

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

### **Agenda – December 10<sup>th</sup>, 2012 – First Post Kickoff Meeting**

#### **15:00 – 15:05 Attendance**

List of attendees for this meeting:

Alexandra Robleto - USPS - Postal Lead  
Bob Schimek - Bell and Howell - Industry Lead / Software Vendor  
Anthony Frost - USPS - Industry Engagement and Outreach  
Bob Weismiller - USPS - Solutions Center  
Dane Coleman - USPS - Operations Integration and Support  
Daniel Mahnke - USPS - Network Integration Support  
Gail Milton - USPS - Address Management  
Lynn Miener - USPS - Solutions Center  
Nina Yeh - USPS - Pricing & Classification  
Rachel Devadas - USPS - Product Classification  
Verdonna Hudson - USPS - Mail Entry  
Alan Southard - Fiserv - Mail Service Provider  
Bret Freeman - TC Delivers - Mail Service Provider  
Carlo Preston - DST Output - Mail Service Provider  
Charley Howard - Harte-Hanks - Mail Service Provider/Logistics  
David Propst - Pitney Bowes Software - Software Vendor  
Jim Morton - Quad/Graphics - Mail Service Provider  
Joe Bailey - Monticello Software - Software Vendor  
John Sexton - Pitney Bowes Presort Services -  
John Whittington - Time Inc - Mail Owner/Software Developer  
Kimberly Mauch - Satori Software - Software Vendor  
Linda Gustason - Quad/Graphics - Printer, MSP, Logistics  
Peter Moore - Peter Moore and Assoc. - Software Vendor / Consultant  
Randy Randall - AT&T - Mail Owner  
Rhonda Mitchell - Vertis Communication - Mail Service Provider  
Shawn Baldwin - Bell and Howell - Software Vendor  
Steve Krejcik - Pitney Bowes Presort Services, Inc - Mail Service Provider/Software Developer  
Travis Wirth - First Data - Mail Service Provider

#### **15:05 – 15:10 Agenda Review**

#### **15:10 – 15:20 Review Minutes**

#### **15:20 – 15:30 Background**

Alexandra shared slides with the group in order to explain her knowledge of one of the reasons this work group was created. It covered the FSS mail entry issue that was mostly solved through other means, and it covered the one scenario where going to 5-digits would help. It was explained that the work group had not been put together to solve that issue, but that the issue was at least one of the things that led to this work group being proposed.

An observation was made that we are proposing a solution and then looking for problems that it could solve. This would be correct. The charter for this work group indicates that we are to “explore” an idea and not to “fix” a particular problem.

Referring to the special FSS entry scenario on the slides, there was a question as to whether the number of FSS ZIPs involved in the scenario would remain the same (there are currently two 3-digit ZIPs in the Chicago area) or whether the number of such cases could increase. Due to machine moves and consolidations, we do not know for sure, however, it is unlikely that the number would change. The current plan is to handle those two ZIPs as exceptions. A 5-digit structure can resolve the issue and eliminate the exceptions. However, we are not exploring 5-digits to solve that one issue.

Other potential solutions to the issue were suggested. Currently Palatine is labeled to 60103 and Carol Stream is labeled to 60108. If one of the facilities label to ZIP was changed to a different 3-digit would it resolve the Mail Direction lookup issue? For example what if Carol Stream label to ZIP became 60208?

There was some discussion around the application of a 5-digit structure and what it might mean for 3-digit and 3-digit schemes if they remain at 3-digit ranges. What would happen if a 3D scheme was split? It would make operations rather complicated if a 3D scheme is broken up by 5D. For example if 2 3D zips are schemed together, and then some 5D zips are broken out into another separation, how will QC monitor this and USPS audit it?

### **15:30 – 15:40 Review Action Items**

- Find out if we can calculate service standards without changing the rules: Alexandra stated that she was about 30% done with this task. She checked the Postal Accountability Enhancement Act and the Federal Register Notices, and she spoke briefly with an attorney to confirm that there would be no legal issues with defining service standards at the 5-digit level. However, there is still work to be done to determine whether this is actually feasible, without breaking or bending the rules. The attorney said that as long as we respect the rules, communicate certain things when (if) label lists are changed to 5-digits, and address such things as IBM reporting, we could move forward.
- Find out how we can quantify the potential benefit of network flexibility: Alexandra shared a map of South Florida showing the Miami P&DC and the South Florida P&DC, with connected lines to all of the 330 and 331 stations that they serve. She explained how currently, stations (or delivery units) are mapped to their plants based on their first 3 digits, and how they could be mapped in the future (if we go 5-digits) based on shortest distance instead. She talked about how this could, in theory, smooth out the Volume Arrival Profile of the plants, and enable them to clear earlier,

thereby improving service. She proposed to quantify the current travel time (from stations to the plant they are mapped to) and the travel time based on shortest distance, in order to quantify the potential benefit of network flexibility. She said she would have to assemble a small group of people to help her accomplish that.

### **15:40 – 15:50 Brainstorming (how to quantify cost and benefit)**

We want to be able to compare apples to apples when the time comes to figure out the ROI.

It was said that the cost would depend on what approach we take. We did not have sufficient time to continue the conversation, so we will continue talking about this on our next meeting.

### **15:50 – 15:55 Next Agenda and Meeting Schedule**

Feedback was requested regarding agenda topics for the next meeting. It was suggested that we should start with brainstorming on costs and benefits. It was also suggested we should talk about other potential solutions to the FSS mail entry issue.

### **15:55 – 16:00 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 – **12/17/12** – 30%
- Find out how we can quantify the potential benefit of network flexibility – Alexandra Robleto – **12/17/12** – 50%

#### **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.