

Mail Prep and Entry Steering Committee

August 14, 2012 Meeting Notes

Review meeting notes

- Consensus on the accuracy of meeting notes from June 7 meeting
- One request that the Committee roster be updated with the mail class represented by each Industry member.

Deliverables/Updates

Reviewed solutions/ideas that have been completed to date:

- Single Piece unit handling and containerization
 - FCM residual pieces
 - Tray labeled per L201, line 2 reads "FCM SNGLP LTRS WKG"
 - Tray placed on Origin SCF container
 - STD Mail paid at single piece FCM price
 - Tray labeled per L011, line 2 reads "STD LTRS WKG"
 - Trays placed on Mixed NDC container
 - Published in Postal Bulletin on 8/23/12; DMM on 9/4/12
- DSCF Eligibility
 - AADC/ADC eligible for DSCF discount
 - Clarify can claim DSCF prices on pieces when AADC/ADC service area is exactly the same as the corresponding DSCF
 - Published in Postal Bulletin 8/23/12; DMM 9/4/12
 - DSCF discount for FSS Scheme pallets dropped at FSS site when non colocated
 - DMM policy changes to allow DSCF prices at FSS location
 - Published in Postal Bulletin 8/23/12; DMM 9/4/12
 - Short-term solution: Incorporate FSS Scheme (container) mail class for PER, STD, BPM flats to mail direction file; scheduled January 2013
 - Long-term solution: Evaluate 5-digit system architectural changes for label lists, mail direction file, etc
- OMX (L201)/MADC (L009) Federal Register Notice
 - Require separation of OMX (L201) and MADC (L009)
 - Separation required at 100 pounds if palletizing
 - Separation required in sacks below 100 pounds
 - Revised to require L009 vs. L004 with MADC containers
 - Proposed rule published 6/29/2012, one comment received
 - FR final rule expected in early Sept, with effective date of January 28, 2013

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Recommendation for MTAC Workgroup

The Steering Committee established that complex ideas may warrant spin off to MTAC task teams or other groups for resolution when it is determined that an idea needs more specific technical expertise. As a result, the Committee is recommending that an MTAC workgroup be initiated to explore a long term solution for FSS scheme container entry at non-located DSCFs, as well as enhance other systems for broader flexibility. The core purpose of the workgroup is to evaluate the potential impacts and benefits of a 5-digit architecture for label lists, mail direction file, redirections file, and CET/service measurement systems modifications.

Evaluation and Assessment Tools

The Steering Committee has committed to leveraging Lean Six Sigma tools and principles for the idea submission and evaluation process. The comprehensive tool is packaged into the Analysis Improvement Prioritization Matrix Tool – with a Change/Improvement template, Criteria Scoring impact analysis worksheet, and a Benefit/Effort matrix.

Change/Improvement template will enable consistency in idea submissions, data collection to support ideas and the prioritization process. Ideas are recorded on the template and submitted through Committee members for review. A critical component of the template is the completion of the analysis section where submitters are required to assess the range of benefit and level of effort needed, based on how the idea/suggestion is expected to improve productivities/efficiencies, service performance, and/or decrease costs.

During the meeting, the following revisions were recommended for easier use of the template and functionality:

- Add date submitted
- Add idea/suggestion title description in addition to the number assigned
- Include a place for comments after each analysis section
- Add a section(s) to document timelines/milestones
- Allow separate entries for the problem statement and the associated issues
- Include sections for documenting manufacturing/production methods and volumes affected

The Committee has also established that assessments will be quantified in a *Benefit/Effort matrix* based on analysis provided on the Change/Improvement template and then input into the *Criteria Scoring impact analysis worksheet*. The results of the range of benefit and level of effort identified for each idea/suggestion recorded on the worksheet is multiplied against a weighting factor based on ranking in the Criteria Scoring impact analysis worksheet. This scoring produces an output for each idea/suggestion on the matrix to identify the greatest benefit with the least amount of effort ideas or vice versa, the least benefit and most extensive effort ideas. These results will be used to prioritize ideas/suggestions for consideration by the Committee.

As a result of discussion on the use of the analysis tool, including the weighting system, the following outcomes were decided:

- Separate productivity and service into two different input (weighting) factors

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- Updated matrix will be distributed to the Committee members for ranking of Benefit / Effort factors

Communication Process

The Committee continues to recognize the vital importance of reporting its progress and keeping all stakeholders informed of its deliberations. To that end, the Committee will pursue the following course of action to promote even more transparency of its work:

- Explore establishing a web page on RIBBS to post the Committee charter, roster of members, notes from meetings, Ideas log and other information
- Disseminate general information through MTAC leadership to all Associations as well as other channels

New Items

- 11 new ideas discussed
- Each idea was clarified by the submitter and the ideas have been added to the Idea Log which now includes 73 submissions
- Recent submissions will be prioritized, along with prior submissions, based on the analysis provided in the Change/Improvement template and results from the Benefit/Effort matrix

Current Deliverables

- MeetingPlace invite sent for webinars every 3-4 weeks beginning 9/13/12 for the remainder of the year with consideration of upcoming holidays, etc
- Distribute revised Analysis Improvement Prioritization Matrix Tool – with Change/Improvement template, Criteria Scoring impact analysis worksheet, and a Benefit/Effort matrix
- Committee members will provide assessments for ideas assigned to them and return analysis on Change/Improvement template, if not complete
- ***All Members will also return*** suggested rankings for weighting on Criteria Scoring impact analysis worksheet
 - Review each Mailer and USPS factor listed in Criteria Scoring impact analysis worksheet (Tab 3) of Analysis Improvement Prioritization Matrix Tool
 - Assign a numerical value from 1-7 for each "Benefit" factor (1 being lowest benefit; 7 being highest benefit) and assign a numerical value from 1-6 for each "Effort" factor (1 being lowest effort; 6 being highest effort)
- Leverage key stakeholders and all Committee members to further communications
 - Explore potential for a Steering Committee web page on RIBBS for posting roster, committee information, idea log and other updates
 - Strategy for dissemination of information through MTAC leadership
- Distribute updated Ideas log

Next Meeting

- Webinars
 - Thursday, September 13, 2012 at 3pm EST

Mail Prep and Entry Steering Committee

- Wednesday, October 10, 2012 at 2pm EST
- Thursday, November 8, 2012 at 2pm EST
- Onsite Meeting
 - When: During MTAC week, TBD; Tuesday, 9:00 a.m. - 12:00 p.m. EST
 - Where: USPS 475 L'Enfant Plaza Washington DC 20260
 - Room location provided in advance of meeting

Agenda September 13 webinar

- Discuss any actions taken since 8/14 meeting
- Review results of rankings for weighting criteria on Criteria Scoring impact analysis worksheet – and finalize – for idea log (by item) can be inputted into worksheet for output into Benefit/Effort Matrix
- Review items from Idea Log for discussion
 1. Item #25 – 24 piece rule for periodicals
 2. Item #10 – FCM palletization requirements
 3. Item #22 – FSS prep requirement – Scheme Bundle
- Assess any new ideas submitted
- Identify topics to review during October 10 webinar

Attachments to notes:

- Updated Steering Committee roster
- Updated Steering Committee Mail Prep & Entry Idea Log
- Analysis Improvement Prioritization Matrix Tool - revised_8.30.12.xls
 - Revised Mail Prep & Entry Change/Improvement Analysis Template
 - Criteria Scoring impact analysis worksheet
 - Revised Benefit/Effort Matrix
- August 14 meeting presentation