

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

Agenda – November 20th, 2012 – Kickoff Follow-up

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
Dane Coleman	USPS	Operations Integration and Support
Gail Milton	USPS	Address Management Marketing Technology & Channel Mgmt
Joanne Cabatu	USPS	Mailing Information Systems
Martha Forrest	USPS	Pricing & Classification
Nina Yeh	USPS	Product Classification
Rachel Devadas	USPS	FAST
Shariq Mirza	USPS	FAST
Triveni Shenoy	USPS	Mail Entry
Verdonna Hudson	USPS	Product Classification
William Gunther	Fiserv	Mail Service Provider
Alan Southard	TC Delivers	Mail Service Provider
Bret Freeman	Harte-Hanks	Mail Service Provider/Logistics
Charley Howard	AT&T	Mail Owner/Software Developer
Cindy Terwilliger	Time Inc	Mail Owner/Software Developer
Cliff Bradley	Pitney Bowes Software	Software Vendor
David Propst	DST Mailing Services	Mail Service Provider
George Rader	CSGI	Mail Service Provider
James Jones	RR Donnelley	Printer, MSP, Logistics
Jennifer Anderson	Quad/Graphics	Mail Service Provider
Jim Morton	Monticello Software	Software Vendor
Joe Bailey	Quad/Graphics	Printer, MSP, Logistics
Linda Gustason	Intelisent	Software Vendor
Lisa Bowes	Vertis Communication	Mail Service Provider
Lisa Wurman	Window Book Inc	Software Vendor
Monica Lundquist	Experian	Service Bureau
Monica Lundquist	Anchor Software	Software Vendor
Noel Wickham	Vertis Communication	Mail Service Provider
Raksha Manek	AT&T	Mail Owner
Rhonda Mitchell	Pitney Bowes Management Services	Mail Service Provider
Sharon Harrison	The Calmark Group	Mail Service Provider/Software Developer
Stephanie Miracle	Pitney Bowes Presort Services, Inc	Developer
Steve Colella	Time Inc	Mail Owner/Software Developer
Steve Krejcik		
Todd Black		

Tom Glassman
Travis Wirth

Ty Inman

NPI Sorters
First Data
MidSouth Technologies/NPI
Sorters

Software Vendor
Mail Service Provider

Software Vendor

13:05 – 13:10 Introductions

See Roles above. Please let us know if we need to make corrections to your role or if you know of a stakeholder we have overlooked.

13:10 – 13:15 Agenda Review

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

The Group reviewed comments from the last meeting on the issue statement (from meeting minutes). There were no more questions regarding the charter.

A question was asked regarding if considering going to labeling lists by mail class and mail shape instead of going to 5-Digits would be a viable option. While it is currently outside of the scope of this project, it is a fair suggestion, although it was noted that some are already based on mail class, such as the ADC labeling list. We will put this on the parking lot for further consideration once we have more information on moving to 5-Digits.

A question came up as to whether all labeling lists would change to 5-Digits (for example 3-digit labeling lists). We will also put this on the parking lot so that we may revisit later.

There was a question regarding whether we were putting together a list of issues to be resolved via going to 5-Digits. The only specific issue we know of right now is regarding FSS zones from the same 3-Digit being worked at different locations. We have to find out if there are other issues that could be addressed with this and quantify the opportunity for improvement by looking at the geographical spread of zip codes, processing locations, and relevant distances. An action item has been assigned to start this process.

13:25 – 13:30 Review Kickoff Brainstorming Results

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)
 - Some software uses the labeling lists to determine drop ship discount eligibility and then use the MDF to determine where the mail needs to be physically taken.

- It was noted that regardless of what is done with Labeling List, the MDF will continue to be needed and cannot go away.
- Consistency on file formats
- There was some concern noted about going to 5-Digit would create more containers and end up costing more postage. While that could be a possibility the thing to keep in mind is that the USPS is continuing to move forward with network consolidation which means:
 - Fewer facilities = more zips served per facility = more potential for finer presort rate eligibility

Issues:

- File Size
- Complicates MDF (number of records)
- Package presort vs. Container Presort
- Service Standards currently calculated based on 3-Digits
 - This is an important issue which could derail our project. If going to 5-Digits impacts the way service standards are calculated (requiring a Federal Register Notice), we will not proceed (or at least our issue statement or scope would need to be updated).
- Rate eligibility and verification
- Qualification Report: will additional detail need to be broken out to allow for mail verification? Will require a discussion with mailing standards.
- Mail preparation: would this create more trays? More postage? (just changing from 3-digit ranges to 5-digit ranges would have no impact, it would be more about how ranges are modified down the road)
- Drop ship cost for mail preparation: concerns about any cost increases, but as network consolidation continues there will be fewer locations rather than more... This proposed change is more about the level of granularity that is available in defining the service areas for each of the facilities
- "Label To" zips will need to be 5-digits for bundles to be placed on containers and containers to be placed on pallets
- With no price difference between 3-digit and ADC, does it even make sense to continue to have 3-digit bundle, container, and pallet preparation? Does this provide the USPS processing efficiencies?
- 3 digit and 5 digit schemes need to be evaluated

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
- CDAS
- NCSC
- PTS
- CLDS
- Postal Explorer
- TOPS
- SPS
- POS
- RIBBS
- RPW

13:30 – 13:35 Review Action Items

- Get list of Postal systems that use Labeling Lists or Service Standards:
 ELLS sends labeling list files to the following systems: FAST, CDAS, NCSC, PTS, CLDS, and Postal Explorer
 WebSSD creates service standard files which the following systems pickup:
 SASP, SDC, CDAS, TOPS, SPS, POS, RIBBS, RPW
- Get a list of Labeling Lists that would actually be impacted:
 See attachment. Again, we will revisit whether to change them all or not.

13:35 – 13:45 Continue Brainstorming and Discussion

See blue font items added to Review Kickoff Brainstorming Results agenda item above.

It was noted that we should quantify the impact of going to 5-Digits from both the Postal Service and the Industry perspectives. It was agreed that this is why we have this work group.

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

For now, we know that the next agenda will cover the Service Standards issue which has the potential to stop or redefine this project. We will also talk about

ways to quantify the potential benefit of network flexibility. Both of these are action items.

So far, no one has recurring conflicts on Thursdays at 2pm Eastern. Therefore, we will have our first biweekly meeting on Thursday, December 6th, 2012 at 2PM Eastern. Please save that spot on your calendar until the invitations are sent out.

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

- Find out if we can calculate service standards without changing the rules – Alexandra Robleto – **12/06/12** – Assigned
- Find out how we can quantify the potential benefit of network flexibility – Alexandra Robleto – **12/06/12** – Assigned
- Get list of Postal systems that use Labeling Lists or Service Standards – Lynn Miener – **11/20/12** – **Completed**
- Get a list of Labeling Lists that would actually be impacted – 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.

From 11/20/12:

Should we consider labeling lists by mail class and mail shape instead of going to 5-Digits?

If we do this, would all labeling lists be transformed to 5-Digits?

From 11/13/12:

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.