Partnership in Tomorrow Meeting Minutes
CASS™ (Coding Accuracy Support System)
MASS™ (Multiline Accuracy Support System)
Cycle 2004–2005, August 26, 2003

The 12th annual "Partnership in Tomorrow Meeting" was hosted by the National Customer Support Center in Memphis, TN with attendees from various industry representatives.

These minutes are a record of discussions held during the meeting by the CASS/MASS and Address Quality Departments. The minutes are subject to change. Any changes will be posted prior to November 15, 2003 for the 2004–2005 (04-05) CASS Cycle. Developers and manufacturers may submit written comments to the Certification Department for receipt by close of business November 3, 2003.

General Discussion Items

Previous Cycle Review

The past CASS™ cycle required no changes to Address Matching Software; therefore, no adjustments were made in the upcoming cycle schedule. Significant milestones of the cycle are contained in the event schedule shown below. Particularly noteworthy is that no extension to the cycle was needed to accommodate end users.

CASS™/MASS™ 03-04 Significant Milestones	
No Annual Meeting Held	
Stage 1 File Released	October 15, 2002
Stage 2 File Available	December 15, 2002
MASS Test Decks Available	January 1, 2003

CASS/MASS 04-05 Cycle Milestones

The cycle schedule essentially remains intact. CASS will terminate Cycle H (3-04) testing April 1, 2004. This schedule appears to work for everyone and we anticipate meeting our timelines as published.

CASS™/MASS™ 04-05 Cycle Milestones	
CASS Pre-Meeting	June 19, 2003
Full CASS/MASS Meeting	August 26, 2003
Meeting Minutes Release	October 1, 2003
Stage 1 File Release	October 15, 2003
Stage 2 File Release	December 15, 2003
MASS Test Decks Available	February 15, 2004
3-04 Testing Terminated	April 01, 2004
Cycle 4-05 Compliance Date	August 1, 2004

MASS test decks may be available prior to February 15, 2004. Contact Ruth Jones via email at ruth.jones@usps.gov for early requests.

Grading

The standard passing score for both CASS and MASS will remain 98%.

Pass/Fail Policy Revisited

Restrictions were deemed necessary due to a few manufacturers who used their CASS scores to differentiate their product offering through various advertisements. We continue to maintain total confidentiality in regard to scores achieved by any individual software product and expect manufacturers to maintain the same level of confidentiality with regard to disclosure of passing scores. Category and overall percentage scores cannot be disclosed in any media advertising of any CASS or MASS certified product. Statements like "…best CASS scores the Postal Service has ever seen" are also inappropriate. This policy is intended to level the playing field for all certified products, regardless of their scores attained.

As in the previous cycle, we will continue to provide scores for all failed tests and continue the policy already in place for passing scores as shown below.

- CASS: Lowest five scores will be disclosed.
- MASS: Scores below 98.5% will be provided to both manufacturers and end users.

Fee-Based Certification

The CASS™/MASS™ fee schedule for certification is listed below.

Fee-Based Certification								
	Dec/ Jan	Feb	March	Apr	May	June	July	Aug
CASS Fees	$200	$200	$200	$500	$500	$500	$500	$750
MASS (3500) Manufacturer		$300	$300	$500	$1000	$1000	$1500	$2000
MASS End User (3500)		$0	$0	$0	$0	$400	$500	$750
MASS (350) Manufacturer		$50	$50	$100	$250	$250	$350	$500
MASS End User (350)		$0	$0	$0	$0	$100	$150	$300

Z4Change

Testing for Z4Change is required every three years. Vendors that provide this service must test in Cycle I if they haven't done so within the last three years. Vendors may request tests in Cycle H.

Revised PS Form 3553

PS Form 3553 has been modified to incorporate the new RDI™ counts. The Quality Statistical Summary (QSS) blocks will now reflect an additional block to show the number of records that were RDI confirmed.

