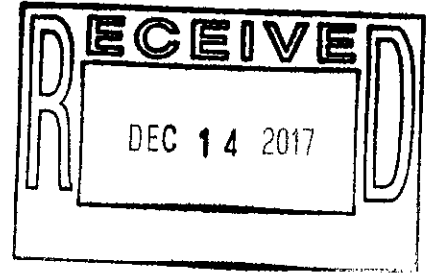




December 11, 2017



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 #2, Fiscal Year 2018, *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—International Origin-Destination Information System (SIRVO-IODIS); System for International Revenue and Volume—Inbound (SIRVI); and Statistical Programs Management (SPM).*

The subject letter outlines changes to the "Indicia" screens in several software applications and provides updated instructions for employees to record Forever stamps and scan Priority Mail UPC Barcodes.

We have enclosed a final draft copy of SP Letter #2, FY 2018.

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

Sincerely,

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

Alan S. Moore  
Manager  
Labor Relations Policies and Programs

Enclosure

FINANCE



December 1, 2017

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

SUBJECT: Policy Memo, Statistical Programs (SP) Letter #2, Fiscal Year 2018

This letter provides updates to 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—International Origin-Destination Information System (SIRVO-IODIS); System for International Revenue and Volume—Inbound (SIRVI); and Statistical Programs Management (SPM).

**CCCS**

Attachment 1 provides policy changes to the Indicia Screen (recording of international origin indicia) and for Pivoted Routes.

**RCCS**

Attachment 2 provides policy changes to the Indicia Screen (recording of international origin indicia).

**IOCS and IOCS-Cluster**

Attachment 3 provides policy changes and updates to First-Class Parcels and First-Class Package Service, and the addition of the Attempted Number of Phone Readings field.

**TRACS**

Attachment 4 provides updates to Commercial Priority Mail and the VSD Reschedule, Replace, Canceling, Zero Volume Decision Tree.

**ODIS-RPW**

Attachment 5 provides policy updates regarding Forever stamp recording and Priority Mail UPC Barcode Scanning.

**SIRVO-IODIS**

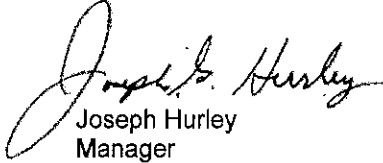
Attachment 6 provides policy updates regarding Receptacle Type recording.

**SIRVI**

Attachment 7 provides policy updates regarding the Country Code chart.

**SPM**

Attachment 8 provides policy changes to Handbook F-95 regarding ODIS-RPW Tests Taken at a Different Location, Other Anomalies and an update to the TRACS Cancellation Code Table.



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  
Mainiti Hood-Allen, Office of Inspector General  
Steve Pinard, Office of Inspector General  
Allison Vetter, Senior Manager, Ernst and Young

## CITY CARRIER COST SYSTEM (CCCS)

The following software change is effective January 21, 2018.

### Indicia Screen

The CCCS software no longer asks the indicia question for foreign origin mail. The only exception is U.S. origin mail being returned. Therefore, the data collector is still asked to record the indicia.

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

### Pivoted Routes

We are clarifying the policy for recording mail on pivoted routes.

*In the CCCS Reference Guide, replace the "Tests on Pivoted Routes" subsection with the following:*

#### Tests on Pivoted Routes

An **entirely** pivoted route is when a route is split up and assigned to two or more carriers who are also delivering other routes. A **partially** pivoted route is a route where the primary carrier is delivering a portion of the route and parts of the route are split, or pivoted, to an additional carrier or carriers.

#### Delivery Data for Pivoted Routes

When a CCCS test is scheduled on a route that is pivoted, either **partially** or **entirely**, on the test day, conduct the delivery portion of the test as scheduled **IF** there is someone familiar enough with the deliveries on the route to identify deviation parcels. If there is no one available who is familiar enough with identifying the deviation parcels for the deliveries on the route, then you must reschedule the test.

#### *Example:*

A facility has 3 city letter routes – routes A, B, and C. The regular carrier for route A is unavailable and route A is split between the carriers assigned to routes B and C; this is an **entirely** pivoted route. Carrier B is familiar enough with route A where carrier B can provide information about deviation parcels. If the CCCS test is on route A, then conduct the test on all of route A mail for delivery, as normal. If the CCCS test is on route B, then conduct the test on all of route B mail for delivery as normal, not including any portion of route A.

