MASS™
Technical Guide

2011-2016 cycle

UNITED STATES POSTAL SERVICE®

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Purpose

MASS™ certification is a process designed for certification for Multiline Optical Character Readers (MLOCRs), Remote Video Encoding (RVE), Local Video Encoding (LVE), and encoding stations.

MASS is an extension of the CASS™ system. The MASS certification cycle is designed to evaluate the ability of MLOCRs and encoding stations to process address information and apply an accurate delivery point barcode (DPBC) to a mailpiece. The MASS certification cycle is compromised of the following phases:

1. Software manufacturer certification
2. Hardware manufacturer certification
3. User certification

Overview

All MASS tests are similar to CASS Stage II tests in that the performance of address matching software and barcode application hardware is evaluated after it has processed a test file. If the required accuracy is achieved, MASS certification is issued.

MASS certification qualifies mailings using MLOCRs and encoding stations to print ZIP+4/DPV confirmed address barcodes on mailpieces submitted for mailing at automation rates. Each required certification period, customers must apply for MASS certification and meet the accuracy requirement to remain certified and avoid interrupted service to their customers.

Certification Requirements

Systems used for automation rates must be certified as required during the certification requirement cycle or when an event occurs that requires new certification or recertification. The Certification Department understands that waiting for MASS™ certification is often impractical and costly for customers who purchase new systems and have legitimate reasons for wanting to operate them immediately. Systems that are moved to a different address, relocated within the facility, upgraded or reassembled also require certification. Recertification is required when a system was previously certified within the current cycle.

The Certification Department provides a 45-day courtesy period for new, moved or relocated, upgraded and reassembled systems. **The 45-day courtesy is granted by the Certification Department when written notification is received within seven days of the installation date.** The MASS Order form is the preferred method of notification. Test decks should be ordered in a timely manner. The installation date must be included on the MASS Order Form because the date is used to calculate the courtesy period. The Certification Department will

provide an email after the MASS Order Form has been processed. The email will include the status of the courtesy period for each system.

Customers may then use the system to produce and submit mail and qualify for automation rates. If a problem with the newly installed system occurs, customers must notify the Certification Department in writing so the courtesy period can be adjusted.

Certification must be achieved by the 45-day courtesy expiration date or adjusted courtesy date to avoid the system from becoming ineligible to submit mail at automation rates. If the system becomes ineligible for automation rates an email will be sent to the customer, the Business Mail Entry manager and the Business Mail Acceptance office.

Demo Machines

Machines used for demonstration purposes will be eligible for a 30-day courtesy when notification via the MASS order process is received within seven days of the installation date.

If the customer is going to keep the machine, fifteen (15) calendar days will be added to the 30-day courtesy period. This will allow the customer the standard 45-day courtesy for the new installations.

Failure to notify the Certification Department will result in notification to the Business Mail Entry manager that the machine is not certified and not eligible for automation discounts.

Recertification

Recertification is required when a machine has been certified within the current certification cycle and is moved to a different address, relocated within the facility, upgraded or reassembled.

The following conditions also require recertification.

- the address matching software utilized by the MLOCR is changed or updated
- the operating system of the machine associated with the Address Recognition System and the Directory Retrieval System is changed
- the camera configuration including switching from a single to a dual camera configuration is changed or updated
- System speed changes
- Model changes

Machines that were previously certified within the current certification period that are moved to a new address or relocated within the same facility that do not include any system changes or updates by the same company will not be charged for the recertification test.

Charges for upgraded and reassembled machines will apply for these types of recertifications based on the Fee Schedule for the current certification period.

Change of Ownership: End User

When an MLOCR or encoding station is sold or ownership is transferred, the new owner must notify the Certification Department in writing via email to cassman.ncsc@usps.gov. The notification must include the following:

- Equipment model number, serial number and MASS ID
- Previous owner's name and address
- New owner's name, address phone number, and FAX number

If the machine is not physically moved to a new address or relocated within the existing facility, the new owner may request a certification letter for the equipment in writing. Machines that are physically moved to a new address, relocated within the facility or upgraded must be recertified by the new owner. Charges apply based on the Fee Schedule for the current certification period. See Certification Requirements.

Change of Ownership: Manufacturer

Manufacturers who enter into a purchase agreement with a customer to enhance or upgrade a machine that is currently supported by another manufacturer must provide a Letter of Agreement from both parties to the Certification Department. This is known as a hybrid system.

The Certification Department will not assign MASS IDs or process orders for any hybrid system requests for certification unless the Letter of Agreement is received from both parties.

Hardware and Software Revisions, Upgrades, and Patches

When an MLOCR or encoding station software developer or manufacturer issues a revision, upgrade, or patch to existing address matching software or hardware, the manufacturer must submit written notification to the Certification Department before distributing the software or hardware. The written notification must include a brief description of the changes being made and the expected results of those changes. The Certification Department will evaluate the documentation and determine an appropriate course of action which may include recertification of all users, a sample of the user base, hardware manufacturers only, or software manufacturers only. It is possible that no action will be taken following notification.

Fee-Based Certification

Fees have been established to cover costs of developing and issuing testing material and administering the CASS and MASS™ program.

CASS customers are billed based on the number of separate software configurations certified, not the number of Stage II files ordered. In contrast, MASS customers are billed for each test deck ordered or the number of tests needed to achieve certification.

Customers are billed as certification is achieved. Billing procedures are coordinated with our Accounts Receivable Department. **All certification test fees are payable within 30 days of the billing date.**

Fee Schedule

Fee-Based Certification	AUG/OCT (New Cycle)	NOV/ DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	After July 31, for Current Cycle
CASS	$210	$210	$210	$520	$520	$625	$730	$835	$940	$1,045
MASS MFG (MLOCR)		$520	$520	$520	$520	$520	$520	$520	$1,045	$1,565
MASS End-Users (MLOCR)								$520	$1,045	$1,565
MASS MFG (Encoder)		$315	$315	$315	$315	$315	$315	$315	$780	$1,045
MASS End-Users (Encoder)								$315	$780	$1,045

Fee Policy for New, Upgraded or Transferred Machines

Prior to Certification Requirement Date

Half the regular scheduled fee will be charged when the applicant promptly notifies the MASS Department within seven days of the installation date for machines that are new, moved or relocated or upgraded as shown in the Recertification section that will be used to obtain automation discounts.

Normal charges will apply for other certification's based on the Fee Schedule for the current certification period.

After the Certification Requirement Date

New systems initially deployed from a MASS manufacturer to an end user after the certification requirement date will be charged a flat fee of $780 for MLOCRs and $520 for encoding stations. These fees apply to any MLOCR or encoding station that is transferred, upgraded or sold to another company. A new system is defined as barcoding equipment that is not in use or is not operational during the time for which certification is requested or during a previous MASS cycle. The applicant must promptly notify the Certification Department within seven days of the installation date by completing and submitting the MASS Order Form.

The MASS Process

Certification

A ZIP + 4 can only be assigned when the primary number DPV® confirms with a confirmation code of Y, S, or D. When an address does not DPV confirm (DPV confirmation code N) software can only return the 5-digit ZIP Code.

Manufacturers

Manufacturers must notify the Certification Departments of their intent to become MASS certified by providing a list or matrix that includes machine models, configurations, software name, version number, and the manufacturer MASS identifier codes that will be certified during the current CASS cycle.

Manufacturers can test the highest speed of a specific model unless a new machine is being introduced. Each new model and individual configuration must be tested.

Manufacturers must provide detailed information when introducing a new machine. This will help the Certification Department identify the classification of the machine (i.e. MLOCR or encoder).

The following information should be provided along with a picture of the machine.

- Speed or throughput
- Flats, MLOCR, or encoder
- Software and software version number that will be used on the machine
- Configuration or camera type

Hardware Manufacturers Certification

Requesting manufacturer certification ensures that the company will be listed as a software developer in USPS® documents and on RIBBS® in the Products Guide at https://ribbs.usps.gov/files/vendors. The CASS software that will be used on each representative machine must be CASS certified before a MASS test deck can be ordered.

1. Provide a matrix of all machines that will be used by your customers to the Certification Department. Please include every machine that is sold or used by your company so we are aware of all machines for your company. The matrix will include the CASS software and version numbers that is used on each machine model.
2. Complete an Electronic Product Fulfillment Web Access Request Form (EPF001) if one is not on file. The form allows us to setup an internet account that will be used to return MASS test results and mail images. We will also provide customer reports via the EPF website. The EPF form is available online at https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/EPF001.CFM.
3. Complete the Manufacturers Terms and Conditions Document (https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/MASSMFRS.PDF and a MASS order form (https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/MASS_ORDER_FORM.PDF) for each machine that requires certification for the new certification requirement period.
4. Process the test deck with static data provided by your CASS software provider on a representative model of the MLOCR or encoding station and return the answer file, required imagine files that are flagged with asterisks and a copy of the CASS Summary Report (PS Form 3553) via EPF. All CASS developers, MASS™ manufacturers and end users are required to provide a hardcopy of the PS Form 3553 for evaluation to ensure the facsimile meets USPS® standards.

   The images that must be returned can be

   - Uploaded to EPF
   - Or mailed to:

     MASS CERTIFICATION
     NATIONAL CUSTOMER SUPPORT CENTER
     UNITED STATES POSTAL SERVICE
     225 N HUMPHREYS BLVD STE 501
     MEMPHIS TN 38188-1001

   Only the mail pieces that are flagged with asterisks and culled pieces* should be returned to the National Customer Support Center (NCSC).

   *Machines that cannot spray a LACS$^{Link®}$, Suite$^{Link®}$ or change of address must cull those mailpieces out of the test deck and return them to the NCSC.

5. When certification is achieved, the Certification Department issues a certification letter.
6. When applicable, the Accounting Department at the National Customer Support Center (NCSC) will mail all invoices. **All certification test fees are payable within 30 days of the billing date.**

Remote Video Encoding/Local Video Encoding

If an MLOCR is used to capture mailpiece images or to apply Intelligent Mail Barcodes (IMb™), the MLOCR must be MASS certified before RVE and LVE system certification can be attempted.

RVE System Certification with MLOCR

Deck 1 MLOCR should be tested and certified before attempting the RVE test.
Deck 2 RVE test deck is processed entirely to the remote coding via Remote Character Recognition (RCR) or RVE/LVE. The MLOCR coding must be deactivated during this part of the test.

The MLOCR and RVE/LVE order forms are combined. Complete only those sections that apply to your certification.

