

**PARTNERSHIP IN TOMORROW  
MEETING**

**CASS<sup>TM</sup>/MASS<sup>TM</sup> CYCLE M 2009-2010**

February 26, 2008

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**NOTE:** Any information contained in the presentation summaries and questions and answers that are contradictory to the CASS™/MASS™ Terms and Conditions; CASS/MASS Technical Guide; and the USPS® License Agreements is superseded by the CASS Terms and Conditions; CASS/MASS Technical Guide; and the standard USPS License Agreements.

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***Introduction***

Jim Wilson began the meeting by introducing Alice VanGorder, manager of Address Management. Ms. VanGorder reviewed the organizational chart for the USPS staff at the NCSC.

Jim Wilson reviewed the agenda for the day and asked all teleconference callers and meeting participants and NCSC staff to introduce themselves.

The presentation summaries are listed below, followed by questions and answers for each presentation. The presentation slides corresponding to the summaries and questions and answers are available on the RIBBS website at [www.ribbs.usps.gov/](http://www.ribbs.usps.gov/).

The questions and answers noted in bold require further action from the USPS.

All participants can send comments and suggestions regarding the 2009–2010 CASS™/MASS™ requirements in writing to the CASS Department via email to [cassman.ncsc@usps.com](mailto:cassman.ncsc@usps.com) for receipt by close of business on April 7, 2008.

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***CASS™/MASS™ Cycle L Implementation – Completed!***  
***Presentation Summary***

CASS/MASS Cycle L implementation is completed. Testing for new certification implementation for Cycle L and normal recertification are available. With the extension of Cycle L, current certified software is valid through July 31, 2009.



**LACSLink™ Cycle L Policy Clarification**

- Converted Address Records Will Remain In LACSLink Dataset Indefinitely**
  - Will Not Drop Out of LACSLink After 1 Year
- Ability to Match and Update Converted Addresses Remains Possible Following Removal From ZIP+4 File**
  - Best Practice is to Update Immediately!
- Allowance To Use Original or “Old” Address On Mailpiece Extended Through August 1, 2009**
  - May Continue to Spray 11-Digit Associated With “New” Address on the Mailpiece

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The LACSLink Cycle L policy clarification includes the following:

- Converted address records will remain in the LACSLink dataset indefinitely.
- The ability to match and update converted addresses remains possible following removal from the ZIP + 4® file.
- Allowance to use the original or ‘old’ addresses on mailpieces has been extended through August 1, 2009; however the 11-digit barcode associated with the ‘new’ address must be sprayed on the barcode.

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### R2006-1 Policy Clarification

- **Proposed Rule Published September 27, 2006 Stated:**  
*“Effective July 2009, mailers of all discount letters, flats, and parcels must properly code and match their address list using one of the CASS-certified address matching methods in 708.3.0 and use the correct ZIP+4 code on each mailpiece.”*  
  
*“... must be verified and corrected within 12 months before the mailing date ...”*
- **Final Rule Published March 30, 2007 Removed These Referenced Statements**
  - **Compliance With Use of CASS-Certified Software Remains As Specified in DMM**

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The R2006-1 proposed rule, originally published September 27, 2006, was clarified to state compliance with use of CASS Certified™ software remains as specified in the DMM®.

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### DPV™ Stop Processing Results

**Since Cycle L Implementation -**

- **255,000,000,000 + Records Processed**
- **34 Reported DPV Seed Hits**
- **Potential Of Hitting A Seed Record**
  - **1 Hit in Every 7.5 Billion Records Processed**
  - **0.000000133% Possibility of Hitting a Seed!**

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DPV™ Stop Processing results since Cycle L were provided, which showed out of 255 billion records processed, there were only 34 reported seed hits. This data shows customers are processing legitimate mailing lists and there is low probability of seed violations on these lists.

## Questions and Answers

**Q1:** How will the extension of CASS Cycle M affect software that passed CASS certification for CASS Cycle L?

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- A1:** With the changes made to extending CASS Cycle L from its normal expiration date of July 31, 2008 and now officially ending July 31, 2009, software that passed CASS certification for CASS Cycle L will continue to be used to qualify mail for automation discounts through July 31, 2009. The USPS® will produce revised CASS certificates reflecting July 31, 2009 and send them via email in a PDF format.
- Q2:** Has there been any concrete evidence to show that the efforts to reduce UAA mail that were connected to the addition of the DPV™ Product in CASS Cycle L?
- A2:** No, however our data does show an increase in the total amount of mail prepared in delivery point sequencing. USPS data shows overall address quality improvement.
- Q3:** Concerning the rollout of CASS Cycle M, is the USPS acknowledging the recommendations made in the MTAC (Mailers Technical Advisory Committee) 112 Committee Workgroup (CASS Cycle L Implementation Readiness) meeting?
- A3:** Yes, we will look at the recommendations from the MTAC 112 meeting and evaluate where the recommendations can be factored in.
- Q4:** During the last CASS Cycle, there were many quality issues and Developers spent a lot of time debugging software issues or errors that existed in the CASS test. Will this continue to be the case in Cycle M?
- A4:** This issue will be addressed in CASS Cycle M. We have created a fixed test dataset that will represent the products you would need to execute the CASS/MASS test. This dataset will remain static for all CASS/MASS development testing throughout the life cycle of the test. From that, the USPS will be more effective at managing the fluctuations and the variations that occur in the various products and hopefully this will address some of the concerns that you have.
- Q5:** Will the information on the CASS/MASS test be comprehensive enough so I know everything that I need to focus on or do I have to keep coming back learning my mistakes one at a time?
- A5:** As part of the grading process, on each CASS/MASS tests all of the errors are returned.
- Q6:** When will the fixed test data be available?
- A6:** It will be available with the Stage I file release.
- Q7:** When will the Stage I file be ready?
- A7:** June 2008.

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**Q8:** Is the USPS prepared to test a new software product for Cycle L?

**A8:** Yes.

**Q9:** Has there been an increase in DPV/DSF<sup>2</sup>™ false positive hits?

**A9:** No. Since Cycle L implementation, out of 255 million records processed, there have been 34 DPV false positive hits reported.

**Q10:** How many dollars did the Developers spend trying to accommodate DPV seeds when in fact it has very little value?

**A11:** Like any security protocol, DPV false positive records must be included in the product. The statistics prove that people who are managing mailing lists legitimately were not impacted by the inclusion of seed records.

**Q12:** During MASS testing, seed records are included and these records are hit. Were these occurrences reflected in the statistics?

**A12:** No, these statistics reflect only CASS/MASS live production software use.

**Q13a:** In a MASS test environment, DPV false positive hits caused Developers to stop processing and caused our system to shutdown the entire process. Why did this happen?

**A13a:** The requirements for a MASS environment do not call for you to shutdown; however you must detect and report the occurrence. If software received from a manufacturer is not configured to continue processing and generate the report rather than actually ceasing operation, it is suggested this issue be brought to the attention of the manufacturer.

**Q13b:** In Cycle M, are the DPV false positive hits going to cause Developers to stop processing and cause systems to shutdown the entire process?

