OneCode ACS™

Technical Guide

Publication 8b

UNITED STATES POSTAL SERVICE®

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Address Change Service: An Intelligent Solution

Introduction

Delivery information is only as good as the quality of the address data. The Postal Service™ goal is to help customers send their mail to the correct address each and every time. To help meet this objective the Address Change Service (ACS) is designed to substantially reduce the number of address correction notifications provided manually to mailers and replace them with electronic notifications.

ACS has two distinct implementation methods which offer several different options. Publication 8A (PUB8A) contains information on Traditional ACS and can be found at http://ribbs.usps.gov/files/ACS/. This Publication 8B (PUB8B) will provide the necessary information to participate in OneCode ACS™.

Participation in OneCode ACS requires using the Intelligent Mail® barcode. Technical information required to produce the Intelligent Mail barcode can be found at http://ribbs.usps.gov/onecodesolution .

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, mailers may be finishing those last-minute details to get billings, parcels, or magazines to clients or subscribers. Or perhaps mailers are working against a deadline to get a direct mail campaign off and running. ACS is the service needed to identify the customers on address lists who move so mailings reach their destinations. ACS is ideal for those who maintain address records on computers. Mailers will develop their own matching software and configure mailing address labels, envelopes, and address blocks to comply with ACS participation requirements. There is no formal contract or service charge with this service. Fees are based on the number of change of address (COA) and nixie (mail is undeliverable for reasons other than a move) notifications received.

Benefits of ACS

Electronic or automated address correction has many benefits over manual address correction. Utilizing ACS can:
- Reduce the volume of undeliverable-as-addressed (UAA) mail.
- Reduce manual address correction costs.
- Reduce labor-intensive address change functions by eliminating returned mail.
- Select electronic or automated address change information for specific mailings.
- Choose when to receive fulfillment of time-sensitive information.
- Retrieve address change information electronically via a secure Internet site.

What is OneCode ACS?

OneCode ACS allows customers mailing First-Class, Standard, or Periodicals flats or letters to receive electronic or automated address corrections. The first letter image, in Exhibit 1, contains the following lines of data in addition to the usual delivery and return addresses:

1. 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 Undeliverable as Addressed (UAA).
2. The top line of the delivery address block is a *PLANET® barcode,* which contains tracking information for the Confirm® program.
3. The traditional *ACS Participant ID,* identifies the sender to the Postal Service.
4. The traditional *ACS Keyline* is delimited by pound signs and identifies the recipient in the sender's mailing list.
5. The *POSTNET™ barcode* at the bottom of the address block contains sorting information specific to the recipient's address.

All of this information can now be represented in one Intelligent Mail barcode, shown in Exhibit 2. Note: that Standard Mail still requires a printed endorsement in addition to the Intelligent Mail Barcode.

Exhibit 1

Traditional ACS Mailpiece

Exhibit 2

OneCode ACS Mailpiece

What is the Intelligent Mail Barcode?

The Intelligent Mail barcode (formerly known as the 4-State Customer Barcode) is the next generation of USPS® barcode technology used to sort and track letters and flats. Intelligent Mail barcode technology combines the capabilities of the POSTNET barcode and the PLANET Code® barcode into one unique barcode. The Intelligent Mail barcode can be used to qualify for automation discounts and also to combine USPS services like OneCode Confirm® and OneCode ACS.

Technical information required to produce Intelligent Mail barcodes and other services can be found at http://ribbs.usps.gov/onecodesolution .

Administration

The United States Postal Service® (USPS®) provides support for this system through the National Customer Support Center (NCSC) in Memphis TN. Information regarding this service can be found at:

> http://ribbs.usps.gov/onecodesolution

> http://ribbs.usps.gov/files/ACS/

After reviewing the documentation please feel free to contact the NCSC ACS department via email at acs@usps.gov or by phone at 877-640-0724 with any questions. Due to expected high call volume we recommend submitting questions via email.

Disclaimer

The USPS makes no warranty or representation either expressed or implied, with respect to the technology and/or the computer system in which it is contained, including its correctness, quality, performance, merchantability, or fitness for any particular purpose.

The USPS will not be liable for direct, indirect, special, incidental, consequential, or other similar damages arising out of use of, or inability to use, ACS, OneCode ACS, OneCode Confirm, *PostalOne!* and Intelligent Mail barcode technology and/or computer system, even if advised of the possibility of such damages.

While ACS is designed to substantially reduce the number of address correction notifications provided manually to mailers and replace them with electronic notifications, ACS is not a guaranteed service.

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 more information is required, refer to the DMM. After reviewing the documentation please feel free to contact our ACS department at the National Customer Support Center (NCSC) at 877-640-0724 with any questions.

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Disclaimer - continued

If you plan to leave the Traditional ACS data on the mail and utilize the Intelligent Mail barcode **to obtain discount rates only** you **must** utilize an ACS Service Type Identifier in the Intelligent Mail barcode. Please contact the ACS Department at 877-640-0724 for additional information.

How Does OneCode ACS Work?

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

a. The mailpiece (depending on its class, size, and endorsement) is either processed in real time by the PARS automation equipment or sent to the Computerized Forwarding System (CFS) responsible for processing mail destined to that delivery address.

b. An attempt is made to match the name and address to a COA.

c. If there is a match and the mailpiece bears a readable, valid Intelligent Mail barcode with the required fields properly completed, an electronic or automated notification will be generated.

d. Depending on the mail class, the mailer's requested ancillary service, and the age or existence of a COA; the mailpiece is forwarded, discarded, or returned to sender.

e. OneCode ACS notifications are transmitted to the NCSC 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 or automated notifications. If a mailpiece qualifies as UAA for a reason other than a move, the mailer can also be notified electronically.

COA Coverage

COA records for colleges and universities, military bases, individuals within a business, and other single point deliveries including, but not limited to, commercial mail receiving agencies (CMRA), prisons, hospitals, nursing homes, fraternity houses, and APO/FPO are not accepted or processed by the USPS. Responsibility for forwarding or returning undeliverable mail from these locations lies with those institutions. Pieces returned as undeliverable by these institutions are not eligible to produce ACS or OneCode ACS records.

Features of OneCode ACS

OneCode ACS using the Intelligent Mail barcode is available for the following classes, shapes, and ancillary services:

Mail Class	Service Available
First-Class letters and flats	Address Service Requested and Change Service Requested
Standard letters and flats	Address Service Requested and Change Service Requested
Periodicals letters and flats	Address Service (Periodicals mailers who do not choose this ancillary service will continue to receive standard Periodicals handling.)

