March 11, 2020

Debby Szeredy
Executive Vice President

202-842-4250 (Office)
202-842-4297 (Fax)

To: **Sam Lisenbe, Assistant Director, Clerk Division**

From: **Debby Szeredy, Executive Vice President**

Subject: **Draft Creation of SP Letter #3 FY 2020
(Notification No. GCCV20200110)**

Please find attached a copy of a letter dated 3/6/2020 from David Mills, regarding the above referenced matter.

You are designated as the APWU contact person in this matter. Contact the USPS representative as soon as possible for discussion, if appropriate. Please provide notification of your review to me by 4/6/2020.

Please note: Your secretary should update the Notification Tracking Module in Step 4 CAS as necessary.

Attachment

cc: Vance Zimmerman, Director, Industrial Relations Department
       Idowu Balogun, Director, Maintenance Division
       Lamont Brooks, Director, Clerk Division
       Stephen Brooks, Director, Support Services Division
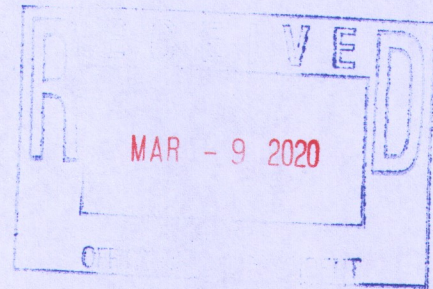   Michael Foster, Director, Motor Vehicle Services Division

DS:jb

UNITED STATES POSTAL SERVICE

March 6, 2020

Mr. Mark Dimondstein
President
American Postal Workers
 Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Dear Mark:

As a matter of general interest, the Postal Service has created Statistical Programs (SP) Letter #3, Fiscal Year (FY) 2020.

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)
- System for International Revenue and Volume Inbound (SIRVI)
- Statistical Programs Management

We have enclosed a final draft copy of SP Letter #3, FY 2020.

Please contact Noah Meyers at 5024 if you have questions concerning this matter.

Sincerely,

David E. Mills
A/Manager
Labor Relations Policies and Programs

Enclosure

Finance

UNITED STATES POSTAL SERVICE

March 3, 2020

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

SUBJECT: *Policy Memo*, Statistical Programs (SP) Letter #3, FY20

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); System for International Revenue and Volume Inbound (SIRVI); and Statistical Programs Management (SPM).

CCCS

Attachment 1 provides an update to Pivoted Route and Test Window (Zero-Volume test).

RCCS

Attachment 2 provides updates to Definitions, Contact the Post Office, Mail Included in the Test, Examples of Included and Excluded Mail, and Collection Volume for Split Routes (Zero-Volume test).

TRACS

Attachment 3 provides updates to Priority Mail Open and Distribute – PMOD Pallet/Postal Paks.

IOCS
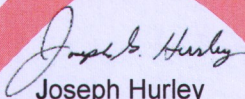
Attachment 4 provides updates to the Barcode Scanning Instructions in the reference guide and to IOCS Question S20.

SIRVI

Attachment 5 provides an update to recording receptacle barcode information.

SPM

Attachment 6 provides an update to Policies (recording Zero-Volume tests in CCS).

Joseph 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

DRAFT

CITY CARRIER COST SYSTEM
(CCCS)

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

Pivoted Route

*In Handbook F-55, section 2-2.1, update item c. (changes highlighted in **bold**).*

A. Pivoted Route: A route in which the mail is split up **(i.e., pivoted)** and assigned to multiple carriers. An entirely pivoted route is **one in which the** route is split up and assigned to two or more carriers who are also delivering other routes. A partially pivoted route is **one in which the primary carrier is delivering a portion of the route and parts of the route are split up to one or more carriers.**

Zero-Volume Test

In the CCCS Reference Guide, add the following to the end of section 1, Test Window:

If there is no mail for delivery on the test route within the test window on the test day, record as a Zero-Volume (delivery) test.

Example: The test is scheduled for a business route on a Saturday and all businesses are closed on that day. Record as a Zero-Volume (delivery) test.