#### Collection Data for Pivoted Routes

The collection portion (PS Form 2846) of a test on route A that is **entirely** pivoted to route B, is recorded as **ZERO VOLUME** for route A. If there was also a test on route B (the route that route A is pivoted to), you must include the collection portion from route A in addition to the route B collection mail on the test PS Form 2846. This policy prevents double counting and also does not require the carrier to split collection mail into pivoted and non-pivoted portions.

**Note:** Zero Volume collection does not apply when only **part** of a test route is pivoted to other carriers delivering other routes, i.e., partially pivoted.

**Note:** If there are additional carriers assigned **only** to the test route, then record their collection mail on PS Form 2846.

#### **Example (entirely pivoted):**

A facility has 3 city letter routes – routes A, B, and C. On the day of the test, the regular carrier for route A is unavailable and route A is split evenly between routes B and C (the route is entirely pivoted).

If the CCCS test is on route A, the collection portion (PS Form 2846) is a Zero Volume test. If the CCCS test is on route B, include all the mail collected by that route B carrier on that day including the collected mail from the pivoted route A portion.

**Example (partially pivoted):**

A facility has 3 city letter routes – routes A, B, and C. On the day of the test, the regular carrier is available but the route is overburdened. Part of route A is pivoted to route B, (the route is partially pivoted).

If the CCCS test is on route A, record the mail brought back to the office by that regular route A carrier for their portion of route A. If the CCCS test is on route B, include all the mail brought back to the office by that route B carrier on that day, including the collected mail from the pivoted route A portion.

*In the CCCS Reference Guide, add the following to the "Collection Mail – PS Form 2846" subsection:*

If the test route is pivoted or if the carrier for the test route is also delivering mail for another route that is pivoted, review the instructions in the subsection "Tests on Pivoted Routes".

*In the CCCS Handbook F-55, update "Prepare for the Test", subsection 2-3.2.2, #7(changes highlighted in bold) as follows:*

7. Ask if there any changes to the route information. **If the test route is pivoted, or if the carrier for the tested route is also delivering mail for another route that is pivoted, review the subsection "Tests on Pivoted Routes" in the CCCS-RG.**

**RURAL CARRIER COST SYSTEM  
(RCCS)**

The following software change is effective January 21, 2018.

**Indicia Screen**

The RCCS software no longer asks the indicia question for foreign origin mail. The only exception is U.S. origin mail being returned. Therefore, the data collector is still asked to record the indicia.

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

The following software changes are effective January 21, 2018.

**First-Class Parcels and First-Class Package Service**

First-Class Retail Package Return Service now has its own option at **Q23I2**, option C.

**Q23I2 First-Class Markings**

*Do any of the following markings appear near the indicia? (Choose the first applicable.)*

- A "ComBasPrice" (including "CommercialBasePricing")
- B First-Class Parcel or FIRST-CLASS PKG SVC RTL (including FC PKG RTL)
- C First-Class PKG RTN SVC RTL (including FC PKG RTN)
- D First-Class Package (including "First-Class PKG")
- E None of the above markings

**Attempted Number of Phone Readings**

In order to help identify offices that are difficult to contact for IOCS telephone readings, a new field, "# of Attempted Calls", is added to the *End* screen. Enter the total number of attempted phone calls. When a reading is rescheduled, please make your best effort to include all the attempted calls made, including those previous attempted readings.

**TRANSPORTATION COST SYSTEMS  
(TRACS)**

The following software change is effective January 21, 2018.

**Commercial Priority Mail**

In order to clarify the recording of commercial Priority Mail, in both the TRACS Surface and Air software, in the *Select Mail Category* screen, after the data collector selects option 2 – Priority Mail (Domestic Only) and sub-option 1 – Domestic Priority, sub-option 2 changes from:

2 – Commercial

to:

2 – Commercial (includes Permit Mail)

The rules for recording Priority Mail as retail vs. commercial remain unchanged and are found in the *Domestic Mail Categories* chart in the TRACS Surface and Air Reference Guides.

The following policy and procedure change is effective January 1, 2018.

