

# DSF<sup>2</sup><sup>®</sup> PRODUCT

## LICENSEE PERFORMANCE REQUIREMENTS

### 1. *General*

- 1.1 There are over 165 million address records in the United States Postal Service<sup>®</sup> address database. The DSF<sup>2</sup><sup>®</sup> Product identifies whether a ZIP + 4<sup>®</sup> coded address is currently represented in the USPS<sup>®</sup> delivery point file as a known address. This product will derive other address attributes using individual tables. Address attributes include are: Seasonal indicator, Vacant indicator, Delivery mode type indicator, Residential indicator, Business indicator, Drop indicator, Drop count, Locatable Address Conversion System (LACS) indicator, No-stats indicator and Address throwback indicator. A CASS Certified<sup>™</sup> ZIP + 4 address-matching product matches and standardizes addresses within a range of addresses. Incorporating the DSF<sup>2</sup> product with your ZIP + 4 system takes it one step further and identifies the address as a known USPS address record. The DSF<sup>2</sup> Product allows users to identify potential addressing issues that may cause problems with delivery. Correcting potential addressing issues can reduce the number of undeliverable-as-addressed (UAA) pieces, which in turn will result in more efficient mail processing and delivery.
- 1.2 To achieve DSF<sup>2</sup> certification, the Licensee must comply with all requirements and specifications contained within the License Agreement, the most current version of this document, and the most current version of the Interface Developers Guide unless explicitly allowed, prohibited, or modified by USPS in writing. Copies of this document and updates to the License Agreement and Certification Procedures is posted on the RIBBS website at [http://ribbs.usps.gov/dsf2/documents/tech\\_guides/](http://ribbs.usps.gov/dsf2/documents/tech_guides/).
- 1.3 DSF<sup>2</sup> does not return information regarding the specific business, owners, occupants, or residents of a specific address, and does not confirm if they reside at that specific address.

### 2. *Purpose*

- 2.1 The purpose of the performance requirements is to enhance the processing and delivery of mail and provide mutual cost reduction opportunities through improved efficiency by ensuring USPS customers have access to the following address list services:
  - Acceptable standardization and address matching services
  - Detection of potential undeliverable addresses (excluding change of address)
  - Delivery sequence information for existing addresses in the mailer's file
  - Address-level attributes

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- 2.2 Another purpose of the performance requirements is to establish standard performance and service criteria for DSF<sup>2</sup> licensed service providers.

### **3. Product Description and Definition**

- 3.1 DSF<sup>2</sup> utilizes secure datasets that include representations of known addresses and address attributes. The input to the DSF<sup>2</sup> process is in the form of a 9-digit ZIP + 4 code and a parsed address. The hash tables are secure data sets that will only provide Y, D, S, N, or blank answers, (e.g., Is 123 Main St a known USPS address record?). Refer to Exhibit B for descriptions of these codes.
- 3.2 Base DSF<sup>2</sup> tables are about 500 MB and require extensive programming by the Licensee to interface with ZIP + 4 matching software. In addition to these tables, there are 16 separate hash tables used to return various address attributes (refer to Exhibit I). The eLOT<sup>®</sup> product and the Delivery Statistics product are required to perform the DSF<sup>2</sup> Licensed Service. Each Licensee shall be responsible for integrating the DSF<sup>2</sup> table, the address attribute tables, eLOT, and Delivery Statistics data sets used in fulfillment of the DSF<sup>2</sup> Licensed Service.

### **4. Fulfillment**

- 4.1 DSF<sup>2</sup> updates will be provided monthly via Electronic Product Fulfillment (EPF). There will be no more than two iterations of the monthly products available via EPF. Thus the two most recent product releases will be available for download.

### **5. General Requirements**

- 5.1 Licensee is responsible for providing all necessary interface software.
- 5.2 DSF<sup>2</sup> Licensee's matching software must adhere to specific USPS<sup>®</sup> guidelines regarding the services as well as to matching rules and specifications herein.
  - 5.2.1 Licensee must obtain CASS<sup>™</sup> certification for ZIP + 4 processing prior to DSF<sup>2</sup> licensing.
  - 5.2.2 In addition, Licensee will be tested periodically using a test address file similar to CASS.

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- 5.3 The USPS may consider an additional agreement to allow the use of DSF<sup>2</sup> outside of CASS Certified operations and for non-mailing purpose. In these cases, the users will be required to demonstrate to the satisfaction of USPS that they warrant this consideration.
- 5.4 The Licensee shall not export the DSF<sup>2</sup> product outside the boundaries of the United States of America or its territories.
- 5.5 In conjunction with services to be performed as a Licensee of the USPS, Licensee agrees that any and all data, source code, or information received from USPS or otherwise obtained or developed in the course of, or as the result of the performance of such services shall:
  - 5.5.1 be kept in strict confidence and shall not be disclosed in any manner to any organization (including professional societies) other than USPS until released of such obligation by the contracting officer in writing, and
  - 5.5.2 when in the Licensee's possession, be provided with adequate physical, technical and administrative safeguards to prevent unauthorized access, disclosure, misuse, or attention.
- 5.6 Customer education shall be the Licensee's responsibility.
  - 5.6.1 The Licensee will ensure its customers understand the DSF<sup>2</sup> process and interface.
  - 5.6.2 The Licensee must provide a DSF<sup>2</sup> product fact sheet to each customer who wishes to subscribe. The fact sheet must explain the product in detail and be approved by USPS.
  - 5.6.3 Licensee's customers requiring technical information must contact a customer service group managed by the Licensee.
- 5.7 If operating on a network, the interface system must be in an environment both physically and electronically secure to prevent unauthorized use.
- 5.8 The Licensee shall be capable of processing electronic product updates to obtain the various data sets and product files. Exhibit I provides a listing of the address attribute tables and other files available in the DSF<sup>2</sup> Product.
- 5.9 The Licensee will synchronize the ZIP + 4 product with the DSF<sup>2</sup> updates, as soon as both are available, to provide the best up-to-date addresses and attribute data.

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- 5.9.1 To obtain the best results from the DSF<sup>2</sup> process, USPS recommends the Licensee utilize a monthly release of the ZIP + 4 product.
- 5.9.2 The Licensee shall coordinate the update of DSF<sup>2</sup> tables with the equivalent release of the ZIP + 4 file.
- 5.10 USPS-supplied DSF<sup>2</sup> updates more than 60 days old shall be destroyed using common practice for disposal of sensitive materials, such as permanent file deletion.
- 5.11 Licensee shall establish a central email address for receipt and disbursement of USPS electronic correspondence within Licensee's organization.

### **6 Specific Requirements**

- 6.1 In accordance with the License Agreement between USPS and Licensee, DSF<sup>2</sup> shall be used to identify legitimately obtained addresses only, and shall not be used for the purpose of artificially creating address lists. The written agreement between the Licensee and the customer shall also include this same restriction against using DSF<sup>2</sup> to artificially create address lists. Continuing use of DSF<sup>2</sup> requires compliance with all terms of the License Agreement.

#### **6.2 Internet or Online Lookup System Restrictions**

- 6.2.1 Where DSF<sup>2</sup> Licensed Materials are used in an online format, the information returned to the inquiring system shall be limited to the following address elements only:
  - 6.2.1.1 Confirmation of whether the input address is a known USPS address
  - 6.2.1.2 Confirmation of whether the input address is a CMRA location
- 6.2.2 No online inquiry system, regardless of inquiry origination, shall provide the extended address attributes listed in Exhibit I.
- 6.2.3 Where DSF<sup>2</sup> Licensed Materials are used in an online interface environment, the host DSF<sup>2</sup> Licensee shall design the interface to prevent unauthorized access from anonymous sources. Licensees providing online inquiry capability shall know their end users and shall not respond to inquiries from unknown users.

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- 6.2.4 In the implementation of DSF<sup>2</sup> Licensed Materials in an online environment, the DSF<sup>2</sup> Licensee shall take all steps necessary to prevent the potential misuse of the DSF<sup>2</sup> licensed materials from users attempting to automate the submission of addresses to the online inquiry system in a simulated manual-entry mode. Licensees shall have a management process to monitor the volume of inquiries made through their online system interface and identify that no obvious simulation of manual entry is occurring.
- 6.2.5 Performance statistics shall separately identify inquiries made via an online inquiry mode versus batch processing mode within the DSF<sup>2</sup> Monthly Statistics File Report layout (Exhibit F). The Licensee shall accumulate all online inquiry statistics by customer during a calendar month and report as one transaction record in the Monthly Statistics File Report.
- 6.3 A Licensee or software developer writing an interface to DSF<sup>2</sup> tables must first ensure the address list is processed through USPS CASS Certified software to obtain a 9-digit ZIP Code™ and a parsed address immediately prior to the DSF<sup>2</sup> process.
  - 6.3.1 The DSF<sup>2</sup> process only identifies known address records; it cannot assign a ZIP + 4 code, nor will it respond to a non-ZIP + 4 coded address.
  - 6.3.2 The Licensee must maintain the current performance standard required for CASS certification as defined by the most current CASS cycle.
  - 6.3.3 The interface must be reviewed, tested, and approved by USPS prior to any actual DSF<sup>2</sup> processing occurring in a production environment.
  - 6.3.4 After review, USPS will provide the Licensee with written approval or rejection of the proposed interface system.
  - 6.3.5 Licensee will design a process that will cause the DSF<sup>2</sup> interface to stop working when the DSF<sup>2</sup> data has aged more than 60 days from the product date.

