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**Department of Defense**

# **Transit Time Information Standard System for Military Mail (TTISSMM)**

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**May 1993**

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## OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-8000

May 28, 1993

DoD 4525.6-STD

### FOREWORD

This Standard is issued under the authority of DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980. It prescribes uniform procedures for military postal activities regarding collection and compilation of mail transit time data in the Military Postal Service (MPS). The United States Postal Service (USPS) has concurred with this system until such time the MPS can obtain the USPS Origin-Destination Information System (ODIS) that is used in their Domestic System. This system will replace the present Transit Time Information Standard System for Military Mail (TTISSMM).

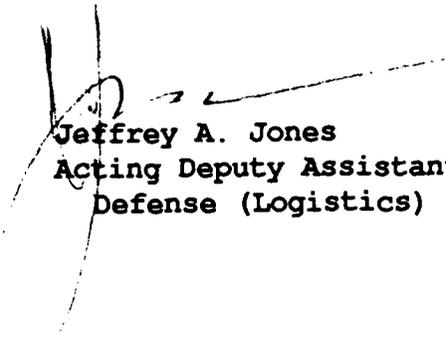
This Standard applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as "the DoD Components"). The term "major command (MACOM)" refers to the subordinate commands of the Military Services having MPS support responsibility within an assigned area. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

The information requirements prescribed in this Standard have been assigned Report Control Symbol DD-P&L(M&D)1606. DoD 4525.6-STD, "Transit Time Information Standard System for Military Mail," April 1983 is hereby canceled. This Standard is effective immediately. When DoD Component postal activities are directed to collect transit time data, this Standard applies. MACOMs may issue unique requirements within their respective commands. The Executive Director, Military Postal Service Agency (MPSA), shall approve all supplementary instructions that will be provided to MPSA. Send recommended changes to the Standard through channels to:

Executive Director  
Military Postal Service Agency  
ATTN: MPSA-TR  
Alexandria, Virginia 22331-0006

The DoD Components may obtain copies of this Standard through their own publication channels. Other Federal Agencies and the public may

obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161-0002.

  
Jeffrey A. Jones  
Acting Deputy Assistant Secretary of  
Defense (Logistics)

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REFERENCES

- (a) DoD Directive 4410.6, "Uniform Material Movement and Issue Priority System (UMMIPS)," October 30, 1980
- (b) DoD 4525.6-M, "DoD Postal Manual," (Volume 1, Chapter 12) December 1989, authorized by DoD Directive 4525.6, May 5, 1980
- (c) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," Volume 1, March 1987, authorized by DoD Directive 4500.25, November 18, 1983
- (d) DoD 4525.6-L-2, "Military Post Office Mail Distribution Scheme (MPOMDS)," April 1990, authorized by DoD Directive 4525.6, May 5, 1980

CHAPTER 1GENERAL INFORMATION

100. PURPOSE. This Standard explains and prescribes how military postal activities shall collect mail transit time data.

101. APPLICABILITY. This Standard applies to all Military Post Offices (MPOs), Fleet Mail Centers (FMCs), Military Mail Terminals (MMTs), and Aerial Mail Terminals (AMTs). All such activities have the opportunity to measure their mail transit time performance. MPSA-Transportation (MPSA-TR) and Postal MACOMS shall select the activities to record mail pouch and letter samples for entry into the TTISSMM.

102. POLICY

102.1. The TTISSMM is the official DoD measurement system used to collect, compute, analyze, and report mail transit time performance data for letter class mail, pouches, and trays.

102.2. The sampling procedures of the TTISSMM were developed with the assistance of the USPS and the Joint Military Postal Activities (JMPAs). The concept and procedures are similar to the USPS domestic measurement system known as the ODIS. In the near future, the USPS ODIS system shall replace the present TTISSMM to place the MPS system in line with the USPS Domestic System.

102.3. TTISSMM measures total transit time of letters from date of postmark cancellation in the Continental United States (CONUS) to delivery at an overseas MPO. Additionally, it measures pouch transit time from CONUS General Mail Facilities (GMFs) and Airport Mail Facilities (AMFs) to destination MPOs, as well as intermediate terminals. Segments of parts of the total transportation network are as follows:

- a. Point of postmark cancellation to AMFs and GMFs or all the way to MPOs.
- b. AMFs and GMFs to AMTs and FMCs or all the way to MPOs.
- c. AMT and FMC to MPO.

103. DEFINITIONS

103.1. Accounting Period. The USPS method of breaking the year into 13 equal parts plus one day (versus 12 unequal months) for data collection purposes.

103.2. Airport Mail Facility (AMF). A postal facility established, manned, and operated by USPS at principal U.S.

airports for the distribution, transfer, and dispatch of mail by air.

103.3. Redirected Mail. Personal letters that cannot be delivered because of an incorrect or incomplete mailing address.

103.4. Mail Containers. Any device that holds mail. Containers may be pouches, mail trays, or rigid cargo containers such as an airline LD 3.

103.5. Metered Mail. Business, official, or personal letters that use meters to effect postal payment.

103.6. Qualified Postmark. Those postmarks produced by a USPS canceling machine or hand-canceler applied to an envelope or parcel. They must contain a readable date (month, day, and year) and ZIP Code. These are the only acceptable cancellations for TTISSMM. They are usually 3 digits (i.e., 561XX or 672XX). Date stamps, as used on letters or memos from one office to another, do not qualify. Mail that has been redirected should not be sampled, nor should business metered mail. The return address will not be used if the postmark is unreadable. Proceed to next letter.

103.7. Sampling. The selection of a specific quantity of mail, either letter pouches or trays, individual first class letters, or any other single piece of mail from the total volume arriving at a given mail terminal or MPO.

