

LABOR RELATIONS



September 4, 2020

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

Dear. Mr. Wagner:

As a matter of general interest, the Postal Service has created Statistical Programs (SP) Letter #1, Fiscal Year (FY) 2021.

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 (IOCS)
- Origin-Destination Information System – Revenue, Pieces, and Weight (ODIS-RPW)

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

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

Sincerely,

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

for David E. Mills
Manager
Labor Relations Policies and Programs

Enclosure



September 3, 2020

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

SUBJECT: *Policy Memo*, Statistical Programs (SP) Letter #1, FY21

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); and Revenue, Volume and Performance Measurement Systems (ODIS-RPW).

CCCS

Attachment 1 provides updates to FSS EOR Volume, Removal of Return Receipt for Merchandise, Scanner Identification, and Priority Mail Commercial Plus Cubic Markings.

RCCS

Attachment 2 provides updates to FSS EOR Volume, Removal of Return Receipt for Merchandise, Scanner Identification, and Priority Mail Commercial Plus Cubic Markings.

IOCS

Attachment 3 provides updates to Preparing for the IOCS Reading, Sample Methods, Paid/Unpaid Status, Complete the Header Screen, Mail Processing Equipment questions, Indicia Types for Permit Parcels, USPS Form, Facility Type – Outbound International Gateways, Marketing Mail, and Foreign Origin (Inbound) International Mail Identification.

ODIS-RPW

Attachment 4 provides updates to Permit Imprint and Return Receipt for Merchandise.

A handwritten signature in black ink that reads "Joseph G. Hurley".

Joseph G. Hurley
Manager
Statistical Programs

Attachment

cc: Joseph Corbett
Sharon Owens
Richard T. Cooper
John P. Kelley
Brad V. Pafford
Veeramany Sthanumurthy
David E. Mills
Area Controllers
Area Accounting Managers
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 October 1, 2020.

FSS EOR Volume

There is an addition to the data entry field in the CODES software to collect the FSS EOR volume. If the test route includes FSS volume, select the 'EOR' button in the *Mailpiece Info* screen. Obtain the route EOR report from the facility supervisor, which includes the total EOR FSS volume for the test route.

*In Handbook F-55, there is an update to item f in section 2-3.2.2, Contact the Post Office (changes highlighted in **bold**):*

- f. If applicable, explain the need to obtain End of Run (EOR) data for the following columns on the EOR report (ask the supervisor to provide the data promptly):
 - (1) Firm holdout (FIRM).
 - (2) Change of Address (COA).
 - (3) Nondelivery day (NDD).
 - (4) Temporary Hold (TMP).
 - (5) Window Call (WIN).
 - (6) Delivery Point Sequence (DPS).
 - (7) Flat Sequencing System (FSS).**

*In Handbook F-55, there is an update to item b in section 2-3.4, Communication on the Day of the Test (changes highlighted in **bold**):*

Upon your arrival, meet with the delivery supervisor or the person in charge, and do the following:

1. Explain the reason for the visit.
2. Explain the purpose of the test and address any concerns.
3. Explain the supervisor's role and answer any questions.
4. Ask the supervisor to do the following:
 - (a) Point out the carrier's case.
 - (b) Provide you with the **EOR** printout, if applicable.
 - (c) Determine if the carrier cases saturation mailing.
 - (d) Fill out the postmaster's sections of PS Form 2846 if the postmaster is not available.
 - (e) Confirm whether or not the carrier of the route to be tested collates the FSS mail.

In the CCCS Reference Guide, we replaced section 16, *Entering End of Run (EOR) Data*:

Data Status	Instructions
EOR Data is Available	<ol style="list-style-type: none"> 1. Select the 'EOR' button in the <i>Mailpiece Info</i> screen. 2. Key the data for the fields provided in the pop-up. 3. After all mailpiece entry is complete, select the 'EOR Check' button in the <i>End Test</i> screen. 4. The software compares the EOR data to the test volume. If the test volume closely aligns with the EOR data, then proceed. If not, do the following: <ul style="list-style-type: none"> • Review the keying of DPS/FSS mail to make certain that the mail is listed in the correct skip interval. • Make certain that all the DPS/FSS mail for the route is sampled. • Verify with the carrier and supervisor that there are no unusual delivery conditions affecting DPS/FSS mail for the test route. • If an error is found, return to data entry and correct the errors. • If an error is not found, provide a short explanation in the comment area to explain the checks performed and continue.
EOR Data is Not Available	<ol style="list-style-type: none"> 1. Leave the EOR data blank. 2. Continue with the test.

In the CCCS Reference Guide, we replaced section 17, *Software Messages and Questions*:

The following table explains messages that may display while performing the CCCS test.