**A13b:** The USPS will continue to test the software's ability to identify, respond and report DPV seed incidents. However if software received from the manufacturer is not configured to continue processing and generate a report rather than actually ceasing operation, it is suggested this issue be brought to the attention of the manufacturer.

**Q14:** Are the false positive reporting procedures the same in CASS testing as it is in MASS?

**A14:** Yes. In the CASS test, manufacturers simply have to identify the record in the system that would produce the false positive hit; however they do not have to cease processing.

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**Q15:** Do the DPV statistics on seeds include public seeds?

**A15:** No.

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**CASS™/MASS™ Cycle M – Previously Announced Requirements**

The previously announced requirements for Cycle M were discussed. These requirements include the following:

- DPV validation of an address with a secondary value of '0'
- Preferred Alias
- Suite<sup>Link</sup>™ Product

Examples of each requirement were provided on the corresponding slides.

The slide is titled "Validate A Secondary of 0 - Cycle M Examples" and features the United States Postal Service logo at the top left. It contains two examples of address validation. The first example, labeled "Match Example: ZIP+4 File Shows a Secondary Range of: (Where Zero is Valid, Shown by '-' in ZIP+4 File)", shows an input address "2328 W 3RD AVE # 0 SPOKANE WA 99201" being converted to "2328 W 3RD AVE APT 0 SPOKANE WA 99201-5821" with a DPV code of "Y AABB". A table above this example shows "Low Range: -" and "High Range: -". The second example, labeled "No Match Example: ZIP+4 File Does Not Show Secondary Range Encompassing Zero", shows an input address "6060 PRIMACY PKWY STE 0 MEMPHIS TN 38119" being converted to "6060 PRIMACY PKWY STE 0 MEMPHIS TN 38119-5745" with a DPV code of "S AACCC". The slide footer includes "CASS™ MASS™ Cycle M" and the number "8".

The DPV validation of a secondary of '0' will be included on all tests and there will be a DPV error if it is not identified correctly. The End User may have some addresses that DPV confirm differently than presented; however the end user should determine the best address.

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**Preferred Alias - Cycle M Examples**

The new rule for Cycle M states that CASS software is required to return the Preferred Alias format regardless of the input address format.

**City State File**

| ZIP Code | PREFERRED ALIAS |             |        | BASE |             |        |
|----------|-----------------|-------------|--------|------|-------------|--------|
|          | Pre             | Street Name | Suffix | Pre  | Street Name | Suffix |
| 34771    |                 | NORTH SHORE | DR     | N    | SHORE       | DR     |

Input: 1200 N SHORE DR (Base)  
SAINT CLOUD FL 34771

Output: 1200 NORTH SHORE DR (Preferred)  
SAINT CLOUD FL 34771-9609

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The Preferred Alias rule will be included only on the CASS test. Developers who write for MASS only software will not be tested for this requirement unless their software is marketed for other standalone processes. These records will standardize differently with the same ZIP + 4 code assignment produced.

Preferred Alias records will not be included in the CASS component of the MASS test because MASS production software cannot implement changes on a mailpiece.

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**SuiteLink - Cycle M Examples**

**Input:** UT Animal Research  
910 Madison Ave  
Memphis TN 38103

**Output:** UT ANIMAL RESEARCH  
910 MADISON AVE **STE 823**  
MEMPHIS TN 38103-3435

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Suite<sup>Link</sup> records will be included in all CASS/MASS tests. CASS Developers are required to add the secondary (suite) number to the address; however MASS Developers are not required to add the secondary (suite) numbers. The Suite<sup>Link</sup> Product is optional for use in a production environment. If

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End Users choose to use it, the secondary (suite) number is not required to be added to the address printed on the mailpiece.

## Questions and Answers

**Q1:** Regarding Suite<sup>Link</sup>™ processing, do I have to append the suite number to the address?

**A1:** The secondary (suite) number is not required to be added to the address printed on the mailpiece. However CASS software is required to return the suite number if the end user uses Suite<sup>Link</sup> in production. CASS software will be required to return the suite number as a part of the CASS test. This is not applicable to MASS. If Suite<sup>Link</sup> is used in production, the updated 11 digit barcode must be used on the mailpiece and for testing.

**Q2a:** During Suite<sup>Link</sup> processing, what if I do not recognize the business name?

**A2a:** Suite<sup>Link</sup> processing becomes a subjective decision regarding what constitutes a match or not. The USPS confidence level on what we consider is a valid match is described in the Suite<sup>Link</sup> Technical Guide; however if the match does not provide a sufficient confidence level for you, then you would make your assignment as if Suite<sup>Link</sup> processing was not performed. Though for the CASS test, the instructions will be that where it is applicable and where we consider it to be an exact match, you will be expected to make the match.

**Q2b:** For the MASS test, will we be expected to make an exact match to the Suite<sup>Link</sup> Product?

**A2b:** Yes.

**Q3:** During MASS testing, if you fail to make a match to the Suite<sup>Link</sup> Product and you code it to the original base high-rise, will it be considered an error?

**A3:** We will take these types of errors under advisement.

**Q4:** Why is the Suite<sup>Link</sup> Product only an option for end users for Cycle M and not required?

**A4:** Management declared at an MTAC meeting that if there is a CASS Cycle N, the Suite<sup>Link</sup> Product will be mandatory for end users. Additionally the Suite<sup>Link</sup> Product as an option to end users in Cycle M allows Developers and End User to interpret analysis before mandating the product.

**Q5a:** For end users, are there two options regarding the use of the Suite<sup>Link</sup> Product for Cycle M?

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- A5a:** Yes. End Users can choose to use the Suite<sup>Link</sup> Product or not. Or they can use it and apply the barcode; but they do not have to apply the update to the address.
- Q5b:** In Cycle N, will end users still have two options – whether to use the Suite<sup>Link</sup> Product or not or if the product is used, the barcode is updated, but the update to the address does not have to be applied?
- A5b:** It is likely that Suite<sup>Link</sup> processing will be a requirement, and not an option, under Cycle N. Determination regarding the presentation of the updated address with secondary information on the mailpiece will be determined when Cycle N requirements are identified
- Q6:** When the Suite<sup>Link</sup> Product is required, do we have to append the address?
- A6:** See answer to A5b.
- Q7:** Does the USPS have statistics on the value of using the Suite<sup>Link</sup> Product?
- A7:** Yes, we see the results in the mailstream. Summary analysis will be published by March 31, 2008.
- Q8:** If we have already implemented the Suite<sup>Link</sup> Product, can we expect any changes?
- A8:** The only change will probably be in the test database.
- Q9:** **Do you have any statistics concerning how many business addresses are included in the Suite<sup>Link</sup> database? Does it include the total number of business delivery points?**
- A9:** **PIT RESPONSE: We will compile the statistics and publish them.**  
**FOLLOW-UP RESPONSE: There are currently 3.7 million known business delivery points in the Suite<sup>Link</sup> Product. This does not include all business delivery points. Some business delivery points do not contain secondary information.**

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**CASS™/MASS™ Cycle M – New Requirements**

The new requirements for Cycle M were discussed. These requirements include the following:

- DPV Tie Breaking Rule
- Firm Matching
- 30 Character Abbreviation
- 13 Character City Name
- Addresses Bearing a Unique ZIP Code™

Examples of each requirement were provided on the corresponding slides.