103.8. Sample Day or Date. The actual day or date that an activity is to collect a sample. There will be seven test dates per postal accounting period (13 periods per year). As much as possible, all activities should sample on the same date. However, due to varying holidays and "stand-down days" in different countries, an MPO may not be open on a particular date. In the event an MPO is not operating on a test date, the next date the MPO is open will be the test date. MPSA-TR will only give the seven primary sample dates per month, and will not specify alternates. MPSA-TR will concentrate on Tuesday through Friday for most primary test dates. Each sample date shall begin at 0001 and end at 2400 local time of the military facility performing the sampling. **IMPORTANT: THE SAMPLE DATE SHALL NOT BE THE SAME AS THE DATE OF POSTMARK. (SEE APPENDICES A AND B.)**

103.9. Sampling Period. Period ending the last day of postal accounting period.

103.10. Segment. There are many segments within the transportation network. These segments include but are not limited to the following:

a. From a CONUS town or city to a sectional center where mail is postmarked or canceled and given to a dispatching CONUS

Gateway AMF operated by USPS.

b. Mail processing time at AMF to the time the mail actually departs CONUS (not a segment in true terms, but a place where processing or carrier delays could affect transit time).

c. From CONUS airline departure to final delivery, which can include airline transfers, movement through AMT and FMC, downrange truck movements to an MPO or mail that is redispached from an MPO to a combat contingent on field exercise.

d. From transfer point to transfer point as the mail is transported from origin to destination.

103.11. Skip Interval. The number of pieces the sampler or test taker skips before recording the next postmark. This process is continued until the entire sampling is complete by recording the postmark cancellation dates of the first pouch or tray (pouch sample) or letter (letter sample). For example, a skip interval of five requires that every fifth piece be sampled. A skip interval of one requires every single piece of mail be sampled. Skip intervals for pouch surveys are shown in Appendix D, and skip intervals for letter samples are shown in Appendix E.

103.12. Start Number. The number designating the first piece of mail to be tested after which the skip interval is used. For example, if the start number is three, sampling would begin with the third letter or letter pouch and proceed at the appropriate interval. Alternate the start number daily during test period. (See Appendices C and D.)

103.13. Transit Time. The number of calendar days that elapse between any two given points in the movement of mail. It could be from point of cancellation and/or postmark to final delivery to the patron. It could also be from origin to a transfer point, or from a transfer point to the destination (i.e., AMF to AMT, AMT to final MPO, or AMT to Army General Support Unit). The term transit time can apply to either individual pieces of mail, or to pouches or trays. The cancellation postmark date is always day zero, the next day is always day one, and so on.

103.14. Transit Time Standard. The performance standard goal for transporting mail between given locations. Standards are published by MPSA-TR; however, they are established by the MACOMS and submitted to MPSA-TR. Standards may be adjusted in accordance to real-world situations (i.e., loss of commercial lift due to bankruptcy or a contingency crisis). The transit time standards are based on historic data. The standards provide data that states that if all of the mail at a specific location is counted, 80 percent of the mail is expected to arrive by the date established by the standard. This procedure allows 20 percent of

the mail to be counted as redirected, forwarded or missent. An overall goal can be assigned by a MACOM; however, the standard is the only number accepted by the USPS and MPSA. The list of standards is published annually to all the MACOMS or at the request of any specific MACOM. When a standard is reviewed and changed, a copy of the new correct standard is mailed to the MACOM concerned.

CHAPTER 2DATA COLLECTION AND REPORTING PROCEDURES

200. RANDOM SAMPLING. Postal field units will use random sampling when collecting data as outlined in Appendices D and E. MPSA-TR uses an automated statistical program for computing and evaluating military mail transit time based upon data input from the field units. Some postal field units are located in areas known as a hub in the transportation network and will be required to sample mail every postal period.

201. REPORTING. MPOs will report directly to MPSA-TR by message each day after samples are completed. This will allow immediate corrective action to be made on any transit problems identified.

201.1. WHAT IS DAY 1? Day 1 in USPS transit time terminology is the day after mailing; never the day of mailing. This is important to know when filling out DD Form 2277, TTISSMM Daily Worksheet. After the MPOs fill the test date block, they must then put the preceding dates across the form (under DAYS OF TRANSIT). Theoretically, there cannot be transit of zero days in the USPS measurement system; therefore, the date under the Day 1 block is always the day before the date the survey was conducted. **DAY 1 IS NEVER THE SAME DATE AS THE TEST DAY; IT IS ALWAYS THE DAY BEFORE.**

202. SAMPLING NOTIFICATION. The MACOM must notify participating activities by message of specific, randomly selected sampling dates no less than seven days before the start of the sampling period.

203. SAMPLING DATES. Sample only on the primary dates your activity is fully operational for normal receipt of mail. If your activity is closed on a sample date, report on the next operational day you receive mail.

204. START NUMBER. See Chapter 1, subsection 103.12.

205. SAMPLE SIZE AND SKIP INTERVAL

205.1. For letter pouch sampling, slide label dates from letter pouches and trays will be collected. Some AMFs do not have slide label dates but do have a computer printed date under a barcode on a special label. To determine how many letter pouches or trays will be needed to sample at AMTs or FMCs, do the following:

a. Estimate, based on past experience, how many letter pouches or trays will be available for processing during the full 24-hour period of each selected sampling date.

b. After the number of letter pouches or letter trays have been estimated, refer to Appendix D to determine the start number and skip interval. If the volume is very low (under 45 pouches or trays), then the skip interval is one, and each orange letter pouch or tray should be sampled.

c. A skip interval of two means slide label dates from every other letter pouch or tray, etc., shall be recorded. The greater the number of letter pouches or trays, the greater the skip interval.

d. Record data as the letter pouches or trays are brought into the MPO. Set aside the ones selected for the pouch or tray sampling, then do the letter sampling from them.

#### 205.2. Sampling Letter Class Mail

a. Refer to Appendix E to determine the start number and skip interval for letters in the pouches or trays.

b. There are three ways to estimate letter volume to get a start number and skip interval. The ways are by number of total pieces (1-80, 81-200, 201-300, etc.); by the total weight of the letter container (0 to 2 pounds, 3 to 6 pounds, 7 to 9 pounds, etc.); or, by the thickness of the stacked letters (under 3 inches, 3 to 9 inches, 10 to 14 inches, etc). (See Appendix E.)

c. Any of these methods are acceptable for estimating total letter volume.

d. Because there are more letters than orange letter pouches or letter trays, skip intervals for letters are further apart, hence the different skip intervals for pouches (Appendix D) and letters (Appendix E).

