Start-the-Clock for Full Service Mailings

Comparison of Q4 FY2011 and Q1 FY2012

Mail Entry & Payment Technology

Version 6

November 30, 2011

Table of Contents

Change History

Following are the changes from Version 5 to Version 6

Section #	Title	Description
All	N/A	• Added new rule changes identified during Q1 that were made retroactive to start of Q1 ▪ PARS Exclusion ▪ Deactivation of exclusions that were newly added for Q1 Note: Clearance Time change to 10:30AM in Q1 has not been included in this document as it doesn't impact Start-the-Clock

All mail submitted by mailers participating in Full-Service is eligible for inclusion in Service Performance Measurement (SPM). The rules below describe how Start-the-Clock is calculated under different mail entry induction methods.

1.   Business Mail Entry Unit (BMEU)

1.1   Business Rules through FY 2011 Q4

1.1.1   Determining the Induction Method

Mail is determined to be inducted at a BMEU when:
- The eDoc Entry Point for Entry Discount Facility Type indicates Origin entry (Origin NDC, Origin ASF, Origin ADC, Origin SCF, Origin, or Origin AMF)
- The eDoc USPS Pick-up Indicator is No
- There is no associated FAST Appointment
- The facility type associated to the cost center of the finalized Postage Statement from *PostalOne!* is BMEU

1.1.2   Determining Actual Entry Time (AET)

When mail is inducted at a BMEU, one of the following is used to determine Actual Entry Time (AET):
- Job Arrival Date/Time
- Scheduled Induction Date/Time

Job Arrival Time is recorded for all mailings when the mailer arrives at the BMEU and postage statement information is checked-in by the clerk on the *PostalOne!* dashboard. Job Arrival Time determines AET for BMEU entered mail.

If postage statement is not checked-in and Job Arrival Time is not available, the Scheduled Induction Date/Time provided by the mailer in electronic documentation (eDoc) determines AET

Start-the-Clock will not be calculated if the postage statement is not checked in and if the mailer does not provide a Scheduled Induction Date/Time in their electronic documentation:
- For Mail.dat mailings using the .csm
- For Mail.XML using the ContainerInfoData block of the QualContainer message
- For Postal Wizard mailings Start-the-Clock will not be calculated when the clerk does not check-in the Job at the BMEU

Start-the-Clock errors can be viewed in the *PostalOne!* Start-the-Clock Yield reports.

1.1.3   Determining Critical Entry Time (CET)

BMEU entered mail has nationally standardized Critical Entry Times (CET) by mail class and based on whether the BMEU is co-located with a mail processing facility. CSAs no longer influence CETs for BMEU entered mail.

For BMEUs co-located with a mail processing facility, First-Class mail has a CET of 1800. For BMEUs not co-located with a mail processing facility, First Class mail has a CET of 1500.

Standard Mail, Periodicals, and Package Services – Bound Printed Matter mail have a CET of 1500.

1.1.4   Determining Start-the-Clock

If the AET is before or the same as the CET, Start-the-Clock is the date of the AET. If AET is after the CET, Start-the-Clock is the next processing day after the AET.

1.2   Business Rules starting FY 2012 Q1

1.2.1   Determining the Induction Method

There will be no changes to the rules that determine the induction method of BMEU.

1.2.2   Determining Actual Entry Time (AET)

There will be no changes to the rules that determine the AET for BMEU entered mail.

1.2.3   Determining Critical Entry Time (CET)

There will be no changes to the rules that determine the CET for BMEU entered mail for First Class, Standard, and Package Services - Bound Printed Matter mail classes

Rules that determine the CET for BMEU entered Periodicals mail will change starting in Q1.

Periodicals mail will receive a new CET based on whether mail is requires Bundle sorting or does not require Bundle sorting and based on whether the mail could be destined for an FSS Zone.

Mail will be determined to be "Bundle sort required" or "No Bundle sort required" based on the Container level code provided in the electronic documentation (eDoc). Container level codes for mail submitted with mail.dat and mail.XML forms of electronic documentation are listed in Appendix 8.6.2.

Mail will be determined to be destined for an FSS Zone by verifying the 3 digit container destination ZIP code in the eDoc against the FSS Label List (L006) to determine if any of the 5 digits with that 3 digit are in an FSS Zone. If any of the ZIPs are in an FSS Zone, the mail will be considered to be FSS. Otherwise, the mail will be considered to be Non-FSS.

Mail that is identified as "Bundle sort required" will receive an earlier Critical Entry Time than mail which is identified as "No Bundle sort required". Mail that is FSS will receive an earlier Critical Entry Time than mail which is identified to be non-FSS.

For mail identified as "Bundle sort required" and FSS, the Critical Entry Time will be 0800. For mail identified as "No Bundle sort required" and FSS, the Critical Entry Time will be 1100. For mail identified as "Bundle sort required" and Non-FSS, the Critical Entry Time will be 1600. For mail identified as "No Bundle sort required" and Non-FSS, the Critical Entry Time will be 1700.