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

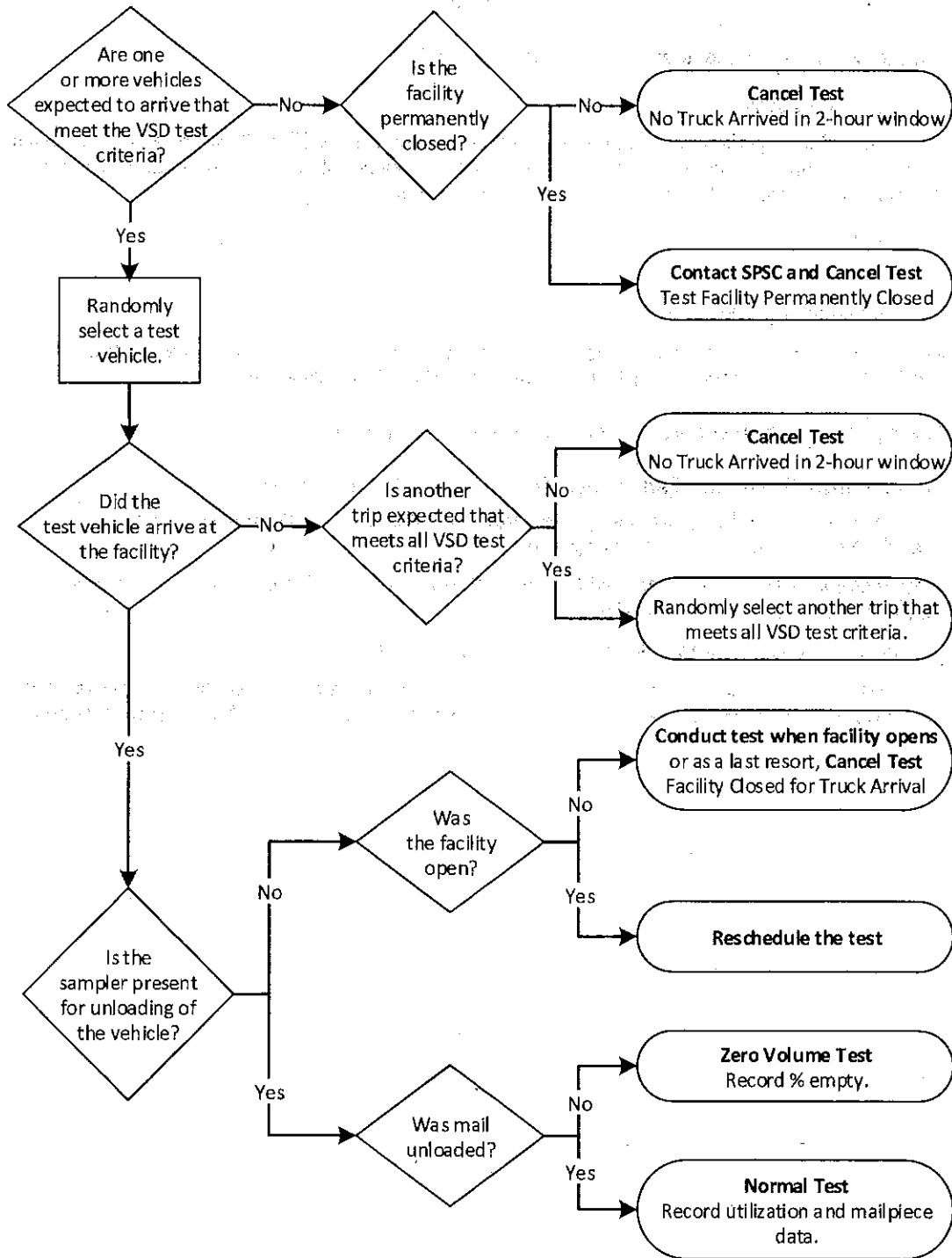
The VSD Reschedule, Replace, Canceling, Zero Volume Decision Tree is updated to include the scenarios when canceling a VSD test is appropriate.

*In Reference Guide – Transportation Cost System – Surface, replace “VSD Reschedule, Replace, Canceling Zero Volume Decision Tree” as follows:*

Use the following decision tree to determine the appropriate action.

**Note:** To meet the test criteria, the VSD vehicle must have the same test facility and the same origin facility as listed on the *Header* screen in CODES and must arrive within the 2-hour test time segment.





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

### January Price Change

New postage rates and fees are effective on January 21, 2018. We updated the ODIS-RPW software to reflect the new prices.

The following software, policy and procedure changes are effective January 21, 2018.

### Forever Stamp Recording

We updated the *Number of Domestic Forever Stamps* screen to add a new option for 2018 domestic Forever stamps. The 2018 date is printed horizontally in the top-right corner of each stamp.

