

CDS

User's Guide

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Introduction

The Computerized Delivery Sequence (CDS) File is a 5-digit ZIP Code based electronic customer product that provides and updates delivery sequence address information by carrier route for qualified mailers. Mailers must initially qualify for CDS information through Address Sequence Service, described in the Domestic Mail Manual (DMM) A920.

The CDS File is a snapshot of the Address Management Services (AMS) database taken on the second Saturday of each month. The CDS product is distributed to qualified customers on a bi-monthly schedule. The first CDS product cycle of each year begins with the February product. The February product is created in January and is distributed to customers by the end of January at the latest. The subsequent bi-monthly products are April, June, August, October and December. In the event of significant changes to ZIP Codes, a monthly supplemental CDS update may be distributed to CDS customers qualified in those ZIP Codes, at the discretion of the USPS. New CDS customers may begin receiving CDS fulfillment at anytime during the year. Upon qualification they will begin to receive fulfillment on the next bi-monthly cycle.

All postal address products provide mailing address information and are not intended to provide physical location addresses. While the majority of the addresses found in USPS address products are physical locations, not all physical locations will be found in USPS address products.

This guide familiarizes potential customers with the CDS process, and includes:

- Qualification procedures
- Media format specifications
- Customer profile changes and transmission procedures
- File fee calculation and payment methods

CDS customer benefits include access to walk sequence saturation discounts.

For more information on CDS products, services, and technical support, call or send correspondence to:

COMPUTERIZED DELIVERY SEQUENCE (CDS) DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
800-238-3150

Definitions of United States Postal Service (USPS) Terms

Active Deliveries

Active Deliveries do not include Vacants and PO Box Throwbacks.

Address Management System

The USPS address information database from which many address quality improvement products and services are derived.

Carrier Possible Deliveries

- Delivery points which currently receive or have received delivery
- Delivery points on city routes to which carriers do not deliver because of alternate delivery PO Box or caller service (alternate delivery points are uniquely identified in the CDS base file)
- Delivery points on city routes vacant longer than 90 days and likely to be long-term vacancies, which are not considered seasonal (Long-term vacancy delivery points are uniquely identified in the base file)
- Delivery points delivered seasonally and are uniquely identified in the base file (it is the customer's responsibility to determine the proper season for mailing)

CDS File

Electronic file containing a list of addresses or boxes from a box section, arranged in delivery sequence and served by a specific carrier

Note: If attempting to correct a CDS file, we do not recommend processing it through address-matching software to correct it and then using the corrected file to prepare a walk-sequence mailing.

CDS Subscription

A one-year subscription to the CDS product that is renewable annually. Subscription fees must be received before renewed subscriptions will be fulfilled, and new subscriptions are prorated. The annual subscription period is February 1, through January 31 of the following year.

Customer Profile

A specific CDS file participant information summary record used internally by the USPS to identify customers and the ZIP Codes they have that are qualified to receive CDS information.

Delivery Point Code (DPC)

A code consisting of the ZIP+4, plus the last two digits of the primary address number for a street or firm address. DPC's for multi-delivery points are calculated using the secondary number. This code is used in the preparation of the mailer-applied, 11-digit delivery barcode and is included in every address record in the CDS file.

Domestic Mail Manual (DMM)

The Domestic Mail Manual (DMM) contains USPS regulations for domestic mail services. These regulations include:

- The rates and restrictions for postage
- Descriptions of the classes of mail and special services and conditions governing their use
- Requirements for wrapping and mailing
- Explanations of collection and delivery services
- General provisions concerning the use of USPS services and facilities
- DMM A920 describes the address list sequencing services that comprise the CDS product.

Five-digit ZIP Code (5-digit ZIP Code)

A numeric code that identifies areas within the United States and its territories and possessions to simplify USPS mail distribution. The first five digits of the Zone Improvement Plan (ZIP) Code identify the individual post office delivery station associated with the address. This area is also called a “zone”.

Post Office Box Possible Deliveries

Box numbers within a box section that currently receive or have previously received delivery.

Qualified Customer Electronic Address Lists

To qualify for CDS, customer address lists must comply with the following applicable requirements for each 5-digit ZIP Code area that the customer wishes to receive delivery sequence information:

1. City Carrier Residence-Only Grouping – If the addresses are in a residence-only grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible residential city carrier deliveries within the 5-digit ZIP Code area.
2. City Carrier Business-Only Grouping – If the addresses are in a business-only grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible business city carrier deliveries within the 5-digit ZIP Code area.
3. City Carrier Combination Residence and Business Grouping – If the addresses are in a combined residence and business grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible city carrier deliveries within the 5-digit ZIP Code area.
4. Post Office Box Grouping – If the addresses (residential and business) are in a post office box grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible PO box deliveries within the 5-digit ZIP Code area.
5. Rural and Highway Contract Route Grouping – If the addresses (residential and business) are in a rural or highway contract route grouping, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible Rural and Highway Contract deliveries within the 5-digit ZIP Code area.
6. Combined Delivery-Type Grouping – If the addresses are in a grouping that combines more than one of the individual address groupings described in 1-5 above, the list must contain at least 90 percent (but not to exceed 110 percent) of all possible deliveries within each individual address grouping included in the list.

