

POSTAL BULLETIN

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MESSAGE FROM THE POSTMASTER GENERAL

Earth Day Message

For many people, Earth Day serves as an important reminder that, in many ways, our planet is a fragile, finite place to live, one where resources need to be protected and conserved for future generations. On April 22, thousands of postal employees and millions of Americans will get involved by beautifying roadsides, planting trees, cleaning up parks and beaches, and taking part in other environmental activities.

We can be proud that conservation and environmental protection are year-round activities for the Postal Service. With your help, we are America's largest recycler. We have the largest alternative fuel delivery vehicle fleet in the nation. Our progressive, environmentally friendly purchasing policies, aggressive pollution prevention programs, and Environmental Management Policy organization are nationally renowned, winning numerous White House, Environmental Protection Agency, and state and local government awards for environmental excellence.

I want to take this opportunity to encourage you to take part in your local Earth Day activities, and thank you for helping us continue the Postal Service's tradition of environmental leadership.

MARVIN RUNYON
POSTMASTER GENERAL

Table of Contents moved to page 2

CONTENTS

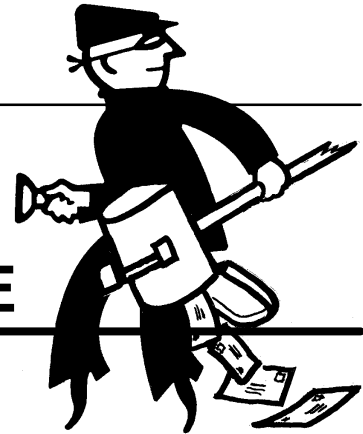
The *Postal Bulletin* is also available on the World Wide Web at <<http://www.usps.gov>>.

Message From the Postmaster General:		
Earth Day Message	1	
Postal Crime Poster		
Shortpaid Postage Scams	3	
Administrative Services		
Rubber Stamps	5	
Correction: Ordering Procedures for Rubber Stamps and Steel Hand Canceling Stamps	6	
Customer Services		
Mailbox Improvement Week, May 19–24	7	
Missing Children Poster	15	
Mail Alert	17	
Free Postage Statement Software on the Internet	18	
Domestic Mail		
DMM Notice: New Simplified Ancillary Service Endorsements	19	
DMM Revision: Written Additions — Circulars	25	
DMM Notice: <i>FASTforward</i> SM System	30	
DMM Revision: Labeling List Changes	35	
DMM Revision: Value Added Refunds — Authorization	39	
DMM Notice: Content Identifier Numbers	40	
DMM Revision: Physical Characteristics — Reply Mail and Special Mailing Envelopes ...	41	
DMM Notice: Optional Endorsement Lines — ZIP Codes for ADC and AADC Packages ...	44	
DMM Notice: Labeling Instructions	45	
APO/FPO Changes	46	
Finance		
Correction: Unnumbered Insured Articles	47	
ASM Revision: Anti-Money Laundering: Postal Service Policies and Procedures	47	
Fraud Alert		
Withholding of Mail Orders	57	
Missing U.S. Money Order Forms	58	
Missing Canadian Money Order Forms	61	
Counterfeited Canadian Money Order Forms	62	
800 Number Available to Verify Canadian Money Orders	62	
Invalid Express Mail Corporate Account Numbers	62	
International		
IMM and Publication 273 Revision: Express Mail International Service to Korea	68	
IMM Revision: Global Priority Mail	69	
IMM and Publication 273 Revision: Express Mail International Service to Rwanda	70	
Suspension of International Surface Mail to Albania	71	
IMM Revision: Global Package Link	71	
Philately		
Stamp Announcement 97-14: City College of New York Postal Card	80	
Pictorial Cancellations Announcement 97-8 ...	82	
Special Cancellation Die Hubs	86	
Post Offices		
Post Office Changes Number 6	87	
Clarification Regarding Placed and Mailed Suspicious Items	90	
Postal Employees		
Handbook EL-814 Correction: Safety While Fingering the Mail	91	
Postal Bulletin Index, January — March 1997	92	
Postal Bulletin Indexes		
Quarterly Index	PB 21943 (4-10-97)	
1996 Annual Index	PB 21936 (1-2-97)	



UNITED STATES POSTAL INSPECTION SERVICE

You can help...
STOP POSTAL CRIME



Shortpaid Postage Scams

Since about 1988, unscrupulous people have promoted a fraudulent scheme to sell “secret” information that claims it is legal to send a First-Class Mail letter for only 2 cents, 3 cents, or 6 cents. For various prices, often ranging from \$5 to \$20, the promoter sends people a copy of an outdated federal law that was eliminated by the Postal Reorganization Act of 1970 (title 39 of the United States Code).

Promoters claim that the law that reflects the lower postage rate has never been changed by the U.S. Congress. It is true that prior to passage of the Postal Reorganization Act, postage rates were set by the Congress, and the rate of postage for First-Class Mail was 6 cents. **However**, when the Post Office Department became the U.S. Postal Service in July 1971, the power to prescribe postal rates was delegated to the Postal Service.

Under the new law, postal rates are now set by administrative action of the Postal Service Board of Governors and the independent Postal Rate Commission. Anyone selling obsolete postal rate material to others is engaging in a promotion that violates the False Representation Statute (title 39, United States Code, section 3005) and may be in violation of the Mail Fraud Statute (title 39, United States Code, section 1341), a federal felony law.

Mailpieces with short-paid postage found in the mailstream must be either returned to sender or treated as dead mail (if no return address) (see *Domestic Mail Manual* P011). If employees receive solicitations at home to participate in such schemes, they can turn them over to their supervisor or a postal inspector.

Please Post On All Bulletin Boards

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Administrative Services

Rubber Stamps

Requirements for wooden-handled rubber stamps have fallen to the point where it is no longer economical to stock them at the material distribution centers (MDCs). In the event that some offices would rather continue to use the older style stamps, the MDCs will issue the present inventory of stamps until they are depleted, or until June 1, 1997. After that time, field offices are authorized to purchase non-self-inking stamps locally.

To replace the wooden handled stamps, self-inking rubber stamps manufactured by the Lighthouse for the Blind are now available from the MDCs. New catalogs are being mailed to all post offices the first week in April. If you have not received your catalog by April 15th, or you need additional catalogs, call 1-800-799-0402 and request a copy of *USPS Generic Title Stamps*.

Stamps shown in the *USPS Generic Title Stamps* catalog are to be ordered through your servicing MDC by submitting Form 7380, *MDC Supply Requisition*, or TTOE via Touch-Tone telephone. Maintenance sites may use MARS. The *USPS Generic Title Stamps* catalog will list the stock number and unit of issue for each stamp. The next printing of Publication 247, *Supply and Equipment Catalog*, will be updated to reflect this change.

Questions regarding ordering procedures or order status should be referred to customer service at your servicing MDC.

Note: Sites should pay particular attention to the unit of issue to ensure that they receive the correct quantity desired.

—*Inventory Management,
Purchasing and Materials, 4-10-97*

CORRECTION

Ordering Procedures for Rubber Stamps and Steel Hand Canceling Stamps

Effective April 1, 1997, this article corrects and replaces *Postal Bulletin 21942 (3-27-97)* and modifies items and pricing for the next two years.

Ordering Procedures

- a. Complete Form 1567, *Requisition for Rubber and Steel Hand Canceling Stamps* (February 1996 edition only). A separate Form 1567 is required for each vendor from whom items are being ordered. It must contain the name of the person placing the order as part of that address. The requisition must legibly specify the exact engraving in the appropriate field. It is also important to include your 10-digit telephone number.
- b. Prepare a check or money order payable to the appropriate vendor for the total amount of the order and attach it to Form 1567, or enter your USPS credit card number and expiration date.
- c. Submit the completed Form 1567 and check or money order directly to the vendor at the address listed below.
- d. Delivery of rubber or steel hand canceling stamps from the vendor will be made approximately 30 days after the order is received by the vendor. Shipping charges are included in the price of the item (except as noted for Hanley Postal Supply Co.).

Questions about these procedures may be addressed to the Minneapolis Purchasing and Materials Service Center at 800-880-4636.

Form 1567 (February 1996) (NSN 7530-01-000-9360) is available from the MDCs.

Note: Any item number shown as an R number, for example R53, Returned to sender (hand index), in *Publication 247, Supply and Equipment Catalog*, can be obtained only from the material distribution centers (MDCs) and may not be ordered using the above procedures. To order Form 1567 or year dates, you must submit a request on Form 7380, *MDC Supply Requisition*, to your servicing MDC.

Vendor: Winters Stamp Manufacturing Co.**Address**

WINTERS STAMP MANUFACTURING CO
ATTN KAREN BOYCE
PO BOX 003
ELIZABETH NJ 07207-7003
PHONE: 908-352-3725

Pricing

Item No.	Description	Unit Price
500	Rubber Stamp, large hand index, permits four lines of lettering outside hand.	\$2.90
502	Rubber Stamp, completely assembled with handle (specify with or without border).	\$4.90
	Cost for each additional line over five.	\$.80

Vendor: Hanley Postal Supply Co.**Address**

HANLEY POSTAL SUPPLY CO
ATTN DIANE WILER
PO BOX 10006
ERIE PA 16514-0006
PHONE: 814-898-2720

Pricing

Item No.	Description	Unit Price
716	Steel Stamp, completely assembled with handle.	\$54.00
718H	Steel Stamp, completely assembled with handle.	\$93.00

Delivery of the two items above will be made 60 days after the order is received by Hanley Postal Supply Co.

Vendor: The Baumgarten Co. of Washington**Address**

THE BAUMGARTEN CO OF WASHINGTON
ATTN JAMES BATURIN
325 WASHINGTON BLVD
LAUREL MD 20707-4617
PHONE: 301-317-3933

Pricing

Item No.	Description	Unit Price
550	Printing face only with killer bars (order handle PSIN O550H from the MDC).	\$3.25
550M	Printing face only without killer bars (order handle PSIN O550H from the MDC).	\$3.45
552	Rubber Stamp, completely assembled with handle (does not include type).	\$5.70
570	Printing face only, without type (order handle PSIN O570R from the MDC).	\$3.10
762	Rubber stamp, completely assembled with handle.	\$7.40
577B	Rubber Stamp, completely assembled with handle (includes box of type and tweezers).	\$11.80
579	Facsimile signature completely assembled with handle.	\$5.53
579A	Title line below facsimile signature for Item 579.	\$1.05
579B	Boxwood cut or die for making facsimile of signature stamp, Item 579	\$1.90
602	Rubber Stamp, completely assembled with handle.	\$13.52
602A	Rubber face only for Item 602.	\$3.60
603	Rubber Stamp, completely assembled with handle.	\$15.30
603B	Rubber face only for Item 603.	\$3.60
603C	Date bands only for Item 603.	\$3.30

—Inventory Management,
Purchasing and Materials, 4-10-97

Customer Services

ALL OFFICES WITH CITY MOTORIZED, RURAL, OR HIGHWAY CONTRACT BOX DELIVERY ROUTES

Mailbox Improvement Week, May 19–24

Each year, the Postal Service designates the third full week of May to encourage customers on city motorized, rural, or highway contract box delivery routes to examine and, where necessary, improve the appearance of their mailboxes. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and to streets in suburban areas. Mailbox Improvement Week, May 19–24, calls attention to the need for providing mailboxes that are:

1. Designed to protect the mail from weather.
2. Safe to use.
3. Conveniently located.
4. Neat in appearance.

Mailboxes that meet these four important requirements help delivery and collection operations, and improve service to the entire route. There are two approved styles of curbside mailboxes: (1) traditional design in three standard sizes (see Exhibit A); and (2) contemporary design, also in three sizes (see Exhibit B).

Notice 209, Mailbox Improvement Week

Notice 209, *Mailbox Improvement Week*, can be requisitioned from your servicing material distribution center (see "How to Order the Documents You Need", page 11). Postmasters should send the notice to all rural and highway contract box delivery route customers the week before Mailbox Improvement Week to alert them of the event.

City Motorized, Rural, and Highway Contract Box Delivery Routes

Customers must use **only** approved traditional or contemporary curbside mailboxes for new installations or replacements. However, customers may use custom-built curbside mailboxes if the local postmaster gives prior approval and the mailbox conforms generally to the same requirements as approved manufactured curbside mailboxes, relative to the flag, size, strength, and quality of construction. Carriers on motorized city routes may continue to serve mailboxes designed primarily for use by customers receiving door delivery, which have been erected and served under previous regulations (see Exhibit C). However, carriers should advise customers they may use only approved curbside mailboxes when replacing these types of mailboxes. A list of approved manufacturers of traditional curbside mailboxes appears in *Postal Operations Manual (POM)* 632.518 (see *Postal Bulletin* 21939 (2-13-97)).

Exhibit A

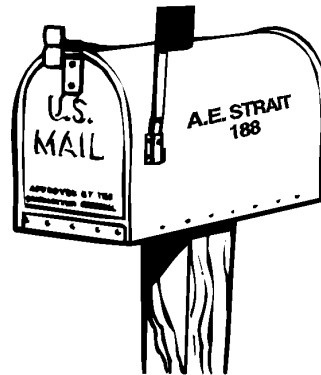


Exhibit B

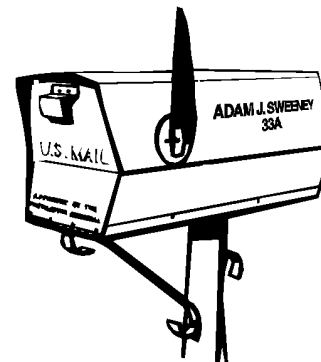
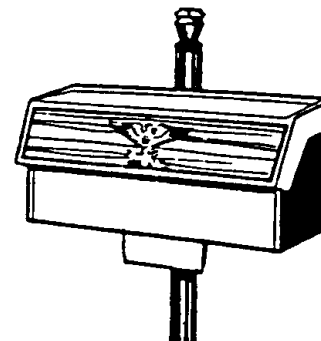


Exhibit C



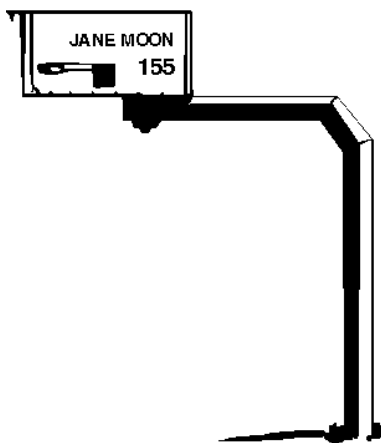
For motorized city routes, and where the use of street names and house numbers is authorized on rural and highway contract box delivery routes, the mailbox must display the number on the side of single mailboxes or on the door of grouped mailboxes. If the mailbox is *on a street other than the one on which the customer resides*, the street name and house number must be on the mailbox. When rural and highway contract box delivery route customers have assigned box numbers, the numbers must appear on the side of single mailboxes or on the door of grouped mailboxes, visible to the approaching carrier. The street number, box number, and any other address information must be inscribed in contrasting color in neat letters and numerals not less than one inch in height. In all instances, placing the owner's name on the box is optional.

Motorized city, rural, and highway contract box delivery route customers should be encouraged to group mailboxes whenever practical, especially where many mailboxes are located at or near crossroads, service turnouts, or similar locations. Customers should also paint mailboxes and supports/posts and keep them rust-free. Advertising on mailboxes and supports/posts is prohibited.

In areas where snow removal is a problem, the Postal Service suggests using a semi-arch or extended arm-type support (see Exhibit D), which allows snowplows to sweep near or under mailboxes without damaging supports and easy access to the mailboxes by carriers and customers.

Generally, customers should install mailboxes with the bottom of the mailbox at a vertical height of between 3 1/2 to 4 feet from the road surface. However, because of varying road and curb conditions and other factors, the Postal Service recommends that customers contact the postmaster or carrier before erecting or replacing mailboxes and supports.

Exhibit D



Location

Customers must place mailboxes on motorized city, rural, and highway contract routes so a carrier can safely and conveniently serve them without leaving his or her vehicle. The mailboxes must be on the right-hand side of the road in the carrier's travel direction in all cases where traffic conditions make it dangerous for the carrier to drive to the left to reach the mailboxes, or where doing so would constitute a violation of traffic laws and regulations (POM 632.6 exempts apartment houses or other multiple dwellings from this rule). On new rural and highway contract box delivery routes, all mailboxes must be on the right-hand side of the road in the direction of the route line of travel. Mailbox placement must conform with state laws and highway regulations. City motorized, rural, and highway contract box delivery route carriers are subject to the same traffic laws and regulations as other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that impede efficient delivery. Except when a mailbox is temporarily blocked, carriers must have access to the mailbox without leaving the vehicle unless authorized to dismount.

Mailbox Supports

Posts and other supports for curbside mailboxes are owned and controlled by customers who are responsible for seeing that posts are neat and adequate in strength and size. Customers should be discouraged from using massive mailbox supports that, when struck, could damage vehicles and cause injury. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away when struck by a vehicle. Post or support designs may not represent effigies or caricatures that disparage or ridicule any person. Customers may attach the box to a fixed or movable arm. POM 632.5 specifies postal regulations regarding construction and placement of mailboxes and supports on motorized city, rural, and highway contract box delivery routes.

The Federal Highway Administration (FHWA) has determined that mailbox supports no larger than 4 inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. The mailbox must also be securely attached to its post to prevent separation if struck. See Exhibits E and F for examples of mailbox mountings and supports suggested by the FHWA.

Exhibit E
Cantilever Mailbox Supports

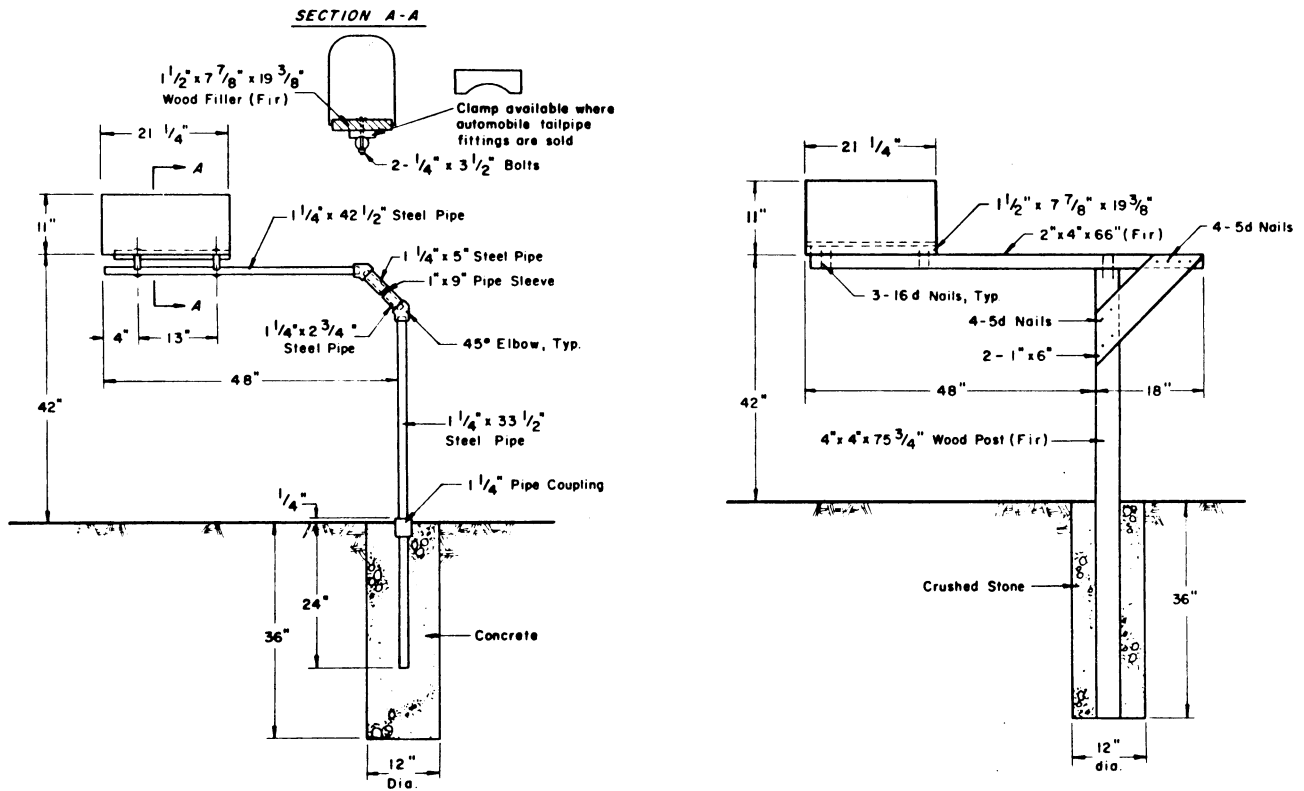
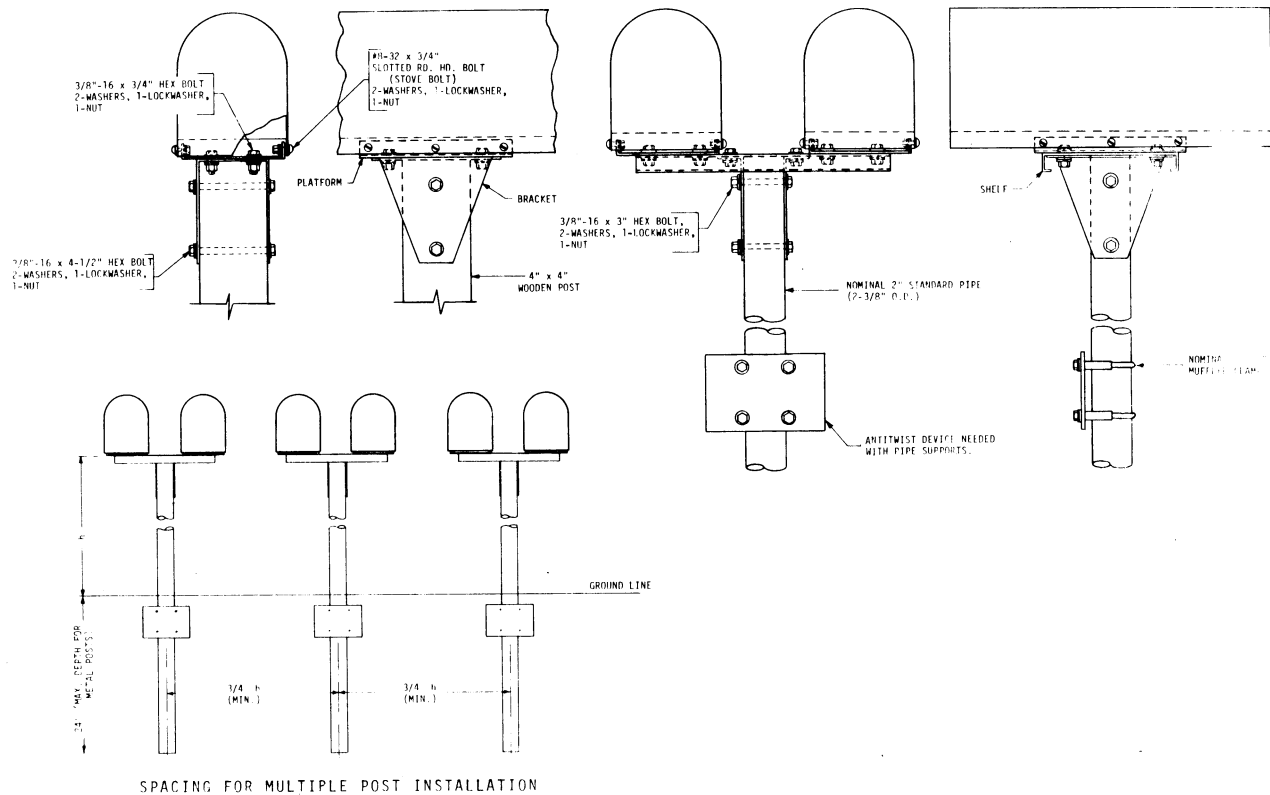


Exhibit F
Single and Double Mailbox Installations



CBUs and All-Weather Parcel Lockers

During Mailbox Improvement Week, postmasters, managers, or their designees must also review cluster box units (CBUs) and all-weather parcel lockers in their delivery areas to identify any hazards or irregularities. They must record the results of the review. Form 8143, *Equipment Checklist and Followup Review* (Exhibit G) (page 13), is the suggested format to use in conducting and recording the reviews. Employees conducting the reviews must complete Form 1624, *Delivery/Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees. See "How to Order the Documents You Need," page 11.

Equipment Review Procedure

Employees should use the CBU and parcel locker equipment checklist and follow up review procedure when examining the condition of CBUs and parcel lockers. They should:

1. List the unit location, type, and manufacturer in the left-hand column (list serial number where available).
2. Assign each checklist item one of the following ratings:
 - OK Equipment does not need attention for this item.
 - X Equipment needs attention for this item.
 - NA Item does not apply to this particular piece of equipment.
3. When examining the equipment, use the instructions below to complete Form 8143:
 - a. Check equipment. It should be straight, vertical, and firmly mounted. Attempt to shake the unit; it should hardly move. If equipment is not firmly mounted, note whether it is the connection at ground level that is loose or the connection between the pedestal and customer compartments that needs attention.
 - b. Check visible welds. Make note of cracked, broken, or rusted welds. Tap the pedestal with a plastic hammer, especially along the seams, to check for corrosion from the inside out or perforated corrosion.
 - c. Observe whether the carrier access door is locked and secure. Open it and observe whether it is bowed or warped and that the door and locking bar operate smoothly. With the carrier access door open, check whether restraining devices prevent the door from blowing closed. These devices, which may have to be set manually, should be serviceable.

- d. Ensure that the arrow lock operates smoothly and that the mounting screws are tight. The cover that protects the arrow lock from customer tampering must be serviceable and firmly attached.
 - e. Ensure that all customer access doors are present, closed, and locked with no visible damage or signs of forced entry. Check that customer door numbers are readable.
 - f. Ensure that the exterior surface of the unit is free from rust and graffiti.
 - g. Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
 - h. Check whether the unit and/or any protecting structure appear watertight and in good repair. Check to see if there are any noticeable watermarks inside the unit or any wet mail.
 - i. Note any other conditions warranting attention.
4. Record the results of the inspection on the checklist.
 5. Submit the completed Form 1624 for each unit reviewed to the maintenance office responsible for CBU installation and/or repair in the area.

Carriers must note equipment deficiencies and report them to the postmaster, supervisor, or designee. The postmaster or designee must then submit Form 1624 reporting the equipment defects. In addition, carriers should complete Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, for items that pose an immediate threat to safety, such as an improperly secured or leaning CBU (see "How to Order the Documents You Need," page 11). The postmaster or supervisor must immediately notify by telephone the office responsible for repair of reported hazards. The postmaster or supervisor must follow up to ensure that the work is satisfactorily completed and documented. The office responsible for repair should use its local buying authority to accomplish the repairs.

State and Local Regulations

Some states have enacted laws that are more stringent and specific about the type of mailbox that may be used, the post or support that must be used to mount the mailbox, and the location of the delivery equipment. Regulations and recommendations published in this notice may not reflect appropriate requirements for your area. When providing guidance to the general public concerning mailbox placement and replacement, in addition to postal regulations, advise them of any mailbox regulations known to you that have been enacted by state or local authorities.

Publicity

Postmasters should give these guidelines and suggestions maximum local publicity. Consult your area Corporate Relations Center for further guidance and assistance in publicizing Mailbox Improvement Week. The following news release is provided for postmasters to use in promoting Mailbox Improvement Week for daily or weekly newspapers or broadcast stations in their delivery area. Postmasters should retype the release double-spaced on Postal Service letterhead. It may also be helpful to alert the media to locations of particularly interesting mailboxes in your delivery area.

News Release

Mailbox Improvement Week Arrives in Time for Spring Cleaning

The U.S. Postal Service is asking all (city name) homeowners to inspect and repair their mailboxes during Mailbox Improvement Week, May 19–24, says Postmaster (full name).

“Repairing suburban and rural mailboxes improves the appearance of our community and makes delivering and receiving mail safer for our carriers and customers,” (last name) says.

The Postal Service makes this yearly request because of the wear and tear that occurs to mailboxes every year. (If applicable:) This is especially important after the effects of last winter, (he/she adds).

Some of the typical activities that may need to be taken include:

- Replacing loose hinges on mailbox door.
- Repainting a mailbox that may have rusted or started peeling.
- Remounting a mailbox post if loosened.
- Replacing or adding house numbers.

If a homeowner plans to install a new mailbox or replace a worn one, he or she must use only USPS-approved traditional or contemporary mailboxes, said (last name). Customers may use a custom-built mailbox, but they must consult with my office to ensure that it conforms to guidelines applying to flag, size, strength, and quality of construction.

For more information on the use of names or numbers on mailboxes, or answers to any other questions, call me at (phone number) or stop by the (city name) Post Office at (address).

Responsibility

Motorized city, rural, and highway contract box delivery route carriers must cooperate to ensure the success of this endeavor and later report the results to the postmaster. Also, postmasters should use the most up-to-date list of approved manufacturers and mailbox suppliers when providing motorized city, rural, or highway contract box delivery route customers with information about what type of box to install (see *Postal Bulletin 21939 (2-13-97)*).

How to Order the Documents You Need

The following documents are available from the material distribution centers and can be requisitioned by submitting Form 7380, *MDC Supply Requisition*, or by TTOE via Touch-Tone telephone:

Notice 209, Mailbox Improvement Week

PSIN: NOT209

Edition: 08/94

NSN: 7610-03-000-9145

Quick pick number: none

Unit of issue: EA (each)

Cost: \$.0097/each

Form 1624, Delivery/Collection Equipment Work Request

PSIN: PS1624

Edition: 07/92

NSN 7530-01-000-9392

Quick pick number: none

Unit of issue: SE (set)

Cost: \$.0244/set

Form 1767, Report of Hazard, Unsafe Condition, or Practice

PSIN: PS1767

Edition: 12/82

NSN 7530-01-000-9422

Quick pick number: 141

Unit of issue: SE (set)

Cost \$.0448/set

Form 8143, Equipment Checklist and Followup Review

This form is NOT stocked at the MDCs. It must be reproduced locally from Exhibit G shown on page 13.

—*Delivery Policies and Programs, 4-10-97*

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Exhibit G

United States Postal Service

Equipment Checklist and Followup Review

Post Office, State, and ZIP + 4

Reviewer's Signature

Date

Unit Location, Type, and Manufacturer	Checklist								
	Unit Stability <i>(a)</i>	Pedestal Welds <i>(b)</i>	Master Loading Door(s) <i>(c)</i>	Arrow Lock <i>(d)</i>	Customer Door/Lock <i>(e)</i>	Exterior Surfaces <i>(f)</i>	Weather Resistance <i>(g)</i>	Unit Housing (if any) <i>(h)</i>	Other <i>(i)</i>

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April 1997

Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



Lance Bronson Guevarra
Born: 8-4-90
Date Missing: 8-13-96
Missing From: Big Water, UT



Sandra Marie Williams
Born: 1-18-81
Date Missing: 1-26-96
Missing From: Thornton, CO



Faye Marie Witham
Born: 3-2-83
Date Missing: 10-13-96
Missing From: Raymond, NH

Please call the National Center for Missing and Exploited Children
Hot Line 1-800-843-5678
TDD 1-800-826-7653

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21536 (10-17-85) and 21926 (8-15-96).