### **6.4 Statistics Capture and Reporting**

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- 6.4.1 The Licensee shall develop a statistics capture program to collect processing data associated with the performance of the DSF<sup>2</sup> Licensed Service.
  - 6.4.1.1 This program will capture as a minimum the items identified in the DSF<sup>2</sup> Monthly Statistics Report File layout shown in Exhibit F.
  - 6.4.1.2 DSF<sup>2</sup> Licensees shall ensure that every address attribute table is logically probed to establish every applicable address attribute for each processed record. This shall occur regardless of whether the address attributes were requested by the customer and shall be reported in the Statistics Record for each processing run.
- 6.4.2 The statistics capture must be completed during each run.
- 6.4.3 The Licensee will collect statistic files from all runs and prepare them for sending to USPS on a monthly basis.
- 6.4.4 The Licensee-developed statistics capture program must include a customer number assigned by the Licensee. The customer number will consist of a unique six-digit numeric or alphanumeric value. Multiple customers in the same company shall have unique customer numbers.
- 6.4.5 DSF<sup>2</sup> monthly reports begin on the first day of the month and terminate on the last day of the month. The reports will be maintained and made available for Postal Service review for a period of five (5) years at Licensee's facility. The file must be named using the following naming convention: [*Licensee Number*][*mmyy*].dat (e.g., 12340201.dat). Licensee shall submit reports within seven (7) calendar days of the month to the National Customer Support Center, Memphis TN. The electronic file layout is provided as Exhibit F.
- 6.5 DSF<sup>2</sup> Licensed Service providers must perform at least 51 percent of their list processing on behalf of commercial customers and must limit processing of their own lists to no more than 49 percent of the total usage.
- 6.6 Licensees will provide footnotes identified in Exhibit B to their customers.
- 6.7 Licensee is responsible for distributing license related electronic correspondence from USPS to appropriate personnel within Licensee's organization. Pursuant to paragraph 5.11, all electronic correspondence will be directed to a central email address within the Licensee's organization. The email address must be

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[ncscinfo@<yourcompany.com>](mailto:ncscinfo@<yourcompany.com>). In the event that this address is already assigned for some other purpose, an alternate address must be submitted to USPS for approval. Licensee will subsequently distribute all applicable USPS notifications internally to ensure receipt by the proper staff. Such correspondence will also be sent to the pertinent contacts provided during the application process. However in the event of “bounce-backs”, successful delivery via the central address will be considered confirmation of receipt.

### **7 False Positive Reporting and Stop Processing**

- 7.1 Per the License Agreement, the DSF<sup>2</sup> product shall not be used to facilitate the creation of address lists artificially.
- 7.2 To detect conditions when address records appear to be the result of artificial manufacture, and not legitimately obtained, a table of artificially manufactured addresses is provided as part of the product. These addresses reside in the false positive table (dph.hsf). For each negative response that occurs in a query of the A hash table (dph.hsa), a query must be made to the False Positive table.
- 7.3 The Licensee shall design or purchase a design for a false positive reporting and stop processing function.
- 7.4 **DSF<sup>2</sup> Licensed Service Provider**
  - 7.4.1 Any time an address encounters a match to the False Positive table, the Licensee may continue processing, but must notify USPS immediately of the customer's name and address using the file description identified in DSF<sup>2</sup> False Positive File Layout (Exhibit A). Upon completion of processing, Licensee may return the list(s) to the customer without further notification from USPS.
  - 7.4.2 The Licensee shall notify USPS immediately of the customer's name and address using the file description as identified in the DSF<sup>2</sup> False Positive File Layout (Exhibit A). The Licensee must transfer a file containing the affected addresses from each address list to [Dsf2stop@usps.gov](mailto:Dsf2stop@usps.gov) with the subject line *DSF<sup>2</sup> False Positive*.

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- 7.4.3 USPS reserves the right to require a Licensee to suspend a customer's ability to perform processing when multiple incidents of artificial address detection occur.
- 7.4.4 The following error code explanation regarding the stop processing function shall be placed in all documentation provided to the customer regarding a false positive match:
- “During the processing of your list, an artificially created address was detected. In accordance with the License Agreement between USPS and <<Licensee>>, this USPS product shall be used to process legitimately obtained addresses only, and shall not be used for the purpose of artificially creating address lists. Continuing use of this product requires compliance with all terms of the License Agreement. If the customer believes this address was identified in error, contact the Licensee.”
- 7.5 Whenever there is a 49 percent or greater difference between ZIP + 4 file matches and DSF<sup>2</sup> file matches in a processed mail list, the occurrence must be reported to [Dsf2stop@usps.gov](mailto:Dsf2stop@usps.gov) (see Calculating Percentages for the DSF<sup>2</sup> False Positive Header Record in Exhibit A). No stop processing is required. Upon completion of processing, Licensee may return the list(s) to the customer without further notification from USPS.
- 7.6 All DSF<sup>2</sup> False Positive reports must be maintained and made available for Postal Service review for a period of five (5) years at Licensee's facility.

### **8 Quality Standards and Testing Criteria**

- 8.1 The DSF<sup>2</sup> Product is subject to periodic audit and evaluation by USPS to verify the Licensee's process and adherence to the conditions of the DSF<sup>2</sup> License Agreement. All audit files must be processed through the same DSF<sup>2</sup> system used for customer processing.
- 8.2 USPS will test the Licensee's processing system with a series of known and unknown delivery points to confirm the Licensee's ability to query DSF<sup>2</sup> and address attribute tables.

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- 8.3 The audit test will also verify the false positive reporting and stop processing functionality of the interface.
- 8.4 In conjunction with CASS certification, this testing will be performed annually or whenever significant changes occur in any software component used within the ZIP + 4 or DSF<sup>2</sup> processes. In addition to CASS certification, USPS shall have the right to test the accuracy of the DSF<sup>2</sup> process at any time without advance notice.
- 8.5 Licensee will receive official notification of the audit results. Upon USPS approval, Licensee may receive confirmation to commence or continue provision of DSF<sup>2</sup> processing.
- 8.6 Applicants will be evaluated for accuracy of CASS assignments. For each test address correctly ZIP + 4 coded by their CASS process, the applicants must correctly answer and provide all DSF<sup>2</sup> elements with 100 percent accuracy of all presented records.
- 8.7 Licensee will receive data to test the DPV<sup>®</sup> interface for Stage I and II testing. This data shall only be used for Stage I and II testing and cannot be used in a production environment. This data will be clearly marked as 'test data.'
- 8.7.1 There is no expiration date on the test data and the data date will be composed of eight (8) 9's.

### **9 Service Expectations**

#### **9.1 DSF<sup>2</sup> Licensed Service Provider**

Consistent with USPS expectations to provide a quality product, it is necessary for the Licensee to provide DSF<sup>2</sup> Licensed Service processing in a timely manner to reduce UAA mail. In the case where the Licensee has chosen to provide DSF<sup>2</sup> Licensed Service for itself or its customer, the resulting business arrangement to perform or provide DSF<sup>2</sup> Licensed Service processing shall constitute a binding agreement to adhere to the license requirements by both the Licensee and the customer.

- 9.1.1 The Licensee must process and return all customer mailing address list files within seven (7) business days of receipt unless a longer period is specified by the customer in writing. Business days are defined as Monday through Friday, excluding national holidays.

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- 9.1.2 For each address submitted by a customer, the Licensee must be able to return the following output on the medium specified by the customer:
- 9.1.2.1 Each original mailing address as it was presented.
  - 9.1.2.2 The standardized address appended with the correct ZIP + 4/DPC, other postal values as may be requested by the customer, and any other intelligence flags or footnotes that result from the CASS processing segment.
  - 9.1.2.3 For each mailing address for which there is a match to DSF<sup>2</sup> as defined in this document, the Licensee shall be capable of providing each of the standard footnote codes as listed in Exhibit B and each of the standard information fields listed in Exhibit G. The Licensee shall assign all applicable standard footnote codes and standard information fields for the address.
  - 9.1.2.4 For each mailing address for which there is not a match to DSF<sup>2</sup>, Licensee shall return all elements as appropriate in 9.1.2.2 as well as any standard footnote codes in Exhibit B that may be appropriate. If a standardized address is not attainable, Licensee must comply with 9.1.2.1.
  - 9.1.2.5 In the event that a problem related to the DSF<sup>2</sup> process is identified, USPS will, at its sole discretion, direct correction of the problem and/or exercise the suspension or termination provision of the license, as it deems appropriate.
  - 9.1.2.6 If the customer's list is being processed for walk-sequence information, the Licensee must use eLOT service to get the walk sequence number. Specific information for this process is available in the current DSF<sup>2</sup> Interface Developer Guide under section 8 (eLOT).
- 9.1.3 Licensee shall charge the mailer a reasonable fee for this service.
- 9.1.4 Licensee must maintain the service expectation at 98 percent of a monthly-evaluated cycle as described in paragraph 9.1.1.

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- 9.1.5 In the event that a problem is identified by USPS that is related to the Licensee's DSF<sup>2</sup> process, USPS will, at its sole discretion, direct Licensee to correct the problem, and/or USPS may exercise the suspension or termination provisions of the license, as it deems appropriate by the situation.
- 9.1.6 Licensee must provide each customer wishing to subscribe to the service, at the Licensee's expense, a DSF<sup>2</sup> Licensed Service product/service fact sheet that explains the service in detail. USPS must review and provide approval for the fact sheet prior to customer issuance. The fact sheet shall clearly and conspicuously state that the Licensee's price for DSF<sup>2</sup> services are not established, controlled, or approved by USPS or the United States Government.
- 9.1.7 Licensees will provide a DSF<sup>2</sup> Licensed Service Delivery Sequence Invoice Documentation report to customers who receive the DSF<sup>2</sup> Licensed Service to obtain the USPS walk-sequence discounts. Sample Report 1 in Exhibit E has the required report format.
- 9.2 Instructions for completing the DSF<sup>2</sup> Licensed Service Delivery Sequence Invoice Documentation (see Exhibit E for Sample Report 1 Notes).
  - 9.2.1 The DSF<sup>2</sup> Licensed Service Delivery Sequence Invoice Documentation may be provided on the customer's tape or on hardcopy, as specified by the customer.
  - 9.2.2 Licensees are required to present address files through the eLOT process, in addition to retrieving data from the Delivery Statistics File, to properly complete the DSF<sup>2</sup> Licensed Service Delivery Sequence Invoice Documentation.

