



**UNITED STATES**  
**POSTAL SERVICE**

# MTAC

## Mail Prep & Entry Focus Group

January 15, 2014



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**POSTAL SERVICE**

# **MTAC**

## **Mail Prep & Entry Focus Group**

### **Packages Track**

**January 15, 2014**

- Packages Track
  - Action Items from Last Meeting
  - Workgroup Updates
  - MTEOR Update
  - Mail Prep & Entry Steering Committee Update
  - Network Rationalization Phase II Status
  - Open Discussion

- **Action Items from Last Meeting**
  - Look at non-machineable issue.
    - End-to-end versus destination drop (NDC).
  - Look at DDU mis-shipped 5D on labeling list versus DDU entry.
    - John M. to provide data to Shibani.
  - Expand communication to other HQ functional areas regarding emergency situations and penalty exception process.

# Workgroup Updates

- WG 159 – HUBs
- TT 11 – Revising mail preparation parameter file releases and schedule to minimize costs and service impacts
- UG 7 – MTEOR

- Worked with field personnel to develop list of HUB entry points
- March 2014
  - Identify group of mailers interested in testing HUB concept
- July 2014
  - Implement HUB concept
    - Develop list to identify 5-digits associated with HUB
      - Mailers can continue to use existing labeling lists
    - Identify HUB locations in drop ship product file (via FAST)

# Structured Release Cycle (2014 and beyond)

2014 Labeling List and Mail Direction File Schedule							
	AIS Files, Publish City State Files*** (date available on EPF)	Publish Date of Labeling List, Zone Matrix and Drop Ship Product, Files**	City/State, Label List, Delivery Stats, Drop Ship Product, and Zone Matrix Begin Usage Date	City/State, Delivery Stats, Label List, Drop Ship Product, and Zone Matrix Mandatory Usage Date	City/State, Delivery Stats, Label List, Drop Ship Product, and Zone Matrix Expiration****	Accept 8125 of Old Address	Release Cycle Types*
1	11/11/2013	12/15/2013	1/1/2014	2/1/2014	4/30/2014	5/30/2014	ALL
2	12/16/2013	1/15/2014**	2/1/2014				FSS Labeling List/Drop Ship
3	2/10/2014	3/15/2014	4/1/2104	5/1/2014	7/31/2014	8/30/2014	ALL
4	5/12/2014	6/1/2014	7/1/2014	8/1/2014	8/31/2014	9/30/2014	Major
5	6/16/2014	7/1/2014	8/1/2014	9/1/2014	9/30/2014	10/30/2014	Minor
6	7/14/2014	8/1/2014	9/1/2014	10/1/2014	10/31/2014	11/30/2014	Minor
7	8/11/2014	9/1/2014	10/1/2014	11/1/2014	11/30/2014	12/30/2014	Major
8	9/15/2014	10/1/2014	11/1/2014	12/1/2014	12/31/2014	1/30/2015	Minor
9	10/13/2014	11/1/2014	12/1/2014	1/1/2015	1/31/2015	3/2/2015	Minor

\*Major = major changes to labeling lists (3-digits, 5-digits (schemes), Minor=tweaks to existing 5-digits (schemes)

\*\* A special release of the zone chart matrix and drop ship product file will be available on January 2 and January 15 (respectively) to align with the January 26 price change

\*\*\* Intended usage to align with pre-sort directories

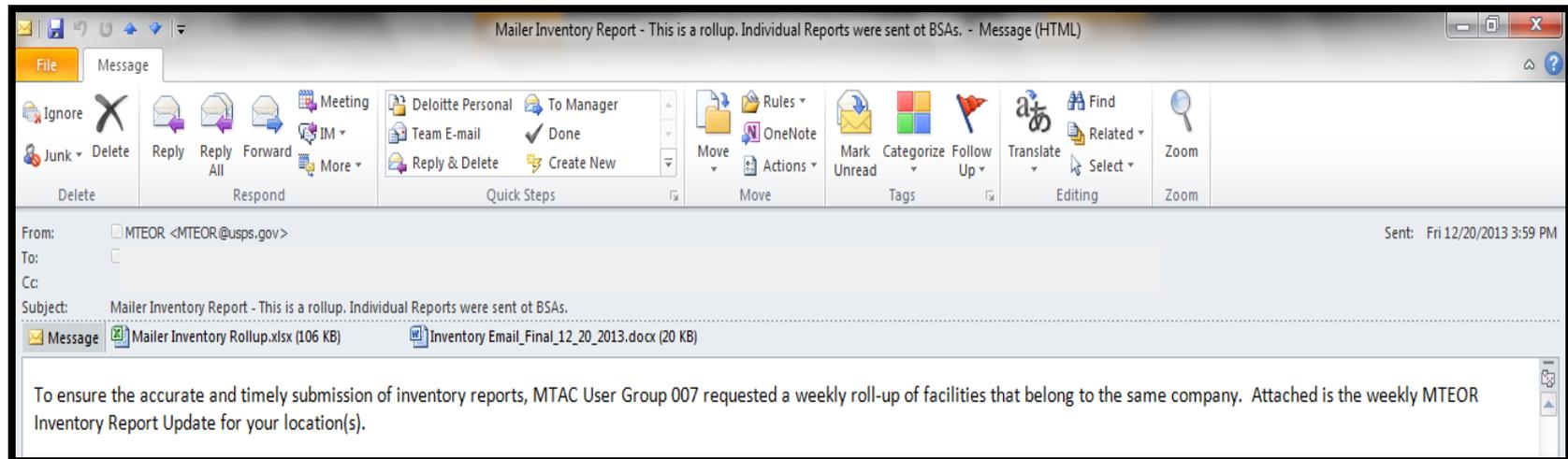
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# MTAC User Group 007

- **MTAC User Group 007 met five times since August**
  - Discussed the launch of MTEOR for Local Mailers and potential 2014 MTEOR enhancements

Potential Enhancements	Projected Launch Date
<b>Customer Reports</b> – Templates are still being defined and are open for discussion	<b>Inventory Summary Report</b> – <b>Complete!</b> <b>Other Reports</b> – Spring
<b>Messaging ‘Module’ on MTEOR Homepage</b> – Updates will be shared with users via messages (i.e., known system issues; MTE supply updates, etc.)	<p style="text-align: center;">Spring</p>
<b>Order History</b> – Order history will be expanded to 30 days; users will eventually be able to export up to 13 months of order history	<p style="text-align: center;">Spring</p>
<b>Modify/Withdraw Capabilities</b> – When a user withdraws an order, the screen will be automatically updated to show the available transportation and ‘Modify’ will be added as an order status	<p style="text-align: center;">Spring</p>

- **Inventory Summary Emails**
  - Summary emails sent every Thursday
  - Reports are only sent to BSAs and include all facilities in their company



- Visit the **MTAC User Group 007 Resource Center** for all meeting materials and meeting minutes
  - <https://ribbs.usps.gov/mteor/mtac007.htm>
- **Next Meeting: January 28, 2014**
  - Contact the MTEOR Help Desk at [MTEOR@usps.gov](mailto:MTEOR@usps.gov) or 1-866-330-3404 to join the MTEOR User Group 007

## Mail Transport Equipment Ordering System



*Welcome to the MTAC User Group 007 Resource Center!*

**Who are we?**  
This group brings together MTEOR users to identify and recommend opportunities for future enhancements to Phase 1 MTEOR-Mailer. As a part of this working group, members are responsible for:

- Gaining an understanding of any MTEOR program constraints and ease of use issues from the user perspective.
- Recommending future enhancement initiatives for the MTEOR program that will improve the user experience, including communications, ease of use, and reporting.
- Reviewing and building upon the recommendations from MTAC Work Group #153: "Mailer MTE Inventory Tracking and Reporting Process".

