

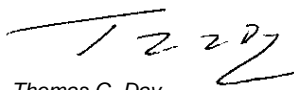
# Management Instruction

## Mail Transport Equipment Configuration Control Committee

This instruction updates information about the Mail Transport Equipment Configuration Control Committee (MTEC3) that describes its purpose, membership, and responsibilities. This instruction will be incorporated into the next revision of Handbook PO-502, *Container Methods*.

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Paul E. Vogel  
Vice President  
Network Operations Management

  
Thomas G. Day  
Vice President  
Engineering

## Purpose of MTEC3

The Mail Transport Equipment Configuration Control Committee was established to ensure that all new mail transport equipment (MTE) and all modifications to existing MTE are compatible with existing and planned infrastructure. The committee:

1. Evaluates and approves or denies all substantial proposals for new MTE types and changes to existing MTE designs.
2. Is responsible for developing new internal programs and declaring as obsolete MTE items that are no longer viable.
3. Coordinates external development efforts.

The committee meets as needed, but at least once each Postal Service™ quarter, at the time, date, and place stipulated by the manager of Mail Transport Equipment.

## About MTE

### Scope

MTE touches every operation of the Postal Service and our customers. Hundreds of millions of pieces of MTE may be found in Postal Service inventories, including more than 24 types of sacks and pouches, 6 types of trays, plastic pallets, and 10 types of wheeled containers.

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During the transformation actions of the Postal Service, development and deployment of highly sophisticated mail processing equipment, greater focus on transportation expenses, and growing customer work sharing have complicated the interrelationship and usefulness of the various types of MTE. These changes have resulted in the obsolescence of some MTE and have caused the retrofitting of other equipment. In some cases, unique equipment has been designed and deployed for use with specific systems to satisfy individual customer needs or special interest groups.

Because of the basic need for interequipment compatibility with existing MTE systems, methods, and customers to ensure productivity and efficiency, central control is needed to prevent intersystem dysfunction. At the same time, development of new technologies, methods, and procedures consistent with the demands of the Transformation Plan and the Voices of the Business, the Customer, and the Employee must not be impeded by the inflexibility of MTE.

## Definitions

Mail transport equipment is a definitive class of containers specifically designed, marked, manufactured, and distributed for the sole purpose of transporting United States mail. Types of MTE include the following defined products:

1. *Pallet* — A specific type of MTE, made of plastic, designed to support the weight of stacked, trayed, sacked, or bundled mail during transport or processing; or used to store and transport stackable empty MTE.
2. *Pallet box* — A corrugated fiberboard box, attached mechanically or by gravity to a pallet, used to transport Standard Mail, parcels, and periodicals.
3. *Sacks* — A common form of MTE, including cloth, nylon, and woven plastic bags, used to transport foreign and domestic mail. They are secured at the open end by an attached cord and cord-fastening device.
4. *Pouches* — A common form of MTE made of cloth or nylon and secured at the open end with a lockable strap device.
5. *Trays* — Formed, hand-held containers made of corrugated fiberboard or plastic board and used with lids, sleeves, or tops to transport mail.
6. *Wheeled container* — Plastic, metal mesh, or solid-sided containers equipped with wheels or casters used to transport bulk or loose mail.
7. *Tray label holder* — A soft vinyl pocket with a clear face that is designed to hold a distribution label on the end flap of a mail tray.

8. *Sack label holder* — A metal or hard plastic device for holding distribution labels on mail sacks and pouches. Label holders for canvas or cotton sacks are included as part of the metal-locking cord fastener. Plastic sacks are equipped with a plastic label holder that also acts as a closure device. Label holders for pouches are riveted to their sides, near the upper edge of each pouch, so that they may be easily read after the pouch is cinched.

## Committee Membership

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The committee consists of four permanent members and others as needed. The cochairpersons are the manager of Material Handling, Engineering; and the manager of Mail Transport Equipment, Logistics, Network Operations Management. The manager of Logistics, Network Operations Management; and the manager of Processing Operations, Network Operations Management, complete the permanent committee membership.

Additional participants are added at the discretion of the cochairpersons to address specific issues. For example, if bulk mail center (BMC) over-the-road (OTR) container design is being discussed, a representative of Headquarters BMC Operations, Processing Operations, Network Operations Management; and a BMC manager may be added to the committee membership to address that specific issue.

## Committee Responsibilities

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### Processing Suggestions and Requests

Suggestions and/or requests for the design of new MTE or for substantial changes to the design of existing types of MTE are forwarded to the committee through either the Mail Transport Equipment unit or the Material Handling unit for review and further action. The requester is expected to develop the proposal in the form of a business case in support of the requirement.

The committee reviews each suggestion and request and either approves, modifies, or rejects the proposal. The cochairpersons must both agree to the acceptance, modification, or rejection of a proposal or request before final action is released. Both cochairpersons will sign the approved technical drawing packages and statements of work for all new or changed MTE items.

## **Applying Decision Criteria to Requests**

Decisions regarding the need for new MTE items or changes to existing equipment are based on the suggestion or requester's compatibility with:

- Budgetary concerns.
- Customer requirements.
- Ergonomics.
- Environmental impacts.
- Existing mail processing equipment.
- Logistics and transportation.
- Planned future equipment.
- Rates and classification issues.

## **Responding to New or Changed Equipment Requests**

Committee decisions are transmitted to the requesters within 10 workdays of final action. In cases when complete staff studies are necessary to fully investigate a request for modifications or a new item, the requesters are notified of an estimated completion date within 10 workdays of the committee's decision. Approved materials will be distributed to:

- The requester.
- The requester's corresponding Headquarters unit.
- Mail Equipment Portfolio, Supply Management.
- Material Distribution Center.

Functions affected by changes to MTE are addressed as a part of the decision process. Depending on the complexity or extent of a change, the result from the committee ranges from a simple letter stating the decision and its basis to a full staff study, including prototype design, construction, and testing, before a final decision is announced.

## **Developing Internal Programs**

Based on needs developed by various sources, Engineering and Mail Transport Equipment management personnel develop internal requirements and design for new MTE and modifications to existing equipment.

## Identifying Obsolete Equipment

The committee, through its members, regularly reviews the MTE inventory to determine if some of the inventory is obsolete. During regularly scheduled meetings, the committee considers declaring as obsolete those MTE inventory items recommended by either or both Engineering and Network Operations Management personnel. The committee will publish articles in the *Postal Bulletin* to notify field offices of its decisions. The disposal, modification, and recall of MTE are managed through the Mail Transport Equipment Service Center (MTESC) network.

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