

Reminder

SECOND-GENERATION ADDRESS CHANGE SERVICE

Delivery unit and Computerized Forwarding System (CFS) employees should follow the process for handling Address Change Service (ACS) mail. ACS is a national program primarily designed to provide First-, second-, third-, and fourth-class ACS mailers with address correction information electronically, rather than by hard copy—Forms 3547, *Notice to Mailer of Correction in Address*, and 3579, *Undeliverable 2nd, 3rd, 4th Class Matter*. They also expect to pay 20 cents for each electronic correction, rather than the hard copy price of 35 cents.

Delivery units should submit undeliverable-as-addressed ACS mail, bundled by reason for return, to the CFS unit. They should identify bundles by the one character computer code listed below. Mail received with return reasons other than those listed will be returned to the delivery unit for proper handling. Carriers *should not* make any corrections to the address on the mailpiece. Nixie (difficult to deliver) mail will be processed by return reason code, in the CFS unit without regard to the carrier route number.

ACS Second Generation/Nixie Return Reason Codes

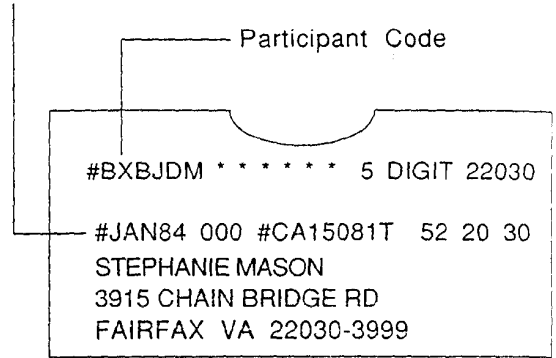
Return code	Reason for return
A	Attempted—Not Known.
B	Return for Better Address.
Q	Not Deliverable as Addressed (Forwarding Order Expired).
D	Outside Deliverable Limits.
E	In Dispute.
I	Insufficient Address.
L	Illegible.
M	No Mail Receptacle.
N	No Such Number.
X	No Such Office.
P	Return for Postage.
R	Refused.
S	No Such Street.
U	Unclaimed.
V	Vacant.
W	Temporarily Away.

Compliance levels with this program are of major concern to ACS participant mailers. Nixie mail generates an ACS record containing the return reason code, ACS participant ID, the keyline, and a printed label stating: Do Not Forward/Do Not Return. Valid nixie mail, which *must* be submitted to CFS operations, consists of pieces that satisfy all the following conditions.

1. Mail that is undeliverable-as-addressed for reasons other than a customer move. (The valid reasons for nondelivery are in DMM Exhibit 159.14.)

Mailing Label— After ACS

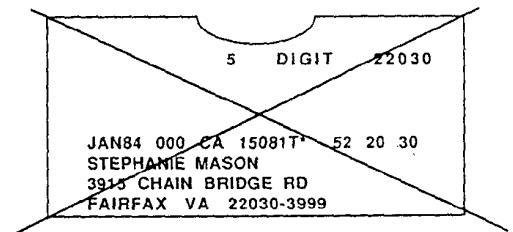
Key Line



NIXIE

This mail piece CANNOT be sent to CFS because it is not an ACS participant:

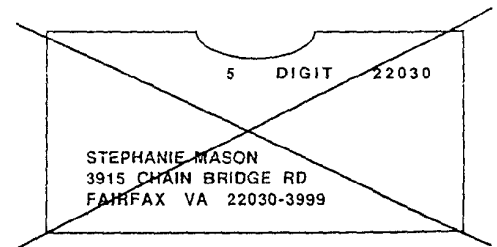
- 1) It does not contain an ACS PARTICIPANT CODE.
- 2) It does not contain an ACS KEYLINE.:



NIXIE

This mail piece CANNOT be sent to CFS because it is not an ACS participant:

- 1) It does not contain an ACS PARTICIPANT CODE.
- 2) It does not contain an ACS KEYLINE.:



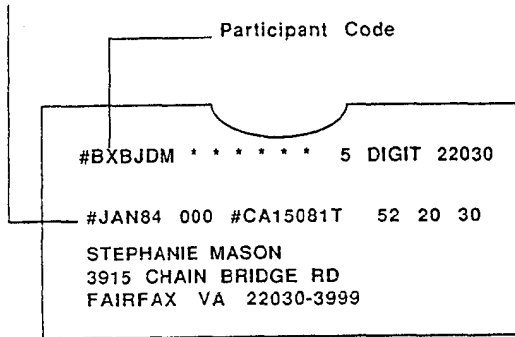
SECOND-GENERATION ADDRESS CHANGE SERVICE—Continued

ACS Nixie

Two conditions must be met before ACS NIXIE mail can be sent to CFS:

- 1) Must have ACS PARTICIPANT CODE
- 2) Must have ACS KEYLINE

Key Line



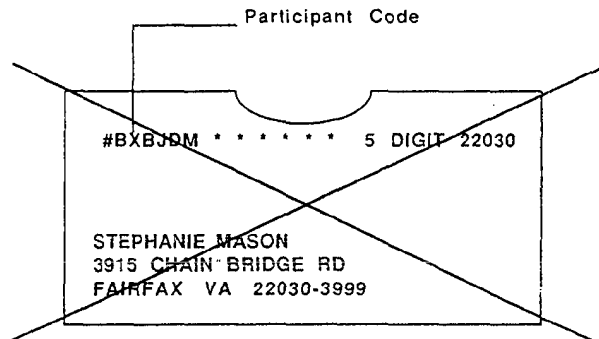
2. Mail contains a pound (#) or number symbol on both the first and second lines of the address label in the left-most position.
3. Second generation/nixie ACS candidate mail can be either second-, third-, or fourth-class mail.

Personnel should not send mail that does not contain all the characteristics noted above to CFS.

ACS Nixie

This ACS mail piece CANNOT be sent because:

- 1) It does not have a KEYLINE.



They should handle it as ordinary nixie mail at the local delivery unit.

ACS provides electronic address corrections more efficiently than manual processing. This process eliminates the costly, labor-intensive manual process of returning address correction information. It enables mailers to purge addresses from their mailing lists, thus reducing both mailer and Postal Service costs.

—Address Information Services, 9-19-91

1991 DEFINITIVE STAMP PACKETS

The 1991 Definitive Stamp Packets B and C, Items 8847 and 8848, respectively, go on sale the first week in October at all philatelic centers and by mail order from the PHILATELIC SALES DIVISION, BOX 449997, KANSAS CITY, MO 64144-9997.

The stamp packets offer customers a convenient way to acquire the year's definitive and airmail issues. Packet B is priced at \$28, the face value of the nine definitive booklet panes it contains. Packet C is priced at \$26.85 and includes the three high-value stamps issued in 1991—the \$2.90 Priority Mail stamp, the \$9.95 Express Mail stamp, and the \$14 International Express Mail stamp.

Packet A, Item 8846, goes on sale the day after the issuance of the last definitive stamp in the 1991 program, which is projected for early November. Priced at \$12.10, Packet A will contain 29 single stamps and 18 pieces of stationery. The Bulletin will include specific details regarding Packet A as soon as they are available.

Similar to the handling of previous stamp packets that were part of mint sets, the contractor will ship the Definitive Stamp Packets B and C (which

are accountable) in master cartons of 125 and boxes of 25 (in bundles of 25 each) to post offices serving philatelic centers in their areas. No facilities or locations other than philatelic centers should sell definitive stamp packets.

Offices that serve more than one philatelic center will receive appropriate quantities and should supply each center with 25 each of packets B and C. Most offices receive one shipment each of packets B and C, for a total of two shipments.

All offices must verify receipt of the stamp packets, as recorded on their *Advice of Shipment*. Installations should report any differences between quantities shown on the *Advice of Shipment* and those actually received, as outlined in Handbook F-1, *Post Office Accounting Procedures*, section 426.3.

Offices should report all sales of these packets in AIC 092, *Philatelic Product Sales*, and on Form 1412-A, *Daily Financial Form*, and include them on the quarterly Form 1079, *Philatelic Product Physical Inventory Recap*, as required.

—Philatelic and Retail Services Dept., 9-19-91

10/14/03

Mailer Requirements for Participation

For the pilot, only letter-sized First-Class and Standard mail will be eligible to participate.

The mailer must be an active participant in the CONFIRM program and be using the Destination service option.

The mailer must use a return address provided by the USPS. This return address is intended to flow all return mail and address correction notices to the pilot site facility. Use of the USPS return address is required during the pilot test phase through full PARS implementation. Following PARS full implementation, mailers will use their normal return address.

The mailer must use a valid ancillary service endorsement for the class of mail. For First-Class mailers, the only allowable service endorsements supported by PLANET/ACS in Phase I will be:

- Address Service Requested – Only if used in conjunction with ACS for mailpieces not bearing a keyline. This will allow mailers to obtain forwarding addresses while limiting nixie keying. Since the presence of ACS on the mailpiece will drive all UAA mail into CFS, we want to minimize CFS keying by eliminating the keyline. The nixie mailpiece will be returned to sender where it can be captured by PLANET/ACS. Note: USPS is investigating creation of a new ACS participant code format that will limit volume of PLANET/ACS-enabled mail sent to CFS units for processing to forwardable mailpieces only.
- Return Service Requested – If mailer elects to not have First-Class Mail forwarded. Forwarding address info will be derived from the yellow label applied in CFS during forwarding service processing.
- No ancillary service endorsement. Note: Without an endorsement the mailer will not receive any information about a customer's new address until after the 12th month. The USPS will evaluate offering a "backfill old/new-address" process to interested mailers using the PLANET/Link product.