**RURAL CARRIER COST SYSTEM
(RCCS)**

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

In Handbook F-55, add item c to section 3-2.1, Definitions:

    c.   Split Route: A route where the mail is split up and assigned to multiple carriers. An entirely split route is when a route is assigned to two or more carriers who are also delivering mail for other routes. A partially split route is a route where the primary carrier is delivering a portion of the route and a portion of the route is given to an additional carrier (or carriers).

In Handbook F-55, add item c in section 3-3.2.2, Contact the Post Office and re-letter the subsequent items:

    c.   Ask if there are any changes to the route information. If the test route is split, identify someone who can isolate all of the deviation parcels for the test route. The test must be rescheduled if no one can identify all of the deviation parcels for the test route.

In Handbook F-55, add item d in section 3-4.2, Mail Included in the Test and re-letter the subsequent items:

    d.   Any mail for the test route that other carriers will deliver.

In Handbook F-55, add Example 5 in section 3-4.4, Examples of Included and Excluded Mail:

Example 5: The regular carrier and the substitute carrier for the test route are unavailable and the route is split between multiple RCAs that will also assist other routes; this is an entirely split route. Since one of the carriers is familiar enough with the route to provide information about deviation parcels, conduct the test as normal.

In Handbook F-55, add section 3-9.3.1, Collection Volume for Split Routes, and renumber the subsequent sections:

Adhere to the following rules for the test route:

    a.   If entirely split to multiple carriers who are also assisting other routes, record the collection volume as Zero-Volume.

    b.   If partially split to other carriers, record the collection volume from any carriers that are only delivering test route mail (not delivering mail for other, additional routes).

Example 1: On the day of the test, the regular carrier and the substitute carrier for the test route are unavailable and the route is split between multiple RCAs that will also assist other routes (the route is entirely split). The collection portion (PS Form 2848) is a Zero-Volume test.

Example 2: On the day of the test, the regular carrier is available but the route is overburdened. Part of the route is given to an RCA for assistance, (the route is partially split). Record the mail brought back to the office by the regular carrier for their portion of the route. If the RCA is only assisting the test route, also record the mail brought back to the office by the RCA for their portion of the route.

In the RCCS Reference Guide, add content to the end of section 1, Test Window:

Tests on Split Routes

An entirely split route is when a route is assigned to two or more carriers who are also delivering other routes. A partially split route is a route where the primary carrier is delivering a portion of the route and a portion of the route is given to an additional carrier (or carriers).

Delivery Data for Split Routes

When an RCCS test is scheduled on a route that is split, 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: The regular carrier and the substitute carrier are unavailable and the route is split between multiple RCAs that will also assist other routes; this is an entirely split route. Since one of the carriers is familiar enough with the route to provide information about deviation parcels, conduct the test as normal.

Collection Data for Split Routes

The collection portion (PS Form 2848) of a test on a route that is entirely split to multiple carriers that are also delivering other routes, is recorded as ZERO-VOLUME. This policy does not require the carriers to separate collection mail for multiple routes delivered.

Note: If there are additional carriers assigned only to the test route (not delivering mail for additional/other routes), then record the additional carrier's collection mail on PS Form 2848.

Example **(entirely split):** On the day of the test, the regular carrier and the substitute carrier are unavailable and the route is split between multiple RCAs that will also assist other routes (the route is entirely split). The collection portion (PS Form 2848) is a Zero-Volume test.

Example **(partially split):** On the day of the test, the regular carrier is available but the route is overburdened. Part of the route is given to an RCA for assistance, (the route is partially split). Record the mail brought back to the office by the regular carrier for their portion of the route. If the RCA is only assisting the test route, also record the mail brought back to the office by the RCA for their portion of the route.

The following table summarizes the procedures for recording mail on a split route:

Test is on…	Delivery	Collection (PS Form 2848)
…an entirely split route.	Conduct test on the entire route if a carrier familiar with route is available. If no carrier available, then reschedule.	Record as zero-volume.
…a partially split route.	Conduct test on the entire route; include mail that is 'handed off' for assistance.	Include mail from carriers who are delivering mail only for the test route.
…a route receiving a split.	Conduct test on the primary route; exclude mail from other routes that is 'handed off' to the test route.	Include all collection mail, including mail from split portions.

Zero-Volume Test

In the RCCS Reference Guide, add the following to the end of section 1, Test Window:

If there is no mail for delivery on the test route within the test window on the test day, record as a Zero-Volume (delivery) test.