Fulfillment File Media Option

Fulfillment files are available in the format shown below. Fulfillment files are available to participating mailers daily, semiweekly, weekly, semimonthly, or monthly, depending on the mailer's requirements.

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

The fulfillment file is posted to the USPS RIBBS website using a secure 128-bit encryption with a shipping notice that lists the number of notifications provided.

Computerized Forwarding System ZIP Coverage File

The Computerized Forwarding System ZIP Coverage File is available to ACS participants at no additional charge. The file can be queried to determine if UAA mail for a particular 5-digit ZIP Code™ is processed by a CFS unit. Each record contains a 5-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.
P (Partial)	Some UAA mail from this ZIP Code is processed.
M (Manual)	No UAA mail from this ZIP Code is processed. The mail is forwarded manually at the originating station.
I (International Military)	No UAA mail from this ZIP Code is processed. This is a military APO/FPO ZIP.

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

Fees

Participants are charged the automated or electronic address correction service fee for OneCode ACS fulfillment records as listed in the DMM. Please refer to the DMM for all related fees.
http://pe.usps.com/text/dmm300/ratesandfees.htm#wp1055116

Billing

The San Mateo Accounting Service Center sends each ACS participant an invoice and statement monthly *only* if the balance is more than $ 50. ACS customers whose balance remains less than $ 50 will receive bi-annual statements on March 24 and October 24 of each year.

Payment must be submitted with a copy of the invoice within 30 days of the invoice date. Unpaid balances more than 30 days old will be charged an annual interest rate of 10 percent.

Participation Requirements

Intelligent Mail Barcode

OneCode ACS requires using the Intelligent Mail barcode. Technical information required to produce the Intelligent Mail barcode can be found at http://ribbs.usps.gov/onecodesolution . The barcode must include the fields in the following table to be properly processed as OneCode ACS:

OneCode ACS Barcode Composition

The barcode consists of two types of codes broken down into separate field identifiers totaling 31 numeric positions.

Type Code	Field Identifier	Field Length
Tracking Code	Barcode Identifier	2
	Service Type Identifier	3
	Mailer Identifier	6 or 9
	Serial Number (Unique Mailpiece Identifier)	9 with a 6-digit Mailer ID 6 with a 9-digit Mailer ID
Routing Code	Delivery Point ZIP®	0, 5, 9, or 11

Barcode Identifier

The Barcode Identifier field is a 2-digit field that is reserved to encode the presort identification that is currently printed in human readable form on the optional endorsement line (OEL) as well as for future Postal Service use. Generally, this field should be left as "00" by OneCode ACS users. However, for automation-rate eligible flat mail with an optional endorsement line, the Intelligent Mail barcode must contain OEL coding corresponding to the correct sortation level of each piece. The following table provides the OEL codes for use within the Intelligent Mail barcode:

Barcode ID	Description	Example of Currently Applied OEL
10	Carrier Route (CR), Enhanced Carrier Route (ECR), and FIRM	******************************* FIRM 12345 ********************* CAR-RT LOT**C-001 ******************** CAR-RT WSH**C-001 ******************** CAR-RT WSS**C-001 ******************* CAR-RT SORT**C-001
20	5-Digit/Scheme	*************************** 5-DIGIT 12345 ********************** SCH 5-DIGIT 12345
30	3-Digit/Scheme	******************************* 3-DIGIT 771 ************************* SCH 3-DIGIT 006
40	Area Distribution Center (ADC)	*********************** ALL FOR ADC 105 ********************* ALL FOR ADC 90197
50	Mixed Area Distribution Center (MADC), Origin Mixed ADC (OMX)	***************** ORIGIN MIXED ADC 117 ************************* MIXED ADC 640 *********************** MIXED ADC 60821

Service Type Identifier

Printed Ancillary Service Endorsements provide the Postal Service with the sender's instructions on how to handle the mail if it is Undeliverable as Addressed (UAA). The 3-digit Service Type identifier below corresponds with the type of service being requested. One of the valid identifiers below must be in the Service Type identifier field. If a **printed** Ancillary Endorsement is required it must correspond to the appropriate Service Type identifier.

Want this type of service	use this identifier
First-Class Address Service Requested	080
First-Class Address Service Requested and Destination Confirm	140
First-Class Change Service Requested	082
First-Class Change Service Requested and Destination Confirm	240
Standard Address Service Requested	090
Standard Address Service Requested and Destination Confirm	142
Standard Change Service Requested	092
Standard Change Service Requested and Destination Confirm	242
Periodicals Address Service Requested	782
Periodicals Address Service Requested and Destination Confirm	144
Periodicals	704

For a full description of the ancillary services available by mail class, see DMM 507.1.5.

Mailer ID

Mailers must apply for a new Mailer Identifier or utilize an existing Mailer Identifier assigned by Confirm or Postal One. The Postal Service assigns a Mailer ID or utilizes an existing Mailer ID during the application process. More information on other services that can be utilized in conjunction with OneCode ACS and the Intelligent Mail barcode can be found at http://ribbs.usps.gov/onecodesolution . The Mailer ID consists of either 6 or 9 numeric characters and will be placed in the *Mailer Identifier* field of the Intelligent Mail barcode. The Mailer ID functions the same way as a traditional ACS Participant Code which also identifies the mailer.

Serial Number (Unique Mailpiece Identifier)

A numeric unique mailpiece identifier in the *Serial Number* field in the Intelligent Mail barcode also functions as the existing ACS keyline. Using the serial number allows mailers to identify the customer at the receiver address electronically and to use the serial number on their mailing lists or account files to apply the electronic or automated address corrections.

Note: If you are currently utilizing Traditional ACS with a Keyline and the current keyline exceeds the length in the Serial Number or the keyline contains alphabetic characters, there are still viable alternatives available that will allow you to utilize the Serial Number field. If you are having difficulties transitioning or need assistance, contact the ACS Department at 877-640-0724.

Routing Code

A routing code is the addressee's delivery point ZIP Code.

ACS Notification Options

ACS Mailpiece Endorsements

Mailers must choose which ancillary service provides the handling and disposition that best meets their needs. The mailpiece's proper handling will vary depending on the age of the COA record, which ancillary service is chosen, the mail class, and for mailpieces that are undeliverable because of a move, whether the pieces can be forwarded. Under certain circumstances, manual notices could be provided instead of ACS notices.