Message/Question	Instruction
Count is high. Are you sure?	<p>This message displays if there is an unusually high count of mail for a rate category. Simply double check the count of mail that has been entered and continue if the mail count is correct. If the mail count is incorrect, re-key the count of mail. Also check the mailpiece(s) for markings and endorsements and ensure that the entry is for the correct rate category. If the mailpiece(s) is keyed correctly, describe the mailpiece(s) and continue. Otherwise delete the listing and re-key the mailpiece information.</p>
No Parcels Counted	<p>This edit message displays at the end of the test if no parcels are included in the test. Be sure to ask either the carrier or the carrier supervisor where the parcels for the route are located – usually the parcels are in</p>

	the parcel sorting area. Sample the parcels and key the information for each sampled parcel.
Tests may not be rescheduled to different quarters.	This message appears when a test is rescheduled into a prior quarter or future quarter. Verify that the date keyed in the <i>test date</i> field is correct.
EOR (DPS and/or FSS)	This message appears when there is a significant difference between the data collector's estimate of DPS/FSS mail and the EOR count. Normally, the data collector estimate of mail and the EOR count should be very close. If this message displays, refer to section 16 of this reference guide.

Removal of Return Receipt for Merchandise

The Postal Service no longer offers Return Receipt for Merchandise in order to streamline return receipt and signature confirmation options for customers. We have eliminated content related to Return Receipt for Merchandise. Continue to select the CODES Software 'Return Receipt' Extra Services option for other Return Receipt products.

In the CCCS Reference Guide, there is an update to the Return Receipt row of section 12, Extra Services:

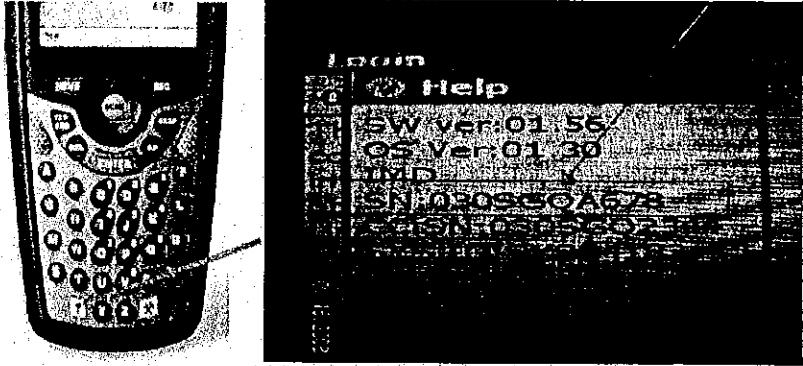
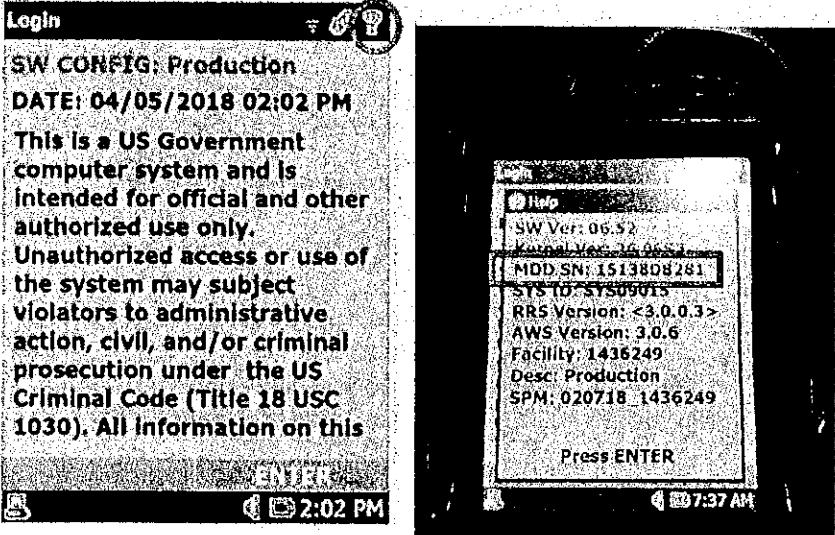
Return Receipt	Provides mailers with 'hard copy' evidence of delivery. This service is available with Express Mail, Certified Mail, COD, mail insured for more than \$200, or Registered Mail, and must have PS Form 3811 attached. If the PS Form 3811 is detached and forwarded back to the mailer, record this as USPS Mail (not return receipt).
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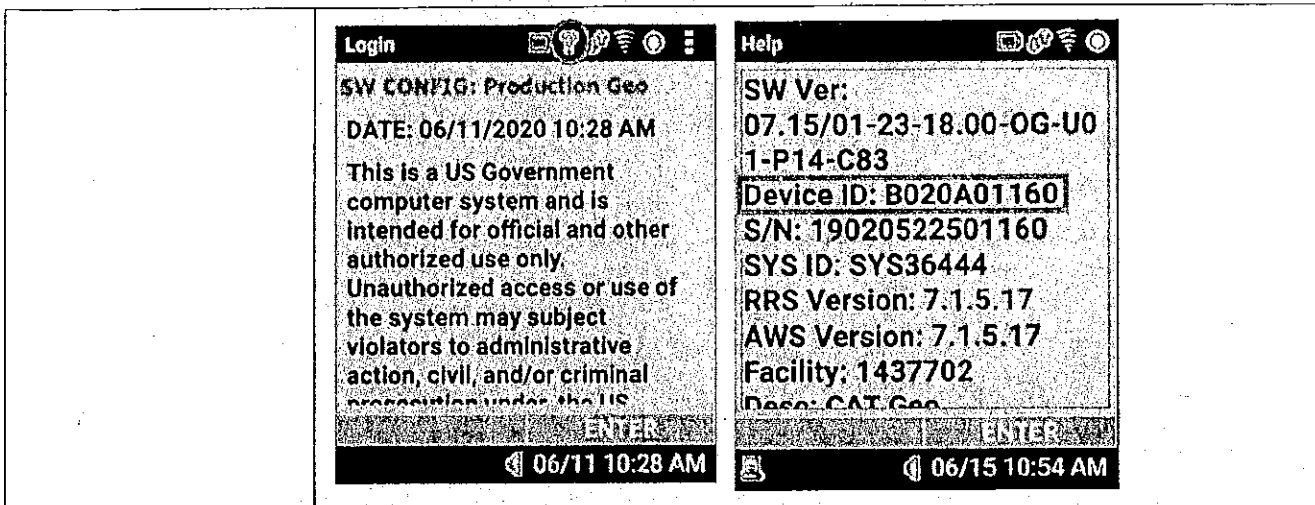
Scanner Identification