 **Did not attend the meeting? Review the meeting minutes and presentations posted below!**

- July 23, 2013
  - [Presentation](#)
  - [Meeting Minutes](#)
- August 13, 2013
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  - [Meeting Minutes](#)
- September 03, 2013
  - No Presentation
  - [Meeting Minutes](#)
- September 10, 2013
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- October 01, 2013
  - [Presentation](#)
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- October 29, 2013
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**The next meeting will take place on December 03, 2013**

Contact Information:  




# MTEOR

**MTEOR Webpage:**

<http://ribbs.usps.gov/mteor>

**MTEOR Help Desk:**

*Hours:* Monday-Friday, 7:00 a.m. to 5:00 p.m.(CST)

*Phone:* 1-866-330-3404

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# MTEOR Update

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- **Here are a few highlights from the feedback survey that was distributed to Mailers**
  - The majority of Mailers who responded categorized themselves as satisfied or very satisfied with MTEOR
  - Mailers cited ease of use, the ability to see their order history, and the reliability of the system as some of the major benefits of MTEOR

## Quotes from Mailers

*"I do prefer this method much better it is much easier to do it on the web and nice to get a confirmation that the order is in the system. We have received our equipment more accurately since we started using MTEOR."*

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  - **Southern Pacific Area – February 3, 2014**
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# Mail Prep & Entry Steering Committee Update

- 116 ideas submitted to date
  - 37 closed
    - Out of scope, withdrawn or re-assigned
  - 21 completed
    - Postal Bulletin articles and DMM revisions announced
  - 33 remaining in Benefit/Effort matrix
  - 25 open need Change/Improvement template submitted or idea withdrawn

	Federal Register Proposed Rule	Federal Register Final Rule	Postal Bulletin article	DMM revision effective
<p><b>Item #6: Reduce time spent moving mail between multiple facilities for bundle, AFSM, and FSS processing</b></p> <p>Item #22: FSS Prep Requirement</p> <p>Item #14: 5 digit/FSS Scheme pallets</p> <p>Item #63: Eliminate CR bundles in FSS zones</p> <p>Item #42: Maintain comail benefits in future FSS pricing environment</p> <p>Item #86: USPS make FSS bundle prep required.</p> <p><b>Item #89: Ensure Mail Direction file supports directing all FSS container types to the deepest possible facility in the network for processing</b></p>	09/26/13	12/18/2013	12/26/2013	1/26/2014 Required

- High Priority
  - 11 Items
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- Low Priority
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<u>High Priority</u>	<u>Status</u>
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<b>Item #12:</b> CSA Management	To be assigned to the Master Degree Black Belt Project (Linked with Item #95)
<b>Item #13:</b> Allow Commingle/CoMail of BPM and Standard Flats	Will be included in the future release
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<b>Item #43:</b> Cost Based Rates Study	Pricing is evaluating (Peter Moore Analysis)
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<b>Item #96:</b> Explore options for creating fuller trays	Aligned 5D Scheme Labeling List L012 with current DPS Schemes

## 20-24 oz Flat Mail Test was concluded in December 23 by Engineering

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- Test Pieces – Perfect bound
- Weight range – 23-24 oz
- Test Decks
  - Heavy mail only
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## In Conclusion

- From a mechanical perspective, the 24 oz flat mail did not produce any damage to either the FSS, AFSM or FSS/HSFF systems.
- From an operational perspective, the 24 oz mail did show some performance degradation when a run was 100% 24 oz mail. Those runs that were of “mixed” mail did not show any significant performance issues.
- At this date, USPS Engineering does not anticipate any significant issues with 24 oz flat mail.

# Network Rationalization Phase II Status

# Open Discussion



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## **Mail Prep & Entry Focus Group**

### **First-Class Track**

**January 15, 2014**

- First-Class Track
  - Action Items from Last Meeting
  - Workgroup Updates
  - MTEOR Update
  - PARS Decision Tree
  - Mail Prep & Entry Steering Committee Update
  - Flats Strategy & FSS Prep
  - Remittance Mail – Earned Value Initiative
  - Network Rationalization Phase II Status
  - Open Discussion

- Action Items from Last Meeting
  - Incorporate Secure Destruction in MOP flow.
    - Decision tree related to PARS flow (FCM).
  - Communication on overnight service standard changes to general public.
    - Direction on operational changes for mail entry based on service standard changes.
  - Lead from Operations side on endorsements/re-date metered mail.
    - Discuss operational impacts of not re-dating or of removing date from metered mailings.
  - Clarification/communication on simplification of DMM.
  - Tray Label Holders

# Workgroup Updates

- **WG 157 – Load Leveling**
- **TT 11 – Revising mail preparation parameter file releases and schedule to minimize costs and service impacts**
- **UG 7 – MTEOR**

# DSCF STANDARD MAIL LOAD LEVELING

- ❑ Continue Stakeholder Engagement
- ❑ Add Additional Sites to Test Implementation Approach
- ❑ Review Comments to Proposed Rule – Feb 13, 2014
- ❑ Publish Final Rule: February 28, 2014
- ❑ Receive PRC Advisory Opinion
- ❑ Implement Change no Earlier Than March 27, 2014

## Load Leveling will be piloted in these Districts:

- ❑ **Pacific Area** – San Diego District
  - ✓ M.L. Sellers P&DC, San Bernardino P&DC
- ❑ **Eastern Area** – South Jersey District
  - ✓ South Jersey P&DC, Delaware P&DC, Trenton P&DC
- ❑ **Great Lakes Area** – Lakeland District
  - ✓ Milwaukee P&DC, Madison P&DC, Palatine P&DC, Green Bay P&DC, Oshkosh P&DC, Rockford P&DC, Wausau P&DF
- ❑ **Southern Area** – Rio Grande District
  - ✓ San Antonio P&DC, Corpus Christi P&DC, El Paso P&DC, McAllen P&DF, Midland P&DC, Austin P&DC
- ❑ **Northeast Area** – New York District
  - ✓ Morgan P&DC
- ❑ **Capital Metro Area** – Capital District
  - ✓ Southern P&DC, Curseen Morris P&DC, Suburban P&DC
- ❑ **Western Area** – Northland District
  - ✓ Minneapolis P&DC, St. Paul P&DC

