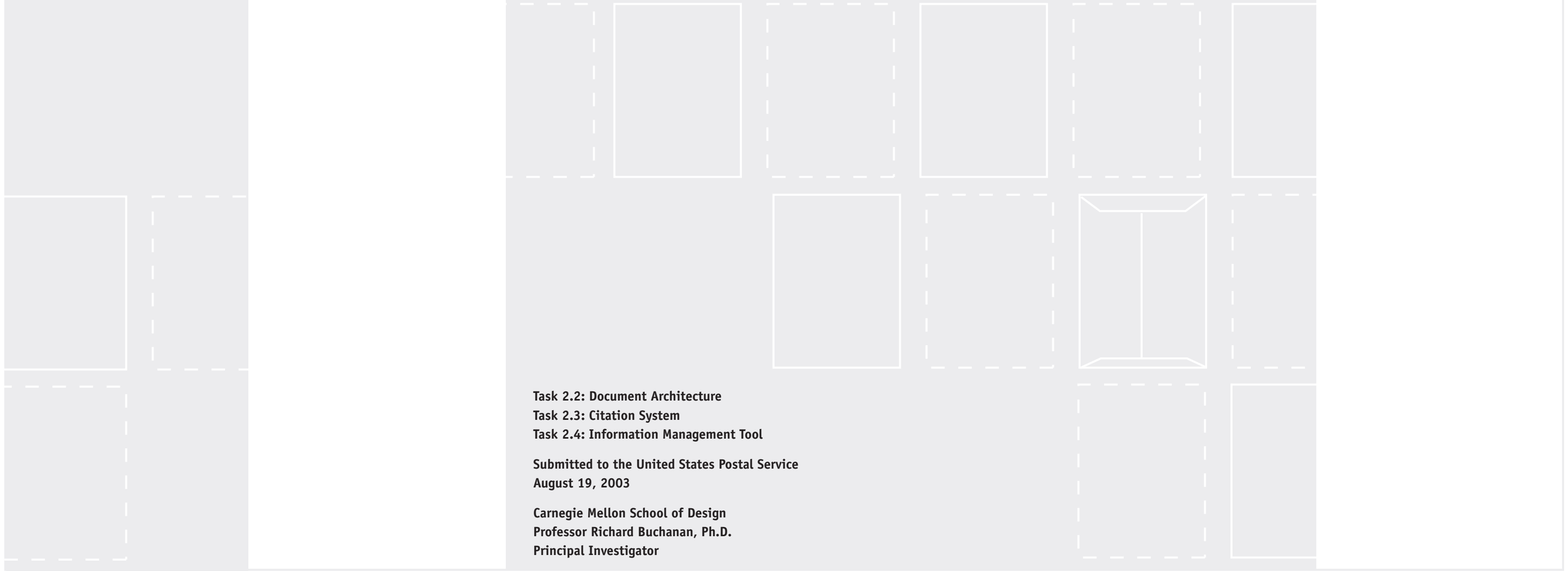
DMM Transformation Project

Architecture Development for Standards and Regulations

Summer 2003



Task 2.2: Document Architecture
Task 2.3: Citation System
Task 2.4: Information Management Tool

Submitted to the United States Postal Service
August 19, 2003

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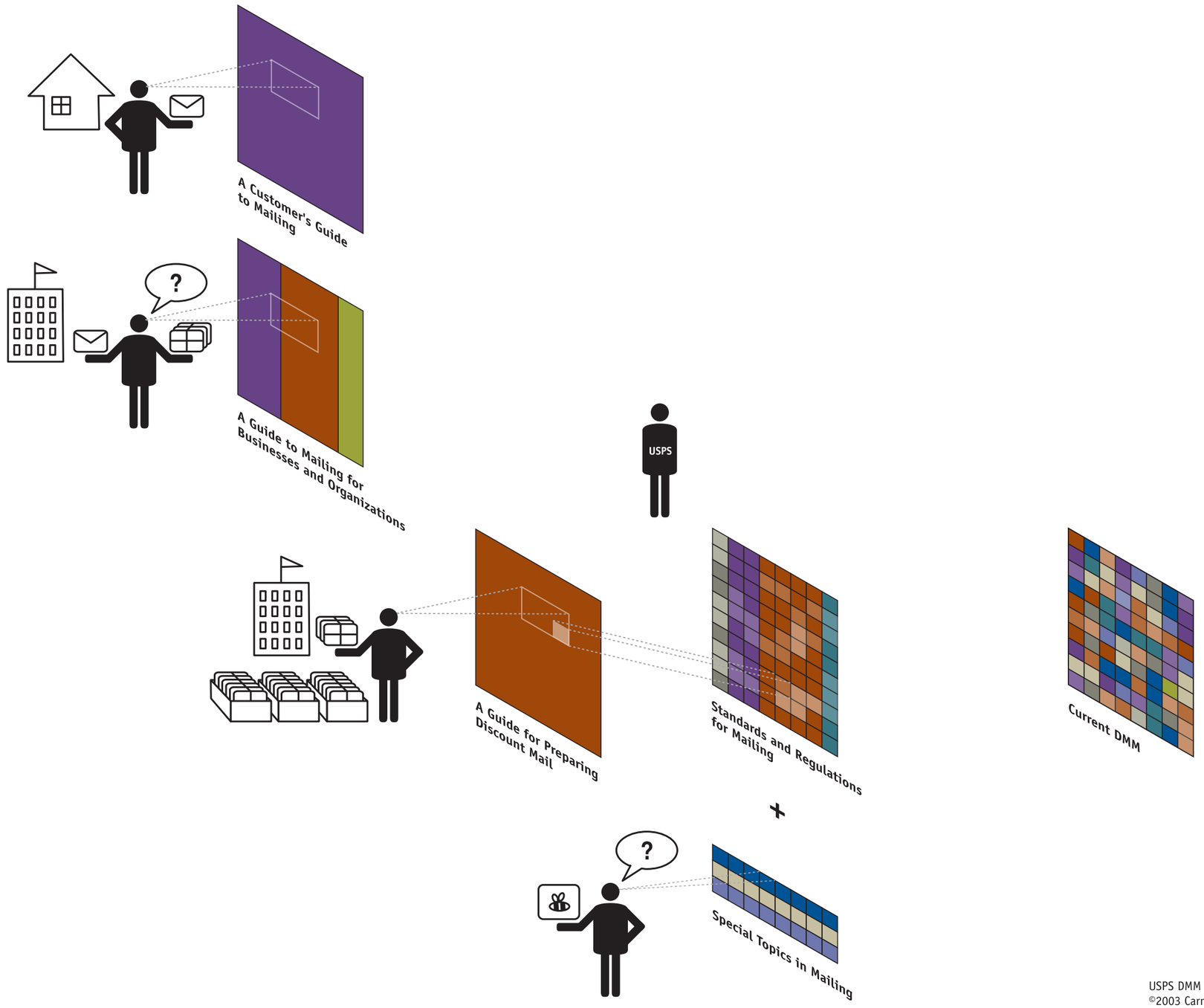
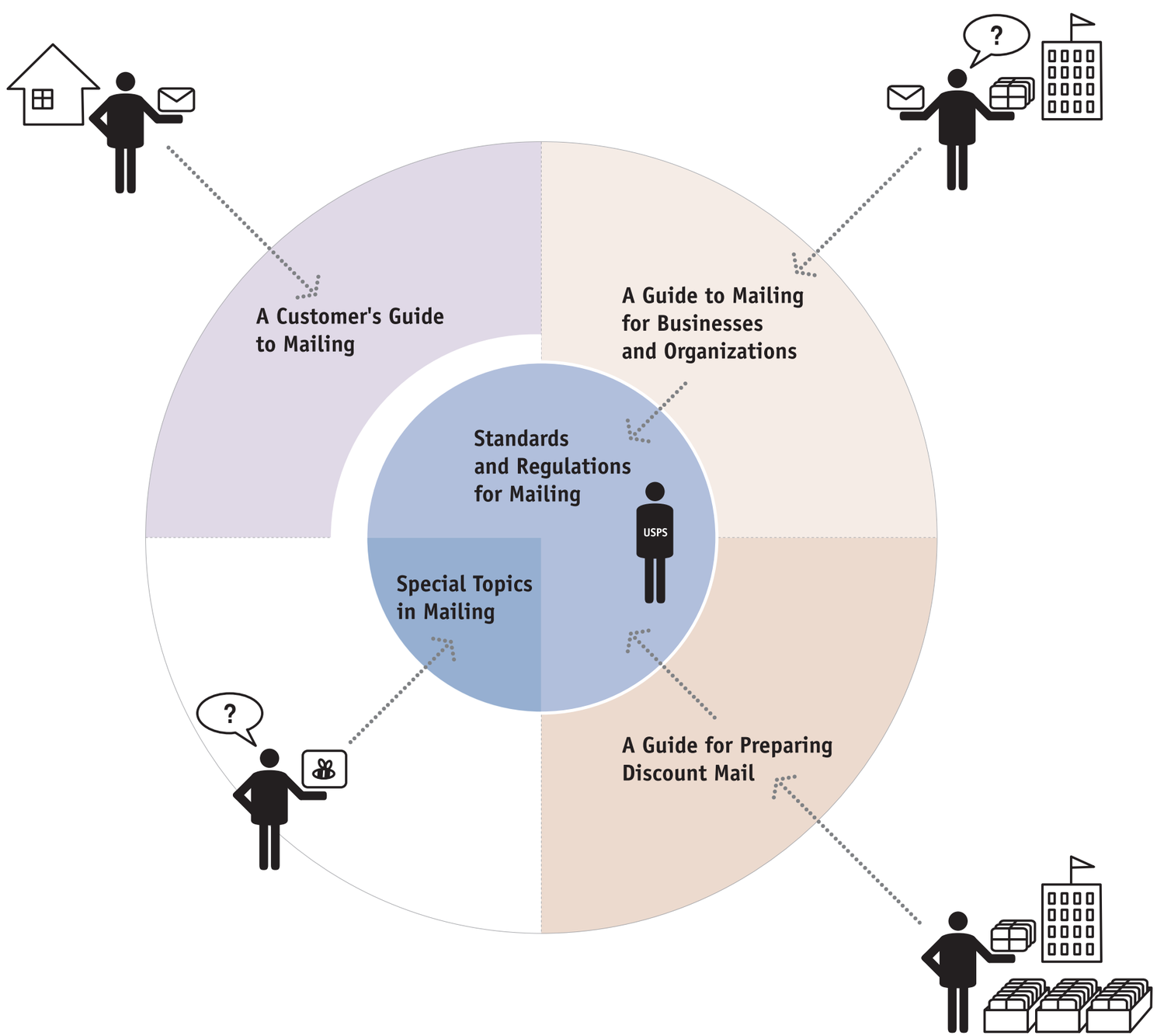
Professor Richard Buchanan, Ph.D.
Principal Investigator

