

# Post Offices

## Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	19-7557	67128	KS	Rago	Kingman	Main Office	Post Office	09/30/1999	Post Office and ZIP Code discontinued. Establish a place name. Rago KS becomes an acceptable last line for use with ZIP Code 67142.
New	19-8569	67142	KS	Spivey	Kingman	Rago	Place Name	09/30/1999	
Old	46-7146	57708	SD	Rapid City	Meade	Bethlehem	Community Post Office	06/19/1999	Community Post Office, ZIP Code, and place name discontinued. Use Piedmont SD 57769 as the last line of address.
New	46-6768	57769	SD	Piedmont	Meade	Main Office	Post Office	06/19/1999	

— Address Management, Delivery, 1-13-00

### POM REVISION

### Zip Code Authorization and Assignment

Effective January 13, 2000, *Postal Operations Manual (POM) 8* is revised to assist district address management offices in the preparation of ZIP Code request packages. PS Form 1362, *Status Change Request/Report*, has been revised, and the following forms have been added for ZIP Code authorization and assignment:

- PS Form 5401, *Documentation to Establish a Delivery ZIP Code.*
- PS Form 5402, *Documentation to Establish a Post Office Box ZIP Code.*
- PS Form 5403, *Documentation to Establish a Shared ZIP Code.*
- PS Form 5404, *Documentation to Establish a Unique ZIP Code.*

These revisions replace Management Instruction PO-410-92-1, *ZIP Code Authorization and Assignment*, and will be incorporated into the next printed version of the POM and in the online POM available on the Policies and Procedures page of the Postal Service Intranet (<http://blue.usps.gov/cpim>; click on *manuals*).

### Postal Operations Manual (POM)

4	Mail Processing Procedures	*	*	*	*	*
43	ZIP Codes and the ZIP+4 System	*	*	*	*	*

[Add new 439.]

439	ZIP Code Authorization and Assignment
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### 439.1 Definitions

The following definitions are helpful in understanding the ZIP Code system:

- a. *Address Management System (AMS).* An integrated database located at the San Mateo Integrated Business Solutions Center and maintained by the local AMS office. It is the official source of address information.
- b. *Delivery ZIP Code.* A ZIP Code assigned to postal geographic delivery areas. It may serve box sections, vertical improved mail (VIM) units, and military installations.
- c. *Post Office Box ZIP Code.* A ZIP Code assigned exclusively to post office boxes and/or general delivery.
- d. *Post Office Discontinuances:*
  - (1) *Close.* An action in which post office operations are permanently discontinued without providing a replacement facility in the community. Replacement services are provided by a neighboring post office, highway contract carrier, rural route carrier, or city delivery carrier.
  - (2) *Consolidate.* An action that converts an independent post office into a contracted community post office, classified station, or classified branch.
- e. *Shared ZIP Code.* A ZIP Code that is shared by customers who primarily use prebarcoded FIM A (courtesy reply mail (CRM)) or FIM C (business reply mail (BRM)). Shared ZIP Code mail can be distributed beyond a 5-digit level.
- f. *Unique ZIP Code.* A ZIP Code that is assigned exclusively to a single firm or government agency. Unique ZIP Code mail will be distributed only to a 5-digit level.

**439.2 Assignment Criteria for New ZIP Codes****439.21 Delivery ZIP Code**

The Postal Service will not assign ZIP Codes solely to provide community identity.

**439.211 Establish Delivery ZIP Code**

Before any ZIP Code can be authorized or assigned, the manager of the district AMS office must prepare a long-range study of ZIP Codes in his or her district and keep it on file. The AMS manager is responsible for monitoring delivery growth patterns, facilities planning, and any other factors that will alter the existing ZIP Code boundaries. The long-range study requires input from delivery managers for growth patterns to be planned and established. This includes 5-year and 20-year projections in areas that could be affected. This planning approach will stabilize delivery ZIP Code areas and assist in reducing constant changes in schemes. Any plan of action must not compromise the integrity or stability of the 5-digit ZIP Code system (see PS Form 5401, *Documentation to Establish a Delivery ZIP Code* (Exhibit 439.211)).

Establishment of delivery ZIP Code geographic boundaries should minimize the number of customer addresses affected and should be consistent with current and future mail processing needs. District officials should consider municipal boundaries and customer interests in all zone splits. If a ZIP Code that is being considered for adjustment crosses municipal boundaries, consult municipal offices before submitting the proposal, and consider all reasonable solutions. This consultation must be documented on PS Form 5401 (see Exhibit 439.211).

**Note:** Do not transfer any portion of a delivery area smaller than a ZIP+4 segment from one carrier or delivery unit to another.

