



Address Change Service — OneCode ACS™

Publication 8B

December 2006
Transmittal Letter

- A. Explanation.** This new Publication 8B introduces OneCode ACS, a second address change service method that eliminates the need to modify mailpieces with an all alpha participant code and an optional keyline code. With the new Intelligent Mail® barcode technology and advancements in data management, you will not only be able to capture change of address information but will be able to track your mail as it goes through Postal Service operations.
- B. Availability.** This publication is accessible on the Postal Service™ Intranet and Internet as follows:
- **Intranet:** Accessible at <http://blue.usps.gov/cpim> (click on *Pubs*, then *Publication 8B*).
 - **Internet:** Accessible at www.usps.com (click on *All Products & Services*, then *Publications*, then *Postal Periodicals and Publications*, then *Publications*, then *Pub 8B*).
- C. Comments on Content.** Send written comments about the content of this publication to the following address:
- ADDRESS CHANGE SERVICE
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
- D. Cancellations.** Publication 8, *Address Change Service*, is obsolete.
- E. Effective Date.** This publication is effective December 2006.

A handwritten signature in black ink that reads "Janice E. Caldwell".

Janice E. Caldwell
Manager
Address Management

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Introduction

The Postal Service™ goal is to help customers get their mail to the correct address each and every time, but timely delivery depends on accurate addressing. To meet the objective of timely delivery, stated in the *Transformation Plan*, the Postal Service will work with customers to assure that address databases are updated frequently and accurately.

This document explains the Address Change Service — OneCode ACS™ method, its technical information, and applications necessary for system participation. Customers can choose one of two methods to participate in the Address Change Service (ACS). The first is the traditional method of using an all alpha Address Change Service (ACS) participant code (Publication 8A). The second method is using a mailer ID (MID) code in an Intelligent Mail® barcode (Publication 8B).

OneCode ACS, version 1, was introduced September 1, 2006 with a second version planned for late 2007. Version 1 is for First-Class™ automation-compatible letters only and does not include the traditional 15 alpha characters representing undeliverable mailpieces. Version 2 will cover other classes of mail as well as undeliverable nixie codes, with the exception of the “P” code for persons who are deceased.

During the transition period between versions 1 and 2, some ACS records could be produced automatically by either method. Version 2 provides all existing ACS record elements. Version 1 does not provide change of address (COA) name and will only provide Deliverability Codes K, G, W, or Q.

For detailed information on developing and using the Intelligent Mail barcode, visit the Rapid Information Bulletin Board System at <http://ribbs.usps.gov/onecodesolution>.

All ACS mail must contain a valid domestic return address on the address side of the mailpiece.

If any discrepancy exists between this document (Publication 8B) and the *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM), the DMM always takes precedence. For the most current DMM go to the Postal Explorer Web site (<http://pe.usps.gov>) and click on *Domestic Mail Manual*. Any procedure in this publication can be amended or rescinded by notices in the *Postal Bulletin*, *Federal Register*, or the DMM. If you need more information, refer to the DMM; call the National Customer Support Center (NCSC), ACS Department, at 800-331-5746; or visit www.usps.com/ncsc. From that page, click on *Address Management Service*, then *Move Updates*, then *Address Change Service*.

Note: ACS code approvals are for placement and content only. An approval does not imply the mailpiece meets any readability requirements. Mailpiece readability must be approved by your local Postal Service Mailpiece Design Specialist.

Address Change Service: An Intelligent Solution

Meeting Mailers' Needs

Mailers need an address change system that is fast, secure, reliable, and economical. In response to those needs, the Postal Service offers ACS.

Right now, you may be finishing those last-minute details to get your billings, parcels, or magazines to your clients or subscribers. Or perhaps you're working against a deadline to get a direct mail campaign off and running. ACS is the tool you need to identify the customers on your address lists who move so your mailings reach their destinations.

ACS is ideal if you maintain address records on computers. You develop your own matching software and configure your mailing address labels, envelopes, and address blocks so they comply with the ACS format, but you do not need a formal contract or service charge. Fees are based on the number of COA and nixie notifications you receive.

Tips on How to Improve Your OneCode ACS Service

The following tips will ensure good ACS service:

- Do not mail until you have received written approval from the Postal Service ACS Department that your OneCode ACS MID code has been activated and your mailpiece has been approved by your local Postal Service Mailpiece Design Specialist for readability.
- Do not change the format or placement of your ancillary service endorsement (if one is used) before notifying the ACS Department and receiving written approval.
- Before mailing, verify that the Intelligent Mail barcode is correct.
- Before mailing, if you have any doubts, contact the ACS Department at 800-331-5746.

Benefits of ACS

Electronic address correction has many benefits over manual address correction, such as:

- Reducing the volume of undeliverable-as-addressed (UAA) mail.
- Reducing cost by reducing manual address corrections.
- Reducing labor-intensive address change functions.
- Selecting electronic address change information for specific mailings.
- Choosing when you receive time-sensitive information.
- Retrieving address change information electronically via a secure Internet site.

What is OneCode ACS and How Does It Work?