RDI™ (Residential Delivery Index)

RDI testing is available as a separate Utility or can be taken as part of a Merge or Merge/eLOT Stage II test. Annual certification or retesting is required if RDI is taken with a Merge or Merge/eLOT Stage II test. Until further notice, RDI Utility products do not require annual certification unless a rule change occurs.

DPV™ (Delivery Point Validation)

DPV testing is mandatory for Cycle I for all CASS vendors only.

Multiple-Field Addresses

Multiple-field addresses with split-indicia remain optional. If a match is attempted, the answer must be correct to avoid penalty.

Example: Input: 1340 Sierra Madre
                                    Villa Ave
                                    Pasadena CA 91107

                Cannot Match: 1340 Sierra Madre Blvd
                                    Pasadena CA 91108-2104

                Correct Match: 1340 Sierra Madre Villa Ave
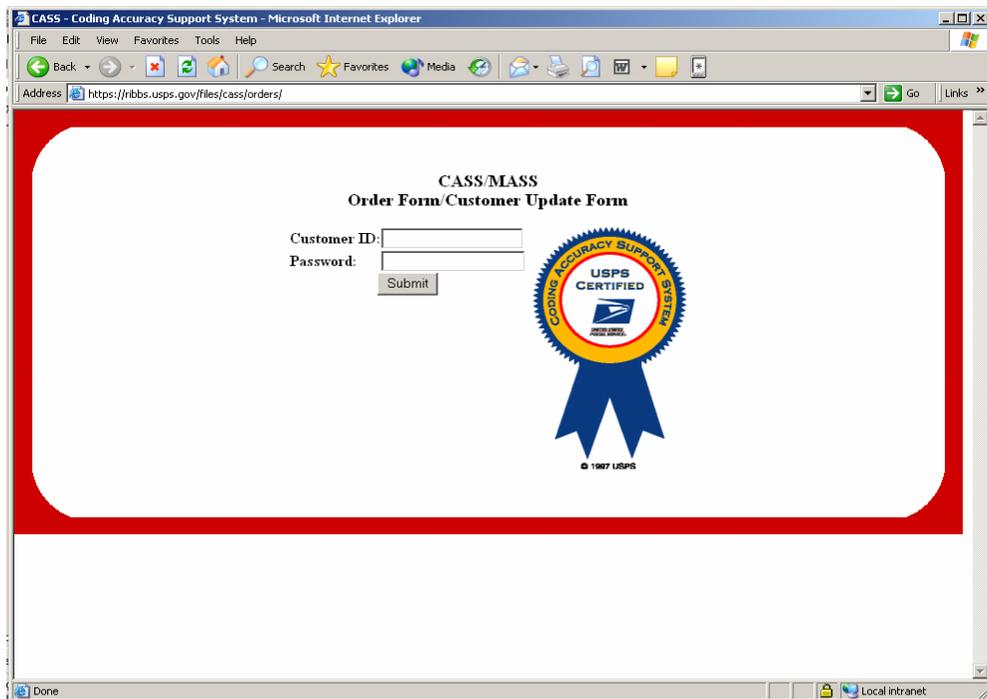   Pasadena CA 91107-1531

Early Warning System Project

URB info will not be added to the EWS file. Also, the EWS file should be checked before going to an Alias record.

>   *Note:* EWS supercedes Alias records.

Web Based Ordering System

Our web ordering system is now available. Initially, vendors will have to submit their orders to the CASS™ Department so that we can setup the configurations and version numbers for Cycle I. Once this information is established an order can be entered through the website.

The Internet address is https://ribbs.usps.gov/files/cass/orders.

