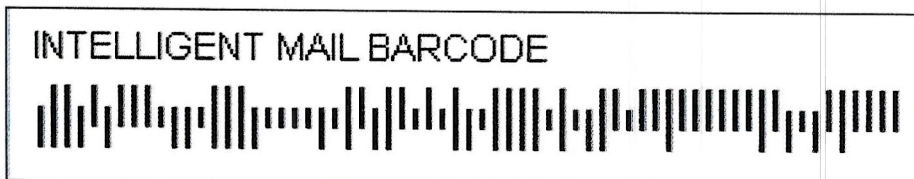## 33-3.1 Express Mail Labels

33-3.2 Customs Forms

CP72-CUSTOMS DECLARATION

Origin Post: US FOSTAL SERVICE — Date of Mailing: 08/12/2019

FROM: JANE DOE, ABC COMPANY, 475 L'ENFANT PLZ SW, WASHINGTON DC 20260-0004, US

Importer's reference:
Importer's contact:

Detailed description of contents	Qty	Net Weight (lbs oz)	Value (US$)	HS Tariff Number
Dear Deer	1	3	0	10.00	

P

U.S. POSTAGE REQUIRED APPLY U.S. POSTAGE

LIETUVOS PAŠTAS — CN 22

DÉCLARATION EN DOUANE
MUITINĖS DEKLARACIJA

LIETUVA

FRANCE — DECLARATION EN DOUANE CN23

EXPEDITEUR
DESTINATAIRE — NEW YORK, ETATS-UNIS

Valeur totale: 0.00

33-3.3 Extra Service Labels

9489 0090 0027 6000 0161 57 — CERTIFIED MAIL

REGISTERED MAIL — RE 217 794 027 US

INSURED MAIL - DOMESTIC ONLY — VH 517 213 723 US

United States Postal Service SIGNATURE CONFIRMATION

33-4 Intelligent Mail Barcode

The intelligent mail barcode is a 65-bar barcode for sorting and tracking letters. It can be located above the destination address, below the destination address or along the lower right edge of the mailpiece.

INTELLIGENT MAIL BARCODE

33-5 Information Based Indicia

33-6 Intelligent Mail Parcel Barcode (IMpb)

33-7 Other Barcodes

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

The following policy and procedure changes are effective April 1, 2023.

Regional Rate and Commercial Pricing

To simplify the Priority Mail rate structure, enhance Priority Mail's clarity, and save on packaging materials, USPS eliminated the Priority Mail Regional Rate option entirely. USPS also collapsed Commercial Base and Commercial Plus into one Commercial Pricing group. To support this change, we removed Regional Rate as an option for Priority Mail as well as consolidated the two Commercial options into one option of Commercial Pricing. To reflect these changes, we updated the software, the F-75, and the ODIS-RPW Reference Guide.

*In the ODIS-RPW Reference Guide, update section 5 Mail Classes (changes highlighted in **bold**):*

Priority Mail	Record the following mailpieces as Priority Mail: a mailpiece that is marked as Priority Mail, a mailpiece that is marked as both First-Class Mail and Priority Mail, a mailpiece that is mailed in a USPS provided Priority Mail box or envelope, and a mailpiece that is First-Class Mail marked as Priority Mail that weighs more than 13 ounces (for retail items) and 16 ounces (for commercial items) but not more than 70 pounds. The following markings may be observed: Priority or Priority Mail, with or without **Commercial Pricing (including Commercial Base and Commercial Plus)** ~~Commercial Base, Commercial Plus,~~ Cubic, ~~Regional Rate~~, or Priority Mail Return Service markings.

