
Appendix D

Glossary of ACS

Acronyms and

Terminology

July 28, 2013

V 1.1

The following trademarks are among the many trademarks owned by the United States Postal Service: ACS™, CASS™, CASS Certified™, Certified Mail™, DMM®, FAST®, First-Class™, First-Class Mail®, Full-Service ACS™, IM®, IMb™, IMb Tracing™, Intelligent Mail®, OneCode ACS®, OneCode Solution®, PLANET Code®, *PostalOne!*®, POSTNET™, Postal Service™, Priority Mail®, Registered Mail™, RIBBS®, Standard Mail®, The Postal Service®, United States Postal Service®, USPS®, USPS.COM®, ZIP™, ZIP Code™, ZIP + 4® and ZIP+4™.

Change History

Version #	Date	Page #	Title	Description of Change
1.0	1/22/13		Appendix D ACS Acronyms and Terms	New document
1.1	7/28/13			added acronyms and terms

Appendix D – Glossary of ACS Terms and Acronyms

Acronyms

ACS™	ACS™
AS or ASR	Address Service Requested
BCG	Business Customer Gateway
CAPS	Centralized Accounting Payment System
CFS	Computerized Forwarding System
COA	Change of Address
CRID	Customer Register Identifier
CS or CSR	Change Service Requested
DNF	Do Not Forward
FS	Full Service (PostalOne!)
HC or HCR	Highway Contract (Route)
IMb®	Intelligent Mail barcode ®
IMpb®	Intelligent Mail package barcode ®
MID	Mailer Identifier
NCOA	National Change of Address
NCSC	National Customer Support Center
PARS	Postal Automated Redirection System
PID	Participant Identifier
PMB	Private Mail Box
PO!	POSTAL ONE! (Full Service)
RR	Rural Route
RTS	Return to Sender
SSACS	SingleSource ACS
STID	Service Type Identifier
UAA	Undeliverable as Addressed
USPS ®	United States Postal Service ®
ZIP ®	Zone Improvement Plan

Postal Term	Definition
ancillary service	Forwarding, Change, Return, or Address Correction Service included within a mail class. Depending on the mail class, these services are performed at a charge or at no additional charge, if and when the service is actually provided. Also see <i>Forward</i> .
ancillary service endorsement	A marking used by a mailer to request the new address of an addressee and to provide the USPS with instructions on how to handle mail that is undeliverable as addressed. Also see <i>address correction service</i> .
commercial mail receiving agency (CMRA)	A private business that acts as the mail receiving agent for specific clients by providing a delivery address and other services.
Computerized Forwarding System (CFS)	A centralized, computerized address label-generating operation that performs address correction and forwards or returns undeliverable-as-addressed mail to customers.
dead mail	Mail that is undeliverable as addressed and cannot be returned to the sender (usually because there is no return address on the piece).
endorsement	An authorized marking on a mailpiece that shows handling instructions, a service, or a request for an ancillary service. Also see <i>marking</i> .
face	The side of a mailpiece with the delivery address. Also, to arrange mail in a uniform orientation; that is, with the delivery address facing forward and the postage area positioned in the upper right corner.
First-Class Mail® (FCM)	A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Priority Mail is a subclass of First-Class Mail. Any mailable matter may be sent as First-Class Mail.
flat	The general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat.
flat-size mail	A flexible rectangular mailpiece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for the mail processing category (15 inches long, 12 inches high, 3/4 inch thick). Dimensions are different for Periodicals automation flat-size mail. Flat-size mail may be unwrapped, sleeved, wrapped, or enveloped.
Fleet Post Office (FPO)	A branch of a designated USPS civilian Post Office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, that serves Coast Guard, Navy, or Marine Corps personnel. Also see <i>military Post Office</i> .
forward	To redirect mail to the intended recipient's new delivery address in cases where PS Form 3575, Change of Address Order, or other written or personal notice has been filed with the local Post Office. Also see ACS (ACS), address correction service, and ancillary service.
keyline	Optional mailer information printed in or above the address or in the lower left corner of the envelope. The information in a keyline identifies the mailpiece and its presort level. Under some postage payment systems, the keyline is a required line that contains specific information about the mailpiece.
letter	According to the Private Express Statutes, a message directed to a specific person or an address and recorded in or on a tangible object. Also a shortened way to refer to letter-size mail.
letter-size mail	A mail processing category of mailpieces, including cards, that do not exceed any of the dimensions for letter-size mail (i.e., 11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick).
Library Mail	A subclass of Package Services for items sent to or from or exchanged between academic institutions, public libraries,

	museums, and other authorized organizations. Books, sound recordings, academic theses, and certain other items may be mailed at the Library Mail price if properly marked.
machineable	The ability of a mailpiece to be sorted by mail processing equipment. Compare with non-machineable.
mail	Any mailable matter that is accepted for mail processing and delivery by the USPS. Also, the sum total of the mail at any time that is in USPS custody. To deposit a mailable item in a collection box or present the item (or a mailing for large quantities of mailpieces) at a Post Office or business mail entry unit.
mail class	The classification of domestic mail according to content (e.g., personal correspondence versus printed advertising). It is codified in the Mail Classification Schedule.
mailing	A group of mailpieces within the same mail class and mail processing category that may be sorted together under the appropriate standards. Also, the action of depositing or presenting mail at a Post Office.
mailing agent	A private third party that mails on behalf of someone else.
Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)—	The USPS manual that contains the standards governing domestic mail services, descriptions of the mail classes and services and conditions governing their uses, standards for price eligibility and mail preparation, and all postage prices and fees. Domestic mail is classified by size, weight, shape, content, service, and other factors.
marking	Words or abbreviations printed on a mailpiece that show the class of mail, presort level, or ancillary service endorsement. See also endorsement.
Media Mail	A subclass of Package Services that consists of books, sheet music, printed educational material, film, videocassettes, and computer prerecorded media such as CD-ROMs. Advertising restrictions apply.
Merlin ®	MERLIN is an acronym for Mail Evaluation Readability Lookup Instrument, is a tool that is used by the U.S. Postal Service to assist with the acceptance of business mail.
Military Post Office (MPO)	A branch of a U.S. civil Post Office operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. Also see Army Post Office (APO) and Fleet Post Office (FPO).
NCOALink®	An address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists submitted to them on tape or disk against change-of-address information for the entire country from all Computerized Forwarding System units. If a match is made, NCOALink can correct the address before it is printed on a mailpiece. Additional information and a list of Vendors and Licensees that have been certified through CASST™ and MASS™ address matching software is available online.
nixie	(mail that is undeliverable for reasons other than a move)
non-machineable	The inability of a mailpiece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed manually.
Nonprofit Standard Mail	A subclass of Standard Mail® that is available only to qualified organizations specified by U.S. statute.
OneCode ACS®	OneCode is a type of ACS service that use IM barcode, STID, MID and Sequence number applied to a mailing
Package Services	A class of mail that comprises four subclasses: Bound Printed Matter, Library Mail, Parcel Post, and Media Mail. There is no minimum weight limit for Package Services.
parcel	Mail that does not meet the mail processing category of letter-size mail or flat-size mail. It is usually enclosed in a mailing container such as a box.
Parcel Post	A subclass of Package Services with prices based generally on weight and zone.
Periodicals	A class of mail consisting of magazines, newspapers, or other publications formed of printed sheets that are issued

	at least four times a year at regular, specified intervals (frequency) from a known office of publication. Periodicals usually must have a legitimate list of subscribers and requesters.
piece	An individually addressed mailpiece. This definition also applies when the term "piece" is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
postage	Payment for delivery service that is affixed or imprinted to a mailpiece, usually in the form of a postage stamp, permit imprint, or meter stamp.
postcard	A privately printed mailing card. Compare to stamped card.
Presorted Standard	The postage price for Standard Mailpieces that are part of a mailing and that meet minimum volume and preparation requirements.
Price List (Notice 123)	The Price List is a 44-page publication that contains domestic and international prices and fees in a concise and accessible manner.
Pricing and Classification Service Center (PCSC)	A USPS field office that provides guidance to employees and customers on mail classification, postage prices, and mail preparation.
Priority Mail ®	First-Class Mail that weighs more than 13 ounces and, at the mailer's option, any other mail matter weighing less than 13 ounces mailed at Priority Mail prices. Priority Mail provides expedited delivery. Any mail able matter may be sent as Priority Mail.
Publication 8, Pub8	Pub8 serves as an overview of all ACS services
Quick Service Guide (QSG)	Publication 95, Quick Service Guide, a concise overview of mail preparation and deposit for specific mail classes.
rural route (RR)	A delivery route served by a rural carrier.
shipper paid forwarding (SPF) Forwards	An ACS (ACS) fulfillment vehicle used with Traditional ACS. It allows mailers of Standard Mail machineable parcels and most Package Services pieces to pay forwarding charges via approved ACS participant code(s).
shipper paid forwarding (SPS) Forwards and Returns	An ACS (ACS) fulfillment vehicle used with IMpb ACS to pay for Forwarding and Return shipping cost via the mailers ACS account. It allows mailers of Standard Mail machineable parcels and most Package Services pieces to pay forwarding charges via approved IMpb ACS MID and SingleSource.
Standard Mail ®	A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Carrier Route Standard Mail, and Nonprofit Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail may be sent at Carrier Route, automation, non-automation, and Not Flat-Machineable prices.
SingleSource ACS	Mailers using SSACS receives all ACS fulfillment files and billing via the EPF website.
subclass	A subdivision of a mail class, usually based on the consideration of a physical characteristic rather than content.
tap test	When an insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone, and a clear space must be maintained that is at least 1/8 inch between the barcode and the left and right edges of the window, at least 1/25 inch between the barcode and the top edge of the window, and at least 3/16 inch between the barcode and the bottom edge of the mailpiece.
Traditional ACS	A type of ACS that uses a PID (registered to a mailer) and a keyline
Undeliverable-As-Addressed (UAA)	Mail that the USPS cannot deliver as addressed and must forward to the addressee, return to the sender, or send to a

	mail recovery center.
--	-----------------------