For Standard mailers, the valid service endorsements are:

- Return Service Requested

The intent of the limited ancillary service endorsements is to minimize the creation of PS Form 3547. Handling this form in the pilot will require more manual handling by Dulles personnel than available. As PLANET/ACS is incorporated in the baseline PARS technology, PLANET/ACS users will receive all electronic updates and no PS Form 3547 hardcopy notices will be provided.

To reduce manual processing of forwardable mail within CFS, mailer must use either NCOA or FASTforward within 60 days of mailing and update their customer addresses prior to mail entry.

Mailer must agree to allow all returned mail and any address correction notices received by the processing site to be disposed of after processing.

Mailers must agree that any failure to capture information from the UAA returned mailpiece that prohibits identification of the mailer will result in the mailpiece's disposal and the mailer will not be notified of that mailpiece's disposition.

Mailer must be capable of uniquely identifying individual customer address records using the PLANET barcode, the POSTNET delivery point barcode, or a combination of information derived from both barcodes. Due to limitations in the PLANET barcode, it is not possible to reflect the existing 16-digit, alphanumeric keyline data allowed by ACS in the user-defined space in the PLANET barcode. Mailer must be able to uniquely vary the information in the PLANET barcode to accommodate duplicate customers that have identical delivery point codes.

Mailer must print the PLANET Code at the top of the mailing address to reduce potential that it will be obscured by any forwarding labels that are subsequently applied.

Mailers shall be required to print the delivery point barcode in the address block to facilitate PLANET/ACS processing.

Mailers should use an address layout upon the envelope that will accommodate the application of a yellow sticky label without obscuring or overlaying the original address block. This is necessary to insure the capture of the original address delivery point barcode data without interference from the yellow label.

Mailer must acknowledge that the purpose of the pilot is to evaluate the potential of substituting the PLANET barcode for ACS markings and that the USPS is not liable for any errors, failure to provide, or incorrect mail dispositions that result from the performance of the pilot.

Mailer must agree to accept electronic transfer of data generated by the pilot test via File Transfer Protocol provided routinely via the Rapid Information Bulletin Board System (RIBBS). Mailer is responsible for retrieving information from RIBBS.

Mailer agrees to provide statistical reports of success rates in linking PLANET/POSTNET data to address files and operational analysis reports to USPS in conjunction with all aspects of the pilot.

All costs incurred by any party participating in the pilot are the responsibility of the individual party. USPS shall not be liable for any costs incurred by any participant for any reason in the conduct of the pilot.

10/14/03

PLANET/ACS Pilot

Introduction

This document provides a brief overview and outlines the preliminary requirements for participation in the PLANET/ACS Pilot. This effort will evaluate the feasibility and value to both mailers and the USPS of substituting the Address Change Service (ACS) participant code and keyline codes with a PLANET barcode.

Background

Mailers currently use a series of alphanumeric values to represent their participation in the USPS' Address Change Service (ACS) program. A mandatory value is the ACS Participant Code (#BYBBBBM) that denotes the participating mailer. An optional value is the ACS Keyline (#65DOE1232003#) that allows the mailer to print on the mail piece the code necessary to linkage the customer shown in the address back to the mailer's address files.

Mailer's Name	☺
Mailer's Address	
Mailer's City ST ZIP+4	
Address Service Requested	
#BYBBBBM	
#65DOE1232003#	
JOHN DOE	
123 MAIN ST	
ANTOWN ST 98765-4321	

In USPS processing, whenever a mail piece is Undeliverable-As-Addressed (UAA), the detection of the ACS code causes the mail piece to be sent to the Computerized Forwarding System unit where an operator manually enters the ACS information. Depending on the mail class, the ancillary service endorsement, and whether the mail piece is UAA due a customer change-of-address (COA) or other reason for non-delivery (Nixie), the mail piece is then either forwarded, returned to sender, or disposed. An electronic ACS notice is sent to the mailer that provides the moving customer's new mailing address or the reason why mail piece could not be delivered to the original address.

OneCode Vision

The USPS organization Intelligent Mail & Address Quality is proposing to mailers that a new standard be developed to represent via a barcode the many varied service requests that can appear on the face of a mail piece. This new standard, known as the OneCode Vision, proposes to replace alphanumeric values and the variety of barcode formats used with a single standard barcode that is capable of servicing the differing service needs. The first effort at adopting this new standard is the PLANET/ACS program.

Manual processing of ACS information is less than optimal. Manual data entry is costly and is subject to human error. The USPS is already undertaking an effort to automate the processing of UAA mail pieces in the Postal Automated Redirection System (PARS)

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