

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 21946, MAY 22, 1997

NOTICE TO ALL DELIVERY EMPLOYEES

Social Security Administration Checks "Payment Cycling"

In June 1997, the Social Security Administration (SSA) will begin mailing monthly SSA checks on a "cycled" basis for **all new recipients**.

The new payment cycling procedure establishes **three additional delivery dates** for SSA checks on the **second, third, and fourth Wednesday of each month**. This new procedure does not affect those recipients who currently receive their SSA checks on the third day of the month, nor those recipients who currently receive their Supplemental Security Income (SSI) checks on the first day of the month.

All cycled SSA checks will be released to the Postal Service for all ZIP Codes in the United States from the Department of the Treasury Financial Management Service Regional Financial Center in Philadelphia, PA. **The face of the envelope will display the exact month, day, and year of requested delivery**, as indicated in the example below.

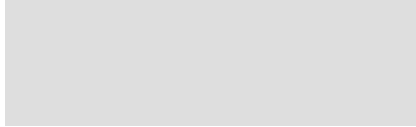
SSA checks destinating to addresses located in 3-day delivery zones will be entered into the mailstream on the Friday prior to the requested Wednesday delivery date. SSA checks destinating to addresses in 1-day and 2-day delivery zones will be entered into the mailstream on the Monday prior to the requested Wednesday delivery date. In the event

there is a federal holiday on any day between Friday and Wednesday, the entry schedule will move forward one day (to the preceding day). Should a federal holiday fall on a Wednesday, the requested delivery date will move to the preceding Tuesday.

Initially, there will be minimal impact on delivery units, as the initial weekly volume of SSA checks to be mailed using this new payment cycling procedure is estimated to be between 2,000 and 20,000 pieces nationwide. As future applicants are approved for benefits, the volume of SSA checks sent out under this procedure will increase accordingly. Initially, there may not be sufficient ZIP Code volume density to qualify or warrant presorting the address file; however, as the file grows, the SSA checks will be presorted as soon as there is sufficient density volume.

All delivery units should alert delivery personnel of this change to ensure that all SSA checks are delivered in accordance with requested delivery dates as reflected on the face of the envelope.

Postal employees should direct all customer inquiries for additional information to the Social Security Administration. Customers may call SSA toll-free at 800-772-1213.

| | | |
|---|--|---|
| DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE REGIONAL FINANCIAL CENTER P.O. BOX 7407 PHILADELPHIA, PENNSYLVANIA 19101-7407 | REQUESTED DELIVERY DATE (MONTH) (DAY) (YEAR) | FIRST-CLASS POSTAGE AND FEES PAID DEPARTMENT OF THE TREASURY PERMIT NO. G-4 |
| OFFICIAL BUSINESS PENALTY FOR PRIVATE USE \$300 | | |
|  | | |
| (NOT TO SCALE) | | |

—Delivery Policies and Programs, Operations Support, 5-22-97



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| 1996 Annual Index | PB 21936 (1-2-97) |



**Don't let your dog
bite the hand
that serves you!**

Dog bites are a serious problem. And the solution is in your hands.

Please, be a responsible pet owner. Keep your dog inside, away from the door, or restrained when your letter carrier arrives.

Help the United States Postal Service deliver safely for you!

**Dog Bite Prevention Week
June 9-14, 1997**



The National Dog Bite Prevention Campaign is a joint initiative between the United States Postal Service and The Humane Society of the United States. ©1997

Administrative Services

Revision to PS Form 1770, *Hazardous Materials Incident Report*

A revised PS Form 1770, *Hazardous Materials Incident Report* (April 1997), is available from the material distribution centers (MDCs). The form is used to report significant spills and leaks of hazardous materials from *mailed* items. (For other hazardous materials spills see Management Instruction AS-550-96-8, *Procedures for Reporting Releases of Hazardous and Regulated Substances to the Environment*.) Only those incidents that result in employee exposure or injury, or significant disruption to operations, need be reported.

This revised edition incorporates:

1. The addition of an area under "Location" to indicate the specific operation where the incident occurred.
2. The "Mail Type" block has been updated.
3. A space to record the accident number (from PS Form 1769).
4. The "Hazard Classes" and codes have been revised to mirror DOT/IATA hazard classes.

Offices may order the revised edition from the MDCs using PS Form 7380, *MDC Supply Requisition*, or through TTOE using NSN 7530-02-000-7376. There is no quick pick number assigned to this form. Destroy all previous editions of PS Form 1770 upon receipt of the revised form.

—*Safety and Risk Management,
Human Resources, 5-22-97*

Rapid Equipment Deployment Items

Some field sites are ordering available Rapid Equipment Deployment Inventory (REDI) items directly from manufacturers instead of ordering from the material distribution centers (MDCs). Higher prices are being paid when the MDCs are not used. For example, records indicate that recent purchases of 29 PSIN 1224, City Carrier Satchel Carts, by field sites have been made at a cost \$8,379.10. These items cost \$7,334.97 when purchased by the Postal Service and stocked in the REDI program. This resulted in an unnecessary expenditure by field sites of \$1,044.13. If multiplied by the various items that are purchased nationwide, on a yearly basis, they can add up to some major costs that could have

been avoided. We all have a responsibility to control costs. Purchasing and Materials buys in large volume to reduce costs for the Postal Service. We are constantly looking at the marketplace to ensure that we are getting the best prices.

The REDI program is at an all time high for item availability and customer service level. Field sites are encouraged to use this program to ensure that they are getting the best value when considering equipment purchases.

—*Purchasing and Materials, 5-22-97*

F3 Fill Software

Effective August 15, 1997, the Postal Service will end support for the DOS version of F3 Fill software and will stop distributing, updating, and maintaining DOS forms. Support will continue for F3 Fill for Windows and Windows F3 forms.

Please note that vardata files created in the DOS version of F3 can be used by the Windows version.

—*Corporate Information Systems,
Information Systems, 5-22-97*

New Release of F3 Fill Forms

An updated batch of F3 Fill forms has been released. These forms are used with F3 Fill for Windows (version 1.54E) and F3 Fill for DOS (version 1.54). This release includes both new and revised forms. All obsolete forms have been removed from this batch.

F3 Fill is the corporate standard for the automation of postal forms. The software enables users to complete automated postal forms on their computers. These intelligent forms perform functions such as calculating, routing, generating pop-up lists, and providing help screens.

The Postal Service has a corporate license for F3 Fill software (DOS and Windows). This includes a right to copy and distribute to all USPS employees and contractors for USPS business purposes.

Obtain copies of the forms and/or F3 Fill software from the following sources:

- Intranet (USPS Blue Web Server): <http://fcsc.usps.gov/lanpub/F3Fill.htm>.
- General Technology Inc.: 800-989-5484 (request F3 Fill forms for May 1997).
- Field employees: Contact your local IS manager.
- HQ employees: Call the Help Desk: 202-268-5588.
- **F3 Software only:** Customer Support, Field Computing Service Center: 800-877-7435 (option 5, option 0) — Y. Order forms from General Technology Inc. (see above).

The above sources also have the following related documents:

- FORMLIST.TXT: List of current automated forms, including file date and size.
- FORMCHG.DOC: Summary of form changes, including official updates, revisions, new forms, obsolete forms, outdated forms, and software tips.
- INSTALLW.DOC: Software installation instructions for standalone users of F3 Fill for Windows.
- INSTALLD.DOC: Software installation instructions for standalone users of F3 Fill for DOS.
- F3FILLD.DOC: Instructions for updating Windows form files.
- F3FILLM.DOC: Instructions for updating DOS form files.

To request that a form be automated or to request enhancements to an existing automated form:

- Send an email to F3 FILL FORM REQUEST.
- Leave a voice message with your form request on 202-268-4096.

The following forms are available in the **May 1997** production batch. This current list of production forms can be found in the FORMLIST.DOC file dated 4-27-97. Before using these forms, please review FORMCHG.DOC (dated 4-18-97) for a summary of form changes and software tips.

