



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

June 28, 2010

IOWA INTRAOFFICE INSTRUCTION 120-188 - MAIL MANAGEMENT-USPS MAILING REQUIREMENTS

IA188.0 PURPOSE

This Iowa Intraoffice Instruction provides detailed instructions and procedures to ensure all outgoing mail pieces, from the State Office, have the proper postage applied.

IA188.1 SCOPE

These instructions will be followed by all State Office Employees.

IA188.2 FILING INSTRUCTIONS

This Iowa Intraoffice Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

IA188.3 EXHIBITS

See the attachment.

A handwritten signature in blue ink that reads "Richard Sims".

Richard Sims
State Conservationist

Attachment

SOE

(IA Intraoffice Instruction 120-188 First Edition – June 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INTRAOFFICE INSTRUCTION 120-188 – MAIL MANAGEMENT-USPS MAILING REQUIREMENTS

1. PURPOSE:

This Iowa Intraoffice Instruction provides detailed instructions and procedures to ensure all outgoing mail pieces, from the State Office, have the proper postage applied.

2. BACKGROUND:

The United States Postal Service (USPS) changed to Shape-Based Pricing and developed a First-Class Mail Shape-Based Pricing Template to assist customers. See attachment 1 the pricing template. Each State Office Secretary will receive a template and one template will be in the mailroom. The weight, size and shape (length, height, and thickness) of a mail piece impacts the price paid for First-Class Mail.

On January 4, 2010, Priority Mail changed to Zone-Based Pricing; therefore it is now necessary to enter a zip code for every mail piece classified as Priority Mail (weighs more than 13 ounces) to ensure the correct postage is paid.

The USPS has started to enforce these two rate changes. Any mail piece stamped “postage due” needs the overdue postage paid before receiving the mail piece or the mail piece will be returned to the sender to pay the postage due. To pay the “postage due” a meter strip can be printed with the amount due. With these changes the opportunity to apply the improper postage has greatly increased.

3. PROCESS:

Shape-Based Pricing

Shape-based mail refers to four (4) types of shapes: Postcard, Letter, Large Envelope (flat) and Package (parcel). Each shape has a specific requirement for maximum weight, length, height, and thickness. When a piece of mail exceeds one of these requirements, it is classified and priced as the next larger shape which requires more postage. See attachment 2 Domestic Quick Reference.

Knowing the shape of your mail piece determines the price of postage.



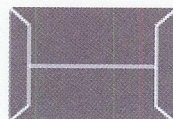
Postcards

Maximum thickness
0.016 inch



Letters

Maximum thickness
1/4 inch



Large Envelopes

Maximum thickness
3/4 inch



Packages

Maximum length plus
girth 108 inches (130
inches for Parcel Post)

Mail Piece Dimensions

SHAPE		LENGTH	HEIGHT
Postcards	minimum	5 inch min.	3-1/2 inch min.
	maximum	6 inch max.	4-1/4 inch max.
Letters	minimum	5 inch min.	3-1/2 inch min.
	maximum	11-1/2 inch max.	6-1/8 inch max.
Large Envelopes	minimum	11-1/2 inch min.	6-1/8 inch min.
	maximum	15 inches	12 inches
Packages	Maximum length plus girth 108 inches (130 inches for Parcel Post)		

Postcards – rectangular cardstock mail piece not contained in an envelope.

Letters – small rectangular mail piece no thicker than ¼ inch weighing 3.5 ounces or less.

NOTE: A white 9 ½" x 4 1/8" USDA franked Letter shape envelope plus four (4) sheets of paper tri-folded meets the maximum thickness of ¼ inch but only weighs .9 ounces.

NOTE: A Kraft colored 11 ½" x 5" Letter shape envelope plus six (6) sheets of paper folded in half meet the maximum thickness of ¼ inch but only weighs 1.4 ounces.

Large Envelopes (Flat) – flat rectangular mail piece no thicker than ¾ inch weighing 13 ounces or less.

NOTE: A white 15" x 10" USDA franked large envelope (flat) plus 73 sheets of paper meets the maximum weight of 13 ounces.

Packages (Parcel) – a thick envelope, box, or tube weighing up to 13 ounces.

Zone-Based Pricing

Zone-based pricing means postage rates for certain classes of mail are based on mail piece weight as well as the distance a mail piece travels (zone). The cost is less for destinations within Iowa and more for out of state.

Priority Mail – is a large or thick envelope, tube, and package that weigh 13 ounces or more. The mail piece will be priced according to the Priority Mail schedule with delivery is in 2-3 days to most locations.