1. Enter your assigned Customer ID and password. (Remember the password is case-sensitive). Then press the Submit button.
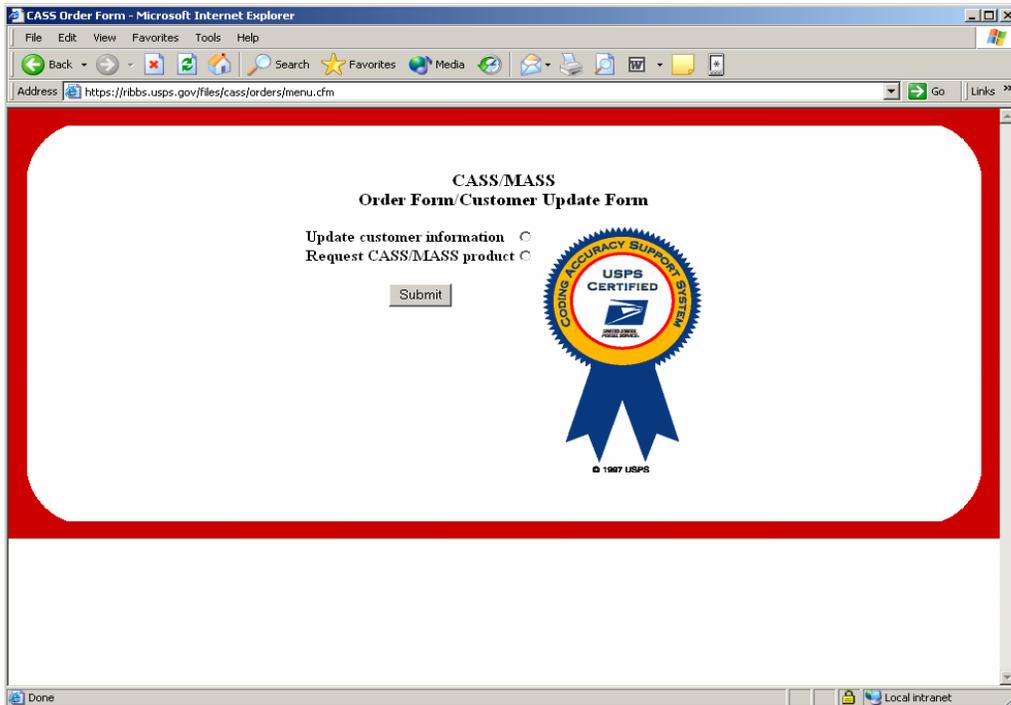
2. The "Update customer information" button has not been turned on yet. This option will be available at a later date.
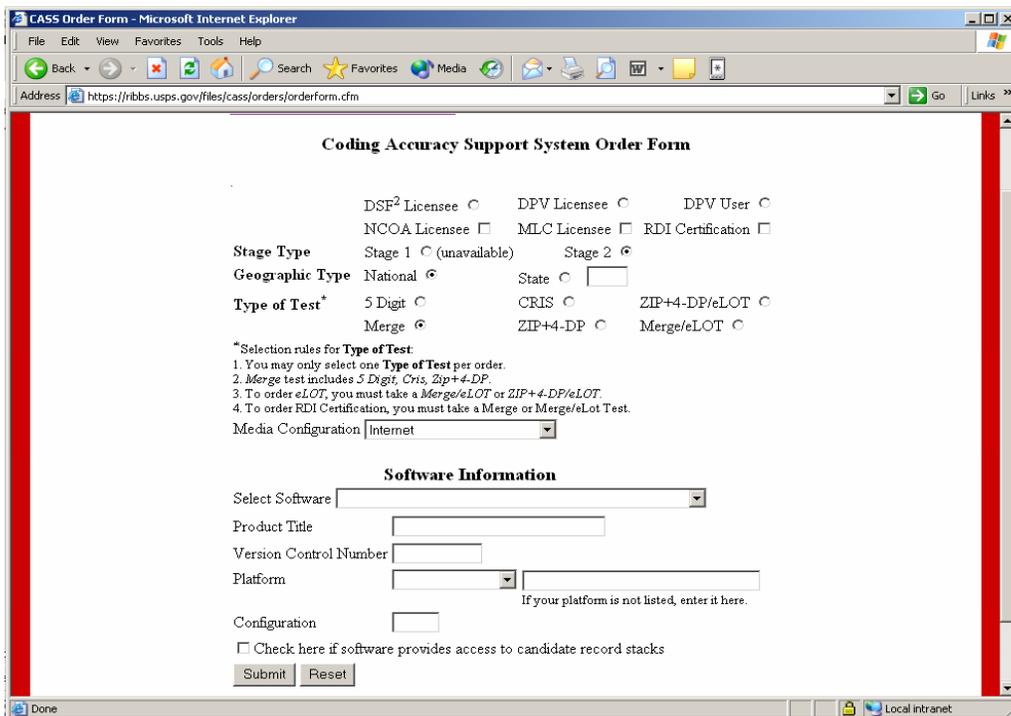
