

Structured Release Schedule for 2014

Webinar

Start Time: 11:00 AM EST

United States Postal Service

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Structured Release Cycle

Labeling Lists, Mail Direction File, Zone Matrix

To listen to a recording of this presentation, please visit:

<https://usps.webex.com/usps/lsr.php?RCID=950f08045be541b89f9cbc3b5af87a9a>

NOTE: Slide #6 is updated in this presentation to include “30-day notification” in the second set of bullets under the 2013 schedule”. The recording does not reflect this change.

Agenda

- **Labeling list Background**
- **Mail Direction File Background**
- **MTAC Task Team #11 – re-opened (9/2013)**
- **Labeling List Structured Release Cycle**
- **Mail Direction File Structured Release Cycle**
- **Zone Chart Structured Release Cycle**

Background

- **Fall 2011**
 - Implemented a structured release cycle for changes related to the mail direction file
 - Stabilized frequency of changes (MDF was daily)
- **2012**
 - Creation of MTAC Task Team #11
 - Purpose to review pre-sort data files that are disseminated
 - Members of all areas of the supply chain
- **2013**
 - Implementation of structured release cycle
 - Industry request to re-open Task Team #11 (Fall 2013)
- **2014**
 - Implement new structured release cycle
 - June 1

Labeling Lists Background

- **Labeling list are used to communicate pre-sort requirements for mail being entered into the USPS processing network**
 - **18 Labeling lists**
 - **Each Labeling list serves a different purpose**
 - **Entry type**
 - **Make up**
 - **Mail Class**
- **Labeling lists used to calculate service standards**
 - **L004, L005, L009, L201**
- **Changes to Labeling lists affect service standards**

Labeling Lists Background

- **Labeling list publication cycle (Prior to 2013)**
 - Updated six times a year
 - 75-day transition window
- **Labeling list publication cycle (2013)**
 - Updated four times a year
 - 15 day notification period
 - 30 day grace period
 - Aligns with quarterly service standard changes
 - Ensures pre-sortation of mail aligns with service standards
- **Labeling list publication cycle (2014)**
 - Updated monthly beginning in June 1 (30 day notification)
 - 30 day notification period
 - 30 day grace period

Mail Direction File Background

- **Mail direction file provides mailers USPS facilities at which to enter mail to qualify for entry discount**
- **Mail Direction File publication cycle (2013)**
 - Four updates aligned with labeling list
 - Two out of cycle updates
 - 30 day compliance period to enter mail at old or new facility
 - Aligns with quarterly service standard changes
 - Results in alignment drop shipments and mail processing
 - Aligns with destination entry service standards
- **Mail Direction File publication cycle (2014)**
 - Monthly beginning June 1
 - 30 day notification
 - 30 day grace period

Outcome: Re-opening Task Team #11

- **Mailing industry requested Task Team re-opened due to short notification window of 15 days**
- **New structured release cycle schedule 2014 and beyond**
 - **Twelve times per year (beginning June 1, 2014)**
 - **Quarterly will continue for until June 1 (with the exception of the February publication to support price change)**
 - **Thirty Day notification period for changes to labeling list and mail direction file**
 - **Previously 15 day notification period provided for upcoming changes**
 - **New structured release cycle incorporates request from mailing industry to provide 60 days of planning**
 - **30 day notification**
 - **30 day grace period**

Labeling List and Mail Direction File Changes

- **Updates occur twelve times a year (Beginning June 2014)**
 - **Four updates, coincide with updates to labeling lists**
 - **Major changes to labeling lists**
 - **Eight Updates, out of quarter changes**
 - **Minor changes to labeling lists (5-digit labeling lists)**
 - **Continue to provide 30 day transition window to drop at old or new facility**
 - **Mail direction file usage based on mail induction date**
 - **8125 Old Address**
 - **30 days after end mail induction date**

Structured Release Cycle - 2014



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	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**	1/26/2014				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=tw eaks 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

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

****Current through October 2014, expiration is based on current postal validations occurring. After October 2014, the expiration will be based off of mail induction

Zone Charts Structured Release Cycle - 2014

- Aligns with labeling list publication cycle
 - Will be released at the same time

	AIS Files, Publish City State Files*** (date available on EPF)	Publish Date of Labeling List, Zone Matrix and Drop Ship Product, Files**
1	11/11/2013	12/15/2013
2	12/16/2013	1/15/2014**
3	2/10/2014	3/15/2014
4	5/12/2014	6/1/2014
5	6/16/2014	7/1/2014
6	7/14/2014	8/1/2014
7	8/11/2014	9/1/2014
8	9/15/2014	10/1/2014
9	10/13/2014	11/1/2014

Communications

- Presentation will be posted on the MTAC website
 - <https://ribbs.usps.gov/index.cfm?page=mtac>
 - Industry Outreach
 - USPS Webinars
- Structured Release Cycle (2014) Schedule Posted
 - https://ribbs.usps.gov/intelligentmail_schedule2014/facilitiesprofile.cfm

Questions?

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