Available Forms (May 1997)

| Form Number | Form Name | F3C Date ¹ | F3C Size | BFF Date ² | BFF Size |
|-------------|--|-----------------------|----------|-----------------------|----------|
| BUCKSLIP | Routing Slip | 4/17/96 | 19990 | 4/17/96 | 10632 |
| PS 144 | Prior Federal Civilian and Military Service Statement | 4/23/97 | 254790 | 4/14/97 | 158561 |
| PS 150 | Postmaster Workload Information | 7/22/96 | 72623 | 7/22/96 | 54889 |
| PS 337 | Clearance Record for Separated Employee | 1/17/97 | 68315 | 1/17/97 | 46875 |
| PS 571 | Discrepancy of \$100 or More in Financial Responsibility | 10/24/96 | 74839 | 10/24/96 | 42377 |
| PS 800B | Money Order Post Audit Request | 4/26/96 | 26394 | 4/24/96 | 17396 |
| PS 928 | Materiel Inventory Change | 3/2/94 | 30937 | 3/2/94 | 20285 |
| PS 969 | Materiel Recycling and Disposal | 7/19/96 | 91804 | 7/19/96 | 64934 |
| PS 990 | Vacancy Announcement | 6/14/94 | 9459 | 6/14/94 | 5978 |
| PS 991 | Application for Promotion or Assignment | 4/11/97 | 101418 | 4/11/97 | 71720 |
| PS 991-M | Application for Management Associate Position | 3/7/94 | 181791 | 3/7/94 | 128185 |
| PS 991-REQ | Requirements Page of PS 991 | 7/22/96 | 39761 | 6/27/96 | 36698 |
| PS 1011 | Travel Advance Request and Itinerary Schedule | 9/28/95 | 43208 | 9/28/95 | 26534 |
| PS 1012 | Travel Voucher | 4/15/97 | 189989 | 4/15/97 | 104783 |
| PS 1012-A | Travel Voucher — Continuation Sheet | 4/15/97 | 123969 | 4/15/97 | 71773 |
| PS 1129 | Cashier Reimbursement Voucher and/or Accountability Report | 1/22/97 | 46545 | 1/22/97 | 30641 |
| PS 1164 | Claim for Reimbursement | 4/15/97 | 180868 | 4/15/97 | 106566 |
| PS 1221 | Advanced Sick Leave Authorization | 10/16/93 | 18166 | 10/16/96 | 9811 |
| PS 1231 | Board of Governors/Officers Expense Report | 9/28/95 | 96860 | 10/5/95 | 66065 |
| PS 1261 | Non-Transactor Report | 4/17/97 | 88803 | 4/2/97 | 56004 |

| Form Number | Form Name | F3C Date ¹ | F3C Size | BFF Date ² | BFF Size |
|-------------|--|-----------------------|----------|-----------------------|----------|
| PS 1345 | Request for Service Award Certificate/Letter | 3/8/94 | 33193 | 3/3/94 | 19069 |
| PS 1357 | Request for Computer Access | 7/30/96 | 135628 | 7/30/96 | 100819 |
| PS 1360 | Information Systems Security Incident Report | 4/16/97 | 50744 | 4/16/97 | 33850 |
| PS 1476 | PSDS EMR Items Transcript | 2/14/96 | 438043 | 2/13/96 | 204305 |
| PS 1510 | Mail/Loss Rifling Report | 3/27/97 | 87466 | 3/27/97 | 73661 |
| PS 1555 | Statement of Account (CAGs A-L) | 10/9/96 | 313006 | 10/9/96 | 277020 |
| PS 1564-A | Delivery Instructions | 7/22/96 | 83925 | 7/19/96 | 60296 |
| PS 1567 | Requisition for Rubber and Steel Stamps Only | 4/24/96 | 27019 | 4/24/96 | 18107 |
| PS 1576 | Requisition for Duplicating Service | 10/2/96 | 51249 | 10/2/96 | 24088 |
| PS 1590 | Supplies and Equipment Receipt | 6/20/94 | 135037 | 3/4/94 | 14085 |
| PS 1627 | General Purpose Ruled Form | 4/18/96 | 69046 | 4/18/96 | 81192 |
| PS 1723 | Assignment Order | 9/28/95 | 59163 | 10/3/95 | 33420 |
| PS 1727 | Award Recommendation/Authorization | 9/28/95 | 27678 | 10/3/95 | 17921 |
| PS 1770 | Hazardous Materials Incident Report | 3/1/96 | 61739 | 3/1/96 | 38839 |
| PS 1782 | Training Request and Authorization | 4/25/96 | 48105 | 4/25/96 | 32577 |
| PS 1783 | On-the-Job Safety Review/Analysis | 6/20/94 | 95031 | 3/4/94 | 98613 |
| PS 1796-A | Qualifications Rating Sheet for Senior Qualified Positions | 4/8/97 | 182066 | 4/8/97 | 90685 |
| PS 1796-B | Qualifications Rating Sheet for Best Qualified Positions | 4/16/97 | 174512 | 4/16/97 | 148561 |
| PS 1902 | Justification For Billing Accounts Receivable | 1/24/96 | 43263 | 1/24/96 | 23244 |
| PS 2013 | Sensitive Security Clearance Processing Request | 7/18/96 | 37112 | 7/18/96 | 22424 |
| PS 2025 | Contract Personnel Questionnaire | 7/26/96 | 120629 | 7/26/96 | 85128 |
| PS 2106 | Adjudication — Tort Claims | 3/21/96 | 152847 | 3/21/96 | 42703 |
| PS 2181 | Authorization and Release | 7/22/96 | 16556 | 7/22/96 | 10908 |
| PS 2181-C | Authorization and Release — Background Investigation | 7/22/96 | 15728 | 7/22/96 | 14636 |
| PS 2198 | Accident Report — Tort Claim | 6/20/94 | 45291 | 3/4/94 | 25582 |
| PS 2240 | Pay, Leave, or Other Hours Adjustment Request | 10/23/96 | 118075 | 10/23/96 | 65924 |
| PS 2432 | Individual Training Progress Report | 3/18/97 | 165564 | 3/18/97 | 89110 |
| PS 2487 | Requisition for Test Materials | 2/12/97 | 31182 | 2/12/97 | 20139 |
| PS 2548 | Individual Training Record | 4/11/96 | 28113 | 4/11/96 | 22768 |
| PS 2550 | Interview Notice | 10/7/96 | 36277 | 10/7/96 | 22557 |
| PS 2608 | Grievance Summary — Step 1 | 10/16/96 | 31910 | 10/16/96 | 17718 |
| PS 2609 | Grievance Summary — Step 2 | 9/28/95 | 43175 | 7/17/95 | 24358 |
| PS 2610 | Grievance Summary — Step 3 | 3/3/94 | 166616 | 3/4/94 | 11178 |
| PS 2629 | Free Trial Test Agreement | 5/17/96 | 17719 | 5/17/96 | 10850 |
| PS 2805 | Military Deposit Worksheet | 4/23/96 | 105712 | 4/29/96 | 39015 |
| PS 3037 | Telecommunications Service Request | 2/13/96 | 39850 | 2/13/96 | 31919 |
| PS 3239 | Payroll Deduction Authorization to Liquidate Postal Service Indebtedness | 1/21/97 | 40724 | 1/21/97 | 28914 |
| PS 3533 | Application and Voucher for Refund of Postage Fees | 10/22/96 | 87572 | 10/22/96 | 65489 |
| PS 3621-A | Renewal Notice for Annual Fee(s) | 4/16/97 | 36113 | 4/9/97 | 25722 |
| PS 3749 | Irregularities in the Preparation of Mail Matter | 10/24/96 | 106265 | 10/24/96 | 57763 |
| PS 3823 | Packaging Improvement Notice | 10/17/96 | 53455 | 10/17/96 | 31942 |
| PS 3970-T | Donated Leave Transfer | 4/8/97 | 28673 | 4/8/97 | 15324 |
| PS 3971 | Request For or Notification of Absence | 10/26/95 | 94592 | 10/26/95 | 55062 |
| PS 4314-C | Consumer Service Card | 4/24/96 | 57571 | 4/24/96 | 29267 |
| PS 4508 | Vehicle Maintenance Facility Inventory Order | 9/28/95 | 92557 | 10/5/95 | 51943 |
| PS 4533 | MVS Schedule | 3/9/94 | 102213 | 3/8/94 | 49486 |
| PS 4541 | Order-Invoice for Vehicle Repair | 7/17/96 | 78574 | 7/17/96 | 39800 |
| PS 4583 | Physical Fitness Inquiry for Motor Vehicle Operators | 3/9/94 | 112878 | 3/9/94 | 36676 |
| PS 4587 | Request to Repair, Replace, or Dispose of Postal-Owned Vehicle | 4/23/96 | 82583 | 4/23/96 | 44053 |

