UNITED STATES POSTAL SERVICE ®

| County Project | SOP | Address Management | 10/26/2012 |

Objective: To prepare County Project files for processing.

Scope: USPS (NCSC) is working with local county and municipal addressing authorities to improve address quality in both our databases by resolving addresses that differ and reviewing congressional and county code differences.

> *Note: Users must submit a PS Form 5118, County Project Web Access Request Form prior to getting started. After the form is submitted, the customer profile is created, and the system generates a unique customer id and password. A customer service representative from NCSC will contact the customer with the user id and password. The local USPS AMS Manager must also confirm the status as the local county or municipal addressing authority.*

Cost-effective, consistent, and timely delivery of every mailpiece depends on its address. An accurate address contains only elements that are complete and correct. When a mailpiece is missing address elements or contains incorrect address elements, it requires additional handling, including manual processing. This can delay delivery or even make delivery impossible.

In addition to improving the delivery of your mail, a standardized address can also help more easily exchange data with other organizations based on the standardized address.

For the USPS, we want to ensure we have all physical addresses, as well as all mailing addresses in case we are called upon to assist during an emergency situation; we want to ensure the most accurate congressional and county information is being utilized especially when funds are involved; and we want to ensure our address database accurately reflects official addresses for the purpose of improving mail delivery for your constituents.

Procedure:

1. INPUT FILE REQUIREMENTS

Acceptable File Types:

- Excel (.xls)
- Comma Delimited (.csv)
- Fixed-length text files (.txt)*
- Access (.mdb)
- DBase (.db2)
- Extensible Markup Language (.xml)

The file name must:

1. Begin with the unique customer id assigned by NCSC
2. Followed by four numbers, reflecting the month and day the file was submitted, (mmdd), and saved as an acceptable file type

> *For example, if your unique customer id that NCSC assigned is YYY and the 4 numbers representing the submit date are 0925, September 25th, then YYY0925.TXT would be a valid file name.*

Files must be compressed with the PKZip compression utility and must include the .zip file extension. The first seven characters of the zipped file name must be the same as the first seven characters of the text file name *(e.g., if your text file name is YYY0925.TXT, the ZIP file name must be YYY0925.ZIP).*

2. SUBMIT FILE FOR PROCESSING

Submit County Project files via email to aec@usps.gov by following the below steps:

1. Prepare files using the input file requirements
2. Zip files using a compression tool such as WinZip (maximum 3MB)
3. Password protect your file using the assigned password
4. Send zipped file via email to aec@usps.gov ***(Do not include the password)***
5. As files are processed, all files will be compressed, password protected with the initial password provided and sent via email.

Submit County Project files on CD/DVD media via U.S. Mail to:

COUNTY PROJECT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001

6. As CD files are processed, all files will be compressed, password protected provided on CD media via U.S. Mail.

3. OUTPUT FILES – Descriptions

Up to seven (7) files will be returned to you after processing is complete. Each file name identifies the date your file was processed and the type of data contained in each file. Returned files are in .txt format or .ZIP. File descriptions are listed below.

D022610.MISSING SECONDARY.TXT

Date file processed preceded by an alpha character.	Type of data/records contained within the file.	File format.

D022610.MATCHRPT.TXT	This file is the statistics file that showed how well our databases matched. These are being tracked for counties across the country.
D022610.MATCH.ZIP	These are the standardized addresses where our two databases matched perfectly. The only action here is to decide if you will (or can) update your database to use the standardized address. This would be a local database decision for your county IT type folks. Any record key provided on the records were returned for ease of matching back to the original record.
D022610.NOMATCH.ZIP	These records that should be reviewed with your local USPS AMS office. This is an important file! We're finding several things such as the AMS database has a typo or the wrong suffix or directional that needs to be corrected; the county database has a typo or the wrong suffix or directional; the address is a physical address with a structure and needs to be added to the AMS database; or the address is physical but is an empty lot, parking lot, etc so we wouldn't add it to the AMS database.
D022610.INVALID.SECONDARY.ZIP	This file should be reviewed to ensure the secondary addresses are valid (Apt., Suite, Unit, etc.). If not, correct. If so, work with your local AMS office to correct in the AMS database (i.e. County has Units 1, 2, 3 and AMS Units A, B, C).
D022610.MISSING.SECONDARY.ZIP	This file identifies potential missing secondary information as the AMS database has indication this address has some type of structure that would require the use of Apt., Unit, Condo, Suite, etc. Start by looking these addresses up on the internet (Google maps is an excellent starting point) to see what is at the address. If secondary information is found, investigate and update the county database as appropriate. AMS should do the same to ensure the AMS database is accurate as well. Correct as necessary.
D022610.COUNTY.ZIP	This file identifies differences with the county code. This is important primarily for mailers that mail to your county. We want to ensure we have the correct county for all of your addresses. Some companies also use this information for determining mailing rates among other things beyond USPS control.
D022610.CONGRESSIONAL.ZIP	This file is very important for Congress. Any differences between the county database and the AMS database should be reviewed with the appropriate local representatives to determine the correct Congressional District. Congressional franking (mailing) funds are based on this information, and other government funds are often tracked against this information, so we need to make sure it is correct!
D022610.DPFE911.ZIP	This file contains AMS address records that are not found in the County input file. File includes BASE records only (no alternates, alias, etc) for Streets, Buildings, and Rural/HC Route records only (no Firms and no PO Boxes).
	NOTE: A Non-Disclosure agreement must be on file with the local AMS office prior to providing the file. This file will appear in the download listing after a request is made to receive this file and verification of an existing non-disclosure agreement is confirmed.

4. Addendum – Layout Information

Input File Layout *(Fixed-length text files)*

Use the following file layout to prepare your fixed-width text files.

Field Name	Length	Required Fields?	Field Type
ADDRESS LINE	66	Required	A/N
CITY	28	Required	A/N
STATE	2	Required	A/N
ZIP5	5	Required	NUMERIC
CONGRESSIONAL CODE	4	Required	A/N
COUNTY CODE	5	Required	A/N
KEY*	50	Required	A/N
LATITUDE**	15	Not Required	A/N
LONGITUDE**	15	Not Required	A/N
CR/LF	2	Required	
Total Record Length 192 Bytes			

Notes: * A customer supplied identification code or record ID (Example: PUBLICJQD5)

              ** Must be right-justified with leading spaces

AMS Congressional Table Layout

The AMS congressional code required in the input file is located in the AMS Congressional Table. The layout below identifies the congressional code as the first four (4) bytes in this semi-colon delimited file *(Example: TN02)*. These four bytes consist of the 2-digit state abbreviation and the 2-digit congressional district number.

Field Reference Number	Field Description	Logical Length	Relative Position From/Thru	Content Notes
01	State Abbr	02	01 – 02	Example: TN
02	Congressional District	02	03 – 04	Example: 02

AMS County Name Table Layout

The AMS county name code required in the input file is located in the AMS County Name Table. The AMS county code is the same as the Federal Information Processing Standard (FIPS) code assigned to a given county or parish within a state. The layout below identifies the county code as the first five (5) bytes in this semi-colon delimited file *(Example: TN157)*. These five bytes consist of the 2-digit state abbreviation and the 3-digit county number.

Field Reference Number	Field Description	Logical Length	Relative Position From/Thru	Content Notes
01	State Abbr	02	01 – 02	Example: TN
02	County Number	03	03 – 05	Example: 157
03	County name	25	06 – 30	
04	County Location Code	02	31 – 32	