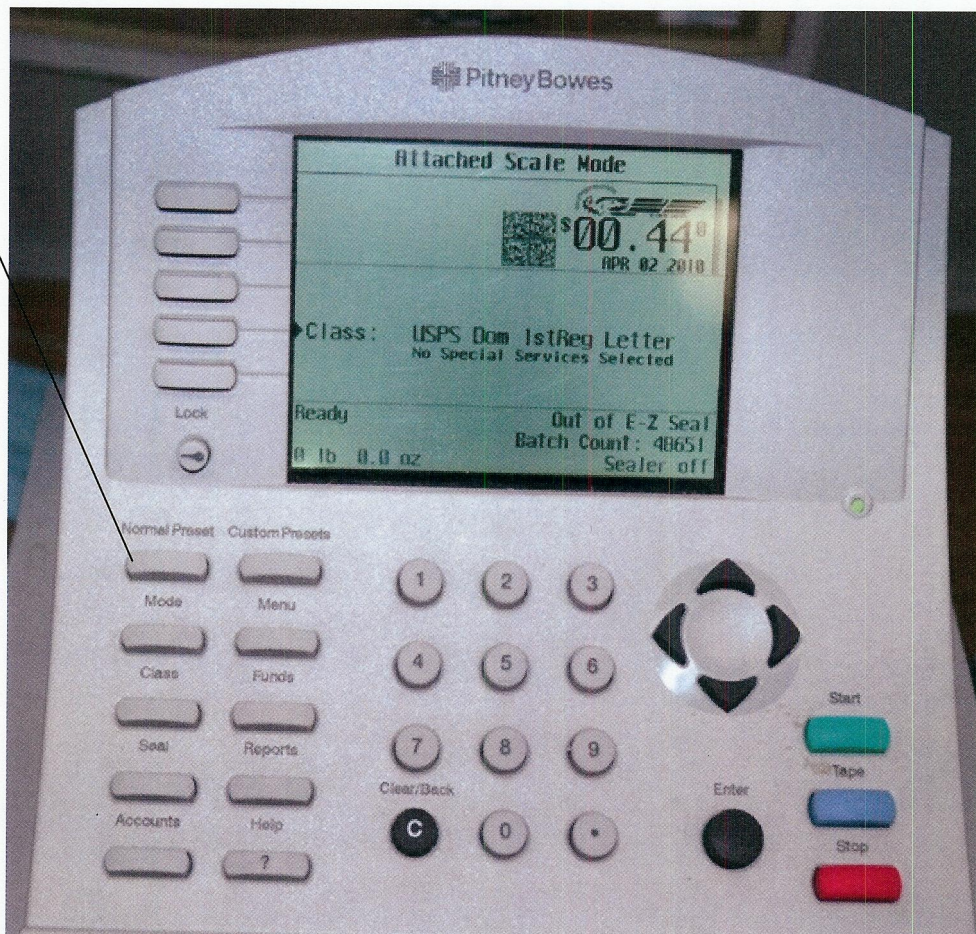
When using the meter scale in the mailroom and the envelope or package you are mailing weighs more than 13 ounces it is classified as Priority Mail and the system will prompt you to enter a zip code.

Important Operational Changes When Running Mail

Three Things to consider before adding postage to a mail piece:

1. Shape & Size – (Use First-Class Mail Shape-Based Pricing Template)
2. Thickness – (Use First-Class Mail Shape-Based Pricing Template)
3. Weight - (Use Meter Scale)