#### 206. IMPORTANCE OF ACCURATE REPORTS

206.1. Because this is a sampling, an error in recording a single piece of mail can affect the outcome of the survey. All of the above procedures, as outlined in subsection 205.2., concerning test dates, skip intervals, and start numbers are to ensure the samples are representative.

206.2 If an activity is operational on a sample test date and mail is scheduled to arrive, but does not arrive, sample on the next day the mail is delivered.

207. FOLLOW-UP ACTIONS BY AMTs, FMCs, AND DISPATCHING MPOs. When any one day sampling indicates excessive transit times, these organizations should report the details to MPSA-TR, their Headquarters, and the serving JMPA via a Postal Net Alert (PNA), as well as itemizing the details in the TTISSMM message. Report all

available information regarding the mail transit time (i.e., carrier and/or flight number on which the mail arrived and container numbers). Try to work with local carrier representatives to obtain the information needed. The information provided by TTISSMM, via a PNA, will be useful in resolving mail delay problems only if it can be acted upon immediately.

208. DATA COLLECTION AND REPORTING PROCEDURE FOR MOBILE UNITS. When mobile units are required by their MACOMS to report TTISSMM, they will sample mail in accordance with this standard.

209. INTERTHEATER TRANSIT TIME SURVEYS. All intertheater TTISSMM surveys should be in accordance with this standard. When conducting intertheater sampling, results must be shown in the TTISSMM format. That is, cumulative percent of mail dispatched on a given date arriving on day one, day two, etc. An information copy of intertheater TTISSMM should be furnished to MPSA-TR. All copies must be marked Intertheater Transit Time Survey, since they are not a part of normal TTISSMM reporting.

CHAPTER 3SAMPLING OF ORANGE POUCHES

300. PURPOSE. This chapter explains how to record, process, and report mail transit time information on letter pouch sampling only.

301. PROCEDURES

301.1. Selection of Participants. AMTs, MMTs and FMCs selected to record slide label dates of orange pouches and/or letter trays shall be notified by their MACOMs.

301.2. Using procedures in Appendix D, select orange pouches and letter trays to be sampled at the time they enter a mail facility for processing. This is normally the time when the air carriers or trucks deliver mail to the mail facility. By doing the selection at this point, the possibility of mixing newly arrived mail with previously handled or processed mail will be reduced.

301.3. Use the table at Appendix D to determine the correct skip interval and start number for letter pouches or trays that will be processed at a location over a given 24-hour sample period.

301.4. Reporting Data

a. The data compiled from the worksheets shall be sent to MPSA-TR by message on the same day of the sampling with an information copy to the MACOM. The DD Form 173/3, "Joint Message" shall be used for this purpose. Embassies using non-DoD forms should coordinate with the serving telecommunications center to determine acceptability of these forms. The format shown in Appendix I should be used.

b. Reporting units without telecommunications capabilities shall submit TTISSMM data on DD Form 2277 and mail the form to MPSA-TR, Hoffman I, Room 818, 2461 Eisenhower Avenue, Alexandria, VA 22331-0006.

CHAPTER 4SAMPLING OF LETTER CLASS MAIL

400. PURPOSE. This chapter explains how to record, process, and report mail transit time information on letter class mail surveys. A number of procedures mentioned in Chapter 3 are used.

401. PROCEDURES

401.1. Selection of Participants. MPSA shall notify MACOMs of sample TTISSMM test dates. MACOMs shall determine which of their MPOs will participate in the test and notify them of sample test dates. MPSA may direct specific MPOs to sample.

401.2. Refer to Appendix E when sampling letter class mail.

401.3. Execute the letter mail sampling from the same letter pouches or trays set aside to collect pouch data, provided there are four pouches or trays from each of the serving gateways. If there are not four pouches or trays from each of the gateways, make up the difference by selecting additional letter pouches or trays from the remaining mail volume received that day, if available.

401.4. Reporting Data

a. The data compiled from the worksheet (Appendix C) shall be sent to MPSA-TR by message the same day as the sampling occurs with an information copy to the MACOM and servicing JMPA. All letter data shall be recorded in the appropriate column on the forms. All participants should coordinate with their serving telecommunications center to determine acceptability of the forms. The sample format shown in Appendix J should be used.

b. Reporting units without telecommunication capability should submit TTISSMM data on DD Form 2277 and mail the form to MPSA-TR, Hoffman I, Room 818, 2461 Eisenhower Avenue, Alexandria, VA 22331-0006. (See Appendix C.)

## CHAPTER 5

### RETROGRADE LETTER CLASS MAIL

500. PURPOSE. This chapter describes the system that measures the transit time of military mail originating from overseas MPOs and destined to the CONUS which is called retrograde mail.

501. APPLICABILITY. The chapter applies to designated military postal activities worldwide. MPOs selected to participate are chosen by their MACOM. TTISSMM and retrograde participants will be the same; (i.e., if Ramstein Air Force Base participates in TTISSMM, they should also participate in retrograde). In some cases, however, MPSA-TR may request that a specific MPO participate in a retrograde survey.

#### 502. GENERAL

502.1. Retrograde transit time sampling measures the time letter class mail originating in overseas units takes to reach an addressee in CONUS.

502.2. The retrograde report MPSA-TR publishes will break out performance to the first-digit ZIP Code areas in CONUS. A USPS player representing each CONUS ZIP Code has been selected to receive these letters, record transit times, and forward them to MPSA-TR for computer input.

502.3. Envelopes. Use USPS indicia, white, business size (number 10, approximately 9x4 inches) envelopes or USPS Standard Penalty Indicia envelope.

#### 503. PROCEDURES

503.1. MPOs designated as participants shall mail one retrograde letter on each of the seven sample days to each of the 10 USPS retrograde players. MPOs shall clearly postmark the envelope. DO NOT mark the envelope "MPO Test Letter" or use any similar wording on the face of the test letter. Mail out test letters with normal daily mail dispatch.