The Postal Service is completing a technological refresh to replace existing MDD and IMD scanners with new MDD-TR scanners. There is an update to the reference guide to provide direction on how to access the MDD-TR Device ID and clarified the existing content for the MDD and IMD scanners.

In the CCCS Reference Guide, we replaced the content in section 24, Scanner Identification:

Scanner Model	Instructions
Intelligent Mail Device (IMD)	Select the <?> key. Locate the Scanner ID, or serial number, listed as "SN".

	
<p>Mobile Delivery Device (MDD)</p>	<p>Obtain the Scanner ID for the test route before the carrier logs into the scanner. Remove the scanner from the charging cradle. If the screen is dark, press the <ESC> key to access the <i>Login</i> screen. If the scanner is already off the charging cradle and in sleep mode, first press the <Scan> button to wake it. Use the stylus to tap the "?" icon at the top of the screen to access the <i>Help</i> screen. Locate the Scanner ID, or serial number, listed as "MDD SN".</p> 
<p>Mobile Delivery Device Technical Refresh (MDD-TR)</p>	<p>Use the stylus to tap the "?" icon at the top of the screen to access the <i>Help</i> screen. Locate the "Device ID".</p>



Priority Mail Commercial Plus Cubic Markings

We added the Priority Mail Commercial Plus cubic markings to the list of markings when recording Priority mailpieces as Commercial.

*In the CCCS Reference Guide, there is an update to the Priority Mail row of section 5, Domestic Mail Categories (changes highlighted in **bold**):*

<p>Priority Mail</p>	<p>Priority Mail includes the delivery of documents and packages in an average of 2 to 3 days, including flat rate shipping to any destination.</p> <p>If the mailpiece is paid with a Permit Imprint or has any of the following markings, record it as Commercial:</p> <ul style="list-style-type: none"> • Commercial Base Price, Commercial Base Pricing, or ComBasPrice. • Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice. • Cubic, CUBIC, Cubic.10, Cubic.20, Cubic.30, Cubic.40, or Cubic.50. <p>Otherwise, record the mailpiece as Retail.</p>	<p>Priority Mail, Priority, USPS Priority Mail *</p>
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Miscellaneous Changes

In the CCCS Reference Guide, we removed the Letters section from the chart in section 14, Nonmachinable Characteristics.

In Handbook F-55 we changed the section 2-2 title from Definitions to Definitions, Personnel, Materials, and Procedures.

RURAL CARRIER COST SYSTEM (RCCS)

The following policy and procedure changes are effective October 1, 2020.

FSS EOR Volume

There is an addition to the data entry field in the CODES software to collect the FSS EOR volume. If the test route includes FSS volume, select the 'EOR' button in the *Mailpiece Info* screen. Obtain the route EOR report from the facility supervisor, which includes the total EOR FSS volume for the test route.

In Handbook F-55, we updated item h in section 3-3.2.2, Contact the Post Office (changes highlighted in bold):

- h. If applicable, explain the need to obtain End of Run (EOR) data for the following columns on the EOR report (ask the supervisor to provide the data promptly):
- (1) Firm holdout (FIRM).
 - (2) Change of Address (COA).
 - (3) Nondelivery day (NDD).
 - (4) Temporary Hold (TMP).
 - (5) Window Call (WIN).
 - (6) Delivery Point Sequence (DPS).
 - (7) Flat Sequencing System (FSS).**

In Handbook F-55, we updated item d in section 3-3.4, Communication on the Day of the Test (changes highlighted in bold):

Upon your arrival, meet with the delivery supervisor or the person in charge, and do the following:

1. Explain the reason for the visit.
2. Explain the purpose of the test and address any concerns.
3. Explain the supervisor's role and answer any questions.
4. Ask the supervisor to do the following:
 - (a) Provide any additional administrative information about the route.
 - (b) Explain how mail is distributed to the route.
 - (c) Point out the carrier's case.
 - (d) Provide you with the **EOR** printout.

