

The CASS Cycle L implementation date will remain fixed at August 1, 2007. The Postal Service will, however, consider exception requests on a case-by-case basis for those companies with a compelling justification as to why they cannot meet the August 1, 2007 implementation date.

Exception requests can be sent to Sharon Daniel, Manager Mailing Standards, 475 L'Enfant Plaza SW, Rm. 3436, Washington DC 20260-3436. Requests should be received no later than July 16, 2007. The Postal Service will respond to mailers as soon as possible, but no later than Monday, July 23, 2007.

To assist the Postal Service in understanding and evaluating your exception request, where possible, please provide information regarding the following:

- The CASS products you are using in your company that you are seeking allowance to use past August 1st and how those products are being used. Indicate when your company received the CASS product(s), whether the CASS product required updates or patches to fix bugs or other issues, and how the patches impacted your testing and integration efforts.
- Describe the complexity of integration of CASS Cycle L products across your organization to give the Postal Service a sense of why you are unable to accomplish the integration effort prior to the August 1st deadline. Include the number of different locations, computer platforms or other factors that impact your implementation of CASS Cycle L software. Describe why the implementation of CASS Cycle L software is any more challenging than previous CASS cycles.
- Describe any policies and procedures established within your organization regarding the installation of software products impacting CASS Cycle L implementation.
- Describe any legal constraints that impact your organization's ability to implement the CASS Cycle L product prior to the August 1st deadline.
- Provide your company's forecast on what percentage of the addresses that are currently being ZIP+4 coded and will no longer be ZIP+4 coded using CASS Cycle L software.
- Provide your business plan for implementing CASS Cycle L software within the time frame requested for the exception.
- Tell us your current cycle for installing CASS address directory updates and whether it is necessary to coordinate the installation of CASS Cycle L software with the installation of a new address directory update.
- Any other compelling justification you believe necessary.

Questions regarding the process can be directed to Ed Wanta via email at edward.f.wanta@usps.gov or by calling 901-821-6233.