**439.212 Split Delivery ZIP Code**

The AMS manager should consider splitting the delivery ZIP Code in the following instances:

- a. Sectors: When 70 of the available 100 sectors have been assigned. When high growth is experienced in a delivery ZIP Code, monitor the impact of the growth upon sector and segment assignments. Under no circumstance will delivery ZIP Code boundaries overlap into another delivery ZIP Code (i.e., overlaid delivery ZIP Code).
- b. Scheme Items: When manual scheme items approach 800 items.
- c. Routes: When the number of regular routes exceeds 55. Carrier routes should not cross delivery ZIP Code boundaries due to added mail handling costs. Route adjustments must be made prior to the ZIP Code split to ensure that a carrier route will not cross the new delivery ZIP Code boundary unless absolutely necessary.
- d. Delivery Points: When the number of delivery points exceeds 25,000.

**Note:** When contemplating a delivery ZIP Code split, all of the criteria listed above must be considered as a whole and projected 20 years.

**439.22 Post Office Box ZIP Code**

Each proposed post office (PO) box ZIP Code must receive a thorough review and analysis at the district AMS level. Before submitting a request, the district manager must review the criteria in 439.21 to determine whether the current ZIP Code or another delivery ZIP Code in the facility can absorb the proposed PO boxes. Also, the AMS manager should consider coding a box section with a common ZIP+4 code when there is no duplication of the last two digits of the box numbers within the section. Use PS Form 5402, *Documentation to Establish a Post Office Box ZIP Code* (see Exhibit 439.22), to aid in the district analysis process. When a thorough review and analysis at the district level supports a proposal for a PO box ZIP Code, the AMS manager must fully justify the request by using the required documentation. (PS Form 5401 (see Exhibit 439.211) will be required to determine if a delivery ZIP Code can absorb the proposed PO boxes.)

**439.23 Shared ZIP Code****439.231 Review and Analysis**

Each proposed shared ZIP Code assignment must be thoroughly reviewed and analyzed at the district level. The district manager must fully justify the shared ZIP Codes to satisfy delivery, distribution, and customer requirements. PS Form 5403, *Documentation to Establish a Shared ZIP Code* (see Exhibit 439.231), will aid in the district analysis process. District In-Plant Support will review the proposal and determine the impact the assignment of the shared ZIP Code will have on all affected operations. They will also identify any time savings that will be realized by a shared ZIP Code assignment.

**439.232 Address and Mail Type Requirements**

All shared ZIP Code participant mail should be prebarcoded FIM A (CRM) or FIM C (BRM) letter mail and meet the prebarcoded mail specifications in DMM C840. A standardized mailing address is required on all mail utilizing a shared ZIP Code (see Publication 28, *Postal Addressing Standards*).

**439.233 Revenue Assurance**

Postage due mail must be kept separate from other mail. Therefore, a shared ZIP Code may be used on BRM only when it has been specifically approved for BRM.

**439.24 Unique ZIP Code****439.241 Review and Analysis**

The district AMS manager must thoroughly review and analyze each proposed unique ZIP Code assignment. The AMS manager must fully justify unique ZIP Codes and should assign them only when ZIP+4 codes will not satisfy delivery, distribution, and customer requirements. Use PS Form 5404,

*Documentation to Establish a Unique ZIP Code* (see Exhibit 439.241), to aid in the district analysis process.

#### **439.242 Elimination of One Piece Handling**

All unique ZIP Code assignments must eliminate one piece handling for a majority of a firm's mail. Local In-Plant Support will review the proposal to determine the impact that the assignment of the unique ZIP Code will have on affected operations. They will also identify any time savings that will be realized by assigning the unique ZIP Code.

#### **439.243 Addressing Requirements**

A standardized mailing address is required on all mail that uses a unique ZIP Code (see Publication 28).

#### **439.244 Revenue Assurance**

Postage due mail must be kept separate. Therefore, a unique ZIP Code may be used for postage due mail or for non-postage due mail but never for both.

#### **439.245 Mail Acceptance by Firm**

When a firm is assigned a unique ZIP Code, it agrees to accept all mail bearing the unique ZIP Code in bulk without additional separation by the Postal Service. Officials of the firm must agree to this arrangement in writing, and this letter of agreement must be included in the proposal package.

### **439.3 Postal Facility Status Change and Boundary Realignment**

#### **439.31 Postal Facility Status Change**

##### **439.311 General**

Establishing, closing, and consolidating independent post offices, classified stations, classified branches, and community post offices (CPOs) may result in 5-digit ZIP Code changes.

##### **439.312 Establishment**

Establishment of new, independent post offices requires concurrence by the vice president of Area Operations and approval by the chief operating officer. Vice presidents of Area Operations or their designees have the authority to approve the establishment of classified stations and branches where needed within the service areas of post offices. However, approval authority may not be delegated below the district manager of Customer Service and Sales.