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of

1 million pieces or more, should contact Sales Management at 202-268-3612 at least 1 month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Carol Wright Mailing	Standard/Letter	April 7-11	30.0	Nationwide	CarRt	6" x 9"; Cox Direct, Elm City and Washington, NC
BJ's Wholesale Club Spring Trial Membership (Wave 1)	Standard/Letter	April 7-11	1.6	East Coast, MA to FL	CarRt, 3/5-Digit, Basic	#10 kraft envelope
Sears Days Mailer	Standard/Letter	April 8-16	16.5	Nationwide	CarRt	
Oreck	Standard/Letter	April 9-12	7.0	Nationwide	3/5-Digit	R.R. Donnelley, Seymour, IN
Bloomington's Chairman's Letter	First-Class/Letter	April 12-16	1.2	Nationwide	CarRt, 3/5-Digit	Lazarus Monarch
Eddie Bauer 1997 April Summer	Standard/Catalog	April 14-16	4.0	Nationwide	CarRt, 3/5-Digit, Basic	R.R. Donnelley
Eddie Bauer 1997 April Summer Home	Standard/Catalog	April 14-16	1.3	Nationwide	CarRt, 3/5-Digit, Basic	R.R. Donnelley
BJ's Wholesale Club Spring Trial Membership (Wave 2)	Standard/Letter	April 14-18	1.6	East Coast, MA to FL	CarRt, 3/5-Digit, Basic	#10 kraft envelope
The Company Store	Standard/Catalog	April 14-17	2.3	Nationwide	CarRt	Quad/Graphics, Saratoga Springs, NY
Billy Graham Letter	Standard/Letter	April 14-29	1.5	Nationwide	3/5-Digit, Barcoded	3 7/8" x 7 1/8"; Minneapolis, MN
Bloomington's Beauty Benefits	Standard/Catalog	April 19-23	1.0	Nationwide	CarRt, 3/5-Digit	9" x 10 7/8"; ASG
Sears Cosmetics	Standard/Letter	April 21-23	2.5	Nationwide	CarRt	
Bloomington's One Day Plus Home	Standard/Catalog	April 21-24	1.2	Nationwide	CarRt, 3/5-Digit	10 1/2" x 10 1/2"; Case
Plow & Hearth Products for Country Living Summer 1997	Standard	April 21-24	1.8	Nationwide	CarRt, 3/5-Digit	Quad/Graphics
Current 1997 Sale Preview	Standard/Flat	April 21-25	1.0	Nationwide	CarRt, 3/5-Digit, Basic	8" x 10"
L.L. Bean 1997 Summer Home/Camp	Standard/Catalog	April 22-24	1.9	Nationwide	CarRt, 5-Digit, Basic	7 7/8" x 8 15/16", 64 pages
Sears Jewelry	Standard/Letter	April 22-24	2.5	Nationwide	CarRt	
Talbots Takes On Summer	Standard/Catalog	April 22-24	1.0	Nationwide	CarRt, 3/5-Digit, Basic	8.25" x 10.625"
It's Summer at Talbots	Standard/Catalog	April 22-24	1.2	Nationwide	CarRt, 3/5-Digit, Basic	8.25" x 10.625"

Title of Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Sears Kenmore	Standard/Letter	April 25–26	1.5	Nationwide	CarRt	
Billy Graham DECISION Magazine	Standard/Magazine	April 25–30	1.5	Nationwide	CarRt, 3/5-Digit, Basic	8" x 10 5/8"; 44 pages; Minneapolis, MN
Sterling Jewelers	First-Class Presort Automation/Letter	April 25–26	7.5	Nationwide	CarRt, 3/5-Digit	4" x 9"; Great Lakes
Sears Apparel	Standard/Letter	April 26–29	6.0	Nationwide	CarRt	
Sally Beauty Supply	Standard/Letter	April 28–30	2.6	Nationwide	CarRt, 3/5-Digit	
Williams-Sonoma May Catalogs for Cooks	Standard	April 28–30	2.3	Nationwide	CarRt, 3/5-Digit	R.R. Donnelley

—Sales, 4-10-97

Free Postage Statement Software on the Internet

The Postal Service is making free fill-in postage statement software available on the Postal Website at www.usps.gov. Our intention is to give customers software that can be downloaded to their own PCs and used to create individual postage statements or templates of postage statements for recurring mailings. This software is complete with rates, calculations, and navigational help to make completion as user-friendly as possible. The software produces completed postage statements ready for signature to accompany a mailing. When a mailer inputs a single-piece weight, the rates are automatically displayed in the correct section of the postage statements. All rounding and calculations are in accordance with the *Domestic Mail Manual*.

A software library of all 13 domestic postage statements is being created. This software uses a new technology called Java. Currently, the software runs on systems using Windows 95, Windows NT, and UNIX. Windows 3.1 and Macintosh versions will be available in a few months.

As of March 21, there are eight postage statements available on the Postal Website, including the Form 3600, 3602, and 3608 series. The Form 3605 series is scheduled for re-

lease in mid-April; the domestic library will be complete with the Form 3541 series, scheduled for release in early July.

This is the Postal Service's first venture into the arena of postage statement software. We realize that while many larger mailers use presort software that produces facsimile postage statements, many medium- and small-sized mailers are "out of the loop" when it comes to automated postage statements. These postage statements were developed with small- to medium-sized mailers in mind. The exact location on the Postal Website is www.usps.gov/formmgmt/webforms.

Three download options are planned to address different levels of customer need. First is the "one postage statement at a time method"; the second option is to download all 13 statements at once. The third option in development is an online "wizard" that will interview the user to help determine the appropriate postage statement needed for a particular mailing, then provide detailed guidance throughout its completion.

—Customer Information and Product Support, 4-10-97

Domestic Mail

DMM NOTICE

New Simplified Ancillary Service Endorsements

Overview

Effective July 1, 1997, *Domestic Mail Manual* (DMM) A010.4.2, A010.7.4, A910.6.1, E130.3.3, E140.1.3, F010.5.0, F010.6.1, F020.3.0, F030.1.0, F030.3.0, G091.4.3, and P021.2.5 are revised to simplify the system of ancillary service endorsements that mailers use to request an addressee's new address and to provide the Postal Service with consistent instructions on how to handle undeliverable-as-addressed (UAA) mail.

Under the new system, only four endorsements are available. The endorsements consist of one keyword: "Address," "Forwarding," "Return," or "Change," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment for each class and applicable charges generally remain the same as the treatment under the current system of endorsements.

On October 10, 1996, the Postal Service published for public comment in the *Federal Register* (61 FR 53280-53285) a proposed rule to change the ancillary service endorsements that mailers use to request an addressee's new address and to provide the Postal Service with instructions on how to handle undeliverable-as-addressed (UAA) mail. The final rule was published on March 28, 1997, in the *Federal Register* (62 FR 15056-15066).

Changes Since Proposed Rule

In response to customer comments and suggestions, the Postal Service made the following changes to the proposed rule:

1. A fourth ancillary service endorsement, "Forwarding Service Requested," is added. For First-Class Mail and Standard Mail (B), the optional use of this endorsement ensures that UAA pieces receive the same treatment provided to these classes for pieces not bearing this or any other endorsement. For Standard Mail (A), this endorsement provides for the forwarding and return of mail without requiring a separate address correction notification.
2. The "Change Service Requested" endorsement is restricted within First-Class Mail to electronic Address Change Service (ACS) participants. This restriction limits the service to mailers who are most likely to be familiar with the consequences of electing this option — that is, disposal of UAA pieces bearing this en-

dorsement. The mailer receives a separate notice of an address change or reason for nondelivery.

3. Unendorsed *single-piece rate* Standard Mail (A) that is undeliverable as addressed is discarded by the Postal Service. An ancillary service endorsement is required if forwarding or return is desired.

Similar Class Treatment

The new ancillary service endorsements are the same for all classes of mail. Treatment for each class of mail and applicable charges remain unchanged with the following exceptions.

First-Class Mail

All current treatment options are still available. In addition, a new option is available for requesting that UAA mailpieces not be forwarded or returned, but that the mailer be provided with a separate address correction, subject to the address correction fee. This new option is available under the endorsement "Change Service Requested." For First-Class Mail, this option is available only by electronic Address Change Service (ACS) participation.

Single-Piece Standard Mail

Currently, a mailer has the option of endorsing the Standard Mail (A) single-piece rate mail "Do Not Forward" to request that the Postal Service discard the piece if it is undeliverable, with no forwarding, no return, and no address correction provided.

Under the new standards, the treatment given to pieces bearing this endorsement becomes the default method of handling unendorsed UAA Single-Piece Standard Mail. Thus, Single-Piece Standard Mail mailers not desiring forwarding can choose among three options:

- No endorsement, in which case a UAA piece (if uninsured) is discarded if it is undeliverable.
- The endorsement "Return Service Requested," in which case a UAA piece is returned with the new address or reason for nondelivery attached, subject to return postage at the single-piece rate.
- The endorsement "Change Service Requested," in which case a UAA piece is discarded and the mailer provided with a separate notice of new address or reason for nondelivery, subject to the address correction fee.

Standard Mail (A)

Currently, if a UAA mailpiece weighing 1 ounce or less is endorsed "Address Correction Requested," the piece is returned to the mailer with the new address or reason for non-delivery, subject to return postage at the single-piece rate. Any heavier UAA piece bearing that endorsement is discarded and the mailer is provided with a separate notice of the new address or reason for nondelivery, subject to the address correction fee.

Under the new standards, the Postal Service no longer makes distinctions based on the weight of the piece. Regardless of weight, any UAA piece with the endorsement "Change Service Requested" receives the treatment currently accorded to a piece weighing more than 1 ounce — that is, the Postal Service discards UAA pieces and provides the mailer with separate notices of new address or reason for nondelivery, subject to the address correction fee. The endorsement "Return Service Requested" provides, regardless of weight, for the return of UAA pieces to the mailer with the new address or reason for nondelivery, subject to the appropriate single-piece rate postage.

Standard Mail (B)

Currently, a mailer has the option of endorsing the mailpiece "Do Not Forward, Do Not Return" to request that the Postal Service discard the piece if it is undeliverable, with no forwarding, no return, and no address correction provided.

Under the new standards, this option no longer is available. Instead, a mailer may use the endorsement "Change Service Requested," in which case the Postal Service discards UAA pieces and provides the mailer with separate notices of new address or reason for nondelivery, subject to the appropriate address correction fee.

Transition Period

The new ancillary service endorsements take effect July 1, 1997. The Postal Service will honor current endorsements through December 31, 1997, except for mail bearing no endorsement. Unendorsed mail received after July 1, 1997, will be handled under the new system that takes effect July 1, 1997.

After January 1, 1998, current endorsements and endorsements other than the four new endorsements will be invalid. For mail bearing invalid endorsements, the service under "Address Service Requested" or "Return Service Requested" will be provided to such mail as appropriate.

Specifically, if a mailpiece bears an endorsement that implies that forwarding service was desired, "Address Service Requested" will be provided. If a mailpiece bears an endorsement that implies that no forwarding was desired, "Return Service Requested" will be provided.

Summary Tables

The tables on pages 26-29 summarize the current and new (effective July 1, 1997) ancillary service endorsements, along with the corresponding treatment of undeliverable-as-addressed (UAA) mail bearing those endorsements. Employees and customers should keep these tables for reference during the transition period from July 1 through December 31, 1997, when both endorsement systems are in effect.

Domestic Mail Manual (DMM)

A Addressing

A000 Basic Addressing

A010 General Addressing Standards

* * * * *

4.0 RETURN ADDRESS

* * * * *

4.2 Ancillary Services

[Amend 4.2 by replacing "(e.g., "Return Postage Guaranteed")" in the first sentence with "(e.g., "Return Service Requested")" to read as follows:]

The USPS uses the return address to provide ancillary services requested by the mailer (e.g., "Return Service Requested").* * *

* * * * *

7.0 ADDITIONAL STANDARDS FOR PERIODICALS

* * * * *

7.4 Return Address

[Amend 7.4 by replacing "Return Postage Guaranteed" with "Address Service Requested" to read as follows:]

The return address must appear on any mailing wrapper that is endorsed "Address Service Requested."

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A900 Customer Support

A910 Mailing List Services

* * * * *

6.0 ELECTION BOARDS AND VOTER REGISTRATION COMMISSIONS

6.1 General

[Amend 6.1 by replacing "Address Correction Requested" with "Return Service Requested" to read as follows:]

Election boards or voter registration commissions may use the "Return Service Requested" endorsement and/or the National Change of Address (NCOA) system to maintain current address lists.

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E Eligibility

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E100 First-Class Mail

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E130 Nonautomation Rates

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3.0 PRESORTED RATE

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3.3 Address Quality

[Amend 3.3 by replacing in the first sentence "(e.g., the "Address Correction Requested" endorsement, ACS, or NCOA)" with "(e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA))" to read as follows:]

Effective July 1, 1997, addresses on all pieces claimed at the Presorted rate must be updated within 180 days before the mailing date by a USPS-approved address update tool (e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA)). * * *

* * * * *

E140 Automation Rates

1.0 BASIC STANDARDS

* * * * *

1.3 Address Quality

[Amend 1.3 by replacing in the first sentence "(e.g., the "Address Correction Requested" endorsement, ACS, or NCOA)" with "(e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA))" to read as follows:]

Effective July 1, 1997, addresses on all pieces claimed at automation rates must be updated within 180 days before the mailing date by a USPS-approved address update tool (e.g., appropriate ancillary service endorsement under F010,

Address Change Service (ACS), or National Change of Address (NCOA)). * * *

* * * * *

F Forwarding and Related Services

F000 Basic Services

F010 Basic Information

* * * * *

[Revise heading of 5.0 to read as follows:]

5.0 CLASS TREATMENT FOR ANCILLARY SERVICES

5.1 Priority Mail and First-Class Mail

* * * * *

[Revise the endorsement chart to read as follows:]

Priority Mail and First-Class Mail

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested" ¹	Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.
"Forwarding Service Requested"	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.
"Return Service Requested"	Mailpiece returned with new address or reason for nondelivery attached; no charge.
"Change Service Requested" ²	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS. Option available only via electronic Address Change Service (ACS) and only for letters and sealed parcels and postal and postcard subclasses. Not available for Priority Mail or mail with special services (e.g., certified or registered mail).
no endorsement	Same as USPS action for "Forwarding Service Requested."

¹ Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

² Valid only for Address Change Service (ACS) participating First-Class mailpieces.

5.2 Periodicals

[Revise 5.2e and the endorsement chart to read as follows:]

Undeliverable Periodicals publications (including publications pending Periodicals authorization) are treated as described in the chart below and under these conditions:

* * * * *

e. The publisher may request the return of copies of undelivered Periodicals publications by printing the endorsement "Address Service Requested" on the envelopes or wrappers, or on one of the outside covers of unwrapped copies, immediately preceded by the sender's name, address, and ZIP+4 or 5-digit ZIP Code. The per piece rate charged for return is the appropriate Standard Mail single-piece rate. When the address correction is provided incidental to the return of the piece, there is no charge for the correction. This endorsement obligates the publisher to pay return postage.

* * * * *

Periodicals

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested" ¹	First 60 days: mailpiece forwarded; no charge. After 60-day period, or if undeliverable: mailpiece returned with address correction or reason for nondelivery attached; appropriate Standard Mail single-piece rate charged.
"Forwarding Service Requested"	Not available for Periodicals.
"Return Service Requested"	Not available for Periodicals.
"Change Service Requested"	Not available for Periodicals.
no endorsement ¹	First 60 days: mailpiece forwarded; no charge. After 60-day period, or if undeliverable: separate address correction or reason for nondelivery provided; address correction fee charged; mailpiece disposed of by USPS.

¹ Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

5.3 Standard Mail (A)

[Revise 5.3a, 5.3e, 5.3f, and the endorsement chart to read as follows:]

Undeliverable Standard Mail (A) is treated as described in the chart below and under these conditions:

a. Insured Standard Mail (A) is treated as though endorsed "Address Service Requested."

* * * * *

e. When a large volume of identical-weight pieces originates from a single mailer and is endorsed "Return Service Requested," the USPS may use the weight of a sample of at least 25 pieces and divide that weight by the number of pieces in the sample. After the average per piece weight is determined, the pieces are weighed in bulk to determine the number of pieces subject to the single-piece rate for return. Pieces of identical weight counted in this manner, regardless of weight, are returned to the sender with the new address or the reason for nondelivery endorsed on the piece.

f. The *weighted fee* is the appropriate Standard Mail (A) single-piece rate, multiplied by a factor of 2.472 and rounded up to the next whole cent (if the computation yields a fraction of a cent). The weighted fee is computed (and rounded if necessary) for each mailpiece individually. Neither the applicable postage, the factor, nor any necessary rounding is applied cumulatively to multiple pieces. The fee is charged when an unforwardable or undeliverable piece is returned to the sender and the piece bears the endorsement "Address Service Requested" or "Forwarding Service Requested." Use of these endorsements obligates the sender to pay the weighted fee on all returned pieces.

* * * * *

Standard Mail (A)

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested" ¹	Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged). After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; only Standard Mail (A) weighted fee charged (address correction fee not charged).
"Forwarding Service Requested"	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged). After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; only Standard Mail (A) weighted fee charged (address correction fee not charged).

Standard Mail (A) continued

Mailer Endorsement	USPS Action on UAA Pieces
“Return Service Requested”	Mailpiece returned with new address or reason for nondelivery attached; only return postage at Standard Mail (A) single-piece rate charged (address correction fee not charged).
“Change Service Requested” ¹	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.
no endorsement	Mailpiece disposed of by USPS. (No exception for Single-Piece Standard Mail. Single-Piece Standard Mail must be endorsed if forwarding or return is desired.)

¹ Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

5.4 Standard Mail (B)

* * * * *

[Revise the endorsement chart to read as follows:]

Standard Mail (B)

Mailer Endorsement	USPS Action on UAA Pieces
“Address Service Requested” ¹	Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged).
“Forwarding Service Requested”	Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged).
“Return Service Requested”	Mailpiece returned with new address or reason for nondelivery attached; only return postage at appropriate single-piece rate charged (address correction fee not charged).

Mailer Endorsement	USPS Action on UAA Pieces
“Change Service Requested” ¹	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.
no endorsement	Same as USPS action for “Forwarding Service Requested.”

¹ Valid for all mailpieces, including Address Change Service (ACS) participating mailpieces.

5.5 Express Mail

* * * * *

[Revise the endorsement chart to read as follows:]

Express Mail

Mailer Endorsement	USPS Action on UAA Pieces
“Address Service Requested”	Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.
“Forwarding Service Requested”	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.
“Return Service Requested”	Mailpiece returned with new address or reason for nondelivery attached; no charge.
“Change Service Requested”	Not available for Express Mail.
no endorsement	Same as USPS action for “Forwarding Service Requested.”

6.0 ENCLOSURES AND ATTACHMENTS

6.1 Periodicals

[Amend 6.1 by replacing “Return Postage Guaranteed.” with “Address Service Requested.” in the last sentence to read as follows:]

* * * Undeliverable Periodicals publications (including publications pending Periodicals authorization) with an *incidental* First-Class Mail attachment or enclosure are treated as dead mail unless endorsed “Address Service Requested.”

* * * * *

F020 Forwarding

* * * * *

3.0 POSTAGE FOR FORWARDING

* * * * *

3.5 Standard Mail (A)

[Amend 3.5 by replacing "address correction service endorsement" with "ancillary service endorsement" and "(e.g., "Special Standard Mail Rate, Forwarding and Return Postage Guaranteed")" with "(e.g., "Special Standard Mail Rate, Forwarding Service Requested")" to read as follows:]

Standard Mail (A) is subject to collection of additional postage from the mailer when forwarding and return service is provided. Mail that qualifies for a single-piece Standard Mail (B) rate is returned at that rate if the mailer's ancillary service endorsement specifies the Standard Mail (B) rate (e.g., "Special Standard Mail Rate, Forwarding Service Requested").

3.6 Standard Mail (B)

[Amend 3.6 by replacing "Do Not Forward, Do Not Return" in the second sentence with "Change Service Requested" to read as follows:]

Standard Mail (B) is subject to the collection of additional postage at the applicable rate for nonlocal forwarding if guaranteed by the sender. Unless endorsed "Change Service Requested," all Standard Mail (B) is delivered as directed without additional postage charge when the old and new addresses are served by the same post office. The addressee may refuse any piece of Standard Mail (B) that has been forwarded. This refusal does not revoke the right to have other Standard Mail (B) forwarded. If the addressee does not want to pay forwarding postage for all Standard Mail (B), the addressee must ask the postmaster of the new address to use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Standard Mail (B).

* * * * *

F030 Address Correction, Address Change, and Return Services

1.0 ADDRESS CORRECTION SERVICE

1.1 Purpose

[Revise 1.1 to read as follows:]

If mail cannot be delivered as addressed, address correction service allows the sender on request, using the appropriate ancillary service endorsement under F010, to obtain the addressee's new (forwarding) address (if the addressee filed a change-of-address order with the USPS) or the reason for nondelivery. Address correction service is available alone or in combination with forwarding and return service.

[Redesignate current 1.2 through 1.4 as 1.3 through 1.5, respectively; add new 1.2 and new 1.6 to read as follows:]

1.2 Invalid Endorsement

Except under 1.6, any obsolete ancillary service endorsement or similar sender endorsement not shown in F010 is considered invalid for address correction service. A mail-piece bearing an invalid endorsement is handled as follows:

- a. If forwarding service is implied, "Address Service Requested" is provided.
- b. If forwarding is not implied, "Return Service Requested" is provided.

* * * * *

1.6 Temporary Exception

From July 1, 1997, through December 31, 1997, the previous ancillary service endorsements in DMM Issue 51 must be honored and treated as shown in *Postal Bulletin* 21943 (April 10, 1997), with the exception of mail bearing no endorsement. Undeliverable-as-addressed unendorsed mail is handled under F010.

* * * * *

3.0 SENDER INSTRUCTION

3.1 Mail Not Forwarded

[Amend 3.1 by revising 3.1b to read as follows:]

The following types of mail are not forwarded:

* * * * *

- b. Mail showing specific instructions of the sender (e.g., "Return Service Requested" or "Change Service Requested").

* * * * *

3.2 Special Services

[Amend 3.2 by revising 3.2d to read as follows:]

A change-of-address order covers certified, collect on delivery (COD), insured, registered, and return receipt for merchandise mail unless the sender gives other instructions or the addressee moves outside the United States. This mail is treated as follows:

* * * * *

- d. Insured Standard Mail (A) without any other endorsement is treated as though endorsed "Forwarding Service Requested." The USPS forwards the mail and, if still undeliverable as addressed, returns it to the sender with the new address or reason for nondelivery attached.

* * * * *

G General Information

G000 The USPS and Mailing Standards
* * * *

G090 Experimental Classifications and Rates

G091 Barcoded Small Parcels
* * * *

4.0 ADDRESS INFORMATION
* * * *

4.3 Address Quality

[Amend 4.3 by replacing in the first sentence “(e.g., the “Address Correction Requested” endorsement, ACS, or NCOA)” with “(e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA))” to read as follows:]

Effective July 1, 1997, addresses on all pieces claimed at automation rates must be updated within 180 days before the mailing date by a USPS-approved address update tool (e.g., appropriate ancillary service endorsement under F010, Address Change Service (ACS), or National Change of Address (NCOA)). * * *

* * * *

P Postage and Payment Methods

P000 Basic Information
* * * *

P020 Postage Stamps and Stationery

P021 Stamped Stationery
* * * *

2.0 PERSONALIZED STAMPED ENVELOPE
* * * *

[Revise 2.5 to read as follows:]

2.5 Optional Information

The following endorsements and instructions printed in at least 8-point type may be included as part of the return address:

a. Any ancillary service endorsement under F010 that requests address correction, forwarding, or return appropriate for the intended class of mail (e.g., “Address Service Requested”). The endorsement must appear directly below the return address, separated with a minimum clear space of 1/4 inch.

b. Any sender instruction under F030 that specifies a period for holding mail, not fewer than 3 and not more than 30 days (e.g., “AFTER 5 DAYS RETURN TO”). The instruction must appear directly above the return address. If such an instruction is printed on envelopes at Standard Mail (A) rates, those envelopes must also bear an authorized ancillary service endorsement that provides for return postage.

* * * *

—Address Management, Operations Support, 4-10-97

DMM REVISION

Written Additions — Circulars

Effective immediately, *Domestic Mail Manual* (DMM) E612.2.1 is amended to clarify that a circular may be mailed as Standard Mail (A) even if it includes handwritten or typewritten dates or addresses on the piece or handwritten or typewritten corrections of typographical errors. This amendment will be included in DMM Issue 52 (scheduled for release on July 1, 1997).

Domestic Mail Manual (DMM)

E Eligibility
* * * *

E600 Standard Mail

E610 Basic Standards
* * * *

E612 Additional Standards for Standard Mail (A)
* * * *

2.0 CONTENT

2.1 Circulars

Circulars, including printed letters that, according to internal evidence, are sent in identical terms to more than one person are Standard Mail (A). A circular does not lose its character as such if a date and the individual names of the addressee and sender are written (handwritten or typewritten) on the circular or written corrections of typographical errors are made on the circular.

* * * *

—Mail Preparation and Standards, Marketing Systems, 4-10-97

First-Class Mail, Priority Mail, and Express Mail

Current		New (Effective July 1, 1997)	
Mailer Endorsement	USPS Action on UAA Pieces	Mailer Endorsement	USPS Action on UAA Pieces
“Forwarding and Address Correction Requested” or “Forward & Address Correction”	Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.	“Address Service Requested”	No change in USPS action.
		“Forwarding Service Requested”	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge. Note: Same USPS action as no endorsement.
“Address Correction Requested” or “Do Not Forward”	Mailpiece returned with new address or reason for nondelivery attached; no charge.	“Return Service Requested”	No change in USPS action.
		“Change Service Requested”* *First-Class Mail only available via electronic ACS participation.	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS. Not available for Priority Mail or Express Mail. Not available for mail with special services (e.g., certified or registered mail).
no endorsement	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; no charge. After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; no charge.	no endorsement	No change in USPS action.

Periodicals

Current		New (Effective July 1, 1997)	
Mailer Endorsement	USPS Action on UAA Pieces	Mailer Endorsement	USPS Action on UAA Pieces
“Return Postage Guaranteed”	First 60 days: mailpiece forwarded; no charge. After 60-day period, or if undeliverable: mailpiece returned with address correction or reason for nondelivery attached; appropriate Standard Mail single-piece rate charged.	“Address Service Requested”	No change in USPS action.
		“Forwarding Service Requested”	Not available for Periodicals.
		“Return Service Requested”	Not available for Periodicals.
		“Change Service Requested”	Not available for Periodicals.
no endorsement	First 60 days: mailpiece forwarded; no charge. After 60-day period, or if undeliverable: separate address correction or reason for nondelivery provided; address correction fee charged; mailpiece disposed of by USPS.	no endorsement	No change in USPS action.

Standard Mail (A)

Current		New (Effective July 1, 1997)	
Mailer Endorsement	USPS Action on UAA Pieces	Mailer Endorsement	USPS Action on UAA Pieces
“Forwarding and Return Postage Guaranteed, Address Correction Requested” or “Forward & Address Correction”	Months 1 through 12: mailpiece forwarded; no charge; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged). After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; only Standard Mail (A) weighted fee charged (address correction fee not charged).	“Address Service Requested”	No change in USPS action.
“Forwarding and Return Postage Guaranteed”	Months 1 through 12: mailpiece forwarded; no charge. Months 13 through 18: mailpiece returned with new address attached; only Standard Mail (A) weighted fee charged (address correction fee not charged). After month 18, or if undeliverable: mailpiece returned with reason for nondelivery attached; only Standard Mail (A) weighted fee charged (address correction fee not charged).	“Forwarding Service Requested”	No change in USPS action.
“Do Not Forward, Address Correction Requested, Return Postage Guaranteed” or “Do Not Forward — Address Cor — Return Guar”	Mailpiece returned with new address or reason for nondelivery attached; only return postage at Standard Mail (A) single-piece rate charged (address correction fee not charged).	“Return Service Requested”	No change in USPS action.
“Address Correction Requested”	If mailpiece 1 ounce or less: entire piece returned with new address or reason for nondelivery attached; only return postage at Standard Mail (A) single-piece rate charged (address correction fee not charged). If mailpiece over 1 ounce: address correction or reason for nondelivery provided by Form 3547; subject to address correction fee.	“Change Service Requested”	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS. Note: If return of the mailpiece is desired, use “Return Service Requested,” subject to appropriate Standard Mail (A) single-piece rate.
“Do Not Forward”	No forwarding or return service provided.		Not available (use no endorsement).
no endorsement	Single-Piece Rate Mail Only: mailpiece returned with new address or reason for nondelivery attached; only return postage at Standard Mail (A) single-piece rate charged (address correction fee not charged). Bulk Rate Mail Only: mailpiece disposed of by USPS.	no endorsement	Mailpiece disposed of by USPS. (No exception for single-piece rate Standard Mail (A), which must be endorsed if forwarding or return is desired.)

Standard Mail (B)

Current		New (Effective July 1, 1997)	
Mailer Endorsement	USPS Action on UAA Pieces	Mailer Endorsement	USPS Action on UAA Pieces
<p>“Forwarding and Return Postage Guaranteed, Address Correction Requested” or “Forward & Address Correction”</p>	<p>Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due; separate notice of new address provided; address correction fee charged. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged).</p>	<p>“Address Service Requested”</p>	<p>No change in USPS action.</p>
<p>“Forwarding and Return Postage Guaranteed”</p>	<p>Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged).</p>	<p>“Forwarding Service Requested”</p>	<p>No change in USPS action. Note: Same USPS action as no endorsement.</p>
<p>“Do Not Forward, Address Correction Requested, Return Postage Guaranteed” or “Do Not Forward — Address Cor — Return Guar”</p>	<p>Mailpiece returned with new address or reason for nondelivery attached; only return postage at appropriate single-piece rate charged (address correction fee not charged).</p>	<p>“Return Service Requested”</p>	<p>No change in USPS action.</p>
<p>“Do Not Forward, Do Not Return, Address Correction Requested” or “Do Not Forward or Return — Address Cor”</p>	<p>Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; mailpiece disposed of by USPS.</p>	<p>“Change Service Requested”</p>	<p>No change in USPS action.</p>
<p>“Do Not Forward, Do Not Return”</p>	<p>No forwarding or return service provided; mailpiece disposed of by USPS.</p>		<p>Not available (use “Change Service Requested”).</p>
<p>no endorsement</p>	<p>Months 1 through 12: mailpiece forwarded locally at no charge; forwarded out of town as postage due. Months 13 through 18: mailpiece returned with new address attached; only return postage at appropriate single-piece rate charged (address correction fee not charged). After month 18, or if undeliverable, or addressee refused to pay postage due: mailpiece returned with reason for nondelivery attached; only forwarding (where attempted) and return postage at appropriate single-piece rate charged (address correction fee not charged).</p>	<p>no endorsement</p>	<p>No change in USPS action.</p>

DMM NOTICE

FASTforwardSM System**I. Overview**

Effective July 1, 1997, *Domestic Mail Manual* (DMM) E130.3.3 and E140.1.3 are amended, current F030.3.0 and F030.4.0 are redesignated as F030.4.0 and F030.5.0, respectively, and new F030.3.0 is added to reflect the introduction of *FASTforwardSM*, a computerized system developed as an additional method of meeting the move update requirement for Presorted First-Class Mail and automation rate First-Class Mail.

The USPS *FASTforward* system is available in the following two distinct applications, each requiring a separate license agreement:

- *FASTforward* Mailing List Correction, designed to correct electronic mailing lists before their use to prepare mailings by interfacing with computerized list processing systems.
- *FASTforward* MLOCR/RVE, designed solely to interface with *FASTforwardSM*-approved automation systems such as multiline optical character readers (MLOCRs) and remote video encoding (RVE) operations. The MLOCR/RVE *FASTforward* system provides the ability to redirect already prepared mailpieces to the recipient's new address.

Contact the *FASTforward* department at the National Customer Support Center (1-800-238-3150) for information on either application. The amendments and additions that follow pertain to the *FASTforward* MLOCR/RVE application and will appear in DMM Issue 52 (scheduled for release on July 1, 1997).

If the *FASTforward* Mailing List Correction application is utilized, any processing category (e.g., letter, flat, parcel) can be eligible. Only letter-size pieces are currently eligible for *FASTforward* MLOCR/RVE processing. Each letter-size piece must bear a complete delivery address (name line and delivery address lines) within the OCR read area defined in DMM C830. Pieces that bear alternative address formats as described in DMM A040 are not eligible for *FASTforward* processing. In addition, each piece must contain a barcode clear zone in the lower right corner that is free of any printing or windows and that meets the standards in DMM C840.