Class	Ancillary Service Endorsement
First-Class Mail®	No endorsement required
First-Class Mail	Address Service Requested
First-Class Mail	Change Service Requested
First-Class Mail	Electronic Service Requested
Standard Mail®	Address Service Requested
Standard Mail	Change Service Requested
Standard Mail	Electronic Service Requested
Periodicals	No endorsement required ("Address Service Requested" is optional but should be used if return of undeliverables is desired.)
Periodicals	Electronic Service Requested

Note: For more information, please see DMM 507.1.5.
The use of the generic Electronic Service Requested is encouraged where a printed on-piece endorsement is required or desired. It allows the flexibility to use the same envelope stock across classes and products but vary the ancillary service by changing the Service Type ID and the mailer profile. Additionally, using a specific endorsement (Address Service Requested, Change Service Requested) could result in hard copy notification if the barcode cannot be read. Mailers must also register their ancillary service choice in the mailer profile kept in the NCSC ACS Department, and must not change their Service Type Identifier without notifying the ACS Department a minimum of seven days prior to mailing.

First-Class Mail Ancillary Services

For each of the First-Class Mail[®] ancillary services, there are two options. The *service* is encoded in the Intelligent Mail barcode. The term "Option 1 or 2" is not to be printed on the mailpiece, nor is it indicated in the barcode. The *option* is recorded in the mailer profile kept in the ACS department.

Address Service Requested

Option 1

Forwardable Mailpieces:

During months **1 through 12** of the customer's move, the mailpiece is forwarded and an ACS notification is generated.

During months **13 through 18** of the customer's move, the mailpiece is returned with manual address correction information attached, and no ACS notification is generated.

After month **18**, the mailpiece is returned with reason for nondelivery attached (no charge), and no ACS notification is provided.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is returned with manual nondelivery information attached. No ACS notification is generated.

Nixies (Undeliverable for reasons other than a move):

Mailpiece is returned with manual nondelivery information attached. No ACS notification is generated.

Option 2

Forwardable Mailpieces:

During months **1 through 12** of the customer's move, the mailpiece is forwarded, and an ACS notification of new address is provided.

During months **13 through 18,** the mailpiece is returned with new address attached (no charge), and a separate ACS notification is provided.

After month **18**, the mailpiece is returned with reason for nondelivery attached (no charge), and a separate ACS notification containing the reason for nondelivery is provided.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is returned with manual nondelivery information attached. An ACS notification is generated.

Nixies (Undeliverable for reasons other than a move):

Mailpiece returned with reason for nondelivery attached; a separate ACS notification containing the reason for nondelivery is provided.

Change Service Requested

Option 1

Forwardable Mailpieces:

During the entire **18**-month life of the COA order, the mailpiece is discarded, and an ACS notification is generated.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is discarded, and an ACS notification with Deliverability Code "K" or "G" is generated.

Nixies (Undeliverable for reasons other than a move):

Mailpiece is discarded, and an ACS notification stating the reason for nondelivery is generated.

Option 2

Forwardable Mailpieces:

During months **1 through 12** of a customer's move, the mailpiece is forwarded; a separate ACS notification containing the new address is provided.

During months **13 through 18,** the Postal Service disposes of the mailpiece and a separate ACS notification containing the new address is provided.

After month **18,** the Postal Service disposes of the mailpiece and provides a separate ACS notification containing the reason for non-delivery.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is discarded, and an ACS notification with Deliverability Code "K" or "G" is generated.

Nixies (Undeliverable for reasons other than a move):

The Postal Service disposes of the mailpiece; a separate ACS notification containing the reason for non-delivery is provided.

Periodicals Notification Options

Periodical regulations require that mailpieces matched to COA orders be forwarded for 60 days from the move effective date. Following are the forwardable mailpieces and undeliverable mailpieces matched to USPS-filed actions. These ACS options govern the frequency and types of COA notifications provided:

Option 1   An immediate ACS notification is provided on the mailpiece's first appearance during the 60-day forwarding period. A mailpiece sent to the old address after expiration of the 60-day forwarding period results in hardcopy notification.

Option 2   No address correction information is provided during the 60-day forwarding period. The first appearance of a mailpiece sent to the old address after the 60-day forwarding period generates an ACS notification. There are no hardcopy or ACS follow-ups.

Option 3   An immediate ACS notification is provided on the mailpiece's first appearance during the 60-day forwarding period. A mailpiece sent to the old address 60 or more days after expiration of the forwarding period (120 days after the customer's move effective date) results in a hardcopy notification being provided for follow-up.

Option 4   An immediate ACS notification is provided on the mailpiece's first appearance. There are no hardcopy or ACS follow-ups.

Option 5   An immediate ACS notification is provided on the mailpiece's first appearance during the 60-day forwarding period. A mailpiece sent to the old address after expiration of the 60-day forwarding period causes an electronic ACS follow-up notification to be generated.

Option 6   Immediate ACS notification is provided on the mailpiece's first appearance during the 60-day forwarding period. A mailpiece sent to the old address 60 or more days after expiration of the forwarding period (120 days after the customer's move-effective date) causes an ACS follow-up notification to be generated.

Note: **The appropriate fee will be charged for all notifications.**

Nixies for All Periodicals Notification Options

If the mailpiece is sent to CFS for processing, it is discarded, and an ACS nixie notification stating the reason for nondelivery may be generated; otherwise, a manual nixie notification is provided. ***Note:*** If the optional *Address Service Requested* endorsement is used or encoded in the Intelligent Mail barcode, the mailpiece itself is returned with reason for nondelivery attached, and the sender guarantees to pay return postage at the First Class Mail single piece rate. No ACS notification is generated.

Standard Mail Ancillary Services

Address Service Requested

Forwardable Mailpieces:

During months **1 through 12** of the customer's move, the mailpiece is forwarded, and an ACS notification is generated.

After 12 months the mailpiece is returned at the weighted fee with manual address correction information attached. No ACS notification is generated.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is returned at the *weighted fee* with manual nondelivery information attached. No ACS notification is generated.

Nixies (Undeliverable for reasons other than a move):

Mailpiece is returned at a **weighted fee** with manual nondelivery information attached. No electronic ACS notification is generated.
Note: Refer to DMM 507.1.5.3 for a description of the weighted fees.

Change Service Requested

Forwardable Mailpieces:

During the entire 18-month life of the COA, the mailpiece is discarded, and an ACS notification is generated.

Undeliverable Mailpieces Matched to USPS-Filed Actions:

The mailpiece is discarded, and an electronic ACS notification with Deliverability Code "K" or "G" is generated.