In *RCCS Reference Guide*, we replaced section 18, *Entering End of Run (EOR) Data*:

Data Status	Instructions
EOR Data is Available	<ol style="list-style-type: none"> 1. Select the 'EOR' button in the <i>Mailpiece Info</i> screen. 2. Key the data for the fields provided in the pop-up. 3. After all mailpiece entry is complete, select the 'EOR Check' button in the <i>End Test</i> screen. 4. The software compares the EOR data to the test volume. If the test volume closely aligns with the EOR data, then proceed. If not, do the following: <ul style="list-style-type: none"> • Review the keying of DPS/FSS mail to make certain that the mail is listed in the correct skip interval. • Make certain that all the DPS/FSS mail for the route is sampled. • Verify with the carrier and supervisor that there are no unusual delivery conditions affecting DPS/FSS mail for the test route. • If an error is found, return to data entry and correct the errors. • If an error is not found, provide a short explanation in the comment area to explain the checks performed and continue.
EOR Data is Not Available	<ol style="list-style-type: none"> 1. Leave the EOR data blank. 2. Continue with the test.

In the *RCCS Reference Guide*, we replaced section 19, *Software Messages and Questions*:

The following table explains messages that may display while performing the RCCS test.

Message/Question	Instruction
Count is high. Are you sure?	<p>This message displays if there is an unusually high count of mail for a rate category. Simply double check the count of mail that has been entered and continue if the mail count is correct. If the mail count is incorrect, re-key the count of mail. Also check the mailpiece(s) for markings and endorsements and ensure that the entry is for the correct rate category. If the mailpiece(s) is keyed correctly, describe the mailpiece(s) and continue. Otherwise delete the listing and re-key the mailpiece information.</p>
No Parcels Counted	<p>This edit message displays at the end of the test if no parcels are included in the test. Be sure to ask either the carrier or the carrier supervisor where the parcels for the route are located – usually the parcels are in the parcel sorting area. Sample the parcels and key the information for each sampled parcel.</p>

<p>Tests may not be rescheduled to different quarters.</p>	<p>This message appears when a test is rescheduled into a prior quarter or future quarter. Verify that the date keyed in the <i>test date</i> field is correct.</p>
<p>EOR (DPS and/or FSS)</p>	<p>This message appears when there is a significant difference between the data collector's estimate of DPS/FSS mail and the EOR count. Normally, the data collector estimate of mail and the EOR count should be very close. If this message displays, refer to section 18 of this reference guide.</p>

Removal of Return Receipt for Merchandise


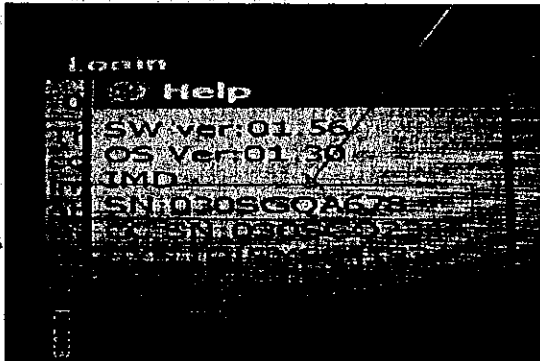
The Postal Service no longer offers Return Receipt for Merchandise in order to streamline return receipt and signature confirmation options for customers. We have eliminated content related to Return Receipt for Merchandise. Continue to select the CODES Software 'Return Receipt' Extra Services option for other Return Receipt products.

In the RCCS Reference Guide, we updated the Return Receipt row of section 12, Extra Services:

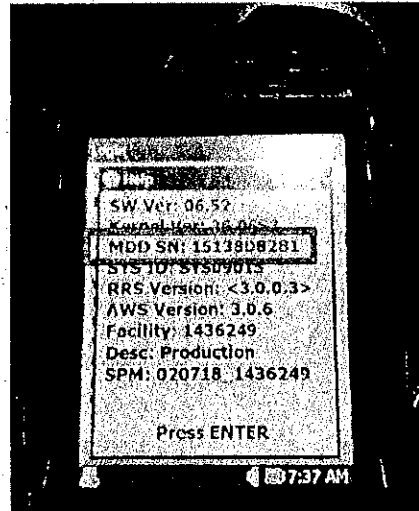
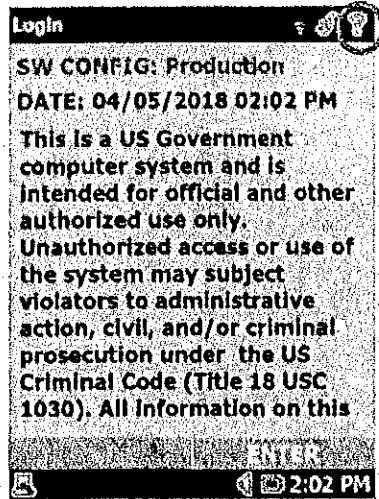
<p>Return Receipt</p>	<p>Provides mailers with 'hard copy' evidence of delivery. This service is available with Express Mail, Certified Mail, COD, mail insured for more than \$200, or Registered Mail, and must have PS Form 3811 attached. If the PS Form 3811 is detached and forwarded back to the mailer, record this as USPS Mail (not return receipt).</p>
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Scanner Identification

The Postal Service is completing a technological refresh to replace existing MDD and IMD scanners with new MDD-TR scanners. There is an update to the reference guide to provide direction on how to access the MDD-TR Device ID and clarified the existing content for the MDD and IMD scanners.