1. The manufacturer must order a separate test deck for each MLOCR or encoding station via the MASS Order Form. Existing networked machines can be tested in groups of four. Any new encode must be tested as a standalone for the first certification.
2. The manufacturer processes the test deck and returns it to the NCSC for evaluation.
3. When the manufacturer passes certification, the NCSC issues a MASS Certification Letter.

NCOA$^{Link®}$ MPE

The MASS test decks will include mailpieces that will test MPE systems. A passing score of 95% must be achieved to pass the MPE or Cloud portion of the test. If the MPE audit fails, the MASS Department will inform the Licensing Department to put that MLOCR in recertification mode.

Grading Scenarios

MASS	MPE	Result
Pass	Pass	MASS Certified
Pass	Fail	MASS Certified Notification sent to Licensing Department to put machine in a recertification mode.
Fail	Fail	Customer will be sent a new MASS test deck that includes forwardable pieces. Notification sent to Licensing Department to put machine in a recertification mode.
Fail	Pass	Customer will be sent a new MASS test deck that includes forwardable pieces.

Intelligent Mail® Barcode

- Set Barcode ID to “00”
- Set Service Type to any valid 3-digit Service Type Identifier (STID)
- Mailer ID can be 6 or 9 digits, but cannot be all zeroes. The same Mailer ID must be sprayed on all mailpieces.
- Serial number can be 6 or 9 digits, cannot be all zeroes. A unique serial number must be sprayed on each mailpiece.

Note: Failure to adhere to these requirements will result in failure of the MASS test.

When an IMb™ exists in the address block and a second IMb exists in the barcode clear zone, the IMb in the clear zone will be read as the barcode answer because it is physically lower on the mailpiece.

For flats testing, the barcode answer can be returned above the address block, within an area 4.75 inches from the right edge and 3.25 inches from the top of the mailpiece, or in the barcode clear zone.

User Certification

Customers ***must*** provide correct machine models, serial numbers and configurations on the MASS Order Form and the PS Form 3553. If no changes have been made since the last certification, the information should be the same with the exception of the software and version number which will be different for each required certification period. Contact the machine manufacturer if there is a question about the machine information.

Postal representatives are not required to witness a MASS test. Tests should be administered by the staff of the machine owner not the equipment manufacturer.

A checklist of items pertaining to the test and a MLOCR Customer Information sheet that lists the test deck number (Customer Number), model, serial number, software name, version number and the MASS ID for the machine will be included in the test deck. These forms are for the customers use and do not have to be returned with the test results.

1. Complete an Electronic Product Fulfillment Web Access Request Form (EPF001) if one is not on file for MASS File Upload. The form allows us to setup an internet account that will be used to return MASS test results and mail images.

The EPF form is available online at https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/EPF001.CFM.

2. A separate test deck must be ordered for each machine via the MASS Order Form. Existing certified networked machines can be tested in groups of four. All serial numbers included in the network must be listed on the order form. The serial number for the server or lead machine must be shown on the PS Form 3553. Any new encoders must

be tested as a standalone system for the first completed certification. The MASS Order Form is available in this document and on line at https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/MASS_ORDER_FORM.PDF.

3. A MASS End Users Terms and Conditions document is required for the first certification for each location for the required certification cycle. The document is located on line at https://ribbs.usps.gov/cassmass/documents/tech_guides/FORMS/MASSEND-USERS.PDF.

   Customers will not receive test decks until the machine manufacturer has completed certification and authorizes the USPS to release test decks for their machine types.

4. All tests must be processed with static data to avoid failure of the MASS test. The PS Form 3553 must reflect the correct software name and version number. It is the customers' responsibility to ensure the correct software is installed before testing.

   Process the test deck with static data provided by your equipment provider on a representative model of the MLOCR or encoding station. When a machine identifier is sprayed, customers must spray an "X" as the first character of the machine identifier. This identifies static data was used when the test deck was processed.

5. *Machines that cannot spray a LACS$^{Link®}$, Suite$^{Link®}$ or change of address must cull those mailpieces out of the test deck and return them to the NCSC.
6. Return the answer file, required imagine files that are flagged with asterisks and a copy of the CASS Summary Report (PS Form 3553) via EPF. All MASS™ end users are required to provide a hardcopy of the PS Form 3553 for evaluation to ensure the facsimile meets USPS® standards.

   The images that must be returned can be

   - Uploaded to EPF
   - Or mailed to:

     MASS CERTIFICATION
     NATIONAL CUSTOMER SUPPORT CENTER
     UNITED STATES POSTAL SERVICE
     225 N HUMPHREYS BLVD STE 501
     MEMPHIS TN 38188-1001

   Only the mail pieces that are flagged with asterisks and culled pieces* should be returned to the National Customer Support Center (NCSC).

7. The USPS will make every attempt to return test results within ten business days. All tests are processed in the order they are received. We cannot complete review of the test deck until all mailpiece images and culled mailpieces are received. This may delay test results.
8. The Certification Department will provide test results via email notification. If a test fails, a report with the test score and errors will be sent and a new test deck will be shipped

9. When certification is achieved, the Certification Department issues a certification letter.
10. When applicable, the USPS Accounting Department at the National Customer Support Center (NCSC) will mail all invoices. **All certification test fees are payable within 30 days of the billing date.**

Test Deck Specifications

MASS™ test decks are designed to exercise MLOCR and encoding station address-matching software look-up capabilities emulating the CASS™ Stage files. The input addresses represent the same type and approximated mix of CASS Stage files.

All MLOCR test decks will contain 2,000 test mailpieces, while all encoding station test contain 350 mailpieces.

Each test mailpiece consists of one piece of 8 ½ inch white, 20 pound paper folded and inserted into a 24-pound, white-wove, 5 ¾ x 9 inches window envelope. The envelope has two windows – one upper and one lower. The upper window measure 1 ¼ x 4 inches and is located 3/8 inch from the left edge and 3 11/16 inches from the bottom edge. The bottom window measure 1 3/8 x 4 ½ inches and is located 2 1/6 inches from the left edge and 11/16 inch from the bottom edge.

Data elements internal to the Postal Service are printed on the insert and appear in the upper window. These elements identify the specific deck to which any test mailpiece belongs, the customer tracking number, and the exact question key number appearing on the mailpiece. The key number is also the file name that will be returned via the Electronic Product Fulfillment (EPF) answer file (i.e. A00421EH.DAT).

When the return address block contains asterisks and is shaded, these mailpieces must be returned as image files via EPF or mail (i.e. A00421EH_xx.TIF). The test address appears in the lower window. Inside the window is an Intelligent Mail Barcode which contains the NSCS IMb test key and when applicable an 11-digit routing code that indicates the mailpiece image that has to be returned to the NCSC as a .TIF file.

Test Deck Processing Procedures

MASS test decks must be processed with static test data that is provided by the equipment manufacturer along with the cycle software. MLOCRs must print “X” as the first character of the machine identifier. This indicates that static data was used to process the test deck.

Note: Failure to use static test data will result in test failure. Tests should be administered by the staff of the machine owner not the equipment manufacturer.

All MASS certification tests must be conducted in a “normal operations” state, meaning the systems must be configured as it would be when it is used to produce live mail for automation discounts with MPE or Cloud in the active mode.

If LACS[Link®], Suite [Link®], or a change of address is not sprayed on the appropriate mailpieces, the grader will assume these interfaces were not operational and the records will be graded as incorrect unless the mailpieces are culled out and returned as a .TIF image file.

For more information, contact the MASS Certification Department at 800-642-2914 or via email to cassman.ncsc@usps.gov.

MASS Electronic File Layout

Field Sequence Number	Field Description	Length	Position From/ Through	
1	NCSC IMb™	31	001	031
2	Filler	01	032	032
3	Customer Answer	31	033	063
4	Filler	01	064	064
5	MASS Identifier	07	065	071
6	Filler	01	072	072
7	5-Digit ZIP Code	05	073	077
8	Filler	01	078	078
9	MASS Text Answer	42	079	120
10	Filler	30	121	150

Sample Test Mailpiece with Answer

A9800786 01962OEBQ

****

JOHN DOE
2111 REYNOLDS LN APT 1
LOUISVILLE KY 40218-2653

AXXXMP3 40218

Test Element Definitions

NCSC IMb™

Located in the address block above the input address contains a Barcode ID, Service Type ID, Mailer ID, serial number, and 5-digit ZIP Code. If the mailpiece image should be returned an 11-digit routing code, 99999999999 will also be included in the IMb.

Customer Answer

Customer answer to test address must contain all elements of IMb returned on the mailpiece. Customer may substitute their own Service Type ID, Mailer ID, and unique serial number for each mailpiece.

If the mailpiece is rejected, or the machine does not return a 5-digit ZIP Code, the Customer Answer field and 5-digit ZIP Code field can be blank. However, the NCSC IMb should be returned.

MASS Identifier

Seven character machine identifier. The first character should be an “X” to indicate static test data was used to process the test deck.

5-Digit ZIP Code

The 5-digit ZIP Code sprayed on the mailpiece answer.

MASS Text Answer

The address that matches the Intelligent Mail® Barcode that was sprayed for the LACS$^{Link®}$, Suite $^{Link®}$, or change of address answer.

MASS Grading

A passing score of 98.5% must be achieved and the following requirements must be met on all test decks to attain MASS certification.

1. Cannot exceed the maximum allowed for incorrectly coded Perfect Address.
2. Cannot code to a Fatal Add-on (not allowed). Automatic test failure.
3. Cannot exceed the maximum allows for incorrectly coded DPBC.
4. Cannot exceed the 1% tolerance on the 3553 counts.
5. CASS Summary Report (PS Form 3553) must be signed, dated, complete and accurate.
6. DPV False Positive see records (if found), must be reported to DSF2STOP@USPS.GOV. Separate emails must be sent for each test deck.
7. The Certification Department will provide test results via email notification. If a test fails, a report with the test score and errors will be sent and a new test deck will be shipped
8. When certification is achieved, the Certification Department issues a certification letter.
9. When applicable, the USPS Accounting Department at the National Customer Support Center (NCSC) will mail all invoices. All certification test fees are payable within 30 days of the billing date.