- Top Down approach used to populate data in L012 labeling list
  - Published updated labeling list
    - Effective January 1, 2014
      - Published December 15, 2013
- L012 Statistics (as of January 1, 2014)

	Jan. 1, 2014	Oct. 1, 2013
Scheme Entries	5,574	2,121
ZIPs Included	26,129	7,191
Avg. ZIPs per Scheme	4.7	3.4

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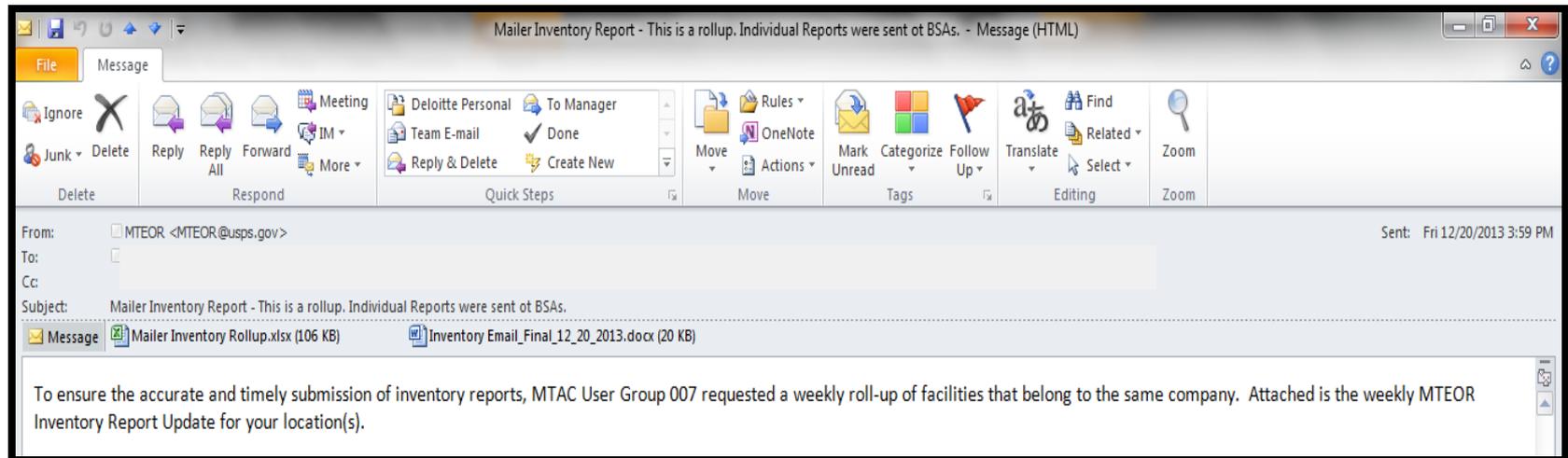
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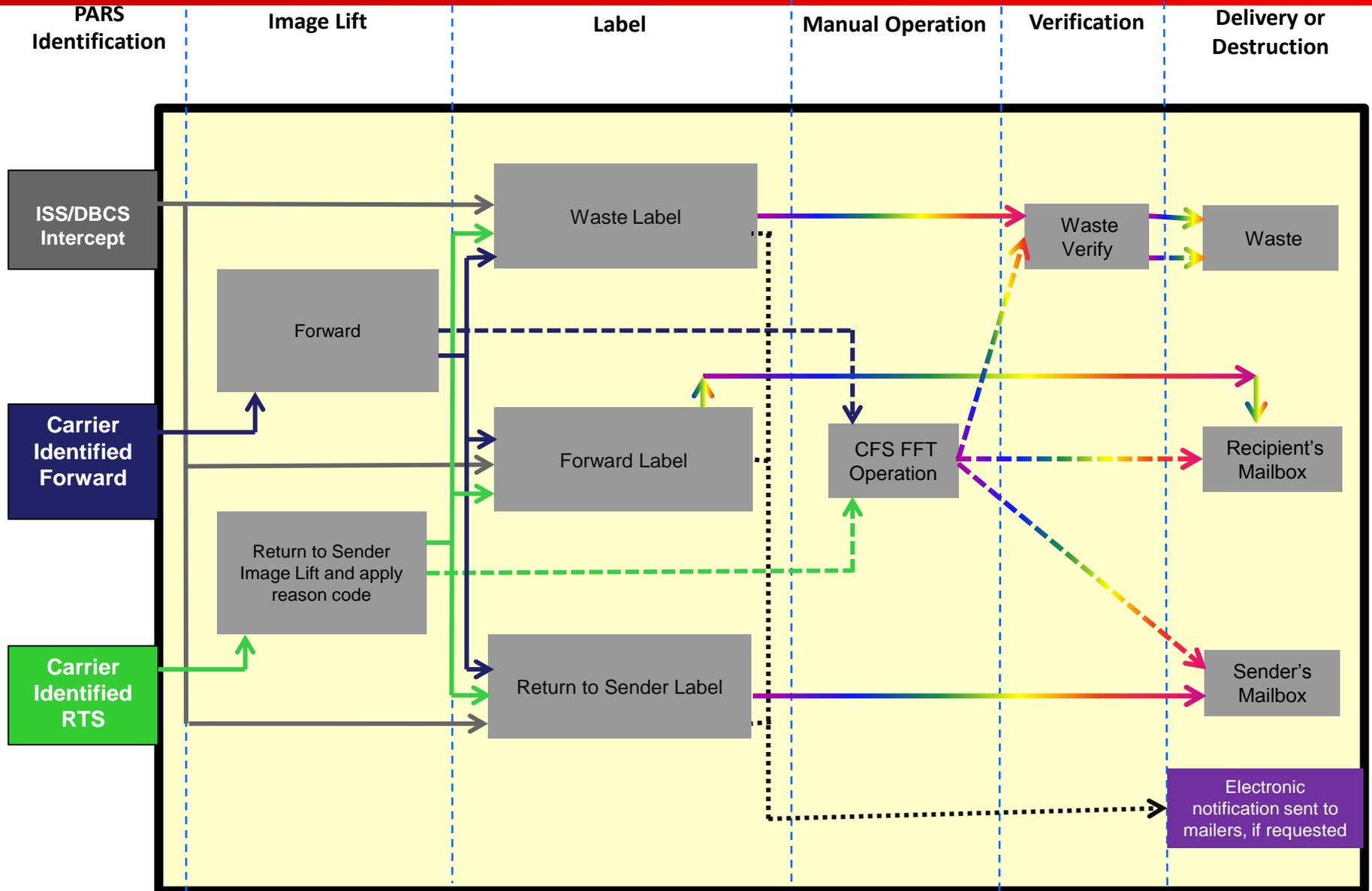
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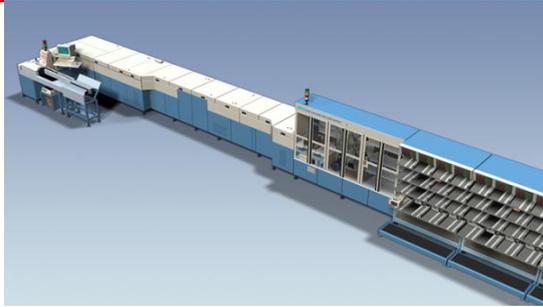
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# PARS Decision Tree

