

UG#4 CONFIRM
Minutes
7/23/2011

Teleconference: 800-932-9280. Meeting ID: 5785592

Time: 1:00 to 2:00 pm EST

- **Creation of workshops in a box and educational webinars. (Tim)**
 - Reviewed presentation. Draft distributed for comments.
 - Request for small task group to create and record script for presentation.
 - Committee created to create script prior to next meeting.
 - Request was made to see if list of 3rd Party providers could be included. – Still investigating

 - **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.
 - Progress on resource summary. Draft copy estimated to be ready by next meeting.

 - **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.
 - Draft copy of information reviewed and distributed below.

 - New **MTAC Workgroup 146** has been created to handle the future inclusion of additional mail processing data. This future information will impact CONFIRM subscribers and they are encouraged to participate in the work group.

 - **Next Meeting:** Propose July 27, 2011
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Description of PARS Processing

PARS automates the redirection process for UAA mail, including RTS and CIF mail, Intercept mail, and COA Forms.

Return To Sender (RTS) mail is defined as mail that is returned to the sender. This type of UAA mail does not have an active COA form on file so it is not intercepted at the point-of-origin.

Carrier Identified Forwards (CIF) mail is mail that the carrier has identified as UAA based on the carrier's knowledge of the individual, family, or business no longer residing at that address.

Intercept (INT) mail is automatically captured within a processing facility based on the delivery point barcode information on the mailpiece. Name-matching recognition functions are performed based on the valid *USPS Postal Change of Address Form 3575* on file, which a customer has completed.

COA Forms are submitted by Postal customers changing their address by completing a *PS Form 3575* (Official Mail Forwarding Change of Address Order), by an electronic change of address submitted via the Internet, or via the letter carrier submitting a *PS Form 3546*. COA processing is the method by which the Postal Service enters, modifies, or deletes change of address information. All information for Postal customer moves is maintained in a database.

Op Code	Operation Name	Description	Next Step
091	CIOSS RTS IMAGE LIFT MODE	Imaging process for mail that has been classified as Return To Sender (Final disposition depends on mail class & endorsements) Separated into 12 types of reasons for return.	If COA is now matched then mail piece will be treated as CIF to OP 98. If no COA match then successful image lifts will go to OP 99
092	CIOSS INTERCEPT LABEL MODE	Labeling operation for mail that has been identified as INT.	If successful mail piece will be processed with new routing information on new label.
093	CARRIER FORWARDS IMAGE LIFT	Imaging process for the mail a carrier has identified as UAA and sent to Plant for RTS processing.	If successful then to goes to OP 98
094	CIOSS REVERSE SIDE SCAN	Secondary Imaging Process: Mail pieces requiring 094 are generated from PARS Labeling operations (092, 098, 099) and return address is not on front of mail piece.	If successful then goes to Ops. 092, 098, 099,
095	CIOSS RESCAN	Secondary Imaging Process: Rescanning mail pieces to determine unresolved mail piece attributes. Generated from Ops 092, 098, 099.	If successful then goes to Ops. 092, 098, 099,
096	CIOSS OTHER	Secondary Imaging Process: This operation is only used to image RTS mail pieces where 091 was unsuccessful and forwarding information was irretrievable and new image is needed to begin PARS process again.	If successful then goes to Op. 099
097	CIOSS INTERCEPT IMAGE LIFT	Imaging process for mail that has COA on file, piece has been matched. Will be forwarded to new address depending on mail class & endorsements	If successful, then goes to OP 92
098	CIOSS FORWARDS LABEL	Labeling operation for mail that has been identified as CIF	If successful mail piece will be processed with new routing information on new label.
099	CIOSS RTS LABEL MODE	Labeling operation for mail that has been identified as RTS	If successful mail piece will be processed with new routing information on new label.

Additional operations associated with PARS processing are:

PARS mail Prep, Operation 084

PARS Waste mail Review, Operation 083

PARS RTS hand Stamping, Operation 089

PARS manual sortation, Operation 090