| Form Number | Form Name | F3C Date ¹ | F3C Size | BFF Date ² | BFF Size |
|-------------|---|-----------------------|----------|-----------------------|----------|
| PS 4595 | Sale Purchase Agreement | 3/9/94 | 80559 | 3/9/94 | 28963 |
| PS 4777 | Maintenance Checklist | 9/28/95 | 241256 | 9/6/95 | 186927 |
| PS 4805 | Maintenance Work Record Sheet | 4/23/96 | 107780 | 4/23/96 | 59994 |
| PS 4872 | Claim for Subsistence Expenses — Temporary Quarters | 1/13/97 | 277500 | 1/13/97 | 175207 |
| PS 4983 | Postal Key and Lock Requisition | 7/22/96 | 31882 | 7/22/96 | 23085 |
| PS 4984 | Repair Parts Requisition | 3/9/94 | 75218 | 3/9/94 | 30066 |
| PS 5560 | Team Project Planning Worksheet | 4/22/97 | 225213 | 4/18/97 | 159087 |
| PS 5637 | Express Mail Corporate Account/Custom Designed Agreement | 1/22/96 | 106898 | 1/22/96 | 71404 |
| PS 5900 | Hiring Worksheet | 10/22/96 | 86298 | 10/22/96 | 91995 |
| PS 6075 | Status of Employee Benefits | 4/1/97 | 35118 | 4/1/97 | 18254 |
| PS 7366 | Funded Procurement Request | 9/28/95 | 49185 | 10/5/95 | 34705 |
| PS 7380 | Supply Center Requisition | 10/2/96 | 53723 | 10/2/96 | 31264 |
| PS 7381 | Requisition for Supplies, Services, or Equipment | 4/12/96 | 101128 | 11/15/96 | 108298 |
| PS 8006 | Uniform Allowance Code Sheet (For Regular, Contract, or Work Clothes Program) | 7/22/96 | 32761 | 7/22/96 | 17969 |
| PS 8038 | Employee Statement to Recover Back Pay | 1/3/97 | 109747 | 1/3/97 | 72267 |
| PS 8039 | Back Pay Decision/Settlement Worksheet | 1/23/97 | 472076 | 1/23/97 | 294878 |
| PS 8059 | Request for Relocation Management Firm (RFM) Service | 1/23/96 | 24966 | 1/23/96 | 15703 |
| PS 8139-A | Telephone Requirements — Large Systems (13-5,000 instruments) | 2/28/96 | 499844 | 2/28/96 | 330211 |
| PS 8139-B | Telephone Requirements — Small Systems (2-12 instruments) | 3/1/96 | 299017 | 3/1/96 | 189385 |
| 8139PG1 | Attachment to PS 8139-A | 3/4/96 | 194782 | 3/4/96 | 131552 |
| PS 8179-C | Individual Development Plan | 4/24/96 | 38115 | 4/24/96 | 32648 |
| PS 8181 | Project Service Agreement (PSA) | 9/28/95 | 71681 | 10/2/95 | 55684 |
| PS 8187 | Hazardous and Regulated Substance Release Notification | 1/22/97 | 139523 | 1/22/97 | 79727 |
| PS 8192 | FEDSTRIP/Address Activity Code Request | 4/29/96 | 57291 | 4/25/96 | 34586 |
| PS 8194 | Record of Environmental Consideration | 1/7/97 | 85800 | 1/7/97 | 12814 |
| PS 8195 | Operational Environmental Checklist | 1/21/97 | 94826 | 1/21/97 | 73406 |
| PS 8203 | Order/Solicitation/Offer/Award | 4/17/97 | 88595 | 4/17/97 | 55671 |

¹ F3C = form files for use in DOS version of F3 Fill.

² BFF = form files for use in Windows version of F3 Fill.

Database Files (Windows Only)

| DBF Name | DBF Date | DBF Size |
|----------|----------|----------|
| PS7381 | 5-13-96 | 5954 |

Deleted Forms

- PS 2152 Prohibitory Order
- PS 2153 Complaint

Obsolete Forms

- PS 5938 Promotion Report

Domestic Mail

DMM NOTICE

Special Services Reform: Implementation Standards

Effective June 8, 1997, *Domestic Mail Manual* (DMM) D910, D920, D930.1.0, R000.3.0, R900, S010.2.0, S500.1.0, S500.3.0, and S930 are amended to present the standards and fees adopted by the Postal Service to implement the Decision of the Governors of the United States Postal Service on the Recommended Decision of the Postal Rate Commission on Special Services Fees and Classifications, Docket No. MC96-3. These changes take effect at 12:01 a.m., Sunday, June 8, 1997. The final rule announcing these changes was published in the *Federal Register* on May 12, 1997 (62 FR 26086-26098).

Minor conforming amendments, also effective June 8, 1997, are made to DMM A010.1.2, A910.1.5, A910.3.2, A910.5.2, C022.3.0, C031.3.2, C031.5.6, C100.2.0, C600.2.2, E020.2.3, E030.2.6, E060.9.0, E110.3.0, E612.4.1, E620.2.0, E630.3.1, F010.3.0, F010.4.5, F010.5.1, F020.3.0, F030.5.3, G011.1.5, G013.2.1, P014.1.0, P014.2.0, P021.3.1, P021.4.0, P022.2.2, P023.1.0, P023.3.1, P030.4.0, P030.5.4, P100.2.1, R100.1.1, S070.1.0, S911.1.1, S911.2.0, S912.1.2, S912.2.5, S913.1.0, S915.1.0, S917.1.0, and S917.2.2. All these amendments will appear in DMM Issue 52 (scheduled for release on July 1, 1997).

These amendments affect only the fees for, and certain attributes of, the following special services:

- Post office box service.
- Caller service.
- Certified mail.
- Insurance (insured mail and Express Mail).
- Parcel airlift.
- Postal cards.
- Registered mail.
- Return receipt.
- Return receipt for merchandise.
- Special delivery.

Regulatory History

On June 7, 1996, pursuant to its authority under 39 U.S.C. 3621, *et seq.*, the Postal Service filed with the Postal Rate Commission (PRC) a request for a recommended decision on several special service reform proposals. The PRC designated the filing as Docket No. MC96-3. The PRC published a notice of the filing, with a description of the Postal Service's proposals, on June 21, 1996, in the *Federal Register* (61 FR 31968-31979).

Pursuant to 39 U.S.C. 3624, on April 2, 1997, the PRC issued its Recommended Decision on the Postal Service's Request to the Governors of the Postal Service. The PRC's Recommended Decision made revisions to some of the restructuring of the post office box fees requested by the Postal Service.

In other areas, the PRC's Recommended Decision generally followed the requests made by the Postal Service to increase the fee for certified mail, merge the two options for return receipt service, merge the two options for return receipt for merchandise, increase the maximum available indemnity for insured mail to \$5,000, add optional insurance for Express Mail and refine the current available indemnity structure, simplify the fee schedule for registered mail, and eliminate special delivery.

Although the PRC did not recommend a fee for postal cards (renamed stamped cards), it did suggest that the Postal Service remove costs unique to stamped cards from total postal and postcard subclass costs to support any proposed fee in addition to the face value of the cards.

Based on extensive analysis of the PRC's Recommended Decision and deliberation as to its consequences to the Postal Service and its customers, and pursuant to 39 U.S.C. 3625, the Governors acted on the PRC's recommendations on May 5, 1997.

The Governors determined to approve the PRC's recommendations, and the Board of Governors set an implementation date of June 8, 1997, for those rate and classification changes to take effect.

Using new data and analysis obtained since the last omnibus rate case, the Postal Service, with its filing, sought the reform of several special services to improve customer satisfaction and to account for cost and customer demand.

Post Office Box Service

The Postal Service establishes new fee groups and adjusts certain post office box fees to recover a greater proportion of cost. The changes to post office box service and fees pursue the policy of providing each customer with one form of free delivery.

In a post office that does not provide carrier delivery, the final rule eliminates box fees for customers of that post office who are ineligible for any form of carrier delivery (from any post office). Fees are also eliminated for box customers who are ineligible for carrier service at delivery offices, except for those customers who reside in the immediate vicinity of the office. These latter customers will be afforded continued access to general delivery service.

Caller Service

The Postal Service extends caller service to Group D post offices (formerly categorized as Group II offices) for those customers, especially commercial mailers, who desire this service. The Group D caller service fee is set at the Group C (formerly categorized as Group IC) annual rate of \$450. The fees for Groups A, B, and C do not change from the current fees.

Certified Mail

The Postal Service raises the certified mail fee from \$1.10 to \$1.35 to align its price more appropriately with the cost of providing this service.

Insured Mail and Insured Express Mail

The Postal Service increases from \$600 to \$5,000 the maximum indemnity available for insured mail. It should be noted that the handling of insured mail is not changed and the distinction is maintained between "unnumbered insured mail" (i.e., mail insured for \$50 or less) and "numbered insured mail" (i.e., mail insured for more than \$50).

The Postal Service increases from \$500 to \$5,000 the maximum indemnity for merchandise sent by Express Mail. This increase to \$5,000 will enable the Postal Service to compete more effectively in the parcel market for higher value items such as electronic and computer equipment.

Several other reforms and clarifications are made to describe payable and nonpayable claims. In addition, for negotiable items, currency, or bullion, mailed as Express Mail, the maximum indemnity is \$15.

Concurrently, the indemnity for Express Mail document reconstruction is reduced from \$50,000 to \$500 per piece and \$500,000 to \$5,000 per occurrence in response to industry changes from exclusive reliance on paper documents to the growing use of electronically generated documents that can be reconstructed easily. Indemnity will be paid according to value for items valued at \$15 or less.

Parcel Airlift

The Postal Service increases from \$25 to \$50 the minimum insurance amount required on a parcel airlift (PAL) package if return receipt or restricted delivery service is requested.

