

FINDINGS:

1. Multiple interpretations of 75-day grace period
 - a. Postal Service understanding: based on mail induction date
 - b. Industry understanding: based on mail verification date
 - c. Not clearly defined either way
2. Automated update process for labeling list update while others manually update labeling list changes (via Postal Bulletin document)
 - a. Some software providers make update available within hours of labeling lists availability (via web), others update labeling list data as part of monthly update combine with other USPS data updates via physical shipment (CD/DVD)
3. Data discrepancies will continue to be present due to nature of mail preparation process
 - a. Coming out of the CASS process, mailers lists can be valid for 90 – 365 days (depending on pre-sort) while labeling lists (3-digit/5-digit) and mail direction file updates are made as changes to mail processing environment occurs
4. Long planning horizons of mail preparation:
 - a. Some labeling lists are being utilized for a 3 month period due to large pre-sort jobs (1M+ pieces)
 - i. One pre-sort job occurs but the mailing is “released” in 3 waves each thirty days apart
 - ii. Single mailing can take up to 6 weeks to create in production and mailed at one time
5. Consolidators receives pre-sorted and containerized mail which may or may not be verified and may or may not be paid for
 - a. Containerized mail can sit in inventory with consolidator for several weeks until being paid for and released

RECOMMENDATIONS:

1. **5-Digit Scheme Data pulled out of City/State file and created as a new labeling list**
 - a. Target implementation: Summer 2012
 - b. Will follow normal labeling lists update cycle
 - c. Naming convention will be TBD
 - d. 5-Digit Scheme Data will be removed from City/State file:
 - i. Target implementation: Fall 2012
2. **Labeling List Update Schedule**
 - a. Will be updated six times a year during 2012; current 75-day grace period will continue to apply for the remainder of the year

SIX TIME A YEAR (QUARTERLY) FREQUENCY - 2012							
#	Product File Dissemination	Start Notification Date	End Notification Date	Start Mail Verification	End Mail Induction	Label List Expires	Service Standards
1	1/14/2012	1/14/2012					1/1/2012
2	3/15/2012	3/15/2012	3/31/2012	4/1/2012	6/15/2012	6/15/2012	4/1/2012
3	5/15/2012	5/15/2012	5/31/2012	6/1/2012	7/31/2012	7/31/2012	5/19/2012
4	6/15/2012	6/15/2012	6/30/2012	7/1/2012	9/30/2012	9/30/2012	7/1/2012
5	8/15/2012	8/15/2012	8/30/2012	9/1/2012	11/30/2012	11/30/2012	7/1/2012
6	10/15/2012	10/15/2012	10/30/2012	11/1/2012	1/31/2013	1/31/2013	10/1/2012

- b. Will be updated four times a year in 2013 and beyond

FOUR TIME A YEAR (QUARTERLY) FREQUENCY - 2013							
#	Product File Dissemination	Start Notification Date	End Notification Date	Start Mail Verification	End Mail Induction	Label List Expires	Service Standards
1	12/15/2012	12/15/2012	12/31/2012	1/1/2013	4/30/2013	4/30/2013	1/1/2013
2	3/15/2013	3/15/2013	3/31/2013	4/1/2013	7/31/2013	7/31/2013	4/1/2013
3	6/15/2013	6/15/2013	6/30/2013	7/1/2013	10/31/2013	10/31/2013	7/1/2013
4	9/15/2013	9/15/2013	9/30/2013	10/1/2013	1/31/2014	1/31/2014	10/1/2013
5	12/15/2013	12/15/2013	12/31/2013	1/1/2014	4/30/2014	4/30/2014	1/1/2014

3. **Transition Window Change; Effective with the 12/15/2012 labeling list/mail direction file publication (effective 1/1/2013)**
 - i. Current 75 day transition window will be eliminated; effective on the 12/15/2012 publication
 - ii. There will be a new 30 day transition window from the old labeling list to new labeling list
 - iii. Updates will coincide with USPS quarters (January, April, July October)
 - iv. First day of usage is based on **mail verification** day
 - v. Last day of usage is based on **mail induction** day
 - vi. There is a new two week notification period before the labeling lists can begin to be used
- b. 3-digit labeling list changes (NDC, ASF, ADC, SCF) will coincide with applicable quarterly service standard changes
 - i. Will enable alignment between pre-sort and entry with service standards
4. **Mail Direction File Schedule**
 - a. Will be updated six times a year during 2012