# PARS Mail Flow with ART ID



- Secure Destruction is currently in early pilot testing at one Processing & Distribution Center
- SD is directed at First Class letters containing Privacy Protected Information (PPI) which are normally returned at the mailer's request
- Limited number of mailers participating in the pilot
- USPS will determine whether SD is successful and moves to national deployment
- If USPS moves to national deployment of SD:
  - Mailers sign-up to participate in the program
  - Use assigned STIDs in IMb to enable sortation of SD mail during PARS processing on CIOSS



- SD letters identified on CIOSS through use of STID in IMb
- SD letters are verified in a separate operation to ensure they're correctly labeled for Secure Destruction
- SD letters are destroyed at a shredder at the CIOSS processing P&DC
- Electronic report identifying the SD letters sent to mailers



# CFS/PARS Consolidation

- USPS has reduced to 22 CFS Units operating in 2014
  - No changes since November 2013 update
  - Consolidated to increase efficiency of remaining CFS units
  - Reductions due to PARS and individual Area initiatives
  - Further CFS consolidations are dependent on implementation of: Remote Forwarding System (RFS) and FPARS (PARS for flats)
- PARS CIOSS processing operations now consolidated to 64 plants
  - No changes since November 2013 update
  - Plants without CIOSS processing operations are “feeder” plants, sending PARS letters to CIOSS plants for CIOSS processing
  - Consolidated to increase efficiency of CIOSS operations
  - Continue CIOSS site consolidations in 2014, reducing from 64 to 61 CIOSS processing plants

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# Flats Strategy Update

- Flats Strategy Executive Summary - handout
- FSS Prep
  - Overarching goal – maximize availability of compatible flats to the FSS operation
  - Prep moves from optional to required 1/26/14
  - Required for most Periodicals, Standard Flats and BPM (First-Class & Saturation exempt)
  - FSS Scheme Pallets required at 250lbs
  - FSS Facility Pallets will move to optional
  - DFSS entry encouraged to maximize availability

# Remittance Mail Update



- **COMMUNICATIONS COMMITTEE**

- BSN Customer Gateway
- Create a LinkedIn Group
- RIBBS – RMAC Section
- Qtrly RMAC Call – Remittance Topic of the quarter

- **NEW PRODUCTS – COMMITTEE**

- Remittance Mail Redirect
- Earned Value Promotion

- **OPERATIONAL PERFORMANCE COMMITTEE**

- Network rationalization impacts/New Operating Plans
- Return to Sender policies/procedures for remittance mail
- PO Box Rental Process/Annual Renewals/billing etc...

- **Pilot Test**

- Started Aug 2012 with major financial institution
- Operational and technical capabilities tested and proven
- Additional Remittance mailers seeking participation

- **Status Update**

- Business case and presentation planned for CMSO and ELT
- Awaiting industry input with volume “guesstimates” to buttress business case

- **Tiered and discounted pricing structure**

- Fee structure based on annual candidate volume levels
- Projected to be of tiered levels based on volume
- Tiers will have a specified discount factor

# Network Rationalization Phase II Status

# Open Discussion



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## **Mail Prep & Entry Focus Group**

### **Periodicals Track**

**January 15, 2014**

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- Action Items from Last Meeting
  - Setup another field trip to visit FSS for January 2014 MTAC meeting.
  - Update at next MTAC meeting on AFSM FPARS.
    - Background, flow, sites, etc.
  - Update on APPS enhancements.
  - Flats Strategy – At next MTAC meeting share some of the plans (bundle assistance, etc.).

# Engineering Technology Update

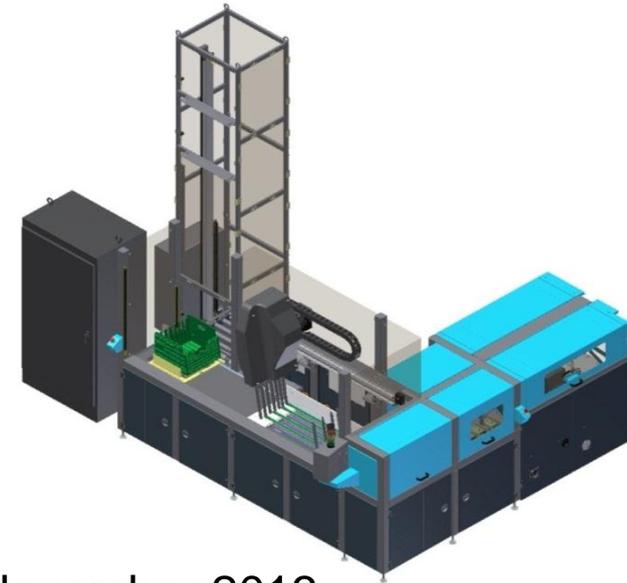
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- **22 AFSM100's will be modified for PARS processing**

## HSFF FY14 Plan Forward

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      - Supporting Installation Manual
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  - Expect to install two additional HSFF's in “live” environment
    - Site - TBD
    - Spring 2014