Registered Mail

The Postal Service simplifies the registered mail fee schedule by eliminating the uninsured schedule for declared values of more than \$100 for the reasons that most mailers of registered mail want insurance and the dual fee schedules differ by less than \$1 in the lower ranges to no more than \$2.70 in the topmost range of coverage.

The elimination of two parallel fee schedules also conforms to the overall Postal Service goal of simplifying its services and products for consumers. The maximum insurance coverage for registered mail service remains at the current limit of \$25,000.

Return Receipt Services

The Postal Service changes return receipt service and return receipt for merchandise service as follows:

- For return receipt service, the two basic service offerings are merged and made into one service offering, available for a fee of \$1.10 (the current fee for the service showing to whom, signature, and date delivered).
- For return receipt for merchandise service, the two basic service offerings are also merged and made into one service, available for a fee of \$1.20 (the current fee for showing to whom, signature, and date delivered).

The two enhanced services include the address of delivery if different from the address on the mailpiece. Also, a classification change for return receipt for merchandise limits the availability of service in the First-Class Mail classification structure to Priority Mail. In addition, a clarification specifies the subclasses of Standard Mail for which return receipt for merchandise service is currently available. Those subclasses are Single-Piece Standard Mail, Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail.

Special Delivery Service

The Postal Service eliminates domestic special delivery service because the demand for it has virtually disappeared. Consumers who request expedited delivery service most frequently use Priority Mail or Express Mail.

A 2-pound Priority Mail package costs only \$3, compared with \$12.95 for the same Priority Mail package sent as special delivery (\$3 postage plus \$9.95 special delivery fee). A 2-pound Express Mail Post Office to Addressee package costs \$15.00. Express Mail, unlike special delivery service and Priority Mail, includes a delivery guarantee and insurance at no additional charge.

Stamped Cards

The Postal Service renames postal cards as *stamped cards*. Unlike stamped envelopes, stamped cards will continue to be sold at no additional charge above their face value of postage. The designation *stamped cards* emphasizes the similar nature of this stationery item with stamped envelopes.

Domestic Mail Manual (DMM)

A Addressing

A000 Basic Addressing

A010 General Addressing Standards

[In 1.2d, replace "postal cards" with "stamped cards"; no other change to text.]

* * * * *

A900 Customer Support

A910 Mailing List Services

[In 1.5, 3.2, and 5.2, replace "postal card[s]" with "stamped card[s]"; no other change to text.]

* * * * *

C Characteristics and Content

C000 General Information

* * * * *

C020 Restricted or Nonmailable Articles and Substances

* * * * *

C022 Perishables

[In 3.1f, remove "special delivery or"; in 3.7, remove "special delivery or"; no other change to text.]

* * * * *

C030 Nonmailable Written, Printed, and Graphic Matter

C031 Written, Printed, and Graphic Matter Generally

[In 3.2 and 5.6, replace "postal card" with "stamped card or postcard"; no other change to text.]

* * * * *

C100 First-Class Mail

[In 2.1, 2.3, and 2.9, replace "postal card[s]" with "stamped card[s]"; no other change to text.]

* * * * *

C600 Standard Mail

[In 2.2, remove "special delivery or"; no other change to text.]

* * * * *

D Deposit, Collection, and Delivery

* * * * *

D900 Other Delivery Services

D910 Post Office Box Service

1.0 BASIC INFORMATION

[Amend 1.0 by revising 1.1; by removing current 1.7; by redesignating current 1.6 as 1.7; and by adding new 1.6 to read as follows:]

1.1 Purpose

Post office box service is a premium service offered for a fee to any customer requiring more than free carrier delivery or general delivery and for no fee to certain customers who are not eligible for carrier delivery. The service allows a customer to obtain mail during the hours the box lobby is open. Post office box service does not include alternate means of delivery established to replace, simplify, or extend carrier delivery service. A postmaster and a box customer may not make any agreement that contravenes the regulations on post office box service or its fees.

* * * * *

1.6 Box Availability

When no box of the appropriate size is available, an application for box service may be handled, at the postmaster's discretion, in any one or more of the following ways: by referring the customer to another postal facility with available capacity; by placing the customer's name on a waiting list for box service; by providing general delivery service until an appropriate size box becomes available; by offering a smaller or larger box at its fee; or by offering caller service.

* * * * *

2.0 SERVICE

[Amend 2.0 by revising 2.2 and 2.3 and adding new 2.4 to read as follows:]

* * * * *

2.2 Transferring Service

Post office box service may be transferred, without payment of an additional fee, to any box of the same size and fee group at a different facility of the same post office. To transfer service, the box customer must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A box customer may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 or Form 3575-WWW at the time of transfer.

2.3 Minor

Post office box service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the appropriate postmaster.

2.4 Proof of Physical Address

An applicant for post office box service or a current box customer seeking renewal must identify his or her physical address (i.e., an individual's residence or a business's location) to the postmaster of the office where service is sought or provided. If the postmaster cannot confirm the physical address, the applicant or box customer must provide proof of the physical address (e.g., a utility bill, current lease, mortgage, deed of trust, a driver's license, or voter registration card). A business with multiple locations may, on providing appropriate evidence, use any one or more of such location(s) as its physical address.

3.0 CONDITIONS OF USE

[Amend 3.0 by revising 3.2, 3.3, and 3.7 to read as follows:]

* * * * *

3.2 Updating

When any information required to be provided by the box customer on Form 1093 changes, the customer must notify the post office of such changes.

3.3 Mail Only

Only mail and official USPS notices may be placed into a post office box.

* * * * *

3.7 Forwarding

A post office box may not be used when the primary purpose is, through change-of-address orders, to have the USPS forward or transfer mail to another address free of charge.

* * * * *

[Revise 4.0 to read as follows:]

4.0 BASIS OF FEES AND PAYMENT

4.1 General

Post office box fees are based on the size of box provided and the fee group of the administering facility as identified in 5.0.

4.2 Box Size

Box sizes are standardized and the fees for boxes increase with box size. The following chart describes approximate box capacities and frontal dimensions.

| Box Size | Capacity (Cubic Inches) | Width and Height (Linear Inches) |
|----------|-------------------------|----------------------------------|
| 1 | Under 296 | 3 by 5.5 |
| 2 | 296 through 499 | 5 by 5.5 |
| 3 | 500 through 999 | 11 by 5.5 |
| 4 | 1,000 through 1,999 | 11 by 11 |
| 5 | 2,000 or more | 22.5 by 12 |

4.3 Definitions of Facilities for Fee Groups

All facilities administered by a single independent post office (including any classified or contract station or branch, community post office, or detached post office box unit) belong to the same fee group as that post office and use a single fee schedule, except as provided in 5.3. Additionally, the type of carrier delivery service available at any one facility administered by a post office determines the fee group applicable to all of that post office's facilities, as provided in 5.1. All box locations administered by a single mail processing facility belong to the same fee group as identified in 5.2 and use a single fee schedule, except as provided in 5.3.

4.4 Fee Changes

A change in post office box service fees can arise from a general fee change, an administrative change in carrier service, a change in definitions in 4.3, or a change in facility groupings in 5.0. Any change in post office box service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If a post office box service fee is increased, no customer must pay at the new rate until the end of the period already paid, and no retroactive adjustment is to be made for a payment received before the date of the change.

4.5 Payment

All fees are for a semiannual (6-month) period, and must be paid in advance for no less than one but no more than two semiannual periods, except as provided under 4.7, 4.8, and 4.11. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.

4.6 Payment Period

Except under 4.8, the beginning date for a box fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, box fees for service renewal may be paid any time during the last 30 days of the service period, but no later than the last day of the service period.

4.7 U.S. Agencies

Federal agencies whose payment period coincides with the federal fiscal year may pay their box fees during the first quarter rather than in advance.

4.8 Exception for Group D and E Offices

Postmasters at Group D and Group E offices with fewer than 500 post office boxes may set April 1 and October 1 as the beginning of payment periods for box customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

- a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.
- b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.
- c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees.

4.9 Change of Payment Period

Except for customers at post offices subject to 4.8, a box customer of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 6.0, and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in box fees.

4.10 Academic Institutions

The USPS does not set or collect fees for boxes owned by an academic institution if the boxes are separate from designated USPS areas and serviced by employees or agents of the institution.

4.11 Adjusting Fees

In postal facilities primarily serving academic institutions or their students, box fees may be adjusted to fit the semester schedules, using the matrix below. Charges are rounded up to the next multiple of \$0.10. No refund is made for discontinued service when a box is obtained under this standard.

| Service Period | Adjusted Fee |
|-----------------------|----------------------|
| 95 days or less | 1/2 semiannual fee |
| 96 to 140 days | 3/4 semiannual fee |
| 141 to 190 days | Full semiannual fee |
| 191 to 230 days | 1-1/4 semiannual fee |
| 231 to 270 days | 1-1/2 semiannual fee |
| 271 days to full year | 2 semiannual fees |

[Add new 5.0 and redesignate current 5.0 through 7.0 as 6.0 through 8.0, respectively.]