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### DPV Tie Breaking – Cycle M Example

**Cardinal Rule Changes:** Software can only code to the record that DPV confirms when it does not break the Cardinal rule.

| ZIP+4 File | Primary Range | Pre | Street Name | Suffix | ZIP Code | ZIP + 4 Code | DPV |
|------------|---------------|-----|-------------|--------|----------|--------------|-----|
|            | 1 – 17        | S   | MAIN        | ST     | 38103    | 2501         | N   |
|            | 37 – 51       | S   | MAIN        | ST     | 38103    | 5101         | Y   |
|            | 1 – 9         | N   | MAIN        | ST     | 38103    | 2104         | Y   |

**Input:** 9 S Main St  
Memphis TN 38103

**Output:** 9 S Main St  
Memphis TN 38103

**Possible Address?** 49 S Main St  
Memphis TN 38103-5101

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### DPV Tie Breaking – Cycle M Example

**Overlapping Ranges:** In this example, since both records DPV confirm, and the Carrier Route IDs are different, software **MUST** not match.

| ZIP+4 File | Primary Range | Pre | Street Name | Suffix | ZIP Code | ZIP + 4 Code | CRID | DPV |
|------------|---------------|-----|-------------|--------|----------|--------------|------|-----|
|            | 1639 – 1639   |     | GOSHEN      | RD     | 30906    | 9375         | R021 | Y   |
|            | 1601 – 1699   |     | GOSHEN      | RD     | 30906    | 9355         | R009 | Y   |

**Input:** 1639 GOSHEN RD  
AUGUSTA GA 30906

**Output:** NO MATCH DUE TO  
MULTIPLE CARRIER IDS

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The DPV Tie Breaking Rule is only used to break a tie when it does not violate an existing CASS rule. The DPV Tie Breaking Rule will be included on all CASS/MASS tests. The software must be able to handle DPV tie breaks as indicated. The DPV Tie Breaking rules can result in differences in DPV confirmation for existing address records.

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### Firm Matching – Cycle M Example

**Firm Matching Rule Change:** When input address has a ZIP+4 Code that matches to a Firm record ZIP+4 Code that is valid for address, keep Firm ZIP+4 Code even though firm name is not considered a match.

**ZIP+4 File**

| Primary Range | Street Name | Suffix | Designator | Secondary Number | Record Type | ZIP Code | ZIP + 4 Code | Firm |
|---------------|-------------|--------|------------|------------------|-------------|----------|--------------|------|
| 6060-6060     | POPLAR      | AVE    | STE        | 200-210          | H           | 38119    | 3959         |      |
| 6060-6060     | POPLAR      | AVE    | STE        | 200-200          | F           | 38119    | 3982         | ABC  |

**Input:** CARL MANSFIELD  
6060 POPLAR AVE  
MEMPHIS TN 38119-3982

**Output:** CARL MANSFIELD  
6060 POPLAR AVE  
MEMPHIS TN 38119-3982

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### Firm Matching – Cycle M Example

**Firm Matching Rule Change:** Input address has ZIP+4 Code that matches to a Firm record valid at address. Keep firm ZIP+4 Code even though secondary information is missing or is not an exact match. Return of suite number not required.

**ZIP+4 File**

| Primary Range | Street Name | Suffix | Designator | Secondary Number | Record Type | ZIP Code | ZIP + 4 Code | Firm |
|---------------|-------------|--------|------------|------------------|-------------|----------|--------------|------|
| 6060-6060     | POPLAR      | AVE    | STE        | 200-210          | H           | 38119    | 3959         |      |
| 6060-6060     | POPLAR      | AVE    | STE        | 200-200          | F           | 38119    | 3982         | ABC  |

**Input:** ABC  
6060 POPLAR AVE STE 210  
MEMPHIS TN 38119-3982

**Output:** ABC  
6060 POPLAR AVE STE 210  
MEMPHIS TN 38119-3982

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The Firm Matching Rule states that when an input address has a firm ZIP + 4 code that is valid for an address to retain the ZIP + 4 code even if the secondary (suite) number is not provided or if the firm name does not match. The original suite number and non-firm name should be retained if provided. Firm Matching will be included on all certification tests. The software must return the firm ZIP + 4 code as indicated.

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### 30 Character Abbreviation – Cycle M Example

In this example the Base record address format is returned since the input address length contains an O-Type Alias (Nickname) address format that is > 30 characters and Base record address format is < 30 characters

|                              |  |               |
|------------------------------|--|---------------|
| <b>Input:</b>                | 100 TYNGSBOROUGH BUSINESS PK DR UNIT 1<br>TYNGSBORO MA 01879                       | 38 Characters |
| <b>O-Type Alias Connects</b> | TYNGSBOROUGH BUSINESS PK DR  |               |
| <b>To Base ZIP+4 Record</b>  | BUSINESS PARK DR   |               |
| <b>Matches to:</b>           | <b>(O-Type Alias)</b> 100 TYNGSBOROUGH BUSINESS PK DR UNIT 1<br>TYNGSBORO MA 01879 | 38 Characters |

|                |             |   |               |
|----------------|-------------|---|---------------|
| <b>Output:</b> | <b>Base</b> | 100 BUSINESS PARK DR UNIT 1<br>TYNGSBORO MA 01879-00171 | 27 Characters |
|----------------|-------------|---|---------------|

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### 30 Character Abbreviation – Cycle M Example

In this example, the returned address would be > 30 characters using either the O-Type Alias (Street Nickname) or Base street name format thus the Abbreviated Alias address format must be returned.

|                                   |   |               |
|-----------------------------------|---|---------------|
| <b>Input:</b>                     | 108 WOODSVILLE MARSHALL CORNER RD APT A<br>HOPEWELL NJ 08525                          | 39 Characters |
| <b>O-Type Alias Connects</b>      | WOODSVILLE MARSHALL CORNER RD   |               |
| <b>to Base ZIP+4 Record</b>       | MARSHALL CORNER WOODSVILLE RD   |               |
| <b>Abbreviated Alias for Base</b> | MRS HL CRNR WODS RD   |               |
| <b>Matches to:</b>                | <b>O-Type Alias</b> 108 WOODSVILLE MARSHALL CORNER RD APT A<br>HOPEWELL NJ 08525-2800 | 39 Characters |

|                |                                  |   |               |
|----------------|----------------------------------|---|---------------|
| <b>Output:</b> | <b>30 Character Abbreviation</b> | 108 MRS HL CRNR WODS RD APT A<br>HOPEWELL NJ 08525-2800 | 28 Characters |
|----------------|----------------------------------|---|---------------|

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### 30 Character Abbreviation – Cycle M Example

In this example the input address matches to a C-Type Alias so it must be changed to Base. BASE is > 30 characters so the software must determine if Base has a 30 character abbreviation. Since it does, the Abbreviated Alias Street Name must be returned.