OneCode ACS is a way for customers mailing First-Class automation-compatible letters to receive electronic address corrections. The first letter image, in exhibit 1, contains several lines of data in addition to the usual delivery and return addresses. There is an *Ancillary Service Endorsement* that provides the Postal Service with the sender's instructions on how to handle the mail if it is UAA.¹ The top line of the delivery address block is a *PLANET® barcode*, which contains tracking information for the Confirm® program.² The second line contains the traditional *ACS Participant ID*, identifying the sender to the Postal Service.³ The next line contains the traditional *ACS Keyline* delimited by number signs, which identifies the recipient in the sender's mailing list.⁴ The *POSTNET™ barcode* at the bottom of the address block contains sorting information specific to the recipient's address.⁵ All of this information can now be contained in the single Intelligent Mail barcode, shown in exhibit 2.

Exhibit 1

Traditional ACS Mailpiece


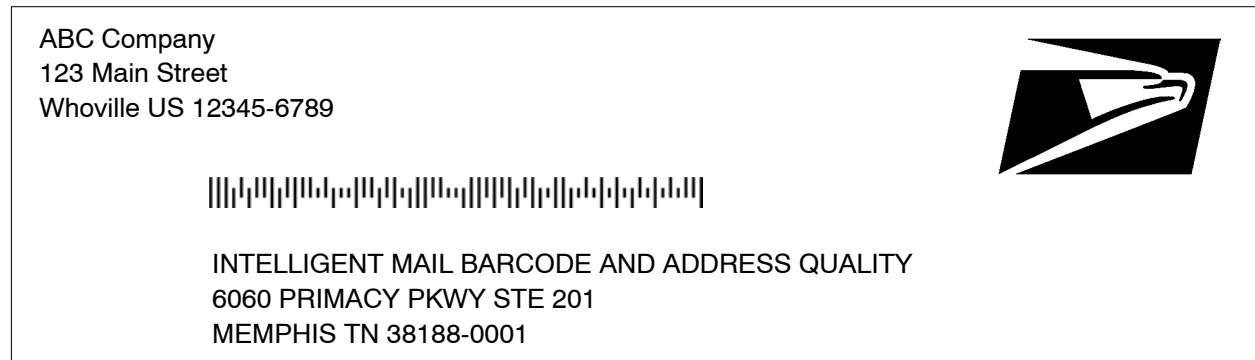
<p>ABC Company 123 Main Street Whoville US 12345-6789</p> <p>¹ Address Service Requested</p> <p>² S12345678910123S</p> <p>³ #BWBJDCK *****38188</p> <p>⁴ #901 681 4676# INTELLIGENT MAIL BARCODE AND ADDRESS QUALITY 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001</p> <p>⁵ S381880001608S</p>	
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Exhibit 2

OneCode ACS Mailpiece



The Intelligent Mail Barcode and Its Uses

The Intelligent Mail barcode is a new barcode that encodes routing and tracking information that can be read by automated mail processing equipment to sort mail and provide tracking information to business mailers, as well as support other services such as Confirm®.

While ACS is not a new service, mailers can participate in OneCode ACS by using the Intelligent Mail barcode, which uses a numeric MID instead of the traditional ACS participant code and a unique numeric mailpiece identifier instead of the traditional mailer keyline. OneCode ACS also has a service type identifier specific to the mailer's ancillary service endorsement and product choice.

Version 1 of OneCode ACS is available only for First-Class, automation-compatible, letter-size mail. An ancillary service endorsement is not required, although a new generic endorsement will be introduced in late 2007. Mailers will insert, in the *Service Type Identifier* field, a 3-digit *Service Type Identifier* code that will be included in the barcode to specify which service(s) they are requesting. Mailers must incorporate the ACS endorsement request in the *Service Type Identifier* field, the MID code in the *Customer Identifier* field, and the unique mailpiece identifier in the *Sequence Number* field of the barcode in accordance with the Postal Service document *Specification USPS B-3200*, located at <http://ribbs.usps.gov/onecodesolution>.

As technology evolves, the Postal Service will modify standards for OneCode ACS to accommodate additional mail classes, processing categories, and endorsements.

How OneCode ACS Works

When a mailpiece is intercepted by the Postal Automation Redirection System (PARS) or identified by delivery personnel as UAA due to customer relocation, the following occurs:

- a. The mailpiece (depending on its class, size and endorsements) is either processed in real time and forwarded by the PARS automation equipment or sent to the forwarding unit responsible for processing mail destined to that delivery address.

- b. An attempt is made to match the name and address to a COA on file.
- c. If there is a match and the mailpiece bears a readable, valid Intelligent Mail barcode with the required fields properly completed, an electronic notification will be generated.
- d. Mailpiece data is captured through the barcode to generate OneCode ACS mailer notices as the mailpiece travels through the Postal Service automated equipment to its final destination.
- e. OneCode ACS fulfillment notifications generated by Postal Service automation are transmitted to the NCSC in Memphis, TN where they are categorized by participating mailer and then distributed to the mailers at their requested interval.

