

**POSTAL SERVICE****39 CFR Part 111****Address Correction Information**

**AGENCY:** Postal Service.

**ACTION:** Proposed rule.

**SUMMARY:** The Postal Service proposes changing the ancillary service endorsements that mailers use to request an addressee's new address and to provide the Postal Service with instructions on how to handle undeliverable-as-addressed (UAA) mail.

**DATES:** Comments must be received on or before November 12, 1996.

**ADDRESSES:** All written comments should be mailed or delivered to the Manager, Address Management, U.S. Postal Service, 475 L'Enfant Plaza SW, Room 7431, Washington, DC 20260-6802. Copies of all written comments will be available at the above address for inspection and photocopying between 9 a.m. and 4 p.m., Monday through Friday.

**FOR FURTHER INFORMATION CONTACT:** Rocky Matthews, (202) 268-5790.

**SUPPLEMENTARY INFORMATION:** Currently a wide range of different ancillary service endorsements are used by mailers to request an addressee's new address and to provide the Postal Service with detailed instructions on how to handle undeliverable-as-addressed (UAA) mail. The variations of endorsements and the words used (e.g., "Address Correction" or "Postage Guaranteed") often confuse mailers, postal employees, and mail recipients. To eliminate misunderstandings about the meaning of ancillary endorsements, this rule proposes adopting an endorsement system that is simpler and more consistent than the current system.

Under the proposed rule, only three ancillary service endorsements will be available. Endorsements will consist of one keyword: "Address," "Return," or "Change," followed by the two words "Service Requested." The endorsements

will be the same for all classes of mail. Treatment for each class of mail and applicable charges will remain unchanged with the following exceptions:

(1) First-Class Mail. All current options will remain available. In addition, a new option will be available for requesting that the mailpiece not be forwarded or returned, but that the mailer be provided with a separate address correction, subject to the address correction fee. This new option will be available under the endorsement "Change Service Requested."

(2) Standard Mail (A) Single-Piece Rate. Currently, a mailer has the option of endorsing the mailpiece "Do Not Forward" to request that the Postal Service dispose of the piece if it is undeliverable, with no forwarding, no return, and no address correction provided. Under the proposed rule, this option will no longer be available. Instead, the mailer will be able to choose between using no endorsement, in which case the piece (if uninsured) will be returned to the mailer with the new address or reason for nondelivery attached, subject to return postage at the single-piece rate; or using the endorsement "Change Service Requested," in which case the Postal Service will dispose of the piece and provide the mailer with a separate notice of new address or reason for nondelivery, subject to the address correction fee.

(3) Standard Mail (A). Currently, if a mailpiece weighing 1 ounce or less is endorsed "Address Correction Requested," the entire piece is returned to the mailer with the new address or reason for nondelivery, subject to return postage at the single-piece rate; any heavier piece bearing that endorsement is disposed of and the mailer is provided with a separate notice of the new address or reason for nondelivery, subject to the address correction fee. Under the proposed rule, the Postal Service will no longer make distinctions based on the weight of the piece. Regardless of weight, any piece with the

endorsement "Change Service Requested" will receive the treatment currently accorded to a piece weighing more than 1 ounce, that is, the Postal Service will dispose of the piece and provide the mailer with a separate notice of new address or reason for nondelivery, subject to the address correction fee. The endorsement "Return Service Requested" will provide, regardless of weight, for the return of the entire piece to the mailer with the new address or reason for nondelivery, subject to the appropriate single-piece rate postage.

(4) Standard Mail (A). Currently, a mailer has the option of endorsing the mailpiece "Forwarding and Return Postage Guaranteed" to request that the Postal Service forward the piece without providing an address correction. Under the proposed rule, this option will no longer be available. Instead, a mailer desiring forwarding will use the endorsement "Address Service Requested," in which case the Postal Service will forward the piece and will provide the mailer with a separate notice of the new address, subject to the address correction fee.

(5) Standard Mail (B). Currently, a mailer has the option of endorsing the mailpiece "Do Not Forward, Do Not Return" to request that the Postal Service dispose of the piece if it is undeliverable, with no forwarding, no return, and no address correction provided. Under the proposed rule, this option will no longer be available. Instead, a mailer will be able to use the endorsement "Change Service Requested," in which case the Postal Service will dispose of the piece and provide the mailer with a separate notice of new address or reason for nondelivery, subject to the address correction fee.

