LICENSING ANNOUNCEMENT
JUNE 24, 2016

REMINDER ON SUBMITTING TEST DECKS FOR GRADING

Primary Audience: NCOA^{Link} MPE Data User Licensees

To assist in processing your test decks in a timely manner, please make sure you review the test deck instructions below that are included with the test decks, specifically the guidelines for uploading your test files to EPF.

Licensees are required to return test answer files via Electronic Product Fulfillment (EPF) at https://epfup.usps.gov/up/upload.html.

- For images that will be returned via EPF, use the filename listed in the left-hand corner of the mailpiece. This number will be unique for each test deck.

Top Left-Hand Corner of Mailpiece	Example Answer File:
99990021 XXXX.F09269FF.DAT	XXXX.F09269FF.DAT

- For the Image File, name the extension .TIF or .JPG and include a number 01 – 99 to allow images to be scanned into one file or multiple files.

  XXXX.F09269FF_xx.TIF ('xx' is a number value)

- For the 3553 file, name the extension .PDF

  Example 3553: XXXX.F09269FF.PDF

- **Email the following documents to ncoalink@usps.gov:**
  - A copy of the USPS CASS Form 3553 for each MLOCR platform or via EPF upload.
  - A mock sample of the MPE Data User Processing Acknowledgement Form (PAF).The form is located at: https://ribbs.usps.gov/ncoalink/documents/tech_guides/MPE_INFO/DATA_USER_INFO/MPE_PAF.PDF.
  - Electronic Customer Service Log (CSL) for each MLOCR platform with the correct naming convention:

    Example: CXXX_MYY.DAT

C = CSL
XXX = platform ID
_ = blank space
MYY = month (alpha/numeric) year (numeric)
        Jan.-Sept. (1-9)
        Oct.-Dec. (A-C)
.DAT= extension

- Electronic Processing Acknowledgment Form (PAF) log for each MLOCR
  platform with the correct naming convention:

    Example: PXXX_MYY.DAT
    P = PAF
    XXX = platform ID
    _ = blank space
    MYY = month (alpha/numeric) year (numeric)
                Jan.-Sept. (1-9)
                Oct.-Dec. (A-C)
     .DAT= extension
- The CSL and PAF logs must be zipped in a single file with the naming
  convention XXX_MYY.zip (3-character Platform ID, a Space, Month and Year)
  using a WinZip version 9.0 compatible format for each platform.

If you have any questions regarding this notice, contact the Licensing Department at
800-589-5766 or ncoalink@usps.gov.