503.2. USPS players shall collect test envelopes, record date of receipt, and send to MPSA for computation.

#### 503.3. MPSA-TR

a. Records, computes, and analyzes transit time data received from retrograde samples.

b. Provides retrograde results to MACOMs and USPS.

c. Requests corrective action when results show transit time exceeds the retrograde standards published by MPSA-TR.

d. Provides an updated list of names and addresses of USPS retrograde players annually or as changes occur.

CHAPTER 6TRANSIT TIME OF MAIL MOVED BY SEALIFT

600. PURPOSE. This chapter outlines the procedures for monitoring surface movement of mail to determine whether surface transit times are complying with the standards established in DoD Directive 4410.6, UMMIPS, (reference (a)).

601. APPLICABILITY. This chapter applies to all MPS activities and JMPAs that are responsible for receiving or dispatching mail using the DoD sealift transportation system.

602. GENERAL. The measurement system for mail moved by sealift is different than the system used for monitoring other classes of mail. This is because of the wide range of postmarks and different service standards. Low priority parcels may range from 4 to 17 days to cross CONUS to one of the four Bulk Mail Centers (BMCs) where 2nd, 3rd, and 4th class mail matter (mail that does not qualify for airlift) is concentrated, sorted, and loaded into surface containers. The military measurement of surface mail movement is from the closeout of the container to CONUS port of embarkation to the overseas port of debarkation and onward to the MPO of destination.

603. RESPONSIBILITIES

603.1. MPSA-TR is responsible for the monitoring of the overall movement of mail by the DoD sealift transportation system. Additional sealift destinations and separations shall be directed when commercial carriers add ships and routes to locations that do not have adequate sealift transportation.

603.2. JMPAs are responsible for monitoring the dispatch and receipt of mail containers within the sealift network they service. JMPAs shall establish required delivery dates (RDDs) that ensure compliance with the UMMIPS and/or TTISSMM standards. Standards from Port of Embarkation (POE) to Port of Debarkation (POD) to final delivery are shown in Figure 6-1.

<u>LOCATION</u>	<u>INTRANSIT CONUS</u>	<u>PORT CONSOLIDATION LOADING</u>	<u>OVERSEAS SHIPMENT</u>	<u>OVERSEAS DRAYAGE</u>	<u>TOTAL TRANSIT TIME</u>
Alaska, Hawaii, Central America, Caribbean	3 - 17	10	10	3	26 - 40
Northern Europe, U.K.	3 - 17	10	15	3	31 - 45
Japan, Okinawa, Korea, Western Mediterranean	3 - 17	10	25	3	41 - 55
South America, Eastern Mediterranean Africa, Diego Garcia	3 - 17	21	30	3	57 - 71

(Loading days will depend on the frequency of scheduled sailing. Surface mail moves faster to overseas locations that have weekly sailing than those locations that only have sailing every 14 days.)

Figure 6-1. Overwater Sailing Days

603.3. Based on transit time information provided by USPS ODIS, fourth class parcels may take from 3 to 17 days within the domestic system, depending on distance traveled.

603.4. Weekly sailing shall be used for surface mail; however, mail volume generations and ship availability may result in less than weekly sailing. Additionally, the JMPAs shall assemble the information provided by overseas postal activities and notify overseas commands of receipt of containers via electronic message.

603.5. The MPOs shall acknowledge receipt of mail containers by reporting the information outlined in DoD 4525.6-M, (reference (b)).

APPENDIX AINSTRUCTIONS FOR ACQUIRING TEST DATA

1. Enter test and/or sample date on the form in the box marked "Test Date." Enter both the MPO number and geographical location (or location code for mobile units). Enter the word POUCH (to include letter trays) or the word LETTERS, depending on test conducted.
2. Estimate your daily volume (number of pouches or letters) and enter on form along with designated start number and skip interval.
3. To obtain the number of days in transit, beginning under day 1 in descending order, enter the calendar days in the bottom half of the boxes under column, "No. of Days". **TEST DATE AND DAY 1 ARE NEVER THE SAME; DAY 1 IS ALWAYS THE DAY BEFORE THE TEST DATE.**
4. Place one tick mark for pouch or pouches sampled under the appropriate column. For example, when surveying pouches, the date sampled on the slide label on the pouch sampled from Dulles International Airport, (IAD is the airport origin designator code), on 24 June should be recorded by locating IAD under ORIGIN column and 1/24 under column "Days of Transit" by placing one tick mark. When surveying letters, locate the postmark date and the three-digit ZIP Code (i.e., 221). Locate the first digit under "ZIP" on DD Form 2277 (i.e., 2). The postmark indicates this letter was mailed on 22 June. A tick mark should be placed under 3/22.
5. The exact number of transit days for pouches or letters will be entered in the appropriate column. If additional "Days of Transit" are needed to record exact transit time, use another DD Form 2277. Fill out all duplicate information (i.e., geographical location, test date, start number, skip interval, estimated volume). Additional forms should be clearly labeled 1 of 2, 3 of 3 under "TTISSMM Daily Worksheet" next to type of survey (i.e., POUCH or LETTER 1 of 3).
6. After all pouches or letters have been surveyed, each column must be tallied vertically. The cumulative total is recorded horizontally. Total number of pieces and cumulative pieces are the same for the first day. Cumulative amount of day 1 plus total pieces of day 2 will give cumulative amount of day 2; cumulative total for day 2 plus total pieces of day 3 will give cumulative amount of day 3, etc.
7. To obtain the cumulative percentage of pieces arriving from day to day, the total cumulative number of pieces arriving on each day must be divided into the total sample size. If you look at Appendix B, you will see 8 divided by 46 (total cumulative

pieces) equals .1739 or 17 percent (move decimal two places to the right to change a decimal to a percent). Using the survey for letter mail (Appendix C), divide 3 by 110 (total cumulative pieces to arrive at the .02727 or 3 percent or 10 divided by 110 to arrive at .0909 or 9 percent).