The following tables summarize the current and proposed ancillary service endorsements, along with the corresponding treatment of undeliverable-as-addressed (UAA) mail bearing those endorsements.

## FIRST-CLASS MAIL, PRIORITY MAIL, AND EXPRESS MAIL

| Current  |   | Proposed                       |   |
|--|---|--------------------------------|---|
| Mailer endorsement   | USPS action   | Mailer endorsement             | USPS action   |
| Forwarding and Address Correction Requested or Forward & Address Correction. | Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged.<br>Months 13 through 18: mailpiece returned with new address attached; no charge<br>After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge | Address Service Requested ...  | No proposed change in USPS action.  |
| Address Correction Requested or Do Not Forward.                              | Mailpiece returned with new address or reason for nondelivery attached; no charge.  | Return Service Requested ..... | No proposed change in USPS action.  |
|  |   | Change Service Requested ...   | Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.<br>Not available for Priority Mail or Express Mail. Not available for mail with special services (certified, COD, insured, registered, special delivery, special handling). |
| No endorsement .....   | Months 1 through 12: mailpiece forwarded; no charge<br>Months 13 through 18: mailpiece returned with new address attached; no charge<br>After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge   | No endorsement .....           | No proposed change in USPS action.  |

## PERIODICALS

| Current                       |   | Proposed   |  |
|-------------------------------|---|--|--|
| Mailer endorsement            | USPS action   | Mailer endorsement                                   | USPS action  |
| Return Postage Guaranteed ... | First 60 days: mailpiece forwarded; no charge<br>After 60-day period, or if undeliverable: mailpiece returned with address correction or reason for nondelivery attached; appropriate Standard Mail single-piece rate charged | Address Service Requested ...                        | No proposed change in USPS action.                               |
|                               |   | Return Service Requested<br>Change Service Requested | Not available for Periodicals.<br>Not available for Periodicals. |
| No endorsement .....          | First 60 days: mailpiece forwarded; no charge<br>After 60-day period, or if undeliverable: separate address correction or reason for nondelivery provided; address correction fee charged; mailpiece disposed of by USPS      | No endorsement .....                                 | No proposed change in USPS action.                               |

## STANDARD MAIL (A)

| Current  |  | Proposed                       |  |
|--|--|--------------------------------|--|
| Mailer endorsement   | USPS action  | Mailer endorsement             | USPS action  |
| Forwarding and Return Postage Guaranteed, Address Correction Requested or Forward & Address Correction.            | Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged<br>Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged)<br>After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; only Standard Mail (A) weighted fee charged (address correction fee not charged) | Address Service Requested ...  | No proposed change in USPS action.   |
| Forwarding and Return Postage Guaranteed.  | Months 1 through 12: mailpiece forwarded; no charge<br>Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged)<br>After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; only Standard Mail (A) weighted fee charged (address correction fee not charged)  |                                | Not available (use "Address Service Requested").   |
| Do Not Forward, Address Correction Requested, Return Postage Guaranteed or Do Not Forward—Address Cor—Return Guar. | Mailpiece returned with new address or reason for nondelivery attached; only return postage at Standard Mail (A) single-piece rate charged (address correction fee not charged)  | Return Service Requested ..... | No proposed change in USPS action.   |
| Address Correction Requested   | If mailpiece 1 ounce or less: entire piece returned with new address or reason for nondelivery attached; only return postage at Standard Mail (A) single-piece rate charged (address correction fee not charged)<br>If mailpiece over 1 ounce: address correction or reason for nondelivery provided by Form 3547; subject to address correction fee   | Change Service Requested ...   | Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.<br><br>Note: if return of the mailpiece is desired, use "Return Service Requested," subject to appropriate Standard Mail (A) single-piece rate.<br>Not available (use no endorsement). |
| Do Not Forward .....   | No forwarding or return service provided   |                                |  |
| No endorsement .....   | Single-Piece Rate Mail Only: mailpiece returned with new address or reason for nondelivery attached; only return postage at Standard Mail (A) single-piece rate charged (address correction fee not charged)<br>Bulk Rate Mail Only: mailpiece disposed of by USPS   | No endorsement .....           | No proposed change in USPS action.   |