Until January 1, 1998, a licensed user of the software may choose either one of two positions for placing the *FASTforward* information (that is, the delivery point barcode and text information representing the new address). Specifications for configuring and placing the *FASTforward* information on the mailpiece are described in the *FASTforward* service agreement between the licensed user and the USPS.

Mail processed by *FASTforward* MLOCR/RVE requires that every piece bearing a name and address identified in the USPS *FASTforward* system (that is, a name and address for which a change-of-address order is on file) must be updated with the new address for the intended recipient. MLOCR processes actively utilizing *FASTforward* with each mailing meet the standard for the 180-day move update required on July 1, 1997.

At the time a mailpiece initially utilizing *FASTforward* MLOCR processing to meet the move update standard is later entered into a supplemental RVE processing operation (or similar mailpiece upgrading system), the piece no longer meets the standard. The name and address information from each piece may then be processed through a licensed *FASTforward* RVE system to meet the 180-day move update standard. RVE processes actively utilizing *FASTforward* also meet the update standard if used to attempt to apply a new address each time before mail entry.

Stand-alone encoding desk operations are not eligible for *FASTforward* applications. Until July 1, 1999, pieces initially utilizing *FASTforward* MLOCR processing to meet the move update standard and later entered into a stand-alone encoding desk operation will maintain the initial move update qualification.

II. FASTforward Text Information**A. Description**

The *FASTforward* text representation is an uppercase alphanumeric string made up of four components that must be applied—in addition to the associated delivery point barcode—to the appropriate mailpiece as specified in the license agreement. This text must be applied to every piece identified by the USPS *FASTforward* system as requiring re-direction because of a change-of-address order.

The maximum number of characters in the complete alphanumeric string is 42. The applied *FASTforward* text information must, in the sole judgment of the Postal Service, be legible, discernible, and easily interpreted by postal employees attempting delivery of the readdressed mail.

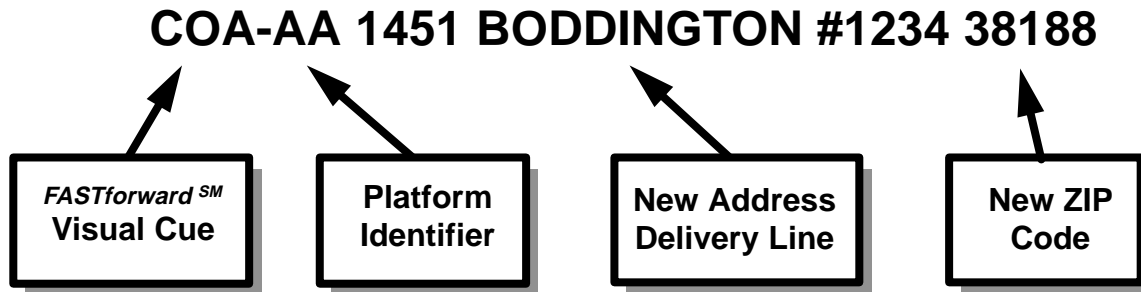
All four components are required by the *FASTforward* license agreement. A licensing information package, which contains all the *FASTforward* specifications and requirements, may be obtained by writing to:

FASTFORWARD LICENSE
PURCHASING SERVICE CENTER
US POSTAL SERVICE
225 N HUMPHRIES BLVD
MEMPHIS TN 38166-6260

Questions about technical requirements within the information package should be directed to the *FASTforward* de-

partment, National Customer Support Center, 1-800-238-3150.

FASTforwardSM Text Information



B. Components

1. Visual Cue

The visual cue alerts a postal employee that the mailpiece has been redirected to a new address. This cue is the acronym COA for the term *change of address*. This field is resident in the licensee's system and is not returned by the USPS *FASTforward* system.

2. Platform Identifier

A three-character alphanumeric identifier (such as "-AA" in which the hyphen is a significant character) is assigned by the USPS to each licensed *FASTforward* platform within the licensee's operation.

This identifier provides an audit trail for the *FASTforward* updated mailpiece for problem resolution. This field is resident in the licensee's system and is not returned by the USPS *FASTforward* system.

3. New Address Delivery Line

The delivery line of the new (forwarded to) address is presented as part of the *FASTforward* text information to enable the USPS to process and deliver the redirected mailpiece. The licensee's system delimits the new address delivery line with spaces.

This field is returned to the licensee's system by the USPS *FASTforward* system when a name and address match occurs to a *FASTforward* change-of-address record containing a forwardable address. The number of characters returned in this field can vary, up to a maximum of 29 characters.

4. New ZIP Code

The 5-digit ZIP Code of the new address is returned by the USPS *FASTforward* system to the licensee's system in a separate field.

III. Placement

A. Overview

Initially, the *FASTforward* text information may be applied in either of these two positions:


- Completely within the barcode clear zone (permanent position).
- To the left of, and on the same line as, the delivery point barcode (transitional position). Beginning January 1, 1998, only the permanent position may be used.

B. Permanent Position

FASTforward information placed in the permanent position (text representation and delivery point barcode for the new address) must meet the general requirements listed below. Specific requirements are set forth in the *FASTforward* MLOCR/RVE license agreement.

- The text representation (new address) must be entirely within the barcode clear zone.
- The text representation must be above the delivery point barcode.
- Sufficient space, as defined in the *FASTforward* license, must separate the text representation and the delivery point barcode so that USPS automation equipment can read the barcode without interference.
- The delivery point barcode must meet the barcode dimensions, spacing, and placement standards in DMM C840.
- An envelope with a window intruding into the barcode clear zone may not be used with the permanent position. An envelope with a covered window in the lower right corner may not be used.

FASTforwardSM Permanent Position (Not drawn to scale)

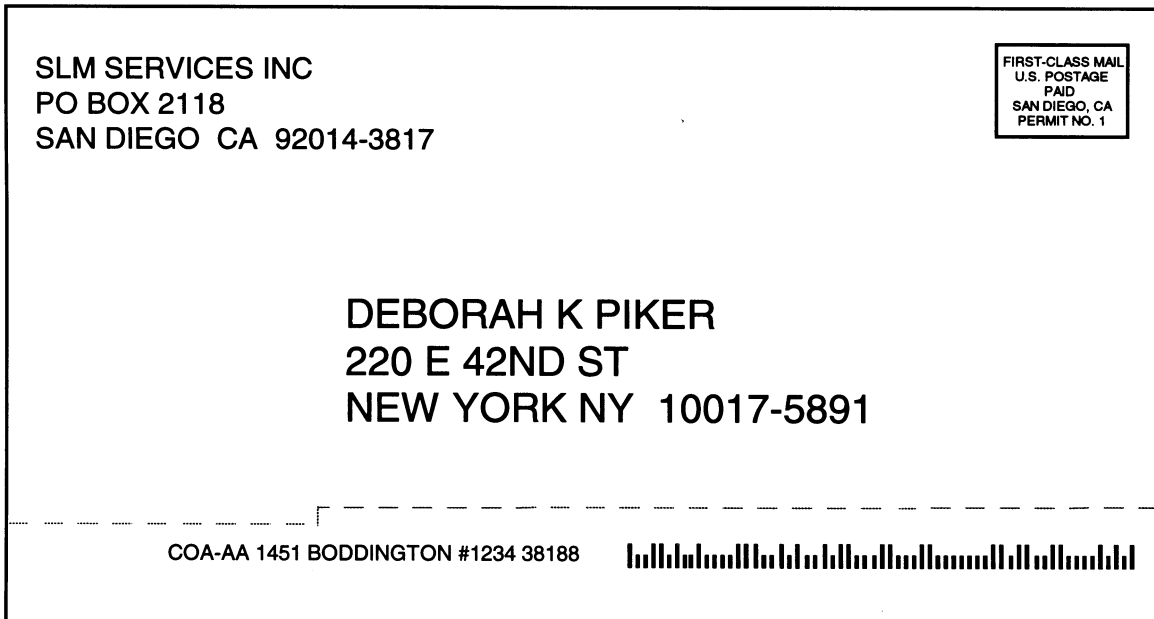
SLM SERVICES INC PO BOX 2118 SAN DIEGO CA 92014-3817	FIRST-CLASS MAIL U.S. POSTAGE PAID SAN DIEGO, CA PERMIT NO. 1
DEBORAH K PIKER 220 E 42ND ST NEW YORK NY 10017-5891	
COA-AA 144 BLUE SPRING SHORES LAKEVIEW 38188 	

C. Transitional Position

Until January 1, 1998, the transitional position for *FASTforward* information is permitted if the following general standards for mailpiece length, barcoding, and the additional *FASTforward* clear zone are met. Additional requirements are set forth in the *FASTforward* MLOCR/RVE license agreement.

- Each piece must be at least 6-1/2 inches long.
 - Each piece must have a barcode clear zone in the lower right corner of the piece, free of any printing and meeting the standards in DMM C830 and C840. An envelope with a covered window in the lower right corner may not be used.
 - Each piece must also have a *FASTforward* clear zone for the text representation (the new address information). This *additional* clear zone—a rectangular area next to the left of the barcode clear zone—is defined by these boundaries:
 - Left: 6-1/2 inches from the right edge of the piece.
 - Right: 4-3/4 inches from the right edge of the piece.
- Top: 1/2 inch from the bottom edge of the piece.
 - Bottom: the bottom edge of the piece.
- The text representation for the new address must be printed on the same line and to the left of the delivery point barcode. Sufficient space, as defined in the *FASTforward* license, must separate the text and new barcode to allow USPS automation equipment to read the barcode without interference.
 - Envelopes that contain windows that intrude into the *FASTforward* clear zone are not eligible for *FASTforward* processing if the transitional position is used.
 - The barcode must be printed with the dimensions, spacing, and placement specified in DMM C840, with these exceptions:
 - Measured over any 1 inch, the horizontal spacing of the barcode must be 24 bars per inch.
 - The right edge of the barcode is 1/8 inch from the right edge of the piece.

FASTforwardSM Transitional Position (Until January 1, 1998) (Not drawn to scale)



Domestic Mail Manual (DMM)

E	Eligibility	*	*	*	*	*
E100	First-Class Mail	*	*	*	*	*
E130	Nonautomation Rates	*	*	*	*	*
3.0	PRESORTED RATE	*	*	*	*	*

3.3 Address Quality

[Revise 3.3 to read as follows:]

The move update standards for address quality are as follows:

a. *Basic Standards.* Effective July 1, 1997, addresses on all Presorted First-Class Mail must be updated within 180 days before the mailing date with a USPS-approved method (i.e., Address Change Service (ACS), National Change of Address (NCOA), *FASTforwardSM*, or the appropriate ancillary service endorsement under F010). Other methods may be used only if authorized by the National Customer Support Center. The update standard applies to each address, not to a specific list or mailing. When an address on a piece in a mailing at another rate is updated with an approved method,

other than *FASTforward* MLOCR and/or RVE (*FASTforward* Mailing List Correction is an approved method), the address is considered valid during the following 180 days to meet the update standard. A mailer must certify compliance with the update standard when the corresponding mail is presented to the USPS.

b. *FASTforward Standards.* *FASTforward* MLOCR processes meet the update standard only if used each time before mail entry. If a piece that initially uses *FASTforward* MLOCR processing is rejected then entered into a supplemental remote video encoding (RVE) operation (or similar system), the piece does not meet the standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the update standard. *FASTforward* RVE processes also meet the update standard if used each time before mail entry. Stand-alone encoding desk operations are not eligible for *FASTforward* applications. Until July 1, 1999, pieces initially using *FASTforward* MLOCR processing to meet the update standard and later entered into a stand-alone encoding desk operation maintain the initial move update qualification.

	*	*	*	*	*
E140	Automation Rates				
1.0	BASIC STANDARDS				
	*	*	*	*	*

1.3 Address Quality

[Revise 1.3 to read as follows:]

The move update standards for address quality are as follows:

a. *Basic Standards.* Effective July 1, 1997, addresses on all automation rate First-Class Mail must be updated within 180 days before the mailing date with a USPS-approved method (i.e., Address Change Service (ACS), National Change of Address (NCOA), *FASTforwardSM*, or the appropriate ancillary service endorsement under F010). Other methods may be used only if authorized by the National Customer Support Center. The update standard applies to each address, not to a specific list or mailing. When an address on a piece in a mailing at another rate is updated with an approved method, other than *FASTforward* MLOCR and/or RVE (*FASTforward* Mailing List Correction is an approved method), the address is considered valid during the following 180 days to meet the update standard. A mailer must certify compliance with the update standard when the corresponding mail is presented to the USPS.

b. *FASTforward Standards.* *FASTforward* MLOCR processes meet the update standard only if used each time before mail entry. If a piece that initially uses *FASTforward* MLOCR processing is rejected then entered into a supplemental remote video encoding (RVE) operation (or similar system), the piece does not meet the standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the update standard. *FASTforward* RVE processes also meet the update standard if used each time before mail entry. Stand-alone encoding desk operations are not eligible for *FASTforward* applications. Until July 1, 1999, pieces initially using *FASTforward* MLOCR processing to meet the update standard and later entered into a stand-alone encoding desk operation maintain the initial move update qualification.

* * * * *

F Forwarding and Related Services

F000 Basic Services

* * * * *

[Revise the heading of F030 to read as follows:]

F030 Address Correction, Address Change, *FASTforwardSM*, and Return Services

* * * * *

[Redesignate current 3.0 as 4.0 and current 4.0 as 5.0; add new 3.0 to read as follows:]

3.0 *FASTforwardSM*

3.1 Purpose

FASTforwardSM is an automated system that interfaces with addressing/automation systems, such as computer-based mailing list correction processes, multiline optical character reader (MLOCR), or remote video encoding (RVE) technologies, to identify names and addresses for which current change-of-address orders are on file with the USPS. The *FASTforward* Mailing List Correction application updates name and address mailing lists before pieces are prepared for mailing. Approved *FASTforward* MLOCR and RVE systems print an on-piece address correction (text and delivery point barcode of the new address) for identified pieces before entry in the mailstream. Technical and licensing information is available from the National Customer Support Center (see G043 for address).

3.2 Addressing

When MLOCR and/or video image technologies are used with *FASTforward*, all name lines and lines of the delivery address as defined in A010 on each mailpiece must have a uniform left margin and be entirely within the OCR read area defined in C830. The term *name lines* includes recipient's name, firm name, and building name. An optional information line (e.g., keyline or optional endorsement line) is permitted if placed above the top line of the address block. Any alternative format under A040 is not permitted.

3.3 Barcoding

When MLOCR and/or video image technologies are used with *FASTforward*, each mailpiece must have a barcode clear zone in the lower right corner, free of any printing and barcode, that meets the standards in C840. An envelope that contains a window that intrudes into the barcode clear zone is not eligible for *FASTforward*. If a *FASTforward* match is made, a new barcode representing the new address is printed in the barcode clear zone and, for mail processing, takes precedence over the old barcode (and address) in the address block. The new barcode must meet the barcoding standards in C840.

* * * * *

Quick Service Guide 001

Glossary of Postal Terms and Abbreviations in the DMM

[Amend Quick Service Guide 001 by adding this definition to read as follows:]

FASTforwardSM — A USPS-licensed automated system that updates addresses by identifying names and addresses for which current change-of-address (COA) orders are on file. A piece updated with *FASTforwardSM* can be delivered directly to the new address instead of forwarded from the old address. The *FASTforward* systems interface with USPS-approved automation systems such as multiline optical char-

acter readers (MLOCs) and remote video encoding (RVE) operations. *FASTforward* is available in two applications. The Mailing List Correction application updates computerized name and address mailing lists before mailpiece creation. The MLOC/RVE application provides an “on-piece” address correction during mail processing before deposit into the mailstream.

* * * * *

—Address Management, Operations Support, 4-10-97

DMM REVISION

Labeling List Changes

Effective immediately, *Domestic Mail Manual* (DMM) L002, L003, L004, L005, L102, L601, L603, L604, L801, and L803 are revised to reflect changes in mail processing operations. Although mailers are encouraged to label accord-

ing to these revised lists immediately, they must comply with these changes beginning July 1, 1997. DMM Issue 52 (scheduled for release on July 1, 1997) will reflect these changes.

Domestic Mail Manual (DMM)

L Labeling Lists

L000 General Use

L002 3-Digit ZIP Code Prefix Matrix

3-Digit ZIP Code Prefix	Column A for 3-Digit Destinations, Label to	Column B for 3-Digit/Scheme Destinations, Label to	Column C for SCF Destinations, Label to
Change From:			
210	BALTIMORE MD 210	BALTIMORE MD 210 ^S	SCF BALTIMORE MD 210
211	BALTIMORE MD 211	BALTIMORE MD 210 ^S	SCF BALTIMORE MD 210
212	BALTIMORE MD 212 ^U	BALTIMORE MD 212	SCF BALTIMORE MD 210
214	ANNAPOLIS MD 214 ^U	ANNAPOLIS MD 214	SCF BALTIMORE MD 210
215	CUMBERLAND MD 215	CUMBERLAND MD 215	SCF CUMBERLAND MD 215
216	EASTERN SHORE MD 216	EASTERN SHORE MD 216	EASTERN SHORE MD 216 ^D
218	SALISBURY MD 218	SALISBURY MD 218	SALISBURY MD 218 ^D
219	BALTIMORE MD 219	BALTIMORE MD 219	SCF BALTIMORE MD 210
267	CUMBERLAND MD 267	CUMBERLAND MD 267	SCF CUMBERLAND MD 215
Change To:			
210	LINTHICUM MD 210	LINTHICUM MD 210 ^S	SCF LINTHICUM MD 210
211	LINTHICUM MD 211	LINTHICUM MD 210 ^S	SCF LINTHICUM MD 210
212	BALTIMORE MD 212 ^U	BALTIMORE MD 212	SCF BALTIMORE MD 212
214	ANNAPOLIS MD 214 ^U	ANNAPOLIS MD 214	SCF LINTHICUM MD 210
215	CUMBERLAND MD 215	CUMBERLAND MD 215 ^S	SCF CUMBERLAND MD 215
216	EASTERN SHORE MD 216	EASTERN SHORE MD 216 ^S	SCF EASTERN SHORE MD 216
218	SALISBURY MD 218	EASTERN SHORE MD 216 ^S	SCF EASTERN SHORE MD 216
219	BALTIMORE MD 219	BALTIMORE MD 219	SCF BALTIMORE MD 212
267	CUMBERLAND MD 267	CUMBERLAND MD 215 ^S	SCF CUMBERLAND MD 215

L003 3-Digit ZIP Code Prefix Groups — 3-Digit Scheme Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From: 210, 211	BALTIMORE MD 210
Change To: 210, 211	LINTHICUM MD 210
Add: 215, 267	CUMBERLAND MD 215
216, 218	EASTERN SHORE MD 216

L004 3-Digit ZIP Code Prefix Groups — ADC Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From: 210-212, 214-219, 254, 267 600-603, 610, 611, 613-616	ADC BALTIMORE MD 210 (FCM and STD only) ADC CAROL STREAM IL 601 (PER only) ADC CHICAGO IL 60821
604, 605, 609, 617-619	(FCM and STD only) ADC S SUBURBAN IL 604 (PER only) ADC CHICAGO IL 60821
Change To: 210-212, 214-219, 254, 267	(STD only) ADC LINTHICUM MD 210 (FCM and PER only) ADC BALTIMORE MD 212
600-603, 610, 611, 614-616	(FCM and STD only) ADC CAROL STREAM IL 601 (PER only) ADC CHICAGO IL 60821
604, 605, 609, 613, 617-619	(FCM and STD only) ADC S SUBURBAN IL 604 (PER only) ADC CHICAGO IL 60821

L005 3-Digit ZIP Code Prefix Groups — SCF Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From: 210-212, 214, 219 216	SCF BALTIMORE MD 210 EASTERN SHORE MD 216 ^S
Change To: 212, 219 216, 218	SCF BALTIMORE MD 212 SCF EASTERN SHORE MD 216
Add: 210, 211, 214	SCF LINTHICUM MD 210
Delete: 218	SALISBURY MD 218 ^S

L100 First-Class Mail

L102 ADCs — Presorted Priority Mail

Column A Destination ZIP Codes	Column B Label to
Change From: 210-212, 214-219, 254, 267 601, 603, 613-616 604, 609, 617-619 917, 918, 922-928 Change To: 210-212, 214-219, 254, 267 601, 603, 614-616 604, 609, 613, 617-619 917, 918, 922-925 Add: 926-928	DIS BALTIMORE MD 210 DIS CAROL STREAM IL 601 DIS S SUBURBAN IL 604 AMF ONTARIO CA 917 DIS BALTIMORE MD 212 DIS CAROL STREAM IL 601 DIS S SUBURBAN IL 604 AMF ONTARIO CA 917 SCF SANTA ANA CA 926

L600 Standard Mail

L601 BMCs — Machinable Parcels

Column A Destination ZIP Codes	Column B Label to
Change From: 008 010-069, 120-129 080-084, 137-139, 169-199 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349 498, 499, 540-551, 553-567, 580-588 640, 641, 644-658, 660-662, 664-679, 739 889-891, 900-908, 910-928, 930-935 894, 895, 897, 936-969 Change To: 008 010-069, 120-129 080-084, 137-139, 169-199 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349 498, 499, 540-551, 553-567, 580-588 640, 641, 644-658, 660-662, 664-679, 739 889-891, 900-908, 910-928, 930-935 894, 895, 897, 936-969	BMC JACKSONVILLE FL 32099 ³ BMC SPRINGFIELD MA 05500 BMC PHILADELPHIA PA 19205 005 BMC JACKSONVILLE FL 32099 BMC MPLS/ST PAUL MN 55202 002 BMC KANSAS CITY KS 64399 BMC LOS ANGELES CA 90901 000 BMC SAN FRANCISCO CA 94850 BMC JAXVILLE FL 32099 ³ BMC SPFLD MA 05500 BMC PHILA PA 19205 005 BMC JAXVILLE FL 32099 BMC MPLS/STP MN 55202 002 BMC KANS CITY KS 64399 BMC LOS ANGELS CA 90901 000 BMC SAN FRAN CA 94850

* * * * *

603 ADCs — Irregular Parcels

Column A Destination ZIP Codes	Column B Label to
Delete: 004, 005, 103-119	DIS DV DANIELS NJ 07099 NY
070-079, 085-089	DIS DV DANIELS NJ 07099 NJ
Add: 004, 005, 070-079, 085-089, 103-119	DIS DV DANIELS NJ 07099

L604 Originating ADCs — Irregular Parcels

Column A Originating ZIP Codes	Column B Label to
Change From: 889-891, 900-908, 910-928, 930-935	MXD BMC LOS ANGELES CA 90901 002
Change To: 889-891, 900-908, 910-928, 930-935	MXD BMC LOS ANGELS CA 90901 002

L800 Automation Rate Mailings

L801 AADCs — Letter-Size Mailings

Column A Destination ZIP Codes	Column B Label to
Change From: 210-212, 214, 216, 218, 219 601, 603, 613 614-619, 623, 625-627 930-935	AADC BALTIMORE MD 210 AADC CAROL STREAM IL 601 AADC SPRINGFIELD IL 625 AADC SEQUOIA CA 901
Change To: 212, 216, 218, 219 601, 603 613-619, 623, 625-627 930-935	AADC BALTIMORE MD 212 AADC CAROL STREAM IL 601 AADC SPRINGFIELD IL 625 AADC SEQUOIA CA 90198
Add: 210, 211, 214	AADC LINTHICUM MD 210

* * * * *

L803 Non-BMC/ASF Entry — Periodicals and Standard Mail (A)

Column A Originating ZIP Codes	Column B Label to
Change From: 060-069 210-212, 214, 219	MXD HARTFORD CT 060 MXD BALTIMORE MD 210
Change To: 060-069	(STD only) MXD HARTFORD CT 060 (PER only) MXD SOUTHERN CT 064
210-212, 214-219, 267	MXD BALTIMORE MD 212
Delete: 216, 218 215, 217, 267	MXD EASTERN SHORE MD 216 MXD FREDERICK MD 217

DMM REVISION

Value Added Refunds — Authorization

Effective immediately, *Domestic Mail Manual* (DMM) P014.4.0 is amended to clarify authorization procedures for refunds requested for excess postage at the time of mailing (termed *value added refunds*). This amendment will be included in DMM Issue 52 (scheduled for release on July 1, 1997).

Domestic Mail Manual (DMM)

P Postage and Payment Methods

P000 Basic Information

P010 General Standards

* * * * *

P014 Refunds and Exchanges

* * * * *

[Revise the heading of 4.0 to read as follows:]

4.0 REFUND REQUEST FOR EXCESS POSTAGE (VALUE ADDED REFUND) — AT TIME OF MAILING

* * * * *

4.2 Application

[Amend 4.2 by revising the first two sentences and by adding to the end of the section: "The postmaster forwards the application and supporting documentation for approval to the RCSC manager serving the post office where VAR mailings are to be entered." to read as follows:]

The presenter must make a written application to the postmaster serving each location where VAR mailings are to be deposited, verified, and paid. The application must describe the presenter's mail preparation system and the documentation that it can produce. The application must also show that the presenter can produce the postage statements and the refund documentation required by 4.17. The postmaster forwards the application and supporting documentation for approval to the RCSC manager serving the post office where VAR mailings are to be entered.

4.3 Mailer System

[Amend 4.3 by replacing "a singleline or multiline optical character reader (OCR)" with "barcoding equipment (e.g., multiline optical character readers)" to read as follows:]

Eligibility to submit requests for VARs requires that the presenter process and document mail through a fully automated mail sorting system. The system must include barcoding equipment (e.g., multiline optical character readers) to read the address information and determine the correct ZIP+4

code; an ink jet or laser printer to apply the correct POSTNET barcode in the required location; and a barcode reader (BCR) to read the POSTNET barcode, verify it for accuracy, and sort the mailpiece to the correct location.

* * * * *

4.5 Authorization

[Amend 4.5 by replacing "1 year" with "2 years" to read as follows:]

If the application is approved, an authorization to make refund requests is valid for a period not to exceed 2 years, subject to renewal after USPS review.

4.6 Appeal

[Revise 4.6 to read as follows:]

If the application is denied, the presenter may file a written appeal within 15 days through the RCSC to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision.

* * * * *

4.8 Cancellation

[Amend 4.8 by revising the introductory text and by replacing "6 months" with "12 months" in 4.8c to read as follows:]

The RCSC manager may cancel an authorization for any of these reasons:

* * * * *

c. No mailings are made under these procedures during any 12 consecutive months.

* * * * *

4.14 Criteria for Mailing

[Amend 4.14 by revising the introductory text, 4.14a, and 4.14d to read as follows:]

A mailing for which a VAR request is submitted must meet these criteria:

* * * * *

a. The presenter must process the mail for each customer so that the rate of postage affixed on each piece can be documented by customer, unless otherwise authorized by the RCSC, and rate category.

* * * * *

d. The presenter must be authorized by the RCSC to submit bulk Standard Mail (A) mailings that contain both Regular and Nonprofit rate pieces under the applicable standards.

* * * * *

4.17 Documentation for Mailing

[Amend 4.17 by revising 4.17b to read as follows:]

The presenter must provide documentation to the USPS that supports the VAR request and enables specific and efficient USPS verification of that request. Each mailing must be accompanied by a separate Form 3533, postage statement, documentation required by other standards for the rate claimed, and supporting documentation for the VAR request. Unless the RCSC grants a specific exception, these forms of documentation are required to support a VAR request:

* * * * *

b. The USPS qualification report detailing by ZIP Code the number of pieces qualifying for each rate by presort level.

* * * * *

—Business Mail Acceptance,
Marketing Systems, 4-10-97

DMM NOTICE

Content Identifier Numbers

Effective July 1, 1997, *Domestic Mail Manual* (DMM) Exhibit M032.1.3c is amended to change the human-readable content line for certain international mail content identifier numbers (CINs) for barcoded tray and sack labels.

These are further changes to the CIN changes announced in *Postal Bulletin* 21937 (1-16-97) that also take effect July 1. Appropriate amendments to the *International Mail Manual* will be announced in a future *Postal Bulletin* notice.

These changes will be included in DMM Issue 52 (scheduled for release on July 1, 1997).

Domestic Mail Manual (DMM)

M	Mail Preparation and Sortation				
M000	General Preparation Standards				
		*	*	*	*
M030	Containers				
		*	*	*	*
M032	Barcoded Labels				
1.0	BASIC STANDARDS—TRAY AND SACK LABELS				
		*	*	*	*

1.3 Content Line (Line 2)

* * * * *

Exhibit 1.3c

3-Digit Content Identifier Codes

* * * * *

International Mail

CIN:	Description:
Change From: 739	PRINTED MTR SURF DRX
Change To: 739	PRNTD MTR SURF DRX
Change From: 740	PRINTED MTR SURF WKG
Change To: 740	PRNTD MTR SURF WKG
Change From: 743	PER AO MXD WKG FGN
Change To: 743	PER AO WKG FGN

—Logistics, Operations Support, 4-10-97

DMM REVISION

Physical Characteristics — Reply Mail and Special Mailing Envelopes

Effective immediately, *Domestic Mail Manual* (DMM) C100.5.0 is added and DMM C810.8.0 and S922.4.10 are amended and reorganized to provide mailers with specific automation standards for business reply, meter reply, and courtesy reply mail.

Current DMM C010.6.0 through C010.9.0 are redesignated as DMM C010.7.0 through C010.10.0, respectively. Current DMM C024.15.0 through C024.17.0 are redesignated as new DMM C010.6.1 through C010.6.3, respectively. These new sections present general mailability standards for envelopes constructed with windows, envelopes printed with green diamond borders, and envelopes configured as reusable mailpieces for two-way mailing.

These amendments will appear in DMM Issue 52 (scheduled for release on July 1, 1997).

Domestic Mail Manual (DMM)

C Characteristics and Content

C000 General Information

C010 General Mailability Standards

[Redesignate current C024.15.0, C024.16.0, and C024.17.0 as C010.6.1, C010.6.2, and C010.6.3, respectively; redesignate current C010.6.0 through C010.9.0 as C010.7.0 through C010.10.0, respectively, to read as follows:]

* * * * *

6.0 SPECIAL MAILING ENVELOPES

6.1 Window Envelope

Any window envelope used for letter-size or flat-size mail must meet the following standards and, for upgradable and automation mail, the physical standards in C810 or C820 and the applicable optical character reader standards in C830 or barcoding standards in C840:

- a. The address and any barcode visible through the window must be printed on white paper or paper of a very light color.
- b. The window opening must be of sufficient size and, if covered, of sufficient transparency so that all characters in the address, any optional endorsement line, and any barcode are completely visible throughout the full range of the movement of the insert within the envelope.
- c. For letter-size mail, the delivery address window must be parallel with the longest edge of the envelope. For flat-size mail, the address window may be parallel with any edge of the envelope.

- d. For registered mail, the opening on a window envelope must be covered as described in S911.

6.2 Green Diamond Border Envelope

An envelope or card bearing a green diamond border must be used only for First-Class Mail. Any envelope or card bearing a green diamond border is charged the appropriate First-Class Mail rate, regardless of mail content or of requested class or service. When printed on letter-size mail, the border must not enter the OCR read area or barcode clear zone unless a delivery point barcode appears in the address block as described in C840.

6.3 Reusable Mailpiece

A reusable mailpiece is a card, envelope, self-mailer, or similar mailpiece designed for two-way mailing. The recipient removes part of the original mailpiece or refolds the piece to cover the delivery address of the recipient and reveal the delivery address of the originator (sender) for return. The piece must meet these standards:

- a. *Basic Design.* The piece must be designed and constructed to allow the recipient to reconfigure or modify the piece to remove or obscure the address, POSTNET barcode, postage, and any marking or endorsement that applied to the piece when it was originally mailed so that these elements are not mistaken by USPS employees or mail processing equipment as applying to the returned piece. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable mailpiece does not meet the applicable standards, the piece must be reenvveloped and new postage affixed before distribution by the originator.
- b. *Distribution.* When the piece is mailed by the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking or endorsement. The originator's address and barcode for returning the piece and any postage, marking, endorsement, and facing identification mark (FIM) provided for that purpose must be obscured so that they are not mistaken by USPS employees or postal mail processing equipment as applying to the originating piece.
- c. *Return.* When the piece is reconfigured for return from the recipient to the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking, endorsement, and FIM. If a reusable mailpiece does not

meet the applicable standards, the piece must be reenvoloped and new postage affixed before return by the recipient.