*In the ODIS-RPW Reference Guide, update section 6 Mail Markings (changes highlighted in **bold**):*

~~Commercial Base Pricing (ComBasPrice)~~ **Commercial (including Commercial Base and Commercial Plus)**	~~Record Commercial Base Pricing if a mailpiece is marked COMMERCIAL BASE PRICING or ComBasPrice.~~ **Record** Commercial **if** ~~pieces contain~~ the following words **are marked** anywhere on the mailpiece: Commercial, Commercial Pricing, Commercial Base Pricing, ComBasPrice, Commercial Plus Pricing, or ComPlsPrice.
~~Commercial Plus Pricing (ComPlsPrice)~~	~~Record Commercial Plus Pricing if a mailpiece is marked COMMERCIAL PLUS PRICING or ComPlsPrice.~~
Cubic Pricing (CUBIC or Cubic.10, Cubic.20, etc.)	Record Cubic Pricing if a mailpiece is marked: Cubic, CUBIC, Cubic.10, Cubic.20, Cubic.30, Cubic.40, or Cubic.50. Record both Cubic markings and any Commercial markings that appear on the mailpiece.
~~Regional Rate~~	~~Record Regional Rate if the mailpiece is marked Regional Rate Box. See section 8, Mail Shape and Measurements, for additional details.~~

| Priority Mail Return Service | Priority Mail Return Service is marked Priority Mail Return Service, Priority Mail Returns, or Priority Mail RTN SVC.
Record all Priority Mail Return Service mailpieces under option 7 – *Priority Mail Return Service* in the *Priority Mail Markings* screen. |

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

| ~~USPS Priority Mail Regional Rate Boxes~~ | ~~USPS Priority Mail Regional Rate boxes are marked Regional Rate Box on the lower-left corner. There are three types of boxes:~~ ~~Box A may be side-loading (13 1/16" x 11 1/16") or top-loading (10 1/8" x 7 1/8"), and is marked Box A on the side flap. Record as Regional Rate Box A.~~ ~~Box B may be side-loading (16 1/4" x 14 1/2") or top-loading (12 1/4" x 10 1/2"), and is marked Box B on the side flap. Record as Regional Rate Box B.~~ ~~Record all Regional Rate Boxes as option 5 – Regional Rate in the Priority Mail Markings screen. Mailpieces may also be marked Commercial Base, Commercial Plus, or Cubic. Record all of the markings printed on the piece. Regional Rate boxes are charged a variable price based on cubic measurement and zone.~~ |

*In the ODIS-RPW Handbook F-75, update section 5-3.6, Priority Mail (changes highlighted in **bold**):*

After determining whether the mailpiece is forwarded, returned, or missent, select the appropriate class for the mailpiece from the options list.

Record the following mailpieces as Priority Mail:

a. A mailpiece that is marked as Priority Mail.

b. A mailpiece that is marked as both First-Class Mail and Priority Mail.

c. A mailpiece that is mailed in a USPS provided Priority Mail box or envelope.

d. A mailpiece that is First-Class Mail marked as Priority Mail that weighs more than 13 ounces (for retail items) and 16 ounces (for commercial items) but not more than 70 pounds.

For unmarked mail, see Exhibit 6-1.1.

To record Priority Mail, complete the following steps:

1. Select Priority Mail from the *Mail Class & Type* screen.

2. **Select the marking(s) that apply from the *Priority Mail Markings* screen. Multiple markings are allowed.**

   a. **Select option 1 when Commercial Pricing (including Commercial Base and Commercial Plus) appears anywhere on the mailpiece.**

   b. **Select option 4 when Cubic or CUBIC, Cubic.10, Cubic.20, Cubic.30, Cubic.40, or Cubic.50 appears anywhere on the mailpiece.**

   c. **Select option 8 when Open and Distribute Box appears anywhere on the mailpiece.**

USPS Label Delivery Service

Effective January 22, the Postal Service offers a new product USPS Label Delivery service to enhance the customer experience. Exclude USPS Label Delivery Service pieces from ODIS-RPW testing. Do not isolate these pieces and do not record them in the ODIS-RPW data entry software.