APPENDIX BINSTRUCTIONS FOR DD FORM 2277 TTISSMM DAILY WORKSHEET (POUCHES)

1. DD Form 2277 can be reproduced locally, if needed. A copy for local reproduction purposes can be found at Appendix F. Fill out DD Form 2277 by writing the word "Pouch" in the block "TTISSMM Daily Worksheet" on top of the work sheet. Then enter both your MPO number and geographic location in the "GEOGRAPHICAL LOCATION (CODE)" block. Mobile units will enter geographical location code from Appendix G.

\*NOTE 1. DD Form 2277 is used for both pouch and letter surveys. A separate DD Form 2277 will be used for pouch and letter TTISSMM sampling.

\*NOTE 2. The MPSA-TR monthly TTISSMM is designed to measure transit times of mail from CONUS only! **DO NOT INCLUDE POUCHES OR TRAYS THAT ORIGINATE OUTSIDE OF CONUS--CHECK SLIDE LABELS CLOSELY FOR ORIGINATOR.**

2. Estimate number of orange pouches and/or trays you expect that day based on past experience, and put in "ESTIMATED VOLUME" block.

3. For the block that reads "MINIMUM NUMBER OF PIECES," we have pretyped "N/A" for not applicable.

4. Enter the start number - (See Appendix D).

5. Enter the skip interval - (See Appendix D).

6. Enter the test date (day first, then the month must be spelled out. Never use a number for the month.

7. To obtain number of days in transit, begin under "DAYS OF TRANSIT" block and in descending order across the sheet, enter the current and previous calendar days in the bottom half of the boxes across from the words "NO. DAYS." The number of days will vary depending on the transit time of the orange pouches or trays. This is illustrated in the example (Appendix B-3.) If the sample is completed on the 25th of the month, the number (dates) shown in the bottom half of blocks 1 through 10 under "Days of Transit" will be 24, 23, 22, 21, 20, 19, 18, 17, 16, and 15. **NOTE: DAY 1 IS NEVER THE SAME DATE AS THE SURVEY, IT IS ALWAYS THE DAY PRIOR.** If the test date is 25 Jun 92, then the first number in "NO. DAYS" block is 24, our start number is one, then the postmark or date stamp on the slide label of the first pouch or tray is where you begin. If your skip interval is five, then every fifth pouch is to be sampled. Continue until the daily volume is sampled. Place a tick mark in the

column corresponding to slide label (AMF) origin, and date on that slide label as in Appendix B.

8. The data compiled from your worksheet will be sent to MPSA-TR by message the same day of the sample. An information copy will be sent to your MACOM and servicing JMPA. All orange letter pouch or tray data will be recorded in the column on the message form.

9. Continue sampling throughout the test day (001-2400) until you have processed all items. If you receive letter pouches more than once during the sample day, continue the sampling as if all items arrived at one time. If, for example, the estimated volume of letter pouches for a given day of sampling is 100, the appropriate skip interval is 3, and the start number is 1 or 3. If 21 letter pouches arrive initially, sample the 3rd, 6th, and 9th pouches. When the next shipment arrives, sample the 3rd pouch of the new shipment and every 3rd pouch thereafter in order to maintain the skip interval. In short, apply the skip interval to incoming mail as if it had arrived at one time.



APPENDIX CINSTRUCTIONS FOR DD FORM 2277 TTISSMM DAILY WORKSHEET (LETTERS)

1. DD Form 2277 can be locally reproduced, if needed. This form should be ordered through normal supply channels. A copy for local reproduction purposes can be found at Appendix F. Fill out DD Form 2277 by writing the word "Letter" in the block "TTISSMM Daily Work Sheet" on top of work sheet. Then enter your MPO number and geographical location in the "Geographical Location Code found in Appendix G.
2. Use a separate DD Form 2277 for pouch and letter sampling. This is illustrated in Appendix B. If the survey is done on the 25th of the month, the numbers (dates) shown in the bottom half of blocks 1 through 10 under "Days of Transit" will be 24, 23, 22, 21, 20, 19, 18, 17, 16, and 15.
3. If your start number is six, then the cancellation date on the sixth letter is where you begin. If your skip interval is 10, then the cancellation date on every tenth letter is to be recorded. Continue until daily volume is sampled. Place a tick mark in the box corresponding to the postmark date and ZIP Code where mailed.



APPENDIX DDETERMINING NUMBER AND SKIP INTERVAL FOR POUCHES OR TRAYS

ESTIMATED NUMBER OF POUCHES OR TRAYS FROM TO INTERVAL		RANDOM START NUMBERS (ALTERNATE DAILY) SKIP		
1	45	1	1	1
46	85	2	1	2
86	125	1	3	3
126	165	2	3	4
166	205	5	2	5
206	OVER	6	5	5

THIS CHART TELLS YOU HOW TO COUNT AND RECORD THE DATES OF POUCHES OR TRAYS (ONLY) FOR THE TTISSMM SURVEY. IT IS NOT USED IN SAMPLING LETTERS FOR THE LETTER SURVEY. IT IS FOR POUCH TRANSIT TIME ONLY. IT TELLS YOU WHICH POUCH TO START COUNTING AS THEY ARE OFFLOADED INTO THE MPO AND AT WHICH SKIP INTERVAL TO RECORD THE DATES OFF THE SLIDE LABELS. BE SURE TO NOTE EXACTLY WHICH AMF CLOSED THE TRAY OR POUCH (ORE--CHICAGO; MIA--MIAMI; IAD--DULLES, VA; JFK--KENNEDY AIRPORT, NY; SFO--SAN FRANCISCO; SEA--SEATTLE; OR ANY OTHER (RARE)).