##### **439.313 Post Office Discontinuance**

When the manager of Post Office Operations receives approval from the district manager to study an independent post office, classified station, classified branch, or CPO for discontinuance, any proposed 5-digit ZIP Code change is reviewed by the post office review coordinator.

ZIP Code retention requests must be approved in writing by the Office of Address Management prior to the 60-day posting of a proposal to close or consolidate a post office. Retention of a ZIP Code must be based on operational justifications.

Names of discontinued post offices are maintained by the Office of Address Management and listed in an appropriate manner in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.

#### **439.32 Boundary Realignments**

##### **439.321 General**

Managers should look for reasonable solutions to external municipal requests and implement them when an establishment or realignment of ZIP Codes becomes operationally necessary. Districts will work proactively to resolve areas of concern and/or minimize conflicts between postal and municipal boundaries. Realignment requests that stem from external requests should be handled as outlined in *ZIP Code Boundary Review Process*. Do not transfer any portion of a delivery area smaller than a ZIP+4 segment from one carrier or delivery unit to another.

##### **439.322 Minor Realignments**

District managers may approve and implement requests for minor ZIP Code boundary realignments within their districts as necessary throughout the year. A minor realignment is defined as an area affecting less than 25 percent of the total delivery points of the losing ZIP Code or 500 possible deliveries of the losing ZIP Code (whichever is less). ZIP Code boundaries must not be realigned to cross state boundaries. City delivery carrier routes should be adjusted if boundary changes would result in the carrier serving more than one ZIP Code. When ZIP Code boundaries are adjusted, consider matching municipal boundaries where operationally feasible.

##### **439.323 Reporting**

The district AMS office must notify the Office of Address Management of all minor boundary realignments. For minor realignment information to be published in the *Postal Bulletin*, a PS Form 1362, *Status Change Request/Report* (see Exhibit 439.323), containing the minimum number of district signatures indicated on the form must be submitted by the district manager to the Office of Address Management.

#### **439.4 Required Documentation**

##### **439.41 Delivery ZIP Code**

With each request for a delivery ZIP Code, the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5401 (see Exhibit 439.211). Proposals for delivery ZIP Code changes or assignments should be processed and submitted throughout the year by the district of the territory in question. The district manager may submit delivery ZIP Code requests for approval on any date throughout the year.

The official implementation date to establish a delivery ZIP Code is July 1 of each year. It is recommended that delivery ZIP Code proposals be received in the area office by November 15 of the preceding year, and they must be received by the Office of Address Management no later than January 15 of the year of the proposed establishment. Proposals received at the Office of Address Management after January 15 will be deferred to the following year. Submission of all required information and materials by the above dates is essential to provide sufficient time for area and Headquarters review, public notification, and AMS file maintenance. All submitted materials must be originals.

#### 439.42 Post Office Box ZIP Code

With each request for a PO box ZIP Code, the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5402 (see Exhibit 439.22). The district manager may submit PO box ZIP Code requests for approval on any date throughout the year.

AMS managers should be familiar with the *Metro Plan* in order to assess the proper lead time necessary to prepare ZIP Code proposals for new PO box sections. When existing customers will be required to change their ZIP Codes or PO box numbers, allow 30 to 45 days between the announcement of an approved PO box ZIP Code and the implementation date.

#### 439.43 Shared ZIP Code

With each request for a shared ZIP Code, the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5403 (see Exhibit 439.231). The district manager may submit shared ZIP Code requests for approval on any date throughout the year.

#### 439.44 Unique ZIP Code

With each request for a unique ZIP Code, the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5404 (see Exhibit 439.241). The district manager may submit unique ZIP Code requests for approval on any date throughout the year. A letter of agreement from the firm or agency requesting the unique ZIP Code must be included in the proposal package. The letter must do the following:

- a. State that the firm or agency agrees to accept all mail addressed to the unique ZIP Code in bulk.
- b. Provide the address(es) to be used with the unique ZIP Code. All addresses must conform to the standards in Publication 28.
- c. Describe how and when the firm or agency plans to implement the unique ZIP Code.
- d. Describe expected volume, including whether this is new volume or mail currently being received at a different address.
- e. Agree to return all missorts and accountable mail in a timely manner.

- f. Agree that the firm or agency will forward their own mail.
- g. Agree that the ZIP Code will not be transferred to another firm or agency.

#### 439.45 Postal Facility Status Change

The AMS manager must report all ZIP Code status changes (including those resulting from Headquarters-approved post office closings or consolidations, a change of branch name, etc.) on PS Form 1362 (see Exhibit 439.323) and send it to the Office of Address Management. The effective date for postal facility changes is 30 days after the announcement is published in the *Postal Bulletin*.

