

LABOR RELATIONS



September 4, 2018

Mr. Brian J. Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service has created Statistical Programs (SP) Letter #1, Fiscal Year (FY) 2019.

The subject letter includes updates to the Computerized On-Site Data Entry System software.

We have enclosed a final draft copy of SP Letter #1, FY 2019.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan S. Moore".

Alan S. Moore  
Manager  
Labor Relations Policies and Programs

Enclosure



August 30, 2018

MANAGERS (DISTRICT)  
MANAGERS, FINANCE (DISTRICT)  
MANAGERS, FINANCIAL PROGRAMS COMPLIANCE (DISTRICT)

SUBJECT: Policy Memo, Statistical Programs (SP) Letter #1, Fiscal Year 2019

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); In-Office Cost System (IOCS); Transportation Cost Systems (TRACS); Origin-Destination Information System—Revenue, Pieces, and Weight (ODIS-RPW); System for International Revenue and Volume, Outbound and International Origin-Destination Information System (SIRVO-IODIS), and Statistical Programs Management (SPM).

**CCCS**

Attachment 1 provides updates to the Indicia screen, USPS Mail Characteristics screen, First-Class Package Endorsements, Measure the Dimensions of Parcels for Test Type D02, Recording Parcel Dimensions, Test Types, and PS Form 2846 City Carrier Route Mail Acceptance Data (October 2018). Attachment 1 contains a printable version of PS Form 2846.

**RCCS**

Attachment 2 provides updates to the Indicia screen, USPS Mail Characteristics screen, First-Class Package Endorsements, RCCS Digital Testing, Deviation/Casing Questions for Parcels, Test Types, and PS Form 2848 Rural Carrier Route Mail Acceptance Data (October 2018). Attachment 2 contains a printable version of PS Form 2848.

**IOCS**

Attachment 3 provides updates to First-Class Parcels and First-Class Package Service, Retail Service System (RSS), Mailpiece Shapes, Removal of Questions, Actual CAG and Finance Number, Clerks Off Premises, Loaned to Others, and Presence of Indicia.

**TRACS**

Attachment 4 provides updates to the USPS Mail Characteristics screen, First-Class Package Endorsements, Priority Mail Packaging Question Removed, Pallet Mail Category Not Recordable, Recording Parcel Dimensions, Dynamic Route Optimization (DRO), and Dynamic Route Optimization and Vehicle Service Driver Testing.

**ODIS-RPW**

Attachment 5 provides policy updates to the Meter/IBI Manufacturer, International Mail, Federal Government Mail, Unmarked Mail, First-Class Mail Extra Services, Stamped Indicia, and WebODIN.

**SIRVO-IODIS**

Attachment 6 provides policy updates to the Inspection Service Meter Hot List, Transferring Data to the CODES WBU, Other Information Based Indicia, Meter/IBI Manufacturer, and Stamped Indicia.

**CITY CARRIER COST SYSTEM  
(CCCS)**

The following policy and procedure changes are effective October 1, 2018.

**Select First Applicable Indicia**

To account for situations when a mailpiece has multiple indicia, the *Indicia* screen changes from:

Select Indicia

to:

Select First Applicable Indicia

If a mailpiece has more than one indicia, choose the option that appears first in the list of indicia choices.

*In Handbook F-55, update section 2-5.2 Mail Class and Subclass (changes highlighted in **bold**):*

To help identify all First-Class Mail products, it is necessary to collect indicia information for all First-Class Mail shapes. Group and enter First-Class Mail letters and flats by indicia type. **When selecting the Indicia in the CODES software, select the first applicable option.**

**Add Return Receipt to the USPS Mail Characteristics Screen**

Option 3 – Domestic Return Receipt: PS Form 3811 is added to the *USPS Mail Characteristics* screen. The screen choices and the order of the options change from:

- 1 – USPS Express Mail with Account No. starting with 40, 41, 42, or 43
- 2 – Premium Forwarding Service (Incl. G-400 Permit No.)
- 3 – Stamps by Mail: PS Forms 3227-A, 3227-B, or 3227-R
- 4 – G-10 Permit No.
- 5 – Other (specify in comment)

to:

- 1 – USPS Express Mail with Account No. starting with 40, 41, 42, or 43
- 2 – Premium Forwarding Service (Incl. G-400 Permit No.)
- 3 – **Domestic Return Receipt: PS Form 3811**
- 4 – Stamps by Mail: PS Forms 3227-A, 3227-B, or 3227-R
- 5 – G-10 Permit No.
- 6 – Other (specify in comment)

**First-Class Package Endorsements**

In order to account for a potential new First-Class Package Service commercial marking, Option B on the *First-Class Package Endorsements* screen changes from:

First-Class Package, FIRST-CLASS PKG, FC PKG SVC, Commercial Base, or Commercial Plus

to:

First-Class Package, FIRST-CLASS PKG, FC PKG SVC, Commercial Base, Commercial Plus, or **COMM**

**Measure the Dimensions of Parcels for Test Type D02**

For CCCS tests with Test Type of D02, the data collector must measure the dimensions of parcels selected by the CODES software.