|                                   |  |               |
|-----------------------------------|--|---------------|
| <b>Input:</b>                     | 700 CALHOUN ST<br>TRENTON NJ 08618                                   | 14 Characters |
| <b>C-Type Alias Connects</b>      | CALHOUN ST   |               |
| <b>to Base ZIP+4 Record</b>       | REV S HOWARD WOODSON JR WAY  |               |
| <b>Abbreviated Alias for Base</b> | HOWARD WOODSON WAY   |               |
| <b>Matches to:</b>                | <b>Base</b> 700 REV S HOWARD WOODSON JR WAY<br>TRENTON NJ 08618-3802 | 31 Characters |

|                |                                      |   |               |
|----------------|--------------------------------------|---|---------------|
| <b>Output:</b> | <b>Abbreviated Alias Street Name</b> | 700 HOWARD WOODSON WAY<br>TRENTON NJ 08618-3802 | 22 Characters |
|----------------|--------------------------------------|---|---------------|

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### 30 Character Abbreviation – Cycle M Example

In this example the input address is presented in the Preferred Alias format. The Preferred Alias address format is > 30 characters so the software must check if the Base address length is greater than 30 characters. Since Base address length is < 30 characters, CASS software must return Base address format.

|        |                 |  |                  |
|--------|-----------------|--|------------------|
| Input: | Preferred Alias | 2575 SOUTH FORK RUSSELL CREEK RD<br>WALLA WALLA WA 99362 | 32<br>Characters |
|        | Base            | 2575 S FORK RUSSELL CREEK RD<br>WALLA WALLA WA 99362     | 28<br>Characters |

|         |      |   |                  |
|---------|------|---|------------------|
| Output: | Base | 2575 S FORK RUSSELL CREEK RD<br>WALLA WALLA WA 99362-8461 | 28<br>Characters |
|---------|------|---|------------------|

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### 30 Character Abbreviation – Cycle M Example

In this example the input address uses a Preferred Alias format. The Preferred Alias is > 30 characters so the software must check Base to see if it is greater than 30 characters. The Base is > 30 characters so the software must determine if Base has a 30 character abbreviation. It does, so the Abbreviated Alias street name must be returned.

|        |   |  |                  |
|--------|---|--|------------------|
| Input: | Preferred Alias                                     | 1100 WEST JEFFERSON KIOUSVILLE RD SE<br>WEST JEFFERSON OH 43162      | 36<br>Characters |
|        | P-Type Alias Connects<br>to Base ZIP+4 Record       | WEST JEFFERSON KIOUSVILLE RD SE<br>W JEFFERSON KIOUSVILLE RD SE      |                  |
|        | Matches to:   | Base<br>1100 W JEFFERSON KIOUSVILLE RD SE<br>WEST JEFFERSON OH 43162 | 33<br>Characters |
|        | Base ZIP+4 Record Connected<br>To Abbreviated Alias | W JEFFERSON KIOUSVILLE RD SE<br>W JEFF KIOUS RD SE                   |                  |

|         |                                  |   |                  |
|---------|----------------------------------|---|------------------|
| Output: | Abbreviated Alias<br>Street Name | 1100 W JEFF KIOUS RD SE<br>WEST JEFFERSON OH 43162-9513 | 23<br>Characters |
|---------|----------------------------------|---|------------------|

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### 30 Character Abbreviation – Cycle M Example

**❑ In the Event That a Match is Made That Exceeds 30 Characters in Length and An Abbreviated Alias Cannot Be Determined to Reduce the Address to 30 Characters, Fall Back To Existing CASS Coding Rules**

CASS™ MASS™ Cycle M
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The 30 character abbreviation of an address must be provided upon customer's request whenever the standardized address in any format exceeds 30 characters. For CASS Cycle M certification, software must return the 30 character abbreviation to demonstrate software's capability; however in production use, the 30 character abbreviation will be returned at the customer's request. End Users will have the option of retrieving and storing the 30 character address.

MASS testing will not include output of the 30 character abbreviation requirements because the address cannot be changed on the mailpiece.

 UNITED STATES  
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**13 Character City Name - CASS Cycle M**

Return the 13 character City Name abbreviation.

**Input:**            7311 BLACK OAK LN                            22 Characters  
                          YOSEMITE NATIONAL PARK CA 95389

**Output:**            7311 BLACK OAK LN                            13 Characters  
                          YOSEMITE NTPK CA 95389-9102

CASS™ MASS™ Cycle M 34

 UNITED STATES  
POSTAL SERVICE®

**13 Character City Name - CASS Cycle M**

If input address City Name is determined to be a Non-Mailing Name, return the 13 character City Name abbreviation associated with Mailing Name.

**City/State File**

| ZIP Code | City Name       | Acceptable Mailing Name | 13 Character Abbreviation | Preferred City Name | State |
|----------|-----------------|-------------------------|---------------------------|---------------------|-------|
| 33407    | MANGONIA PARK   | N                       |                           | WEST PALM BEACH     | FL    |
| 33407    | WEST PALM BEACH | Y                       | WEST PALM BCH             | WEST PALM BEACH     | FL    |

**Input:**                            1202 PIONEER RD  
    MANGONIA PARK FL 33407

**Output:**                            1202 PIONEER RD  
    WEST PALM BCH FL 33407-2241

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**Mailing Name Translations – Advisory (Not Tested)**

According to the Override City Name rule, Florence would appear to be an override city name for North Hampton in this example. The Override is determined by identifying the Mailing Name equal to the Preferred Name.

| City State File |              |                     | ZIP + 4 File                       |
|-----------------|--------------|---------------------|------------------------------------|
| City Name       | Mailing Name | Preferred City Name | Preferred Last Line City State Key |
| FLORENCE        | Y            | FLORENCE            | FLORENCE                           |
| NORTHAMPTON     | Y            | FLORENCE            | FLORENCE                           |
| NORTH HAMPTON   | N            | NORTHAMPTON         | FLORENCE                           |

Input: 2 MAIN ST  
NORTH HAMPTON MA 01062

Output: 2 MAIN ST  
FLORENCE MA 01062-3102

CASS™ MASS™ Cycle M 34

 **UNITED STATES POSTAL SERVICE®**

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**Mailing Name Translations – Advisory (Not Tested)**

However, this is not a true override. On Non-Mailing Name records that can be connected to an equivalent valid Mailing Name, software should convert to the equivalent city name before selecting Preferred City Name.

| City State File |              |                     | ZIP + 4 File                       |
|-----------------|--------------|---------------------|------------------------------------|
| City Name       | Mailing Name | Preferred City Name | Preferred Last Line City State Key |
| FLORENCE        | Y            | FLORENCE            | FLORENCE                           |
| NORTHAMPTON     | Y            | FLORENCE            | FLORENCE                           |
| NORTH HAMPTON   | N            | NORTHAMPTON         | FLORENCE (not Override)            |

Input: 2 MAIN ST  
NORTH HAMPTON MA 01062

Output: 2 MAIN ST  
NORTHAMPTON MA 01062-3102

CASS™ MASS™ Cycle M 34

A 13 character city name is provided for all valid mailing names in the City/State file. A valid mailing name indicates the city name is considered valid for a ZIP Code. CASS testing requires the return of a 13 character city name. The software must have an option for the return of 13 character city name to the End User, where the End User will have an option of retrieving and storing the 13 character city name. The 13 character city name is not applicable to MASS Developers.

