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LABOR RELATIONS



December 15, 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 #2, 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)
- Transportation Cost Systems (TRACS)
- In-Office Cost System (IOCS)
- Origin-Destination Information System – Revenue, Pieces, and Weight (ODIS-RPW)
- System for International Revenue and Volume, Outbound – International Origin-Destination Information System (SIRVO-IODIS)
- Statistical Programs Management (SPM)

We have enclosed a final draft copy of SP Letter #2, 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 "David E. Mills".

David E. Mills  
Manager  
Labor Relations Policies and Programs

Enclosure

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DEC 21 2020

FINANCE



December 3, 2020

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

SUBJECT: *Policy Memo*, Statistical Programs (SP) Letter #2, 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); Transportation Cost Systems (TRACS); In-Office Cost System (IOCS and IOCS-Cluster); Revenue, Volume And Performance Measurement Systems (ODIS-RPW); System for International Revenue and Volume, Outbound—International Origin-Destination Information System (SIRVO-IODIS); and Statistical Programs Management (SPM).

**CCCS**

Attachment 1 provides updates to Marketing Mail, Nonmachinable Characteristics, Alternative Address Formats, Detached Address Labels (DALs), and Determining Shape: Description.

**RCCS**

Attachment 2 provides updates to Marketing Mail, Nonmachinable Characteristics, Alternative Address Formats, Detached Address Labels (DALs), and Determining Shape: Description.

**TRACS**

Attachment 3 provides updates to the *Select Mail Category* screen, to the TRACS Air RG: Domestic Mail Categories and Marketing Mail (or Standard Mail) Decision Table. Also, to the TRACS Surface RG: Domestic Mail Categories and Marketing Mail (or Standard Mail) Decision Table.

**IOCS and IOCS-Cluster**

Attachment 4 provides updates to IOCS: Facility Type or Work Area – Outbound International Gateway, Marketing Mail, Highway Contract Route, Validation Check on Paid/Unpaid Status vs. Roster Designation, Periodicals List, Reading Date, Sampling Methods, NFM Marking, and Examining the Readings Schedule Report.

Attachment 4 also provides updates to IOCS-Cluster: Telephone Tests – Employee Status on *Conduct Reading* screen and a Reminder to Conduct Readings Close to the Scheduled Reading Time.

**ODIS-RPW**

Attachment 5 provides an update to the January Price Change and Forever Stamp Recording.

**SIRVO-IODIS**

Attachment 6 provides updates to the January Price Change.

**SPM**

Attachment 7 provides updates to IOCS-Cluster Rescheduling Procedures.

**CITY CARRIER COST SYSTEM  
(CCCS)**

The following policy and procedure changes are effective January 24, 2021.

**CCCS Software Change**

On the *Mail Classification* screen, under option 4 Marketing Mail or Standard Mail, change sub-option D from NFM (Not Flat Machinable) [NF] to Not Applicable.

**Marketing Mail**

In *CCCS Reference Guide*, update section 8, *Marketing Mail Decision Table*:

- Remove the NFM (Not Flat Machinable) category
- Replace "PRST MKT" with "PRSRT MKTG"

In the *CCCS Reference Guide*, update the description of Marketing Mail in Section 5, *Domestic Mail Categories*.

5 Domestic Mail Categories		
Mail/subcategory	Description	Endorsement
Marketing Mail (or Standard Mail)	Marketing Mail (or Standard Mail) must have one of the following basic markings: Protected USPS Marketing, Marketing, PRSRT MKT, PRSRT MKTG, MKT, MKTG, Standard, STD, Presorted Standard, PRSRT STD, Nonprofit Organization, Nonprofit Org., or Nonprofit. USPS Marketing Mail consists of mailable matter that is neither mailed nor required to be mailed as First-Class Mail and that is not authorized to be mailed as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces.	See the Marketing Mail (or Standard Mail) Decision Table or the <i>Domestic Mail Manual</i> for valid markings.

**Nonmachinable Characteristics**

In the *CCCS Reference Guide*, update section 14, *Nonmachinable Characteristics*. Remove the reference to "First-Class and Presorted USPS Marketing Mail" and update the Flats table.

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

<b>Flats</b>	<ul style="list-style-type: none"> <li>• A box.</li> <li>• Non-rectangular (does not have four square corners).</li> <li>• Uneven thicknesses (more than a 1/4" variation except at the edges).</li> <li>• Very rigid (e.g., a license plate).</li> </ul> <p><b>Examples of Nonmachinable flats:</b></p> <ul style="list-style-type: none"> <li>■ Standard CD/DVD jewel case (5 1/4" by 5" by 5/16").</li> <li>■ A box less than 3/4" thick.</li> <li>■ Customized Market Mail (CMM), which is generally not rectangular.</li> <li>■ Large envelopes containing small objects that cause more than 1/4" variation in thickness.</li> <li>■ Large envelopes marked "DO NOT FOLD OR BEND".</li> </ul> <p><b>Examples of Machinable flats:</b></p> <ul style="list-style-type: none"> <li>■ Large envelope containing documents.</li> <li>■ Magazine.</li> <li>■ Standard CD/DVD inside a paper envelope.</li> </ul>
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**RURAL CARRIER COST SYSTEM  
(RCCS)**

The following policy and procedure changes are effective January 24, 2021.

