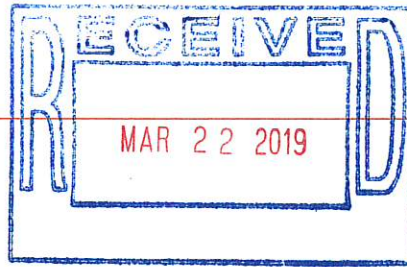


LABOR RELATIONS



March 19, 2019

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 #3, Fiscal Year (FY) 2019.

The subject letter includes updates to the Computerized On-Site Data Entry System software and data collection procedures for the Carrier Cost System, Rural Carrier Cost System, and In-Office Cost System.

We have enclosed a final draft copy of SP Letter #3, FY 2019.

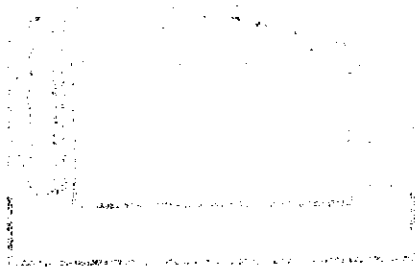
Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

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

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure





March 1, 2019

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

SUBJECT: Policy Memo, Statistical Programs (SP) Letter #3, Fiscal Year 2019

This letter provides updates to the Computerized On-Site Data Entry System (CODES) software and data collection policies and procedures for: 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); System for International Revenue and Volume, Inbound (SIRVI); and Statistical Programs Management (SPM).

ODIS-RPW

Attachment 1 provides policy updates to Bulk Parcel Return Service (BRPS), Cubic Soft-Pack and Padded Envelopes, Priority Mail Markings, Unmarked Mail, and Indicia Examples.

SIRVO-IODIS

Attachment 2 provides updates to Information-Based Indicia (IBI), Rescheduling or Canceling SIRVO-IODIS tests, and Indicia and Other IBI Examples.

SIRVI

Attachment 3 provides updates to the *Service Information* screen, *Receptacle Contents* screen, and Canceling SIRVI tests.

SPM

Attachment 4 provides updates to the ODIS-RPW PATS Assessment, SIRVI Test Approval, and SIRVI Zero Volume Tests.

A handwritten signature in cursive script, appearing to read "Joseph Hurley".

Joseph Hurley
Manager
Statistical Programs

Attachments

cc: Joseph Corbett
Sharon Owens
Steven Phelps
Richard T. Cooper
John P. Kelley
Brad V. Pafford
Veeramany Sthanumurthy
Alan S. Moore
Area Controllers
Area Accounting Managers
Luisa Gierbolini, Office of Inspector General
Allison Vetter, Senior Manager, Ernst and Young

ORIGIN-DESTINATION INFORMATION SYSTEM—REVENUE, PIECES, AND WEIGHT (ODIS-RPW)

The following policy and procedure changes are effective April 1, 2019.

Bulk Parcel Return Service (BRPS)

We streamlined data recording for Forwarded/Returned/NOREC mail by removing the *Ancillary Service Endorsement* screen from the ODIS-RPW software.

Continue to select the Forwarded/Returned/NOREC radio button on the *Mail Class & Type* screen to record Forwarded/Returned/NOREC mail. Then follow the revised screens and options through the *Mailpiece Data Correct?* screen.

In Handbook F-75, remove section 6-10.2, Bulk Parcel Return Service.

Cubic Soft-Pack and Padded Envelopes

"Soft-pack" envelopes are usually made of flexible cloth, plastic, or vinyl material. "Padded" envelopes contain an inner liner of plastic bubble or other flexible cushion material, and the outer skin is usually paper, thin cardboard, or Tyvek. The required "Cubic" marking must be printed on the mailpiece in the indicia area. Record these pieces as follows:

- Select option 4 – *Cubic Pricing* on the *Priority Mail Markings* screen. Record any additional markings that appear on the piece.
- Select option 9 – *Soft-Pack or Padded Envelope* on the *Mail Shape* screen.