Example: The test is scheduled for a business route on a Saturday, but all businesses are closed on that day. Record as a Zero-Volume (delivery) test.

The following is a replacement to the RCCS Reference Guide, section 2, *Administrative Data*:

2 Administrative Data

Item	Description
Test ID	Field is populated from the test information chosen in the *Select a Test* screen.
User ID	The 3-digit number provided to each data collector by the MFPC.
Test Date	Populated with the date from the test chosen in the *Select a Test* screen; however, the data collector may change the test date if necessary. Enter the date in the proper format: two-digit month, two-digit day, and four-digit year (MM/DD/YYYY).
Route Type	Type of route being tested. Field may be changed using the drop-down menu. To determine route type check with the carrier or supervisor, or use PS Form 4241-A, *Rural Route Evaluation*, under *Rte No.* on the form, or the Rural Route Master List. Rural routes may be type H (regular mail carrier works 6 days a week), J (regular mail carrier has 1 relief day every other week), K (regular mail carrier has 1 relief day every week), M (mileage), or A (auxiliary). For example, a route number such as KL003 would mean *route type K, L-Status,* and *route 3.* J006 would mean *route type J, no L-status,* and *route 6.*
Route ZIP	The 5-digit ZIP Code of the test route. This field may be changed if the ZIP Code is incorrect. Use the ZIP Code on the mail being delivered from the head-out office on the sampled rural route.
Finance No.	The assigned six-digit number that identifies an installation for processing financial data. The first 2 digits are a state code; and the last 4 are uniquely assigned from 0001 through 9999 to each installation in alphabetical order.
CAG	Verify with the supervisor that the CAG grouping is correct.
Route No.	Confirm that the Route No. is correct. If not, change to the correct Route No.
Post Office	The name of the post office location for the route that is being tested. This is for informational purposes only.
Intermediate Office	Separate rural post office on a route serviced by a rural carrier. If the test is conducted at an intermediate office, record the ZIP Code, Finance number and CAG of the intermediate office in the corresponding supplementary fields.
User EIN	The 8-digit number assigned to each employee as the Employee Identification Number.
Possible Deliveries	The most accurate, up-to-date number of possible deliveries for the rural route on the day of the test. Obtain this information by asking the carrier or supervisor for the number of possible deliveries. This may also be obtained from the route edit book, the Address Management System (AMSHQ) Delivery Statistics web site, PS Form 4241-A, or the Rural Route Master List. Enter the number of possible deliveries for the entire route, even if the test is conducted on just one segment of a route.
Scanner ID	Records the alphanumeric code for each carrier's scanner used on the route.
Route Miles	Enter the number of route miles. Official route miles, to two decimals places, is available on PS Form 4241-A, Rural Route Evaluation, or from the Rural Route Master List. Enter the number of miles for the entire route, even if the test is conducted on just one segment of the route.
Weekly Evaluated Hours	This information is available from PS Form 4241-A, Rural Route Evaluation, under Eval Hours. Round minutes to the nearest whole hour.
L Status Route	An L status route is a route with 12 or more boxes per mile. Obtain this information by asking the carrier or supervisor, or from PS Form 4241-A, Rural Route Evaluation, under Route No., or from the Rural Route Master List. For example, a route number such as KL003 would mean route type K, L-Status, and route 3. J006 would mean route type J, no L-status, and route 6. If the route is an L status route, press the <Space Bar> to enter a check mark. If it is not an L status route, press <Tab> or <Enter> to move to the next field.

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

**TRANSPORTATION COST SYSTEMS
(TRACS)**

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

Priority Mail Open and Distribute – PMOD Pallet/Postal Paks

We updated the sampling rules to provide clarity on how to record entire PMOD Pallets/Postal Paks.

In the TRACS Surface Reference Guide, update section 7, Special Sampling rules to add the following:

PMOD Pallets/Postal Paks	Do not count the contents.
	- Record container as a Pallet. - Scan PMOD Label 161PB or 190PB. - Record Mail Category as Domestic Priority Commercial. - Record 100 for Percent. - Record Mailpiece Shape as option C – Parcels/IPPS. - Record Pallet Dimensions for Mailpiece Dimensions. - Record Indicia. - Record 1 for Count. - Scan the PMOD Label again. - Enter a comment for the PMOD. *Note:* PMOD Pallets do not factor in the count for Pallet selection. *Example:* There are 10 pallets and a PMOD Pallet unloaded. Record 2 pallets and the PMOD Pallet.