## APPENDIX E

## LETTER CLASS MAIL (LCM)

## THREE METHOD FOR DETERMINING SKIP INTERVAL AND START NUMBERS FOR LETTER MAIL

METHOD 1				METHOD 2	
IF THERE ARE BTWN AND PIECES OF LETTER MAIL	THEN THE SKIP INTERVAL BTWN LTRS SAMPLED IS _____	AND THE FIRST PIECE OF MAIL YOU SAMPLE IS NUMBER _____ *	IF ALL LETTERS WEIGH BTWN AND LBS	THEN THE SKIP INTERVAL BTWN LTRS SAMPLED IS _____	AND THE FIRST PIECE OF MAIL YOU SAMPLE IS NUMBER _____ *
1 - 80	1	1 1	0 - 2	1	1 1
81 - 200	2	2 2	3 - 6	2	2 2
201 - 300	3	1 1	7 - 8	3	1 1
301 - 400	4	2 1	9 - 11	4	2 1
401 - 600	5	2 2	12 - 14	5	2 2
601 - 700	6	5 2	15 - 17	6	5 2
701 - 800	7	1 4	18 - 20	7	1 4
801 - 1000	8	4 4	21 - 25	8	4 4
1001 - 1500	10	4 1	26 - 35	10	4 1
1501 - 2000	15	10 14	36 - 50	15	10 14
2000 - 2500	20	20 6	51 - 65	20	20 6
2501 - 3000	25	22 23	66 - 80	25	22 23
3001 - 4000	30	17 30	81 - 100	30	17 30
4001 - 5000	35	3 6	101 - 118	35	3 6
5001 - 5500	40	35 40	119 - 140	40	35 40
5501 - 7000	50	40 3	141 - 170	50	40 3
7001 - 8000	60	2 12	171 - 210	60	2 12
8001 - 10000	70	37 12	211 - 245	70	37 12
10001 - 11000	80	37 4	246 - 280	80	37 4
11001 - 13000	90	7 20	281 - 315	90	7 20
13001 - 14000	100	52 25	316 - 355	100	52 25
14001 - 16000	110	101 21	356 - 390	110	101 21
16001 - 17000	120	102 110	391 - 430	120	102 110
17001 - 19000	130	127 103	431 - 470	130	127 103
19001 - 20000	140	28 50	471 - 505	140	28 50
20001 - 22000	150	102 134	506 - 545	150	102 134
22001 - 23000	160	103 1	546 - 580	160	103 1
23001 - 26000	175	11 56	581 - 640	175	11 56
26001 - 28000	190	109 85	641 - 700	190	109 85
over - 28000	200	60 15	over - 700	200	60 15

## METHOD 3

LETTERS MEASURE BTWN AND INCHES	A LETTER EVERY INCHES	PIECE OF MAIL YOU SAMPLE IS NUMBER
Less than 3'	Not authorized	1 1
3' - 9'	Not authorized	2 2
10' - 14'	Not authorized	1 1
15' - 19'	Not authorized	2 1
19' - 23'	Not authorized	2 2
24' - 27'	Not authorized	5 2
28' - 33'	Not authorized	1 4
34' - 41'	Not authorized	4 4
42' - 58'	Not authorized	4 1
5' - 7'	1/2'	10 14
8' - 9'	3/4'	20 6
10' - 11'	1'	22 23
12' - 14'	1-1/4'	17 30
15' - 16'	1-1/2'	3 6
17' - 19'	1-3/4'	5 40
20' - 23'	2'	40 3
24' - 29'	2-1/2'	2 12
30' - 34'	3'	37 12
35' - 39'	3-1/4'	37 4
40' - 43'	4'	7 20
44' - 49'	4-1/4'	52 25
50' - 54'	4-1/2'	101 21
55' - 60'	5'	102 110
61' - 65'	5-1/2'	127 103
66' - 70'	6'	28 50
71' - 75'	6-1/4'	102 110
76' - 80'	6-3/4'	103 1
81' - 86'	7'	11 56
89' - 97'	7-3/4'	109 85
over - 97'	9'	50 16

\* Start Number - The first column is the start number for the first sampling day of the accounting period. The second column is the start number for the second sample day of a test period. On the third day, go back to the first column for your start number and continue to alternate between columns on each succeeding sample day.

APPENDIX F

TTISMM DAILY WORK SHEET										REPORT CONTROL SYMBOL															
(This form will be completed in accordance with instructions on reverse)																									
1. GEOGRAPHICAL LOCATION (Code)		2. MINIMUM NO. OF PIECES (Letter/Pouches)		3. a. START NO.		3. b. SKIP INTERVAL		4. TEST DATE (YYMMDD)		5. ESTIMATED VOLUME															
6. DAYS OF TRANSIT		NO. DAYS		1		2		3		4		5		6		7		8		9		10			
ORIGIN	ZIP																								
JFK	0																								
ORD	1																								
IAD	2																								
MIA	3																								
SFO	4																								
SEA	5																								
NGU	6																								
	7																								
	8																								
	9																								
TOTAL NO. PIECES																									
CUMULATIVE																									
%																									

541001

Previous editions are obsolete.

DD Form 2277, FEB 90

APPENDIX GGEOGRAPHICAL LOCATION CODES FOR MOBILE UNITS

A. The first two digits identify the general geographical area of the world where the ship is operating.

(1)	East Coast	01
(2)	Gulf Coast	02
(3)	Caribbean	03
(4)	South America	04
(5)	North America	05
(6)	Northern Europe	06
(7)	Mediterranean	07
(8)	West Coast - Africa	08
(9)	West Coast - North America	09
(10)	Alaska	10
(11)	West Coast - Central America	11
(12)	Mid-Pacific	12
(13)	Western Pacific	13
(14)	Indian Ocean	14
(15)	Australia	15

B. In port or at sea. Third digit indicates whether a ship is in port or under way.

(1)	In Port	1
(2)	At Sea	2

C. How mail was delivered. The fourth digit indicates how mail physically arrived on board the ship on the sample day if the ship is at sea.

