

POSTAL SERVICE**39 CFR Part 111****Address Correction Information****AGENCY:** Postal Service.**ACTION:** Final rule.

SUMMARY: This final rule sets forth the Domestic Mail Manual (DMM) standards adopted by the Postal Service to change 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. These new endorsements provide a simpler and more consistent system than the one currently in place.

Only four endorsements will be available. Endorsements will consist of one keyword: "Address," "Forwarding," "Return," or "Change," followed by the two words "Service Requested." The endorsements will be the same for all classes of mail, but the treatment for each class and applicable charges will generally remain the same as the treatment under the current system of endorsements.

DATES: This final rule is effective July 1, 1997. Comments as allowed herein must be received on or before April 14, 1997.

ADDRESSES: Mail or deliver written comments 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: On October 10, 1996, the Postal Service published for public comment in the *Federal Register* (61 FR 53280-53285) a proposed rule to change 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. This final rule contains the DMM standards adopted by the Postal Service. Changes introduced since publication of the proposed rule are enumerated in section A. Responses to public comments are provided in section B.

The provision for which comments are solicited is the new standard applied to the treatment of unendorsed UAA Single-Piece Standard Mail as described in section A.1 and discussed in section B.2 of this supplementary information.

After considering the potential effect of this provision, the Postal Service has determined to allow 15 days for public comment. First, mailers should have little difficulty evaluating the effect of this provision on their operations and preparing comments in a short period. Second, the Postal Service wants to ensure that mailers have sufficient time after the close of the comment period and publication of any possible revision to this final rule to make necessary changes to their operations before the July 1, 1997, implementation date. After review of the comments received, the Postal Service will modify the corresponding standard if such modification is determined to be appropriate.

A. Changes and Additions Since Publication of Proposed Rule

This section identifies additions and changes to the final DMM ancillary service endorsements that have been drafted in response to comments on the proposed rules.

1. A fourth ancillary service endorsement, "Forwarding Service Requested," is added. For First-Class Mail and Standard Mail (B), the optional use of this endorsement ensures that UAA pieces receive the same treatment accorded these classes of mail not bearing this or any other endorsement. For Standard Mail (A), this endorsement provides for the forwarding and return of mail without requiring a separate address correction notification.

2. The "Change Service Requested" endorsement is restricted within First-Class Mail to electronic Address Change Service (ACS) participants only. This restriction is sensible, because it limits this service to mailers who are most likely to be familiar with the consequences of electing this option—that is, disposal of UAA pieces bearing this endorsement. The mailer receives a separate notice of an address change or reason for nondelivery.

3. Unendorsed single-piece rate Standard Mail (A) that is undeliverable as addressed will be discarded by the Postal Service. An endorsement is required on the piece if forwarding or return is desired.

B. Summary of Comments

The Postal Service received 16 pieces of correspondence offering comments on the proposed rule. Respondents included major mailer associations, marketing groups, individual publishers, presort bureaus, government agencies, and other major mailers. The specific points raised in the comments are presented in the following paragraphs.

Five comments were received regarding the proposed effective date. Most of the commenters asked for more time before implementation of the new ancillary service endorsements, requesting that the final rules become effective no earlier than May 1, 1997. Several commenters recommended that the Postal Service consider implementing the change to coincide with July 1, 1997, which is the effective date for the Classification Reform move update requirement for addresses used on presorted and automation First-Class Mail. In response, the Postal Service has postponed the effective date of this rulemaking to July 1, 1997.

Five commenters stated that by eliminating the option of using the endorsement "Do Not Forward," Standard Mail (A) mailers were being forced to accept the return of Single-Piece Standard Mail and pay postage due. Currently, Single-Piece Standard Mail bearing no endorsement is returned to sender; all other Standard Mail (A) without an endorsement is neither forwarded nor returned. Two commenters suggested that all unendorsed Standard Mail (A) be given the same treatment. The Postal Service agrees. The current exception for Single-Piece Standard Mail is eliminated. All unendorsed Standard Mail (A) that is undeliverable as addressed will be discarded by the Postal Service. If forwarding or return is desired, Single-Piece Standard Mail will have to bear an endorsement.