Pallets

We updated the Pallets section to clarify how to record entire PMOD Postal Pallets/Postal Paks.

*In Handbook F-65, update section 2-5.3.2 (change highlighted in **bold**):*

Randomly choose two pallets with mail and set them aside. If only one pallet with mail is unloaded, select the one pallet. Record the information for the selected pallet(s).

Note: Postal Paks are not considered pallets **except in the case of PMOD Postal Paks. Record PMOD Postal Pallets/Postal Paks as a single parcel on a pallet but do not factor into the count for pallet selection.**

IN-OFFICE COST SYSTEM
(IOCS)

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

Barcode Scanning Instructions

In the IOCS Reference Guide, update section 11, Barcode Scanning Instructions (changes highlighted in **bold**):

Select and scan each of the barcode types found on the mail and mail containers that the employee is handling:

A. Vehicle Barcode.

B. Wheeled Container or Pallet – MTEL Placard (includes Intelligent Mail Container Placards).

C. Wheeled Container or Con-Con – MTE (Mail Transport Equipment) License Plate.

D. Trays, Tubs, Sacks – Any container or receptacle barcodes (including slide label, IMTL, D&R tag, international).

E. Mailpiece – Express/Priority Mail Express and GXG labels.

F. Mailpiece – Customs Forms.

G. Mailpiece – Extra Service Label (Registered, Insured, etc.).

H. Mailpiece – Intelligent Mail Barcode.

I. Mailpiece – Information-Based Indicia (IBI, PC-Postage).

J. Mailpiece – Intelligent Mail Parcel Barcode (IMpb) (includes USPS Tracking Barcodes).

K. Other.

L. No Barcodes, **CBR,** or Scanner Not Available.

Example 2: A clerk is picking up a tray of letters to place onto an APC. The first piece in the tray (the "top piece") is First-Class Presorted with **an Intelligent Mail barcode**, an IBI indicia, Certified and Insured Extra Services.

If the tray has a slide label with a routing and distribution barcode, select option D and scan the barcode. Select option H and scan the Certified barcode. Select option H a second time and scan the Insured barcode. **Select option I and scan the Intelligent Mail barcode.** Select option J and scan the IBI indicia.

IOCS Question S20

In the CODES IOCS software, there is a wording change to the S20 screen question (change highlighted in **bold**):

From: Select each of the barcode types that are available and scan.

To: **Select and scan each of the barcode types found on the mail and mail containers that the employee is handling.**

SYSTEM FOR INTERNATIONAL REVENUE AND VOLUME INBOUND
(SIRVI)

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

In order to achieve more accurate data for SIRVI letter-post tests, we changed the policy with regard to receptacle barcodes. If a data collector cannot scan a receptacle barcode into the CODES software, and the receptacle barcode is partially unreadable, then the DCT must find a replacement receptacle.

*In Handbook F-85, update section 3-4, Enter SIRVI Data Into the CODES Laptop, #5, with the following (change highlighted in **bold**):*

5. Enter receptacle Information as follows:

   a. Receptacle barcode information (enter electronically or manually).

      ***Note:* If you cannot scan a receptacle barcode into the CODES software, and the receptacle barcode is partially unreadable, then you must find a replacement receptacle.**

   b. Receptacle type.

   c. Actual gross weight and tare weight.

      Note: If the actual gross weight exceeds the reported weight by 5 kg or more, record the mailpieces, mark the receptacle label with the actual gross weight, and show the receptacle with its contents to the MDO. The MDO notifies the Air Mail Records Unit (AMRU) and In-Plant Support.

**STATISTICAL PROGRAMS MANAGEMENT
(SPM)**

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

Zero-Volume Test

In the Handbook F-95, add the following item to section 4-6.2, Policies:

    h.   If there is no mail for delivery on the test route within the test window on the test day, record as a Zero-Volume (delivery) test.

In the Handbook F-95, delete section 4-6.3.6, Recording a Zero-Volume Test, and renumber the following subsections.