2. DMU Verified, USPS Transported

2.1 Business Rules through FY 2011 Q4

2.1.1 Determining the Induction Method

Mail is determined to be DMU Verified, USPS Transported when:
- The eDoc Entry Point for Entry Discount Facility Type indicates Origin entry (Origin NDC, Origin ASF, Origin ADC, Origin SCF, Origin, or Origin AMF)
- The eDoc USPS Pick-up Indicator is Yes
- There is no associated FAST Appointment

2.1.2 Determining Actual Entry Time (AET)

When mail is DMU Verified, USPS Transported, one of the following is used to determine Actual Entry Time (AET)
- Surface Visibility (SV) Container Unload Scan Date/Time
- Scheduled Ship Date/Time

The earliest SV Container Unload scan occurring in the same district as the induction facility specified in eDoc determines AET. If an induction SV scan isn't performed in the same district as the induction facility specified in eDoc, the mailer provided eDoc Scheduled Ship Date/Time determines AET.

CSA Trip information no longer influences AET for DMU Verified USPS Transported mail.

2.1.3 Determining Critical Entry Time (CET)

DMU Verified, USPS Transported mail has nationally standardized Critical Entry Times (CET) based on mail class.

For Standard Mail, Periodicals, and Package Services – Bound Printed Matter the national CET is 1500. CSAs no longer influence CETs for these mail classes.

For First-Class Mail, the CET is based on the eDoc Container Level Code, the existence of a CSA matching eDoc information, and the FDB Facility Sub-Type associated with the SV Container Unload Scan Facility or eDoc Induction Facility.

For First-Class Mail, the CET is 2000 for the Working separation, 2100 for the Presort separation, and 2200 for the Presort Assigned separation based on eDoc Container Level Code. When the separation is Presort Assigned and the FDB Facility Sub-Type associated with the SV Container Unload Scan Facility or eDoc Induction Facility indicates Hub - Surface Transportation Center the CET is 2400 and if the FDB Facility Sub-Type is Hub -THS the CET is 0200P (P= Previous calendar day; i.e. mail is given a Start-the-Clock for the previous day if the mail arrives between midnight and 2am).

For First-Class Mail, if the eDoc Facility doesn't match the SV Container Unload Scan Facility, if no CSA information is provided by the mailer, or if a matching CSA doesn't exist, the CET is defaulted to No Separation set at 1900.

2.1.4   Determining Start-the-Clock

If the AET is before or the same as the CET, Start-the-Clock is the date of the AET. If AET is after the CET, Start-the-Clock is the next processing day after the AET.

2.2   Business Rules starting FY 2012 Q1

2.2.1   Determining the Induction Method

There will be no changes to the rules that determine the induction method of DMU Verified, USPS Transported.

2.2.2   Determining Actual Entry Time (AET)

For DMU Verified, USPS Transported mail, a SV Container Unload Scan will no longer be used to determine AET if a Reload Scan was performed at the same facility as the Unload Scan and the Reload scan occurred after the Unload Scan. If the earliest SV Unload Scan and Reload Scan both occur at the same time, the SV Unload Scan will still be used to calculate Start-the-Clock. If an SV Unload Scan occurs after a Reload Scan, the SV Unload Scan will be used to calculate Start-the-Clock.

Starting Q1, an IMDAS Container Unload Scan will determine AET if an SV Unload Scan is not performed. The IMDAS Container Unload Scan will only be used if it is performed in the same district as the eDoc induction facility.

When an IMDAS Container Unload Scan and an SV Container Unload Scan are both performed in the same district as the eDoc induction facility, the earlier of the two Unload Scans will be used to determine AET.

2.2.3   Determining Critical Entry Time (CET)

There will be no changes to the rules that determine the CET for DMU Verified USPS Transported mail for First Class, Standard, and Package Services - Bound Printed Matter mail classes.

Rules that determine the CET for DMU Verified USPS Transported Periodicals mail will change starting in Q1.

Periodicals mail will receive a new CET based on whether mail is Bundle sorted or Not Bundle sorted and based on whether the mail could be destined for an FSS Zone.

Mail will be determined to be "Bundle sort required" or "No Bundle sort required" based on the Container level code provided in the electronic documentation (eDoc). Container level codes for mail submitted with mail.dat and mail.XML forms of electronic documentation are listed in Appendix 8.6.2.

Mail will be determined to be destined for an FSS Zone by verifying the 3 digit container destination ZIP code in the eDoc against the FSS Label List (L006) to determine if any of the 5 digits with that 3 digit are in an FSS Zone. If any of the ZIPs are in an FSS Zone, the mail will be considered to be FSS. Otherwise, the mail will be considered to be Non-FSS.

Mail that is identified as "Bundle sort required" will receive an earlier Critical Entry Time than mail which is identified as "No Bundle sort required". Mail that is FSS will receive an earlier Critical Entry Time than mail which is identified to be non-FSS.

For mail identified as "Bundle sort required" and FSS, the Critical Entry Time will be 0800. For mail identified as "No Bundle sort required" and FSS, the Critical Entry Time will be 1100. For mail identified as "Bundle sort required" and Non-FSS, the Critical Entry Time will be 1600. For mail identified as "No Bundle sort required" and Non-FSS, the Critical Entry Time will be 1700.