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### Unique ZIP Code - Cycle M Example

The new rule will now allow software to match into a Unique ZIP Code based on an exact match of the address line if input address does not DPV confirm in the non-unique

| ZIP Code | CITY NAME | UNIQUE | STREET NAME               | FIRM                             |
|----------|-----------|--------|---------------------------|----------------------------------|
| 38119    | MEMPHIS   | N      | 6060 PRIMACY PKWY STE 101 |                                  |
| 38188    | MEMPHIS   | Y      | 6060 PRIMACY PKWY STE 101 | NATIONAL CUSTOMER SUPPORT CENTER |

**Input:** NCSC  
6060 PRIMACY PKWY STE 101  
MEMPHIS TN

**Output:** NCSC  
6060 PRIMACY PKWY STE 101  
MEMPHIS TN 38188-9919

CASS™ MASS™ Cycle M
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### Unique ZIP Code - Cycle M Example

In this example, software would have previously matched this record to the record outside the unique ZIP Code but since the address line is an exact match to the Unique ZIP Code the match can be made.

| ZIP Code | CITY NAME   | UNIQUE | STREET NAME      | FIRM                | ZIP + 4 |
|----------|-------------|--------|------------------|---------------------|---------|
| 55420    | MINNEAPOLIS | N      | 425 PORTLAND PL  |                     | 4947    |
| 55488    | MINNEAPOLIS | Y      | 425 PORTLAND AVE | MINNEAPOLIS TRIBUNE | 1511    |

**Input:** XYZ CO  
425 PORTLAND AVE  
MINNEAPOLIS MN

**Output:** XYZ CO  
425 PORTLAND AVE  
MINNEAPOLIS MN 55488-1511

CASS™ MASS™ Cycle M
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### Unique ZIP Code - Cycle M Example

Since an exact match cannot be made, software cannot match to the Unique record. Match allowed to ZIP+4 record in Non-Unique ZIP Code if DPV confirmed.

| ZIP Code | CITY NAME   | UNIQUE | STREET NAME      | FIRM                | ZIP + 4 |
|----------|-------------|--------|------------------|---------------------|---------|
| 55420    | MINNEAPOLIS | N      | 425 PORTLAND PL  |                     | 4947    |
| 55488    | MINNEAPOLIS | Y      | 425 PORTLAND AVE | MINNEAPOLIS TRIBUNE | 1511    |

**Input:** XYZ CO  
425 PORTLAND  
MINNEAPOLIS MN

**Output:** XYZ CO  
425 PORTLAND PL  
MINNEAPOLIS MN 55420-4947

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### Unique ZIP Code - Cycle M Example

The new rule allows software to consider records outside the Unique ZIP Code as candidate records. If an exact match can be made the software must change the Unique ZIP Code to the non-unique ZIP Code

| ZIP Code | CITY NAME | UNIQUE | STREET NAME      | FIRM                  | ZIP + 4 | DPV |
|----------|-----------|--------|------------------|-----------------------|---------|-----|
| 38111    | MEMPHIS   | N      | 3300 CENTRAL AVE |                       | 4429    | Y   |
| 38152    | MEMPHIS   | Y      | 3918 CENTRAL AVE | UNIVERSITY OF MEMPHIS | 3090    | Y   |

**Input:** XYZ CO  
3300 CENTRAL AVE  
MEMPHIS TN 38152

**Output:** XYZ CO  
3300 CENTRAL AVE  
MEMPHIS TN 38111-4429

CASS™ MASS™ Cycle M 42

 UNITED STATES POSTAL SERVICE®

### Unique ZIP Code - Cycle M Example

**Now software must retain the input ZIP+4 for addresses that are matched in a Unique ZIP Code whether the ZIP+4 exists on the database is valid or not. Do not delete the input ZIP+4 Code and return the default ZIP+4 addon of “-0001”**

CASS™ MASS™ Cycle M 45

 UNITED STATES POSTAL SERVICE®

### Unique ZIP Code - Cycle M Example

The new rule states that software must retain the ZIP + 4 whether it is valid or not.

| ZIP Code | CITY NAME   | UNIQUE | STREET NAME      | FIRM                | ZIP + 4     |
|----------|-------------|--------|------------------|---------------------|-------------|
| 55488    | MINNEAPOLIS | Y      | 425 PORTLAND AVE | MINNEAPOLIS TRIBUNE | 0002 - 3000 |

**Input:** MINNEAPOLIS TRIBUNE  
425 PORTLAND AVE  
MINNEAPOLIS MN 55488-3512

**Output:** MINNEAPOLIS TRIBUNE  
425 PORTLAND AVE  
MINNEAPOLIS MN 55488-3512

CASS™ MASS™ Cycle M 45

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The rules on addresses bearing a Unique ZIP Code have been revised to the following:

- When an input address has a unique ZIP Code and ZIP + 4 code with a corresponding city name, retain the input ZIP + 4 code.
- When an input address has a unique ZIP Code, match outside of the Unique if the exact match for the address exists outside of the Unique ZIP Code.
- When an input address has no ZIP Code, can match to a ZIP + 4 record in a Unique ZIP Code if the exact match on address within Unique ZIP Code.
- When an input address has non-Unique ZIP Code, match to a record in the Unique ZIP Code if exact match is present and input address does not have exact match outside of Unique ZIP Code.

## Questions and Answers

**Q1:** There are a lot of duplicate addresses in Puerto Rico. Will the overlapping ranges in DPV Tie Breaking rules affect these addresses?

**A1:** Yes.

**Q2:** If one of those records happens to be a firm record, should we do something differently?

**A2:** This is a condition where you have another data point to break the tie with. If the input address told you this is ABC Company, then this will lead you to the record that indicates ABC Company. But in the absence of this additional piece of intelligence, then you are left with breaking the tie by simply selecting a record based on the ZIP + 4 code. So if you have additional data points, then those should be used.

**Q3:** In the example '1639 Goshen Rd', how would you expect anyone to make the match without the ZIP + 4 code?

**A3:** The match cannot be made.

**Q4a:** What if the firm name matches to one record and one firm ZIP + 4 code, but the ZIP + 4 code matches to a different firm ZIP + 4 record, what do you do?

**A4a:** You would keep the input ZIP + 4 code.

**Q4b:** Do you want us to return the ZIP + 4 code information if the firm name matches to one record and one firm record ZIP + 4 code matches to a different firm ZIP+ 4 record?