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

To record Priority Mail, complete the following steps:

- a. Select Priority Mail from the *Mail Class & Type* screen.
- b. Select the marking(s) that apply from the *Priority Mail Markings* screen. Multiple markings are allowed.
- c. Scan the UPC barcode when available in the *UPC Barcode Scanning* screen. The UPC barcode, if provided, is pre-printed on the mailpiece, begins with the letters "PS", and may appear on any side of the mailpiece.
- d. Select option 4, Cubic Pricing (CUBIC or Cubic .10, Cubic .20, etc.) **from the Priority Mail Markings screen** when Cubic or CUBIC, Cubic.10, Cubic.20, Cubic.30, Cubic.40, or Cubic.50 appears anywhere on the mailpiece. Record all Priority Mail Cubic Pricing shipments under option 4, whether or not they indicate Commercial Plus pricing.

Note: Select option 9 from the *Mail Shape* screen when a Priority Mail Cubic Pricing mailpiece is packaged in a soft-pack or padded envelope.

- e. Select option 8 **from the *Priority Mail Markings* screen** when "Open and Distribute Box" appears anywhere on the mailpiece.
- f. Follow the steps in 5-3.1.2 through 5-3.1.6 for First-Class Mail to complete the remaining data entry screens.

In the ODIS-RPW Reference Guide, update section 6, Mail Markings by adding the following table:

Priority Mail Markings

Commercial Base Pricing (ComBasPrice)	Record Commercial Base Pricing if a mailpiece is marked COMMERCIAL BASE PRICING or ComBasPrice.
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.)	USPS Priority Mail Cubic pieces contain the following words anywhere on the mailpiece: Cubic, CUBIC, Cubic.10, Cubic.20, Cubic.30, Cubic.40, or Cubic.50. Record all Priority Mail Cubic Pricing shipments under option 4 – <i>Cubic Pricing</i> in the <i>Priority Mail Markings</i> screen, whether or not they indicate Commercial Plus pricing.
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 – <i>Priority Mail Return Service</i> in the <i>Priority Mail Markings</i> screen.
Priority Mail Open and Distribute Tray Boxes	Record Priority Mail Open and Distribute Tray Boxes if the mailpiece is marked Open and Distribute Box. See section 16, Priority Mail Open and Distribute Shipments, for additional details.

In the ODIS-RPW Reference Guide, update section 8, Mail Shape and Measurement by adding the following below 'USPS Priority Mail Regional Rate Boxes':

Soft-Pack or Padded Envelope	Maiers may use Priority Mail Cubic prices to mail soft-pack and padded envelopes. "Soft-pack" envelopes are usually made of flexible cloth, plastic, or vinyl material. "Padded" envelopes contain an inner liner of plastic bubble or other flexible cushion material, and the outer skin is usually paper, thin cardboard, or Tyvek. The required "Cubic" marking must be printed on the mailpiece in the indicia area. Record all Soft-Pack or Padded Envelopes that contain cubic markings under option 9 – <i>Soft-Pack or Padded Envelope</i> on the <i>Mail Shape</i> screen.
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Unmarked Mail

There is a policy update for recording Unmarked Mail to align with the January 2019 price change.

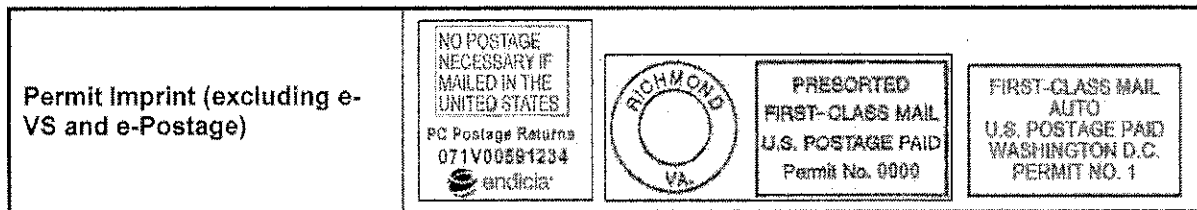
*In Handbook F-75, update section 5-3.6, Priority Mail (changes highlighted in **bold**):*