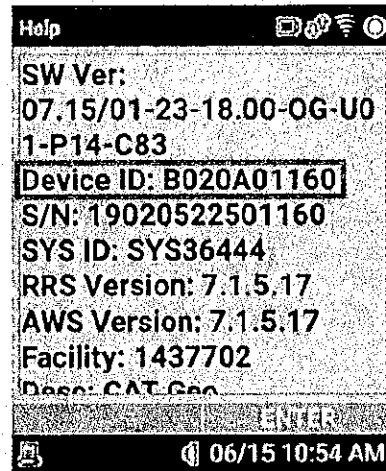
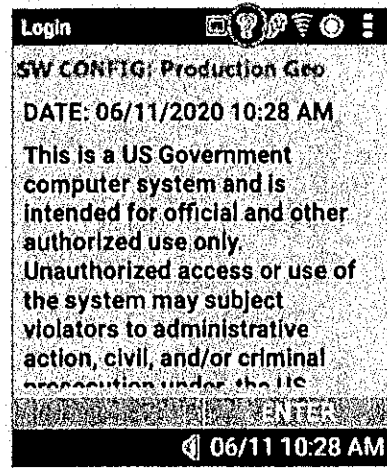
Scanner Model	Instructions
<p>Intelligent Mail Device (IMD)</p>	<p>Select the <?> key. Locate the Scanner ID, or serial number, listed as "SN".</p> <div style="display: flex; justify-content: space-around;">   </div>
<p>Mobile Delivery Device (MDD)</p>	<p>Obtain the Scanner ID for the test route before the carrier logs into the scanner. Remove the scanner from the charging cradle. If the screen is dark, press the <ESC> key to access the <i>Login</i> screen.</p>

If the scanner is already off the charging cradle and in sleep mode, first press the <Scan> button to wake it.
Use the stylus to tap the "?" icon at the top of the screen to access the *Help* screen.
Locate the Scanner ID, or serial number, listed as "MDD SN".



**Mobile Delivery
Device Technical
Refresh (MDD-TR)**

Use the stylus to tap the "?" icon at the top of the screen to access the *Help* screen.
Locate the "Device ID".



Priority Mail Commercial Plus Cubic Markings

We added the Priority Mail Commercial Plus cubic markings to the list of markings when recording Priority mailpieces as Commercial.

*In the RCCS Reference Guide, we updated the Priority Mail row of section 5, Domestic Mail Categories (changes highlighted in **bold**):*

<p>Priority Mail</p>	<p>Priority Mail includes the delivery of documents and packages in an average of 2 to 3 days, including flat rate shipping to any destination.</p> <p>If the mailpiece is paid with a Permit Imprint or has any of the following markings, record it as Commercial:</p> <ul style="list-style-type: none"> • Commercial Base Price, Commercial Base Pricing, or ComBasPrice. • Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice. • Cubic, CUBIC, Cubic.10, Cubic.20, Cubic.30, Cubic.40, or Cubic.50. <p>Otherwise, record the mailpiece as Retail.</p>	<p>Priority Mail, Priority, USPS Priority Mail *</p>
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Miscellaneous Changes

In the RCCS Reference Guide, we removed the Letters section from the chart in section 15, Nonmachinable Characteristics.

IN-OFFICE COST SYSTEM (IOCS)

The following policy and procedure changes are effective October 1, 2020.

Preparing for the IOCS Reading

In the Handbook F-45, update Exception 1, 2 and 3 in section 2-4.3.3 Determining the Sample Employee's Start and End Times (changes highlighted in **bold**):

Exception 1: If you verify early that a sample employee is Terminated/Resigned/Retired or All Military/Continuation of Pay/OWCP for the entire day, enter this information in the laptop before the reading time. You do not need to check back **at** the scheduled reading time.

Exception 2: If the sample employee is Nonscheduled or scheduled for Annual Leave, Sick Leave, **Different Lead Finance Number**, or Jury Duty for the entire day, you must confirm with the supervisor on the day of the reading that the employee is not scheduled to work at any time during that day. Enter this information into the laptop before the reading time. You do not need to check back at the scheduled reading time.

Exception 3: On the day after a Holiday, if you determine from a supervisor or through TACS that on the Holiday a sample employee was Nonscheduled or scheduled for Annual Leave, Sick Leave, or **Other Paid Leave**, enter this information into the laptop without rescheduling the reading.

Sample Methods

In the CODES IOCS software, we added two new sample methods to the *Header* screen (changes highlighted in **bold**):

1. On Location
2. By Phone
- 3. By Email**
- 4. Verified in TACS**

The screenshot shows the IOCS software interface. At the top right, it says 'Actual: 11/17/2019 11:04:17'. The main area is a menu titled 'Sample Method' with four options: '1. On Location', '2. By Phone', '3. By Email', and '4. Verified in TACS'. The last two options are highlighted in bold. To the right of the menu are fields for 'Respondent Name (Last, First)', 'Activity', and 'Occupation Title'. At the bottom right, there are 'OK' and 'Cancel (Esc)' buttons, and a note: '(To back up to the previous item, press the Up Arrow key.)'.