ZIP+4 Code

A numeric code comprised of the 5-digit ZIP Code plus a 4-digit add-on assigned to an address. Every address has a ZIP+4 code.

Control of Lists Submitted for CDS File Updating

Manager, Address Management Systems

The Manager, Address Management Systems (AMS) manages the manual qualification procedures, updates all files within their district, and bills customers for **manual** address-sequencing services.

Delivery Unit

The local delivery unit verifies address cards or lists and performs manual card sequencing services to determine a customer’s eligibility to receive CDS updates.

National Customer Support Center (NCSC)

The National Customer Support Center (NCSC) is the centralized site that generates CDS files for customers who have been qualified electronically at the NCSC or manually by the manager of AMS. The NCSC also manages the Electronic Address Sequence (EAS) Service qualification process. Processing and billing are performed at the NCSC in Memphis, Tennessee. The NCSC bills qualified CDS participants upon first-time qualification and throughout the year as appropriate. The NCSC also serves as the payment and customer support location for CDS customers.

Control Record

For each customer requesting CDS file information, the NCSC maintains a control record (customer profile) consisting of the following:

- Name and address of customer
- Name(s) and telephone number(s) of customer-authorized contact(s)
- List of 5-digit ZIP Codes and the date the appropriate delivery unit confirmed the customer's manual qualification through the address card verification process
- Charges and payment information by 5-digit ZIP Code and customer name (If a customer's account is overdue, CDS file information is not released)
- The customer is responsible for ensuring that the information in the customer profile is current. To change information in the profile, the customer must notify the NCSC in writing. Only the authorized contact(s) listed in the profile may initiate a change to existing information.

For assistance, write or call:

COMPUTERIZED DELIVERY SEQUENCE (CDS) DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
800-238-3150

Transfer of CDS Subscription

Qualified CDS customers who are current on all payments may transfer their CDS subscription to another party. Transfers are the reassignment of ZIP Codes from one CDS customer to another CDS customer. ZIP Codes are not retained by the original owner in a Transfer. Once a CDS subscription is transferred, the original customer becomes ineligible to receive the CDS data for ZIP Codes transferred unless they re-qualify.

Transfer process:

1. The CDS customer transferring ZIP Codes submits a Letter of Authorization to Transfer to the CDS Department. ZIP Codes being transferred must be listed in the letter or on an attached spreadsheet. Address groups for each ZIP Code must also be included. An electronic copy of the ZIP Code list, including address groups, should be provided if possible. The Letter of Authorization to Transfer must be on company letterhead and signed by the authorized CDS primary contact as listed in the CDS Customer Profile.
2. Company name and contact information for the company receiving the transferred ZIP Codes must be included in the letter.
3. The recipient company must be a current CDS customer or submit an application to become a CDS customer in order for ZIP Codes to be transferred. No transfer can occur until the application has been received and the recipient company has been assigned a CDS customer ID. Transfers will be completed once all information is received and verified.

Cancellation of CDS Subscription

CDS Subscriptions may be cancelled by written request only. Requests must be submitted on company letterhead and signed by the authorized CDS contact. Confirmation of cancellation will be provided upon completion.

Qualifying to Receive CDS File Information

First-Time Qualification for Addresses Other Than Post Office Boxes

1. The customer requesting CDS file information must submit the Delivery Unit Summary (DUS) and address cards to the local AMS office, or an electronic address file and DUS to the NCSC (contact the NCSC for electronic file format requirements).
2. Customers are notified that they are qualified to receive CDS file information when their address cards or address file meet the 90-110 percent coverage requirement. If the sequencing process shows that

the address files have less than 90 percent or more than 110 percent coverage, the AMS manager, or NCSC may suggest other address sequencing options.

3. Billing is based on the address sequencing service process described in DMM A920.

The AMS Manager returns updated cards to the customer. It is the customer's responsibility to provide payments for address files within 30 days. Failure to do so may result in product suspension, and will require requalification to be reinstated.

First-Time Qualification for Post Office Box Addresses

1. To qualify for CDS post office box addresses, customers must submit either address cards to the AMS Manager or an electronic file to the NCSC for address sequencing and correction service as stated in the DMM A920. It is permissible to submit addresses in a list format to the AMS Manager if you are requesting CDS qualification.
2. If cards or an electronic address file is submitted, the process is the same as described for qualification in the previous section.
3. If a list is submitted for CDS qualification only, the process is the same as the above section, with the following exceptions:
 - The accuracy and completeness of the list is verified to determine whether it meets the 90-110 percent requirement for CDS qualification
 - No corrections are made to the list
 - No fee is charged for verification of the list
 - The verified list is not returned to the customer

Qualifying Additional ZIP Code Areas

Customers must qualify each additional ZIP Code area using the Address Sequence Service process described in the previous sections.