In the ODIS-RPW Handbook F-75, update section 4-2.1, Isolate the Test Mail (changes highlighted in **bold***):*

Follow the MEP description to locate and isolate the test mail. Include all primary containers that are predominantly holding mail for the mailstream or mailstreams in the MEP. A primary container is a container holding loose pieces of mail to be tested, such as a letter tray holding letters, or a sack or an OTR holding parcels. Bundles of flats mail are determined to be primary containers based on the following criteria:

   a. If the bundle of flats mail is already within a flats tray, then the bundle is not considered a primary container and is tested as if the flats were loose within the flats tray.

   b. In all other situations, the bundle of flats is considered a primary container.

Ask local operations to help identify any primary containers for the test mailstream that are not easily isolated, such as a letter tray discovered under parcels after the parcels are scanned for distribution.

Exclude any primary containers predominantly holding mail that is not part of the mailstream to be tested. Also, exclude reprocessed mail, curtailed mail, easily isolated containers of missent mail, **all USPS Label Delivery Service pieces,** and all Priority Mail Express mailpieces. Include commingled missort mail and throwback mail.

Ask a facility employee to contact the Statistical Programs office if any test mail arrives or is identified after the data collector leaves.

DPS Container Skip Intervals

Due to the volume minimum for DPS mail being lowered to 2500, we updated the DPS container skip intervals to accommodate the lower number of trays available during tests.

In the ODIS-RPW Handbook F-75, update Exhibit 3-8.4 (changes highlighted in **bold***):*

DPS Container Skip Intervals Number of DPS Trays	Container Skip Interval
1–10	**3**
11–50	10
51–100	20
101–150	30
151–200	40
201–250	50
251+	60

Postage Due Revenue

To correct some conflicting information about recording postage-due revenue, we updated the F-75.

In the ODIS-RPW Handbook F-75, update section 5-3.1.7, Revenue (changes highlighted in **bold***):*

5-3.1.7 Revenue

Enter the total revenue of the mailpiece at the *Total Mailpiece(s) Revenue* screen. The total mailpiece revenue is the mailpiece revenue for a single mailpiece (including extra service revenue). When you enter more than one mailpiece with identical characteristics, the software automatically computes the total mailpiece revenue.

   a. Enter the revenue (postage) indicated with any postage due marking. ~~When there is no revenue indicated, select Cannot Be Read.~~

   b. Enter Cannot Be Read when total revenue cannot be determined or read directly from the mailpiece.

c. A warning screen appears when the postage entered exceeds the maximum value or is less than the minimum value.

Test Notification Checklist

To increase understanding of the Test Notification Checklist, we updated the instructions for accessing and completing the checklist in the F-75.

*In the ODIS-RPW Handbook F-75, update section 2-2.2, Calling the Test Site (changes highlighted in **bold**):*

2-2.2 Calling the Test Site

On the day before conducting the test, contact the test site at least one hour before the beginning cutoff time (start) of the test. Find the telephone number on the Postal Service Intranet. Speak to the facility manager and document the information supplied by the facility respondent on the Statistical Programs ODIS-RPW Test Notification Checklist. ~~as you complete the following steps:~~ **Access the Test Notification Checklist from the *Options Menu* screen in CODES. Transmit the Test Notification Checklist after the notification call is complete.**