**RCCS Software Change**

On the *Mail Classification* screen, under option 4 Marketing Mail or Standard Mail, change sub-option D from NFM (Not Flat Machinable) [NF] to Not Applicable.

**Marketing Mail**

In *RCCS Reference Guide*, update section 8, *Marketing Mail Decision Table*:

- Remove the NFM (Not Flat Machinable) category
- Replace "PRST MKT" with "PRSRT MKTG"

In the *RCCS Reference Guide*, update the description of Marketing Mail in Section 5, *Domestic Mail Categories*.

5 Domestic Mail Categories		
Mail/subcategory	Description	Endorsement
Marketing Mail (or Standard Mail)	Marketing Mail (or Standard Mail) must have one of the following basic markings: Presorted USPS Marketing, Marketing, PRSRT MKT, PRSRT MKTG, MKT, MKTG, Standard, STD, Presorted Standard, PRSRT STD, Nonprofit Organization, Nonprofit Org, or Nonprofit. USPS Marketing Mail consists of readable matter that is neither mailed nor required to be mailed as First-Class Mail and that is not authorized to be mailed as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces.	See the Marketing Mail (or Standard Mail) Decision Table or the Domestic Mail Manual for valid markings.

**Nonmachinable Characteristics**

In the *RCCS Reference Guide*, update section 15, *Nonmachinable Characteristics*. Remove the reference to "First-Class and Presorted USPS Marketing Mail" and update the Flats table.

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

Flats
<ul style="list-style-type: none"> <li>• A box.</li> <li>• Non-rectangular (does not have four square corners).</li> <li>• Uneven thicknesses (more than a 1/4" variation except at the edges).</li> <li>• Very rigid (e.g., a license plate).</li> </ul> <p><b>Examples of Nonmachinable flats:</b></p> <ul style="list-style-type: none"> <li>■ Standard CD/DVD jewel case (5 1/4" by 5" by 5/16").</li> <li>■ A box less than 3/4" thick.</li> <li>■ Customized Market Mail (CMM), which is generally not rectangular.</li> <li>■ Large envelopes containing small objects that cause more than 1/4" variation in thickness.</li> <li>■ Large envelopes marked "DO NOT FOLD OR BEND".</li> </ul> <p><b>Examples of Machinable flats:</b></p> <ul style="list-style-type: none"> <li>■ Large envelope containing documents.</li> <li>■ Magazine.</li> <li>■ Standard CD/DVD inside a paper envelope.</li> </ul>

**Determining Shape, Description**

*In the RCCS Reference Guide, replace all references of "addressee" with "address" in section 13, Determining Shape, Description.*

*In Handbook F-55, under section 3-2, Definitions, Personnel, Materials, and Procedures, replace all references of "addressee" with "address".*

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

The following policy and procedure changes are effective January 24, 2021 (changes highlighted in **bold**).

#### IOCS

##### Facility Type or Work Area - Outbound International Gateway

In the CODES IOCS software, Outbound International Gateway is removed from Q15C1 and Q18A1.

Q15C1 Facility Type - Option C changed.

From:

C - International Service Center (ISC)/Outbound International Gateway

To:

C - International Service Center (ISC)

Q18A1 Type of Facility or Work Area - Option C changed.

From:

C - International Service Center (ISC)/Outbound International Gateway

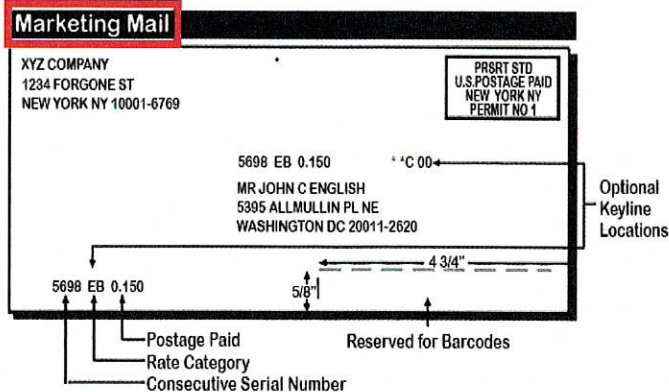
To:

C - International Service Center (ISC)

##### Marketing Mail

In the CODES IOCS software, a change is made to the *I23H1 MMS Marking Instructions* screen and the *Q23H3 MMS Markings for Marketing Mail* screen to update Standard Mail to Marketing Mail.

