

“Attempted—Not Known” and “Deceased,” which are not valid reasons to return this type of mail. New section A040.1.3 expands the description of treatment of undeliverable mail to include mail with *any* alternative address format. This proposal would eliminate the last sentence in current section A040.3.4, “The mail is not returned or forwarded.” This sentence is redundant following the sentence declaring: “Undeliverable mail is handled in accordance with F010.” Also, the statement in its current placement is ambiguous as to whether it refers to all undeliverable mail with exceptional address formats or only Periodicals publications. Periodicals publications with exceptional addresses would not be returned since return is provided only when endorsed “Address Service Requested,” and Periodicals publications would not be returned if bearing any alternative address format once the prohibition on using ancillary service endorsements is extended to all formats.

Existing sections would be renumbered A040.2.0 through 5.0 to replace the current A040.1.0 through 4.0.

Under new A040.2.1, concerning “simplified address” mail, the word “complete” replaces “general” to better describe the requirement for complete distribution to all customers on a rural route, highway contract route, or all post office boxholders at a particular office. A qualifying phrase is added after mentioning the alternative wording “Rural Route Boxholder” to avoid any implication that this wording is acceptable on mail to post office boxholders when a mailing is for both rural routes and post office boxholders. Optional use of the word “Local” is also clarified.

Under new section A040.2.4, regarding postage payment, the rewording prohibits the use of uncanceled stamps on simplified address mail. Since most local offices do not have the capability to cancel large quantities of such mail, this mail would be sent to the nearest processing facility. The probability would increase that this mail would be unidentified as to intended office of delivery after cancellation. Cancellation also would require taking apart the packaging and preparation required in A040.1.3 (new A040.2.3), which would be inefficient.

DMM F010.4.0 and 5.0 would amend the limitations on using mail with any alternative address formats as noted in new A040.1.2.

List of Subjects in 39 CFR Part 111

Administrative practice and procedure, 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, 3626, 5001.

2. Amend the Domestic Mail Manual as follows:

A Addressing

A000 Basic Addressing

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A040 Alternative Addressing Formats

Summary

[Revise text to read as follows:]

A040 describes the conditions for use and treatment of mail bearing alternative addressing formats: the simplified address format (*i.e.*, “Postal Customer” in lieu of specific name and address), the occupant address format (*i.e.*, “Occupant” in lieu of specific name, followed by specific address), the exceptional address format (*i.e.*, “Jane Doe or Current Occupant”, followed by specific address), standards for their use, and relevant mail preparation. It also covers the addressing and delivery of mail sent under the franking privilege for members of Congress.

[Renumber 1.0 through 4.0 as 2.0 through 5.0. Add new 1.0 to read as follows:]

1.0 USE AND TREATMENT—GENERAL

1.1 Use

Alternative addressing formats may be used as described in 2.0 through 4.0.

1.1 Prohibited Use

Alternative addressing formats are not permitted on:

- a. Express Mail.
- b. Mail with any special service under S900.
- c. Mail with any ancillary service endorsement under F010.
- d. Periodicals intended to count as subscriber or requester copies to meet the applicable circulation standards.
- e. Mail addressed to an overseas post office under A010.6.

1.3 Treatment

Mail with occupant or exceptional address format is delivered as addressed and is not forwarded. Such mail is treated as undeliverable only when the address is incorrect or incomplete or when the mail cannot be delivered for

another reason related solely to the address (*e.g.*, a vacant building), as shown in Exhibit F010.4.1. Periodicals publishers are notified only when mailpieces with occupant or exceptional address formats are undeliverable for address-related reasons. Mail with a simplified address format is delivered until all deliveries on a route or to post office boxholders have been completed. Undeliverable mail with any alternative address format is disposed of as waste under F010.8.1.

2.0 SIMPLIFIED ADDRESS

[Revise text of renumbered 2.1 to read as follows:]

2.1 Use—Rural and Highway Contract Routes, PO Boxholders

The simplified address format (*i.e.*, “Postal Customer”) may be used on mail only when complete distribution (except as provided for congressional mail under A040.5.0) is made to each family or boxholder on a rural or highway contract route at any post office and/or to all post office boxholders at a post office without city carrier service. A more specific address such as “Rural Route Boxholder” for mail intended to all boxholders on a rural route, followed by the name of the post office and state, may be used. The word “Local,” instead of the post office and state names, is optional.

[Revise text of renumbered 2.2 to read as follows:]

2.2 Use—City Routes, P.O. Boxholders

When distribution is to be made to each active possible delivery on city carrier routes or to each post office boxholder at a post office with city carrier service, the addressee’s name, mailing address, city, state, and ZIP Code may be omitted from the address only on pieces mailed as official matter by agencies of the federal government (including mail with the congressional frank prepared under A040.5.0), any state, county, or municipal government, and the governments of the District of Columbia, the Commonwealth of Puerto Rico, and any U.S. territory or possession listed in G010. The requirement for distribution to each stop or post office boxholder may be modified for congressional mail under conditions in A040.5.0. The following also applies:

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[Revise text of renumbered 2.4 to read as follows:]

2.4 Postage

Postage must be paid with permit imprints, meter stamps, precanceled