Continue to record each stamp on the *Number of Forever Stamps* and *Domestic Forever Stamp Type* screens. Remember that Forever postage is always equal to the current postage value, regardless of when it is purchased or used. Effective January 21, 2018 the forever stamp prices are:

- Forever stamps and Forever embossed envelopes — \$0.50.
- Forever embossed postcards — \$0.35.
- International (Global) Forever stamps — \$1.15.

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

### Priority Mail UPC Barcode Scanning

We added a new feature to the ODIS-RPW software that allows data collectors to scan UPC barcodes for most USPS provided Priority Mail boxes and envelopes. When the UPC barcode is successfully scanned, the mail shape and dimensions automatically populate.

To utilize this new feature, scan the USPS-branded Priority Mail UPC barcode on the *Mail Shape* screen. If the Priority Mail UPC barcode is accepted, the mail shape and dimension automatically populate. If the Priority Mail UPC barcode is not accepted, the software prompts the data collector to key the mail shape and dimensions as they normally would.

*In Handbook F-75, update section 5-3.6 (Priority Mail) as follows (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. Select option 4 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.
- d. Select option 8 when Open and Distribute Box appears anywhere on the mailpiece.
- e. **On the *Mail Shape* screen, scan the UPC barcode when available. 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.**
- 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.

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

**January Price Change**

New postage rates and fees are effective on January 21, 2018. We updated the SIRVO-IODIS software to reflect the new prices.

The following software, policy and procedure changes are effective January 21, 2018.

**Receptacle Type Recording**

"PMI Presort Drop Ship CP81 (PS Tag 117)" and "FCPIS Presort Drop Ship CN35 (PS Tag 188)" are added to the FY18 Q2 software on the *Receptacle Type* Screen. Record the type according to the tag attached to the receptacle. If the receptacle has both Expres and FCPIS Drop Ship (Green/Blue Stripe) tag, record both options. The software now allows you to select both option #3 (Expres) and #5 (FCPIS Drop Ship). This is the only combination allowed at this time.

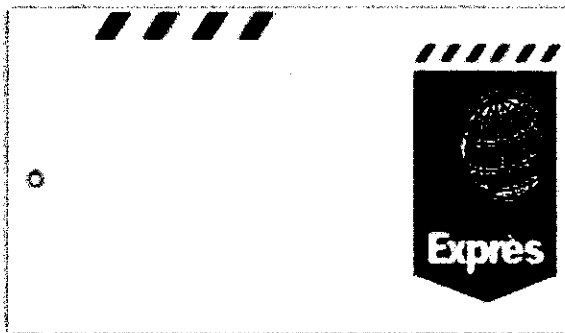
**Priority Mail International® Service (PMI)  
Presort Drop Shipment CP84**

See instructions on Reverse

United States Postal Service®  
PS Tag 117, March 2016  
PSN 7880-17-800-8008

1. Place customer-provided barcode here		2. 3-Letter FDE Code	
3. Date of Mailing	4. Destination Country		
5. Price Group	6. 10-Digit Permit Number		

1. Place customer-provided barcode here		2. 3-Letter FOE Code
3. Date of Mailing	4. Destination Country	
5. Price Group	6. 10-Digit Permit Number	



*In the Reference Guide, revise RM-9, International PS Tag Examples, as follows (changes in bold):*  
**Add the PMI and FCPIS examples provided above.**

**SYSTEM FOR INTERNATIONAL REVENUE AND VOLUME - INBOUND  
(SIRVI)**

The following policy and procedure changes are effective January 21, 2018.

**Country Code Chart Update**

An update to the Country Code chart is as follows:

*In Reference Guide – System for International Revenue and Volume, Inbound (SIRVI), replace RM-3 Country Names/Country Codes/SIRVI Country Groups with the following chart:*