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**EXHIBIT A  
DSF<sup>2</sup> FALSE POSITIVE FILE LAYOUT**

**DSF<sup>2</sup> FALSE POSITIVE HEADER RECORD**

<b>FIELD REFERENCE NUMBERS</b>	<b>FIELD DESCRIPTION</b>	<b>LOGICAL LENGTH</b>	<b>RELATIVE POSITION FROM/THRU</b>	<b>CONTENT NOTES</b>
1	MAILER'S COMPANY NAME	40	01 - 40	
2	MAILER'S ADDRESS LINE	58	41 - 98	
3	MAILER'S CITY NAME	28	99 - 126	
4	MAILER'S STATE NAME	02	127 - 128	
5	MAILER'S 9-DIGIT ZIP	09	129 - 137	
6	TOTAL RECORDS PROCESSED	09	138 - 146	
7	TOTAL RECORDS DSF <sup>2</sup> MATCHED	09	147 - 155	
8	TOTAL POTENTIAL ZIP + 4 RECORDS	09	156 - 164	
9	% MATCH RATE TO DSF <sup>2</sup>	09	165 - 173	
10	NUMBER OF ZIP CODES ON FILE	05	174 - 178	
11	NUMBER OF FALSE POSITIVES	02	179 - 180	

**DSF<sup>2</sup> FALSE POSITIVE DETAIL RECORD**

<b>FIELD REFERENCE NUMBERS</b>	<b>FIELD DESCRIPTION</b>	<b>LOGICAL LENGTH</b>	<b>RELATIVE POSITION FROM/THRU</b>	<b>CONTENT NOTES</b>
1	STREET PRE-DIRECTIONAL	02	01 - 02	
2	STREET NAME	28	03 - 30	
3	STREET SUFFIX ABBR	04	31 - 34	
4	STREET POST-DIRECTIONAL	02	35 - 36	
5	ADDRESS PRIMARY NUMBER	10	37 - 46	
6	ADDRESS SECONDARY ABBR	04	47 - 50	
7	ADDRESS SECONDARY NUMBER	08	51 - 58	
8	MATCHED ZIP CODE	05	59 - 63	
9	MATCHED PLUS 4	04	64 - 67	
10	FILLER	113	68 - 180	

Reference numbers 1–7 are from the input address.  
References numbers 8 and 9 are from the matched records.

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**FIELD DESCRIPTION DEFINITIONS**

<b>TOTAL RECORDS PROCESSED</b>	The total number of records processed.
<b>TOTAL RECORDS DSF<sup>2</sup> MATCHED</b>	The total number of records that DSF <sup>2</sup> confirmed returning the DSF <sup>2</sup> return codes <i>D</i> , <i>S</i> , or <i>Y</i> .
<b>TOTAL POTENTIAL ZIP + 4 RECORDS</b>	The total number of ZIP + 4 matches obtained from the CASS Certified address matching portion of the process before going to DSF <sup>2</sup> .  All address matching engine records with a Standard Footnote code <i>AA</i> make up this total.
<b>% MATCH RATE TO DSF<sup>2</sup></b>	Determined by dividing the TOTAL RECORDS DSF <sup>2</sup> MATCHED by the TOTAL POTENTIAL ZIP + 4 RECORDS. Take that number and multiply it by 100 giving the % MATCH RATE TO DSF <sup>2</sup> .
<b>NUMBER OF ZIP CODES ON FILE</b>	The total number of ZIP codes on the file being processed.
<b>NUMBER OF FALSE POSITIVES</b>	The total number of false positive records found in the false positive table (dph.hsf) when processed through DSF <sup>2</sup> .

**CALCULATING PERCENTAGES FOR THE DSF<sup>2</sup> FALSE POSITIVE HEADER RECORD**

**Formulas**

- $\% \text{ MATCH RATE TO DSF}^2 = (\text{TOTAL RECORDS DSF}^2 \text{ MATCHED} \div \text{TOTAL POTENTIAL ZIP + 4 RECORDS}) \times 100$

**Examples**

**If**

TOTAL POTENTIAL ZIP + 4 RECORDS = 703,156

TOTAL RECORDS DSF<sup>2</sup> MATCHED = 658,679

**Then**

$\% \text{ MATCH RATE TO DSF}^2 = 658,679 \div 703,156 = 0.93675 \times 100 = \underline{93.68\%}$

**Note:** Confirm that the % MATCH RATE TO DSF<sup>2</sup> is greater than 49% (93.68% > 49%). If the results produce a **false condition (?% ≤ 49%)**, notification must be made to USPS immediately at [Dsf2stop@usps.gov](mailto:Dsf2stop@usps.gov) using the DSF<sup>2</sup> False Positive Header Record Layout (Exhibit A)

This Requirement does not apply to Service Providers using MASS MLOCR equipment as outlined in 7.11.1.

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DSF<sup>2</sup> FALSE POSITIVE FILE LAYOUT**

**OPTIONAL DSF<sup>2</sup> FALSE POSITIVE NOTIFICATION FOR MASS™  
MLOCR EQUIPMENT PROCESSES**

Service providers using MASS MLOCR equipment can capture images of mailpieces that cause False Positive table matches. The providers must send these captured images to USPS as described in 7.5.2 with the following MLOCR Owner's information:

1. Service Bureau name
2. Address
3. City name
4. State
5. 9-digit ZIP Code
6. Equipment ID
7. Run ID of the False Positive match as it occurred (if known)
8. Date of the False Positive match
9. Time of the False Positive match
10. Return address on the mailpiece

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**EXHIBIT B  
RETURN CODES**

<b>RETURN CODE</b>	<b>DESCRIPTION</b>
Y	Address was DPV/DSF <sup>2</sup> confirmed for both primary and secondary (if present) numbers.
D	Address was DPV/DSF <sup>2</sup> confirmed for the primary number only. Secondary information was missing.
S	Address was DPV/DSF <sup>2</sup> confirmed for the primary number only. Secondary number information was present but unconfirmed.
N	Both primary and secondary (if present) number information failed to DPV/DSF <sup>2</sup> confirm.
Blank	Address was not presented to DPV/DSF <sup>2</sup> .

**STANDARD FOOTNOTES**

Standard footnotes shall be provided to customers on request.

<b>FOOTNOTE CODE</b>	<b>DESCRIPTION</b>
AA	Input Address Matched to the ZIP + 4 file
A1	Input Address Not Matched to the ZIP + 4 file
BB	Input Address Matched to DPV/DSF <sup>2</sup> (all components)
CC	Input Address Primary Number Matched to DPV/DSF <sup>2</sup> but Secondary Number not Matched (present but invalid)
F1	Input Address Matched to a Military Address
G1	Input Address Matched to a General Delivery Address
N1	Input Address Primary Number Matched to DPV/DSF <sup>2</sup> but Address Missing Secondary Number
M1	Input Address Primary Number Missing
M3	Input Address Primary Number Invalid
P1	Input Address RR or HC Box number Missing
P3	Input Address PO, RR, or HC Box number Invalid
RR	Input Address Matched to CMRA and PMB designator present (PMB 123 or #123)
R1	Input Address Matched to CMRA but PMB designator not present (PMB 123 or #123)
U1	Input Address Matched to a Unique ZIP Code

When there is a *No Delivery Type on Match* condition:

If you receive Return Codes *BB* or *CC* with no delivery type, move *N1* to DPV/DSF<sup>2</sup>. The exception is PO, RR, and HC Box records where you retain the *BB* or *CC* codes.

DPV/DSF<sup>2</sup> identifies the address when there is a High-rise record missing from the database. If there are only records with secondary information and no High-rise default, DPV/DSF<sup>2</sup> will make a High-rise default record with no delivery type and identify that record. This will also be done on street records with secondary information but no default record in the database. **This does not apply to PO, RR, and HC Box records.**

Footnote *N1* does not apply to PO, RR and HC Box records. Move the *N1* on high-rise and street records when the delivery type is blank.

When a match has been made in the address matching software, move *Y* to the DPV/DSF<sup>2</sup> return code and spaces to all other flags for footnotes *F1*, *G1*, and *U1*.

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**EXHIBIT B**  
**STANDARD FOOTNOTES**

Footnote *RR* vs. *R1* – Use *R1* if the original input contains a pound sign (#) and a secondary number, but during the address matching process a match is made to a ZIP + 4 that changes the # to a unit designator.

**Example:**

Input:           CMRA To Go  
                  130 Skyline Dr #16  
                  Memphis TN 38119

*There is no PMB information on this record; return the R1 footnote.*

ZIP + 4 Match:  CMRA TO GO  
                  130 SKYLINE DR STE 16  
                  MEMPHIS TN 38119-1234

*There is PMB information on this record; return the RR footnote.*

ZIP + 4 Match:  CMRA TO GO  
                  130 SKYLINE DR #16  
                  MEMPHIS TN 38119-1234

Footnotes are for +4 matching and DPV/DSF<sup>2</sup>. Do not use footnotes for Early Warning System (EWS) matches.

