

**User Group 1 “PostalOne! / SASP / Intelligent Mail”  
Minutes  
Thursday, October 17, 2013**

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**Minutes by Agenda Items**

 **Welcome and Opening Remarks – Kathryn Mackey**

 **Action Items Review**

Action	Owner	Due Date	Status	Comments
Marketing Parcels - General disagreement with IDEAlliance spec and USPS interpretation of COT Rate Category. USPS to present all mapping for the 3602 for part G.	USPS (Josefina)	TBD	Open	Need to determine due date.
Oct. 2014 Release Notes - USPS will present version 4 updates and any known fall-out for an off-cycle review.	USPS	October 17, 2013	Open	
Official Election Mail and Political Campaign Mail checkboxes - USPS will convey policy, their use and what the mailers versus acceptance clerks are expected to check-off.	USPS	October 17, 2013	Open	Uni will present at meeting.

Action	Owner	Due Date	Status	Comments
FSS eDoc values and postage statements lines - USPS will demonstrate the eDoc (Mail.dat/XML) mapping of the processing category, rate category and destination entry.	USPS	TBD	Open	
PS Form 8125 - USPS will present the changes to the form for January 2014.	USPS	TBD	Open	
Jean Renier file upload issue – Jean will send job and USPS will investigate.	USPS (Tariq Mirza)	TBD	Open	

**Marketing Parcels**

The Technical Specifications will require updates based on actual rate ingredients in the data tables as compared to what is published in the tech spec. This a continuation of the discussion regarding the postal interpretation of the IDEAlliance specification for Standard Mail marketing parcels and Standard Mail irregular parcels. Josefina is working this issue with Sean Baldwin and Jim Morton offline with mailers and report back next week.

## October 2013 Release Notes (Version 4) Update

Josefina reviewed a draft version of the change log. The notes are still circulating among stakeholders and will be posted to RIBBS Friday, October 18, 2013.

The arrangement of changes has been updated to make more intuitive.

### Questions

- If my first mailing after the new cycle is 85%, will I be charged a fee? Yes, you would be charged a fee. The cycle is not on a calendar year, but a on a 365 day cycle. If, for example, on 2/15/2014, the cumulative Full-Service percentage drops to 80%. The fee will then be due on 2/15/2014, and the fee-waive period will end. The mailer will not be eligible to start another fee-waive period until 2/15/2015 at the earliest, since the system expects a fee to be paid which will not expire for a year.
- If the fee is set to be pulled via a CAPS account, will it affect the acceptance of mail? USPS will take as an action and report back to group.
- Where is the USPS with Mail Anywhere / Pay Anywhere? USPS will take as an action and report back to group.

Linda stated as a reminder that the contingency plan should include ensuring all discounts and fee waivers are processed when using hardcopy postage statements as backup.

Mailers would like to see the MicroStrategy retention increased from 6 months to 13 months. Kelley stated IT is assessing the impact to the system and reports. Once the assessment is complete, Kelley will dialogue with mailers. She plans to provide an update at the MicroStrategy Performance Sub-group's meeting scheduled Friday, October 18, 2013 at 2:00pm EST.

### Election Mail / Political Mail Checkboxes

Currently, Election Mail / Political Mail are required fields in Postal Wizard and will become required in Mail.dat and Mail.XML with the July 2014 release.

A postage statement cannot contain both political and election mail, but must be documented on separate statements. You will receive an error if both boxes are checked.

In January 2014 - Political Mail / Election Mail				
Submission Type	Hardcopy	Postal Wizard	Mail.DAT	Mail.XML
Acceptance employee	Input Mailer Information		YES	YES
Mailers	REQUIRED	REQUIRED	NOTIFICATION	NOTIFICATION
In July 2014 - Political Mail / Election Mail				
Submission Type	Hardcopy	Postal Wizard	Mail.DAT	Mail.XML
Acceptance employee	Input Mailer Information			
Mailers	REQUIRED	REQUIRED	REQUIRED	REQUIRED

There will be additional internal discussion and USPS will provide an update.

### FSS eDoc Mappings

Josefina will provide an update at next week's meeting scheduled October 24, 2013.

## **PS Form 8125**

Mailers would like to see a DFSS checkbox under section 14 for “Entry Discounts Claimed.” Mailers can use the “Other” checkbox for DFSS. USPS will follow-up and report back to the group.

## **File Upload**

USPS is working with mailer to resolve the problem.

- ✚ **CAT Testing / PreProd for October 2013 Release Update – Andrew Burtle**  
Testing is complete and deployment will be Sunday, October 20, 2013.

- ✚ **Business Customer Gateway Update – Ali Turner**

### ***Attention Internal BCG/eAdmin Users***

The Business Customer Gateway/eAdmin Release 7.0 will be deployed to Production on **Sunday, October 27 from 4:00 a.m. to 8:00 a.m. CT**. The release will be completed in rolling fashion with no planned outages.

This release will include additional enhancements in the BCG application.

Release Notes for the Business Customer Gateway/eAdmin will be provided prior to deployment.

The following changes will occur with the release.

- Multi-use enrollment
- BSA – display the name of BSA to any user. BSA will have the ability to display their contact information.
- Documentation for onboarding customers in Full-Service.

The changes are currently in the CAT environment for testing and release notes will be posted to RIBBS next week.

- ✚ **Helpdesk Process – Ed Wanta**

Ed displayed and reviewed the process flow of the helpdesk.

Jim Garber questioned why a helpdesk ticket when the customers issues requires further contact with the helpdesk. This would alleviate confusion and time wasted explaining the issue multiple times.

Ed stated it takes seven minutes to create a ticket and most are resolved immediately. USPS will take the request back to management.

- ✚ **Mailer Issues – Kathryn Mackey**

The issues list and the summary below were provided with the agenda.

	Production			
Priority	(None)	36.0.0	37.0.0	Grand Total
Critical	14	11	2	27
High	55	18	19	92
Medium	25	5	4	34
Low	3	0	1	4
(None)	0	0	1	1
<b>Grand Total</b>	<b>97</b>	<b>34</b>	<b>27</b>	<b>158</b>

### Action Items

- Mail Anywhere / Pay Anywhere as it relates to fees – USPS will provide an update to group.
- eDoc Retention – USPS will assess the impact to system and provide an update to mailers.
- PS Forms 8125 / 8017 FSS Checkbox – USPS will take back for internal discussion and bring back to group.
- Incentive Mapping – USPS will provide a document outlining the incentive mapping
- FSS eDoc values and postage statements lines - USPS will demonstrate the eDoc (Mail.dat/XML) mapping of the processing category, rate category and destination entry.

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### **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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