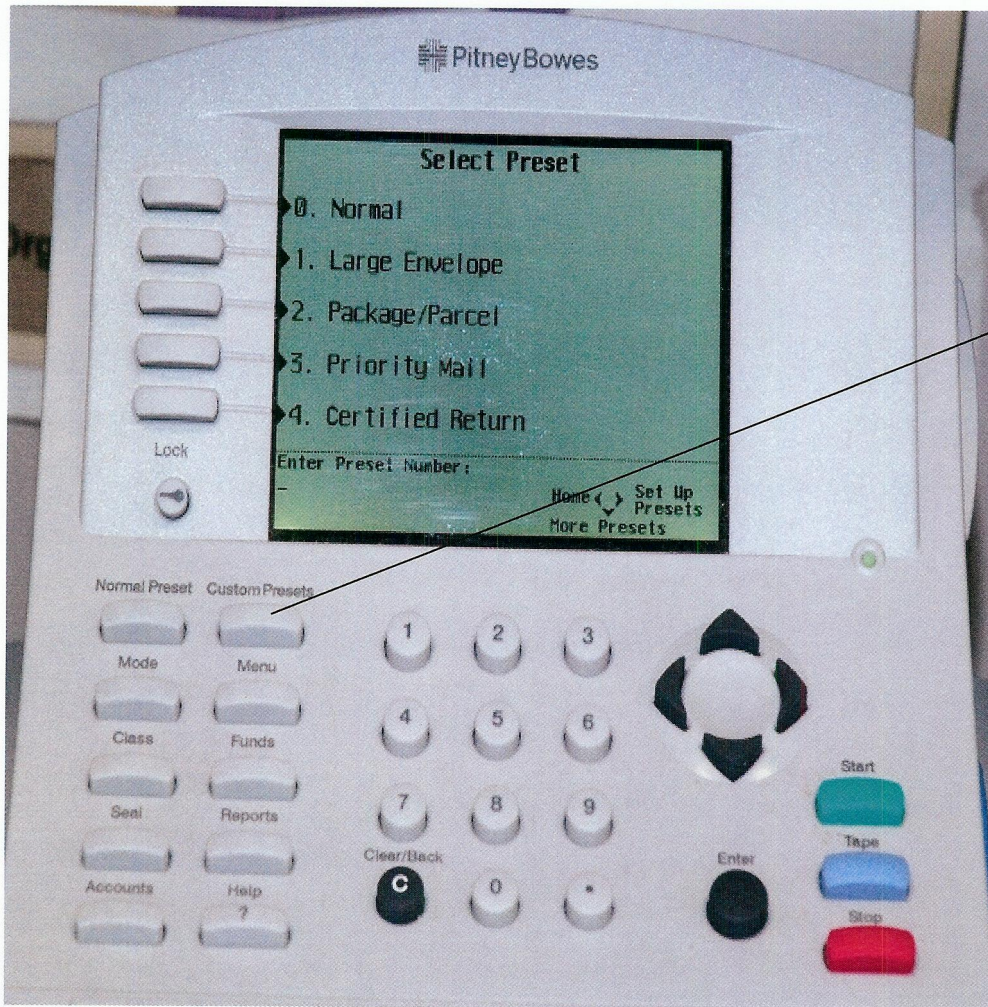
PITNEY BOWES METER SCREEN



Normal Preset

Normal Preset is always preset as First Class Letter.

Press this key – To return to First Class Letter after using a Custom Preset value.



Custom Presets

Press this key – To access preset mailing system values,

0 Normal (Letter)
 1 Large Envelope
 2 Package/Parcel
 3 Priority Mail
 4 Certified Return

To use these values select the screen key corresponding to the preset name.

1. Weigh mail – place mail piece on the scale.
2. Select a Class - press the Custom Preset key then select the store value for the shape of mail piece you are sending.
3. Place the mail piece on the feed deck.
4. Press the Green Start key to meter the postage on the mail piece OR
5. To Print a MeterTape - Press the Blue Tape key.
6. Placed metered mail piece in white tote.

If you have any questions or need assistance, contact Lisa Hobbs, Secretary, at (515) 323-2611.

Approved By: *Richard Sims*

Date: *06/28/2010*

Richard Sims
 State Conservationist
 Natural Resources Conservation Service
 210 Walnut Street, Room 693
 Des Moines, IA 50309-2180

First-Class Mail® Shape-Based Pricing Template

A quick, easy way to measure the size and thickness of your mail

Maximum size for large envelopes:
15" long x 12" high x 3/4" thick

When a piece of First-Class Mail exceeds the maximum length, height, or thickness of one shape, it is classified and priced as the next larger shape.

- Maximum weight for a letter is 3.5 ounces. A letter that exceeds 3.5 ounces or any maximum physical dimension (length, height, or thickness) is classified as a large envelope.
- Maximum weight for a large envelope ("flat") is 13 ounces. A large envelope that exceeds any maximum physical dimension (length, height, or thickness) is classified as a package ("parcel"). A large envelope that exceeds 13 ounces is Priority Mail®.
- Maximum weight for a package is 13 ounces. A package that exceeds 13 ounces is Priority Mail.

Maximum size for letters:
11-1/2" long x 6-1/8" high x 1/4" thick

Maximum size for postcards:
6" long x 4-1/4" high x 0.016" thick

Minimum mailable size for mailpieces 1/4" thick or less:
5" long x 3-1/2" high x 0.007" thick

Place the bottom-left corner of mailpiece here.

Common nonmachinable characteristics:

- The aspect ratio (length divided by height) is less than 1.3 (such as square envelopes) or more than 2.5.
- It is rigid or contains odd-shaped items.
- It has a delivery address parallel to the shorter dimension of the mailpiece.
- It measures more than 6" long or 4 1/4" high, if the thickness is less than 0.009".

For a complete list of nonmachinable characteristics, see DMN 101.1.0. The DMN is available online at <http://usps.com>.

If the upper right corner of a letter-size mailpiece does not touch this dark blue shaded area, it is nonmachinable as a letter and any postage is required. See Domestic Mail Manual (DMM) 133.1.0.