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UNITED STATES POSTAL SERVICE®

MASS™ Order Form

Customer Information *(Please print)*

Company Official Contact Name	Email Address

Company Name

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number	❑ New Facility	Apt/Suite

City	State	ZIP + 4® Code

Telephone Number *(Include area code)*	Fax Number *(Include area code)*

Company Salesperson	Telephone Number *(Include area code)*	Salesperson Email Address

Billing Address *(If different from Customer Information)*

Street Address, P.O. Box, Rural/Hwy Contract, or Route Number	❑ Moved ❑ New Facility	Apt/Suite

City	State	ZIP + 4

I request that my certification be maintained in U.S. Postal Service® documents and records as:

❑ Service Bureau ❑ Mailer ❑ Manufacturer

❑ I do not wish to be listed in U.S. Postal Service pubs.

Equipment Information

All MLOCR machines connected to an MPE or Cloud MPE system MUST process the MASS test deck with MPE mode turned on.

Check here if this machine is connected to an MPE server. ❑ *MPE*

Check here if this machine uses a Cloud-based solution. ❑ *Cloud*

Is this machine capable of reading an Address Block IMb? ❑ yes ❑ no

Is this machine capable of printing a LACSLink® converted address and SuiteLink® appended address? ❑ yes ❑ no

User Acknowledgement Statement

I hereby certify that all information on this application is accurate and correct. I also certify that the responses provided on the MASS certification test deck will be obtained using the same configuration as used in the processing of customer/client address files and that any modification to the products used to process this test will require retesting and recertification prior to use or release. The MASS test deck will be processed in-house with company-owned or leased software/hardware. I further certify that this address-matching product contains technology that disables access to outdated U.S. Postal Service data as stated in the *DMM*® 708.3.

CASS/MASS certification scores are confidential information and the applicant agrees not to disclose scores achieved on their passing test for the purpose of marketing their software or hardware product.

Company Official Contact Signature	Date

Return Order Form To

MASS DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001

Phone: 800-642-2914 Fax: 650-577-2509

NCSC Use Only

Customer Number
Date
PRDT Code

Note: This page may be copied for multiple MLOCR systems. A completed form must be submitted for each MLOCR system.

Type of MASS™ Test

Indicate the type of MASS test requested.

☐ MLOCR ☐ Encoder ☐ Flats

Type of Certification

Indicate the type of certification requested.

☐ Renewal Certification ☐ New Certification ☐ Moved/Relocated ☐ Upgraded
☐ Reassembled ☐ Demonstration ☐ Hybrid/Conversion

Installation date *(Not required for annual certification.)*

If this new certification involves removing an existing MASS machine, list the machine(s) being removed below:

_____ _____

_____ _____

_____ _____

MLOCR

Software Product	Version Number	Configuration	MASS ID
Equipment Manufacturer	Model Number	Serial Number	

Encoding Stations

Software Product	Version Number	Configuration	MASS ID
Equipment Manufacturer	Model Number	Serial Number*	

** List all serial numbers for networked systems and indicate which one is the server (4 stations for test deck).*

Change of Ownership

Equipment Model Number	Serial Number	MASS ID

Previous Owner's Name

Previous Owner's Address

If the machine is not physically relocated, a new MASS certificate may be issued. If the machine is physically relocated, the customer must follow the machine relocation guidelines.

UNITED STATES POSTAL SERVICE®

Electronic Product Fulfillment Web Access Request Form

This form is used to create a Web-based account with the National Customer Support Center (NCSC) which will be utilized to receive *(download)* files for electronic product fulfillment from the Electronic Product Fulfillment (EPF) website. Multiple users within a single organization can download the product(s), however, each user must have a separate EPF account login. Please complete this form and return via United States Postal Service® mail or fax to the address or fax number listed at the bottom of this form. A representative will contact you with details regarding your approved access.

AIS Products

- ☐ Carrier Route national
- ☐ Carrier Route by state
- ☐ City State national
- ☐ Delivery Statistics
- ☐ eLOT® national
- ☐ eLOT by state
- ☐ Five-Digit
- ☐ RDI™
- ☐ Z4Change
- ☐ ZIP + 4® national
- ☐ ZIP + 4 by state
- ☐ ZIPMove
- ☐ AIS Viewer
- ☐ Other *(Specify)*: _____ _____

CDS Products

- ☐ Bi-Monthly
- ☐ Congressional
- ☐ No Stat
- ☐ Weekly
- ☐ Seeds

BMA Products

- ☐ MAC Batch
- ☐ PAVE

AEC Products

- ☐ AEC / AECII®

Other Products

- ☐ DMM Labeling Lists
- ☐ Zone Charts
- ☐ _____
- ☐ _____
- ☐ _____

Licensing/Certification Products

- ☐ ACS (acct. # _____)
- ☐ AMS API
- ☐ CASS™/MASS™ (cust # _____)
- ☐ DPV®
- ☐ DSF²®
- ☐ NCOA^Link®
- ☐ LACS^Link®
- ☐ Suite^Link®
- ☐ Other *(Specify)*: _____

A. Customer Information

1. Name

2. Job Title	3. Telephone Number *(include area code)*
4. Company Name	5. Email Address
6. Business Address	7. Corporate HQ Location *(if different from your Business Address)*

B. Customer Computer Access Authorization

User Responsibility Agreement Statement: I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS® computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

Requester's Signature	Date

Manager Responsibility Agreement Statement: I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

1. Name	2. Date
3. Signature	4. Telephone Number *(include area code)*

If you have any questions regarding this Web access request form, please contact Electronic Product Fulfillment at 800-331-5747 or via e-mail at BXDMM0@usps.gov; otherwise, mail or fax this completed form with accompanying documentation to:

ADDRESS QUALITY PROGRAMS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001
FAX: 901-681-4582

NCSC Use Only

NCSC Business Affiliation	
ID Assigned	
Date Customer Contacted	Initials
Comments	

Privacy Notice: For information regarding our Privacy Policy, visit www.usps.com.

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Appendix 1:

PS Form 3553, CASS Summary Report

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UNITED STATES POSTAL SERVICE

CASS™ Summary Report

This form may be generated as the output of address matching processing using CASS Certified™ software in conjunction with current USPS® address database files. Any facsimile must contain the same information in the same format as the printed form.

See DMM® Section 708 *for more information.*

A. Software

CASS A1	1. CASS Certified Company Name	2. CASS Certified Software Name & Version	3. Configuration
	4. Z4Change Certified Company Name	5. Z4Change Certified Software Name & Version	6. Configuration
	7. DirectDPV™ Certified Company Name	8. DirectDPV Certified Software Name & Version	9. Configuration
	10. eLOT® Certified Company Name	11. eLOT Certified Software Name & Version	12. Configuration
MASS A2	1. MASS™ Certified Company Name	2. MASS Certified Software Name, Version & Model No.	3. Configuration
			4. MLOCR Serial No.

B. List

1. List Processor's Name	2. Date List Processed	3. Date of Database Product Used
	a. Master File	a. ZIP + 4® File
	b. Z4Change	b. Z4Change
	c. DirectDPV	c. DirectDPV
	d. eLOT	d. eLOT
	e. CRIS	e. CRIS
4. List Name or ID No. (*If using ID No., number must start with ID #*)	5. Number of Lists	6. Total Records Submitted for Processing

C. Output

Output Rating	1. Total Coded	2. Validation Period	Output Rating	1. Total Coded	2. Validation Period
a. ZIP + 4/DPV Confirmed ▶		From To	d. 5-Digit Coded ▶		From To
b. Z4Change Processed ▶			e. CRRT Coded ▶		From To
c. DirectDPV ▶		From To	f. eLOT Assigned ▶		From To

D. Mailer

I certify that the mailing submitted with this form has been coded *(as indicated above)* using CASS Certified software meeting all of the requirements listed in the *DMM* Section 708.

1. Mailer's Signature	2. Date Signed

3. Name and Address of Mailer

E. Qualitative Statistical Summary (QSS)

For informational Purposes Only: QSS is solely made available for the list processor's review and analysis. This information is not to be considered by U.S. Postal Service® personnel in determining rate eligibility under any circumstances. See reverse for a detailed explanation.

High Rise Default	High Rise Exact	RR Default	RR Exact	LACSLink®	EWS	SuiteLink®

Privacy Notice: For information regarding our Privacy Policy, visit USPS.COM®.

Instructions

A. Software

A1.1, 1.4, 1.7, & A2.1 – Company Name: Enter the name for *each kind of software* as it appears on the CASS™/MASS™ certificate.
A1.2, 1.5, 1.8, & A2.2 – Software Name and Version: Enter name and version for *each kind of software* as it appears on the CASS/MASS certificate.
A1.3, 1.6, 1.9, & A2.3 – Configuration: Enter the specific software configuration parameter settings as it appears on the CASS/MASS certificate.
A2.4 – MLOCR: Enter the MLOCR Serial Number as it appears on the MASS Certificate.

NOTE: If information entered in this section represents the list processing of more than one certified company, attach a list of company names, software names and versions, as well as the configuration to code the address information used in the mailing.

B. List

1. List Processor's Name: Enter the company name that coded the address list(s) and/or performed ZIP + 4®/DPV® confirmation using CASS Certified™software. Attach a list if additional space is required.
2. Date List Processed: Enter the processing date for each list. If multiple lists, enter the oldest date from the list.
3. Date of Database Product Used: Enter the version date of each database package used for processing. If multiple lists, enter the oldest version date from the lists.
4. List Name or ID No.: Print the name or identification number of the address list. If more than one list is used, leave blank. If the identification number is used, the number MUST be preceded by "ID#".
5. Number of Lists: Enter the number of lists used to produce the mailing.
6. Total Records Submitted for Processing: Enter the total number of address records *(from all lists in item B5)* submitted at the time the list(s) was coded.

C. Output

1. Total Coded: Enter the total number coded.
2. Validation Period: Enter the effective dates as shown below:

Product Name	From Date	To Date
ZIP + 4/DPV Confirmed	30 days before *(the 15th of each month or bi- monthly)* or no later than 105 days after the file date.	180 days after the ZIP + 4 valid "From" date.
DirectDPV™	30 days before *(the 15th of each month or bimonthly)* or no later than 105 days after the ZIP + 4 product file date.	180 days after the DirectDPV/ZIP + 4 valid "From" date.
Five-Digit Coded	30 days before *(the 15th of each month or bimonthly)* or no later than 105 days after the ZIP + 4, Five-digit ZIP, or the Carrier Route product date.	365 days after the Five-Digit Valid "From" date.
Total Carrier Route Coded	30 days before or up to 105 days after the ZIP + 4, Five-Digit ZIP™, or the Carrier Route product date *(the 15th of each month or bimonthly)* or up to 105 days after the file date.	90 days after the Carrier Route Valid "From" date.
eLOT® Sequence No. Assigned	30 days before or up to 105 days after the eLOT file product date *(the 15th of each month or bimonthly)*.	90 days after the eLOT valid "From" date.

