



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

# MTAC

## Mail Prep & Entry Focus Group

November 18, 2015



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

# MTAC

## Mail Prep & Entry Focus Group

### Periodicals Track

November 18, 2015

- **Periodicals Track**
  - Peak Update & Planning
  - Plant & NDC Mail Conditions
  - Network Analytics
  - Tracking Truck Arrivals at USPS Facilities
  - Broken Bundles
  - Newspaper Update
  - MTE Update
  - Open discussion

# Peak Update & Planning

- ❑ Field Support week of November 23

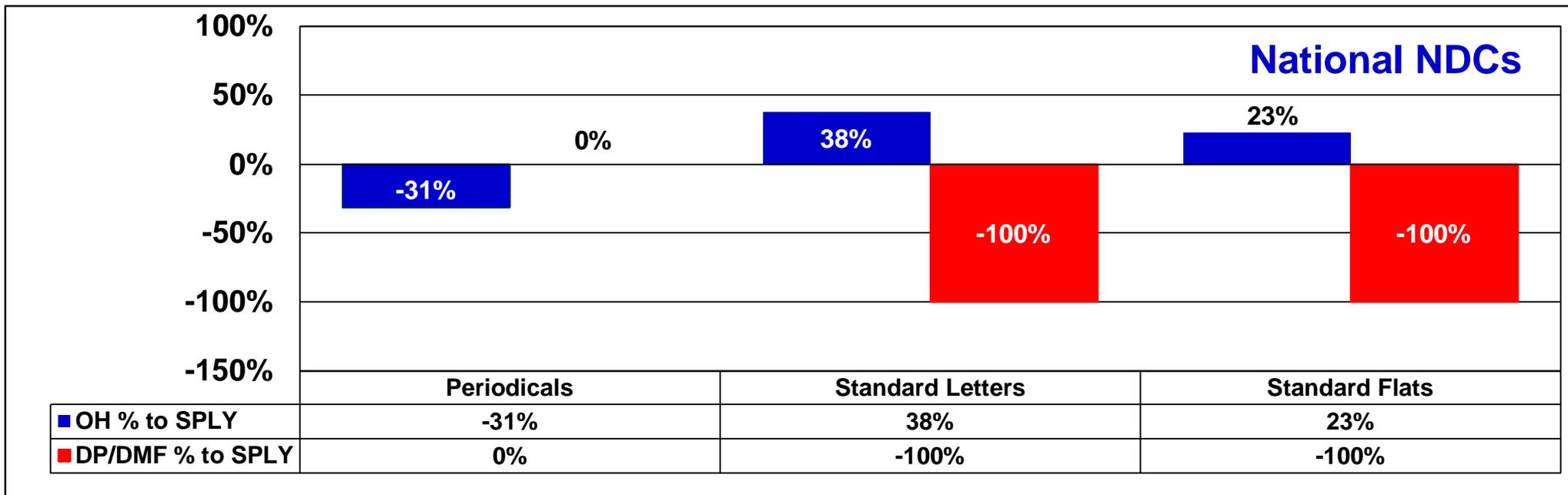
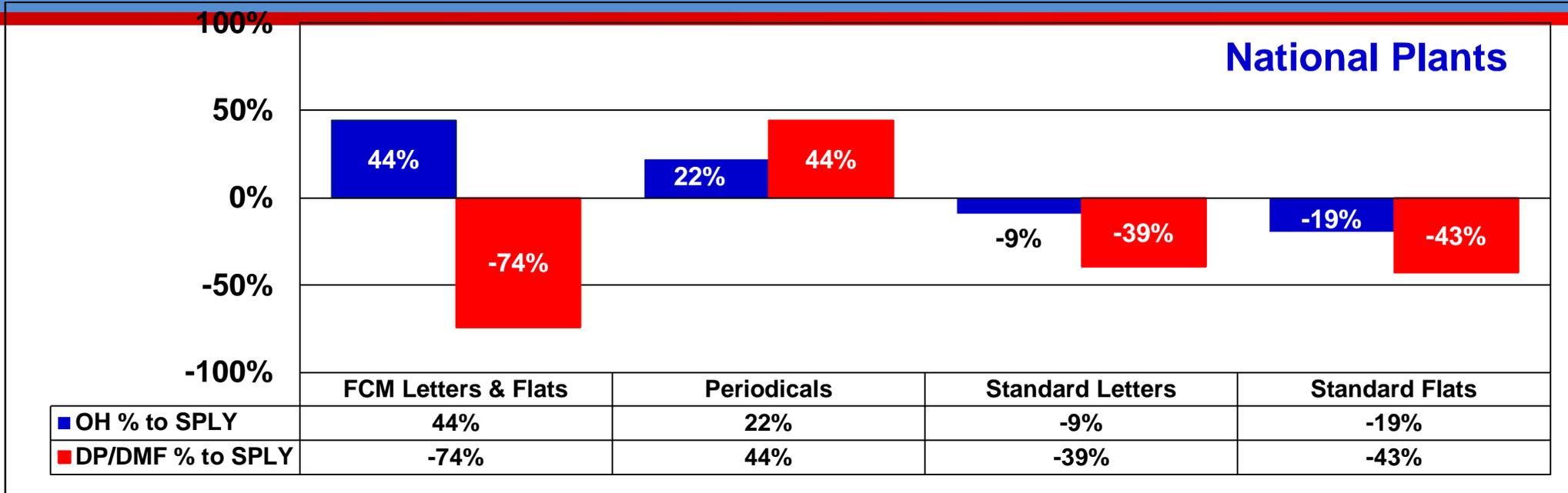
- ❑ THS locations

- DFW
- EWR
- LAX
- OAK
- ONT
- PHL
- PHX
- SEA
- SFO

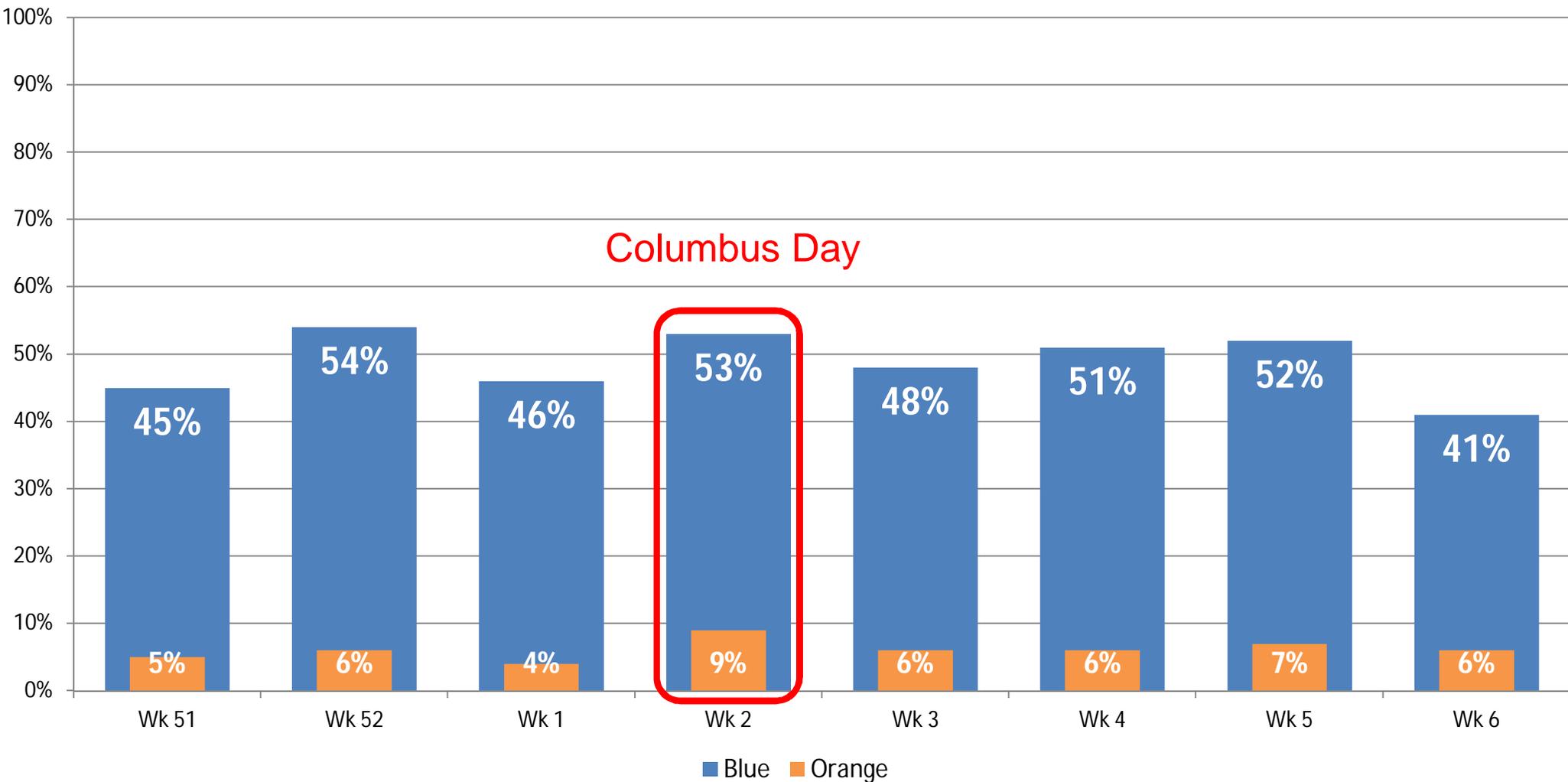
- ❑ STC locations

- Indy STC
- Dallas STC
- Memphis STC

# Plant & NDC Mail Conditions



## National Blue and Orange STD DSCF Letters Advanced by Saturday



# Network Analytics

- PDF/CSV files developed for next release of FAST
  - Delayed until 1/3/16 (after freeze)

**Effective Date: 2015-10-01**

Expiration Date: 2015-11-30

**L005 3-Digit ZIP Code Prefix Groups - SCF Sortation**

L005 describes the service area by individual 3-digit ZIP Code prefix for mail destined to a sectional center facility (SCF).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified with S; Line 1 on labels for these destinations does not include the "SCF" prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.

<b>3-Digit ZIP Code Prefix Group</b>	<b>Label To</b>
005, 117-119	SCF MID-ISLAND NY 117
006-009	SCF SAN JUAN PR 006
010-012, 060-065, 067	SCF HARTFORD CT 060
013-017	SCF CENTRAL MA 015
018, 019, 055	SCF MIDDLESEX-ESX MA 018
020, 023	SCF BROCKTON MA 023
021, 022, 024	SCF BOSTON MA 021
025-029	SCF PROVIDENCE RI 028
030-034, 038	SCF MANCHESTER NH 030
035-037, 050-053, 057-059	SCF WHITE RIV JCT VT 050
039-043, 045, 048	SCF SOUTHERN ME 040
044, 046, 047, 049	SCF EASTERN ME 044
054, 056	SCF BURLINGTON VT 054
066, 068, 069, 105-109	SCF WESTCHESTER NY 105
070-073, 079, 088, 089	SCF DV DANIELS NJ 070
074-076, 078	SCF NNJ METRO NJ 076

**Sample PDF**

- Change Document Review in User Group 9
  - Released with EPF files

```
CITY/STATE ZIP CODE MONTHLY COMPARE  
[Date to be added to header]  
ADD 96632  
DEL 20532  
DEL 55166  
DEL 55168  
DEL 55171  
DEL 55365  
DEL 55393  
DEL 55394  
DEL 55399  
DEL 55552  
DEL 55556  
DEL 55557  
DEL 55559  
DEL 55560  
DEL 55562  
DEL 55564  
DEL 55565  
DEL 55566  
DEL 55567  
DEL 55580  
DEL 55581  
DEL 55582  
DEL 55584  
DEL 55585  
DEL 55586  
DEL 55587  
DEL 55588  
DEL 55589  
DEL 55590  
DEL 55591  
DEL 55701  
DEL 56006  
DEL 56177  
DEL 56478  
TOTAL CHANGES = 34
```

**Sample Text File**

## Outgoing MXD STD Mail Processing – Example Discrepancy

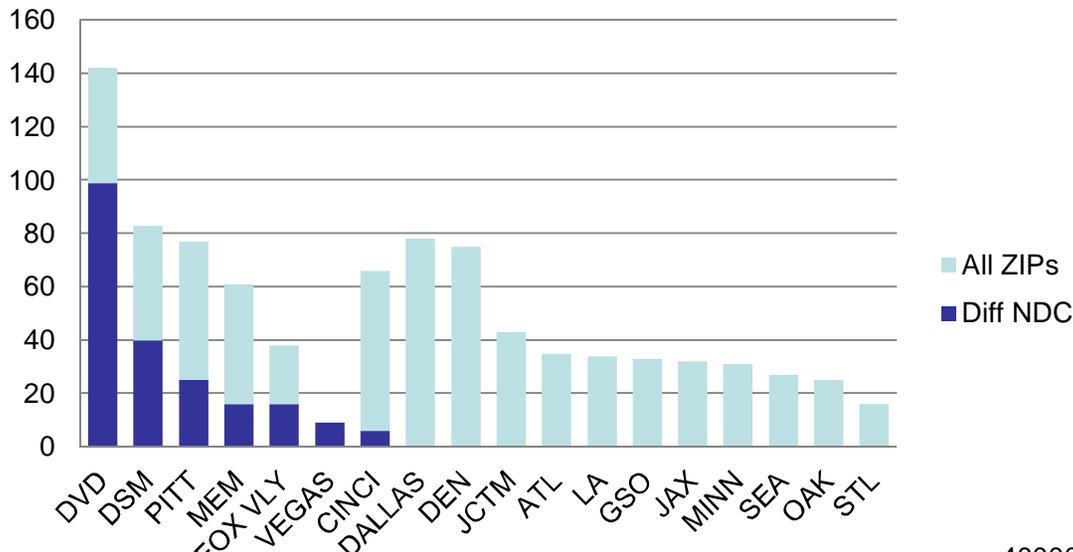
**Tray  
Label** →

**Pallet  
Label** →

**Mismatched Facilities**

## Outgoing MXD STD Mail Processing – Analysis

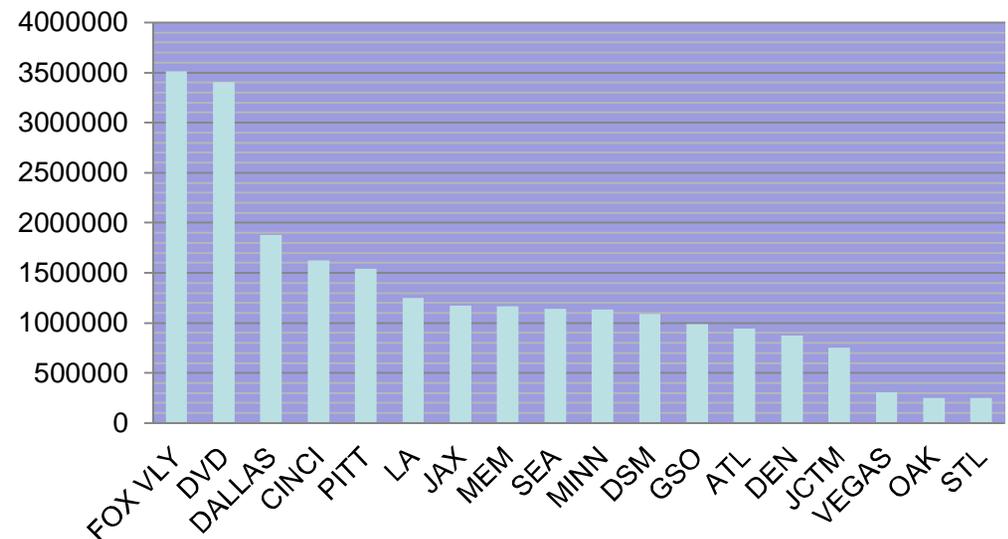
3-Digit Mismatches



- More than 2/3 of ZIPs processed in DVD are outside of the NJ NDC service area
- Nearly half of ZIPs processed in Fox Valley are outside of Chicago NDC service area

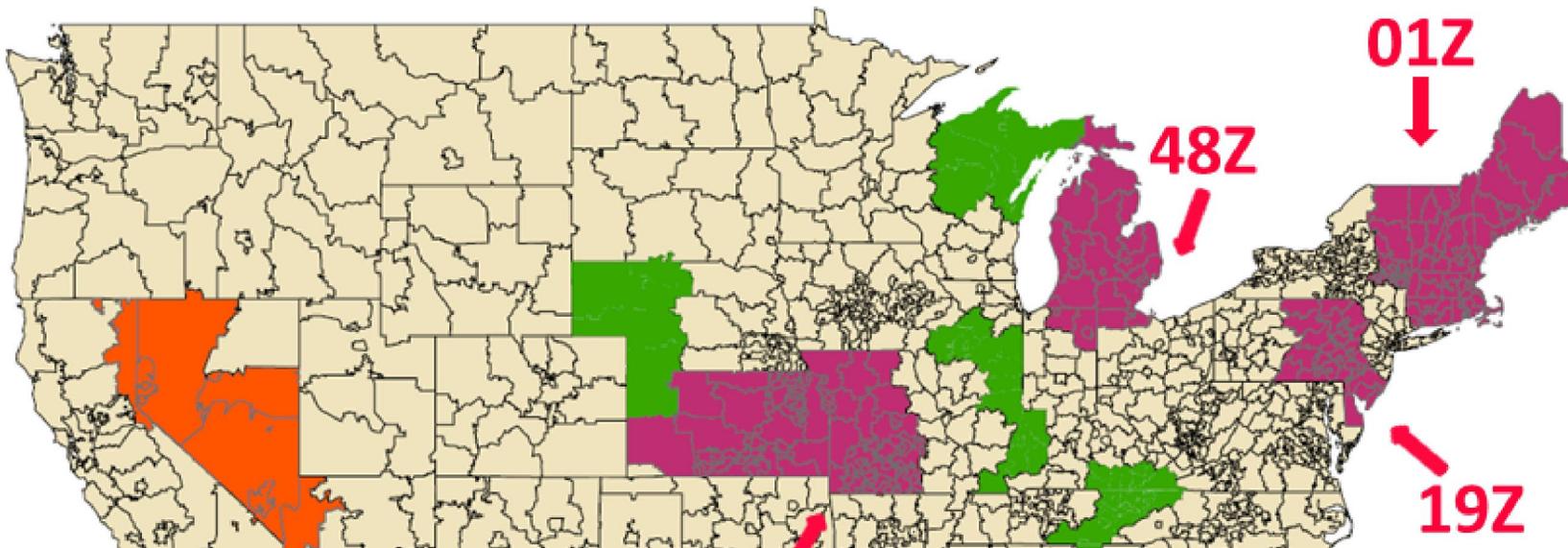
- Mismatches occurring in high volume facilities

Volume Processed by Facility: August 15 - 21



## Outgoing MXD STD Mail Processing – Alignment Plan

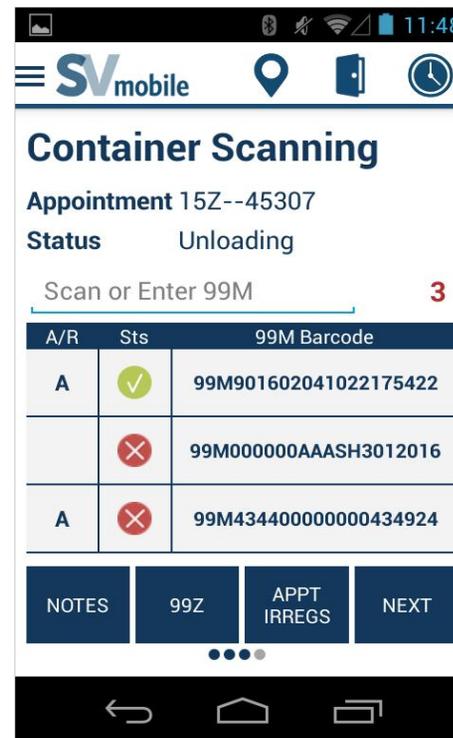
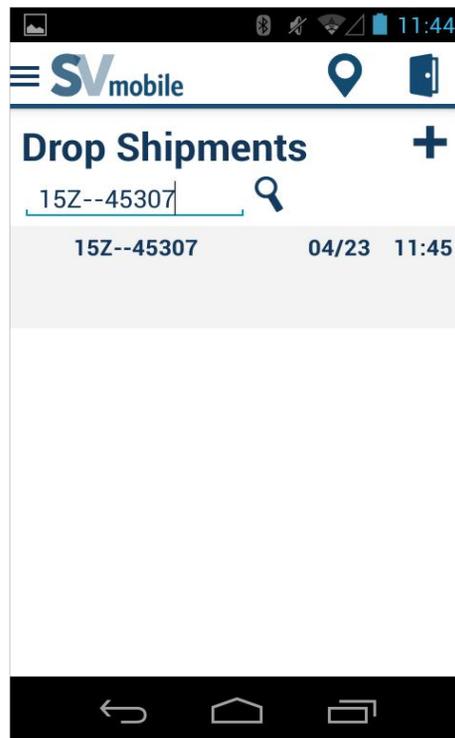
- Add new MXD facilities to align with NDC/ASF network (01Z, 19Z, 48Z, 66Z)
- Align ZIPs with existing MXD processing facilities in NDC service areas
- Remove Las Vegas – does not align with NDC network