Six commenters indicated that by eliminating the option of using the endorsement "Forwarding and Return Postage Guaranteed," Standard Mail (A) mailers were being forced to receive unwanted address correction notices. Several commenters noted that Standard Mail (A), unlike the other mail classes, is not provided any forwarding or return treatment if it lacks an ancillary service endorsement. In response to these comments and concerns, the Postal Service has added "Forwarding Service Requested" as a fourth ancillary service endorsement. This endorsement will replace the current "Forwarding and Return Postage Guaranteed" endorsement and provide the same treatment.

Six commenters questioned the need for the "Change Service Requested" option for First-Class Mail and believed that the disposal of UAA First-Class Mail should not be permitted. They believed that this option could cause confusion over when it is appropriate to discard UAA First-Class Mail. In response, the Postal Service will make this endorsement option available only to electronic Address Change Service

(ACS) participants. Only after the Computerized Forwarding System (CFS) clerk is able to confirm the ACS participation code will the Postal Service honor the "Change Service Requested" endorsement. The CFS will then transmit an electronic notification and generate a label directing that the UAA mailpiece should be discarded by the Postal Service. This limited access will ensure that only mailers most familiar with this service will receive it.

Six commenters requested additional options that are beyond the scope of this rulemaking process. These requests entail changes in rates, rate structure, and product definitions that are beyond the scope of this rulemaking.

Under the new rule, only four ancillary service endorsements will be available. Endorsements will consist of one keyword: "Address," "Forwarding," "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 treatment options will remain available. In addition, a new option will be available for requesting that UAA mailpieces 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." For First-Class Mail, this option will be available only via electronic Address Change Service (ACS) participation.

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 discard the piece if it is undeliverable, with no forwarding, no return, and no address correction provided. Under the new rule, the treatment given to pieces bearing this endorsement will become the default method of handling unendorsed UAA Single-Piece Standard Mail. Thus, Single-Piece Standard Mail mailers not desiring forwarding will be able to choose among three options: (a) using no endorsement, in which case a UAA piece (if uninsured) will be discarded if it is undeliverable; (b) using the endorsement "Return Service Requested," in which case a UAA piece will be returned with the new address or reason for nondelivery attached, subject to return postage at the single-piece rate; or (c) using the endorsement "Change Service Requested," in which case a UAA piece will be discarded and the mailer provided with a separate notice of new address or reason for nondelivery, subject to the address correction fee.

3. *Standard Mail (A)*. Currently, if a UAA mailpiece weighing 1 ounce or less is endorsed "Address Correction Requested," the 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 UAA piece bearing that endorsement is discarded 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 new rule, the

Postal Service will no longer make distinctions based on the weight of the piece. Regardless of weight, any UAA 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 discard UAA pieces and provide the mailer with separate notices 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 UAA pieces to the mailer with the new address or reason for nondelivery, subject to the appropriate single-piece rate postage.

4. *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 discard the piece if it is undeliverable, with no forwarding, no return, and no address correction provided. Under the new 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 discard UAA pieces and provide the mailer with separate notices of new address or reason for nondelivery, subject to the appropriate address correction fee.

The following tables summarize the current and new (effective July 1, 1997) ancillary service endorsements, along with the corresponding treatment of undeliverable-as-addressed (UAA) mail bearing those endorsements.

BILLING CODE 7710-12-P

First-Class Mail, Priority Mail, and Express Mail

CURRENT		NEW (effective July 1, 1997)	
Mailer Endorsement	USPS Action on UAA Pieces	Mailer Endorsement	USPS Action on UAA Pieces
"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. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.	"Address Service Requested"	No change in USPS action.
		"Forwarding Service Requested"	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge. Note: Same USPS action as no endorsement.
"Address Correction Requested" or "Do Not Forward"	Mailpiece returned with new address or reason for nondelivery attached; no charge.	"Return Service Requested"	No change in USPS action.
		"Change Service Requested" * *First-Class Mail only available via electronic ACS participation.	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS. Not available for Priority Mail or Express Mail. Not available for mail with special services (e.g., certified or registered mail).
no endorsement	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.	no endorsement	No change in USPS action.