3. Select the appropriate buttons and complete the required fields for the order type you are requesting. Then press the submit button.
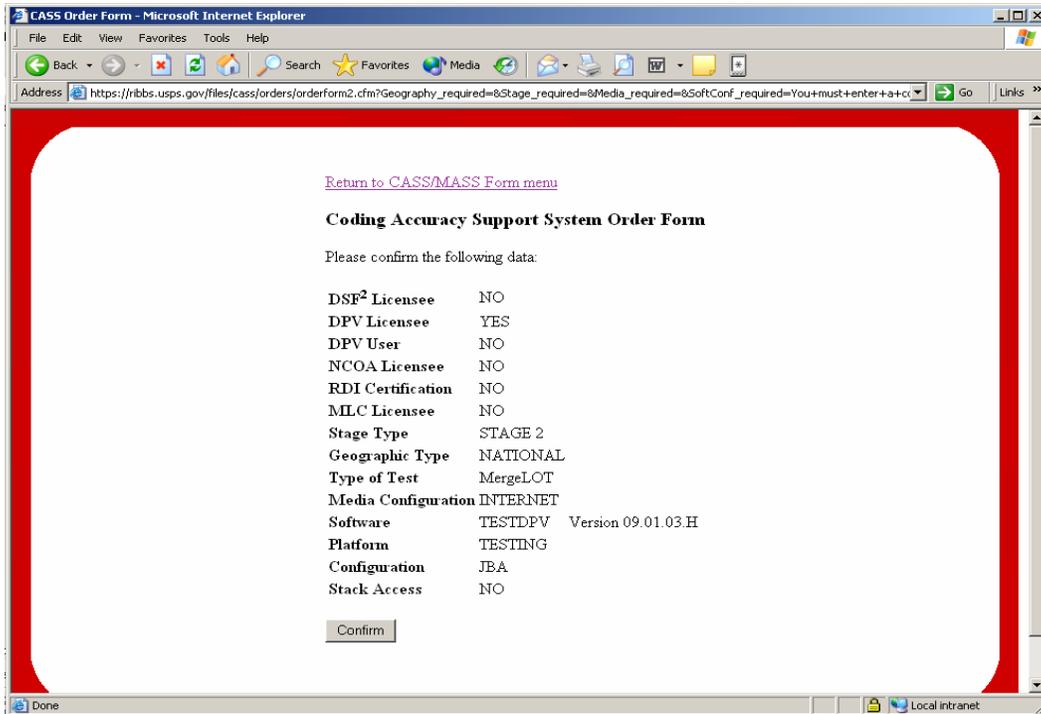
4. Confirm the data entered. Press the confirm key or press the back button to make changes.
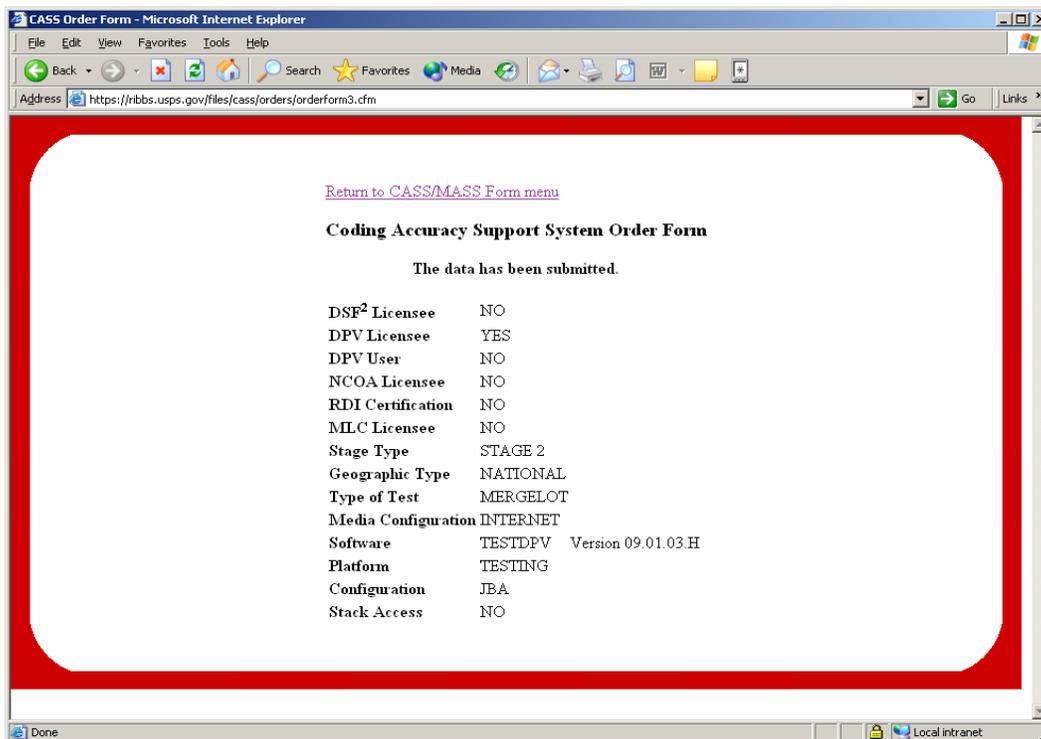
5. Print a copy of the confirmed order for your records.