Nixies (Undeliverable for reasons other than a move):

Mailpiece is discarded, and an ACS notification providing the reason for nondelivery is generated.

ACS Fulfillment Files

Fulfillment files are posted to our secure RIBBS web site. The files are provided to participating mailers daily, semiweekly, weekly, semimonthly, or monthly, depending on the mailer's requirements. ACS fulfillment files are provided in a .ZIP file format, created by PKWARE®, using a secure 128-bit encryption.

Each ACS fulfillment process produces an ACS notification file and a shipping notice file. The notification file contains the ACS notifications and the shipping notice file contains record counts and other information regarding the specific ACS notification file.

ACS Notification File

The ACS notification file contains a header record followed by records reflecting the three types of ACS notifications. Download and examine an example of the OneCode ACS fulfillment file. This file can be found at http://ribbs.usps.gov/files/ACS/ONECTST3.ZIP .

Notifications generated from a forwardable COA:

ACS notifications with a space in the Deliverability Code field and provide the mailer with a customer's name, old address, and new address as reflected on the COA. If a temporary move has been filed, a "W" will be in the Deliverability Code field and no new address information will be provided.

Notifications generated from non-forwardable USPS-filed actions:
(such as "Moved Left No Address" or "PO Box Closed")

ACS notifications that contain either a "K" or "G" in the Deliverability Code field.

Nixie (Undeliverable for reasons other than a move) notifications:

ACS notifications that contain one of 14 nixie codes in the Deliverability Code field, which identify the reason for nondelivery.

ACS Shipping Notice File

The following reflects an example of the ACS Shipping Notice File:

```
ACS747P1                  UNITED STATES POSTAL SERVICE
                          ADDRESS CHANGE SERVICE          RIBB TRANSMISSION
SHIPMENT NO:   10428911                                   PAGE:        1
                                                          CUST:      190822
                                                          DATE:  10/29/2007
BILL TO:                                 SHIP TO:
CHARLES ARNETTE                          CHARLES ARNETTE
USPS                                     USPS
6060 PRIMACY PKWY STE 201                6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001                    MEMPHIS TN 38188-0001

                          1ST     2ND     3RD +   AUTO   ELECTR   ELECTR
                          NOTICE  NOTICE  NOTICE  FEE    NOTICE   FEE     TOTAL
                          ------  ------  ------  ---    ------   ---     -----
****************************************************************************
190259  1ST CLASS LETTE COA(S)  81     21     12   $0.60   1      $0.06 $0.66
                NIXIES(S)  21      0      0   $0.00   0      $0.00 $0.00
****************************************************************************
                TOTAL     102     21     12   $0.60   1      $0.06 $0.66
****************************************************************************
        GRAND TOTAL       102     21     12   $0.60   1      $0.06 $0.66
****************************************************************************
     *******************************************************
     *        >>>>>>>   THIS IS NOT AN INVOICE   <<<<<<<        *
      * PLEASE DO NOT REMIT PAYMENT UNTIL INVOICE IS RECEIVED *
       ********************************************************
```

ACS Notification File Header Record

ACS Notification File HEADER RECORD FORMAT					
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL	DATA TYPE
1	1	RECORD TYPE (VALUE = H to denote Header record)	1	X(01)	ALPHA
2	7	CUSTOMER IDENTIFICATION	6	9(06)	NUMERIC
8	15	CREATE DATE	8	9(08)	NUMERIC
16	24	TOTAL ACS RECORD COUNT	9	9(09)	NUMERIC
25	33	TOTAL COA COUNT	9	9(09)	NUMERIC
34	42	TOTAL NIXE COUNT	9	9(09)	NUMERIC
43	50	SHIPMENT NUMBER	8	9(08)	NUMERIC
51	51	CLASS	1	9(01)	NUMERIC
52	52	MEDIA TYPE	1	X(01)	ALPHA
53	559	FILLER	507	X(507)	SPACES
560	561	CARRIAGE RETURN LINE FEED	2	X(02)	CRLF

Record Type: Contains the literal value of "H" to denote a header record.

Customer Identification: Contains the USPS account number unique to each ACS customer.

Create Date: Contains the file creation date in CCYYMMDD format.

Total ACS Record Count: Contains the total number of ACS COA and Nixie transactions.

Total COA Count: Contains the total number of ACS COA transactions.

Total Nixie Count: Contains the total number of ACS Nixie transactions.

Shipment Number: Contains a unique number for each fulfillment file. This number corresponds to the shipment number on the shipping notice and invoice.

Class: Contains the mail class. Possible values are:
    1 = First-Class Mail®
    2 = Periodicals
    3 = Standard Mail®
    4 = Package Services*
    *Not available in OneCode ACS.

Media-Type: The field indicates the type of media sent. The field is one alpha character.

Filler: Contains spaces.

