



M000 General Preparation Standards

M010 Mailpieces

# M013 Optional Endorsement Lines

**Summary** M013 describes placement of the optional endorsement line (OEL), a method of identifying the sortation level of a bundle of mail. It explains how OELs are used in lieu of facing slips or pressure-sensitive adhesive labels. The section also covers the standard format for OELs.

## 1.0 USE

### Basic Standards

1.1 An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles. The OEL must show carrier route information or the type of bundle and ZIP Code information as shown in [Exhibit 1.1](#). Use of OELs on bundles is subject to the standards for the rate claimed. OELs are required with 5-digit scheme bundles under M013. At the mailer's option, pieces in trays of noncarrier route automation letter-size mail may bear OEL information that corresponds to the sortation level of the tray in which the pieces are placed. The ZIP Code for use on OELs must include the 3-digit ZIP Code prefix or 5-digit ZIP Code as required.

### OEL Formats

#### Exhibit 1.1

Sortation Level	OEL Example
Firm—Periodicals	***** FIRM 12345
Carrier Route—Periodicals basic	***** CAR-RT LOT**C-001 ***** CR LOT 1234A**C-001
Carrier Route—Periodicals high density	***** CAR-RT WSH**C-001
Carrier Route—Periodicals saturation	***** CAR-RT WSS**C-001
ECR—Standard Mail basic	***** ECRLOT**C-001 ***** ECRLOT 1234A**C-001
ECR—Standard Mail high density	***** ECRWSH**C-001
ECR—Standard Mail saturation	***** ECRWSS**C-001
Carrier Route—Automation (First-Class Mail and Standard Mail)	***** AUTOCR**C-001
Carrier Route—Bound Printed Matter	***** CAR-RT SORT**C-001
5-Digit	***** 5-DIGIT 12345
5-Digit Scheme (AFSM 100-compatible flats)	*****SCH 5-DIGIT 12345
3-Digit	***** 3-DIGIT 771
ADC (3-digit ZIP Code prefix)	*****ALL FOR ADC 105
ADC (5-digit ZIP Code)	*****ALL FOR ADC 90197
Mixed ADC (3-digit ZIP Code prefix)	***** MIXED ADC 640
Mixed ADC (5-digit ZIP Code)	***** MIXED ADC 60821



Sortation Level	OEL Example
<b>Optional tray level piece ID for automation letters:</b>	
AADC (3-digit ZIP Code prefix)	*****ALL FOR AADC 050
AADC (5-digit ZIP Code)	*****ALL FOR AADC 07099
Mixed AADC (3-digit ZIP Code prefix)	***** MIXED AADC 870
Mixed AADC (5-digit ZIP Code)	***** MIXED AADC 75197
<b>Optional tray level for manual processing:</b>	
5-Digit	*****5-DIGIT 23456 MANUAL ONLY
3-Digit	***** 3-DIGIT 090 MANUAL ONLY
ADC (3-digit ZIP Code prefix)	*****ALL FOR ADC 103 MANUAL ONLY
ADC (5-digit ZIP Code)	*****ALL FOR ADC 98765 MANUAL ONLY
Mixed ADC (3-digit ZIP Code prefix)	***** MIXED ADC 630 MANUAL ONLY
Mixed ADC (5-digit ZIP Code)	***** MIXED ADC 12345 MANUAL ONLY

**Keyline** 1.2 A mailer's keyline or comparable information may not be placed on the same line as the OEL or on the line above the OEL. A keyline used on valid ACS mailpieces is subject also to 2.4.

**Firm Bundle** 1.3 On a firm bundle of carrier route presorted Periodicals, "FIRM" may precede "CAR-RT SORT" in the carrier route information line under M014.

**Rate Markings** 1.4 At the mailer's option, rate markings required by the standards for the rate claimed may be included in the OEL if the OEL appears on each piece in the mailing and if it remains a single line with the basic bundle label information (required by 1.1) at the right end (e.g., on a carrier route bundle of Enhanced Carrier Route Saturation Standard Mail: \* \* \* \* ECRWSS\*\*C-001; on an automation Standard Mail 3-digit bundle: \* \* \* \* AUTO\*\*3-DIGIT 750).

**Exceptional Address Format** 1.5 The exceptional address format may appear above the OEL as specified in A020.

**OEL with LOT Information** 1.6 At the mailer's option, line-of-travel (LOT) information for carrier route Periodicals and Enhanced Carrier Route Standard Mail may be included in the OEL using the applicable format in 1.1. All other OEL requirements apply. If there is insufficient space within the OEL to include any other information required (e.g., ACS participant code), this OEL format may not be used.

**2.0 FORMAT**

**Presort Identification** 2.1 Except when an address block barcode is placed above the optional endorsement line (OEL), the appropriate presort identification must be the first line at the top of the address block or label. A mailer receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for the ACS participant code.

