

Partnership in Tomorrow Meeting Minutes
CASS™ MASS™
Cycle 2015 – 2017, September 24, 2013

The Partnership in Tomorrow Meeting was hosted as a webinar on Tuesday, September 24, 2013, by the National Customer Support Center Memphis, TN with an audience of participants that included CASS developers, CASS integrators, MASS manufacturers and the mailing industry.

These minutes are a record of the discussion held during the webinar and feedback and comments submitted by the audience.

Cycle O Requirements

Table of Contents

Review of CASS™ MASS™ Cycle N	2
CASS Cycle O	2
PBSA Identifier.....	2
CMRA/PMB DPV® Confirmation Flag.....	3
Suite ^{Link®} - Minimum requirement and options for returning extraneous information	4
5-Digit Validation.....	6
Single Trailing Alpha on Primary Number.....	7
R777 Definition/Clarification	8
P. O. Box™ Only Delivery Zones	8
Revisit of Existing CASS Rules	9
CASS™/MASS™ Cycle O Fee Schedule.....	11

Review of CASS™ MASS™ Cycle N

CASS Cycle N certification was deferred to expire on July 31, 2015 instead of July 31, 2013.

Static test data was provided by the USPS® to all CASS developers. Manufacturers were responsible for distributing the static data to their customers and notifying them to use it for CASS and MASS testing.

The Suite^{Link}® requirement to append the secondary output to an address was changed to allow the ZIP + 4® for the corrected address to be present in the barcode only.

CASS Cycle O

PBSA Identifier

PBSA records will be removed from the CMRA table. A new PBSA table will be added to DPV® and DSF²® products. CASS software will be required to query the PBSA Table (DPH.HSP).

A new DPV footnote of “**PB**” was created to identify PBSA records and must be returned when the address is found in the PBSA table.

PBSA addresses can be identified by one of the following methods:

- The unique carrier route numbers of C770 – C779
- Interrogate the PBSA table
- The DPV footnote code “PB”.

All PBSA addresses have a record type of “H” – high-rise style address.

A unique secondary designator for PBSA addresses will be determined at a later date.

Example:

Rec Type	Prim Range	Street Indicia	UNIT	SEC RANGE	ZIP Code	ZIP + 4 Range	CRID
H	131-131	S CENTER ST	UNIT	1706-1722	38027	0360	C770

Input: 131 S CENTER ST # 1706
COLLIERVILLE TN 38027

Output: 131 S CENTER ST UNIT 1706
COLLIERVILLE TN 38027-0360

DPV: Y
PBSA TABLE: Y
DPV FOOTNOTES: AABBPB

CMRA/PMB DPV® Confirmation Flag

When the input address record contains “PMB”, the PMB number must be ignored for DPV confirmation.

When a pound sign (#) and secondary number are present in the returned ZIP + 4® address, the secondary number does not DPV confirm, and the primary number (and/or other secondary number) confirms as a CMRA, the pound sign (#) on the secondary information **must** be converted to PMB. It is only relevant if the primary address is coded as a CMRA. This is a result of the industry asking for a physical designator to identify PBSA addresses.

Example:

Input address contains a secondary number and pound sign (#). STE 116 confirms as a CMRA.

Example:
Input: 2809 KIRBY RD STE 116 # 3
MEMPHIS TN 38119

Output: 2809 KIRBY RD STE 116 PMB 3
MEMPHIS TN 38119-8245

Input: 2809 KIRBY RD # 3 STE 116
MEMPHIS TN 38119

Output: 2809 KIRBY RD STE 116 PMB 3
MEMPHIS TN 38119-8245

When a confirmed CMRA address record containing two (2) distinct secondary information values and neither number ZIP + 4/DPV confirms, assign PMB to the secondary number value farthest away from the primary delivery address.

Examples:

**Input: 2946 COVINGTON PIKE # 1 # 2
MEMPHIS TN 38128**

**Output: 2946 COVINGTON PIKE # 1 PMB 2
MEMPHIS TN 38128-6007**

**Input: 2946 COVINGTON PIKE # 1 STE 2
MEMPHIS TN 38128**

**Output: 2946 COVINGTON PIKE # 1 PMB 2
MEMPHIS TN 38128-6007**

**Input: 2946 COVINGTON PIKE APT 1 # 2
MEMPHIS TN 38128**

**Output: 2946 COVINGTON PIKE APT 1 PMB 2
MEMPHIS TN 38128-6007**

**Input: 2946 COVINGTON PIKE APT 1 STE 2
MEMPHIS TN 38128**

**Output: 2946 COVINGTON PIKE APT 1 PMB 2
MEMPHIS TN 38128-6007**

Suite^{Link}® - Minimum requirement and options for returning extraneous information

When a Suite^{Link} match is found, the address-matching software **must** insert the valid secondary information as a requirement for CASS certification. The Suite^{Link} secondary information must be appended to the delivery address and the 11-digit barcode **must** match the appended Suite^{Link} address.