Move-Related and Non-Move-Related Notifications

The primary objective of OneCode ACS is to provide COA information electronically. However, it may also provide non-move-related electronic notifications. If a mailpiece qualifies as UAA for a reason other than a move, the mailer can be notified electronically that the mailpiece was returned to the sender under Address Service Requested Option 2 service. In version 1 the only nondelivery reason code that will be provided will be code “Q” (undeliverable as addressed – unable to forward). The full range of codes will be available in future versions.

Address Coverage

Certain types of addresses are not currently processed by Postal Service forwarding units. They include colleges and universities, military bases, individuals within a business, and single point deliveries including, but not limited to, commercial mail receiving agencies, prisons, hospitals, nursing homes, fraternity houses, and APO/FPO. OneCode ACS will provide return notifications for mailpieces returned from these types of addresses under Address Service Requested Option 2. No address corrections will be provided, as the Postal Service does not accept COAs from these address types.

Feature Availability

The initial offering of OneCode ACS is identified as version 1. Version 1 is limited by class (First-Class Mail® only), shape (automation letters only), endorsement (*Address Service Requested* and *Address Service Requested Option 2* only), and Intelligent Mail barcode placement (above the address block only). Version 1 of OneCode ACS will provide the mailer with a “notice of returned mailpiece” (the nixie code Q) in a non-move-related condition when Address Service Requested Option 2 is indicated. Version 1 also does not provide the COA name and only provides the deliverability code Q and the Intelligent Mail barcode as part of the fulfillment record. Version 2 will provide the COA name and the deliverability codes, except for addresses identified in the Address Coverage section. Those records will continue to be a notice of returned mailpiece with a reason code Q attached.

During the transition period between versions 1 and 2, some ACS records could be produced by either system. Version 2 provides all existing ACS record elements. Version 1 does not provide the COA name and will only provide deliverability codes K, G, W, or Q.

Features of OneCode ACS

Fulfillment File Media Option

Fulfillment files are provided electronically in the format shown in exhibit 3 and posted on RIBBS. Fulfillment files are provided to participating mailers daily, semiweekly, weekly, semimonthly, or monthly, depending on the mailer's requirements.

Exhibit 3

Fulfillment File Media Option

Media Type	Density	Record Length	Blocksize	Format	Internal Label
Web	N/A	559	N/A	ASCII	N/A

The fulfillment file comes with a shipping notice that lists the number of notifications provided (notifications are listed by MID).

Computerized Forwarding System ZIP Coverage File

The Computerized Forwarding System (CFS) ZIP Coverage File is available to ACS participants at no additional charge. You can use your software to query the file to determine if UAA mail for a particular five-digit ZIP Code™ is processed by a CFS site. Each record contains a five-digit ZIP Code, its associated city and state, and a status flag that indicates the type of UAA processing in that zone. The status flag can have one of the following values:

F (Full)	All UAA mail from this ZIP Code is fully processed by a CFS site.
P (Partial)	Some UAA mail from this ZIP Code is processed by a CFS site.
M (Manual)	No UAA mail from this ZIP Code is processed by a CFS site. The mail is forwarded manually at the originating station.
I (International Military)	No UAA mail from this ZIP Code is processed by a CFS site. This is a military APO/FPO ZIP.

This file is only available online. Go to www.ribbs.usps.gov/files/ACS.

Fees

Participants are charged the automated (OneCode ACS) address correction service fee for ACS fulfillment records as listed in the DMM. Please refer to the DMM for other related fees.

Billing

The San Mateo Accounting Service Center sends each ACS participant a monthly invoice. You must submit your payment with a copy of the invoice within 30 days of the invoice date. If you have an unpaid balance more than 30 days old, you will be charged an annual interest rate of 10 percent.

Participation Requirements

Mailer ID

To use OneCode ACS you must request a MID or add your existing one to the Intelligent Mail barcode in the *Customer Identifier* field. The Postal Service assigns a MID to a participant during the application process or a mailer can register one or more existing MIDs to use with OneCode ACS. MIDs consist of numeric characters and must be a part of the Intelligent Mail barcode in the appropriate positions on each mailpiece for which an electronic notification is requested. The MID functions the same as a traditional ACS Participant Code.

The barcode must include the fields in the following table to be properly processed as OneCode ACS:

OneCode Barcode Composition

The barcode consists of two types of codes broken down in five field identifiers totaling 31 numerics.

Type Code	Field Identifier	Field Length
Tracking Code	Barcode Identifier	2
	Service Type Identifier	3
	Customer Identifier (MID)	6
	Sequence Number (Unique Mailpiece Identifier)	9
Routing Code	Delivery Point ZIP®	0, 5, 9, or 11

Note: It is important that you do not reuse the Intelligent Mail barcode within a 30 day period. If you reuse an Intelligent Mail barcode within 30 days you may corrupt data, which results in inaccurate service performance measurements.

Barcode Identifier

This is a 2-digit field reserved for future use to encode the presort identification that is currently printed in readable form on the Optional Endorsement Line. The field is needed to provide additional functions. Initially, and until further notice to the contrary, OneCode ACS users should leave this field as "00." Eventually the Postal Service may require proper coding of this field.