# Tracking Truck Arrivals at USPS Facilities

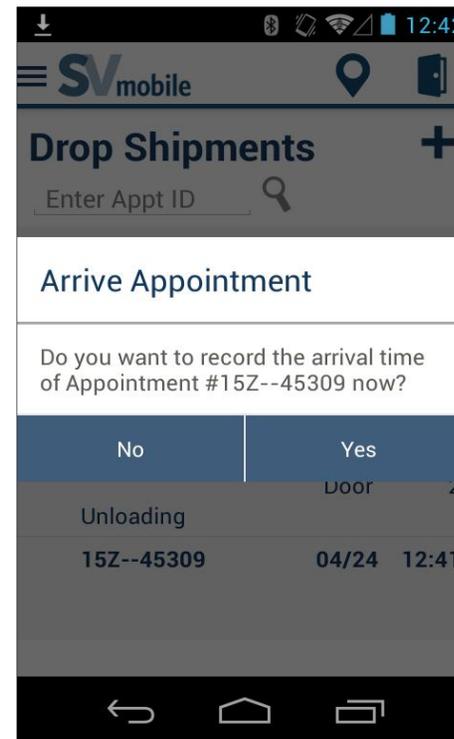
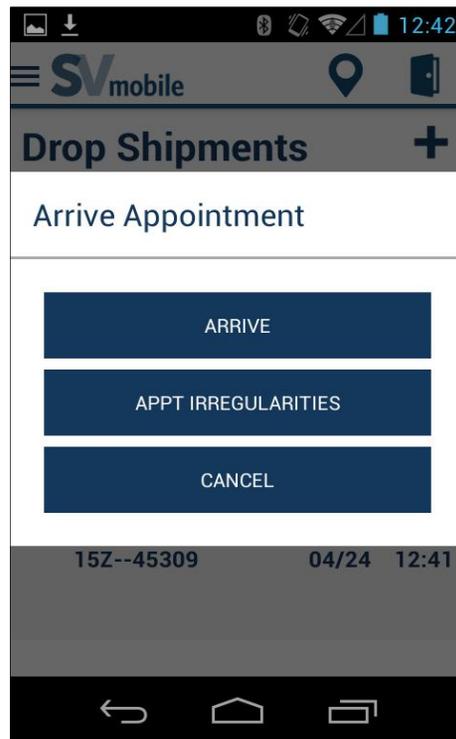
## Improvements

### New Screens



## Capturing Yard Arrival

### New Screens



## Average Time between Yard Arrive and Unload Start for Drop Shipments (by Site)

*Data reflects drop shipments scheduled from 9/11/2015 through 10/11/2015.*

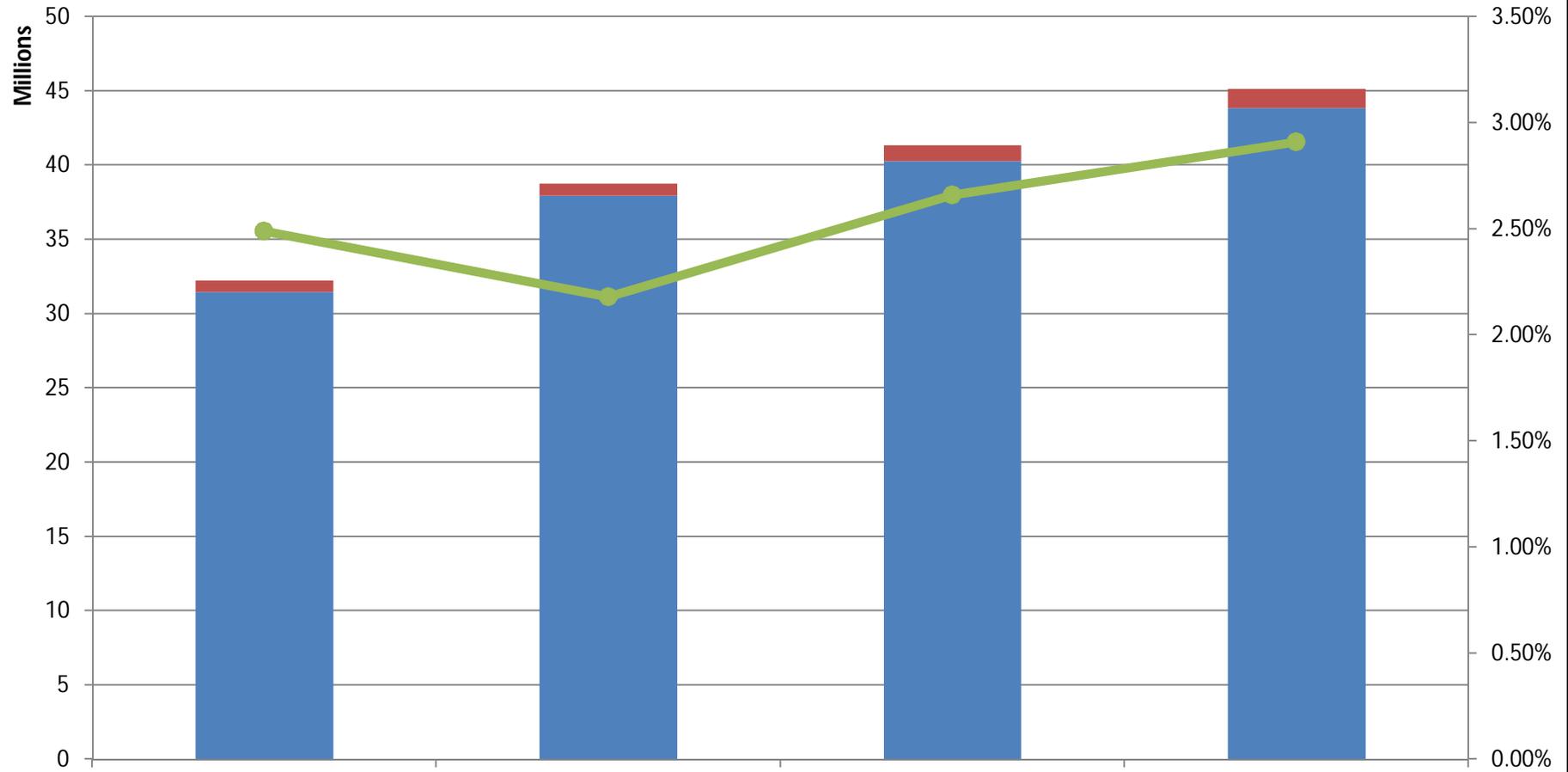
Scheduled Date (All)   
 Site Type (All)

Area Name <input type="button" value="v"/>	Site <input type="button" value="v"/>	Average of Time between Yard Arrive and Unload Start (in minutes)
<input type="checkbox"/> CAPITAL METRO		<b>10</b>
	200 - CURSEEN/MORRIS P&DC	5
	201 - DULLES (VA) P&DC	3
	207 - SOUTHERN MD (MD) P&DC	3
	208 - SUBURBAN MD (MD) P&DC	5
	20Z - WASHINGTON NDC	44
	211 - LINTHICUM MD IMF	6
	212 - BALTIMORE (MD) P&DC	4
	220 - NORTHERN VA (VA) P&DC	3
	230 - RICHMOND (VA) P&DC	6
	233 - NORFOLK (VA) P&DC	7
	270 - GREENSBORO (NC) P&DC	7

# Broken Bundles

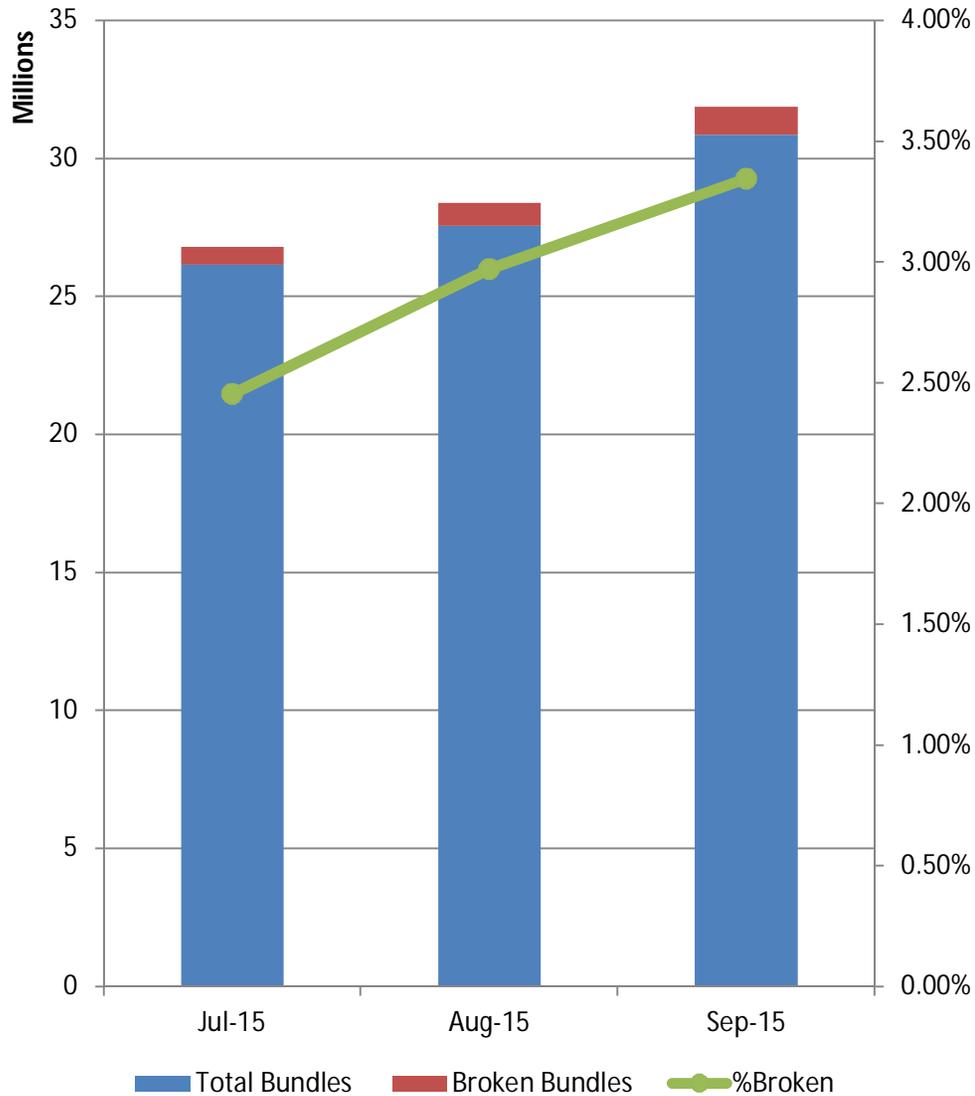
- Data based on:
  - June to September 2015
  - Full service mailers with e-doc
  - Standard and Periodicals, including co-mail
  - Bundle is “broken” when three or more IMbs within a bundle are scanned during bundle processing
  - Does not take into account bundles that are repaired (manual intervention), so projected that true breakage is higher than reported

## Standard & Periodicals

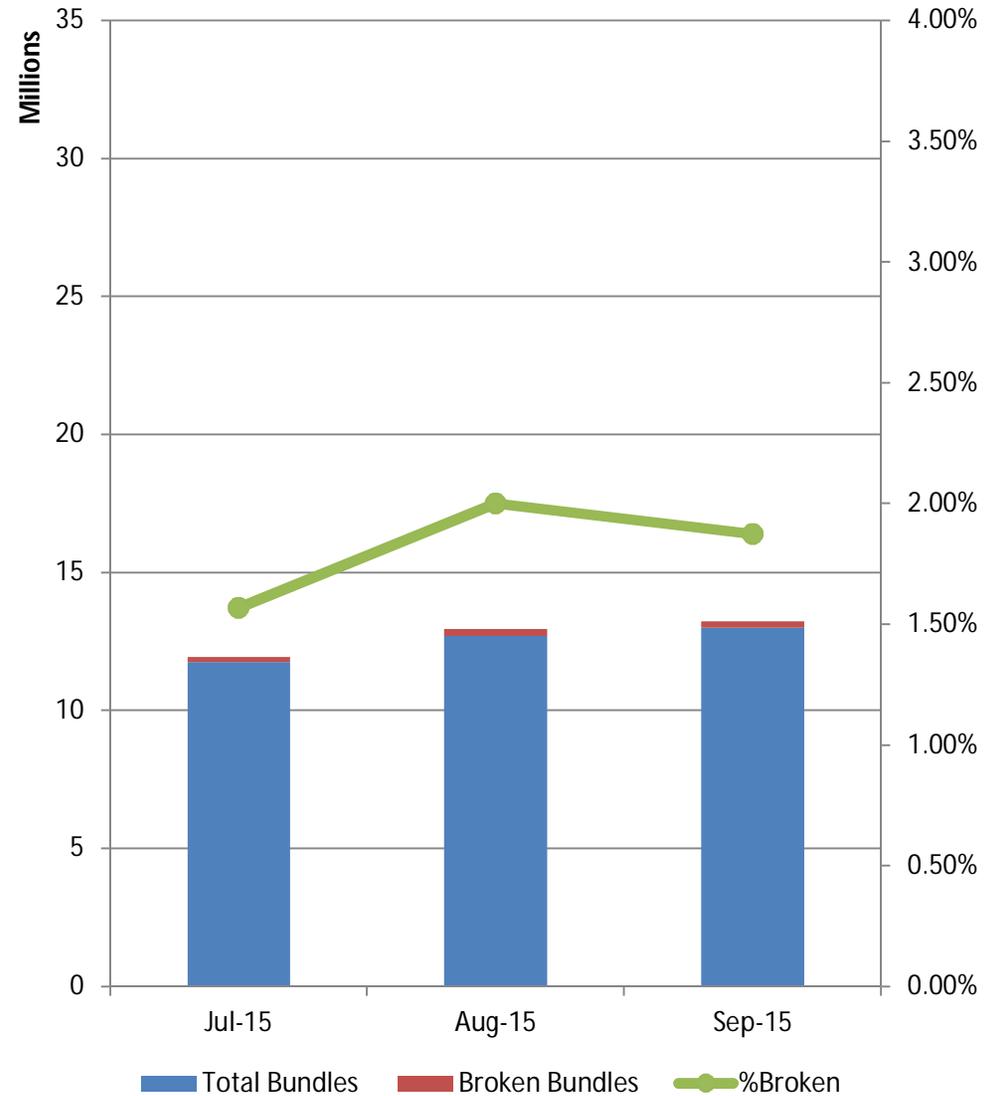


	Jun-15	Jul-15	Aug-15	Sep-15
 Broken Bundles	783,990	827,026	1,073,632	1,276,343
 Total Bundles	31,464,334	37,942,562	40,287,927	43,865,933
 %Broken	2.49%	2.18%	2.66%	2.91%

## Standard Mail



## Periodicals



# Newspaper Update

- Completed 9 Kaizen events, covering 6 Areas
- Conducted National OMX webinar (Oct 26)
  - Addressed findings from Kaizen events
  - Reemphasized policy and procedures for processing Origin Entry Periodicals
- Scheduling follow-up meeting with NNA during MTAC
  - Formalize joint training for publishers/printers on OMX/MXD mail preparation requirements
- Preparing standard work instructions and revised SOP for national implementation

# Kaizen Events Publication List

Publication	City	State	ZIP	Daily /Weekly	Drop Location	Drop Day	Origin Plant (Kaizen Location)	Area	HQ - Team Lead	Kaizen Event
Decatur Daily Democrat	Decatur	Indiana	46733	Daily	Decatur PO	Daily	OMX Fort Wayne IN	Great Lakes	Brian Ebersole	29-Sep
Mountain Enterprise	Frazier Park	California	93225	Weekly	Frazier Park PO	Thursday	OMX Santa Clarita CA	Pacific	Paul Mitchell /Chung Kim	30-Sep
Richfield Reaper	Richfield	Utah	84701	Weekly	Richfield PO	Tuesday	OMX Provo UT	Western	Brian Ebersole	5-Oct
ASM	Victor	New York	14564	Weekly	Buffalo BMEU	Monday Tuesday	OMX Buffalo NY	Eastern	Paul Mitchell /Joe Eagle	5-Oct
Calhoun County, The Journal	Bruce	MS	38915	Weekly	Bruce PO	Wednesday	OMX Jackson MS	Southern	Chung Kim	6-Oct
Central Virginian	Louisa	Virginia	23093	Weekly	Louisa PO	Thursday	OMX Richmond VA	Capital Metro	Christian Rivera	6-Oct
Blackshear Times	Blackshear	Georgia	31516	Weekly	Waycross	Tuesday	OMX Jacksonville FL	Southern	Rick Baxter	13-Oct
Tioga Tribune	Tioga	North Dakota	58852	Weekly	Minot PO	Tuesday	OMX Bismarck ND	Western	Chung Kim	19-Oct
Wilton-Durant Advocate News	Wilton	Iowa	52778	Weekly	Wilton PO Durant PO	Wednesday	OMX Quad Cities IL	Western	Brian Ebersole	19-Oct

- Inconsistent adherence to National Periodical SOP
- Offloads to alternate L201 sites
- Mailer prep opportunities
  - Use of outdated list or lists non-compliant with L201 or L009
  - Results in misdirected mail in wrong bundles/sacks
- Transit impacts
  - Volume dropped early in DDU, but arrives late to L201 site
  - Volume cross-docked from DDU to transportation hub then to one or more plants

- Complete national improvement opportunities
  - Standard work instructions
  - Revised SOP
- Communicate with NNA leadership
  - Follow up meeting during MTAC week
- Report out to USPS senior leadership
- Update progress with PMO

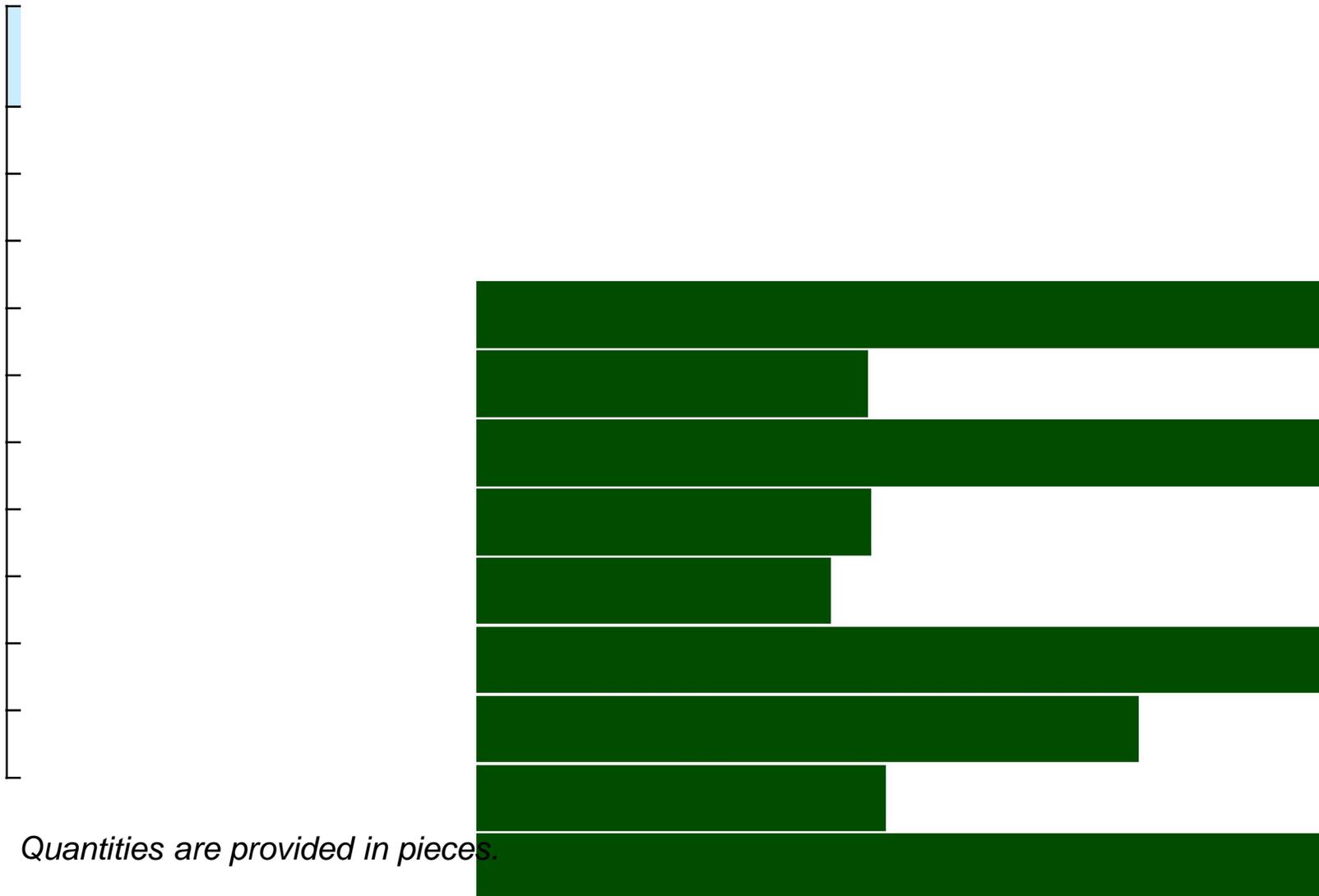
# MTE Update

- ❑ On 9/27 a software update on the USPS Postal Store impacted MTEOR:
  - ❑ Empty trailers could not be ordered
  - ❑ Extra trips could not be ordered
  
- ❑ On 10/6 a software patch was deployed to correct the issue of ordering empty trailers.
  