**A4b:** No, retain the input ZIP + 4 code.

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- Q4c:** Do you want us to select the ZIP + 4 code over the firm name match?
- A4c:** When the firm ZIP + 4 code is linked to a firm ZIP + 4 record that is valid for the address, retain the firm ZIP + 4 code even if the firm name matches to another ZIP + 4 code.
- Q4d:** Do I still have to confirm that a firm match is a known delivery point?
- A4d:** Yes, all output must still DPV confirm at the primary. The USPS is looking at the value of automatically confirming all firm records.
- Q5:** Is it implied that if it is a firm record, the ZIP + 4 code assigned is a permanent assignment?
- A5:** If the ZIP + 4 code is valid for the address and it exists in the ZIP + 4 database, it is assumed it is intended to be used for that firm address.
- Q6:** If the input address is presented with the suite number and it does not match the firm ZIP + 4 record suite number, should I change it?
- A6:** No. You should retain the input address information.
- Q7:** In situations where we comply with the ZIP + 4 code rules and retain the input ZIP + 4 code when the firm name of the input address does not match the ZIP + 4 code in the ZIP + 4 database, which one do you want presented to the NCOA<sup>Link</sup> Product?
- A7:** This condition will not affect NCOA<sup>Link</sup> matching because the match is made using the street ZIP + 4.
- Q8:** In a MASS test, if the above situation is tested and the software provides an unexpected answer, is it considered a MASS fail?
- A8:** On a MASS test, it is considered a 'fail' if an unexpected answer is received.
- Q9:** How does the 30-character abbreviation rule comply with the USPS preferred address requirement?
- A9:** In this situation, the customer should override the preferred address rendition requirement.
- Q10:** In CASS testing, how are we tested on whether we can standardize an address with 30 characters or not?
- A10:** There will only be one CASS test, which will include the 30-character abbreviation rule.

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**Q11:** Does the 30-character address include secondary information?

**A11:** Yes.

**Q12:** How will the 30-character address affect NCOA<sup>Link®</sup> processing?

**A12:** 30-character processing will not affect NCOA<sup>Link</sup> matching because the match is made using the street ZIP + 4. NCOA<sup>Link</sup> does not produce an address. It produces an 11 digit ZIP Code and a REV9 process is used to recreate the address. If a customer requests a 30-character address, NCOA<sup>Link</sup> results should be processed accordingly to reduce the address to 30 characters to satisfy your customer's request.

**Q13:** Will the 30-character address affect LACS<sup>Link™</sup> processing?

**A13:** Yes. LACS<sup>Link</sup> requires the base record to be presented. Although this was not mentioned in the original versions of the LACS<sup>Link</sup> developer's guide, the latest version has been updated to reflect this requirement.

**Q14:** **What if there are multiple abbreviated aliases?**

**A14:** **PIT RESPONSE: We will provide answer at a later date.**

**FOLLOW-UP RESPONSE: USPS internal systems do not allow for multiple abbreviated aliases. Therefore this cannot occur.**

**Q15:** Will there be guidelines in CASS Cycle M concerning abbreviations?

**A15:** No. Guidelines for creating abbreviated aliases are published to the AMS offices internally to the USPS. Abbreviated aliases are created at this level and input into the USPS AMS database from which the ZIP + 4 Product and City State Product are created.

**Q16:** If the NCOA<sup>Link</sup> returned address is greater than 30 characters, how will I reduce the address to 30 characters?

**A16:** You would use the CASS logic to produce a 30-character return address.

**Q17:** In the example on slide 43, words are removed in the address for the 30-character rendition. If the address is presented to the ZIP + 4 database, will a match be made?

**A17:** Yes.

**Q18:** Will there be a base record for the alias address?

**A18:** Yes.

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- Q19:** What if the customer has a preferred address longer than 30 characters?
- A19:** If at anytime you are unable to honor the request for a 30-character address return, you are eligible to return either the base record or the customer's input address.
- Q20:** Concerning the 30-character abbreviation, if you still have the space, can you move the extraneous information to another field?
- A20:** Yes.
- Q21:** Are you going to be providing guidance on what should be presented to the NCOA<sup>Link</sup> process as it relates to the 30-character rendition of the address? If so, when?
- A21:** NCOA<sup>Link</sup> uses the EMDP to probe NCOA<sup>Link</sup>; the address content will not matter.
- Q22:** Regarding the 30-character abbreviations, why was this approach taken?
- A22:** The 30-character abbreviation of an address has existed for over 30 years. It continues to be the simplest approach.
- Q23:** If I have two input address lines and two output address lines, can I split the address lines and move them to another field?
- A23:** No.
- Q24:** From the perspective of effective mail delivery, how critical is the line length of the address line versus the barcode?
- A24:** The initial delivery and forwarding of the address is going to occur around the barcode; however for forwarding, lookups are done by address in cases where the barcode is obliterated or cannot be read.
- Q25:** What if my customer wants a 25-byte address line?
- A25:** The Postal Service™ and mailing industry have collaboratively come to agreement on the 30-character address line length. If you do something to manipulate the address line to shorten it to 25 characters, the Postal Service is not prohibiting you. We do not dictate how customers manage their addresses. However, the shortened address must still ZIP + 4 code.
- Q26:** Does it violate CASS rules to shorten abbreviate address lines under 30 characters?
- A26:** No, this is either a pre-process or post-process. However, the shortened address must still ZIP + 4 code.

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**Q27:** For MASS testing, the process is optional and will not be tested. If this is turned on for any reason, how will this affect the matching in *FASTforward*®?

**A27:** **PIT RESPONSE:** We will provide an answer at a later time. However, it is not likely the *FASTforward* match rate will be affected.

**FOLLOW-UP RESPONSE:** *FASTForward* uses the EMDP as input so address line content does not impact the match rate.

**Q28:** Regarding mailing name translations, what if the customer wants to keep their input city name as is?

**A28:** Customers can decide what they want based on the return from CASS processing. However, the mailing name translation must be available to customers.

**Q29:** Regarding the Unique ZIP Code, can you use pound signs instead of 'suite' and does it affect whether it is an exact match?

**A29:** No. Substituting # and suite (STE) is not considered to be a change.

**Q30:** On slide 66 in the example, is '3300' in the range to DPV confirm?

**A30:** '3300' fits in the range of 3300 – 3398 and '3300' does DPV confirm. It DPV confirms outside of the Unique ZIP Code. The record must be an exact match and also DPV confirm before you can make the match. The slide has been modified to make this clearer.

**Q31:** Regarding the Unique ZIP Code, is the 30-character address abbreviation rule applicable?

**A31:** Yes.

**Q32:** **An exact match is a match to an input address. For clarification purposes, does this mean a match to just the base record or does it include all other aliases represented by the address?**

**A32:** **PIT RESPONSE:** We will clarify this issue later.

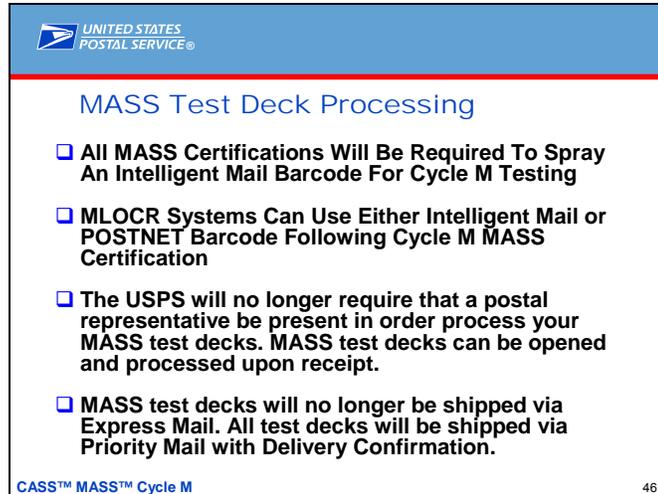
**FOLLOW-UP RESPONSE:** Matches to all other aliases will be allowed.

**Q33:** What if the suite number is represented as an apartment number?

**A33:** The different variations of the secondary designator are considered to be insignificant and do not affect the exact matching rules.