Your order will be uploaded to our system for review before a Stage file is downloaded to your internet account. Orders requested prior to 12 'o'clock noon will be available in your internet account the next business day. If there is a problem with the order we will attempt to fix it. If the problem can't be resolved without additional info, we will contact you to submit a written order.

MASS™

During the previous cycle, we encountered many instances where regular policies were violated. Therefore, a review of the MASS Technical Guide is warranted. The guide will be updated to clarify these specific issues.

Certification Requirements

Certification is required for all new, moved, relocated, upgraded, and/or reassembled machines.

New machines are defined as machines purchased from a manufacturer, or purchased from another company. Machines purchased from another company also fall under the Change of Ownership clause included in the MASS Technical Guide which will be addressed later in these minutes.

Moving a system involves **any** movement of a system from one position/place within the same area to another, while relocating a system involves **any** movement from one floor or building to another.

An upgrade is **any** change made to the host computer's operating system, model number, camera and speed changes, or changes to software used to operate the system unless a waiver has been granted at the manufacturer level.

45-Day Courtesy

Customers must notify the Certification Department within **seven days** of installation for new, relocated, and upgraded machines by submitting a completed order form along with the installation date (written on the order form in the white space or a separate coversheet). The 45-day grace period begins the day of installation, day of relocation, or the day the hardware or software is upgraded.

During this period, customers may use the system to produce and submit mail and qualify for automation rates **after receiving clearance** from the Certification Department. If the machine does not meet certification requirements during this period, the system becomes ineligible to submit mail at the automation rate.

Machines used for demonstrations are **not covered** under the 45-day courtesy policy. Automation rates will not be given under any circumstances until the machine has been purchased. These machines may be eligible for other postal discounts.

Change of Ownership

When an MLOCR or encoding station is sold or ownership is transferred, the Certification Department should be notified in writing by the new owner.