Country Names/Country Codes/SIRVI Country Groups

Individually Sampled	Group 4				Group 5			
AU AUSTRALIA	AF AFGHANISTAN	ID INDONESIA	SD SUDAN	AD ANDORRA	LY LIBYA	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
AT AUSTRIA	AL ALBANIA	IR IRAN	SZ SWAZILAND	AI ANGUILLA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
BE BELGIUM	DZ ALGERIA	IQ IRAQ	SY SYRIA	AG ARGENTINA & BARBUDA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
BR BRAZIL	AO ANGOLA	JO JORDAN	TJ TAJIKISTAN REP. OF	AR ARGENTINA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
CA CANADA	AM ARMENIA	KE KENYA	TZ TANZANIA	AW ARUBA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
CN CHINA	AZ AZERBAIJAN	KI KIRIBATI	TL TIMOR-LESTE	BS BAHAMAS	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
CZ CZECH REP.	BD BANGLADESH	KP KOREA, DEM. REP.	TG TOGO	BH BAHRAIN	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
DK DENMARK	BZ BELIZE	XZ KOSOVO	TM TURKMENISTAN	BB BARBADOS	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
FI FINLAND	BJ BENIN	KG KYRGYZSTAN REP. OF	TV TUVALU ISLAND	BY BELARUS REP. OF	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
FR FRANCE	BT BHUTAN	LA LAOS	UG UGANDA	BM BERMUDA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
DE GERMANY	BO BOLIVIA	LV LATVIA	AE UNITED ARAB EMIRATES	BQ BONAIRE (NL)	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
GB GREAT BRITAIN	BF BURKINA FASO	LS LESOTHO	UZ UZBEKISTAN	BA BOSNIA-HERCEGOVINA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
GR GREECE	MM BURMA (MYANMAR)	LR LIBERIA	VU VANUATU	BW BOTSWANA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
HK HONG KONG	BI BURUNDI	MG MADAGASCAR	VN VIETNAM	BS BOSNIA-HERCEGOVINA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
HU HUNGARY	KH CAMBODIA	MW MALAWI	WS WESTERN SAMOA	BV BOTSWANA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
IN INDIA	CM CAMEROON	ML MALI	YE YEMEN, PEOPLES OF	BG BULGARIA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
IE IRELAND	CV CAPE VERDE ISLAND	MR MAURITANIA	ZM ZAMBIA	BY BELARUS REP. OF	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
IL ISRAEL	CF CENTRAL AFRICAN REP	MD MOLDOVA REP. OF	ZW ZIMBABWE	OM OMAN	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
IT ITALY	TD CHAD	MN MONGOLIA		PA PANAMA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
JP JAPAN	CO COLOMBIA	MA MOROCCO		PB PITCAIRN (GB)	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
JE JERSEY	CM COMOROS	NA MOROCCO		QA QATAR	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
KR KOREA, REP.	CD CONGO, DEM. REP.	NZ NAMIBIA		RE REUNION ISL. (FR)	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
MY MALAYSIA	CG CONGO, REP. OF	NP NEPAL		RO ROMANIA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
MX MEXICO	CI COTE D'IVOIRE	NI NICARAGUA		RU RUSSIA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
NL NETHERLANDS	DJ DJIBOUTI	NE NIGER		SM SAN MARINO	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
NZ NEW ZEALAND	DO DOMINICAN REP	NG NIGERIA		SA SAUDI ARABIA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
PL POLAND	EC EDUCADOR	PK PAKISTAN		SB SERBIA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
PT PORTUGAL	EG EGYPT	PS PALESTINE		SK SLOVAKIA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
SG SINGAPORE	SV EL SALVADOR	PY PAPUA NEW GUINEA		SI SLOVENIA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
ES SPAIN	GQ EQUATORIAL-GUINEA	PE PERU		ZA SOUTH AFRICA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
SE SWEDEN	ER ERITREA	PH PHILIPPINES		KN ST. KITTS AND NEVIS	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
CH SWITZERLAND	ET ETHIOPIA	RW RWANDA		LC ST. LUCIA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
TW TAIWAN	GM GAMBIA	ST SAO TOME & PRINCIPE		ST. ST. MARTEN	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
TH THAILAND	GE GEORGIA REP. OF	SN SENEGAL		PM ST. PIERRE & MIQUELON (FR)	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
TO TONGA	GH GHANA	SC SEYCHELLES		VC ST. VINCENT & GRENADINES	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
TR TURKEY	GT GUATEMALA	SL SIERRA LEONE		SR SURINAME	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
	GN GUINEA	SO SOMALIA		TT TRINIDAD AND TOBAGO	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
	GW GUINEA-BISSAU	SB SOLOMON ISL.		TC TURKS & CAICOS IS.	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
	GY GUYANA	SH SRI LANKA		UA UKRAINE	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
	HT HAITI	LK SRI LANKA		UY URUGUAY	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
	HN HONDURAS	ST. ST. HELENA		VA VATICAN CITY	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
				VZ VENEZUELA	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG
				WF WALLIS & FUTUNA (FR)	LI LIECHTENSTEIN	LI LIECHTENSTEIN	LT LITHUANIA	LU LUXEMBOURG

December 2017

## STATISTICAL PROGRAMS MANAGEMENT (SPM)

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

### ODIS-RPW Tests Taken at a Different Location

We clarified and strengthened our guidelines for ODIS-RPW MEP design, and when to conduct a scheduled test at a new location. The data collector must isolate and capture all mail within each MEP at one test location. If the test location must change due to a change in mail processing, isolate and capture all mail for the MEP at the new location. You must notify the Service Center and the new test location facility manager of the change one week prior to the test date.

