

MTAC User Group 9

September 18, 2014 at 2:00PM EST

Mission Statement: Collaborate to create and discuss the efficient communication, deployment, and accuracy of USPS presort reference data. Creating visibility into any issues around this presort reference data distribution and usage will lead to recommendations for improvements.

Meeting Notes:

- Reviewed issue list starting with the most recent issues
 - Previewed log on RIBBS – (see log for issues)
 - Issue log now posted on Ribbs and updated regularly when there are issues https://ribbs/intelligentmail_schedule2014/releaseoverview2014.cfm
 - Action Item: Alexis to reach out to industry members about layout file extra tab characters
 - Action Item: Set up meeting with Shawn Baldwin, Dave Glowny to review layout file
- FAST 28.0 release notes were posted today (9/18/14)
- The communication to the test distribution group for labelling list is working well. There were problems in the test data for November and members of the team new about them.
- City State test file (CityStateBeta.tar) has not been updated since 1/2014 so USPS to either update or delete file
- Presort Reference Data File Release Matrix – (Review Spreadsheet)
 - Review first draft of File Release Matrix
 - Date naming conventions are confusing. Definitions of names (ie: publish, effective, mandatory, begin usage) may be different between files
 - Begin Usage date crept in at some point to refer to Effective date. We need to figure out why and then try to match terms to terms already being used
 - Labeling Lists discrepancy between FAST and EPF versions
 - Follow-up: Standardization of release timelines
 - Address, Parcel and Supplemental Files (from AMS) are generated on Sundays (weekly) and updated weekly in FAST
 - Industry request: if switching to a monthly update, align the update with the publication of the MDF v3 (Alvin Serano)
 - Follow-up: Can we switch to updating this data monthly without negatively impacting parcel mailers? (John Medeiros)
 - City/State and Delivery Stats files (from AIS) are published on the Wednesday after 2nd Saturday of the month and become effective immediately
 - Follow-up: Determine impacts of changing release dates
 - Additional research required on publication/effective date rules (check DMM for info)
- Presort Reference Data File Usage List – define which data USPS is using vs. which data industry is using so we can improve alignment and ensure proper data is being used across the board
- Reviewed the list of files that UG9 is meant to represent and made sure that we had people on the call for each of the files. A few came up without anyone speaking up to support them. These include:

- CET
- DropShip hours
- Post Plan Supplemental
- Supplemental File
- Parcel Return File
- Question from industry regarding why USPS has labeling list posted on FAST for free while the EPF site requires a fee to use. Kristina researching purpose of original posting and possibility of taking the Label List files off of FAST to simplify
- Parcel File Update
 - One person in the group uses the parcel file today but plan to move to MDF Version 3 in 2015. USPS to investigate need for Parcel file and possible discontinuation of it. In the future. If its decided to discontinue notification will be provided to the industry
- Update on Planned USPS activities
 - 2015 release schedule on RIBBS to be posted with updated data soon. USPS is currently in the process of finalizing 2015 schedule. Today the data reflects the 2014 schedule
 - Some work already done for FAST, AMS, eInduction, etc.
 - Follow-up: Look at former Task Team 11, WG 148 and WG 106 work
 - Recommendations for other former work?
- Next Meeting: Thursday, September 25, 2014 at 2:00PM EST