

UG#4 CONFIRM
Minutes
6/29/2011

Teleconference: 800-932-9280. Meeting ID: 1919499

Time: 1:00 to 2:00 pm EST

- **Creation of workshops in a box and educational webinars.**
 - Reviewed presentation.
 - Number of changes to slides suggested. Tim will incorporate suggestions and distribute for comment.
 - Request for small task group to create and record script for presentation.
 - Request to see if list of 3rd Party providers could be included.

 - **Updates regarding more detail for Operation Codes**

List is being reviewed and details are being added by Operations group- delayed. Draft copy estimated to be ready third week of July.

 - **PARS & CONFIRM**: What happens when a mail piece is either forwarded or returned and what do the operation codes tell CONFIRM subscribers?
 - Operation codes do indicate what is occurring (forwarding or returning) to the mail piece.
 - More in-depth conversation regarding topic for next meeting.

 - **Next Meeting: 7/13/2011**
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Issue Summary 10/20/2010

Administrative/Customer Service Issues/Education/Marketing Information

1. Reduce the difficulty and paperwork for renewals (issue 1).
 - a. Maintain coordination with MTAC WG140 to ensure CONFIRM users' needs are captured in the future enterprise payment solution.
2. After hours help (issue 2)
 - a. Although Help Desk team members will check their email on weekends, there are not staffing resources dedicated for after hours support.
3. Clear contact system for issue resolution when it comes to mail processing.(issue 4)
4. Benefits & Features Matrix (issue 13)
5. Transition from Planet to IMb information & aids (issue 14)
6. More & up to date information (issue 15)
7. Better sales material. Specifically address needs for periodical and flats users (issue 16)

Operational

1. EMD Continuation (issue 3)
 - a. Maintain coordination with MTAC WG139 to ensure CONFIRM users' needs are captured. Need to address that potential solutions arising out of WG139 are not specific to CONFIRM.
2. Mail piece process flow and disposition when either forwarded or UAA. How to continue piece tracking throughout (issue 7) (issue 11) (issue 12)
 - a. Operation codes 090 to 099 indicate mail piece forwarding
3. Scan data storage period (issue 17) (issue 19)
 - a. Limited by storage capacity and cost
4. IMb requirements for Business Reply Mail and Origin Confirm are not in alignment. (Issue 20)
 - a. Requirements changed to be in alignment

Informational Analysis/Reporting

1. Tools for BSN's to view mail processing issues. (Seeing the same type data that customers have regarding mail processing.) (issue 4)
 - a. Must investigate potential development and additional operational costs because users would not want to incur additional costs due to development.
2. Tools/Reporting for USPS to utilize throughout the organization. (issue 5) (issue 10)
3. Tools for USPS analysts optimize operations. (issue 6)
 - a. Important to get someone from mail operations involved in the discussion.
4. Machine processing codes (issue 18)
 - a. Resource data sheet updated..

Document/File Name	Source/Sponsor	Last Source Update	Website Update
Smart Seed Address File (XLS)	NCSC/AMS	2/11/2011	3/30/2011
Smart Seed Address File (CSV)	NCSC/AMS	2/11/2011	3/30/2011
Non-Automated 5 Digit Table (XLS)	NCSC/AMS	2/11/2011	3/30/2011
Non-Automated 5 Digit Table (CSV)	NCSC/AMS	2/11/2011	3/30/2011
Flat Automation Equipment Inventory (XLS)	ENG	2/2/2011	3/30/2011
Flat Automation Equipment Inventory (CSV)	ENG	2/2/2011	3/30/2011
Confirm Facility Table (XLS)	NCSC/AMS	1/31/2011	3/30/2011
Confirm Facility Table (CSV)	NCSC/AMS	1/31/2011	3/30/2011
Operation Codes List (XLS)	USPS OPS	1/28/2011	3/30/2011
Operation Codes List (CSV)	USPS OPS	1/28/2011	3/30/2011
Stop the Clock Operations Codes (XLS)	USPS OPS	1/28/2011	5/20/2011
Stop the Clock Operations Codes (CSV)	USPS OPS	1/28/2011	5/20/2011
Automated Zone Indicator Table (AZI) (XLS)	NCSC/AMS	1/25/2011	3/30/2011
Automated Zone Indicator Table (AZI) (CSV)	NCSC/AMS	1/25/2011	3/30/2011
Confirm application (PDF)	PMO	1/14/2011	4/1/2009
Confirm application (RTF)	PMO	1/14/2011	4/1/2009
SUPPLEMENT Confirm User Guide (PDF)	PMO	4/17/2009	4/17/2009
SUPPLEMENT Confirm User Guide (RTF)	PMO	4/17/2009	4/17/2009
Confirm Fee Information (PDF)	PMO	3/31/2009	3/31/2011
Confirm Fee Information (RTF)	PMO	3/31/2009	3/31/2011
PS Form 3152-A	PS Form	9/1/2007	9/1/2007
PS Form 8125 (PDF)	PS Form	7/1/2007	7/1/2007
PS Form 8125-C (PDF)	PS Form	7/1/2007	7/1/2007
Confirm User Guide (PDF)	PMO	2/15/2007	2/15/2007
Confirm User Guide (HTML)	PMO	2/15/2007	2/15/2007
EMD FTP Instructions (PDF)	PMO	5/30/2005	5/30/2005
EMD FTP Instructions (RTF) -	PMO	5/30/2005	5/30/2005
Notification for Continuous Mailer/Presort Bureau (PDF)	PMO	5/30/2005	5/30/2005
Notification for Continuous Mailers/Presort Bureau (RTF)	PMO	5/30/2005	5/30/2005
Description of Confirm Smart Seed (PDF)	PMO	4/30/2004	4/30/2004
Description of Confirm Smart Seed (RTF)	PMO	4/30/2004	4/30/2004
Electronic Mailing Data Version 4 (PDF)	PMO	4/30/2004	4/30/2004
Electronic Mailing Data Version 4 (RTF)	PMO	4/30/2004	4/30/2004
Non-Automated SCF Table (XLS)	NCSC/AMS	4/29/2004	3/31/2011
Non-Automated SCF Table (CSV)	NCSC/AMS	4/29/2004	3/31/2011
PLANET Code® Font (TTF)	PMO	9/30/2000	9/30/2000
PLANET Code Font (SIT)	PMO	9/30/2000	9/30/2000
PLANET Code Font Instructions (PDF)	PMO	9/30/2000	9/30/2000
PLANET Code Font Instructions (RTF)	PMO	9/30/2000	9/30/2000