

Meeting Report
4/17/2013 12:30-1:30 PM

USER GROUP 4 (UG4) SESSION

USPS Attendees: Himesh Patel, John Wertz, Steven Monteith, Alice Vangorder, Adam Racine

Non-USPS Attendees: UG4 Roster

AGENDA

1. Upcoming Events and Actions

- a. Domestic Mail Manual (DMM) Advisory on Full Service (FS) Major Outage: What it means
- b. Mailer's Technical Advisory Committee (MTAC) Meeting in May

2. Updates on Issues and Action Items

- a. Update on Op Code list: Where it stands, what is needed to move it forward, frequency of updates
- b. Review Action Item Log
- c. Review Issues Log

3. Define data requirements for piece-level visibility

4. New issues

- a. Updates on RIBBS site:
 - i. Container, Tray, Bundle Visibility Guides
https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/ContainerTrayBundleVisibilityUserGuide.pdf
 - ii. Updates to STID table (July 2013)
https://ribbs.usps.gov/intelligentmail_mailpieces/documents/tech_guides/NewStidPreNotice.pdf
- b. Identify other issues for Group to follow

5. Next meeting Date & Time: May 1, 2013; 12:30 pm to 1:30 pm

6. Any Other Business

DISCUSSION POINTS

The purpose of this meeting is to provide an ongoing forum to facilitate communications between the Postal Service and users, define and review improvements in process/production functionality and address and resolve issues.

• Upcoming Events

- DMM Advisory on FS Major Outage
 - A three day outage is expected in May due to a system upgrade and is expected to affect tray and container visibility data.
 - Note of caution: whenever upgrades occur there seem to be an increase in Operation ("Op") Code problems.
- MTAC Meeting in May
 - Attendees are in favor of having an in-person meeting that will run for one hour on Tuesday, May 14.
 - Jim Cochrane will be requested to attend - a portion of the meeting will serve as a Question and Answer session with him.
 - **Action Item:** Himesh Patel will set up an in-person MTAC meeting to include Jim Cochrane.

• Op Codes List Updates

- A process is being established to ensure sites that have "non-conforming op code numbers" are identified, corrected and monitored going forward.

- Mailing Information Systems (MIS) and Engineering will need to work together because some of the default codes are incorrect.
- Op Code 131 is associated with a specific platform - it is suspected that problems recently reported that were associated to Op Code 131 should have actually been Op Code 134.
- There will be a new Op Code for Secure Destruction.
 - Piece level data will have Combined Input/Output Subsystem (CIOSS) codes.
 - Piece level data for items that go through Secure Destruction (SD) will have CIOSS identification (i.e., though the data would be segregated and provisioned for SD, the op code will say CIOSS, Postal Automated Redirection System (PARS), etc.).
- **Action Items**
 - Refer to the Action Items Log for a running list of action items/updates.
- **Issues**
 - Refer to the Issues Log for a running list of issues/updates.
 - Issues 18, 19 and 24 were combined.
 - Issues 20 and 23 were closed – they will be added as items for the subgroup to track upon its establishment.
 - There was discussion on establishing a broadcasting mechanism for updates/changes to visibility information on RIBBS/MTR
 - Notifications are sent through Outlook email.
 - The MTR website has a bulletin board that is used whenever new information is available.
- **Data Requirements for Piece-Level Visibility**
 - With Intelligent Mail Barcode (IMb) tracing, the following information is available: date, time, Op Code number and Facility number.
 - Machine Identifications (ID)
 - Machine IDs are not unique across the entire network and the facility code and the machine number combined may still not provide sufficient information for uniqueness.
 - The Machine ID will be recorded as a requirement to determine what is needed to include it for diagnostic purposes.
 - The Machine ID can be used as well for handling units, such as trays and sacks.
 - Question was raised regarding information specific to Secure Destruction (SD). SD identifies the machine mail pieces as part of the Postal Automated Redirection System (PARS) process.
 - The piece is stamped with the Service Type Identification (STID) so it is isolated rather than sent for discard.
 - The combination of the Production Job ID and Container ID could provide sufficient information to narrow down the scan.
 - It is possible to query upward and downward to link scans and containers. Container scans also include the record layouts while bundle scans comprehensively retain all the information.
 - Some prefer to query for specific scan information to prevent the quantity of collected data from significantly growing. The addition of extra information adds latency and, currently, access to the data takes 48-96 hours because of upload time to the Seamless Acceptance Service Performance (SASP) system.
 - The need is to determine where the barcode is generated.
 - The Production Job ID, which comes from electronic documentation (“eDoc”)/mail.dat and IMb barcodes, does not exist today but a Sort Code Plan does.
 - If piece level data is already provided, then the data needed for reconciliation against the eDoc is provided.
 - Tray and Container ID associations are needed.
 - **Action Item:** A more detailed discussion on the topic of Production Job ID and Container ID will be held in a future UG4 session to include representatives from respective parties.

PRODUCT INFORMATION

- The group is open to receive recommendations for a unique ID based on a static feature so as to associate it with time/date stamps.
 - The purpose is to be able to identify the time/machine/process/facility/environment without having to include extra data.
- **New Issues**
 - Container, Tray, Bundle Visibility Guides
 - The new document was posted on RIBBS (refer to the Agenda for the site address).
 - The content includes information on the expansion and consolidation of what was in the Informed Visibility (IV) guide.
 - It is comprehensive for containers, trays and bundles.
 - Feedback from the UG4 workgroup is requested.
 - Updates to STID table
 - Changes were made to the STID table.
 - Feedback from the UG4 workgroup is requested.
- **New Business**
 - Machine Times
 - There is an ongoing effort to run through each of the platforms so as to obtain the machine processing time to the millisecond (ms).
 - ID Sort Tags
 - As processes change, visibility can be lost. With the use of sort tags, counts would be more accurate and it would serve as a better identification for how changes were made.
 - Facility
 - The five-digit zip code is contained within the piece data but its level of adequacy is questioned.
 - The problem was first experienced with eDocs.
 - The entire engineering network of production equipment currently uses a 5-digit listing.
 - Since there are multiple ways to apply an ID for facilities, other alternatives may want to be considered for cross-reference possibilities.
 - A lengthy discussion was held previously with the Placarding workgroup to identify the facilities that were involved since the same issue was experienced there.
 - This item can be kept among the requirements so as to improve an ongoing process.

ACTION ITEM TRACKING

Action Item Description:	Status:	Assigned To:	Due Date:
Set up an in-person meeting with Jim Cochrane.	Himesh Patel	Open	5/8/13
Draft a meeting agenda for socialization during the next meeting.	Himesh Patel	Open	5/8/13
A more detailed discussion on the topic of Production Job IDs and Container IDs will be held in a future UG4 to include representatives from respective parties.	Himesh Patel	Open	5/8/13
Issue 1 will be included on the agenda for the next UG4 Session with a representative from the Business Customer Gateway (BCG) onboarding.	Himesh Patel	Open	5/8/13