#### 439.46 Boundary Realignment

With each request for a proposed boundary realignment affecting more than 25 percent of the total possible deliveries of the losing ZIP Code or over 500 possible deliveries of the losing ZIP Code (whichever is less), the district manager must include a completed PS Form 1362 (see Exhibit 439.323) and PS Form 5401 (see Exhibit 439.211). In the justification, the district manager must indicate whether he or she plans to survey customers after receiving approval for a potential realignment.

#### 439.5 Authorization and Approval

##### 439.51 General

All actions requiring PS Form 1362 (see Exhibit 439.323) will require the signature of the district AMS manager; the manager of Operations Programs Support; the manager of Processing and Distribution; and the district manager of Customer Service and Sales. All actions requiring the ZIP Code establishment documents (see Exhibits 439.211, 439.22, 439.231, and 439.241) must include all pertinent information on those documents. The proposal (including all letters, forms, and documentation) must be sent to the area manager of Delivery Programs Support for review and concurrence. The area office will forward the proposal to the Office of Address Management for final review and approval. All proposals being sent to the Office of Address Management must be addressed as follows:

OFFICE OF ADDRESS MANAGEMENT  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

##### 439.52 District

The district manager, the plant manager, and district officials must not assign or change ZIP Codes without area and Headquarters review and approval. The district manager may not announce a 5-digit ZIP Code change until he or she has received written approval of the ZIP Code from the Office of Address Management.

**Exception:** See 439.32 for information on authorization for boundary realignments.

**439.53 Bulk Mail Center (BMC)**

The BMC manager must review and approve each request for a unique ZIP Code that includes volumes in the machinable Standard Mail (A) or Standard Mail (B) categories before the district manager can submit the request to the area.

**439.54 Priority Mail Processing Center (PMPC)**

The PMPC manager must review and approve each request for a unique ZIP Code that includes volumes in the Priority Mail category before the district manager can submit the request to the area.

**439.55 Areas**

Managers of Delivery Programs Support are administratively responsible for coordination and review of 5-digit ZIP Code proposals within their areas of responsibility. Area officials must not assign or change ZIP Codes without the review and approval of the Office of Address Management.

**439.56 Headquarters**

The Office of Address Management is responsible for accurate and timely announcements of ZIP Code changes to internal Postal Service operations employees and customers by submitting articles to the *Postal Bulletin* entitled "Post Office Changes" and by notifying other Headquarters departments (e.g., notifying Business Mail Acceptance of all 3-digit ZIP Code changes).

**Note:** Shared and unique ZIP Code changes are not announced in the *Postal Bulletin*; however, the Office of Address Management will notify other Headquarters departments if approval of a shared or unique ZIP Code will have an effect on their operations.

The Office of Address Management will return approved or denied ZIP Code proposals to the appropriate area office for distribution to the district. Proposals that are denied will contain the reason for denial. If the requesting party wishes to appeal the decision, a letter of appeal may be sent through the district and area offices to the Office of Address Management. Address Management will review the appeal information and hold meetings internally and/or with the requesting party (as necessary) to make a final decision. Address Management is the final authority for the resolution of an appeal.

**439.6 Implementation****439.61 General**

Once headquarters approval is received for a ZIP Code assignment or change, the district manager must notify all district officials to proceed with implementation.

**Exception:** See 439.32 for information on authorization for boundary realignments.

**439.611 District Level**

At the district level, the AMS manager must coordinate implementation with the manager of Marketing, managers of Post Office Operations, postmasters, and In-Plant Support to ensure maximum cooperation of customers and local government officials.

**439.612 Local Mail Processing Managers**

The local mail processing managers must ensure that all distribution operations are prepared to respond to the use of the new ZIP Code.

**439.613 ZIP Code System Stability**

To foster stability in the ZIP Code system and correspond to production of Publication 65, the implementation date for delivery ZIP Code changes is July 1 of each year. The district manager must notify residents and local mailers between May 15 and June 1 that the ZIP Code has changed and will be effective July 1. The Office of Address Management can provide assistance with the notification effort. Residents should be asked to notify their correspondents of the change (including boundary realignments).

**439.614 File Maintenance**

The AMS manager must perform file maintenance in a timely manner between the April and May product cycle. The Office of Address Management will publish specific dates each year. The AMS database must be updated to ensure that duplicate addresses do not exist within a finance number for these new ZIP Codes.

**439.615 Effective Date**

Following Headquarters approval, PO box, shared, and unique ZIP Codes become effective as determined by the district manager.

**439.62 Three-Digit Realignment**

When a district is planning a 3-digit realignment, the AMS office must notify the area office and the Office of Address Management in writing by July 1 of the year before the expected implementation date. This requirement ensures that all affected postal operations managers are notified of the proposed 3-digit realignment in a timely manner. The Office of Address Management will advise the district throughout the process to ensure that all deadlines are met.