*In Handbook F-95, update sections: 4-8.7 (Tests Requiring Excessive Travel); 5-1 (Mail Exit Points) and 9-9.1.3.1 (Missed Mail) and subsections (changes highlighted in bold) as follows:*

#### 4-8.7 Tests Requiring a Different Testing Location

##### 4-8.7.1 Overview

For a scheduled test where you can no longer isolate all of the mail at the test facility (as indicated on the Header Report) due to a change in mail flow, the MFPC may authorize a data collector to conduct the test at another location between the destination processing facility and the final delivery unit. No other circumstance (e.g. travel time, data collector availability, and overtime) is an acceptable reason to test a MEP at a different test facility.

##### 4-8.7.2 Different Testing Location Criteria

Prior to conducting an ODIS-RPW test at a different test facility, you must meet the following criteria:

- a. Easily isolate every mailpiece for testing in the MEP at the new test facility.
- b. Notify the manager of the new test facility one week prior to the test date.
- c. Submit an entry to the anomaly log with justification for a location change one week prior to the test date.

##### 5-1 Overview

The mail exit point (MEP — pronounced as a one-syllable word) is the foundation of the Origin–Destination Information System–Revenue, Pieces, and Weight (ODIS-RPW) program, which is a continuous probability sample of all mail exiting the postal system. ODIS-RPW samples yield specific levels of statistical accuracy for major products on a quarterly basis. (For an ODIS-RPW test, a data collector visits a specific test site, selects a subset of the test-day mail, and records weight, revenue, and other characteristics.)

The MFPC is responsible for the design and maintenance of the MEPs within the district. This chapter provides information and policies for the MFPC to create and maintain those MEPs. **Each MEP must meet the following criteria:**

- a. Associate every mailpiece with only one MEP.
- b. Easily isolate every mailpiece for testing in each MEP at one test facility.
- c. Each MEP is relatively stable over time.
- d. Maximize the cost-effectiveness of testing for each MEP.

For additional information regarding how to create and edit MEPs within the MEP System, see the MEP System User Guide available at [http://blue.usps.gov/statprog/\\_pdf/Updated\\_MEP\\_System\\_User\\_Guide\\_-\\_FINAL.pdf](http://blue.usps.gov/statprog/_pdf/Updated_MEP_System_User_Guide_-_FINAL.pdf).

##### 5-2 Definitions of Terms

- d. *Testing Facility:* The physical location where a data collector isolates, counts, and records all mailpieces for a MEP. The testing facility may be the same as the destination facility, or it may be located as far upstream as the destination plant. In the case of Delivery Unit Optimization (DUO)

offices, the testing facility may be located at the new centralized location or at the final destination facility.

9-9.1.3.2 Other Anomalies

The following are other examples of anomalies:

- a. *Improper data collection or entry*: Any compromised test or reading data entered as a result of mail isolation errors or data entry errors.
- b. *Hardware issues*: Any issue with the scale, scanner, or laptop that affect the test or reading data. In addition to reporting the anomaly, contact CODES Support for assistance.
- c. *Test location*: Any change in test location **from the test facility indicated on the Header**.
- d. *General anomalies*: Any miscellaneous issue that is found in the individual test record analysis or comments from the data collector that the program manager should be aware of for further review or investigation, such as a mailpiece with dimensions that the software will not accept.

**TRACS Cancellation Code Table**

In order to clarify the VSD cancellation and zero volume policy, we adjusted the language for cancellation code 6, to align with the VSD Reschedule, Replace, Canceling, Zero Volume Decision tree in the TRACS Surface reference guide. If no VSD trucks arrive within the 2 hour window, you must cancel the test.

*In Handbook F-95, update Exhibit 4-5.3 (Cancellation Code Table) as follows (changes highlighted in bold):*

Exhibit 4-5.3

**Cancellation Code Table**

Cancellation Code	Subsystem	CODES WBU Reason	Situation
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	Trip did not arrive in 2-hour window.	<b>No eligible truck arrived during the 2 hour window.</b>
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.