D. Mailer

1. Signature: Signature of individual who processed the list, or the mailer's representative.
2. Date Signed: Enter the date this form is signed.
3. Name & Address of Mailer: Enter the name and address of the individual whose signature appears in item D1.

E. Qualitative Statistical Summary (QSS)

This information allows mailers and list processors to evaluate the quality of their address list processed through CASS software before its contents enter the mailstream. A significant number of Highrise default/rural route default matches, although these addresses remain eligible for postal automation rate discounts at this time, increase the costs and reduce the efficient delivery of this mail. Mailer's should research to obtain secondary unit designator address information or highrise addresses and specific box number information for rural route addresses which are coded to default records on the National ZIP + 4 File.

Highrise Default/RR Default

Entries in this box show the number of addresses that were default matched. Defaults are matches made to addresses that contain invalid/missing secondary address or box information. A highrise default contains the building street address in the primary range field and spaces in the secondary range field. A rural route default contains the route number in the primary name but also has spaces in the primary address range.

LACS$^{Link®}$ System

Entries in this box show the number of addresses which have been converted through the LACS^{Link} process. LACS^{Link} is a data product provided by the Postal Service to allow addresses that have been converted due to USPS changes or for 911 emergency systems to be linked with their new address.

Early Warning System (EWS)

Entries in this box show the number of addresses on the processed address list that are new addresses not in the current U.S. Postal Service® ZIP + 4 File. These addresses are, however, valid addresses as formatted and should not be changed in any way since the U.S Postal Service will assign ZIP + 4's to these addresses on the next monthly ZIP + 4 File.

Suite$^{Link®}$ System

Entries in this box show the number of ZIP+4/DPV confirmed addresses that matched to a highrise default, and the Suite^{Link} process returned the appropriate suite number. Only Suite^{Link} enabled software will return a value in this box *(Check with your software vendor for obtaining this option)*. These address records are valid delivery points by the U.S. Postal Service. Addresses that are not confirmed by DPV are either new addresses not available on the current Delivery Sequence File, or are not valid and the list holder should further investigate to determine the accuracy of these addresses. Mailers should make every effort to ensure the quality of their address list(s).

Appendix 2:

Test Mailpiece Examples

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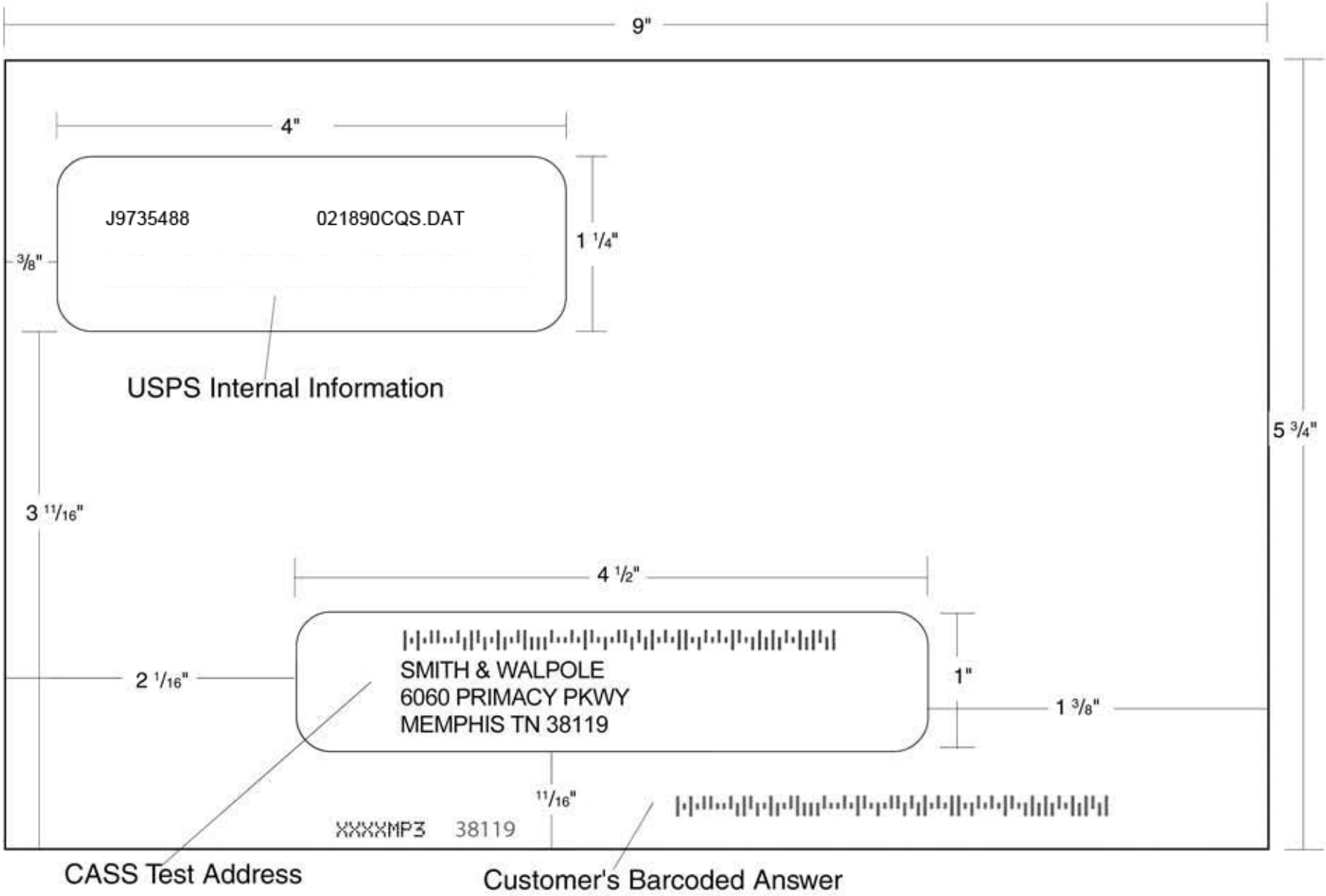
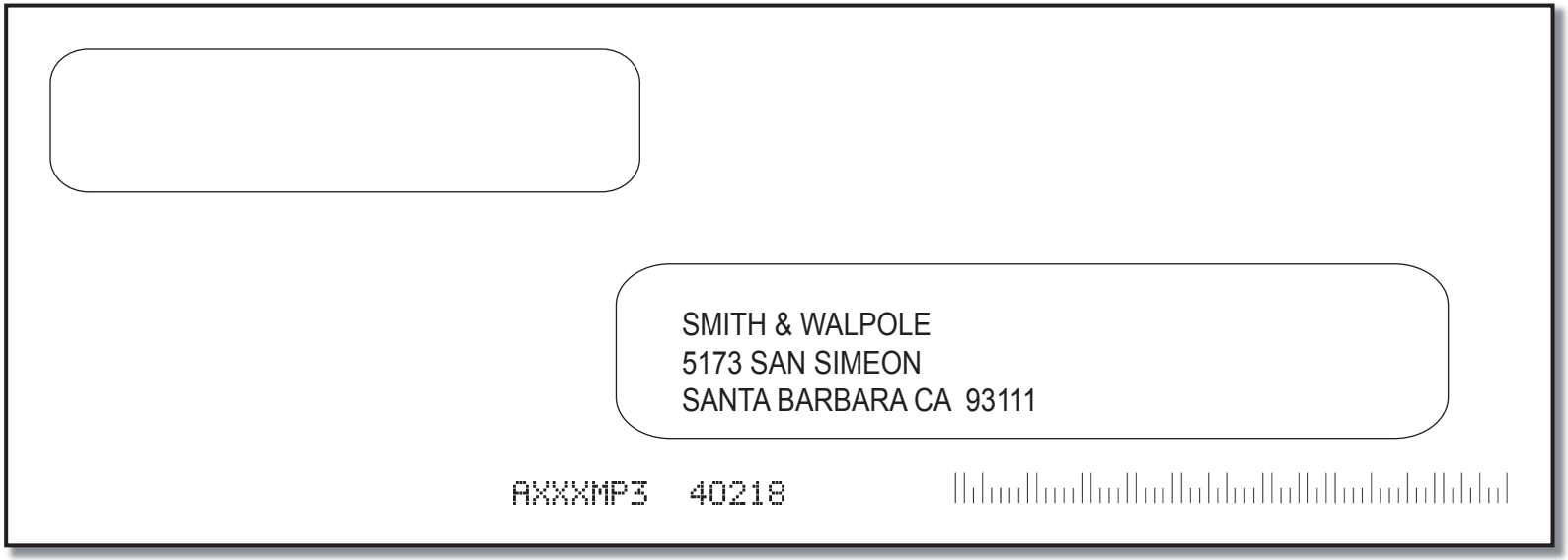
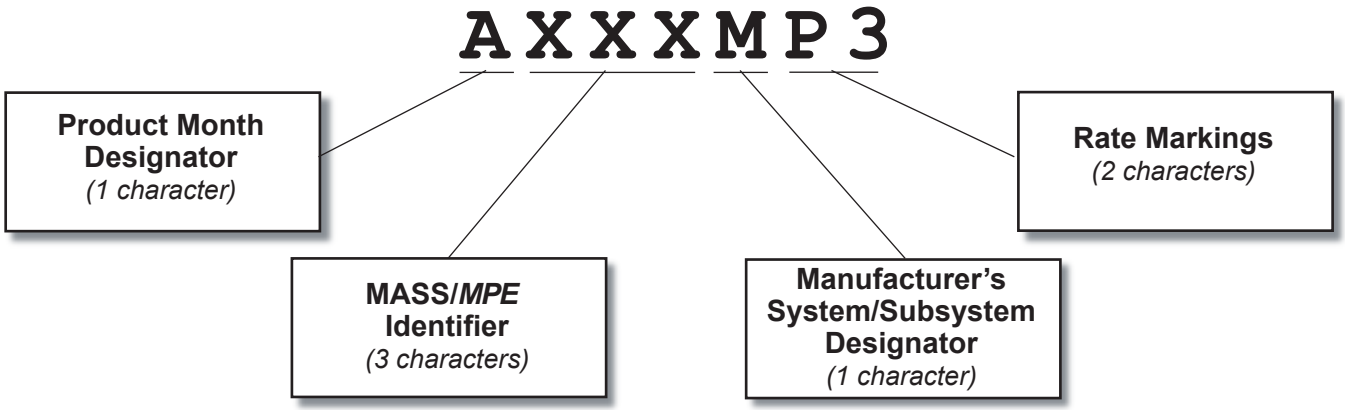
Test Mailpiece Example