The actual proposal package must be received at the area office by October 15 and by the Office of Address Management no later than December 15 of the year before the expected implementation date. Proposals received by the Office of Address Management after the deadlines will be deferred to the following year.

**Note:** Except for the aforementioned dates, specific guidelines for 3-digit realignments are the same as the guidelines for delivery ZIP Code realignments found throughout this part.

Exhibit 439.211  
Documentation To Establish A Delivery ZIP Code

Documentation  
To Establish A *Delivery ZIP Code*



Please print or type the required information in the spaces indicated.

**General Information**

1. Post office name:			State:
2. Name of existing facility:			
3. Current ZIP Code:	4. AZI:	5. Proposed ZIP Code(s):	6. Was the proposed number previously assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long has it been unassigned?
7. Proposed facility name:			
8. Number of inactive 5-digit ZIP Codes remaining in the 3-digit area:			
<i>Note: Pending requests are considered active.</i>			
Completed by:		Title:	Phone:

**Mail Distribution Issues (Functions 1 and 4)**

1. Please mark any equipment for which Mail Processing will provide a separation for the new ZIP Code.

- Optical character reader
- Flat sorting machine
- Barcode sorter
- Manual sorting case
- Other: \_\_\_\_\_

2. Where is the mail currently processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

3. Where is the mail for the proposed ZIP Code to be processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

Exhibit 439.211  
Documentation To Establish A Delivery ZIP Code

**Projected Growth Rates (Unsplit delivery area)**

Provide 5-, 10-, and 20-year projected growth rates (if the existing delivery area is not split). Also provide and attach additional documentation to support the projected growth rate.

- Newspaper Articles
- Growth Projections By City and County
- Dodge Reports
- Other: \_\_\_\_\_

ZIP Code:	Present ZIP Area		Projected Growth Rates					
	(If left unchanged)		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

\* Annual Growth

ZIP Code: →	Present ZIP Area		Proposed Areas (Include new "present" area)					
	1.		1.		2.		3.	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

\* Annual Growth

Exhibit 439.211  
Documentation To Establish A Delivery ZIP Code

**Projected Growth Rates (split delivery area)**

Provide 5-, 10-, and 20-year projected growth rates (if the existing delivery area is split).

ZIP Code:	Proposed ZIP Area		Projected Growth Rates					
	(New "Present")		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

\* Annual Growth

ZIP Code:	Proposed ZIP Area		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

\* Annual Growth

ZIP Code:	Proposed ZIP Area		5-Year Growth		10-Year Growth		20-Year Growth	
	Res.	Bus.	Res.	Bus.	Res.	Bus.	Res.	Bus.
Carrier Deliveries								
Routes								
Scheme Items								
PO Boxes								
ZIP+4 Sectors								
ZIP+4 Segment								
Growth Rate		*		*		*		*

\* Annual Growth



Exhibit 439.211  
Documentation To Establish A Delivery ZIP Code

**Additional Delivery ZIP Code Information**

1. Indicate the number and percentage of customers who will have to change their 5-digit ZIP Code or delivery address.

Residential customers:

Number:	Percentage:	%
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Business customers:

Number:	Percentage:	%
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2. Attach a narrative statement of justification explaining why the new ZIP Code area is necessary.

3. If any new facilities are planned for the near future in either the current or proposed ZIP Code, state their type, location, and estimated date of completion.

Type	Location	Date

4. Indicate explicitly which delivery unit(s) will administer and/or house the carriers for the proposed ZIP Code. (Include the physical addresses.)

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5. Does the current 5-digit ZIP Code serve more than one municipality?  Yes  No

List the names of all municipalities served by the current 5-digit ZIP Code.


6. Is the proposed ZIP Code split being made along municipal boundaries?  Yes  No

If no, state the reason(s).

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7. Will these municipalities continue to share the ZIP Codes after the proposed split is approved?

Yes  No

If yes, list the municipalities and the ZIP Codes serving them.