- ❑ A software patch is currently scheduled to be deployed on **11/21** to correct the problem of ordering extra trips.
  
- ❑ Until the fix is in place, continue to contact the MTEOR Help Desk if extra trips are needed.

- Label holders are available for mailers
  - Should only be replaced when existing holder is missing or won't hold a label
  
- Mailers serviced directly from an MTEESC
  - Can order them through MTEOR
  - 5,000 per Roll
  - Future option to order by Box
  
- Mailers serviced by a plant or Post Office

As of 11/13/15	Current MTESC On-Hand Inventory	1-Week Safety Inventory	Pieces +/- Safety Level	Percent +/- Safety Level	Demand vs SPLY	Inventory vs SPLY
Pallets	1,209,060	399,700	809,360	202%	27%	-38%
EMM Trays	2,562,432	1,532,545	1,029,887	67%	-5%	875%
Half Trays	1,067,640	1,280,000	-212,360	-17%	-5%	-36%
MM Trays	2,492,280	2,451,000	41,280	2%	4%	201%
EMM Sleeves	5,350,890	2,139,000	3,211,890	150%	10%	408%
Half Sleeves	1,587,924	1,713,000	-125,076	-7%	2%	-43%
MM Sleeves	2,503,494	3,660,000	-1,156,506	-32%	2%	-9%
Flat Tubs	2,955,204	575,000	2,380,204	414%	-8%	1043%
#1 Sacks	1,479,000	1,543,000	-64,000	-4%	0%	-46%

## 6.3M pieces of MTE ordered for PQ I of FY16



*Quantities are provided in pieces.*

## EMM Trays

1 pallet of sleeves (519) equates to 5 pallets of trays ( $5 \times 96 = 480$ )



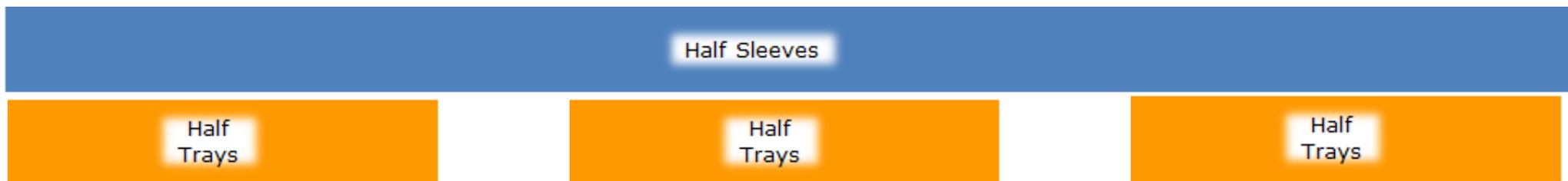
## MM Trays

1 pallet of sleeves (666) equates to 3 pallets of trays ( $3 \times 210 = 630$ )



## Half Trays

1 pallet of sleeves (1,131) equates to 3 pallets of trays ( $3 \times 310 = 930$ )



## Flat Tubs

1 pallet of lids (1,192) equates to 14 pallets of tubs ( $14 \times 84 = 1,176$ )

Flat Tub Lids

Flat  
Tubs

## MTE is ready for Peak Season



## How Industry Partners Can Help:

- MTEOR weekly inventory
  
- Order trays & sleeves in like quantities (pieces not pallets)
  - 1 pallet of sleeves = 3 pallets of trays (MM & Half)
  - 1 pallet of sleeves = 5 pallets of EMM trays
  - 1 pallet of lids = 14 pallets of Flat Tubs
  
- Continue to place equipment orders just-in-time based on production
  
- Contact your BSN to return MTE excess to your needs.

# Open Discussion



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

# MTAC

## Mail Prep & Entry Focus Group

### Standard Track

November 18, 2015

- **Standard Track**
  - Peak Update & Planning
  - Plant & NDC Mail Conditions
  - Network Analytics
  - Tracking Truck Arrivals at USPS Facilities
  - SPSS
  - Broken Bundles
  - MTE Update
  - Open Discussion

# Peak Update & Planning

❑ Field Support week of November 23

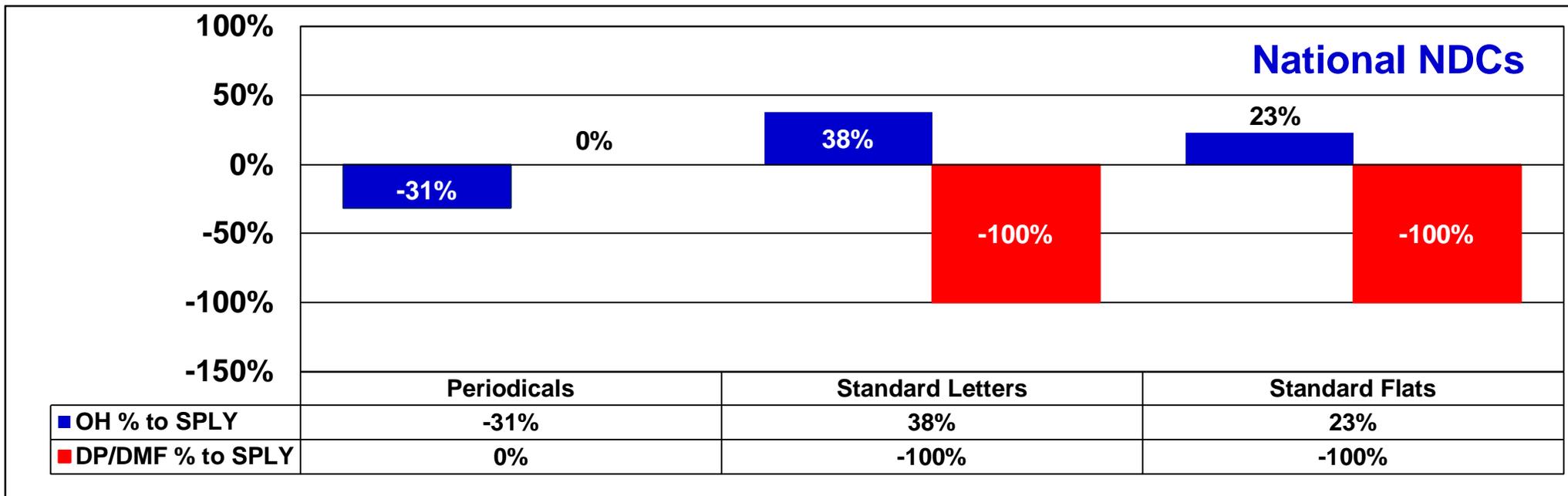
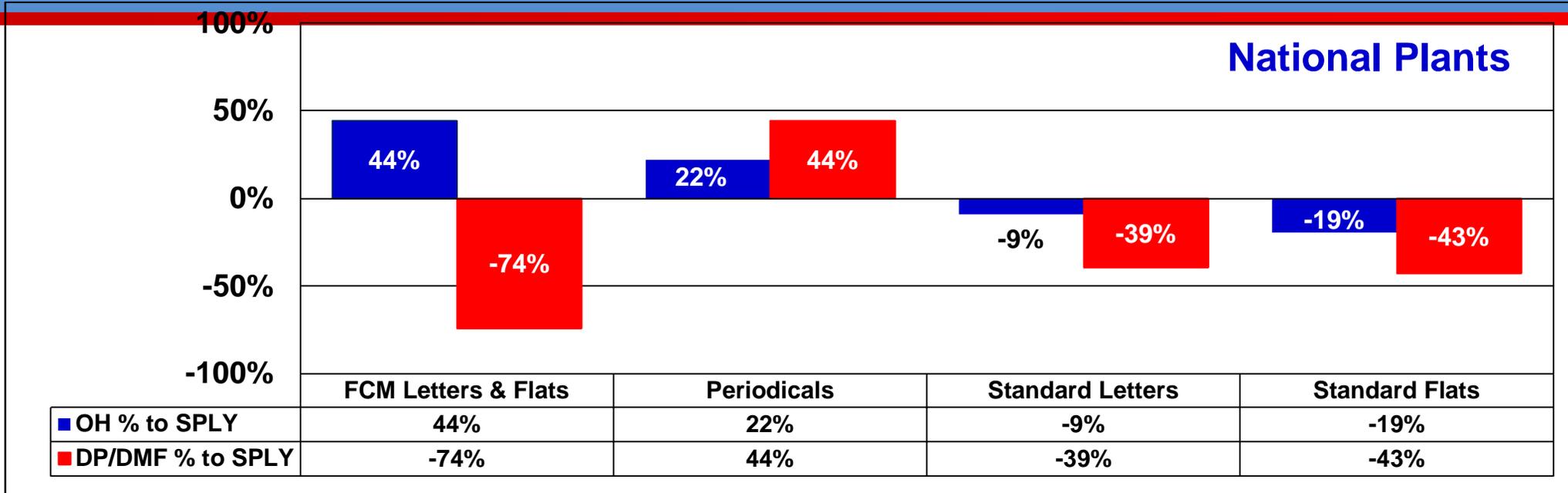
❑ THS locations

- **DFW**
- **EWR**
- **LAX**
- **OAK**
- **ONT**
- **PHL**
- **PHX**
- **SEA**
- **SFO**

❑ STC locations

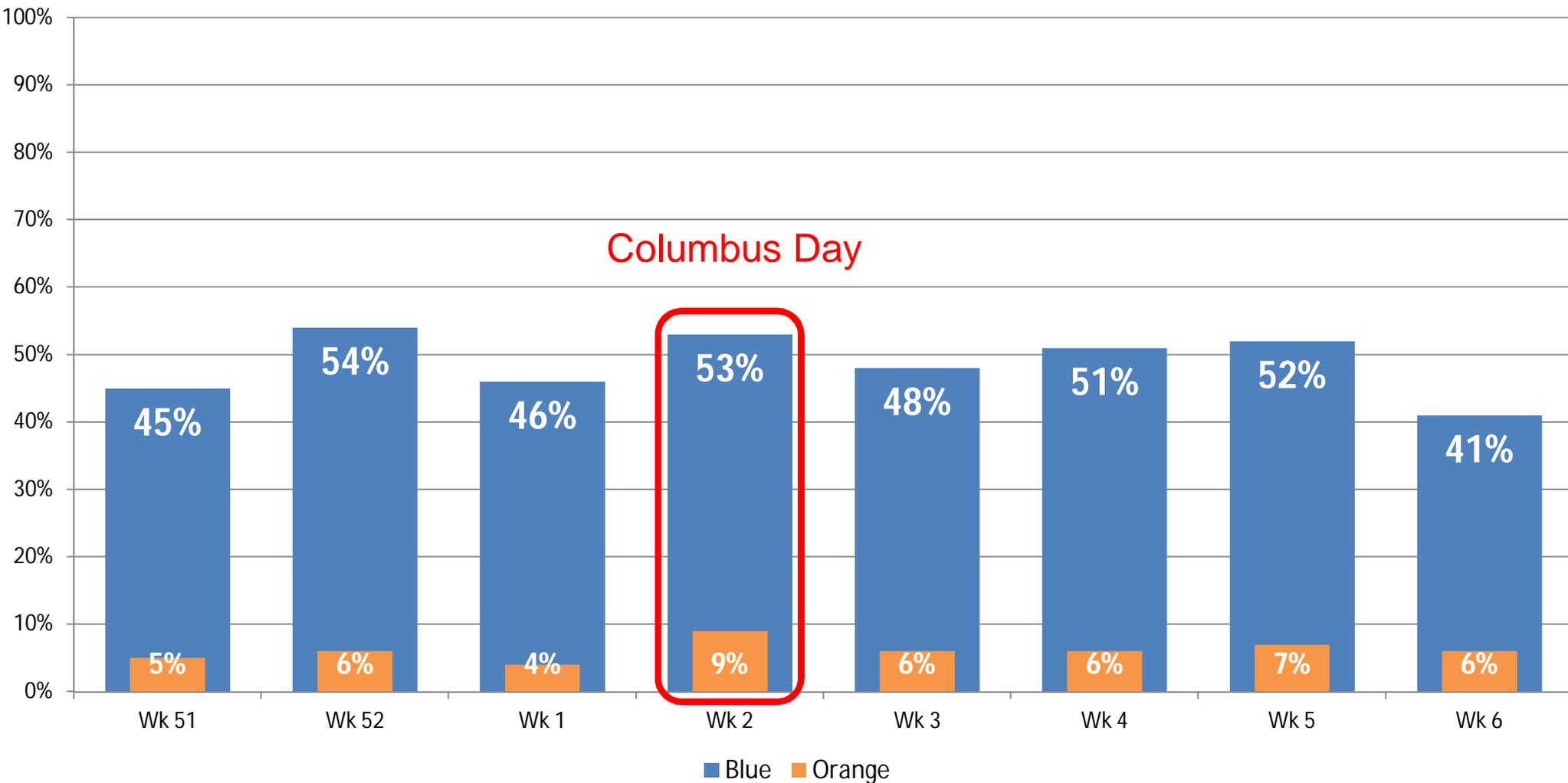
- Indy STC
- Dallas STC
- Memphis STC

# Plant & NDC Mail Conditions



### National

#### Blue and Orange STD DSCF Letters Advanced by Saturday



# Network Analytics

- PDF/CSV files developed for next release of FAST
  - Delayed until 1/3/16 (after freeze)

**Effective Date: 2015-10-01**

Expiration Date: 2015-11-30

**L005 3-Digit ZIP Code Prefix Groups - SCF Sortation**

L005 describes the service area by individual 3-digit ZIP Code prefix for mail destined to a sectional center facility (SCF).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified with S; Line 1 on labels for these destinations does not include the "SCF" prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.

<b>3-Digit ZIP Code Prefix Group</b>	<b>Label To</b>
005, 117-119	SCF MID-ISLAND NY 117
006-009	SCF SAN JUAN PR 006
010-012, 060-065, 067	SCF HARTFORD CT 060
013-017	SCF CENTRAL MA 015
018, 019, 055	SCF MIDDLESEX-ESX MA 018
020, 023	SCF BROCKTON MA 023
021, 022, 024	SCF BOSTON MA 021
025-029	SCF PROVIDENCE RI 028
030-034, 038	SCF MANCHESTER NH 030
035-037, 050-053, 057-059	SCF WHITE RIV JCT VT 050
039-043, 045, 048	SCF SOUTHERN ME 040
044, 046, 047, 049	SCF EASTERN ME 044
054, 056	SCF BURLINGTON VT 054
066, 068, 069, 105-109	SCF WESTCHESTER NY 105
070-073, 079, 088, 089	SCF DV DANIELS NJ 070
074-076, 078	SCF NNJ METRO NJ 076

**Sample PDF**

- Change Document Review in User Group 9
  - Released with EPF files

```
CITY/STATE ZIP CODE MONTHLY COMPARE  
[Date to be added to header]  
ADD 96632  
DEL 20532  
DEL 55166  
DEL 55168  
DEL 55171  
DEL 55365  
DEL 55393  
DEL 55394  
DEL 55399  
DEL 55552  
DEL 55556  
DEL 55557  
DEL 55559  
DEL 55560  
DEL 55562  
DEL 55564  
DEL 55565  
DEL 55566  
DEL 55567  
DEL 55580  
DEL 55581  
DEL 55582  
DEL 55584  
DEL 55585  
DEL 55586  
DEL 55587  
DEL 55588  
DEL 55589  
DEL 55590  
DEL 55591  
DEL 55701  
DEL 56006  
DEL 56177  
DEL 56478  
TOTAL CHANGES = 34
```

**Sample Text File**

## Outgoing MXD STD Mail Processing – Example Discrepancy

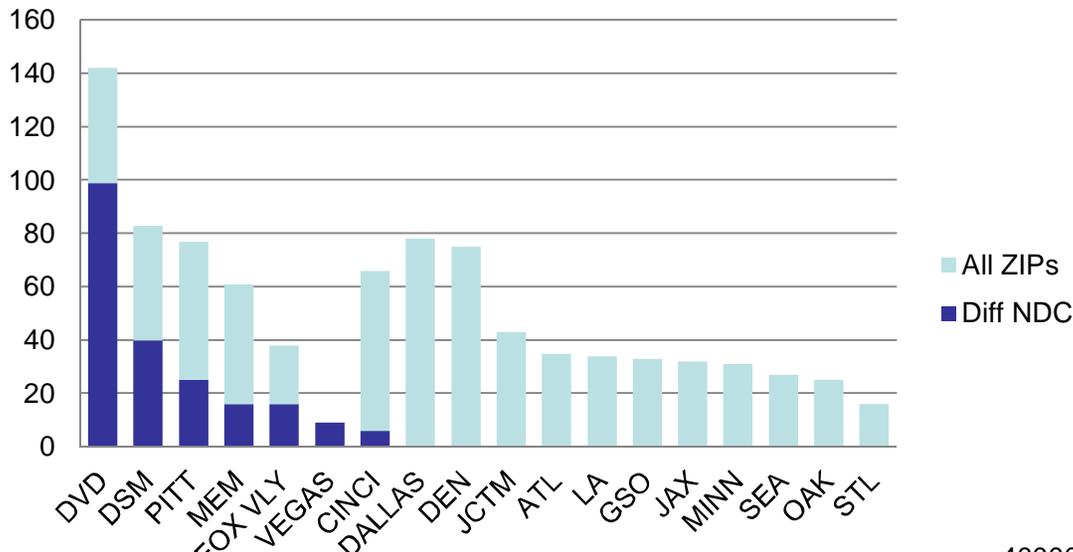
**Tray  
Label** →

**Pallet  
Label** →

**Mismatched Facilities**

## Outgoing MXD STD Mail Processing – Analysis

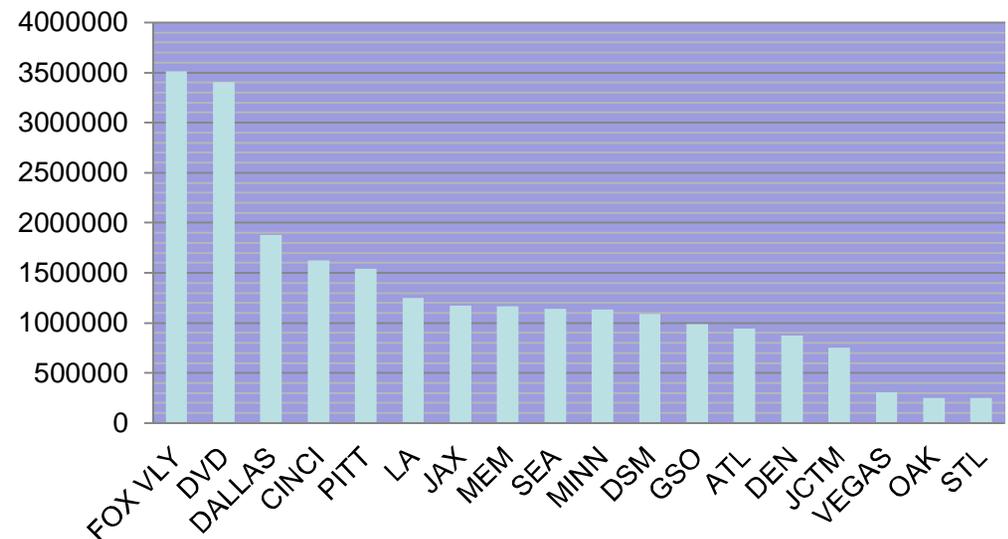
3-Digit Mismatches



- More than 2/3 of ZIPs processed in DVD are outside of the NJ NDC service area
- Nearly half of ZIPs processed in Fox Valley are outside of Chicago NDC service area