SIX TIME A YEAR FREQUENCY - 2012							
#	Publication Date	Start Notification Date	End Notification Date	Start Mail Induction (Effective Start Date)	End Mail Induction	Label List Reference	Service Standards
1	1/14/2012	1/14/2012	1/29/2012				1/1/2012
2	3/15/2012	3/15/2012	3/31/2012	4/1/2012	6/15/2012	3/15/2012	4/1/2012
3	5/15/2012	5/15/2012	5/31/2012	6/1/2012	7/31/2012	5/15/2012	4/1/2012
4	6/15/2012	6/15/2012	6/30/2012	7/1/2012	9/30/2012	6/15/2012	7/1/2012
5	8/15/2012	8/15/2012	8/30/2012	9/1/2012	11/30/2012	8/15/2012	7/1/2012
6	10/15/2012	10/15/2012	10/30/2012	11/1/2012	1/31/2013	10/15/2012	10/1/2012

b. Will be updated six times a year during 2013 and beyond

SIX TIME A YEAR FREQUENCY - 2013							
#	Publication Date	Start Notification Date	End Notification Date	Start Mail Induction	End Mail Induction	Label List Reference	Service Standards
1	12/15/2012	12/15/2012	12/31/2012	1/1/2013	4/30/2013	12/15/2012	1/1/2013
2	3/15/2013	3/15/2013	3/31/2013	4/1/2013	6/30/2013	3/15/2013	4/1/2013
3	5/15/2013	5/15/2013	5/31/2013	6/1/2013	7/31/2013	3/15/2013	4/1/2013
4	6/15/2013	6/15/2013	6/30/2013	7/1/2013	10/31/2013	6/15/2013	7/1/2013
5	9/15/2013	9/15/2013	9/30/2013	10/1/2013	12/31/2013	9/15/2013	10/1/2013
6	11/15/2013	11/15/2013	11/30/2013	12/1/2013	1/31/2014	9/15/2013	10/1/2013
7	12/15/2013	12/15/2013	12/31/2013	1/1/2014	4/30/2014	12/15/2013	1/1/2014

c. Four updates will be published on the same update cycle as labeling lists updates

d. Two updates will be published outside of labeling list updates

- i. No splitting of zip codes (SCFs) will occur during the two out of quarter updates; full containers will be re-directed to a facility
- ii. Will be communicated as part of annual schedule (i.e. website, postal bulletin)

5. FAST Mail Direction File 2012 (no change in current file layout concept)

Example: June 15, 2012 Cycle (75 day grace period concept)

MDFv1	Discount	Dropship ZIP	Mail Class	Mail Shape	Dropship Key	Last Update Date	Effective Start Date	Effective End Date	Default Drop End Date	Actual Drop End Date
NEW Default Record D	SCF	005	DEFLT	DEFLT	SV44444	6/15/2012	6/15/2012	12/31/2999		
OLD Default Record C	SCF	005	DEFLT	DEFLT	SV33333	6/15/2012	6/1/2012	6/14/2012	8/29/2012	

MDFv1	Discount	Dropship ZIP	Mail Class	Mail Shape	Dropship Key	Last Update Date	Effective Start Date	Effective End Date	Default Drop End Date	Actual Drop End Date
Default Record (unchanged)	SCF	005	DEFLT	DEFLT	PV99999	9/23/2005	9/23/2005	12/31/2999		
NEW Redirection Record	SCF	005	PSVCS	IRREG	SV22222	6/15/2012	6/15/2012	12/31/2999		
OLD Redirection Record	SCF	005	PSVCS	IRREG	SV12345	6/15/2012	9/23/2005	6/14/2012		8/29/2012

Example: June 15, 2013 Cycle (30 day grace period concept)

MDFv1	Discount	Dropship ZIP	Mail Class	Mail Shape	Dropship Key	Last Update Date	Effective Start Date	Effective End Date	Default Drop End Date	Actual Drop End Date
NEW Default Record J	SCF	005	DEFLT	DEFLT	SV00000	6/15/2013	7/1/2013	12/31/2999		
OLD Default Record I	SCF	005	DEFLT	DEFLT	SV99999	6/15/2013	6/1/2013	6/30/2013	7/31/2013	