5.0 FEE GROUP ASSIGNMENTS

5.1 Post Offices

For purposes of fee group assignment, and as defined in 4.3, a post office includes all subordinate facilities or units administered by that post office, such as classified stations, classified branches, and contractor-operated facilities. Additionally, the type of carrier delivery service available at any one facility administered by a post office determines the fee group applicable to all facilities of that post office as follows:

- a. *Post Office With City Delivery.* A post office that provides city carrier delivery at any of its administered facilities applies Group C fees, except as provided in 5.3. A customer whose physical residence or business location is within the geographic delivery ZIP Code boundaries administered by that city delivery post office, who is ineligible for any form of carrier delivery service from that post office and who does not receive carrier delivery via an out-of-bounds delivery receptacle, may obtain one box of the smallest available size (i.e., the smallest box currently vacant) at the Group E fee (no fee). Boxes at Group E fees are also available as provided under 5.1c.
- b. *Post Office With Only Rural or Highway Contract Carrier Delivery.* A post office that does not provide city carrier delivery but provides only rural carrier or highway contract carrier delivery at any of its administered facilities applies Group D fees, except as provided in 5.3, with two exceptions:

(1) A customer whose physical residence or business location is within the geographic delivery ZIP Code boundaries administered by that non-city delivery post office, who is ineligible for any form of carrier delivery service, who does not receive carrier delivery via an out-of-bounds delivery receptacle, and who resides outside the immediate vicinity of the post office as specified in *Postal Operations Manual* 653, may obtain one box of the smallest available size (i.e., the smallest box currently vacant) at the Group E fee (no fee). Boxes at Group E fees are also available as provided under 5.1c.

(2) A customer whose ineligibility for carrier service arises from residing in the immediate vicinity of the post office as specified in *Postal Operations Manual* 653 is afforded continued access to general delivery service.

c. *Post Office Without Any Carrier Delivery.* A post office that does not provide any form of carrier delivery (i.e., a nondelivery post office) exists within the geographic delivery ZIP Code boundaries of another post office. A nondelivery post office applies Group D fees or Group E fees (no fees), based on the box customer's physical residence or business location relative to the geographic boundaries of the post office containing the nondelivery office, as follows:

(1) If the box customer's physical residence or business location is within the geographic delivery ZIP Code boundaries of the post office containing the nondelivery office, and the customer is eligible for carrier delivery service, a box at the nondelivery office is provided at the Group D fee. If the customer is not eligible for carrier delivery service and does not receive carrier delivery via an out-of-bounds delivery receptacle, a box of any size at the nondelivery office or the smallest vacant box at the containing delivery office is provided at the Group E fee (no fee).

(2) If the box customer's physical residence or business location is outside the geographic delivery ZIP Code boundaries of the post office containing the nondelivery office, a box is provided at the Group D fee.

d. *Single-Point Delivery.* Eligibility for Group E fees does not extend to individual tenants, contractors, employees, or other individuals receiving or eligible to receive single-point delivery such as delivery to a hotel, college, military installation, or transient trailer park.

5.2 Mail Processing Facilities

Mail processing facilities with post office boxes and not under the administration of a post office apply Group C fees to post office boxes, except as provided in 5.3.

5.3 Facilities Assigned Location-Based Box Fees

The facilities defined by the ZIP Codes in Exhibit 5.3 constitute exceptions to the fee groupings described in 5.1 and 5.2. Group A or B fees apply as identified.

Facilities Assigned Location-Based Box Fees

Exhibit 5.3

| Group | Location | ZIP Codes |
|-------------------|--|---|
| A | New York, NY | 10001-10299 |
| B | Boston, MA | 02113, 02115, 02117, 02128, 02134, 02135, 02139, 02140, 02142, 02146, 02158-02162, 02164-02168, 02178, 02179, 02181, 02205, 02214-02216, 02218, 02238 |
| | Staten Island, NY | 10301-10399 |
| | Long Island City, NY | 11101-11199 |
| | Brooklyn, NY | 11201-11299 |
| | Queens (Flushing), NY | 11301-11399 |
| | Queens (Jamaica), NY | 11401-11499 |
| | Queens (Far Rockaway), NY | 11601-11699 |
| | Philadelphia, PA | 19101-19104, 19105, 19107 |
| | Washington, DC | 20004-20009, 20013, 20026, 20033, 20035, 20036, 20037, 20038, 20043, 20044, 20050, 20056 |
| | Bethesda, MD | 20813, 20824, 20825, 20827 |
| | Arlington, VA | 22202, 22209, 22210, 22216 |
| | McLean, VA | 22103 |
| | Chicago, IL | 60606, 60610, 60611, 60654, 60664, 60680, 60681, 60684, 60690 |
| | Los Angeles, CA | 90019, 90024, 90025, 90034, 90035, 90048, 90049, 90064, 90067, 90069 |
| | Beverly Hills, CA | 90210-90212 |
| | Santa Monica, CA | 90401-90405 |
| San Francisco, CA | 94101, 94107, 94108, 94126, 94133, 94147, 94159, 94164 | |
| Honolulu, HI | 96801-96815, 96830 | |

[Revise redesignated 6.0 to read as follows:]

6.0 FEE REFUND

6.1 Calculation

When post office box service is terminated or surrendered, the unused portion of the fee may be refunded as follows. For the current semiannual payment period, if service is discontinued any time within the first 3 months of the payment period, one-half the fee is refunded; if discontinued after the third month of the payment period, none of the fee is refunded. The entire fee is refunded for any semiannual payment period that begins after the termination or surrender date.

6.2 Discontinued Postal Facility

When a postal facility is discontinued or relocated, a box customer at that facility may obtain a refund of unused box fees if box service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the customer's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

7.0 KEYS

[No change to redesignated 7.0.]

[Revise redesignated 8.0 to read as follows:]

8.0 SERVICE REFUSAL OR TERMINATION

8.1 Refusal

A postmaster may refuse to approve post office box service if: the applicant submits a falsified or incomplete application for box service; within the 2 years immediately before submitting the application, the applicant physically abused a box or violated a standard on the care or use of a box; or there is substantial reason to believe that the box is to be used for activities as described in 3.6 or 3.7.

8.2 Termination

A postmaster may terminate post office box service, including that of a customer paying a Group E fee, if the box customer or its representative falsifies the application for the box; physically abuses the box; refuses to update information on the box application; violates any standard on the care or use of the box; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in 3.6. The customer is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures for that determination.

8.3 Customer Appeal

The applicant or box customer may file a petition appealing the postmaster's determination to refuse or terminate service within 20 calendar days after notice, as specified in the postmaster's determination and 39 CFR 958. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Judicial Officer. The Administrative Law Judge's or the Judicial Officer's decision under 39 CFR 958 constitutes the final USPS decision.

8.4 Surrendered Box

A post office box is deemed surrendered if the box customer submits a permanent change-of-address order, refuses or fails to pay the appropriate fees by the due date, or submits a written notice to discontinue service. A box is *not* considered surrendered if the box customer dies or disappears before the end of the period for which the box is issued, the box customer submits a temporary change-of-address order, or any person other than the box customer submits a change-of-address order for mail going to the box.

D920 Caller Service

[Revise 1.0 to read as follows:]

1.0 BASIC INFORMATION

1.1 Purpose

Caller service is a premium service available for a fee to any customer requiring more than free carrier service or the largest installed box size, or to any customer who is required to use caller service by standard. The service allows a customer to pick up mail at a post office call window or loading dock when the office is open. Caller service does not include general delivery service. A customer may obtain caller service for receiving the mail of a client, subject to D042. A postmaster and a caller may not make any agreement that contravenes the regulations on caller service or its fees.

1.2 Caller

A *caller* is the person signing the application as an individual, or the organization represented by the individual signing the application.

1.3 Service Types

Destination caller service is caller service provided at the postal facility to which the caller's mail is addressed. *Origin caller service* (accelerated reply mail) is described in 7.0.

1.4 Caller Service Number

Except for origin caller service, the customer (including a customer using a post office box number) is assigned a caller service number before caller service may begin. A caller number is assigned for each separation used. Except under 1.5, mail addressed to a caller service customer must include "Post Office Box" or "PO BOX" followed by the assigned number in the mailing address immediately above the city, state, and ZIP Code. A caller of record may reserve caller numbers for future use. The postmaster determines the reserved numbers and may restrict this service.

1.5 Exemption

A postmaster may exempt any customer continuously receiving firm holdout service since July 3, 1994, from the standard in 1.4 that correspondents must use the assigned post office box (caller service) number in the address.