1.	Delivered by Carrier Onboard Delivery (COD) or helicopter from a land base	1
2.	From a Mobile Logistics Support Force (MLSF) ship by helicopter or highline	2

## APPENDIX H

## SAMPLE TTISMM INPUT MESSAGE

-----  
UNCLASSIFIED

01 02 090900Z JUL 92 RR RR UUUU

FM NOVCONTDEP HONG KONG BC  
 TO EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-TR//  
 INFO CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO//MPSA-SF//  
 CINCPACFLT PEARL HARBOR HI//4142//

UNCLAS

SUBJ: TTISMM 92-07-27

## PART I: LETTER CLASS MAIL SURVEY

1. GEO LOC: HONG KONG; MPO NUMBER: 96622-9998;  
 SAMPLE DATE: 92-06-25; MAIL TYPE: LCM; START NUMBER: 1;  
 SKIP INTERVAL: 1;

## 2. TRANSIT DATA:

-	TRANSIT DAYS:	01	02	03	04	05	06	07	08	09	10	OVER 10
-	0							4		2		
-	1						1	2	2	2	1	
-	2						2	8	20	8	2	
-	3						2	1	2			
-	4						1	2	3	3		
-	5							3	2	1		
-	6							2	1	1		
-	7					1	4		1			
-	8					4					1	
-	9					1	7	4	1			

## PART II: TRAY OR POUCH SURVEY

1. GEO LOC: HONG KONG; MPO NUMBER: 96622-9998;

UNCLASSIFIED

APPENDIX H

SAMPLE TTISMM INPUT MESSAGE

02 02

-----  
UNCLASSIFIED  
UUUU

SAMPLE DATE: 92-06-25; MAIL TYPE: POUCH; START NUMBER: 1;  
SKIP INTERVAL: 1;

2. TRANSIT DATA:

- TRANSIT DAYS:	01	02	03	04	05	06	07	08	09	10	OVER 10
- AMF ORIGIN											
- JFK			1								
- ORD		3									
- IAD	1	1	2								
- MIA			3								
- SFO	1										
- SEA											
- NGU				4							
- DFW	2										

UNCLASSIFIED

APPENDIX H

\*\*\*\*\*  
UNCLASSIFIED  
\*\*\*\*\*

SAMPLE NAVY TTISMM  
INPUT MESSAGE

CDSN = HOF499 MCM = 92303/07161 TOR = 923030357  
RTTUZYUW RUFHKA3193 3030227-UUUU--RUEAHOF  
ZNR UUUU  
R 290227Z OCT 92  
FM NOVCONTDEP HONG KONG BC  
TO RUEAHOF/EXEC DIR MIL POSTAL SVC AGCY ALEXANDRIA VA//MPSA-TR//  
INFO RHHMBRA/CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO//MPSA-SF//  
RUMASRE/CINCPACFLT PEARL HARBOR HI//4142//  
BT

UNCLAS HONG KONG BC

UNCLAS //N05110//

SUBJ: TTISMM 92-10-28

MSGID/GENADMIN/NAVCINTDEP HONG KONG/64//  
RMKS/PART I: LETTER CLASS MAIL SURVEY  
1. GEO LOC: HONG KONG; MPO NUMBER: 96522-9998;  
SAMPLE DATE: 92-10-28; MAIL TYPE: LCM; START NUMBER: 1;  
SKIP INTERVAL: 1;

2. TRANSIT DATA:

-	TRANSIT DAYS:	01	02	03	04	05	06	07	08	09	10	OVER 10
-	0					2	1	4				
-	1					1	2	4	1	2		2
-	2			1		5	5	5	12	2		1
-	3					1	2	4	1			
-	4							2	1	1		
-	5							1				
-	6						2					
-	7						3	3	2			
-	8						4	2	1			
-	9				1		8	4	4	2		

PART II: PRIORITY POUCH SURVEY  
A. GEO LOC: HONG KONG; MPO NUMBER: 96522-9998;  
SAMPLE DATE: 92-10-28; MAIL TYPE: POUCH; START NUMBER: 1;

\*\*\*\*\* PAGE 01  
UNCLASSIFIED 290227Z OCT 92  
\*\*\*\*\* RUEHHK/3139

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\*\*\*\*\*  
UNCLASSIFIED  
\*\*\*\*\*

SKIP INTERVAL: 1;

B. TRANSIT DATA:

-	TRANSIT DAYS:	01	02	03	04	05	06	07	08	09	10	OVER	10
-	AMF ORIGIN												
-	JFK												
-	ORD												
-	IAD												
-	MIA												
-	SFO					2							
-	SEA												
-	NGU												
-	DFW												

\*\*\*\*\* PAGE 02  
UNCLASSIFIED 290227Z OCT 92  
\*\*\*\*\* RUEHHK/3193

**SUPPLEMENTARY**

**INFORMATION**

DEPARTMENT OF DEFENSE  
PUBLICATION SYSTEM TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE  
Office Of the Under Secretary of Defense for  
Acquisition and Technology

CHANGE NO. 1  
DoD 4525.6-STD  
December 16, 1994

TRANSIT TIME INFORMATION STANDARD SYSTEM  
FOR MILITARY MAIL (TTISSMM)

The Principal Assistant Deputy Under Secretary of Defense (Logistics) has authorized the following changes to DoD 4525.6-STD, "Transit Time Information Standard System for Military Mail (TTISSMM)," May 1993:

PEN CHANGES

Page iii

Page [column] for Chapter 2. Change the page numbers of the following sections:

- 204 change "2-1" to "2-2"
- 205 change "2-1" to "2-2"
- 206 change "2-2" to "2-3"
- 207 change "2-2" to "2-3"

Page 1-2

Subsection 103.3, line 1. Change "by" to "be"

Subsection 103.8

- Line 2. Change "seven" to "four"
- Line 9. Change "seven" to "four"

Page 3-1

Paragraph 301.4.a.

- Line 2. Change "MPSA-TR" to "MACOM"
- Line 3. Change "MACOM" to "MPSA-TR"

Page 4-1

Paragraph 401.4.a.

- Line 2. Change "MPSA-TR" to "MACOM"
- Line 3. Change "MACOM" to "MPSA-TR"

Paragraph 401.4.b., line 2. After "to" insert "their MACOM with an information copy to"

Page 5-1, subsection 503.1., line 2. Change "seven" to "four"

Page B-1

Paragraph 1. After "needed." add "This form should be ordered through normal supply channels."