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**EXHIBIT C**

**DOUBLE POUND SIGNS (#)**

When you are trying to match to an address that contains double pound signs (e.g., 123 Main Street #123 #456), if you match to either of the secondary address components in DPV/DSF<sup>2</sup>, you will return Y.

See *Grading Issues* on RIBBS at <http://ribbs.usps.gov/files/CASS/archives/2003MIN.doc> for details on Double # matching.

**ABBREVIATED ALIASES**

Software can return the street name or the abbreviated alias.

**IDENTIFY A SECONDARY OF #0 IN CYCLE M**

To identify a secondary of #0, the match must be made to a high-rise exact record and a significant leading zero in the secondary before you return Y and footnote AABB. Otherwise, you must return an S and footnote AACC.

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**EXHIBIT D**

**RETURN CODES AND FOOTNOTES WITH SUGGESTIONS FOR MAILERS**

<b>DPV Return Code</b>	<b>Footnote Code</b>	<b>Suggestion</b>
N	AA	Verify the address. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, but it cannot confirm the address during the DPV process. A ZIP + 4 code is not returned.
N	AA M1	Verify the Primary Number. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, but it cannot confirm the primary number during the DPV process. A ZIP + 4 code is not returned.
N	AA M3	Verify the Primary Number. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, but it cannot confirm the primary number during the DPV process. A ZIP + 4 code is not returned.
N	AA P1	Verify the Box Number – RR or HC Box number missing. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, but it cannot confirm the box number during the DPV process. A ZIP + 4 code is not returned.
N	AA P3	Verify the Box Number – PO, RR or HC Box number present. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, but it cannot confirm the box number during the DPV process. A ZIP + 4 code is not returned.
Y	AA BB	No action needed. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, and it confirmed all address components during the DPV process. A ZIP + 4 code is returned.
Y	AA BB RR	No action needed. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, and it confirmed this CMRA with PMB address during the DPV process. A ZIP + 4 code is returned.
Y	AA BB R1	The address validated. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, and it confirmed this CMRA address without PMB information during the DPV process. A ZIP + 4 code is returned.
Y	AA F1	The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file for this Military address, and it automatically flagged this as a confirmed DPV record. A ZIP + 4 code is returned. Move Y to DPV return code and spaces to all other flags.
Y	AA G1	The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file for this General Delivery address, and it automatically flagged this as a confirmed DPV record. A ZIP + 4 code is returned. Move Y to DPV return code and spaces to all other flags.
Y	AA U1	The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file for this Unique ZIP, and it automatically flagged this as a confirmed DPV record. A ZIP + 4 code is returned. Move Y to DPV return code and spaces to all other flags.
S	AA CC	Verify secondary information. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, but it cannot confirm the secondary information during the DPV process. A ZIP + 4 code is returned.
S	AA CC RR	Verify secondary information. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, and it confirmed this CMRA with PMB address during the DPV process but the secondary information cannot be confirmed. A ZIP + 4 code is returned.

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**EXHIBIT D**

**RETURN CODES AND FOOTNOTES WITH SUGGESTIONS FOR MAILERS**

<b>DPV Return Code</b>	<b>Footnote Code</b>	<b>Suggestion</b>
S	AA CC R1	Verify secondary information. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, and it confirmed this CMRA address without PMB information during the DPV process although the information is not required for USPS delivery. A ZIP + 4 code is returned.
D	AA N1	Verify secondary information – is missing. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, and it confirmed the primary number (but not the secondary number) for this address during the DPV process. A ZIP + 4 code is returned.
D	AA N1 RR	Verify secondary information – is missing. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, and it confirmed this CMRA address with PMB information and correct secondary number during the DPV process. A ZIP + 4 code is returned.
D	AA N1 R1	Verify secondary information – is missing. The CASS Certified software engine was able to obtain a +4 code from the ZIP + 4 file, and it confirmed this CMRA address without PMB information during the DPV process although the information is not required for USPS delivery. A ZIP + 4 is returned.
Blank	A1 M1	Verify the Primary Number – is missing. The CASS Certified software engine was not able to obtain a +4 code from the ZIP + 4 file, and the record was not submitted to the DPV process. A ZIP + 4 code is not returned.
Blank	A1 M3	Verify the Primary Number – not a valid number. The CASS Certified software engine was not able to obtain a +4 code from the ZIP + 4 file, and the record was not submitted to the DPV process. A ZIP + 4 code is not returned.
Blank	A1	Verify the address – is incorrect. The CASS Certified software engine was not able to obtain a +4 code from the ZIP + 4 file, and the record was not submitted to the DPV process. A ZIP + 4 code is not returned.
Blank	AA	Verify the address. The CASS Certified software engine was able to match to a non-deliverable record on the ZIP + 4 file. Since the record is non-deliverable, a ZIP + 4 code is not returned.

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**EXHIBIT E**

**DSF<sup>2</sup> LICENSED SERVICE DELIVERY SEQUENCE  
INVOICE DOCUMENTATION**

**SAMPLE REPORT 1**

**SAMPLE REPORT 1**

(LICENSEE NAME)

\*SITE LOCATION: \_\_\_\_\_

DSF<sup>2</sup> LICENSED SERVICE DELIVERY SEQUENCE INVOICE DOCUMENTATION

\_\_\_\_\_(MAILER'S NAME)\_\_\_\_\_ has been provided DSF<sup>2</sup> Licensed Service on \_\_\_\_\_(DATE)\_\_\_\_\_ for the following routes:

ZIP CODE (NOTE 1)	CARRIER ROUTE (NOTE 2)	TOTAL ACTIVE DELIVERIES (NOTE 3)	TOTAL RESIDENTIAL DELIVERIES (NOTE 4)	TOTAL PIECES SEQUENCED		(%) ACTIVE DELIVERIES (NOTE 6)	(%) RESIDENTIAL (NOTE 7)	**QUALIFYING DISCOUNTS (NOTE 8)			
				CHRT (NOTE 5)	RES (NOTE 5A)			A	B	C	D
12345	C001	100	80	75	73	75	91	Y	N	Y	Y
12345	C002	300	200	175	170	58	85	Y	Y	N	N
12345	B001	1000	900	875	870	88	97	Y	Y	Y	Y
12345	R001	200	200	9	9	5	5	N	N	N	N

\*NOTE: Licensees with multiple sites must provide full reporting for each installation

\*\*QUALIFYING DISCOUNTS:

- A = Carrier Route Discount
- B = 125 Walk Sequence
- C = 90% Residential Saturation Discount
- D = 75% Total Active Saturation Discount

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**EXHIBIT E**

**SAMPLE REPORT 1 NOTES**

- Note 1** This column contains the 5-Digit Scheme ZIP Code.
- Note 2** This column contains the Scheme Carrier Route.
- Note 3** This column contains figures that are the sum of all active deliveries for the Carrier Route indicated in Note 2 according to the Delivery Statistics File. Active deliveries include residential, business, and PO Box addresses.
- Note 4** This column contains figures indicating the total of all active residential deliveries for the Carrier Route shown in Note 2 according to the Delivery Statistics File.
- Note 5** This column contains figures in Note 5, which represent the total number of input deliveries for the Carrier Route shown in Note 2 according to the Delivery Statistics File, and 5a, which is the total residential pieces sequenced.
- Note 6** The figures in column 6 are calculated by dividing the column/row figure in column 5 (Note 5) by the column/row figure in column 3 (Note 3) and multiplying by 100.  $((\text{Note 5} / \text{Note 3}) * 100)$
- Note 7** The figure in column 7 is calculated by dividing the column/row figure in column 5a (Note 5) by the column/row figure in column 4 (Note 4) and multiplying by 100.  $(\text{Note 5a} / \text{Note 4}) * 100)$
- Note 8** **QUALIFYING DISCOUNTS**
- A To qualify for the Carrier Route Discount, a mailer must have 10 or more deliveries per carrier. If the column/row figure shown in column 5 (Note 5) is equal to or greater than 10, enter Y in this section. If the column/row figure shown in column 5 (Note 5) is less than 10, enter N.
  - B To qualify for the 125-Piece (High Density) Walk-Sequence Discount, a mailer must have 125 or more deliveries per carrier. If the column/row figure shown in column 5 (Note 5) is equal to or greater than 125, enter Y in this section. If the column/row figure shown in column 5 (Note 5) is less than 125, enter N.
  - C To qualify for the Saturation Walk-Sequence Discount, the mailing must contain 90 percent or more of the total residential deliveries per carrier or 75 percent or more of the total active deliveries per carrier, whichever is less. If the percentage calculated for column/row 7 (Note 7) is 90 percent or more then enter Y in column/row 8C (Note 8). If the percentage in column/row 7 (Note 7) is less than 90 percent, enter N in column/row 8C (Note 8).
  - D To qualify for the Saturation Walk-Sequence Discount, the mailing must contain 90 percent or more of the total residential deliveries per carrier or 75 percent or more of the total active deliveries per carrier, whichever is less. If the percentage calculated for column/row 6 (Note 6) is 75 percent or more then enter Y in column/row 8D (Note 8). If the percentage in column/row 7 (Note 7) is less than 75 percent, enter N in column/row 8D (Note 8).

