

# Mail Prep & Entry Pre-MTAC Webinar

June 1, 2018

- **February MTAC Action Items**
  - **Packages**
  - **USPS Marketing Mail**
  - **Periodicals Mail**
  - **First Class Mail**
- **FAST Update**
- **MTE**
- **Question/Answer Period**
- **Closing**

# Packages



# USPS Marketing Mail

- Request from industry to include service performance discussion in future focus group sessions
  - **Focus Group session**
- Investigate return of unendorsed UAA Marketing Mail
  - **(Industry to provide examples)**
  - **Focus Group session**
- Industry to submit CRIDs for bundle breakage reports (send to [Fontell.Peart@usps.gov](mailto:Fontell.Peart@usps.gov))

- Provide yard safety rules to Industry – PostalPro & Industry Alert
  - Completed March 14, 2018 via Industry Alert; and located on PostalPro per navigation below:

United States Postal Service®  
**INDUSTRY ALERT**

**Yard Safety is Smart Safety**

**March 14, 2018**

The Postal Service and Mailing Industry is collaboratively dedicated to the safety of all of their employees; with a particular focus in this case on their drivers and employees working in Postal facility loading dock and yard areas. In order to prevent accidents, incidents, or fatalities – especially between dusk and dawn hours – the Postal and Industry partnership requires all drivers and dock employees to be aware of and adhere to the following:

- Drivers and employees must wear a reflective safety vest while working in Postal facility loading dock and yard areas.
- Refrain from the use of mobile devices (e.g. phones, music players), headphone use, and other distractions to warnings and potential hazards while driving, walking, or working in the yard area.
- Observe posted speed limits, usually 5 miles per hour (mph).
- Watch for pedestrian and other vehicular traffic.
- Emergency flashers are to be used when moving trailers during the night (between dusk and dawn).
- Observe all stop, yield, and one-way directional signs in traffic lanes.
- While driver is positioning to back up, sound horn and back into assigned bay on green light only (where applicable)
- Vehicles (tractors and/or trailers) must only be parked in assigned areas as designated by the contractor or Postal Management.
- Set hand and parking brakes, shut off the vehicle engine, and remove ignition key.
- Drivers must chock wheels when trailers are docked at bay doors.
- Drivers must enter / exit building via designated pedestrian entrances only.
- Drivers will be accountable for any property damage caused while on the premises.
- Drivers must ensure trailers are secured with locks.

This information is also available on the Industry Alerts and Notices page of PostalPro (<https://postalpro.usps.com/>), which is located under the "Industry Forum"

Site Index Search PostalPro

**1**

Industry Forum Certifications Resources Contact

INDUSTRY COUNCIL (PCC) AREAS INSPIRING MAIL MEETINGS INDUSTRY OUTREACH  
Calendar of Events Industry Alerts and Notices

**2**


ANNOUNCEMENTS 03/15/2018	Northeast Area - Winter Storm Skylar - Greater Boston, Connecticut Valley Districts (Massachusetts) (March 14, 2018)
ANNOUNCEMENTS 03/15/2018	Mailers Technical Advisory Committee Request for Participants - UG 13 Operational Optimization (March 14, 2018)
ANNOUNCEMENTS 03/15/2018	Yard Safety is Smart Safety (March 14, 2018) <b>3</b>
ANNOUNCEMENTS 03/15/2018	Northeast Area - Winter Storm Skylar - Greater Boston, Connecticut Valley Districts (March 13, 2018)
ANNOUNCEMENTS 03/12/2018	Northeast Area - Winter Storm Quinn - Greater Boston, Connecticut Valley, Northern NJ, Westchester NY Districts (March 12, 2018)

# Periodicals Mail




- Evaluate any potential impacts from DRO to PER/NEWS
  - **Ongoing activity between USPS and Industry**
- Provide FPARS/CFS update at next meeting; include a process map for UAA and forward
- Industry to provide examples of CRRT (non-FSS) bundles in FSS processing
  - **(Industry to provide examples to OIS)**
- Request from Industry to provide costs of bundle breakage
- Industry to submit CRIDs for bundle breakage reports (send to [Fontell.Peart@usps.gov](mailto:Fontell.Peart@usps.gov))


