

**User Group 1 “PostalOne! / SASP / Intelligent Mail”**  
**Minutes**  
**Thursday, March 28, 2013**

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**Minutes by Agenda Items**

**✚ Welcome and Opening Remarks – USPS**

**✚ MTAC156 Subgroup Update – Todd Black**

Mail Optimization Matrix

Todd Black provided status updates regarding the MTAC Workgroup 156. The goal is to examine current mail flows from many different aspects: mail preparation, mail entry, induction, exception handling, etc. for each processing category (letters, flats, parcels) in order to improve processes, services and add value. The goal is to identify what objective within a process flow USPS should optimize. Todd also shared the mail flow optimization diagram.

**✚ CAT Status Update – Jackie Erwin**

- At 88% tested—62% have passed
- Still 21 Critical TPRs and 28 non critical (Total = 49)
- The Deployment/Release date will be changing—update coming soon regarding date (Monday 4/1 at the latest)
- Action Item for Uni Han-Norton: Share the schedule for CAT testing with the user group at next week’s MTAC UG1 meeting.

**✚ July 2013 Release Notes and Detailed New Validation Codes (Warning & Errors) – Josefina / Tariq**

Review of Postage Statements – Audrey Meloni

- 3602 R & N—mistake in heading in Part C above line C45
  - Title incorrectly said “Automation Letters EDDM over 3.5oz up to 16oz” & should have said “Automation Letters with Simplified Addressing over 3.3 up to 3.5”
    - **Question:** How does something without a barcode qualify for Automation rates?
    - **Action:** Refer question to Tom Foti—Invite him to next week’s meeting to discuss
- 3605 on first page, Incentive Discount Flat \$ Amount line and the Fee Flat \$ Amount line were moved below the postage affixed line (now mirror the 3600 and 3602 postage statements)
- All other changes are posted

July 2013 Release Notes (Initial Version posted on 2/22—update scheduled for 4/5)

**Format/approach of document is new:**

- Agile Projects:
  - BCG functionality will be added
  - Microstrategy Reports will be added
- New format breaks the Release Notes down by:
  - SRS (enables better traceability and efficiency)
  - Submission type
  - Data Exchange
  - Reports
  - Validations
  - Workflows/Diagrams/Mock-ups (if applicable)
  - Appendices
    - Subsystem Impacts
    - New Service or Product
    - Data Exchange to help in testing
    - Postage Statement Changes
    - ETRs/COMs

**Josefina went over following SRSs in the document:**

- SRS 937 Incentives Programs By/For:
  - **Concern (Linda G):** Full Service is not required for incentives (only for PPI)—therefore there is no MID and no access to a CRID. Extensive systems would be needed to keep track of CRIDs. Is there a validation? Will the mailer be negatively impacted?
    - Validation: Is CRID/MID valid in system?
    - Same sort of administration as would be expected in Mail.dat/Mail.XML submission
    - **Action:** Josefina will take note of this issue
  - **Concern:** What if Mail Preparer is the Mail Owner as well?
    - In the sampling process, we have a procedure to send a sample to HQ for a deeper dive. The hope is that DRIVE 30 will help to iron out the incentive programs more concretely.
    - **Action:** Josefina will take note of this issue and perhaps engage with the program office for further investigation (potential guest speaker for next week's call)
- SRS 938 Multiple Incentive on One Mailing:
  - **Concern (Steve Krejcik):** Note that all of the pieces must be on a single Postage Statement
    - Conflict in comingled mailings
    - **Action:** Josefina will take this note, requested e-mail of specific page
      - **Request to mailers:** Send follow-up concerns to Kathryn Mackey to be escalated to Tom Foti
- SRS 949 Priority Mail International Regional Rate Boxes:
  - No concerns raised
- SRS 963 Mailer ID System Enhancements:
  - **Concern (Rose Flanagan):** Getting requests to help clients for help with issues (i.e. finding CRID associated with a given MID) that the Help Desk

did not provide sufficient help with. This SRS would mean visibility when logging in to help clients and would result in them being listed as the Mail Preparer when they are not and improper linkage

- **Action:** Josefina will take that note and follow up with Sue Redman's team.

- SRS 967 PostalOne! Enhancements BCG Redesign:
  - **Request (Steve Krecjik):** Schedule future session on new functionality to make sure it satisfies internal security protocol.
    - **Action:** Follow-Up on this request—schedule meeting.