Municipality	ZIP	Municipality	ZIP

Exhibit 439.211

## Documentation To Establish A Delivery ZIP Code

8. Is this proposal the result of a request initiated by the municipality?  Yes  No
9. Have municipal officials been asked to comment on the proposed boundaries?  Yes  No
10. Please submit the two maps described below. (Identify municipal boundaries when they are an issue in the proposal.)
- Maps (outline in color):
- Current 5-digit ZIP Code area boundaries (indicate location of all delivery units).
  - Proposed 5-digit ZIP Code area boundaries (indicate the location of all current and/or proposed delivery units). Use natural and/or constructed boundaries when practical. Also consider current and future municipal boundaries and community-identity issues.
- Note: Clear-cut and easily discernible boundaries are important.*
11. Attach a complete narrative description of existing boundaries as they relate to the current delivery area. This narrative should advise whether the centerline of the streets involved is the actual boundary or is included within the boundary.
12. Attach another complete narrative description of the proposed boundaries as they will relate to the areas involved if the change is approved. Normally, ZIP Code boundaries should include both sides of a street or highway unless the centerline is the county or state boundary. If the boundary line is the centerline of a street, explain why. Describe how your district will manage customer impact (for example, describe customer, municipal, and congressional notification and media coverage). If you need more space, use the narrative statement of justification.
- Note: Centerline boundaries may or may not be efficient for delivery and scheme reasons.*
13. Include a 20-year plan of the ZIP Code.
14. Include a current matrix for all ZIP Codes served from delivery units involved in this split.
15. Include a completed PS Form 1362, *Status Change Report*.

Exhibit 439.22  
Documentation To Establish A Post Office Box ZIP Code

Documentation  
To Establish A Post Office Box ZIP Code



Please print or type the required information in the spaces indicated.

**General Information**

1. Post office name:			State:
2. Name of existing facility:			
3. Current ZIP Code:	4. AZI	5. Proposed ZIP Code(s):	6. Was the proposed number previously assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Proposed facility name:			If yes, how long has it been unassigned?
8. Number of inactive 5-digit ZIP Codes remaining in the 3-digit area:			
<i>Note: Pending requests are considered active.</i>			
Completed by:		Title:	Phone:

**Mail Distribution Issues (Functions 1 and 4)**

1. Please mark any equipment for which Mail Processing will provide a separation for the new ZIP Code.
- Optical character reader       Flat sorting machine  
 Barcode sorter                       Manual sorting case  
 Other: \_\_\_\_\_

2. Where is the mail currently processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

3. Where is the mail for the proposed ZIP Code to be processed (facility name)?

	Letters Facility	Flats Facility	Parcels Facility
Primary automation			
Primary manual			
Secondary automation			
Secondary manual			
Other			

4. Will this ZIP Code be a service improvement only?       Yes       No  
 5. Will this ZIP Code eliminate one or more piece handlings?       Yes       No



Exhibit 439.22  
Documentation To Establish A Post Office Box ZIP Code

**Additional Post Office Box ZIP Code Information**

1. Number of post office boxes presently installed that will change to the new ZIP Code.

2. Number of new post office boxes to be installed using the new ZIP Code:

3. Will new post office box numbers conflict with any other post office box section in this finance number?  Yes  No

If yes, list the ZIP Code(s) and the conflicting ranges.

Zip Code	Range	ZIP Code	Range

4. Indicate the number and percentage of customers who will have to change their 5-digit ZIP Code or delivery address.

Residential customers:

Number:	Percentage:
	%

Business customers:

Number:	Percentage:
	%

5. Will existing caller service box numbers be assigned to the new ZIP Code?  Yes  No

6. How will customers be notified of their new mailing address, including the ZIP+4 code?

7. Describe how your district will notify major mailers and other groups (e.g., local congressman, city officials, media, etc.) impacted by the change.

8. If any new facilities are planned for the near future in either the current or proposed ZIP Code, state their type, location, and estimated date of completion.

Type	Location	Date

Exhibit 439.22

Documentation To Establish A Post Office Box ZIP Code

9. Indicate explicitly which delivery unit(s) will administer and/or house the post office box sections for the proposed ZIP Code. (Include physical address.)

10. Attach a narrative statement of justification explaining why the new post office box ZIP Code is necessary.
11. Include a 20-year plan of the ZIP Code.
12. Include a current matrix for all ZIP Codes served from this delivery unit.
13. Include a completed PS Form 1362, *Status Change Report*.

Exhibit 439.231  
Documentation To Establish A Shared ZIP Code

**Documentation  
To Establish A Shared ZIP Code**



Please print or type the required information in the spaces indicated.

**General Information**

1. Post office name:		State:
2. Name of existing facility:		
3. Current ZIP Code:	4. Proposed ZIP Code(s):	5. Was the proposed number previously assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the current average daily volume?
6. Proposed firm name:		
7. Number of inactive 5-digit ZIP Codes remaining in the 3-digit area:		
<i>Note: Pending requests are considered active</i>		
Completed by:	Title:	Phone:

**Mail Distribution Issues (Functions 1 and 4)**

- Please mark any equipment for which Mail Processing will provide a separation for the new ZIP Code.
 

<input type="checkbox"/> Optical character reader	<input type="checkbox"/> Flat sorting machine
<input type="checkbox"/> Barcode sorter	<input type="checkbox"/> Manual sorting case
<input type="checkbox"/> Other: _____	
- Average daily volume this firm expects to receive in the Shared ZIP Code.
 