The notification should include:

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

The new owner (without testing the machine) may request a new MASS certificate if it has not been physically relocated or no changes were made as outlined under the previous Certification Requirements topic.

RVE Certification

RVE system certification is a customized process. The test deck should be processed entirely to Remote Coding via Remote Character Recognition (RCR) or RVE. MLOCR coding must be deactivated during this process.

Software Version Upgrade

End-users are responsible for ensuring their printer software has been upgraded to reflect the correct version number for the current cycle. Tests returned with incorrect version numbers on the PS Form 3553 will be invalidated and the end-user will be shipped a new test deck.

No exception will be given to vendors who call in after the test has been submitted for grading to resubmit a corrected PS Form 3553.

AIS Product Changes

There will be changes to some of the AIS Products in the upcoming months. The Address Information System Products Technical Guide will be updated to reflect changes made to file layouts.

ZIP+4 Product

Issues surrounding community identity have been a sore spot for some customers who are not happy with the way the state in their address is represented. There is a flaw in the ZIP+4 product reference number 25-State Abbreviation field. This field currently represents the ZIP Code State that delivers the mail rather than the Geographic State code where the mail is delivered.

The product change will provide the State Abbreviation of the physical location. This new State Abbreviation will be used with reference number 26-County Number and reference number 27-Congressional District Number when ZIP Code boundaries cross state lines.

A question was raised whether we are going to populate the City State file with multiple states for a ZIP Code. The answer is "No".

Another question was raised about what to do if the physical state is wrong for the Congressional District? In this case, the customer should contact their local AMS office.

This change will be included in the February '04 product.

City State Alias File

A new alias type code "A" has been designed to assist matching when delivery address lines exceed 30 characters. These aliases will provide a way to store long street names in shorter spaces. There is an estimated pool of 36,000 street names in 11,500 ZIP Codes that will benefit from this change by providing a standard solution for Address List Systems with space constraints. This change will be included in the February '04 product.

Abbreviation aliases will be based on local preferences.

    Example: Dr Martin Luther King Junior BLVD
                Austin TX = MLK BLVD
                Chicago IL = King BLVD

New 'Abbreviated' Alias Records

ZIP		Base Street Name				Alias Street Name			Type
55401	W	Rev Dr Martin Luther King	BLVD	NW	W	M L King	BLVD	NW	A
00901		Franklin Delano Roosevelt	AVE	S		F D Roosevelt	AVE	S	A

The alias indicators are now as follows:

       P = Preferred Street Name
       C = Official Street Name Change
       O = Other
       A = Abbreviated

The alias indicator "P" denotes a name that is preferred instead of the standardized base street name. **For CASS™ testing purposes, address-matching software may return either the base record or the preferred alias when the input is a base record. If the input is a preferred alias, CASS will require that you return the preferred alias record.**

The alias indicator "C" denotes an official action by a local governing body to change all or part of a street to a new name. AMS personnel have changed the base record to show the new street named and assigned the alias using the old street name with the indicator set to "C". **The base street name must be returned for CASS™ testing.**

The alias indicator "O" denotes all other aliases including nicknames, and streets known by two or more names, and unique or unusual abbreviations. **Address-matching software may return the base street name or the alias street name when a match to an O-type alias is made.**

The alias indicator "A" denotes an abbreviated form of a delivery address that exceeds 30 characters. These abbreviations are based on local preferences and provide a standard solution for address-matching software with space constraints. **Address-matching software may return the base street name or the abbreviated street name based on the constraints of the software used.**

This change will be included in the February '04 product.

Seasonal Indicators

Currently, information is available in the CFS and DSF^2™ (Delivery Sequence File Second Generation) files but not the City-State product for the "Season" of occupancy. Data will be added to the City-State product in February 2004 to define months of seasonality in a ZIP Code. This information will only be available for ZIP Codes that have a seasonal impact and will be maintained by the Delivery Unit responsible for the delivery of this mail. Flags "Y" and "N" will be added to the product to indicate months of occupancy. Months with "Y" flags indicate month's mail will be delivered to these ZIP Codes.