The data collector must first decide whether the selected parcel is Square/Rectangular or Other Shapes, then record length, height and thickness to the nearest quarter inch.

In Handbook F-55, update section 2-2.3 Required Materials (changes highlighted in **bold**):

- l. Marking slips to identify test mail.
- m. PS Form 2846.
- n. **Tape measure.**

In Handbook F-55, update the title to section 2-4.6.2 from Non-DPS Mailpieces to Non-DPS and Non-Parcel Mailpieces.

In Handbook F-55, add section 2-4.6.5 Parcels and re-number the following sections accordingly:

If the *Select Test* screen in the CODES software lists the Test Type as D02, measure the dimensions of parcels selected by the CODES software. First decide whether the selected parcel is Square/Rectangular or Other Shapes, then record length, width and height to the nearest quarter inch.

You may enter all parcels for the test route prior to the carrier's arrival. Record each parcel as either parcel or deviation parcel and whether the parcel could be cased or not. After entering parcel data into the CODES software, group the parcels by deviation status so that the carrier can verify whether any corrections are required. The carrier must verify the deviation status of each parcel. If necessary, access a parcel record after entering the initial data in order to edit the deviation and casing information. First, select the Edit Parcel button on the *Mailpieces Info* screen of the CODES software. Next, scan the barcode on the parcel. If the parcel has no barcode, select the mailpiece record from the *Summary* screen, select Edit Parcel, and then select Use Current Selection. See the CCCS Reference Guide *Determining Shape* chart for more information on recording parcels.

**Test Types**

We added D03 as a Test Type. The new D03 Test Type is used for some IOCS-Cluster/CCCS tests where DPS mail is not sampled and parcel dimensions are not measured. Some IOCS-Cluster/CCCS tests remain Test Type D01, where DPS mail is sampled.

Prior to conducting a CCCS test, make sure to check the Test Type on the *Select Test* screen. The following is a summary on how to use the Test Type to determine whether to sample the DPS trays and/or if measuring parcel dimensions is required:

Test Type	Manual DPS Sampling?	Parcel Measurements Required?
D01	Yes	No
D02	No	Yes
D03	No	No

In the CCCS Reference Guide, update Section 2 Administrative Data:

<b>Test Type</b>	D01, D02 or D03. If the test type is D01, sample the DPS mail, parcel measurement is not required. If the test type is D02, do not sample the DPS mail, however, parcel measurement is required. If the test type is D03, do not sample the DPS mail and parcel measurement is not required.
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# City Carrier Route Mail Acceptance Data

### Postmaster Instructions

- The information obtained from this form will be used to distribute mail collection costs to different classes of mail for use in setting rates. The data is not used to set work standards or measure a mail carrier's performance.
- You (or your designee) are responsible for collecting and recording the required information.
- Instruct the carrier to keep separate all collection and undelivered mail on the test day and give the mail to you or your designee for counting.

### Include the following in your count:

- All mail brought back by the city carrier on the test date.
- All mail that was collected.
- All mail that was not delivered by the carrier.

If there are any questions about this mail count, contact the data collection technician whose name is listed below in Section 1.

### Section 1 - Completed By Data Collection Technician

Full Name of Data Collection Technician	Telephone Number (include Area Code)	Facsimile Number
Address (Number and Street)		City, State, and ZIP + 4 <sup>th</sup>

### Test Office Data

1a. Name of Facility	1b. City and State	1c. ZIP Code <sup>®</sup>
2. Date Test Taken (MM/DD/YYYY)	3. Test I.D.	4. City Carrier Route Number

### Section 2 - Completed By Postmaster or Designee (Complete Items 5 and 6.)

5. Name of Postmaster or Designee	6. Telephone Number (include Area Code)
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### Section 3 - Completed By Postmaster or Designee (Complete Part A and Part B as applicable.)

#### Part A - Mailing Instructions

##### Mailing Instructions

- If there are any remarks you wish to state, use item 7.
- Mail or send by facsimile the completed form to the attention of Statistical Programs at the address or facsimile number identified in Section 1.

7. Additional Remarks
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## RURAL CARRIER COST SYSTEM (RCCS)

The following policy and procedure changes are effective October 1, 2018.

### Select First Applicable Indicia

To account for situations when a mailpiece has multiple indicia, the *Indicia* screen changes from:

Select Indicia

to:

Select First Applicable Indicia

If a mailpiece has more than one indicia, choose the option that appears first in the list of indicia choices.

*In Handbook F-55, update section 3-5.2 Mail Class and Subclass (changes highlighted in **bold**):*

To help identify all First-Class Mail products, it is necessary to collect indicia information for all First-Class Mail shapes. Group and enter First-Class Mail letters and flats by indicia type. **When selecting the indicia in the CODES software, select the first applicable option.**

### Add Return Receipt to the *USPS Mail Characteristics* Screen

Option 3 – Domestic Return Receipt: PS Form 3811 is added to the *USPS Mail Characteristics* screen. The screen choices and the order of the options change from:

- 1 – USPS Express Mail with Account No. starting with 40, 41, 42, or 43
- 2 – Premium Forwarding Service (Incl. G-400 Permit No.)
- 3 – Stamps by Mail: PS Forms 3227-A, 3227-B, or 3227-R
- 4 – G-10 Permit No.
- 5 – Other (specify in comment)

to:

- 1 – USPS Express Mail with Account No. starting with 40, 41, 42, or 43
- 2 – Premium Forwarding Service (Incl. G-400 Permit No.)
- 3 – **Domestic Return Receipt: PS Form 3811**
- 4 – Stamps by Mail: PS Forms 3227-A, 3227-B, or 3227-R
- 5 – G-10 Permit No.
- 6 – Other (specify in comment)

### First-Class Package Endorsements

In order to account for a potential new First-Class Package Service commercial marking, Option B on the *First-Class Package Endorsements* screen is updated from:

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to:

First-Class Package, FIRST-CLASS PKG, FC PKG SVC, Commercial Base, Commercial Plus, or **COMM**

### RCCS Digital Testing

On July 13, 2018, the Postal Regulatory Commission approved the proposal to use data collected during Origin-Destination Information System-Revenue, Pieces and Weight (ODIS-RPW) Digital Tests to create the distribution keys for Delivery Point Sequence (DPS) mail in the Rural Carrier Cost System (RCCS).

*In the RCCS Reference Guide, update section 17 Entering End of Run (EOR) Data by adding the following above the chart:*

If the Test Type is listed as D02 in the *Select Test* screen in the CODES software, do not enter EOR data. If the Test Type is D01, follow the instructions below for entering EOR data.

#### **Deviation/Casing Questions for Parcels**

Effective Q1 FY19, data collectors are to identify parcels that are parcels or deviation parcels. If a parcel is identified as a non-deviation parcel, then the data collector is to record whether the parcel could be cased by the carrier. Data collectors can use the Edit Parcel button on the *Mailpieces Info* screen in the CODES software to edit the deviation or casing status. By scanning the barcode of the mailpiece or by selecting the mailpiece record, the deviation and casing questions appear again, allowing the data collector to make the necessary edits after speaking with the carrier.

*In Handbook F-55, update section 3-3.2.2.b Data Collector (changes highlighted in **bold**):*

- b. Contact the carrier before the final pulldown on the day before the test to explain the purpose of the test and the use of the data. Discuss the following topics:
  1. The test window.
  2. Mail to include and exclude from the test.
  3. Marking of mail to exclude.
  4. Handling of P.M. mail.
  5. Counting mail in the Rural Mail Count.
  6. **Classifying parcels as regular or deviation.**

*In Handbook F-55, update section 3-3.4.b.2 Communication on the Day of the Test (changes highlighted in **bold**):*

2. Ask the carrier to do the following:
  - a. Provide any additional information about the route, including information from the carrier's PS Form 4241, *Rural Delivery Statistics Report*. A copy of PS Form 4241 is available at <http://blue.usps.gov/formmgmt/forms/ps4241.pdf>.
  - b. Explain the distribution of mail to the route.
  - c. Identify the location of mail for the route.
  - d. Give the postmaster or designee the collection mail to count and record on PS Form 2848.
  - e. **Identify parcels for the route and classify them as regular or deviation.**

*In Handbook F-55, update the title for section 3-4.6.2 from *Non-DPS Mailpieces to Non-DPS and Non-Parcel Mailpieces*.*

*In Handbook F-55, add section 3-4.6.5 *Parcels* and re-number the following sections accordingly:*

You may enter all parcels for the test route prior to the carrier's arrival. Record each parcel as either parcel or deviation parcel and whether the parcel could be cased or not. After entering parcel data into the CODES software, group the parcels by deviation status so that the carrier can verify whether any corrections are required. The carrier must verify the deviation status of each parcel. If necessary, access a parcel record after entering the initial data in order to edit the deviation and casing information. First, select the Edit Parcel button on the *Mailpieces Info* screen of the CODES software. Next, scan the barcode on the parcel. If the parcel has no barcode, select the mailpiece record from the *Summary* screen, select Edit Parcel, and then select Use Current Selection. See the RCCS Reference Guide *Determining Shape* chart for more information on recording parcels.

**PS 2848 Rural Carrier Route Mail Acceptance Data (October 2018)**

PS Form 2848 is revised and effective October 1, 2018.



Test ID: \_\_\_\_\_

**Section C - Completed By Postmaster or Designee (Continued)**

**Mail Data Instructions**

- If the pieces collected are from online requests for Carrier Pickup, count and record the number of pieces from the sample route in the Carrier Pickup column.
- If the pieces collected are Registered Mail™ or Certified Mail®, count and record the number of pieces from the sample route in the Registered Mail or Certified Mail columns.
- For all other collected mail, count and record the number of pieces collected from the sample route for each product and category.
- Record mail from government agencies other than USPS® by the class of service provided (e.g., First-Class Mail®, Priority Mail).
- Record all franked official mail by the class of service provided (e.g., First-Class Mail, Priority Mail).
- Record Business Reply Mail® (BRM) with First-Class Mail or Priority Mail.
- International mail can be identified by the foreign address of the recipient of the mail.
- DO NOT count mail picked up from collection mailboxes and the collection portion of NDCBUs (neighborhood delivery collection box units).