**Size and Style of Type** 2.2 The information in the OEL must be in capital letters with letter size and line spacing no less than the size and line spacing of the largest letters or characters in the address block or any part of the address label. Letters in the endorsement line must be the same type font as those in the address block. Only capital letters of the alphabet, Arabic numerals, or asterisks may be used in the OEL.

**ACS Code in OEL** 2.3 If an Address Change Service (ACS) participant code (see 3.0) is used in an OEL on a label or in an address block, the delimiter symbol (#) must be in the

first position at the left margin of the OEL, followed by the seven-character USPS-assigned ACS participant code, then one blank space. The remaining blank spaces between the left-justified delimiter and ACS participant code and the first character of the right-justified mail sortation information of the OEL must be filled with asterisks.

**No ACS Code in OEL**

2.4

If an ACS participant code is not placed in the OEL as permitted by 3.2 or is not used at all, the OEL must be filled with asterisks from the left margin of the label or address block (as defined by the position of the first character printed at the left margin in the label or address block) up to the first character in the OEL. A keyline prepared under 1.2 is required on valid ACS mailpieces if an ACS participant wants to receive notification of nondelivery information under F010.4.1 in addition to address correction service.

**ZIP Code Information**

2.5

Except for carrier route bundles, the OEL must include the ZIP Code information (5-digit ZIP Code or 3-digit ZIP Code prefix) determined by the sortation level and, when applicable, by the labeling list designated in Exhibit 2.5 for ADC, mixed ADC, AADC, or mixed AADC sortation levels. Carrier route OELs must show carrier route information as specified in M014.

**OEL Labeling Lists**

Exhibit 2.5

Mail Class	Processing Category and Presort Type	ADC/AADC	Mixed ADC/Mixed AADC
First-Class Mail	Letters, nonmachinable	L004	L002, Column C
	Letters, machinable	L801	L002, Column C
	Letters, automation	L801	L002, Column C
	Flats, nonautomation	L004	L002, Column C
	Flats, automation	L004	L002, Column C
	Parcels	L004	L002, Column C
Periodicals <sup>1</sup>	Letters, nonautomation	L004	L004
	Letters, automation	L801	L803 <sup>2</sup>
	Flats, nonautomation	L004	L004
	Flats, automation	L004	L803 <sup>2</sup>
	Irregular parcels	L004	L004
Standard Mail <sup>1</sup>	Letters, nonmachinable	L004	L004 <sup>3</sup>
	Letters, machinable	L801	L803 <sup>2,3</sup>
	Letters, automation	L801	L803 <sup>2,3</sup>
	Flats, nonautomation	L004	L004 <sup>3</sup>
	Flats, automation	L004	L803 <sup>2,3</sup>
	Irregular parcels	L603	L604
Bound Printed Matter <sup>1</sup>	Flats, nonbarcoded	L004	L004
	Flats, barcoded	L004	L803 <sup>2</sup>
	Irregular parcels	L004	L004
Media Mail	Flats, nonautomation	L004	L004
	Irregular parcels	L004	L004
Library Mail	Flats, nonautomation	L004	L004
	Irregular parcels	L004	L004

1. For AFSM 100-compatible flats, label according to L007 for optional 5-digit scheme preparation.

2. L802 if mail entered by mailer at a destination ASF or BMC.

3. L802 if mail prepared for a destination ASF or BMC pallet under option in M045.3.2.

**3.0 ADDRESS CHANGE SERVICE****Participant Code**

3.1

The Address Change Service (ACS) participant code is provided to authorized mailers by the National Customer Support Center (NCSC) (see G043 for address).



The participant code consists of seven alpha characters, aligned left, and must be preceded by a single pound sign (#) delimiter.

**Placement**

3.2

The ACS participant code may be placed in one of two positions:

- a. In the optional endorsement line. The participant code must occupy the first eight positions on the left side of the OEL and be formatted as provided in [2.3](#).
- b. On the mailpiece or an address label directly below the ancillary service endorsement, left-justified, when the endorsement is placed directly above the address block, if these additional standards are met:
  - (1) The mailpiece must be letter-size and machinable ([C050](#)) or automation-compatible ([C810](#)) with or without a barcode, or flat-size ([C050](#)) with or without a barcode.
  - (2) If mailer keyline information is used, it must be the top line of the address block. A barcode may not be placed above a mailer keyline.
  - (3) If a window envelope is used, the clearance between the top line (mailer keyline) of the address block and the top edge of the address window must be at least 1/25 inch. This clearance must be maintained during the range of movement of the insert in the envelope.
  - (4) If an address label is used, the clearance between the top line (mailer keyline) of the address block and the top edge of the address label must be at least 1/25 inch.
  - (5) The ACS participant code and ancillary service endorsement must be printed in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points.