Contents

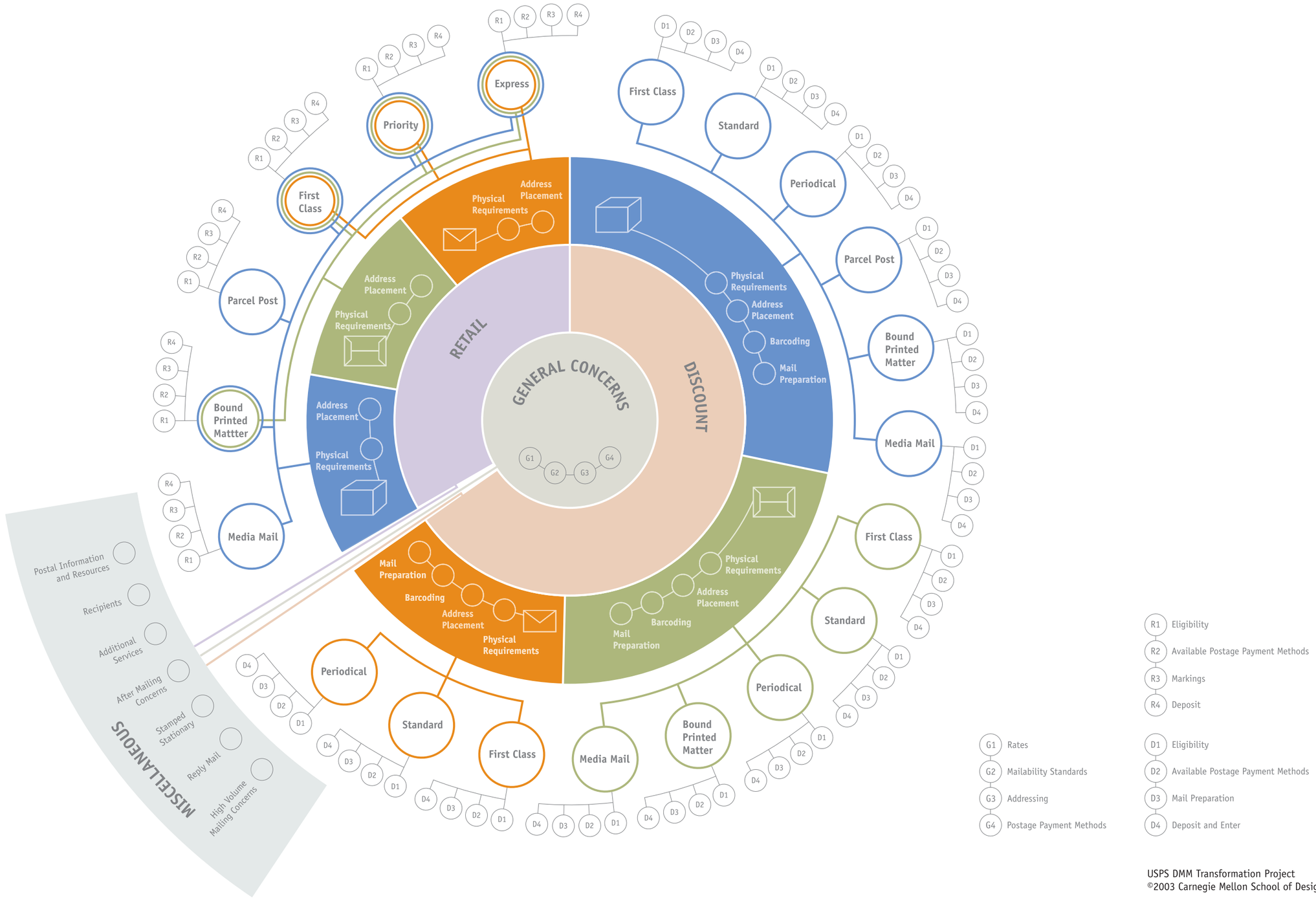
Domestic Mail Manual System Framework



Audience Segmentation and System Access



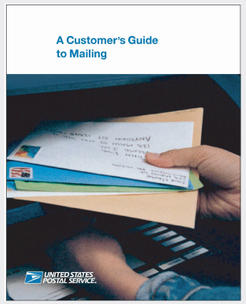
Standards and Regulations Content Map



DMM System Architecture

A Customer's Guide to Mailing

Targeting household mailers, this guide describes the retail services offered by the U.S. Postal Service, using shape as its organizing principle.



A Guide to Mailing for Businesses and Organizations

This guide is designed for businesses and organizations and offers information about the retail, discount and online services offered by the U.S. Post Office.

As an educational and decision-making tool, the guide helps mailers choose mailing services that fit with their changing business needs.

A Guide for Preparing Discount Mail

This guide provides an overview for mailers who want to understand how to prepare and execute a discount mailing.

It is organized by shape and class, and topics such as mailpiece design, addressing, sortation and deposit and entry are explained and clarified.

Standards and Regulations for Mailing

This document targets professional mailers, U.S. Post Office employees, lawyers inside and outside of the USPS, and software programmers.

In its current form, it contains Domestic Mail Manual content that is organized primarily by mailing method and then by shape and class. This content has been restructured to follow the process of mailing, from determining eligibility to depositing and entering a mailing.

Special Topics in Mailing

The intention for *Special Topics in Mailing* is that it contain distinctive topics that may affect but exist outside of the mailing process, such as:

- Hazardous Materials
- Congressional Franked Mail
- Mailbox Receptacles

Standards and Regulations for Mailing: Document Structure

I. General Concerns

A. All Shapes

1. All Classes
   - a. Rates
   - b. Mailability Standards
   - c. Addressing
   - d. Postage Payment Methods

II. Retail

A. Letters
1. All Classes
   - a. Physical Requirements
   - b. Address Placement

B. Flats
1. All Classes
   - a. Physical Requirements
   - b. Address Placement

C. Parcels
1. All Classes
   - a. Physical Requirements
   - b. Address Placement

D. Shared Shape
1. Express
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Markings
   - d. Deposit
2. Priority
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Markings
   - d. Deposit
3. First Class
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Markings
   - d. Deposit
4. Parcel Post
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Markings
   - d. Deposit
5. Bound Printed Matter
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Markings
   - d. Deposit
6. Media Mail
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Markings
   - d. Deposit

III. Discount

A. Letters

1. All Classes
   - a. Physical Requirements
   - b. Address Placement
   - c. Marking Placement
   - d. Barcoding
   - e. Mail Preparation
   - f. Documentation
2. First Class
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
3. Standard
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
4. Periodicals
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter

B. Flats

1. All Classes
   - a. Physical Requirements
   - b. Address Placement
   - c. Barcoding
   - d. Mail Preparation
2. First Class
   - a. Eligibility
   - b. Available Postage Payment Methds
   - c. Mail Preparation
   - d. Deposit and Enter
3. Standard
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
4. Periodicals
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
5. Bound Printed Matter
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
6. Media Mail
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter

C. Parcels

1. All Classes
   - a. Physical Requirements
   - b. Address Placement
   - c. Barcoding
   - d. Mail Preparation
2. First Class
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
3. Standard
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
4. Periodicals
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
5. Parcel Post
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
6. Bound Printed Matter
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
7. Media Mail
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter

IV. Miscellaneous

A. All Shapes

1. All Classes
   - a. Postal Information and Resources
   - b. Recipients
   - c. Additional Services
   - d. After Mailing Concerns
   - e. Stamped Stationary
   - f. Reply Mail
   - g. High Volume Mailing Concerns

I. General Concerns, Detailed Document Structure

I. General Concerns

A. All Shapes

1. All Classes
   - a. Rates
     - i. Express Mail
       - a) Express Mail Rate Application
       - b) Express Mail Rates
       - c) Pickup Fee
     - ii. Priority Mail
       - a) Priority Mail Rate Application
       - b) Priority Mail Rates
       - c) Keys and Identification Devices
       - d) Pickup Fee
     - iii. First-Class Mail
       - a) First-Class Mail Rate Application
       - b) Nonautomation – Single-Piece Rates
         - 1) Card Rates
         - 2) Letters, Flats, and Parcels Rates
       - c) Nonautomation – Presort Rates
         - 1) Card Rates
         - 2) Letters, Flats, and Parcels Rates
       - d) Qualified Business Reply Mail Rates
         - 1) Cards
         - 2) Letters
       - e) Automation–Mixed AADC and Mixed ADC Rates
         - 1) Cards Rates
         - 2) Letters Rates
         - 3) Flats Rates
       - f) Automation–AADC and ADC Rates
         - 1) Cards Rates
         - 2) Letters Rates
         - 3) Flats Rates
       - g) Automation–3-Digit Rates
         - 1) Cards Rates
         - 2) Letters Rates
         - 3) Flats Rates
       - h) Automation – 5-Digit Rates
         - 1) Cards Rates
         - 2) Letters Rates
         - 3) Flats Rates
       - i) Automation – Carrier Route Rates
         - 1) Cards Rates
         - 2) Letters Rates
       - j) Summary Rates
         - 1) Single-Piece and Presorted Rates
         - 2) Automation
       - k) Flat Rate Envelope
       - l) Keys and Identification Devices
     - iv. Periodicals
       - a) Periodicals Rate Application
         - 1) Rate Elements
     - iv. Periodicals (con't.)
       - b) Outside-County – Excluding Science-of-Agriculture
         - 1) Pound Rates
         - 2) Piece Rates
         - 3) Discounts
         - 4) Nonprofit
         - 5) Classroom
       - c) Outside-County – Science-of-Agrigulture
         - 1) Pound Rates
         - 2) Piece Rates
         - 3) Discount
       - d) In-County
         - 1) Pound Rates
         - 2) Piece Rates
         - 3) Discounts
       - e) Ride-Along Rates
       - f) Fees
       - g) Applying Pound Rate
       - h) Per Piece Charge
       - i) Discounts
       - j) Computing Weight of Advertising Portion
       - k) Computing Postage – Periodicals
         - 1) Weight Per Copy
         - 2) Computing Other Weights
         - 3) Pound Rate
         - 4) Piece Rate
         - 5) Percentage of Advertising
         - 6) Nonadvertising Adjustment
         - 7) Total Postage
     - v. Standard Mail
       - a) Standard Mail Rate Application
       - b) Regular Standard Mail Rates
         - 1) Letters – 3.3 oz. or Less
         - 2) Nonletters – 3.3 oz. or Less
         - 3) Letters and Nonletters – More than 3.3 oz.
       - c) Enhanced Carrier Route Standard Mail
         - 1) Letters – 3.3 oz. or Less
         - 2) Nonletters – 3.3 oz. or Less
         - 3) Letters and Nonletters – More than 3.3 oz.
       - d) Nonprofit Standard Mail
         - 1) Letters – 3.3 oz. or Less
         - 2) Nonletters – 3.3 oz. or Less
         - 3) Letters and Nonletters – More than 3.3 oz.
       - e) Nonprofit Enhanced Carrier Route Standard Mail
         - 1) Letters – 3.3 oz. or Less
         - 2) Nonletters – 3.3 oz. or Less
         - 3) Letters and Nonletters – More than 3.3 oz.
       - f) Nonmachinable Surcharge
       - g) Residual Shape Surcharge
       - h) Barcoded Discount
     - v. Standard Mail (con't.)
       - i) Fees
         - 1) Mailing Fee
         - 2) Weighted Fee
       - j) Computing Postage – Standard Mail
         - 1) Weight
         - 2) Per Piece and Per Pound Charges
         - 3) Computing Affixed Postage
         - 4) Computing Affixed Postage – Heavy Letters
         - 5) Permit Imprint
         - 6) Discount for Heavy Automation Letters
         - 7) Discount for Heavy Enhanced Carrier Route Basic Automation Letters
     - vi. Parcel Post
       - a) Parcel Post Rate Application
       - b) Inter-BMC/ASF Machinable Parcel Post Rates
       - c) Inter-BMC/ASF Nonmachinable Parcel Post Rates
       - d) Local and Intra-BMC/ASF Machinable Parcel Post Rates
       - e) Local and Intra-BMC/ASF Nonmachinable Parcel Post Rates
       - f) Parcel Select – DBMC Rates
       - g) Parcel Select – DSCF Rates
       - h) Parcel Select – DDU Rates
       - i) Parcel Post (Including Parcel Select), Media Mail, Library Mail, and Single-Piece Bound Printed Matter – Permit Imprint
       - j) Parcel Post (Including Parcel Select), Media Mai, Library Mail, and Single-Piece Bound Printed Matter – Postage Affixed
     - vii. Bound Printed Matter
       - a) Single-Piece Bound Printed Matter Rate Application
       - b) Presorted Bound Printed Matter Rate Application
       - c) Bound Printed Matter Single-Piece – Flats Rates
       - d) Single-Piece Parcels Rates
       - e) Presorted and Carrier Route – Flats
       - f) Presorted and Carrier Route – Parcels Rates
       - g) Destination Entry Rates – Flats Rates
       - h) Presorted and Carrier Route Bound Printed Matter – Postage Affixed
     - viii. Media Mail
       - a) Media Mail Rate Application
       - b) Media Mail Rates
     - ix. Computing Postage – Express Mail, First-Class Mail, and Priority Mail
   - b. Mailability Standards
     - i. Overview
       - a) General Mailability and Right of Refusal
       - b) Mailer's Responsibility
     - ii. Minimum and Maximum Dimensions and Weight
       - a) Length and Height
       - b) Maximum Dimensions and Weight
       - c) Minimum Dimensions
       - d) Nonmailable
       - e) Other Limits
     - iii. Nonmailable Matter
       - a) General Information – Nonmailable Matter
       - b) Other Nonmailable Matter
       - c) Unauthorized Decisions by Postmasters
     - iii. Nonmailable Matter (con't.)
       - d) Refusal
     - iv. Packing
       - a) Harmful, Fragile, and Heavy Items
       - b) Stationery
       - c) Liquids
       - d) Aerosols
       - e) Infectious Substances
       - f) Preservation
       - g) High-Density Item
       - h) High-Density Items
       - i) Books
       - j) Soft Goods
       - k) Sound Recordings
       - l) Magnetic Tapes
     - v. Acceptable Containers
       - a) Load Type
       - b) Boxes
       - c) Difficult Load
       - d) Paper Bags and Wraps
       - e) Plastic Bags
       - f) Plastic Film
       - g) Cloth Bags
       - h) Bales
       - i) Envelopes
       - j) Fiberboard Tubes and Similar Long Packages
       - k) Cans and Drums
     - vi. Cushioning
       - a) Volume
       - b) Several Items Within Container
     - vii. Closure, Sealing, and Reinforcement
       - a) Tape
       - b) Paper Tape
       - c) Tape Size
       - d) Adhesive
       - e) Banding
       - f) Staples and Steel Stitching
     - viii. Marking
       - a) Method
       - b) Addressing
       - c) Handling, Content, and Special Service
       - d) Warning Label
     - ix. Special Mailing Containers
       - a) Express Mail and Priority Mail Packaging
       - b) Green Diamond Border Envelope
       - c) Window Envelope
       - d) Reusable Mailpiece
       - e) Reusable Mailpieces that Originate as Permit Imprint Mailings
     - x. Mailing Test Packages