The same change is made in the IOCS Reference Guide – Sections 19-1 Manifest Mailing System Keyline Instruction (I23H1) and 19-3 MMS Markings for Marketing Mail (Q23H3).



See Handbook F-45, 3-6.4.9 Sample Method for additional information on Sampling Methods.

### **Sample Method "3. By Email" Validation Check #2 Message**

In the CODES IOCS software, on the *Header* screen, there is a change to the message related to Sample Method "3. By Email" with an additional sentence at the end of the message. Also, there is a change to the title of this message from "Warning" to "Reminder".

#### **Reminder**

"By Email" cannot be used at the reading time.

**Are you using this sample method correctly? Yes No**

### **Sample Method "4. Verified in TACS" Message**

In the CODES IOCS software, on the *Header* screen, there is a change to the message related to Sample Method "4. Verified in TACS" with an additional sentence at the end of the message. Also, there is a change to the title of this message from "Warning" to "Reminder".

#### **Reminder**

"Verified in TACS" should only be used before the reading date, and only for:

- Different Lead Finance Number,
- All Military / Cont. of Pay / OWCP,
- Terminated, Resigned, or Retired
- (except the day after a Holiday).

**Are you using this sample method correctly? Yes No**

### **"30-Minute Rule" Error Message for Sample Method "3. By Email" or "4. Verified in TACS" .**

In the CODES IOCS software, on the *End* screen, when you select Sample Method "3. By Email" or "4. Verified in TACS", the error message no longer appears.

### **NFM Marking**

In the CODES IOCS software, remove Q23J6 NFM Marking.

### **Examining the Readings Schedule Report**

*In the Handbook F-45, the following change is made in Section 2-4.3.2 Examining the Readings Schedule Report.*

**Exception:** If a reading is scheduled for a sample employee at a station, branch, or office that is not open on the reading day, call a day in advance to determine whether the employee is **nonscheduled** on the sample day. Verify that the sample employee is **not scheduled to work at a different facility on the sample day**. If the employee is **nonscheduled on the sample day**, enter this information into the laptop before the reading time.

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

The following policy and procedure changes are effective January 24, 2021.

### January Price Change

New postage rates and fees are effective on January 24, 2021. There is an update to the ODIS-RPW software to reflect the new prices.

### Forever Stamp Recording

There is an update to the *Domestic Forever Stamp Type* screen to consolidate the 2013 (and earlier), 2014, and 2015 years into a new option 2015 (and earlier). There is also a new option for the 2021 domestic Forever stamps on the *Domestic Forever Stamp Type* screen. The 2021 date is printed vertically in the top-left corner of each stamp.

**Note:** The location of the 2021 date is in the same spot as the 2013 date.

Continue to record each stamp on the *Number of Forever Stamps* and *Domestic Forever Stamp Type* screens. Remember that Forever stamps are always valued at the prevailing First-Class Mail 1-ounce stamp letter rate, regardless of when they are purchased or used.

- Forever stamps and Forever embossed envelopes — \$0.55 (no change).
- Forever embossed postcards — \$0.36.
- International (Global) Forever stamps — \$1.20 (no change).

Please refer to the Forever stamp job aid in the Help file any time you have a question about Forever stamp recording.

*In the ODIS-RPW Reference Guide, update section 14, Forever Stamp Year Template, to include the updated graphic. This updated graphic (shown below) replaces the existing graphic. 2021 is also added to the list of years below the graphic.*



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

The following policy and procedure changes are effective January 24, 2021.

**January Price Change**

New postage rates and fees are effective on January 24, 2021. There is an update to the SIRVO-IODIS software to reflect the new prices.

integrity of the test data, where more than half the test data is compromised.

- c. Conduct the rescheduled test 1 week later than the originally scheduled test date, on the same day of the week.
  - d. If a test rescheduled from a previous week must be rescheduled again, the MFPC or SSP must follow the same procedures. The MFPC or SSP must repeat the rescheduling procedures until the test is completed.
  - e. If a test cannot be rescheduled to the same day of the week for any of the following weeks of the quarter, the MFPC or SSP may reschedule the test to any of the last seven days of the quarter.
- **Exhibit 4-7.3.5 Exceptions for IOCS-Cluster Rescheduling Procedures.**

**Exhibit 4-7.3.5**

**Exceptions for IOCS- Cluster Rescheduling Procedures**

<b>If the following situation occurs...</b>	<b>Then follow these guidelines...</b>
The test is not conducted on the originally scheduled test day...	Reschedule the test 1 week later, on the same day as originally scheduled.
The test is rescheduled within the last 7 days of the quarter...	Reschedule the test to any day within the last 7 days of the quarter.
The test is not conducted on the last day of the quarter...	Leave the test as delinquent.