

# User Group 1 “PostalOne! / SASP / Intelligent Mail”

## Minutes

### July 10, 2014

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#### Minutes by Agenda Items

All meeting documentation has been posted to the MTAC Issue Tracking System (MITS) located at <https://ribbs.usps.gov/mits/>. Please see instructions at the end of this document for access to the site.

- **Welcome and Opening Remarks (Kathryn Mackey)**
- **Status of CAT Test for R 38 - Extend Mailers CAT Testing and Discuss any Mailer Concerns (Terry Purcell)**

CAT testing has been extended to continue through August 1, 2014. Incentives have also been setup and extended to the testing date. CAT is currently at 35% completion of identified items.

R 38 CAT eDOC Scenarios are available, Uni will send them to CAT Mailers.

- ✚ **Status of ALM 2706 BPM Flats (Chris Simone)**

The adhoc query has been created including job numbers. USPS will provide refunds to customers overcharged. These refunds should be completed by Friday, July 18, 2014 and will be accompanied with a letter to customers.

If any mailers would like a copy of the letter prior to distribution, please contact Christine Simone at [Christine.simone@usps.gov](mailto:Christine.simone@usps.gov).

- ✚ **Frequently Asked Questions (FAQs) for PS Form 8125s (Kevin Bray)**

Mailers may use older versions of the Form 8125s; however the only the new versions will appear on the website.

Communications will be sent regarding the allowable version of the forms and it will also get communicated internally via training.

A status will be provided at the next meeting outlining the effective dates and availability.

- ✚ **Permit Fee Waiver Rules for IMb Full-Service (Donna Cody)**

If the cumulative percentage for Full-Service mail falls below the 90% threshold, the permit fee will be charged at the time.

Question 1: Regarding mailers ability to view percentage regression. At this time, mailers are not able to view the percentage regression; however clerks are able to via an internal report. USPS will ensure postal clerks are aware of the reports.

Question 2: To determine if the mail could be released and the fee payment collected after the mailing. Garrett will review not holding the mail and look into the both external and internal view of 90% fee at the CRID level.

Question 3: Do I need to proactively turn off the CAPS renewal fees with permits that are up for renewal and are above the 90% full service threshold? Or are the fees turned off automatically with no action required on my part? Mailers have an option to TURN OFF auto payment of annual fee payments from the CAPS account.

Additional clarification on 90% Full-Service Annual Presorted Fee payment information will be provided at the next meeting by Donna Cody.

#### **UG1 Issues List (Kathyn Mackey)**

The new issues were reviewed. There was a request to have item 4416 upgraded to priority high.

There was an inquiry about a Helpdesk ticket involving (REW, PEN, PAS, FAI) and mailers inability to cancel.

- COM (GAP) ALM 4456 has been created for future release.

There was also discussion regarding the status of tickets 1303571 and 135608. The *PostalOne!* Helpdesk and IT will investigate and provide a status to mailers.

#### **Other**

Redesign of Program Registration / Incentive and Online Enrollment / Shipping Program is requesting participants. All interested should contact Tanya Perry at [Tanya.m.perry@usps.gov](mailto:Tanya.m.perry@usps.gov).

Uni will check with Kristina Obeldobel to see when the Labeling List will be available.

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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. Send an email to [MTAC\\_UG1@usps.gov](mailto:MTAC_UG1@usps.gov) to obtain a password.
  6. Click on User Group
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