I. General Concerns, Detailed Document Structure (con't.)

I. General Concerns

A. All Shapes

1. All Classes

c. Addressing

i. Elements of Addressing
- a) Clear Space
- b) Delivery Address
- c) Address Elements
- d) Complete Address Definition
- e) Complete Address Elements
- f) Purpose for Return Address
- g) Required Use for Return Addresses
- h) Ancillary Services
- i) Purpose of ZIP
- j) ZIP+4 – A Complete ZIP Code
- k) Numeric Delivery Point Barcode
- l) Basic Addressing Standards by Class

ii. Restrictions
- a) Dual Address
- b) More Than One Post Office
- c) Mail Addressed to CMRAS

iii. Alternative Addressing Formats
- a) Simplified Address
  - 1) P.O. Boxholders
  - 2) Use – City Routes, P.O. Boxholders
  - 3) Address Designation
- b) Occupant Address
  - 1) Use of Occupant Address
  - 2) Prohibited Use
- c) Exceptional Address
  - 1) Use of Exceptional Address
  - 2) Prohibited Use
  - 3) Placement
  - 4) Undeliverable Mail

d. Postage Payment Methods

i. Payment of Postage
- a) Overview
- b) Unpaid Mailable Matter for Private Delivery
- c) Penalty for Unpaid Mailable Matter in or on Private Mail Receptacles
- d) Liability for Postage of Unpaid Mailable Matter in or on Private Mail Receptacles
- e) Payment of Postage Due
- f) Advance Deposit Account
- g) Annual Accounting Fee for Special Services

ii. Computing postage
- a) Computing postage overview
- b) General Standards
  - 1) Determining Single-piece Weight for Retail and Discount Mailing
  - 2) Expression of Numerical Values
  - 3) Rounding Numerical Values (1)
  - 4) Rounding Numerical Values (2)
- c) Computing Postage for Distribution Levels
  - 1) Full Distribution
  - 2) Partial Distribution
  - 3) Known Distributor
  - 4) Unknown Distributor

d. Postage Payment Methods (con't.)

iii. Insufficient or Omitted Postage
- a) Definition of Shortpaid Mail
- b) Undeliverable and Refused Shortpaid or Unpaid Pieces
- c) Shortpaid Nonmachinable Mail
- d) Definition of Revenue Deficiency
- e) Collection of Additional Postage
- f) Adding to Original Postage
- g) Damaged Postage
- h) Omitted Postage
- i) Shortpaid Registered Mail
- j) Shortpaid Express Mail

iv. Payment Method Refunds or Returns
- a) Overview
- b) Eligible Matter for and Standards of a Payment Method Refund
  - 1) Refund Standards for Postage and Fees
  - 2) Unused Postage Value in Postage Evidencing Systems
  - 3) Unused Postage Evidencing System Indicia on Mailpieces or Labels
  - 4) Refunds for Unused Indicia
  - 5) Refunds for Metered Postage, Excluding PC Postage
  - 6) Postage Transfer or Refund for Manually Reset Meter
  - 7) Postage Transfer or Refund for Generation 1 Meter
  - 8) Postage Refund for a PSD or IBI Postage Meter
  - 9) Refunds for PC Postage (1)
  - 10) Refunds for PC Postage (2)
- c) Matter Ineligible for a Refund
  - 1) Ineligible Metered Postage Items
  - 2) Prohibited Refunds
- d) How to Apply for a Refund
  - 1) Form 3533
- e) Ruling and Payment of a Refund
  - 1) Ruling on Refund Request
  - 2) Appeal of Ruling

v. Completing Documentation of a Mailing
- a) Basic Documentation Standards
- b) Mailer's Responsibility to Submit Complete Documentation
- c) Completing Postage Statements
- d) Preparing Documentation
- e) Providing Additional Information
- f) Documenting Multiple Mailings on One Statement (1)
- g) Documenting Multiple Mailings on One Statement (2)
- h) Facsimile Postage Statements

vi. Stamps
- a) Overview
- b) General Standards
  - 1) Postage Stamps Valid for Use
  - 2) Postage Stamps Invalid for Use
  - 3) Stamp Reproduction
  - 4) Position of Stamp on Mailpiece
  - 5) Reuse of Stamps

d. Postage Payment Methods (con't.)

vi. Stamps (con't.)
- 5) Reuse of Stamps
- 6) Perforating Stamps
- 7) Special Standards for Semipostal Stamps
- 8) Paying for Postage
- 9) Postage Due
- c) Exchanging Stamps
  - 1) USPS Fault
  - 2) Condition and Quantity
  - 3) Appeal
  - 4) Not Exchangeable
  - 5) Damaged in Customer's Possession
  - 6) Exchange of Spoiled and Unused Postal Matter
  - 7) Purchase Error
  - 8) Stamps Converted to Other Postage Forms
  - 9) Semipostal Stamps

vii. Precanceled Stamps
- a) Overview
- b) General Information
  - 1) Definition of Precanceled Stamps
  - 2) Classes Eligible to Use Precanceled Stamps
  - 3) Depositing a Precanceled Stamp Mailing
  - 4) Prohibited Use of Precanceled Stamps
  - 5) Combining a Precanceled Stamp Mailing with Other Postage Methods
  - 6) Amount of Postage
- c) Permit to Use Precanceled Stamps
  - 1) Authorization to Use Precanceled Stamps
  - 2) Revocation of Precanceled Stamp Permit
- d) Precancellation of Stamps by USPS
  - 1) Definition of Stamps Precanceled by USPS
  - 2) Using Precanceled Stamps with Rate Designation
  - 3) Using High Value Stamps
- e) Precancellation of Stamps by Mailer
  - 1) Definition of Stamps Precanceled by Mailer
  - 2) Authorization to Precancel Stamps
  - 3) Authorization Conditions
  - 4) Denial of Authorization to Precancel Stamps
  - 5) Revocation of Authorization to Precancel Stamps
- f) Mailpiece Design and Standards
  - 1) Return Address
  - 2) Markings and Endorsements
- g) Postmark Design and Standards
  - 1) Design and Content of Postmark
  - 2) Optional Content of Postmark
  - 3) Cancellation of Stamps
  - 4) Required Format

I. General Concerns, Detailed Document Structure (con't.)

I. General Concerns

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viii. Postage Meters (Postage Evidencing Systems)
- a) Overview
- b) General Information
  - 1) Definition of Postage Evidencing Systems
  - 2) Possession of a Postage Evidencing System
  - 3) Use of a Postage Evidencing System
  - 4) Classes Eligible to Use Postage Meters
  - 5) Preparation of Metered Mail
  - 6) Documenting Discount Metered Mail
  - 7) Combining Metered Mail with Other Postage Methods
  - 8) Depositing Metered Mail
- c) Types of Postal Evidencing Systems
- d) Licensing
  - 1) Applying for a Meter License
  - 2) Licensee's Agreement (1)
  - 3) Licensee's Agreement (2)
  - 4) Refusal to License a User
  - 5) Revocation of a License
  - 6) Appeal Process
- e) Authorized Providers of Meters
  - 1) Authorized Providers of Meters
  - 2) Authorization to Produce and Distribute Meters
- f) Licensed User's Responsibilities to Provider
  - 1) Signed Lease or Rental Agreement with Financial Agreement for Resetting
  - 2) Required Resetting
  - 3) Updating Address Management System CD-ROM
  - 4) Defective Postage Evidencing System or Postal Security Device
  - 5) Updating Licensee Information
  - 6) Relocation of Licensee
  - 7) Custody of Meter
  - 8) Returning a Postage Evidencing System or Postal Security Device
- g) Licensed User's Responsibilities to USPS
  - 1) Maintaining Records of Transactions
  - 2) Inspection and Examination of Transaction Records
  - 3) USPS Examination of Suspect Postage Evidencing Systems or Postal Security Devices (PSDS)
  - 4) Labels with Fraud Warning and Serial Number
  - 5) Missing Postage Evidencing Systems or PSDS
- h) Setting Up and Maintaining a Meter
  - 1) Overview
  - 2) Manually Reset Generation 1 Postage Meters
    - aa. Initial Setting, Check In, and Installation
    - bb. Check Out and Withdrawal
    - cc. Transfer or Refund of Unused Postage
    - dd. Location of Setting
    - ee. On-Site Meter Service Program
    - ff. Paying for Postage Settings
    - gg. Postage Adjustment for a Faulty Meter
  - 3) Remote Reset Generation 1 Postage Meter
    - aa. Initial Setting, Check In, and Installation
    - bb. Check Out and Withdrawal
    - cc. Transfer or Refund of Unused Postage
    - dd. Location of Setting
    - ee. Resetting a Remote Generation 1 Postage Meter
    - ff. On-Site Meter Service Program
    - gg. Paying for Postage Settings
    - hh. Postage Adjustment for Faulty Meters
  - 4) Postal Security Device (PSD) and Information Based Indicia (IBI) Meters
    - aa. Initialization, Authorization, Check In, and Installation
    - bb. Check Out and Withdrawal
    - cc. Refund of Unused Postage
    - dd. Resetting a Postal Security Device (PSD) or Information Based Indicia (IBI) Meter
    - ee. Location of Setting
    - ff. Paying for Postage Settings
    - gg. Postage Adjustment for Faulty Postage Security Device (PSD) Meters and Information Based Indicia (IBI) Meters
- i) General Standards for Metered Indicia
  - 1) Amount of Postage
  - 2) Refunds for Unused Indicia
  - 3) Use of Indcia
  - 4) Indicia Date Requirements
  - 5) Date Accuracy
  - 6) Corrections for Mailpieces Not Deposited by Date on Indicia
  - 7) Postage Correction
- j) Metered Indicia Design and Content
  - 1) Approval of Indicia Design
  - 2) Legibility Standards
  - 3) Position of Indicia on Mailpiece
  - 4) Physical Dimensions of Indicia
  - 5) Indicia Content
  - 6) Indicia Design Standards
  - 7) Optional Postal Markings Included in an Indicia
  - 8) Ink
  - 9) Facing Identification Mark
- k) Indicia Printed on Adhesive Label or Tape
  - 1) General Standards
- l) Indicia Used to Prepay Reply Postage
  - 1) General Standards

ix. PC Postage
- a) Overview
- b) General Standards for Installation, Maintenance, and Withdrawal
  - 1) Initialization, Authorization, Check In, and Installation
  - 2) Check Out and Withdrawal
  - 3) Postage Refunds
  - 4) Resetting a PC Postage System
  - 5) Location of Setting
  - 6) Paying for Postage Settings
  - 7) Postage Adjustment for Faulty Postal Security Devices (PSDS)
  - 8) Quality Assurance of PC Postage Indicia

x. Permit Imprint Indicia
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- b) General Standards
  - 1) Definition of Permit Imprint Indicia
  - 2) Volume Standards
  - 3) Permitted Use of Permit Imprint Indicia
  - 4) Identifying Postage
  - 5) Preparation of Mailing
  - 6) Presenting Mailings to be Weighed
  - 7) Weight Standards for Permit Imprint Mailing
  - 8) Combining Permit Imprint Mailings with Other Payment Methods
  - 9) Permit and Fees
  - 10) Payment of Permit Imprint Indicia Postage
  - 11) Depositing Permit Imprint Mailings
- c) Mailer's Responsibility to USPS
  - 1) Providing Information to the USPS
  - 2) Suspension of Authorization
  - 3) Revocation of Permit
- d) Indicia Design, Placement, and Content
  - 1) Production of Permit Imprint Indicia
  - 2) Permit Imprint Indicia Content and Format
  - 3) Indicia Placement on Mailpiece
  - 4) Marking Expedited Handling on Mailpiece
  - 5) Indicating First-Class Mail and Priority Mail
  - 6) Indicating Standard Mail and Package Services
  - 7) Indicating Special Services
  - 9) Use and Standards of a Company Permit Imprint
  - 10) Indicia Formats
  - 11) Optional Indicia Format