Service Type Identifier

If you are a mailer using the Intelligent Mail barcode to request OneCode ACS service you must put the Postal Service-assigned 3-digit special service code in the *Service Type Identifier* field. As more services, classes, and shapes become eligible, the Postal Service will expand the available options:

If you have this type of service...	then you use this identifier...
OneCode ACS Address Service Requested	080
First-Class Destination Confirm & Address Service Requested	140

Customer Identifier

To use OneCode ACS, you must include your MID in the *Customer Identifier* field of the Intelligent Mail barcode. The Postal Service, as part of the application process, assigns a MID to a participant, or a mailer can register one or more of his existing MIDs for use with OneCode ACS. MIDs consist of numeric characters and must be a part of the Intelligent Mail barcode on each mailpiece for which an electronic notification is requested.

Sequence Number (Unique Mailpiece Identifier)

Mailers, you must insert a numeric unique mailpiece identifier in the *Sequence Number* field in the Intelligent Mail barcode, which also functions as the existing ACS keyline. Using the sequence number allows mailers to identify the customer at the receiver address electronically and to use the ID in their mailing lists or account files to apply the electronic address correction or notice of mailpiece return.

Routing Code

A routing code is the addressee's delivery point ZIP Code. ZIP Codes that do not contain an 11-digit delivery point may not produce OneCode ACS COA or nixie records.

Endorsement

For version 1 of OneCode ACS there should not be any printed endorsement on the mailpiece. However, a general endorsement is proposed for version 2, which we expect to release in late 2007.

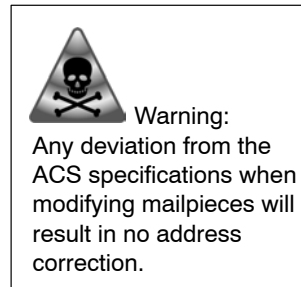
Applying the Barcode

You must apply the Intelligent Mail barcode at the top of the address block so the original barcode isn't covered by an applied forwarding label. In order to qualify for automation rates, OneCode ACS mailpieces must use the Intelligent Mail barcode, not the Postnet barcode used previously.

Window Envelopes

Mailers, you must position the contents of a window envelope so they do not slip and obscure the Intelligent Mail barcode. The barcode must always be visible within the window, regardless of how the contents shift (see DMM 507.3.2.4 and 507.3.2.5).

As part of the approval process, the sample mailpiece will be tapped on all sides (including the top) to test for shift. The Intelligent Mail barcode must be readable. Testing for top shift is not normal Postal Service procedure but is solely for the benefit of ACS participants.



Address Labels and Preprinted Envelopes

See DMM 507.3.2.4 and 507.3.2.5.

Exceptional Address Format Prohibited

The exceptional address format (*Or Current Occupant* and *Or Current Resident*), is not valid on an ACS-modified mailpiece.

Characters

Use a non-narrow variant of Helvetica or Arial sans-serif font whose alpha characters can be distinguished from its numeric characters. For example, in some fonts, "O," "S," and "B" can be mistaken for "0," "5," and "8." We also recommend that the numeric "0" be presented with a slash (e.g 0/).

Font and Text Size

Print all information in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points.

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ACS Notification Options

Mailpiece Endorsements

In version 1 of OneCode ACS, First-Class Mail pieces will not require an on-piece ancillary service endorsement. The type of handling will depend on the age of the record, the endorsement option (Address Service Requested option 1 or 2) used in the barcode and the mailer profile, and the mail class.

Address Service Requested has two options. The *Address Service Requested* endorsement codes will be in the *Service Type Identifier* field of the Intelligent Mail barcode. The mailer's option will be identified on the application and recorded in the OneCode ACS mailer profile. The terms "Option 1 or Option 2" are not to be printed on the mailpiece and are not unique service codes in the Intelligent Mail barcode.

Address Service Requested

Disposition of address service requested options 1 and 2 are in the following table:

Forwardable Mailpieces (MP)	Months 1–12	Months 13–18	After 18 months	Undeliverable
Option 1	MP forwarded, electronic notice of new address provided.	MP returned, new address attached.	MP returned, reason for nondelivery attached.	MP returned, reason for nondelivery attached.
Option 2	MP forwarded, electronic notice of new address provided.	MP returned, new address attached, returned MP notice generated.	MP returned, reason for nondelivery attached, returned MP notice generated.	MP returned, reason for nondelivery attached, returned MP notice generated.

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ACS Fulfillment File

Fulfillment Record

ACS fulfillment files contain a header record as shown in exhibit 4 followed by records reflecting three types of notification:

- a. *Notifications generated from forwardable COA orders* (see exhibit 4). These generate records with a space in the Deliverability Code field and provide the mailer with a customer's name (**Note:** this applies only in version 2 of OneCode ACS), old address, and new address as reflected on the COA form. If a temporary move has been filed, a "W" will be in the Deliverability Code field and no new address information will be provided (see page 19, Deliverability Code).
- b. *Notifications generated from non-forwardable carrier-filed actions, such as "Moved Left No Address" or "PO Box Closed* (see exhibit 5)." These will be available in version 1 and 2 and will generate records that contain either a "K" or "G" in the Deliverability Code field.
- c. *Nixie notifications* (see exhibit 5). Version 1 of OneCode ACS will only provide the nondelivery code of "Q." Version 2 will provide 14 codes.