Note: When the USPS creates a new ZIP Code area out of an existing one, customers may automatically qualify to receive updated information if they were qualified in the original ZIP Code area.

Qualifying Additional Address Groupings in a Qualified ZIP Code

When a customer is qualified to receive CDS information within a 5-digit ZIP Code area in a particular address grouping, and wants CDS information for additional address groupings, the customer must meet the requirement for each group as stated in DMM A920.

Customers qualified for the city residential address group in a ZIP Code may request the city business address group qualification if the number of city business possible deliveries is less than 10% of the total possible deliveries on city routes for the ZIP Code. Requests to add city business qualification to a ZIP Code must be made in writing to the CDS Department at the NCSC.

CDS Conversion Deferral

Manual card customers can defer the beginning of an annual subscription to CDS for up to three months after qualifying. Deferred customer requests for CDS data must be submitted to the NCSC by the local AMS Manager. The request must include a copy of the complete 5-Digit DUS for the qualified ZIP Code. The request will be entered by the NCSC, and the CDS product will be fulfilled on the next monthly fulfillment. Upon receipt of the CDS data, the customer has 30 days to pay (see page 7, CDS File Fees). Failure to pay will result in product suspension, and qualification will be required to be reinstated.

Seed Addresses

In order to provide security for CDS list owners and to help prevent fraudulent use of rented or leased address files, a seed address process has been implemented. Each CDS customer who rents or leases their address file can be provided a seed address for each qualified ZIP Code and address group, if desired. Seed addresses should be included in customer address files only when the list is rented or leased. Seed addresses are unique to each customer and will be identified in the Address Sequence Service process. This prevents their address files from being qualified by someone else without permission. Seed addresses should be removed from the customer's address file when sold to someone else. Seed addresses also should not be used if the customer does not rent or lease their files.

The appropriate USPS District Address Management Systems office will be notified when a customer is unable to qualify due to the presence of a seed address. They will be responsible for notifying the delivery unit of the disqualification. The district or delivery unit as well as the NCSC will not accept the disqualified customer's ZIP Code for subsequent processing for a period of one year.

All requests for electronic DMM A920.4.0 processing will be posted on a password secured web site. The company name, contact name, mailing address, address groups requested and ZIP Code requested for sequencing will be listed. CDS customers will be issued a password for access upon request.

File Update

The annual CDS fee covers six bi-monthly updates and any additional updates that the AMS manager may specify due to changes in delivery sequence. Qualified customers will receive these supplemental updates when the USPS determines that an additional update is necessary.

Note: The USPS strongly discourages skipping updates because they contain the most accurate walk sequence information available. To ensure that address files are as accurate and up-to-date as possible, customers should request and incorporate all included updates.

Annual Update Requirement

All qualified customers must reapply to maintain their CDS qualification. A CDS renewal form will be sent by the NCSC each November. The customer must update contact information (if necessary), sign and return the form to the NCSC CDS Department by the date shown. Failure to return the completed and signed renewal form will result in suspension of the CDS product and may require requalification to receive CDS data. Customers must be current on all payments to qualify for renewal. CDS will not be renewed for customers with any outstanding invoices.

Security

Changing Customer Profile Information

1. Only the CDS Department at the NCSC can change customer profile information.
2. Customers must provide written notification to the CDS Department to change profile information. Only authorized contacts who are listed in the existing customer profile record may initiate a change.
3. The CDS Department will confirm the authenticity of a request by calling the authorized contact listed in the existing profile record.

Encryption

All data files provided to customers are password encrypted. A USPS-supplied utility program allows customers to decrypt the file using the password. This utility program is currently available only for IBM 370 architecture-based mainframe, PC-DOS, or MS-DOS PCs.

CDS Conversion software is available online or by contacting the CDS department at 800-238-3150.

Media Specifications

CDS data is supplied to customers in the media format they request. A customer is permitted to select only one of the following formats in which to receive all CDS data:

- 3480 cartridge with ASCII character set and 38k BPI
- CD-ROM

CDS File Fees

Calculation

Fees for CDS information are based on the number of possible deliveries per 5-digit ZIP Code provided to the customer. Call or write the NCSC Customer Support Department for the current schedule of fees.

The fee is calculated per one thousand possible deliveries per 5-digit ZIP Code and prorated for increments less than a complete thousand. A minimum fee for one thousand possible deliveries is charged for ZIP Code areas with less than one thousand total possible deliveries.

When payment is made annually, fees for CDS data are based on the number of deliveries that existed in the first release of CDS provided. When payment is made bimonthly, fees are based on the number of deliveries in each separate release.

A minimum charge has been established for CDS subscriptions. Customers will be billed a minimum charge for subscriptions of 5000 or fewer addresses.

Payment

CDS fees must be paid annually. The 'CDS Product Build, Bill of Lading' serves as your invoice. Annual customers will receive their invoice with the February product. Bi-monthly customers will receive their invoices with each bi-monthly product. Payments are to be made from this invoice. No additional invoices or statements will be mailed to customers.