- Request from industry for cost avoidance of DDU vs. DSCF entry
  - Completed via March 14, 2018 MTAC email containing Pricing summary and spreadsheet attachment**



Wed 3/14/2018 2:03 PM  
MTAC  
Cost Avoidance of DDU vs. DSCF Entry

To

Attachments  DDU Cost.xlsx



MAILERS TECHNICAL  
ADVISORY COMMITTEE  
UNITED STATES POSTAL SERVICE®

MTAC Members,

During February's 2018 MTAC - Periodical Focus Group session, a request was made to provide the cost avoidance of DDU vs. DSCF entry information. This was also listed as an action item and is being made available for your review. Please find below and attached the referenced information.

**STANDARD MAIL DESTINATION ENTRY  
COST AVOIDANCE SUMMARY  
Revised 3-6-17**

Cost Element	[1]	[2]	[3]	[4]
	Letter Cost Per Pound	Fiat Cost Per Pound	Parcel Cost Per Pound	Total Cost Per Pound
Transportation				
DDU	\$0.4698	\$0.3758	\$0.8786	\$0.4095
DSCF	\$0.4334	\$0.3335	\$0.6583	\$0.3688
DNDC	\$0.3842	\$0.2990	\$0.4497	\$0.3288
Non-Transportation				
DDU	\$0.0335	\$0.0121	\$0.0265	\$0.0196
DSCF	\$0.0181	\$0.0069	\$0.0128	\$0.0108
DNDC	\$0.0066	\$0.0037	\$0.0062	\$0.0047
Total				
DDU	\$0.5034	\$0.3879	\$0.9051	\$0.4291
DSCF	\$0.4515	\$0.3404	\$0.6711	\$0.3796
DNDC	\$0.3908	\$0.3026	\$0.4559	\$0.3335

Cost Element	[5]	[6]	[7]	[8]
	Letter Cost Per Piece	Fiat Cost Per Piece	Parcel Cost Per Piece	Total Cost Per Piece
Transportation				
DDU	\$0.0228	\$0.0801	\$0.3371	\$0.0401
DSCF	\$0.0210	\$0.0711	\$0.2526	\$0.0361
DNDC	\$0.0186	\$0.0637	\$0.1725	\$0.0322
Non-Transportation				
DDU	\$0.0016	\$0.0026	\$0.0102	\$0.0019
DSCF	\$0.0009	\$0.0015	\$0.0049	\$0.0011

# First Class Mail

- Expand Remittance Mail communication beyond banking and onboard additional participants; suggest using earned value reply participants, RMAC, MMA, etc.
  - **Focus Group session**
- Provide yard safety rules to Industry – PostalPro & Industry Alert
  - **Completed March 14, 2018 via Industry Alert; and located on PostalPro**
- Ensure consistent/standardized process for secure destruction; expand Green & Secure communications
  - **Completed April 17 – May 15, 2018 via 10 “Safety Talks” from USPS Office of Sustainability targeting specific Mail Processing operations**

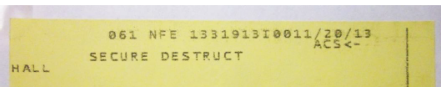
**PARS/CIOSS and FPARS/FCIOSS Host Plants**

Secure Destruction Service Talk No. 1

Secure Destruction (SD) describes the mail service program that allows mailers to direct letters and flats, which would otherwise be returned to the sender, to be disposed of by the Postal Service in a secure manner. Undeliverable-as-addressed (UAA) First Class letters and flats are intercepted and shredded at designated Postal facilities by USPS employees, to ensure they are unreadable prior to disposal.

Undeliverable as Addressed letters are processed through the Postal Automated Redirection System (PARS) and the Flats Postal Automated Redirection System (FPARS) and labels are applied to the ones shown below are applied.