* * * * *

C020 Restricted or Nonmailable Articles and Substances

* * * * *

C024 Other Restricted or Nonmailable Matter

[Remove current 15.0, 16.0, and 17.0; no other change to C024.]

* * * * *

C100 First-Class Mail

* * * * *

[Add new 5.0 to read as follows:]

5.0 FACING IDENTIFICATION MARK (FIM)

5.1 Use

The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing-canceling process. The appropriate FIM is required on all letter-size business reply mail (BRM) under S922. The appropriate FIM is also required on letter-size courtesy reply mail (CRM) and meter reply mail (MRM) provided as enclosures in automation rate mailings under C810. A FIM must not be used on any other type of mail.

5.2 Pattern

The FIM pattern is a nine-bit binary code represented by vertical bars (with corresponding space element). A printed bar is considered binary 1; a nonprinted bar (placeholder), binary 0. The required FIM pattern as shown in Exhibit 5.2 depends on the type of mail and the presence of a POSTNET barcode as follows:

- a. FIM A is used for CRM and MRM with a preprinted barcode. (FIM A binary code is 110010011.)
- b. FIM B is used for BRM without a preprinted BRM ZIP+4 barcode. (FIM B binary code is 101101101.)
- c. FIM C is used for BRM with a preprinted BRM ZIP+4 barcode. (FIM C binary code is 110101011.)

5.3 Specifications

The FIM must meet these specifications:

a. A FIM clear zone to the upper right of the address side of the mailpiece must be maintained and must contain no printing other than the FIM. Exhibit 5.3 shows the FIM location and the FIM clear zone as defined by these boundaries:

- (1) Left: 3 inches from the right edge of the piece.
- (2) Right: 1-3/4 inches from the right edge of the piece.
- (3) Top: top edge of the piece.

- (4) Bottom: 5/8 inch from the top edge of the piece.
- b. The FIM bars must be 5/8 inch (±1/8 inch) high and 1/32 inch (±0.008 inch) wide and positioned as follows:

(1) The right edge of the rightmost bar of the FIM must be 2 inches (±1/8 inch) from the right edge of the piece.

(2) The tops of the FIM bars must be no lower than 1/8 inch from the top edge of the piece. The tops of the bars may extend over the top edge of the piece to the back (flap) of the piece if at least a 1/2-inch bar height is maintained on the address side.

(3) The bottoms of the FIM bars must touch the bottom boundary of the FIM clear zone or be no more than 1/8 inch above or below this boundary.

5.4 Dimensional Tolerances

Extraneous ink must not cause a FIM bar to exceed the specifications in 5.3. The combined effects of positional skew (slant of the entire FIM) and rotational skew (slant of the individual FIM bars) must be limited to ±5 degrees from the perpendicular edge of the printed FIM to the top edge of the mailpiece. Mail required to bear a FIM is considered nonmailable when the FIM has insufficient ink coverage, improper measurement, or ink in the space between the bars or when the FIM is enlarged or reduced. Camera-ready positives of FIMs, which must not be enlarged or reduced, are available at no charge from the postal business centers (see G041 for addresses).

5.5 Reflectance

There must be at least a 30% print reflectance difference between the ink used for printing the FIM and the background material on which the FIM is printed in the red and green portions of the optical spectrum when measured with a USPS or USPS-licensed envelope reflectance meter.

* * * * *

C800 Automation-Compatible Mail

C810 Letters and Cards

* * * * *

8.0 ENCLOSED REPLY CARDS AND ENVELOPES

[Revise 8.1 and 8.2 to read as follows:]

8.1 Basic Standard

All letter-size reply cards and envelopes (business reply mail (BRM), courtesy reply mail (CRM), and meter reply mail (MRM)) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail (A), and addressed for return to a domestic delivery address, must meet the applicable automation compatibility standards in C810. When the corresponding mail (in which the reply pieces are enclosed) is presented to the USPS, the mailer must certify that these

standards and the following standards, as applicable, are all met for the enclosed mail:

- a. Each reply piece must include the appropriate facing identification mark (FIM) under C100.
- b. Each BRM piece must bear the correct BRM ZIP+4 barcode; each MRM and CRM piece must bear the correct barcode for the delivery address, subject to C840.
- c. Each BRM piece must meet any applicable standard under S922; each MRM piece must meet any applicable standard under P030; and each CRM piece as defined in 8.2 must meet the standards of this section.

8.2 Courtesy Reply Mail (CRM)

For these standards, *courtesy reply mail* (CRM) is reply mail other than BRM or MRM enclosed in other mail, with or without prepayment of postage, for return to the address on the reply piece. If postage is required, the customer returning the piece affixes the applicable First-Class Mail postage. Each piece must meet the physical standards for mailability in C010 and C100. CRM has no additional required design standards unless enclosed in automation mail.

* * * * *

Exhibit 5.2
FIM Patterns

Name	Pattern	Use	POSTNET Barcoded?
FIM A		Courtesy reply mail Meter reply mail	Yes
FIM B		Business reply mail	No
FIM C		Business reply mail	Yes

S Special Services

* * * * *

S900 Special Postal Services

* * * * *

S920 Convenience

* * * * *

S922 Business Reply Mail (BRM)

* * * * *

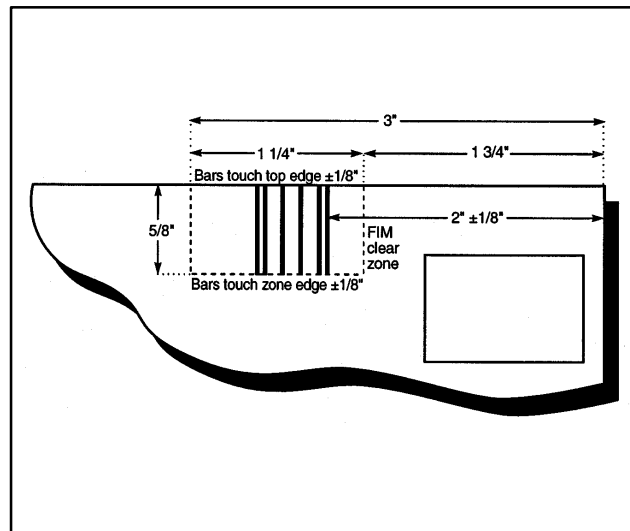
4.0 FORMAT

* * * * *

4.10 Facing Identification Mark (FIM)

[Remove Exhibit 4.10 and revise 4.10 to read as follows:]
A facing identification mark (FIM) must be printed on all letter-size BRM and on business reply labels affixed to letter-size mail. FIM B must be used for BRM printed without a barcode and FIM C for BRM printed with a barcode. The FIM must meet the physical standards in C100.

Exhibit 5.3
FIM Placement



DMM NOTICE

Optional Endorsement Lines — ZIP Codes for ADC and AADC Packages

Effective July 1, 1997, *Domestic Mail Manual* (DMM) M013.1.1 and M013.2.6 are revised to require the appropriate 3-digit ZIP Code prefix or 5-digit ZIP Code for the destination area distribution center (ADC) or automated area distribution center (AADC) for optional endorsement lines (OELs) on packages labeled to an ADC, mixed ADC, AADC, or mixed AADC. These revisions will appear in DMM Issue 52 (scheduled for release on July 1, 1997).

Current standards require no facility ZIP Code, except at the mailer's option, for identifying the ADC (and mixed ADC) or AADC (and mixed AADC) on a package using an OEL. Because ADCs and AADCs process mail for wide geographic areas, most of these centers serve more than one ZIP Code.

For example, the Westchester, New York, ADC — shown as "ADC WESTCHESTER NY 105" in DMM L004 — handles mail destined for the 3-digit ZIP Code prefixes 004, 105, 106, 107, 108, and 109. Under current standards, a mailer is permitted to show the OEL simply as "ALL FOR ADC," without the 3-digit ZIP Code prefix of "105" to identify the destinating ADC as Westchester, New York. If the top piece in a package shows an address with ZIP Code 10811, for example, the entry processing facility keys in "108" rather than "105" for the corresponding ADC. This inappropriate sortation can lead to additional mail processing steps, possibly delaying the mail.

Mailers who use OELs rather than self-adhesive package labels have also requested this change to improve their internal distribution operations. When the required labeling list ZIP Codes are incorporated into the mailer software, a mailer using OELs will barely notice any adjustment to his or her current operations. At the same time, the Postal Service can

provide better service by eliminating the potential for mis-sorted packages and delayed mail.

OELs or self-adhesive package labels are not required on automation rate letter mail other than automation carrier route mail. If a mailer chooses to use OELs to identify the tray destination for automation rate letters (including letters under the upgradable option), the mailer must follow the standards in DMM M013.1.1.

Domestic Mail Manual (DMM)

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

* * * * *

M013 Optional Endorsement Lines

1.0 USE

1.1 Basic Standards

[Revise 1.1 to read as follows:]

A mailer may prepare mailings without applying pressure-sensitive package labels or facing slips to the top piece of packages by using a specific optional endorsement line (OEL) above the address block or on the address label on the top piece of a package as shown below. Use of OELs on bundles is subject to the standards for the rate claimed. OELs for SCFs, ADCs, mixed ADCs, AADCs, and mixed AADCs must include the appropriate 3-digit ZIP Code prefix or 5-digit ZIP Code required by the labeling list for the mail class as shown in 2.6.

* * * * *

Sortation Level	OEL Example
* * * * *	
SCF	***** SCF 750
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
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
* * * * *	

2.0 FORMAT

* * * * *

2.6 ZIP Code

[Revise 2.6 to read as follows:]

Except for carrier route packages, the OEL must include the appropriate ZIP Code information. ADC, mixed ADC, AADC, and mixed AADC OELs must include the 3-digit ZIP Code prefix or 5-digit ZIP Code of the destination facility according to the labeling list shown below. Mixed ADC bundles of Bound Printed Matter must have facing slips as specified in M630. Carrier route OELs must show carrier route information as specified in M014.

Sortation Level	Mail Class	Labeling List
SCF	Presorted Priority Mail and Bound Printed Matter	L002, Column C
ADC	First-Class Mail, Periodicals, and Standard Mail (A) and Standard Mail (B) except irregular parcels	L004
	Presorted Priority Mail	L102
	Standard Mail (A) and Standard Mail (B) irregular parcels	L603
Mixed ADC	First-Class Mail	L002, Column C
	Periodicals, Standard Mail (A) and Standard Mail (B), except irregular parcels and automation flats	L004
	Standard Mail (A) and Standard Mail (B) irregular parcels	L604
	Periodicals and Standard Mail (A) automation flats unless entered at ASF/BMC	L803
	Periodicals and Standard Mail (A) automation flats entered at ASF/BMC	L802
AADC	First-Class Mail, Periodicals, and Standard Mail (A)	L801
Mixed AADC	First-Class Mail	L002, Column C
	Periodicals and Standard Mail (A) unless entered at ASF/BMC	L803
	Periodicals and Standard Mail (A) entered at ASF/BMC	L802

—Mail Preparation and Standards, Marketing Systems, 4-10-97

DMM NOTICE

Labeling Instructions

Effective July 1, 1997, *Domestic Mail Manual* (DMM) L601, M073.3.1d, M610.6.2d, and M630.6.2d are amended to clarify and correct labeling instructions. These amendments specify that “MXD” must be added to the beginning of the destination line (Line 1) of labels in DMM L601 for mixed BMC sort levels. This change standardizes the use of the term “MXD” on the destination line for all types of mixed sacks, trays, and pallets. These amendments will appear in DMM Issue 52 (scheduled for release on July 1, 1997).

Although mailers are encouraged to use these amended destination lines immediately, they must comply with these changes beginning July 1, 1997. When mailers use “MXD” on mixed BMC destination lines, they must use the revised abbreviated destination facility names in DMM L601 as shown in the DMM notice on page 35 titled “Labeling List Changes.”

Domestic Mail Manual (DMM)

L Labeling Lists

* * * * *

L600 Standard Mail

L601 BMCs — Machinable Parcels

[Revise introductory text to read as follows:]

Mailers preparing destination BMC sacks must sort machinable pieces and label sacks and pallets in accordance with the following. For labeling mixed BMC sacks and pallets, mailers must use “MXD” before the city/state/ZIP Code of the BMC serving the 3-digit ZIP Code prefix of the post office at which the mail is entered in accordance with the following.

* * * * *

M	Mail Preparation and Sortation
M000	General Preparation Standards
	* * * * *
M070	Mixed Classes
	* * * * *
M073	Combined Mailings of Standard Mail Machinable Parcels
	* * * * *

3.0 SACK PREPARATION

3.1 Sack Size, Preparation, and Labeling

[Amend 3.1 by revising 3.1d to read as follows:]

Sack size, preparation sequence, and labeling:

* * * * *

d. Mixed BMC: required (no minimum); use "MXD" followed by the city/state/ZIP Code of the BMC serving the 3-digit ZIP Code prefix of the entry post office as shown in L601, Column A, for Line 1.

* * * * *

M600 Standard Mail (Nonautomation)

M610 Single-Piece and Nonautomation Standard Mail (A)

* * * * *

6.0 MACHINABLE PARCELS

* * * * *

6.2 Sack Preparation

[Amend 6.2 by revising 6.2d to read as follows:]

Sack size, preparation sequence, and labeling:

* * * * *

d. Mixed BMC: required (no minimum); use "MXD" followed by the city/state/ZIP Code of the BMC serving the 3-digit ZIP Code prefix of the entry post office as shown in L601, Column A, for Line 1.

* * * * *

M630 Standard Mail (B)

* * * * *

6.0 MACHINABLE PARCELS

* * * * *

6.2 Sack Preparation

[Amend 6.2 by revising 6.2d to read as follows:]

Sack size, preparation sequence, and labeling:

* * * * *

d. Mixed BMC: required (no minimum); use "MXD" followed by the city/state/ZIP Code of the BMC serving the 3-digit ZIP Code prefix of the entry post office as shown in L601, Column A, for Line 1.

* * * * *

—Mail Preparation and Standards,
Marketing Systems, 4-10-97

APO/FPO Changes

Make the following ink change to the most recent APO/FPO tables published in *Postal Bulletin 21942 (3-27-97)*.

APO/ FPO	Action	Effective Date	See Restrictions
09638	Activate	Immediately	B-B1-C-E2-F-U
09832	Change	Immediately	B-B1
09833	Change	Immediately	B-B1
34039	Change	Immediately	B
96547	Activate	Immediately	B-F-U3

—International and Military Mail Operations,
International Business Unit, 4-10-97

Finance

CORRECTION

Unnumbered Insured Articles

Postal Bulletin 21941 (3-13-97) contained incorrect text in the revision to Handbook F-1, *Post Office Accounting Procedures*. Revise the title to AIC 597 in Appendix A of Handbook F-1 to reflect this change. The ASM will be updated at a later date.

The correct text is shown at right.

Handbook F-1, *Post Office Accounting Procedures*

657.2 Tort Claims

- 1> See ASM 250 for tort claims.
- 2> District managers are authorized to pay tort claims of \$5,000 or less.
- 3> Use AIC 597, *Tort Claims \$5,000 or less (District offices only)*, to record payments

—*Corporate Accounting, Finance, 4-10-97*

ASM REVISION

Anti-Money Laundering: Postal Service Policies and Procedures

Effective immediately, *Administrative Support Manual* (ASM) 229 is revised to clarify the roles of Postal Service employees in relation to money laundering and foreign assets and to provide internal controls. The new ASM text follows this article.

Federal Response to Money Laundering

Government experts estimate that over \$300 billion in illicit assets are laundered every year around the world. Over \$80 billion are laundered each year in the United States alone. The Bank Secrecy Act is a set of laws designed to detect and deter money laundering. This law was first passed in the 1970s and has been amended numerous times over the years. The law, passed to combat the increasingly large volumes of illicit currency passing undetected through banks and nonbank financial institutions, requires certain cash purchases of financial instruments — money orders, traveler's checks, wire transfers, and the like — to be reported to the U.S. Department of the Treasury.

The law goes farther, however. It also requires banks and nonbank financial institutions (businesses that sell financial instruments) to develop anti-money laundering programs — programs put in place by the businesses to make sure that their products and services are not used in money laundering activities. These programs include:

1. Naming a Bank Secrecy Act compliance officer.

2. Conducting formal national Bank Secrecy Act training for all employees who sell money orders and wire transfers.
3. Establishing internal policies, procedures, and controls to detect and deter money laundering.

Postal Service Response to Money Laundering

Because the Postal Service regularly sells money orders and is beginning to sell wire transfers and stored value cards such as phone cards and LibertyCash cards, we come under the law. In fact, the Postal Service is specifically named as a business that must comply with the law. Taking that responsibility seriously, the Postal Service has:

- Named the manager of Revenue Assurance, Finance, as the Bank Secrecy Act compliance officer (see ASM 229.121 and 229.22 for responsibilities).
- Published policies and procedures for all employees to follow regarding the Bank Secrecy Act (see guidelines below and ASM 229.122 and 229.123 for more details).
- Developed internal controls to help retail employees comply with the law. Internal controls are the most important feature of our anti-money laundering program (see ASM 229.14 for details).

- Developed a national Bank Secrecy Act training program to be presented to all retail and contract employees who sell money orders, wire transfers, and stored value cards (see below and ASM 229.13).

Training

Course Number 41523-00

This training program consists of two components, a training video entitled "Anti-Money Laundering: USPS Policies and Procedures" and an administrative guide that includes frequently asked questions about proper procedures. All retail clerks, supervisors, postmasters, postmaster relief employees, and contract employees who sell money orders, wire transfers, or stored value cards must attend the training. The goal is to have all training completed by the end of Fiscal Year 1997. The training qualifies for the Strategic Focus '97 training requirement, and a special finance number has been assigned to which all participants should charge hours and expenses associated with the training. All district postal employee development centers (PEDCs) will receive the training program.

PSTN Facilitator Training

Two PSTN sessions have been scheduled for April 29, from 9:00 a.m. to 10:30 a.m. and 1:00 p.m. to 2:30 p.m., to provide training facilitators with an opportunity to go through the training program and ask any questions they may have. The afternoon PSTN session will be a repeat of the morning session; therefore, facilitators need to attend only one of the sessions.

Retail Employee Responsibilities

Retail and contract employees who sell money orders, wire transfers, and stored value cards have two primary Bank Secrecy Act responsibilities:

- (1) To obtain specific information from customers who purchase money orders, wire transfers, and stored value cards in certain amounts with cash (called "standard reporting").
- (2) To report suspicious cash transactions regardless of the dollar amount and type of transaction (called "suspicious transaction reporting").

Ordering New Forms

New forms have been developed to accommodate these reporting responsibilities: Form 8105-A, *Funds Transaction/Transfer Report*, and Form 8105-B, *Suspicious Transaction Report*. Every office must order a supply of these forms and

keep them available. Use Form 7380, *MDC Supply Requisition*, or TTOE via Touch-Tone telephone to order these forms from your servicing material distribution center. Maintenance sites may use MARS to order the forms. Please use the following ordering information:

Form 8105-A, *Funds Transaction/Transfer Report*

NSN: 7530-04-000-0302
Quick pick number: none
Unit of issue: EA (each)
Issue increment: 1
Price: \$.0099 each

Form 8105-B, *Suspicious Transaction Report*

NSN: 7530-04-000-0303
Quick pick number: none
Unit of issue: EA (each)
Issue increment: 1
Price: \$.0099 each

Copies of these forms are included on pages 53–55. Offices may reproduce these copies locally until they receive stock from the MDCs.

Discontinuing Old Forms

Destroy all outdated stock of Form 8105 and discontinue completing locally prepared suspicious transaction reports requested by the Inspection Service.

Guidelines for Using Form 8105-A, *Funds Transaction/Transfer Report*

Note: Form 8105-A has a place to enter a Funds Transaction/Transfer Account Number. This section of the form is for use at a later time.

Identification Requirements

The main consideration when selling money orders, wire transfers, or stored value cards is the identification requirements, depending on the product and value, as follows:

1. When selling wire transfers and stored value cards for cash equal to or greater than \$1,000 and less than \$3,000 to the same person in the same day, employees must obtain a *photo* identification from the purchaser.
2. When selling money orders, wire transfers, or stored value cards for cash equal to or greater than \$3,000 in any combination to the same person in the same day, employees must obtain the *purchaser's Social Security number* and *date of birth* in addition to the purchaser's *photo* identification.

The identification presented by the purchaser must bear the purchaser's *photograph* and must have a unique number. In connection with this, employees must perform the following actions:

If ...	Then ...
The purchase requires a photo ID,	Verify that the photograph on the identification resembles the person who is making the purchase. Record the number of the identification on PS Form 8105-A.
A photo identification other than a state driver's license is presented,	Record the type of identification presented.
The date of birth is depicted on the photo identification,	Verify the customer's date of birth; otherwise, it does not have to be verified.
The customer does not have a <i>photo</i> identification,	Do <i>not</i> complete the sale.
The photograph does not resemble the individual,	Do <i>not</i> complete the sale.
A Social Security number is required,	It is not necessary to verify the number by observing the purchaser's Social Security card. It is only necessary to have the customer provide the number.
The customer is a registered alien,	The alien registration number may be substituted for the Social Security number.
The customer is a citizen of another country,	His or her passport number may be substituted for the Social Security number.
The customer does not know or refuses to provide his or her Social Security, alien registration, or passport number,	Do <i>not</i> complete the sale.

When signing Form 8105-A, employees are certifying that they have verified that the photo identification resembles the individual making the purchase and that the identification number is entered on the form.

Prohibited

Employees must *never* tell a customer how to avoid having to provide the required information (photo identification, Social Security number, etc.). By advising the customer how to structure the purchases to avoid having to provide the required information, the employee is breaking the law and subjects himself or herself to criminal penalties. We take our *CustomerPerfect!* commitment seriously and will do everything we can to satisfy our customers' needs, but we cannot break the law to do it.

We also emphasize that *under no circumstances* may an employee knowingly sell or cash money orders, wire transfers, or stored value cards totaling \$10,000 or more in any combination to the same individual in the same day, *even if*

the employee completes Form 8105-A for the transaction(s). Any employee who knowingly violates this policy subjects the Postal Service to civil fines and penalties and could face disciplinary action.

Penalty

Every time an employee fails to complete a required Form 8105-A, the Postal Service can be fined up to \$25,000. If an employee *willfully* fails to comply (such as taking a bribe to not complete a form), the employee can be fined up to \$250,000 and/or imprisoned for up to 5 years, or both.

Guidelines for Using Form 8105-B, *Suspicious Transaction Report*

Determining Suspicious Transactions

Suspicious transaction reports are required when employees believe that cash transactions are suspicious *regardless of the dollar amount or the type of transaction*. Suspicious activity might include:

- The same customer purchasing frequent and large cash purchases of money orders, wire transfers, or stored value cards.
- The same customer always requesting just less than \$3,000 worth of money orders, wire transfers, or stored value cards.
- A customer paying for services such as meter settings and trust funds with cash rather than company checks.
- A customer requesting a smaller amount of money orders, wire transfers, or stored value cards after being asked to complete Form 8105-A or to provide a picture identification.
- Two or more individuals obviously working together to make cash purchases of money orders, wire transfers, or stored value cards under the \$3,000 threshold.

The employee who serves the customer has the ultimate responsibility for determining suspiciousness and completing Form 8105-B to file the report. Note the caution at the top of the form:

*Be very careful not to alert the customer that you are reporting the suspicious transaction. Your safety is much more important than reporting the activity. Complete the form **only after the customer leaves the post office.***

If in doubt whether to report a transaction as suspicious, a good rule of thumb is: It is better to report a legitimate transaction as suspicious than to let a suspicious transaction go unreported.

Completing Form 8105-B

Complete as much of the information as possible:

- Money order serial numbers, wire transfer transaction number, and/or stored value card item number.

- Type of activity.
- Customer's name and address, if known.
- Customer's physical description.
- Type of business, if known.
- Express Mail numbers, if applicable.

Provide any additional information in the "Comments" section. Note that it is not necessary to sign Form 8105-B.

Submission of Forms

After completing Forms 8105-A or 8105-B, send them directly to the St. Louis Accounting Service Center (to the address shown at the bottom of the forms) at the close of the business day. When the forms are received in St. Louis, data from the forms will be entered into a database for analysis and matching with other pertinent data relating to the sale and cashing of money orders, wire transfers, and stored value cards.

Contact

If you have any questions about this law or need further clarification of any material presented in this article, please call the Postal Service Bank Secrecy Act compliance officer at (202) 268-3278.

Administrative Support Manual (ASM)

2 Inspection Service

* * * * *

229 Money Laundering and Foreign Asset Controls

229.1 Money Laundering Control

229.11 Policy

Postal Service policy is to follow both the letter and the spirit of the law and the regulations pertaining to the Money Laundering Control Act and those portions of title 31 of the United States Code (U.S.C.) referred to as the Bank Secrecy Act (BSA). The Postal Service is committed to minimizing the use of postal money orders, wire transfers, and stored value cards in illegal money laundering schemes. The Secretary of the Treasury delegates to the Postal Service the power to implement, monitor, and enforce its own compliance program under 31 U.S.C. 5318(a)(1).

229.12 Responsibilities

229.121 Compliance Officer

The Postal Service compliance officer is responsible for creating, implementing, maintaining, and monitoring the Postal Service's compliance program. This responsibility includes the following:

- a. Ensuring that postal and contract employees adhere to all aspects of the Bank Secrecy Act.
- b. Implementing and maintaining a national BSA training program.
- c. Ensuring that adequate internal controls and procedures are in place to assist employees in complying with the standard and suspicious transaction reporting requirements of the law and to detect noncompliance by postal and contract employees.
- d. Referring instances of noncompliance to the appropriate postal manager or supervisor, or to the Inspection Service for appropriate action.
- e. Reporting instances of postal and contract employee noncompliance and instances of suspicious activity by postal customers to the Department of the Treasury in such format and time frame as the Secretary of the Treasury prescribes.

229.122 Postal and Contract Employees

Postal and contract employees are responsible for complying with all recording and reporting requirements of the Bank Secrecy Act. This responsibility includes:

- a. When selling wire transfers and stored value cards for cash equal to or greater than \$1,000 and less than \$3,000 in any combination to the same customer in the same day, completing Form 8105-A, *Funds Transaction/Transfer Report*, with the following information:
 - (1) Purchaser's name.
 - (2) Purchaser's address.
 - (3) Purchaser's photo identification number.
 - (4) Type of photo identification if other than a driver's license.
 - (5) Date of purchase.
 - (6) Dollar amount of purchase.
 - (7) Recipient's name (for wire transfers).
 - (8) Recipient's address (for wire transfers).
 - (9) Transaction number of wire transfer(s) and/or item number of stored value cards purchased.

- b. When selling money orders, wire transfers, and stored value cards for cash equal to or greater than \$3,000 in any combination to the same customer in the same day, completing Form 8105-A with the following information:
 - (1) Items (1) through (8) above.
 - (2) Purchaser's Social Security number (or alien registration or passport number).
 - (3) Purchaser's date of birth.
 - (4) Inclusive serial numbers of money orders purchased, transaction number of wire transfer(s), and/or item number of stored value cards purchased.
- c. Completing a Form 8105-B, *Suspicious Transaction Report*, for any cash transaction deemed suspicious by the employee, regardless of the dollar amount or type of transaction. Suspicious activity might include frequent and large cash purchases of money orders, wire transfers, or stored value cards or paying for services, such as meter settings and trust funds, with cash rather than company checks.
- d. Never advising customers how to structure purchases in order to avoid having to provide identifying information (photo ID, Social Security number, etc.).
- e. Never selling money orders, wire transfers, and stored value cards for cash totaling \$10,000 or more in any combination to the same customer in the same day, even if the employee completes Form 8105-A for the transaction(s).
- f. Never cashing money orders or paying out wire transfers totaling \$10,000 or more in any combination to the same customer in the same day, even if the employee completes Form 8105-A for the transaction(s).

229.123 Inspection Service

The Inspection Service may audit the Postal Service's compliance with the Bank Secrecy Act and investigate the use of postal products and services in criminal activities. This may include the following:

- a. Analyzing Forms 8105-A, Forms 8105-B, and suspicious money order, wire transfer, and stored value card sales and redemptions to detect possible criminal activity.
- b. Performing independent audits of BSA compliance.

229.13 Training

All postal and contract employees, including postmasters and supervisors, assigned to retail sales positions participate in a formal training program that includes instruction on:

- a. The essential elements of the Bank Secrecy Act.
- b. Standard reporting using Form 8105-A.

- c. Detection of suspicious transactions.
- d. Suspicious transaction reporting using Form 8105-B.

229.14 Internal Controls

Supervisors have the following responsibilities:

- a. Ensuring that established internal controls and procedures are in place at their respective units.
- b. Taking immediate corrective action when notified by the Postal Service BSA compliance officer that an employee has not followed any one of the procedures listed in 229.122.
- c. Documenting corrective action taken when incidences of noncompliance are detected.

229.2 Foreign Asset Control

229.21 Policy

Postal Service policy is to follow both the letter and the spirit of the law and the regulations dealing with economic sanctions that the U.S. government imposes against certain foreign countries, nationals, and specially designated nationals. The Postal Service is committed to ensuring that direct service international money orders and wire transfers are not used to violate these laws and regulations. These laws and regulations are found in the following:

- a. Trading with the Enemy Act, 50 U.S.C. App 5.
- b. International Emergency Economic Powers Act, 50 U.S.C. 1701.
- c. International Security and Development Cooperation Act, 22 U.S.C. 2349(a)(a-9).
- d. Antiterrorism and Effective Death Penalty Act of 1996.
- e. Criminal Code, 18 U.S.C. 1001.

229.22 Compliance Officer Responsibilities

The Postal Service compliance officer is responsible for creating, implementing, maintaining, and monitoring the Postal Service's compliance with the laws and regulations in coordination with the Office of Foreign Asset Control, Department of the Treasury. This responsibility includes the following:

- a. Ensuring that postal management adheres to all aspects of the laws, including implementing and maintaining program filters for direct service international money order financial transactions and wire transfers, and that adequate internal controls and procedures are in place to ensure compliance by postal and contract employees.
- b. Reporting instances of the freezing of assets to the Office of Foreign Asset Control, Department of the Treasury, in such format and time frame as the Secretary of the Treasury prescribes.

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Funds Transaction/Transfer Report

By Federal law, the United States Postal Service is required to obtain information from the purchaser of money orders, wire transfers, and stored value cards when the dollar amount of cash purchases total \$3,000 or more (31 USC 5325 and 5330). Multiple purchases during one business day totaling \$3,000 or more must be treated as one purchase, and the information must be obtained if a postal employee knows or has reason to believe that multiple purchases are being made. Additionally, Postal policy forbids the sale of money orders, wire transfers, or stored value cards, in any combination, with a cumulative value of \$10,000 or more in any single day to any individual or organization. Postal policy also requires information to be obtained for cash purchases of wire transfers and stored value cards between \$1,000 and \$3,000. **Please Print.**

I. Completed by Customer

Last Name		First Name	Middle Initial
Address (Number, Street, Box, Suite/Apt. No.)			
City	State	Country (If other than U.S.)	ZIP Code

A driver's license or other photo ID is required for wire transfer and stored value card transactions equal to or greater than \$1,000 and less than \$3,000. A driver's license or other photo ID AND date of birth and Social Security No. (or Employer ID No. or Alien Registration No.) are required for Money Order, Wire Transfer, and Stored Value Card transactions equal to or greater than \$3,000 and less than \$10,000.