In notification types 1 and 2, the customer name and old address information, which is supplied by the customer or carrier, may not match the corresponding information in the mailer's address file. Because these differences may require complex matching logic to locate a customer within the address file, the Intelligent Mail barcode can be used to ensure a match. The mailer generates the unique mailpiece identifier number, which consists of information that may be used to identify a specific customer, such as an account number, subscription number, or record number.

The unique mailpiece identifier number is part of the ACS fulfillment record. Mailers can use the number to find the relocating customer on their address list.

If an ACS participant has more than one MID code, the notifications are grouped in the fulfillment file by MID code. To interpret an ACS fulfillment record, first read the *Deliverability Code* field (position 40) to determine the notification type.

Exhibit 4

ACS Fulfillment File Header Record Format

Field ID	Position	Length	Type
Hdr-Indication	1	1	A
Hdr-Customer-ID	2-7	6	N
Hdr-Date	8-15	8	N
Hdr-Total-Cnt	16-24	9	N
Hdr-COA-Cnt	25-33	9	N
Hdr-Nixie-Cnt	34-42	9	N
Hdr-Ship-No	43-50	8	N
Hdr-Class	51	1	N
Hdr-Media-Type	52	1	A
Filler	53-559	507	Spaces

Total Record Length: 559 Characters

ACS Fulfillment File Header Record Fields

Hdr-Indication

The field identifies this as the header record. The value is "H." The field is one alpha character.

Hdr-Customer-ID

The field contains a string of characters unique to each ACS customer. The field is six numeric characters.

Hdr-Date

The field indicates the file creation date in CCYYMMDD format (e.g., December 31, 2006 would read 20061231). The field is eight numeric characters.

Hdr-Total-Cnt

The field indicates the total number of COA and nixie records provided in the file. The field is nine numeric characters.

Hdr-COA-Cnt

The field indicates the total number of COAs in the file. The field is nine numeric characters.

Hdr-Nixie-Cnt

The field indicates the total number of nixies in the file. The field is nine numeric characters.

Hdr-Ship-No

The field contains the unique number for this fulfillment file. This number corresponds to the shipment number on your invoice. The field is eight numeric characters.

Hdr-Class

The field indicates the mail class. The field is one numeric character:

- 1 = First-Class Mail®
- 2 = Periodicals*
- 3 = Standard Mail®*
- 4 = Package Services*

*Not available in version 1.

Hdr-Media-Type

The field indicates the type of media sent. The field is one alpha character.

Filler

This field is a filler, filled with spaces.

Exhibit 5

ACS Fulfillment File Nixie Record Format

Field ID	Position	Length	Type
Record Type ID	1	1	N
Sequence Number	2-9	8	N
Mailer ID Code	10-16	7	A
Unique Mailpiece Identifier Number	17-32	16	N
Filler	33-39	7	Spaces
Deliverability Code	40	1	A
Postal Service Site ID	41-43	3	N
Filler	44-209	166	Spaces
Old ZIP Code	210-214	5	A/N
Filler	215-426	212	Spaces
Class/Notification Type	427	1	A
Intelligent Mail Barcode	428-459	32	N
Filler	460-559	100	Spaces

Total Record Length: 559 Characters

Exhibit 6

ACS Fulfillment File COA Record Format

Field ID	Position	Length	Type
Record Type ID	1	1	N
Sequence Number	2–9	8	N
Mailer ID Code	10–16	7	A
Unique Mailpiece Identifier Number	17–32	16	N
Move Effective Date	33–38	6	N
Move Type	39	1	A/N
Deliverability Code	40	1	A
Postal Service Site ID	41–43	3	N
COA Name	44–90	47	A/N
Old Address Type	91	1	A
Old Urbanization Name	92–119	28	A/N
Parsed Old Address	120–179	60	A/N
Old City-State-ZIP	180–214	35	A/N
New Address Type	215	1	A
New Urbanization Name	216–243	28	A/N
Parsed New Address	244–303	60	A/N
New City-State-ZIP	304–346	43	A/N
Label Format New Address	347–412	66	A/N
Filler	413–414	2	Literal
Postage Due	415–418	4	N
PMB Info	419–426	8	A/N
Class/Notification Type	427	1	A
Intelligent Mail Barcode	428–459	32	N
Filler	460–559	100	Spaces

Total Record Length: 559 Characters

ACS Fulfillment Record Fields

Record Type ID

The field indicates the origin of the ACS notification. CFS-generated COA or nixie records will contain the number “2.” The field is one numeric character.

Sequence Number

The field indicates the sequence number within each MID code group. It is reset to 00000001 at the beginning of each group. The field is eight numeric characters, right-aligned, filled with zeros.

Mailer ID Code

The field contains the Postal Service-assigned MID code. The field is seven numeric characters, left-aligned, with one space.