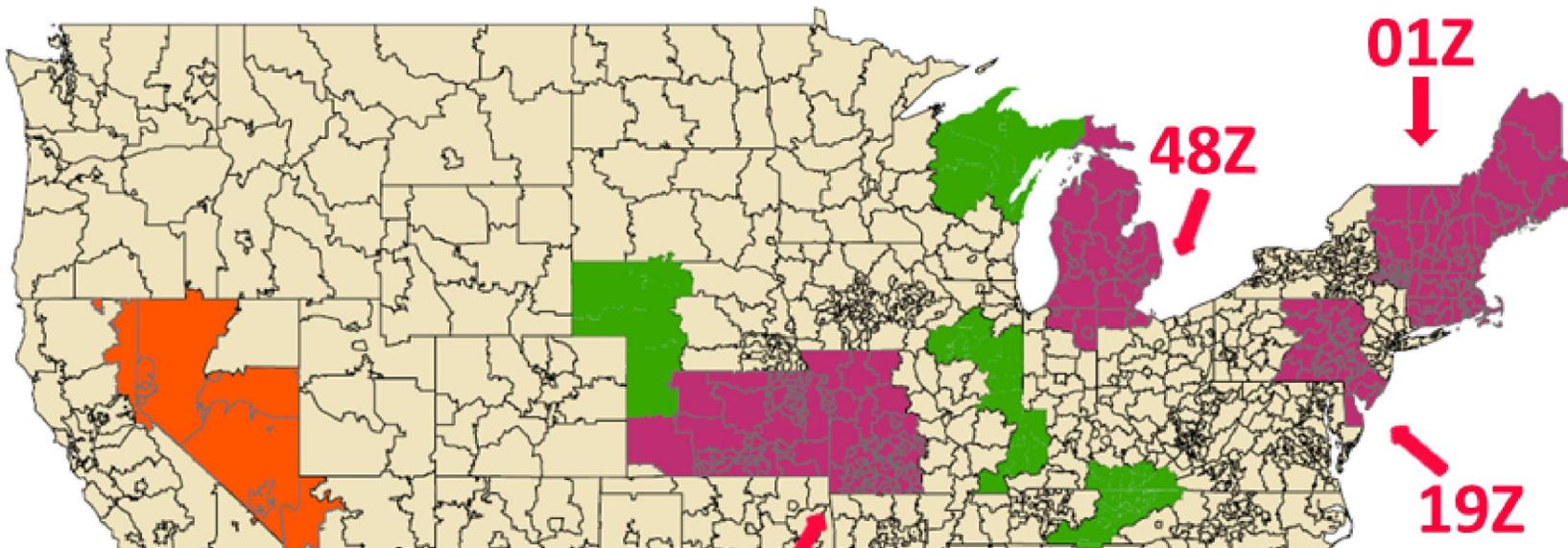
- Mismatches occurring in high volume facilities

Volume Processed by Facility: August 15 - 21



## Outgoing MXD STD Mail Processing – Alignment Plan

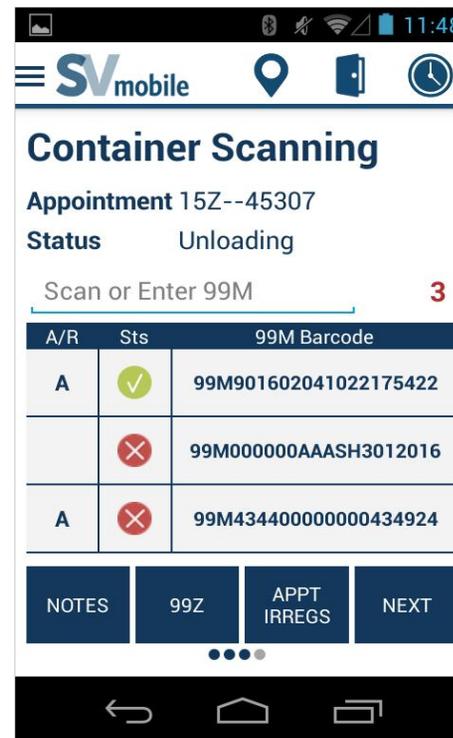
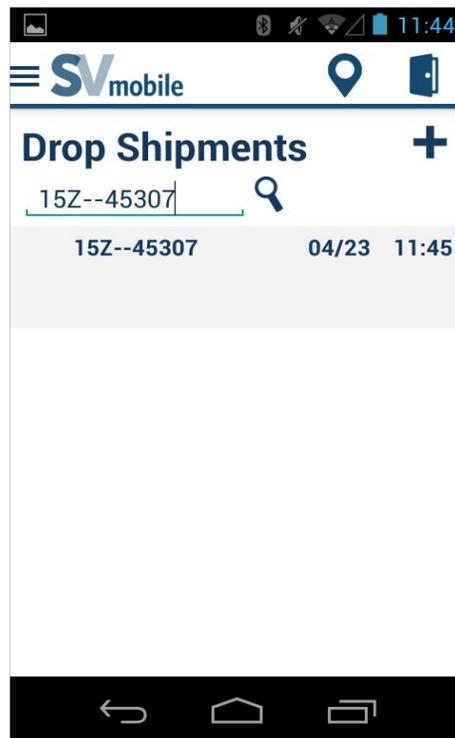
- Add new MXD facilities to align with NDC/ASF network (01Z, 19Z, 48Z, 66Z)
- Align ZIPs with existing MXD processing facilities in NDC service areas
- Remove Las Vegas – does not align with NDC network



# Tracking Truck Arrivals at USPS Facilities

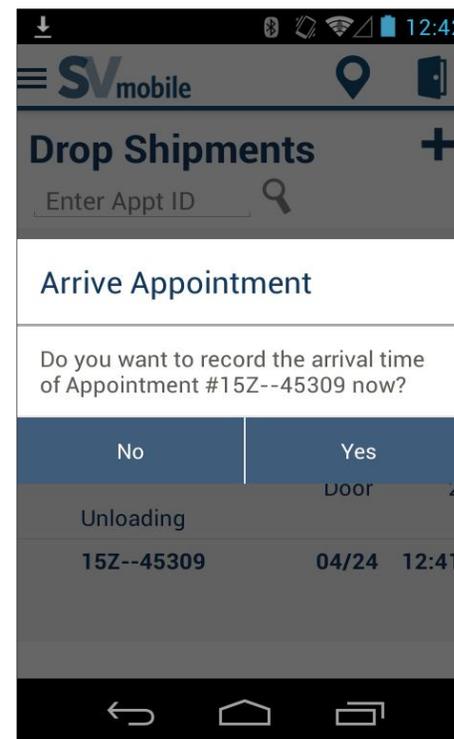
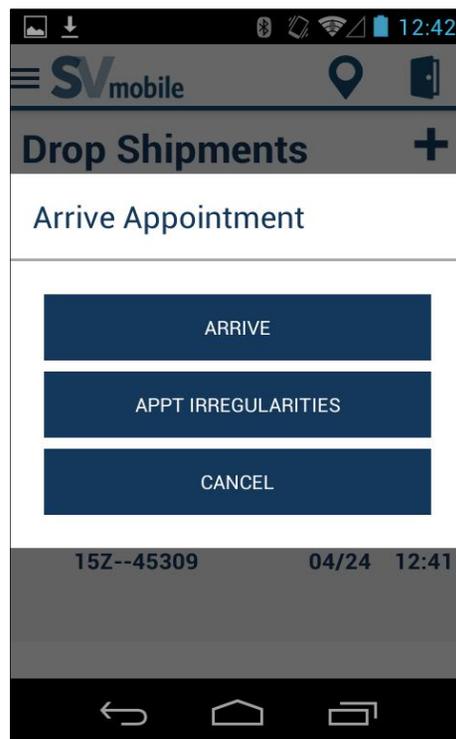
## Improvements

### New Screens



## Capturing Yard Arrival

### New Screens



## Average Time between Yard Arrive and Unload Start for Drop Shipments (by Site)

*Data reflects drop shipments scheduled from 9/11/2015 through 10/11/2015.*

Scheduled Date (All)   
 Site Type (All)

Area Name <input type="button" value="v"/>	Site <input type="button" value="v"/>	Average of Time between Yard Arrive and Unload Start (in minutes)
<input type="checkbox"/> CAPITAL METRO		<b>10</b>
	200 - CURSEEN/MORRIS P&DC	5
	201 - DULLES (VA) P&DC	3
	207 - SOUTHERN MD (MD) P&DC	3
	208 - SUBURBAN MD (MD) P&DC	5
	20Z - WASHINGTON NDC	44
	211 - LINTHICUM MD IMF	6
	212 - BALTIMORE (MD) P&DC	4
	220 - NORTHERN VA (VA) P&DC	3
	230 - RICHMOND (VA) P&DC	6
	233 - NORFOLK (VA) P&DC	7
	270 - GREENSBORO (NC) P&DC	7

**SPSS**

## SPSS Deployment:



Before  
Peak

Richmond, VA P&DC	Oakland CA P&DC
Queens, NY P&DC	Industry CA 3
Seminole P&DC	Denver P&DC
San Bernardino, CA P&DC	Merrifield VA
Industry CA 1	Sacramento P&DC
Indianapolis IN	North Texas P&DC
Los Angeles CA P&DC	Lancaster P&DC
Industry CA 2	Atlanta P&DC
St Paul MN P&DC	Dallas TX
Columbus P&DC	Charleston P&DC
Rochester P&DC	



After  
Peak

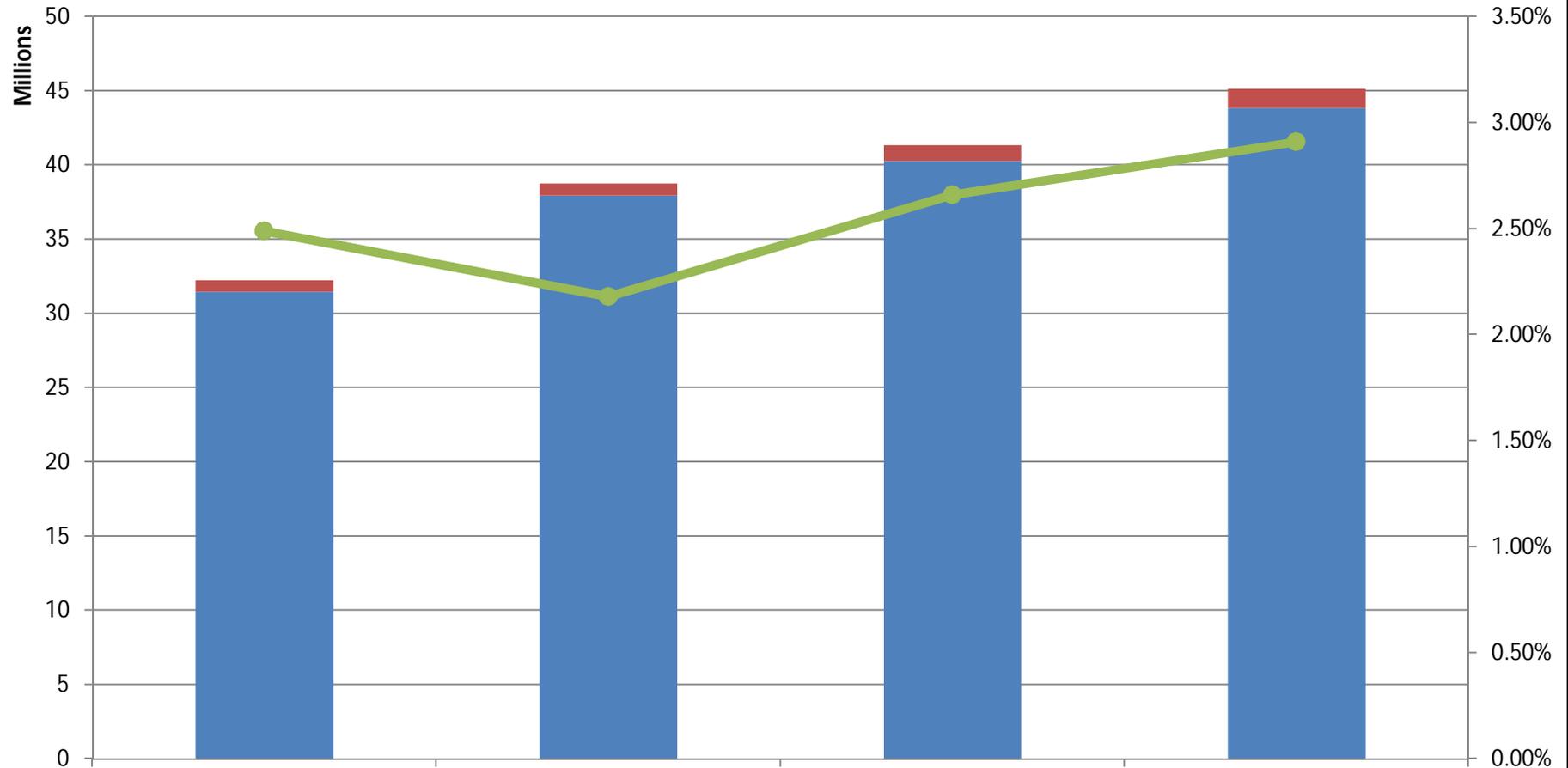
Cincinnati NDC  
Linthicum MD  
Raleigh NC  
Mid-Carolina, NC  
Knoxville TN

Show Video

# Broken Bundles

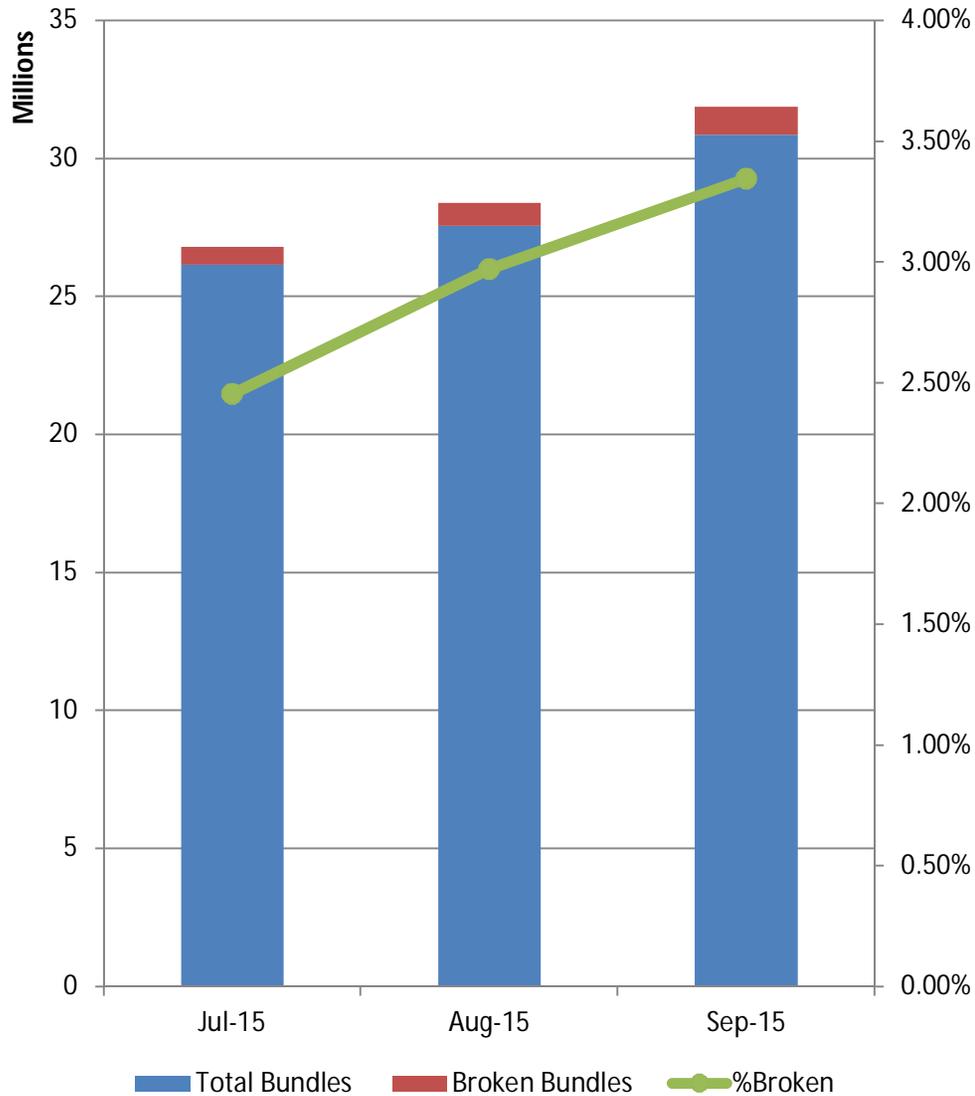
- Data based on:
  - June to September 2015
  - Full service mailers with e-doc
  - Standard and Periodicals, including co-mail
  - Bundle is “broken” when three or more IMbs within a bundle are scanned during bundle processing
  - Does not take into account bundles that are repaired (manual intervention), so projected that true breakage is higher than reported

## Standard & Periodicals

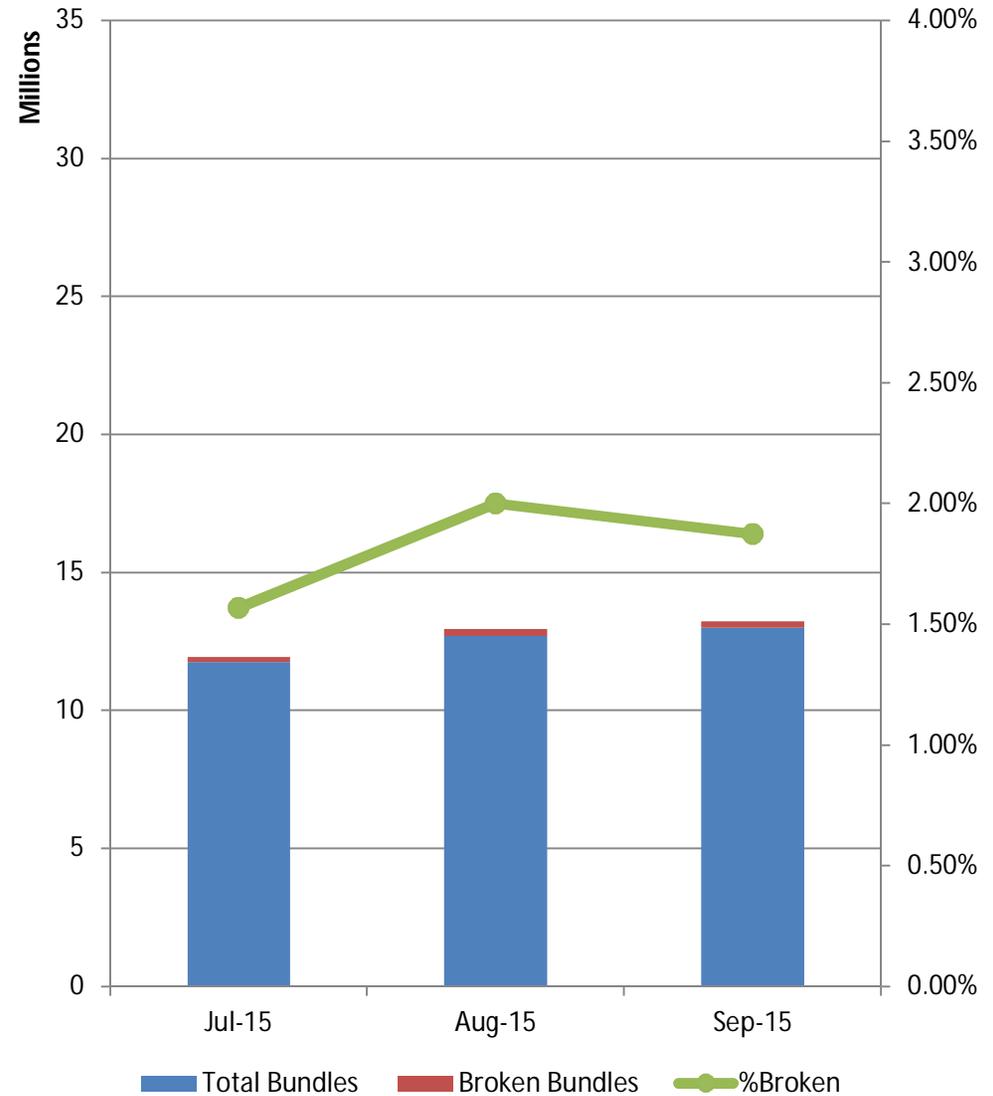


	Jun-15	Jul-15	Aug-15	Sep-15
 Broken Bundles	783,990	827,026	1,073,632	1,276,343
 Total Bundles	31,464,334	37,942,562	40,287,927	43,865,933
 %Broken	2.49%	2.18%	2.66%	2.91%

