

# **Mail Prep and Entry Steering Committee Meeting**

August 14, 2012

- **Welcome**
- **Notes from Previous Meeting**
- **Deliverables/Updates since 6/7/12**
- **Decision to Spin Off FSS Entry**
- **Review Benefit/Effort Tool**
- **Further Define Communication Process**
- **Review New Ideas**
- **Next Steps**

- June 7th meeting notes
  - Accurate
  - Comments/Questions
  - Anything missing?

- **Solutions/ideas completed**
  - Single piece unit handling and containerization
    - Addresses FCM residual pieces
    - STD mail paid at single piece FCM price
    - Publish in Postal Bulletin 8/23/12; DMM revision 9/4/12
  - DSCF eligibility
    - AADC/ADC eligible for DSCF discount
    - DSCF discount for FSS Scheme pallets dropped at FSS site
    - Publish in Postal Bulletin 8/23/12; DMM 9/4/12
  - OMX/MADC Federal Register Notice
    - Separation required at 100 pounds if palletizing
    - Separation required in sacks below 100 pounds
    - Proposed rule published 6/29/2012, one comment received
    - FR final rule expected in early September with effective date of January 28, 2013

- **FSS Entry at Non-collocated DSCFs**
  - **DMM Language Clarification**
    - DSCF discount for FSS Scheme pallets dropped at FSS site
    - Publish in Postal Bulletin 8/23/12; DMM 9/4/12
  - **Systems**
    - Short term
      - Possibly a mail direction file enhancement to allow FSS entry at locations based on mail class distinction
    - Long term
      - Modify systems and label lists to reflect and enable 5-digit vs. 3-digit changes
  - **Given scope and impact, recommend MTAC workgroup be established**

- **Change/Improvement Template**
  - Required for each idea submission
  - Provide Industry and USPS assessment for each idea
    - Range of benefit
    - Level of effort
  
- **Benefit/Effort Matrix**
  - Populated based on assessments from Change/Improvement template
  - Prioritize ideas going forward

# Change/Improvement Template

<b>Suggestion: (#)</b>		<b>Category / Area</b>	
<b>Submitted By:</b>		<b>Class / Shape</b>	

**Problem Statement(s) - List the issues, impact to the USPS/Mailer, or other reasons for change.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Potential Solution(s) - List the ideas/suggestions for improvement or resolution to the problem**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Identify  
benefit/effort**