Unique Mailpiece Identifier Number

The field contains the unique mailpiece identifier number presented on the ACS-modified Intelligent Mail barcode mailpiece. The field is 16 numeric characters, left-aligned, filled with 7 spaces.

Move Effective Date

The field indicates the month and year that the customer's move became effective, as stated on the COA order. Format is CCYYMM. For example, April 2003 would be presented as 200304. The field is six numeric characters.

Move Type

The field indicates the type of move on the customer's COA order. The field is one alpha character. Possible values are:

- F Family move (includes everyone with the same last name)
- I Individual move (includes only the individual)
- B Business move

Deliverability Code

The field indicates the deliverability status of the mailpiece that generated this notification. It is important to remember that the only deliverability codes available for OneCode ACS are "K, G, W, and Q." Version 2 will provide the values as listed in 1, 2, and 3. Possible values include:

- a. A space: the mailpiece was matched with a COA order and new address information is being provided as part of this ACS record.
- b. A "K" or "G": the mailpiece was matched with a COA order but new address information is unknown. The values are as follows:
 - K — Customer has moved and left no forwarding address.
 - G — Customer's Post Office Box™ has been closed, and no forwarding address was filed.
- c. A "W": the mailpiece was matched with a COA order for a temporary COA. The new address information is not provided as part of this ACS record. *Temporarily Away* is provided in the *Parsed New Address* field.

Any other character in this position identifies the mailpiece as a nixie. The field is one alpha character. Possible values are:

A	Attempted, not known	Q	Not deliverable as addressed/unable to forward
B	Returned for better address	R	Refused
D	Outside delivery limits	S	No such street
E	In dispute	U	Unclaimed
I	Insufficient address	V	Vacant
L	Illegible	X	No such office
M	No mail receptacle		
N	No such number		

Note: Unlike ACS COA notification records, which include all applicable customer information previously noted, nixie notifications do not contain customer name, old address, or new address information. Therefore, a unique mailpiece identifier (or sequence number) is needed to identify the customer record.

Postal Service Site ID

This field identifies the Postal Service site that generated the ACS notification. The field is three numeric characters.

COA Name (Not Available in Version 1 of OneCode ACS)

The field identifies the moving customer's name as provided on the COA.

Note: This name may not match the customer's name as it appears on your mailing list.

If the Move Type is "F" (Family) or "I" (Individual), the COA *Name* field is parsed (i.e., subdivided) into the following components:

Parsed Subfield	Position	Length
Surname	440–63	20
First Name, Middle Initial, etc.	64–78	15
Prefix	79–84	6
Suffix	85–90	6

If the move type is "B" (Business), then the entire COA *Name* field is not parsed but is treated as a single 47-character *Business Name* field.

The field is 47 alphanumeric characters, left-aligned, filled with spaces.

Old Address Type

The field identifies the type of address from which the customer is moving. The field is one alpha character. Valid types of old addresses include the following:

G	General Delivery
---	------------------

H	Highway Contract Route
P	Post Office Box
R	Rural Route
S	Street address
U	Urbanization name
V	Highway Contract Route with box number
X	Rural Route with box number

Old Urbanization Name

The field identifies an area, sector, or development within a Puerto Rico urbanization area from which the customer is moving. The field is 28 alphanumeric characters.

Parsed Old Address

The field identifies the delivery address from which the customer is moving. The address is parsed into the following subfields:

Parsed Subfield	Position	Length
Primary Number	120–129	10
Pre-Directional	130–131	2
Street Name	132–159	28
Street Suffix	160–163	4
Post-Directional	164–165	2
Unit Designator	166–169	4
Secondary Number	170–179	10

If the Old Address Type is “P” (Post Office Box), “R” (Rural Route), or “H” (Highway Contract Route), then the *Primary Number* subfield contains the relevant Post Office Box, Rural Route, or Highway Contract Route number. The *Street Name* subfield contains “PO BOX,” “RR,” or “HC,” respectively.

If the Old Address Type is “X” (Rural Route with box number) or “V” (Highway Contract Route with box number), then the *Primary Number* subfield contains the relevant Rural Route or highway contract number, and the *Secondary Number* subfield contains the associated box number. The *Street Name* subfield contains “RR” or “HC,” respectively.

All subfields outlined within the parsed old address are left-aligned and filled with spaces. If an address lacks any components (e.g., no pre-directional required), then those positions are filled with spaces. The field is 60 alphanumeric characters.

Old City-State-ZIP Code

The field identifies the city, state, and ZIP Code associated with the old address. The field is 35 alphanumeric characters parsed into the following subfields:

Parsed Subfield	Position	Length
City	180–207	28
State	208–209	2
5-Digit ZIP Code	210–214	5

New Address Type

The field identifies the type of address to which the customer is moving. The field is one alpha character. Values include the following:

- F Foreign
- G General Delivery
- H Highway Contract Route
- P Post Office Box
- R Rural Route
- S Street address
- U Urbanization name
- V Highway Contract Route with box number
- X Rural Route with box number

New Urbanization Name

The field identifies the area, sector, or development within a Puerto Rico urbanization area to which the customer is moving. The field is 28 alphanumeric characters.