Aspect ratio examples:

- Within aspect ratio Machinable
- Too high Nonmachinable
- Too long Nonmachinable

Step 1 Place the mailpiece on the left side of the guide as indicated by the white arrow.

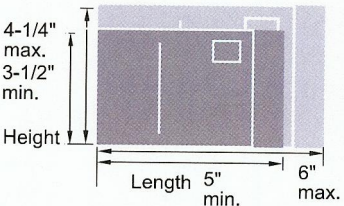
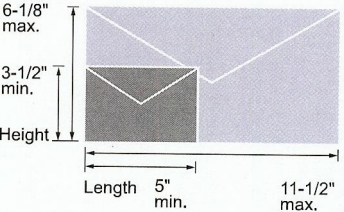
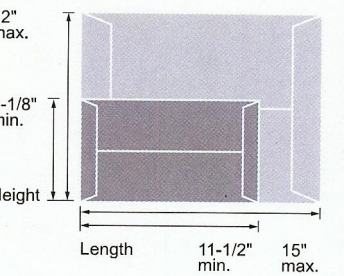
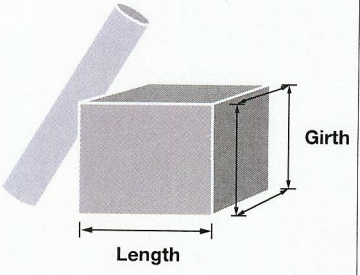
Step 2 Does the mailpiece fit within the LIGHT BLUE letter area?
 • If NO, then go to step 3.
 • If YES, does the mailpiece fit through the 11-1/2" x 6-1/8" area?
 • If YES, then go to step 3.
 • If YES, the mailpiece is classified as a LETTER.

Step 3 Does the mailpiece fit within the DARK BLUE area?
 • If NO, then the mailpiece is classified as a PACKAGE.
 • If YES, does the mailpiece fit through the 3.4" slot?
 • If NO, then the mailpiece is classified as a PACKAGE.
 • If YES, does the mailpiece meet the following characteristics (see DMN 101.2.0)?
 — Rectangular
 — Flexible
 — Uniform in thickness
 • If NO, then the mailpiece is classified as a PACKAGE.
 • If YES, then the mailpiece is classified as a LARGE ENVELOPE.

Domestic Quick Reference

ATTACHMENT 2

First-Class Mail Domestic—Retail

SHAPE	SIZE		PRICE		
Postcards 	minimum	maximum	Price		
	length	5 inches	6 inches	\$0.28	
Letters 	minimum	maximum	Weight Not Over (oz.)	Price	
	length	5 inches	11-1/2 inches	1	\$0.44
Large Envelopes (Flats) 	minimum*	maximum	Weight Not Over (oz.)	Price	
	length	11-1/2 inches	15 inches	2	1.05
Packages (Parcels) 	length	6-1/8 inches	3	1.22	
	height	3-1/2 inches	6-1/8 inches	4	1.39
Letters Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are also subject to the \$0.20 nonmachinable surcharge.	thickness	0.007 inch	1/4 inch	3.5	0.95
	thickness	0.007 inch	0.016 inch	5	1.56
Large Envelopes (Flats) * Flats exceed at least one of these dimensions. Pieces that are rigid, nonrectangular, or not uniformly thick pay package prices.	length	11-1/2 inches	3/4 inch	6	1.73
	height	6-1/8 inches	12 inches	7	1.90
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	length	11-1/2 inches	15 inches	8	2.07
	height	6-1/8 inches	12 inches	9	2.24
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	thickness	0.007 inch	1/4 inch	10	2.41
	thickness	0.007 inch	0.016 inch	11	2.58
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	length	11-1/2 inches	15 inches	12	2.75
	height	6-1/8 inches	12 inches	13	2.92
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	length	11-1/2 inches	15 inches	1	\$1.22
	height	6-1/8 inches	12 inches	2	1.39
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	thickness	0.007 inch	1/4 inch	3	1.56
	thickness	0.007 inch	0.016 inch	4	1.73
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	length	11-1/2 inches	15 inches	5	1.90
	height	6-1/8 inches	12 inches	6	2.07
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	thickness	0.007 inch	1/4 inch	7	2.24
	thickness	0.007 inch	0.016 inch	8	2.41
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	length	11-1/2 inches	15 inches	9	2.58
	height	6-1/8 inches	12 inches	10	2.75
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	thickness	0.007 inch	1/4 inch	11	2.92
	thickness	0.007 inch	0.016 inch	12	3.09
Packages (Parcels) length + girth combined cannot exceed 108 inches (Parcel Post cannot exceed 130 inches)	length	11-1/2 inches	15 inches	13	3.26
	height	6-1/8 inches	12 inches		

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