**Tariq went over following SRSs in the document:**

- SRS 930 eDoc Enhancements:
  - **Question (Steve Krecjik):** Affect of word "ORIGIN" on Seamless?
    - Tariq: Discussed with Seamless team and it was deemed okay to leave the word "ORIGIN" as a valid value.
    - **Action:** Follow-Up with necessary teams to ensure this is still the case.
  - **Issue (Shawn Baldwin):** Sections 1.2 and 1.3 appear to have contradictory wording in regard to the Origin Locale Key requirement
    - **Action:** Tariq to follow-up
  - **Issue (Shawn Baldwin):** Data in Validation table for #1 and #2 is confusing
    - **Clarification (Tariq):** The word ORIGIN or the Locale Key are needed.
  - **Issue (Steve Krecjik):** #7 in the data validation table is confusing
    - **Tariq:** Metered & Permit Imprint are included, but one more may be needed
    - **Action:** Tariq to follow-up
- SRS 931 eInduction Enhancements:
  - **Issue:** Confusion regarding language on #7 (dealing with pallet counts)
  - **Answer (Triveni):** Pallet count on postage statement will be validated post induction.
  - **Action:** Triveni to send updated language for Release Notes
- SRS 939 Every Door Direct Mail Business Only Delivery Option:
  - There were no concerns raised.
- SRS 947 Minimum Volume/Weight Standards for International Statements:
  - There were no concerns raised.

## **July 2013 Release Schedule:**

- Deployment July 14, 2013
- TEM Software Update July 15, 2013
- Implementation July 28, 2013

### **Mail.dat**

- ◆ Mail.dat supported versions are Mail.dat 12-2 and 13-1.0.1 and 13.1.1.0
- ◆ Mail.dat 13-1.0.1 and 13.1.1 does not support a mailing date before July 28, 2013

### **Mail.XML**

- ◆ Mail.XML supported versions are Mail.XML v12.0A, v13.0A and 13.0B
  - ◆ Mail.XML v13.0A and v13.0B does not support mailing dates prior to July 28, 2013
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## ***PostalOne!* Maintenance Schedules Announcement**

Mark Mittelman notified the user group that USPS is going to make some adjustments to the Maintenance Release schedules (Sunday, April 7, 2013 and Monday, April 8, 2013), as there might be some issues with the release. USPS tries to ensure delivering the release with high quality. USPS regrets this change in the schedule, but USPS is working with the industry to ensure functionalities will work correctly. Standard processes regarding to communications and notifications will be followed. The updated schedule will be available in 1-2 business days (Monday 4/1 at the latest)

## ***PostalOne!* Contingency Plan with July 2013 Exception Process – USPS**

- Due to time constraints, this item will be discussed at a later date.

## ***PostalOne!* October 2013 Full-Service Gaps Requirements – Uni Han-Norton**

- This will not be reviewed today, but at a future meeting instead as requirements are not yet finalized.

## ***PostalOne!* New Issues – Josefina Cabatu / Kathryn Mackey**

- Due to time constraints, this item will be discussed at the next meeting with additional ETRs.

The following ETRs were sent out for this for week:

- 114695
- 114687
- 114669
- 114654
- 114603
- 114570
- 114097
- 113927
- 113783
- 113656
- 113610
- 113583

- 113573
- 113545
- 113529
- 113422
- 113355
- 113161
- 112851
- 112461
- 112421
- 112384
- 112303
- 112229
- 112029

## **Group Input**

### **MTAC Issues Tracking System (MITS)**

-  To see the previous postings of minutes and other user group documents, the steps are:
  1. Business Customer Gateway
  2. National Customer Support Center - RIBBS (listed under "Customer Support")
  3. MTAC (next to the last tab on left menu) MTAC Issues Tracking System Login (listed under "Important Links")  
<http://ribbs.usps.gov/index.cfm?page=mtac>
  4. Sign on with user name UG 1
  5. Email Kathryn Mackey at [Kathryn.r.mackey@usps.gov](mailto:Kathryn.r.mackey@usps.gov) to obtain a password.
  6. Click on User Group
  7. Search on User Group Issue Number 1
  8. Click on View Minutes

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