**USPS Benefit Analysis – Select the appropriate range of benefit from the choices provided.**

**Improves Productivity and/or Service** <10% / 10-25% / 25-50% / >50%

**Decreases Yearly Costs to USPS** <100K / 100-500K / 500k-1M / >1M

**Degree of Benefit to USPS** Negative Benefit / No Benefit / Some Benefits / Very Beneficial

**Mailer Benefit Analysis – Select the appropriate range of benefit from the choices provided.**

**Improves Productivity/Efficiencies for Mailer** <10% / 10-25% / 25-50% / >50%

**Decreases Yearly Costs to Mailer** <100K / 100-500K / 500k-1M / 1M

**Degree of Benefit to Mailers** Negative Benefit / No Benefit / Some Benefits / Very Beneficial

**USPS Effort Analysis – Select the appropriate involvement and level of effort to make changes.**

**Time for USPS to Implement Change** <3 months / 3-6 months / 6-12 months / >1 year

**Costs for USPS to Implement** <100K / 100-500K / 500k-1M / >1M

**Involves USPS IT/System Changes** None / 1 System / Multiple Systems / New System & Process Change

**Mailer Effort Analysis – Select the appropriate involvement and level of effort to make changes.**

**Time for Mailer to Implement Change** <3 months / 3-6 months / 6-12 months / >1 year

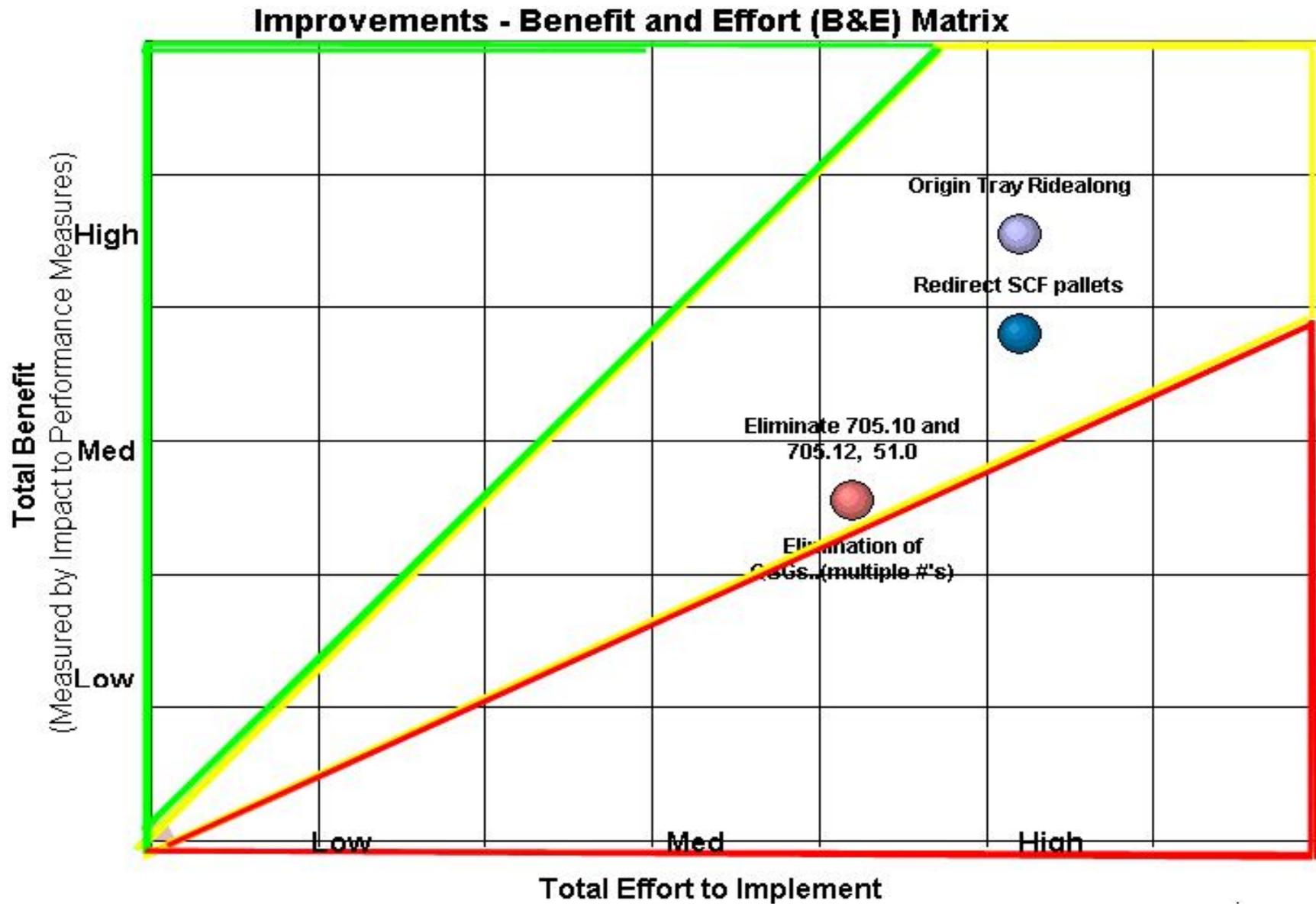
**Costs for Mailer to Implement** <100K / 100-500K / 500k-1M / >1M

**Involves Mailer IT/System Changes** None / 1 System / Multiple Systems / New System & Process Change

**Additional Information – Add any pertinent info about implications or dependencies**

# Benefit/Effort Matrix

		BENEFIT						EFFORT								
Mail Prep Requirements		USPS - Improves Productivity and/or Service	Decreases Yearly Costs to USPS	Degree of Benefit to USPS	Improves Productivity/Efficiencies for Mailer	Decreases Yearly Costs to Mailer	Degree of Benefit to Mailers	TOTAL BENEFIT	Time for USPS to Implement Change	Costs for USPS to Implement	Involves USPS IT/System Changes	Time for Mailer to Implement Change	Costs for Mailer to Implement	Involves Mailer IT/System Changes	TOTAL EFFORT	RECOMMENDED PRIORITY
ID	Importance Weighting:	1	6	2	3	5	4		2	4	5	6	3	1		
1	Eliminate 705.10 and 705.12	1	1	6	1	1	6	51.0	1	1	1	1	1	1	21.0	
2	Elimination of QSGs.,(multiple #'s)	1	1	6	1	1	6	51.0	1	1	1	1	1	1	21.0	
3	Redirect SCF pallets	1	1	6	6	3	6	76.0	1	1	1	1	1	6	26.0	
4	Origin Tray Ridealong	1	1	3	9	3	9	91.0	1	1	1	1	1	6	26.0	



- Roles & Responsibilities of Committee Members
  - Further define communication expectations
  - Enable ongoing two-way feedback
  - Keep information flowing
  - How do we achieve?
    - Widest net cast
    - Info funneled to constituents
    - Etc.

- Eleven (11) ideas submitted since 6/7/12
  - Review ideas for clarification
  - Determine if within scope of Committee
  - Determine if additional information is needed
  - Identify any ideas that may be quick wins
  - Assess effort needed to implement
  - Identify benefit to stakeholders
  - Assess potential impact to industry and USPS

- Schedule Webinar date/time
- Identify Topics to Discuss
  - Some possibilities
    - 24 piece rule for flats
    - Comingle BPM auto flats with Standard flats
    - Re-qualify mail for damaged pieces
    - 3-digit vs. 3-digit scheme trays
    - Origin entry separation
    - Others?
- Wrap up