## Standard Mail



## Periodicals



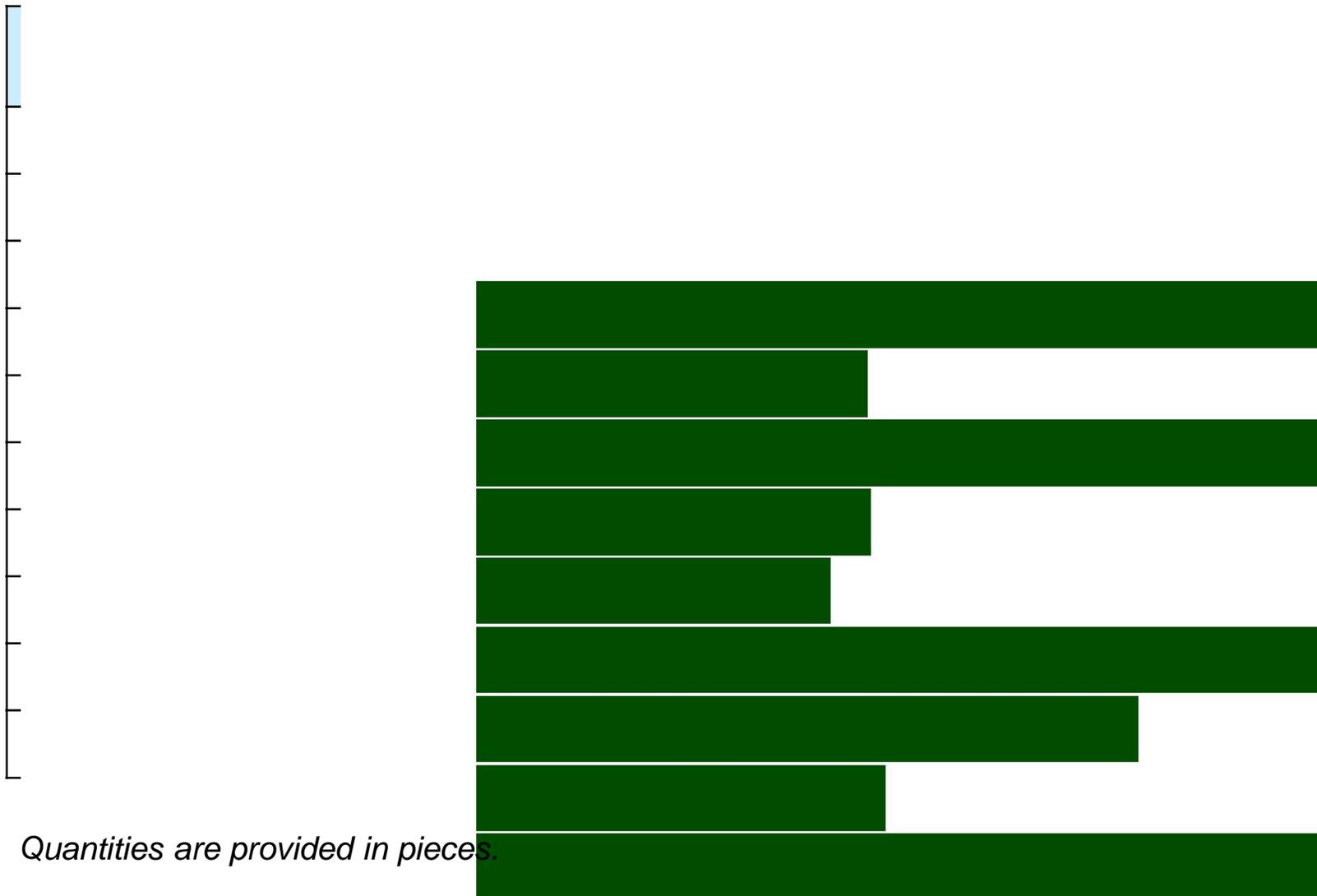
# MTE Update

- ❑ On 9/27 a software update on the USPS Postal Store impacted MTEOR:
  - ❑ Empty trailers could not be ordered
  - ❑ Extra trips could not be ordered
  
- ❑ On 10/6 a software patch was deployed to correct the issue of ordering empty trailers.
  
- ❑ A software patch is currently scheduled to be deployed on **11/21** to correct the problem of ordering extra trips.
  
- ❑ Until the fix is in place, continue to contact the MTEOR Help Desk if extra trips are needed.

- Label holders are available for mailers
  - Should only be replaced when existing holder is missing or won't hold a label
  
- Mailers serviced directly from an MTEESC
  - Can order them through MTEOR
  - 5,000 per Roll
  - Future option to order by Box
  
- Mailers serviced by a plant or Post Office

As of 11/13/15	Current MTESC On-Hand Inventory	1-Week Safety Inventory	Pieces +/- Safety Level	Percent +/- Safety Level	Demand vs SPLY	Inventory vs SPLY
Pallets	1,209,060	399,700	809,360	202%	27%	-38%
EMM Trays	2,562,432	1,532,545	1,029,887	67%	-5%	875%
Half Trays	1,067,640	1,280,000	-212,360	-17%	-5%	-36%
MM Trays	2,492,280	2,451,000	41,280	2%	4%	201%
EMM Sleeves	5,350,890	2,139,000	3,211,890	150%	10%	408%
Half Sleeves	1,587,924	1,713,000	-125,076	-7%	2%	-43%
MM Sleeves	2,503,494	3,660,000	-1,156,506	-32%	2%	-9%
Flat Tubs	2,955,204	575,000	2,380,204	414%	-8%	1043%
#1 Sacks	1,479,000	1,543,000	-64,000	-4%	0%	-46%

## 6.3M pieces of MTE ordered for PQ I of FY16



## EMM Trays

1 pallet of sleeves (519) equates to 5 pallets of trays ( $5 \times 96 = 480$ )



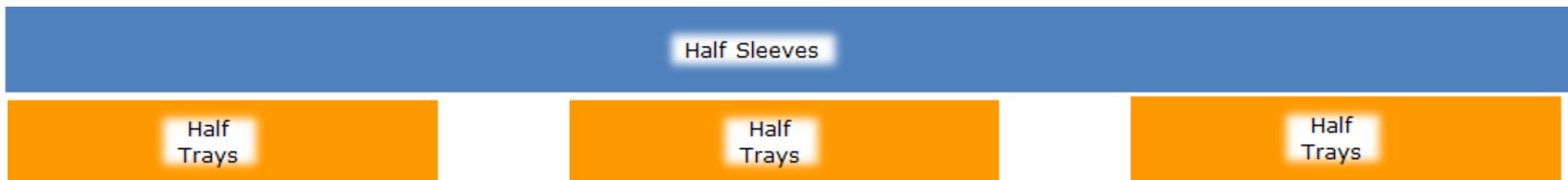
## MM Trays

1 pallet of sleeves (666) equates to 3 pallets of trays ( $3 \times 210 = 630$ )



## Half Trays

1 pallet of sleeves (1,131) equates to 3 pallets of trays ( $3 \times 310 = 930$ )



## Flat Tubs

1 pallet of lids (1,192) equates to 14 pallets of tubs ( $14 \times 84 = 1,176$ )

Flat Tub Lids

Flat  
Tubs

## MTE is ready for Peak Season



## How Industry Partners Can Help:

- MTEOR weekly inventory
  
- Order trays & sleeves in like quantities (pieces not pallets)
  - 1 pallet of sleeves = 3 pallets of trays (MM & Half)
  - 1 pallet of sleeves = 5 pallets of EMM trays
  - 1 pallet of lids = 14 pallets of Flat Tubs
  
- Continue to place equipment orders just-in-time based on production
  
- Contact your BSN to return MTE excess to your needs.

# Open Discussion



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

# MTAC

## Mail Prep & Entry Focus Group

### Packages Track

November 18, 2015

- Packages Track
  - Peak Update & Planning
  - Plant & NDC Mail Conditions
  - Network Analytics
  - Tracking Truck Arrivals at USPS Facilities
  - SPSS
  - MTE Update
  - Open Discussion

# Peak Update & Planning

- ❑ Field Support week of November 23

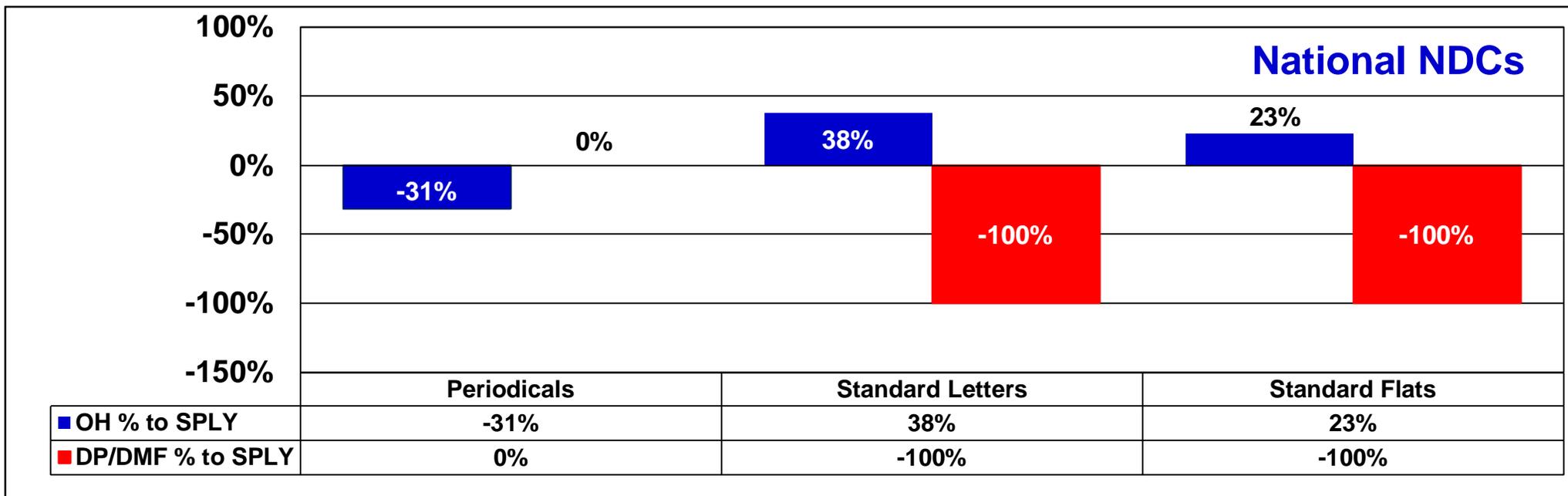
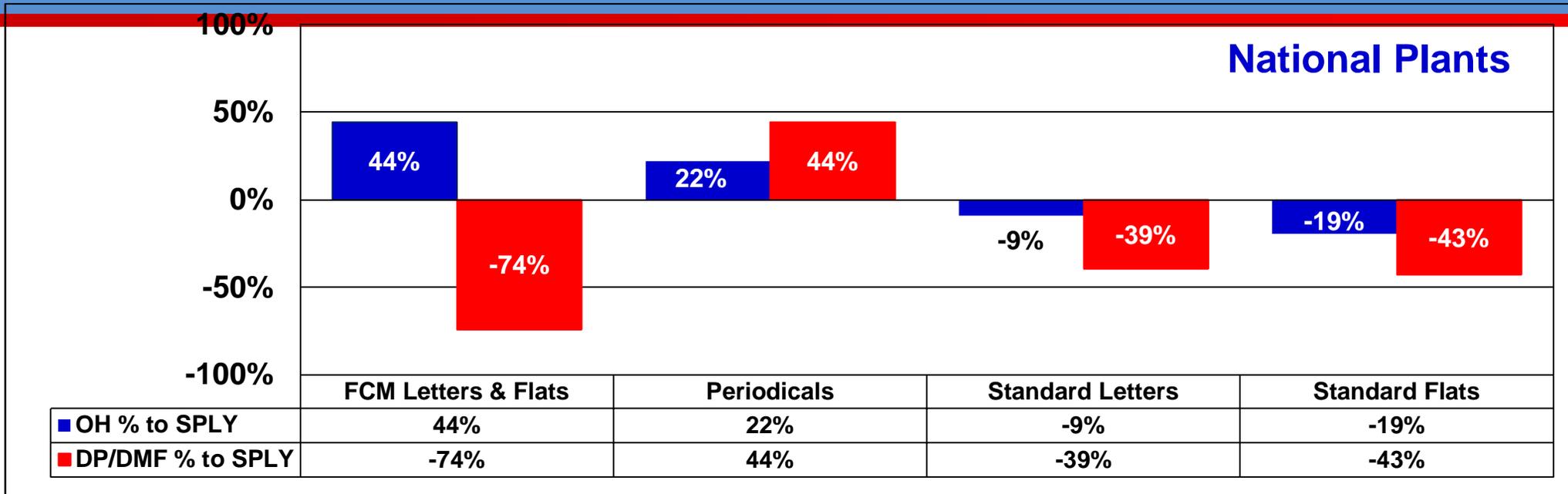
- ❑ THS locations

- **DFW**
- **EWR**
- **LAX**
- **OAK**
- **ONT**
- **PHL**
- **PHX**
- **SEA**
- **SFO**

- ❑ STC locations

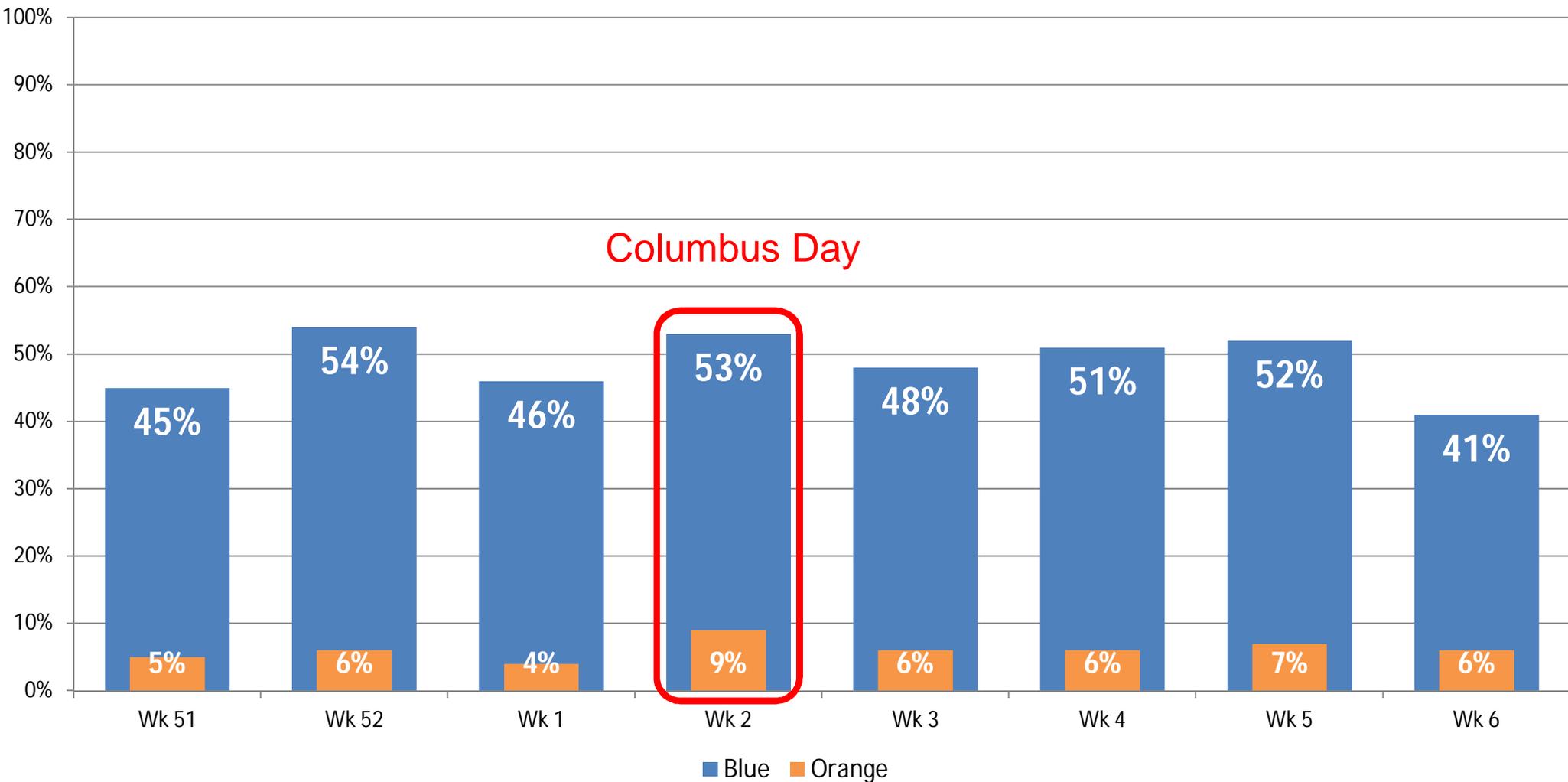
- Indy STC
- Dallas STC
- Memphis STC

# Plant & NDC Mail Conditions



## National

### Blue and Orange STD DSCF Letters Advanced by Saturday



# Network Analytics

- PDF/CSV files developed for next release of FAST
  - Delayed until 1/3/16 (after freeze)

**Effective Date: 2015-10-01**

Expiration Date: 2015-11-30

**L005 3-Digit ZIP Code Prefix Groups - SCF Sortation**

L005 describes the service area by individual 3-digit ZIP Code prefix for mail destined to a sectional center facility (SCF).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified with S; Line 1 on labels for these destinations does not include the "SCF" prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.