Priority Mail is First-Class Mail weighing more than 13 ounces but not more than 70 pounds. Priority Mail may also include mail weighing 13 ounces or less, and paid at the Priority Mail rate at the option of the mailer. It should bear the marking Priority Mail or First-Class Mail, although at times it may not. If marked as First-Class with postage greater than the First-Class **Package Service - Retail, Zone 9**, 13 ounce parcel retail rate, record as Priority Mail. **If marked as both First-Class and Priority, record as Priority Mail.** For unmarked mail, see Exhibit 6-1.1, Determining Mail Class for Unmarked Mail.

Indicia Examples

We added an indicia example to include a Permit Imprint (excluding e-VS and e-Postage) indicia that is often printed on Priority Mail Return labels. While these labels may include a meter manufacturer marking, the indicia is not an Information-Based Indicia (IBI).

In the ODIS-RPW Reference Guide, update section 11, Indicia Examples by replacing the Permit Imprint (excluding e-VS and e-Postage) row with the following:



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

The following policy and procedure changes are effective April 1, 2019.

Information-Based Indicia

We are improving the handbook structure and organization for Information-Based Indicia. There are no changes in policy for recording this indicia.

In Handbook F-85, delete section 4-4.3.1, Click-n-Ship IBI.

In Handbook F-85, delete section 4-4.3.3, Self-Service Kiosk IBI.

In Handbook F-85, delete section 4-4.3.5, Contract Postal Unit (CPU) IBI (with or without markings) through section 4-4.3.8, Information Based Indicia (IBI).

In Handbook F-85, add a new section after section 4-4.3.2, Permit Imprint, titled Information-Based Indicia, numbered as appropriate:

Information-Based Indicia (IBI) are digital indicia that include human-readable information and a two dimensional barcode, with a digital signature and other required data fields (i.e., revenue, postmark date, origin city and state, and origin ZIP Code). In some cases, the human-readable information also includes revenue information. For IBI examples, see the SIRVO-IODS Reference Guide, which is available on the Statistical Programs home page — go to <http://blue.usps.gov/statprog>; under "Statistical Programs," click on *Reference*; click on *Reference Guides*; click on the link for the SIRVO-IODIS Reference Guide; and see RM-14 and RM-15.

Select "Click-N-Ship IBI (postage-paid shipping labels at usps.com)", "Self-Service Kiosk or SSK IBI (excluding Forever Labels)", "Contract Postal Unit or CPU IBI (with or without other markings)", or "Other Information-Based Indicia (not CNS, SSK, or CPU)" in the *Indicia* screen as appropriate based off of the meter manufacturer's name. The meter manufacturer's name usually appears as an abbreviation above the meter number or in the meter imprint or strip postage — do not try to determine the meter manufacturer name by using the manufacturer code in the meter serial number.

Once you select "Other Information-Based Indicia (not CNS, SSK, or CPU)" in the *Indicia* screen, the *Meter/IBI Manufacturer* screen appears. Select the appropriate options from the *Meter/IBI Manufacturer* screen. The *Meter/IBI Manufacturer* screen allows you to record up to two manufacturers.

If you previously selected any type of Priority Mail International service, a screen appears that prompts you to scan the IBI barcodes. A validation check lets you know if the scan is successful. If the system cannot scan the IBI successfully, the system prompts you to manually select options from the *Meter/IBI Manufacturer* screen. If you are recording a mailpiece with more than one IBI, and 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 scanner allows you to switch scanner settings to record either red ink IBI or black ink IBI. The default setting is for IBIs printed in black ink, but to switch to red ink IBI, select "Enable red ink barcode scanning." To switch back to black ink IBI, select "Reset default barcode scanning." When you close the *Information-Based Indicia* barcode scan screen, the software automatically resets the scanner to default (black ink) scanning for the next mailpiece. See Exhibit 4-4.4.2 for examples of red and black IBI indicia. Successful scanning depends on many criteria, including the amount of light in the facility where the test takes place and the quality of the IBI. If you are unable to scan an IBI after a few attempts, select "Manual" and key in the information.

