

Structured Release Cycle

Labeling Lists, Mail Direction File, Zone Matrix

Agenda

- **Labeling list Background**
- **Mail Direction File Background**
- **MTAC Task Team #11**
- **Labeling List Structured Release Cycle**
- **Mail Direction File Structured Release Cycle**
- **Zone Chart Structured Release Cycle**

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 lists are currently updated six times a year**
 - **Do not align with quarterly service standard changes**
 - Results in non-value added work for mailers and USPS
 - Additional handlings to segregate the mail
 - Additional transportation to move mail to correct processing facility
 - Impacts service
 - **75 day compliance period to conform to new labeling list**
 - Mailers comply at different times within 75 day compliance period
 - Results in USPS managing multiple mail flows for an extended period of time
 - » Additional costs incurred
 - » Impacts service

Mail Direction File Background

- **Mail direction file provides mailers USPS facilities at which to enter mail to qualify for entry discount**
- **Published daily with changes to entry locations**
 - **Difficult to manage for mailing industry**
 - **Mailers attempting to drop mail at facility and then being instructed to drop at another facility**
- **75 day compliance period to enter mail at old or new facility**
 - **Does not align with quarterly service standard changes**
 - **Results in non-value added work for mailers and USPS**
 - **Additional transportation to move mail to correct processing facility**
 - **Delays mail impacting service**

Mail Direction File Background

- **Fall 2011**
 - **Implemented a structured release cycle for changes related to the mail direction file**
 - **Stabilized frequency of changes**
 - **Mailing industry and USPS jointly agreed that review of all product files must occur**

MTAC Task Teak #11

- **Creation of MTAC Task Team #11**
 - **Purpose to review all product files that are disseminated**
 - **Labeling list**
 - **Mail direction file**
 - **Zone matrix**
 - **City/State**
- **Participants**
 - **All parts of supply chain**
 - **Mail owners**
 - **Mail service providers**
 - **Consolidators**
- **Task Team Kick Off**
 - **First week of December**

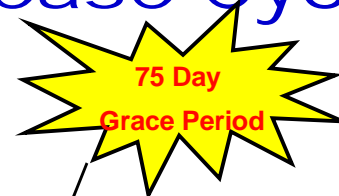
MTAC Task Team #11

- **Interpretation of 75 – day compliance period is different**
 - **Mailing Industry: based on mail verification date**
 - **USPS: based on mail induction date**
- **Time lag between mail being verified and mail being inducted into USPS system**
- **Long planning horizons of mail preparation**
 - **Labeling list utilized over 3 months due to large pre-sort job (1 million + pieces)**
 - **One mailing job can take up to 6 weeks to create and mailed at same time**
- **Consolidators may receive pre-sorted and containerized mail that is not verified or paid for to USPS**

Labeling List Changes

- **Create a structured release cycle for labeling lists**
- **Publish labeling lists four times a year to align with USPS quarters / timing of service standard changes**
- **New 30-day transition window to use either old or new labeling list**
 - **Labeling list effective for 30 days after next postal quarter start**
- **Labeling list usage based on mail verification and mail induction dates**

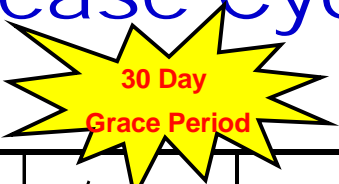
Labeling list Structured Release Cycle – 2012



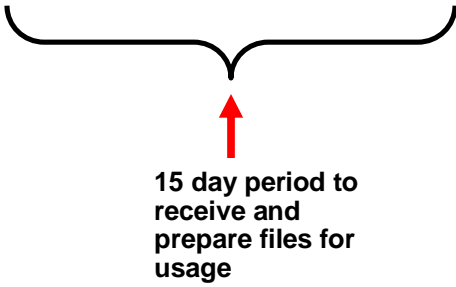



Publication Date	Start Notification Date	75 Day Grace (Mandatory Use)	Service Standards
1/14/2012	1/14/2012	3/29/2012	1/1/2012
3/15/2012	3/15/2012	5/29/2012	4/1/2012
5/15/2012	5/15/2012	7/29/2012	4/1/2012
6/15/2012	6/15/2012	8/29/2012	7/1/2012
8/15/2012	8/15/2012	10/29/2012	7/1/2012
10/15/2012	10/15/2012	12/29/2012	10/1/2012