<b>3-Digit ZIP Code Prefix Group</b>	<b>Label To</b>
005, 117-119	SCF MID-ISLAND NY 117
006-009	SCF SAN JUAN PR 006
010-012, 060-065, 067	SCF HARTFORD CT 060
013-017	SCF CENTRAL MA 015
018, 019, 055	SCF MIDDLESEX-ESX MA 018
020, 023	SCF BROCKTON MA 023
021, 022, 024	SCF BOSTON MA 021
025-029	SCF PROVIDENCE RI 028
030-034, 038	SCF MANCHESTER NH 030
035-037, 050-053, 057-059	SCF WHITE RIV JCT VT 050
039-043, 045, 048	SCF SOUTHERN ME 040
044, 046, 047, 049	SCF EASTERN ME 044
054, 056	SCF BURLINGTON VT 054
066, 068, 069, 105-109	SCF WESTCHESTER NY 105
070-073, 079, 088, 089	SCF DV DANIELS NJ 070
074-076, 078	SCF NNJ METRO NJ 076

**Sample PDF**

- Change Document Review in User Group 9
  - Released with EPF files

```
CITY/STATE ZIP CODE MONTHLY COMPARE  
[Date to be added to header]  
ADD 96632  
DEL 20532  
DEL 55166  
DEL 55168  
DEL 55171  
DEL 55365  
DEL 55393  
DEL 55394  
DEL 55399  
DEL 55552  
DEL 55556  
DEL 55557  
DEL 55559  
DEL 55560  
DEL 55562  
DEL 55564  
DEL 55565  
DEL 55566  
DEL 55567  
DEL 55580  
DEL 55581  
DEL 55582  
DEL 55584  
DEL 55585  
DEL 55586  
DEL 55587  
DEL 55588  
DEL 55589  
DEL 55590  
DEL 55591  
DEL 55701  
DEL 56006  
DEL 56177  
DEL 56478  
TOTAL CHANGES = 34
```

**Sample Text File**

## Outgoing MXD STD Mail Processing – Example Discrepancy

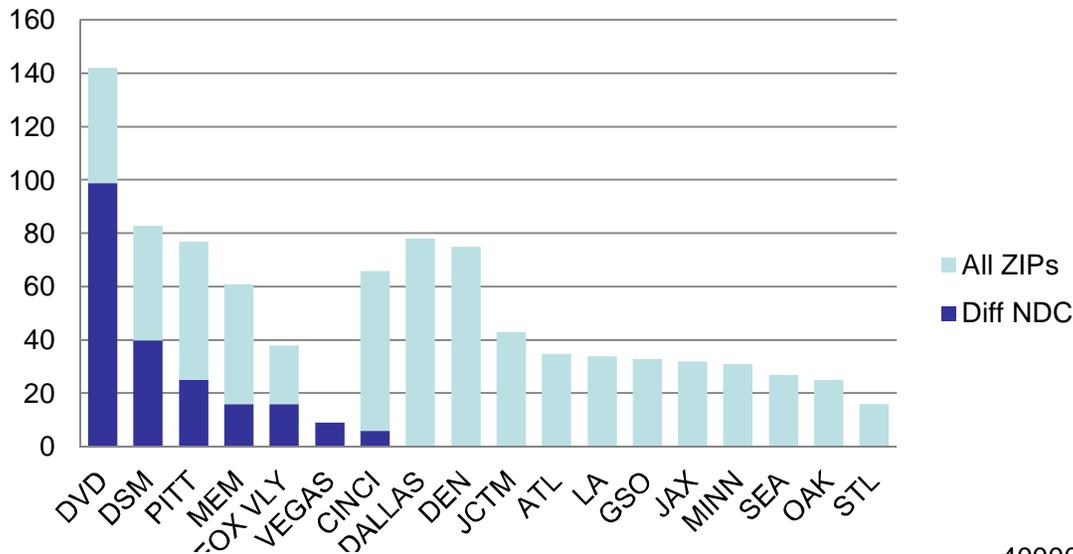
**Tray  
Label** →

**Pallet  
Label** →

**Mismatched Facilities**

## Outgoing MXD STD Mail Processing – Analysis

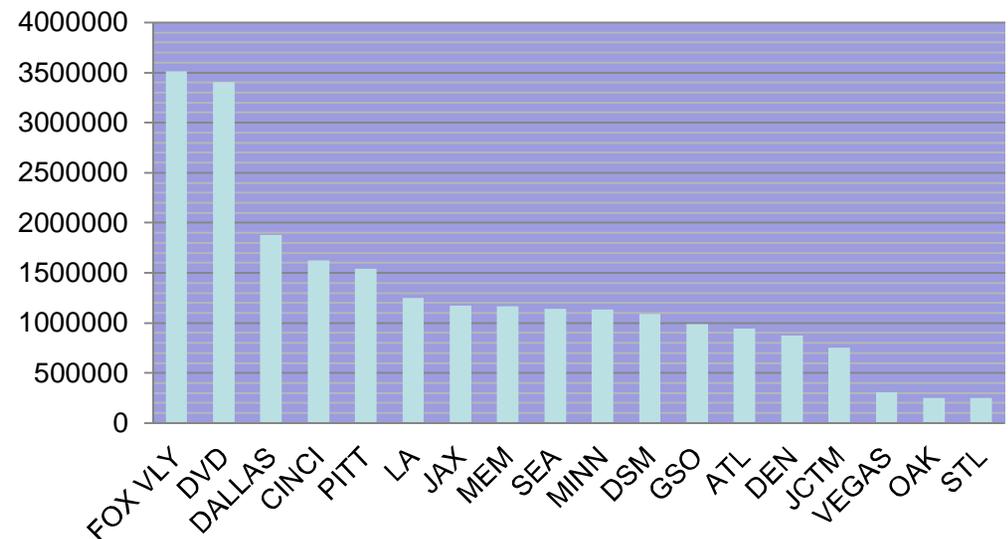
3-Digit Mismatches



- More than 2/3 of ZIPs processed in DVD are outside of the NJ NDC service area
- Nearly half of ZIPs processed in Fox Valley are outside of Chicago NDC service area

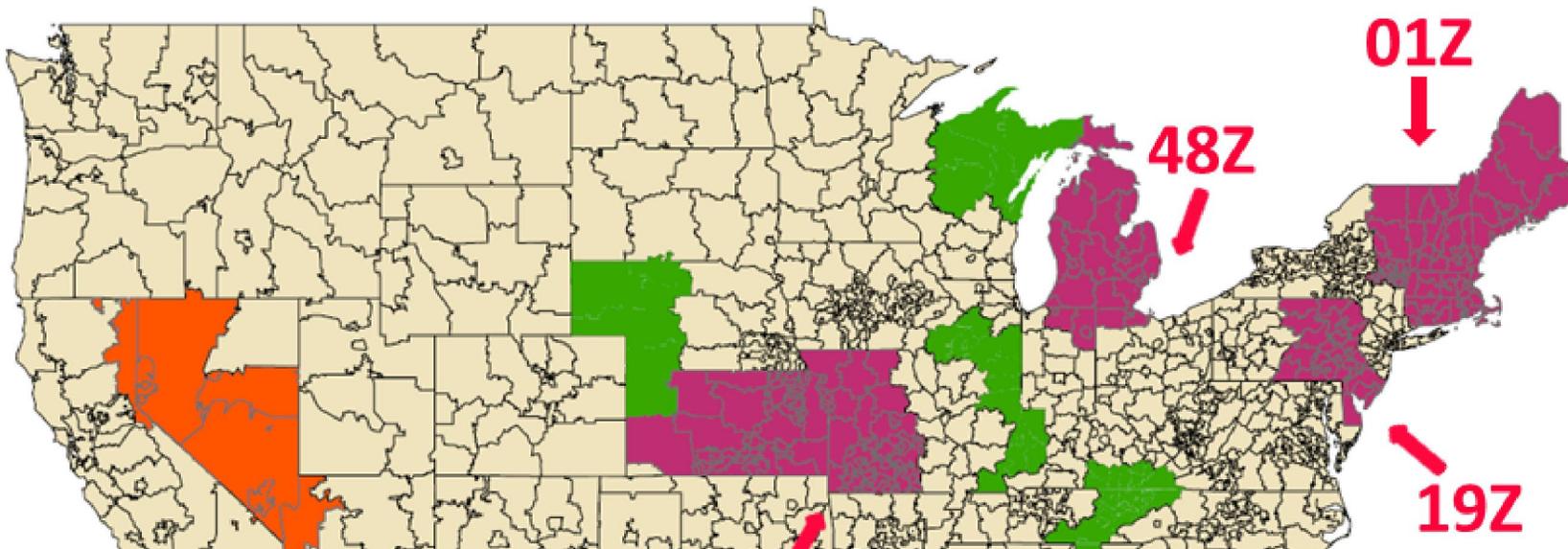
- Mismatches occurring in high volume facilities

Volume Processed by Facility: August 15 - 21



## Outgoing MXD STD Mail Processing – Alignment Plan

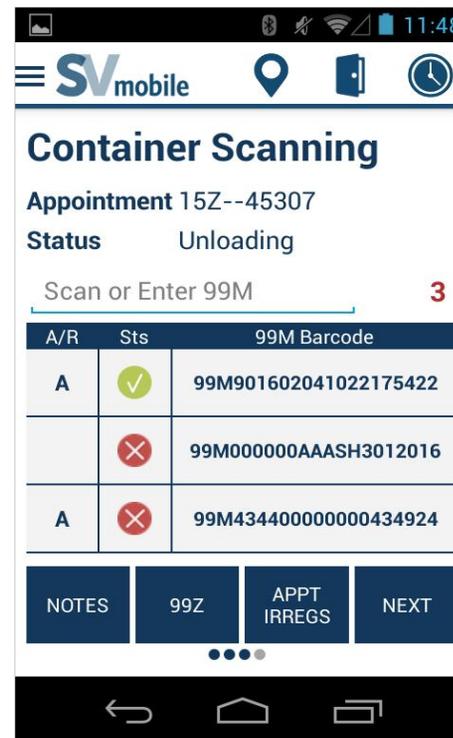
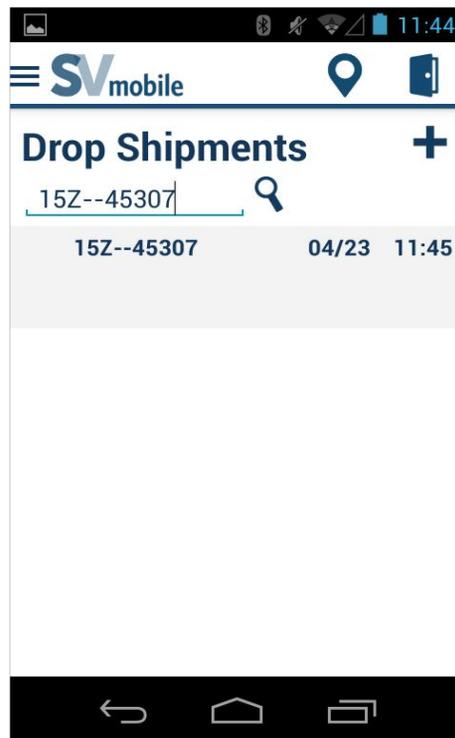
- Add new MXD facilities to align with NDC/ASF network (01Z, 19Z, 48Z, 66Z)
- Align ZIPs with existing MXD processing facilities in NDC service areas
- Remove Las Vegas – does not align with NDC network



# Tracking Truck Arrivals at USPS Facilities

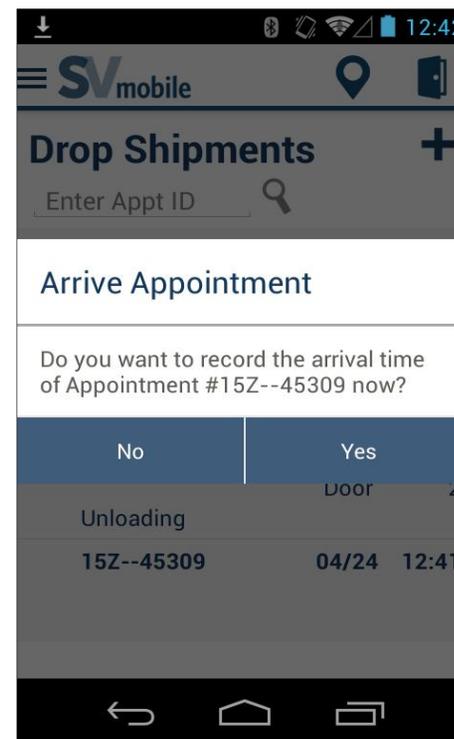
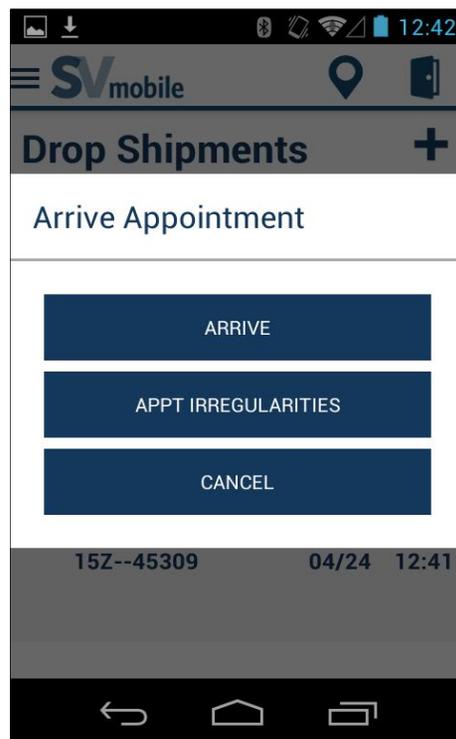
## Improvements

### New Screens



## Capturing Yard Arrival

### New Screens



## Average Time between Yard Arrive and Unload Start for Drop Shipments (by Site)

*Data reflects drop shipments scheduled from 9/11/2015 through 10/11/2015.*

Scheduled Date (All)   
 Site Type (All)

Area Name <input type="button" value="v"/>	Site <input type="button" value="v"/>	Average of Time between Yard Arrive and Unload Start (in minutes)
<input type="checkbox"/> CAPITAL METRO		<b>10</b>
	200 - CURSEEN/MORRIS P&DC	5
	201 - DULLES (VA) P&DC	3
	207 - SOUTHERN MD (MD) P&DC	3
	208 - SUBURBAN MD (MD) P&DC	5
	20Z - WASHINGTON NDC	44
	211 - LINTHICUM MD IMF	6
	212 - BALTIMORE (MD) P&DC	4
	220 - NORTHERN VA (VA) P&DC	3
	230 - RICHMOND (VA) P&DC	6
	233 - NORFOLK (VA) P&DC	7
	270 - GREENSBORO (NC) P&DC	7

**SPSS**

## SPSS Deployment:



Before  
Peak

Richmond, VA P&DC	Oakland CA P&DC
Queens, NY P&DC	Industry CA 3
Seminole P&DC	Denver P&DC
San Bernardino, CA P&DC	Merrifield VA
Industry CA 1	Sacramento P&DC
Indianapolis IN	North Texas P&DC
Los Angeles CA P&DC	Lancaster P&DC
Industry CA 2	Atlanta P&DC
St Paul MN P&DC	Dallas TX
Columbus P&DC	Charleston P&DC
Rochester P&DC	



After  
Peak

Cincinnati NDC  
Linthicum MD  
Raleigh NC  
Mid-Carolina, NC  
Knoxville TN

Show Video

## Show Video

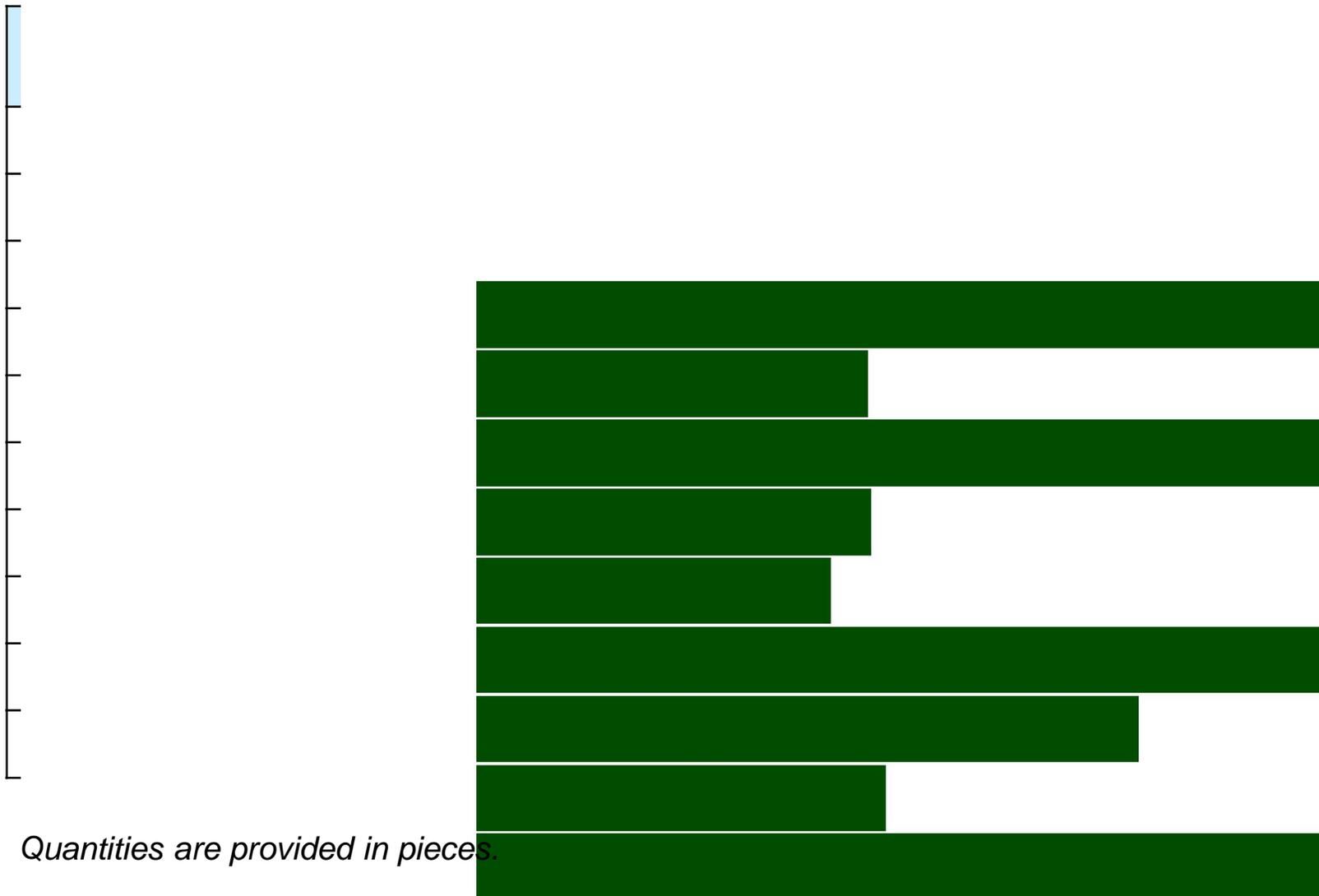
# MTE Update

- ❑ On 9/27 a software update on the USPS Postal Store impacted MTEOR:
  - ❑ Empty trailers could not be ordered
  - ❑ Extra trips could not be ordered
  
- ❑ On 10/6 a software patch was deployed to correct the issue of ordering empty trailers.
  
- ❑ A software patch is currently scheduled to be deployed on **11/21** to correct the problem of ordering extra trips.
  
- ❑ Until the fix is in place, continue to contact the MTEOR Help Desk if extra trips are needed.

- Label holders are available for mailers
  - Should only be replaced when existing holder is missing or won't hold a label
  
- Mailers serviced directly from an MTEESC
  - Can order them through MTEOR
  - 5,000 per Roll
  - Future option to order by Box
  
- Mailers serviced by a plant or Post Office

As of 11/13/15	Current MTESC On-Hand Inventory	1-Week Safety Inventory	Pieces +/- Safety Level	Percent +/- Safety Level	Demand vs SPLY	Inventory vs SPLY
Pallets	1,209,060	399,700	809,360	202%	27%	-38%
EMM Trays	2,562,432	1,532,545	1,029,887	67%	-5%	875%
Half Trays	1,067,640	1,280,000	-212,360	-17%	-5%	-36%
MM Trays	2,492,280	2,451,000	41,280	2%	4%	201%
EMM Sleeves	5,350,890	2,139,000	3,211,890	150%	10%	408%
Half Sleeves	1,587,924	1,713,000	-125,076	-7%	2%	-43%
MM Sleeves	2,503,494	3,660,000	-1,156,506	-32%	2%	-9%
Flat Tubs	2,955,204	575,000	2,380,204	414%	-8%	1043%
#1 Sacks	1,479,000	1,543,000	-64,000	-4%	0%	-46%

## 6.3M pieces of MTE ordered for PQ I of FY16



*Quantities are provided in pieces.*

## EMM Trays

1 pallet of sleeves (519) equates to 5 pallets of trays ( $5 \times 96 = 480$ )



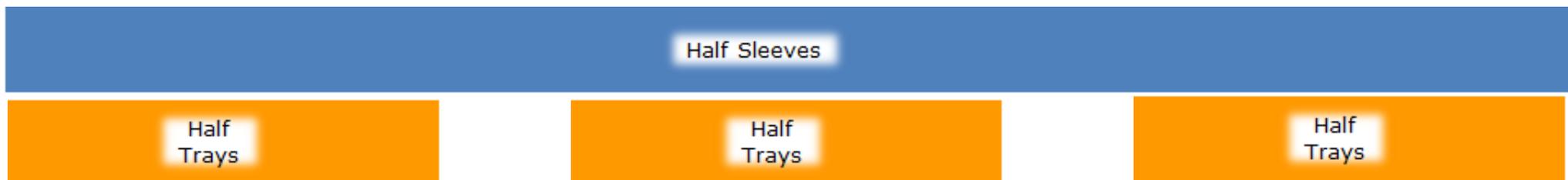
## MM Trays

1 pallet of sleeves (666) equates to 3 pallets of trays ( $3 \times 210 = 630$ )



## Half Trays

1 pallet of sleeves (1,131) equates to 3 pallets of trays ( $3 \times 310 = 930$ )



## Flat Tubs

1 pallet of lids (1,192) equates to 14 pallets of tubs ( $14 \times 84 = 1,176$ )

Flat Tub Lids

Flat  
Tubs

## MTE is ready for Peak Season



## How Industry Partners Can Help:

- MTEOR weekly inventory
  
- Order trays & sleeves in like quantities (pieces not pallets)
  - 1 pallet of sleeves = 3 pallets of trays (MM & Half)
  - 1 pallet of sleeves = 5 pallets of EMM trays
  - 1 pallet of lids = 14 pallets of Flat Tubs
  
- Continue to place equipment orders just-in-time based on production
  
- Contact your BSN to return MTE excess to your needs.

