

KNOWLEDGE IS POWER

K.I.P. CLIPS

EFFECTIVE SERVICE COMMITTEE

A Letter is A Letter is A Letter

In response to questions on the impact of address orientation on letter-size mailpieces, the June 21 Postal Bulletin article entitled, "Determining Letter-Size Mailability," revises the DMM to provide additional clarification. DMM 601.1.1 states that the processing category is dependent on the physical dimensions of the mailpiece without regard to placement of the address.

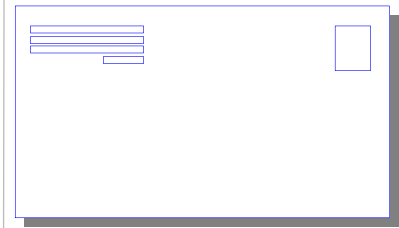
Further, it notes that "once a piece has been determined to be letter-size, placement of the address then determines whether the mailpiece is mailable or if it is a machinable or nonmachinable letter.

The following are two easy steps to follow:

Determine the processing category without regard to address placement (see 601.1.1). For that purpose, the length is generally longest dimension. If the longest dimension is not greater than 11-1/2", and the shorter dimension is not greater than 6-1/8" and the piece is not thicker than 1/4", then it is considered to be a letter.

Next, once a piece is determined to be within letter-size dimensions, determine if the letter-size piece is mailable, and machinable, or nonmachinable according to the length and height as determined by the address placement (601.1.2).

ISSUE ONE



Blue's Clues



NAVIGATING THE BLUE PAGE

The revenue unit for 2006 is 336.92. 2006 data including revenue units and advancements/relegations is available at the Gross Revenue website.

<http://mnpb1:10065/GrossRev/GrossRevQuery>

T.O.T.S Tools Of the Trade

CREATING A WEEKLY BACKUP CD OF YOUR COMPUTER INFORMATION

Double click the ACE backup icon on the bottom right hand side of the task bar on your computer screen. Choose Schedule and set up a day and time for your computer to request to be backed up (suggestion: 7 a.m. every Monday). When you log onto your computer after the designated time on the designated day, the ACE backup screen will pop up. Put a blank CD-R in

your CD drive and click the screen prompt to copy backup to media. Choose CD Writer, then write to media. Click Yes and let it backup. This takes a couple minutes and the CD will pop out when it is done. You can then close the backup screen and use a marker to write the date on the top of the CD. File this CD with your other backups. Keep at least 4 weeks worth on hand. Destroy older CDs with

tin shears and dispose of them.

CD-Rs are recommended over CD-RW because the reusable disks are not as compatible for saving the data. If your computer crashes, you certainly want a reliable source for restoring your files. The following is from one of our District I.T. people regarding what Cds to use and disposal of old CDs

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