Rescheduling or Canceling SIRVO-IODIS Tests

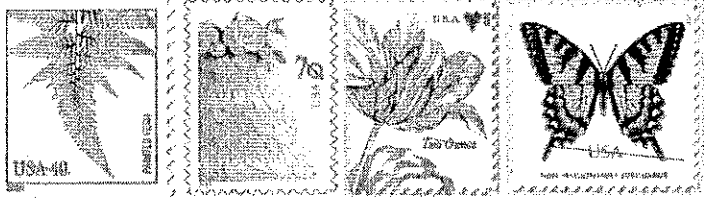
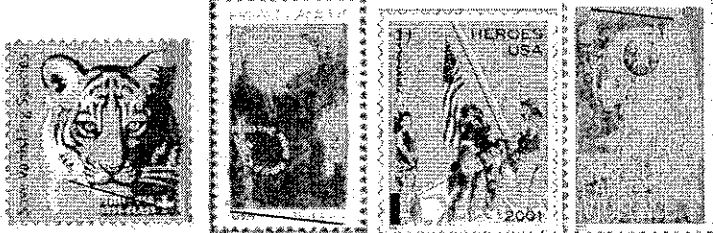


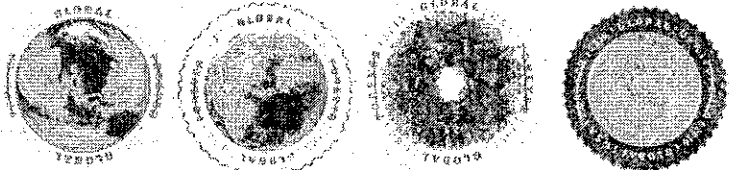
We are removing policy that is also documented in the Handbook F-95.

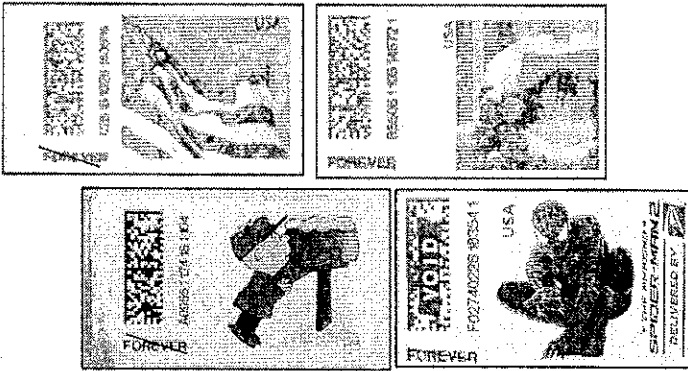
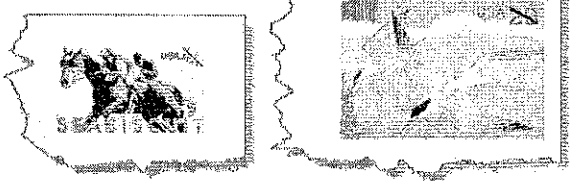
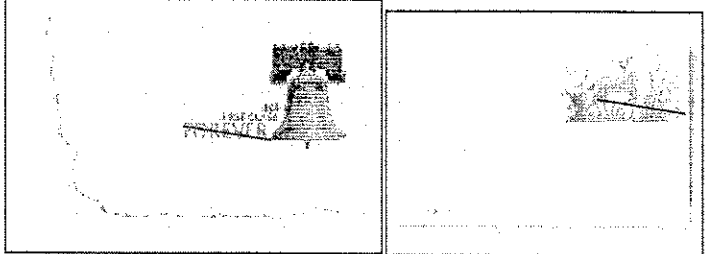
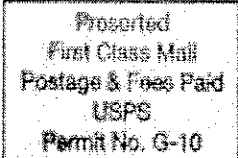
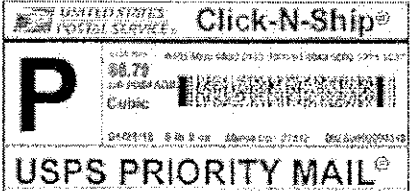
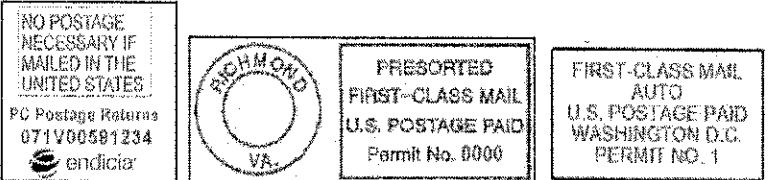
In Handbook F-85, delete section 2-2.8, Rescheduling or Canceling SIRVO-IODIS Tests.