3. Origin Verified, Mailer Transported

3.1 Business Rules through FY 2011 Q4

3.1.1 Determining the Induction Method

Mail is determined to be Origin Verified, Mailer Transported when:
- The eDoc Entry Point for Entry Discount Facility Type indicates Origin entry (Origin NDC, Origin ASF, Origin ADC, Origin SCF, Origin, or Origin AMF)
- There is an associated FAST Appointment
- The eDoc USPS Pick-up Indicator is No
- The facility type associated to the cost center of the finalized Postage Statement from *PostalOne!* is DMU

3.1.2 Determining Actual Entry Time (AET)

A closed FAST Appointment must be associated to mail in order to receive Start-the-Clock. FAST Appointments can be associated in the following ways:
- SV Unload Scans associated to FAST Appointments
- Mailer associated through Electronic Documentation (eDoc) prior to postage statement finalization
- Mailer associated through FAST Web Services
- Mailer associated via a Transportation Update through eDoc after postage statement finalization

When a FAST Appointment is not associated or the associated Appointment is not in a Closed status, Start-the-Clock is not calculated.

Start-the-Clock errors can be viewed in the *PostalOne!* Start-the-Clock Yield reports.

When mail is Origin Verified, Mailer Transported, one of the following is used to determine Actual Entry Time (AET) based on whether the Appointment is early, on-time, or late:
- SV Unload Scan Date/Time
- FAST Appointment Unload Start Date/Time
- FAST Actual Arrival Time (FAST Actual Appointment Date/Time)
- FAST Scheduled Appointment Date/Time

FAST Appointments are categorized as early, on-time, or late as follows:
- Early: When the Appointment Arrival Time is before the FAST Scheduled Appointment Time
- On-time: When the Appointment Arrival Time is at or less than 30 minutes after the FAST Scheduled Appointment Time
- Late: When the Appointment Arrival Time is 30 minutes or more after the FAST Scheduled Appointment Time

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, the FAST Appointment associated to the SV Unload Scan matches the mailer associated Appointment, and that Appointment is early, the earlier of the SV Unload Scan Date/Time and the FAST Scheduled Appointment Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, but the FAST Appointment associated to the SV Unload Scan does not match the mailer associated Appointment, and if the FAST Appointment associated to the SV Unload Scan is early, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer does not associate a closed FAST Appointment, and if the FAST Appointment associated to the SV Unload Scan is early, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is not associated to a closed FAST Appointment, the mailer associates a closed FAST Appointment, and if that mailer associated Appointment is early, the earlier of the FAST Appointment Unload Start Date/Time and the FAST Scheduled Appointment Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, the FAST Appointment associated to the SV Unload Scan matches the mailer associated Appointment, and if that Appointment is on-time, the FAST Actual Arrival Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, but the FAST Appointment associated to the SV Unload Scan does not match the mailer associated Appointment, and if the FAST Appointment associated to the SV Unload Scan is on-time, the FAST Actual Arrival Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer does not associate a closed FAST Appointment, and if the FAST Appointment associated to the SV Unload Scan is on-time, the FAST Actual Arrival Time determines AET.

When an SV Unload Scan is not associated to a closed FAST Appointment, the mailer associates a closed FAST Appointment, and if that mailer associated Appointment is on-time, the FAST Actual Arrival Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer associates a closed FAST Appointment, the FAST Appointment associated to the SV Unload Scan matches the mailer associated Appointment, and if the FAST Appointment associated to the SV Unload Scan is late, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer associates a closed FAST Appointment, but the FAST Appointment associated to the SV Unload Scan does not match the mailer associated Appointment, and if the FAST Appointment associated to the SV Unload Scan is late, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer does not associate a closed FAST Appointment, and if the FAST Appointment associated to the SV Unload Scan is late, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is not associated to a closed FAST Appointment, the mailer associates a closed FAST Appointment, and if that mailer associated Appointment is late, the FAST Appointment Unload Start Date/Time determines AET.

3.1.3   Determining Critical Entry Time (CET)

DMU Verified, Mailer Transported mail has nationally standardized Critical Entry Times (CET) by mail class.

For Standard Mail, Periodicals, and Package Services – Bound Printed Matter the national CET is 1500. CSAs no longer influence CETs for these mail classes.

For First-Class Mail, the CET is based on the eDoc Container Level Code, the existence of a CSA matching eDoc information, and the FDB Facility Sub-Type associated with the SV Container Unload Scan Facility or eDoc Induction Facility.

For First-Class Mail, the CET is 2000 for the Working separation, 2100 for the Presort separation, and 2200 for the Presort Assigned separation based on eDoc Container Level Code. When the separation is Presort Assigned and the FDB Facility Sub-Type associated with the SV Container Unload Scan Facility or eDoc Induction Facility indicates Hub - Surface Transportation Center the CET is 2400 and if the FDB Facility Sub-Type is Hub -THS the CET is 0200P (P= Previous calendar day; i.e. mail is given a Start-the-Clock for the previous day if the mail arrives between midnight and 2am).

For First-Class Mail, if the eDoc Facility doesn't match the SV Container Unload Scan Facility, if no CSA information is provided by the mailer, or if a matching CSA doesn't exist, the CET is defaulted to No Separation set at 1900.

3.1.4   Determining Start-the-Clock

If the AET is before or the same as the CET, Start-the-Clock is the date of the AET. If AET is after the CET, Start-the-Clock is the next processing day after the AET.

