Effective with the **March 2013** reports, the USPS<sup>®</sup> will be validating the Monthly NCOA<sup>Link</sup> reports for accuracy. Licensees and vendors will be required to provide corrected reports to the USPS in accordance with the Licensee Performance Requirements. All previously announced changes to the reports are required.

Reporting requirements are outlined in the Licensee Performance Requirements:

- Full Service Provider Section 9.6 and Exhibit H
- Limited Service Provider Section 8.6 and Exhibit H
- End User Mailer Section 8.1 and Exhibit D

The below documentation provides examples of the types of errors the USPS will be evaluating in the Monthly Reports. The below listing does not contain all possible errors, but provides guidance as to the information and data integrity checks the USPS will be performing on the report files.

All reports must be submitted, named correctly and compressed in according to the requirements in the Licensee Performance Requirements.

- 1. Reports should be emailed by the 7<sup>th</sup> calendar day of the month with a subject of the Licensed Company Name and the Month / Year of the reports being submitted.
  - Example: ABC Company January 2013.
    - ABC Company is the licensed company name.
    - January 2013 is the month year of the report submission.
    - The reports for January 2013 are to be submitted by February 7, 2013.
- 2. ZIP File Name
  - Reports should be compressed using a WinZip 9.0 compatible format.
  - The Zip file should be named as follows XXXXMYY.zip
    - XXXX the USPS assigned Platform ID
    - M a one byte month indicator (1-9 for January September; A-C for October – December)
    - YY a two byte year indicator.
    - Example: FBBB213.zip.
    - If the Zip file is over 5 MB in size, the licensee should create a split Zip File in which the segments are not larger than 5 MB. The subject line should also include indicate how many and which number is being sent of the segmented file. For example: ABC Company March 2013 (1 of 4)



 The Zip file must not contain directory information. Any directory information will cause the Zip file to be returned. To show directory information in WinZip, use the view menu and select 'Files by Folder (Explorer Style).'



• Zip File without directory information (correct submission)

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- 3. Report Names
  - The Report(s) should be named as follows: AXXXMYY.zip
    - A the type of report
      - C Customer Service Log required for ALL Licensees
      - P PAF (Processing Acknowledgement Form) report – required for Limited & Full Service Providers
      - B BALA (Broker-Agent/List Administrator) report required for Limited & Full Service Providers
    - XXXX the USPS assigned Platform ID

- M a one byte month indicator (1-9 for January September; A-C for October – December)
- YY a two byte year indicator.
- Example: FBBB213.zip.

General Reporting Edits and Evaluation

- 1. All numeric (count) fields must be right justified zero filled in the header and detail records.
  - a. No special characters are allowed in these fields.
    - i. Invalid characters (e.g. '-0000001222', this value contains a hyphen) in count fields will not be accepted.
  - b. The header record must contain an accurate total of all detail records reported.
    - i. If the total number of records exceeds 99,999,999,999 in the header record, report the last 11 characters of the value.
    - ii. This error may occur for the Total Number of Queries performed in Position 82-92
  - c. All counts (except Total Number of Queries Performed (position 82-92) should not exceed Total Number of Records Processed (position 71-81)
- 2. All text fields must be left justified, space filled.
- 3. Fields with USPS defined values (refer to the LPR for definitions); any other values will be rejected:
  - a. Customer Service Log
    - Processing Category (position 19-28) do not use extra characters such as '\_' in 'Stage\_II'. These values should be left justified, space filled. The expected values are:
      EMP TRAIN STAGE I
      INT DB TEST STAGE II
      MKTG TEST SYS TEST
      NORMAL
    - ii. Additional Notes (Position 29) this field should be space filled or populated with the literal 'A' if the customer has provided written request for longer processing period. (End User – Filler)
    - iii. Pre-Processes Performed (Position 30), Concurrent Processes (Position 31) and Post Processes Performed (Position 32) – valid values are N, Y, D, P and B. (End User – Filler)
    - iv. Standard Output Returned (Position 33) valid values are Y, N, and B. (End User Filler)
    - v. Matching Logic Applied (Position 34) valid values are S, I, B, C, R. (End User – Filler)