Indicia Examples and IBI Examples

To better reflect the option in the CODES software, in section 11, Indicia Examples, in the ODIS-RPW Reference Guide, we combined *Forever Stamped Card (Postage Embossed Card)* with *Denominated Stamped Card (Postage Embossed Card)* into one section titled *Embossed Card Imprinted with Denominated or Forever Postage*. We also changed the names of the Stamped Envelope options to reflect what is listed in the CODES software, and they now read as *Embossed Envelope Imprinted with Denominated Postage* and *Embossed Envelope Imprinted with Forever Postage*. The example images for these options were also moved to be in the correct indicia sections. Additionally, we updated many of the images for other indicia types, to utilize current examples.
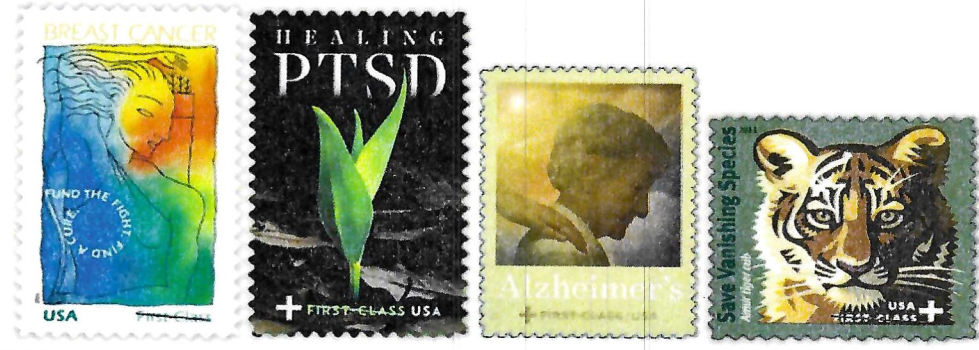
A line is added at the top of the Indicia Examples table with the instruction to record all indicia and a note is added in the *Precanceled Stamp* section reminding of this policy.
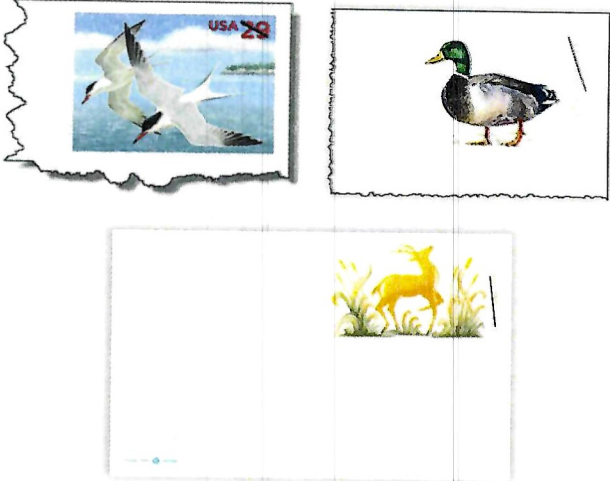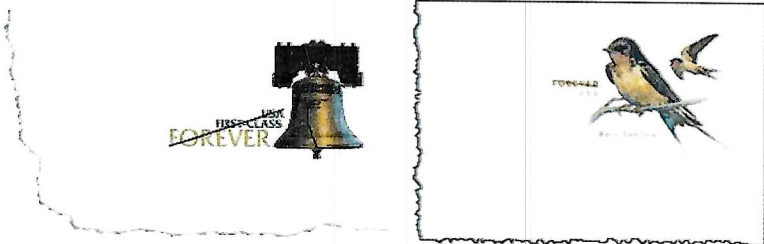
To better reflect the options in the CODES software, section 12, IBI Examples, in the ODIS-RPW Reference Guide has been reordered and some images updated.

In the ODIS-RPW Reference Guide, there is an update to section 11 Indicia Examples:

11 Indicia Examples

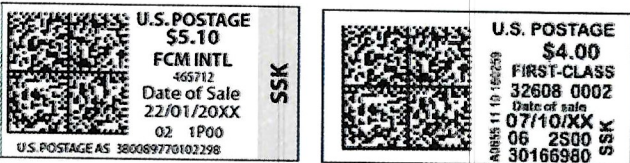Enter all indicia found on the mailpiece by selecting all that apply.

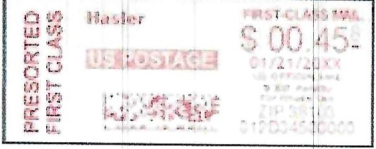| Indicia	Examples
Stamp	
Semipostal Stamp	
Precanceled Stamp (or mailer's precancel postmark)	 (If a denominated, Forever, or semipostal stamp is precanceled by the mailer's permit marking, record the indicia as both a precanceled stamp and a denominated, Forever, or semipostal stamp.)

