

Mail Prep and Entry Steering Committee Meeting

January 14, 2014

9:00 a.m. – 12:00 noon

Location: USPS Headquarters
NOC Room 7801 – 7th Floor
475 L'Enfant Plaza SW

Welcome

- The charter and objective of the Mail Prep and Entry Steering Committee were reviewed.
 - Identify and implement mail preparation & entry solutions to eliminate non-value added mailing requirements, increase efficiencies to contain costs and drive service improvements for the mailing industry and Postal Service.
 - A copy of the original Steering Committee Charter dated July 26, 2012 was made available to the Steering Committee to revisit the charter.

- The Committee discussed that the focus should be on low hanging fruit from the MP&E idea log that can result in short-term solutions and implemented quickly. Issues/concerns that are long-term in nature should be given to MTAC to address/resolve, including the possibility of establishing work groups, user groups, etc. Long-term issues from the log require key players outside of the Committee to bring about solutions.

Updated MP&E Steering Committed Log since 11/19/13

- **Idea Log**
 - 116 ideas submitted to date
 - 37 closed (out of scope, withdrawn or re-assigned)
 - 21 completed (Postal Bulletin articles and DMM revisions announced)
 - 33 remaining on Benefit/Effort matrix
 - 25 open (need Change/Improvement template submitted or idea withdrawn)

- **DMM Revisions since 11/19/13**
 - Completed Items: 6, 14, 22, 42, 63, 86, and 89, related to FSS prep requirements: Federal Register Final Rule (12/18/2-13), Postal Bulletin Article (12/26/2013), and DMM Effective (01/26/2014).

- **Periodical Co-mail 20-24 oz. Flat Mail Test Results**
 - Conducted three (3) separate tests:
 - FSS – Linthicum IMF (Oct 15-16, 2013)
 - AFSM 100 – NOVA (Nov 19-20, 2013)
 - FSS w/HSFF – Dulles P&DC (Dec 23, 2013)
 - For the FSS machine, most feeder jams occurred during the first pass and most damages were listed as category 2 (which was attributed mostly to UBBM mail). The same results were for the AFSM and FSS/HSFF machines.
 - Mechanically, the 24 oz. mail created no damage to any of the Flat Sorting equipment during the test.
 - Operationally, of runs 100%-24 oz. mail, there was some performance degradation. There were no significant performance issues with mixed mail.
 - Will move forward with 24 oz. into the mix up to 25%.
 - USPS is requesting documentation on specific shipping contents in the 24 oz. pieces.

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- CSR write-up will be completed prior to the next MP&E Steering Committee meeting.

Review MP&E Benefit and Effort Matrix:

■ Benefit/Effort matrix items

- 11 High Priority
 - 16 Medium Priority
 - 5 Low Priority
 - 1 Item requires further discussion to determine the priority on the B&E matrix.
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- High Priority items discussed:
 - Item 10 (FCM palletization rules are confusing) – Referred to Product Classification to conduct a webinar and provide guidance.
 - Items 12 (CSA management) and 95 (DMM vs. CSA sortation and prep requirements) – May be combined so that similar issues can be addressed concurrently.
 - Item 43 (Cost based rates study) – This is a pricing issue which requires further studies. **(Peter Moore Analysis)**
 - Item 76 (Low volume pallet entry) – When mail is dropped, there are issues with the PS Form 8125. Need to know the specifics of the BMEU training for these situations.
 - Item 78 (Eliminate non value added container preps) – Closed
 - Item 96 (Explore options for creating fuller trays) – USPS is requesting a copy of the analysis/study from industry.
 - Recommendation was made to create another column for tracking/monitoring system on the log and provide quarterly status reports.
 - Medium Priority items discussed:
 - Item 8 (FCM 500 piece manifest rule) – Recommended to be sent to USPS Pricing group.
 - Item 23 (Origin entry separations) and 74 (Removal of Origin sack mail) – Recommendation was made to establish a work group.
 - Item 66 (Presort verification for flats in DMUs) – Recommended to be handed off to the appropriate USPS group.
 - The above listed items could potentially be linked and tackled first.
 - Items 93 (Evaluate opportunity to improve scheme design), 94 (Evaluate opportunity to improve label lists, Letters), 95 (DMM vs. CSA sortation and prep requirements), 96 (Explore options for creating fuller trays) and 102 (Evaluate opportunity to improve label lists, Parcel) – Is being evaluated by USPS Black Belt work group.
 - Low Priority items discussed:
 - Item 83 (Enhance address label to include CR RT designation on Non CR RT pieces) – Allowed optionally at specific locations.
 - Item 87 (USPS make FSS container prep required ONLY AFTER a re-examination of optimal prep is completed) – Should be kept on the list to determine if there is some opportunity.
 - Open items discussed:
 - Item 68 (Streamline linking of new entry to payment process) – Should be taken off the list.

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- Item 99 (Improve residual single piece mail process) - The status of item needs to be checked to see if it can be closed.
- Provided that a template is submitted, all WG 156 should remain on list.

Next Steps and Wrap-up

- Next webinar Meetings:
 - February 20, 2014: 2:00pm – 3:00pm EST
 - March 27, 2014: 2:00pm – 3:00pm EST
 - April 17, 2014: 2:00pm – 3:00pm EST
- Next Face-to-Face Meeting:
 - May 20, 2014: 9:00am – 12:00pm EST
- There was a discussion that before the May 20 meeting, consideration be given to the focus of the Steering Committee's mission.