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**CASS™/MASS™ Cycle M – MLOCR Requirements**



The slide features the United States Postal Service logo at the top left. The title 'MASS Test Deck Processing' is centered. Below the title are four bullet points, each starting with a blue square icon. The footer contains the text 'CASS™ MASS™ Cycle M' on the left and the number '46' on the right.

- All MASS Certifications Will Be Required To Spray An Intelligent Mail Barcode For Cycle M Testing
- MLOCR Systems Can Use Either Intelligent Mail or POSTNET Barcode Following Cycle M MASS Certification
- The USPS will no longer require that a postal representative be present in order process your MASS test decks. MASS test decks can be opened and processed upon receipt.
- MASS test decks will no longer be shipped via Express Mail. All test decks will be shipped via Priority Mail with Delivery Confirmation.

For Cycle M certification, MASS software will be required to spray the Intelligent Mail® barcode. MLOCR systems can use either the Intelligent Mail or POSTNET™ barcodes on production mail following Cycle M certification.

MASS test decks can be opened and processed upon receipt; the USPS will no longer require a postal representative to be present. Additionally, the MASS test decks will be shipped via Priority Mail® with Delivery Confirmation™. Test decks should be returned to the NCSC via a USPS mail service that can be tracked (i.e. Priority Mail with Delivery Confirmation). Test decks returned by other commercial carriers will be rejected.

The CASS/MASS testing fees were provided as a presentation slide, as well as significant milestones in the CASS/MASS certification process.

Additionally during this segment, a discussion arose about compliance of end users when an end user implements vendor software with changes such as using a set of drivers that are different than those used in the manufacture's certification. Concerns were raised by manufacturers about their role in prevention and in policing the end users.

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**Questions and Answers**

**Q1:** Do the current requirements for MASS test deck processing include encoding stations?

**A1:** Yes.

**Q2:** When will the final requirements for CASS Cycle M be published?

**A2:** The Official Rules Release will be published no later than April 30.

**Q3:** Regarding test decks and the absence of a postal representative, is this only applicable to end users?

**A3:** Yes.

**Q4:** Last year, USPS sent test decks where more than half of the deck was rejects. Will this be the case this year?

**A4:** If this is the case, we will send an advisory to your customers to avoid confusion.

**Q5:** Will end users have the test database?

**A5:** Yes. CASS/MASS manufacturers must send the test database configuration to end users because it has to be packaged to work with your software.

**Q6:** If I'm already certified for the Suite<sup>Link</sup> Product, do I still get tested for this?

**A6:** Yes. To market the Suite<sup>Link</sup> Product, manufacturers must complete a separate licensing and certification process for Suite<sup>Link</sup> Interface/Data Distribution.

**Q7:** If I am providing the test directories to my end users to perform self-CASS certification, is there an expiration date associated with this?

**A7:** No, the test directories do not expire.

**Q8:** How are we supposed to know if end users are writing a driver if they do not tell us?

**A8:** It is CASS/MASS manufacturers' responsibility to advise the end user in their correspondence that this is the configuration that the USPS certifies and it must be used without modification. Your software must be designed to disable if it is modified to call a driver that was not provided and it should not be able produce a CASS 3553 Report. If you find out an end user is doing this, it is the manufacturer's responsibility, based on the CASS Terms and Conditions signed by the manufacturer, to notify the Postal Service.

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***Evolution of CASS/MASS – Beyond Cycle M***

During this portion of the meeting, Alice VanGorder led an open discussion concerning the future of CASS/MASS. She asked the industry to review the entire CASS/MASS cycle process and to comment on possible changes to or complete replacement of the program. She noted that the industry has changed since the creation of the CASS/MASS cycle program and stated it may be time to revamp the program. It is important to note that any changes to the CASS/MASS cycle program will not impact Cycle M.

There were several comments given by participants.

**There were no questions and answers associated with this discussion.**

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***Address Management System (AMS) Database Quality Initiatives***

During this portion of the meeting, address quality products to enhance CASS/MASS software and further improve address quality were described. These products include:

- eUARs (Electronic Uncoded Address Resolution Service), which enables carriers to correct addresses and find correct COA records when the address does not match a delivery point in the AMS database.
- DSMART(Delivery Sortation Management Automation Research Tool), which through this program, the USPS has added more than 133,000 million delivery points; more than 10,000 alternate addresses; 6200 missing LACS<sup>Link</sup> records; 1.1 business names, as well as corrected more than 4700 AMS records and over 20,000 ZIP + 4 ranges.
- AQIP (Other Address Quality Improvement Processes), which uses data from a variety sources, the USPS has determined the 95,000 delivery routes to be reviewed, resulting in the review 4.8 millions delivery points. This led to the correction of 210,000 AMS records.

Other address quality initiatives were discussed. These include:

- College and Military ZIP + 4
- LACS Review
- Address Quality Reports
- Auto X-Vacant
- Diplomatic/Defense Post Office (DPO)

**Questions and Answers**

**Q1:** Regarding DPO (Diplomatic Defense Post Office), what states will they be in?

**A1:** They will go out in any of the existing states that have ZIP<sup>®</sup> codes designated for military. They will be under a new city name.

**Q2:** Will they fall under the same DPV confirmation as military records?

**A2:** Yes.

**Q3:** Will ZIP codes associated with DPO be indicated as a military ZIP Code™?

**A3:** Yes.

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**Q4:** When will DPO records be included in the City State Product?

**A4:** It should go out with the April City State Product.

**Q5:** Will there be any ZIP + 4 records corresponding to these cities?

**A5:** Since these ZIP + 4 codes are already in the AMS database, the military would change it from a city APO to a DPO.

**Q6:** Will they look like military addresses and not like normal city-style, endicia addresses?

**A6:** They will be identified as 'M' for military addresses, like the addresses that exist now for APO and FPO.

**Q7:** Do any of the initiatives used to improve address quality increase deliverability?

**A7:** Yes. As an example, Puerto Rico has aggressively pursued the initiatives associated with the address quality improvement process and they have exceeded their best opportunity routes by hitting 147 percent of their target.

**Q8:** Concerning address quality products, I found there are inconsistencies in how codes are described. For example, we use a DPV P1 code that means something different than what the CASS P1 code means. Is there a plan to become consistent across all products in the code descriptions?

**A8:** Yes. The USPS will take further action on this matter.

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***Move Update – Implementation of New Requirements***



**New Move Update Requirements**  
**Scheduled For Implementation Nov 23, 2008**

**Federal Register Announcement Published September 28, 2007:**

- Standard Mail Added
- Frequency Changed To Every 95 Days

**Same Options Available For Compliance With Move Update Requirement**

- Alternative Method Not Allowed For Standard Mail

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Per the DMM, the new Move Update requirement will be effective November 23, 2008. The Federal register, published September 28, 2007, announced the addition of Move Update compliance for Standard Mail® and the change in frequency to every 95 days. For Standard Mail, the same options for compliance with the Move Update requirement are available, except for the Alternative Method.

Meeting participants were reminded that to meet the 95 day readiness for November 23, 2008, the implementation requires use of an address updating solution beginning August 20, 2008.