**PARS/CIOSS SD Labels**



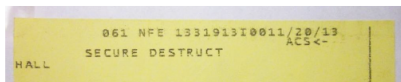
**Handling Secure Destruction Mail at Feeder or OGP Sites**

Secure Destruction Service Talk No. 2

All CIOSS and FCIOSS Host Plants are now providing Secure Destruction (SD) mail. Mailers that sign up for this service have requested the USPS to intercept and secure Undeliverable as Addressed (UAA) First Class letters and flats, rather than handling to sender (RTS) mail.

SD mail is identified when Undeliverable as Addressed (UAA) mailpieces are processed through PARS on the CIOSS equipment or in FPARS on the FCIOSS equipment (aka FPARS AFMS100).

In PARS, a yellow label, similar to the ones shown below, are applied to the lower front of the mailpieces to mark them for Secure Destruction.



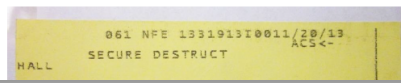
**Secure Destruction Mail Found at Computerized Forwarding System (CFS) Units**

Secure Destruction Service Talk No. 3

All CIOSS and FCIOSS Host Plants are now providing Secure Destruction (SD) mail. Mailers that sign up for this service have requested the USPS to intercept and secure Undeliverable as Addressed (UAA) First Class letters and flats, rather than handling to sender (RTS) mail.

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**Secure Destruction Mail Verification**

Standard Operating Procedure

**PURPOSE:** To communicate the procedures and steps that must be followed to properly handle and verify Undeliverable As Addressed (UAA) Secure Destruction (SD) mail.

**DISTRIBUTION:** PARS/CIOSS AND FPARS/FCIOSS Host Sites.

**APPLICABILITY:** Plant Managers, Managers In-Plant Support (MIPS), Operations Support Specialists (OSS), Managers Distribution Operations (MDOs), Supervisors Distribution Operations (SDOs), and mail verification clerks.

**DESCRIPTION:** Secure Destruction mail verification is part of overall process applicable to the management and handling of SD letters and flats (see Figures 1 and 2). Mail Verification starts with the transfer of Secure Destruction trays/tubs filled with SD letters/flats to the SD mail verification staging area. It ends when all mailpieces in Secure Destruction trays and tubs have been reviewed and moved to the SD shredder operation staging area. During this process, each mailpiece must be reviewed to determine whether the mailpiece is correctly labeled for Secure Destruction. If any mailpiece does not meet the required conditions specified below, the Secure Destruction Label is an

**FAST**

- New Portland facility will open for processing and drop shipments on June 16
  - NASS 972, located at 7007 NE Cornfoot Rd, Portland OR 97218
- Old Portland-970 and Mount Hood-9722D will close and all mail will be processed at new Portland facility
- Mailers/shippers strongly encouraged to begin dropping at new Portland beginning June 16
- Custom redirections input for mid-June to allow mailers to drop at new Portland and permanent change will take effect July 1 with 30 day grace period

- Dashboard to track drop ship performance (deployed)
- Provides cycle times and top opportunities by facility and shipper

**SVweb**

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Quick Reference ▾

## SV Drop Shipment Dashboard

Reset Saved URL

Last Refreshed: 03/22 12:00

The information in this dashboard can be used to more quickly analyze SV Drop Shipment performance and trends

**On Time Arrival Score**

31.3%

**Average Cycle Time**

70.8 min

SPLW: 68.6 min

**Actual/Expected Unloads**

90.2%

**Yard Arrive to Dock Assign**

18.3 min

SPLW: 19.2 min

**Dock Assign to Unload Start**

27.5 min

SPLW: 27.9 min

**Unload Start to Unload End**

27.3 min

SPLW: 28.0 min

**Unload End To Close**

3.0 min

SPLW: -0.8 min

Site Mode
Shipper Mode

Reset All

Detailed View

Week

Week	Unloads
Current Week	~1000
03/10 - 03/16	~1400
03/03 - 03/09	~1400
02/24 - 03/02	~1400

Day of Week

Day	Unloads
Sat	~400
Sun	~100
Mon	~1000
Tue	~1000
Wed	~1000
Thu	~900
Fri	~900

Area

Area	Unloads
Western	~1400
Pacific	~1100
Eastern	~1000
Southern	~900
Capital Metro	~600
Northeast	~500
Great Lakes	~400