1.6 Restriction

The USPS may restrict caller service if such service adversely affects postal operations.

1.7 Required Use

Subject to D910, when mail for a customer's post office box(es) exceeds the capacity of the box(es) on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), or when the customer seeks multiple caller service separations, the postmaster can require the customer to use caller service, change to a larger box, or use one or more additional boxes (subject to availability) to which mail will be addressed. A customer required to use caller service because of the mail volume received may, once per semiannual payment period, make a written request to the postmaster for a new determination of whether current mail volume requires continued use of caller service.

1.8 U.S. Agencies and Schools

Federal agencies and the various schools and departments within educational institutions are considered separate customers for 1.7.

1.9 Eligible Customers

Caller service may be provided to the following:

- a. A new customer planning to receive an incoming volume of mail that cannot fit into the largest available post office box.
- b. A customer wanting a post office box when a box is unavailable, and the postmaster determines that such service does not adversely affect postal operations.
- c. A customer formerly receiving firm holdout service.

[Revise 2.0 to read as follows:]

2.0 SERVICE**2.1 Application**

To apply for caller service, the applicant must complete all relevant spaces on Form 1093 and submit it to any postal facility that provides public window service. The facility need not be the one where destination caller service is desired. An incomplete or falsified application is sufficient reason to deny or discontinue service. An application is not considered approved until the USPS verifies the applicant's identity.

2.2 Transferring Service

Caller service may be transferred, without payment of an additional fee, to a different facility of the same post office if that facility has caller service. To transfer service, the caller must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A caller may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 or Form 3575-WWW at the time of transfer.

2.3 Minor

Caller service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the postmaster.

[Revise 3.0 to read as follows:]

3.0 CONDITIONS OF USE**3.1 Mail Receipt**

An individual caller or organization may receive mail properly addressed to the caller number. Mail addressed only to a caller number is delivered to the caller so long as no improper or unlawful business is conducted. A caller who, as a regular practice, wants to call for mail at a postal facility more than once in any 24-hour period must obtain the postmaster's approval of the pickup schedule.

3.2 Updating

When any information required to be provided by the caller on Form 1093 changes, the caller must notify the post office of such changes.

3.3 Unlawful Activity

Caller service may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement between the caller and a federal, state, or local agency for the caller to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body.

3.4 Forwarding

A caller number may not be used when the primary purpose is, through change-of-address orders, to have the USPS forward or transfer mail to another address free of charge.

[Revise 4.0 to read as follows:]

4.0 BASIS OF FEES AND PAYMENT**4.1 Basic Caller Fee**

The caller service fee groups are shown in Exhibit 4.1 and are charged per semiannual (6-month) period. The fee must be paid for each caller number or separation used, with two exceptions:

- a. If a caller uses many caller numbers, but receives only a bulk delivery of mail not separated to those numbers either because this mail is sorted to the customer's unique 5-digit ZIP Code or because sortation is made by caller name or other identification, the basic caller fee is charged only for each separation actually made. The reserved number fee is charged for each of the caller numbers to which mail received by the caller is addressed.

b. Caller service is available in box fee Group D post offices on the same basis and fee as Group C offices. The one exception is when a box service applicant is provided a single caller service separation instead of a box because of a shortage of available boxes (see D910), in which case the fee charged is the fee for the largest installed box rather than the fee for caller service.

Caller Service Groups

Exhibit 4.1

| Group | Location | ZIP Codes |
|-------------------|---|---|
| A | New York, NY | 10001-10299 |
| B | Boston, MA | 02113, 02115, 02117, 02128, 02134, 02135, 02139, 02140, 02142, 02146, 02158-02162, 02164-02168, 02178, 02179, 02181, 02205, 02214-02216, 02218, 02238 |
| | Staten Island, NY | 10301-10399 |
| | Long Island City, NY | 11101-11199 |
| | Brooklyn, NY | 11201-11299 |
| | Queens (Flushing), NY | 11301-11399 |
| | Queens (Jamaica), NY | 11401-11499 |
| | Queens (Far Rockaway), NY | 11601-11699 |
| | Philadelphia, PA | 19101-19104, 19105, 19107 |
| | Washington, DC | 20004-20009, 20013, 20026, 20033, 20035, 20036, 20037, 20038, 20043, 20044, 20050, 20056 |
| | Bethesda, MD | 20813, 20824, 20825, 20827 |
| | Arlington, VA | 22202, 22209, 22210, 22216 |
| | McLean, VA | 22103 |
| | Chicago, IL | 60606, 60610, 60611, 60654, 60664, 60680, 60681, 60684, 60690 |
| | Los Angeles, CA | 90019, 90024, 90025, 90034, 90035, 90048, 90049, 90064, 90067, 90069 |
| | Beverly Hills, CA | 90210-90212 |
| | Santa Monica, CA | 90401-90405 |
| San Francisco, CA | 94101, 94107, 94108, 94126, 94133, 94147, 94159, 94164 | |
| Honolulu, HI | 96801-96815, 96830 | |
| C | All post offices with city delivery and all nondelivery mail processing facilities not listed in Group A or B. | |
| D | All post offices with no city delivery but with only rural or highway contract delivery and not listed in Group A or B. | |

4.2 Reserved Number

The required fee is charged per calendar year or any part of such a calendar year for each number reserved by a customer.

4.3 Fee Changes

A change in caller service fees can arise from a general fee change, a change in customer eligibility under 4.1b, or a change in facility groupings in 4.1. Any change in caller service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If a caller service fee is increased, no customer must pay at the new rate until the end of the period already paid, and no retroactive adjustment is to be made for a payment received before the date of the change.

4.4 Box Number

If a caller uses a physical post office box to obtain a caller number, the applicable fees for both post office box service and caller service must be paid.

4.5 Payment

Caller fees are charged for a semiannual (6-month) period and must be paid in advance for no less than one but no more than two semiannual periods. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.

4.6 Payment Period

Except under 4.8, the beginning date for a caller fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, caller fees for renewal of service may be paid any time during the last 30 days of the service period, but no later than the last day of the service period.

4.7 Change of Payment Period

A caller of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 5.0, and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in caller service fees.

4.8 Exception for Group D Offices

Postmasters at Group D offices with fewer than 500 post office boxes may set April 1 and October 1 as the beginning of payment periods for caller service customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

- a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.
- b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.
- c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees.

[Revise 5.0 to read as follows:]

5.0 FEE REFUND

5.1 Discontinued Number

When a destination caller service number is discontinued or surrendered, the unused portion of the fee for that number may be refunded. The entire fee is refunded for any semiannual payment period after that in which the service is discontinued. For the current semiannual payment period, if service is discontinued any time within the first 3 months of the payment period, one-half the fee is refunded; if discontinued after the third month of the payment period, none of the fee is refunded.

5.2 Discontinued Postal Facility

When a postal facility is discontinued or relocated, a caller service customer at that facility may obtain a refund of unused caller service fees if caller service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the caller's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

[Revise 6.0 to read as follows:]

6.0 SERVICE REFUSAL OR TERMINATION

6.1 Refusal

A postmaster may refuse to approve caller service if the applicant submits a falsified or incomplete application for caller service; within the 2 years immediately before submitting the application, the applicant violated a standard on the use of the service; or there is substantial reason to believe that the service is to be used for activities described in 3.3 or 3.4.

6.2 Termination

A postmaster may terminate caller service if the caller or its representative falsifies the application for the service; refuses to update information on the application; violates any standard on the use of the service; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in 3.3. The caller is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures to that determination.

6.3 Customer Appeal

The applicant or caller may file a petition opposing the postmaster's determination to refuse or terminate service within 20 calendar days after notice, as specified in the postmaster's determination and 39 CFR 958. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Judicial Officer. The Administrative Law Judge's or Judicial Officer's decision under 39 CFR 958 constitutes the final USPS decision.

6.4 Surrendered Service

Caller service is deemed surrendered if the caller submits a permanent change-of-address order, fails or refuses to pay the appropriate fees by the due date, or submits a written notice to discontinue service.

* * * * *

D930 General Delivery and Firm Holdout

1.0 GENERAL DELIVERY

[Amend 1.0 by revising 1.1 and 1.2 to read as follows:]

1.1 Purpose

General delivery is intended primarily as a temporary means of delivery:

- a. For transients and customers not permanently located.
- b. For customers who want post office box service when boxes are unavailable.
- c. For customers whose eligibility for carrier delivery is restricted by *Postal Operations Manual* 653.

1.2 Service Restrictions

General delivery is available at only one facility under the administration of a multifacility post office. A postmaster may refuse or restrict general delivery:

- a. To a customer who is unable to present suitable identification.
- b. To a customer whose mail volume or service level (e.g., mail accumulation) cannot reasonably be accommodated.

* * * * *

E Eligibility
[In 3.3, replace "postal cards" with "stamped cards"; in 3.7, remove the second sentence; no other change to text.]