The USPS has implemented Move Update compliance validation processes for all mail entry options. These processes include MERLIN® (Address Quality Verification System); Seamless Acceptance (Basic and Full Service); ACS™ and OneCode ACS™ Analysis; and PS Form 3547 Analysis.

## **Questions and Answers**

**Q1:** If I meet the Move Update requirement under First-Class Mail® using the Alternative Method, is it transferable to my mailings at Standard Mail®?

**A1:** Yes.

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- Q2:** Why doesn't the Postal Service do away with the Ancillary Service Endorsement option?
- A2:** The reason is there are a lot of Postal Service customers who cannot meet the Move Update requirement through any other method.
- Q3:** Can you provide us the percentage of the mail volume and/or registered mailers that are audited for Move Update compliance?
- A3:** This is addressed on slide 81, which states the 'Postal Service has implemented Move Update compliance validation processes for all mail entry options.'
- Q4:** How are we going to be able to monitor whether smaller mailers are adhering to Move Update compliance?
- A4:** The Intelligent Mail barcode allows the USPS to monitor each and every piece of mail. In essence, Move Update compliance can be monitored for all mailers.
- Q5:** Is there a timeframe for implementation of enforcement on the Move Update compliance processes?
- A5:** The Postal Service will provide mailers with policy for Move Update enforcement as we initiate these processes.

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***Additional Address Hygiene Improvement Opportunities***

The following address hygiene improvement products/services were discussed:

- DirectDPV™
- DPV Transactional File Update
- New Address Verification System (New Address Verification System)
- Enhanced ANK<sup>Link</sup>™

The DirectDPV interface allows users to bypass the front-end CASS processes that perform address standardization and ZIP + 4 code assignment, thus allowing users to make a direct access call to DPV tables and to validate addresses. DirectDPV identifies changes at the delivery point level, which allows users to determine if ZIP + 4 codes are still valid. Address records previously processed through software certified for CASS Cycle L (or later) can retain the ZIP + 4 information to be used as input to the DirectDPV file. Use of DirectDPV is optional.

Optional DPV transactional files are available to DPV Licensees to allow the processing of transactional updates to the DPV hash tables in lieu of full replacement of the DPV hash tables for each update. These files are updated weekly and are only available for the hash version of the DPV Product. These files will be available on the RIBBS website and use is optional.

NAVS provides a method for validating the existence of newly-created addresses in the USPS master addressing database prior to the availability of these addresses in monthly products, such as ZIP + 4, DPV and DSF<sup>2</sup>.

The Enhanced ANK<sup>Link</sup> Product is a 48 month version of ANK<sup>Link</sup> type data. This product uses relaxed matching criteria similar to the legacy NCOA Product to allow near matches. Like the ANK<sup>Link</sup> Product, the Enhanced ANK<sup>Link</sup> Product does not provide the new address.

## **Questions and Answers**

**Q1:** Since the DPV vacant table is available now, why not make it a requirement for CASS Cycle M?

**A1:** The USPS can add the DPV vacant table as a requirement. The DPV vacant table will be tested to make sure the software probes the vacant table and it is able to return the information in the event your customer requests it.

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- Q2:** Are we going to have some mailers tells us that they don't care if the DPV Product says the address is vacant because they have to mail to the last known address?
- A2:** Yes, however it is a customer's business decision of whether or not to mail to the address.

### ***Wrap-Up/Summary***

Jim Wilson summarized the meeting and opened up the meeting for questions.

### **Questions and Answers**

- Q1:** Explain the August 20 date regarding Move Update compliance. For example, if I process a list through the NCOA<sup>Link</sup> Product and apply all the updates on November 22 and mail on November 23, what have I done wrong?
- A1:** Nothing. If you performed NCOA<sup>Link</sup> processing on August 19 believing you are good for 185 days, you are not compliant. The 95-day rule states that on November 23, you will have to perform one of the Move Update options on your mailing after August 20 to meet the requirement.
- Q2:** What is the best way to handle addresses that we think are valid but they are not present in the DPV database?
- A2:** There is no specific answer to this question. You could process these addresses through the USPS website and if it DPV confirms there, it could be a timing issue. When the product is updated, the information will be there. If the addresses do not confirm there, you can contact your local AMS Office, which a list can be found on [www.usps.com](http://www.usps.com).
- Q3:** Will there be a change to the CASS 3553 Report to indicate that a file was processed through the prescribed hygiene processes, like DPV, NCOA<sup>Link</sup>, Suite<sup>Link</sup> and LACS<sup>Link</sup>?
- A3:** The 3553 Report is a CASS Processing Summary requirement and it does not reflect the other various products. However it does reflect the products included in CASS processing.
- Q4:** Is there any chance the USPS can develop anything to correct the P.O. Box™ exclusion addresses?
- A4:** No.

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**Q5:** Can you provide a DPV footnote code to tell us it is a P.O. Box exclusion address?

**A5:** This information cannot be returned from the DPV Product because there is no ZIP + 4 code to probe the product with. The information can possibly be found by analyzing the ZIP + 4 Product and the City State Product. You can tell from the ZIP + 4 code that the five-digit ZIP Code is designated for a P.O. Box. From that you know there are no street addresses known to be in this five-digit code. There is a 'P' flag on the City/State file that tells you that this is a P.O. Box only ZIP Code.

**Q6:** **When you are provided with the street address with a P.O. Box ZIP Code, do you have to use the primary address as the coded address?**

**A6:** **PIT RESPONSE: USPS will provide feedback.**

**FOLLOW-UP RESPONSE: Follow previously published last line matching rules. Those rules are republished here:**

- The basis for determining potential matches when input ZIP & City/State correspond will be:
  - Exact match within input ZIP Code
  - Exact match within ZIP Code(s) associated with input City/State
  - Inexact match within input ZIP Code
  - Inexact match within ZIP Code(s) associated with input City/State
  - Exact match within finance number
- When input ZIP & City/State from same finance number do not correspond:
  - Exact match within ZIP Code(s) associated with input City/State
  - Exact match within ZIP Code
  - Inexact match within ZIP Code(s) associated with input City/State
  - Inexact match within input ZIP Code
  - Exact match within finance number
- When Input ZIP & City/St From Different Finance Numbers:
  - Exact Match Within ZIP Code(s) Associated With Input City/St
  - Inexact Match Within ZIP Code(s) Associated With Input City/St
  - Exact Match Within ZIP Code

**Q7:** **How does the CASS Cycle M implementation delay affect the previously published NCOA<sup>Link</sup> required changes?**

**A7:** **PIT RESPONSE: We will respond to this issue at a later date.**

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**FOLLOW-UP RESPONSE:** The implementation date for previously published NCOA<sup>Link</sup> required changes will also be delayed to coincide with the new implementation date for CASS Cycle M. The changes are now required to be implemented by August 1, 2009.

**Q8:** Will there be an NCOA<sup>Link</sup> recertification requirement?

**A8:** PIT RESPONSE: We will respond to this issue at a later date.

**FOLLOW-UP RESPONSE:** There is no NCOA<sup>Link</sup> recertification requirement commensurate with any CASS Cycle. However, NCOA<sup>Link</sup> recertification will be required as new requirements are implemented.

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