

LICENSING ANNOUNCEMENT

February 26, 2010

NCOA^{Link}® Monthly Reporting Compliance

Primary Audience: All NCOA^{Link} and MPE Licensees

What: In accordance with the NCOA^{Link} Licensee Performance Requirements, Licensees must submit their monthly reports by the seventh (7) calendar day of each month. Effective with the **March 7, 2010** reports for the **February 2010** reporting period, the USPS[®] will begin monitoring licensee performance against the monthly reporting requirement and will take action as needed. Licensees who do not submit monthly reports by the seventh (7) calendar day of each month will be subject to suspension of their NCOA^{Link} License Agreement for non-compliance and the USPS will cease distribution of data fulfillment.

When: Effective immediately.

Impact: Non-compliance with the Licensee Performance Requirements will lead to suspension and the interruption of data fulfillment, in accordance with the Termination and Suspension section of the NCOA^{Link} License Agreement. Upon suspension, USPS will issue the following directives:

1. Cease any and all NCOA^{Link} related activity on the specified platform IDs immediately upon receipt of this directive and do not resume such activity until authorized in writing by the USPS contracting officer that NCOA^{Link} related activities may be resumed; and
2. Cease acceptance and distribution of the NCOA^{Link} Processing Acknowledgement Forms to and from any customers during the suspension period; and
3. The suspension directive shall be without liability to the USPS. The Licensee waives any charges against the USPS as a result of this suspension directive.

Please be advised if non-compliance leads to suspension or termination, USPS will cease distribution of data fulfillment and Licensee must cease all NCOA^{Link} related processing and acceptance and distribution of NCOA^{Link} Processing Acknowledgement Forms to and from any customers for a period of 30 days from the date of the suspension or termination. Furthermore if non-compliance leads to termination, Licensee may not be eligible to obtain another license for a period of five (5) years.

What you need to do: Below are the monthly reporting requirements, per the NCOA^{Link} License Performance Requirements:

- Reports must be submitted by the seventh (7th) calendar day of the month via electronic submission to ncoastat@usps.gov.
- The subject line must be formatted as: Licensed Company Name Month/Year, i.e. ABC Company March 2010.

- Reports must be named as follows: AXXXXMYYY.dat.
 - A = Type of report – C = CSL; P = PAF; or B = BALA
 - XXXX = Unique four-byte platform ID
 - M = One-byte month indicator (1 – 9 for Jan – Sept; A – C for Oct – Dec)
 - YY = Two-year indicator
 - File extension should be .dat.
- All reports must be zipped into a single file named XXXXMYYY.zip using a WinZIP version 9.0 compatible format.

If you have circumstances preventing you from submitting your monthly reports on time, send an email to ncoalink@usps.gov explaining your situation. Otherwise, your NCOA^{Link} license will be suspended for failure to adhere to the license agreement and your data fulfillment will be interrupted.

Licensees may want to review procedures and policies for reports submission to ensure all reports are provided to the USPS as required by the NCOA^{Link} License Agreement.

If you have any questions regarding this notice, contact the Licensing Department at 800-589-5766.