ACS Notification File COA Record

RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL	DATA TYPE
		ACS Notification File **COA RECORD FORMAT**			
1	1	RECORD TYPE	1	9(01)	NUMERIC
2	9	SEQUENCE NUMBER	8	9(08)	NUMERIC
10	15	SIX DIGIT MAILER ID	6	9(06)	NUMERIC
16	16	FILLER	1	X(01)	SPACE
17	25	MAILPIECE IDENTIFIER	9	X(09)	A/N
26	32	FILLER	7	X(07)	SPACES
33	38	MOVE EFFECTIVE DATE	6	9(06)	NUMERIC
39	39	MOVE TYPE	1	X(01)	ALPHA
40	40	DELIVERABILITY CODE	1	X(01)	ALPHA
41	43	POSTAL SERVICE SITE ID	3	9(03)	NUMERIC
		PARSED COA NAME FIELDS			
44	63	SURNAME/LAST NAME	20	X(20)	A/N
64	78	FIRST NAME–MIDDLE NAME-INITIALS	15	X(15)	A/N
79	84	PREFIX	6	X(06)	A/N
85	90	SUFFIX	6	X(06)	A/N
91	91	ADDRESS TYPE OLD	1	X(01)	A/N
92	119	UBANIZATION NAME OLD	28	X(28)	A/N
		PARSED OLD ADDRESS			
120	129	PRIMAY NUMBER OLD	10	X(10)	A/N
130	131	PRE-DIRECTIONAL OLD	2	X(02)	A/N
132	159	STREET NAME OLD	28	X(28)	A/N
160	163	STREET SUFFIX OLD	4	X(04)	A/N
164	165	POST-DIRECTIONAL OLD	2	X(02)	A/N
166	169	UNIT DESIGNATOR OLD	4	X(04)	A/N
170	179	SECONDARY NUMBER OLD	10	X(10)	A/N
180	207	CITY OLD	28	X(28)	ALPHA
208	209	STATE OLD	2	X(02)	ALPHA
210	214	FIVE DIGIT ZIP CODE OLD	5	X(05)	NUMERIC
215	215	ADDRESS TYPE NEW	1	X(01)	ALPHA
216	243	UBANIZATION NAME NEW	28	X(28)	A/N
		PARSED NEW ADDRESS			
244	253	PRIMAY NUMBER NEW	10	X(10)	A/N
254	255	PRE-DIRECTIONAL NEW	2	X(02)	A/N
256	283	STREET NAME NEW	28	X(28)	A/N
284	287	STREET SUFFIX NEW	4	X(04)	A/N
288	289	POST-DIRECTIONAL NEW	2	X(02)	A/N
290	293	UNIT DESIGNATOR NEW	4	X(04)	A/N
294	303	SECONDARY NUMBER NEW	10	X(10)	A/N
304	331	CITY NEW	28	X(28)	ALPHA
332	333	STATE NEW	2	X(02)	ALPHA
334	338	FIVE DIGIT ZIP CODE NEW	5	X(05)	NUMERIC
339	339	HYPHEN	1	X(01)	HYPHEN
340	343	PLUS 4 CODE NEW	4	X(04)	NUMERIC
344	346	DPBC NEW	3	X(03)	NUMERIC
347	412	LABEL FORMAT NEW ADDRESS	66	X(66)	A/N
413	414	FILLER	2	X(02)	SPACES
415	418	POSTAGE DUE	4	9(04)	NUMERIC
419	426	PMB	8	X(08)	A/N
427	427	NOTIFICATION TYPE	1	X(01)	ALPHA
428	459	INTELLIGENT MAIL BARCODE	31	X(31)	NUMERIC
459	467	NINE DIGIT MAILER ID	9	X(09)	NUMERIC
468	559	FILLER	100	X(100)	SPACES
560	561	CARRIAGE RETURN LINE FEED	2	X(02)	CRLF

ACS Notification File Nixie Record

ACS Notification File NIXIE RECORD FORMAT					
RECORD FROM	POSITION TO	FIELD NAME	LENGTH	COBOL	DATA TYPE
1	1	RECORD TYPE	1	9(01)	NUMERIC
2	9	SEQUENCE NUMBER	8	9(08)	NUMERIC
10	15	SIX DIGIT MAILER ID	6	9(06)	NUMERIC
16	16	FILLER	1	X(01)	SPACE
17	25	MAILPIECE IDENTIFIER	9	X(09)	A/N
26	39	FILLER	14	X(14)	SPACES
40	40	DELIVERABILITY CODE	1	X(01)	ALPHA
41	43	POSTAL SERVICE SITE ID	3	9(03)	NUMERIC
44	209	FILLER	166	X(166)	SPACES
210	214	FIVE DIGIT ZIP CODE OLD	5	X(05)	NUMERIC
215	414	FILLER	200	X(200)	SPACES
415	418	POSTAGE DUE	4	9(04)	NUMERIC
419	426	FILLER	8	X(08)	SPACES
427	427	NOTIFICATION TYPE	1	X(01)	ALPHA
428	458	INTELLIGENT MAIL BARCODE	31	X(31)	NUMERIC
459	467	NINE DIGIT MAILER ID	9	X(09)	NUMERIC
468	559	FILLER	92	X(92)	SPACES
560	561	CARRIAGE RETURN LINE FEED	2	X(02)	CRLF

ACS Fulfillment Record Fields (alphabetized by field names)

Address Type: There are two fields that carry this name. One for the old address and one for the new address reflected by the field names Address Type Old and Address Type New. The field identifies the type of address that will be present in either the old or new address. Possible values are:

Value	Description	Street Name contents
F	New address is Foreign	See foreign address examples
G	Moved from or to a General Delivery	Literal "General Delivery"
H	Moved from or to a Highway Contract Route	Literal "HC"
P	Moved from or to a PO BOX	Literal "PO BOX"
R	Moved from or to a Rural Route	Literal "RR"
S	Moved from or to a Street Address	Data entry of street names
V	Moved from or to a Highway Contract Route with a Box	Literal "HC"
X	Moved from or to a Rural Route with Box	Literal "RR"

Depending on the *Address Type* the *Street Name* will always contain the LITERAL information as indicated between the quotations above.

When the *Address Type* contains the value of "P" the *Primary Number* will contain the associated box. When representing the address for mailing it must be formatted in the following manner: PO BOX 1.

When the *Address Type* contains the value of "R", "X", "H", "V", the *Primary Number* will contain the associated route. When representing the address for mailing it must be formatted in the following manner depending on the appropriate literal: RR 1 or HC 1

When the *Address Type* contains the value of "H", "V", the *Secondary Number* will contain the associated BOX designation. When representing the address for mailing it must be formatted in the following manner: RR 1 BOX 10

Please refer to the **Parsed Old and New Address** description to see examples of the address types.

Carriage Return Line Feed: Contains the control values for a Carriage Return Line Feed.

City: *City Old* and *City New* contains the city of the old or new address depending on which field is being referenced.

Class: Contains the mail class of the participant code. Possible values are:

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

* Currently not available in OneCode ACS.

Deliverability Code: Indicates the deliverability status of the mailpiece that generated this notification. Possible values include:

Value	Description
Space or blank	New address information is present
G	Post Office Box™ has been closed – created from a clerk filed COA – no new address present
K	Customer has moved and left no forwarding address - created from a USPS filed COA – no new address present
W	Temporary COA –no new address present - Temporarily Away is provided in the Parsed New Address field
Nixie Codes	Nixie notifications do not contain customer name, old address, or new address information.
A	Attempted, not known
B	Returned for better address
D	Outside delivery limits
E	In dispute
I	Insufficient address
L	Illegible
M	No mail receptacle
N	No such number
Q	Not deliverable as addressed/unable to forward
R	Refused
S	No such street
U	Unclaimed
V	Vacant
X	No such office

DPBC: Contains the Delivery Point value associated with a new address.

FILLER: Contains spaces for the length of the field.

First Name – Middle Name – Initials: The contents of this field could possibly contain the first name, middle name or initials. The names in this field may not match the names on the mailpiece.

Five Digit ZIP Code: Five Digit ZIP OLD or Five Digit ZIP NEW contains the five digit ZIP code for the old or new address depending on which field is being referenced.