The primary street address along with the Suite^{Link} result **must** be contiguous – this is a required output for CASS certification.

Example:

Input: UT Animal Research
910 Madison Ave
Memphis TN 38103

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

Optional formats in production product

Based on the input address, CASS software can return invalid extraneous information in several optional formats.

We encourage mailers to append the secondary Suite^{Link} matched information to the mailpiece to help ensure the mail reaches the intended recipient. However, this is optional. The mailer can choose not to append the valid secondary information to the mailpiece. However, the 11-digit barcode must match the appended Suite^{Link} address.

Input:	UT Animal Research 910 Madison Ave Ste 9 (invalid secondary) Memphis TN 38103	
Output:	UT ANIMAL RESEARCH 910 MADISON AVE STE 823 MEMPHIS TN 38103-3435	Dropped invalid input secondary
Output:	UT ANIMAL RESEARCH 910 MADISON AVE STE 823 STE 9 MEMPHIS TN 38103-3435	Appended invalid Input secondary to end of the address
Output:	UT ANIMAL RESEARCH STE 9 910 MADISON AVE STE 823 MEMPHIS TN 38103-3435	Moved invalid input secondary to second address line

The extraneous info can also be changed to a pound sign.

Output:	UT ANIMAL RESEARCH 910 MADISON AVE STE 823 # 9 MEMPHIS TN 38103-3435	Invalid Input secondary changed to a pound sign (#)
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Output:

**UT ANIMAL RESEARCH
9
910 MADISON AVE STE 823
MEMPHIS TN 38103-3435**

**Moved invalid input
secondary to second
address line and changed
to a pound sign (#)**

We encourage mailers to append the secondary Suite^{Link} matched information to the mailpiece to help ensure the mail reaches the intended recipient. However, this is optional. The mailer can choose not to append the valid secondary information to the mailpiece. However, the 11-digit barcode must match the appended Suite^{Link} address.

Suite^{Link} – MLOCR

MLOCR software will have the option to print the Suite^{Link} number on the mailpiece.

Example:

910 MADISON AVE #823 38103


Example:

823


The barcode must reflect the Suite^{Link} matched address.

5-Digit Validation

5-digit validation applies to **No Match** ZIP + 4 records.

CASS software must validate the city, state, and ZIP Code™.

Current DMM[®] rule states that the street, city, state and ZIP Code must all correspond to be considered a valid ZIP Code for the purpose of presort and automation discounts.

If the output City, State, and ZIP Code correspond it can be counted on the 3553.

A new flag will be populated in the CASS test file to determine if the 5-digit is counted on the 3553.

Y = ZIP Code validates for city and state. Increment the total 5-digit Coded on the 3553

N = ZIP Code not valid for the city and state. Do not increment the total 5-digit Coded on the 3553

Blank = No ZIP Code Returned. Do not increment the total 5-digit Coded on 3553

Single Trailing Alpha on Primary Number

When a primary number is numeric with a Single Trailing Alpha Exception (**no secondary present on input**) and it does not DPV confirm as returned from the ZIP + 4 match, the Single Trailing Alpha should be dropped for DPV confirmation. If the number then DPV confirms, software **must return an “S”** for DPV confirmation.

“S” indicates that the secondary information or a trailing alpha was dropped to make a match to DPV.

The returned primary number must be the one returned from the ZIP + 4 match (which includes the trailing alpha).

	Current Rule	New Rule
Input:	390A JAMES AVE COVINGTON TN 38019	390A JAMES AVE COVINGTON TN 38019
EMDP (w/alpha)	3801933280000390A	3801933280000390A
DPV (w/alpha)	N	N (Try w/o Trailing Alpha)
EMDP (w/o Alpha)	NOT ALLOWED	3801933280000390
DPV (w/o Alpha)		S
Output:	390A JAMES AVE COVINGTON TN 38019	390A JAMES AVE COVINGTON TN 38019-3328
Output address must be what was returned from ZIP+4 Lookup (not what was used in DPV lookup)	390 JAMES AVE # A (not allowed) COVINGTON TN 38019-3328	

Valid single trailing alpha primary number – **Not an alpha exception*** on the match. The primary number of 1340A matched a pattern on ZIP + 4 data.

Example:

Input: 13430A 35TH AVE
FLUSHING NY 11354

DPV: N (Do not query DPV without trailing alpha)

Output: 13430A 35TH AVE
FLUSING NY 11354

- The Alpha was used to make the match to ZIP + 4.

R777 Definition/Clarification

Physical addresses that are assigned to a phantom route of R777 are **not** eligible for street delivery.

