

MTAC Work Group 152: Explore Moving to 5-Digit File Structure

Meeting Minutes – November 13th, 2012 – Kickoff

13:00 – 13:05 Attendance

List of attendees for this meeting:

Name	Company	Role
Alexandra Robleto	USPS	Postal Lead / NDS / Processing Ops
Bob Schimek	BCC Software	Industry Lead / Software Vendor
Asad Saqib	USPS	FAST
Bob Weismiller	USPS	Solutions Center
Daniel Mahnke	USPS	Network Integration Support
Lynn Miener	USPS	Solutions Center
Martha Forrest	USPS	Mailing Information Systems
Nina Yeh	USPS	Pricing & Classification
Paul Mitchell	USPS	Processing Center Operations
Rachel Devadas	USPS	Product Classification
Shibani Gambhir	USPS	Network Integration Support
Triveni Shenoy	USPS	FAST
Verdonna Hudson	USPS	Mail Entry
William Gunther	USPS	Product Classification
Alan Southard	Fiserv	Mail Service Provider
Carlo Preston	DST Output	Mail Service Provider
Charley Howard	Harte-Hanks	Mail Service Provider, Logistics
Cindy Terwilliger	AT&T	Mail Owner/Software Developer
Cliff Bradley	Time Inc	Mail Owner/Software Developer
David Propst	Pitney Bowes Software	Software Vendor
George Rader	DST Mailing Services	Mail Service Provider
Jennifer Anderson	RR Donnelley	Printer, MSP, Logistics
Jim Morton	Quad/Graphics	Mail Service Provider
Joe Bailey	Monticello Software	Software Vendor
		Mail Service Provider/Software Vendor
Josh Evans	Lorton Data	Software Vendor
Kimberly Mauch	Satori Software	Software Vendor
Linda Gustason	Quad/Graphics	Printer, MSP, Logistics
Lisa Bowes	Intelisent	Software Vendor
Monica Lundquist	Window Book Inc	Software Vendor
Raksha Manek	Anchor Software	Software Vendor
Randy Randall	AT&T	Mail Owner
Rhonda Mitchell	Vertis Communication	Mail Service Provider
Shawn Baldwin	Bell and Howell	Software Vendor
	Pitney Bowes Management	
Stephanie Miracle	Services	Mail Service Provider
Steve Colella	The Calmark Group	Mail Service Provider
Steve Krejcik	Pitney Bowes Presort Services, Inc	Mail Service Provider
Todd Black	Time Inc	Mail Owner/Software Developer

13:05 – 13:10 Introductions

See Roles above.

13:10 – 13:15 Agenda Review

13:15 – 13:25 MTAC Work Group 152 Charter Review

Issue Statement clarification:

- There was a question regarding if there was a specific example of where there is an existing problem that needed to be solved. One example that was provided was a couple of situations where FSS sort schemes include ZIP codes from two different SCF facilities (Dulles and Culpepper was a recent example).
- It was noted that this could be a huge undertaking and are the benefits really going to be worth it? This is part of what this Work Group needs to evaluate and answer.
- No further questions regarding the Issue Statement.

13:25 – 13:45 Brainstorming (potential benefits, issues, systems to consider)

Potential Benefits:

- When one 3-Digit is worked at 2 different locations
- When a 3-Digit is split geographically
- Network flexibility
- Route mail to where it is worked
- Better utilization of resources (equipment)
- Maintaining discount without requiring MDF (as opposed to labeling list)
- Consistency on file formats

Issues:

- File Size
- Complicates MDF (number of records)
- Package presort vs. Container Presort
- Service Standards currently calculated based on 3-Digits

Systems to Consider:

- Zone charts and zone calculation
- Labeling Lists
- Service Standards
- Mail Direction
- Presort Systems
- Point of Entry
- Postage Calculation
- Postal One
- SASP

- FAST
- EVS
- Microstrategy Reporting
- SDC
- CSAs
- Mail.dat/xml
- PAVE
- MAC Batch

13:45 – 13:55 Next Agenda and Meeting Schedule

Next week's agenda will be similar to today's. We will review the charter and continue brainstorming.

Initial proposal is to hold biweekly meetings starting with the week of Monday, December 3rd, 2012. We are still meeting next week to get more people on board and to continue brainstorming.

13:55 – 14:00 Adjourn and Attendance Update

Action Required

List of action items in the format shown below.

Action item – owner – due date – status

- Get list of Postal systems that use Labeling Lists or Service Standards – Lynn Miener – **TBD** – Assigned
- Get a list of Labeling Lists that would actually be impacted – Alexandra Robleto – **11/20/12** – Assigned
- Get someone from Postal One! to join the work group – Alexandra Robleto – **11/20/12** - **Completed**

Parking Lot

List of topics to be discussed later, offline, or elsewhere so as to keep this Work Group's meeting on task.

There was some discussion towards the end of the meeting regarding being able to be more targeted regarding where mail is entered into the system. For example if you have a 5-digit pallet that has all Carrier Route bundles on it and the 5-digit is not an FSS zone, instead of directing that pallet to the location of where the bundle sorting occurs (currently what Mail Direction file does), instead be able to take it directly to the SCF where it will only need a cross dock movement to get it to the DDU (this example assumes the bundle sorting operations are not co-located which happens in a number of facilities). In a way it

is another scenario that is similar to the solution for FSS Facility vs. FSS Scheme pallets which allows FSS Scheme pallets to go directly to the FSS site rather than the bundle sorting site when they are different (this FSS scenario will be supported in the December update of the Mail Direction file). Given the Issue Statement and Desired Results, this topic falls outside the domain of Work Group 152. While an interesting idea, running with this could be a Work Group of its own.