- vi. Data Returned (Position 35) valid values are C, F and S. (End User Filler)
- vii. Valid values for the Number of Months Requested field (position 36-37) are 06 through 48. 06 through 09 must have a leading zero.
- viii. Class of Mail (Position 38) valid values are A through O. Numeric values are not accepted.
- ix. NCOA<sup>Link</sup> Product Version (Position 2141) valid values are A, B, C, D, E and F.
- x. High Match Rate Description (Position 2142) valid values are A, S, R and Filler.
- xi. Internal Database Flag (Position 2782) this field should be space filled or populated with the literal 'l' if the licensee is processing a file owned by the licensee, parent company, subsidiary or other related company. (Full Service Provider Only)
- b. PAF Report
  - i. Type of PAF (position 276) valid values are I, R and M (End User Filler).
  - ii. Equivalent Alternative PAF Indicator (Position 29) this field should be space filled or populated with the literal 'A' if an Equivalent Alternative PAF was used.
- c. BALA Report
  - i. BALA Indicator (position 178) valid values are B and L
- 4. Date Integrity All dates must be in the following format: CCYYMMDD
  - a. Example: January 31, 2013, Date format 20130131
    - i. CC century 20
    - ii. YY year 13
    - iii. MM month 01
    - iv. DD day 31
    - v. Invalid dates will be rejected e.g. 20120230 February 30, 2012. There is no such date.
  - b. CSL Date Fields
    - i. Date List Received from Customer (position 39-46) not required for End Users
    - ii. Date NCOA<sup>Link</sup> Processing Began (position 47-54)
    - iii. Date NCOA<sup>Link</sup> Processing Completed (position 55-62)
    - iv. Date List Returned to Customer (position 63-70) not required for End Users
    - v. CASS/MASS Software Data Date (position 179-86) the default Day value for this field is the 15<sup>th</sup> of the month.
    - vi. NCOA<sup>Link</sup> Software Data Release Date (position 229-236)
  - c. PAF Date Fields
    - i. Date Signed by Customer (position 268-275)

- ii. Date Signed by Broker-Agent (position 450-457) if applicable
- iii. Date Signed by List Administrator (position 474-481) if applicable
- iv. Date Signed by Licensee (position 482-489)
- d. BALA Date Fields no date fields are captured in the BALA report.

Data Integrity for the Customer Service Log –

This listing is not complete, but should provide examples of the types of data integrity the USPS expects in the reports.

- 5. Data Integrity requirements based on the 'Number of Months Requested' field.
  - a. FULL SERVICE PROVIDERS if processing less than 48 months, suppress all Move Activity Summary Counts in the months greater than the number of months requested.

For example: A List Owner requests processing for against 16 months of data.

- The Move Activity Summary Fields for months 17+ (positions 1024-1375) should be suppressed to zero.
- The Processing Summary Report Move Activity Summary Report Counts should be adjusted as follows:
  - Counts for months 13-18 should not include any counts for months 17 and 18 (Positions 2760-2770; 2870-2880 and 2925-2935)
  - Counts for months 19 + should not include any counts (Positions 2771-2781; 2881-2891 and 2936-2946).
- b. LIMITED SERVICE PROVIDERS & END USERS if processing less than 18 or 48 months, suppress all Move Activity Summary Counts in Positions 914-1375 and Processing Summary Report Move Activity Summary Report Counts in Positions 2749-2781; 2589-2891 and 2914-2946 as applicable. 18 months is the default value for this field (without ANK<sup>Link</sup>), include all COA counts for Move Activity Summary Months 19-48 in Counts in Month 18 for the Move Activity Summary fields (positions 837-1375) and Processing Summary Report Move Activity Summary Report (positions 2727-2781; 2837-2946) as applicable.
- 6. Address Quality Count Fields (ZIP + 4, LACS<sup>Link</sup>, SUITE<sup>Link</sup>, DPV etc...) should be calculated on the INPUT ADDRESS.
  - a. Total Records Matched to ZIP + 4 File (Position 115-125)
  - b. Total Records DPV Confirmed (Position 126-136)
  - c. ZIP + 4 File Match Statistics (Position 287-441)
  - d. Footnotes from DPV Processing of Input Address (Position 716-836; 1811-1843)
  - e. DPV Statistics based on ZIP + 4 Record Type (Position 1453-1617; 1673- 1716