# Open Discussion



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

# **MTAC**

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

### **First-Class Track**

**November 18, 2015**

- **First-Class Track**
  - Peak Update & Planning
  - Plant & NDC Mail Conditions
  - Network Analytics
  - Tracking Truck Arrivals at USPS Plants
  - Adhesive Label Test
  - MTE Update
  - First Class 5 Digit Schemes
  - Remittance Update
  - Open Discussion

# Peak Update & Planning

- ❑ Field Support week of November 23

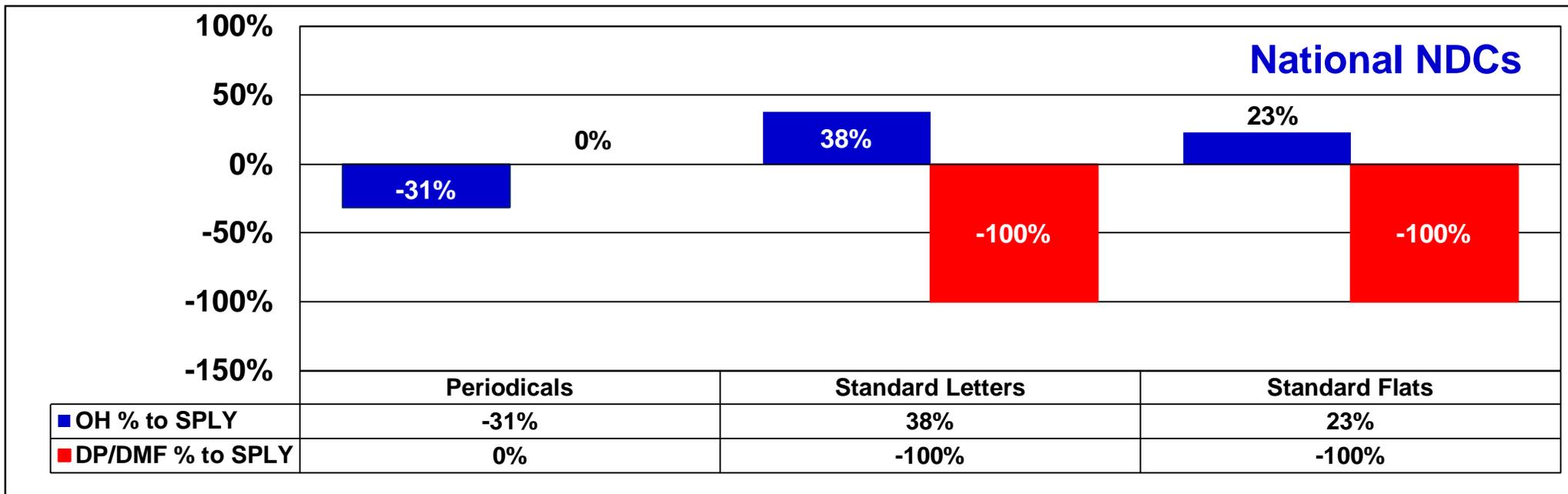
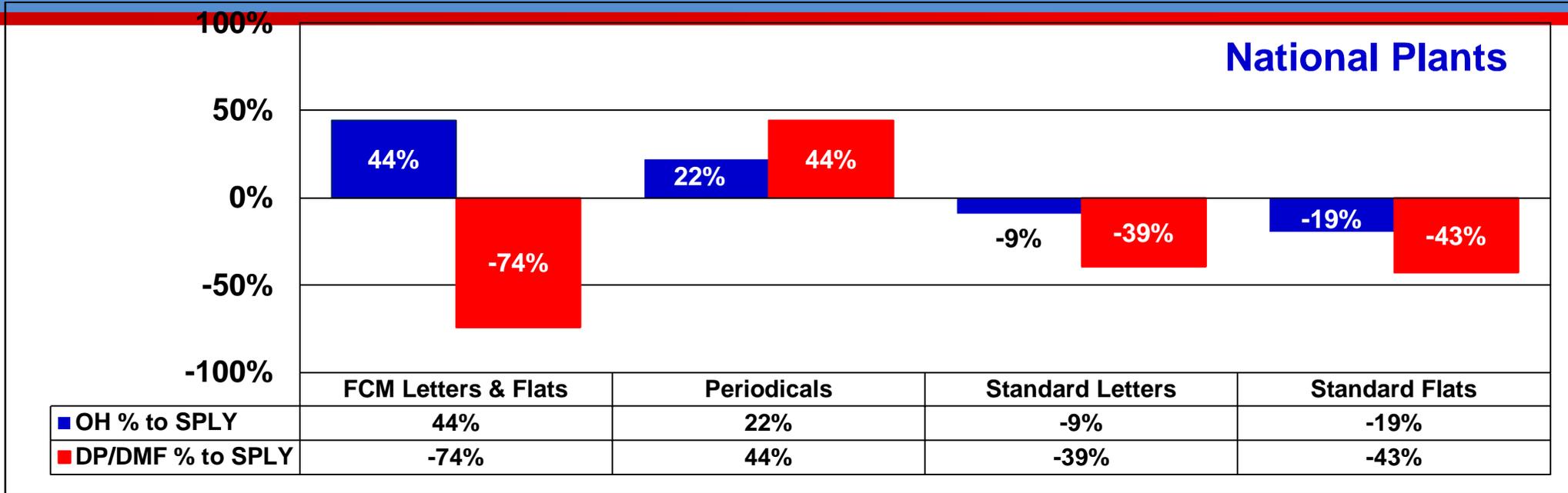
- ❑ THS locations

- **DFW**
- **EWR**
- **LAX**
- **OAK**
- **ONT**
- **PHL**
- **PHX**
- **SEA**
- **SFO**

- ❑ STC locations

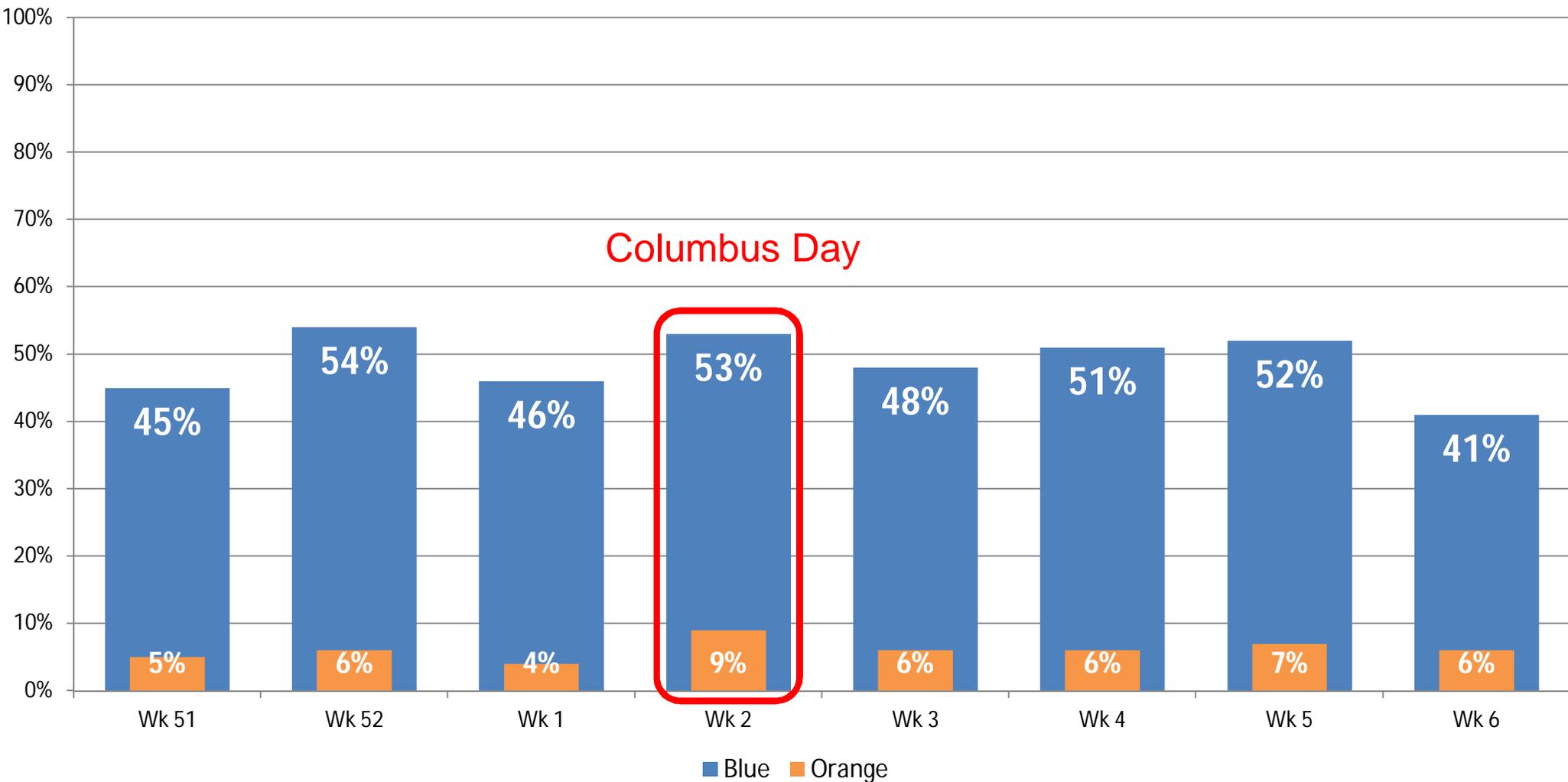
- Indy STC
- Dallas STC
- Memphis STC

# Plant & NDC Mail Conditions



## National

### Blue and Orange STD DSCF Letters Advanced by Saturday



# Network Analytics

- PDF/CSV files developed for next release of FAST
  - Delayed until 1/3/16 (after freeze)

**Effective Date: 2015-10-01**

Expiration Date: 2015-11-30

**L005 3-Digit ZIP Code Prefix Groups - SCF Sortation**

L005 describes the service area by individual 3-digit ZIP Code prefix for mail destined to a sectional center facility (SCF).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified with S; Line 1 on labels for these destinations does not include the "SCF" prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.

<b>3-Digit ZIP Code Prefix Group</b>	<b>Label To</b>
005, 117-119	SCF MID-ISLAND NY 117
006-009	SCF SAN JUAN PR 006
010-012, 060-065, 067	SCF HARTFORD CT 060
013-017	SCF CENTRAL MA 015
018, 019, 055	SCF MIDDLESEX-ESX MA 018
020, 023	SCF BROCKTON MA 023
021, 022, 024	SCF BOSTON MA 021
025-029	SCF PROVIDENCE RI 028
030-034, 038	SCF MANCHESTER NH 030
035-037, 050-053, 057-059	SCF WHITE RIV JCT VT 050
039-043, 045, 048	SCF SOUTHERN ME 040
044, 046, 047, 049	SCF EASTERN ME 044
054, 056	SCF BURLINGTON VT 054
066, 068, 069, 105-109	SCF WESTCHESTER NY 105
070-073, 079, 088, 089	SCF DV DANIELS NJ 070
074-076, 078	SCF NNJ METRO NJ 076

**Sample PDF**

- Change Document Review in User Group 9
  - Released with EPF files

```
CITY/STATE ZIP CODE MONTHLY COMPARE  
[Date to be added to header]  
ADD 96632  
DEL 20532  
DEL 55166  
DEL 55168  
DEL 55171  
DEL 55365  
DEL 55393  
DEL 55394  
DEL 55399  
DEL 55552  
DEL 55556  
DEL 55557  
DEL 55559  
DEL 55560  
DEL 55562  
DEL 55564  
DEL 55565  
DEL 55566  
DEL 55567  
DEL 55580  
DEL 55581  
DEL 55582  
DEL 55584  
DEL 55585  
DEL 55586  
DEL 55587  
DEL 55588  
DEL 55589  
DEL 55590  
DEL 55591  
DEL 55701  
DEL 56006  
DEL 56177  
DEL 56478  
TOTAL CHANGES = 34
```

**Sample Text File**

## Outgoing MXD STD Mail Processing – Example Discrepancy

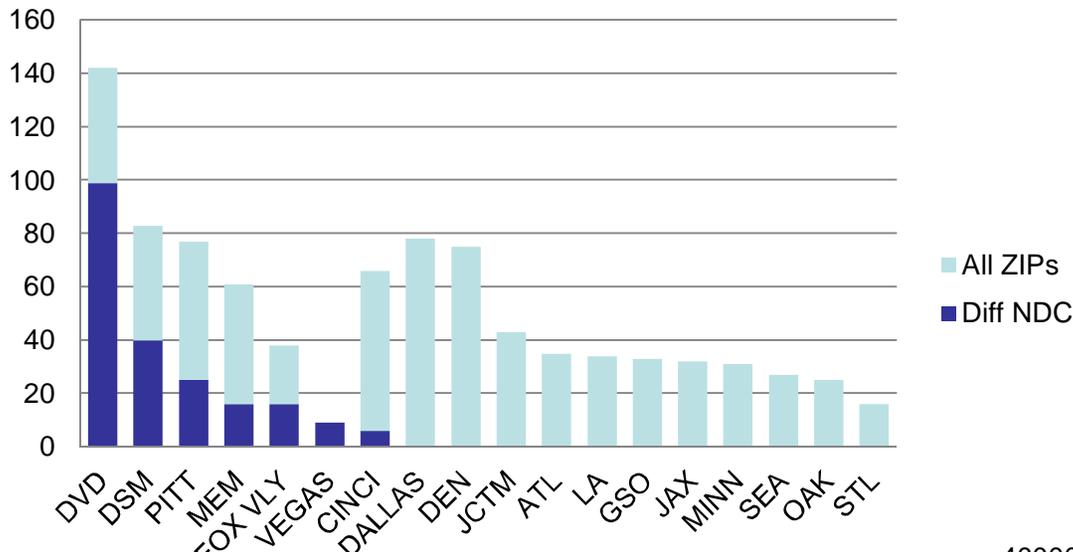
**Tray  
Label** →

**Pallet  
Label** →

**Mismatched Facilities**

## Outgoing MXD STD Mail Processing – Analysis

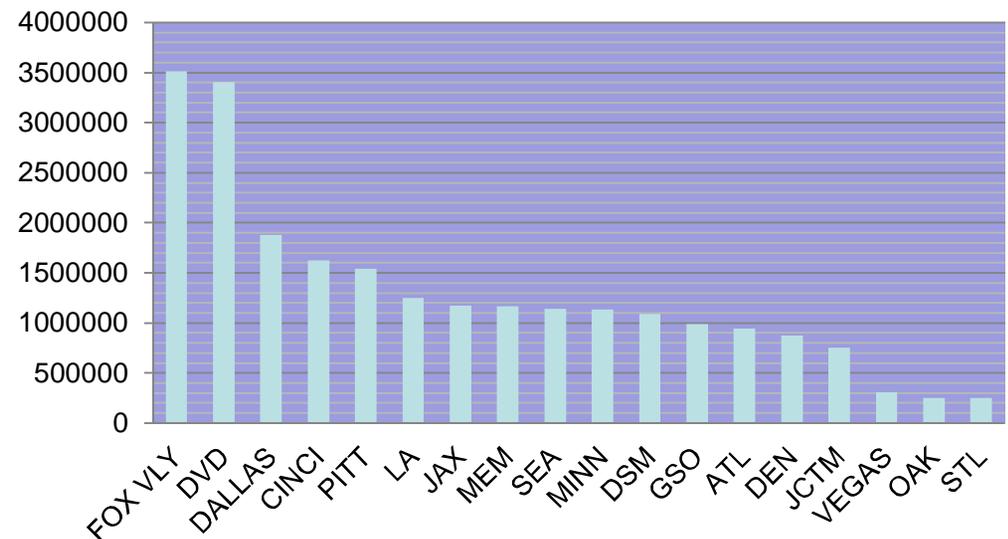
3-Digit Mismatches



- More than 2/3 of ZIPs processed in DVD are outside of the NJ NDC service area
- Nearly half of ZIPs processed in Fox Valley are outside of Chicago NDC service area

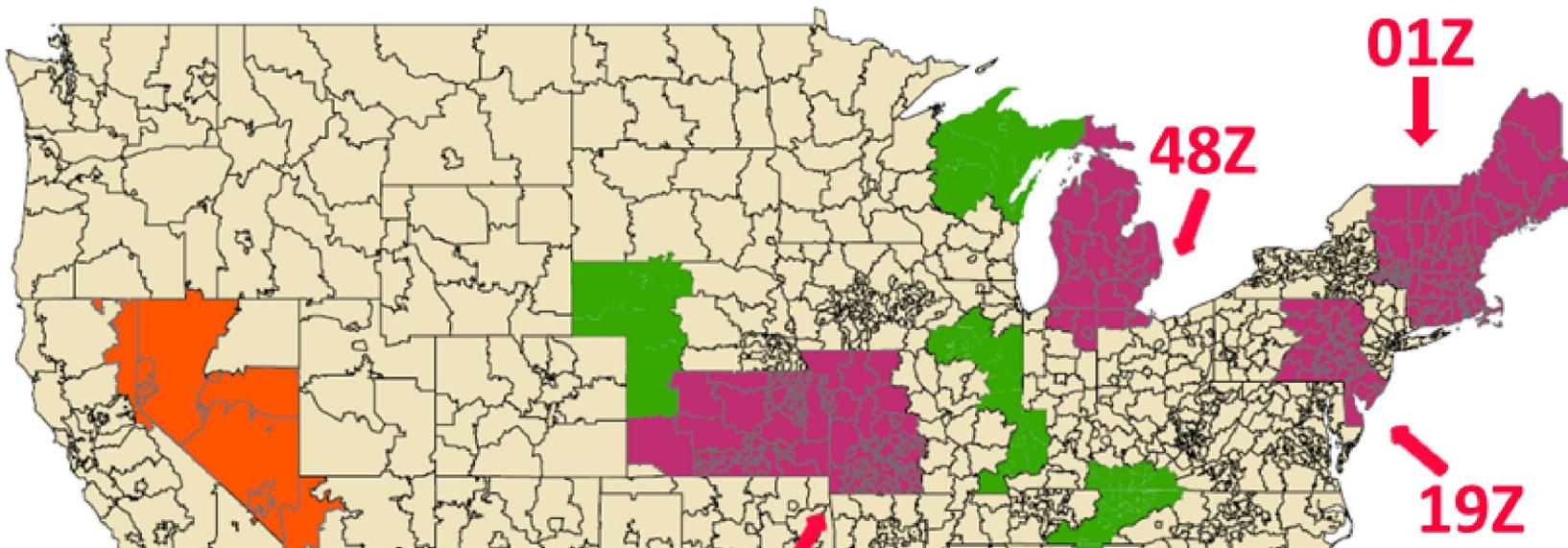
- Mismatches occurring in high volume facilities