Parsed New Address

The field identifies the delivery address to which the customer is moving, parsed into the following component subfields:

Parsed Subfield	Position	Length
Primary Number	244–253	10
Pre-Directional	254–255	2
Street Name	256–283	28
Street Suffix	284–287	4
Post-Directional	288–289	2
Unit Designator	290–293	4
Secondary Number	294–303	10

If the new address type is “P” (PO Box), “R” (Rural Route), or “HC” (Highway Contract Route), the *Primary Number* subfield contains the relevant PO Box, Rural Route number, or Highway Contract Route number. The *Street Name* subfield contains “PO BOX,” “RR,” or “HC,” respectively.

If the new address type is “X” (Rural Route with box number) or “V” (Highway Contract Route with box number), the *Primary Number* subfield contains the relevant Rural Route or highway contract number, and the *Secondary Number* subfield contains the associated box number. The *Street Name* subfield contains “RR” or “HC,” respectively.

If the new address type is “F” (foreign), the address is not parsed but is treated as a single 60-character field.

All subfields within the parsed new address, with the exception of foreign addresses, are left-aligned and filled with spaces. If an address lacks any components (e.g., no pre-directional required), then those positions are filled with spaces. The field is 60 alphanumeric characters.

New City-State-ZIP Code

The field identifies the city, state, and ZIP Code associated with the new address, parsed into its subfields as follows:

Parsed Subfield	Position	Length
City	304–331	28
State	332–333	2
5-Digit ZIP Code	334–338	5
Hyphen	339	1
ZIP+4 Add-On Code	340–343	4
DPBC information	344–346	3

Label Format New Address

The field identifies the new address components connected into a label format with extra spaces removed. It may be output in this format directly to a mailing label. The field is 66 alphanumeric characters, left-aligned, filled with spaces.

Filler

The field is two spaces.

Postage Due (Not Available in Version 1 of OneCode ACS)

The field identifies the forwarding postage charge for the individual mailpiece and applies only to the Standard Mail Shipper-Paid Forwarding option. The field is four numeric characters.

PMB (Private Mail Box)

The field is eight spaces.

Class/Notification Type

The field identifies the mail class of the mailpiece that generated this ACS notification. The field is one alpha character. Possible values are:

Value	Mail Class
A	(Reserved for future use)
B	First-Class Mail
C	Periodicals, Initial Notification*
D	Standard Mail*
E	Package Services*
F	Periodicals, Follow-Up Notification*

* Not provided in version 1.

Application Procedures

Address Change Service Application — PS Form 3573

To apply for OneCode ACS, use PS Form 3573, *Address Change Service Application* (exhibit 7), and do the following:

- a. Complete all sections.
- b. Complete a separate application for each class of mail (version 1 of OneCode ACS is for First-Class automation compatible letters only).
- c. Have the application signed by the individual(s) at the company responsible for billing.
- d. Assign a mailpiece title. This will identify the MID code(s) assigned to your ACS-participating mailpieces.

Web Access Request — PS Form 1357-W

To complete the process of applying for OneCode ACS you must register to use the Postal Service secure Internet site. Complete PS Form 1357-W, *Web Access Request* (exhibit 8), as follows:

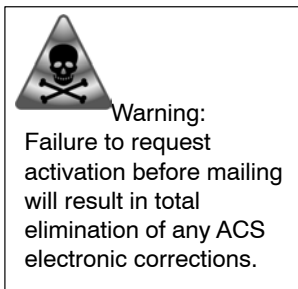
- a. Check *Address Change Service (ACS)* at the top of the form.
- b. Complete all sections.
- c. Sign and date at the bottom and submit the form with your ACS application.

After We Receive Your Application

Within 10 days of receiving your application, you will receive a letter containing the assigned MID code(s) and other related information. We ask that you carefully review all of the information provided for accuracy and notify us immediately if any information is incorrect.

If you have just enrolled in ACS, you may request a test file so your technical staff can examine correctly-formatted ACS fulfillment records.

Before Activation



To assure ACS is activated without problems, the following steps are required:


- a. Submit a minimum of 50 mailpiece samples that have been modified to reflect the proper OneCode ACS Intelligent Mail barcode. We will verify that all ACS information is placed correctly.
- b. When we receive your samples, we will notify you in writing of their acceptance or advise you of any necessary corrections. To expedite activation, you may request that your code(s) be activated when your samples are approved.
- c. After final approval, **you must request that your MID code(s) be activated at least 7 working days before your first ACS mailing.** Submit requests in writing to the ACS Department. If you don't request activation before mailing, all ACS electronic corrections will be eliminated.

Note: Only the NCSC in Memphis, TN can give authorization and approval for Address Change Service.

It is important to remember that ACS code approvals are for placement and content only. An approval does not imply the mailpiece meets any readability requirements. Mailpiece readability must be approved by your local Postal Service Mailpiece Design Specialist.

For more information on the Intelligent Mail barcode, required forms, and for new releases of documentation and program information, please visit our Web site, <http://ribbs.usps.gov/onecodesolution>. The Web site contains frequently asked questions, the Intelligent Mail barcode specification, and operating system independent encoder software. You can reach the ACS department at the NCSC at 800-331-5746.