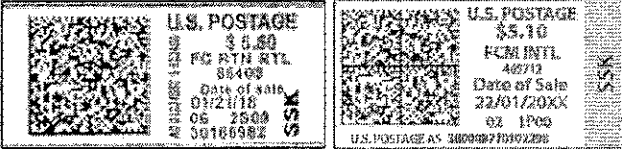
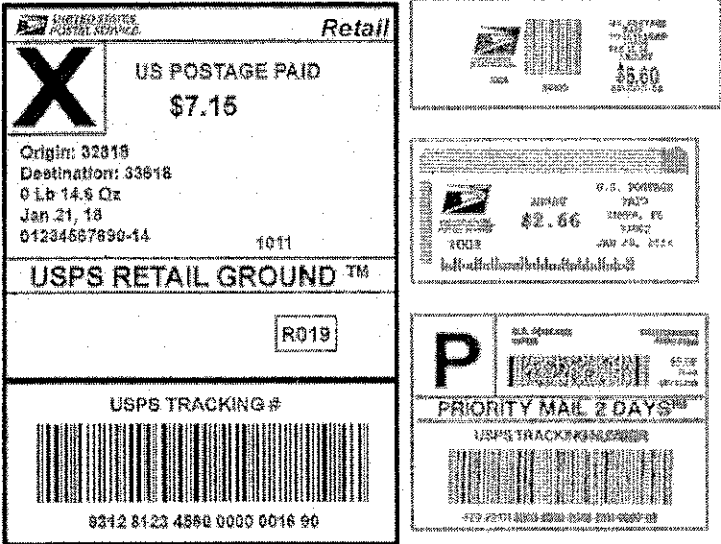


Indicia and Other IBI Examples

There is an update to the charts of indicia and other IBI examples to better align with the current CODES software options.

In the SIRVO-IODIS Reference Guide, replace RM-14, Indicia/IBI Examples and rename to Indicia Examples:

Indicia	Examples
Stamp	
Semi-Postal Stamp (Save Vanishing Species, Breast Cancer Research Stamp, Heroes of 2001, or Stop Family Violence)	
Precanceled Stamp	
Forever Stamp (Domestic)	
Forever Stamp (Global)	

<p>Forever Stamp (SSK)</p>	
<p>Embossed Envelope/Card Imprinted with Denominated Postage</p>	
<p>Embossed Envelope/Card Imprinted with Forever Postage</p>	
<p>USPS (G-10, e-VS G-10, G-400 through G-499, BRM 73026/99998, MRS 999)</p>	
<p>Click-N-Ship IBI (postage-paid shipping labels at usps.com)</p>	
<p>Permit Imprint</p>	

<p>Self-Service Kiosk or SSK IBI (excluding Forever Labels)</p>	
<p>POS Postage Label (PVI POS, mPOS, or POS Retail Label)</p>	
<p>Contract Postal Unit or CPU IBI (with or without other markings)</p>	
<p>Other Information-Based Indicia (not CNS, SSK, or CPU)</p>	

In the SIRVO-IODIS Reference Guide, add RM-15, Other Information-Based Indicia (not CNS, SSK, or CPU) Examples and re-number the subsequent RM numbers accordingly:

Meter/IBI Manufacturer	Examples
Pitney Bowes	
Ascom Hasler	
Neopost	
Francotyp-Postalia (FP)	
Stamps.com	
endicia.com	
Data-Pac	
EasyPost	

SYSTEM FOR INTERNATIONAL REVENUE AND VOLUME, INBOUND (SIRVI)

The following policy and procedure changes are effective April 1, 2019.