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**EXHIBIT F**

<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Header Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
1	40	DSF <sup>2</sup> Licensee Name	40	X(40)
41	44	DSF <sup>2</sup> License Number	4	X(4)
45	52	Total Number of Detail Records	8	9(8)
53	163	FILLER	111	X(111)
		<i>All count fields are sum of the corresponding detail records.</i>		
164	172	Total Records Presented – the total number of records submitted for DSF <sup>2</sup> Processing)	9	9(9)
173	181	Total LACS Indicated – the total number of records matched to the LACS flag on the ZIP + 4 file.	9	9(9)
182	190	Total ZIP + 4 Matched – the total number of records matched to the ZIP + 4 file	9	9(9)
		<b>ZIP + 4 File Match Statistics</b>		
		<i>The following fields (positions 191-280) are based on ZIP + 4 file matches. Each record should only be counted in one category (to the finest level). LACS indicated fields are based on the LACS status indicator in the ZIP + 4 file being a 'L'.</i>		
191	199	Street (S) records matched	9	9(9)
200	208	Street record LACS indicated	9	9(9)
209	217	High-rise (H) records matched	9	9(9)
218	226	High-rise record LACS indicated	9	9(9)
227	235	PO Box (P) records matched	9	9(9)
236	244	PO Box record LACS indicated	9	9(9)
245	253	RR/HC (R) records matched	9	9(9)
254	262	RR/HC record LACS indicated	9	9(9)
263	271	Firm (F) records matched	9	9(9)
272	280	General Delivery (G) matched	9	9(9)
		<b>DPV/DSF<sup>2</sup> File Match Statistics</b>		
281	289	Total Records DP Validated – is the sum of the records with a DPV Return Code of Y, S or D	9	9(9)
		<ul style="list-style-type: none"> <li>• <i>The following fields should be based on DPV/DSF<sup>2</sup> confirmed results (Y, S and D return codes).</i></li> <li>• <i>Each record should only be counted in one category (to the finest level)</i></li> </ul>		
290	298	Street (S) Records Validated – total number of records DPV Confirmed as Street with a return code of Y, S or D.	9	9(9)
		<i>The following presented fields should be equal to or less than the total number of Street (S) records validated. The total number of records confirmed should be equal to or less than the total number of records presented for each category.</i>		
299	307	CMRA presented – total number of records presented for CMRA indication. (This number should be calculated based on CASS rules for CMRA table lookup)	9	9(9)
308	316	CMRA confirmed – total number of records confirmed with a 'Y' against the CMRA Table.	9	9(9)

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Header Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
317	325	Drop presented – total number of records that were presented to the Drop table based on DSF <sup>2</sup> Drop Table Rules.	9	9(9)
326	334	Drop confirmed – total number of records confirmed with a 'Y' against the drop table.	9	9(9)
335	343	Business presented – total number of records presented to the Business table.	9	9(9)
344	352	Business confirmed – total number of records confirmed with a 'Y' against the business table.	9	9(9)
353	361	Throwback presented – total number of records presented to the throwback table	9	9(9)
362	370	Throwback confirmed – total number of records confirmed with a 'Y' against the throwback table.	9	9(9)
371	379	Seasonal presented – total number of records presented to the seasonal table.	9	9(9)
380	388	Seasonal confirmed – total number of records confirmed with a 'Y' against the seasonal table.	9	9(9)
389	397	Seasonal/Educational presented – total number of records presented for Seasonal/Educational validation.	9	9(9)
398	406	Seasonal/Educational confirmed – total number of records confirmed with a 'Y' according to the Seasonal/Educational rules.	9	9(9)
407	415	Vacant presented – total records presented to the vacant table	9	9(9)
416	424	Vacant confirmed – total number of records confirmed with a 'Y' against the vacant table.	9	9(9)
		<i>The sum of records presented the following delivery type fields (Curb, NDCBU, Central, Door Slot) must be equal to or less than the total number of Street Records Validated above. The total number of records confirmed, must be less than the number of records presented for each category.</i>		
425	433	Curb presented – total number of records presented to the curb table for validation	9	9(9)
434	442	Curb confirmed – total number of curb records presented that confirmed with a 'Y'.	9	9(9)
443	451	NDCBU presented – total number of records presented to the NDCBU table for validation	9	9(9)
452	460	NDCBU confirmed – total number of NDCBU records presented that confirmed with a 'Y'	9	9(9)
461	469	Central presented – total number of records presented to the Central table for validation	9	9(9)
470	478	Central confirmed – total number of Central records presented that confirmed with a 'Y'	9	9(9)
479	487	Door Slot presented – total number of records presented to the Door Slot table for validation	9	9(9)
488	496	Door Slot confirmed – total number of Door Slot records presented that confirmed with a 'Y'	9	9(9)
497	505	No-Stat presented – total number of records presented to the No-Stat table.	9	9(9)
506	514	No-Stat confirmed – total number of records confirmed against the No-Stat table with a 'Y'.	9	9(9)

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Header Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
515	523	High-rise (H) Records Validated – Total number of records DPV Confirmed as High Rise or High Rise Default with a return code of Y, S or D.	9	9(9)
		<i>The following presented fields should be equal to or less than the total number of High Rise or High Rise Default (H) records validated. The total number of records validated should be equal to or less than the total number of records presented for each category.</i>		
524	532	CMRA presented – total number of records presented for CMRA indication. (This number should be calculated based on CASS rules for CMRA table lookup)	9	9(9)
533	541	CMRA confirmed – total number of records confirmed with a ‘Y’ against the CMRA Table.	9	9(9)
542	550	Drop presented – total number of records that were presented to the Drop table based on DSF <sup>2</sup> Drop Table Rules.	9	9(9)
551	559	Drop confirmed – total number of records confirmed with a ‘Y’ against the drop table.	9	9(9)
560	568	Business presented – total number of records presented to the Business table.	9	9(9)
569	577	Business confirmed – total number of records confirmed with a ‘Y’ against the business table.	9	9(9)
578	586	Throwback presented – total number of records presented to the throwback table	9	9(9)
587	595	Throwback confirmed – total number of records confirmed with a ‘Y’ against the throwback table.	9	9(9)
596	604	Seasonal presented – total number of records presented to the seasonal table.	9	9(9)
605	613	Seasonal confirmed – total number of records confirmed with a ‘Y’ against the seasonal table.	9	9(9)
614	622	Seasonal/Educational presented – total number of records presented for Seasonal/Educational validation.	9	9(9)
623	631	Seasonal/Educational confirmed – total number of records confirmed with a ‘Y’ according to the Seasonal/Educational rules.	9	9(9)
632	640	Vacant presented – total records presented to the vacant table	9	9(9)
641	649	Vacant confirmed – total number of records confirmed with a ‘Y’ against the vacant table.	9	9(9)
		<i>The sum of records presented the following delivery type fields (Curb, NDCBU, Central, Door Slot) must be equal to or less than the total number of records validated above. The total number of records confirmed, must be less than the number of records presented for each category.</i>		
650	658	Curb presented – total number of records presented to the curb table for validation	9	9(9)
659	667	Curb confirmed – total number of curb records presented that confirmed with a ‘Y’.	9	9(9)
668	676	NDCBU presented – total number of records presented to the NDCBU table for validation	9	9(9)
677	685	NDCBU confirmed – total number of NDCBU records	9	9(9)

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Header Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
		presented that confirmed with a 'Y'		
686	694	Central presented – total number of records presented to the Central table for validation	9	9(9)
695	703	Central confirmed – total number of Central records presented that confirmed with a 'Y'	9	9(9)
704	712	Door Slot presented – total number of records presented to the Door Slot table for validation	9	9(9)
713	721	Door Slot confirmed – total number of Door Slot records presented that confirmed with a 'Y'	9	9(9)
722	730	No-Stat presented – total number of records presented to the No-Stat table.	9	9(9)
731	739	No-Stat confirmed – total number of records confirmed against the No-Stat table with a 'Y'.	9	9(9)
740	748	PO Box (P) records validated – Total number of records DPV Confirmed as PO Box (P) with a return code of Y, S or D.	9	9(9)
		<i>The following presented fields should be equal to or less than the total number of PO Box (P) records validated. The total number of records validated should be equal to or less than the total number of records presented for each category.</i>		
749	757	Business presented – total number of records presented to the Business table.	9	9(9)
758	766	Business confirmed – total number of records confirmed with a 'Y' against the business table.	9	9(9)
767	775	Vacant presented – total records presented to the vacant table	9	9(9)
776	784	Vacant confirmed – total number of records confirmed with a 'Y' against the vacant table.	9	9(9)
785	792	FILLER	8	X(8)
793	801	RR/HC (R) Records validated – Total number of records DPV Confirmed as Rural Route, Highway Contract, Rural Route Default or Highway Contract Default (R) with a return code of Y, S or D.	9	9(9)
		<i>The following presented fields should be equal to or less than the total number of Rural Route or Highway Contract (exact and default) (R) records validated. The total number of records validated should be equal to or less than the total number of records presented for each category.</i>		
802	810	CMRA presented – total number of records presented for CMRA indication. (This number should be calculated based on CASS rules for CMRA table lookup)	9	9(9)
811	819	CMRA confirmed – total number of records confirmed with a 'Y' against the CMRA Table.	9	9(9)
820	828	Drop presented – total number of records that were presented to the Drop table based on DSF <sup>2</sup> Drop Table Rules.	9	9(9)
829	837	Drop confirmed – total number of records confirmed with a 'Y' against the drop table.	9	9(9)
838	846	Business presented – total number of records presented to the Business table.	9	9(9)