II. Retail, Detailed Document Structure

II. Retail

A. Letters
  1. All Classes
    a. Physical Requirements
    b. Address Placement

B. Flats
  1. All Classes
    a. Physical Requirements
    b. Address Placement

C. Parcels
  1. All Classes
    a. Physical Requirements
    b. Address Placement

D. Shared
  1. Express
    a. Eligibility
    b. Available Postage Payment Methods
    c. Markings
    d. Deposit
  2. Priority
    a. Available Shapes
    b. Eligibility
    c. Available Postage Payment Methods
    d. Markings
    e. Deposit
  3. First Class
    a. Eligibility
    b. Available Postage Payment Methods
    c. Markings
    d. Deposit
  4. Parcel Post
    a. Eligibility
    b. Available Postage Payment Methods
    c. Markings
    d. Deposit
  5. Bound Printed Matter
    a. Eligibility
    b. Available Postage Payment Methods
    c. Markings
    d. Deposit
  6. Media Mail
    a. Eligibility
    b. Available Postage Payment Methods
    c. Markings
    d. Deposit

III. Discount, Detailed Document Structure

III. Discount

A. Letters

1. All Classes
   - a. Physical Requirements
     - i. Overview
     - ii. Minimum and Maximum Size for Letter-Size Mail
     - iii. Design and Shape Standards for Nonmachinable Mail
     - iv. Design and Content Restrictions for Automation-Compatible Mailpieces
       - a) Wraps and Closures
       - b) Staples and Saddle Stitching
       - c) Rigid and Odd-Shaped Items
       - d) Tabs, Wafer Seals, Tape, and Glue
       - e) Basic Standards for Automation Letters
     - v. Dimensions, Shape, and Size Standards for Automation-Compatible Mailpieces
     - vi. Weight Standards for Automation-Rate Mailpieces
     - vii. Flexibility Standards for Automation-Compatible Mailpieces
       - a) Flexibility Standards for Machinable Mailpieces
       - b) USPS Services for Flexibility Testing
     - viii. Standards for Labels and Stickers Affixed to an Envelope
       - a) Overview
       - b) Using Labels and Stickers
       - c) Pressure-Sensitive Label
       - d) "Sandwich" Label
     - ix. Repositionable Notes
       - a) General Standards for Mailpieces Using Repositionable Notes
       - b) Physical and Size Standards for Mailpieces Using Repositionable Notes
       - c) Content Standards for Mailpieces Using Repositionable Notes
       - d) Physical Standards for Repositionable Notes
       - e) Verifying that a Mailer has met Physical Requirements for Repositionable Notes
     - x. Special Standards for Self-Mailers, Booklets, Postcards, and Heavy Letter Mail
       - a) Paper Weights for Mailpieces Sealed on All Sides
       - b) Folded Self-Mailer
       - c) Booklets
       - d) Postcard
       - e) Heavy Letter Mail
   - b. Address Placement
     - i. Subheading Placeholder
       - a) Delivery Address Placement
       - b) Address Placement Causing Mail to be Non-Mailable, Nonmachinable
       - c) Placement of Return Address
   - c. Marking Placement
     - i. Subheading Placeholder
       - a) Placement of Relevant Mail Markings
       - b) Endorsements for Delivery Instructions and Ancillary Services
       - c) Placement of Endorsements
   - d. Barcoding
     - i. Barcoding Overview
     - ii. Address Requirements for Barcoded Pieces
       - a) Basic addressing standards for barcodes
       - b) Numeric ZIP+4
       - c) Elements required for a barcode
       - d) A detailed or firm name
       - e) Secondary designator
       - f) Rural and highway contract routes
       - g) P.O. Box
       - h) Numeric DPBC
   - d. Barcoding (con't.)
     - iii. Definition of Barcodes
       - a) General barcoding
       - b) 5-digit barcode
       - c) ZIP+4 barcode
       - d) Delivery point barcode
   - e. Mail Preparation
     - i. Preparing Your Packages
       - a) Overview: Packages
       - b) Arranging Pieces in a Package
       - c) Preparing Packages
       - d) Counter-Stacking–Preparing Pieces of Non-Uniform Thickness
       - e) Pieces with Simplified Address
       - f) Exception to Package Preparation–Full Single-Sort Level Trays
       - g) Packages with Fewer than the Minimum Number of Pieces Required
       - h) Securing Packages
       - i) Labeling
       - j) Facing Slips–All Carrier Route Mail
     - ii. Preparing for an Enhanced Carrier Route Mailing
       - a) Updating Walk Sequence Information – General
       - b) Updating Walk Sequence Information for Simplified Addressing
       - c) Out-of-Date Walk Sequence Information
       - d) Updating Line-of-Travel Sequence Information
     - iii. Preparing Letter Trays and Sacks
       - a) Maximum Sack Weight
       - b) Standard Containers
       - c) Tray Sizes
       - d) Tray Sleeving and Strapping
       - e) Strapping Exception
       - f) Origin Entry 3-Digit Scheme Trays and Sacks
       - g) Letter Tray Preparation
       - h) Sack Preparation
     - iv. Filling Out Your Sack and Tray Labels
       - a) Basic Standards
       - b) Physical Characteristics of a Label
       - c) Line 1 (Destination Line)
       - d) Line 2 (Content Line)
       - e) Line 2 Codes
       - f) Line 3 (Office of Mailing or Mailer Information Line)
       - g) Abbreviations for Lines 1 and 3
       - h) Placement of Extraneous Information
       - i) Placement of Tray Label
     - v. Design of a Barcoded Label for Trays and Sacks
       - a) Required Use of Barcodes – Tray and Sack Labels
       - b) Destination Line (Line 1)
       - c) Content Line (Line 2)
       - d) Origin Line (Line 3)
     - vi. Barcodes for Tray Labels
       - a) Physical Requirements for Barcoded Tray Labels
       - b) Printed Human-Readable Lines for Tray Labels
       - c) Zebra Code for Tray Labels
     - vii. Barcodes for Sack Labels
       - g) Physical Requirements for Barcoded Sack Labels
       - h) Printed Human-Readable Lines for Barcoded Sack Labels
   - f. Documentation
2. First Class
   - a. Eligibility
   - b. Available Postage Payment Methods
   - c. Mail Preparation
   - d. Deposit and Enter
3. Standard
   - a. Eligibility
     - i. General Eligibility Standards for Standard Mail
       - a) Physical Standards of Mailpiece
         - 1) Physical Properties and Dimensions of Mailpiece
         - 2) Nonmachinable Surcharge Applied
         - 3) Nonmachinable Surcharge Not Applied
       - b) Content Standards of Mailpiece
         - 1) Circulars
         - 2) Printed Matter
         - 3) Aspects of Personal Correspondence Allowable in Standard Mail
         - 4) Postal Inspection
       - b) Mailing Eligibility
         - 1) General Eligibility Standards
         - 2) Merging Similar Standard Mailings
         - 3) Annual Fees
       - c) Special Services Eligibility
         - 1) Available Special Services
         - 2) Matter Ineligible for Special Services
         - 3) Additional Standards for Mailpieces Using a Special Service
     - ii. Specific Eligibility Standards for Presorted Standard Mail
       - a) Nonautomation
         - 1) General Eligibility Standards
       - b) Automation
         - 1) General Eligibility Standards
         - 2) Specific Eligibility Standards for 5-Digit, 3-Digit, or AADC Rates
         - 3) Enclosed Reply Cards and Envelopes
         - 4) Discount for Heavy Automation Letters
     - iii. Specific Eligibility Standards for Enhanced Carrier Route Standard Mail
       - a) Nonautomation
         - 1) ECR Nonautomation Overview
         - 2) General Eligibility Standards
         - 3) Maximum Mailpiece Size
         - 4) Residual Volume Requirements
         - 5) General Eligibility Standards for Basic Rates
         - 6) General Eligibility Standards for High Density Rates
         - 7) High Density Discount for Heavy Letters
         - 8) General Eligibility for Saturation Rate
         - 9) Saturation Discount for Heavy Letters
       - c) Automation
         - 1) ECR Automation Overview
         - 2) General Eligibility Standards
         - 3) Carrier Route Information
         - 4) Residual Volume Requirements
         - 5) Enclosed Reply Cards and Envelopes
         - 6) Specific Eligibility Standards for ECR Automation Rates
         - 7) Automation Discount for Heavy Letters

III. Discount, Detailed Document Structure (con't.)

III. Discount

3. Standard
  a. Eligibility (con't.)
    iv. Destination Entry Eligibility for Standard Mail
      a) General Eligibility Standards for Destination Entry
        1) Destination Entry Overview
        2) Drop and Pick
        3) Plant Loads
        4) Volume Standards
        5) Postage Payment Standards
        6) Place of Mailing
        7) Documentation for Destination Entry
      b) Specific Eligibility Standards for Destination Bulk Mail Center Entry
        1) DBMC Discount Definition
        2) DBMC Discount Eligibility
        3) DBMC Discount Eligibility for ADC or AADC Mailpieces
        4) DBMC Discount Eligibility for Mixed ADC Packages, Sacks, Trays, or Mixed AADC Trays
      c) Specific Eligibility Standards for Destination Sectional Center Facility Entry
        1) DSCF Discount Definition
        2) DSCF Discount Eligibility
      d) Specific Eligibility Standards for Destination Delivery Unit Deposit
        1) DDU Discount Definition
        2) DDU Discount Eligibility
  b. Available Postage Payment Methods
    i. Basic Standards
      a) Postage Payment Options
      b) Automation Postage Payment Options
      c) Affixing Postage
      d) Permit Imprint
      e) Nondenominated Precanceled Stamps
      f) Precanceled Stamps in Lower Rate Denominations
    ii. Special Case Standards
      a) Nonidentical-Weight Pieces
      b) Combined Rate
      c) Bulk Insurance
      d) Electronic Option Delivery Confirmation
      e) Return Receipt for Merchandise
      f) Adding Additional Postage
c. Mail Preparation
    i. Overview
    ii. Preparing a Mailing for Presorted Nonautomation Rates
      a) Basic Standards
      b) Manual Only Option
    iii. Nonautomation Machinable Rate Pieces
      a) Packaging Machinable Letter-Size Pieces
      b) Traying and Labeling
    iv. Nonautomation Machinable Rate Pieces
      a) Packaging Nonmachinable Letter-Size Pieces
      b) Exception to Packaging
      c) Traying and Labeling
    v. Preparing an Enhanced Carrier Route Mailing for Nonautomation Rates
      a) Basic Standards
      b) Overflow Pieces
      c) General Carrier Route Package Preparation
      d) Package Preparation
      e) Packages with Fewer than the Minimum Number of Pieces Required
      f) Traying and Labeling for Carrier Route
      g) Tray Line 2 for Machinable Nonbarcoded Pieces
c. Mail Preparation (con't.)
    v. Preparing an Enhanced Carrier Route Mailing for Nonautomation Rates (con't)
      h) Tray Line 2 for Nonmachinable Pieces
      i) Tray Line 2 for Pieces with Simplified Address
    iii. Preparing Letter-Size Pieces for Automation Rates
      a) Standards
      b) General Preparation
      c) Mailings
      d) Marking
      e) Carrier Route
      f) Carrier Route Pieces
      g) Tray Preparation
      h) Tray Line 2
      i) Presentation
      j) Packages in Sacks–Periodicals and Standard
d. Deposit and Enter
    i. Deposit
      a) Deposit Overview
      b) Computing Postage and Completing Documentation
        1. Postage statement and documentation
        2. Identical-weight pieces documentation
        3. Separation of mailing documentation
        4. Documentation of automation rate-payment methods
        5. Documentation of meter or precanceled stamps
        6. Computing weight for postage statement
        7. Mixed rate mailing documentation
        8. Software format for documentation
        9. Documentation format and content
        10. Documentation of combined, copalletized and merged mailings
        11. Optional documentation
      c) Deposit Mail for Verification
        1. Basic standards for standard mail deposit
        2. Time and location of deposit
        3. Definition of DSCF
        4. Definition of DDU
        5. Definition of DBMC
        6. Standard Mail deposit at BMC
        7. Form 4410
        8. Volume restrictions for deposit
        9. Destination entry exception for local mailer
        10. Deposit location
        11. Mail separation and presentation
        12. Deposit appointments
        13. Advanced scheduling
        14. Adherence to schedule
        15. Recurring appointments
        16. Permitted vehicles for DSCF deposit
        17. Permitted vehicles for DBMC deposit
        18.Vehicle unloading
    ii. Accept/Verify
      a) Accept/Verify Overview
      b) Freight
      c) Demurrage
    iii. Enter
      a) Enter Overview
      b) Form 8125
    iii. Enter (con't)
      c) Redirection by USPS
      d) Redirection at mailer's request
      e) Mailer transportation of PVDS
      f) PVDS seal
  4. Periodicals
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter

B. Flats

  1. All Classes
    a. Physical Requirements
    b. Address Placement
    c. Marking Placement
    d. Barcoding
    e. Mail Preparation
  2. First Class
    a. Eligibility
    b. Available Postage Payment Methds
    c. Preparing Your Mail
    d. Deposit and Enter
  3. Standard
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter
  4. Periodicals
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter
  5. Bound Printed Matter
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter
  6. Media Mail
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter

C. Parcels

  1. All Classes
    a. Physical Requirements
    b. Address Placement
    c. Marking Placement
    d. Barcoding
    e. Mail Preparation
  2. First Class
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter

C. Parcels (con't.)

  3. Standard
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter

C. Parcels (con't;)

  4. Periodicals
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter
  5. Parcel Post
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter
  6. Bound Printed Matter
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter
  7. Media Mail
    a. Eligibility
    b. Available Postage Payment Methods
    c. Mail Preparation
    d. Deposit and Enter

IV. Miscellaneous, Detailed Document Structure

IV. Miscellaneous

A. All Shapes

1. All Classes
   - a. Postal Information and Resources
   - b. Recipients
   - c. Additional Services
     - i. Special Services
     - ii. Forwarding
     - iii. Address Lists
   - d. After Mailing Concerns
     - i. Recalling Mail
     - ii. Refunds and Appeals
   - e. Stamped Stationary
   - f. Reply Mail
   - g. High Volume Mailing Concerns
     - i. Drop Shipments
     - ii. Detached Address Labels
     - iii. Value-Added Refunds

Prototype Development

While the Document Structure is a representation of a system architecture, the Prototypes are an application of that architecture. The following six pages summarize the three phases of the prototype development process. These prototypes are both a test of the proposed architecture and an exploration into what the ideal transformed DMM might be.

FEATURES OF PHASE ONE

Initial Structural Revisions
Some Revision of DMM Headings
Content Tracking and Management
Redundancy Analysis

FEATURES OF PHASE TWO

Comprehensive Revision of DMM Headings
Re-ordering of the Paragraphs
Creation of Section Overviews
Recommendations for Future Changes

FEATURES OF PHASE THREE

Disaggregation at the Sentence and Paragraph Level
Sentence-Level Clarification and Revision
Introduction of Instructional and Informational Diagrams

Phase One Prototype Development

Initial restructuring of DMM text into the new architecture using the General Concerns and Standard Mail Letters pathway

Summary

Phase One was a feasibility test of the new architecture using the General Concerns section and the Standard Mail Letters section as a trial pathway. DMM content was restructured into the new architecture.

FEATURES OF PHASE ONE

Initial Structural Revisions

DMM sections were reordered to provide better structure to the content.

Some Revision of DMM Headings

Some paragraph headings were revised to make titles more representative of the content included in each paragraph.

Content Tracking and Management

The phase one prototype was cross-referenced with a database listing all DMM citations. This step verified that all relevant information was included.

Redundancy Analysis

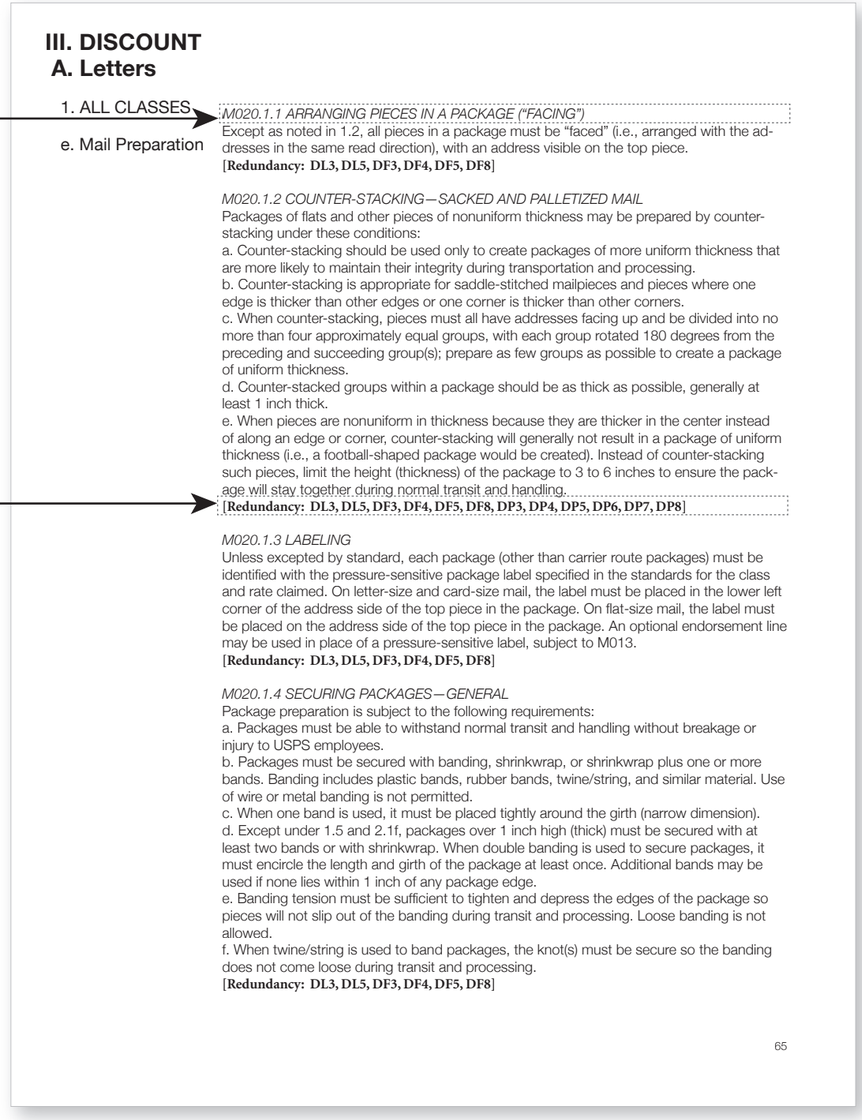
Each paragraph was coded in the Phase One prototype. This step tracked the redundancy in each paragraph across the new architecture and resulted in some minor changes to the table of contents.

Redundancy Code

D = Discount	L = Letters	1 = Express
R = Retail	F = Flats	2 = Priority
A = All	P = Parcels	3 = First Class
	A = All	4 = Standard
		5 = Periodicals
		6 = Parcel Post
		7 = Bound Printed Matter
		8 = Media Mail
		9 = All

DMM heading change
The original heading of "Facing" was changed to "Arranging pieces in a package ('facing')" to give more clarity.

Isolating redundancy
The "mail preparation" section was listed separately under each class in the initial table of contents. An important finding of the Phase One reorganization was that a significant portion of the section was not class -specific. The table of contents was modified in Phase Two to better reflect this understanding.



III. DISCOUNT
A. Letters

1. ALL CLASSES

e. Mail Preparation

M020.1.1 ARRANGING PIECES IN A PACKAGE ("FACING")
Except as noted in 1.2, all pieces in a package must be "faced" (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece.
[**Redundancy: DL3, DL5, DF3, DF4, DF5, DF8**]

M020.1.2 COUNTER-STACKING—SACKED AND PALLETIZED MAIL
Packages of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:
a. Counter-stacking should be used only to create packages of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a package of uniform thickness.
d. Counter-stacked groups within a package should be as thick as possible, generally at least 1 inch thick.
e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a package of uniform thickness (i.e., a football-shaped package would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the package to 3 to 6 inches to ensure the package will stay together during normal transit and handling.
[**Redundancy: DL3, DL5, DF3, DF4, DF5, DF8, DP3, DP4, DP5, DP6, DP7, DP8**]

M020.1.3 LABELING
Unless excepted by standard, each package (other than carrier route packages) must be identified with the pressure-sensitive package label specified in the standards for the class and rate claimed. On letter-size and card-size mail, the label must be placed in the lower left corner of the address side of the top piece in the package. On flat-size mail, the label must be placed on the address side of the top piece in the package. An optional endorsement line may be used in place of a pressure-sensitive label, subject to M013.
[**Redundancy: DL3, DL5, DF3, DF4, DF5, DF8**]

M020.1.4 SECURING PACKAGES—GENERAL
Package preparation is subject to the following requirements:
a. Packages must be able to withstand normal transit and handling without breakage or injury to USPS employees.
b. Packages must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
c. When one band is used, it must be placed tightly around the girth (narrow dimension).
d. Except under 1.5 and 2.1f, packages over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure packages, it must encircle the length and girth of the package at least once. Additional bands may be used if none lies within 1 inch of any package edge.
e. Banding tension must be sufficient to tighten and depress the edges of the package so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
f. When twine/string is used to band packages, the knot(s) must be secure so the banding does not come loose during transit and processing.
[**Redundancy: DL3, DL5, DF3, DF4, DF5, DF8**]

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note: the DMM Transformation team will be upgrading prototypes to the DMM58 content

Phase One Prototype Development (cont'd)

III. DISCOUNT
A. Letters

1. ALL CLASSES

e. Mail Preparation

M020.1.5 PACKAGES ON PALLETS
In addition to 1.1 through 1.4, packages on pallets must meet the following standards:
a. Except as noted in 1.5b, packages up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth, or with shrinkwrap. Packages over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, twine/string, or similar material), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.
b. Packages may be secured with heavy-gauge shrinkwrap plus plastic banding, only shrinkwrap, or only banding material if they can stay together during normal processing. Except for packages of individually polywrapped pieces packages on BMC pallets must be shrinkwrapped and machinable on BMC parcel sorters. Packages of individually polywrapped pieces may be secured with banding material only. Machinability is determined by the USPS. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited.
[**Redundancy: DL3, DL5, DF3, DF4, DF5, DF8, DP5**]

M020.1.7 PACKAGE SIZE—OTHER MAIL CLASSES
Except for Bound Printed Matter, an individual package may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:
a. A greater number of pieces would exceed the maximum physical size for a package and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a package of eight pieces is 6 inches thick).
b. The pieces constitute the "last package" for a presort destination and previously prepared packages met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece packages and one five-piece package).
[**Redundancy: DL3, DL5, DF3, DF4, DF5**]

M020.1.8 PACKAGES IN SACKS—PERIODICALS AND STANDARD MAIL
Periodicals and Standard Mail prepared in sacks must be secured in packages as follows:
a. The maximum weight for all packages is 20 pounds.
b. Packages up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth (narrow dimension), or with shrinkwrap. Packages over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, or twine/string), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.
c. Packages should be measured at the lowest (thinnest) point to determine the package height.
d. A package that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (e.g., if a glossy piece is 0.625 (5/8) of an inch thick, five pieces may be secured in a package 3.125 inches high; if a piece with uncoated cover stock is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a package 8.25 inches high).
e. Packages of pieces with covers of coated stock that are not individually enclosed in a mailing wrapper (e.g., magazines or catalogs with glossy covers not individually enclosed in an envelope, uncoated paper wrapper, or plastic wrapper (polybag)) are subject to these conditions:
(1) Except as noted in 1.8e(2), packages must not exceed 3 inches in height (thickness).
(2) Packages of such pieces secured with shrinkwrap plus one or two plastic straps, or with at least two plastic straps, one around the length and one around the girth, must not exceed 6 inches in height (thickness).
f. Packages containing pieces with outer surfaces of uncoated stock are subject to these conditions:
(1) "Uncoated stock" also refers to pieces with coated covers that are individually enclosed in

III. DISCOUNT
A. Letters

1. ALL CLASSES

e. Mail Preparation

a cover or mailing wrapper of uncoated stock such as an envelope, sleeve, protective cover, partial wrapper, or polybag and pieces with outer surfaces composed of material other than paper (e.g., plastic, cloth, fiberboard, or metal).
(2) Packages must not exceed 8 inches in height (thickness); however, it is recommended that such packages not exceed 6 inches in height (thickness).
[**Redundancy: DL5, DF4, DF5**]