Six time per year frequency

Labeling list Structured Release Cycle - 2013



Publication Date	Start Notification Date	End Notification Date	Start Mail Verification	End Mail Induction	Label List Expires	Service Standards
12/15/2012	12/15/2012	12/31/2012	1/1/2013	4/30/2013	4/30/2013	1/1/2013
3/15/2013	3/15/2013	3/31/2013	4/1/2013	7/31/2013	7/31/2013	4/1/2013
6/15/2013	6/15/2013	6/30/2013	7/1/2013	10/31/2013	10/31/2013	7/1/2013
9/15/2013	9/15/2013	9/30/2013	10/1/2013	1/31/2014	1/31/2014	10/1/2013
12/15/2013	12/15/2013	12/31/2013	1/1/2014	4/30/2014	4/30/2014	1/1/2014

Mail Direction File Changes

- **Create a structured release cycle for the mail direction file**
 - **Updates occur six times a year***
 - **Four updates, coincide with updates to labeling lists**
 - **Quarterly**
 - **Two Updates, out of quarter changes**
 - **Will re-direct full containers to another facility (if required)**
 - **New 30 day transition window to drop at old or new facility**
 - **Mail direction file usage based on mail induction date**
 - **8125 Old Address**
 - **45 days after end mail induction date**

Mail Direction File Release Cycle - 2012



Six time per
year
frequency

Publication Date	Start Notification Date	75 Day Grace (Mandatory Use)	Label List Reference	Service Standards
1/14/2012	1/14/2012	3/29/2012	1/14/2012	1/1/2012
3/15/2012	3/15/2012	5/29/2012	3/15/2012	4/1/2012
5/15/2012	5/15/2012	7/29/2012	5/15/2012	4/1/2012
6/15/2012	6/15/2012	8/29/2012	6/15/2012	7/1/2012
8/15/2012	8/15/2012	10/29/2012	8/15/2012	7/1/2012
10/15/2012	10/15/2012	12/29/2012	10/15/2012	10/1/2012

Mail Direction File Structured Release Cycle - 2013



	Publication Date	Start Notification Date	End Notification Date	Start Mail Induction	End Mail Induction	End of Old Address on 8125	Label List Reference	Service Standards
→	12/15/2012	12/15/2012	12/31/2012	1/1/2013	4/30/2013	6/14/2013	12/15/2012	1/1/2013
→	3/15/2013	3/15/2013	3/31/2013	4/1/2013	6/30/2013	8/14/2013	3/15/2013	4/1/2013
→	5/15/2013	5/15/2013	5/31/2013	6/1/2013	7/31/2013	9/14/2013	3/15/2013	4/1/2013
→	6/15/2013	6/15/2013	6/30/2013	7/1/2013	10/31/2013	12/15/2013	6/15/2013	7/1/2013
→	9/15/2013	9/15/2013	9/30/2013	10/1/2013	12/31/2013	2/14/2014	9/15/2013	10/1/2013
→	11/15/2013	11/15/2013	11/30/2013	12/1/2013	1/31/2014	3/17/2014	9/15/2013	10/1/2013
→	12/15/2013	12/15/2013	12/31/2013	1/1/2014	4/30/2014	6/14/2014	12/15/2013	1/1/2014

	↑		↑		↑		↑		↑	
	15 day period to receive and prepare files for usage		Date mailer can begin to induct mail using mail direction file		Last date mail can be inducted using mail direction file		Last date old address on 8125 can appear		Mail Direction File changes align with quarterly service standard changes	

Coincide with labeling list changes

Out of cycle with labeling list changes

Zone Chart Release Cycle - 2012



Publication Date	Start Notification Date	75 Day Grace (Mandatory Use)	Label List Reference	Service Standards
1/14/2012	1/14/2012	3/29/2012	1/14/2012	1/1/2012
3/15/2012	3/15/2012	5/29/2012	3/15/2012	4/1/2012
5/15/2012	5/15/2012	7/29/2012	5/15/2012	4/1/2012
6/15/2012	6/15/2012	8/29/2012	6/15/2012	7/1/2012
8/15/2012	8/15/2012	10/29/2012	8/15/2012	7/1/2012
10/15/2012	10/15/2012	12/29/2012	10/15/2012	10/1/2012

Six time per year frequency

Zone Charts Structured Release Cycle - 2013

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

Publication Date	Start Notification Date	End Notification Date	Start Mail Verification	End Mail Induction	Label List Expires	Service Standards
12/15/2012	12/15/2012	12/31/2012	1/1/2013	4/30/2013	4/30/2013	1/1/2013
3/15/2013	3/15/2013	3/31/2013	4/1/2013	7/31/2013	7/31/2013	4/1/2013
6/15/2013	6/15/2013	6/30/2013	7/1/2013	10/31/2013	10/31/2013	7/1/2013
9/15/2013	9/15/2013	9/30/2013	10/1/2013	1/31/2014	1/31/2014	10/1/2013
12/15/2013	12/15/2013	12/31/2013	1/1/2014	4/30/2014	4/30/2014	1/1/2014

Questions?

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