Class Description	Letters, Cards, and Flats	Prepaid Parcels <sup>1</sup> , <= 2lbs.	Prepaid Parcels <sup>1</sup> , > 2lbs.	Other Parcels <sup>2</sup> (Postage affixed by carrier)	Certified or Registered Mail	Carrier Pickup (online)
<b>Domestic Mail (Excluding Return Service)</b>						
13. First-Class Mail (include Bulk Mail, U.S. Postage Paid 39 U.S.C. 3406)						
14. First-Class Package Service						
15. Priority Mail (Except International)						
16. Priority Mail Express (Except International)						
17. Retail Ground						
18. Media Mail® and Library Mail						
19. Bound Printed Matter (BPM)						
20. USPS™ Mail						
21. Free Matter for the Blind/Handicapped (Do not include franked official mail; see instructions above)						
<b>Domestic Mail Return Services Only</b>						
22. Merchandise Return Service - First-Class Package Service						
23. Merchandise Return Service - Priority Mail						
24. Merchandise Return Service - Ground Return Service <sup>3</sup>						
25. Parcel Return Service (destinating ZIP usually begins with 569)						
26. First-Class Package Return Service						
27. Priority Mail Return Service						
28. Ground Return Service						
<b>International Mail - U.S. Origin</b>						
29. Global Express Guaranteed® (GXG®)						
30. Express Mail International® (EMS®)						
31. Priority Mail International® (Flat Rate Envelope Only)						
32. Priority Mail International® (All others including Flat Rate Box)						
33. First-Class Mail International®						
34a. Other (Specify below)						
34b. Specify (From 36a)						

<sup>1</sup> Prepaid Parcels are parcels that the rural carrier does not have to weigh, rate, and affix postage.

<sup>2</sup> Other Parcels are all parcels that the rural carrier had to weigh, rate, and affix postage.

<sup>3</sup> Includes Parcel Select Ground, Media and Library Mail, or Bound Printed Matter.

### **Actual CAG and Actual Finance Number**

As described in the SP Letter #1 FY17, new Actual Finance Num and Actual CAG fields were added on the *Header* screen to record the actual CAG and Finance number where the employee is working at the time of the reading. This applies in situations where the employee is assigned to a Finance Number that differs from the one in the sample file.

*In Handbook F-45 add a new section 3-6.4.5 Actual CAG and re-number the following sections accordingly:*

Remotely Managed Post Offices have a different CAG than their Administrative Post Office/Lead Finance Number. Record the CAG of the office where the employee is working at the time of the reading.

*In Handbook F-45 add a new section 3-6.4.6 Actual Finance Number and re-number the following sections accordingly:*

Record the finance number of the office where the employee is working at the time of the reading.

**Exception:** If the employee is working at an office that does not share the same Administrative Post Office/Lead Finance Number, record the Paid/Unpaid Status as Loaned To Others and there is no need to update the Actual Finance Number.

### **Clerks Off Premises**

The policy is updated to allow clerks working at DMUs to be recorded as on the premises. In addition, employees receiving training at a facility other than their normal work facility are recorded as off premises.

*In Handbook F-45, update section 6-3.3.3 Off the Premises (changes highlighted in **bold**):*

If the sample employee is on-duty and is working off the premises, record the sample employee as working off the premises.

If the sample employee is not on the premises, choose the option that best describes the type of work the sample employee is performing off the premises.

**Example:** You attempt to locate a clerk for a scheduled reading, and the clerk's supervisor informs you that the clerk is out of the office on an Express Mail run – at the time of the reading, the employee is working off the premises.


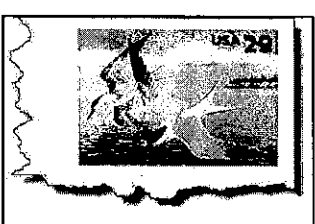
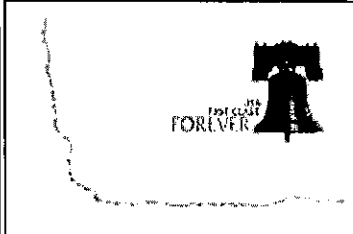
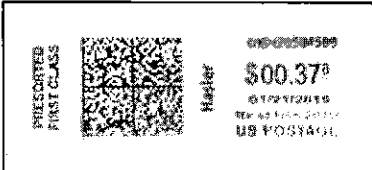


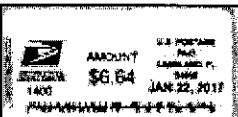

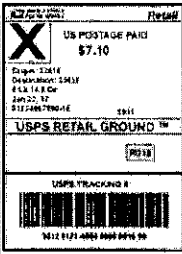
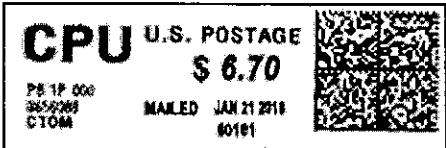
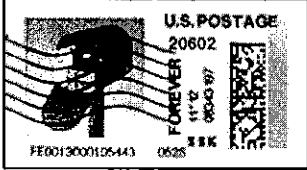

**If the employee is receiving training at a facility other than their normal work facility, then record the employee as off the premises.**