New Seasonal Records Alternate PLL Values

ZIP	J	F	M	A	M	J	J	A	S	O	N	D
55777	N	N	N	N	Y	Y	Y	Y	N	N	N	N
55797	Y	Y	N	N	N	N	N	N	N	N	Y	Y

Alternative PLL Values

Presently, there is one Preferred Last Line key per ZIP Code in the City-State file. Some have multiple acceptable mailing names but multiple variations on mailing names are not acceptable.

- Minneapolis Is PLL
- Saint Louis Park Acceptable Name
- St Louis Pk Not Acceptable Name
- But Minneapolis Is NOT the Right Choice for addresses with "St Louis Pk"

ZIP	Key	CS Name	Typ	PLL Key	PLL Name	Mailing Name
55426	X12345	Minneapolis	P	X12345	Minneapolis	Y
55426	X12346	Mpls	N	X12345	Minneapolis	N
55426	X12347	Saint Louis Park	B	X12345	Minneapolis	Y
55426	X12348	St Louis Park	N	X12345	Minneapolis	N
55426	X12349	St Louis Pk	N	X12345	Minneapolis	N

Alternate variations of mailing names will be added to represent common community names. This is not scheduled to be included in the CASS™ test for Cycle I.

This change will be included in the August '04 product

ZIP	Key	CS Name	Typ	PLL Key	PLL Name	Mailing Name
55426	X12345	Minneapolis	P	X12345	Minneapolis	Y
55426	X12346	Mpls	N	X12345	Minneapolis	N
55426	X12347	Saint Louis Park	B	X12345	Minneapolis	Y
55426	X12348	St Louis Park	N	X12347	Saint Louis Park	N
55426	X12349	St Louis Pk	N	X12347	Saint Louis Park	N

Finance Numbers

Finance numbers are currently used to link data to a single post office or postmaster. All facilitates and ZIP Codes under a given postmaster carry the same finance number.

In order to drive finance numbers to the facility level, the structure of the finance number needs to change to distinguish one facility from another. To accomplish this, each post office should have its own finance number. There has been increased pressure to add these other finance numbers to AMS. This would negate the existing practice to use finance numbers to create subsets for matching addresses.

These changes have not been made yet because the Postal Service is trying to determine how this can be done without impacting vendors. We are asking for any feedback you may have regarding this change. Send emails to Eric Seaberg at eric.i.seaberg@usps.gov.

DPV™ (Delivery Point Validation) Product

The Postal Service will add another table to the DPV product effective with the February '04 file. This table can used to identify deliveries that are not valid for CDS pre-processing. Presently, there is no data available to identify valid physical addresses that are not delivered by the USPS such as "gated communities". Some gated communities will be provided to CDS to produce mailpieces for each address to be delivered by a carrier to a physical address. Non-city deliveries (small town deliveries) are expected to receive mail at post office boxes. Unlike "gated communities", non-city deliveries do have valid mailing addresses other than a post office box.

CASS certification will be required before using the new table.

DSF^2/DPV Certification

Annual Certification
- Will coincide with CASS requirements
- If changes are made for new CASS requirements and CASS requires and Annual certification, you must also certify for DSF^2/DPV. If CASS does not require an annual certification, you will not be required to certify for DSF^2/DPV.

Ex: If only changes to the 3553 are required and CASS does not require the annual certification, then you are not required to certify DSF^2/DPV.

CASS Certification with Test Data vs. Live Data
- Stop processing must only be demonstrated while using test data during the initial CASS certification process.
- After certifying and receiving live data, the stop processing function will no longer be required for recertification.