Embossed Card Imprinted with Denominated or Forever Postage	
Embossed Envelope Imprinted with Denominated Postage	
Embossed Envelope Imprinted with Forever Postage	
POS Postage Label (PVI POS, mPOS, or POS Retail Label)	

Permit Imprint (excluding e-VS and e-Postage)	
Information-Based Indicia (IBI)	
Permit e-VS or e-Postage	
Forever Stamp (Domestic)	
Forever Stamp (Global)	
Forever Stamp (SSK)	

In the ODIS-RPW Reference Guide, there is an update to section 12, Information-Based Indicia (IBI) Examples:

12 Information-Based Indicia (IBI) Examples

Information-Based Indicia (IBI)	Examples
Click-N-Ship (postage-paid shipping labels at usps.com)	
Contract Postal Unit or CPU	
Forever Postage from SSK	
Self-Service Kiosk or SSK	
Ascom Hasler	
Data-Pac	

EasyPost	
Francotyp-Postalia (FP)	
Quadient (or Neopost)	
Pitney Bowes	
Stamps.com (or endicia.com)	

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

The following policy and procedure changes are effective April 1, 2023.

There is an update to SIRVO RG RM-2, Turkey updated the country name and is now Turkiye.

**SYSTEM FOR INTERNATIONAL REVENUE AND VOLUME – OUTBOUND
(SIRVI)**

The following policy and procedure changes are effective April 1, 2023.

There is an update to SIRVI RG RM-3, Turkey updated the country name and is now Turkiye.

STATISTICAL PROGRAMS MANAGEMENT
(SPM)

The following policy and procedure changes are effective April 1, 2023 *(changes highlighted in **bold**)*.

Scheduling IOCS Readings

Last quarter, a change was implemented in the CODES IOCS software, and the same scheduling procedures now apply to all readings, without regard to CAG. Employee work schedules must be input with at least an 8-hour workday to schedule the IOCS reading in Consolidated Samples on the CODES Web Base Unit.

Handbook F-95 Section 4-7.2, Scheduling Readings, is now updated to include this information *(changes highlighted in **red bold**)*.

> After having obtained and verified the starting and ending times, schedule the readings in the CODES WBU. When scheduling the readings, you must update starting and ending times as appropriate. ~~For an explanation of computing the scheduled reading time, see Handbook F-45, Data Collection User's Guide for In-Office Cost System.~~ **The start time is when the employee is scheduled to report for duty and the end time is the employee's scheduled time to end the tour of duty. For employees who work a split shift, the start time is when the employee is scheduled to report for duty on their first shift and the end time is the employee's scheduled time to end their last shift. If the employee does not have at least an 8-hour workday, the end time must be adjusted to enter the schedule as an 8-hour workday.**

Carrier Cost Test Approvals

While conducting test approvals, a review of comments for unusual test entries is required. If the data collector's comments do not provide verification, the SSP must enter comments. Clarification is now added to specify where these comments are entered.

Handbook F-95 Section 9-3.3 c. 2, Reviewing CCCS Tests, and Section 9-4.3 c. 2, Reviewing RCCS Tests, are now updated *(changes highlighted in **bold**)*.

> If the data collector's comments do not provide verification, **use the Edit function on the Summary tab to** enter comments **in the applicable section** before approval.

MEP Frame Freeze Dates

The SSP must keep the MEP System accurate and current to support the ODIS-RPW sample selection process. In the SPM Reference Guide, a chart has been added to Section 11-7, MEP Frame Maintenance Check Report, displaying the Quarter Dates, MEP Frame Freeze dates, and effective dates.

Quarter	Quarter Dates	MEP Freeze Dates Enter MEP Changes By	Effective Date of Changes
1	October 1 - December 31	November 21	January 1
2	January 1 - March 31	February 21	April 1
3	April 1 - June 30	May 21	July 1
4	July 1 - September 30	August 21	October 1