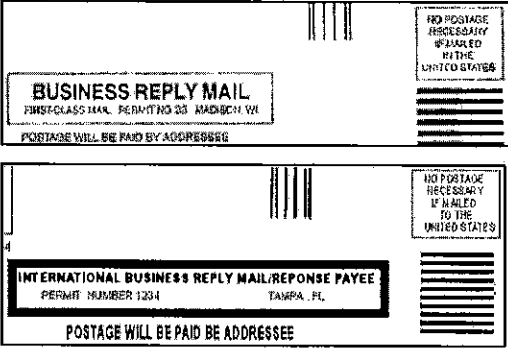

### **Loaned to Others**

*In Handbook F-45, update section 3-6.4.9.6 Paid/Unpaid Status to include information about Administrative Post Offices and Remotely Managed Post Offices and to improve clarity of existing policy:*

**Loaned to Others:** Choose this option if the sample employee is temporarily working at a unit with a different lead finance number than the lead finance number for the unit listed in the IOCS sample file. Treat Administrative Post Offices (APO) as the lead finance number for its Remotely Managed Post Offices (RMPOs).

**Examples:** Post Office Alpha (590100) is a CAG G office that is the lead finance number for its two stations, ALP-A1 (590101) and ALP-A2 (590102). It is also the APO for a CAG K RMPO, 590175. Post Office Beta (590200) is a separate CAG H post office that is a lead finance number for station BET-B1 (590201). Window clerk Xandra is scheduled for sampling, and the IOCS sample file lists the finance number as 590101 (ALP-A1). If Xandra is working at any of the finance numbers managed by Post Office Alpha: 590100, 590101, 590102 or 590175, then Xandra is working and not Loaned to Others. When conducting the reading, record the finance number and CAG of the unit where the sample employee is working. Using the same example, if Xandra is working at any of the finance numbers managed by Post Office Beta: 590200 or 590201, then record Xandra as Loaned to Others.

<p>Stamp (including Stamped Card/Envelope/Precanceled Stamps)</p>	  
<p>IBI (Information Based Indicia), Retail Label (including PVI, mPOS), or Meter</p>	     
<p>IBI - CPU (Contract Postal Unit)</p>	
<p>IBI - SSK (Self-Service Kiosk)</p>	 

<p>Permit – Business Reply Mail or Business Reply Label</p>	
<p>Permit Reply Mail</p>	

**Recording Parcel Dimensions**

*In the TRACS Surface Reference Guide, update the Recording Parcel Dimensions chart to provide clarification regarding when to record a parcel as square or rectangular (changes highlighted in **bold**):*

<b>Parcel Characteristics</b>		
<p>A square or rectangular parcel has three definite dimensions with distinct hard edges and a consistent thickness across the entire mailpiece (e.g. a box). You may encounter some mailpieces that appear square or rectangular but have rounded or tapered edges (e.g., soft goods wrapped in paper or plastic bags). Record these items as Other Shapes.</p>		
<p><b>Square or Rectangular</b></p>	<p>Length</p>	<p>The longest side of the mailpiece.</p>
	<p>Height</p>	<p><b>The longest side of the mailpiece</b> perpendicular to the length (i.e. <b>the second longest side</b>).</p>
	<p><b>Width (Thickness)</b></p>	<p>Perpendicular to the length and height (i.e. <b>the shortest side</b>).</p>
<p><b>Other Shapes</b> (rolled, triangular, cylindrical, or other odd shapes)</p>	<p>Length</p>	<p>Length is always the longest dimension.</p>
	<p>Height</p>	<p>Width and height are always measured at their maximum cross-sections. Another way to think of it is to draw an imaginary box around the nonrectangular parcel.</p>
	<p><b>Width (Thickness)</b></p>	