3.2   Business Rules starting FY 2012 Q1

3.2.1   Determining the Induction Method

There will be no changes to the rules that determine the induction method of Origin Verified, Mailer Transported.

3.2.2   Determining Actual Entry Time (AET)

Starting Q1, SV Container Unload Scans associated to FAST Appointments of any status will now determine AET. The FAST Appointment associated to the SV scan no longer needs to be in a Closed status.

For mail with an SV Container Unload Scans associated to a FAST Appointment that has a status which is not closed or unscheduled in FAST, the SV Container Unload Scan Date/Time will determine AET.

Additionally, SV Container Unload Scans associated to unscheduled FAST Appointments will also be used to determine AET. During Appointment association, a match will be attempted for a one-time Appointment, a re-occurring Appointment, and finally, an unscheduled Appointment, in that order of precedence. For mail associated to an unscheduled Appointment in SV, Start-the-Clock will be calculated with the same rules as closed Appointments (see section 3.1.2).

For Origin Verified, Mailer Transported mail inducted at a contract Surface Transportation Center or THS site, a SV Container Unload Scan performed at those sites will determine AET even if it is not associated to a FAST Appointment.

For Origin Verified, Mailer Transported mail, an SV Container Unload Scan or a FAST Appointment associated to the SV Unload Scan will no longer be used to determine AET if a Reload Scan was performed at the same facility as the Unload Scan and the Reload scan occurred after the Unload Scan. If the earliest SV Unload Scan and Reload Scan both occur at the same time, the SV Unload Scan or the FAST Appointment associated to the SV Unload Scan will still be used to calculate Start-the-Clock. If an SV Unload Scan occurs after a Reload Scan, the SV Unload Scan or the FAST Appointment associated to the SV Unload Scan will be used to calculate Start-the-Clock.

3.2.3 Determining Critical Entry Time (CET)

Rules that determine the CET for Origin Verified, Mailer Transported Periodicals mail will change starting in Q1.

Periodicals mail will receive a new CET based on whether mail is Bundle sorted or Not Bundle sorted and based on whether the mail could be destined for an FSS Zone.

Mail will be determined to be "Bundle sort required" or "No Bundle sort required" based on the Container level code provided in the electronic documentation (eDoc). Container level codes for mail submitted with mail.dat and mail.XML forms of electronic documentation are listed in Appendix 8.6.2.

Mail will be determined to be destined for an FSS Zone by verifying the 3 digit container destination ZIP code in the eDoc against the FSS Label List (L006) to determine if any of the 5 digits with that 3 digit are in an FSS Zone. If any of the ZIPs are in an FSS Zone, the mail will be considered to be FSS. Otherwise, the mail will be considered to be Non-FSS.

Mail that is identified as "Bundle sort required" will receive an earlier Critical Entry Time than mail which is identified as "No Bundle sort required". Mail that is FSS will receive an earlier Critical Entry Time than mail which is identified to be non-FSS.

For mail identified as "Bundle sort required" and FSS, the Critical Entry Time will be 0800. For mail identified as "No Bundle sort required" and FSS, the Critical Entry Time will be 1100. For mail identified as "Bundle sort required" and Non-FSS, the Critical Entry Time will be 1600. For mail identified as "No Bundle sort required" and Non-FSS, the Critical Entry Time will be 1700.

4. Drop-Ship to NDC, SCF, ADC

4.1 Business Rules through FY 2011 Q4

4.1.1 Determining the Induction Method

Mail is determined to be Drop-shipped to an NDC, SCF, or ADC when:
- The eDoc Entry Point for Entry Discount Facility Type indicates Destination entry (DNDC, ADC, DSCF, DAMF, or ASF)

4.1.2 Determining Actual Entry Time (AET)

A closed FAST Appointment must be associated to mail in order to receive Start-the-Clock. FAST Appointments can be associated in the following ways:
- SV Unload Scans associated to FAST Appointments
- Mailer associated through Electronic Documentation (eDoc) prior to postage statement finalization
- Mailer associated through FAST Web Services
- Mailer associated via a Transportation Update through eDoc after postage statement finalization

When a FAST Appointment is not associated and/or the FAST Appointment is not in a Closed status, Start-the-Clock is not calculated.

Start-the-Clock errors can be viewed in the *PostalOne!* Start-the-Clock Yield reports.

When mail is Drop-shipped to an NDC, SCF, or ADC, one of the following is used to determine Actual Entry Time (AET) based on whether the Appointment is early, on-time, or late:
- SV Unload Scan Date/Time
- FAST Appointment Unload Start Date/Time
- FAST Actual Arrival Time (FAST Actual Appointment Date/Time)
- FAST Scheduled Appointment Date/Time

Appointments are categorized as early, on-time, or late as follows:
- Early: When the Appointment Arrival Time is before the FAST Scheduled Appointment Time
- On-time: When the Appointment Arrival Time is at or less than 30 minutes after the FAST Scheduled Appointment Time
- Late: When the Appointment Arrival Time is 30 minutes or more after the FAST Scheduled Appointment Time