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Header Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
847	855	Business confirmed – total number of records confirmed with a ‘Y’ against the business table.	9	9(9)
856	864	Throwback presented – total number of records presented to the throwback table	9	9(9)
865	873	Throwback confirmed – total number of records confirmed with a ‘Y’ against the throwback table.	9	9(9)
874	882	Seasonal presented – total number of records presented to the seasonal table.	9	9(9)
883	891	Seasonal confirmed – total number of records confirmed with a ‘Y’ against the seasonal table.	9	9(9)
892	900	Seasonal/Educational presented – total number of records presented for Seasonal/Educational validation.	9	9(9)
901	909	Seasonal/Educational confirmed – total number of records confirmed with a ‘Y’ according to the Seasonal/Educational rules.	9	9(9)
910	918	Vacant presented – total records presented to the vacant table	9	9(9)
919	927	Vacant confirmed – total number of records confirmed with a ‘Y’ against the vacant table.	9	9(9)
		<i>The sum of records presented the following delivery type fields (Curb, NDCBU, Central, Door Slot) must be equal to or less than the total number of records validated above. The total number of records confirmed, must be less than the number of records presented for each category.</i>		
928	936	Curb presented – total number of records presented to the curb table for validation	9	9(9)
937	945	Curb confirmed – total number of curb records presented that confirmed with a ‘Y’.	9	9(9)
946	954	NDCBU presented – total number of records presented to the NDCBU table for validation	9	9(9)
955	963	NDCBU confirmed – total number of NDCBU records presented that confirmed with a ‘Y’	9	9(9)
964	972	Central presented – total number of records presented to the Central table for validation	9	9(9)
973	981	Central confirmed – total number of Central records presented that confirmed with a ‘Y’	9	9(9)
982	990	Door Slot presented – total number of records presented to the Door Slot table for validation	9	9(9)
991	999	Door Slot confirmed – total number of Door Slot records presented that confirmed with a ‘Y’	9	9(9)
1000	1008	No-Stat presented – total number of records presented to the No-Stat table.	9	9(9)
1009	1017	No-Stat confirmed – total number of records confirmed against the No-Stat table with a ‘Y’.	9	9(9)
1018	1026	Firm (F) Records Validated – Total number of records DPV Confirmed as a Firm (F) with a return code of Y, S or D.	9	9(9)
		<i>The following presented fields should be equal to or less than the total number of Firm (F) records validated. The total number of records validated should be equal to or less than the total number of records presented</i>		

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Header Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
		<i>for each category.</i>		
1027	1035	CMRA presented – total number of records presented for CMRA indication. (This number should be calculated based on CASS rules for CMRA table lookup)	9	9(9)
1036	1044	CMRA confirmed – total number of records confirmed with a ‘Y’ against the CMRA Table.	9	9(9)
1045	1053	Drop presented – total number of records that were presented to the Drop table based on DSF <sup>2</sup> Drop Table Rules.	9	9(9)
1054	1062	Drop confirmed – total number of records confirmed with a ‘Y’ against the drop table.	9	9(9)
1063	1071	Business presented – total number of records presented to the Business table.	9	9(9)
1072	1080	Business confirmed – total number of records confirmed with a ‘Y’ against the business table.	9	9(9)
1081	1089	Throwback presented – total number of records presented to the throwback table	9	9(9)
1090	1098	Throwback confirmed – total number of records confirmed with a ‘Y’ against the throwback table.	9	9(9)
1099	1107	Seasonal presented – total number of records presented to the seasonal table.	9	9(9)
1108	1116	Seasonal confirmed – total number of records confirmed with a ‘Y’ against the seasonal table.	9	9(9)
1117	1125	Seasonal/Educational presented – total number of records presented for Seasonal/Educational validation.	9	9(9)
1126	1134	Seasonal/Educational confirmed – total number of records confirmed with a ‘Y’ according to the Seasonal/Educational rules.	9	9(9)
1135	1143	Vacant presented – total records presented to the vacant table	9	9(9)
1144	1152	Vacant confirmed – total number of records confirmed with a ‘Y’ against the vacant table.	9	9(9)
		<i>The sum of records presented the following delivery type fields (Curb, NDCBU, Central, Door Slot) must be equal to or less than the total number of records validated above. The total number of records confirmed, must be less than the number of records presented for each category.</i>		
1153	1161	Curb presented – total number of records presented to the curb table for validation	9	9(9)
1162	1170	Curb confirmed – total number of curb records presented that confirmed with a ‘Y’.	9	9(9)
1171	1179	NDCBU presented – total number of records presented to the NDCBU table for validation	9	9(9)
1180	1188	NDCBU confirmed – total number of NDCBU records presented that confirmed with a ‘Y’	9	9(9)
1189	1197	Central presented – total number of records presented to the Central table for validation	9	9(9)
1198	1206	Central confirmed – total number of Central records presented that confirmed with a ‘Y’	9	9(9)
1207	1215	Door Slot presented – total number of records	9	9(9)

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Header Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
		presented to the Door Slot table for validation		
1216	1224	Door Slot confirmed – total number of Door Slot records presented that confirmed with a ‘Y’	9	9(9)
1225	1233	No-Stat presented – total number of records presented to the No-Stat table.	9	9(9)
1234	1242	No-Stat confirmed – total number of records confirmed against the No-Stat table with a ‘Y’.	9	9(9)
1243	1251	General Delivery Validated – Total number of records DPV Confirmed as a General Delivery (G) with a return code of Y, S or D.	9	9(9)
1252	1259	FILLER	8	X(8)
1260	1268	Total Primary Number Error – total number of records with a primary number error	9	9(9)
1269	1277	Street (S) Records Primary Error	9	9(9)
1278	1286	High-rise (H) Records Primary Error	9	9(9)
1287	1295	PO Box (P) Records Primary Error	9	9(9)
1296	1304	RR/HC (R) Records Primary Error	9	9(9)
1305	1313	Firm (F) Records Primary Error	9	9(9)
1314	1322	Total Secondary Number Error – total number of records with a secondary number error	9	9(9)
1323	1331	Street (S) Records Secondary Error	9	9(9)
1332	1340	High-rise (H) Records Secondary Error	9	9(9)
1341	1349	Firm (F) Records Secondary Error	9	9(9)
1350	1381	FILLER	32	X(32)
1382	1382	Header/Detail Indicator H = Header D = Detail	1	X(1)

**DSF<sup>2</sup>® PRODUCT  
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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Detail Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
1	40	DSF <sup>2</sup> Licensee Name	40	X(40)
41	44	DSF <sup>2</sup> License Number	4	X(4)
45	52	Year/Month/Day Report Date Numeric Format: YYYYMMDD This field is populated with the date the report was created.	8	9(8)
53	60	Year/Month/Day Customer File Received Numeric Format: YYYYMMDD	8	9(8)
61	68	Year/Month/Day Customer File Processed Numeric Format: YYYYMMDD	8	9(8)
69	78	FILLER	10	X(10)
79	79	Access Mode O – Online Inquiry Processing B – Batch Processing	1	X(1)
80	119	Customer Name	40	X(40)
120	131	FILLER	12	X(12)
132	137	NAICS (North American Industry Classification System)	6	X(6)
138	143	Customer Number	6	X(6)
144	163	FILLER	20	X(20)
164	172	Total Records Presented – the total number of records submitted for DSF <sup>2</sup> Processing)	9	9(9)
173	181	Total LACS Indicated – the total number of records matched to the LACS flag on the ZIP + 4 file.	9	9(9)
182	190	Total ZIP + 4 Matched – the total number of records matched to the ZIP + 4 file	9	9(9)
		<b>ZIP + 4 File Match Statistics</b>		
		<i>The following fields (positions 191-280) are based on ZIP + 4 file matches. Each record should only be counted in one category (to the finest level). LACS indicated fields are based on the LACS status indicator in the ZIP + 4 file being a 'L'.</i>		
191	199	Street (S) records matched	9	9(9)
200	208	Street record LACS indicated	9	9(9)
209	217	High-rise (H) records matched	9	9(9)
218	226	High-rise record LACS indicated	9	9(9)
227	235	PO Box (P) records matched	9	9(9)
236	244	PO Box record LACS indicated	9	9(9)
245	253	RR/HC (R) records matched	9	9(9)
254	262	RR/HC record LACS indicated	9	9(9)
263	271	Firm (F) records matched	9	9(9)
272	280	General Delivery (G) matched	9	9(9)
		<b>DPV/DSF<sup>2</sup> File Match Statistics</b>		
281	289	Total Records DP Validated – is the sum of the records with a DPV Return Code of Y, S or D	9	9(9)
		<ul style="list-style-type: none"> <li><i>The following fields should be based on DPV/DSF<sup>2</sup> confirmed results (Y, S and D return codes).</i></li> <li><i>Each record should only be counted in one category (to the finest level)</i></li> </ul>		
290	298	Street (S) Records Validated – total number of records DPV Confirmed as Street with a return code of Y, S or D.	9	9(9)
		<i>The following presented fields should be equal to or less than the total number of Street (S) records</i>		