Date of Birth	Social Security No./Employer ID No./Alien Registration No.	Total Face Amount of Transaction \$
Driver's License No. (Photo ID required)	State of Issue	Other ID No. IF NOT Driver's License (Photo ID required)
Check Type of ID (If Other than Driver's License)		
<input type="checkbox"/> Alien Registration <input type="checkbox"/> Military <input type="checkbox"/> Passport (Country: _____) <input type="checkbox"/> Other (Type: _____)		

II. Recipient Information Completed by Purchaser (For wire transfer transactions only)

Last Name	Second Last Name (Optional)	First Name
Address (Number, Street, Box, Suite/Apt. No.)		
City	State	Country (If other than U.S.)
I certify this information to be true and complete.		Phone No. of Purchaser (Optional)
Signature of Purchaser		

PRIVACY ACT STATEMENT: Collection of this information is authorized by 39 USC 401 and 404 and 31 USC 5325 and 5330. This information will be used to issue and track money order, wire transfer, and stored value card transactions totaling \$3,000 or more. The USPS may disclose this information to an appropriate government agency, domestic or foreign, for law enforcement purposes, where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the

Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to a foreign entity under agreement with the USPS to distribute money transfer funds; and to the purchaser or payee in order to respond to an inquiry concerning the transaction. If the requested information is not provided, the USPS may not process the requested transaction. Disclosure of the name, address, date of birth, and photo identification by the purchaser and recipient of the requested information about himself/herself is mandatory to make a requested transaction. Disclosure of other requested information by the purchaser and recipient about himself/herself is voluntary. However, if the information is not provided, your transaction may not be completed.

III. Recipient Information Completed by Recipient (For wire transfer transactions only)

A driver's license or other photo ID is required for transactions equal to or greater than \$1,000 and less than \$3,000. A driver's license or other photo ID AND date of birth and Social Security No. (or Employer ID No. or Alien Registration No.) are required for transactions equal to or greater than \$3,000 and less than \$10,000.

Date of Birth	Social Security No./Employer ID No./Alien Registration No.
Driver's License No. (Photo ID required)	State of Issue
Other ID No. IF NOT Driver's License (Photo ID required)	
Check Type of ID (If Other than Driver's License)	
<input type="checkbox"/> Alien Registration <input type="checkbox"/> Military <input type="checkbox"/> Passport (Country: _____) <input type="checkbox"/> Other (Type: _____)	
I certify this information to be true and complete.	Phone No. of Recipient (Optional)
Signature of Recipient	

IV. Completed by Postal Employee

Type of Transaction

Money Order

Stored Value Card

Wire Transfer

Begin Serial No.: _____

Item No.: _____

Transaction No.: _____

End Serial No.: _____

Total Face Value of Transaction \$	Debit/Credit Card No. (If applicable)	Funds Transaction/Transfer Account No.	Round Date
Clerk ID No.	Issue ID No.	Transaction Date	
I certify that I verified the personal information for the customer by examining the photo identification noted.			
Signature of Postal Employee			

Attention: Send This Form Daily to the Address Below:

**ATTN PS FORM 8105-A
MONEY ORDER BRANCH
ACCOUNTING SERVICE CENTER
PO BOX 82445
ST LOUIS MO 63182-2445**



Suspicious Transaction Report (STR)

Without alerting customer(s) provide as much of the following information as possible. Complete this form only after the customer leaves. PROVIDE ONLY INFORMATION OBTAINABLE FROM BEHIND THE COUNTER. EMPLOYEE SAFETY IS THE MOST IMPORTANT PRIORITY.

Completed by Postal Employee

Type of Transaction (Enter all information as appropriate)

Money Order Stored Value Card Wire Transfer
 Begin Serial No.: _____ Item No.: _____ Transaction No.: _____
 End Serial No.: _____

Total Face Value of Transaction
\$ _____

Clerk ID No.	Issue ID No.	Transaction Date	Time of Day AM PM	Phone No. of Office
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Type of Activity by Customer

Purchase Meter Setting Trust Fund
 Redeem or Cash Stamp Sales Other (If other, describe in comments section)

If You Know the Customer by Name:	Last Name	First Name
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If You Know the Customer's Address:	Address (No., Street, Box, Suite/Apt. No.)		
	City	State	ZIP Code

Description of Customer	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Race <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Alaskan Native
	Approximate Age	

Type of Business (If known)	Was Transaction Recorded by Surveillance Camera? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------------------	--

Did Customer Use Express Mail? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, What Was the Express Mail No.
--	---------------------------------------

Comments

Attention: Send This Form Daily to the Address Below:

ATTN PS FORM 8105-B
MONEY ORDER BRANCH
ACCOUNTING SERVICE CENTER
PO BOX 82445
ST LOUIS MO 63182-2445

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Fraud Alert

Withholding of Mail Orders

Withholding of mail orders is enforced by postmasters at the cities listed below:

State/City	Names Covered
CA, Beverly Hills 90212-1672	Any And All Names, 9899 Santa Monica Blvd., Suite #251
IL, Chicago 60610-3530	American Capital, 734 N. LaSalle Street, Suite 1029

—*Judicial Officer, 4-10-97*

Missing U.S. Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

The *Postal Bulletin* is available on the World Wide Web on the U.S. Postal Service home page at <http://www.usps.gov>. To access a *Postal Bulletin*, go to

"The Business Section," then to "Business Publications," and then to "The Postal Bulletin."

The *Postal Bulletin* is also available on the Postal Service Internal Home Page under "Access Corporate Policies & Procedures," then "Postal Bulletin."

Back issues through *Postal Bulletin* 21886 (2-2-95) are available for downloading, as are the 1995 and 1996 annual indexes. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

210 221 0548 to	393 584 7566 to	7699	408 682 8484 to	8599	422 907 7563 to	7599
210 221 0599	393 650 0074 to	0099	408 698 7015 to	7099	424 500 6050 to	6099
273 775 7700 to	393 838 8316 to	8499	409 072 3941 to	3999	424 641 8500 to	8599
273 775 7899	393 893 6007 to	6099	410 491 2311 to	2399	424 871 6600 to	6699
302 000 0000 to	394 126 6907 to	6999	410 694 8400 to	8599	425 298 2352 to	2399
302 123 9999	394 189 0405 to	0599	410 775 1500 to	1599	425 418 4269 to	4299
349 746 2056 to	394 822 3243 to	3278	410 795 7927 to	7999	425 418 4405 to	4499
350 518 7350 to	394 990 1810 to	1899	410 867 0917 to	0966	426 547 4566 to	4599
360 011 1690 to	395 343 3264 to	3299	410 867 0970 to	0999	427 412 6337 to	6499
360 168 6008 to	395 373 3035 to	3099	411 868 1023 to	1199	427 481 0900 to	0999
360 173 8800 to	395 396 9649 to	9799	411 922 2322 to	2399	428 027 2742 to	2752
362 861 3064 to	395 970 3240 to	3299	412 193 0900 to	0999	429 474 4172 to	4199
373 006 2176 to	397 622 4054 to	4099	412 395 8599 to	8699	429 889 2900 to	2999
374 768 2600 to	397 819 8902 to	8999	412 485 6500 to	6599	430 150 4401 to	4599
375 169 4400 to	398 149 7200 to	7699	412 485 6610 to	6699	430 172 9800 to	9899
375 829 3400 to	399 070 0872 to	0899	412 885 5953 to	5999	430 177 1900 to	2099
375 851 9100 to	399 156 7119 to	7199	414 193 3608 to	3674	430 444 9500 to	9699
376 196 0911 to	399 203 5064 to	5099	414 193 3677 to	3699	430 664 4070 to	4099
378 085 3679 to	399 296 9910 to	9999	414 411 7348 to	7399	432 168 8419 to	8499
378 351 1063 to	399 396 8935 to	8999	414 640 0757 to	0799	432 708 6800 to	6999
379 843 5100 to	399 792 7775 to	7799	414 965 1727 to	1799	432 744 1544 to	1599
380 093 9600 to	399 792 8300 to	8399	417 302 8104 to	8199	432 995 9775 to	9799
380 165 1165 to	400 427 1051 to	1999	417 387 6532 to	6599	433 003 5800 to	5899
381 325 4500 to	401 045 1505 to	1549	417 496 6800 to	6999	433 757 3047 to	3099
381 604 2510 to	401 045 1571 to	1599	417 871 9250 to	9299	433 765 4003 to	4099
381 645 9525 to	401 294 2700 to	2799	417 930 9533 to	9599	434 482 7060 to	7199
383 314 3968 to	401 310 9505 to	9599	418 164 6500 to	6799	434 513 2386 to	2399
383 892 1000 to	401 382 5312 to	5399	418 423 9863 to	9899	434 968 3076 to	3092
383 892 1382 to	402 578 7876 to	7899	418 633 5922 to	5999	435 303 1831 to	1842
384 925 3641 to	403 125 6744 to	6799	418 719 8520 to	8599	435 303 1986 to	1999
385 568 2331 to	403 260 7000 to	7499	418 744 2235 to	2299	435 666 6092 to	6399
385 599 7554 to	403 280 6470 to	6499	418 962 2848 to	2899	436 082 6400 to	6899
385 774 2024 to	403 685 8600 to	8699	419 543 0286 to	0299	436 160 6441 to	6499
386 624 1412 to	404 003 0300 to	0399	419 730 0300 to	0399	437 316 7115 to	7199
386 883 8936 to	404 041 8838 to	8899	420 277 0015 to	0049	437 427 0500 to	3499
387 314 5574 to	404 071 4268 to	4299	420 599 0734 to	0798	439 179 2300 to	2399
387 837 6300 to	404 347 5356 to	5399	420 661 4115 to	4199	439 310 0458 to	0499
388 828 0656 to	404 347 5548 to	5599	420 758 9500 to	9699	440 698 1947 to	1999
389 696 2400 to	404 726 4500 to	4599	420 969 3951 to	3971	440 858 6300 to	6399
389 846 3104 to	404 961 5001 to	5199	420 969 3973 to	3999	440 858 6420 to	7299
389 846 3145 to	405 325 0188 to	0198	421 116 3565 to	3599	441 199 1655 to	1699
389 887 9211 to	406 009 4587 to	4599	421 130 9300 to	9399	443 127 3648 to	3699
389 887 9234 to	406 260 6830 to	6899	421 313 4500 to	4999	443 127 4000 to	4099
390 001 3182 to	406 459 6641 to	6999	421 364 5537 to	5599	443 673 7900 to	7999
390 001 3500 to	406 733 3000 to	3999	421 656 2609 to	2699	443 800 9335 to	9399
390 545 5974 to	407 545 1557 to	1599	421 988 9700 to	9799	444 382 8822 to	8899
391 104 6146 to	407 594 0412 to	0599	422 172 4667 to	4699	444 390 1667 to	1699
391 574 1466 to	407 692 9100 to	9299	422 484 4212 to	4299	444 457 3854 to	3899
391 783 3020 to	407 959 2190 to	2199	422 556 1270 to	1299	450 048 4173 to	4199
391 792 6100 to	408 265 2275 to	2288	422 587 7024 to	7099	450 048 4442 to	4699
392 668 2956 to	408 499 7700 to	7799	422 819 7533 to	7599	450 560 5173 to	5199
392 854 8500 to	408 499 7900 to	7999	422 842 5073 to	5087	450 620 3077 to	3099

450 620 3135	to	3199	469 127 8000	to	8199	488 206 4100	to	4199	609 067 5600	to	5699
450 780 2716	to	2799	469 213 0359	to	0399	488 226 0200	to	0299	609 289 6123	to	6199
450 801 2700	to	2799	469 213 0500	to	0599	488 709 3906	to	3999	609 438 4400	to	4499
451 109 2967	to	2984	469 561 8011	to	8099	488 855 8359	to	8399	609 493 1100	to	1199
451 115 4110	to	4125	469 658 1961	to	1999	489 181 8963	to	8999	609 766 8091	to	8999
451 115 4127	to	4199	469 666 9900	to	9999	489 311 1930	to	1999	609 825 4100	to	4115
452 265 0074	to	0099	469 678 1900	to	1999	489 318 6200	to	6300	609 884 2981	to	2999
452 265 0246	to	0299	469 781 4900	to	4999	489 223 2000	to	2099	609 893 1000	to	1099
452 265 0335	to	0999	469 947 6960	to	6999	489 384 0027	to	0099	610 092 3200	to	3299
452 509 1169	to	1199	470 755 5800	to	5818	489 427 0658	to	0899	610 582 4200	to	4299
452 855 6471	to	6499	471 918 0300	to	0999	489 997 5252	to	5299	611 879 6939	to	6999
452 890 4679	to	4799	471 985 2408	to	2419	490 669 5850	to	6099	612 291 8013	to	8099
452 900 8215	to	8238	472 191 6700	to	6799	490 717 7080	to	7099	612 751 5171	to	5199
453 117 9146	to	9199	472 270 2555	to	2599	490 721 6000	to	6099	612 751 5226	to	5299
453 334 3631	to	3699	472 987 0213	to	0241	490 793 1500	to	2099	612 751 6083	to	6099
453 603 7841	to	7891	472 987 0290	to	0299	490 886 8171	to	8199	612 751 6268	to	6299
453 650 1140	to	1199	473 151 2069	to	2199	490 977 9221	to	9240	612 751 6572	to	6599
453 741 1300	to	1399	473 666 9138	to	9199	491 258 8100	to	9099	612 774 2111	to	2199
454 013 2919	to	2999	473 952 3429	to	3499	491 567 1376	to	1399	612 774 2254	to	2299
454 186 2411	to	2499	474 108 5402	to	5499	492 254 4800	to	4899	612 774 2500	to	2599
454 268 4883	to	4899	474 356 5193	to	5299	492 283 5100	to	5199	614 469 0979	to	0999
454 302 5400	to	5499	474 949 3366	to	3399	492 610 6813	to	6899	614 474 3000	to	3099
454 490 8300	to	8399	475 134 9362	to	9399	493 394 5568	to	5599	614 521 3490	to	3499
454 547 7434	to	7499	475 167 9667	to	9699	493 470 2562	to	2599	614 645 1800	to	1899
454 922 4867	to	4895	475 319 3415	to	3499	493 473 7700	to	7799	614 832 1100	to	2099
455 221 1348	to	1499	475 319 3649	to	3799	493 716 2153	to	2199	615 017 7505	to	7599
455 364 2147	to	2199	475 340 6400	to	6599	494 206 2972	to	2999	617 711 6609	to	6699
455 399 5400	to	5499	475 424 8410	to	8499	494 217 3446	to	3999	617 760 5266	to	5299
455 476 0676	to	0699	475 629 9156	to	9199	494 224 0500	to	0599	617 813 3601	to	3699
455 543 0618	to	0699	475 850 6101	to	6199	495 145 0600	to	0699	618 840 9200	to	9299
456 410 9006	to	9099	475 875 2500	to	2599	496 209 7425	to	7499	619 551 7229	to	7299
456 470 4146	to	4299	476 169 8264	to	8299	496 213 8728	to	8799	619 859 3000	to	3099
456 619 4460	to	4499	476 189 3000	to	3499	496 474 5226	to	5248	620 073 9400	to	9499
457 333 2686	to	2699	476 331 2480	to	2499	497 053 8517	to	8699	621 614 7907	to	7930
457 729 1767	to	1777	477 289 8601	to	8699	497 854 8673	to	8699	621 614 7932	to	7999
457 937 8615	to	8699	477 681 5206	to	5299	498 449 8888	to	8899	621 648 8021	to	8199
458 028 9810	to	9899	478 010 4243	to	4268	498 929 8285	to	8499	621 648 8500	to	8599
458 057 2712	to	2999	478 010 4270	to	4291	498 936 5310	to	5399	621 904 8351	to	8599
458 337 5222	to	5299	478 450 5071	to	5099	499 016 5425	to	5499	621 916 1978	to	1989
458 354 7653	to	7999	478 469 7838	to	7858	499 440 8575	to	8899	622 989 8032	to	8099
458 671 8678	to	8699	478 469 7883	to	7899	499 731 6717	to	6799	623 076 9300	to	9399
458 671 8721	to	8798	479 280 9800	to	9899	500 064 1858	to	1869	623 819 5006	to	5099
458 847 5044	to	5999	479 365 9116	to	9176	500 070 5725	to	7799	623 895 8200	to	8399
459 274 7624	to	7699	479 412 9900	to	9999	600 645 3223	to	3299	623 917 0000	to	0099
459 365 5432	to	5499	479 667 6190	to	6199	601 339 1200	to	1399	623 917 0200	to	0299
459 378 5764	to	5799	479 748 9680	to	9699	601 661 7700	to	7799	624 468 5288	to	5299
459 472 4816	to	4999	479 860 7000	to	7199	601 682 5343	to	5399	624 665 3162	to	3198
460 349 6878	to	6899	480 526 2000	to	2099	601 928 1600	to	1699	625 088 6735	to	6799
460 550 1909	to	1999	480 640 6330	to	6399	602 512 2972	to	2999	625 916 9500	to	9799
460 997 5234	to	5299	480 689 5100	to	5199	602 555 2400	to	2799	625 968 8956	to	8999
461 973 6443	to	6499	481 072 9463	to	9499	602 829 7061	to	7099	627 005 3938	to	3999
462 152 0107	to	0299	481 673 0074	to	0095	603 483 9572	to	9599	627 384 3907	to	4099
462 274 1072	to	1099	482 527 1500	to	1599	603 490 7200	to	7299	627 496 7549	to	7599
462 277 8373	to	8399	482 541 5255	to	5299	603 678 7100	to	7199	627 708 3605	to	3699
463 011 5529	to	5540	482 729 6800	to	6899	603 678 7662	to	7699	627 776 2500	to	2599
463 176 4115	to	4199	483 363 7207	to	7299	603 678 7902	to	7999	628 226 3100	to	3199
463 176 4229	to	4299	483 402 2356	to	2399	603 678 8418	to	8499	628 814 4702	to	4799
463 185 2600	to	2799	483 486 5100	to	5199	603 678 8700	to	9999	628 851 9689	to	9699
463 227 7711	to	7799	483 632 1521	to	1599	604 086 0880	to	0899	629 510 7200	to	7299
463 414 4869	to	4899	483 632 2600	to	2799	604 349 1414	to	1499	629 964 4200	to	4294
463 808 3484	to	3499	483 849 1615	to	1699	604 503 7776	to	7799	630 389 3056	to	3071
463 945 7400	to	7899	484 174 4803	to	5299	605 520 9037	to	9099	630 463 0588	to	0599
464 629 9000	to	9399	484 323 8900	to	9199	605 685 4010	to	4099	631 459 9117	to	9199
464 711 4332	to	4399	484 680 5000	to	5038	605 988 6467	to	6499	631 762 9325	to	9399
465 692 3963	to	3999	484 680 5040	to	5074	607 689 7951	to	7960	632 217 4933	to	4999
465 698 8300	to	8599	484 680 5077	to	5099	607 728 1276	to	1299	632 500 0000	to	99 9999
465 743 7745	to	7799	485 029 4913	to	4999	608 727 7100	to	7199	633 110 4165	to	4199
466 798 6056	to	6067	486 176 0600	to	0699	608 727 7273	to	7599	633 110 4303	to	4499
467 147 4300	to	4399	486 559 7555	to	7599	608 813 9950	to	9999	633 438 6429	to	6599
468 079 5782	to	5799	486 696 3023	to	3199	609 067 5325	to	5399	633 588 7173	to	7182
469 067 2817	to	2899	488 173 7900	to	7999	609 067 5488	to	5499	634 725 0700	to	0799

634 803 3239	to	3299	644 077 7506	to	7699	650 114 7707	to	7719	700 786 9106	to	9142
634 807 2474	to	2499	644 085 8157	to	8199	650 130 3400	to	3599	700 859 0744	to	0758
634 827 5900	to	5999	644 112 9839	to	9899	650 213 0406	to	0499	701 028 6780	to	6899
634 886 3428	to	3499	644 380 1460	to	1499	650 555 1749	to	1799	701 213 3900	to	3999
635 559 3449	to	3499	644 733 4715	to	4799	650 564 1900	to	1999	701 267 2000	to	3999
636 289 6214	to	6299	644 900 9712	to	9799	650 627 4212	to	4299	701 335 7312	to	7399
636 634 8007	to	8042	644 901 0109	to	1299	650 736 2043	to	2099	701 369 2005	to	2050
637 562 5828	to	5899	644 901 1325	to	1399	650 739 1540	to	1699	701 503 2247	to	2299
638 042 1647	to	1699	644 923 6800	to	7799	651 741 4415	to	4499	701 553 6557	to	6599
638 049 4984	to	4999	644 932 4655	to	4699	651 882 2800	to	2899	701 601 3457	to	3499
638 318 1115	to	1199	644 932 4792	to	4799	652 754 6317	to	6399	701 605 5913	to	5999
638 318 1453	to	1499	645 318 7240	to	7499	653 131 4945	to	4999	701 708 1741	to	1799
638 885 0000	to	0299	645 333 1766	to	1799	653 426 3300	to	3399	701 736 3966	to	3999
638 903 4362	to	4373	645 790 8632	to	8699	653 455 4874	to	4899	701 838 2800	to	2899
639 415 1929	to	1999	645 821 0657	to	0699	654 238 0000	to	0399	701 941 0600	to	0699
639 415 2019	to	2099	645 930 7948	to	7999	654 404 3065	to	3092	702 254 9300	to	9399
639 420 6200	to	6299	645 975 0737	to	0762	655 103 5081	to	5199	806 087 1100	to	1499
639 469 3517	to	3799	646 242 6200	to	6299	655 523 2600	to	2999	806 268 9275	to	9299
639 605 2143	to	2199	646 270 7639	to	7799	657 347 4438	to	4999	806 534 3400	to	3477
639 657 8600	to	8799	646 798 4000	to	4999	657 710 8100	to	8999	807 342 3283	to	3399
640 289 7500	to	7599	647 048 7035	to	7099	658 877 8000	to	8199	808 090 3440	to	3499
640 289 7700	to	7999	647 049 2900	to	2999	658 880 8000	to	8199	808 325 5161	to	5699
641 170 4420	to	4499	647 398 8300	to	8399	659 706 8113	to	8199	808 784 8000	to	8299
641 318 3133	to	3199	647 398 8481	to	8499	659 846 7837	to	7899	870 054 4814	to	4899
641 378 6500	to	6999	647 437 3000	to	4999	661 488 5000	to	5099	870 491 4812	to	4849
641 383 8739	to	8799	648 009 6057	to	6099	661 716 9420	to	9499	870 541 7167	to	7239
641 877 3187	to	3299	648 722 5283	to	5299	661 906 6522	to	6599			
641 877 3310	to	3399	648 892 3164	to	3199	663 763 5300	to	5399			
642 355 8094	to	8199	649 100 3989	to	3999	700 065 2570	to	2599			
642 355 8308	to	8999	649 647 0370	to	0399	700 065 4800	to	4899			
642 900 0018	to	0099	649 647 0522	to	0599	700 190 3350	to	3359			
643 030 6254	to	6299	649 647 5237	to	5399	700 228 6048	to	6099			
644 066 0882	to	0899	649 647 9100	to	9299	700 650 0452	to	0499			
644 069 0600	to	0699	649 666 7800	to	8299	700 666 1323	to	1349			

—Inspection Service, 4-10-97

Missing Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 660 000 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

000 000 001	to	671 883 301	to	3 900	684 549 048	to	9 080	700 290 275	to	0 300	
		672 032 758	to	2 800	684 560 109	to	0 120	700 465 730	to	5 750	
660 304 493	to	4 600	672 052 001	to	2 100	684 664 801	to	5 000	700 561 444	to	1 550
660 596 601	to	6 700	672 271 301	to	2 500	684 669 118	to	9 140	701 423 101	to	3 150
660 644 144	to	4 300	672 344 466	to	4 500	684 793 877	to	3 940	701 625 469	to	5 550
661 162 159	to	2 220	672 349 801	to	350 100	684 797 821	to	7 860	701 643 829	to	3 850
661 165 221	to	5 250	672 439 641	to	9 700	685 145 309	to	5 800	701 945 451	to	5 500
661 179 997	to	180 020	672 481 401	to	1 700	685 207 545	to	7 600	702 033 701	to	4 050
661 183 221	to	3 260	672 695 171	to	5 240	685 210 901	to	1 000	702 051 501	to	1 750
661 187 652	to	7 690	672 696 211	to	6 280	685 807 531	to	7 580	702 053 601	to	3 800
661 581 517	to	1 600	672 893 127	to	3 140	685 814 051	to	4 130	702 104 368	to	4 900
661 997 658	to	7 686	673 052 969	to	3 200	685 857 451	to	7 530	702 128 306	to	8 400
662 108 475	to	9 006	673 074 401	to	5 300	685 900 425	to	0 439	702 179 891	to	9 900
662 987 487	to	7 500	673 759 973	to	760 000	685 953 580	to	3 620	702 260 751	to	0 850
663 119 201	to	9 300	673 784 461	to	4 700	685 955 441	to	5 480	702 410 595	to	1 050
663 352 552	to	2 700	673 849 090	to	9 120	686 006 601	to	7 000	702 660 151	to	0 540
663 636 414	to	6 500	673 993 701	to	3 800	686 066 714	to	7 000	702 723 429	to	3 450
664 514 929	to	5 000	675 044 601	to	4 900	686 325 801	to	5 900	703 004 401	to	4 820
664 625 114	to	5 200	676 297 901	to	8 000	686 567 807	to	7 860	703 083 819	to	4 020
664 689 941	to	690 000	676 483 147	to	3 200	687 145 501	to	5 600	703 432 131	to	2 230
664 774 743	to	4 800	676 496 501	to	6 600	690 412 901	to	3 400	703 626 061	to	6 090
665 080 644	to	0 700	676 498 101	to	8 150	692 720 871	to	0 900	703 863 121	to	3 240
665 241 112	to	1 200	676 528 845	to	8 870	692 876 955	to	7 050	703 863 477	to	3 540
665 956 831	to	6 880	676 663 323	to	3 340	693 290 380	to	0 400	703 867 801	to	7 980
665 967 877	to	7 920	676 691 301	to	1 340	693 290 426	to	0 450	704 030 628	to	0 640
666 025 401	to	5 800	676 820 548	to	0 700	694 063 700	to	3 897	704 154 024	to	4 120
666 209 330	to	9 400	676 974 331	to	4 410	694 063 900	to	4 000	704 227 561	to	7 829
666 210 847	to	0 900	677 167 453	to	7 500	694 550 501	to	0 530	704 227 831	to	8 069
666 395 901	to	6 100	677 463 901	to	4 000	694 595 031	to	5 050	704 228 071	to	8 100
666 647 247	to	7 258	677 876 420	to	6 500	694 595 087	to	5 300	704 420 344	to	0 490
666 662 073	to	2 100	678 642 061	to	2 100	694 698 551	to	8 650	704 568 751	to	8 990
666 696 251	to	6 300	678 667 951	to	8 010	694 745 458	to	5 600	704 965 301	to	5 770
667 040 021	to	0 600	678 674 980	to	5 000	695 105 313	to	5 350	705 116 780	to	6 790
667 382 231	to	2 300	679 221 751	to	1 900	695 142 809	to	3 050	705 280 801	to	0 980
667 398 541	to	8 600	679 230 119	to	0 200	695 144 666	to	4 700	705 475 651	to	6 040
667 435 145	to	5 200	679 237 471	to	7 700	695 272 601	to	2 750	705 566 127	to	6 280
667 486 601	to	6 800	679 345 508	to	5 540	695 277 576	to	7 650	705 740 581	to	0 730
667 521 407	to	1 600	679 474 201	to	4 300	695 530 761	to	0 800	705 782 796	to	2 820
667 752 069	to	2 300	680 062 901	to	3 000	696 487 701	to	7 800	705 822 271	to	2 480
667 916 445	to	6 500	680 173 023	to	3 100	696 784 101	to	4 550	706 180 148	to	0 290
667 926 278	to	6 300	680 374 523	to	4 700	696 870 601	to	0 650	706 184 041	to	4 220
668 104 101	to	4 800	680 409 401	to	9 800	697 047 501	to	7 600	706 357 861	to	8 190
668 155 938	to	6 000	680 463 338	to	3 800	697 052 101	to	2 350	706 382 419	to	2 430
668 220 001	to	1 000	680 693 701	to	4 400	697 217 251	to	7 400	706 628 735	to	8 820
668 222 101	to	3 400	681 457 001	to	7 100	697 249 952	to	0 050	706 638 211	to	8 420
668 583 651	to	3 700	681 717 331	to	7 390	697 414 886	to	4 900	706 817 959	to	8 000
668 584 001	to	4 010	681 774 980	to	4 999	697 469 606	to	9 700	707 034 391	to	4 450
668 588 581	to	8 600	681 883 291	to	3 310	697 850 401	to	0 750	707 292 636	to	2 660
668 659 099	to	9 200	681 896 616	to	6 650	698 098 446	to	8 550	707 441 401	to	1 687
668 789 430	to	9 440	681 918 357	to	8 399	698 300 251	to	0 300	707 441 836	to	1 940
669 677 719	to	7 735	681 951 205	to	1 300	698 504 383	to	4 650	707 958 541	to	8 570
669 893 581	to	3 700	682 154 556	to	4 700	698 533 927	to	4 200	707 960 107	to	0 160
670 374 867	to	5 000	682 171 562	to	1 800	698 562 268	to	2 400	708 059 941	to	60 000
670 993 101	to	3 180	682 895 301	to	5 500	699 090 686	to	0 750	708 115 830	to	5 860
670 994 962	to	5 000	682 899 401	to	9 800	699 752 699	to	2 850	708 116 251	to	6 310
670 996 971	to	7 040	683 148 063	to	8 100	700 068 473	to	8 500	708 138 301	to	8 480
671 601 379	to	1 400	683 284 001	to	4 100	700 161 501	to	1 650	709 222 591	to	2 920
671 672 253	to	2 300	684 491 501	to	1 800	700 202 522	to	2 700	709 243 479	to	3 500

709 649 804	to	9 820	714 807 181	to	7 240	718 795 881	to	6 000	724 711 471	to	1 500
709 733 281	to	3 580	714 871 321	to	1 500	718 961 721	to	1 780	724 711 538	to	1 560
710 046 813	to	6 840	714 928 529	to	8 590	718 982 001	to	2 300	724 793 221	to	3 250
710 358 093	to	8 166	715 128 183	to	8 330	720 227 871	to	7 930	724 908 109	to	8 120
710 358 257	to	8 270	715 144 171	to	4 470	720 227 949	to	7 960	724 937 461	to	7 670
711 021 501	to	1 510	715 197 211	to	7 570	720 368 543	to	8 570	724 976 101	to	6 130
711 049 411	to	9 560	715 595 910	to	6 180	720 392 151	to	2 570	725 163 118	to	3 151
711 408 045	to	8 090	715 941 781	to	1 810	720 556 491	to	6 640	725 202 735	to	2 750
712 003 381	to	3 650	715 962 421	to	2 480	720 558 621	to	8 650	725 398 591	to	8 800
712 104 220	to	4 230	716 298 241	to	8 510	720 575 361	to	5 570	725 464 591	to	4 920
712 327 861	to	7 890	716 477 396	to	7 430	720 590 152	to	0 179	725 475 321	to	5 330
712 327 952	to	7 980	716 556 635	to	6 660	721 638 331	to	9 170	725 738 581	to	8 730
712 647 061	to	7 090	716 573 101	to	3 340	721 815 391	to	5 420	725 981 311	to	1 430
713 284 171	to	4 260	717 191 648	to	1 690	721 969 713	to	9 740	725 987 835	to	7 880
713 292 871	to	2 990	717 193 161	to	3 490	722 072 137	to	2 160	726 060 811	to	0 900
714 035 101	to	5 160	717 228 591	to	8 680	722 378 265	to	8 280	726 391 970	to	2 520
714 155 011	to	5 400	717 333 902	to	3 950	722 413 990	to	4 004	726 493 351	to	5 300
714 328 231	to	8 440	717 739 745	to	9 910	722 764 948	to	4 980	726 504 331	to	4 390
714 442 952	to	2 980	717 884 991	to	5 050	723 153 841	to	3 850	726 599 371	to	9 460
714 562 843	to	2 860	718 026 171	to	6 290	723 237 616	to	7 630	727 749 241	to	9 780
714 590 391	to	0 430	718 466 370	to	6 420	723 967 291	to	7 320	730 722 991	to	3 230
714 609 811	to	9 930	718 590 741	to	0 770	724 655 196	to	5 340	730 768 471	to	8 500
714 609 961	to	9 990	718 714 210	to	4 370	724 711 451	to	1 467			