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, the FAST Appointment associated to the SV Unload Scan matches the mailer associated Appointment, and if that Appointment is early, the earlier of the SV Unload Scan Date/Time and the FAST Scheduled Appointment Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, but the FAST Appointment associated to the SV Unload Scan does not match the mailer associated Appointment, and if the FAST Appointment associated to the SV Unload Scan is early, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer does not associate a closed FAST Appointment, and if the FAST Appointment associated to the SV Unload Scan is early, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is not associated to a closed FAST Appointment, the mailer associates a closed FAST Appointment, and if that mailer associated Appointment is early, the earlier of the FAST Appointment Unload Start Date/Time and the FAST Scheduled Appointment Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, the FAST Appointment associated to the SV Unload Scan matches the mailer associated Appointment, and if the FAST Appointment associated to the SV Unload Scan is on-time, the FAST Actual Arrival Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, but the FAST Appointment associated to the SV Unload Scan does not match the mailer associated Appointment, and if the FAST Appointment associated to the SV Unload Scan is on-time, the FAST Actual Arrival Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer does not associate a closed FAST Appointment, and if the FAST Appointment associated to the SV Unload Scan is on-time, the FAST Actual Arrival Time determines AET.

When an SV Unload Scan is not associated to a closed FAST Appointment, the mailer associates a closed FAST Appointment, and if that mailer associated Appointment is on-time, the FAST Actual Arrival Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, the FAST Appointment associated to the SV Unload Scan matches the mailer associated Appointment, and if the FAST Appointment associated to the SV Unload Scan is late, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer also associates a closed FAST Appointment, but the FAST Appointment associated to the SV Unload Scan does not match the mailer associated Appointment, and if the FAST Appointment associated to the SV Unload Scan is late, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is associated to a closed FAST Appointment, the mailer does not associate a closed FAST Appointment, and if the FAST Appointment associated to the SV Unload Scan is late, the SV Unload Scan Date/Time determines AET.

When an SV Unload Scan is not associated to a closed FAST Appointment, the mailer associates a closed FAST Appointment, and if that mailer associated Appointment is late, the FAST Appointment Unload Start Date/Time determines AET.

For multi-stop FAST Appointments, expected unload hours are defined based on FDB Facility Sub-Type to determine if there were USPS delays on one of the stops. If a multi-stop FAST Appointment is delayed at a previous stop due to USPS, the Appointment will be considered on-time and the FAST Scheduled Appointment Time determines the AET. If the delay is not due to USPS and an SV Unload Scan is associated to a closed FAST Appointment, the SV Unload Scan Date/Time determines the AET. If the delay is not due to USPS and an SV Unload Scan is not associated to a closed FAST Appointment, the FAST Appointment Unload Start Date/Time determines the AET.

4.1.3   Determining Critical Entry Time (CET)

Drop-ship mail has nationally standardized Critical Entry Times (CET) by mail class.

For Standard Mail, non-FSS Periodicals, and Package Services – Bound Printed Matter the national CET is 1600. Periodicals mail with a container level of FSS Sort Plan or FSS Facility has a CET of 0800.

4.1.4   Determining Start-the-Clock

If the AET is before or the same as the CET, Start-the-Clock is the date of the AET. If AET is after the CET, Start-the-Clock is the next processing day after the AET.

4.2   Business Rules starting FY 2012 Q1

4.2.1   Determining the Induction Method

There will be no changes to the rules that determine the induction method of Drop-ship to an NDC, SCF, or ADC.

4.2.2   Determining Actual Entry Time (AET)

Starting Q1, SV Container Unload Scans associated to FAST Appointments of any status will now determine AET. The FAST Appointment associated to the SV scan no longer needs to be in a Closed status.

For mail with an SV Container Unload Scans associated to a FAST Appointment that has a status which is not closed or unscheduled in FAST, the SV Container Unload Scan Date/Time will determine AET.

Additionally, SV Container Unload Scans associated to unscheduled FAST Appointments will also be used to determine AET. During Appointment association, a match will be attempted for a one-time Appointment, a re-occurring Appointment, and finally, an unscheduled Appointment, in that order of precedence. For mail associated to an unscheduled Appointment, Start-the-Clock will be calculated with the same rules as closed Appointments (see section 4.1.2).

For Drop-ship to and NDC, SCF, or ADC mail, an SV Container Unload Scan or a FAST Appointment associated to the SV Unload Scan will no longer be used to determine AET if a Reload Scan was performed at the same facility as the Unload Scan and the Reload scan occurred after the Unload Scan. If the earliest SV Unload Scan and Reload Scan both occur at the same time, the SV Unload Scan or the FAST Appointment associated to the SV Unload Scan will still be used to calculate Start-the-Clock. If an SV Unload Scan occurs after a Reload Scan, the SV Unload Scan or the FAST Appointment associated to the SV Unload Scan will be used to calculate Start-the-Clock.

4.2.3   Determining Critical Entry Time (CET)

Rules that determine the CET for Drop-ship to an NDC, SCF, or ADC Periodicals mail will change starting in Q1.

Periodicals mail will receive a new CET based on whether mail is Bundle sorted or Not Bundle sorted and based on whether the mail could be destined for an FSS Zone.

Mail will be determined to be "Bundle sort required" or "No Bundle sort required" based on the Container level code provided in the electronic documentation (eDoc). Container level codes for mail submitted with mail.dat and mail.XML forms of electronic documentation are listed in Appendix 8.6.2.

