

## ***FASTforward*<sup>®</sup> Multi-Line Optical Character Reader (MLOCR) Definitions and Certification Procedures**

*FASTforward* MLOCR Licensees will use one of the two options and meet the new requirement described below:

### **Option 1 – USPS-Provided *FASTforward* System:**

*FASTforward* Multiline Optical Character Reader (MLOCR) is a system containing more than 40 million permanent USPS<sup>®</sup> change-of-address (COA) records from the previous 13 months. *FASTforward* MLOCR allows licensees to automatically update mail in-house against the USPS change-of-address database. If a change of address is provided, the new address is printed directly on the mailpiece. Licensees must maintain MASS<sup>™</sup> certification for each optical character reader processing *FASTforward* service.

**NOTE:** After July 1, 2009, the USPS will no longer provide new *FASTforward* systems to licensees. The last order date for USPS-provided systems is April 15, 2009.

### **Option 2 – Licensee-Provided Equipment (LPE):**

The licensee provides or acquires a hardware system that is compatible with the *FASTforward* system requirements. The *FASTforward* system specifications are outlined on the USPS<sup>®</sup> RIBBS<sup>™</sup> website at [http://ribbs.usps.gov/fastforward/documents/tech\\_guides/](http://ribbs.usps.gov/fastforward/documents/tech_guides/).

### **New Requirement – FFMUN (*FASTforward* Move Update Notification) Requirement Information**

FFMUN gives the *FASTforward* MLOCR licensees a method to provide COA information back to the customer in an electronic file. The electronic file can then be used to update the customer's database. It is the responsibility of the customer to create the necessary applications to process the FFMUN electronic file. All Active Mode *FASTforward* processing requires the use of FFMUN. The FFMUN Guide, as well as the appropriate applications, is located on the RIBBS website at [http://ribbs.usps.gov/fastforward/documents/tech\\_guides/FFMUN.PDF](http://ribbs.usps.gov/fastforward/documents/tech_guides/FFMUN.PDF).

Full requirements are set forth in the USPS *FASTforward* License Agreement and related documents. In the event of a conflict between this document and the standard *FASTforward* License Agreement, the terms of the *FASTforward* License Agreement prevail.

The following material describes the necessary steps of the certification process to qualify for a license to the *FASTforward* Product. Information necessary to complete all steps of the certification process is included. Applicants may work on all steps simultaneously if they desire to do so.

Applicants must submit all materials to USPS at:

*FASTforward* PRODUCT DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 101  
MEMPHIS TN 38188-0001  
FAX: 901-681-4579

# **FASTforward<sup>®</sup> Multi-Line Optical Character Reader (MLOCR)**

## **Definitions and Certification Procedures**

### **Step 1. Application and Self-Certification Statement Approval**

The following documentation must be completed and submitted by Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Key Personnel Listing
- FFMUN (*FASTforward* Move Update Notification) Documentation:
  - Web Access Request Form (PS Form 1357-W)
  - FFMUN Application

USPS will notify Applicant if it is determined Applicant has completed Step 1 to the satisfaction of USPS.

### **Step 2. Pre-Test Processing**

Upon satisfaction of Step 1 requirements, the applicant may request the *FASTforward* pre-test deck for testing the system in preparation for the *FASTforward* Certification Audit.

Effective July 1, 2009, upon satisfaction of Step 1 requirements, the applicant may download the *FASTforward* pre-test file for testing the system in preparation for the *FASTforward* Certification Audit. The pretest file and file layout can be obtained from the USPS RIBBS™ website:

[http://ribbs.usps.gov/fastforward/documents/tech\\_guides/](http://ribbs.usps.gov/fastforward/documents/tech_guides/).

The applicant should process mailpieces created from the pretest file and confirm the system is spraying the correct COA (Change-Of-Address) information on the mailpieces in the different processing modes. At this time, licensee should also review and test the procedures for creating the following administrative reports:

- Customer Service Log (CSL), this report is generated for mail pieces processed in Facsimile and Do Not Forward modes.
- PS Form 3553 - CASS Summary Report.
- *FASTforward* Processing Acknowledgement Form (PAF).

Upon request, the USPS will review the applicant's pre-test processing.

### **Step 3. FASTforward Testing & Certification**

Applicant must submit to the USPS a written request to perform a *FASTforward* certification test. The USPS will notify Applicant when a test has been sent. (While *FASTforward* testing will usually occur remotely, USPS reserves the right to perform testing on-site.)

The following functions will be tested based on the guidelines provided in the *FASTforward* Certification Testing Instructions:

- Ability to correctly process the test(s) in accordance with USPS *FASTforward* Licensee Performance Requirements
- Ability to spray new COA information in accordance with *FASTforward* Product requirements
- FFMUN functionality will be used as a part of the certification process
- Submission of the proper paperwork and/or reports.
  - Customer Service Log (CSL)
  - PS Form 3553 – CASS™ Summary Report.

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- *FASTforward* Processing Acknowledgement Form (PAF). The Licensee must, prior to processing any mail pieces through their *FASTforward* system(s), have on file for each customer submitting a mailing a fully executed Processing Acknowledgement Form.