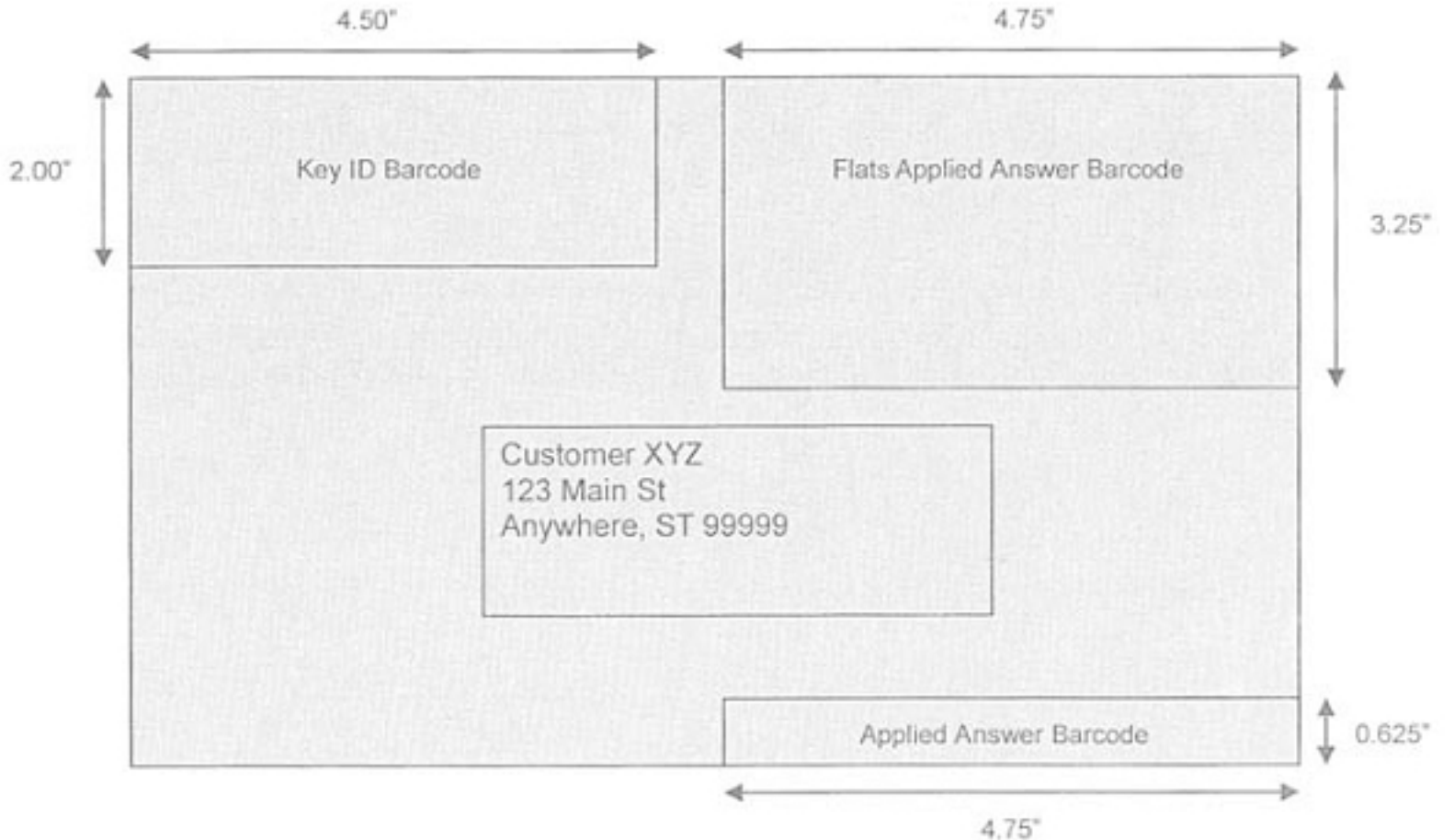


Identifier/Rate Code

The Identifier/Rate code consist of seven characters representing the product month, system identifier, manufacturer code and rate markings. All MASS™ certified equipment and systems must print the identifier together with the appropriate rate marking on each processed mailpiece bearing a ZIP + 4 Delivery Point Barcode. The NCOA$^{Link®}$ MPE platform Identifier is printed in place of the MASS Identifier for MASS certified systems NCOA^{Link} MPE equipped and licensed. The MASS Identifier provides for an audit trail and combined with the NCOA^{Link} MPE platform, the Identifier signifies whether the mailpiece has met Move Update requirements.






4.50"
4.75"
2.00"
Key ID Barcode
Flats Applied Answer Barcode
3.25"
Customer XYZ
123 Main St
Anywhere, ST 99999
Applied Answer Barcode
0.625"
4.75"

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Appendix 3:

Translation of Error Codes and Special Flags

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Customer No Match Record Translation of Error Codes & Special Flags

All categories except those with asterisks (*) are required. Address matching software must obtain a minimum accuracy rate of 98.5% in each required category to obtain CASS Certification.

Error Codes

01 5-digit ZIP not match
02 ZIP+4 not match
03 Carrier ID not match
04 City name not match
05 State abbreviation not match
06 Out of range
07 Address is non –deliverable
08 Unique ZIP Code not finest level of code
09 LACS Indicator
10 Perfect Address
11 General standardization error
12 eLOT sequence
13 eLOT A/D code
14 RDI
15 Fatal Error
16 LACSLink Indicator
17 LACSLink Return Code
18 SuiteLink Return Code
19 Incorrect delivery point barcode (Non-Fatal)
20 Incorrect delivery point barcode
21 PMB
22 Default flag error/Record type error
30 History
DB Business
DC CMRA
DD Drop
DE Educational
DF False-positive
DK Drop count
DL LACS
DN No Stats
DO Confirmation
DP PBSA
DR R777
DS Seasonal
DT Delivery Type
DV Vacant
DW Throwback
FT Footnote Code Error

Record Type

F Firm
G General Delivery
H Highrise
P PO Box
R Rural Route
S Street

Standard Address with Elements

(Spelled out or Abbreviated)

AA Firm Name – Abbreviation
AB Firm Name – Noise words
AC Firm Name – Address similar to firm name
AD Firm Name – Swap firm name and Address field
AE Normalized street name
AF Street Name – Spelling variation
AG Firm Name not present – Valid Z4 on input match to firm
A0 5-difit
A1 Dropped 5-digit
A4 5-digit with non-mailing name
A5 Dropped 5-digit with non-mailing name
A8 5-digit misspelled city
* A9 Dropped 5-digit with misspelled city

Standard Address

(Includes reversed alphanumeric primary/secondary number, reversed pre/post directionals, and secondary number combined with primary number)

B0 5-Digit
B1 Dropped 5-digit
* B2 5-digit with misspelled street
* B3 Dropped 5-digit with misspelled street
B4 5-digit with non-mailing name
B5 Dropped 5-digit with non-mailing name
* B6 5-digit with misspelled street and non-mailing name
* B7 Dropped 5-digit with misspelled street and non-mailing name
B8 5-digit with misspelled city
* B9 Dropped 5-digit with misspelled city
BE Normalized street names

Standard Address with Post-Directional Dropped or Incorrect

CC Post-directional changed to a non-cardinal directional – no match
C0 5-digit
C1 Dropped 5-digit
* C2 5-digit with misspelled street
* C3 Dropped 5-digit with misspelled street
C4 5-digit with non-mailing name
C5 Dropped 5-digit with non-mailing name
* C6 5-digit with misspelled street and non-mailing name
* C7 Dropped 5-digit with misspelled street and non-mailing name
C8 5-digit with misspelled city
* C9 Dropped 5-digit with misspelled city

Standard Address with Suffix Dropped

E0 5-digit
E1 Dropped 5-digit
* E2 5-digit with misspelled street
* E3 Dropped 5-digit with misspelled street
E4 5-digit with non-mailing name
E5 Dropped 5-digit with non-mailing name
* E6 5-digit with misspelled street and non-mailing name
* E7 Dropped 5-digit with misspelled street & non-mailing name
E8 5-digit with misspelled city
* E9 Dropped 5-digit with misspelled city

Dual Address

F0 Street address
F1 Box record
F2 Dual Address on separate line
F4 Street address with non-mailing name
F8 Street address with misspelled city
F9 Box record with misspelled city

Aliases

G0 5-digit – Base
G1 5-digit – Alias
G2 Dropped 5-digit – Base
G3 Dropped 5-digit – Alias
* G4 5-digit – Out of range
G5 30 character abbreviation alias

Alias/Multiple Response

**H0 5-digit - Base
**H1 5- digit - Alias

Small Town Default

I0 Exist in ZIP+4
**I1 No match in ZIP +4 P&G records exist
**I2 General delivery match in ZIP+4/G rec only – no match
**I3 No match in ZIP +4/City State

Last Line

JA Input city/ZIP Code correspond; exact match in ZIP Code
JB Input city/ZP Code correspond; input city is non-mailing name, exact match in ZIP Code
JC Input city/ZIP Code correspond; inexact match in ZIP Code
JD Input city/ZIP Code don't correspond; inexact match in city
JE Input city equals 5-digit PLL, ZIP+4 PLL is different
JI Input city/ZIP Code don't' correspond; best candidate is inexact match in finance number, but not in either city or ZIP Code. No Match.
*J2 5-digit with misspelled street
*J3 Dropped 5-digit with misspelled street
J8 5-digit with misspelled city
*J9 Dropped 5-digit with misspelled city

Multiple Response

** K0 5-digit
** K1 Dropped 5-digit
** K2 5-digit with misspelled street
** K3 Dropped 5-digit with misspelled street
** K4 5-digit with dropped or incorrect component
** K5 Dropped 5-digit and/or incorrect component
** K6 5-digit with dropped/incorrect component & misspelled street
** K7 Dropped 5-digit and/or incorrect component & misspelled street
** K8 5-digit with misspelled city
** K9 Dropped 5-digit with misspelled city

Inexact/Questionable Matching Logic

* L0 5-digit
* L1 Dropped 5-digit

Key Elements Also Known As

****MA Out of range – no match
M0 With 5-digit
M1 Dropped 5-digit
M8 5-digit with misspelled city
M9 Dropped 5-digit with misspelled city

*****NDF Position Error**

N0 5-digit
N1 Dropped 5-digit

Extra Information

OA Input contains double secondary. One is valid and the other is a PMB
OB Input contains double "#". One is valid sec the other is PMB
OC Input contains a sec and"#". One is valid sec the other is PMB
OD "#" or valid or invalid sec designator for PBSA
O0 5-digit
O1 Dropped 5-digit
O2 PMB on address line
O3 PMB on secondary address line
O4 Valid Secondary with
O5 PMB number is valid PO Box number – no match
O6 Invalid sec with "#" sign – default match
O7 Double "#" signs at the end of address line – invalid
O8 Double "#" signs at the end of address line, one valid value the other is invalid

Syndrome

P0 Seattle Syndrome with 5-digit on input
P1 Seattle Syndrome dropped 5-digit on input
*** P2 Salt Lake Syndrome with 5-digit on input
*** P3 Salt Lake Syndrome dropped 5-digit on input
P4 Flushing NY Syndrome with 5-digit on input
P5 Flushing NY Syndrome dropped 5-digit on input

ZIP Correction

R0 Incorrect 5-digit within finance number
R1 Invalid 5-digit
R2 Incorrect 5-digit within finance number and incorrect +4
R4 Incorrect 5-digit within finance number and blank city/state
R5 Incorrect 5-digit not within finance number

Highrise Default or Delivery Point Alternate

S0 With 5-digit
S4 With 5-digit highrise
S5 "Chase the Base" – Delivery point alternate on input, return highrise exact
** S6 With 5-digit highrise multiple

Hyphenated Ranges

T1 Numeric alpha no match to numeric/numeric alpha exists
T2 Alphanumeric/numeric alpha-transpose to make match
T3 Delete hyphen
T4 Add hyphen
T5 Sec alphanumeric insert hyphen and transpose – default
T6 Add alpha to match to numeric range only
** T7 Add double alphas and validate no match to numeric
** T8 Transpose alpha to beginning/no match to numeric range
TA Recombine hyphenated trailing primary alpha with secondary number
TB Recombine non-hyphenated trailing primary alpha with secondary number
TC Recombine hyphenated trailing primary numeric with secondary number
TD Recombine hyphenated trailing alphanumeric/numeric alpha with secondary number
TE Recombine sec values into one – exact match only

APO/DPO/FPO

UA Bad org info in address line without ZIP Code
UB Out of range records for PSC box numbers
U0 Clean military addresses with 5-digit
U1 Reversed box/PSC number with ZIP Code
U2 Reversed box/PSC number without ZIP Code
U3 Good address/ZIP Code with invalid city name
*** U4 PSC box turned into PO Box with ZIP Code
** U5 Missing PSC, CMR, unit number with good box number
U6 Good military address with invalid ZIP Code
U7 Bad org info in Firm Name field with good ZIP Code
U8 Bad org info in Firm Name field without ZIP Code
U9 Bad org info in address line with ZIP Code

Delivery Address Line

**V0 Contains firm name
**V1 Contains highrise name

Multiple Finance Number Matching

**W0 Multiple response within finance no. – dropped 5-digit
W1 Single response within finance no – dropped 5-digit
W2 Altered street name
W3 No correlation between city and ZIP – Match in ZIP
**W4 City and ZIP Code from different finance numbers
W5 City and state does not agree with ZIP Code – match to ZIP Code
W6 City and ZIP Code agree, state from different finance number

Highrise

X0 With a firm suite number
*X2 With misspelled street
X8 With a firm suite number and misspelled city

Split/Combined Elements

Y0 Combine pre-directional with street name
Y1 Split pre-directional works off street name
Y2 Drop suffix words off street name
Y3 Drop suffix words off multi-word street name
Y4 Combine suffix with street name
Y5 Combine suffix with street name
**Y6 Invalid street name
*Y7 Street name spelling variations

ZIPMove

Z0 Valid match in new finance number – match
Z1 Invalid match in ZIPMove – match
Z2 Valid ZIPMove match; invalid in new finance number no match

Out of Range/Overlapping

**10 Bad PO Box for finance no/ZP
11 Overlapping PO Box ranges/return lowest ZIP+4
**15 Bad rural route for finance no/ZIP
**20 Invalid primary number
21 Invalid secondary number
22 "EWS" no match; input is exact match to EWS record
23 LACSLink
**24 LACSLink no match
25 SuiteLink (optional category)
26 SuiteLink no match (optional category)
27 Match to R777 – do not count as valid ZIP+4 on 3553
28 Single Trailing Alpha – DPV w/o trailing alpha
29 Single Trailing Alpha –not allowed to drop trailing alpha because of address pattern

Appendix 4:

Customer Statistics Report

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This sample is for MASS only testing.

SPS 47-2467 U.S. POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM DATE: 11/05/2008
NATIONAL CUSTOMER SUPPORT CENTER TIME: 20:24:27
EPORT CI1030P1 CUSTOMER STATISTICS PAGE: 1

CUSTOMER NAME: USPS
FASTFORW CUST:

CUSTOMER ID: 00421OMAY
SERIAL: 1234567
ID ASSIGNED: XXX
ID RETURNED: XXX
IM BARCODE: YES

GRADING STATISTICS			COUNT		
INITIAL TOTAL CASS RECORDS			2,000		
AVAILABLE FOR GRADING			1,992 (FF= 0)		
RECS BYPASSED			78 (FF= 0 / OLD= 0)		
Z4CHANGE/NON-DELIVERABLE		71			
MANUAL OVERRIDES		0			
REJECT < 7.5 %		6			
NO BARCODE SPRAYED	6				
ONLY CORRECT 5DIGIT SPRAYED	0				
BARCODE UNREADABLE (UNRD) < 2.5 %		1			
NO PLUS4 ON MAIL PIECE		0			
TOTAL RECORDS AVAILABLE FOR GRADING			1,914		100.00%
CORRECTLY CODED RECORDS			1,908 (FF= 0)		99.69%
PENALTY FOR MISREAD/MISCODE ERRORS		0 X .5	000000		
PENALTY DEFAULT (KEYING) DEPTH/CODE ERR		0	0		
CORRECTLY CODED ADJUSTED FOR PENALTIES			0000000000		000000%
BONUS POINTS AWARDED (NOT ENOUGH BONUS QUESTIONS CORRECT)					0.00%
TOTAL RECORDS COUNTED INCORRECT			6.00		0.31%
INCORRECTLY CODED RECORDS		6			
BARCODE UNREADABLE (UNRD) > 2.5 %		0			
REJECTS > 7.5% COUNTED INCORRECT		0			
PENALTY FOR MISREAD/MISCODE ERRORS		000000			
PENALTY DEFAULT (KEYING) DEPTH/CODE ERR		0			

****

INCORRECTLY CODED PERFECT ADDRESSES 0 (MAX= 3) - CAN NOT EXCEED MAX

INCORRECTLY CODED FATAL ADDON 0 - NO FATAL ADDON

INCORRECTLY CODED DPBC 0 (MAX= 9) - CAN NOT EXCEED MAX

****

FINAL SCORE (MINIMUM 98.5%): 99.69%

****

This sample includes *FASTforward* results.

```
SPS 47-2467        U.S. POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM        DATE: 05/02/2010
                              NATIONAL CUSTOMER SUPPORT CENTER                 TIME: 20:11:02
EPORT CII030P1                       CUSTOMER STATISTICS                       PAGE:   1


 CUSTOMER NAME: USPS                                          CUSTOMER ID:   004210AAX
 FASTFORW CUST: F                                             SERIAL:        123456789
                                                              ID ASSIGNED:   -XX
                                                              ID RETURNED:   -XX
                                                              IM BARCODE:    YES
                                                              LACSLINK PRINT:YES
                                                              STELINK PRINT: YES


     GRADING STATISTICS                                  COUNT

       INITIAL TOTAL CASS RECORDS                        2,000
       AVAILABLE FOR GRADING                             1,995 (FF=  100)
       RECS BYPASSED                                        19 (FF=    4 / OLD=    0)
         Z4CHANGE/NON-DELIVERABLE                  1
         MANUAL OVERRIDES                          0
         REJECT < 7.5 %                            2
            NO BARCODE SPRAYED               2
            ONLY CORRECT 5DIGIT SPRAYED      0
         BARCODE UNREADABLE (UNRD) < 2.5 %     0000000
         NO PLUS4 ON MAIL PIECE                    0
       TOTAL RECORDS AVAILABLE FOR GRADING         1,976                    100.00%

       CORRECTLY CODED RECORDS                          1,955  (FF=   96)     98.94%
         PENALTY FOR MISREAD/MISCODE ERRORS        2 X .5      1.00
         PENALTY DEFAULT (KEYING) DEPTH/CODE ERR   0           0
       CORRECTLY CODED ADJUSTED FOR PENALTIES             1,954.00              98.89%
       BONUS POINTS AWARDED (NOT ENOUGH BONUS QUESTIONS CORRECT)                 0.00%

       TOTAL RECORDS COUNTED INCORRECT                       22.00               1.11%
         INCORRECTLY CODED RECORDS                21
         BARCODE UNREADABLE (UNRD) > 2.5 %        0
         REJECTS > 7.5% COUNTED INCORRECT         0
         PENALTY FOR MISREAD/MISCODE ERRORS       1.00
         PENALTY DEFAULT (KEYING) DEPTH/CODE ERR  0

       FASTFORWARD MOVE SCORING:
         PIECES AVAILABLE FOR GRADING            100
         TOTAL RECORDS COUNTED INCORRECT                     04.00              04.00%
         TOTAL RECORDS COUNTED CORRECT                       96.00              96.00%
*****************************************************************************************

          INCORRECTLY CODED PERFECT ADDRESSES                0  (MAX=          3)
          INCORRECTLY CODED FATAL ADDON                      0
          INCORRECTLY CODED DPBC                             2  (MAX=          9)

*****************************************************************************************

         FINAL SCORE MASS (MINIMUM 98.5%):   98.89%     FFS SCORE (MINIMUM 95%):   96.00%

*****************************************************************************************
```

This sample is the Intelligent Mail® Barcode result.

USPS 47-2467 U.S. POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM DATE: 04/01/2008
NATIONAL CUSTOMER SUPPORT CENTER TIME: 20:48 14
REPORT CI1033P1 CUSTOMER STATISTICS PAGE: 1

CUSTOMER NAME USPS
FASTFORW CUST.