—Inspection Service, 4-10-97

Counterfeited Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,751,983	687,262,525
679,694,334	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

—Inspection Service, 4-10-97

800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

—Inspection Service, 4-10-97

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be destroyed. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or

"agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005024	009357	014623	016389	019037	021393	022740	029289	054049	061354	067201	076630	088382
005331	009364	014633	016396	019046	021406	022807	029332	054147	061427	067237	076692	088388
005487	009426	014650	016408	019050	021421	022818	029407	054158	061447	067342	076782	088501
005490	009454	014675	016465	019221	021425	022833	029529	054263	061485	067353	076795	088525
005496	009462	014688	016509	019229	021438	022853	029591	055004	061501	067386	076809	088554
005501	009590	014722	016534	019230	021495	022863	029626	055006	061638	067396	076893	088557
005606	009663	014725	016579	019236	021508	022867	030005	055025	061644	068109	076942	088612
005630	009741	014730	016596	019240	021521	022873	030013	055060	061711	068334	076954	089112
005690	009743	014784	016642	019268	021524	022884	030024	055077	061736	068427	076965	089344
005757	009768	014793	016746	019335	021567	022916	030032	055084	062029	068445	076994	089790
005813	009783	014833	016921	019375	021573	022934	030034	055113	062055	068595	077051	089898
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802141	840548	891391	900609	901342	903689	915422	918084	920315	926342	928331	946335	967191
802353	841003	891394	900631	901365	903965	915445	918091	920341	926357	928426	946361	967203
802421	841114	891462	900690	901417	904241	915493	918127	920360	926378	928427	946450	967206
802464	841154	891486	900715	901428	904258	915545	918139	920366	926390	928459	946522	967211
802529	841453	891490	900734	901431	906058	915551	918156	920387	926405	928550	947224	967216
802640	841601	891498	900736	901436	906186	917013	918190	921010	926433	928572	948121	967220
802671	841642	891510	900740	901443	906340	917023	918251	921015	926440	928696	948277	967264
802751	841666	891517	900748	901449	906403	917026	918262	921048	926448	928721	948302	967269
802914	841739	891562	900760	901477	906443	917039	918280	921068	926458	928752	948308	967290
803182	841782	891571	900763	901488	906564	917045	918287	921092	926471	928807	948314	967294
803289	841915	891640	900788	901553	907011	917046	918298	921133	926475	930288	948369	967296
804031	841931	891647	900791	901604	907069	917049	918321	921139	926503	931045	948422	967301
804191	845041	891650	900796	901670	907080	917055	918322	921179	926550	931086	948432	967315
804198	846093	891677	900806	901682	907108	917073	918332	921192	926558	931088	948458	967344
805164	846218	891714	900811	901686	907119	917075	918344	921448	926617	931129	949174	967361
805188	846229	891737	900812	901694	907157	917078	918345	921487	926637	931223	949302	967380
805358	846235	891772	900855	901697	907202	917082	918362	921555	926726	931955	949360	967423
805467	850069	895021	900866	901773	907250	917087	918392	921619	926729	932772	949568	968163
805548	850082	895026	900875	901774	907269	917111	918396	921729	926745	932785	950053	968184
805581	850085	895255	900877	901809	907335	917119	918400	921742	926762	933217	950182	968188
806026	850386	895888	900884	901823	907376	917135	918401	921805	926791	933474	950811	968190
806188	850513	898084	900886	901837	907502	917138	918405	921876	926806	934207	950841	968201
809045	852115	900057	900902	901848	907519	917140	918410	921939	926823	934273	951262	968208
809051	852164	900083	900906	901849	907642	917158	918416	921961	926833	935205	951364	968230
809056	852258	900087	900936	901851	907688	917164	918464	921987	926855	937519	951744	968259
809130	852415	900095	900941	901852	907815	917171	918478	922165	926877	937599	951823	968277
809145	852452	900097	900948	901864	907927	917175	918531	922178	926913	937804	952300	968292
809156	852526	900123	900952	901889	910205	917195	918533	922328	926936	937818	952321	968323
809157	852584	900143	900958	901890	910282	917209	918574	924072	926949	939131	953203	968343
809195	852635	900156	900983	901891	910350	917210	918592	924245	927028	939533	953236	968349
809233	852824	900161	900987	901925	910362	917228	918609	924395	927031	940006	953316	968367
809242	852899	900164	901008	901950	910364	917253	918613	924527	927063	940058	953341	968373
809245	852941	900173	901009	901964	911201	917308	918616	924544	927127	940069	954352	968439
809247	852945	900185	901010	901983	911285	917329	918639	924574	927136	940136	954364	968447
809248	852983	900192	901032	901991	912222	917332	918670	924580	927212	940184	958383	968449
809361	853086	900195	901033	902021	913564	917377	918697	924624	927222	940411	958385	968450
812010	853184	900210	901035	902041	913600	917388	918733	924634	927242	940696	958703	968459
812050	853194	900222	901064	902239	913611	917390	918774	924645	927350	940713	958761	968461
812055	856060	900237	901075	902304	913668	917401	918784	925141	927360	940803	958804	968471
813020	856106	900266	901081	902343	913701	917403	918789	925153	927385	940894	958866	968497
815216	856132	900300	901091	902406	913705	917606	918817	925192	927398	940913	958874	968506
815240	856254	900314	901102	902421	913736	917612	918821	925193	927422	940931	959048	968545
815245	856289	900360	901107	902431	913762	917615	918834	925204	927544	941135	960021	968559
816173	856387	900374	901113	902454	913821	917655	918860	926052	927586	941188	960061	968569
820112	856406	900385	901130	902473	913866	917734	918868	926064	927607	941260	967001	968573
820152	856473	900403	901132	902547	913882	917754	918888	926126	927622	941301	967009	968574
820203	856569	900409	901147	902561	913889	917784	918895	926140	927649	941423	967034	968579
820229	856581	900432	901150	902606	913946	917785	918912	926162	927699	941551	967053	968588
820501	865001	900456	901175	902650	913949	917786	918943	926176	927731	941757	967054	968592
820807	870001	900459	901188	902670	914114	917790	918993	926214	927822	941758	967063	968618
829501	871438	900485	901195	902681	914241	917798	918995	926217	927839	941794	967096	968645
837158	871485	900506	901204	902703	914281	917935	918996	926218	927855	941917	967103	968658
837189	871586	900516	901213	902708	914520	917942	920074	926219	927936	941939	967122	968660
840076	871602	900528	901229	902879	914567	917962	920095	926242	927978	941990	967130	968661
840425	875019	900531	901234	903043	914598	917982	920150	926256	928208	945315	967136	968692
840427	880008	900532	901236	903055	914614	918010	920166	926287	928216	945365	967139	968697

968725	968838	968911	969066	970447	970611	973346	980393	980762	981366	992424	995315	997261
968734	968852	968918	969079	970451	970642	974129	980591	980890	981607	992447	995582	997306
968747	968877	968972	970202	970470	970659	974161	980668	980901	982050	992489	995845	998037
968785	968881	968987	970258	970515	970692	976069	980701	980916	982078	992686	995901	998306
968793	968888	969017	970352	970537	972216	980085	980723	980984	982118	992688	997054	
968804	968896	969022	970364	970572	972815	980179	980728	981142	985208	995063	997219	
968834	968906	969036	970423	970588	973339	980338	980758	981179	992192	995251	997255	

—Express and Priority Mail, Marketing, 4-10-97

International

IMM AND PUBLICATION 273 REVISION

Express Mail International Service to Korea

Effective immediately, Korea has increased the weight limit for Express Mail International Service (EMS) shipments to 66 pounds. Replace the current EMS chart with the chart below in the Korea listing in the Individual Country Listing section of the *International Mail Manual* (IMM), Issue 18 of the IMM and the next edition of Publication 273, *Express Mail International Service Guide*, will include this change.

Weight Not Over (lbs.)	On Demand	Custom Designed
1/2	\$15.00	\$23.00
1	18.00	26.00
2	21.00	29.00
3	27.00	35.00
4	35.00	43.00
5	39.50	47.50
6	45.50	53.50
7	51.50	59.50
8	57.50	65.50
9	63.50	71.50
10	69.50	77.50
11	75.50	83.50
12	81.50	89.50
13	87.50	95.50
14	93.50	101.50
15	99.50	107.50
16	105.50	113.50
17	111.50	119.50
18	117.50	125.50
19	123.50	131.50
20	129.50	137.50
21	135.50	143.50
22	141.50	149.50
23	147.50	155.50
24	153.50	161.50
25	159.50	167.50
26	165.50	173.50
27	171.50	179.50
28	177.50	185.50
29	183.50	191.50
30	189.50	197.50

Weight Not Over (lbs.)	On Demand	Custom Designed
31	195.50	203.50
32	201.50	209.50
33	207.50	215.50
34	213.50	221.50
35	219.50	227.50
36	225.50	233.50
37	231.50	239.50
38	237.50	245.50
39	243.50	251.50
40	249.50	257.50
41	255.50	263.50
42	261.50	269.50
43	267.50	275.50
44	273.50	281.50
45	279.50	287.50
46	285.50	293.50
47	291.50	299.50
48	297.50	305.50
49	303.50	311.50
50	309.50	317.50
51	315.50	323.50
52	321.50	329.50
53	327.50	335.50
54	333.50	341.50
55	339.50	347.50
56	345.50	353.50
57	351.50	359.50
58	357.50	365.50
59	363.50	371.50
60	369.50	377.50
61	375.50	383.50
62	381.50	389.50
63	387.50	395.50
64	393.50	401.50
65	399.50	407.50
66	405.50	413.50

Maximum Weight: 66 lbs.

IMM REVISION

Global Priority Mail

Effective April 7, 1997, Global Priority Mail (GPM) is available to four additional countries: China, Brazil, Chile, and Saudi Arabia. Destinations within these countries are limited as shown below. The *International Mail Manual* (IMM) is revised as follows. A future edition of the IMM will include these changes.

International Mail Manual (IMM)

2 Conditions for Mailing

* * * * *

226 Global Priority Mail

* * * * *

226.2 Availability

Global Priority Mail is available to the following countries.

Note: Countries specifically identified will have service only to specific cities within those countries, as noted below:

Western Europe	Pacific Rim	North America	South America	Middle East
Austria	Australia	Canada	Brazil ⁵	Saudi Arabia ⁷
Belgium	China ⁴		Chile ⁶	
Denmark	Hong Kong			
Finland	Japan			
France ¹	New Zealand			
Germany	Philippines			
Great Britain ²	Singapore			
Iceland	Republic of South Korea			
Ireland	Taiwan			
Luxembourg	Thailand			
The Netherlands	Vietnam			
Norway				
Portugal				
Spain				
Sweden				
Switzerland ³				

- 1. France includes: Monaco.
- 2. Great Britain includes: England, Northern Ireland, Scotland, Wales, Guernsey, Jersey, and the Isle of Man.
- 3. Switzerland includes: Liechtenstein.
- 4. Destinations are limited to: Beijing, Guangzhou, and Shanghai ONLY.

- 5. Destinations are limited to: Sao Paulo and Rio de Janeiro ONLY.
- 6. Destinations are limited to: Santiago, Valparaiso, and Viña del Mar ONLY.
- 7. Destinations are limited to: Riyadh, Jeddah, and Dammam ONLY.

* * * * *

Exhibit 226.41

Flat-Rate Envelope Postage Rates

Destination	Small Envelope	Large Envelope
Western Europe & Middle East	\$3.75	\$6.95
Canada	\$3.75	\$6.95
Pacific Rim & South America	\$4.95	\$8.95
Weight Limit 4 lbs.		
*	*	*

Exhibit 226.42

Variable Weight Sticker Option — Single Piece Rates

Weight Level	Western Europe & Middle East	Pacific Rim & South America	Canada
1/2 lb.	\$7.00	\$8.00	\$5.95
1.0 lb.	10.50	12.50	10.00
1.5 lbs.	12.50	16.95	13.50
2.0 lbs.	15.00	21.00	16.50
2.5 lbs.	17.50	23.95	18.00
3.0 lbs.	19.95	27.25	19.50
3.5 lbs.	22.00	31.50	21.00
4.0 lbs.	24.75	34.50	22.50
Weight Limit 4 lbs.			
*	*	*	*

Exhibit 226.43

Variable Weight Sticker Option — Volume Rates

Weight Level	Western Europe & Middle East	Pacific Rim & South America	Canada
1/2 lb.	\$5.95	\$6.95	\$5.00
1.0 lb.	8.50	10.00	7.50
1.5 lbs.	10.00	13.50	10.00
2.0 lbs.	12.00	16.95	12.50
2.5 lbs.	14.00	19.25	13.50
3.0 lbs.	16.95	21.95	14.50
3.5 lbs.	19.95	25.50	15.50
4.0 lbs.	22.50	27.75	16.50
Weight Limit 4 lbs.			
*	*	*	*

—International Business Unit, 4-10-97

IMM AND PUBLICATION 273 REVISION

Express Mail International Service to Rwanda

Effective immediately, Rwanda has increased the number of destination areas for Express Mail International Service (EMS) shipments. The newly added areas are indicated by an asterisk. Make a pen and ink change to the Rwanda listing in the Individual Country Listing section of the *International Mail Manual (IMM)*. Issue 18 of the IMM and the next edition of Publication 273, *Express Mail International Service Guide*, will include these changes.

Country: Rwanda

- Butare
- *Byumba
- Cyangugu
- *Gikongoro
- Gisenyi
- *Gitarama
- *Kibungo
- *Kibuye
- Kigali
- *Nyabisindu
- *Ruhengeri
- *Rwamagana

—International Business Unit, 4-10-97

Suspension of International Surface Mail to Albania

Effective immediately, all international surface mail service to Albania is suspended due to civil unrest in that country.

Any mail on hand for Albania must be returned to the sender endorsed "Service Temporarily Suspended." Postage may be refunded in full for return mail (see DMM

P014.2.4c), or the mail may be reentered when service is resumed by obliterating the "Service Temporarily Suspended" endorsement.

—*International and Military Mail Operations, International Business Unit, 4-10-97*

IMM REVISION

Global Package Link

Effective April 9, 1997, the Postal Service is announcing Global Package Link (GPL) service to Brazil, Chile, and Germany. The Postal Service is also announcing changes in the minimum annual volumes required for GPL: Instead of minimum volume requirements for each country to which service is available, the Postal Service is establishing an annual minimum volume of 10,000 packages to all countries. An interim rule is being announced for merchandise return services for customers using GPL service to Japan and the United Kingdom. Finally, the Postal Service is reorganizing and simplifying the GPL regulations.

Effective April 9, 1997, subchapter 620 of the *International Mail Manual (IMM)* is amended as follows. A future edition of the IMM will include these changes.

International Mail Manual (IMM)

6 Special Programs

* * * * *

621.3 Availability

Global Package Link service is available only to Brazil, Canada, Chile, Germany, Japan and the United Kingdom.

622 Qualifying Mailers

622.1 General

To qualify for Global Package Link service, a mailer must

- a. Send a minimum of 10,000 packages a year;
- b. Link its information system with that of the Postal Service;
- c. Meet the general and specific preparation requirements for each country;
- d. Designate the Postal Service as its carrier of choice to each country for which it uses Global Package Link service; and
- e. Enter into a service agreement with the Postal Service.

Each service agreement must contain the following:

The customer's commitment to send at least 10,000 packages to any one or more Global Package Link destination

country(s) by Global Package Link during the next 12 months. Combined volumes to any GPL destination country will count toward this 12-month minimum. A customer's failure to meet original volume requirements may result in termination, by the Postal Service, of the right to mail to other destination countries.

If the combined volume of packages to any or all Global Package Link Destination country(s) does not meet the minimum volume for the first 12 months following the effective date of the agreement, the USPS may terminate this agreement by giving the mailer 60 days' written notice that it intends to terminate, unless the mailer can demonstrate how it will meet the minimum volume by country within the next year. If the volume frequently fails to meet the minimum volume requirement, this agreement shall be terminated by the USPS upon written notice 30 days in advance of the termination.

622.2 Linking Information Systems

The mailer must link its information system to that of the Postal Service so that (1) the Postal Service and the mailer can exchange data transmissions concerning the mailer's packages, and (2) by scanning the mailer-provided barcode on each package, the Postal Service can extract, on an as-needed basis, the following information about each package to produce necessary customs forms and package labels and to provide tracking and tracing:

- a. Order number.
- b. Package identification number.
- c. Delivery option used for package if more than one level of service is available.
- d. Buyer's name and address.
- e. Recipient's name and address.
- f. Total weight of package.
- g. Total value of the package's contents.
- h. Total number of items in each package.
- i. Numbers of each item in package.
- j. SKU or key-word description of each item.

- k. Value of each item.
- l. Country of origin of each item.

623 General

623.1 Special Services

[No change.]

623.2 Customs Documentation

Except for the acceptance option in 625.22, customs documentation will be produced by the Postal Service from data transmitted by the mailer. Mailers using the procedures in 625.22 are required to produce and affix customs documentation using the workstation provided by the Postal Service.

623.3 Size and Weight Limits

The weight limits for Global Package Link service are 70 pounds for Chile and Germany; 66 pounds for Brazil, Canada, and the United Kingdom; and 44 pounds for Japan. The Japan Economy Service maximum is 4 pounds. Japan Standard and Economy packages weighing less than 1 pound must bear the "SMALL PACKET" marking.

The maximum length of GPL packages is 60 inches and the maximum length and girth combined is 108 inches with the following exceptions: Maximum size for Germany is length 47 inches, height 23 inches, width 23 inches. Japan Economy maximum length is 24 inches; height, depth, and length combined is 36 inches. Japan Standard packages weighing less than 1 pound must adhere to the Economy size limitations. All packages must be large enough to accommodate the necessary labels and customs forms on the address side.

623.4 Postage

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623.44 Base Rates

The Postal Service will charge the base rates, in 1-pound increments, for the first 100,000 packages mailed by the customer during a 12-month period.

Rate Reductions

Number of Packages	Percent Discount
Up to 100,000	Base Rate
Over 100,000	3% off base rates (except Germany and U.K.: Germany, no discount; U.K., 2%). For Japan discounts see rate table in Japan Country page.

624 Preparation Requirements

[No change.]

625 Acceptance

625.1 Within 500 Miles of a Global Package Link Processing Facility

If the plant from which the customer's Global Package Link packages originate is located within 500 miles of a Global Package Link processing facility, the Postal Service will accept the packages at the customer's plant and transport them by truck to the Global Package Link processing facility according to a schedule agreed upon by the Postal Service and the customer.

625.2 More than 500 Miles from a Global Package Link Processing Facility

If the customer's plant from which the Global Package Link packages will originate is located more than 500 miles from a Global Package Link processing facility, the customer may choose one of two processing options.

625.21 The customer will present the packages to the Postal Service for verification at the customer's plant and transport them as a drop shipment to a Global Package Link processing facility according to a schedule agreed upon by the Postal Service and the customer.

625.22 The customer will process the packages using Postal Service-provided computer system workstations and will sort and prepare the packages as required by the Postal Service. The Postal Service accepts the packages at the customer's plant and transports them to a designated air mail facility or air exchange office for onward conveyance according to a schedule agreed upon by the Postal Service and the customer.

626 Services Available

626.1 Delivery Options

Delivery options vary according to destination country, as set forth below.

626.11 Premium Service

Premium service is available to all countries (Air Courier for Canada). Packages sent through premium service are transported to the destination country by air where they receive special handling and expedited delivery. The mailer can track premium service packages through delivery. Reports of delivery performance are furnished to the mailer in the formats and at the frequencies agreed upon by the Postal Service and the mailer.

626.12 Standard Service

Standard service is available to Japan, Canada (Ground Courier for Canada), and the United Kingdom. Packages sent through standard service are transported to the destination country by air (or a combination of air/ground to Canada) for delivery. The mailer can track standard service packages through dispatch from the Global Package Link processing facility for Japan and through delivery for Canada and the United Kingdom.

626.13 Economy Service

Economy service is available to Japan and the United Kingdom. Packages sent through Economy Service are transported to the destination country by air for delivery. Tracking for Economy Service is not available in Japan and available only through the hand-over to the global partner in the United Kingdom.

626.14 Canada Ground Service

Ground Gateway Service will offer ground service to Canada from the designated Ground Gateway facilities and ground transportation to final destination in Canada. It will receive the same expeditious customs clearance as the Ground Courier Service (Standard). For details on special requirements of the Ground Gateway Service, see the Canada Country Page.

626.15 Processing Facilities

Global Package Link packages are processed at a designated Global Package Link processing facility. The Postal Service currently operates Global Package Link processing facilities at JFK International Airport in NYC and near or at airports in Dallas-Fort Worth, Chicago, Miami, Seattle, and San Francisco. Buffalo, NY, serves as a facility for Ground Gateway-Canada service only. Seattle also serves as a Ground Gateway-Canada facility. Other satellite facilities may be used as needed.

626.2 Merchandise Return Service**626.21 Japan**

Merchandise return service is available from Japan. The mailer or the recipient is responsible for returning merchandise to the designated Japanese return center where packages will be opened and the contents consolidated for return to the United States. The mailer will receive a daily electronic notification of returns. Returned merchandise will be shipped to the mailer on a mutually agreed-upon schedule.

626.22 United Kingdom

A return merchandise service will be available to Global Package Link customers mailing to the United Kingdom. The returns agent will open and inspect the contents of each box and process for return back to the United States. The returns agent may apply for a refund of duties and taxes from United

Kingdom Customs. The packages will then be sent to the mailer's designated center for returns in the United States. The return prices, per parcel, are detailed in the Global Package Link rate charts in the country listings.

626.23 Canada

A return merchandise service will be available to GPL - Canada customers. The mailer or the Canadian recipient will be responsible for shipment costs back to the designated Canadian return center. The return center will open each box, inspect the contents, and process it for return back to the United States, including applying to Revenue Canada for a refund of duties and taxes. Upon arrival in the United States, the parcels will be sent back to the mailer via the domestic parcel network. The return prices, per parcel, are detailed in the Canada country listing.

626.3 Insurance and Indemnity**626.31 Premium Service**

Packages sent through premium service are insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the Postal Service in accordance with *Domestic Mail Manual* S500. Premium service packages are not insured against delay in delivery. Neither indemnity payments nor postage refunds will be made in the event of delay.

626.32 Standard Service**626.321 Japan and Canada**

Packages sent through standard service to Japan that weigh more than one pound may be insured at an additional cost (see 320). Packages sent through standard service and Ground Gateway service to Canada are insured for the declared value, up to \$100 Canadian. Standard service packages are not insured against delay in delivery. Neither indemnity payments nor postage refunds will be made in the event of delay.

626.322 United Kingdom

Packages sent through standard service to the United Kingdom are insured against loss, damage, or rifling at no additional cost. Indemnity up to \$500 will be paid by the Postal Service in accordance with *Domestic Mail Manual* S500. Standard service packages are not insured against delay in delivery. Neither indemnity payments nor postage refunds will be made in the event of delay.

626.33 Economy Service**626.331 Japan**

Packages sent through economy service to Japan may not be insured.

626.332 United Kingdom

Packages sent through economy service to the United Kingdom may be insured at an additional cost (see 320). Economy service packages are not insured against delay in delivery. Neither indemnity payments nor postage refunds will be made in the event of delay.

626.4 Customs**626.41 Customs Forms**

Normally all necessary customs forms will be automatically generated by the Postal Service computer workstations. Packages mailed through a Global Package Link processing facility will not be required to bear customs forms when they are tendered to the Postal Service. After scanning the customer-printed barcode on each package and correlating it with the package-specific information transmitted by the customer, the Postal Service will print the necessary customs forms and affix them to the customer's packages as part of the processing operation at the Global Package Link processing facility. A customer utilizing the Global Package Link work station at a location more than 500 miles from a Global Package Link processing facility will be required to affix the customs documentation produced by the Global Package Link work station to each package.

626.42 Customs Clearance

The Postal Service has developed the Customs Pre-Advisory System (CPAS) as part of Global Package Link processing. This electronic system collects package-specific data to satisfy customs requirements as packages are processed using the USPS computer workstations located at Global Package Link processing facilities. The system electronically advises agents in the destination country of the contents of each package mailed. Mailers must provide the Postal Service with the harmonized customs codes for their merchandise for assessing duty. Mailers may obtain harmonized codes themselves or the Postal Service will obtain codes for them. Recipients of merchandise must designate the Postal Service and its agents as the recipients' agents for customs clearance.

Catalog Harmonization Services

[Move from 626.9 to 626.421.]

All catalog harmonization services performed for the Global Package Link mailer by the Postal Service will be billed to the mailer at a rate of \$1.25 per catalog item. If the catalog is changed in the future, the new items will also be charged at \$1.25 per item. Mailers have the option of performing their own harmonization, provided that it is done in a format compatible with the Postal Service's Customs Pre-Advisory System (CPAS) software.

626.43 Payment of Customs Duty**626.431 All Countries Except Japan**

For all countries except Japan, the Postal Service will arrange payment of customs duty on behalf of the recipient at the time the merchandise enters the country of destination. Any banking costs or foreign exchange fees applicable to the customs payments will be charged back to the mailer. The Postal Service will notify the mailer electronically of the amount of duty and fees paid, and the mailer will reimburse the Postal Service in a manner and within a time agreed between the mailer and the Postal Service. Because of the need to have funds available for customs at the time of clearance in Brazil, Chile, and Germany, mailers must make an advance deposit prior to first mailing to cover anticipated duties and taxes in addition to postage. For subsequent mailings, this account must be replenished by the mailer after the actual amount of duties and taxes are assessed. The mailer is responsible for collecting duties and taxes from the recipient (this can be effected when payment for the order is made).

626.432 Japan

In Japan, all customs duties and fees will be collected from the recipient at the time of delivery.

[Delete 626.5 through 627. Section 629.9, Catalog Harmonization, moves to 626.421.]

* * * * *

[Add the following information about Global Package Link.]

Brazil

Global Package Link to Brazil Rate Chart (Premium Service)

Weight Not to Exceed (Pounds)	Annual Volumes	
	No Discount Under 100,000	More than 100,000
1	\$12.45	\$12.08
2	14.32	13.89
3	17.01	16.50
4	18.87	18.31
5	21.59	20.94
6	23.45	22.75
7	26.14	25.36
8	28.01	27.17
9	30.70	29.78
10	32.56	31.59
11	34.43	33.39
12	37.14	36.02
13	39.00	37.83
14	41.70	40.44
15	43.56	42.25
16	46.25	44.86
17	48.12	46.67
18	50.17	48.67
19	52.04	50.47
20	54.67	53.03
21	56.53	54.84
22	58.40	56.65
23	61.05	59.22
24	62.92	61.03
25	65.57	63.60
26	67.43	65.41
27	70.07	67.97
28	71.93	69.77
29	74.59	72.35
30	76.45	74.16
31	79.10	76.73
32	80.97	78.54
33	82.83	80.35
34	85.49	82.92
35	87.35	84.73
36	90.00	87.30
37	91.87	89.11
38	94.52	91.69
39	96.39	93.49
40	99.04	96.07
41	100.90	97.88
42	103.56	100.45
43	105.42	102.26
44	107.29	104.07
45	109.94	106.64
46	111.80	108.45
47	114.46	111.02
48	116.32	112.83

Weight Not to Exceed (Pounds)	Annual Volumes	
	No Discount Under 100,000	More than 100,000
49	118.98	115.41
50	120.84	117.21
51	123.49	119.79
52	125.36	121.60
53	128.01	124.17
54	129.87	125.98
55	131.74	127.79
56	134.39	130.36
57	136.26	132.17
58	138.91	134.74
59	140.77	136.55
60	143.43	139.13
61	145.29	140.93
62	147.95	143.51
63	149.81	145.32
64	152.46	147.89
65	154.33	149.70
66	156.19	151.51

* * * * *

Chile

[Add the following information about Global Package Link.]

Global Package Link to Chile Rate Chart (Premium Service)

Weight Not to Exceed (Pounds)	Annual Volumes	
	No Discount Under 100,000	More than 100,000
1	\$9.70	\$9.41
2	11.74	11.39
3	13.97	13.56
4	16.02	15.53
5	18.25	17.70
6	20.29	19.68
7	22.52	21.85
8	24.56	23.83
9	26.80	25.99
10	28.84	27.97
11	30.88	29.95
12	33.11	32.12
13	35.15	34.10
14	37.39	36.26
15	39.43	38.24
16	41.66	40.41
17	43.70	42.39
18	45.93	44.56
19	47.98	46.54
20	50.21	48.70
21	52.25	50.68
22	54.29	52.66
23	56.52	54.83
24	58.56	56.81
25	60.80	58.97
26	62.84	60.95
27	65.07	63.12
28	67.11	65.10
29	69.35	67.27
30	71.39	69.25
31	73.62	71.41
32	75.66	73.39
33	77.70	75.37
34	79.94	77.54
35	81.98	79.52
36	84.21	81.68
37	86.25	83.66
38	88.48	85.83
39	90.52	87.81
40	92.76	89.98
41	94.80	91.95
42	97.03	94.12
43	99.07	96.10
44	101.11	98.08
45	103.35	100.25
46	105.39	102.23
47	107.62	104.39
48	109.66	106.37

Weight Not to Exceed (Pounds)	Annual Volumes	
	No Discount Under 100,000	More than 100,000
49	111.89	108.54
50	113.94	110.52
51	116.17	112.68
52	118.21	114.66
53	120.44	116.83
54	122.48	118.81
55	124.52	120.79
56	126.76	122.96
57	128.80	124.93
58	131.03	127.10
59	133.07	129.08
60	135.31	131.25
61	137.35	133.23
62	139.58	135.39
63	141.62	137.37
64	143.85	139.54
65	145.90	141.52
66	147.94	143.50
67	150.17	145.66
68	152.21	147.64
69	154.44	149.81
70	156.48	151.79

* * * * *

Germany

[Add the following information about Global Package Link.]