Annual billing is required for all CDS customers whose total annual bill is less than \$200. Customers with annual totals of more than \$200 who wish to pay the annual fee on a prorated bi-monthly basis must pay a premium of 5 percent per one thousand possible deliveries. Submit payment to the NCSC Customer Support Department via check, money order or credit card (Visa, MasterCard, American Express, Diner's Club and Discover). Payment must be made in full for all CDS data provided. The NCSC will not accept payment for less than the full amount due.

Customers who do not pay by the due date indicated on the CDS invoice are considered to be in default and are disqualified from receiving future updates. Once disqualified, re-qualification is required before a customer is eligible to receive future updates. All past due amounts must be paid in full before a suspended customer can requalify for CDS.

Note: No further notice or bill will be provided to the customer beyond the due date of the invoice.

CDS File Formats

CDS Volume Header Record

FIELD REF NO.	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	
1	RECORD TYPE INDICATOR	01	01	01
2	MAILER ID	09	02	10
3	FILE VERSION MONTH	02	11	12
4	DASH	01	13	13
5	FILE VERSION YEAR	02	14	15
6	VOLUME SEQUENCE NUMBER	03	16	18
7	ZIP COUNT	05	19	23
8	ROUTE COUNT	07	24	30
9	TOTAL RECORD COUNT	09	31	39
10	FILLER	67	40	106

CDS ZIP Code Header Record

FIELD REF NO.	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	
1	RECORD TYPE INDICATOR	01	01	01
2	FILE VERSION MONTH	02	02	03
3	DASH	01	04	04
4	FILE VERSION YEAR	02	05	06
5	ZIP CODE	05	07	11
6	ROUTE COUNT	05	12	16
7	DELIVERY POINT RECORD COUNT	05	17	21
8	RESIDENTIAL DELIVERY ACTIVE COUNT	05	22	26
9	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	27	31
10	BUSINESS DELIVERY ACTIVE COUNT	05	32	36
11	BUSINESS DELIVERY POSSIBLE COUNT	05	37	41
12	PO BOX THROWBACK COUNT	04	42	45
13	SEASONAL COUNT	05	46	50
14	VACANT COUNT	05	51	55
15	DROP COUNT	05	56	60
16	RESIDENCE BUSINESS SERVED DROP COUNT	05	61	65
17	FILLER	41	66	106

CDS Carrier Route

FIELD REF NO.	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	
1	RECORD TYPE INDICATOR	01	01	01
2	ZIP CODE	05	02	06
3	CARRIER ROUTE ID	04	07	10
4	DELIVERY POINT RECORD COUNT	05	11	15
5	RESIDENTIAL DELIVERY ACTIVE COUNT	05	16	20
6	RESIDENTIAL DELIVERY POSSIBLE COUNT	05	21	25
7	BUSINESS DELIVERY ACTIVE COUNT	05	26	30
8	BUSINESS DELIVERY POSSIBLE COUNT	05	31	35
9	PO BOX THROWBACK COUNT	05	36	38
10	SEASONAL COUNT	05	39	43
11	VACANT COUNT	05	44	48
12	DROP COUNT	05	49	53
13	RESIDENCE BUSINESS SERVED DROP COUNT	05	54	58
14	FILLER	48	59	106

CDS Delivery Point Record

FIELD REF NO.	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	
1	RECORD TYPE INDICATOR	01	01	01
2	ZIP CODE	05	02	06
3	CARRIER ROUTE ID	04	07	10
4	DELIVERY SEQUENCE NUMBER	05	11	15
5	RECORD TYPE CODE	01	16	16
6	PO BOX THROWBACK INDICATOR	01	17	17
7	DELIVERY ADDRESS NUMBER	10	18	27
8	STREET PRE DIRECTION ABBREV.	02	28	29
9	STREET NAME	28	30	57
10	STREET SUFFIX ABBREVIATION	04	58	61
11	STREET POST DIRECTION ABBREV.	02	62	63
12	SECONDARY ADDRESS ABBREV.	04	64	67
13	SECONDARY ADDRESS NUMBER	08	68	75
14	DELIVERY TYPE CODE	01	76	76
15	ADDRESS VACANT INDICATOR	01	77	77
16	DELIVERY POINT DROP INDICATOR	01	78	78
17	DELIVERY POINT BUSINESS FAMILY SERVED COUNT	03	79	81
18	SEASONAL DELIVERY INDICATOR	01	82	82
19	PLUS4 ZIP SECTOR CODE	02	83	84
	ZIP SEGMENT CODE	02	85	86
20	DELIVERY POINT DPBC DIGITS	02	87	88
21	DELIVERY POINT DPBC CHECK DIGIT	01	89	89
22	URBANIZATION LOCALE KEY	06	90	95
23	PREFERRED LAST LINE LOCALE KEY	06	96	101
24	FILLER	05	102	106

Data Element Definitions

Address Vacant Indicator

A 1-byte field that specifies whether a delivery point has been unoccupied for 90 days or more:

Y = Vacant 90 days or more

N = Not vacant

Business Delivery Active Count

The total number of active business deliveries in the CDS ZIP Code Header Record. This field contains:

- The total number of active business deliveries for a given ZIP Code
- The total number of active business deliveries for a carrier route (in the CDS ZIP Route Header Record)

Business Delivery Possible Count

The number of possible deliveries in the CDS ZIP Code Header Record.

