

Meeting Summary
Functional Area: Credentialing/Sanctioning & Reinstatement



Meeting: Commercial Licensing Sub Team Meeting
Date: July 1, 2008
Time: 1 pm – 2 pm
Location: CRM730E

Meeting called by: Jim Davidson

Attendees: Sharon Brown, Pat Deluke, Lee Rose, Tracey Griffiths, Natalya Khabinsky, Jim Davidson

Preparation for meetings:

Agenda for the sub team meeting on June 24 was distributed to team.

Session Goals and Objectives:

Discuss use case previously defined for Issue Remote Job Entry Letter

Summary:

After some discussion, it was decided that Jim Davidson will talk with David Leahy about this process to determine why Florida and Wyoming are a manual process to obtain NDR records

Several requirements were identified for the Change Address use case that will be defined by the Service Delivery Team. They are:

- ✚ System shall allow DMV Program Support Technician to update customer record with non-Virginia address exception indicator
- ✚ System shall cancel DL/CDL 30 days from date of address change to non-Virginia address
- ✚ System shall generate DL/CDL cancellation order when address is changed to a non-Virginia address
- ✚ System shall satisfy DL/CDL cancellation order for non-Virginia address when Virginia address exception indicator is placed on customer record

A use was identified to Disqualify CDL/Imminent Hazard. A report for the use case and related requirements are below.

Homework for Next Workshop:

- ✚ Copy of CSS table of Address Exception Indicators – Tracey – **Done**
- ✚ Copy of DL/CDL Cancellation Order for Non-Virginia Address (DL01) – Tracey - **Done**

Scenario Report with Requirements

Detail:			
Use Case Name:	Disqualify CDL/Imminent Hazard		
Status:			
Author:	Credential Team		
Created on:	7/1/2008	Modified on:	7/1/2008
Notes:	<p>Process used to immediately disqualify CDL when DMV is notified by FMCSA that a CDL holder constitute an imminent hazard.</p> <p>Current:</p> <ul style="list-style-type: none"> -FMCSA notifies DMV that a CDL holder poses an imminent hazard, including period of disqualification (1 to 30 days) -CDL Technician updates customer record with imminent hazard information -System generates imminent hazard CDL disqualification order -Mail Clerk mails imminent hazard CDL disqualification order via certified mail <p>Future:</p> <ul style="list-style-type: none"> -FMCSA notifies DMV that a CDL holder poses an imminent hazard, including period of disqualification (1 to 30 days) -CDL Technician updates customer record with imminent hazard information -System generates imminent hazard CDL disqualification order -Mail Clerk mails imminent hazard CDL disqualification order via certified mail 		

Linked Requirements:

Name: DMV shall immediately disqualify an individual's CDL when notified by FMCSA that individual poses imminent hazard

Notes: 46.20-341.20:3

Name: Mail Clerk shall mail imminent hazard CDL disqualification order via certified mail

Notes:

Name: System shall allow CDL Technician to update customer record with imminent hazard information

Notes:

Name: System shall generate imminent hazard CDL disqualification order

Notes:

