



August 24, 2012

Dear Traditional ACS™ Customer:

Recently you received a letter to announce that the USPS® is preparing to introduce new ancillary service options for ACS mailers that will be driven by the Service Type ID (STID) in the Intelligent Mail® barcode. At the request of mailers and commercial software developers, the deployment dates have been extended as described below. This additional time will enable mailers to obtain and install updated software products that will assist in their implementation of the new ancillary service options.

If you do not use the Intelligent Mail barcode on your mail, the new changes will not affect you and you can disregard this announcement. If you are not using the Traditional ACS Participant Code (i.e. "#BWZZZ") on your mail, or if you will no longer be using the Traditional ACS service on March 1, 2013, you may disregard this announcement.

Currently, Traditional ACS users are instructed to use a Service Type ID in the IM® barcode to indicate the ancillary service option desired. In March 2013, the Postal Service™ will be introducing new STIDs to allow more flexibility in how mailers request a number of different services. As a result of this change, mailers using Traditional ACS service will need to begin using a different STID if they want to continue to receive Traditional ACS notices. The new STIDs will be reflected in the January 27, 2013 *PostalOne!*® release and in the commercial software you may be using to manage your mail production and documentation. After January 27, you should begin to convert to the new Traditional ACS STID reflecting your desired ancillary service request in your IM barcode. Please review the schedule below to plan your changeover to the new Traditional ACS STIDs.

January 27, 2013 through February 28, 2013 is the transition period for mailers that wish to receive Traditional ACS from the Participant Code (example #BWXYZZZ) and optional keyline printed on their mail. During the transition period you must:

- Start using the new Traditional ACS STID (see table below) for your desired ancillary service in the Intelligent Mail barcode on your mail when Traditional ACS is requested.
- Continue to print the Traditional Participant Code, (optional) keyline, and the printed ancillary service endorsement on your mail.
- Notify the ACS Department if you wish to CHANGE your preferred ancillary service and/or option for your Participant Code before you mail with the new endorsement. No notice is needed if you are not changing your endorsement.
- Notify the ACS Department if you START using the Intelligent Mail barcode on mail with your Participant Code during the transition period.
- No other changes to any other mail piece preparation requirements are needed.

March 1, 2013 is the deadline for use of these newly assigned STIDs for both Basic and Full Service options. This means:

- Mailer IDs that were previously "disabled" (i.e. "turned off") so Traditional ACS can be created will be automatically re-enabled (i.e. "turned on") on March 1.
- ACS from the Participant Code (i.e. #BWXYZZZ) and (optional) keyline will be created ONLY when the new STID is in the Intelligent Mail barcode. You will not get ACS from your Participant Code if the old STID is in the IM barcode.

- If you wish to CHANGE your preferred ancillary service and/or option, simply use the new STID assigned for that preference and print the new endorsement (or “Electronic Service Requested”) on your mail.
- The same Mailer ID can now be used in an IM barcode to request OneCode ACS®, Full Service or Traditional ACS. Just use the OLD Basic or Full Service STID in the table below to request OneCode or Full Service ACS and use the NEW STID when you want Traditional ACS from the Participant Code printed on your mail.
- If you do not print the IM barcode on your mail, you will not be affected by this change.

As new ancillary service endorsement options are introduced during the next 2 years, new STIDs will be announced. Make future changes to STIDs as simple as possible in your processes so you can begin to take advantage of new services and options as they are made available.

The table below has been created to help Traditional ACS mailers determine which Service Type ID will provide the desired ancillary service and ACS record format. The newly-assigned STIDs will also be published in the *Guide to Intelligent Mail for Letters and Flats*.

Use of the previously-published STIDs beyond March 1, 2013 may result in the inability to receive your selected "Option" or may result in address correction notice fulfillment in a non-Traditional ACS format.

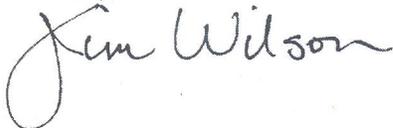
Traditional ACS™ IM™ barcode Service Type ID Conversion Table

Class of Mail	Address Correction Option	Basic option w/o IMb Tracing		Basic option with IMb Tracing		Full-Service w/o IMb Tracing		Full-Service with IMb Tracing	
		OLD	Jan 27 2013	OLD	Jan 27 2013	OLD	Jan 27 2013	OLD	Jan 27 2013
First Class Mail	Traditional ACS – ASR Opt 1 Address Service Requested Option 1	080	501	140	500	081	505	141	503
	Traditional ACS – ASR Opt 2 Address Service Requested Option 2	080	507	140	506	081	509	141	508
	Traditional ACS – CSR Opt 1 Change Service Requested Option 1	082	517	240	515	083	521	241	519
	Traditional ACS – CSR Opt 2 Change Service Requested Option 2	082	510	240	530	083	512	241	511
Periodical	Traditional ACS	784	600	244	599	038	602	045	601
	Traditional ACS – with ASR * Address Service Requested *	*	*	*	*	*	*	*	*
Standard Mail	Traditional ACS – ASR Address Service Requested	090	540	142	539	091	542	143	541
	Traditional ACS – CSR Change Service Requested	092	560	242	559	093	562	243	561
Bound Printed Matter	Traditional ACS – ASR Address Service Requested	424	603	-	-	423	604	-	-
	Traditional ACS – CSR Change Service Requested	431	613	-	-	430	614	-	-

* This ancillary service option for Periodicals requires a printed endorsement and will result in the return of undeliverable and not-forwardable Periodicals as “Postage Due”. ACS is only provided on Periodicals that can be forwarded during the first 60 days after the addressee's move effective date. If the Periodical 60 day forwarding period has expired, or if Nixie, return postage will be charged at the First Class price for the weight of the piece. If this ancillary service is desired for your Periodical, contact the ACS Department at ACS@usps.gov to request the appropriate Service Type ID information.

We look forward to working with you during this improvement process and thank you for using ACS to update your mailing list(s). If you need assistance, please contact the ACS Department via email (acs@usps.gov) or phone 877-640-0724 Option 1.

Sincerely,

A handwritten signature in black ink that reads "Jim Wilson". The signature is written in a cursive style with a large, looping initial "J".

James D. Wilson
Manager, Address Management