- **Current status**

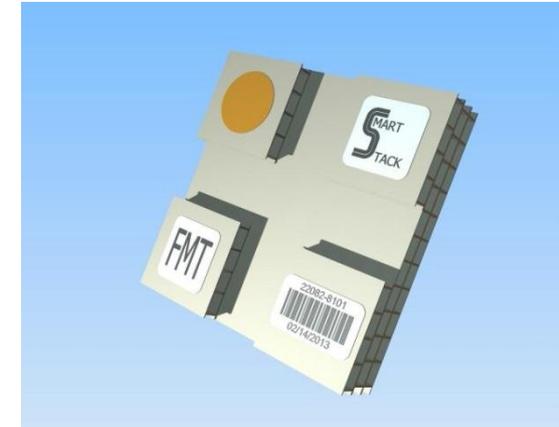
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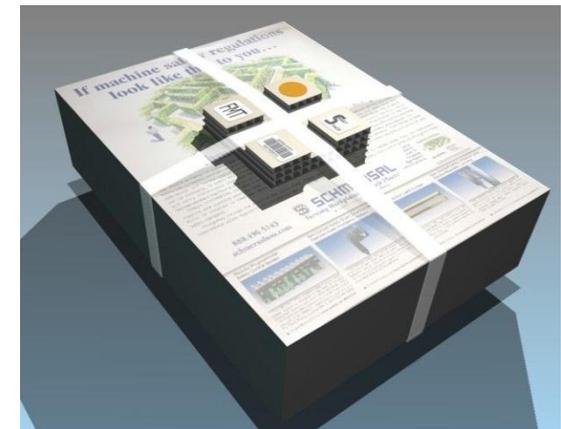
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  - Smart Stack Loading and Unloading System
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    - Standardized bundles supporting automation
  - For Smart Stack Loading and Unloading System
    - Potential solution for creating and handling automation compatible bundles
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  - Mail Destination information
  - Dimensions of flats
  - Bundle height, weight
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Smart Tag



Smart Stack Bundle with Strapping and Smart Tag

# Workgroup Updates

- **WG 157 – Load Leveling**
- **WG 159 – HUBs**
- **TT 11 – Revising mail preparation parameter file releases and schedule to minimize costs and service impacts**
- **UG 7 – MTEOR**

# DSCF STANDARD MAIL LOAD LEVELING

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  - ✓ South Jersey P&DC, Delaware P&DC, Trenton P&DC
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- L006 Statistics (as of January 1, 2014)

	Jan. 1, 2014	Oct. 1, 2013
Entries	927	1533
Single Zones	175	1111
Ratio	19%	72%

# Structured Release Cycle (2014 and beyond)

2014 Labeling List and Mail Direction File Schedule							
	AIS Files, Publish City State Files*** (date available on EPF)	Publish Date of Labeling List, Zone Matrix and Drop Ship Product, Files**	City/State, Label List, Delivery Stats, Drop Ship Product, and Zone Matrix Begin Usage Date	City/State, Delivery Stats, Label List, Drop Ship Product, and Zone Matrix Mandatory Usage Date	City/State, Delivery Stats, Label List, Drop Ship Product, and Zone Matrix Expiration****	Accept 8125 of Old Address	Release Cycle Types*
1	11/11/2013	12/15/2013	1/1/2014	2/1/2014	4/30/2014	5/30/2014	ALL
2	12/16/2013	1/15/2014**	2/1/2014				FSS Labeling List/Drop Ship
3	2/10/2014	3/15/2014	4/1/2104	5/1/2014	7/31/2014	8/30/2014	ALL
4	5/12/2014	6/1/2014	7/1/2014	8/1/2014	8/31/2014	9/30/2014	Major
5	6/16/2014	7/1/2014	8/1/2014	9/1/2014	9/30/2014	10/30/2014	Minor
6	7/14/2014	8/1/2014	9/1/2014	10/1/2014	10/31/2014	11/30/2014	Minor
7	8/11/2014	9/1/2014	10/1/2014	11/1/2014	11/30/2014	12/30/2014	Major
8	9/15/2014	10/1/2014	11/1/2014	12/1/2014	12/31/2014	1/30/2015	Minor
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\*Major = major changes to labeling lists (3-digits, 5-digits (schemes), Minor=tweaks to existing 5-digits (schemes)

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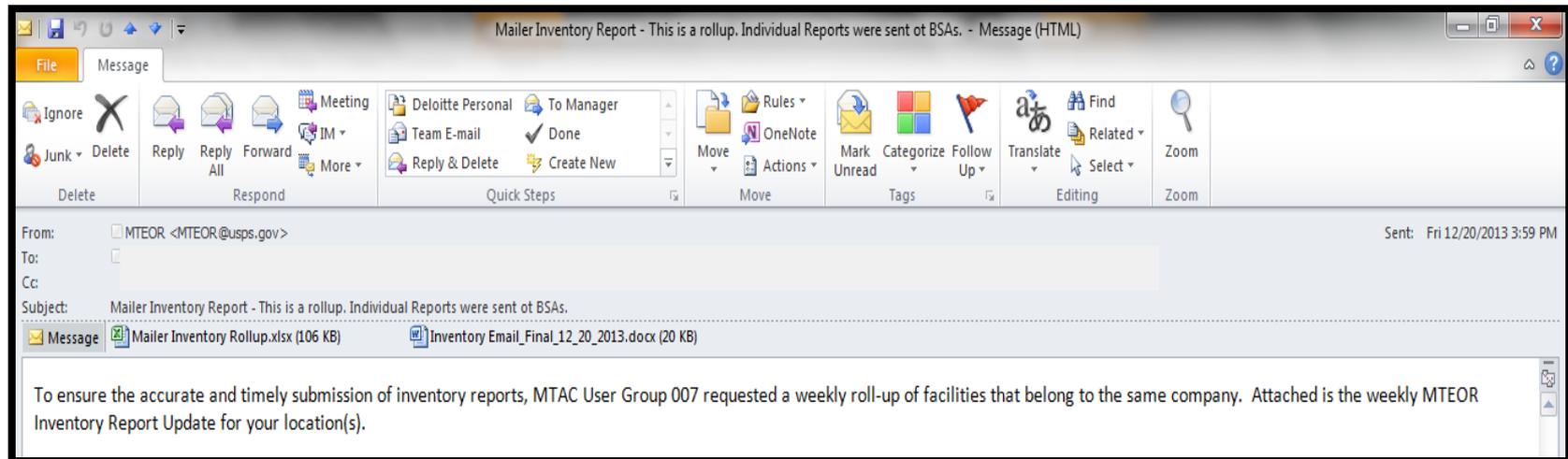
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# MTAC User Group 007

- **MTAC User Group 007 met five times since August**
  - Discussed the launch of MTEOR for Local Mailers and potential 2014 MTEOR enhancements

Potential Enhancements	Projected Launch Date
<b>Customer Reports</b> – Templates are still being defined and are open for discussion	<b>Inventory Summary Report</b> – <b>Complete!</b> <b>Other Reports</b> – Spring
<b>Messaging ‘Module’ on MTEOR Homepage</b> – Updates will be shared with users via messages (i.e., known system issues; MTE supply updates, etc.)	<p style="text-align: center;">Spring</p>
<b>Order History</b> – Order history will be expanded to 30 days; users will eventually be able to export up to 13 months of order history	<p style="text-align: center;">Spring</p>
<b>Modify/Withdraw Capabilities</b> – When a user withdraws an order, the screen will be automatically updated to show the available transportation and ‘Modify’ will be added as an order status	<p style="text-align: center;">Spring</p>

- **Inventory Summary Emails**
  - Summary emails sent every Thursday
  - Reports are only sent to BSAs and include all facilities in their company



- Visit the **MTAC User Group 007 Resource Center** for all meeting materials and meeting minutes
  - <https://ribbs.usps.gov/mteor/mtac007.htm>
- **Next Meeting: January 28, 2014**
  - Contact the MTEOR Help Desk at [MTEOR@usps.gov](mailto:MTEOR@usps.gov) or 1-866-330-3404 to join the MTEOR User Group 007

## Mail Transport Equipment Ordering System



*Welcome to the MTAC User Group 007 Resource Center!*

**Who are we?**  
This group brings together MTEOR users to identify and recommend opportunities for future enhancements to Phase 1 MTEOR-Mailer. As a part of this working group, members are responsible for:

- Gaining an understanding of any MTEOR program constraints and ease of use issues from the user perspective.
- Recommending future enhancement initiatives for the MTEOR program that will improve the user experience, including communications, ease of use, and reporting.
- Reviewing and building upon the recommendations from MTAC Work Group #153: "Mailer MTE Inventory Tracking and Reporting Process".