Mail will be determined to be destined for an FSS Zone by verifying the 3 digit container destination ZIP code in the eDoc against the FSS Label List (L006) to determine if any of the 5 digits with that 3 digit are in an FSS Zone. If any of the ZIPs are in an FSS Zone, the mail will be considered to be FSS. Otherwise, the mail will be considered to be Non-FSS.

Mail that is identified as "Bundle sort required" will receive an earlier Critical Entry Time than mail which is identified as "No Bundle sort required". Mail that is FSS will receive an earlier Critical Entry Time than mail which is identified to be non-FSS.

For mail identified as "Bundle sort required" and FSS, the Critical Entry Time will be 0800. For mail identified as "No Bundle sort required" and FSS, the Critical Entry Time will be 1100. For mail identified as "Bundle sort required" and Non-FSS, the Critical Entry Time will be 1600. For mail identified as "No Bundle sort required" and Non-FSS, the Critical Entry Time will be 1700.

5.   Delivery Unit (DDU and ODU)

5.1   Business Rules through FY 2011 Q4

5.1.1   Determining the Induction Method

Mail is determined to be inducted at a Delivery Unit (DU) when:
- The eDoc Entry Point for Entry Discount Facility Type indicates Origin Delivery Unit (ODU) or Destination Delivery Unit (DDU)

5.1.2   Determining Actual Entry Time (AET)

When mail is inducted at a Delivery Unit, one of the following is used to determine Actual Entry Time (AET):
- IMDAS Container Unload Scan
- Scheduled Induction Date/Time

When a mailer drops mail at a Delivery Unit (DU), Start-the-Clock is calculated using the earliest IMDAS Container Unload Scan. If there is no IMDAS Container Scan, Start-the-Clock calculations use the Scheduled Induction Date/Time provided by the mailer in electronic documentation (eDoc).

Start-the-Clock is not calculated when the mailer does not provide a Scheduled Induction Date/Time in their electronic documentation and an IMDAS scan is not performed. Scheduled Induction Date/Time is provided in eDoc as follows:
- For Mail.dat mailings using the .csm
- For Mail.XML using the ContainerInfoData block of the QualContainer message

For Postal Wizard mailings Start-the-Clock is not calculated when the clerk does not check-in the Job at the BMEU

Start-the-Clock errors can be viewed in the *PostalOne!* Start-the-Clock Yield reports.

5.1.3   Determining Critical Entry Time (CET)

DU mail has nationally standardized Critical Entry Times (CET) by mail class.

First-Class, Standard, Periodicals, and Package Services – Bound Printed Matter mail entered at a DU has a CET of 1600.

5.1.4   Determining Start-the-Clock

If the AET is before or the same as the CET, Start-the-Clock is the date of the AET. If AET is after the CET, Start-the-Clock is the next processing day after the AET.

5.2   Business Rules Starting FY 2012 Q1

5.2.1   Determining the Induction Method

There will be no changes to the rules that determine the induction method of DU.

5.2.2   Determining Actual Entry Time (AET)

There will be no changes to the rules that determine the AET for DU mail.

5.2.3   Determining Critical Entry Time (CET)

There will be no changes to the rules that determine the CET for DU mail for First Class, Standard, and Package Services - Bound Printed Matter mail classes

Rules that determine the CET for DU dropped Periodicals mail will change starting in Q1.

Periodicals mail will receive a new CET based on whether mail is Bundle sorted or Not Bundle sorted and based on whether the mail could be destined for an FSS Zone.

Mail will be determined to be "Bundle sort required" or "No Bundle sort required" based on the Container level code provided in the electronic documentation (eDoc). Container level codes for mail submitted with mail.dat and mail.XML forms of electronic documentation are listed in Appendix 8.6.2.

Mail will be determined to be destined for an FSS Zone by verifying the 3 digit container destination ZIP code in the eDoc against the FSS Label List (L006) to determine if any of the 5 digits with that 3 digit are in an FSS Zone. If any of the ZIPs are in an FSS Zone, the mail will be considered to be FSS. Otherwise, the mail will be considered to be Non-FSS.

Mail that is identified as "Bundle sort required" will receive an earlier Critical Entry Time than mail which is identified as "No Bundle sort required". Mail that is FSS will receive an earlier Critical Entry Time than mail which is identified to be non-FSS.

For mail identified as "Bundle sort required" and FSS, the Critical Entry Time will be 0800. For mail identified as "No Bundle sort required" and FSS, the Critical Entry Time will be 1100. For mail identified as "Bundle sort required" and Non-FSS, the Critical Entry Time will be 1600. For mail identified as "No Bundle sort required" and Non-FSS, the Critical Entry Time will be 1700.

6.   Other Start-the-Clock Considerations

6.1   Logical Mailings

For logical mailings, the latest Start-the-Clock date of all physical containers within the logical container determines Start-the-Clock for all the mail pieces within that logical container. The nesting relationship between logical containers and physical containers is provided in eDoc.