CUSTOMER ID: 004210MAY
SERIAL. 12345678
ID ASSIGNED. XXX
ID RETURNED: XXX
IM BARCODE: YES

STATISTICAL OVERVIEW	COUNT
INITIAL TOTAL CASS RECORDS	350
RECORDS AVAILABLE FOR GRADING	348
RECORDS CODED CORRECTLY	348
TOTAL RECORDS COUNTED INCORRECT	0

****

TRACKING BARCODE FINAL SCORE (MINIMUM 100%) 100%

****

** BARCODE ID MUST EQUAL 00
** SERVICE CODE MUST EQUAL 700
** MAILER ID/SERIAL NUMBER OPTIONS
OPTION 1: MAILER ID MUST BE 666666
SERIAL NUMBER MUST BE 9 DIGITS THAT ARE THE SAME OR UNIQUE, BUT NOT ALL ZEROS
OPTION 2 MAILER ID MUST BE 999999999
SERIAL NUMBER MUST BE 6 DIGITS THAT ARE THE SAME OR UNIQUE, BUT NOT ALL ZEROS
OPTION 3. USE ASSIGNED MAILER ID. IF MAILER ID IS 6 DIGITS, SERIAL NUMBER MUST BE 9 DIGITS AND VICE VERSA

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Appendix 5:

No Match Report

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Customer No Match Report Reference Numbers

The reference numbers below provide a brief description of fields on the CASS Customer No Match Report located on the next page.

1. CASS Record Given is the address as it appeared on the mailpiece.
2. CASS Key uniquely identifies each test record on the mailpiece.
3. Pre-Barcode indicates if address is prebarcoded in the address block of the mailpiece.

   Y = Yes
   N = No
   * = Customer sprayed pre-barcode as the customer answer
4. Z9 indicates the presence of an invalid ZIP+4 Code on the mailpiece.

   Y = Yes
   N = No
5. CASS Standardization Answer is the expected return answer on the mailpiece.
6. Special Flag identifies the type of test address given.
7. Customer Record Return is the customer's answer with ZIP+4 and barcode. IMb tracking information: Barcode ID, Service Type Identifier (STID), Mailer ID, Serial Number.
8. # indicates fatal ZIP+4 add-on error (i.e. 0000 or 9999).
9. "Y" indicates misread/miscoded error for character recognition in street address information.
10. ZIP+4 Odd/Even/Both indicate the ZIP+4 range. "Y" in this field indicates that the ZIP+4 codes had a transaction in the past 12 months in the past 12 months as identified by Z4Change.

    O = Odd
    E = Even
    B = Both
    Y = Z4Change

US POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM
NATIONAL CUSTOMER SUPPORT CENTER
CUSTOMER NO MATCH REPORT
ADDRESSES WHICH ARE GRADED AND SCORED

CUSTOMER NAME: USPS
CUSTOMER ID: 000040DCF

CASS RECORD GIVEN					CASS STANDARDIZATION ANSWER				CUSTOMER RECORD RETURNED		
JAMES B RYAN INC (1) 600 N 30TH ST # 3924 # 1117 CAMDEN NJ 08105 (2)					JAMES B RYAN INC (5) 600 N 30TH ST # 3924 # 1117 CAMDEN NJ 08105-1363 99 (6) (10)				UNREA - DABL E		
CASS KEY B9806679	SIZE C	BARCODE N	Z9 N	CASE MIXED	FONT D	SPECIAL FLAG 07	RECORD TYPE H	ZIP+4 ODD/EVEN/BOTH Y		RECORD TYPE	ZIP+4 ODD/EVEN/BOTH
INDIA GARMENTS 404 HACKENSACK ST # 2F # 3643 CARLSTADT NJ 07072 (3)					INDIA GARMENTS 404 HACKENSACK ST APT 2F # 3643 CARLSTADT NJ 07072-1313 26				REJ		
CASS KEY B9806779	SIZE C	BARCODE N	Z9 N	CASE MIXED	FONT D	SPECIAL FLAG 08	RECORD TYPE H	ZIP+4 ODD/EVEN/BOTH E		RECORD TYPE	ZIP+4 ODD/EVEN/BOTH
RADEY AND FULLER ASSOC 905 KINGS HWY N # 9788 # 1 CHERRY HILL NJ 08034 (4)					RADEY AND FULLER ASSOC 905 KINGS HWY N STE 1 # 9788 CHERRY HILL NJ 08034-1536 01				08034-1536 99x (8)		
CASS KEY B9806780	SIZE A	BARCODE N	Z9 N	CASE UPPER	FONT A	SPECIAL FLAG 08	RECORD TYPE H	ZIP+4 ODD/EVEN/BOTH O		RECORD TYPE	ZIP+4 ODD/EVEN/BOTH
DOBBS ANNEX GENERAL DELIVERY ROCKWALL TX 75032					DOBBS ANNEX GENERAL DELIVERY ROCKWALL TX 75087-9999 99				GENERAL DELIVERY 75938-9999 99# (8)		
CASS KEY B9806877	SIZE C	BARCODE N	Z9 N	CASE MIXED	FONT B	SPECIAL FLAG R0	RECORD TYPE G	ZIP+4 ODD/EVEN/BOTH B		RECORD TYPE G	ZIP+4 ODD/EVEN/BOTH
JUNGLE FOWL VACATIONS HC 69 BOX 206 GRADY OK 73561-4598					JUNGLE FOWL VACATIONS HC 69 BOX 206 GRADY OK 73569-9601 06				HC 69 (7) 73561-9801 06		
CASS KEY B9806940	SIZE A	BARCODE N	Z9 N	CASE UPPER	FONT A	SPECIAL FLAG R2	RECORD TYPE R	ZIP+4 ODD/EVEN/BOTH B	Y (9)	RECORD TYPE R	ZIP+4 ODD/EVEN/BOTH

CIN031 MAR 2000

FONT A SIZE A: ABCDE FONT B SIZE A: ABCDE FONT C SIZE A: ABCDE FONT D SIZE A: ABCDE
FONT B SIZE C: ABCDE FONT C SIZE C: ABCDE FONT D SIZE C: ABCDE

USPS 47-2467

REPORT CII030P2

US POSTAL SERVICE - CODING ACCURACY SUPPORT SYSTEM
NATIONAL CUSTOMER SUPPORT CENTER
CUSTOMER NO MATCH REPORT
ADDRESSES WHICH ARE GRADED AND SCORED

DATE: 07/16/2008
TIME: 20142477
PAGE: 1

CUSTOMER NAME: USPS

CUSTOMER ID: 004210TAA

CASS RECORD GIVEN					CASS STANDARDIZATION ANSWER				CUSTOMER RECORD RETURNED		
MARSH & MCLENNDEN (1) 356 FIRST STREET APARTMENT 3 HOBOKEN NJ 07030 (2)					BARCODE ID : 00 (5) SERVICE CODE: 700 MAILER ID: UNACCEPTED SERIAL NUMBER: UNACCEPTED (6)				BARCODE ID : 00 (7) SERVICE CODE: 000 ** MAILER ID: 000000000 ** NOT ALLOWED SERIAL NUMBER: 000000000 ** NOT ALLOWED		
CASS KEY 00077	SIZE	BARCODE	Z9	CASE	FONT	SPECIAL FLAG A0	RECORD TYPE	ZIP+4 ODD/EVEN		RECORD TYPE	ZIP+4 ODD/EVEN
MARSH & MCLENNDEN 839 WILLOW AVENUE APARTMENT 2 HOBOKEN NJ 07030					BARCODE ID : 00 SERVICE CODE: 700 MAILER ID: UNACCEPTED SERIAL NUMBER: UNACCEPTED				BARCODE ID : 00 SERVICE CODE: 000 ** MAILER ID: 000000000 ** NOT ALLOWED SERIAL NUMBER: 000000000 ** NOT ALLOWED		
CASS KEY 00104	SIZE	BARCODE	Z9	CASE	FONT	SPECIAL FLAG A0	RECORD TYPE	ZIP+4 ODD/EVEN		RECORD TYPE	ZIP+4 ODD/EVEN
THOMAS WILSON 901 NE MESA ST OLATHE KS 66061					BARCODE ID : 00 SERVICE CODE: 700 MAILER ID: UNACCEPTED SERIAL NUMBER: UNACCEPTED				BARCODE ID : 00 SERVICE CODE: 000 ** MAILER ID: 000000000 ** NOT ALLOWED SERIAL NUMBER: 000000000 ** NOT ALLOWED		
CASS KEY 03342	SIZE	BARCODE	Z9	CASE	FONT	SPECIAL FLAG D0	RECORD TYPE	ZIP+4 ODD/EVEN		RECORD TYPE	ZIP+4 ODD/EVEN
WOODCREEK CONDOS 29652 MIDDLEBELT RD UNIT 1401F FARMINGTON HILLS MI 48334					BARCODE ID : 00 SERVICE CODE: 700 MAILER ID: UNACCEPTED SERIAL NUMBER: UNACCEPTED				BARCODE ID : 00 SERVICE CODE: 000 ** MAILER ID: 000000000 ** NOT ALLOWED SERIAL NUMBER: 000000000 ** NOT ALLOWED		
CASS KEY 07793	SIZE	BARCODE	Z9	CASE	FONT	SPECIAL FLAG T6	RECORD TYPE	ZIP+4 ODD/EVEN		RECORD TYPE	ZIP+4 ODD/EVEN
CASS KEY	SIZE	BARCODE	Z9	CASE	FONT	SPECIAL FLAG	RECORD TYPE	ZIP+4 ODD/EVEN		RECORD TYPE	ZIP+4 ODD/EVEN

CIR031 AAR 2000

FONT A SIZE A: ABCDE FONT B SIZE A: ABCDE FONT C SIZE A: ABCDE FONT D SIZE A: ABCDE
FONT B SIZE C: ABCDE FONT C SIZE C: ABCDE FONT D SIZE C: ABCDE

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Appendix 6:

Electronic Data File Description

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Electronic Data File Description

The electronic error report for MASS is shown below in COBOL copybook format. The first seven lines are HEADER information.