- The field contains the number of possible business deliveries for a given ZIP Code
- The number of possible business deliveries for a given carrier route (in the CDS ZIP Route Header Record)

Carrier Route ID

A 4-byte code assigned to a given mail delivery or collection route within a 5-digit ZIP Code area. The first character of this identification is alphabetic; the last three are numeric:

Bnnn	=	PO Box
Hnnn	=	Highway Contract
Rnnn	=	Rural Route
Cnnn	=	City Delivery
Gnnn	=	General Delivery

Delivery Address Number

The numeric or alphanumeric component of an address preceding the street name – often referred to as the *house number*. Delivery address numbers that are preceded by significant leading zeroes are identified by a hyphen preceding the address number. All numeric data is right-aligned with leading zeroes, and all alphanumeric data is left-aligned.

Delivery Point Barcode (DPBC) Digits

The last two digits of a primary street number (post office box number, rural route box number, or highway contract route number). Delivery point codes for multi-delivery points are calculated using the secondary number.

Delivery Point Barcode Check Digit

The last number in a barcode; it is calculated by the following formula:

10 – last digit of the sum of (ZIP5+ZIP4+DPBC).

Example: If ZIP5 = 94497, ZIP4 = 9200, and DPBC = 00,
then, $9+4+4+9+7+9+2+0+0+0+0 = 44$
 $10 - 4 = 6$

DPBC Check Digit = 6

If the last digit of the sum of ZIP5 + ZIP4 + DPBC is 0 (zero), the check digit will be 0 (zero).

Delivery Point Business Family Served Count

The number of potential deliveries for a drop site. If the Delivery Point Drop Indicator equals Y, the Business Family Served Count field contains the number of businesses or families served at that drop site. This number is

greater than one (except for general delivery records, in which it can equal zero.) If the Delivery Point Drop Indicator equals N, the Business Family Served Count equals zero. If the Delivery Point Drop Indicator equals C, the Business Family Served count is greater than zero.

Delivery Point Drop Indicator

A 1-byte field that specifies whether a delivery point is a drop site. A drop is a single delivery point or receptacle that services multiple residences. Examples of drop sites include a single door slot shared by two residences, a box on a wall for duplexes, or a boarding house or fraternity in which mail is delivered to the door for subsequent distribution. Mail for drop sites is distributed internally by the site.

A commercial mail receiving agency (CMRA) holds mail or forwards it to an addressee. Each CMRA must be registered with the post office responsible for delivery to the CMRA. They are also classified as drop sites because the carrier delivers the mail to one point from which the company distributes it to specific boxes.

Y	=	Delivery point is a drop
N	=	Delivery point is not a drop
C	=	CMRA

Delivery Point Record Count

The total number of delivery points for a given area. In the CDS ZIP Code Header Record, this field contains the total number of delivery point records for a given ZIP Code; in the CDS Carrier Route Header Record, it contains the total number of delivery point records for a given carrier route.

Delivery Sequence Number

A numeric code indicating the position of an address within a carrier's walk path. The order in which a carrier delivers mail can be determined by listing all address records for the carrier sorted by the delivery sequence number.

Delivery Type Code

A numeric sequence indicating the category of delivery point and its type of service:

- A Residential Curb** – A delivery point for a residence with a mail receptacle located at the curb.
- B Residential Cluster Box Unit (CBU)** – A delivery point consisting of residential cluster boxes.
- C Residential Central** – A delivery point within a building that has two or more ZIP+4 codes assigned to a bank of boxes (e.g., Arrow locks).
- D Residential Other** – A delivery point serviced other than by curb, central, or NDCBU. Examples of this delivery type include door-to-door (walking route) or door-slot delivery.
- E Residential Facility Box** – A residential customer's PO box located in a USPS facility.
- F Residential Contract Box** – A residential customer's PO box located in a contract unit.
- G Residential Detached Box** – A residential customer's PO box that is not located in a post office building but for one which the USPS collects box rent.
- H Residential Non-Personnel Unit (NPU)** – A residential self-service postal center that furnishes essential mail services such as collection and delivery of ordinary mail and sale of stamps. At a residential NPU, mail is delivered to mail boxes (similar to PO boxes). Residential NPU deliveries are non-staffed, self-service and are most often found in rural areas.
- I Business Curb** – A delivery point for a business with a mail receptacle located at the curb.
- J Business CBU** – A delivery point consisting of business cluster boxes.
- K Business Central** – A delivery point for a business serviced by receptacles that are within a delivery center or mailroom.
- L Business Other** – A delivery point serviced other than by curb, central, or NDCBU. Examples of this delivery type include door-to-door (walking route) or door-slot delivery.
- M Business Facility Box** – A business's PO Box whose PO Box section is located at a USPS facility.
- N Business Contract Box** – A business's PO Box whose PO Box section is located at a USPS contract unit.

