MTAC Workgroup #160
Mail Owner & Nonprofit Identification in eDoc

Background

Purpose: Identify nonprofit Mail Owner's participation in eDoc to validate postage rate claimed and to support USPS tracking within the previous twenty-four month period.

Objective: Electronically transmit nationwide nonprofit authorization numbers to *PostalOne!*, to replace current submission of hardcopy lists of nonprofit authorizations in given mailing.

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Key Workgroup Issues to Address

- Complexity of identifying multiple Mail Owners
- Number of mailers – hundreds of nonprofits may exists in a mailing
- Processing time for files
- Level of granularity
- Timing of information
- Managing IDs
- USPS needs to formally communicate intent to eliminate Ghost Permits
- No integration with Address Management System (AMS) & Customer Registration
- Additional issues documented in issues spreadsheet
- USPS communication of nonprofit functionality schedule & guidelines

Meeting – October 29, 2013

Agenda

- Review 10/8 meeting minutes
- Address outstanding questions

Minutes

- Meetings on 10/15 and 10/22 were canceled due to co-chair availability
- Reviewed minutes from 10/8 meeting
    - Discussed duplicate CRID issue (data quality)
        - Specific data issues can be sent to the *PostalOne!* Help Desk – i.e. linking of permits to CRIDs, reassignment of MIDs, consolidation of duplicate customer data, etc.

- Clarification was requested regarding the exception to identify nonprofits by the hardcopy method after January 2014
    - USPS will provide further clarification on the guidelines for identification of nonprofits moving forward (outlined in Mail Owner ID scenario excel)
- TEM testing schedule for January 2014 Release
    - TEM testing would apply for Full-Service changes
    - There are no changes to the nonprofit in January

- Discussed outstanding questions
    - Would volume and revenue for each nonprofit be required?
        - According to USPS rules, the volume and revenue of mail for each nonprofit entity must be communicated
            - To date, a hardcopy method of nonprofit identification has been sufficient
            - In the future, identification is expected to be made in the eDoc. July 2014 has been discussed.
        - Reviewed the distinction between Full-Service identification and nonprofit identification requirements:
            - Full-Service Mail Owner ID requirement (f*rom the Federal Register (Document Citation: 78 FR 23137)*: *Implementation of Full-Service Intelligent Mail Requirements for Automation Prices)*
                - If the [Full-Service] mailing is prepared or presented on behalf of another entity, the electronic documentation (eDoc) must include additional information to support the by/for mailing relationships. Mail service providers (agents) do not have to provide by/for data for mail owners with 5,000 or fewer pieces in a mailing. All other mailings must include by/for information.
            - Nonprofit Mail Owner ID requirement (f*rom DMM 703: Nonprofit Standard Mail and Other Unique Eligibility)*
                - Section 1.5 - Identification of Nonprofit Organization: All matter mailed at the Nonprofit Standard Mail prices must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the piece bears any name and return address, it must be that of the authorized nonprofit organization. A well-recognized alternative designation (e.g., "The March of Dimes") or abbreviation (e.g., "AFL-CIO") may be used rather than the full organization name.
                - Section 1.7.6 Nonprofit Standard Mail Authorization Number: Once an organization is authorized, it may mail at Nonprofit Standard Mail prices at any Post Office location that accepts presorted mailings within the United States. The Postal Service will issue a national Nonprofit Standard Mail authorization number to each organization authorized to mail at the Nonprofit Standard Mail prices. Authorized organizations must display this number in the appropriate space on each **postage statement** that accompanies a mailing at Nonprofit Standard Mail Prices.

            - Representatives from the USPS Pricing and Classification Service Center (PCSC) confirmed that volume and revenue for each nonprofit entity is expected.
            - The proposed new nonprofit Mail.dat file does not currently include this level of information.
        - For Full-Service, how are the Mail Owner fields expected to be populated in the exception scenario (less than 5,000 pieces) where identification is not required?
            - USPS will follow-up
    - A face-to-face meeting will be scheduled during MTAC week (November 18-22)

Proposed Agenda for Next Meeting

- Review 10/29 meeting minutes & address questions