 **Did not attend the meeting? Review the meeting minutes and presentations posted below!**

- July 23, 2013
  - [Presentation](#)
  - [Meeting Minutes](#)
- August 13, 2013
  - [Presentation](#)
  - [Meeting Minutes](#)
- September 03, 2013
  - No Presentation
  - [Meeting Minutes](#)
- September 10, 2013
  - No Presentation
  - [Meeting Minutes](#)
- October 01, 2013
  - [Presentation](#)
  - [Meeting Minutes](#)
- October 29, 2013
  - [Presentation](#)
  - [Meeting Minutes](#)

**The next meeting will take place on December 03, 2013**

Contact Information:  




# MTEOR

**MTEOR Webpage:**

<http://ribbs.usps.gov/mteor>

**MTEOR Help Desk:**

*Hours:* Monday-Friday, 7:00 a.m. to 5:00 p.m.(CST)

*Phone:* 1-866-330-3404

*Email:* mteor@usps.gov

# MTEOR Update

- **MTEOR for Local Mailers piloted on October 7<sup>th</sup> was a great success at the Santa Ana, South Jersey, and Indianapolis P&DCs**
- **Here are a few highlights from the feedback survey that was distributed to Mailers**
  - The majority of Mailers who responded categorized themselves as satisfied or very satisfied with MTEOR
  - Mailers cited ease of use, the ability to see their order history, and the reliability of the system as some of the major benefits of MTEOR

## Quotes from Mailers

*"I do prefer this method much better it is much easier to do it on the web and nice to get a confirmation that the order is in the system. We have received our equipment more accurately since we started using MTEOR."*

*"MTEOR is very easy to use and it work for our company."*

*"Good decision to move this service online."*

- **We will launch MTEOR for Local Mailers in all Areas in 2014 using a phased approach**
  - **Southern Pacific Area – February 3, 2014**
  - **Northern Pacific Area – March 3, 2014**
  - **Eastern Area – April 7, 2014**
  - **Great Lakes Area – May 5, 2014**
  - **Southern Area – June 2, 2014**
  - **Northeast Area – July 7, 2014**
  - **Capital Metro Area – August 4, 2014**
  - **Western Area – September 8, 2014**

# **Mail Prep & Entry Steering Committee Update**

- 116 ideas submitted to date
  - 37 closed
    - Out of scope, withdrawn or re-assigned
  - 21 completed
    - Postal Bulletin articles and DMM revisions announced
  - 33 remaining in Benefit/Effort matrix
  - 25 open need Change/Improvement template submitted or idea withdrawn

	Federal Register Proposed Rule	Federal Register Final Rule	Postal Bulletin article	DMM revision effective
<p><b>Item #6: Reduce time spent moving mail between multiple facilities for bundle, AFSM, and FSS processing</b></p> <p>Item #22: FSS Prep Requirement</p> <p>Item #14: 5 digit/FSS Scheme pallets</p> <p>Item #63: Eliminate CR bundles in FSS zones</p> <p>Item #42: Maintain comail benefits in future FSS pricing environment</p> <p>Item #86: USPS make FSS bundle prep required.</p> <p><b>Item #89: Ensure Mail Direction file supports directing all FSS container types to the deepest possible facility in the network for processing</b></p>	09/26/13	12/18/2013	12/26/2013	1/26/2014 Required

- High Priority
  - 11 Items
- Medium Priority
  - 16 Items
- Low Priority
  - 5 Items
- Pending Further Review (B&E Matrix)
  - 1 Item

<u>High Priority</u>	<u>Status</u>
<b>Item #10:</b> FCM Palletization Rules Confusing	Referred to Product Classification to conduct a webinar and provide guidance
<b>Item #12:</b> CSA Management	To be assigned to the Master Degree Black Belt Project (Linked with Item #95)
<b>Item #13:</b> Allow Commingle/CoMail of BPM and Standard Flats	Will be included in the future release
<b>Item #28:</b> Increase 20 oz machinable weight limit	Mail test is complete by engineering – results to be shared
<b>Item #43:</b> Cost Based Rates Study	Pricing is evaluating (Peter Moore Analysis)
<b>Item #76:</b> Low volume pallet entry	Validation with Mail Entry group
<b>Item #78:</b> Eliminate Non Value added Container Preps	Propose to close item – all container prep are valuable
<b>Item #79:</b> Bundle & Container prices should signal 5D prep and DSCF entry	Under consideration through Flat Strategy group
<b>Item #80:</b> Container and Drop shipment prices should signal the entry of 5D pallets to the DSCF and DDU	Under consideration through Flat Strategy group
<b>Item #95:</b> DMM vs. CSA sortation & prep requirements as it relates to above items, as well as review and increase of internal USPS understanding of current DMM	To be assigned to the Master Degree Black Belt Project (Linked with Item #12)
<b>Item #96:</b> Explore options for creating fuller trays	Aligned 5D Scheme Labeling List L012 with current DPS Schemes

## 20-24 oz Flat Mail Test was concluded in December 23 by Engineering

- Total of 8 test performed on AFSM, FSS and HSFF machines
- Test Pieces – Perfect bound
- Weight range – 23-24 oz
- Test Decks
  - Heavy mail only
  - Heavy mail mix with UBBM

## In Conclusion

- From a mechanical perspective, the 24 oz flat mail did not produce any damage to either the FSS, AFSM or FSS/HSFF systems.
- From an operational perspective, the 24 oz mail did show some performance degradation when a run was 100% 24 oz mail. Those runs that were of “mixed” mail did not show any significant performance issues.
- At this date, USPS Engineering does not anticipate any significant issues with 24 oz flat mail.