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- O Business Detached Box** – A business’s PO Box whose detached box section is not located in a post office building, but which is rented from the USPS.
 - P Business Non-Personnel Unit** – A self-service postal center that furnishes essential mail services, such as collection and delivery of ordinary mail and sale of stamps. At a business NPU, mail is delivered to mail boxes, similar to PO Boxes. Business NPU’s are non-staffed, self-service units and are most often found in rural areas.
 - Q General Delivery** – An alternate delivery service that allows customers with proper identification to pick up mail at post offices. Provided primarily at offices without letter carrier delivery or for transients and customers who do not have a permanent address or who prefer not to use PO Boxes.

Drop Count

The total number of drop sites. In the CDS ZIP Code Header Record, this field contains the total number of drop sites for a given ZIP Code; in the CDS ZIP Route Header Record, it contains the total number of drop sites for a given carrier route. It is NOT the number of customers served by those drop sites. The number of customers served by these drops can be found in the Resident/Business Served Drop counts.

File Version Month

The month for this edition of the file.

File Version Year

The last two digits of the year for this edition of the file.

Mailer ID

The CDS customer ID number.

Plus4(+4)

A 4-digit sequence consisting of the sector and segment numbers. The +4 further subdivides the ZIP Code area.

PO Box Throback Count

The total number of PO throwbacks for an area. In the CDS ZIP Route Header Record, the PO Throback field contains:

- The total number of PO throwbacks for a given carrier route
- The total number of PO throwbacks for a given ZIP Code (in the CDS ZIP Code Header Record)

PO Box Throback Indicator

The address of this delivery point is a street address, but actual delivery is made to the customer’s PO box address.

T = PO Box Throback

Preferred Last Line Locale Key

This field contains the locale key of the preferred last line of a particular delivery point and is used to locate that delivery point’s preferred city name in City State Product.

Record Type Code

An alphabetic value that identifies the type of data in the record.

P	=	PO Box
G	=	General
R	=	Rural Route
S	=	Street
F	=	Firm
H	=	Highrise

Record Type Indicator

A 1-byte field that identifies the type of CDS record.

1	=	Volume Header Record
2	=	ZIP Code Header Record
3	=	ZIP Route Header Record
4	=	Detail Record

Residence Business Served Drops Count

The total number of families or businesses served by a drop delivery or other multi-service delivery point for a given area. In the CDS ZIP Route Header Record, this field contains the number of families or businesses served by a drop delivery or other multi-service delivery point for a given carrier route; in the CDS ZIP Code Header Record, it contains the number of families or businesses served by a drop delivery or other multi-service delivery point for a given ZIP Code.

Residential Delivery Active Count

The total number for active residential deliveries for a given area. In the CDS ZIP Route header Record, this field contains the number of active residential deliveries for a given carrier route; in the CDS ZIP Code Header Record, it contains the number of active residential deliveries for a given ZIP Code.

Residential Delivery Possible Count

The total number of possible residential deliveries for a given area. In the CDS ZIP Route Header Record, this field contains the number of possible residential deliveries for a given carrier route; in the CDS ZIP Code Header Record, it contains the number of possible residential deliveries for a given ZIP Code.

Route Count

The total number of routes for a given area. For the CDS ZIP Header Record, this field gives the number of routes for a given ZIP Code; in the CDS Volume Header Record, it contains the number of routes for a given volume.

Seasonal Delivery Indicator

A 1-byte field that specifies whether a given address receives mail only during a specific season (e.g., a summer-only residence).

Y	=	Delivery point has seasonal delivery
N	=	Not applicable

Seasonal Count

The total number of seasonal deliveries for a given area. In the CDS ZIP Code Header Record, this field gives the number of seasonal deliveries for a given ZIP Code; in the CDS ZIP Route Header Record, it contains the number of seasonal deliveries for a given carrier route.

Secondary Address Abbreviation

A descriptive code that identifies the type of secondary address range.

Value	Description	Value	Description
APT	Apartment	PIER	Pier
BLDG	Building	REAR	Rear
BSMT*	Basement	RM	Room
DEPT	Department	SIDE*	Side
FL	Floor	SLIP	Slip
FRNT*	Front	SPC	Space
HNGR	Hangar	STE	Suite
LBBY*	Lobby	STOP	Stop
LOT	Lot	TRLR	Trailer
LOWR*	Lower	UNIT	Unit
OFC*	Office	UPPR*	Upper
PH*	Penthouse	KEY	Key

*When these abbreviations are used, a secondary address number is not required. See the latest version of Publication 28, *Postal Addressing Standards*, for a complete list of secondary address abbreviations. If any discrepancies exist between this document and Publication 28, the most current version of Publication 28 always takes precedence.

