

Facility Access and Shipment Tracking (FAST) Users Group

Meeting Minutes

November 9, 2011
3:00 - 4:00 pm / EST

CO-CHAIRPERSONS:

Postal: Alexis Broadhurst-Ross
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TOPICS FOR DISCUSSION

- Structure Release Schedule Overview
 - Discuss Labeling Lists
 - Discuss Mail Direction File (MDF)
 - Discuss Zone Matrix Chart
 - Discuss City / State File

Introduction

Alexis Broadhurst-Ross facilitated this week's FAST User Group Call. This week FAST discussed the 2012 Structured Release Schedule for Labeling Lists, MDF, Zone Matrix and City / State File.

FAST also had a major release on November 6th (FAST 18.0), which included both application and CSA Simplification changes.

Structure Release Schedule Overview

The Structured Release Schedule is designed to align the publication dates of USPS Label Lists, Mail Direction File (MDF), Zone Matrix Chart and City / State File.

- On Thursday, November 3, 2011, a joint FAST User Group and PostalOne! User Group meeting was held to discuss publication of mail preparation and mail entry planning files.
- During this discussion, it was agreed that the existing seventy-five (75) day grace period concept for Labeling Lists, Mail Direction Files, and Zone Matrix charts will continue until the new collaborative Task Force (i.e., representatives from both the Postal Service and the mailing industry) determines the publication cycle, usage, and grace period model.
- As a result, the Release Schedule currently posted to the RIBBS® website will remain in effect until the Task Force has reached a decision.

- Please note that the Effective Start Dates will be removed from these mail preparation and mail entry planning files.

Labeling Lists

- Will be published on 11/12/2011 and will have a 75-day grace period. Mandatory compliance is 1/28/2012.
- The future schedule of labeling list publications will be determined by the newly developed task team. Until that time, the Release Schedule posted on RIBBS will be followed.

Mail Direction File (MDF)

- Will be published on 11/12/2011 and will have a 75 day grace period, mandatory compliance is 1/28/2012.
- The future of mail direction file publications will be determined by the task team.
- Until that time, the Release Schedule posted on RIBBS will be followed. The RIBBS schedule showing effective dates of the mail direction file will be removed.

Question: Do the MDF or Labeling Lists have early data extractions dates in comparison with their publish dates?

Answer: No, these files do not have early extraction dates.

Zone Matrix Chart

- Will be published on 11/12/2011 and will have a 75 day grace period, mandatory compliance is 1/28/2012.
- The future schedule for Zone Matrix chart publications will be determined by the newly created task team. Until that time, the Release Schedule posted on RIBBS will be followed.

City / State File

- Will be published on 11/12/2011 and will have a required use date of 2/01/2012.
- The future Release Schedule of the City/State file will be determined by the newly developed task team. Until that time, the schedule posted on RIBBS will be followed.

Question: Do the MDF, Zone Matrix Chart or City / State file have early data extractions dates in comparison with their publish dates?

Answer: No, these files do not have early extraction dates.

Summary

- The schedule published on RIBBS and the existing seventy-five (75) day grace period concept for Labeling Lists, Mail Direction Files, and Zone Matrix charts will continue until the new MTAC Task Team (i.e., representatives from both the Postal Service and the mailing industry) determines an optimal publication cycle, usage, and grace period model.
- The Release Schedule posted on the RIBBS® website will remain in effect until the Task Force has reached a decision.
- The Effective Start Dates will be removed from these mail preparation and mail entry planning files so as to continue to reference the 75 day grace period.