**Dynamic Route Optimization (DRO)**

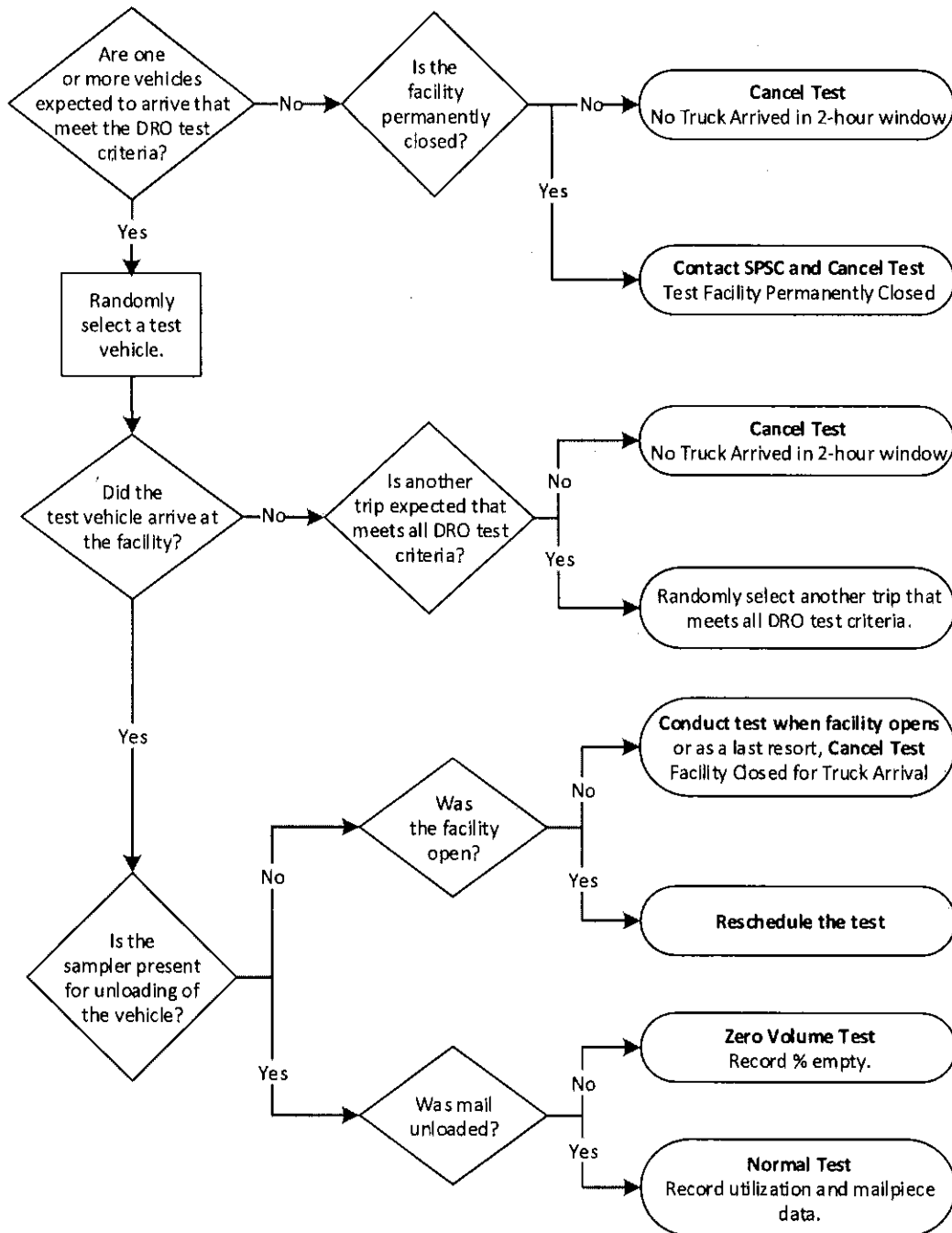
DRO routes are a new local surface transportation method where the routes are scheduled dynamically based on the projected processing times and delivery unit constraints. This has been added as a new contract type for TRACS Surface tests.

*In the TRACS Surface Reference Guide, add two new references for conducting tests on dynamic routes.*

**DRO Reschedule, Replace, Canceling Zero Volume Decision Tree**

Use the following decision tree to determine the appropriate action.

**Note:** The DRO vehicle must have the same test facility and the same origin facility as it appears in the Header screen in CODES and must arrive within the 2-hour test time segment.



1. Contract type.
  2. Route number.
  3. Trip number.
  4. Frequency code.
  5. Origin facility code.
  6. All stops the vehicle made before arriving at the test facility.
- c. When the test vehicle has more than one trailer unloading mail at the test facility, enter the number of trailers in the CODES software *Header* screen. The software randomly selects a trailer to sample.
  - d. When conducting a test on a car, pickup truck, or van, highlight the Car/Pickup Truck/Minivan/Other small vehicle check box in the *Header* screen. **When conducting a VSD test, select the vehicle or trailer size in the *Header* screen.**
  - e. Record the test vehicle's Actual Arrival time, which is defined as the time the driver starts to unload mail from the vehicle in military hours and regular minutes. If the facility is skipped because there was no mail, the Actual Arrival field in the *Header* screen remains blank.

For additional information on replacing, rescheduling, or recording a zero volume test, see 2-7 and the TRACS Surface Reference Guide.

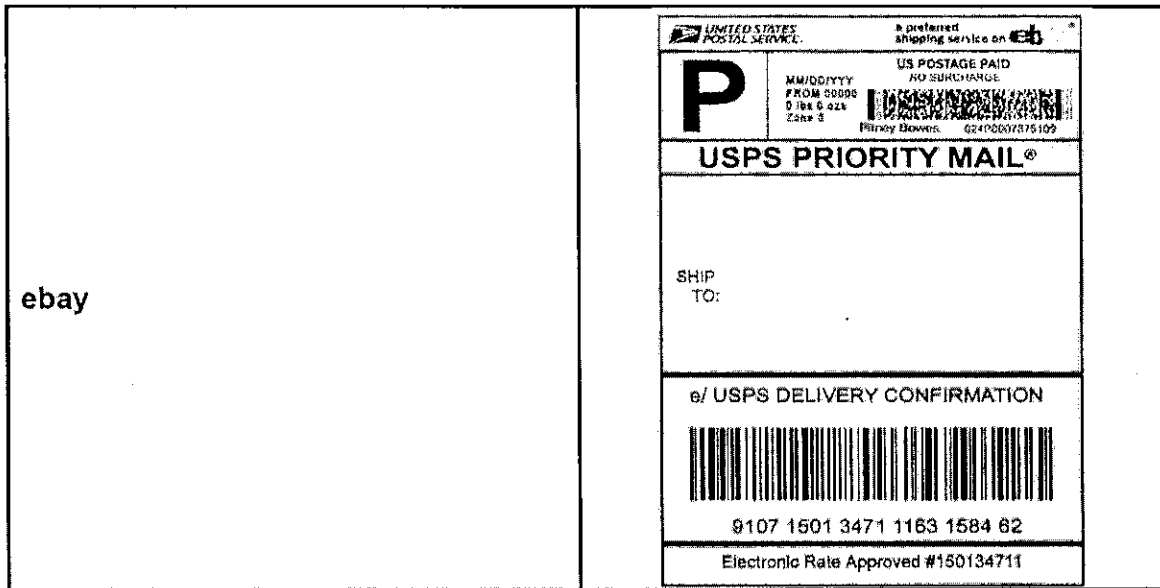
*In Handbook F-65, update section 2-7.2.3 Selecting a Replacement Vehicle (changes highlighted in bold):*

