

MTAC User Group 9

August 4, 2014 at 3:00PM EST

Mission Statement: Collaborate to create and discuss the efficient communication, deployment, and accuracy of USPS presort reference data. Creating visibility into any issues around this presort reference data distribution and usage will lead to recommendations for improvements.

Meeting Notes:

- Review new format of Change Document – Posted in the Postal Bulletin Issue #22395 (Published August 7, 2014)
 - Current Postal Bulletin Change Document does not include the mandatory usage date for 9/1 list
 - For 10/1: Kristina will add mandatory compliance date to preamble in change doc
 - Change format for all list changes based on feedback from group
- In depth review of issue list starting with the most recent issues
 - Data issue log was reviewed. No additions or comments
- Review of Major and Minor definitions for labeling lists and mail direction file
 - Major includes changes to all lists (Quarterly)
 - Minor includes changes to 5-digit scheme lists only (Monthly)
- Communication
 - Education to Industry on monthly changes – webinar
 - Webinar on August 14th at 2:00PM EST – Industry Alert has been released with details
 - Test File Issue Tracking
 - Issues reported via NCSC
 - Issues are shared with full test team as soon as it is submitted to NCSC
 - As issues are forwarded to Kristina, all testers will be cc'ed on email – NCSC will make this common procedure
 - Responses/resolutions reported back to vendors via NCSC email in real-time
 - Use Presort Reference Data Issue List format
 - Released Data Issue Tracking/Communication
 - Subscriber (Push) Notification
 - Industry Alert (Critical Issues)
 - User Group 9
 - MSDG
 - EPF Notice
 - Postal Bulletin
 - General (Pull) Notification

- Post messaging and change log in RIBBS – updates page/RSS Feed (Kristina Action Item)
 - https://ribbs.usps.gov/intelligentmail_schedule2014/release_overview2014.cfm
 - https://ribbs.usps.gov/intelligentmail_schedule2015/release_overview2015.cfm
 - Discussion on posting when files are published on RIBBS as a way to augment the EPF communications and create visibility across the industry.
 - Post matrix (in RIBBS) for all presort data files to include release date and location of posted files (Kristina action item)
 - Include issue list and change log if appropriate
 - Creation of change file to indicate exactly what has changed (master file – record of changes)
 - Completed for labeling lists. What about other files?
 - No documentation for zone chart (EPF)
 - zcmchanges.txt file should be included in zip file on EPF site
 - Was not included in July or August
 - Follow-up since Monday's meeting: this file will now be included in the next release
 - Delivery stats & city/state files (EPF)
 - No details on changes released through EPF. Industry would like to know what was changed
 - Change document may be difficult because of the number of changes and the roll-up process
 - Include version number on matrix as information
 - Drop ship files
 - Creation of change document possible? Follow-up with FAST team
 - What is the current process for testing changes?
- Map generation and distribution of all data (label lists, drop ship file, delivery stats file, etc.)
 - Delivery Stats & City/State Files (Kristina will create map)
 - AMS offices submit changes via AMS system
 - Data is rolled up either nightly or weekly depending on type of change
 - Snapshot is created 2nd Friday of each month
 - Weekend processing: creation of files (standard size/length)
 - Check to make sure data is accurate/not corrupt – Monday (+3-4 days)
 - Additional spot checks performed
 - Files are sent to EPF site
 - EPF sends push notification
 - Follow-up: labeling list process map, drop ship file map, zone charts map
- Next Meeting: Monday, August 11th 3:00PM EST
- MTAC Face-to-face Meeting: Thursday, August 21, 2014
 - Meeting invite to follow with detail