For example, for a DMU Verified USPS Transported logical container, the latest SV/IMDAS Container Unload Scan for the scanned physical containers within the logical container and the latest eDoc Scheduled Ship Date/Time for the unscanned physical containers within the logical container drive Start-the-Clock for all the mail pieces within that logical container. If the latest SV/IMDAS Container Unload Scan is later than the latest eDoc Scheduled Ship Date/Time, then that SV/IMDAS Container Unload Scan drives Start-the-Clock for all the mail pieces nested within that logical container. If the latest SV/IMDAS Container Unload Scan is earlier than the latest eDoc Scheduled Ship Date/Time, then that Scheduled Ship Date/Time drives Start-the-Clock for all the mail pieces nested within that logical container.

6.2   Non-Processing Days

When Start-the-Clock falls on a federal holiday, it is advanced to the next processing day.

For Origin entered mail, if Start-the-Clock falls on a Sunday, it is advanced to the next processing day.

Start-the-Clock may fall on a Sunday for Destination entered Drop Ship mail, if a FAST Appointment is arrived on a Sunday.

Start-the-Clock may fall on a Sunday for Destination entered Delivery Unit mail, if an IMDAS Container Scan is performed on a Sunday.

7. Exclusions

7.1   Business Rules through FY 2011 Q4

Mail is excluded from service measurement for a variety of reasons.

- In-depth Verification Failure in *PostalOne!*: All mail pieces associated to a postage statement that does not pass the thresholds set for PBV verification results are excluded. If multiple postage statements are associated to a container or handling unit and one of the postage statements have in-depth verification failures in *PostalOne!*, all mail pieces associated to the handling unit/container are excluded.
- ZIP Code Exclusions: Mail pieces destined to specific types of 3-digit ZIP Codes including Army Post Office/ Fleet Post Office (APO/FPO), Federal Agencies, IRS Processing Centers, Specific Large Business/Federal Agencies are excluded.
- No Start-the-Clock: Under certain circumstances such as no associated FAST Appointment or an Appointment that is not closed, Start-the-Clock cannot be calculated and the mail is excluded.
- No Stop-the-Clock: A mail piece does not receive a final processing scan on mail processing equipment.
- Invalid Entry Facility: The mailer provides an entry facility that cannot be mapped to a valid USPS entry facility.
- Address Change Service (ACS): A Change of Address (COA) or Undeliverable-as-addressed mail (NIXIE) record is associated to the Intelligent Mail barcode (IMb) on the mail piece.
- Delivery Point: The delivery point within the IMb is not active during the processing time of the mail piece.
- Non-Unique Piece Barcode: The IMb has been duplicated within 45 days of mailing
- Non-Unique Container Barcode: All mail pieces associated to a physical container are excluded if the container does not have a unique IMcb.
- Non-Unique Tray Barcode: All mail pieces associated to a handling unit are excluded if the tray does not have a unique IMtb.
- Handling Unit with Default Tray Barcode: All mail pieces associated with a handling unit are excluded if the handling unit has a default IMtb.
- Appointment Irregularity: Appointment irregularities may be noted in FAST including Contents Different than on 8125 Indicator and Damaged Mail Indicator.
- Container Irregularity: All mail pieces associated with a broken pallet are excluded based on data received from SV.
- Appointment at Entry Facility other than in eDoc: FAST Appointments made at a different location than the entry location provided in the electronic documentation by the mailer
- Invalid Entry Facility for Discount: All mail pieces associated with a container inducted at an invalid entry facility for that discount type are excluded based on the FAST Mail Direction File v2.
- Non-Matching Delivery Points: All mail pieces with an IMb Routing Code that does not match the MPE Delivery ZIP are excluded. All mail pieces within a piece range that receive different scans with different delivery points for the same mail class, mailer ID and serialization are excluded.
- Scheduled Ship Date Compared to Finalization Date: All mail pieces associated with an eDoc Scheduled Ship Date two or more days prior to the Postage Statement Finalization Date provided by *PostalOne!* for DMU verified USPS transported mail are excluded.

- Non-BMEU Induction Method Orphan Handling Units: All mail pieces associated with orphan handling units with induction methods of Drop Ship, DU, Origin verified Mailer transported and DMU verified USPS transported are excluded.
- Piece Count Exceeds Postal Wizard Piece Count: All mail pieces with a piece range from Postal Wizard will be excluded when the upper and lower serializations are the same and the unique scan count exceeds the piece in range count.
- Full-Service Verification Failure in *PostalOne!*: All mail pieces associated to postage statement that does not pass the thresholds set for full-service verification by the clerk will be excluded. If multiple postage statements are associated to a container or handling unit and one of the postage statements have full-service verification failures in *PostalOne!*, all mail pieces associated to the handling unit/container are excluded.
- More than one unique Appointment received from an associated SV Unload Container Scan: All mail pieces that have more than one unique Appointment received from an associated SV Unload Container Scan are excluded.
- Long-haul USPS Transportation: All mail pieces within containers that are picked up by USPS at a DMU and transported to a mail processing facility in a different district from the DMU are excluded.