CODES Software Service Information Screen

The Letter-Post *Service Information* screen now appears for both Air and SAL receptacles (instead of just Air receptacles).

CODES Software Receptacle Contents Screen

In Q2FY19 a new row was added to the *Receptacle Contents – Letter-Post* screen for receptacles that only contain small packets from the same mailer. The policy is updated to reflect this change.

In Handbook F-85, add item e to section 3-3.8.3, Separating Mailpieces (changes highlighted in bold):

Separate the selected mailpieces contained in the receptacle into groups by status:

- a. All contents, except those recorded in other rows.
- b. Exempt/Undeliverable–Return to US Sender (USPS indicia only) (Canada only).
- c. USPS International Business Reply Service (IBRS) items (CN25 bundles only).
- d. Contents exceeding 2 kg, except for those items included under items b and c.
- e. 100% small packets, the receptacle only contains small packets from the same mailer.**

In Handbook F-85, update item 6 to section 3-4, Enter SIRVI Data into the CODES Laptop (changes highlighted in bold):

6. Enter the number of pieces by shape **into the CODES laptop** as follows:

- a. All contents, except those recorded in other rows.
- b. Exempt/Undeliverable–Return to US Sender (USPS indicia only) (Canada only).
- c. USPS IBRS items (CN25 bundles only).
- d. Contents exceeding 2 kg, except for those items included under items 6b and 6c.
- e. 100% small packets, the receptacle only contains small packets from the same mailer.**

Canceling SIRVI Tests

We are removing policy that is also documented in Handbook F-95.

In Handbook F-85, delete section 3-2.8.

STATISTICAL PROGRAMS MANAGEMENT (SPM)

The following policy and procedure changes are effective April 1, 2019.

ODIS-RPW PATS Assessment

There is a new section in Handbook F-95 to better align the handbook with existing policy for new ODIS-RPW data collector training.

In Handbook F-95, add section 6-3.4 ODIS-RPW PATS Assessment and re-number the following sections accordingly:

ODIS-RPW data collectors must complete and pass the ODIS-RPW PATS assessment prior to conducting ODIS-RPW tests independently. This assessment measures the data collector's knowledge as it relates to mailpiece recording and data entry, and is accessed through the CODES WBU Assessment System. Data collectors must achieve a score of 96% or higher in order to pass and receive credit. The MFPC or designee must review all incorrect responses with the data collector and, if necessary, use the PATS processes specific to the recording errors to retrain the data collector.

SIRVI Test Approval

We removed a sentence from the SIRVI test approval policy to better align with the new service piece targets within the CODES software.

In Handbook F-95, remove a sentence from the last paragraph of section 9-7.3, Results of SIRVI Test:

The number of service pieces must be within 10 percent of the number of target pieces as requested in the software. Example: If the software asked the data collector to record 8 service pieces, the data collector must have entered at least 8 service pieces (because 10 percent of 8 is .8 piece, and .8 from 8 is 7.2; but since it is not possible to record a fraction of a piece, the data collector must record at least 8 service pieces).

Contact the service center for guidance on how to handle tests or receptacles recorded in error.

SIRVI Zero Volume Tests

We added Letter-Post Monthly and Weigh-Only tests as test types that must be reported as Zero Volume in the CODES WBU.

*In Handbook F-95, update section 4-4.6, Zero Volume Tests (changes highlighted in **bold**):*

A Zero Volume test is one in which no mail volume is available on the day of the test. The MFPC must report a Zero Volume test in the CODES WBU. The MFPC must review the reason for the Zero Volume test to determine if a change in procedure is warranted.

Note: Report Letter-Post Monthly and Weigh-Only test IDs as Zero Volume at the end of each month.