### **Step 4. Execution of License Agreement**

**NOTE: The USPS recommends submitting a copy of the Sample License Agreement located on the RIBBS website to your legal department for review prior to completing the certification process. Please be advised the license agreement SHALL NOT be altered, modified, amended etc.**

Upon USPS determining that Applicant has successfully completed Steps 1 – 3, USPS will forward a standard *FASTforward* License Agreement (“License Agreement”) for signature. This package will also include an invoice for the pro-rated license fee. **The *FASTforward* License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.**

Upon receipt of the original, signed standard *FASTforward* License Agreement, the USPS Contracting Officer’s Representative will execute the license agreement. Once payment is received, the USPS will send a CD-ROM set containing the Production *FASTforward* datasets via Priority Mail<sup>®</sup> and begin weekly *FASTforward* Production fulfillment.

**FASTforward<sup>®</sup> Multi-Line Optical Character Reader (MLOCR)  
Application**

**Please Print**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Parent Company (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Vendor Company Name: \_\_\_\_\_

**System Type:**    **LPE**        **LPE Backup**   

**TERMS AND CONDITIONS OF APPLICATION FOR LICENSE**

1. The United States Postal Service *FASTforward* technology, as stated in the License Agreement, may only be used to prepare mail for the purpose of acceptance and delivery by the USPS<sup>®</sup> (United States Postal Service<sup>®</sup>) or to provide address information that will be used to correct addresses for the same purpose.
2. Prior to consideration for a *FASTforward* license, I, as a potential Licensee, must demonstrate that the multiline optical character reader(s) (MLOCR) to be *FASTforward*-enhanced will have obtained and will keep current a USPS MASS<sup>™</sup> certification.
3. Prior to consideration for a *FASTforward* license, I, as a potential Licensee, must demonstrate, in accordance with Section 6.1 of the *Licensee Performance Requirements*, that I have obtained (purchased, leased, or created) an MLOCR system(s) that has been USPS-precertified as *FASTforward* capable.
4. No *FASTforward* license will be granted to me prior to USPS acceptance testing and approval of my specific MLOCR platform at my site.

**I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a USPS *FASTforward* License Agreement.**

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FASTforward<sup>®</sup> Multi-Line Optical Character Reader (MLOCR)  
Confidentiality Statement**

All material supplied in connection with the application for and use of *FASTforward* Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with *FASTforward* technology and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose, without the prior express written consent of the United States Postal Service<sup>®</sup>.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to using the *FASTforward* Product. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards a *FASTforward* License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into of a *FASTforward* License or any other agreement with the United States Postal Service, unless such agreement specifically refers to this Confidentiality Statement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.

Product Name: FASTforward<sup>®</sup> Product

Company Name (please print): \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FASTforward<sup>®</sup> Multi-Line Optical Character Reader (MLOCR)  
Key Personnel Form**

**LICENSING CONTACT:** (Primary contacts for licensing issues)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**SITE CONTACT:** (Location of *FASTforward* system)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**MEDIA CONTACT:** (Primary contacts for CD fulfillment)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**FASTforward<sup>®</sup> Multi-Line Optical Character Reader (MLOCR)  
Key Personnel Form**

**TECHNICAL CONTACT:** (Primary contacts for technical issues)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**MARKETING CONTACT:** (Information to be posted on USPS RIBBS Website  YES  NO)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Company Web site: \_\_\_\_\_  
Customer Service Email: \_\_\_\_\_  
Customer Service Phone: \_\_\_\_\_

**BILLING CONTACT:** (Primary contacts for billing issues)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - \_\_\_\_\_ Ext: \_\_\_\_\_ FAX: ( ) - \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 1: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_  
Alternate Contact 2: \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_ Email: \_\_\_\_\_

**FASTforward<sup>®</sup> Multi-Line Optical Character Reader (MLOCR)  
Key Personnel Form**

**POST OFFICE USED PRIMARILY FOR DEPOSTING MAIL:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - Ext: \_\_\_\_\_ FAX: ( ) -

**MLOCR MACHINE OPERATOR CONTACT:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP+4: \_\_\_\_\_ -  
Phone: ( ) - Ext: \_\_\_\_\_ FAX: ( ) -

What is your intended use of *FASTforward*:

- Service Provider Only
- In-House Processing Only
- Both

How many USPS *FASTforward* systems are you requesting? \_\_\_\_\_

How many Licensee Provided System are you requesting? \_\_\_\_\_

How many of the requested LPE systems will be used as backup systems? \_\_\_\_\_

USPS provided SCSI Card

Yes  No

## **FASTforward<sup>®</sup> Multi-Line Optical Character Reader (MLOCR) Equipment Information**

NOTES: This page may be copied for multiple MLOCR systems.

**A completed form must be submitted for each MLOCR system.**

Telephone number connected and dedicated ONLY to the USPS FASTforward/LPE system at all times: ( ) -

<b>MLOCR Manufacturer Information</b>	
Contact Name	
Vendor Name	
Mailing Address	
Telephone Number	

<b>MLOCR Hardware Information</b>	
Model #	
Serial #	
Transport and Belt Speed	
Inkjet Printer and Model #	
Optics (list all cameras)	

<b>MLOCR Software Information</b>	
Character Recognition Software and Version Number	
CASS Certified™ Software and Version Number	

Number of MLOCR machines that will be attached to this USPS FASTforward/LPE system: \_\_\_\_\_