Global Package Link to Germany Rate Chart

Weight Not to Exceed (Pounds)	Rate All Volumes
1	\$10.74
2	12.35
3	13.96
4	15.57
5	17.18
6	18.80
7	20.41
8	22.02
9	23.63
10	25.24
11	26.86
12	28.47
13	30.08
14	31.69
15	33.30
16	34.92
17	36.53
18	38.14
19	39.75
20	41.36
21	42.98
22	44.59
23	46.20
24	47.81
25	49.42
26	51.04
27	52.65
28	54.26
29	55.87
30	57.48
31	59.10
32	60.71
33	62.32
34	63.93
35	65.54
36	67.16
37	68.77
38	70.38
39	71.99
40	73.60
41	75.22
42	76.83
43	78.44
44	80.05
45	81.66
46	83.28
47	84.89
48	86.50
49	88.11
50	89.72

Weight Not to Exceed (Pounds)	Rate All Volumes
51	91.34
52	92.95
53	94.56
54	96.17
55	97.78
56	99.40
57	101.01
58	102.62
59	104.23
60	105.84
61	107.46
62	109.07
63	110.68
64	112.29
65	113.90
66	115.52
67	117.13
68	118.74
69	120.35
70	121.96

* * * * *

Great Britain

[Delete all Global Package Link regulations and replace the rate chart for Global Package Link with the following:]

Global Package Link to Great Britain and Northern Ireland Rate Chart

Weight not over (Pounds)	Price per Item			
	Premium	Standard	Economy	Returns
1	\$13.87	\$11.17	\$9.95	\$6.93
2	15.21	12.46	11.19	7.40
3	16.54	13.75	12.43	8.79
4	17.88	15.04	13.67	9.26
5	19.21	16.32	14.91	10.66
6	20.55	17.61	16.15	11.12
7	21.88	18.90	17.39	12.52
8	23.71	20.18	18.63	12.99
9	25.08	21.47	19.87	14.38
10	26.63	22.76	21.11	14.85
11	28.00	24.05	22.35	15.32
12	29.37	25.33	23.59	16.72
13	30.96	26.62	24.82	17.18
14	32.34	27.91	26.06	18.58
15	33.96	29.20	27.30	19.05
16	35.35	30.48	28.54	20.44
17	36.99	31.77	29.78	20.91
18	38.66	33.06	31.02	22.31
19	40.61	34.35	32.26	22.77
20	42.04	35.63	33.50	24.17
21	43.47	36.92	34.74	24.64
22	44.90	38.21	35.98	25.10
23	46.33	39.49	37.22	26.50
24	47.76	40.78	38.46	26.97
25	49.19	42.07	39.70	28.37
26	50.62	43.36	40.94	28.83
27	53.44	44.64	42.18	30.23
28	54.91	45.93	43.42	30.70
29	56.38	47.22	44.66	32.09
30	57.85	48.51	45.90	32.56
31	59.31	49.79	47.14	33.96
32	60.78	51.08	48.38	34.42
33	62.25	52.37	49.62	34.89
34	63.72	53.65	50.86	36.29
35	65.19	54.94	52.10	36.75
36	66.66	56.23	53.34	38.15
37	68.13	57.52	54.58	38.62
38	69.59	58.80	55.82	40.02
39	72.45	60.09	57.06	40.48
40	73.94	61.38	58.30	41.88
41	75.44	62.67	59.54	42.35
42	76.94	63.95	60.77	43.74
43	78.44	65.24	62.01	44.21
44	79.93	66.53	63.25	44.68
45	81.43	67.82	64.49	46.07
46	82.93	69.10	65.73	46.54
47	84.42	70.39	66.97	47.94

Weight not over (Pounds)	Price per Item			
	Premium	Standard	Economy	Returns
48	85.92	71.68	68.21	48.40
49	87.42	72.96	69.45	49.80
50	88.91	74.25	70.69	50.27
51	90.41	75.54	71.93	51.67
52	91.91	76.83	73.17	52.13
53	93.41	78.11	74.41	53.53
54	94.90	79.40	75.65	54.00
55	96.40	80.69	76.89	54.46
56	97.90	81.98	78.13	55.86
57	99.39	83.26	79.37	56.33
58	100.89	84.55	80.61	57.72
59	102.39	85.84	81.85	58.19
60	103.89	87.13	83.09	59.59
61	105.38	88.41	84.33	60.05
62	106.88	89.70	85.57	61.45
63	108.38	90.99	86.81	61.92
64	109.87	92.27	88.05	63.32
65	111.37	93.56	89.29	63.78
66	112.87	94.85	90.53	64.25

* * * * *

Japan

[Add the following information about Global Package Link.]

Global Package Link to Japan

Weight Not over (Pounds)	Price per Item (\$)			
	Premium	Standard	Economy	Returns
1	\$14.35	\$6.64	\$5.43	\$7.20
2	15.69	9.23	9.35	9.80
3	17.80	13.63	13.27	12.40
4	19.91	15.74	17.20	15.00
5	22.02	20.14		17.60
6	27.03	24.93		20.20
7	29.39	29.86		22.80
8	31.76	32.22		25.40
9	34.12	37.15		28.00
10	36.49	39.52		30.60
11	38.85	41.88		33.20
12	41.21	46.81		35.80
13	43.58	49.17		38.40
14	45.94	54.10		41.00
15	48.31	56.47		43.70
16	54.29	65.78		48.00
17	56.82	68.32		50.70
18	59.36	73.60		53.50
19	61.89	76.13		56.20
20	64.42	81.42		58.90
21	71.42	89.55		63.90
22	74.12	92.25		66.70
23	76.83	97.88		69.50
24	79.53	100.58		72.30
25	82.23	106.22		75.10
26	84.93	108.92		77.90
27	87.63	114.56		80.70
28	90.34	117.26		83.50
29	93.04	122.89		86.30
30	95.74	125.59		89.10
31	104.59	139.43		91.90
32	107.47	142.30		94.70
33	110.34	145.17		97.50
34	113.21	151.16		100.40
35	116.08	154.03		103.20
36	118.95	160.02		106.00
37	121.82	162.89		108.80
38	124.69	168.88		111.60
39	127.56	171.75		114.40
40	130.43	177.73		117.20
41	141.15	191.23		120.00
42	144.19	197.57		122.80
43	147.23	200.61		125.60
44	150.27	203.65		128.40

Discounts for GPL service to Japan are as follows:

- a. 25,000 to 100,000 packages: 0%
- b. 100,001 to 250,000 packages: 4.75%
- c. 250,001 to 500,000 packages: additional 5.75%
- d. 500,001 to 1,000,000 packages: additional 6.00%
- e. More than 1,000,000 packages: additional 6.25%

* * * * *

Canada

[Add the following information about Global Package Link.]

DESCRIPTION, DELIVERY OPTIONS, PROCESSING FACILITIES, PROCESSING AND ACCEPTANCE [Only the part not referring to Ground Gateway Acceptance], REQUIRED PACKAGE SPECIFIC INFORMATION, INSURANCE AND INDEMNITY, CATALOG HARMONIZATION, POSTAGE, SIZE AND WEIGHT LIMITS, CUSTOMS and PREPARATION REQUIREMENTS.

[The following items will be retained in the country listings page:]

PROCESSING AND ACCEPTANCE

[Only the part explaining the Ground Gateway acceptance, including Within 500 Miles and More than 500 miles.]

The Rate Chart

[With the three levels of service, Air Courier, Ground Courier, Ground Gateway and return service rates.]

* * * * *

—International Business Unit, 4-10-97

Philately

STAMP ANNOUNCEMENT 97-14

City College of New York Postal Card



Copyright USPS 1996

The Postal Service commemorates the 150th anniversary of the founding of City College of New York with the issuance of a 20-cent postal card (Item 2289) on May 7, 1997, in New York, New York. The postal card goes on sale nationwide May 8 and is the latest addition to the Historic Preservation series.

Designed by Derry Noyes of Washington, D.C., and illustrated by Howard Koslow of Toms River, New Jersey, the postal card features Shepard Hall, a landmark of City College of New York (CCNY). CCNY was founded as the nation's first free municipal college and was originally known as The Free Academy. The college has one of the most diverse student bodies of any college in America and has produced eight graduates who have won the Nobel Prize.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new postal cards at their local post office, address the postal cards (to themselves or others), and place them in a larger envelope addressed to:

CITY COLLEGE OF NEW YORK POSTAL CARD
POSTMASTER
MORGAN GMF
341 9TH AVE RM 1037
NEW YORK NY 10199-9991

After applying the first day of issue postmark, the Postal Service returns the postal cards through the mail. There is no charge for the postmark. All orders must be postmarked by June 6, 1997.

Issue:	City College of New York
Denomination:	20 cents
Format:	Postal card
Item Number:	2289
Catalog Item Number:	228900
Issue Date:	May 7, 1997
Nationwide Sale Date:	May 8, 1997
Issue City & State:	New York, NY
Designer/Art Director:	Derry Noyes, Washington, DC
Illustrator:	Howard Koslow, Toms River, NJ
Typographer:	John Boyd, New York, NY
Manufacturing Process:	Offset
Printer:	Government Printing Office
Colors (PMS Colors):	Yellow, magenta, cyan, and black
Size:	1.25 x 2.25 in/31.73 x 57.11 mm (image area) 3.50 x 5.50 in/88.90 x 139.7 mm (overall)
Marginal Markings:	"© 1996 USPS" • recycled logo followed by "Recycled"

The Philatelic Fulfillment Service Center also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by writing to:

USA PHILATELIC CATALOG
US POSTAL SERVICE
PO BOX 57
GRAND RAPIDS MN 55744-0057

or by telephoning 1 800 STAMP-24.

First day covers remain on sale for at least 1 year after the stamp's or stationery item's issuance.

Distribution

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive their standard automatic distribution quantities for a commemorative postal card. SDOs will make subsequent distributions to authorized philatelic centers *only*.

Initial Supply

All other post offices should immediately requisition these postal cards from their designated SDO, using a separate Form 17, *Stamp Requisition*, or SDN, using a separate Form 17-S, *Stamp Distribution Network Stamp Requisition*. SDOs and SDNs must not distribute these postal cards to post offices before April 30, 1997.

Additional Supply

The Government Printing Office (GPO) will disburse *all* of these commemorative postal cards to SDOs and SDNs; therefore, they will not have any cards for reordering. Each accountable paper depository (APD) and the Dulles and Kansas City SDNs will receive 115,000 postal cards for filling supplemental orders. SDOs requiring additional postal cards must order them from their appropriate APD, using a separate Form 17, *Stamp Requisition*. All other post offices requiring additional postal cards must requisition them from their designated SDO on a separate Form 17, *Stamp Requi-*

sition, or SDN, using a separate Form 17-S, *Stamp Distribution Network Stamp Requisition*.

Philatelic Requirement

SDOs with authorized philatelic centers will receive their standard quantities for a commemorative postal card to provide subsequent automatic distribution to each philatelic center.

Sales Policy

All post offices must acquire and maintain a supply of each new commemorative postal card as long as customer demand exists or until it is officially withdrawn from sale, generally 1 year from the date of issue. If supplies run low, post offices must reorder additional quantities through their normal ordering procedures.

—*Stamp Services, Marketing, 4-10-97*

Pictorial Cancellations Announcement 97-8

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of upcoming events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be postmarked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (32 cents per envelope or 20 cents per postcard). Items sub-

mitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

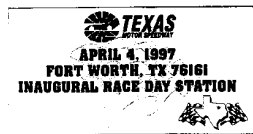
After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.



April 2, 1997
Disney
OPENING NIGHT STATION
POSTMASTER
PO BOX 9998
ANAHEIM CA 92806-9998



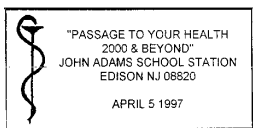
April 8, 1997
PAUL ROBESON STATION
POSTMASTER
424 S KANSAS AVE
TOPEKA KS 66603-9611



April 4, 1997
Texas Motor Speedway Association
INAUGURAL RACE DAY STATION
POSTMASTER
4600 MARK IV PKY
FORT WORTH TX 76161-9998



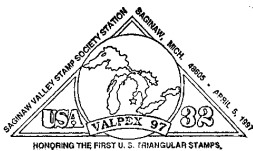
April 9-11, 1997
THE LEAGUE STATION
POSTMASTER
PO BOX 9998
LAUGHLIN NV 89029-9998



April 5, 1997
JOHN ADAMS SCHOOL STATION
POSTMASTER
2101 LINCOLN HWY
EDISON NJ 08820-9998



April 12 & 13, 1997
SOPEX 1997 STATION
POSTMASTER
333 W 8TH ST
MEDFORD OR 97501-9998



April 5 & 6, 1997
SAGINAW VALLEY STAMP SOCIETY
STATION
POSTMASTER
PO BOX 9998
SAGINAW MI 48605-9998



April 16, 1997
MAXWELL STATION
POSTMASTER
6701 WINTON BLOUNT BLVD
MONTGOMERY AL 36119-9813



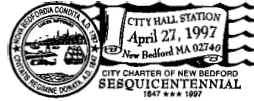
April 5 & 6, 1997
STAMP SHOW STATION
POSTMASTER
1232 MAIN AVE
CLIFTON NJ 07011-9998



April 18, 1997
NEWSEUM STATION
POSTMASTER
PO BOX 9998
ARLINGTON VA 22210-9998



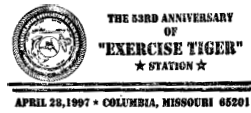
April 18-20, 1997
 Eules Post Office
 ARBOR DAZE STATION
 POSTMASTER
 210 N ECTOR DR
 EULESS TX 76039-9998



April 27, 1997
 CITY HALL STATION
 POSTMASTER
 695 PLEASANT ST
 NEW BEDFORD MA 02740-9998



April 18-27, 1997
 DOGWOOD STATION
 POSTMASTER
 301 GREEN ST
 FAYETTEVILLE NC 28302-9998



April 28, 1997
 THE 53RD ANNIVERSARY OF EXERCISE
 TIGER STATION
 POSTMASTER
 PO BOX 9998
 COLUMBIA MO 65201-9998



April 19, 1997
 United States Postal Service
 EARTH DAY STATION
 POSTMASTER
 2222 S 4TH AVE
 YUMA AZ 85364-9998



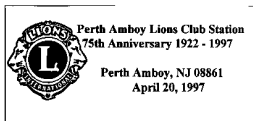
April 30, 1997
 OX-BOW MORMON TRAIL ENACTMENT
 STATION
 POSTMASTER
 PO BOX 9998
 BELLWOOD NE 68624-9998



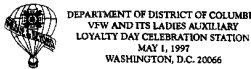
April 19 & 20 1997
 FLAMINGO FEST STATION
 POSTMASTER
 PO BOX 9998
 HIALEAH FL 33012-9998



May 1, 1997
 LOYALTY DAY STATION
 POSTMASTER
 616 W 2ND ST
 OTTUMWA IA 52501-9998



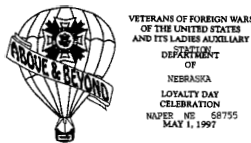
April 20, 1997
 PERTH AMBOY LIONS CLUB STATION
 POSTMASTER
 205 JEFFERSON ST
 PERTH AMBOY NJ 08861-9998



May 1, 1997
 LOYALTY DAY CELEBRATION STATION
 POSTMASTER
 900 BRENTWOOD RD NE
 WASHINGTON DC 20066-9998



April 25, 1997
 United States Postal Service
 SMOKETREE STATION
 POSTMASTER
 1775 E PALM CANYON DR
 PALM SPRINGS CA 92264-9998



May 1, 1997
 VETERANS OF FOREIGN WARS OF THE
 UNITED STATES AND ITS LADIES
 AUXILIARY STATION
 POSTMASTER
 PO BOX 9998
 NAPER NE 68755-9998



April 26, 1997
 FORT DESOTO PARK STATION
 POSTMASTER
 3135 4ST AVE N
 ST PETERSBURG FL 33630-9998



May 1, 1997
 SOCORRO STATION
 POSTMASTER
 5300 E PAISANO DR
 EL PASO TX 79910-9998



April 26 & 27, 1997
 Wilksburg Stamp Club
 EXHIBITION STATION
 POSTMASTER
 PO BOX 17109
 PITTSBURGH PA 15235-0109



May 1, 1997
 OXBOW TRAIL SESQUICENTENNIAL
 STATION
 POSTMASTER
 PO BOX 9998
 SILVER CREEK NE 68663-9998



DEPARTMENT OF SOUTH DAKOTA
VFW AND ITS LADIES AUXILIARY
LOYALTY DAY CELEBRATION STATION
FT PIERRE, SD 57532
MAY 1, 1997

May 1, 1997
LOYALTY DAY CELEBRATION STATION
POSTMASTER
PO BOX 9998
FORT PIERRE SD 57532-9998



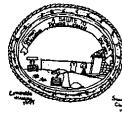
What's in your
Future
Career
Expo
May 2, 1997
NORTON MA
02766
STATION

May 2, 1997
CAREER EXPO STATION
POSTMASTER
391 OLD COUNTY RD
NORTON MA 02766-9998



DEPARTMENT OF SOUTH DAKOTA
VFW AND ITS LADIES AUXILIARY
LOYALTY DAY CELEBRATION STATION
PIERRE, SD 57501
MAY 1, 1997

May 1, 1997
LOYALTY DAY CELEBRATION STATION
POSTMASTER
225 S PIERRE ST
PIERRE SD 57501-9998



Pioneer Day Station
May 2, 1997
Guymon, Ok, 73942

May 2, 1997
Pioneer Days Committee
PIONEER DAY STATION
POSTMASTER
302 N QUINN
GUYMON OK 73942-9998



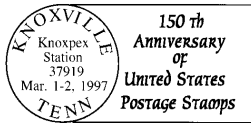
LOYALTY DAY STATION
MAY 1, 1997
CHEYENNE, WY 82009

May 1, 1997
LOYALTY DAY CELEBRATION STATION
POSTMASTER
4800 CONVERSE AVE
CHEYENNE WY 82009-9998



THE
KENTUCKY OAKS
STATION
MAY 2, 1997 LOUISVILLE KY 40208

May 2, 1997
KENTUCKY OAKS STATION
POSTMASTER
PO BOX 31905
LOUISVILLE KY 40208-9998

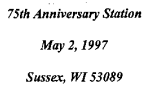


May 1 & 2, 1997
KNOXPEX STATION
POSTMASTER
1237 WEISGARBER RD
KNOXVILLE TN 37950-9998



HOPALONG CASSIDY STATION
May 2, 1997
Cambridge, OH 43725

May 2 & 3, 1997
HOPALONG CASSIDY STATION
POSTMASTER
954 WHEELING AVE
CAMBRIDGE OH 43725-9998



May 2, 1997
75TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
SUSSEX WI 53089-9998



ART EXPO '97
STATION
MAY 2 1997
* WEBSTER GROVES AREA CHAMBER OF COMMERCE *
WEBSTER GROVES, MISSOURI 63119

May 2-4, 1997
ART EXPO 97 STATION
POSTMASTER
PO BOX 9998
WEBSTER GROVES MO 63119-9998



OKLAHOMA CITY ZOO STATION
OKLAHOMA CITY, OK 73111
MAY 2, 1997

May 2, 1997
OKLAHOMA CITY ZOO STATION
POSTMASTER
2101 NE 50TH
OKLAHOMA CITY OK 73111-9998



Oklahoma Steam Threshing & Gas Engine Assn.
Annual Show Steam Engine Park Sta
May 1997
Pawnee, OK 74058

May 2-4, 1997
STEAM ENGINE PARK STATION
POSTMASTER
658 ILLINOIS AVE
PAWNEE OK 74058-9998



SOUTHERN UTAH UNIVERSITY
CENTENNIAL STATION
MAY 2, 1997 • CEDAR CITY UTAH 84720



May 2, 1997
SOUTHERN UTAH UNIVERSITY
CENTENNIAL STATION
POSTMASTER
333 N MAIN ST
CEDAR CITY UT 84720-9998



DEPARTMENT OF NEW YORK
VFW AND ITS LADIES AUXILIARY
LOYALTY DAY CELEBRATION
STATION ROME, NY 13440
MAY 3, 1997

May 3, 1997
LOYALTY DAY CELEBRATION STATION
POSTMASTER
110 E GARDEN ST
ROME NY 13440-9998



May 2, 1997
Hyde Park, NY 12538
F.D.R. Station

May 2, 1997
FDR STATION
POSTMASTER
PO BOX 9998
HYDE PARK NY 12538-9998



Our 5th Grand
Market Season
& Proudly
Growing!
THE FARM
STATION
May 3, 1997
A Farm and Craft Market
Wyoming, NY 14891

May 3, 1997
THE FARM STATION
POSTMASTER
2 S ACADEMY ST
WYOMING NY 14591-9998



May 3, 1997
 150TH ANNIVERSARY STATION
 POSTMASTER
 401 E SOUTH ST
 JACKSON MS 39205-9998



May 3, 1997
 ANNUAL WALLEYE FESTIVAL AND
 TOURNAMENT STA
 MAY 3, 1997
 LAKE LEELANAU
 MI 49653
 ANNUAL WALLEYE FESTIVAL AND
 TOURNAMENT STATION
 POSTMASTER
 PO BOX 9998
 LAKE LEELANAU MI 49653-9998



May 3, 1997
 KOLACHE FESTIVAL STATION
 POSTMASTER
 901 A AVE
 PRAGUE OK 74864-9998



May 3, 1997
 SESQUICENTENNIAL STATION
 POSTMASTER
 22495 W HWY 220
 ALCOVA WY 82620-9998

(ARTWORK NOT AVAILABLE)

May 3, 1997
 Gifford Grade School
 TECHNOLOGY STATION
 POSTMASTER
 2205 CR 3000 N
 GIFFORD IL 61847-9998



May 3, 1997
 BOY SCOUTS CAMPOREE STATION
 POSTMASTER
 22495 W HWY 220
 ALCOVA WY 82620-9998



May 3, 1997
 MAYFEST STATION
 POSTMASTER
 1 W HIGH ST
 MAYTOWN PA 17550-9998



May 3, 1997
 Churchill Downs
 KENTUCKY DERBY STATION
 POSTMASTER
 PO BOX 31905
 LOUISVILLE KY 40231-9905



May 3, 1997
 CYCLING FOR CF STATION
 POSTMASTER
 602 E SOUTH ST
 HARRISVILLE WV 26362-9998



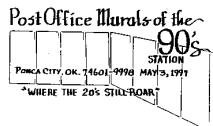
May 3, 1997
 Christoval Chamber of Commerce
 SOUTH CONCHO STATION
 POSTMASTER
 19902 MAIN ST
 CHRISTOVAL TX 76935-9995



May 3, 1997
 COLLECTORS STATION
 POSTMASTER
 103 S MAIN
 NASH OK 73761-9998



May 3, 1997
 Berlin Kiwanis Club
 BERLIN KIWANIS CLUB STATION
 POSTMASTER
 15 MOUNT FORIST ST
 BERLIN NH 03570-9998



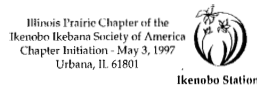
May 3, 1997
 POST OFFICE MURALS OF THE 90'S
 STATION
 POSTMASTER
 402 E GRAND
 PONCA CITY OK 74601-9998



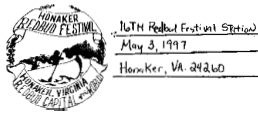
May 3, 1997
 FIRST CAPITOL STATION
 POSTMASTER
 PO BOX 9998
 BELMONT WI 53510-9998



May 3, 1997
 IRIS FESTIVAL STATION
 POSTMASTER
 402 E GRAND
 PONCA CITY OK 74601-9998



May 3, 1997
 Prairie Ikebana
 IKENOBO STATION
 POSTMASTER
 PO BOX 9998
 URBANA IL 61801-9998



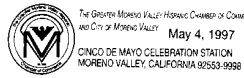
May 3, 1997
 16TH REDBUD FESTIVAL STATION
 POSTMASTER
 300 REDBUD HWY
 HONAKER VA 24260-9998



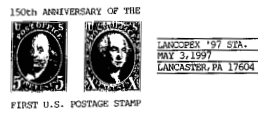
May 3 & 4, 1997
 Midway Volunteer Fire Department
 MIDWAY MAPLE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 MIDWAY PA 15060-9998



May 3 & 4, 1997
 WISCOPEX STATION
 POSTMASTER
 PO BOX 5066
 MILWAUKEE WI 53201-5066



May 4, 1997
 CINCO DE MAYO CELEBRATION STATION
 POSTMASTER
 23580 ALESSANDRO BLVD
 MORENO VALLEY CA 92553-9998



May 3 & 4, 1997
 LANCOPEX 97 STATION
 POSTMASTER
 1400 HARRISBURG PIKE
 LANCASTER PA 17604-9998

—Stamp Services, Marketing, 4-10-97

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Easter Seals, Fight Crippling	March 1–April 22
Law Day USA, Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 th Week in May	May 1–May 31
Support Your Mental Health Association	May 1–May 31
Support Research for Neurofibromatosis	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries, Our Business Works for Disabled People	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30

Cancellation	Period of Use
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give, the United Way	Sept. 15–Oct. 31
Learn About Lupus, October, Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

—Business Mail Acceptance, Marketing Systems, 4-10-97

Post Offices

Post Office Changes Number 6

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	01-6070	35476	AL	Northport	Tuscaloosa	Northport	Post Office	07/01/97	Establish a new ZIP Code for a delivery area. Use Northport AL 35473 as last line of address for a portion of the deliveries previously in ZIP Code 35476.
New	01-6070	35473	AL	Northport	Tuscaloosa	Northport	Post Office	07/01/97	
Old	01-2220	35055	AL	Cullman	Cullman	Main Office	Post Office	07/01/97	Establish a new ZIP Code for a delivery area. Use Cullman AL 35058 as last line of address for a portion of the deliveries previously in ZIP Code 35055.
New	01-2220	35058	AL	Cullman	Cullman	Main Office	Post Office	07/01/97	
Old	01-3110	35630	AL	Florence	Lauderdale	Main Office	Post Office	07/01/97	Establish a new ZIP Code for a delivery area. Use Florence AL 35634 as last line of address for a portion of the deliveries previously in ZIP Code 35630.
New	01-3110	35634	AL	Florence	Lauderdale	Main Office	Post Office	07/01/97	
Old	01-3180	35967	AL	Fort Payne	DeKalb	Main Office	Post Office	07/01/97	Establish a new ZIP Code for a delivery area. Use Fort Payne AL 35968 as last line of address for a portion of the deliveries previously in ZIP Code 35967.
New	01-3180	35968	AL	Fort Payne	DeKalb	Main Office	Post Office	07/01/97	
Old	04-5130	72211	AR	Little Rock	Pulaski	Westside	Classified Station	05/01/97	Establish a new ZIP Code for post office boxes. Use Little Rock AR 72224 as last line of address for new post office boxes in a new classified station.
New	04-5130	72224	AR	Little Rock	Pulaski	Chenal	Classified Station	05/01/97	
Old	04-7740	72801	AR	Russellville	Pope	Main Office	Post Office	07/01/97	Establish a new ZIP Code for post office boxes. Use Russellville AR 72812 as last line of address for new post office boxes in a new classified station.
New	04-7740	72812	AR	Russellville	Pope	Main Office	Post Office	07/01/97	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	05-1554	91910	CA	Chula Vista	San Diego	Main Office	Post Office	07/01/97	Establish a new ZIP Code for post office boxes. Use Chula Vista CA 91921 as last line of address for new post office boxes in a new classified station.
New	05-1554	91921	CA	Chula Vista	San Diego	Eastlake	Station	07/01/97	
Old	11-8250	33711	FL	Saint Petersburg	Pinellas	Main Office	Post Office	06/01/97	Establish a new ZIP Code for post office boxes. Use Saint Petersburg FL 33747 as last line of address for new post office boxes in a new classified station.
New	11-8250	33747	FL	Saint Petersburg	Pinellas	Gulfwinds Station	Station	06/01/97	
Old	12-0682	31513	GA	Baxley	Appling	Main Office	Post Office	07/01/97	Establish a new ZIP Code for post office boxes. Use Baxley GA 31515 as last line of address for post office boxes previously in ZIP Code 31513.
New	12-0682	31515	GA	Baxley	Appling	Main Office	Post Office	07/01/97	
Old	13-0500	96924	GU	Chalan Pago	Guam	Main Office	Post Office	03/24/97	ZIP Code discontinued. This ZIP Code was never utilized.
New	13-0500		GU	Chalan Pago	Guam	Main Office	Post Office	03/24/97	
Old	14-3400	96738	HI	Kamuela	Hawaii	Waikoloa	Place Name	03/01/97	This announcement expands the use of ZIP Code 96738 to include delivery. Use Waikoloa HI 96738 for 237 deliveries formerly in Kamuela HI 96743.
New	14-3400	96738	HI	Kamuela	Hawaii	Waikoloa	Place Name	03/01/97	
Old	14-2900	96732	HI	Kahului		Main Office	Post Office	01/01/97	This announcement changes the ZIP Code for post office boxes previously in 96732. This amends PB 21937.
New	14-2900	96733	HI	Kahului		Main Office	Post Office	01/01/97	
Old	17-3300	46526	IN	Goshen	Elkhart	Main Office	Post Office	07/01/97	
New	17-3300	46528	IN	Goshen	Elkhart	Main Office	Post Office	07/01/97	
Old	19-8355		KS	Shawnee Mission	Johnson		Post Office	07/01/97	Establish a new ZIP Code for post office boxes. Use Shawnee Mission KS 66286 as last line of address for new post office boxes in a new classified branch.
New	19-8355	66286	KS	Shawnee Mission	Johnson	Monticello	Branch	07/01/97	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	21-4979	70501	LA	Lafayette	Lafayette	Main Office	Post Office	04/15/97	Establish a new ZIP Code for post office boxes. Use Lafayette LA 70596 as last line of address for new post office boxes in a new classified station.
New	21-4979	70596	LA	Lafayette	Lafayette	Bertrand	Classified Station	04/15/97	
Old	21-4979	70593	LA	Lafayette	Lafayette	Southside	Classified Station	04/15/97	ZIP Code and classified station discontinued. Post office box customers assigned new box numbers under new post office box ZIP Code 70596.
New	21-4979	70593	LA	Lafayette	Lafayette	Southside	Classified Station	04/15/97	
Old	23-0378	21227	MD	Halethorpe	Howard	Main Office	Post Office	07/01/97	Establish a new ZIP Code for a delivery area. Use Elkridge MD 21075 as last line of address for a portion of the deliveries previously in ZIP Code 21227.
New	23-0378	21075	MD	Halethorpe	Howard	Main Office	Post Office	07/01/97	
Old	22-8880	04784	ME	Frenchville	Aroostook	Main Office	Post Office	02/28/97	ZIP Code discontinued. Use Frenchville ME 04745 as last line of address for deliveries previously in ZIP Code 04784.
New	22-8880	04745	ME	Frenchville	Aroostook	Main Office	Post Office	02/28/97	
Old	27-4628	39648	MS	McComb	Pike	Main Office	Post Office	07/01/97	Establish a new ZIP Code for post office boxes. Use McComb MS 39649 as last line of address for a portion of the post office boxes previously in ZIP Code 39648.
New	27-4628	39649	MS	McComb	Pike	Main Office	Post Office	07/01/97	
Old	30-6645	68137	NE	Omaha	Douglas	Millard Highlands Station	Post Office	07/01/97	Establish a new ZIP Code for post office boxes. Use Omaha NE 68145 as last line of address for the post office boxes previously in ZIP Code 68137.
New	30-6645	68145	NE	Omaha	Douglas	Millard Highlands Station	Post Office	07/01/97	
Old	37-7810	43952	OH	Steubenville	Jefferson	Wintersville	Branch	07/01/97	Establish a new ZIP Code for a delivery area. Use Wintersville OH 43953 as last line of address for a portion of the deliveries previously in ZIP Code 43952.
New	38-7810	43953	OH	Steubenville	Jefferson	Wintersville	Branch	07/01/97	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	48-5560	77355	TX	Magnolia	Montgomery	Main Office	Post Office	07/01/97	Establish a new ZIP Code for post office boxes. Use Magnolia TX 77353 as last line of address for 1568 post office boxes previously in ZIP Code 77355.
New	48-5560	77353	TX	Magnolia	Montgomery	Main Office	Post Office	07/01/97	
Old	48-5560	77355	TX	Magnolia	Montgomery	Main Office	Post Office	07/01/97	Establish a new ZIP Code for a delivery area. Use Magnolia TX 77354 as last line of address for a portion of the deliveries previously in ZIP Code 77355.
New	48-5560	77354	TX	Magnolia	Montgomery	Main Office	Post Office	07/01/97	
Old	48-8710	77478	TX	Sugar Land	Fort Bend	Main Office	Post Office	05/01/97	Establish a new ZIP Code for post office boxes. Use Sugar Land TX 77496 as last line of address for new post office boxes in a new classified station.
New	48-8710	77496	TX	Sugar Land	Fort Bend	First Colony	Classified Station	05/01/97	
Old	48-8565	77380	TX	Spring	Montgomery	Main Office	Post Office	05/01/97	Establish a new ZIP Code for post office boxes. Use Spring TX 77393 as last line of address for new post office boxes in a new classified branch.
New	48-8565	77393	TX	Spring	Montgomery	Panther Creek	Classified Branch	05/01/97	
Old	48-0610	77705	TX	Beaumont	Jefferson	South End	Classified Station	05/01/97	Establish a new ZIP Code for post office boxes. Use Beaumont TX 77725 as last line of address for post office boxes previously in ZIP Code 77705.
New	48-0610	77725	TX	Beaumont	Jefferson	South End	Classified Station	05/01/97	

—Address Management, Operations Support, 4-10-97

Clarification Regarding Placed and Mailed Suspicious Items

Publication 159-C, *Contingency Planning for Bombs and Bomb Threats*, contains instructions in section 313 for handling suspicious items found on postal property. To clarify these instructions, the handling of nonmail items is different from the handling of mailed items.