E000 Special Eligibility Standards
 * * * * *

E020 Department of State Mail
[In 2.3, remove "special delivery"; no other change to text.]

E030 Mail Sent by U.S. Armed Forces
[In 2.6, remove the second sentence; no other change to text.]
 * * * * *

E060 Official Mail (Penalty)
[In 9.2 and 9.6d, replace "postal card[s]" with "stamped card[s]"; no other change to text.]
 * * * * *

E100 First-Class Mail

E110 Basic Standards
[In 3.1, 3.2, and 3.2a, replace "postal card[s]" with "stamped card[s]"; no other change to text.]
 * * * * *

E600 Standard Mail

E610 Basic Standards
 * * * * *

E612 Additional Standards for Standard Mail (A)
[In 4.1, remove "special delivery" in the third sentence; no other change to text.]
 * * * * *

E620 Nonautomation Nonpresort Rates
[In 2.2d, remove "special delivery"; in 2.5 introductory text, remove "special delivery or"; no other change to text.]

E630 Nonautomation Presort Rates
[In 3.1, remove "special delivery" in the last sentence; no other change to text.]
 * * * * *

F Forwarding and Related Services

F000 Basic Services

F010 Basic Information
[In 3.0a, remove "special delivery"; in 4.5, remove 4.5c and redesignate current 4.5d and 4.5e as 4.5c and 4.5d, respectively; in 5.1, replace "postal cards" with "stamped cards"; no other change to text.]

F020 Forwarding

F030 Address Correction, Address Change, FASTforwardSM, and Return Services
[In 5.3, replace "postal cards" with "stamped cards"; no other change to text.]

G General Information

G000 The USPS and Mailing Standards

G010 Basic Business Information

G011 Post Offices and Postal Services
[Amend Exhibit 1.5 by replacing the seventh column heading "Special Delivery" with "Express Mail"; replacing "Holiday schedule" with "Holiday"; and by adding under "Definition of Terms," "Holiday—Service determined by national, area, and/or district guidelines"; no other change to text.]

G013 Trademarks and Copyrights
[In 2.1, replace "postal cards" with "stamped cards"; no other change to text.]
 * * * * *

P Postage and Payment Methods

P000 Basic Information

P010 General Standards
 * * * * *

P014 Refunds and Exchanges

1.0 STAMP EXCHANGES
[In 1.5, 1.6, 1.6c, 1.6d, 1.8b, 1.8c, and 1.8d, replace "postal card[s]" with "stamped card[s]"; no other change to text.]

2.0 POSTAGE AND FEES REFUNDS
 * * * * *

2.4 Full Refund
[In 2.4f, remove "special delivery,"; no other change to text.]
 * * * * *

2.7 Unallowable Refunds
[Amend 2.7 by revising 2.7b to read as follows:]
 Refunds are not made for the following:
 * * * * *

b. Collect on delivery (COD), Express Mail insurance, insured, and registered fees after the USPS accepts the article, even if the article is later withdrawn from the mail.
 * * * * *

P020 Postage Stamps and Stationery

P021 Stamped Stationery

[In 3.1, revise the heading to read "Stamped Card" and replace "P[postal cards]" with "S[stamped cards]"; in 4.0, replace "postal cards" with "stamped cards (formerly called postal cards)"; no other change to text.]

P022 Adhesive Stamps

[In 2.2d, replace "postal cards" with "stamped cards"; no other change to text.]

P023 Precanceled Stamps

[In 1.1 and 1.3, replace "P[postal cards]" with "S[stamped cards]"; in 3.1, replace "postal cards" with "stamped cards"; no other change to text.]

P030 Postage Meters and Meter Stamps

[In 4.8, remove "special delivery,"; in 4.10, remove "or special delivery mail,"; in 5.4b, remove "special delivery mail or"; no other change to text.]

* * * * *

P100 First-Class Mail

[In 2.1, replace "postal cards" with "stamped cards"; no other change to text.]

* * * * *

R Rates and Fees

R000 Stamps and Stationery

* * * * *

[Revise the heading and text of 3.0 to read as follows:]

3.0 STAMPED CARDS

Stamped cards are priced as follows:

| Configuration | Postage | Fee | Total Price |
|------------------------|---------|--------|-------------|
| Cut single card | \$0.20 | \$0.00 | \$0.20 |
| Sheet of 40 cards | 8.00 | 0.00 | 8.00 |
| Double reply-paid card | 0.40 | 0.00 | 0.40 |

* * * * *

R100 First-Class Mail

[In 1.1 and in the Summary of First-Class Rates, replace "postal cards" with "stamped cards"; no other change to text.]

* * * * *

R900 Services

[Remove current 19.0; renumber current 7.0 through 18.0 as 8.0 through 19.0, respectively; add new 7.0; and revise other sections to read as follows:]

* * * * *

[Revise 3.0 to read as follows:]

3.0 CALLER SERVICE

Fees are charged as follows:

- a. For service provided, per semiannual period:

| Fee Group | Fee |
|-----------|----------|
| A | \$250.00 |
| B | 240.00 |
| C | 225.00 |
| D | 225.00 |

- b. For each reserved call number, per calendar year (all post offices): \$30.00.

* * * * *

[Revise 5.0 to read as follows:]

5.0 CERTIFIED MAIL

Fee, in addition to postage and other fees, per mailpiece: \$1.35.

* * * * *

[Add new 7.0 to read as follows:]

7.0 EXPRESS MAIL INSURANCE

Fee, in addition to postage and other fees, for additional Express Mail insurance:

- a. For amount of merchandise insurance liability:

| Insurance Coverage Desired | Fee |
|----------------------------|--|
| \$0.01 to \$500.00 | none |
| 500.01 to 5,000.00 | \$0.90 for each \$100 or fraction thereof over \$500 in insurance coverage desired |

Merchandise maximum liability: \$5,000.00.

- b. Document reconstruction maximum liability: \$500.00.

[Revise redesignated 8.0 to read as follows:]

8.0 INSURED MAIL

Fee, in addition to postage and other fees, for merchandise insurance liability:

| Insurance Coverage Desired | Fee |
|----------------------------|--|
| \$0.01 to \$50.00 | \$0.75 |
| 50.01 to 100.00 | 1.60 |
| 100.01 to 5,000.00 | 1.60 plus \$0.90 for each \$100 or fraction thereof over first \$100 in insurance coverage desired |

Insured mail maximum liability: \$5,000.00.

9.0 MAILING LIST SERVICE

[No change to redesignated 9.0.]

10.0 MERCHANDISE RETURN SERVICE

[No change to redesignated 10.0.]

11.0 METER SERVICE

[No change to redesignated 11.0.]

12.0 MONEY ORDER

[No change to redesignated 12.0.]

13.0 PARCEL AIRLIFT (PAL)

[No change to redesignated 13.0.]

14.0 PERMIT IMPRINT

[No change to redesignated 14.0.]

[Revise redesignated 15.0 to read as follows:]

15.0 POST OFFICE BOX SERVICE

For service provided as described in D910:

- a. Deposit per key issued: \$1.00.
- b. Box fee per semiannual (6-month) period:

| Fee Group | Box Size and Fee | | | | |
|-----------|------------------|---------|---------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 |
| A | \$24.00 | \$37.00 | \$64.00 | \$121.00 | \$209.00 |
| B | 22.00 | 33.00 | 56.00 | 109.00 | 186.00 |
| C | 20.00 | 29.00 | 52.00 | 86.00 | 144.00 |
| D | 6.00 | 10.00 | 18.00 | 26.50 | 41.50 |
| E | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

[Revise redesignated 16.0 to read as follows:]

16.0 REGISTERED MAIL

The mailer must declare the full value of the article at the time of mailing and must pay the appropriate fee based on that value as shown in Exhibit 16.0. Any article sent as registered mail is insured, except that the mailer may elect not to insure articles valued up to and including \$100.