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Detail Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
		<i>validated. The total number of records confirmed should be equal to or less than the total number of records presented for each category.</i>		
299	307	CMRA presented – total number of records presented for CMRA indication. (This number should be calculated based on CASS rules for CMRA table lookup)	9	9(9)
308	316	CMRA confirmed – total number of records confirmed with a 'Y' against the CMRA Table.	9	9(9)
317	325	Drop presented – total number of records that were presented to the Drop table based on DSF <sup>2</sup> Drop Table Rules.	9	9(9)
326	334	Drop confirmed – total number of records confirmed with a 'Y' against the drop table.	9	9(9)
335	343	Business presented – total number of records presented to the Business table.	9	9(9)
344	352	Business confirmed – total number of records confirmed with a 'Y' against the business table.	9	9(9)
353	361	Throwback presented – total number of records presented to the throwback table	9	9(9)
362	370	Throwback confirmed – total number of records confirmed with a 'Y' against the throwback table.	9	9(9)
371	379	Seasonal presented – total number of records presented to the seasonal table.	9	9(9)
380	388	Seasonal confirmed – total number of records confirmed with a 'Y' against the seasonal table.	9	9(9)
389	397	Seasonal/Educational presented – total number of records presented for Seasonal/Educational validation.	9	9(9)
398	406	Seasonal/Educational confirmed – total number of records confirmed with a 'Y' according to the Seasonal/Educational rules.	9	9(9)
407	415	Vacant presented – total records presented to the vacant table	9	9(9)
416	424	Vacant confirmed – total number of records confirmed with a 'Y' against the vacant table.	9	9(9)
		<i>The sum of records presented the following delivery type fields (Curb, NDCBU, Central, Door Slot) must be equal to or less than the total number of Street Records Validated above. The total number of records confirmed, must be less than the number of records presented for each category.</i>		
425	433	Curb presented – total number of records presented to the curb table for validation	9	9(9)
434	442	Curb confirmed – total number of curb records presented that confirmed with a 'Y'.	9	9(9)
443	451	NDCBU presented – total number of records presented to the NDCBU table for validation	9	9(9)
452	460	NDCBU confirmed – total number of NDCBU records presented that confirmed with a 'Y'	9	9(9)
461	469	Central presented – total number of records presented to the Central table for validation	9	9(9)
470	478	Central confirmed – total number of Central records presented that confirmed with a 'Y'	9	9(9)

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Detail Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
479	487	Door Slot presented – total number of records presented to the Door Slot table for validation	9	9(9)
488	496	Door Slot confirmed – total number of Door Slot records presented that confirmed with a 'Y'	9	9(9)
497	505	No-Stat presented – total number of records presented to the No-Stat table.	9	9(9)
506	514	No-Stat confirmed – total number of records confirmed against the No-Stat table with a 'Y'.	9	9(9)
515	523	High-rise (H) Records Validated – Total number of records DPV Confirmed as High Rise or High Rise Default with a return code of Y, S or D.	9	9(9)
		<i>The following presented fields should be equal to or less than the total number of High Rise or High Rise Default (H) records validated. The total number of records validated should be equal to or less than the total number of records presented for each category.</i>		
524	532	CMRA presented – total number of records presented for CMRA indication. (This number should be calculated based on CASS rules for CMRA table lookup)	9	9(9)
533	541	CMRA confirmed – total number of records confirmed with a 'Y' against the CMRA Table.	9	9(9)
542	550	Drop presented – total number of records that were presented to the Drop table based on DSF <sup>2</sup> Drop Table Rules.	9	9(9)
551	559	Drop confirmed – total number of records confirmed with a 'Y' against the drop table.	9	9(9)
560	568	Business presented – total number of records presented to the Business table.	9	9(9)
569	577	Business confirmed – total number of records confirmed with a 'Y' against the business table.	9	9(9)
578	586	Throwback presented – total number of records presented to the throwback table	9	9(9)
587	595	Throwback confirmed – total number of records confirmed with a 'Y' against the throwback table.	9	9(9)
596	604	Seasonal presented – total number of records presented to the seasonal table.	9	9(9)
605	613	Seasonal confirmed – total number of records confirmed with a 'Y' against the seasonal table.	9	9(9)
614	622	Seasonal/Educational presented – total number of records presented for Seasonal/Educational validation.	9	9(9)
623	631	Seasonal/Educational confirmed – total number of records confirmed with a 'Y' according to the Seasonal/Educational rules.	9	9(9)
632	640	Vacant presented – total records presented to the vacant table	9	9(9)
641	649	Vacant confirmed – total number of records confirmed with a 'Y' against the vacant table.	9	9(9)
		<i>The sum of records presented the following delivery type fields (Curb, NDCBU, Central, Door Slot) must be equal to or less than the total number of records validated above. The total number of records confirmed, must be less than the number of records</i>		

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Detail Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
		<i>presented for each category.</i>		
650	658	Curb presented – total number of records presented to the curb table for validation	9	9(9)
659	667	Curb confirmed – total number of curb records presented that confirmed with a 'Y'.	9	9(9)
668	676	NDCBU presented – total number of records presented to the NDCBU table for validation	9	9(9)
677	685	NDCBU confirmed – total number of NDCBU records presented that confirmed with a 'Y'	9	9(9)
686	694	Central presented – total number of records presented to the Central table for validation	9	9(9)
695	703	Central confirmed – total number of Central records presented that confirmed with a 'Y'	9	9(9)
704	712	Door Slot presented – total number of records presented to the Door Slot table for validation	9	9(9)
713	721	Door Slot confirmed – total number of Door Slot records presented that confirmed with a 'Y'	9	9(9)
722	730	No-Stat presented – total number of records presented to the No-Stat table.	9	9(9)
731	739	No-Stat confirmed – total number of records confirmed against the No-Stat table with a 'Y'.	9	9(9)
740	748	PO Box (P) records validated – Total number of records DPV Confirmed as PO Box (P) with a return code of Y, S or D.	9	9(9)
		<i>The following presented fields should be equal to or less than the total number of PO Box (P) records validated. The total number of records validated should be equal to or less than the total number of records presented for each category.</i>		
749	757	Business presented – total number of records presented to the Business table.	9	9(9)
758	766	Business confirmed – total number of records confirmed with a 'Y' against the business table.	9	9(9)
767	775	Vacant presented – total records presented to the vacant table	9	9(9)
776	784	Vacant confirmed – total number of records confirmed with a 'Y' against the vacant table.	9	9(9)
785	792	FILLER	8	X(8)
793	801	RR/HC (R) Records validated – Total number of records DPV Confirmed as Rural Route, Highway Contract, Rural Route Default or Highway Contract Default (R) with a return code of Y, S or D.	9	9(9)
		<i>The following presented fields should be equal to or less than the total number of Rural Route or Highway Contract (exact and default) (R) records validated. The total number of records validated should be equal to or less than the total number of records presented for each category.</i>		
802	810	CMRA presented – total number of records presented for CMRA indication. (This number should be calculated based on CASS rules for CMRA table lookup)	9	9(9)
811	819	CMRA confirmed – total number of records confirmed with a 'Y' against the CMRA Table.	9	9(9)

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Detail Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
820	828	Drop presented – total number of records that were presented to the Drop table based on DSF <sup>2</sup> Drop Table Rules.	9	9(9)
829	837	Drop confirmed – total number of records confirmed with a 'Y' against the drop table.	9	9(9)
838	846	Business presented – total number of records presented to the Business table.	9	9(9)
847	855	Business confirmed – total number of records confirmed with a 'Y' against the business table.	9	9(9)
856	864	Throwback presented – total number of records presented to the throwback table	9	9(9)
865	873	Throwback confirmed – total number of records confirmed with a 'Y' against the throwback table.	9	9(9)
874	882	Seasonal presented – total number of records presented to the seasonal table.	9	9(9)
883	891	Seasonal confirmed – total number of records confirmed with a 'Y' against the seasonal table.	9	9(9)
892	900	Seasonal/Educational presented – total number of records presented for Seasonal/Educational validation.	9	9(9)
901	909	Seasonal/Educational confirmed – total number of records confirmed with a 'Y' according to the Seasonal/Educational rules.	9	9(9)
910	918	Vacant presented – total records presented to the vacant table	9	9(9)
919	927	Vacant confirmed – total number of records confirmed with a 'Y' against the vacant table.	9	9(9)
		<i>The sum of records presented the following delivery type fields (Curb, NDCBU, Central, Door Slot) must be equal to or less than the total number of records validated above. The total number of records confirmed, must be less than the number of records presented for each category.</i>		
928	936	Curb presented – total number of records presented to the curb table for validation	9	9(9)
937	945	Curb confirmed – total number of curb records presented that confirmed with a 'Y'.	9	9(9)
946	954	NDCBU presented – total number of records presented to the NDCBU table for validation	9	9(9)
955	963	NDCBU confirmed – total number of NDCBU records presented that confirmed with a 'Y'	9	9(9)
964	972	Central presented – total number of records presented to the Central table for validation	9	9(9)
973	981	Central confirmed – total number of Central records presented that confirmed with a 'Y'	9	9(9)
982	990	Door Slot presented – total number of records presented to the Door Slot table for validation	9	9(9)
991	999	Door Slot confirmed – total number of Door Slot records presented that confirmed with a 'Y'	9	9(9)
1000	1008	No-Stat presented – total number of records presented to the No-Stat table.	9	9(9)
1009	1017	No-Stat confirmed – total number of records confirmed against the No-Stat table with a 'Y'.	9	9(9)
1018	1026	Firm (F) Records Validated – Total number of records	9	9(9)

