LICENSING ANNOUNCEMENTS February 15, 2008

USPS® NCOA Link® Full and Limited Service Licensees,

Below are announcements concerning NCOA^{Link} product fulfillment for the week of February 18, product fulfillment schedule changes and usage of current NCOA^{Link} PAFs.

Holiday Fulfillment Schedule for Monday, February 18

The USPS will be closed on Monday, February 18 in observance of President's Day. Thus the NCOA^{Link®} product data fulfillment for the week of February 18 will be mailed on Tuesday, February 19.

Product fulfillment schedule change

Effective March 10, 2008, the NCOA^{Link} 48-month weekly product will be mailed on Mondays, while the 18-month weekly NCOA^{Link} and ANK^{Link}TM Products will be mailed on Tuesdays. The fulfillment schedule for all monthly products will remain the same.

Usage of Current NCOA PAFs

As a reminder, Licensees are required to provide their customers the current NCOA^{Link} Processing Acknowledgement Forms (PAFs) for completion prior to NCOA^{Link} processing. The current PAFs are located at http://www.ribbs.usps.gov/files/NCOALINK/ under the following links:

- FSP Info
- LSP Info

It is the Licensees' responsibility to ensure customers are provided the most current PAF, as well as other pertinent USPS documentation.

The NCOA^{Link} Full Service (section 4.7) and Limited Service (section 4.6) License Agreements state:

Licensee, alone, to the exclusion of the USPS, has the responsibility to possess and/or maintain contemporaneous access to the most current copy of the Licensee Performance Requirements as well as any changes and/or new requirements made from time to time by USPS. The most current copy of the Licensee Performance Requirements shall be available upon the designated USPS web site.

For more information about PAFs, refer to http://www.ribbs.usps.gov/files/NCOALINK/PAF GUIDE.PDF.

Reminders

- If you have questions regarding any of the above announcements, submit your questions to ncoalink@usps.gov.
- If you have personnel changes, please forward an updated Key Personnel Form to ncoalink@usps.gov or fax it to 901-681-4579.
- For any changes made to licenses and supporting documents, check the Modifications document under the appropriate product name.
- All monthly reports are due by the 7th of each calendar month. Please submit these reports to ncoastat@usps.gov.