Exhibit 7
PS Form 3573, Address Change Service Application — OneCode ACS

		National Customer Support Center Address Change Service Application — OneCodeACS	
Mail Classification	Company Name	Taxpayer ID	
OneCodeACS™ Contact Information		Business Entity ID Number	
Attention Line		<input type="checkbox"/> I need a new Business Entity ID Number	
Company Name		Mailpiece Weight <i>(Standard Mail™ service only)</i>	
Street Address	Apt./Ste. Number		
City	State	ZIP + 4®	<input type="checkbox"/> 1 oz. or Less <input type="checkbox"/> Greater Than 1 Oz.
Telephone Number <i>(Include area code)</i>	Extension		Fulfillment Schedule
Fax Number <i>(Include area code)</i>	Email Address		
OneCodeACS Billing Information		Ancillary Service Endorsement <i>(Options apply to First-Class Mail® service only)</i>	
Attention Line			
Company Name		<input type="checkbox"/> Address Service Requested <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	
Street Address	Apt./Ste. Number		
City	State	ZIP + 4	<input type="checkbox"/> Change Service Requested <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2
Telephone Number <i>(Include area code)</i>	Extension		
Fax Number <i>(Include area code)</i>	Email Address		
OneCodeACS Mailpiece Preferred Return Address			
Street Address		Apt./Ste. Number	
City	State	ZIP + 4	
OneCodeACS Fulfillment			
OneCodeACS is only available through the web. Please remember to complete PS Form 1357-W and submit with this application. You can download a copy of PS Form 1357-W from http://www.usps.com/forms/allforms.htm . Or, you may order a copy by calling our Address Change Service Department at 800-331-5746.			
OneCodeACS Business Entity Identifier (BEI) Information			
Please enter the mailpiece title(s) for which you are requesting BEI codes. We will notify you with the codes within 10 days of receipt of your application. Photocopy additional pages if necessary.		Shipper-Paid Forwarding <i>(Standard mail and Package Services)</i>	BEI Code <i>(USPS® use only)</i>
Mailpiece Title(s)		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> Y <input type="checkbox"/> N	
Authorization		Complete this application and mail or fax to:	
I hereby authorize the United States Postal Service® to provide change-of-address information for the mailpiece title(s) listed, under the prescribed terms and conditions of the Address Change Service (ACS). I understand that OneCodeACS is an electronic correction process only and if my mailpiece barcode is not readable, no address correction information will be provided.		ADDRESS CHANGE SERVICE DEPT NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001	
Name <i>(Please print clearly)</i>	Title	FAX: 901-821-6204 COM: 800-331-5746	
Signature	Date Signed		
PS Form 3573, September 2006		Privacy Notice: For information regarding our Privacy Policy visit www.usps.com .	

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Exhibit 8
PS Form 1357-W, Web Access Request



National Customer Support Center
Web Access Request

Purpose: Use this form to create a WEB based account with the National Customer Support Center (NCSC). This account will be used to send and receive (upload/download) files for the business affiliation indicated below to/from the NCSC. Please complete the form and return it by mail or fax using the information at the bottom of this form. We will send you an e-mail you to notify you of approved access.

Select a business affiliation (complete a separate form for each business affiliation request):

- | | |
|---|---|
| <input type="checkbox"/> Address Change Service (ACS) | <input type="checkbox"/> CASS™ |
| <input type="checkbox"/> FASTforward® | <input type="checkbox"/> MASS™ |
| <input type="checkbox"/> NCOALink™ | <input type="checkbox"/> FFMUN (FASTforward Move Update Notification) |
| <input type="checkbox"/> LACSLink™ | <input type="checkbox"/> Other NCSC Applications (Specify): _____ |

A. Requestor

1. Name (Please print)	2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number	4. Telephone Number (Include area code)
5. E-mail Address	6. Fax Number (Include area code)

B. Manager

1. Name (Please print)	2. Job Title
3. Last 4 Digits of Social Security Number/Tax ID Number	4. Telephone Number (Include area code)
5. E-mail Address	6. Fax Number (Include area code)

C. Address

1. Department		
2. Company Name		
3. Urbanization Code (Puerto Rico only)		
4. Address		5. Apt./Ste. Number
6. City	7. State	8. ZIP + 4®

Privacy Act Statement: Your information will be used to process your request for access to data and/or files on USPS computer systems. Collection is authorized by 39 USC 401.

Providing the information is voluntary, but if not provided, we may not process your request. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policy visit us at usps.com.

Requestor's Signature	Date
Manager's Signature	Date

If you have any questions about this Web Access Request form, please contact Technical Support at: 1-800-331-5746;

or send us an e-mail at: ncoamemphis.ncsc@usps.gov.

Otherwise, forward this completed form by mail or fax to:

MOVE UPDATE SUPPORT GROUP
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001

Fax: 901-767-8853

Address Management/NCSC Use Only

NCSC Business Account Number
ID Assigned
Password Assigned
Date E-mail Sent to Customer
NCSC Initials
Comments

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