7.2   Business Rules Starting FY 2012 Q1

The following exclusions will be added in Q1:

- Inconsistent Appointment Information: All mail pieces within a Mailer Transported or Dropship container or orphan handling unit will be excluded from SPM when the associated Appointment has an Unload Start Date/Time before the Actual Appointment Date/Time.
- Stop-the-Clock before Actual Entry Date and Time: A piece will be excluded from SPM when the piece has a Stop-the-Clock Date/Time before the AET of its associated container.
- Postal Automated Redirection System (PARS): A piece will be excluded from SPM when the piece has a scan that occurs on a PARS machine, as indicated by the operational codes (090, 091, 092, 093, 094, 095, 096, 097, 098, or 099)

8.   Appendix

8.1   National CET for Business Mail Entry Unit (BMEU)

Mail Class	CET	
	Collocated	**Not Collocated**
First-Class	18:00	15:00
Standard	15:00	15:00
Periodicals	See appendix 8.6	See appendix 8.6
Package Services – Bound Printed Matter	15:00	15:00

8.2   National CET for DMU Verified, USPS Transported

Mail Class	CET						
	Non-FCM	**No Separation**	**Working**	**Presort**	**Presort Assigned**	**Hub-STC**	**Hub-THS**
First-Class	N/A	19:00	20:00	21:00	22:00	24:00	02:00P
Standard	15:00	N/A	N/A	N/A	N/A	N/A	N/A
Periodicals	See appendix 8.6	N/A	N/A	N/A	N/A	N/A	N/A
Package Services – Bound Printed Matter	15:00	N/A	N/A	N/A	N/A	N/A	N/A

8.3   National CET for DMU Verified, Mailer Transported

Mail Class	CET						
	Non-FCM	No Separation	Working	Presort	Presort Assigned	Hub-STC	Hub-THS
First-Class	N/A	19:00	20:00	21:00	22:00	24:00	02:00P
Standard	15:00	N/A	N/A	N/A	N/A	N/A	N/A
Periodicals	See appendix 8.6	N/A	N/A	N/A	N/A	N/A	N/A
Package Services – Bound Printed Matter	15:00	N/A	N/A	N/A	N/A	N/A	N/A

8.4   National CET for Drop-ship to NDC, SCF, ADC

Mail Class	CET
First-Class	19:00
Standard	16:00
Periodicals	See appendix 8.6
Package Services – Bound Printed Matter	16:00

8.5   National CET for Delivery Unit

Mail Class	CET
First-Class	N/A
Standard	16:00
Periodicals	See appendix 8.6
Package Services – Bound Printed Matter	16:00

8.6   Periodicals mail CET Determination

8.6.1   National CET for Periodicals

	Bundle Sort Required	No Bundle Sort Required
FSS	0800	1100
Not FSS	1600	1700

8.6.2   No Bundle Sort Required and Bundle Sort Required Container Level Codes

Mail.dat – No Bundle Sort Required	
"A" (CR-Direct)	"I" (5 Digit Presort Only)

"B" (Mixed CR in 5 Digit)	"J" (5 Digit Barcode Only)
"C" (Mixed CR in 3 Digit)	"K" (Metro Scheme)
"D" (CR-5D Scheme)	"M" (5D Scheme Presort)
"F" (FSS Facility)	"N" (5D Scheme Auto/Presort)
"G" (5 Digit Auto/Presort)	"P" (5D Scheme Barcode Only)
"H" (5 Digit Merged)	"Q" (5D Scheme Merged)

Mail.dat - Bundle Sort Required	
"E" (FSS Sort Plan)	"AC" (Mixed AADC)
"R" (3 Digit Auto, Presort)	"AD" (ASF)
"S" (3 Digit Barcode)	"AE" (NDC)
"T" (3 Digit Presort)	"AF" (Protected NDC)
"U" (3 Digit CR, Auto, Presort)	"AS" (Origin Mixed ADC Surface)
"V" (3 Digit Scheme)	"AT" (Mixed ADC Air)
"X" (SCF)	"AR" (Origin SCF)
"Y" (Protected SCF)	"AG" (Mixed NDC)

"Z" (ADC)	"AH" (Origin MxADC)
"AA" (AADC)	"AI" (Protected ADC)
"AB" (Mixed ADC)	"AJ" (Single Piece)

Mail.XML – No Bundle Sort Required	
"CRD" (CR-Direct)	"5DGS" (5 Digit Scheme)
"CR5" (Mixed CR in 5 Digit)	"M5D" (5 Digit Merged)
"CR3" (Mixed CR in 3 Digit)	"M5DS" (5 Digit Merged)
"CR5S" (CR – 5D Scheme)	"MET" (Metro Scheme)
"5DG" (5 Digit)	

Mail.XML - Bundle Sort Required	
"3DGS" (3 Digit Scheme)	"SINGLEPIECE" (Single Piece)
"SCF" (SCF)	"BMC" (NDC)
"PSCF" (Protected SCF)	"NDC" (NDC)
"ADC" (ADC)	"PBMC" (Protected NDC)
"AADC" (AADC)	"PNDC" (Protected NDC)

"MADC" (Mixed ADC)	"MBMC" (Mixed NDC)
"MAAD" (Mixed AADC)	"MNDC" (Mixed NDC)
"ASF" (ASF)	"OMX" (Origin MxADC)
"RDC" (RDC)	"PADC" (Protected ADC)
"MRDC" (Mixed RDC)	"DPC" (DPC)
"AR" (Origin SCF)	"AT" (Mixed ADC Air)
"AS" (Origin Mixed ADC Surface)	