Footnotes
Two new footnotes have been added and will be graded in the CASS test beginning in Cycle I.
- P3 - Input address PO, RR, HC Box number invalid
- R1 – Input address matched to CMRA but PMB designator not present (PMB 123 or # 123)

DPV Stop Processing for CASS Testing
CASS will test for Stop Processing during your initial licensing phase.
- If you hit a false positive record, you must send the information described below to:
    Dsf2stop@email.usps.gov
- The subject of the email should be **CASS Test**.
- We will take the record and compare it to the record that was sent in your CASS Stage file. If it is truly a false positive record, we will notify CASS you have passed the stop processing side of your test. If it does not match, we will notify CASS you have failed the stop processing side of your test.
- Per Paragraph 4.1 in the License Agreement, The DPV Product shall not be used to facilitate creation of address lists artificially. To detect conditions when address records appear to be the result of artificial manufacture and not legitimately obtained addresses, a "seed" table of artificially manufactured addresses is provided as part of the DPV Product. These seed addresses reside in the False Positive table. For each negative response that occurs in a query of the DPV Product hash table (Table A), a query must be made to the False Positive table (Table F). The Licensee shall design a "stop DPV processing" function that will cause their interface to cease delivery point validating addresses when the interface encounters a list containing an apparent artificial address (the process can continue ZIP+4 encoding). Any time an address encounters a hit in the False (hsf) table, the DPV validation function shall be halted immediately. The Licensee must transfer a file containing the affected addresses from each address list to the following address:
    Dsf2stop@email.usps.gov

DPV False Positive Header Record

FIELD REFERENCE NUMBERS	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	CONTENT NOTES
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 DPV MATCHED	09	147-155	
8	**% MATCH RATE TO DPV**	**09**	**156-164**	
9	**% MATCH RATE TO ZIP+4**	**09**	**165-173**	
10	**NUMBER OF ZIP CODES ON FILE**	**05**	**174-178**	
11	**NUMBER OF FALSE POSITIVES**	**02**	**179-180**	

False Positive Record

FIELD REFERENCE NUMBERS	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	CONTENT NOTES
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**	**112**	**68-180**	

REFERENCE NUMBERS 1 THROUGH 7 ARE FROM THE OUTPUT ADDRESS
REFERENCE NUMBERS 8 THROUGH 9 ARE FROM THE MATCHED RECORDS.

DSF2 Stop Processing for CASS Testing

- If you hit a false positive record, you must send the information described below to:

  Dsf2stop@email.usps.gov

- The subject of the email should be **CASS Test.**

- We will take the record and compare it to the record that was sent in your CASS Stage file. If it is truly a false positive record, we will notify CASS you have passed the stop processing side of your test. If it does not match, we will notify CASS you have failed the stop processing side of your test.

- Per Paragraph 13.3 in the License Agreement, DSF2 shall not be used to facilitate the artificial creation of address lists. To detect conditions when address records appear to be the result of artificial manufacture and not legitimately obtained addresses, a "seed" table of artificially manufactured addresses is provided as part of the DPV System. These seed addresses reside in the False Positive table. For each negative response that occurs in a query of the DPV hash table (Table A), a query must be made to the False Positive table. Anytime an address encounters a hit in the False (hsf) table, the Licensee should continue processing, but must notify the USPS of the customer's name and address (using the file layout below) and shall withhold update to the customer until approval from the USPS is provided. The Licensee must transfer a file containing the affected addresses from each address list to the following address:

  Dsf2stop@email.usps.gov

DSF2 False Positive Header Record

_____

FIELD REFERENCE NUMBERS	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	CONTENT NOTES
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 DPV MATCHED	09	147-155	
8	**% MATCH RATE TO DSF2**	**09**	**156-164**	
9	**% MATCH RATE TO ZIP+4**	**09**	**165-173**	
10	**NUMBER OF ZIP CODES ON FILE**	**05**	**174-178**	
11	**NUMBER OF FALSE POSITIVES**	**02**	**179-180**	

Pseudo Sequencing on CASS Test
- A separate pseudo sequencing test will be incorporated into the Stage 2 CASS test for next year's cycle.
- 100% will be required on this test.
- The file layout will be the same as the CASS Stage 2 layout, but will have an additional field for the pseudo sequence number.