Hyphen: Contains the hyphen "-"

Intelligent Mail Barcode: Contains the numeric value of the Intelligent Mail Barcode when available.

Label Format New Address: A single 66 character field contains that contains the new address components concatenated into a label format with extra spaces removed.

Mailpiece Identifier: Contains the unique mailpiece identifier present in the Intelligent Mail barcode.

Media-Type: Indicates the delivery fulfillment method

Move Effective Date: Indicates the month and year that the COA became effective - format CCYYMM.

Move Type: Contains the type of move. Possible values are:

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

Nine Digit Mailer ID: This field is being identified to allow for growth. Currently the USPS is assigning a Six Digit Mailer ID and will eventually expand to a Nine Digit ID. When this field is activated it will contain the Six or Nine Digit Mailer ID.

Notification Type: Identifies the mail class generated the notification. 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 available in OneCode ACS.

Parsed COA Name: Contains the name of the customer. If the move type is "B" (Business), then the entire Name field is treated as a single 47-character Business Name field.
Note: This name may not match the customer's name as it appears on the mailing list.

Parsed Old and New Address: Contains the old address or new address. The fields related to the parsed address may or may not contain data depending on the value contained in the *Old or New Address Type.* The following reflects how addresses will be represented or formatted in the parsed old and new address fields.

Street address format example

ADDRESS TYPE NEW	S
UBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMAY NUMBER NEW	3043
PRE-DIRECTIONAL NEW	N
STREET NAME NEW	CHISCA
STREET SUFFIX NEW	AVE
POST-DIRECTIONAL NEW	E
UNIT DESIGNATOR NEW	APT
SECONDARY NUMBER NEW	10
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

PO BOX address format example

ADDRESS TYPE NEW	P
UBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMAY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	PO BOX
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

General Delivery address format example

ADDRESS TYPE NEW	G
UBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMAY NUMBER NEW	
PRE-DIRECTIONAL NEW	
STREET NAME NEW	GENERAL DELIVERY
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38101
HYPHEN	-
PLUS 4 CODE NEW	9999
DPBC NEW	99

Rural Route address format example

ADDRESS TYPE NEW	R
UBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMAY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	RR
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

Rural Route with Box address format example

ADDRESS TYPE NEW	X
UBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMAY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	RR
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	20
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

Highway Contract Route address format example

ADDRESS TYPE NEW	H
UBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMAY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	HC
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

Highway Contract Route with Box address format example

ADDRESS TYPE NEW	V
UBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMAY NUMBER NEW	10
PRE-DIRECTIONAL NEW	
STREET NAME NEW	HC
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	20
CITY NEW	MEMPHIS
STATE NEW	TN
FIVE DIGIT ZIP CODE NEW	38134
HYPHEN	-
PLUS 4 CODE NEW	7548
DPBC NEW	43

The *Address Type Old* can not contain an "F" for Foreign. The *Address Type New* can contain "F" to convey that the new address contains a foreign address. The file format below represents the existing file layout and field names.

215	215	ADDRESS TYPE NEW	1	X(01)	ALPHA
216	243	UBANIZATION NAME NEW	28	X(28)	A/N
		PARSED NEW ADDRESS			
244	253	PRIMAY NUMBER NEW	10	X(10)	A/N
254	255	PRE-DIRECTIONAL NEW	2	X(02)	A/N
256	283	STREET NAME NEW	28	X(28)	A/N
284	287	STREET SUFFIX NEW	4	X(04)	A/N
288	289	POST-DIRECTIONAL NEW	2	X(02)	A/N
290	293	UNIT DESIGNATOR NEW	4	X(04)	A/N
294	303	SECONDARY NUMBER NEW	10	X(10)	A/N
304	331	CITY NEW	28	X(28)	ALPHA
332	333	STATE NEW	2	X(02)	ALPHA
334	338	FIVE DIGIT ZIP CODE NEW	5	X(05)	NUMERIC
339	339	HYPHEN	1	X(01)	HYPHEN
340	343	PLUS 4 CODE NEW	4	X(04)	NUMERIC

If the new address type is "F" (foreign), special processing must be used to retrieve the address information. Beginning in the new urbanization field and going to the end of the PLUS 4 CODE NEW, the information must be redefined into the following format

215	215	ADDRESS TYPE NEW	1	X(01)	ALPHA
216	252	FOREIGN ADDRESS 1	37	X(37)	A/N
253	255	FILLER	3	X(3)	SPACES
256	292	FOREIGN ADDRESS 2	37	X(37)	A/N
293	293	FILLER	1	X(01)	SPACES
294	330	FOREIGN ADDRESS 3	37	X(37)	A/N
331	335	FILLER	5	X(03)	SPACES
336	338	COUNTRY CODE	3	X(03)	A/N
339	339	FILLER	1	X(01)	A/N
340	343	SUB-CODE	4	X(04)	A/N

The fields related to the parsed address may or may not contain data depending on the value contained in the **Deliverability Code**. The following reflects how addresses will be represented in the new address fields when the *Deliverability Code* contains a "W" which indicates "TEMPORARILY AWAY".

Temporarily Away address format example

ADDRESS TYPE NEW	
UBANIZATION NAME NEW	
PARSED NEW ADDRESS	
PRIMAY NUMBER NEW	
PRE-DIRECTIONAL NEW	
STREET NAME NEW	TEMPORARILY AWAY
STREET SUFFIX NEW	
POST-DIRECTIONAL NEW	
UNIT DESIGNATOR NEW	
SECONDARY NUMBER NEW	
CITY NEW	
STATE NEW	
FIVE DIGIT ZIP CODE NEW	
HYPHEN	
PLUS 4 CODE NEW	
DPBC NEW	

Postage Due: The field identifies the forwarding postage charge for the individual mailpiece and applies only to the Standard Mail Shipper-Paid Forwarding option. This feature is currently not available in OneCode ACS.

Post-Directional: May contain directional information N/S/E/W/NW/NE/SW/SE.

PMB: (Private Mail Box) May contain delivery information for a Commercial Mail Receiving Agent (CMRA).

Pre-Directional: May contain directional information N/S/E/W/NW/NE/SW/SE.

Prefix: May contain information pertaining to the customer name. May be a title such as DR.

Primary Number: Contains the relevant value for each of the address types.

Postal Service Site ID: Contains the Postal Service Site ID that generated the notification.

Record Type: Possible values are:

Value	Description
H	Header Record
2	COA/Nixie Record

Secondary Number: Contains the value associated with a Unit Designator.