M020.1.9 EXCEPTION TO PACKAGE PREPARATION—MAIL IN TRAYS
In package-based mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mail need not be prepared in 5-digit packages if placed in a full 5-digit tray. Similarly, mail need not be prepared in other levels of packages when it will be placed in a full tray to the corresponding tray level, and none of the mail in that tray would have been more finely sorted if packaged. For example, the content of a full ADC tray need not be packaged if, when correctly sorted, it would have all been prepared in ADC packages to the same destination; conversely, this exception would not apply if some pieces would require preparation in 5-digit or 3-digit packages.
[**Redundancy: DL3, DL5, DF3, DF4, DF7**]

M020.2.1 ADDITIONAL STANDARDS CARDS AND LETTER-SIZE PIECES
Cards and letter-size pieces are subject to these packaging standards:
a. The maximum thickness for packages of carrier route rate mail is 4 inches. The maximum thickness for other packages is 6 inches.
b. Mailings consisting entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch) must always be prepared in packages.
c. Packages must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; for nonmachinable Presorted First-Class Mail; for nonmachinable Presorted Standard Mail; for First-Class Mail and Standard Mail pieces where the mailer has requested "manual only" processing; and for nonautomation Periodicals.
d. Separator cards or tic marks may be used instead of packaging for letter-size pieces in full 5-digit carrier routes trays of Periodicals and Enhanced Carrier Route Standard Mail. Separator cards or tic marks must be used instead of packaging for letter-size pieces in full 5-digit trays of automation carrier route First-Class Mail and automation Enhanced Carrier Route Standard Mail. The cards must be of paper or card stock, at least 0.25 inch higher than the highest pieces in the mailing, and in front of the corresponding groups of mail. The tic mark must be applied during the mailpiece production process and be printed on the top edge of the envelope, to the left of the center line of the envelope. Each tic mark must have its location referenced to the center line. The right edge of the tic mark must be 0.5 inch (+0.125 inch) from the center line of the envelope. The width of the tic mark must be 0.5 inch (+0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (+ 0.125 inch). In trays of tic-marked mail, all mailpieces must be the same dimension so that the tic marks are visible. e. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, packages must be secured with rubber bands, elastic strapping, flat plastic strapping, or string. (Elastic strapping must have a minimum strength of 15 pounds and a minimum of 150% elongation before breaking. Minimum tension, when applied to the package, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.)
f. Packages up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Packages over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.
[**Redundancy: DL3, DL5**]

M020.2.3 PIECES WITH SIMPLIFIED ADDRESS
For mail prepared with a simplified address, all pieces for the same post office must be

Phase Two Prototype Development

A surface level rewrite to adjust the DMM text into the new architecture

Summary

Phase Two consisted of a surface-level rewrite of DMM content built upon work done in Phase One. It conformed DMM content to the new structure by re-ordering paragraphs, providing overviews, and creating new subsections headings.

FEATURES OF PHASE ONE

Initial Structural Revisions
Some Revision of DMM Headings
Content Tracking and Management
Redundancy Analysis

FEATURES OF PHASE TWO

Comprehensive Revision of DMM Headings

All DMM headings were re-evaluated, and retitled when necessary. When replaced, the original DMM headings were grayed-out to allow for continued tracking of DMM material.

Re-ordering of the Paragraphs

The paragraphs were re-ordered and grouped to provide a more logical flow, with each section broken into subsections as needed.

Creation of Section Overviews

Brief overviews or introductions to sections were created to provide context and logic to unconnected paragraphs.

Recommendations for Future Changes

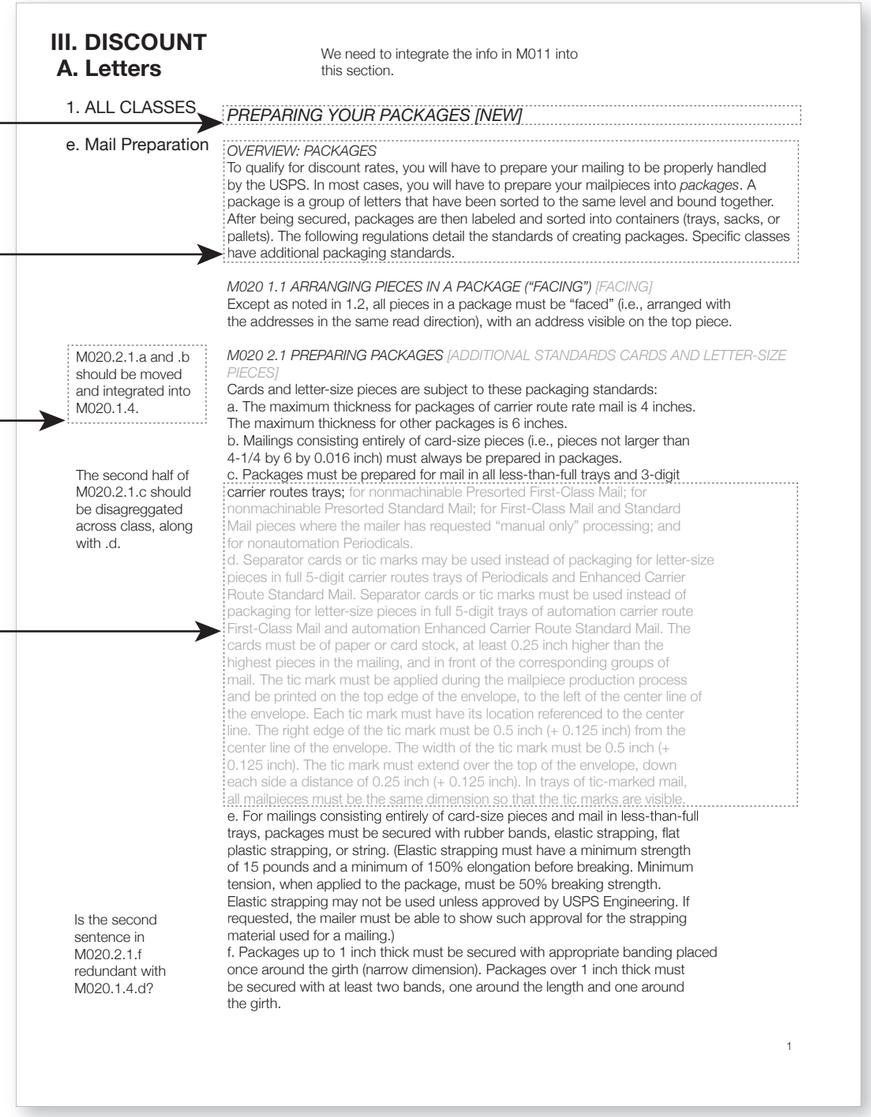
Recommendations were made in the margins about possible opportunities for visualization, disaggregation, and rewriting of rules in future drafts.

Section Heading Added
A new subsection under mail preparation was created when paragraphs were regrouped by common subject.

Overview Added
This overview provides an introduction to the regulations in the "Preparing Your Packages" section. Overviews are not intended to be citable rules.

Possible Future Change
M020.2.1.a, M020.2.1.b, and M020.1.4 contain closely-related information and could be merged into one rule.

Sentence- and Paragraph-Level Suggestion
While no changes were made to the paragraph text, sentences that might be moved to another section or deleted in another draft were grayed out.



III. DISCOUNT
A. Letters

We need to integrate the info in M011 into this section.

1. ALL CLASSES

e. Mail Preparation

PREPARING YOUR PACKAGES [NEW]

OVERVIEW: PACKAGES
To qualify for discount rates, you will have to prepare your mailing to be properly handled by the USPS. In most cases, you will have to prepare your mailpieces into *packages*. A package is a group of letters that have been sorted to the same level and bound together. After being secured, packages are then labeled and sorted into containers (trays, sacks, or pallets). The following regulations detail the standards of creating packages. Specific classes have additional packaging standards.

M020 1.1 ARRANGING PIECES IN A PACKAGE ("FACING") *[FACING]*
Except as noted in 1.2, all pieces in a package must be "faced" (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece.

M020.2.1.a and .b should be moved and integrated into M020.1.4.

M020 2.1 PREPARING PACKAGES *[ADDITIONAL STANDARDS CARDS AND LETTER-SIZE PIECES]*
Cards and letter-size pieces are subject to these packaging standards:
a. The maximum thickness for packages of carrier route rate mail is 4 inches. The maximum thickness for other packages is 6 inches.
b. Mailings consisting entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch) must always be prepared in packages.
c. Packages must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; for nonmachinable Presorted First-Class Mail; for nonmachinable Presorted Standard Mail; for First-Class Mail and Standard Mail pieces where the mailer has requested "manual only" processing; and for nonautomation Periodicals.

The second half of M020.2.1.c should be disagreggated across class, along with .d.

d. Separator cards or tic marks may be used instead of packaging for letter-size pieces in full 5-digit carrier routes trays of Periodicals and Enhanced Carrier Route Standard Mail. Separator cards or tic marks must be used instead of packaging for letter-size pieces in full 5-digit trays of automation carrier route First-Class Mail and automation Enhanced Carrier Route Standard Mail. The cards must be of paper or card stock, at least 0.25 inch higher than the highest pieces in the mailing, and in front of the corresponding groups of mail. The tic mark must be applied during the mailpiece production process and be printed on the top edge of the envelope, to the left of the center line of the envelope. Each tic mark must have its location referenced to the center line. The right edge of the tic mark must be 0.5 inch (+ 0.125 inch) from the center line of the envelope. The width of the tic mark must be 0.5 inch (+ 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (+ 0.125 inch). In trays of tic-marked mail, all mailpieces must be the same dimension so that the tic marks are visible.

e. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, packages must be secured with rubber bands, elastic strapping, flat plastic strapping, or string. (Elastic strapping must have a minimum strength of 15 pounds and a minimum of 150% elongation before breaking. Minimum tension, when applied to the package, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.)

Is the second sentence in M020.2.1.f redundant with M020.1.4.d?

f. Packages up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Packages over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

1

note: the DMM Transformation team will be updating prototypes to the DMM 58 content

Phase Two Prototype Development (cont'd)

III. DISCOUNT
A. Letters

1. ALL CLASSES

e. Mail Preparation

M020.1.2 could use a visualization of counter-stacking and "a football-shaped package" (as mentioned in the example in M020.1.2.e).

M020 1.2 COUNTER-STACKING--PREPARING PIECES OF NON-UNIFORM THICKNESS [COUNTER-STACKING--SACKED AND PALLETIZED MAIL]
Packages of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:
c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a package of uniform thickness.
d. Counter-stacked groups within a package should be as thick as possible, generally at least 1 inch thick.
a. Counter-stacking should be used only to create packages of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a package of uniform thickness (i.e., a football-shaped package would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the package to 3 to 6 inches to ensure the package will stay together during normal transit and handling.

Should the final sentence of M020.2.3 be broken up by class, or moved to the 300, or deleted entirely?

M020 2.3 PIECES WITH SIMPLIFIED ADDRESS
For mail prepared with a simplified address, all pieces for the same post office must be prepared in packages of 50 when possible. If packages of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder). Packages must be secure and stable subject to specific weight limits in M045 if placed on pallets, specific weight and height limits in 1.8 for Periodicals and Standard Mail placed in sacks, specific thickness limits in 2.1 for cards and letter-size pieces, and, for Bound Printed Matter in sacks, specific weight limits in M720.

M020 1.9 EXCEPTION TO PACKAGE PREPARATION--FULL SINGLE-SORT-LEVEL TRAYS [EXCEPTION TO PACKAGE PREPARATION—MAIL IN TRAYS]
In package-based mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mail need not be prepared in 5-digit packages if placed in a full 5-digit tray. Similarly, mail need not be prepared in other levels of packages when it will be placed in a full tray to the corresponding tray level, and none of the mail in that tray would have been more finely sorted if packaged. For example, the content of a full ADC tray need not be packaged if, when correctly sorted, it would have all been prepared in ADC packages to the same destination; conversely, this exception would not apply if some pieces would require preparation in 5-digit or 3-digit packages.

The first line about BPM can be removed since BPM does not come in letter-size.

M020 1.7 PACKAGES WITH FEWER THAN THE MINIMUM NUMBER OF PIECES REQUIRED [PACKAGE SIZE—OTHER MAIL CLASSES]
Except for Bound Printed Matter, an individual package may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:
a. A greater number of pieces would exceed the maximum physical size for a package and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece

III. DISCOUNT
A. Letters

1. ALL CLASSES

e. Mail Preparation

minimum, but a package of eight pieces is 6 inches thick).
b. The pieces constitute the "last package" for a presort destination and previously prepared packages met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece packages and one five-piece package).