Secondary Address Number

The alpha and/or numeric sequence that specifically identifies a unit at an address. The number may represent an apartment, room, suite, floor, space, or other similar addressable unit. Apartment or room numbers that are preceded by significant leading zeroes are identified by a hyphen preceding the number. All numeric data is right-aligned with leading zeroes, and all alphanumeric data is left-aligned.

Street Name

The official name assigned to a street by a local governing authority. This field contains only the street name and does not include directional or suffix components. This element may also contain literals (e.g., PO Box, General Delivery, USS, PSC, or UNIT).

Numeric street names that have numeric components of four characters (or less) are aligned so the low-order digit of the number is in the fourth position of the field. This shift is made so that the numeric street names appear in numeric sequence.

Street Post-Direction Abbreviation

A geographical direction following a street name.

W	=	West
E	=	East
N	=	North
NE	=	Northeast
NW	=	Northwest
S	=	South
SE	=	Southeast
SW	=	Southwest

Street Pre-Direction Abbreviation

A geographic direction preceding a street name.

Spaces	No Pre-Direction
E	East
N	North
NE	Northeast
NW	Northwest
S	South
SE	Southeast
SW	Southwest
W	West

Street Suffix Abbreviation

A standard USPS code for a word frequently appearing as a trailing designator in street addresses. See the latest version of Publication 28, *Postal Addressing Standards*, for a complete list of street suffix abbreviations. If any discrepancies exist between this document and Publication 28, the most current version of Publication 28 always takes precedence.

Examples of Street Suffix Abbreviations are listed on page 17.

Examples Street Suffix Abbreviations

ALY	Alley	ANX	Annex
ARC	Arcade	AVE	Avenue
BYU	Bayou	BCH	Beach
BRK	Brook	BG	Burg
BYP	Bypass	CP	Camp
CYN	Canyon	CPE	Cape
CSWY	Causeway	CTR	Center
CIR	Circle	CLFS	Cliffs
CLB	Club	COR	Corner
CORS	Corners	CRSE	Course
CT	Court	CTS	Courts
CV	Cove	CRK	Creek
CRES	Crescent	XING	Crossing
DL	Dale	DM	Dam
DV	Divide	DR	Drive
EST	Estates	EXPY	Expressway
EXT	Extension	FALL	Fall
FLS	Falls	FRY	Ferry
FLD	Field	FLDS	Fields
FLT	Flats	FRD	Ford
FRST	Forest	PATH	Path
PIKE	Pike	PNES	Pines
PL	Place	PLN	Plain
PLNS	Plains	PLZ	Plaza
PT	Point	PRT	Port
PR	Prairie	RADL	Radial
RNCH	Ranch	RPDS	Rapids
RST	Rest	RDG	Ridge
RIV	River	RD	Road
ROW	Row	RUN	Run
SHL	Shoal	SHLS	Shoals
SHR	Shore	SHRS	Shores
SPG	Spring	SPGS	Springs
SPUR	Spur	SQ	Square
STA	Station	STA	Stravenue
STRM	Stream	ST	Street
SMT	Summit	TER	Terrace
TRCE	Trace	TRAK	Track
TRL	Trail	TRLR	Trailer
TUNL	Tunnel	TPKE	Turnpike
UN	Union	VLY	Valley
VIA	Viaduct	VW	View
VLG	Village	VL	Ville
VIS	Vista	WALK	Walk
WAY	Way	WLS	Wells

Total Record Count

The total number of delivery point records for a given area.

Urbanization Locale Key

The locale key of an urbanization for a given delivery point; it is used only with addresses in Puerto Rico. This field is used to locate the urbanization name in City State Product.

Vacant Code

The total number of delivery points unoccupied 90 days or longer for an area. In the CDS ZIP Code Header Record, this field gives the number of delivery points unoccupied for 90 days or more for a given ZIP Code; in the CDS Carrier Route Header Record, the total number of delivery points unoccupied for 90 days or more for a given carrier route.

Volume Sequence Number

A number representing the position of any given volume within the entire set of tapes/cartridges.

ZIP Code

ZIP is an acronym for Zone Improvement Plan. It is a 5-digit code that identifies a specific geographic delivery area. ZIP Codes can represent an area within a state, an area that crosses state boundaries (unusual condition) or a single building or company that has a high mail volume.

ZIP Count

The total number of ZIP Codes for a given volume.

ZIP Sector Code

The first two digits of the 4-digit ZIP add-on code. This code represents a smaller geographic area within a ZIP Code area. ZIP sector boundaries are established so as not to cross state or county lines.

ZIP Segment Code

The last two digits of the 4-digit ZIP add-on code, which represent a smaller geographic area within a ZIP Sector area. Geographically, ZIP segments represent areas such as one side of a city block between intersections; both sides of a street, including cul-de-sacs; a company or building; a floor or group of floors within a building; a cluster of mailboxes; sections of post office boxes; or other similar delivery groups.