Periodicals

CURRENT		NEW (effective July 1, 1997)	
Mailer Endorsement	USPS Action on UAA Pieces	Mailer Endorsement	USPS Action on UAA Pieces
"Return Postage Guaranteed"	First 60 days: mailpiece forwarded; no charge.	"Address Service Requested"	No change in USPS action.
	After 60-day period, or if undeliverable: mailpiece returned with address correction or reason for nondelivery attached; appropriate Standard Mail single-piece rate charged.		
no endorsement		"Forwarding Service Requested"	Not available for Periodicals.
		"Return Service Requested"	Not available for Periodicals.
		"Change Service Requested"	Not available for Periodicals.
	First 60 days: mailpiece forwarded; no charge. 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 change in USPS action.

Standard Mail (A)

CURRENT		NEW (effective July 1, 1997)	
Mailer Endorsement	USPS Action on UAA Pieces	Mailer Endorsement	USPS Action on UAA Pieces
"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.	"Address Service Requested"	No change in USPS action.
	Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged).		
"Forwarding and Return Postage Guaranteed"	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).	"Forwarding Service Requested"	No change in USPS action.
	Months 1 through 12: mailpiece forwarded; no charge.		
"Do Not Forward, Address Correction Requested, Return Postage Guaranteed" or "Do Not Forward — Address Cor — Return Guar"	Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged).	"Return Service Requested"	No change in USPS action.
	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 Correction 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"	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS. Note: if return of the mailpiece is desired, use "Return Service Requested," subject to appropriate Standard Mail (A) single-piece rate.
	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). If mailpiece over 1 ounce: address correction or reason for nondelivery provided by Form 3547; subject to address correction fee.		
"Do Not Forward"	No forwarding or return service provided.	no endorsement	Not available (use 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). Bulk Rate Mail Only: mailpiece disposed of by USPS.		

Standard Mail (B)

CURRENT		NEW (effective July 1, 1997)	
Mailer Endorsement	USPS Action on UAA Pieces	Mailer Endorsement	USPS Action on UAA Pieces
"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. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). 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 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. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). 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).	"Forwarding Service Requested"	No change in USPS action. Note: Same USPS action as no endorsement.
"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 appropriate single-piece rate charged (address correction fee not charged).	"Return Service Requested"	No 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 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. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). 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 change in USPS action.

The new ancillary service endorsements take effect July 1, 1997. The Postal Service will honor current endorsements for a period of 6 months after that date, with the exception of mail bearing no endorsement. Unendorsed mail received after July 1, 1997, will be handled under the new system that takes effect July 1, 1997.

After January 1, 1998, the current endorsements 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. Specifically, if a mailpiece bears an endorsement that implies that forwarding service was desired, "Address Service Requested" will be provided. If a mailpiece bears an endorsement that implies that no forwarding was desired, "Return Service Requested" will be provided.

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:

A ADDRESSING

A000 Basic Addressing

A010 General Addressing Standards

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4.0 RETURN ADDRESS

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4.2 Ancillary Services

[Amend 4.2 by replacing "(e.g., "Return Postage Guaranteed")" in the first sentence with "(e.g., "Return Service Requested")" to read as follows:]

The USPS uses the return address to provide ancillary services requested by

the mailer (e.g., "Return Service Requested").* * *

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7.0 ADDITIONAL STANDARDS FOR PERIODICALS

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7.4 Return Address

[Amend 7.4 by replacing "Return Postage Guaranteed" with "Address Service Requested" to read as follows:]

The return address must appear on any mailing wrapper that is endorsed "Address Service Requested."

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A900 Customer Support

A910 Mailing List Services

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6.0 ELECTION BOARDS AND VOTER REGISTRATION COMMISSIONS

6.1 General

[Amend 6.1 by replacing "Address Correction Requested" with "Return Service Requested" to read as follows:]

Election boards or voter registration commissions may use the "Return Service Requested" endorsement and/or the National Change of Address (NCOA) system to maintain current address lists.