- f. LACS<sup>Link</sup> Return Codes (Position 1767-1810; 2130-2140)
- g. Suite<sup>Link</sup> Return Codes (Position 2193-2214)
- h. DPV Return Codes and Flags (Position 2639-2716)
- i. Total Number of Records Matched to ZIP + 4 file (position 115-125) should equal DPV Response AA (position 716-726)
- j. Total Number of Records DPV Confirmed (position 126-136) should equal the sum of DPV Return Codes Y, S & D
  - i. Count of DPV Return Code Y Position 2639-2649
  - ii. Count of DPV Return Code S Position 2650-2660
  - iii. Count of DPV Return Code D Position 2661-2671
- k. Records Matched to ZIP + 4 File Match Statistics (Position 287-441) should be counted one time to the finest level.
   For example: 6060 Primacy Parkway Ste 101, Memphis TN may match to:
  - ZIP + 4 File: Total Matched to Street (position 386-396)
  - ZIP + 4 File: Total Matched to Highrise Default (position 342-352)

• ZIP + 4 File: Total Matched to Highrise Exact (position 408-418) This record should be counted only once as ZIP + 4 File: Total Matched to Highrise Exact

- 7. Total Number of Records Rejected (Position 104-114) should equal the total number of matches suppressed for a shorter processing periods (reference 'Number of Months Requested' in position 36-37). Move Activity Summary counts for these records MUST also be suppressed.
- The following Data Rule examples apply for the following ZIP + 4 File Match Statistics (position 287-297) and DPV Statistics Based on the ZIP + 4 Record Type (position 1453-1716). These rules apply to ALL Categories.
  - a. ERROR DESCRIPTION: ZIP+4 FILE: STREET (S) RECORDS -DPV CONFIRMED (Y, S, OR D) > TOTAL NUMBER OF STREET RECORDS MATCHED
    - i. ZIP+4 FILE: STREET (S) RECORDS DPV CONFIRMED (Y, S, OR D) (position 1453-1463)
    - ii. TOTAL NUMBER OF STREET RECORDS MATCHED (position 386-396)
    - iii. ŽIP+4 Street Records Matched (position 386-396) should not be less than DPV Street Confirmed (Y, S, or D) (position 1453-1463)
  - ERROR DESCRIPTION: ZIP+4 FILE: RR/HC (R) RECORDS -DPV CONFIRMED (Y, S, OR D) > ZIP + 4 FILE: (TOTAL MATCHED TO HCR EXACT + TOTAL MATCHED TO RR DEFAULT + TOTAL MATCHED TO RR EXACT + TOTAL MATCHED TO HCR DEFAULT)

- i. ZIP+4 FILE: RR/HC (R) RECORDS DPV CONFIRMED (Y, S, OR D) (position 1530-1540)
- ii. Sum of ZIP + 4 File Statistics:
  - 1. TOTAL MATCHED TO HCR EXACT (position 298-308)
  - TOTAL MATCHED TO RR DEFAULT (position 309-319)
  - 3. TOTAL MATCHED TO RR EXACT (position 375-385
  - 4. TOTAL MATCHED TO HCR DEFAULT (position 397-407)
- iii. Sum of ZIP+4 RR/HCR Fields (see above) should not be less than ZIP+4 FILE: RR/HC (R) RECORDS - DPV CONFIRMED (Y, S, OR D) (position 1530-1540)
- For Full and Limited Service Providers and End User Mailers NOT using ANK<sup>Link</sup> the following data integrity rules apply:
  - a. Total Number of Records Matched (position 93-103) should equal the sum of the following:
    - The sum of NCOA<sup>Link</sup> Return Codes
      - o A, 91, 92, 01, 02, 03 in positions 452-507
      - o 05 in position 529-539
      - o 19 in position 617-627
      - o 14 in position 661-671
    - The sum of the 49 NCOA<sup>Link</sup> Move Activity Summary Fields in positions 837-1365.
    - The sum of the 15 NCOA<sup>Link</sup> Processing Summary Report (PSR) Move Activity Summary (MAS) Fields in positions 2727-2781 and 2837-2946
  - b. The Sum of NCOA<sup>Link</sup> Match Return Codes A, 91 and 92 (position 452-484) should equal the sum of the following PSR MAS Return Code Fields A, 91 and 92 (New Address Provided) in position 2727-2781.
  - c. The Sum of NCOA<sup>Link</sup> Match Return Codes 01, 02 and 03 (position 485-517) should equal the sum of the following PSR MAS Return Code Fields 01, 02 and 03 (New Address not Available) in position 2837-2891.
  - d. The Sum of NCOA<sup>Link</sup> Match Return Codes 05, 19 and 14 (position 529-539, 617-627, 661-671) should equal the sum of the following PSR MAS Return Code Fields 05, 19 and 14 (New Address not Provided) in position 2892-2946.
  - e. The Sum of MAS Months 0-3 in positions 837-847 should equal the sum of the following PSR MAS Return Code fields for months 0-3 in positions 2727-2737; 2837-2847; 2892-2902.