Barcoded	First-Class	<input type="text"/>
Nonbarcoded	First-Class	<input type="text"/>
- Total volume this firm expects to receive in the shared ZIP Code.   
 The volume that will be transferred to the proposed ZIP Code is approximately \_\_\_\_\_% of the total existing ZIP Code volume.
- Will this ZIP Code be a service improvement only?     Yes     No
- Will this ZIP Code eliminate one or more piece handlings?     Yes     No
- Complete the savings worksheet on next page.







Exhibit 439.241  
Documentation To Establish A Unique ZIP Code

**Documentation  
To Establish A Unique ZIP Code**



Please print or type the required information in the spaces indicated.

**General Information**

1. Post office name:		State:
2. Name of existing facility:		
3. Current ZIP Code:	4. Proposed ZIP Code(s):	5. Was the proposed number previously assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Proposed firm name:		If yes, what is the current daily volume?
7. Number of inactive 5-digit ZIP Codes remaining in the 3-digit area:		
<i>Note: Pending requests are considered active.</i>		
Completed by:	Title:	Phone:

**Mail Distribution Issues (Functions 1 and 4)**

1. Please mark any equipment for which Mail Processing will provide a separation for the new ZIP Code.

- |   |  |
|---|--|
| <input type="checkbox"/> Optical character reader             | <input type="checkbox"/> Flat sorting machine                  |
| <input type="checkbox"/> Barcode sorter                       | <input type="checkbox"/> Manual sorting case                   |
| <input type="checkbox"/> BMC (Complete parcel post worksheet) | <input type="checkbox"/> SPBS (Complete parcel post worksheet) |
| <input type="checkbox"/> Other: _____                         |  |

2. Average daily volume the firm expects to receive in the Unique ZIP Code.

Barcoded First-Class Letters	<input type="text"/>	Barcoded Periodicals	<input type="text"/>
Barcoded Standard A Letters	<input type="text"/>	Nonbarcoded Periodicals	<input type="text"/>
Barcoded First-Class Flats	<input type="text"/>	Small Parcels	<input type="text"/>
Barcoded Standard A Flats	<input type="text"/>	Standard B*	<input type="text"/>
Nonbarcoded First-Class Letters	<input type="text"/>	Priority*	<input type="text"/>
Nonbarcoded Standard A Letters	<input type="text"/>		
Nonbarcoded First-Class Flats	<input type="text"/>		
Nonbarcoded Standard A Flats	<input type="text"/>		

\* Complete Package Worksheet on pages 3 and 4.

3. Total volume the firm expects to receive in the unique ZIP Code.

The volume that will be transferred to the proposed ZIP Code is approximately \_\_\_\_% of the total existing ZIP Code volume.

4. Will this ZIP Code be a service improvement only?  Yes  No
5. Will this ZIP Code eliminate one or more piece handlings?  Yes  No
6. Is this proposed unique ZIP Code for package returns?  Yes  No  
If yes, complete Package Worksheet on pages 3 and 4.
7. Complete the savings worksheet, on the next page, for all requests.



Exhibit 439.241  
Documentation To Establish A Unique ZIP Code

**Parcel Worksheet**

Completed by:	Title:	Phone:
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**Standard A**

- Standard A       Standard B  
 Barcoded (As defined in DMM C840)?     Yes     No  
 Nonmachinable (NMO)    Can it be processed on a mechanized NMO sorter?     Yes     No  
 Will it be used for more than one product type? (e.g., size, weight, or different endorsement) If yes, provide details:     Yes     No

**Ancillary Service Endorsements (Please list all that apply)**

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Postage rating will be performed at:     BMC     P&D     DDU     AO/PO  
 Explain procedures (e.g., pieces mixed with postage paid vs. those that must be rated)

Firm is willing to pick up mail at:     BMC     P&D     DDU     AO/PO

**Bulk Mail Center (BMC) Data**

BMC performing distribution:	Average daily volume expected in Unique ZIP Code:
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Is inbound parcel volume entered directly to secondary?     Yes     No

- Current ZIP Code is sorted to:
- Primary ACL (OTR/ERMC)
  - Direct secondary slide/OTR/ERMC
  - Mixed secondary slide (if checked, select below)
    - Sacked
    - Containerized

Mail is dispatched to:     P&D     DDU     AO/PO

Exhibit 439.241  
Documentation To Establish A Unique ZIP Code

Parcel Post Worksheet (continued)

If approved the following changes to distribution will be necessary:

- PPSM:  Primary OTR/ERMC is available  
 Lowest ADV OTR that will be moved to secondary:  pieces
- SPSM:  Direct secondary slide/OTR/ERMC is available.  
 Lowest ADV ZIP Code that will be mixed to accommodate:  pieces

Current transportation to DDU/AO/PO can transport OTRs/ERMCs?  Yes  No

Is transportation currently in place going directly to the firm?  Yes  No

Can current transportation accommodate additional/new volume?  Yes  No

Cost to modify or add new contract requirements? \$

Does facility have a platform/dock area to accommodate OTRs/ERMCs?  Yes  No  
If not, what modifications must be made?