MDFv1	Discount	Dropship ZIP	Mail Class	Mail Shape	Dropship Key	Last Update Date	Effective Start Date	Effective End Date	Default Drop End Date	Actual Drop End Date
Default Record (unchanged)	SCF	005	DEFLT	DEFLT	PV99999	9/23/2005	9/23/2005	12/31/2999		
NEW Redirection Record	SCF	005	PSVCS	IRREG	SV22222	6/15/2013	7/1/2013	12/31/2999		
OLD Redirection Record	SCF	005	PSVCS	IRREG	SV12345	6/15/2013	9/23/2005	6/30/2013		7/31/2013

MDFv1	Discount	Dropship ZIP	Mail Class	Mail Shape	Dropship Key	Last Update Date	Effective Start Date	Effective End Date	Default Drop End Date	Actual Drop End Date
Default Record (unchanged)	SCF	005	DEFLT	DEFLT	PV99999	9/23/2005	9/23/2005	12/31/2999		
NEW Redirection Record	SCF	005	PSVCS	MACH	KV77788	6/15/2013	7/1/2013	12/31/2999		
OLD Redirection Record (created with NEW)	SCF	005	PSVCS	MACH	PV99999	6/15/2013	9/23/2005	6/30/2013		7/31/2013

6. Zone Charts

a. Will be updated six times a year during 2012

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3	5/15/2012	5/15/2012	5/31/2012	6/1/2012	7/31/2012	7/31/2012	5/19/2012
4	6/15/2012	6/15/2012	6/30/2012	7/1/2012	9/30/2012	9/30/2012	7/1/2012
5	8/15/2012	8/15/2012	8/30/2012	9/1/2012	11/30/2012	11/30/2012	7/1/2012
6	10/15/2012	10/15/2012	10/30/2012	11/1/2012	1/31/2013	1/31/2013	10/1/2012

- b. Will be updated four times a year in 2013 and beyond
- c. Will be updated at the same time labeling lists will be updated. Both products will be disseminated simultaneously.

FOUR TIME A YEAR (QUARTERLY) FREQUENCY - 2013							
#	Product File Dissemination	Start Notification Date	End Notification Date	Start Mail Verification	End Mail Induction	Label List Expires	Service Standards
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2	3/15/2013	3/15/2013	3/31/2013	4/1/2013	7/31/2013	7/31/2013	4/1/2013
3	6/15/2013	6/15/2013	6/30/2013	7/1/2013	10/31/2013	10/31/2013	7/1/2013
4	9/15/2013	9/15/2013	9/30/2013	10/1/2013	1/31/2014	1/31/2014	10/1/2013
5	12/15/2013	12/15/2013	12/31/2013	1/1/2014	4/30/2014	4/30/2014	1/1/2014

7. **City/State**

- a. Will continue to be updated monthly

8. **Industry Changes**

- a. Although changes to the structured release cycle will begin in 2013, the mailing industry has been encouraged to adopt the new practice starting in 2012
- b. Elimination of two labeling list publication cycles
- c. More logical release cycle of labeling lists and mail direction files
 - i. Currently no clear release cycle of labeling lists and mail direction file
 - ii. Future publication cycle for labeling lists:
 - 1. Month prior to USPS quarter start
 - 2. 15th of every month prior to USPS quarter start
 - 3. Labeling list effective 30 days after quarter end
- d. Cognizant of when mail will be verified and inducted into USPS network in order to pre-sort against appropriate labeling list

9. **Postal Service Changes**

- a. Changes to MERLIN
 - i. Labeling list files in MERLIN will be incorporated when mailers are to be eligible to begin verifying against new labeling list
- b. Provide labeling list data files via automated feed to MERLIN from the ELLS system on the same day all other downstream systems receive the labeling list files.
- c. Insert label list date in update.txt file
- d. For all labeling list publications, ensure the update.txt file shows the accurate labeling list publication date
- e. Identify a source for communicating publication cycles for labeling list changes to ensure industry is aware of when a new publication of labeling list changes will be made available
- f. Adhere to USPS release cycle, more easy to follow labeling list and mail direction file releases

10. **Communication**

- a. USPS will work with the mailing industry to communicate changes to the labeling list and mail direction file schedule for 2013 and beyond.
 - i. Planned Communication
 - 1. Webinar to focus groups (Standard Mail, Periodicals, Package Services and Periodicals)
 - a. Completed March 13
 - 2. IDEAlliance
 - a. Completed March 15
 - 3. Internal USPS Stakeholders
 - a. On-going