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E ELIGIBILITY

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E100 First-Class Mail

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E130 Nonautomation Rates

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3.0 PRESORTED RATE

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3.3 Address Quality

[Amend 3.3 by replacing in the first sentence "(e.g., the "Address Correction Requested" endorsement, ACS, or NCOA)" with "(e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or

National Change of Address (NCOA))" to read as follows:]

Effective July 1, 1997, addresses on all pieces claimed at the Presorted rate must be updated within 180 days before the mailing date by a USPS-approved address update tool (e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA)).

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E140 Automation Rates

1.0 BASIC STANDARDS

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1.3 Address Quality

[Amend 1.3 by replacing in the first sentence "(e.g., the "Address Correction Requested" endorsement, ACS, or NCOA)" with "(e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA))" to read as follows:]

Effective July 1, 1997, addresses on all pieces claimed at automation rates must be updated within 180 days before the mailing date by a USPS-approved address update tool (e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA)).

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F FORWARDING AND RELATED SERVICES

F000 Basic Services

F010

Basic Information

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[Revise heading of 5.0 to read as follows:]

5.0 CLASS TREATMENT FOR ANCILLARY SERVICES

5.1 Priority Mail and First-Class Mail

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PRIORITY MAIL AND FIRST-CLASS MAIL

Mailer endorsement	USPS action on UAA pieces
"Address Service Requested" ¹	Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.
"Forwarding Service Requested"	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; no charge. 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 on UAA pieces
"Change Service Requested" ²	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS. Not available for Priority Mail or mail with special services (e.g., certified or registered mail).
Option available only via electronic Address Change Service (ACS) and only for letters and sealed parcels and postal and postcard subclasses.	
No endorsement	Same as USPS action for "Forwarding Service Requested."

¹ Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

² Valid only for Address Change Service (ACS) participating First-Class 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.

PERIODICALS

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

¹ 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 and is endorsed "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 sender 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 up to the next whole cent (if the computation yields a fraction of a cent). 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 charged when an unforwardable or undeliverable piece is returned to the sender and the piece bears the endorsement "Address Service Requested" or "Forwarding Service Requested." Use of these endorsements obligates the sender to pay the weighted fee on any returns.

STANDARD MAIL (A)

Mailer endorsement	USPS action on UAA pieces
"Address Service Requested" ¹	Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged). 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).
"Forwarding Service Requested"	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged).

STANDARD MAIL (A)—Continued

Mailer endorsement	USPS action on UAA pieces
	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" ¹	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.
No endorsement	Mailpiece disposed of by USPS. (No exception for Single-Piece Standard Mail.) Single-Piece Standard Mail must be endorsed if forwarding or return is desired.

¹ Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

5.4 Standard Mail (B)

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STANDARD MAIL (B)

Mailer endorsement	USPS action on UAA pieces
"Address Service Requested" ¹	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. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). 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).
"Forwarding Service Requested"	Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). 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" ¹	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.
No endorsement	Same as USPS action for "Forwarding Service Requested."

¹ 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 on UAA pieces
"Address Service Requested"	Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.
"Forwarding Service Requested"	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; no charge. 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	Same as USPS action for "Forwarding Service Requested."

6.0 ENCLOSURES OR ATTACHMENTS

6.1 Periodicals

[Amend 6.1 by replacing "Return Postage Guaranteed." with "Address Service Requested." in the last sentence to read as follows:]

* * * Undeliverable Periodicals publications (including publications pending Periodicals authorization) with an incidental First-Class Mail attachment or enclosure are treated as dead mail unless endorsed "Address Service Requested."

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F020 Forwarding

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3.0 POSTAGE FOR FORWARDING

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3.5 Standard Mail (A)

[Amend 3.5 by replacing "address correction service endorsement" with "ancillary service endorsement" and "(e.g., "Special Standard Mail Rate, Forwarding and Return Postage Guaranteed")" with "(e.g., "Special Standard Mail Rate, Forwarding Service Requested")" to read as follows:]

Standard Mail (A) is subject to collection of additional postage from the mailer when forwarding and return service is provided. Mail that qualifies for a single-piece Standard Mail (B) rate is returned at that rate if the mailer's ancillary service endorsement specifies the Standard Mail (B) rate (e.g., "Special Standard Mail Rate, Forwarding Service Requested").