How will mail be delivered from office to the firm?

Savings: List LDC 40C daily hours presently used for Parcel Post Distribution  hrs.

Proposal will: Reduce these by  hrs.

or

Cost avoidance  hrs.

(For new expected volume)

Exhibit 439.241  
Documentation To Establish A Unique ZIP Code

**Additional Unique ZIP Code Information**

Completed by:	Title:	Phone:
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1. Does the firm currently rent post office boxes in this facility?  Yes  No  
 If yes, how many?   
 Will the unique ZIP Code replace all of these post office boxes?  Yes  No  
 If no, explain.

*Note: A firm may not use the unique ZIP Code on its business reply mail unless the ZIP Code has been specifically approved for business reply mail.*

2. Explain why ZIP+4 codes in the current ZIP Code will not meet distribution requirements.

3. Explain why a shared ZIP Code will not meet distribution requirements.

4. Will the firm print barcodes on its preprinted envelopes?  Yes  No

5. Print the address that will be used with the unique ZIP Code. **Note:** An address line is required and must be standardized. (See Publication 28, *Postal Addressing Standards*.)

6. Is the letter of agreement from the firm attached?  Yes  No

7. Explain how and when the firm will implement the unique ZIP Code. Include when new envelopes and letterhead will be printed and when supplies on hand will be exhausted.

8. List all unique ZIP Codes currently approved for the firm at this plant.


9. Attach a completed PS Form 1362, *Status Change Report*.

Exhibit 439.323  
Status Change Request/Report



**Status Change Request/Report**  
(Check all that apply)

**A. Post Office Undergoing Status Change (Complete for ALL requests)**

1. Name		2. State	
3. ZIP Code	4. Finance Number	5. District	
6. County/Parish		7. Area	

**B. Establish A New ZIP Code**

1. New ZIP Code		2. ZIP Code Type	
3. Facility Name		<input type="checkbox"/> Delivery Area --- Will PO become multicoded? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PO Box --- Number of mailboxes in new ZIP: _____ <input type="checkbox"/> Unique --- Will mail be received in bulk? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Shared --- Shared ZIP for what mail type? <input type="checkbox"/> BRM <input type="checkbox"/> CRM	
4. Last Line Name for ZIP Code		6. Average Daily Work Hours/ Average Daily Dollar Amount:	
5. Number of Unused ZIP Codes in This 3-Digit Area		<input type="checkbox"/> Saved <input type="checkbox"/> Avoided _____ (Hours) _____ (\$ Amount)	
7. Service Improvement Only <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Requested Effective Date		

**C. Establish a New Facility**

1. Facility Name		2. Facility Type		3. Effective Date	
		Classified: <input type="checkbox"/> Station <input type="checkbox"/> Branch <input type="checkbox"/> Other Contract: <input type="checkbox"/> Station <input type="checkbox"/> Branch			

**D. Establish Delivery in a Previous Non-Delivery Office**

1. ZIP Code	2. Effective Date
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**E. Discontinue a Post Office**

1. <input type="checkbox"/> Consolidate <input type="checkbox"/> Close		2. Effective Date	3. Retain as Place Name? <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Retain ZIP Code? <input type="checkbox"/> Yes <input type="checkbox"/> No
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5. New Administrative Post Office			6. Facility From Which Mail Will be Delivered (Check all that apply)		
a. Name (City, State, and ZIP Code)			<input type="checkbox"/> Main Office <input type="checkbox"/> Classified Station <input type="checkbox"/> Classified Branch <input type="checkbox"/> GPO		
b. County	c. Finance Number		b. New Last Line for Addresses (City, State, and ZIP Code)		
d. Discontinuance Contact Name			c. Discontinuance Contact Name		

**F. Discontinue ZIP Code**

1. ZIP Code	2. Effective Date
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**G. Amend/Rescind Postal Bulletin**

1. PB Number	2. Date	3. Explain (Continue on reverse)
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**H. Other Status Changes/Comments**

(Continue on reverse if necessary)

ZIP Code Translation Table			
From	To	From	To

**I. Approval and Date (Signature and Date)**

ALL requests MUST HAVE this section completed.	District Mgr., CSS	HQ Mgr., P&DC Ops.
District Mgr., AMS	BMC Mgr.	HQ Mgr., Priority Mail Network
District Mgr., OPS	PMPC Mgr.	HQ Mgr., BMC Ops.
District Mgr., P&D	Area Mgr., DPS	Mgr., Address Mgmt.

Exhibit 439.323  
Status Change Request/Report

Continued From Page One

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