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

AD-A271845

NUMBER 4525.6-STD, Change 1	DATE December 16, 1994	DEPARTMENT OF DEFENSE PUBLICATIONS SYSTEMS TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

Page B-2

Paragraph 8.

Line 2. Change "MPSA-TR" to "MACOM"

Line 3. Change "MACOM" to "MPSA-TR"

PAGE CHANGES

Remove: Pages 2-1 through 2-3

Insert: Attached replacement pages

Changes appear on page 2-1 and are indicated by marginal asterisks.

EFFECTIVE DATE

These changes are effective immediately.

  
BEVERLY WHITEHEAD  
Director  
Correspondence and Directives

Attachments  
3 pages

CHAPTER 2

DATA COLLECTION AND REPORTING PROCEDURES

200. RANDOM SAMPLING. Postal field units will use random sampling when collecting data as outlined in Appendices D and E. MPSA-TR uses an automated statistical program for computing and evaluating military mail transit time based upon data input from the field units. Some postal field units are located in areas known as a hub in the transportation network and will be required to sample mail every postal period.

201. REPORTING.

- \* 201.1. MPOs will report directly to its MACOM by message the same day as the sampling occurs with an information copy to MPSA-TR. \*
- \* 201.2. Each MPO is required to test a minimum of three accounting periods per FY. If two or more MPOs are within the same geographic area this requirement is waived. \*
- \* 201.3. At the end of each AP, MACOMs will submit a report to MPSA-TR with the survey statistics. These statistics will break down each MPO by ZIP Code, standards, type of mail surveyed, number of surveys conducted and the percentage of mail delivered by respective day. This report will look similar to the current reports received. \*

202. SAMPLING NOTIFICATION. The MACOM must notify participating activities by message of specific, randomly selected sampling dates no less than seven days before the start of the sampling period.

203. SAMPLING DATES.

- \* 203.1 MPSA-TR will publish test dates for new fiscal year (FY). MACOMs will determine which periods a particular MPO will conduct surveys. \*
- \* 203.2 Sample only on the primary dates your activity is fully operational for normal receipt of mail. If your activity is closed on a sample date, report on the next operational day you receive mail. \*
- \* 203.3. WHAT IS DAY 1? Day 1 in USPS transit time terminology is the day after mailing; never the day of mailing. This is important to know when filling out DD Form 2277, TTISMM Daily Worksheet. After the MPOs fill the test date block, they must \*

then put the preceding dates across the form (under DAYS OF TRANSIT). Theoretically, there cannot be transit of zero days in the USPS measurement system; therefore, the date under the Day 1 block is always the day before the date the survey was conducted. **DAY 1 IS NEVER THE SAME DATE AS THE TEST DATE; IT IS ALWAYS THE DAY BEFORE.**

204. START NUMBER. See Chapter 1, subsection 103.12.

205. SAMPLE SIZE AND SKIP INTERVAL

205.1. For letter pouch sampling, slide label dates from letter pouches and trays will be collected. Some AMFs do not have slide label dates but do have a computer printed date under a bar-code on a special label. To determine how many letter pouches or trays will be needed to sample at AMTs or FMCs, do the following:

a. Estimate, based on past experience, how many letter pouches or trays will be available for processing during the full 24-hour period of each selected sampling date.

b. After the number of letter pouches or letter trays have been estimated, refer to Appendix D to determine the start number and skip interval. If the volume is very low (under 45 pouches or trays), then the skip interval is one, and each orange letter pouch or tray should be sampled.

c. A skip interval of two means slide label dates from every other letter pouch or tray, etc., shall be recorded. The greater the number of letter pouches or trays, the greater the skip interval.

d. Record data as the letter pouches or trays are brought into the MPO. Set aside the ones selected for the pouch or tray sampling, then do the letter sampling from them.

205.2. Sampling Letter Class Mail

a. Refer to Appendix E to determine the start number and skip interval for letters in the pouches or trays.

b. There are three ways to estimate letter volume to get a start number and skip interval. The ways are by number of total pieces (1-80, 81-200, 201-300, etc.); by the total weight of the letter container (0 to 2 pounds, 3 to 6 pounds, 7 to 9 pounds, etc.); or, by the thickness of the stacked letters (under 3 inches, 3 to 9 inches, 10 to 14 inches, etc). (See Appendix E.)

c. Any of these methods are acceptable for estimating total letter volume.

d. Because there are more letters than orange letter pouches or letter trays, skip intervals for letters are further apart, hence the different skip intervals for pouches are in (Appendix D) and letters (Appendix E).

206. IMPORTANCE OF ACCURATE REPORTS

206.1. Because this is a sampling, an error in recording a single piece of mail can affect the outcome of the survey. All of the above procedures, as outlined in subsection 205.2., concerning test dates, skip intervals, and start numbers are to ensure the samples are representative.

206.2 If an activity is operational on a sample test date and mail is scheduled to arrive, but does not arrive, sample on the next day the mail is delivered.

207. FOLLOW-UP ACTIONS BY AMTs, FMCs, AND DISPATCHING MPOs. When any one day sampling indicates excessive transit times, these organizations should report the details to MPSA-TR, their Headquarters, and the serving JMPA via a Postal Net Alert (PNA), as well as itemizing the details in the TTISMM message. Report all available information regarding the mail transit time (i.e., carrier and/or flight number on which the mail arrived and container numbers). Try to work with local carrier representatives to obtain the information needed. The information provided by TTISMM, via a PNA, will be useful in resolving mail delay problems only if it can be acted upon immediately.

208. DATA COLLECTION AND REPORTING PROCEDURE FOR MOBILE UNITS. When mobile units are required by their MACOMS to report TTISMM, they will sample mail in accordance with this standard.

209. INTERTHEATER TRANSIT TIME SURVEYS. All intertheater TTISMM surveys should be in accordance with this standard. When conducting intertheater sampling, results must be shown in the TTISMM format. That is, cumulative percent of mail dispatched on a given date arriving on day one, day two, etc. An information copy of intertheater TTISMM should be furnished to MPSA-TR. All copies must be marked Intertheater Transit Time Survey, since they are not a part of normal TTISMM reporting.