**DSF<sup>2</sup>® PRODUCT  
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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Detail Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
		DPV Confirmed as a Firm (F) with a return code of Y, S or D.		
		<i>The following presented fields should be equal to or less than the total number of Firm (F) records validated. The total number of records validated should be equal to or less than the total number of records presented for each category.</i>		
1027	1035	CMRA presented – total number of records presented for CMRA indication. (This number should be calculated based on CASS rules for CMRA table lookup)	9	9(9)
1036	1044	CMRA confirmed – total number of records confirmed with a 'Y' against the CMRA Table.	9	9(9)
1045	1053	Drop presented – total number of records that were presented to the Drop table based on DSF <sup>2</sup> Drop Table Rules.	9	9(9)
1054	1062	Drop confirmed – total number of records confirmed with a 'Y' against the drop table.	9	9(9)
1063	1071	Business presented – total number of records presented to the Business table.	9	9(9)
1072	1080	Business confirmed – total number of records confirmed with a 'Y' against the business table.	9	9(9)
1081	1089	Throwback presented – total number of records presented to the throwback table	9	9(9)
1090	1098	Throwback confirmed – total number of records confirmed with a 'Y' against the throwback table.	9	9(9)
1099	1107	Seasonal presented – total number of records presented to the seasonal table.	9	9(9)
1108	1116	Seasonal confirmed – total number of records confirmed with a 'Y' against the seasonal table.	9	9(9)
1117	1125	Seasonal/Educational presented – total number of records presented for Seasonal/Educational validation.	9	9(9)
1126	1134	Seasonal/Educational confirmed – total number of records confirmed with a 'Y' according to the Seasonal/Educational rules.	9	9(9)
1135	1143	Vacant presented – total records presented to the vacant table	9	9(9)
1144	1152	Vacant confirmed – total number of records confirmed with a 'Y' against the vacant table.	9	9(9)
		<i>The sum of records presented the following delivery type fields (Curb, NDCBU, Central, Door Slot) must be equal to or less than the total number of records validated above. The total number of records confirmed, must be less than the number of records presented for each category.</i>		
1153	1161	Curb presented – total number of records presented to the curb table for validation	9	9(9)
1162	1170	Curb confirmed – total number of curb records presented that confirmed with a 'Y'.	9	9(9)
1171	1179	NDCBU presented – total number of records presented to the NDCBU table for validation	9	9(9)
1180	1188	NDCBU confirmed – total number of NDCBU records	9	9(9)

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<b>DSF<sup>2</sup> MONTHLY STATISTICS REPORT FILE LAYOUT</b>				
<b>Detail Record</b>				
<b>RECORD FROM</b>	<b>POSITION TO</b>	<b>FIELD NAME and DESCRIPTION</b>	<b>LENGTH</b>	<b>COBOL</b>
		presented that confirmed with a 'Y'		
1189	1197	Central presented – total number of records presented to the Central table for validation	9	9(9)
1198	1206	Central confirmed – total number of Central records presented that confirmed with a 'Y'	9	9(9)
1207	1215	Door Slot presented – total number of records presented to the Door Slot table for validation	9	9(9)
1216	1224	Door Slot confirmed – total number of Door Slot records presented that confirmed with a 'Y'	9	9(9)
1225	1233	No-Stat presented – total number of records presented to the No-Stat table.	9	9(9)
1234	1242	No-Stat confirmed – total number of records confirmed against the No-Stat table with a 'Y'.	9	9(9)
1243	1251	General Delivery Validated – Total number of records DPV Confirmed as General Delivery (G) with a return code of Y, S or D.	9	9(9)
1252	1259	FILLER	8	X(8)
1260	1268	Total Primary Number Error – total number of records with a primary number error	9	9(9)
1269	1277	Street (S) Records Primary Error	9	9(9)
1278	1286	High-rise (H) Records Primary Error	9	9(9)
1287	1295	PO Box (P) Records Primary Error	9	9(9)
1296	1304	RR/HC (R) Records Primary Error	9	9(9)
1305	1313	Firm (F) Records Primary Error	9	9(9)
1314	1322	Total Secondary Number Error – total number of records with a secondary number error	9	9(9)
1323	1331	Street (S) Records Secondary Error	9	9(9)
1332	1340	High-rise (H) Records Secondary Error	9	9(9)
1341	1349	Firm (F) Records Secondary Error	9	9(9)
1350	1381	FILLER	32	X(32)
1382	1382	Header/Detail Indicator H = Header D = Detail	1	X(1)

All text fields should be left justified space filled.  
All numeric fields should be right justified zero filled.

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**EXHIBIT G**

**STANDARD RETURN INFORMATION**

FIELD and DESCRIPTION	LENGTH	COBOL
Address Sort Sequence Number	4	9(4)
Address No-Statistic Indicator	1	X(1)
Delivery Point Business Indicator	1	X(1)
Delivery Point CMRA Indicator	1	X(1)
Delivery Point Drop Indicator	1	X(1)
Delivery Point Residence Indicator	1	X(1)
Delivery Point Seasonal Indicator	1	X(1)
Delivery Point Seasonal/Educational Indicator	1	X(1)
Delivery Point Vacant Indicator	1	X(1)
Delivery Point Throwback Indicator	1	X(1)
Delivery Type Code	1	X(1)
1 Curb		
2 NDCBU		
3 Central		
4 Door Slot		
Drop Count	3	9(3)
LACS Indicator	1	X(1)
Record Type Code	1	X(1)
S Street		
H High-rise		
F Firm		
P PO Box		
R Rural Route/Highway Contract		
G General Delivery		

**EXHIBIT H**

**DETERMINING RECORD STATUS  
(UNKNOWN OR RESIDENTIAL)**

If a record is not classified as **Business**, it is either **Unknown** or **Residential**.

The record is **UNKNOWN** if:

- DPV/DSF<sup>2</sup> confirmation indicator is Y
- Not present in the Business table
- Could be in the No-Stat table (*however, it may not be present*)
- Delivery Type is BLANK

The record is **RESIDENTIAL** if:

- DPV/DSF<sup>2</sup> confirmation indicator is Y
- Not present in the Business table
- Not a General Delivery
- Not present in the No-Stat table
- Delivery Type is not BLANK

**DSF<sup>2</sup>® PRODUCT  
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**Exhibit I**

**Additional DSF<sup>2</sup> Files and Descriptions**

<b>File</b>	<b>Description</b>	<b>Filename</b>
Business	Indicates a business address.	Dph.hsb
Central	The delivery point is serviced at a mail receptacle located within a centralized unit, such as a gang box.	Dph.hs3
CMRA	Indicates a private business that acts as a mail-receiving agent for specific clients.	Dph.hsc
Curb	The delivery point is serviced via motorized vehicle at a mail receptacle located at the curb.	Dph.hs1
Drop	A delivery point receives mail in a single receptacle or at a single drop site that services multiple dwellings or businesses or primary or secondary addresses. The number of dwellings or recipients is reflected in the drop count field.	Dph.hsd
Drop Count	Indicates the total number of customers sharing the receptacle.	Dph.hsk
Educational	The delivery point is identified as an educational facility, i.e. colleges and universities, dormitories, sorority or fraternity houses, and apartment buildings occupied primarily by students.	Dph.hse
False Positives	Contains the False Positive addresses. Refer to section 7.0 regarding False Positive Reporting and Stop Processing.	Dph.hsf
LACS	Provides address conversions involving rural style to city style due to implementation 911 systems. Also includes renaming or renumbering existing city-style addresses.	Dph.hsl
NBCU (Neighborhood Delivery Collection Box Unit)	The delivery point is serviced at a mail receptacle located within a cluster box.	Dph.hs2
No-Stat	Indicates address is not receiving delivery and the address is not counted as a possible delivery. These addresses are not receiving delivery because a) delivery has not been established; b) customer receives mail as a part of a drop; or c) the address is no longer a possible delivery because the carrier destroys or returns all of the mail.	Dph.hsx
Other	A delivery that is not Curb, NDCBU or Central. This is most often used to indicate where a carrier makes delivery on foot, door-to-door.	Dph.hs4
Seasonal	<p>The delivery point may receive mail only during a specific season. When delivery is not made because the dwelling is unoccupied as a result of it being off-season, it may be considered a seasonal address. The seasonal indicator specifies whether or not a given address receives mail only during a specific season, i.e. a summer residence. Seasonal indicators are only used at the destination site, not the home of record, which will be temporarily unoccupied. The home of record remains an active address (not seasonal), while the destination site, which is also an active delivery, is tagged 'seasonal.'</p> <p>The months the seasonal addresses are occupied are identified in the Seasonal records of the City/State file, which is detail code 'N.'</p>	Dph.hss
Throwback	Denotes the address associated with this delivery point is a street address; however the delivery is made to the customer's PO Box address.	Dph.hst
Vacant	A delivery point was active in the past, but is currently vacant (in most cases unoccupied over 90 days) and not receiving delivery.	Dph.hsv
PBSA	Indicates a Post Office Box Street Address	Dph.hsp
Door Not Accessible (DNA)	Addresses where carriers cannot knock on the door for mail delivery or where carriers cannot physically access a residence/building, such as rural/highway contact route (HCR) long driveway or gated community.	Dph.hsn

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**NOTE:** The False Positive (dph.hsf) file is updated daily and is available on the RIBBS website at [http://ribbs.usps.gov/dpv/documents/tech\\_guides/](http://ribbs.usps.gov/dpv/documents/tech_guides/).

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**EXHIBIT J**

Per the USPS DMM<sup>®</sup>, the ZIP + 4 and City/State data must be updated by ZIP + 4 and City/State Product users within 45 days of the USPS release date. For general use, a data release is valid for 105 days from the USPS release date and users may elect to receive bi-monthly updates. However, USPS recommends DSF<sup>2</sup> Licensees update these files on a monthly basis in order to obtain the best possible results from the DSF<sup>2</sup> process.

The following chart is provided to assist in determining which data release is considered the most current for DSF<sup>2</sup> Licensees.

<b>Release</b>	<b>Required Use Date</b>	<b>Last Use Date</b>
January 15	March 1	March 31
February 15	April 1	April 30
March 15	May 1	May 31
April 15	June 1	June 30
May 15	July 1	July 31
June 15	August 1	August 31
July 15	September 1	September 30
August 15	October 1	October 31
September 15	November 1	November 30
October 15	December 1	December 31
November 15	January 1	January 31
December 15	February 1	February 28 (Feb 29 in leap year)