District

District	Unloads
Los Angeles	~1000
Western Pennsylvania	~900
Dallas	~800
Western Area	~700
Colorado/Wyoming	~600
Atlanta	~500
Connecticut Valley	~400
Hawkeye	~300
Greater Michigan	~200

Site

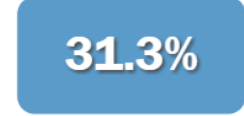
Site	Unloads
90Z LOS ANGELES (CA) NDC	~1000
75Z DALLAS (TX) NDC	~900
80Z DENVER (CO) NDC	~800
800 DENVER (CO) P&DC	~700
30Z ATLANTA (GA) NDC	~600
150 PITTSBURGH (PA) P&DC	~500
150PM PENNWOOD PLACE (PA) P&DC	~400
010PM SPRINGFIELD (MA) L...	~300
522 QEDAR RAPIDS (IA) P&...	~200
490 KALAMAZOOMI P&DC	~100

SV Drop Shipment Dashboard

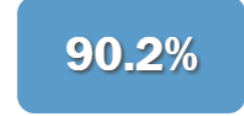
Last Refreshed: 03/22 12:00

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On Time Arrival Score



Actual/Expected Unloads



Average Cycle Time



Measures **Average Cycle Time** from yard arrival (check-in) to appointment close

Yard Arrive to Dock Assign



Dock Assign to Unload Start



Unload Start to Unload End



Unload End To Close

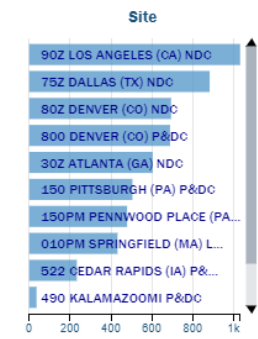
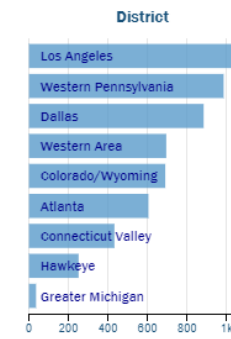
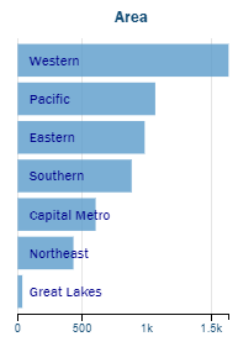
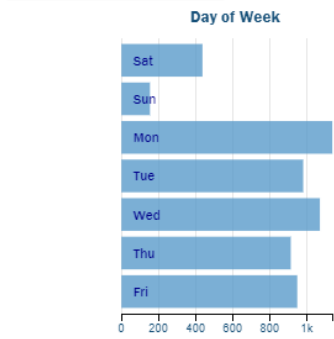
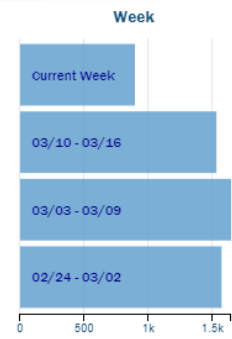


Site Mode Shipper Mode

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## SV Drop Shipment Dashboard

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3.0 min

SPLW: -0.8 min

Site Mode
Shipper Mode

Search Site...

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Detailed View ⓘ

Week

Day of Week

Area

District

Site

Provides percentage of **On Time Arrivals** (scheduled time +/-30 minutes)

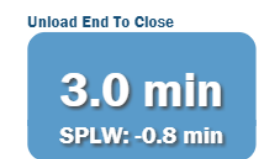
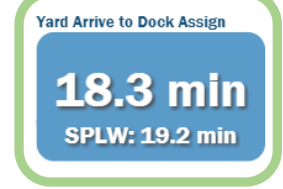
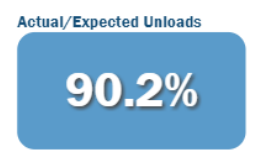
SV Drop Shipment Dashboard 📄 ✉ 💾 📊