When **replacing a vehicle**, the replacement vehicle must be under the same type of contract as the originally scheduled vehicle. Test these four contract types in the TRACS surface test on **static highway contract routes**:

- a. **Inter-NDC**: Contract to carry mail between NDCs; however, Inter-NDC trips often stop at SCFs and may not necessarily connect two NDCs.
- b. **Intra-NDC**: Contract to carry mail within a NDC service area; the route may be from a NDC to an AO or SCF (outbound) or to a NDC from an AO or SCF (inbound).
- c. **Inter-SCF**: Contract to carry mail between SCFs (some trips stop at AOs); contracts classified as Inter-P&DC, Inter-Cluster, or Inter-Area are treated as Inter-SCF by TRACS.
- d. **Intra-SCF**: Contracts carry mail between an SCF and the AOs within its service area.

Plant load transportation (to and from a mailers plant), Postal Service vehicles, and Contract Delivery (box) Routes are not eligible for selection on **static highway contract route tests**.

**When selecting a replacement vehicle for a VSD test, select another arriving VSD vehicle that meets the test criteria. Likewise, when selecting a replacement vehicle for a DRO test, select another arriving DRO vehicle that meets the test criteria.**



#### International Mail

We streamlined data recording for International Mail by removing the following screens from the ODIS-RPW software:

- Postage and Fees Due.
- Extra Services and Fees.
- Customs Clearance and Delivery Fee Revenue.

Continue to select Option 5 – International in the *Mail Class & Type* screen, then follow the revised screens and options through the *Mailpiece Data Correct?* screen.

*In Handbook F-75, revise section 5-3.4 International Mail Incoming From Foreign Countries by removing item c, re-number the items accordingly (changes highlighted in **bold**):*

To record data from an international mailpiece, complete the following steps:

- a. Select International from the *Mail Class & Type* screen.
- b. Select the foreign country from the country list at the *Country* screen.

Type in the country name and press Enter when the country name is highlighted in the drop-down list. **You may also select the country** from the drop-down list by scrolling down until you reach the country and pressing Enter or clicking on OK. Once the appropriate country is selected, the code for the chosen country **displays**. If the country code cannot be read, enter Cannot Be Read.

- c. Follow the steps in 5-3.1 for First-Class Mail to complete the remaining data entry screens.



- c. Parcel Return Service or Parcel Select Return Service. This mail is addressed to unique ZIP Codes beginning with 569.
- d. Retail Ground Return Service, Ground Service Returns, or Merchandise Return Service with Ground markings.

When no marking appears on a mailpiece weighing over 13 ounces, record it as **Priority Mail**. (See 6-1.1 for guidelines on **unmarked** mail.)

#### **First-Class Mail Extra Services**

There is an update to the handbook to align with the ODIS-RPW software.

*In Handbook F-75, revise section 5-3.1.6 Extra Services by removing item e, re-number the items accordingly (changes highlighted in **bold**):*

To record data regarding extra services from First-Class Mail, complete the following steps:

- a. Indicate when the mailpiece has an extra service on the *Extra Service(s) Present* screen. An extra service is a mail service for a fee (in addition to required postage) and includes Registered Mail, Certified Mail, Insured Mail, **Collect on Delivery**, etc.
- b. Enter the extra service at the *Extra Services* screen.  
**Note: Enter each extra service on the mailpiece.**
- c. See RG-16 for a description of each of the extra services.
- d. Enter the total revenue of the mailpiece on the *Total Mailpiece(s) Revenue* screen. The total mailpiece revenue is the mailpiece revenue for a single mailpiece (including extra service revenue). **When entering** more than one mailpiece with identical characteristics, the total mailpiece revenue computes automatically.
  - 1. Enter the revenue (postage) indicated with any postage due marking. When there is no revenue indicated, select **Cannot Be Read**.
  - 2. Enter **Cannot Be Read** when total revenue cannot be determined or read directly from the mailpiece.
  - 3. A warning screen appears when the postage entered exceeds the maximum value or is less than the minimum value.
- e. Confirm the data displayed at the *Mailpiece Data Correct* screen.