- Flagged as a no-stat record
- The ZIP + 4 cannot be returned by CASS software
- Cannot be counted on the 3553 as a ZIP + 4 coded record
- The ZIP + 4 should not be printed on the mailpiece
- CASS software can be configurable to return a DPV Return Code of “N” when matched to an R777 record, but the default setting must be configured to return a Return Code of “Y” when matched to an R777 record.

A new DPV Footnote of “**R7**” was created to identify these records. This footnote **must** be returned when the address matches a carrier route of R777 to indicate that the address is not expected to be delivered by the Postal Service.

Example:

Rec Type	Prim Range	Street Indicia	UNIT	SEC RANGE	ZIP Code	ZIP + 4 Range	CRID
S	40	FLETCHER DR			38578	3001	R777

Input: 40 FLETCHER DR
PLEASANT HILL TN 38578

Output: 40 FLETCHER DR
PLEASANT HILL TN 38578

DPV: Y
DPV FOOTNOTES: AABBR7
ZIP+4 3553: N

P. O. Box™ Only Delivery Zones

USPS® has deployed an additional value in the City/State product to flag P.O. Box Only Delivery Zones.

The file layout utilizes “P” as the Copyright Detail Code which is different from the existing ZIP Classification code “P” located in the City/State Detail record that indicates where a ZIP Code has other forms of postal delivery other than PO Box, that’s provided to the community.

- A PO Box only flag will be added to CASS Testing. Software must return a 'Y' when a record is in PO BOX only Deliver Zone.
- Online software may use the PO Box only Delivery Zone Flag as a way to prompt customers for their mailing address when the address provided was not a PO Box address.
- The PO Box Only Delivery Zones will be added to the City/State Product in January 2014.

The PO Box Only Delivery Zones have no other form of postal delivery other than PO Box deliveries.

Revisit of Existing CASS Rules

Dual addresses: The Postal Service requires that, in a dual address situation, preference be given to the address with the highest priority.

Address Type Priority

1. PO Box
2. Firm
3. High-rise
4. Street
5. Rural Route
6. General Delivery

Software Search Priority

1. 5-Digit ZIP Code
2. Last Line
3. Finance #

When presented with a street address and a PO Box address on the same line you are to code to the PO Box first. If just the word "box" is presented with a street address on the same line you are to code to the street address first and then to the PO Box. If a match is made on the street address you are to drop the word "Box" and replace it with the pound sign (#).

CASS rules 12/1992

Input: 1101 W Pleasant St PO Box 178
Portage WI 53901

Output: 1101 W Pleasant St
PO Box 178
Portage WI 53901-0178

Input: 1000 W Carson St Box 480
Torrance CA 90502

**Output: 1000 W Carson St # 480
 Torrance CA 90502-2004**

- Use of Box on delivery address line: Software should code to PO Box when presented with only the word “Box” and another singular value.

**Input: Box 21
 Torrance CA 90507**

**Output PO Box 21
 Torrance CA 90507-0021**

Dual address on separate line:

REQUIREMENT:

- Match to physical street address per DMM requirements.
- DMM: 602.2.1 Dual address
 - Mail with a dual address (both a street address and a Post Office box number) is delivered to the address immediately above the city and state. If a ZIP+4 code or 5-digit ZIP Code is used, it must correspond to the address element immediately above the city and state

**Input: PO BOX 118
 431 STEVENSON
 WESTPORT NY 12993**

In this example, ZIP Code 12993 contains street address and PO Box records.

**Match: PO BOX 118
 431 STEVENSON
 WESTPORT NY 12993-2217**

Preference is given to street address

Input words such as *drawer, firm caller, lockbox, Bin, or caller* should be converted to *PO BOX*.

REQUIREMENT:

Publication 28: Postal Addressing Standards

- Rural route addresses are output on a mailpieces as RR N Box NN (N=represents a number). There should be no additional designator on the delivery address line of a rural address.
- The word Rural Route and designators RFD, RD, and RT are changed to RR.

Platform Testing

The term “platform” means any differently complied version (operating system) with the same configuration.

Multiple platforms with different configurations are subject to all testing fees.

Waivers will not be considered.

There will be a ten (10) business day turnaround period for each test submission.

CASS™/MASS™ Cycle 0 Fee Schedule

Fee-Based Certification	MAY-JULY 2014	AUG-DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	After JUL 31, 2015 for Current Cycle
CASS	\$200	\$200	\$200	\$500	\$500	\$600	\$700	\$800	\$900	\$1,000
MASS MFR (MLOCR)		\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$1,000	\$1,500
MASS End-Users (MLOCR)					\$500	\$500	\$500	\$500	\$1,000	\$1,500
MASS MFR (Encoder)		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$750	\$1,000
MASS End-Users (Encoder)					\$300	\$300	\$300	\$300	\$750	\$1,000

*Fees subject to change based on upcoming Rate Case