ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-8000

PRODUCTION AND LOGISTICS

October 2, 1990

(L/TP)

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
COMPTROLLER
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
COMMANDERS OF UNIFIED AND SPECIFIED COMMANDS
DIRECTOR, MILITARY POSTAL SERVICE AGENCY

SUBJECT: Addresses and ZIP + 4 Codes

The U.S. Postal Service (USPS) is fully automating mail processing. Reviews of Department of Defense (DoD) originated mail show considerable effort is required to make DoD mail compatible with the USPS automation efforts. The major change is that all our mail delivery locations must have addresses that include a ZIP + 4 mail code instead of just building numbers. This will enable USPS to deliver mail directly to addressed activities rather than to a separate DoD mail receiving and distribution operation. Once these changes are fully implemented, there are potential savings to DoD of $5 million per year in mail costs through reduced postage rates for mail compatible with the USPS automated system. It is important that we immediately start preparing for this new way of doing business.

DoD Components should complete actions to convert all facility addresses to ZIP + 4 mail codes as soon as practical, but not later than September 30, 1992. This will require a joint effort by base postal personnel and facility/installation managers to renumber buildings consistent with street addressing practices. The Military Postal Service Agency will publish a detailed implementation plan under separate cover to assist in this effort.

David J. Berteau

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Principal Deputy

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ADDRESSES AND ZIP + 4 CODES

IMPLEMENTATION PLAN

1. GENERAL:

a. This plan has been approved by the Office of Assistant Secretary of Defense, Production and Logistics and implements their memorandum dated October 2, 1990, subject: Address and ZIP + 4 Codes. The actions required below will allow DoD mail to be processed on the U.S. Postal Service's (USPS) automated equipment, allow DoD to take advantage of postage discounts, enhance DoD's ability to "rate shop", and create the foundation necessary for eventual automated processing of internal mail. They will also make it easier to find locations on installations. The actions do not propose changes in current arrangements concerning who, how, or where incoming USPS mail is delivered and who processes outgoing mail.

b. By 1995, the USPS expects to have a bar code on every piece of mail. The bar codes graphically represents the ZIP + 4 Code and will be used to automate mail processing from the point of entry into the USPS to the point of delivery. The Postnet bar code is the standard bar code for letter mail and will become the standard for flat mail. The interleaved 2 of 5 and 3 of 9 bar codes will be used on flats. USPS will publish the standards for the bar codes on flats and parcels in the near future. They offer a discount, under certain conditions, when the mailer applies the ZIP + 4 Code and/or bar code. Specific details are in the USPS Domestic Mail Manual.

c. USPS uses optical character readers (OCR) to apply the Postnet bar code on letter size mail. USPS Publication 25, "**A GUIDE TO BUSINESS MAIL PREPARATION,**" August 1988 (available free from local USPS account representatives and military post offices) provides the specifications envelopes and addresses must meet for the OCR to be able to locate the address, read it, and apply the Postnet bar code. Every effort shall be made to ensure DoD-originated mail meets those standards, including the voluntary or optional ones. Mail which cannot be read by the OCRs must be processed by manual or mechanical systems. Those systems are more costly (which drives up postage rates) and slower (which frequently results in increased transit times). The National Directory is the basis of the memory in the OCRs. It is essential all DoD ZIP + 4 Code addresses be included in the USPS National Directory (even those to which USPS currently does not deliver) and that they be kept current. The standards and equipment developed by the USPS will make possible the eventual automation of internal mail processing.

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e. Prepare cross reference showing existing building numbers and new street addresses.

f. Assign ZIP + 4 Codes with USPS assistance.

(1) The + 4 Codes of "0001" and "5000" are default codes applied by USPS computers and shall not be used. They do not assist in the actual delivery of mail and under certain conditions cause missent mail.

(2) The last four digits of the ZIP + 4 Code shall be assigned based upon street address or geographical location in a building (this is not applicable to MPO addresses or those installations approved for closure before FY-94). A building may have numerous ZIP + 4 Codes, each assigned to a different suite or floor. A ZIP + 4 Code must be assigned to the area occupied by each activity that receives a mail delivery from either USPS or the installation official mail center. They should be assigned in a logical delivery sequence within the building. Most current ZIP + 4 Codes will change as they were assigned based on function or DoD activity. Coordination with local USPS account representatives or AIS personnel is essential.

g. Ask USPS to remove "unique" 5-digit ZIP Code designators where applicable. The 5-digit ZIP Code should be retained.

4. Phase 3 (To be completed before 30 June 1992).

a. Installations and activities in Federal Buildings, Federal Centers, and leased space:

(1) Renumber buildings with their street number. The numbers shall be placed above the appropriate entrance (large buildings may have more than one street number). High-visibility reflective materials should be used so the numbers are visible from the street at night.

(2) Advise building occupants of their new address. See paragraph 8 for new address format.

(3) Provide USPS with the final list of all street addresses.

(4) Provide USPS and DoD Component Headquarters with a list of all activities and their correct, complete addresses. The activity name cannot exceed 25 spaces and characters which is the maximum size of the "firm name" field in the USPS National Directory. See subparagraph 8h regarding use of abbreviations. The listings will be prepared in the manner specified by the local USPS account representative or AIS specialist.