In the IOCS Reference Guide, we updated section 3-1.8 Sample Method (changes highlighted in **bold**):

- On Location
- By Phone
- By Email**
- Verified in TACS**

Instructions on when each sample method is permitted for the recording of each paid/unpaid status:

How and When to Record Paid/Unpaid Status

Paid/Unpaid Status	Sample Method, At or Before Reading Time				Day After Holiday ²
	On-site	Phone	Email ¹	TACS ¹	
Clocked In (Not Clocked to Lunch)	Y	Y	N	N	N
Clocked to Lunch	Y	Y	N	N	N
Nonscheduled	Y	Y	Y	N	Y
Annual Leave	Y	Y	Y	N	Y
Sick Leave	Y	Y	Y	N	Y
Different Lead Finance Number (Transferred or Loaned to Others)	Y	Y	Y	Y	N
Guaranteed Time	Y	Y	N	N	N
5-Minute Leeway Time (FLSA)	Y	Y	N	N	N
All Military / Cont. of Pay / OWCP	Y	Y	Y	Y	N
Jury Duty / Court Leave	Y	Y	Y	N	N
Other Paid Leave	Y	Y	N	N	Y
Terminated, Resigned, or Retired	Y	Y	Y	Y	N
Leave Without Pay (including Union Leave)	Y	Y	N	N	N
Split Shift	Y	Y	N	N	N

¹Sampling by Email or by TACS must be recorded before the beginning of the 30-minute reading window.

²For Day After Holiday readings, any of the four sample methods is permitted for any paid/unpaid status with a Y.

*In Handbook F-45, section 9-3 Enter Administrative Data in the End Reading Screen, update item 2 (changes highlighted in **bold**):*

*Enter the sample method: Indicate which method you used to conduct the reading—On Location, By Phone, **By Email**, or **Verified in TACS**. This is a mandatory field.*

Paid/Unpaid Status

In the CODES IOCS software, there is an update to the Paid/Unpaid Status list combining Loaned to Others and Transferred into one option "**Different Lead Finance Number**" (*change highlighted in bold*):

Paid/Unpaid Status

- Clocked In (Not Clocked to Lunch)
- Clocked to Lunch
- Nonscheduled
- Annual Leave
- Sick Leave
- Different Lead Finance Number**
- Guaranteed Time
- 5-Minute Leeway Time (FLSA)

All Military / Cont. of Pay / OWCP
Jury Duty / Court Leave
Other Paid Leave
Terminated, Resigned, or Retired
Leave Without Pay (including Union Leave)
Split Shift

Complete the Header Screen

In the Handbook F-45, update the first "Exception" statement in section 3-6.4.3 Reading Date. Delete the second exception statement and last paragraph of this section (changes highlighted in **bold**):

Exception: When you record stop readings on days other than the Reading Date itself, do not edit the Reading Date field. This includes situations such as employees who are retired where the reading can be entered before the reading date, and also the day after a Holiday for a Holiday reading date.

In the Handbook F-45, update current "Exception" statement in section 3-6.4.6 Actual Finance Number (changes highlighted in **bold**):

Exception: If the employee is working at an office that does not share the same lead finance number or APO, record the Paid/Unpaid Status as **Different Lead Finance Number**. There is no need to update the actual finance number.

In the Handbook F-45, update section 3-6.4.9 Sample Method (changes highlighted in **bold**):

Choose which method you use to conduct the reading:

1. **On Location:** The reading is on location; verify that the employee is scheduled to work. See F-45, 3-5.2, On-site Readings, for detailed procedures.
2. **By Phone:** In a telephone reading, call the sample employee's work location and ask for the employee's supervisor. If the employee's supervisor is not available, ask for another supervisor or someone else who can assist you with the reading. Then, read the IOCS questions and instructions to the respondent over the telephone to complete the reading. See F-45, 3.5-3, Telephone Readings, for detailed procedures.
3. **By Email:** Email may be used for selected stop reading status if the employee will be in that status for the entire reading day. Confirmation by email must be received from the respondent early on the reading day, before the 30-minute window for taking the reading. For certain long-term status situations, confirmation by email can be received before the reading day. Readings using the "By Email" method should be recorded early, before the scheduled reading time. This method is only allowed for these selected stop readings because email

does not permit sufficient interaction with the respondent if the IOCS question path becomes long and complex or if there are unanticipated warnings.

4. **Verified in TACS:** TACS may be used if the employee will be in the long-term status of **Terminated/Resigned/Retired or All Military/Continuation of Pay/OWCP for the entire week of the reading.** TACS may also be used if the employee has been transferred to a new office and will not be working under the IOCS sample lead finance number during the entire week of the reading. Since TACS data may be edited for several days afterwards, up to the end of the week, it must not be used except for situations where the employee's status will not change before the end of the week. That status should already be clear well in advance, such as when the reading is originally scheduled on the Web Base Unit. Therefore, readings based on TACS should be entered very early, before the reading date itself.

Refer to table "How and When to Record Paid/Unpaid Status" in Reference Guide section 3-1.8 Sample Method for instructions on when each sample method is permitted for the recording of each paid/unpaid status.