Appendix A: Sample Route Header Card

CARRIER ROUTE HEADER CARD

*5-digit ZIP Code Submitted _____ *Post Office _____

*Cards Are: Resident Business Combination of Resident and Business

*Level of Service Requested:

- Sequencing of Address Cards (A920.2.0)
- Sequencing of Address Cards, with Total Possible Deliveries Shown (A920.3.0)
- Sequencing of Address Cards, with Missing or New Addresses Added (A920.4.0)

A*	B*	C	D	E	F	G	H	I
Carrier Route/PO Box No. (All Services)	Count (All Services)	Changes (All Services)	Nonchargeable Svcs		Chargeable Services		Total Returned (All Services)	Total Current Possible Deliveries (All Services)
			Missing Addresses (A920.3.0 Services)	Rural Addresses Converted (All Services)	Non- existent Addresses Removed (All Services)	New Addresses Added (A920.4.0 Services)		

*To Be Completed by Customer

Column Explanations

- A. Carrier route number or post office box section number (all services).
- B. Number of addresses the customer is submitting for the route.
- C. Number (indicated with a minus (-) sign) of deliverable addresses not deliverable by the designated route carrier. (Carriers must give these cards to their supervisors.) Number (indicated with a plus (+) sign) of deliverable addresses from their routes brought to the designated route for sequencing.
- D. Number of delivery addresses missing from the submitted list. The carrier must identify these by inserting one blank card per missing address or noting a series of sequenced missing addresses on one blank card. These blank cards are inserted in proper sequence in the address cards submitted by the customer. Use of this column applies to A920.3.0.
- E. Number of rural addresses converted to city delivery.
- F. Number of nonexistent addresses. These are addresses that are undeliverable by any carrier. The carrier must remove these address cards and return as a separate bundle.
- G. Number of new addresses not in the customer's cards. One card may contain multiple possible deliveries. Each delivery is counted as a chargeable addition.
- H. Total addresses being returned to customer. For A920.2.0 service (column B, plus or minus column C, minus column F). For A920.3.0 (columns B plus D), plus or minus column C, minus (column F). For A920.4.0 (column B plus or minus column C, minus F plus G).
- I. Maximum possible delivery count for business and/or residential deliveries including individual apartment units from 1621, Carrier Route Report (Should agree with column H for service under A920.3.0 and A920.4.0 only.)



DELIVERY UNIT SUMMARY

To request DMM A920 Service, please complete this form **IN IT'S ENTIRETY**, sign and mail it and your electronic address file or address cards to the appropriate address shown on the back.

Customer Information:

5-Digit ZIP Code Submitted:	Submitting: <input type="checkbox"/> Cards <input type="checkbox"/> Address File	No. of Boxes/Containers Submitted:	Date Submitted:
Address Groups: <input type="checkbox"/> City Residential <input type="checkbox"/> City Business <input type="checkbox"/> City Residential/Business <input type="checkbox"/> Rural <input type="checkbox"/> PO Box <input type="checkbox"/> All			
Are you a current CDS Customer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your CDS customer number:			
Company Name:			
Primary Contact:		Secondary Contact:	
Mailing Address:			
City:		State:	ZIP+4:
Billing Address (If different from mailing address):			
City:		State:	ZIP+4:
Primary Contact Phone Number: ()	Primary Contact Fax Number: ()	Primary Contact Email Address:	
Secondary Contact Phone Number: ()	Secondary Contact Fax Number: ()	Secondary Contact Email Address:	

If qualified, do you wish to receive Electronic CDS files? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how often:</i> <input type="checkbox"/> Weekly <input type="checkbox"/> Bimonthly <i>If yes, billing option:</i> <input type="checkbox"/> Bimonthly <input type="checkbox"/> Annually	CDS Medium Selection (If qualified, select one)			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3480 Cartridge	CD-ROM	Email (3 meg)	FTP
Density:	38K BPI	—	—	—
Label Option:	NL	NL	—	—
Character Set:	EBCDIC	ASCII	—	—
Do you rent/lease your lists? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Level Of Service Requested: (select one)

<input type="checkbox"/> Sequencing of Addresses (A920.2.0) <input type="checkbox"/> Sequencing of Addresses, plus identify location of missing addresses (A920.3.0) <input type="checkbox"/> Sequencing of Addresses, plus adding missing or new addresses (A920.4.0) (Required for CDS qualification)
<p>Customer acknowledges, by his/her signature below, that the above named individuals are authorized to act on behalf of their company in matters regarding acquisition of sequencing information from the United States Postal Service. Customer also acknowledges that he/she understands the terms and conditions outlined in the Domestic Mail Manual Section A920, and in the CDS Customer Brochure as they relate to qualification and acquisition of CDS files. Customer acknowledges that all requests for processing will be identified on a USPS password-secured website.</p>
Name of Authorized Company Representative (please print) _____ Signature of Authorized Company Representative _____ Date _____

