

LICENSING ANNOUNCEMENT

November 21, 2008

Reporting Compliance – NCOA^{Link®} Monthly Reports

Primary Audience: NCOA^{Link} Full and Limited Service Providers
NCOA^{Link} End User Mailers
NCOA^{Link} MPE Providers

What: Sections 9.6 (Full Service Provider), 8.6 (Limited Service Provider), 8.1 (End User Mailer) and 11.4 (MPE Provider) of the NCOA^{Link} Licensee Performance Requirements state that the monthly reports are due by the 7th calendar day of the month. The U.S. Postal Service[®] will be monitoring Licensee performance against this requirement and will take action as needed.

When: Starting immediately

Impact: Potential adverse action due to non-compliance with Licensee Performance Requirements.

What you need to do: Submit reports on-time in accordance with the Licensee Performance Requirements. If you are having trouble submitting your monthly reports in on-time to the U.S. Postal Service, send an email to ncoastat@usps.gov with an explanation of your situation. If a Licensee's monthly report submission is out of compliance with the NCOA^{Link} License Agreement, the Licensee will have to take action to correct any issues and the Licensee may be subject to adverse action. Licensees may want to review procedures and policies for reports submission to ensure all reports are provided to the USPS[®] as required by the License Agreement.