

Mail Prep and Entry Steering Committee Meeting

May 20, 2014

9:00 a.m. – 12:00 noon

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

Welcome

- Cathy Moon welcomed the attendees to the meeting and reviewed the agenda.

Mail Prep and Entry Steering Committee – Purpose / Objective

Function of Steering Committee

- The purpose and objective of the Mail Prep and Entry Steering Committee was discussed. It was decided that the wording to the Charter was changed as follows:

*As defined by its members, the Charter of the Mail Prep and Entry Steering Committee is to implement **potential** mail preparation & entry solutions to eliminate non-value added mailing requirements, improvements for the mailing industry and Postal Service.*

- When reviewing the *Idea Log*, the primary focus of the meetings will be to discuss hot items / issues. Prior to meetings, the Postal Service will request input / feedback from industry regarding the hot items so that the status of items can be provided more efficiently.
- It was reiterated that pricing will not be discussed at meetings.
- As future meetings take place, the committee will continue to assess if changes are needed.

Communication

Area Focus Groups will be added as a venue for informational communications. Current venues include:

- Industry / Mail Alerts
- Postal Customer Council (PCC)
- MTAC Mail Prep & Entry focus group and general session as appropriate
- Mailer Associations and / or other industry type conferences

Information for the Area Focus Groups will be sent to Dale Kennedy and Bonita Brown (Postal Service).

Frequency of Meetings / Webinars

- The meetings / webinars will continue to be monthly (Thursdays) and an on-site quarterly meeting in conjunction with the MTAC meetings typically starting at 09:00 AM – 12:00 PM.

Other

- Slides presented at the meeting will be sent to members and posted on *RIBBS*.

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Updated Since 01/14/2014

Idea Log

- 116 ideas submitted to date
- 63 closed (out of scope, withdrawn or re-assigned)
- 22 completed (Postal Bulletin articles and DMM revisions announced)
- 31 remaining on Benefit/Effort matrix

Note: For the future, there may be a need to have separate meetings to discuss First-Class Mail issues (i.e., CSA issue, etc.). This is due to the fact that many of the First-Class Mail members attend other meetings that are in conflict with the Steering Committee meeting. An update CSA meeting took place on May 18, 2014 – update provide on Wednesday; small businesses need to be fully represented; CSA process needs to be revisited; and e-doc must be considered.

Review B&E Matrix

- Thirty-one (31) Items:
 - 9 High Priority
 - 16 Medium Priority
 - Five (5) Low Priority
 - One (1) item pending further review to determine if it should be on the Benefits & Effort Matrix.

Note: It was noted once issues are handed off to other groups; a process needs to be established to ensure regularly status reports are provided. Then, the status reports should be shared with the Steering Committee for further discuss and guidance.

High Priority Issues:

- Issue 13 (Allow Commingled BPM Auto Flats with Standard Mail Flats): This is a major challenge and is currently on hold. The item is not on the remaining list of priorities for changes to be made in January 2015.
- Issue 43 (Study and determine if move to more cost based rates is beneficial): A discussion was held at the 2014 National Postal Forum. The challenge is how do you incent mailers that results in cost savings?
- Issue 76 (Low volume pallet entry): A meeting is being scheduled for the week of May 26, 2014, to continue discussions. The Postal Service must determine exactly what it wants on the pallets, including a clarification of the process.
- Issue 79 (Bundle & Container prices should signal 5-digit preparation and DSCF entry): This item is still alive and pricing options are being explored. **(Steve Monteith)**
- Issue 80 (Container and Pound prices should signal the entry of 5-digit pallets to the DSCF and DDU): Will be combined with Item 79.

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- Issue 96 (Explore options for creating fuller trays): It has been suggested that one-foot MMs could be an option.

Medium Priority Items:

- Issue 8 (There is a 500-piece rule for manifest requirements, which results in some smaller jobs not qualifying for discounts and having to be re-qualified for Single Piece mail. Cost is the major problem. Consideration should be given to using Permit Imprint as the basis for the right number. If e-Doc is used for the rational, there should be no minimum number needed. The question: Is it needed anymore with the implementation of e-doc, full service, etc.?)
- Issue 11 (Non-Automation / Presort Mail rules are not clearly defined): OIS needs to contact **Mury Salls** for further clarification.
- Issue 21 (Eliminate 3-digit Carrier Route (CR) preparation level for Standard and Periodical letters): Have not received feedback from Industry. A Postal Service internal call is needed to determine if data can be gathered. Currently, there is only a small amount of usage.
- Issue 23 (Origin Entry Separation): Will determine if this issue should be removed / closed.
- Issue 26 (Bundle process bottleneck and problems): All modules have been installed. One site had a ceiling height problem (ORD) which has been corrected. . .
- Issue 36 (Incentive / promotion impacts on FCM): This issue has been resolved and closed.
- Issue 44 (The requirement to re-qualify mail should be further explored to be consistent across mail classes / types.): Full Service is the current problem.
- Issue 62 (Carrier Management of UAA has a gap in the process and not all UAA mail is managed back through an automated process to capture electronic notifications for mailer of NIXIE information.): It is policy that all UAA Machineable letters should be sent to PARS and all other UAA should be sent to CFS for proper processing..
- issue 66 (Presort verification for flats in DMUs): It was determined that the issue is closed.
- Issue 74 (Removal of Origin Sack Mail): A Lean Six Sigma project is underway for sacks.
- Issue 81 (Ensure MDF directs all DSCF and 5-digit containers to the deepest possible destination facility): Even though the HUBs address part of the issue, there are concerns that remain.

Note: Due to limited time, the remaining medium and low priority issues were not discussed.

Next Steps and Wrap-up

- Next Webinar Meetings:
 - June 19, 2014: 2:00pm – 3:00pm EST
 - July 17, 2014: 2:00pm – 3:00pm EST
- Next Face-to-Face Meeting:

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- August 19, 2014: 9:00am – 12:00pm EST