#### **Stamped Indicia**

There is a clarification to the policy for recording stamps.

*In Handbook F-75, revise section 5-3.1.3 Indicia, item a (changes highlighted in **bold**):*

**Stamp:** Stamps are **denominated** stamps, official stamps, and nondenominated First-Class Mail stamps printed with one of the following rate markings: postcard, 2-ounce, 3-ounce, additional ounce, or nonmachinable surcharge.

**The postcard, 2-ounce, 3-ounce, additional ounce, and nonmachinable surcharge stamps are always valued at the current rate in effect for each category, regardless of when they are purchased or used. Do not record these as Forever stamps, as they lack the word Forever on the stamp.**

#### **WebODIN (Origin-Destination Information Network)**

There is an update to the policy as it relates to WebODIN. WebODIN terminates effective September 30, 2018.

*In Handbook F-75, remove section 1-1.7 Service Diagnostics.*

### **Meter/IBI Manufacturer**

Upon selecting *Indicia* screen Option Y-Other Information-Based Indicia (not CNS, SSK, or CPU), the *Meter/IBI Manufacturer* screen appears. When selecting a Meter/IBI Manufacturer, the data collector is prompted to select the applicable options. There are modifications to the *Meter/IBI Manufacturer* screen options where Pitney Bowes, Neopost, and Francotyp-Postalia (or FP) are renamed, eBay and Zazzle are removed, and EasyPost is added. The software screen now shows as:

- 1 – Pitney Bowes
- 2 – Ascom Hasler (H)
- 3 – Neopost
- 4 – Francotyp-Postalia (or FP)
- 5 – Stamps.com (include PhotoStamps)
- 6 – endicia.com
- B – Data-Pac
- C – EasyPost
- 0 – Other (or cannot be determined)

*In Handbook F-85, replace section 4-3 Indicia, item I:*

- I. **Other Information-Based Indicia (not CNS, SSK, or CPU):** IBIs are digital indicia that show evidence of postage produced by meter and PC Postage systems. See Exhibit 4-4 for examples of IBIs. A human-readable postage value is optional on some mailpieces.

When prompted by the software, enter the name of the meter/IBI manufacturer and the meter/IBI number. The manufacturer's name is usually printed as an abbreviation near the meter number or postage — do not try to determine who the manufacturer is by using the manufacturer code in the meter serial number.

Meter/IBI serial numbers are three to nine digits in length. Do not record the meter/IBI manufacturer code at the beginning of the number. Exclude all leading zeroes. Enter an X for any illegible digits.

**Example 1:** The meter number is PB00123545. Exclude the manufacturer code and the leading zeroes, and key "123545."

**Example 2:** The meter number is NO46J00000045. Exclude the manufacturer code and the leading zeroes, and key "45."

Scan the IBI barcode when prompted by the software. If the IBI cannot be scanned, the software prompts you to enter the IBI number manually.

If you are recording a mailpiece with more than one IBI, then when the software prompts you to scan the IBI, choose the Multiple IBI Barcodes option at the *Information-Based Indicia* screen. This option bypasses scanning to streamline data collection for such a mailpiece.

The SIRVO-IODIS Help file provides many examples of meter/IBI manufacturers and meter/IBI number recording. Refer to this information any time you have a question about meter or PC Postage recording.

*In the SIRVO-IODIS Reference Guide, remove the following from RM-14 Information-Based Indicia Examples:*

**STATISTICAL PROGRAMS MANAGEMENT  
(SPM)**

The following policy and procedure changes are effective October 1, 2018.

**TRACS Surface Test Cancellation**

There is a clarification to our existing policy for canceling TRACS Surface tests to include DRO tests.

*In Handbook F-95, revise exhibit 4-5.3 Cancellation Code Table (changes highlighted in **bold**):*

Exhibit 4-5.3

**Cancellation Code Table**

<b>Cancelation Code</b>	<b>Subsystem</b>	<b>CODES WBU Reason</b>	<b>Situation</b>
1	Surface	Test facility permanently closed.	The test facility no longer exists.
2	Air	No test mail worked in 2-hour window.	MFPC confirms in EDW that no D&R tags of the appropriate mail class were scanned during the time period. <b>Note:</b> It could take up to 24 hours for scan data to appear in EDW.
3	Air	Test mail no longer processed at facility.	Test mail is no longer processed at the facility.
4	Surface	Routing change, no facility stop, no replacement.	Routing change. The trip no longer stops at facility and no replacement is available.
5	Surface	Trip did not run test day, no replacement.	The trip does not run on the test day and no replacement is available.
6	VSD, <b>DRO</b>	Trip did not arrive in 2-hour window.	No eligible truck arrived during the 2-hour window.
7	Surface	Facility closed for truck arrival/safety issue.	The test facility is closed when the truck is scheduled to arrive and the data collector has a safety concern about collecting the data when the facility is closed. <b>Note:</b> The test may be canceled only as a last resort. The MFPC must contact the service center before the scheduled date of the test to avoid canceling the test.
8	All subsystems	Quarterly training date.	The test is canceled to provide time for quarterly training.
9	All subsystems	Unable to conduct before quarter end.	Unable to conduct or reschedule before end of quarter.