Nonmail items (items placed on postal property) suspected of being bombs should not be handled until thoroughly examined and determined to be safe by responding bomb squads or postal inspectors.

Mailed items (matter bearing postage and/or in the mail-stream) suspected of being bombs should be isolated to a safe area and treated as a bomb until an investigation deter-

mines that the suspicious item does not contain an explosive device. Mailed items that are suspicious (due to ticking, buzzing, emitting odors, leaking fluids, etc.) should be carefully moved to the safe area by a postal police officer, a supervisor, or the installation head. Postal inspectors and police should then be notified to conduct an investigation. Mail bombs are designed to withstand normal mail processing, and to explode only when opened by the intended addressee.

—Inspection Service, 4-10-97

Postal Employees

HANDBOOK EL-814 CORRECTION

Safety While Fingering the Mail

Handbook EL-814, *Postal Employee's Guide to Safety* (November 1995), contains a typographical error in section IX A, Fingering Mail. The statement should read:

- Never finger mail while driving, walking up and down steps or curbs, crossing streets, or at any other time the practice could create a safety hazard to you or the public.

Copies of corrected Handbook EL-814 (January 1997 edition) are available from your servicing material distribution center. Orders may be submitted on Form 7380, *MDC Supply Requisition*, or TTOE via touch-tone telephone.

Maintenance sites may use MARS. Please use the following information when ordering Handbook EL-814:

- PSIN: HBKEL814
- NSN: 7610-01-000-9089
- Quick pick number: 359
- Unit of issue: EA (each)
- Cost: \$.1619 each

—*Safety and Risk Management,
Human Resources, 4-10-97*

1997 Postal Bulletin Index

January – March 1997

PB 21936 – PB 21942

The following articles are updated regularly in the *Postal Bulletin* and are not listed in the Index:

1. Invalid Express Mail Corporate Account Numbers
2. Missing Money Orders — U.S.
3. Missing Money Orders — Canadian

ACCOUNTABLE MAIL

Correct Handling of Forms 3811, <i>Domestic Return Receipt</i>	21936 (1-2-97)
Unnumbered Insured Articles (<i>Handbook F-1, POM, DMM and Publication 122 Revision</i>)	21941 (3-13-97)
Domestic Indemnity Claims Policy	21941 (3-13-97)

ADDRESSES AND ADDRESSING

Business Reply Mail — Address Block Barcoding Approved (<i>DMM Notice</i>)	21939 (2-13-97)
Coding Accuracy Support System Extension	21941 (3-13-97)
FASTforward SM Expansion — Mailing List Correction License Available	21942 (3-27-97)
Placement of Ancillary Service Endorsements	21939 (2-13-97)
Welcome Kit National Test	21939 (2-13-97)

BARCODES

Barcoded Tray and Sack Labels (<i>DMM Notice/Revision</i>)	21939 (2-13-97)
Barcoded Tray and Sack Labels (<i>DMM Notice/Revision</i>) (<i>Correction</i>)	21940 (2-27-97)
Business Reply Mail — Address Block Barcoding Approved (<i>DMM Notice</i>)	21939 (2-13-97)
Labeling Instructions (<i>DMM Notice/Revision</i>)	21938 (1-30-97)
Polywrapped Automation Flats — New Certification Procedures (<i>DMM Notice</i>)	21940 (2-27-97)

BUSINESS REPLY MAIL

Business Reply Mail — Address Block Barcoding Approved (<i>DMM Notice</i>)	21939 (2-13-97)
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CANCELLATIONS

See *Philately*.

CERTIFIED MAIL

Correct Handling of Forms 3811, <i>Domestic Return Receipt</i>	21936 (1-2-97)
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COLLECT ON DELIVERY (COD) MAIL

Correct Handling of Forms 3811, <i>Domestic Return Receipt</i>	21936 (1-2-97)
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COMMUNITY SERVICE

Missing Children Posters	21939 (2-13-97)
USPS National Sponsorship — Dollars for Scholars	21939 (2-13-97)

COMPUTERS

Electronic Forms Creation and Delivery Receipt Storage/Retrieval System	21937 (1-16-97)
Electronic Forms Creation and Delivery Receipt Storage/Retrieval System (<i>Correction</i>)	21938 (1-30-97)
Internet Version of PS Form 3575, <i>Change of Address Order</i>	21942 (3-27-97)
Manifest Analysis and Certification (MAC) (<i>Correction</i>)	21936 (1-2-97)
New Electronic PS Form 3575 (<i>ASM Revision</i>)	21942 (3-27-97)
New Electronic PS Form 3575 (<i>DMM Revision</i>)	21942 (3-27-97)
New Release of F3 Fill Forms	21940 (2-27-97)
Setting Clocks for Daylight Saving Time	21942 (3-27-97)
Zone Chart Program on Diskette	21940 (2-27-97)

CUSTOMER SERVICES

Domestic Indemnity Claims Policy	21941 (3-13-97)
Welcome Kit National Test	21939 (2-13-97)
Unnumbered Insured Articles (<i>Handbook F-1, POM, DMM and Publication 122 Revision</i>)	21941 (3-13-97)

DIRECTIVES

Directives Updates

Directives and Forms Update (*Publication 223 Revision*) 21938 (1-30-97)
 Directives and Forms Update (*Publication 223 Revision*) 21940 (2-27-97)
 Directives and Forms Update (*Publication 223 Revision*) 21942 (3-27-97)

Handbooks and Publications

Handbook DM-701, *Procedures for Mailer Applications: Issuance of Handbook DM-701 (DMMT Revision)* 21940 (2-27-97)
 Handbook EL-505, *Injury Compensation: In-House Rehabilitation Program Job Offer (Correction)* 21936 (1-2-97)
 Handbook EL-812, *Hazardous Materials and Spill Response: New Edition* 21941 (3-13-97)
 Handbook F-1, *Post Office Accounting Procedures: International Reply Coupons* 21938 (1-30-97)
 Handbook F-1, *Post Office Accounting Procedures: Migratory Bird Stamp Disposition* 21938 (1-30-97)
 Handbook F-1, *Post Office Accounting Procedures: Submission Requirements for Form 3236* 21940 (2-27-97)
 Handbook F-1, *Post Office Accounting Procedures: Unnumbered Insured Articles* 21941 (3-13-97)
 Handbook F-4, *Examination of Postmasters Accounting Transactions: Submission Requirements for Form 3236* 21940 (2-27-97)
 Handbook PO-603, *Rural Carrier Duties & Responsibilities: Rural Delivery Carrier Compensation* 21937 (1-16-97)
 Publication 2, *Packaging for Mailing: Issuance of Revised Publication 2 (DMMT Revision)* 21937 (1-16-97)
 Publication 54, *Bomb Threat Card: Revision* 21936 (1-2-97)
 Publication 65, *National Five-Digit ZIP Code and Post Office Directory: 1997 Revision* 21940 (2-27-97)
 Publication 66, *ZIP+4 State Directory: 1997 Revision* 21940 (2-27-97)
 Publication 66-A, *ZIP+4 State Directory: 1997 Revision* 21940 (2-27-97)
 Publication 122, *Customer Guide to Filing Domestic Claims: Unnumbered Insured Articles* 21941 (3-13-97)
 Publication 159-C, *Contingency Planning for Bombs and Bomb Threats: Revision* 21936 (1-2-97)
 Publication 223, *Directives and Forms Catalog: Directives and Forms Update* 21938 (1-30-97)
 Publication 223, *Directives and Forms Catalog: Directives and Forms Update* 21940 (2-27-97)
 Publication 247, *Supply and Equipment Catalog: Supplemental Price List* 21937 (1-16-97)
 Publication 273, *Express Mail International Service Guide: Express Mail International Service to Albania (Correction)* 21939 (2-13-97)
 Publication 273, *Express Mail International Service Guide: Express Mail International Service to French Polynesia* 21940 (2-27-97)
 Publication 273, *Express Mail International Service Guide: Express Mail International Service to Singapore* 21939 (2-13-97)
 Publication 273, *Express Mail International Service Guide: Express Mail International Service to Singapore (Correction)* .. 21940 (2-27-97)

Labels, Notices, Posters, Signs, and Tags

Label MXD: New Tan Label MXD (*DMM Revision*) 21936 (1-2-97)
 Notice 32, *Box Rent or Caller Service Fee Due* 21938 (1-30-97)
 Notice 54, *Bomb Threat Card: Revision* 21936 (1-2-97)
 Poster 26, *Mail Bomb Indicators: Mail Bomb Security (Message from the Chief Postal Inspector)* 21938 (1-30-97)

Manuals

Administrative Support Manual (ASM)

New Electronic PS Form 3575 21942 (3-27-97)
Domestic Mail Manual (DMM)
 Barcoded Tray and Sack Labels 21939 (2-13-97)
 Barcoded Tray and Sack Labels (*Correction*) 21940 (2-27-97)
 Business Reply Mail — Address Block Barcoding Approved 21939 (2-13-97)
 Collection of Caller Service Fees (*Reminder*) 21936 (1-2-97)
 Content Identifier Numbers and Content Line of Tray, Sack, and Pallet Labels 21937 (1-16-97)
 Express Mail Corporate Accounts 21942 (3-27-97)
 Labeling Instructions 21938 (1-30-97)
 Labeling List Module Changes 21937 (1-16-97)
 Merchandise Return Service Charges 21937 (1-16-97)
 New Electronic PS Form 3575 21942 (3-27-97)
 New Tan Label MXD 21936 (1-2-97)
 Penalty Mail — Detention 21937 (1-16-97)
 Periodicals Documentation 21940 (2-27-97)
 Placement of Ancillary Service Endorsements 21939 (2-13-97)
 Polywrapped Automation Flats — New Certification Procedures 21940 (2-27-97)
 Products Mailable at Nonprofit Standard Mail Rates 21938 (1-30-97)
 Unnumbered Insured Articles 21941 (3-13-97)
Domestic Mail Manual Transition Book (DMMT)
 Express Mail Acceptance and Delivery 21941 (3-13-97)

Issuance of Handbook DM-701	21940 (2-27-97)
Issuance of Revised Publication 2	21937 (1-16-97)
Merchandise Return Service Charges	21937 (1-16-97)
Penalty Mail — Detention	21937 (1-16-97)
<i>International Mail Manual (IMM)</i>	
Canadian Surface Mail	21937 (1-16-97)
Express Mail International Service to Albania (<i>Correction</i>)	21939 (2-13-97)
Express Mail International Service to French Polynesia	21940 (2-27-97)
Express Mail International Service to Singapore	21939 (2-13-97)
Express Mail International Service to Singapore (<i>Correction</i>)	21940 (2-27-97)
Restriction Lifted on Mail to Bosnia-Herzegovina	21937 (1-16-97)
<i>Postal Operations Manual (POM)</i>	
Approved Curbside Mailbox Manufacturers and Models	21939 (2-13-97)
Address Change for Processing Form 1510	21937 (1-16-97)
Address Change for Processing Form 1510	21938 (1-30-97)
Express Mail Acceptance and Delivery	21941 (3-13-97)
International Mail Sacks	21936 (1-2-97)
Security	21938 (1-30-97)
Unnumbered Insured Articles	21941 (3-13-97)
<i>Purchasing Manual (PM)</i>	
New Purchasing Manual Available	21941 (3-13-97)
DOMESTIC ORDERS	
Domestic Orders	21937 (1-16-97)
Domestic Orders	21938 (1-30-97)
Domestic Orders	21939 (2-13-97)
Domestic Orders	21940 (2-27-97)
Domestic Orders	21941 (3-13-97)
ENVIRONMENT	
Clean Your Files Day (Postmaster's Kit)	21942 (3-27-97)
EQUAL EMPLOYMENT OPPORTUNITY	
Hispanic Program (<i>Message from the Postmaster General</i>)	21936 (1-2-97)
EQUIPMENT	
Snowblower Safety (<i>Safety Bulletin</i>)	21936 (1-2-97)
EXPRESS MAIL	
Express Mail Acceptance and Delivery (<i>POM and DMMT Revision</i>)	21941 (3-13-97)
Express Mail Corporate Accounts (<i>DMM Revision</i>)	21942 (3-27-97)
Express Mail International Service (EMS)	
Express Mail International Service to Albania (<i>IMM and Publication 273 Revision</i>) (<i>Correction</i>)	21939 (2-13-97)
Express Mail International Service to French Polynesia (<i>IMM and Publication 273 Revision</i>)	21940 (2-27-97)
Express Mail International Service to Singapore (<i>IMM and Publication 273 Revision</i>)	21939 (2-13-97)
Express Mail International Service to Singapore (<i>IMM and Publication 273 Revision</i>) (<i>Correction</i>)	21940 (2-27-97)
General	
Correct Handling of Forms 3811, <i>Domestic Return Receipt</i>	21936 (1-2-97)
FACILITIES	
Utility Deregulation	21940 (2-27-97)
FINANCE	
<i>See also Payroll.</i>	
Deadlines for Calendar Year 1997 1099 Processing	21940 (2-27-97)
Interest Rate on Contract Claims	21936 (1-2-97)
International Reply Coupons (<i>Handbook F-1 Revision</i>)	21938 (1-30-97)
Migratory Bird Stamp Disposition (<i>Handbook F-1 Revision</i>)	21938 (1-30-97)
New Billing Procedures for the Center for Leadership Development	21940 (2-27-97)
Privacy Act Report for Calendar Year 1996	21940 (2-27-97)
Revenue Unit for Fiscal Year 1996	21940 (2-27-97)
Revised Forms 3220 and 3294	21937 (1-16-97)
Submission Requirements for Form 3236 (<i>Handbook F-1 and Handbook F-4 Revision</i>)	21940 (2-27-97)

Vending Machine Report 21938 (1-30-97)
 William F. Bolger Center for Leadership Development 21942 (3-27-97)

FOREIGN ORDER

Number 393 21936 (1-2-97)
 Number 394 21937 (1-16-97)
 Number 395 21939 (2-13-97)
 Number 395 (*Correction*) 21940 (2-27-97)
 Number 396 21940 (2-27-97)
 Number 397 21941 (3-13-97)

FORMS

Address Change for Processing Form 1510 (*POM Revision*) 21937 (1-16-97)
 Address Change for Processing Form 1510 (*POM Revision*) 21938 (1-30-97)
 Correct Handling of Forms 3811, *Domestic Return Receipt* 21936 (1-2-97)
 Directives and Forms Update (*Publication 223 Revision*) 21938 (1-30-97)
 Directives and Forms Update (*Publication 223 Revision*) 21940 (2-27-97)
 Directives and Forms Update (*Publication 223 Revision*) 21942 (3-27-97)
 Electronic Forms Creation and Delivery Receipt Storage/Retrieval System 21937 (1-16-97)
 Electronic Forms Creation and Delivery Receipt Storage/Retrieval System (*Correction*) 21938 (1-30-97)
 Form W-5 Renewal 21936 (1-2-97)
 International Mailing Statements 21942 (3-27-97)
 Internet Version of PS Form 3575, *Change of Address Order* 21942 (3-27-97)
 New Electronic PS Form 3575 (*ASM Revision*) 21942 (3-27-97)
 New Electronic PS Form 3575 (*DMM Revision*) 21942 (3-27-97)
 New Form 1186 Available 21937 (1-16-97)
 New Release of F3 Fill Forms 21940 (2-27-97)
 Ordering Forms From MDC 21942 (3-27-97)
 Revised Forms 3220 and 3294 21937 (1-16-97)
 Submission Requirements for Form 3236 (*Handbook F-1 and Handbook F-4 Revision*) 21940 (2-27-97)

FORWARDING AND RETURN SERVICES

Merchandise Return Service Charges (*DMM/DMMT Revision*) 21937 (1-16-97)

FOURTH-CLASS MAIL

See Standard Mail.

FRAUD

Foreign Lotteries Through the Mail Are Illegal (*Postal Crime Poster*) 21941 (3-13-97)

GOVERNMENT AGENCIES

See also Internal Revenue Service, Treasury Department Checks, Selective Service.

1997 Immigration Visa Lottery ZIP Codes 21937 (1-16-97)

HOLIDAYS

Holiday Posters

Martin Luther King, Jr.'s Birthday 21936 (1-2-97)
 Presidents' Day 21937 (1-16-97)
 Presidents' Day 21938 (1-30-97)

INFORMATION SYSTEMS

Information Systems Sensitivity and Privacy Act Reminder 21940 (2-27-97)
 New Release of F3 Fill Forms 21940 (2-27-97)

INSPECTION SERVICE

Address Change for Processing Form 1510 (*POM Revision*) 21937 (1-16-97)
 Address Change for Processing Form 1510 (*POM Revision*) 21938 (1-30-97)
 Foreign Lotteries Through the Mail Are Illegal (*Postal Crime Poster*) 21941 (3-13-97)
 Mail Bomb Security (*Message from the Chief Postal Inspector*) 21938 (1-30-97)

INTEGRATED RETAIL TERMINALS (IRTs)

Setting Clocks for Daylight Saving Time 21942 (3-27-97)

INTERNAL REVENUE SERVICE (IRS)

1996 W-2 Tax Information and Illustration 21936 (1-2-97)
 1997 Social Security and Medicare Tax Withholding 21936 (1-2-97)
 Federal Income Tax Withholding 21936 (1-2-97)

Federal Tax Withholding Exemptions	21936 (1-2-97)
Federal Tax Withholding Exemptions (<i>Correction</i>)	21938 (1-30-97)
Form W-5 Renewal	21936 (1-2-97)

INTERNATIONAL MAIL

See also Express Mail.

Address Change for Military Tags and Labels	21939 (2-13-97)
Availability of Security Cable for International Mail Container LUC-150	21942 (3-27-97)
Canadian Surface Mail (<i>IMM Reminder</i>)	21937 (1-16-97)
Express Mail International Service to Albania (<i>IMM and Publication 273 Revision</i>) (<i>Correction</i>)	21939 (2-13-97)
Express Mail International Service to French Polynesia (<i>IMM and Publication 273 Revision</i>)	21940 (2-27-97)
Express Mail International Service to Singapore (<i>IMM and Publication 273 Revision</i>)	21939 (2-13-97)
Express Mail International Service to Singapore (<i>IMM and Publication 273 Revision</i>) (<i>Correction</i>)	21940 (2-27-97)
International Customized Mail	21942 (3-27-97)
International Mail Sacks (<i>POM Revision</i>)	21936 (1-2-97)
International Mailing Statements	21942 (3-27-97)
International Reply Coupons (<i>Handbook F-1 Revision</i>)	21938 (1-30-97)
Restriction Lifted on Mail to Bosnia-Herzegovina (<i>IMM Revision</i>)	21937 (1-16-97)

LABELING LISTS

Labeling List Module Changes (<i>DMM Revision</i>)	21937 (1-16-97)
--	-----------------

LABELS

Content Identifier Numbers and Content Line of Tray, Sack, and Pallet Labels (<i>DMM Revision</i>)	21937 (1-16-97)
Labeling Instructions (<i>DMM Notice/Revision</i>)	21938 (1-30-97)
New Tan Label MXD (<i>DMM Revision</i>)	21936 (1-2-97)

MAIL ACCEPTANCE

Express Mail Acceptance and Delivery (<i>POM and DMMT Revision</i>)	21941 (3-13-97)
FASTforward SM Expansion — Mailing List Correction License Available	21942 (3-27-97)
Manifest Analysis and Certification (MAC) (<i>Correction</i>)	21936 (1-2-97)

MAIL ALERT

Mail Alert	21936 (1-2-97)
Mail Alert	21937 (1-16-97)
Mail Alert	21938 (1-30-97)
Mail Alert	21939 (2-13-97)
Mail Alert	21940 (2-27-97)
Mail Alert	21941 (3-13-97)
Mail Alert	21942 (3-27-97)

MAIL PROCESSING

Correct Handling of Forms 3811, <i>Domestic Return Receipt</i>	21936 (1-2-97)
Dead Mail Procedures	21937 (1-16-97)

MAILABILITY

Products Mailable at Nonprofit Standard Mail Rates (<i>DMM Revision</i>)	21938 (1-30-97)
Polywrapped Automation Flats — New Certification Procedures (<i>DMM Notice</i>)	21940 (2-27-97)

MAILBOXES

Approved Curbside Mailbox Manufacturers and Models (<i>POM Revision</i>)	21939 (2-13-97)
--	-----------------

MIGRATORY BIRD STAMPS

Migratory Bird Stamp Disposition (<i>Handbook F-1 Revision</i>)	21938 (1-30-97)
---	-----------------

MILITARY MAIL

Address Change for Military Tags and Labels	21939 (2-13-97)
APO/FPO Changes	21936 (1-2-97)
APO/FPO Changes	21937 (1-16-97)
APO/FPO Changes	21939 (2-13-97)
APO/FPO Changes	21941 (3-13-97)
Overseas Military Mail	21938 (1-30-97)
Overseas Military Mail	21940 (2-27-97)
Overseas Military Mail	21942 (3-27-97)

NONPROFIT MAIL

Products Mailable at Nonprofit Standard Mail Rates (*DMM Revision*) 21938 (1-30-97)

OFFICIAL MAIL

Postal Service Mail 21937 (1-16-97)

PAYROLL

1996 W-2 Tax Information and Illustration 21936 (1-2-97)

1997 Social Security and Medicare Tax Withholding 21936 (1-2-97)

Federal Income Tax Withholding 21936 (1-2-97)

Federal Tax Withholding Exemptions 21936 (1-2-97)

Federal Tax Withholding Exemptions (*Correction*) 21938 (1-30-97)

Form W-5 Renewal 21936 (1-2-97)

PENALTY MAIL

Penalty Mail — Detention (*DMM/DMMT Revision*) 21937 (1-16-97)

Postal Service Mail 21937 (1-16-97)

PERIODICALS

Periodicals Documentation (*DMM Notice*) 21940 (2-27-97)

PERSONNEL

Benefits

Thrift Savings Plan Fact Sheet 21938 (1-30-97)

Thrift Savings Plan Fact Sheet 21940 (2-27-97)

Thrift Savings Plan Fact Sheet 21942 (3-27-97)

Compensation

1996 W-2 Tax Information and Illustration 21936 (1-2-97)

1997 Social Security and Medicare Tax Withholding 21936 (1-2-97)

Federal Income Tax Withholding 21936 (1-2-97)

Federal Tax Withholding Exemptions 21936 (1-2-97)

Federal Tax Withholding Exemptions (*Correction*) 21938 (1-30-97)

Form W-5 Renewal 21936 (1-2-97)

Rural Delivery Carrier Compensation (*Handbook PO-603 Revision*) 21937 (1-16-97)

General

Deadline Dates for Vacancy Announcements 21942 (3-27-97)

New Billing Procedures for the Center for Leadership Development 21940 (2-27-97)

Procedures

In-House Rehabilitation Program Job Offer (*Handbook EL-505 Revision*) 21934 (12-5-96)

New Form 1186 Available 21937 (1-16-97)

PHILATELY

Cancellations

Special Cancellation Die Hubs 21939 (2-13-97)

Special Cancellation Die Hubs 21941 (3-13-97)

Pictorial Cancellations

Number 97-1 21936 (1-2-97)

Number 97-2 21937 (1-16-97)

Number 97-3 21938 (1-30-97)

Number 97-4 21939 (2-13-97)

Number 97-5 21940 (2-27-97)

Number 97-6 21941 (3-13-97)

Number 96-7 21942 (3-27-97)

General

USA Philatelic Catalog 21938 (1-30-97)

New Issues

1997 Stamp Designs Unveiled 21937 (1-16-97)

Benjamin O. Davis, Sr., Commemorative Stamp 21936 (1-2-97)

Flag Over Porch Stamp 21940 (2-27-97)

Helping Children Learn Stamp 21937 (1-16-97)

Juke Box Coil Stamp	21940 (2-27-97)
Love Postal Cards	21939 (2-13-97)
Love Swans Stamp	21936 (1-2-97)
Merian Botanical Prints Stamps	21938 (1-30-97)
New "Linerless" Self-Adhesive Flag Over Porch and Juke Box Coil Stamps	21940 (2-27-97)
Pacific 97 Stagecoach and Ship Triangular Commemorative Stamps	21939 (2-13-97)
Raoul Wallenberg Commemorative Stamps	21942 (3-27-97)
Stamps '97 Preview	21937 (1-16-97)
Stamps '97 Preview (<i>Correction</i>)	21938 (1-30-97)
Statue of Liberty Stamp	21936 (1-2-97)
Statue of Liberty Stamp (<i>Correction</i>)	21938 (1-30-97)
Thornton Wilder Commemorative Stamp	21941 (3-13-97)
World of Dinosaurs Commemorative Stamps	21942 (3-27-97)

Removed From Sale

Antique Autos Stamps	21940 (2-27-97)
Marilyn Monroe Stamp	21940 (2-27-97)
United Nations Stamp	21940 (2-27-97)

POLYWRAP

Polywrapped Automation Flats — New Certification Procedures (<i>DMM Notice</i>)	21940 (2-27-97)
---	-----------------

POST OFFICE BOXES

Collection of Caller Service Fees	21936 (1-2-97)
Notice 32, <i>Box Rent or Caller Service Fee Due</i>	21938 (1-30-97)

POST OFFICES

1997 Publication 65, <i>National Five-Digit ZIP Code and Post Office Directory</i>	21940 (2-27-97)
1997 Publications 66 and 66-A, <i>ZIP+4 State Directory</i>	21940 (2-27-97)
Revenue Unit for Fiscal Year 1996	21940 (2-27-97)
Setting Clocks for Daylight Saving Time	21942 (3-27-97)
<i>Post Office Changes</i>	
Number 1	21937 (1-16-97)
Number 2	21938 (1-30-97)
Number 3	21939 (2-13-97)
Number 4	21940 (2-27-97)
Number 5	21942 (3-27-97)
<i>Post Office Closing Posters</i>	
Martin Luther King, Jr.'s Birthday	21936 (1-2-97)
Presidents' Day	21937 (1-16-97)
Presidents' Day	21938 (1-30-97)

POSTAGE METERS

Postage Meter Decertification (<i>Correction</i>)	21936 (1-2-97)
---	----------------

POSTAL BULLETIN

Correction to PB 21939	21940 (2-27-97)
Correction to PB 21939	21941 (3-13-97)
<i>Indexes</i>	
1996 Annual Index	21936 (1-2-97)

POSTMASTER GENERAL**Messages From the Postmaster General**

Hispanic Program	21936 (1-2-97)
------------------------	----------------

POSTMASTERS

Clean Your Files Day (Postmaster's Kit)	21942 (3-27-97)
---	-----------------

PRIVACY ACT

Information Systems Sensitivity and Privacy Act Reminder	21940 (2-27-97)
Privacy Act Report for Calendar Year 1996	21940 (2-27-97)

PROCUREMENT AND SUPPLY

1997 Requisition Schedule: Plain Stamped Envelopes	21937 (1-16-97)
Availability of Security Cable for International Mail Container LUC-150	21942 (3-27-97)

FASTforwardSM Expansion — Mailing List Correction License Available 21942 (3-27-97)
 Interest Rate on Contract Claims 21936 (1-2-97)
 New Purchasing Manual Available 21941 (3-13-97)
 Ordering Dividers 21938 (1-30-97)
 Ordering Forms From MDC 21942 (3-27-97)
 Ordering Procedures for Rubber Stamps and Steel Hand Canceling Machines 21942 (3-27-97)
 Postal Service Mail 21937 (1-16-97)
 PSIN 56B, Ergonomic Chair 21940 (2-27-97)
 PSIN O385G, Rubber Bands 21940 (2-27-97)
 Revenue Unit for Fiscal Year 1996 21940 (2-27-97)
 Supplemental Price List (*Publication 247 Revision*) 21937 (1-16-97)
 Utility Deregulation 21940 (2-27-97)

PUBLIC RELATIONS

Clean Your Files Day (Postmaster's Kit) 21942 (3-27-97)
 USPS National Sponsorship — Dollars for Scholars 21939 (2-13-97)
 Welcome Kit National Test 21939 (2-13-97)

REGISTERED MAIL

Correct Handling of Forms 3811, *Domestic Return Receipt* 21936 (1-2-97)

RURAL CARRIERS/DELIVERY

Rural Delivery Carrier Compensation (*Handbook PO-603 Revision*) 21937 (1-16-97)

SACK AND TRAY LABELS

Barcoded Tray and Sack Labels (*DMM Notice/Revision*) 21939 (2-13-97)
 Barcoded Tray and Sack Labels (*DMM Notice/Revision*) (*Correction*) 21940 (2-27-97)
 Content Identifier Numbers and Content Line of Tray, Sack, and Pallet Labels (*DMM Revision*) 21937 (1-16-97)
 International Mail Sacks (*POM Revision*) 21936 (1-2-97)
 New Tan Label MXD (*DMM Revision*) 21936 (1-2-97)

SAFETY AND HEALTH

See also Personnel — Benefits, Procedures.

Contingency Planning for Bombs and Bomb Threats (*Publication 54, Publication 159-C, and Notice 54 Revision*) 21936 (1-2-97)
 New Edition of Handbook EL-812, *Hazardous Materials and Spill Response* 21941 (3-13-97)
 Security (*POM Revision*) 21938 (1-30-97)
 Snowblower Safety (*Safety Bulletin*) 21936 (1-2-97)

SECOND-CLASS MAIL

See Periodicals.

SECURITY

Mail Bomb Security (*Message from the Chief Postal Inspector*) 21938 (1-30-97)
 Security (*POM Revision*) 21938 (1-30-97)
 Information Systems Sensitivity and Privacy Act Reminder 21940 (2-27-97)

STAMPS/STAMPED PAPER

See also Philately.

1997 Requisition Schedule: Plain Stamped Envelopes 21937 (1-16-97)
 Love Postal Cards 21939 (2-13-97)

STANDARD MAIL

Products Mailable at Nonprofit Standard Mail Rates (*DMM Revision*) 21938 (1-30-97)

THIRD-CLASS MAIL

See Standard Mail.

THRIFT SAVINGS PLAN

Thrift Savings Plan Fact Sheet 21938 (1-30-97)
 Thrift Savings Plan Fact Sheet 21940 (2-27-97)
 Thrift Savings Plan Fact Sheet 21942 (3-27-97)

TRAINING

William F. Bolger Center for Leadership Development 21942 (3-27-97)

TRAVEL/RELOCATION

William F. Bolger Center for Leadership Development 21942 (3-27-97)

UNDELIVERABLE MAIL

Dead Mail Procedures 21937 (1-16-97)

VENDING MACHINES

Vending Machine Report 21938 (1-30-97)

WITHHOLDING OF MAIL ORDERS

Withholding of Mail Orders 21936 (1-2-97)

Withholding of Mail Orders 21937 (1-16-97)

Withholding of Mail Orders 21938 (1-30-97)

Withholding of Mail Orders 21939 (2-13-97)

Withholding of Mail Orders 21940 (2-27-97)

Withholding of Mail Orders 21941 (3-13-97)

Withholding of Mail Orders 21942 (3-27-97)

ZIP CODES

1997 Immigration Visa Lottery ZIP Codes 21937 (1-16-97)

1997 Publication 65, *National Five-Digit ZIP Code and Post Office Directory* 21940 (2-27-97)

1997 Publications 66 and 66-A, *ZIP+4 State Directory* 21940 (2-27-97)

Coding Accuracy Support System Extension 21941 (3-13-97)

Postponement of ZIP Code Realignment in Florida (*Clarification*) 21941 (3-13-97)

ZONES

Zone Chart Program on Diskette 21940 (2-27-97)

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