Sequence Number: Contains a value within each Mailer ID group. It is reset to 00000001 at the beginning of each group.

Six Digit Mailer ID: Contains the assigned Six digit Mailer ID.

State: Contains the state abbreviation

Street Name: Contains the name of a street.

Street Suffix: May contain a suffix abbreviate associated with the street name.

Suffix: May contain suffix information associated with the COA Name Field.

Surname Last Name: Contains the last name.

Unit Designator: Contains the abbreviated secondary descriptor of APT, STE, LOT etc.

Urbanization Name: Contains an area, sector, or development within a Puerto Rico area. When the *Address Type New* contains an "S" and the *State* contains "PR" it is possible this field will contain data.

Implementation Considerations

Window Envelopes

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." It is also recommended that the numeric "0" be presented with a slash.

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.

Change of Address processing

1. Mailing lists may contain multiple named individuals, especially in the financial and insurance environment, and may be printed on the actual mailpiece. The multiple named individuals within a base record may or may not contain the same last name. Regardless, it is the responsibility of the mail list owner to identify the primary target name for submission to the mail stream and develop processes to handle the required files returned from this process to update their files.

2. As referenced in Item 1 above, the mailpiece may have multiple individual names which could result in a change of address for only one of the individuals while the other individual remains at the address or moves to a different address. ACS transactions may not contain the same name information as on the mailpiece due to spelling issues or maiden names.

3. Determine the impact, if any, this system may have with existing COA processes such as direct customer contact, NCOA[Link] and mailpiece endorsements.

4. Utilizing the Serial number to uniquely identify the specific customer will greatly enhance the ability to update your files electronically. The Serial Number can contain an account number or other identifier for that specific customer. If you are currently utilizing Traditional ACS with a Keyline and the current keyline exceeds the length in the Serial Number or the keyline contains alphabetic characters, there are still viable alternatives available that will allow you to utilize the Serial Number field. If you are having difficulties transitioning or need assistance, contact the ACS Department at 877-640-0724.

5. It is suggested and recommended that electronic processes that utilize change of address systems utilize additional flags. These additional flags can help in the systemic decision making when processing electronic updates. Some of the flags may already be defined in the system such as, COA updated by which COA system(ACS, NCOA^{Link}, customer notification, manual correction) and the date of the update. Another flag that is strongly recommended is "prohibit electronic update". If a customer complains about an address issue this flag could be set to prevent electronic updates from any of your automated change of address processing sources. Flags could also be created to identify specific change of address sources. For instance, if a father and a son have the same name and the son files an individual move, then it is possible that an ACS transaction would be created and fulfilled to the company. The customer complains and research indicates the change came from ACS. The company could set the "prohibit electronic update" for that customer and correct the address as the customer requests.

6. Understand all of the components of the COA data, including the different styles of addresses to insure the base file is being updated properly. The publications below are recommended for reference material:

    "Postal Addressing Standards" (Publication 28)
    "Updating Address Lists Is a Smart Move" (Publication 363)

    The above material may be found at
    http://www.usps.com/publications/pubs/welcome.htm.

    "Address Information System Products Technical Guide"

    The above material may be found at
    http://ribbs.usps.gov/files/Addressing/PUBS/AIS.PDF

7. Utilize all of the tools that are available through CASS™ Certified systems. These systems can now identify if an address is known deliverable address as well as Vacant information. Contact the vendor of the CASS Certified System for additional information.

8. Download and examine an example of the OneCode ACS fulfillment file. This file can be found at http://ribbs.usps.gov/files/ACS/ONECTST3.ZIP .

9. If you are new to OneCode ACS or if you are transitioning from Traditional ACS, as part of your implementation plan, you may want to consider limiting your initial usage/deployment to a certain segment of your address list. This will provide valuable experience and make sure all of your processes are working correctly before exposing your entire list.

Application Procedures

1. Review all the documentation regarding OneCode ACS and the Intelligent Mail barcode. Additional information can be found at http://ribbs.usps.gov/onecodesolution .

2. Select the appropriate OneCode ACS options, ancillary service endorsement (if one will be used) and Service Type Identifier.

3. Provide the necessary technical requirements to the appropriate departments or third parties to confirm that the technical requirements can be accomplished to support the participation in OneCode ACS. This includes but is not limited to printing the Intelligent Mail barcode with the Serial Number (Unique Mailpiece Identifier) and downloading a test file from http://ribbs.usps.gov/files/ACS/ONECTST3.ZIP to determine how to utilize ACS fulfillment records.

4. Complete PS Form 3573, Address Change Service Application-OneCode ACS. The most current form can be found at http://ribbs.usps.gov/files/ACS/ps3573.cfm.

5. Complete PS Form 1357-W, Web Access Request. The most current form can be found at http://ribbs.usps.gov/files/ACS/ps1357w.cfm.

6. Make copies of the forms and retain a copy.

7. Submit a copy of the forms via email, fax or mail:

> ACS DEPT
> NATIONAL CUSTOMER SUPPORT CENTER
> UNITED STATES POSTAL SERVICE
> 6060 PRIMACY PKWY STE 201
> MEMPHIS TN 38188-0001
> FAX: 901-821-6204
> EMAIL: acs@usps.gov
> PHONE: 877-640-0724

8. Within 4 days of receiving the completed PS Form 3573 and PS Form 1357-W applications a notification of receipt will be confirmed via email or by phone.

9. Within 10 days of receiving the completed PS Form 3573 and PS Form 1357-W applications a letter containing Mailer IDs and other related information will be provided.

10. Review all of the information provided for accuracy and notify us immediately if any information is incorrect.

11, Please be advised that the receipt of the information above **does not mean that the authorization or approval process is complete**. Please proceed to the Activation Process.

Activation Process

1. Utilize the necessary information from the USPS to create sample mailpieces that contain the Intelligent Mail barcode. This includes but is not limited to including the Service Type Identifier, Mailer ID and Serial Number (Unique Mailpiece Identifier). <u>All ACS mail must contain a valid domestic return address on the address side of the mailpiece.</u>

2. Once a mailpiece has been finalized, samples of the mailpiece must be sent to the local Postal Service Mailpiece Design Specialist for readability approval. Failure to obtain readability approval may cause unintended results.

3. Once readability approval is obtained, submit a minimum of 50 mailpiece samples to:
    ACS DEPT
    NATIONAL CUSTOMER SUPPORT CENTER
    UNITED STATES POSTAL SERVICE
    6060 PRIMACY PKWY STE 201
    MEMPHIS TN 38188-0001

    NOTE: The 50 mailpiece examples must be actual "production ready" hardcopy mailpieces. No labels or facsimiles allowed.

