

3-digit ZIP Code prefix of entry post office.

(2) Line 2: "STD/PSVC MACH WKG."

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M100 First-Class Mail (Nonautomation)

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M130 Presorted First-Class Mail

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2.0 PREPARATION—MACHINABLE LETTER-SIZE PIECES

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[Revise heading of 2.2 to read as follows:]

2.2 Traying and Labeling

[Revise 2.2 to read as follows:]

Preparation sequence, tray size, and labeling:

a. 5-digit (optional); full trays (no overflow); labeling:

(1) Line 1: city, state, and 5-digit ZIP Code on mail (see M031 for overseas military mail).

(2) Line 2: "FCM LTR 5D MACH."

b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:

(1) Line 1: L002, Column A.

(2) Line 2: "FCM LTR 3D MACH."

c. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:

(1) Line 1: L801.

(2) Line 2: "FCM LTR AADC MACH."

d. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:

(1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry post office, as shown in L002, Column C.

(2) Line 2: "FMC LTR MACH WKG."

3.0 PREPARATION— NONMACHINABLE LETTER-SIZE PIECES

[Revise heading of 3.1 to read as follows:]

3.1 Packaging and Labeling

[Revise 3.1 to read as follows:]

Except as provided in M020.1.9, packaging is required before traying. A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC packages. Mailers who prefer that the USPS not automate letter-size pieces must also identify each package with a facing slip marked "MANUAL ONLY" or use a "MANUAL ONLY" optional endorsement line (see M013).

Preparation sequence, package size, and labeling:

a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.

b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.

c. ADC (required); 10-piece minimum; pink Label A or OEL.

d. Mixed ADC (required); no minimum; tan Label X or OEL.

[Remove current 3.2 and redesignate current 3.3 as new 3.2; revise heading of new 3.2 to read as follows:]

3.2 Traying and Labeling

[Revise 3.2 to read as follows:]

Preparation sequence, tray size, and labeling:

a. 5-digit (required); full trays (no overflow); labeling:

(1) Line 1: city, state, and ZIP Code on packages (see M031 for overseas military mail).

(2) Line 2: "FCM LTR 5D MANUAL."

b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:

(1) Line 1: L002, Column A.

(2) Line 2: "FCM LTR 3D MANUAL."

c. ADC (required); full trays (no overflow); labeling:

(1) Line 1: L004.

(2) Line 2: "FCM LTR ADC MANUAL."

d. Mixed ADC (required); no minimum; labeling:

(1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry post office, as shown in L002, Column C.

(2) Line 2: "FCM LTR MANUAL WKG."

[Revise heading of 4.0 to read as follows:]

4.0 PREPARATION—FLAT-SIZE PIECES

[Revise heading of 4.1 to read as follows:]

4.1 Packaging and Labeling

[Revise 4.1 to read as follows:]

Except as provided in M020.1.9, packaging is required before traying. A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC packages. Preparation sequence, package size, and labeling:

[Change in 4.1a "red Label D" with "red Label 5"; change in 4.1d "tan Label MXD" with "tan Label X" to read as follows:]

a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).

b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.

c. ADC (required); 10-piece minimum; pink Label A or OEL.

d. Mixed ADC (required); no minimum; tan Label X or OEL.

[Remove current 4.2 and redesignate current 4.3 as new 4.2; revise heading of new 4.2 to read as follows:]

4.2 Traying and Labeling

[Revise new 4.2 to read as follows:]

Preparation sequence, tray size, and labeling:

a. 5-digit (required); full trays (no overflow); labeling:

(1) Line 1: city, state, and 5-digit ZIP Code on packages (see M031 for overseas military mail).

(2) Line 2: "FCM FLTS 5D NON BC."

b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:

(1) Line 1: L002, Column A.

(2) Line 2: "FCM FLTS 3D NON BC."

c. ADC (required); full trays (no overflow); labeling:

(1) Line 1: L004.

(2) Line 2: "FCM FLTS ADC NON BC."

d. Mixed ADC (required); no minimum; labeling:

(1) Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry post office, as shown in L002, Column C.

(2) Line 2: "FCM FLTS NON BC WKG."

[Remove current 4.4.]

[Revise heading of 5.0 to read as follows:]

5.0 PREPARATION—PARCELS

[Remove 5.1 and redesignate current 5.2 as new 5.1; revise heading of new 5.1 to read as follows:]

5.1 Packaging and Labeling

[Revise new 5.1 to read as follows:]

Packaging is generally required before sacking. A package must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC packages. Packaging is not required for pieces 1/2 inch thick or more if they are placed in a sack to the same destination to which they would otherwise be packaged (e.g., in a 3-digit sack rather than in a 3-digit package). Preparation sequence, package size, and labeling:

a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).