M020 1.4 SECURING PACKAGES —GENERAL
Package preparation is subject to the following requirements:
a. Packages must be able to withstand normal transit and handling without breakage or injury to USPS employees.
b. Packages must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
c. When one band is used, it must be placed tightly around the girth (narrow dimension).
d. Except under 1.5 and 2.1f, packages over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure packages, it must encircle the length and girth of the package at least once. Additional bands may be used if none lies within 1 inch of any package edge.
e. Banding tension must be sufficient to tighten and depress the edges of the package so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
f. When twine/string is used to band packages, the knot(s) must be secure so the banding does not come loose during transit and processing.

M020.1.3 needs to be disagreggated across shape.

M020 1.3 LABELING
Unless excepted by standard, each package (other than carrier route packages) must be identified with the pressure-sensitive package label specified in the standards for the class and rate claimed. On letter-size and card-size mail, the label must be placed in the lower left corner of the address side of the top piece in the package. On flat-size mail, the label must be placed on the address side of the top piece in the package. An optional endorsement line may be used in place of a pressure-sensitive label, subject to M013.

Does the DMM ever define a facing slip and show what one looks like? A reference or diagram would be helpful here.

M020 3.0 FACING SLIPS—ALL CARRIER ROUTE MAIL
All facing slips used on carrier route packages must show this information:
a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., "NEWS LTRS CR R 012").
c. Line 3: City and two-letter state abbreviation of the origin post office.

The section is 300 level info--pallets.

M020 1.5 PACKAGES ON PALLETS
In addition to 1.1 through 1.4, packages on pallets must meet the following standards:
a. Except as noted in 1.5b, packages up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth, or with shrinkwrap. Packages over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, twine/string, or similar material), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.
b. Packages may be secured with heavy-gauge shrinkwrap plus plastic banding, only shrinkwrap, or only banding material if they can stay together during normal processing. Except for packages of individually polywrapped pieces,

A Guide to Interpreting the Surface-Level Rewrite (Phase Two)

How to read the changes and suggestions proposed to the DMM text

Summary

With the surface-level rewrite, the team conformed DMM content to the new architecture by re-ordering paragraphs, providing overviews, and creating new headings. This document will explain how to read the proposed changes.

KEY TO CHANGES

Navigational Headings
Navigational headings appear on each page and provide location within the document. These headings mirror the document architecture.

Sidebar Notes
Sidebar notes are comments on the restructured text. They include suggestions for aggregation, deletion, clarification and redundancy. Questions about the content were also noted in sidebars.

Text to be Moved
Text that should be moved is grayed out and accompanied by a sidebar note. Sidebar notes cite where the text should go.

Text to be Deleted
Text that should be deleted is grayed out and accompanied by a sidebar note. Sidebar notes cite why the text should be deleted. Text to be deleted is also accompanied by the word [DELETE] at the end of the heading and paragraph.

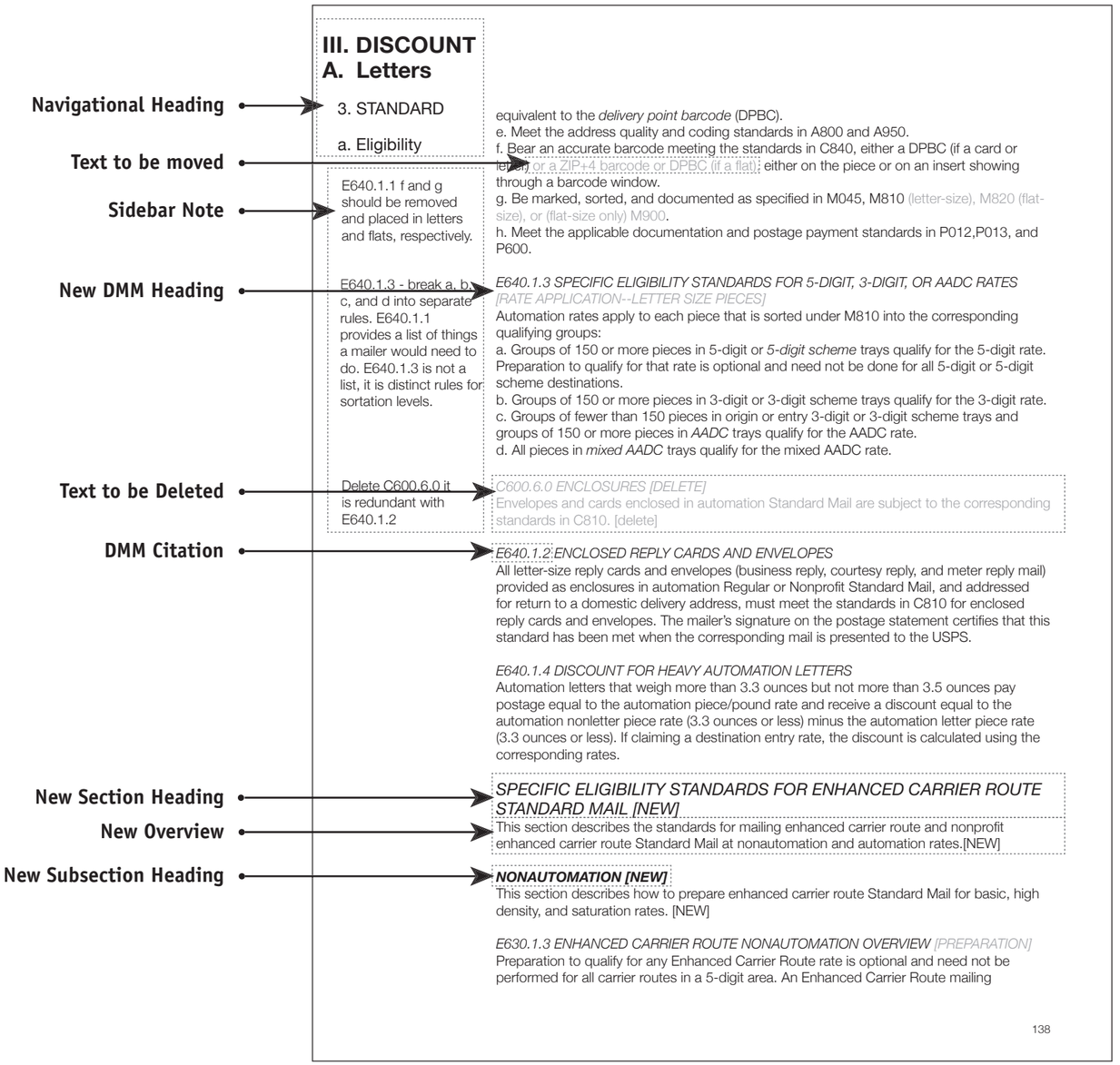
New Section Headings
When new section headings are added the word [NEW] appears after the text.

New Subsection Headings
When new subsection headings are added the word [NEW] appears after the text.

New DMM Headings
Some DMM headings were changed to better reflect the content of the rule. In these cases, the original DMM heading follows in grey.

New Overviews
When new overviews are added the word [NEW] appears after the text.

DMM Citations
Each DMM rule included in the surface-level rewrite is accompanied by the original citation.



Phase Three Prototype Development

A model for a deep rewrite that focuses on language, visualizations, and organization at the paragraph and sentence level

Summary

Phase Three, a model for a deep rewrite of the DMM, concentrates on clarifying language and introducing greater organization. It also introduces diagrams that support greater understanding among readers.

FEATURES OF PHASE ONE

Initial Structural Revisions
Some Revision of DMM Headings
Content Tracking and Management
Redundancy Analysis

FEATURES OF PHASE TWO

Comprehensive Revision of DMM Headings
Re-ordering of the Paragraphs
Creation of Section Overviews
Recommendations for Future Changes

FEATURES OF PHASE THREE

Disaggregation at the Sentence and Paragraph Level

Individual sentences and paragraphs are combined and restructured to provide greater consistency of concepts, language, and rhetorical structure.

Sentence-Level Clarification and Revision

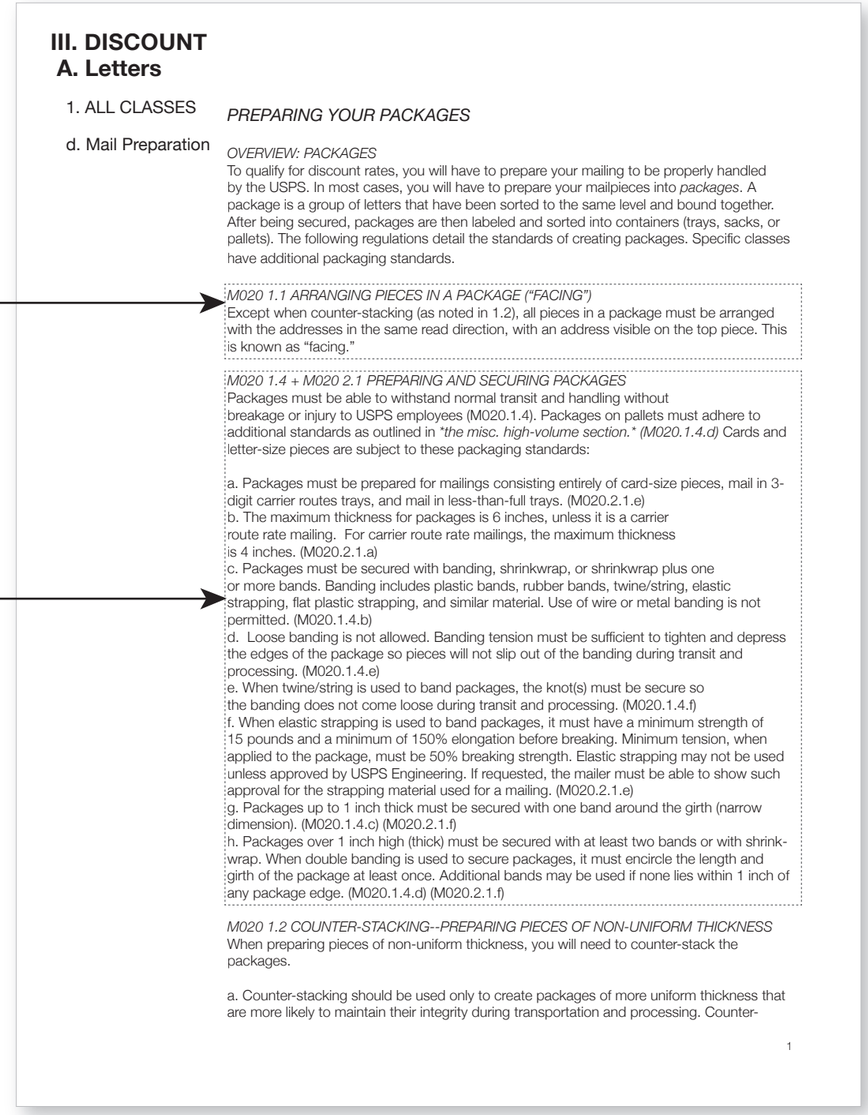
Language is reviewed and rewritten for clarity and comprehension.

Introduction of Instructional and Informational Diagrams

Diagrams are introduced in areas where visual or graphical elements would afford greater understanding.

Sentence level clarification
The original M020.1.1 text was reworked to provide context for the embedded DMM citations. Also the process of "facing" was explained in greater detail to bridge the gap between customers and USPS terminology.

Disaggregation and reaggregation of rules
Two separate rules with related content were combined to create a unified standard. When the two rules were merged, redundancy was eliminated and consistency was added to the structure and language.



III. DISCOUNT
A. Letters

1. ALL CLASSES

d. Mail Preparation

PREPARING YOUR PACKAGES

OVERVIEW: PACKAGES
To qualify for discount rates, you will have to prepare your mailing to be properly handled by the USPS. In most cases, you will have to prepare your mailpieces into *packages*. A package is a group of letters that have been sorted to the same level and bound together. After being secured, packages are then labeled and sorted into containers (trays, sacks, or pallets). The following regulations detail the standards of creating packages. Specific classes have additional packaging standards.

M020 1.1 ARRANGING PIECES IN A PACKAGE ("FACING")
Except when counter-stacking (as noted in 1.2), all pieces in a package must be arranged with the addresses in the same read direction, with an address visible on the top piece. This is known as "facing."