# Flats Strategy Update

- Flats Strategy Executive Summary - handout
- FSS Prep
  - Overarching goal – maximize availability of compatible flats to the FSS operation
  - Prep moves from optional to required 1/26/14
  - Required for most Periodicals, Standard Flats and BPM (First-Class & Saturation exempt)
  - FSS Scheme Pallets required at 250lbs
  - FSS Facility Pallets will move to optional
  - DFSS entry encouraged to maximize availability

# Network Rationalization Phase II Status

# Open Discussion



**UNITED STATES**  
**POSTAL SERVICE**

# **MTAC**

## **Mail Prep & Entry Focus Group**

### **Standard Track**

**January 15, 2014**

- Standard Track
  - Action Items from Last Meeting
  - Engineering Technology Update
  - Workgroup Updates
  - MTEOR Update
  - Mail Prep & Entry Steering Committee Update
  - Flats Strategy & FSS Prep
  - Network Rationalization Phase II Status
  - Open Discussion

- Action Items from Last Meeting
  - Schedule tour of FSS facility in January 2014 (MTAC week).
  - Provide cost to run piece across FSS.
  - Ballots mailed as Standard Mail (some states do this) and would this mail be affected by load leveling.
  - Last Mile reporting and load leveling.
  - More coordination communication on FSS entry at facility (Webinar).

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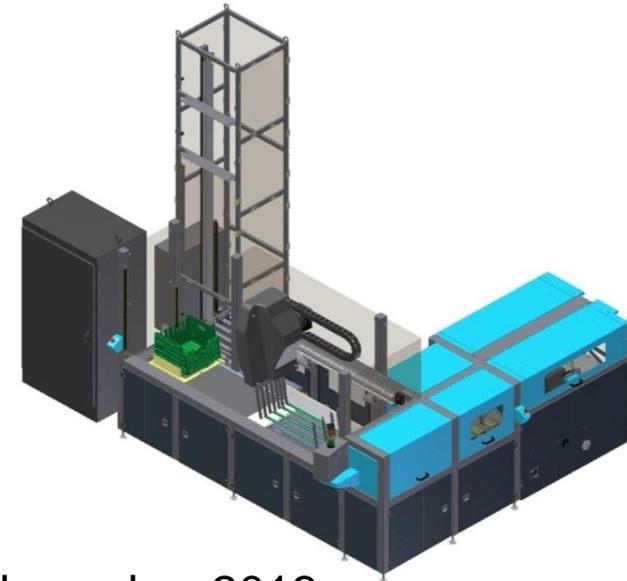
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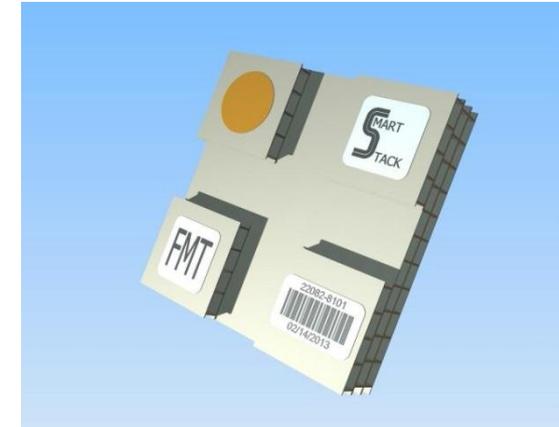
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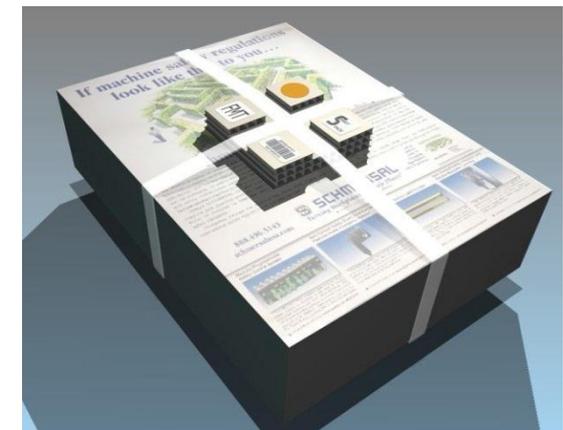
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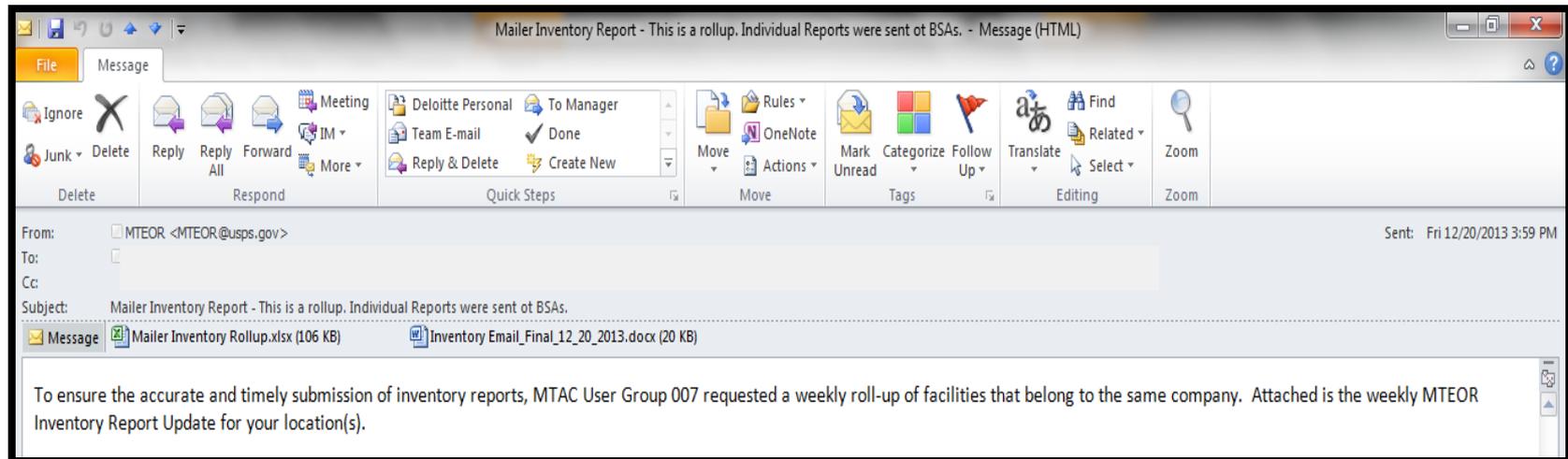
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  - Reports are only sent to BSAs and include all facilities in their company



- Visit the **MTAC User Group 007 Resource Center** for all meeting materials and meeting minutes
  - <https://ribbs.usps.gov/mteor/mtac007.htm>
- **Next Meeting: January 28, 2014**
  - Contact the MTEOR Help Desk at [MTEOR@usps.gov](mailto:MTEOR@usps.gov) or 1-866-330-3404 to join the MTEOR User Group 007

## Mail Transport Equipment Ordering System



*Welcome to the MTAC User Group 007 Resource Center!*

**Who are we?**  
This group brings together MTEOR users to identify and recommend opportunities for future enhancements to Phase 1 MTEOR-Mailer. As a part of this working group, members are responsible for:

- Gaining an understanding of any MTEOR program constraints and ease of use issues from the user perspective.
- Recommending future enhancement initiatives for the MTEOR program that will improve the user experience, including communications, ease of use, and reporting.
- Reviewing and building upon the recommendations from MTAC Work Group #153: "Mailer MTE Inventory Tracking and Reporting Process".