3.6 Standard Mail (B)

[Amend 3.6 by replacing "Do Not Forward, Do Not Return" in the second sentence with "Change Service Requested" to read as follows:]

Standard Mail (B) is subject to the collection of additional postage at the applicable rate for nonlocal forwarding if guaranteed by the sender. Unless endorsed "Change Service Requested," all Standard Mail (B) is delivered as directed without additional postage charge when the old and new addresses are served by the same post office. The addressee may refuse any piece of Standard Mail (B) that has been forwarded. This refusal does not revoke the right to have other Standard Mail (B) forwarded. If the addressee does not want to pay forwarding postage for all Standard Mail (B), the addressee must ask the postmaster of the new address to use Form 3546 to notify the postmaster of the old address to

discontinue the forwarding of Standard Mail (B).

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F030 Address Correction, Address Change, and Return Services

1.0 ADDRESS CORRECTION SERVICE

1.1 Purpose

[Revise 1.1 to read as follows:]

If mail cannot be delivered as addressed, address correction service allows the sender on request, using the appropriate ancillary service endorsement under F010, to obtain the addressee's new (forwarding) address (if the addressee filed a change-of-address order with the USPS) or the reason for nondelivery. Address correction service is available alone or in combination with forwarding and return service.

[Redesignate current 1.2 through 1.4 as 1.3 through 1.5, respectively; add new 1.2 to read as follows:]

1.2 Invalid Endorsement

Any obsolete ancillary service endorsement or similar sender endorsement not shown in F010 is considered invalid for address correction service. A mailpiece bearing an invalid endorsement is handled as follows:

- If forwarding service is implied, "Address Service Requested" is provided.
- If forwarding is not implied, "Return Service Requested" is provided.

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3.0 SENDER INSTRUCTION

3.1 Mail Not Forwarded

[Amend 3.1 by revising 3.1b to read as follows:]

The following types of mail are not forwarded:

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b. Mail showing specific instructions of the sender (e.g., "Return Service Requested" or "Change Service Requested").

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3.2 Special Services

[Amend 3.2 by revising 3.2d to read as follows:]

A change-of-address order covers certified, collect on delivery (COD), insured, registered, and return receipt for merchandise mail unless the sender gives other instructions or the addressee moves outside the United States. This mail is treated as follows:

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d. Insured Standard Mail (A) without any other endorsement is treated as though endorsed "Forwarding Service

Requested." The USPS forwards the mail and, if still undeliverable as addressed, returns it to the sender with the new address or reason for nondelivery attached.

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G GENERAL INFORMATION

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G090 Experimental Classifications and Rates

G091 Barcoded Small Parcels

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4.0 ADDRESS INFORMATION

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4.3 Address Quality

[Amend 4.3 by replacing in the first sentence "(e.g., the "Address Correction Requested" endorsement, ACS, or NCOA)" with "(e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA))" to read as follows:]

Effective July 1, 1997, addresses on all pieces claimed at automation rates must be updated within 180 days before the mailing date by a USPS-approved address update tool (e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA)).

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P POSTAGE AND PAYMENT METHODS

P000 Basic Information

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P020 Postage Stamps and Stationery

P021 Stamped Stationery

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2.0 PERSONALIZED STAMPED ENVELOPE

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[Revise 2.5 to read as follows:]

2.5 Optional Information

The following endorsements and instructions printed in at least 8-point type may be included as part of the return address:

a. Any ancillary service endorsement under F010 that requests address correction, forwarding, or return appropriate for the intended class of mail (e.g., "Address Service Requested"). The endorsement must appear directly below the return address, separated with a minimum clear space of 1/4 inch.

b. Any sender instruction under F030 that specifies a period for holding mail, not fewer than 3 and not more than 30

days (e.g., "AFTER 5 DAYS RETURN TO"). The instruction must appear directly above the return address. If such an instruction is printed on envelopes at Standard Mail (A) rates, those envelopes must also bear an authorized ancillary service endorsement that provides for return postage.

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An appropriate amendment to 39 CFR 111.3 will be published to reflect these changes.

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