Volume Processed by Facility: August 15 - 21



## Outgoing MXD STD Mail Processing – Alignment Plan

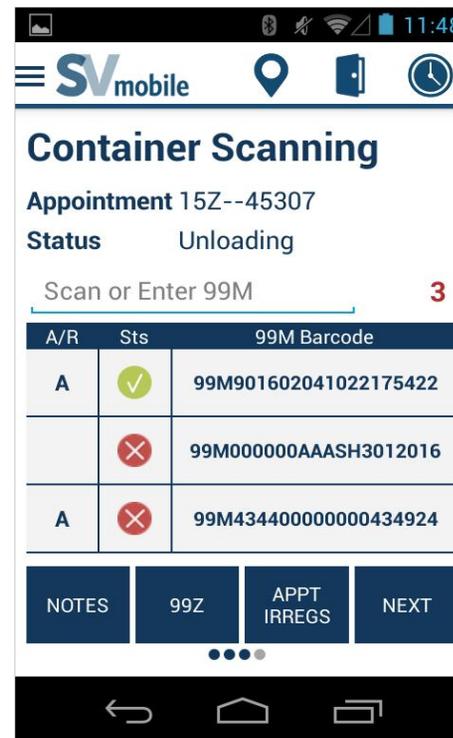
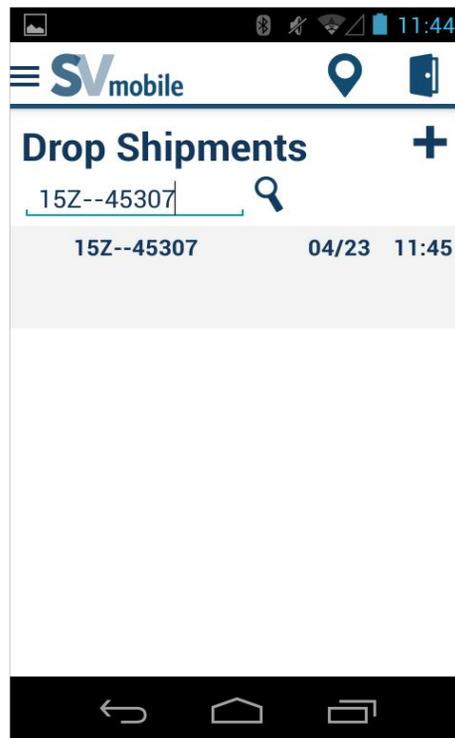
- Add new MXD facilities to align with NDC/ASF network (01Z, 19Z, 48Z, 66Z)
- Align ZIPs with existing MXD processing facilities in NDC service areas
- Remove Las Vegas – does not align with NDC network



# Tracking Truck Arrivals at USPS Facilities

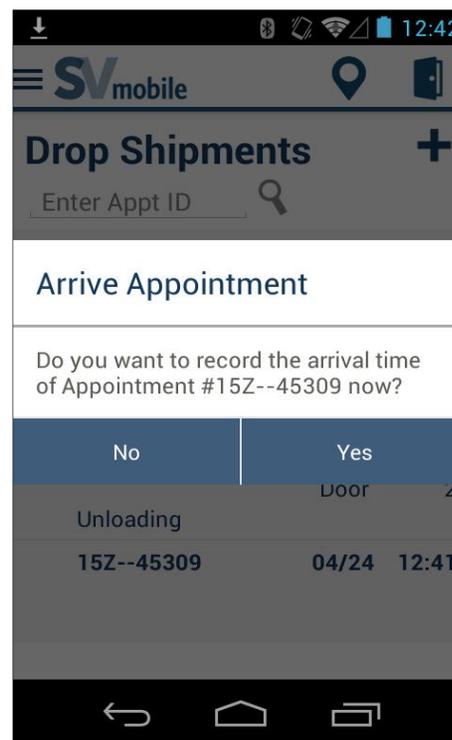
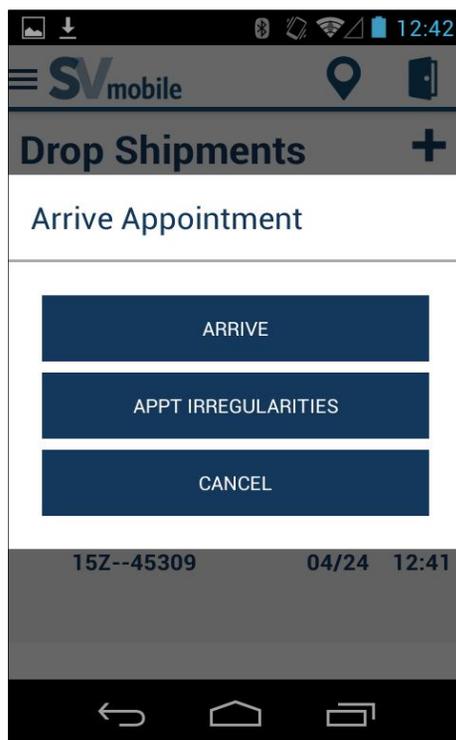
## Improvements

### New Screens



## Capturing Yard Arrival

### New Screens



## Average Time between Yard Arrive and Unload Start for Drop Shipments (by Site)

*Data reflects drop shipments scheduled from 9/11/2015 through 10/11/2015.*

Scheduled Date (All)   
 Site Type (All)

Area Name <input type="button" value="v"/>	Site <input type="button" value="v"/>	Average of Time between Yard Arrive and Unload Start (in minutes)
<input type="checkbox"/> CAPITAL METRO		<b>10</b>
	200 - CURSEEN/MORRIS P&DC	5
	201 - DULLES (VA) P&DC	3
	207 - SOUTHERN MD (MD) P&DC	3
	208 - SUBURBAN MD (MD) P&DC	5
	20Z - WASHINGTON NDC	44
	211 - LINTHICUM MD IMF	6
	212 - BALTIMORE (MD) P&DC	4
	220 - NORTHERN VA (VA) P&DC	3
	230 - RICHMOND (VA) P&DC	6
	233 - NORFOLK (VA) P&DC	7
	270 - GREENSBORO (NC) P&DC	7

# Adhesive Tray Label Testing Status

## Benefits:

- New Technologies**
- Easier Application**
- Reduced Manual Cost**
- No Label Holder Interference**
- Improved Label Quality?**
- Improved Label Barcode Quality?**

## Issues/Concerns:

- ❑ **Accurate Label Position – USPS Trays**
- ❑ **Over Labeling Bleed Through**
- ❑ **Reliability of Adhesives**
- ❑ **Clean Label Removal – USPS & Mailers**
- ❑ **Label Removal Costs**
- ❑ **Not Universal: Savings for Adhesive Users =  
Removal Costs for Traditional**
- ❑ **Maintenance of Labeling Equipment - Quality**
- ❑ **Label & Barcode Quality **\*Cannot Go Backwards\*****

- Initial Adhesive Label Tests Showed Promise**
- Adhesive Label Identified**
  - Reliable Adhesive at Normal Temperatures**
  - Minimal Holder Damage on Removal**
  - Some Residue**
- Live Testing to Prove Feasibility (or not)**
- End-to-End Controlled Testing**
- Identify Issues and Solutions**
- Work to Qualification Standards**

- Determine Costs of Label Removal**
  - Clean Removal**
  - Damage to Label Holders/Cost to Correct**
  - Double Label Errors**
- Evaluate End-to-End Reliability**
- Determine Impacts On**
  - Adhesive Label Mailers**
  - Traditional Label Mailers**
  - USPS**

- Value is in Reduced Labeling Costs**
- Label Removal Impacts Value**
  - Time to Remove**
  - Time to Correct/Repair Holder**
- Poor Readability Impacts Value**
  - Miss-Placed Label**
  - Miss-Printed Barcode**
  - Loss of Label**
- Value/Costs with Both Technologies In Place**

- Static Adhesive Label Tests Showed Promise**
- Trays Created using Adhesive Labeling System**
  - Reliable Adhesive at Normal Temperatures**
  - Minimal Holder Damage on Removal**
  - Some Residue**
  - Readability Verified**

## Next Steps:

- Labeler Application Reliability Verification**
  - Positioning Accuracy with Tray Variability**
  - Positioning Consistency**
  - Adhesive Stability**
  - Removal Criteria Met**
- Test Mail Batch Monitored and Evaluated**
- Labeler Application at Mailer Test Site**
- Live Mail Batch Monitored and Evaluated**
- Volume Testing**

- Mailer Interest in Manual Application**
- Testing Planned**
  - Static Tests to Ensure Viability**
  - Live Mail Tests**
  - Label Removal Tests**
- Industry Interest?**
- Value Determination**
- Application Standards**

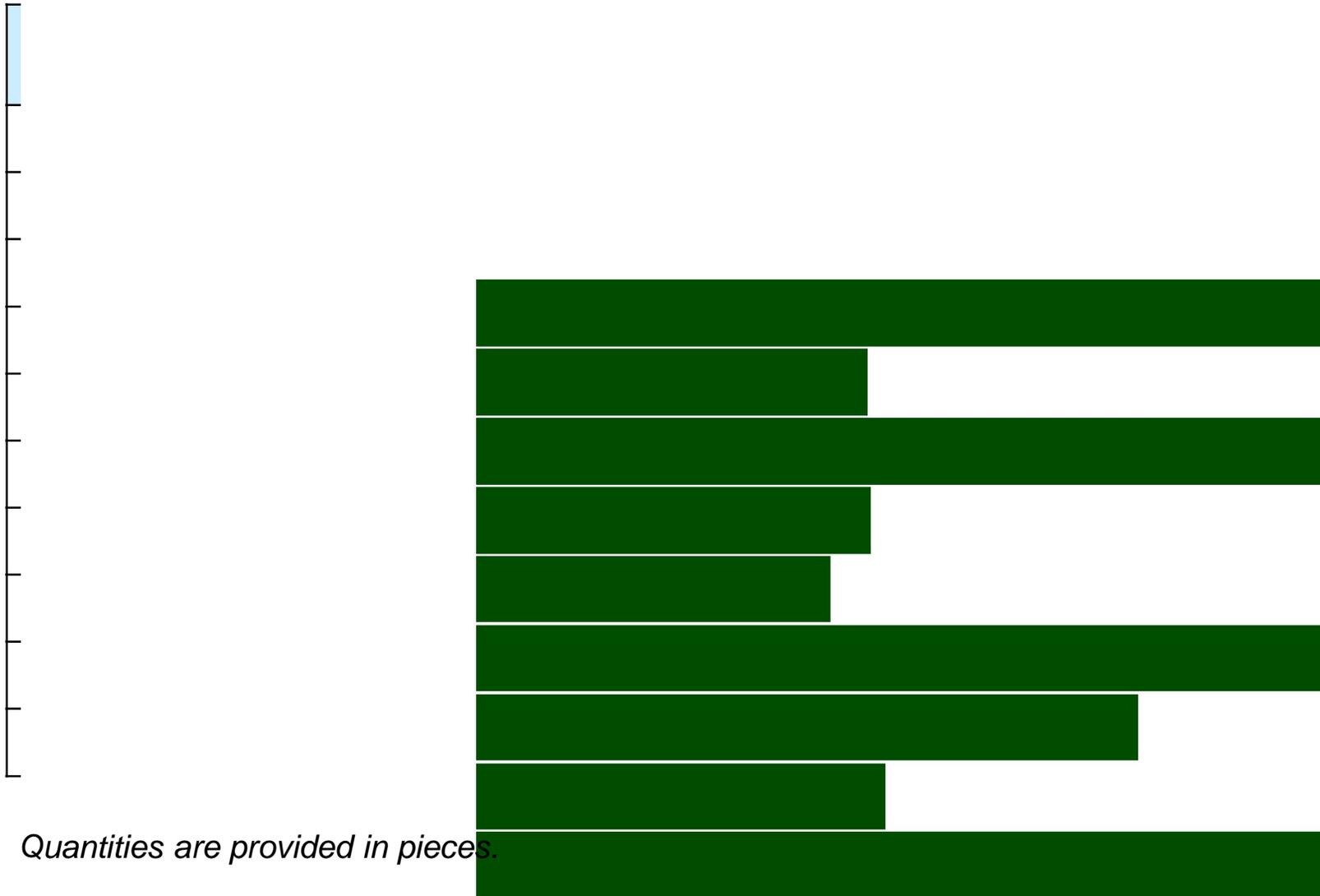
# MTE Update

- ❑ On 9/27 a software update on the USPS Postal Store impacted MTEOR:
  - ❑ Empty trailers could not be ordered
  - ❑ Extra trips could not be ordered
  
- ❑ On 10/6 a software patch was deployed to correct the issue of ordering empty trailers.
  
- ❑ A software patch is currently scheduled to be deployed on **11/21** to correct the problem of ordering extra trips.
  
- ❑ Until the fix is in place, continue to contact the MTEOR Help Desk if extra trips are needed.

- Label holders are available for mailers
  - Should only be replaced when existing holder is missing or won't hold a label
  
- Mailers serviced directly from an MTEESC
  - Can order them through MTEOR
  - 5,000 per Roll
  - Future option to order by Box
  
- Mailers serviced by a plant or Post Office

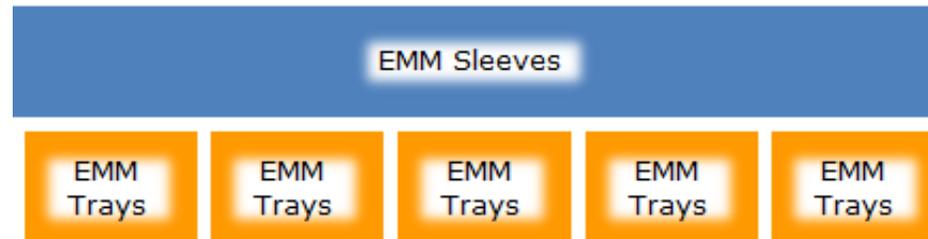
As of 11/13/15	Current MTESC On-Hand Inventory	1-Week Safety Inventory	Pieces +/- Safety Level	Percent +/- Safety Level	Demand vs SPLY	Inventory vs SPLY
Pallets	1,209,060	399,700	809,360	202%	27%	-38%
EMM Trays	2,562,432	1,532,545	1,029,887	67%	-5%	875%
Half Trays	1,067,640	1,280,000	-212,360	-17%	-5%	-36%
MM Trays	2,492,280	2,451,000	41,280	2%	4%	201%
EMM Sleeves	5,350,890	2,139,000	3,211,890	150%	10%	408%
Half Sleeves	1,587,924	1,713,000	-125,076	-7%	2%	-43%
MM Sleeves	2,503,494	3,660,000	-1,156,506	-32%	2%	-9%
Flat Tubs	2,955,204	575,000	2,380,204	414%	-8%	1043%
#1 Sacks	1,479,000	1,543,000	-64,000	-4%	0%	-46%

## 6.3M pieces of MTE ordered for PQ I of FY16



## EMM Trays

1 pallet of sleeves (519) equates to 5 pallets of trays ( $5 \times 96 = 480$ )



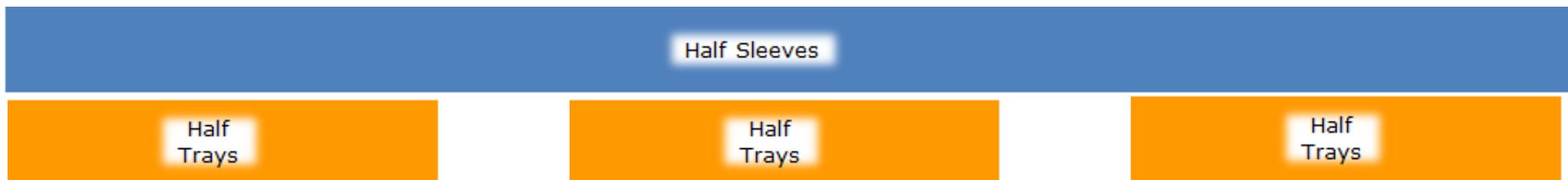
## MM Trays

1 pallet of sleeves (666) equates to 3 pallets of trays ( $3 \times 210 = 630$ )



## Half Trays

1 pallet of sleeves (1,131) equates to 3 pallets of trays ( $3 \times 310 = 930$ )



## Flat Tubs

1 pallet of lids (1,192) equates to 14 pallets of tubs ( $14 \times 84 = 1,176$ )

Flat Tub Lids

Flat  
Tubs

## MTE is ready for Peak Season



## How Industry Partners Can Help:

- MTEOR weekly inventory
  
- Order trays & sleeves in like quantities (pieces not pallets)
  - 1 pallet of sleeves = 3 pallets of trays (MM & Half)
  - 1 pallet of sleeves = 5 pallets of EMM trays
  - 1 pallet of lids = 14 pallets of Flat Tubs
  
- Continue to place equipment orders just-in-time based on production
  
- Contact your BSN to return MTE excess to your needs.

# First Class 5-Digit Scheme

- Action Item from August Meeting
- Revisit 5-digit schemes for First Class Mail Flats

## FY 2013 First Class Mail - FLATS

Total ALL Flats	34,807,710	
<b>Total FC Flats</b>	<b>1,898,586</b>	<b>5.45%</b>
Single Piece	1,273,026	67.05%
NonAuto Presort	31,824	1.68%
MXD ADC Auto Presort	60,336	3.18%
ADC Auto Presort	101,192	5.33%
3-Digit Auto Presort	282,215	14.86%
5-Digit Auto Presort	149,993	7.90%

FY 2013	Automation	Revenue per Piece (1 oz.)	Cost per Piece*	Total Revenue	Total Cost
ADC	101,192,000	0.64	0.50411	\$64,762,880.00	\$51,011,967.58
3-Digit	282,215,000	0.594	0.46774	\$167,635,710.00	\$132,003,959.28
5-Digit	149,993,000	0.406	0.32651	\$60,897,158.00	\$48,974,871.93
			<b>Total</b>	<b>\$293,295,748.00</b>	<b>\$231,990,798.79</b>

\*Information from PRC webpage for Mail Processing unit cost: FY2013 FCM\_Prsrt\_Flats\_PRC

Assumption	Automation	Revenue per Piece (1 oz.)	Cost per Piece*	Total Revenue	Total Cost
ADC**	96,132,400	0.64	0.50411	\$61,524,736.00	\$48,461,369.20
3-Digit***	253,993,500	0.594	0.46774	\$150,872,139.00	\$118,803,563.35
5-Digit Sch	183,274,100	0.406	0.32651	\$74,409,284.60	\$59,841,629.78
			<b>Total</b>	<b>\$286,806,159.60</b>	<b>\$227,106,562.33</b>

\*\*Shift 5% of ADC from ADC to 5-Digit

\*\*\*Shift 10% of 3-Digit from 3-Digit to 5-Digit

<b>Change</b>	<b>-\$6,489,588.40</b>	<b>-\$4,884,236.46</b>
<b>Net Savings per FY</b>	<b>-\$1,605,351.94</b>	

## FY 2014 First Class Mail - Flats

	Volumes (000)	
Total ALL Flats [1]	33,620,678	
Total FC Flats	1,782,673	5.3%
Single-Piece	1,184,001	66.42%
NonAuto Presort	28,796	1.62%
MXD ADC Auto Presort	59,009	3.31%
ADC Auto Presort	102,791	5.77%
3-Digit Auto Presort	270,898	15.20%
5-Digit Auto Presort	137,179	7.70%

FY2014	Automation	Revenue per Piece (1 oz.)	Cost per Piece [2]	Total Revenue	Total Cost	
ADC	102,790,619	\$0.691	\$0.56456	\$71,028,317.73	\$58,031,512.11	
3-Digit	270,898,383	\$0.634	\$0.52439	\$171,749,574.82	\$142,055,196.93	
5-Digit	137,178,743	\$0.451	\$0.37242	\$61,867,613.09	\$51,087,542.72	
	510,867,745			Total	\$304,645,505.64	\$251,174,251.76
Redistributed volumes based on FY2013 assumptions						
ADC	97,651,088	\$0.691	\$0.56456	\$67,476,901.84	\$55,129,936.51	
3-Digit	243,808,545	\$0.634	\$0.52439	\$154,574,617.34	\$127,849,677.24	
5-Digit	169,408,112	\$0.451	\$0.37242	\$76,403,058.62	\$63,090,271.73	
	510,867,745			\$298,454,577.81	\$246,069,885.48	
			Change	-\$6,190,927.84	-\$5,104,366.29	
			Net Savings	-\$1,086,561.55		

[1] Could not match this number for FY2013

[2] This cost only reflects mail processing

## Considerations

- Limited mail volumes
- Reduces operational flexibility
- Impacts to revenue and costs

# Remittance Update

- RMAC Board Meeting
- Retail/Wholesale Transformational change
  - Lex Litton
- Remittance Operations Performance
  - Daily Performance metrics + PH Survey
  - Originating and Destinating Process
  - Caller Handoff Process
  - USPS/Customer partnership
  - LSS and Kaizen activities
- Updated Remit Opns contact list:  
<https://ribbs.usps.gov/importantupdates/remittanceemail.htm>

# Open Discussion