 **Did not attend the meeting? Review the meeting minutes and presentations posted below!**

- July 23, 2013
  - [Presentation](#)
  - [Meeting Minutes](#)
- August 13, 2013
  - [Presentation](#)
  - [Meeting Minutes](#)
- September 03, 2013
  - No Presentation
  - [Meeting Minutes](#)
- September 10, 2013
  - No Presentation
  - [Meeting Minutes](#)
- October 01, 2013
  - [Presentation](#)
  - [Meeting Minutes](#)
- October 29, 2013
  - [Presentation](#)
  - [Meeting Minutes](#)

**The next meeting will take place on December 03, 2013**

Contact Information:  




# MTEOR

**MTEOR Webpage:**

<http://ribbs.usps.gov/mteor>

**MTEOR Help Desk:**

*Hours:* Monday-Friday, 7:00 a.m. to 5:00 p.m.(CST)

*Phone:* 1-866-330-3404

*Email:* [mteor@usps.gov](mailto:mteor@usps.gov)

# MTEOR Update

- **MTEOR for Local Mailers piloted on October 7<sup>th</sup> was a great success at the Santa Ana, South Jersey, and Indianapolis P&DCs**
- **Here are a few highlights from the feedback survey that was distributed to Mailers**
  - The majority of Mailers who responded categorized themselves as satisfied or very satisfied with MTEOR
  - Mailers cited ease of use, the ability to see their order history, and the reliability of the system as some of the major benefits of MTEOR

## Quotes from Mailers

*"I do prefer this method much better it is much easier to do it on the web and nice to get a confirmation that the order is in the system. We have received our equipment more accurately since we started using MTEOR."*

*"MTEOR is very easy to use and it work for our company."*

*"Good decision to move this service online."*

- **We will launch MTEOR for Local Mailers in all Areas in 2014 using a phased approach**
  - **Southern Pacific Area – February 3, 2014**
  - **Northern Pacific Area – March 3, 2014**
  - **Eastern Area – April 7, 2014**
  - **Great Lakes Area – May 5, 2014**
  - **Southern Area – June 2, 2014**
  - **Northeast Area – July 7, 2014**
  - **Capital Metro Area – August 4, 2014**
  - **Western Area – September 8, 2014**

# Mail Prep & Entry Steering Committee Update

- 116 ideas submitted to date
  - 37 closed
    - Out of scope, withdrawn or re-assigned
  - 21 completed
    - Postal Bulletin articles and DMM revisions announced
  - 33 remaining in Benefit/Effort matrix
  - 25 open need Change/Improvement template submitted or idea withdrawn

	Federal Register Proposed Rule	Federal Register Final Rule	Postal Bulletin article	DMM revision effective
<p><b>Item #6: Reduce time spent moving mail between multiple facilities for bundle, AFSM, and FSS processing</b></p> <p>Item #22: FSS Prep Requirement</p> <p>Item #14: 5 digit/FSS Scheme pallets</p> <p>Item #63: Eliminate CR bundles in FSS zones</p> <p>Item #42: Maintain comail benefits in future FSS pricing environment</p> <p>Item #86: USPS make FSS bundle prep required.</p> <p><b>Item #89: Ensure Mail Direction file supports directing all FSS container types to the deepest possible facility in the network for processing</b></p>	09/26/13	12/18/2013	12/26/2013	1/26/2014 Required

- High Priority
  - 11 Items
- Medium Priority
  - 16 Items
- Low Priority
  - 5 Items
- Pending Further Review (B&E Matrix)
  - 1 Item

<u>High Priority</u>	<u>Status</u>
<b>Item #10:</b> FCM Palletization Rules Confusing	Referred to Product Classification to conduct a webinar and provide guidance
<b>Item #12:</b> CSA Management	To be assigned to the Master Degree Black Belt Project (Linked with Item #95)
<b>Item #13:</b> Allow Commingle/CoMail of BPM and Standard Flats	Will be included in the future release
<b>Item #28:</b> Increase 20 oz machinable weight limit	Mail test is complete by engineering – results to be shared
<b>Item #43:</b> Cost Based Rates Study	Pricing is evaluating (Peter Moore Analysis)
<b>Item #76:</b> Low volume pallet entry	Validation with Mail Entry group
<b>Item #78:</b> Eliminate Non Value added Container Preps	Propose to close item – all container prep are valuable
<b>Item #79:</b> Bundle & Container prices should signal 5D prep and DSCF entry	Under consideration through Flat Strategy group
<b>Item #80:</b> Container and Drop shipment prices should signal the entry of 5D pallets to the DSCF and DDU	Under consideration through Flat Strategy group
<b>Item #95:</b> DMM vs. CSA sortation & prep requirements as it relates to above items, as well as review and increase of internal USPS understanding of current DMM	To be assigned to the Master Degree Black Belt Project (Linked with Item #12)
<b>Item #96:</b> Explore options for creating fuller trays	Aligned 5D Scheme Labeling List L012 with current DPS Schemes

## 20-24 oz Flat Mail Test was concluded in December 23 by Engineering

- Total of 8 test performed on AFSM, FSS and HSFF machines
- Test Pieces – Perfect bound
- Weight range – 23-24 oz
- Test Decks
  - Heavy mail only
  - Heavy mail mix with UBBM

## In Conclusion

- From a mechanical perspective, the 24 oz flat mail did not produce any damage to either the FSS, AFSM or FSS/HSFF systems.
- From an operational perspective, the 24 oz mail did show some performance degradation when a run was 100% 24 oz mail. Those runs that were of “mixed” mail did not show any significant performance issues.
- At this date, USPS Engineering does not anticipate any significant issues with 24 oz flat mail.

# Flats Strategy Update

- Flats Strategy Executive Summary - handout
- FSS Prep
  - Overarching goal – maximize availability of compatible flats to the FSS operation
  - Prep moves from optional to required 1/26/14
  - Required for most Periodicals, Standard Flats and BPM (First-Class & Saturation exempt)
  - FSS Scheme Pallets required at 250lbs
  - FSS Facility Pallets will move to optional
  - DFSS entry encouraged to maximize availability

# Network Rationalization Phase II Status

# Open Discussion