Note: For stop readings recorded early, the On Location sample method is discouraged if additional travel is required.

In the Handbook F-45, update the first sentence in the paragraph of section 3-6.4.10 Respondent Name (changes highlighted in bold):

When you select **By Phone or By Email** as the sample method, enter the respondent's name in the Respondent Name field (enter the respondent's last name first). As you enter the name, a display of similar names opens in a table below the field. The arrow keys allow you to move down to the appropriate name and to select it by pressing either the Tab or the Enter key, and the CODES software fills the Respondent Name field with that selected name. If the respondent's name is not available in the drop-down list, type the correct name into the Respondent Name field. When you enter the respondent's name in the Header screen, the CODES software automatically populates the *End Reading* screen.

In the Handbook F-45, section 3-6.4.11 Paid/Unpaid Status, update the first paragraph (changes highlighted in bold):

The Paid/Unpaid Status field appears as a drop-down menu. From that menu, choose the appropriate Paid/Unpaid Status option according to the situation at the reading time. **Refer to table "How and When to Record Paid/Unpaid Status" in Reference Guide section 3-1.8 Sample Method for instructions on when each sample method is permitted for the recording of each paid/unpaid status.**

In the Handbook F-45, replace item 6 in section 3-6.4.11 Paid/Unpaid Status (changes highlighted in bold):

6. **Different Lead Finance Number:** Choose this option if the sample employee is working at a unit with a different lead finance number than the lead finance number for the unit listed in the IOCS sample file. **This may be either a permanent transfer or a temporary loan.** Treat Administrative Post Offices (APO) as the lead finance number for its Remotely Managed Post Offices (RMPOs).

Example: 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-L 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 **under the same lead finance, and the status is "Clocked-In"**. 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 **with status "Different Lead Finance Number"**.

Exception: If an employee's finance number does change but the employee is continuing to perform exactly the same job assignments as before, such as during an administrative update of finance numbers, then complete the reading as scheduled.

In the Handbook F-45, delete item 13 Transferred and renumber item 14 Leave Without Pay (including Union Leave) to item 13 Leave Without Pay (including Union Leave) in section 3-6.4.11 Paid/Unpaid Status.

In the Handbook F-45, renumber item 15 Split Shift to item 14 Split Shift in section 3-6.4.11 Paid/Unpaid Status.

Mail Processing Equipment

In the CODES IOCS software, options for mail processing equipment screens have been updated (changes highlighted in **bold**):

Q18C1. Automated/Mechanized Mail Processing Equipment

Which of the following best describes the kind of automated or mechanized equipment the employee is assigned to?

- A. Letter (AFCS/ DBCS/ DIOSS/ CIOSS/LCREM/ Tabber)
- B. Flat Sorter (AFSM 100/ FSM 1000/ FSS/ SAMP)
- C. **Parcel/SPR/Bundle Equipment (APBS/ APPS/ EPPS/ SPSS/ HTPS/ ADUS/ Rapistan/ LIPS)**
- D. **Fixed Mechanization (LCUS/ USS/ SSM/ Tray Sorter/ Robotics)**
- E. Scanning Operations (SWYB/ SAMS/ AAA/ ACDCS)
- F. Other (Specify)

Q18C4. Parcel/SPR/Bundle Equipment

Which type of other sorting equipment is the employee assigned to?

- A. APBS
- B. **APPS / EPPS**
- C. **SPSS**
- D. **HTPS**
- E. **ADUS**
- F. Rapistan
- G. **LIPS**
- H. Other Equipment (Specify)

Q18C4a. Fixed Mechanization

What type of mechanized equipment is the employee assigned to?

- A. **Universal Sorter (LCUS/ HSUS/ USS/ RBUS)**
- B. Sack Sorting Machine (SSM)
- C. Tray Sorter (LCTS/HSTS)
- D. Gantry or Pedestal Robot
- E. Tray Management System
- F. Other Equipment (Specify)

Q18C1.NDC Automated/Mechanized Mail Processing Equipment

Which of the following describes the automated or mechanized equipment the employee is assigned to?

- A. Flat Sorter (AFSM 100/ FSM 1000/ FSS/ SAMP)
- B. **Parcel/Bundle Equipment (PSM/ APBS/ APPS/ EPPS/ SPSS)**
- C. Fixed Mechanization (LCUS/ USM/ UCS/ SSM/ Tray Sorter/ Robotics)
- D. Mechanized Dumper / Loader (Not Specific to a Piece of Sorting Equipment)
- E. Scanning Operations (SWYB/ SAMS/ AAA/ ACDCS)
- F. Other (Specify)

Q18C3.NDC Parcel/Bundle Equipment

What type of parcel sorting equipment is the employee assigned to?

- A. PSM, including HSIU/ SSIU
- B. APBS
- C. APPS/ EPPS
- D. SPSS
- E. Other Equipment (Specify)

Indicia Types for Permit Parcels

In the CODES IOCS software, there is an update to question Q23E12. Business Reply and Permit Reply are now combined into one option, and Click-N-Ship is added as a new type of permit indicia (changes highlighted in **bold**):

Q23E12: Type of Permit Mail (Parcel)

Which of the following is present on the piece?