4. Once the samples are received, they will be verified for placement and content only. Approval from the ACS department does not imply the mailpiece meets any readability requirements. Mailpiece readability must be approved by the local Postal Service Mailpiece Design Specialist.

5. Approval for placement and content and OneCode ACS activation can only be performed by the ACS Department located at the National Customer Support Center located in Memphis, Tn. Notification of any corrections or acceptance will be provided in writing.

6. Once approval is obtained from the NCSC ACS Department and approval is obtained for Mailpiece readability by the local Postal Service Mailpiece Design Specialist, a final internal verification of all of the information used to create the Intelligent Mail barcode and the literal ancillary endorsement (if used) should be performed. This information should be compared to documentation received from the ACS department for accuracy, such as the Service Type Identifier, Mailer Id, ancillary endorsement (if used) and OneCode ACS options. Confirm that the Serial Number (Unique Mailpiece Identifier) is being populated correctly. Contact the ACS department to confirm the information as well. Please allow seven days from the date of the NCSC ACS Department approval prior to mailing. This will allow the USPS processing facilities time to obtain the information required for processing the mail. Failure to allow this time may produce unintended results.

7. Do not change the format or placement of the ancillary service endorsement (if one is used) or change the Service Type Identifier or Mailer ID before notifying the ACS department a minimum of seven days prior to making the change on the mail. The information collected by the ACS department is utilized by USPS processing facilities to determine correct handling of the mail. Failure to coordinate changes with the ACS department will produce unintended results.

8. Once a satisfactory internal review has been performed production of OneCode ACS mailpieces may begin.

Tips on How to Improve OneCode ACS Service

- Samples of the mailpiece must be sent to the local Postal Service Mailpiece Design Specialist for readability approval. Failure to obtain readability approval may cause unintended results.

- The 50 mailpiece examples sent to the National Customer Support Center must be actual "production ready" hardcopy mailpieces. No labels or facsimiles allowed.

- Do not change the format or placement of your ancillary service endorsement (if one is used) or change your Service Type Identifier before notifying the ACS Department a minimum of seven days prior to mailing and receiving written approval.

- Verify that the Intelligent Mail barcode is correct before mailing.

- If you have any questions, please contact the ACS Department via email at acs@usps.gov or by phone at 877-640-0724 with any questions before mailing.

Frequently Asked Questions

1. Q: Can I use the Intelligent Mail barcode and Traditional ACS?
    A: Yes you can, however if you plan to leave the Traditional ACS data on the mail and utilize the Intelligent Mail barcode **to obtain discount rates only** you **must** utilize an ACS Service Type Identifier in the Intelligent Mail barcode. Please contact the ACS Department at 877-640-0724 for additional information.

2. Q: Can I use the same OneCode ACS Mailer Identifier across mail classes?
    A: Yes you can, however please contact the ACS Department at 877-640-0724 for additional information.

3. Q: Where can I find information on the Intelligent Mail barcode?
    A: http://ribbs.usps.gov/onecodesolution

4. Q: How do I get started with the Intelligent Mail barcode?
    A: http://ribbs.usps.gov/onecodesolution/getstrtd/USPSIMB_Getting_Started.pdf

5. Q: Is OneCode ACS available now?
    A: Yes

6. Q: Can I participate in OneCode ACS if I already participate in the Traditional ACS service?
    A: Yes

7. Q: Is there a list of service providers or licensed software providers that can perform this service?
    A: The USPS does not license the Intelligent Mail barcode or OneCode ACS. There may be service providers that may be able to perform this function for you, however, the USPS can not recommend any particular company.

8. Q: Does the use of OneCode ACS meet the Move Update Requirements?
    A: Yes

9. Q: Why should I participate in OneCode ACS?
    A: To take advantage of the cost savings over Traditional ACS and manual corrections, potentially lower your overall costs for maintaining your address list with change of address corrections and qualify for the Move Update Requirements. Utilizing OneCode ACS can also improve the esthetic appearance of the mailpiece and allows you to participate in other USPS services.

10. Q: What is the Mailer Identifier?
    A: The Mailer Identifier is equivalent to the Traditional ACS participant code. The Mailer Identifier will correspond to a specific mailer which is used to return OneCode ACS transactions. The Mailer Identifier is a component required in the calculation of the Intelligent Mail barcode.

11. Q: What is the Serial Number?
    A: The serial number is the equivalent to the Traditional ACS keyline code. The Serial Number is normally used to identify a specific customer from a mailing list. If the mailpiece generates a OneCode ACS transaction the Serial Number can be used as a key to update that specific customer record on your base file.

Frequently Asked Questions - continued

12. Q: What can I do with a six digit or nine digit numeric Serial Number when I currently utilize a longer alphanumeric keyline with Traditional ACS?
    A: A six digit numeric Serial Number provides for 999,999 unique codes and a nine digit numeric Serial Number provides for 999,999,999 unique codes excluding a Serial Number of zero. The Routing Code, which is a component of the Intelligent Mail barcode, contains the addressee's delivery point. Combining the two fields provide an extreme degree of uniqueness. You would not *need* to utilize the 5-digit ZIP in the serial number because it is contained in the routing code. An interim solution would be to create a table with a sequence number that corresponds to a keyline. If you are having difficulties transitioning or need assistance, contact the ACS Department at 877-640-0724.

13. Q: Regarding the ACS shipping notice, how do you count/track the 1st, 2nd and 3rd notice?
    A: The 1st, 2nd and 3rd notice is counted/tracked for a COA based on the occurrence of fields combined to make a unique key. This unique key is comprised of the participant code/mailer ID, location ID and COA key. The 1st, 2nd and 3rd notice is counted/tracked for a NIXIE based on the occurrence of fields combined to make a unique key. This unique key is comprised of the participant code/mailer ID, keyline/Serial Number (Unique Mailpiece Identifier) and COA delivery point.

14. Q: How many Mailer IDs can I obtain?
    A: The number of available Mailer IDs is finite which limits availability and how many that cam be approved for you. We suggest you review your entire mailing methodology to determine how many you may need. Your review should consist of but not limited to the utilization of Confirm, *PostalOne!,* OneCode ACS, volume, mailing frequency, products (statements vs solicitations or acquisition mailings, external customers/departments), return mail processing, change of address processing, external customer/department billing and handling, etc.