M020 1.4 + M020 2.1 PREPARING AND SECURING PACKAGES
Packages must be able to withstand normal transit and handling without breakage or injury to USPS employees (M020.1.4). Packages on pallets must adhere to additional standards as outlined in **the misc. high-volume section.* (M020.1.4.d)* Cards and letter-size pieces are subject to these packaging standards:

a. Packages must be prepared for mailings consisting entirely of card-size pieces, mail in 3-digit carrier routes trays, and mail in less-than-full trays. (M020.2.1.e)
b. The maximum thickness for packages is 6 inches, unless it is a carrier route rate mailing. For carrier route rate mailings, the maximum thickness is 4 inches. (M020.2.1.a)
c. Packages must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, elastic strapping, flat plastic strapping, and similar material. Use of wire or metal banding is not permitted. (M020.1.4.b)
d. Loose banding is not allowed. Banding tension must be sufficient to tighten and depress the edges of the package so pieces will not slip out of the banding during transit and processing. (M020.1.4.e)
e. When twine/string is used to band packages, the knot(s) must be secure so the banding does not come loose during transit and processing. (M020.1.4.f)
f. When elastic strapping is used to band packages, it must have a minimum strength of 15 pounds and a minimum of 150% elongation before breaking. Minimum tension, when applied to the package, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing. (M020.2.1.e)
g. Packages up to 1 inch thick must be secured with one band around the girth (narrow dimension). (M020.1.4.c) (M020.2.1.f)
h. Packages over 1 inch high (thick) must be secured with at least two bands or with shrink-wrap. When double banding is used to secure packages, it must encircle the length and girth of the package at least once. Additional bands may be used if none lies within 1 inch of any package edge. (M020.1.4.d) (M020.2.1.f)

M020 1.2 COUNTER-STACKING--PREPARING PIECES OF NON-UNIFORM THICKNESS
When preparing pieces of non-uniform thickness, you will need to counter-stack the packages.

a. Counter-stacking should be used only to create packages of more uniform thickness that are more likely to maintain their integrity during transportation and processing. Counter-

1

note: the DMM Transformation team will be upgrading prototypes to the DMM 58 content

Phase Three Prototype Development

A model for a deep rewrite that focuses on language, visualizations, and organization at the paragraph and sentence level

Summary

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Individual sentences and paragraphs are combined and restructured to provide greater consistency of concepts, language, and rhetorical structure.

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Language is reviewed and rewritten for clarity and comprehension.

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Diagrams are introduced in areas where visual or graphical elements would afford greater understanding.

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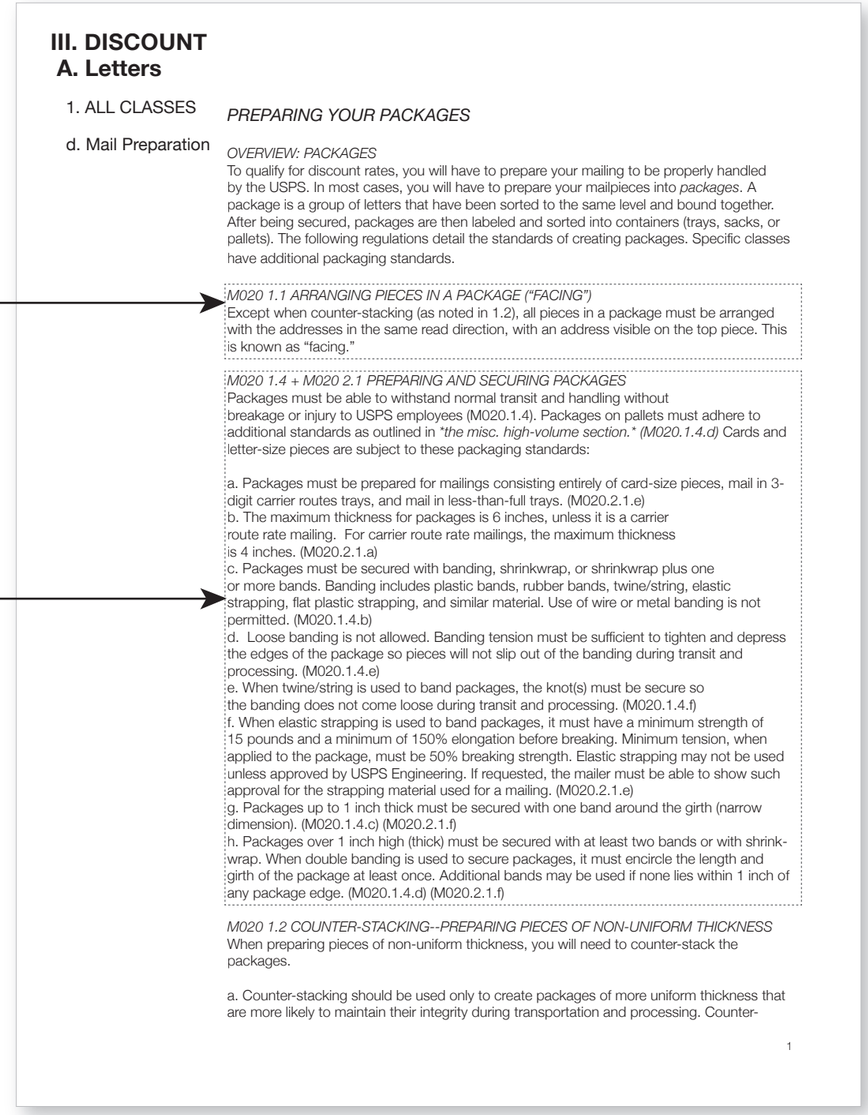

III. DISCOUNT
A. Letters

1. ALL CLASSES

d. Mail Preparation

PREPARING YOUR PACKAGES

OVERVIEW: PACKAGES
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Except when counter-stacking (as noted in 1.2), all pieces in a package must be arranged with the addresses in the same read direction, with an address visible on the top piece. This is known as "facing."

M020 1.4 + M020 2.1 PREPARING AND SECURING PACKAGES
Packages must be able to withstand normal transit and handling without breakage or injury to USPS employees (M020.1.4). Packages on pallets must adhere to additional standards as outlined in **the misc. high-volume section.* (M020.1.4.d)* Cards and letter-size pieces are subject to these packaging standards:

a. Packages must be prepared for mailings consisting entirely of card-size pieces, mail in 3-digit carrier routes trays, and mail in less-than-full trays. (M020.2.1.e)
b. The maximum thickness for packages is 6 inches, unless it is a carrier route rate mailing. For carrier route rate mailings, the maximum thickness is 4 inches. (M020.2.1.a)
c. Packages must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, elastic strapping, flat plastic strapping, and similar material. Use of wire or metal banding is not permitted. (M020.1.4.b)
d. Loose banding is not allowed. Banding tension must be sufficient to tighten and depress the edges of the package so pieces will not slip out of the banding during transit and processing. (M020.1.4.e)
e. When twine/string is used to band packages, the knot(s) must be secure so the banding does not come loose during transit and processing. (M020.1.4.f)
f. When elastic strapping is used to band packages, it must have a minimum strength of 15 pounds and a minimum of 150% elongation before breaking. Minimum tension, when applied to the package, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing. (M020.2.1.e)
g. Packages up to 1 inch thick must be secured with one band around the girth (narrow dimension). (M020.1.4.c) (M020.2.1.f)
h. Packages over 1 inch high (thick) must be secured with at least two bands or with shrink-wrap. When double banding is used to secure packages, it must encircle the length and girth of the package at least once. Additional bands may be used if none lies within 1 inch of any package edge. (M020.1.4.d) (M020.2.1.f)

M020 1.2 COUNTER-STACKING--PREPARING PIECES OF NON-UNIFORM THICKNESS
When preparing pieces of non-uniform thickness, you will need to counter-stack the packages.

a. Counter-stacking should be used only to create packages of more uniform thickness that are more likely to maintain their integrity during transportation and processing. Counter-

1

note: the DMM Transformation team will be upgrading prototypes to the DMM 58 content

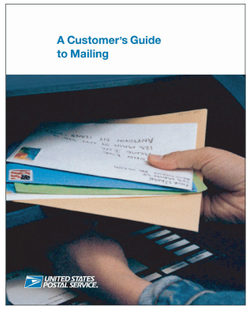
A Guide for Preparing Discount Mail
Proposed Document Concept

A Guide for Preparing Discount Mail will be a highly visual procedural document that explains the preparation-related tasks that discount mailers face.

User-centered design will be used for this document, as it was in *A Customer's Guide to Mailing* and *A Guide to Mailing for Businesses and Organizations*, to create an accessible and approachable document that is appropriate for readers with varying mailing backgrounds.

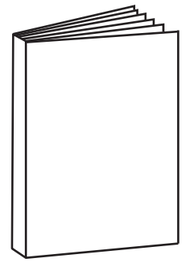
Elements of this Guide include:

- An overview containing Design, Eligibility, Payment, Addressing, Sortation and Drop Off
- A list of appropriate materials and resources needed to complete each task
- Incorporation of information from *Getting Started with Standard Mail* and *The Quick Service Guide*
- Additional resources including one-page task summaries and Internet guides

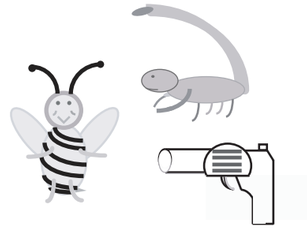


A Customer's Guide to Mailing

A Guide to Mailing for Businesses and Organizations



Standards and Regulations for Mailing



Special Topics in Mailing

A Guide for Preparing Discount Mail

Getting Started with Standard Mail

Quick Service Guides

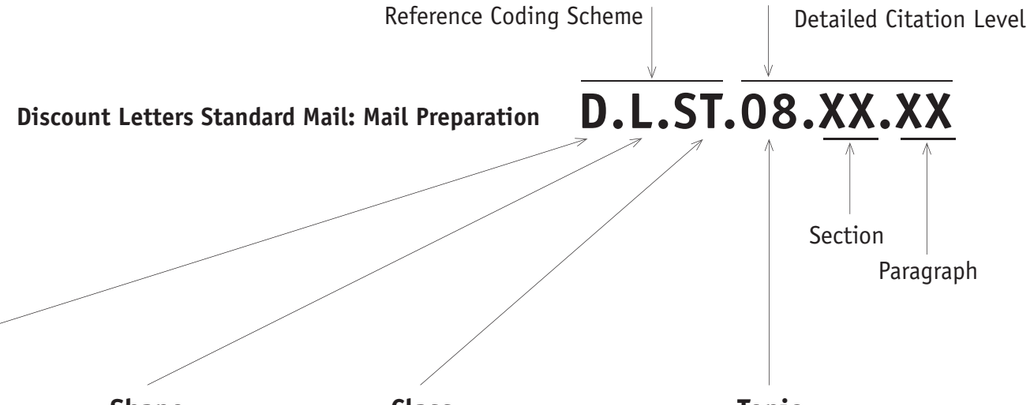
Citation System Proposal

Concepts for Referencing and Citation System for DMM Standards and Regulations

A robust referencing system for the DMM must serve the needs of organization, navigation, and citation on both a document and a system architecture level. The taxonomy proposed here features an alpha-numerical system that combines intuitive lettered coding elements with an arbitrary numbering system. The citation system thus corresponds directly to the system architecture and follows its logic. Topic/task items are assigned a number that remains fixed throughout the system, regardless of where it appears in the hierarchy. These topics are arranged roughly in order of the mailing process, which helps to make this numbering system more intuitive.

Features

- Alpha-numerical system that is easily reproducible in any application or medium
- Lettering is associated to real terms, but is not placed in sequential alphabetical order
- Serves both citation and navigational needs
- Broader, more stable classifications are intuitively named; numbering is reserved for volatile lower-level elements
- First three digits become an “invisible” reference layer that situates rules in context
- Favors “shallow” rules, where hierarchy is broad, rather than deep
- Nested hierarchical structure provides a kind of signposting for relative location in the system



General	G	1	All	A	0	All	A	0	Physical Requirements	01
Retail	R	2	Letters	L	1	Express	EX	1	Address Placement	02
Discount	D	3	Flats	F	2	Priority	PY	2	Marking Placement	03
Miscellaneous	M	4	Parcels	P	3	First Class	FC	3	Eligibility	04
Special Topic	S	5	Shared	S	4	Standard	ST	4	Postage Payment Methods	05
						Parcel Post	PP	5	Markings	06
						BPM	BP	6	Barcoding	07
						Media Mail	MM	7	Mail Preparation	08
						Periodicals	PD	8	Deposit and Enter	09

Handling transparent categories:

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General Postage Payment Methods (not shape- or class-specific)