## STANDARD MAIL (B)

| Current   |  | Proposed                       |   |
|---|--|--------------------------------|---|
| Mailer endorsement  | USPS action  | Mailer endorsement             | USPS action                                     |
| Forwarding and Return Postage Guaranteed, Address Correction Requested or Forward & Address Correction.                   | Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due; separate notice of new address provided; address correction fee charged<br>Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged)<br>After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged) | Address Service Requested ...  | No proposed change in USPS action.              |
| Forwarding and Return Postage Guaranteed.   | Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due<br>Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged)<br>After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged)  |                                | (Same as no endorsement)                        |
| Do Not Forward, Address Correction Requested, Return Postage Guaranteed or Do Not Forward—Address Correction—Return Guar. | Mailpiece returned with new address or reason for nondelivery attached; only return postage at appropriate single-piece rate charged (address correction fee not charged)  | Return Service Requested ..... | No proposed change in USPS action.              |
| Do Not Forward, Do Not Return, Address Correction Requested or Do Not Forward or Return "Address Cor.                     | Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS   | Change Service Requested ...   | No proposed change in USPS action.              |
| Do Not Forward, Do Not Return.  | No forwarding or return service provided; mailpiece disposed of by USPS  |                                | Not available (use "Change Service Requested"). |
| No endorsement .....  | Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due<br>Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged)<br>After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged)  | No endorsement                 | No proposed change in USPS action               |

If these proposed standards are adopted, the Postal Service anticipates

an effective date of February 1, 1997. In that event, the Postal Service will honor

current endorsements for a period of 6 months after that date. After September

1, 1997, these and endorsements other than those adopted will be deemed invalid. For mail bearing invalid endorsements, the service under "Address Service Requested" or "Return Service Requested" will be provided to such mail as appropriate.

Although exempt from the notice and comment requirements of the Administrative Procedure Act (5 U.S.C. 553 (b), (c)) regarding proposed rulemaking by 39 U.S.C. 410(a), the Postal Service invites comments on the following proposed revisions of the Domestic Mail Manual, incorporated by reference in the Code of Federal Regulations. See 39 CFR part 111.

#### List of Subjects in 39 CFR Part 111

Postal Service.

### PART 111—[AMENDED]

1. The authority citation for 39 CFR part 111 continues to read as follows:

Authority: 5 U.S.C. 552(a); 39 U.S.C. 101, 401, 403, 404, 3001–3011, 3201–3219, 3403–3406, 3621, 5001.

2. Revise the Domestic Mail Manual as set forth below:

#### F FORWARDING AND RELATED SERVICES

##### F000 Basic Services

##### F010 Basic Information

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#### 5.0 TREATMENT—CLASSES OF MAIL

##### 5.1 Priority Mail and First-Class Mail

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#### PRIORITY MAIL AND FIRST-CLASS MAIL

| Mailer endorsement                       | USPS action   |
|--|---|
| Address Service Requested <sup>1</sup> . | Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged.<br>Months 13 through 18: mailpiece returned with new address attached; no charge.<br>After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge. |
| Return Service Requested.                | Mailpiece returned with new address or reason for nondelivery attached; no charge.  |

#### PRIORITY MAIL AND FIRST-CLASS MAIL—Continued

| Mailer endorsement                      | USPS action   |
|---|---|
| Change Service Requested <sup>1</sup> . | Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.<br>Not available for Priority Mail or mail with special services (certified, COD, insured, registered, special delivery, special handling). |
| No endorsement                          | Months 1 through 12: mailpiece forwarded; no charge.<br>Months 13 through 18: mailpiece returned with new address attached; no charge.<br>After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.  |

<sup>1</sup> Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

#### 5.2 Periodicals

Undeliverable Periodicals publications (including publications pending Periodicals authorization) are treated as described in the chart below and under these conditions:

\* \* \* \* \*

e. The publisher may request the return of copies of undelivered Periodicals publications by printing the endorsement "Address Service Requested" on the envelopes or wrappers, or on one of the outside covers of unwrapped copies, immediately preceded by the sender's name, address, and ZIP+4 or 5-digit ZIP Code. The per piece rate charged for return is the appropriate Standard Mail single-piece rate. When the address correction is provided incidental to the return of the piece, there is no charge for the correction. This endorsement obligates the publisher to pay return postage.