- f. The Sum of MAS Months 4-6 in positions 881-913 should equal the sum of the following PSR MAS Return Code fields months 4-6 in positions 2738-2748; 2848-2858; 2903-2913.
- g. The Sum of MAS Months 7-12 in positions 914-979 should equal the sum of the following PSR MAS Return Code fields months 7-12 in positions 2749-2759; 2859-2869; 2914-2924.
- h. The Sum of MAS Months 13-18 in positions 980-1045 should equal the sum of the following PSR MAS Return Code fields months 13-18 in positions 2760-2770; 2870-2880; 2925-2935.
- i. The Sum of MAS Months 19-48 in positions 1046-1375 should equal the sum of the following PSR MAS Return Code fields months 19+ in positions 2771-2781; 2881-2891; 2936-2946.
- 10. For Limited Service Providers and End User Mailers using ANK<sup>Link</sup> the following data integrity rules apply:
  - a. Total Number of Records Matched (position 93-103) should equal the sum of the following NCOA<sup>Link</sup> Return Codes
    - o A, 91, 92, 01, 02, 03 in positions 452-507
    - o 05 in position 529-539
    - o 19 in position 617-627
    - o 14 in position 661-671
  - b. The sum of the 49 NCOA<sup>Link</sup> Move Activity Summary Fields in positions 837-1365 should equal:
    - The sum of the 15 NCOA<sup>Link</sup> Processing Summary Report Move Activity Summary Fields in positions 2727-2781 and 2837-2946
    - The Sum of NCOA<sup>Link</sup> match return codes and ANK<sup>Link</sup> MATCH return codes in the following positions:
      - NCOA<sup>Link</sup> Match Return Codes:
        - A, 91, 92, 01, 02, 03 in positions 452-507
        - 05 in position 529-539
        - 19 in position 617-627
        - 14 in position 661-671
      - ANK<sup>Link</sup> Match Return Codes
        - A, 91, 92, 01, 02, 03 in positions 1855-1875
        - 05 in position 1932-1942
        - 19 in position 2020-2030
        - 14 in position 2064-2074
  - c. Total Records Matched Using ANK<sup>Link</sup> (position 2119-2129) should equal the sum of ALL ANK<sup>Link</sup> Return Codes in positions 1855-2118.
  - d. The Sum of NCOA<sup>Link</sup> and ANK<sup>Link</sup> Match Return Codes A, 91 and 92 (position 452-462; 1855-1887) should equal the sum of the following PSR MAS Return Code Fields A, 91 and 92 (New Address Provided) in position 2727-2781.

- e. The Sum of NCOA<sup>Link</sup> and ANK<sup>Link</sup> Match Return Codes 01, 02 and 03 (position 485-517; 1887-1920) should equal the sum of the following PSR MAS Return Code Fields 01, 02 and 03 (New Address not Available) in position 2837-2891.
- f. The Sum of NCOA<sup>Link</sup> and ANK<sup>Link</sup> Match Return Codes 05, 19 and 14 (position 529-539; 617-627; 661-671; 1932-1942; 2020-2030; 2064-2074) should equal the sum of the following PSR MAS Return Code Fields 05, 19 and 14 (New Address not Provided) in position 2892-2946.
- g. The Sum of MAS Months 0-3 in positions 837-847 should equal the sum of the following PSR MAS Return Code fields for months 0-3 in positions 2727-2737; 2837-2847; 2892-2902.
- h. The Sum of MAS Months 4-6 in positions 881-913 should equal the sum of the following PSR MAS Return Code fields months 4-6 in positions 2738-2748; 2848-2858; 2903-2913.
- i. The Sum of MAS Months 7-12 in positions 914-979 should equal the sum of the following PSR MAS Return Code fields months 7-12 in positions 2749-2759; 2859-2869; 2914-2924.
- j. The Sum of MAS Months 13-18 in positions 980-1045 should equal the sum of the following PSR MAS Return Code fields months 13-18 in positions 2760-2770; 2870-2880; 2925-2935.
- k. The Sum of MAS Months 19-48 in positions 1046-1375 should equal the sum of the following PSR MAS Return Code fields months 19+ in positions 2771-2781; 2881-2891; 2936-2946.