(Choose the FIRST applicable option.)

- A. Return Label (including Merchandise Return, Bulk Parcel Return, Parcel Return Service, USPS Return Service. DO NOT Include Yellow "Return to Sender" label or 999-Merchandise Return Label)
- B. Permit Number G-10 or Other USPS Permit Number (including 999-Merchandise Return Label)
- C. Permit Number G-400 (Premium Forwarding Service)
- D. **Business Reply (including Business Reply Mail, Business Reply Label, Permit Reply Mail, "Réponse Payée")**
- E. **Click-N-Ship**
- F. Customs Form with Permit Imprint
- G. All Other Permit (None of the Above)

USPS Form

In the IOCS Reference Guide, there is an update in section 13 Form to improve clarity (change highlighted in **bold**):

Select this option...	If the selected mailpiece is...
USPS Form Not Attached to Mailpiece.	A form not attached to a mailpiece. Forms are marked with "PS Form" and a form number, often near the bottom edge of the form. Postage Statements, return receipts, change of address orders, delivery notices, and receipts for Registered Mail are some of the more common types of forms.
Mailpiece.	A mailpiece with or without a USPS form attached.

Facility Type – Outbound International Gateways

In the IOCS Reference Guide, we removed Outbound International Gateway from the table in section 3-5 Facility Type (changes highlighted in **bold**):

Each facility or work area type is described in more detail below:

Facility Type	Facility Description
NDC/BMC	A highly mechanized mail processing plant that primarily receives and distributes Package Services parcels in piece and bulk form and Marketing Mail in bulk form. One of the Postal Service's 21 official Network Distribution Centers (formerly known as bulk mail centers).
P&DC/P&DF/Mail Processing Annex/Priority/L&DC/DDC/AMC/AMF/STC/Surface Hub	Facilities that distribute and dispatch incoming and outgoing mail. This includes P&DCs and P&DFs, mail processing annexes other than BMC annexes, Priority Mail processing centers, auxiliary service facilities, DDCs, AMCs, AMFs, STCs, and L&DCs.
International Service Center (ISC)	International Service Centers dispatch and receive international mail going to and received from designated operators.
PO/Branch/Station/AO/Box Section/Carrier Annex/Central Mail Mark-Up/CFS	Any type of Postal Service delivery or retail unit. This includes other customer service work areas housed in a plant or other mail processing facility.
Detached Mail Unit (at mailer facility)	An area in a mailer's facility where postal employees perform mail verification, acceptance, dispatch, and other postal functions.
District or Area Office	An administrative field unit that oversees most operational and support functions for Post Offices in a defined geographic area. Districts reports to an area office.
Other (Specify)	Not applicable.

*In the IOCS Reference Guide, we renamed section 3-5.1 to **National Distribution Centers (NDCs) and International Service Centers (ISCs)** and removed Outbound International Gateways from the table.*

Marketing Mail

We made changes to the CODES IOCS software and IOCS Reference Guide to update Standard Mail to Marketing Mail.

Foreign Origin (Inbound) International Mail Identification

In the CODES IOCS software, there is a change to Q23Y5a, Foreign Origin Global Priority Mail (*change highlighted in bold*):

Does the mailpiece have a "globe" emblem anywhere on it?

Post Expres logos (globe and chevron design) may be printed with black and white ink or other colors:



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

The following policy and procedure changes are effective October 1, 2020.

Permit Imprint

There is an update to the reference guide modifying the examples for Permit Imprint.

*In the ODIS-RPW Reference Guide, update section 10, Identifying Indicia (changes highlighted in **bold**):*

Indicia	Description
<p>Permit Imprint/Picture Permit Imprint</p>	<p>Permit Imprint Indicia most of the time contains the words "Permit No." and the mail class of the mailpiece (e.g., Bulk Rate, Nonprofit Org., or First-Class Mail). USPS Return Services (Priority Mail Return Service, First-Class Package Return Service, and Ground Return Service) may display a "no postage necessary legend" in lieu of a company name or permit number.</p> <p>Picture Permit Imprint Indicia is a type of permit imprint indicia. The picture permit may be a sticker or a design printed directly on the mailpiece. Look for the words "U.S. Postage Paid" and a permit number or company name to indicate a permit account (see example below). Record all pieces as Option 8 – Permit Imprint (excluding e-VS and e-Postage) in the <i>Indicia</i> screen. Do not record these pieces as precanceled stamps.</p> <p>Priority Mail Forever Prepaid Flat Rate postage may be used for regular, padded, and legal flat rate envelopes, and small, medium, and large flat-rate boxes. These labels will be formatted like a permit imprint. Record these pieces as Option 8 – Permit Imprint (excluding e-VS and e-Postage) in the <i>Indicia</i> screen. Do not record these pieces as Forever Stamps.</p>

Return Receipt for Merchandise

Effective July 1, 2020, the United States Postal Service (USPS) eliminated the Return Receipt for Merchandise service. To align with this change, there is an update to the reference guide removing Return Receipt for Merchandise.

In the ODIS-RPW Reference Guide, we updated section 15, Extra Services and Postage Due Mail, by removing Return Receipt for Merchandise from the table.