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#### PERIODICALS

| Mailer endorsement                       | USPS action                                    |
|--|--|
| Address Service Requested <sup>1</sup> . | First 60 days: mailpiece forwarded; no charge. |

#### PERIODICALS—Continued

| Mailer endorsement  | USPS action   |
|---|---|
| Return Service Requested.<br>Change Service Requested.<br>No endorsement <sup>1</sup> | After 60-day period, or if undeliverable: mailpiece returned with address correction or reason for nondelivery attached; appropriate Standard Mail single-piece rate charged.<br>Not available for Periodicals.<br>Not available for Periodicals.<br>First 60 days: mailpiece forwarded; no charge.<br>After 60-day period, or if undeliverable: separate address correction or reason for nondelivery provided; address correction fee charged; mailpiece disposed of by USPS. |

<sup>1</sup> Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

#### 5.3 Standard Mail (A)

Undeliverable Standard Mail (A) is treated as described in the chart below and under these conditions:

a. Insured Standard Mail (A) is treated as though endorsed "Address Service Requested."

\* \* \* \* \*

e. When a large volume of identical-weight pieces originates from a single mailer endorsed only "Return Service Requested," the USPS may use the weight of a sample of at least 25 pieces and divide that weight by the number of pieces in the sample. After the average per piece weight is determined, the pieces are weighed in bulk to determine the number of pieces subject to the single-piece rate for return. Pieces of identical weight counted in this manner, regardless of weight, are returned to the mailer with the new address or the reason for nondelivery endorsed on the piece.

f. The "weighted fee" is the appropriate Standard Mail (A) single-piece rate, multiplied by a factor of 2.472 and rounded to the next (higher) whole cent (if the computation yields a fraction of a cent in the result). The weighted fee is computed (and rounded if necessary) for each mailpiece individually. Neither the applicable postage, the factor, nor any necessary rounding is applied cumulatively to multiple pieces. The fee is used during months 1 through 12 when forwarding is unsuccessful and the piece is returned to the mailer. During months 13 through 18, this fee is charged for

pieces endorsed "Address Service Requested."

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#### STANDARD MAIL (A)

| Mailer endorsement                       | USPS action   |
|--|---|
| Address Service Requested <sup>1</sup> . | Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged.<br>Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged).<br>After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; only Standard Mail (A) weighted fee charged (address correction fee not charged). |
| Return Service Requested.                | Mailpiece returned with new address or reason for nondelivery attached; only return postage at Standard Mail (A) single-piece rate charged (address correction fee not charged).  |
| Change Service Requested <sup>1</sup> .  | Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.   |
| No endorsement.                          | Single-Piece Rate Mail Only: mailpiece returned with new address or reason for nondelivery attached; only return postage at Standard Mail (A) single-piece rate charged (address correction fee not charged).<br>Bulk Rate Mail Only: mailpiece disposed of by USPS.  |

<sup>1</sup> Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

#### 5.4 Standard Mail (B)

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Stanley F. Mires,

Chief Counsel, Legislative.

[FR Doc. 96-26089 Filed 10-9-96; 8:45 am]

BILLING CODE 7710-12-P

#### STANDARD MAIL (B)

| Mailer endorsement                       | USPS action   |
|--|---|
| Address Service Requested <sup>1</sup> . | Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due; separate notice of new address provided; address correction fee charged.<br>Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged).<br>After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged). |
| Return Service Requested.                | Mailpiece returned with new address or reason for nondelivery attached; only return postage at appropriate single-piece rate charged (address correction fee not charged).  |
| Change Service Requested <sup>1</sup> .  | Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.   |
| No endorsement                           | Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due.<br>Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged).  |

#### STANDARD MAIL (B)—Continued

| Mailer endorsement | USPS action  |
|--------------------|--|
|                    | After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged). |

<sup>1</sup> Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

#### 5.5 Express Mail

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#### EXPRESS MAIL

| Mailer endorsement         | USPS action   |
|----------------------------|---|
| Address Service Requested. | Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged.<br>Months 13 through 18: mailpiece returned with new address attached; no charge.<br>After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge. |
| Return Service Requested.  | Mailpiece returned with new address or reason for nondelivery attached; no charge.  |
| Change Service Requested.  | Not available for Express Mail.   |
| No endorsement             | Months 1 through 12: mailpiece forwarded; no charge.<br>Months 13 through 18: mailpiece returned with new address attached; no charge.<br>After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.  |