Last Refreshed: 03/22 12:00

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Desired Future State: use of GPS/geo-fencing to generate **Yard Arrive** time

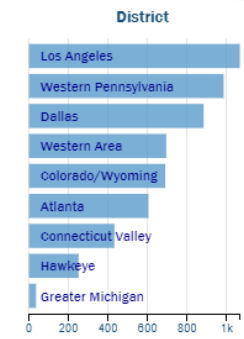
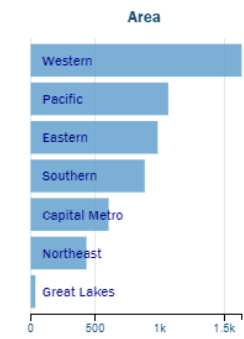
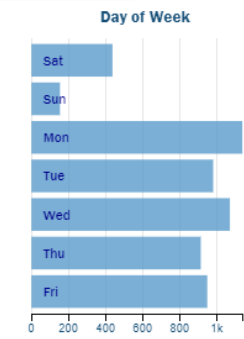
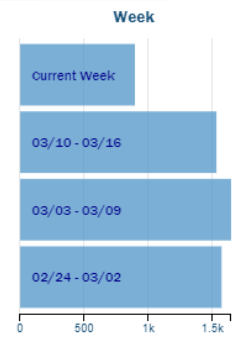


Site Mode Shipper Mode

Search Site...

Reset All

Detailed View ⓘ

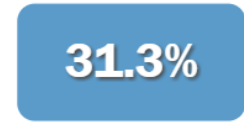


SV Drop Shipment Dashboard

Last Refreshed: 03/22 12:00

The information in this dashboard can be used to more quickly analyze SV Drop Shipment performance and trends

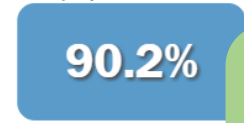
On Time Arrival Score



Average Cycle Time



Actual/Expected Unloads



Yard Arrive to Dock Assign



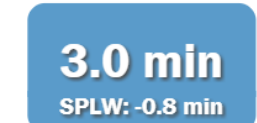
Dock Assign to Unload Start



Unload Start to Unload End

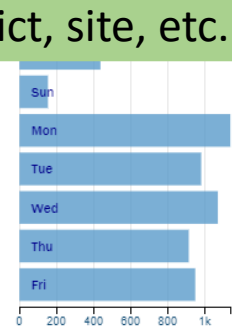
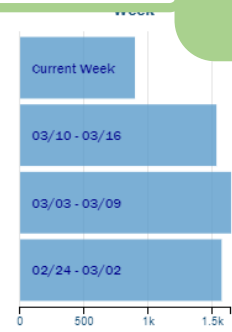


Unload End To Close

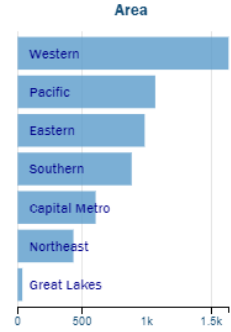


View by **Site** or **Shipper** with ability to drill by week, day, area, district, site, etc.

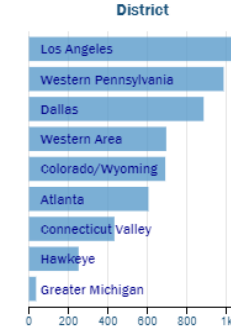
Site Mode  Shipper Mode



Reset All



Detailed View ⓘ



**MTE**

- Everyone who touches MTE is responsible for ensuring the good working order and functionality of the equipment.
- Postal Facilities are responsible for removing labels from MTE when emptied. They also identify unusable MTE and return to the MTEESC for condemnation.
- MTEESCs are responsible for consolidating MTE for ease of transport and use. They also identify unusable MTE for condemnation.
- Mailers are responsible for ensuring MTE is properly used and labeled. Label holders are available for minor repairs to continue production. Consistent issues with quality must be reported to the servicing MTEESC.
- Mailers are also responsible for reporting weekly MTE inventory levels in MTEOR.

# QUESTIONS