Header Information:

```
*****************************************
USPS 47-2467


REPORT CII030P2
CUSTOMER NAME:  ABC COMPANY
CUSTOMER ID:        05123OAAG
*****************************************
```

Header Record:

```
01          CII030P2-REPORT-HEADER.
            05    P2-LINE 1.
                  10 FILLER                PIC X(300)      VALUE ALL "*".
            05    P2-LINE2.
                  10 FILLER                PIC X(05)       VALUE SPACES.
                  10 FILLER                PIC X(12)       VALUE 'USPS 47-2467'.
                  10 FILLER                PIC X(73)
                  10 FILLER                PIC X(50)       VALUE
                  'US POSTAL SERVICE -  CODING ACCURACY SUPPORT SYSTEM'
                  10 FILLER                PIC X(71)       VALUE SPACES.
                  10 FILLER                PIC X(06)       VALUE 'DATE'.
                  10 CII030P2-MM           PIC X(02).
                  10 FILLER                PIC X(01)       VALUE '/'.
                  10 CII030P2-DD           PIC X(02).
                  10 FILLER                PIC X(01)       VALUE '/'.
                  10 CII030P2-CC           PIC X(02).
                  10 CII030P2-YY           PIC X(02).
                  10 FILLER                PIC X(08)       VALUE SPACES.
            05    PS-LINE-3.
                  10 FILLER                PIC X(75)       VALUE SPACES.
                  10 FILLER                PIC X(50)       VALUE
                  '   NATIONAL CUSTOMER SUPPORT CENTER    '.
                  10 FILLER                PIC X(71)       VALUE SPACES.
                  10 FILLER                PIC X(06)       VALUE 'TIME'.
                  10 CII030P2-HH           PIC X(02).
                  10 FILLER                PIC X(01)       VALUE ':'.
                  10 CII030P2-MN           PIX X(02).
                  10 FILLER                PIC X(01)       VALUE ':'.
                  10 CII0D0P2-SS           PIC X(02).
                  10 FILLER                PIC X(01)       VALUE SPACES.
            05    P2-LINE-4.
                  10 FILLER                PIC X(05)       VALUE SPACES.
```

```
        10 FILLER                PIC X(15)       VALUE
        'REPORT CII030P2'
        10 FILLER                PIC X(70)       VALUE SPACES.
        10 FILLER                PIC X(50)       VALUE
        '   ADDRESSES WHICH ARE GRADED AND SCORED   '
        10 FILLER                PIC X(95)       VALUE SPACES.
    05  P2-LINE-5.
        10 FILLER                PIC X(05)       VALUE SPACES.
        10 FILLER                PIC X(16)       VALUE
        'CUSTOMER NAME: '
        10 CII030P2-NAME         PIC X(40).
        10 FILLER                PIX X(374)      VALUE SPACES.
    05  P2-LINE-6.
        10 FILLER                PICX(05)        VALUE SPACES.
        10 FILLER                PIC X(16)       VALUE
        'CUSTOMER ID: '.
        10 CII030P2-NUM          PIC X (09).
```

Data Record:

Data records will start in record 8 and follow this format:

```
01      ERR0RPT2-WORK-RECD.
        05  ERR-RPT2-CARR-CNTL          PIC X(01).
        05  ERR-RPT2-CASS-KEY           PIC X(08).


        *----- ORIGINAL INPUT FIELDS ------------------------------------------
            05  ERR-RPT2-IFIRST-FIRM       PIC X(40).
            05  ERR-RPT2-IZIP              PIC X(10).
            05  ERR-RPT2-ICITY             PIC X(28).
            05  ERR-RPT2-ISTATE            PIC X(02).
            05  ERR-RPT2-ISEC-URB-FIRM     PIC X(30).
            05  ERR-RPT2-1DELADDR          PIC X(64).

        *----- STANDARD POSTAL ANSWER FIELDS -------------------------
            05  ERR-RPT2-SFIRST-FIRM       PIC X(40).
            05  ERR-RPT2-SSEC-URB-FIRM     PIC X(40).
            05  ERR-RPT2-SADDRESS          PIC X(64).
            05  ERR-RPT2-SCITY             PIC X(28).
            05  ERR-RPT2-SSTATE            PIC X(02).
            05  ERR-RPT2-SZIP              PIC X(05).
            05  ERR-RPT2-SHYPHEN           PIC X(01).
            05  ERR-RPT2-SADDON            PIC X(04).
            05  ERR-RPT2-SDELPT            PIC X(02).
            05  FILLER                     PIC X(01).
```

```
*----- MISCELLANEOUS REPORT FIELDS ----------------------------
        05  ERR-RPT2-MCONTROL.
            10 ERR-RPT2-MCNTL-SIZE                  PIC X(02).
 *  Size values:      A       C
            10 ERR-RPT2-MCNTL-BARCODE               PIC X(01).
 *  Invalid BARCODE Present on mailpiece in WIDEAREA
 *   Values:            Y       N
            10 ERR-RPT2-MCNTL-ZIP9                  PIC X(01).
 *   Invalid ZIP+4 Present on mailpieces:
 *   Values:            Y       N
            10 ERR-RPT2-MCNTL-CASE                  PIC X(05).
 *   Case values:   Upper Mixed
            10 ERR-RPT2-MCNTL-FONT                  PIC X(01).
 *   Font values:  A  B  C  D
        05  ERR-RPT2-MRECTYPE                      PIC X(01).
        05  ERR-RPT2-FILLER1                       PIC X(01).
        05  ERR-RPT2-MSPECIAL                      PIC X(02).
        05  ERR-RPT2-MODDEVEN                      PIC X(01).

*----- CUSTOMER RETURNED ANSWER --------------------
        05  ERR-RPT2-CZIP                          PIC X(05).
        05  ERR-RPT2-CHYPHEN                       PIC X(01).
        05  ERR-RPT2-CADDON                        PIC X(04).
        05  ERR-RPT2-CDPBC.
            10 ERR-RPT2-CDPBC-ANS                  PIC X(02).
            10 ERR-RPT2-CDPBC-                     PIC X(02).
            CHKDGT
        05  ERR-RPT2-FILLER2

*----- DATA RELATING TO CUST RETURNED ZIP+4 ANSWER --------------
*   This is the parsed information associated with the returned ZIP+4 from
*   the customer. It is taken from ZIP+4 information that may be different
*   from the customer's due to timing of the ZIP+4 data.
        05  ERR-RPT2-LINE1.
            10 ERR-RPT2-FRIM             PIC X(50).
        05  ERR-RPT2-LINE2.
            10 ERR-RPT2-PRIMLO           PIC X(10).
            10 FILLER                    PIC X(03)    VALUE '-'.
            10 ERR-RPT2-PRIMHI           PIC X(10).
            10 FILLER                    PIC X(27).
        05  ERR-RPT2-LINE3.
            10 ERR-RPT2-PREDIR           PIC X(02).
            10 FILLER                    PIC X(01)    VALUE SPACE.
            10 ERR-RPT2-STRNAME          PIC X(28).
            10 FILLER                    PIC X(01)    VALUE SPACE.
            10 ERR-RPT2-SUFFIX           PIC X(04).
            10 FILLER                    PIC X(01).   VALUE SPACE.
            10 ERR-RPT2-POSTDIR          PIC X(02).
            10 FILLER                    PIC X(11)    VALUE SPACE.
        05  ERR-RPT2-LINE4.
            10 ERR-RPT2-SECUNIT          PIC X(04).
```

```
     10 FILLER                PIC X(01).
     10 ERR-RPT2-SECLO        PIC X(08).
     10 FILLER                PIC X (03)   VALUE '-'.
     10 ERR-RPT2-SECHI        PIC X(08).
     10 FILLER                PIC X(26).
05   ERR-RPT2-CRECTYPE        PIC X(01).
05   ERR-RPT2-CODDEVEN        PIC X(01).
```

Appendix 7:
Guidelines for Printing LACS$^{Link®}$ Information

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LACS[Link]®

LACS[Link] is mandatory for CASS™ and MASS™ certification and must be used in the production environment. When a new LACS converted address is found, the new address must be shown. If the new address is not returned only the 5-digit ZIP Code associated with the original input address can be returned. A mailpiece that uses only the 5-digit will not qualify for automation discounts.

Below is an example of a mailpiece with text information placement for MASS machines printing LACS[Link] information.

A9800786 01962OEBQ

****

JOHN DOE

RR 3 BOX 68

MORGANVILLE NJ 07751

4 NOLAN RD 07751

AXXXMP3 07751

Note: Example is not to scale.

Flats must comply with current DMM® Barcode Placement standards.

Refer to the LACSLink Printing Guidelines posted on RIBBS at https://ribbs.usps.gov/cassmass/documents/tech_guides/ARCHIVES/CASS_CYCLE_M_2009_2011/PRINTING_GUIDELINES_LACSLINK.pdf.

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Appendix 8:

Suite$^{Link®}$ Product

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Suite[Link]® Product

Suite[Link] improves business addresses by adding secondary suite numbers to candidate records where there is a known secondary deficiency. Given a business name and an associated ZIP + 4 coded address that matches to a highrise or street default, the Suite[Link] process returns the appropriate suite number when available.

The Suite[Link] product should be queried when an address matches to a street or highrise default record. If a business name match is found and a secondary number is returned, the new suite information **must be appended to the original address for CASS testing**.

Example:

Input:

ARMY CAREER CENTER

217 AVE UNIV INTER STE 100

SAN GERMAN PR 00683-3988

Correct Match: Must be returned for CASS testing

Output:

ARMY CAREER CENTER

217 AVE UNIV INTER STE 105

SAN GERMAN PR 00683-3988

For live production mail, the suite number does not have to be appended to the address but must be included in the barcode that is sprayed on the mailpiece to qualify for automation rates.

The USPS will allow developers to return Suite[Link] address in different manners for production software. However, for CASS testing the new address must be returned in the Stage II file.

Production Options:

Example:

Input: ARMY CAREER CENTER
217 AVE UNIV INTER STE 100 (invalid secondary)
SAN GERMAN PR 00683

Output: ARMY CAREER CENTER
217 AVE UNIV INTER STE 105 Dropped invalid input secondary
SAN GERMAN PR 00683-3988

Suite[Link] Return Code: A

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.

Example:

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 the 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 (#)
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. 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.

See the following mailpiece examples.

A9800786 01962OEBQ

****

ARMY CAREER CENTER

217 AVE UNIV INTER STE 100

SAN GERMAN PR 00683

217 AVE UNIV INTER STE 105 00683

AXXXMP3 00683

A9800786 01962OEBQ

****

ARMY CAREER CENTER

217 AVE UNIV INTER STE 100

SAN GERMAN PR 00683

 # 105

AXXXMP3 00683