Exhibit 16.0 Registry Fees

| Declared Value | Fee (in addition to postage) |
|--|------------------------------|
| (Without Insurance) \$0.00 to \$100.00 | \$4.85 |
| (With Insurance) \$0.00 to \$100.00 | \$4.95 |
| \$100.01 to \$500.00 | 5.40 |
| \$500.01 to \$1,000.00 | 5.85 |
| \$1,000.01 to \$2,000.00 | 6.30 |
| \$2,000.01 to \$3,000.00 | 6.75 |
| \$3,000.01 to \$4,000.00 | 7.20 |
| \$4,000.01 to \$5,000.00 | 7.65 |
| \$5,000.01 to \$6,000.00 | 8.10 |
| \$6,000.01 to \$7,000.00 | 8.55 |
| \$7,000.01 to \$8,000.00 | 9.00 |
| \$8,000.01 to \$9,000.00 | 9.45 |

| Declared Value | Fee (in addition to postage) |
|-----------------------------------|--|
| \$9,000.01 to \$10,000.00 | 9.90 |
| \$10,000.01 to \$11,000.00 | 10.35 |
| \$11,000.01 to \$12,000.00 | 10.80 |
| \$12,000.01 to \$13,000.00 | 11.25 |
| \$13,000.01 to \$14,000.00 | 11.70 |
| \$14,000.01 to \$15,000.00 | 12.15 |
| \$15,000.01 to \$16,000.00 | 12.60 |
| \$16,000.01 to \$17,000.00 | 13.05 |
| \$17,000.01 to \$18,000.00 | 13.50 |
| \$18,000.01 to \$19,000.00 | 13.95 |
| \$19,000.01 to \$20,000.00 | 14.40 |
| \$20,000.01 to \$21,000.00 | 14.85 |
| \$21,000.01 to \$22,000.00 | 15.30 |
| \$22,000.01 to \$23,000.00 | 15.75 |
| \$23,000.01 to \$24,000.00 | 16.20 |
| \$24,000.01 to \$25,000.00 | 16.65 |
| \$25,000.01 to \$1,000,000.00 | (Additional fees for articles valued over \$25,000 are for handling only.) \$16.65 plus handling charge of \$0.45 per \$1,000 or fraction over first \$25,000. |
| \$1,000,000.01 to \$15,000,000.00 | \$455.40 plus handling charge of \$0.45 per \$1,000 or fraction over first \$1,000,000. |
| Over \$15,000,000.00 | \$6,755.40 plus additional charges may be made based on weight, space, and value. |

Registered mail maximum insurance liability: \$25,000.00.

17.0 RESTRICTED DELIVERY

[No change to redesignated 17.0.]

[Revise redesignated 18.0 to read as follows:]

18.0 RETURN RECEIPT

Fee, in addition to postage and other fees, per mailpiece:

| Type | Fee |
|---|--------|
| Requested at time of mailing showing to whom, signature, date, and addressee's address (if different) | \$1.10 |
| Requested after mailing showing only to whom and date delivered | 6.60 |

[Revise redesignated 19.0 to read as follows:]

19.0 RETURN RECEIPT FOR MERCHANDISE

Fee, in addition to postage and other fees, per mailpiece:

| Type | Fee |
|--|--------|
| Showing to whom, signature, date, and addressee's address (if different) | \$1.20 |
| Delivery record | 6.60 |

20.0 SPECIAL HANDLING

[No change to 20.0.]

S Special Services

S000 Miscellaneous Services

S010 Indemnity Claims

* * * * *

2.0 GENERAL FILING INSTRUCTIONS

* * * * *

2.5 Evidence of Insurance

[Revise 2.5 to read as follows:]

For a claim involving insured, COD, registered, or Express Mail service, the customer must present any of the following evidence showing that the particular service was purchased:

- a. The original mailing receipt issued at the time of mailing (reproduced copies are not acceptable).
- b. The wrapper showing the names and addresses of the sender and the addressee and the proper mail endorsement, tag, or label showing that the article was sent insured, COD, registered with postal insurance, or Express Mail. If only the wrapper is submitted, indemnity can be limited to \$100 for insured, \$50 for COD, \$100 for registered mail, and \$500 for Express Mail.

* * * * *

2.9 Proof of Loss

[Revise 2.9 to read as follows:]

To file a claim, the sender must provide proof of loss of insured or registered mail. Proof of loss is not required for COD or Express Mail claims. Any one of these documents is acceptable:

- a. A letter or statement from the addressee, dated at least 30 days (15 days for registered mail) after the date that the article was mailed, reporting that the addressee did not receive the article. The statement or a copy of it must be attached to the claim.

* * * * *

2.11 Payable Claim

[Amend 2.11 by revising 2.11d to read as follows:]

Insurance for loss or damage to insured, registered, or COD mail within the amount covered by the fee paid or within the indemnity limits for Express Mail explained in 2.12 is payable for the following:

* * * * *

- d. Reasonable costs incurred duplicating documents such as:

* * * * *

2.12 Payable Express Mail Claims

[Revise 2.12 to read as follows:]

In addition to the payable claims in 2.11, the following are payable for Express Mail:

a. For Express Mail insurance, nonnegotiable documents are insured against loss, damage, or rifling while in transit. Coverage is limited to \$500 per piece (the unit on which postage is paid), subject to a maximum limit per occurrence as provided in 2.12a(4). Claims for document reconstruction insurance must be supported by a statement of expense incurred in reconstruction. For this standard, *while in transit* begins when the USPS receives custody of the insured material and ends when the material is delivered to the addressee or, if undeliverable, when the sender receives the material on return. Nonnegotiable documents include audit and business records, commercial papers, and such other written instruments for the conduct and operation of banks and banking institutions that have not been made negotiable or cannot be negotiated or converted into cash without forgery. Nonnegotiable documents can be in hard copy, disk, tape, microfilm, or other forms of data storage. Articles such as artwork, collector or antique items, books, pamphlets, readers proofs, repro proofs, separation negatives, engineering drawings, blueprints, circulars, advertisements, film, negatives, and photographs are considered merchandise, not documents. Indemnity for document reconstruction is paid as follows:

- (1) For payments made (or which are payable) for reasonable costs incurred in the reconstruction of the exact duplicate of a lost or damaged nonnegotiable document. Indemnity is not paid for the cost of preparing the document mailed, or for the mailer's time in preparing the document mailed or reconstructed. Except for the per page copying cost, indemnity is not paid for documents if copies of the lost document are available or if they could have been made before mailing.
- (2) Reasonable reconstruction expenses incurred or obligated between the time of guaranteed or scheduled delivery and actual delivery.
- (3) Loss sustained by the use of funds to maintain cash balances during the period of document reconstruction (based on the applicable Federal Reserve discount rate). The period begins at the scheduled delivery time and may not exceed 15 days.

(4) Catastrophic loss for multiple Express Mail items, such as a major fire, limited to \$5,000, regardless of the number of Express Mail items, or the identity or number of customers involved. Each claim resulting from a catastrophic loss first is adjudicated individually. If the preliminary adjudication exceeds \$5,000, the percentage of the sum represented by each individual settlement is applied to the \$5,000 to determine each claimant's pro rata share of the final settlement, not to exceed \$500 per piece.

b. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to \$500. (Additional insurance, up to a maximum liability of \$5,000, may be purchased for merchandise valued at more than \$500.)

c. For negotiable items, currency, or bullion, the maximum indemnity is \$15.

* * * * *

2.14 Nonpayable Claims

[Amend 2.14 by revising the introductory text and 2.14r, 2.14s, and 2.14t to read as follows:]

Indemnity is not paid for collect on delivery (COD), insured, or registered service or for Express Mail in these situations:

* * * * *

r. Negotiable items (defined as instruments that can be converted to cash without resort to forgery), currency, or bullion valued in total at more than \$15 per shipment sent by Express Mail, except under 2.12c.

s. Consequential loss of Express Mail claimed, except under 2.12a(3).

t. Nonmailable items, prohibited items, or restricted items not prepared and mailed according to postal standards, or any item packaged in such a manner that it could not have reached its destination undamaged in the normal course of the mail.

* * * * *

S070 Mixed Classes

1.0 BASIC INFORMATION

1.1 Priority Mail Drop Shipment

[Revise 1.1 to read as follows:]

For a Priority Mail drop shipment, enclosed First-Class Mail may be sent certified; enclosed Standard Mail may be sent

special handling. Enclosed mail, regardless of class, may not be sent registered, insured, or collect on delivery (COD). No special services may be given to the Priority Mail segment of the drop shipment.

[Revise the heading and text of 1.2 to read as follows:]

1.2 Special Handling

A combination mailpiece sent as a Standard Mail parcel may be sent using special handling; only one special handling fee applies to the parcel.

* * * * *

S500 Special Services for Express Mail

1.0 AVAILABLE SERVICES

* * * * *

1.5 Insurance and Indemnity

[Amend 1.5 by removing current 1.5a, 1.5d, and 1.5e and redesignating and revising current 1.5b as 1.5a, current 1.5c as 1.5b, current 1.5f as 1.5c, and current 1.5g as 1.5d to read as follows:]

Express Mail is insured against loss, damage, or rifling, subject to these standards:

a. Insurance coverage for Express Mail drop shipment ends on receipt at the destination postal facility.

b. All Express Mail signed for by the addressee, the addressee's agent, or the delivery employee constitutes a valid delivery, and no indemnity for loss is paid. A waiver of signature may not be used for Express Mail COD or Express Mail with additional insurance.

c. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to \$500. (Additional insurance under 1.6 may be purchased, up to a maximum liability of \$5,000, for merchandise valued at more than \$500.) Nonnegotiable documents are insured against loss, damage, or rifling, up to \$500 per piece, subject to the maximum limit per occurrence as defined in S010.

d. Additional terms, coverage, and procedures of indemnity claims are in S010.

[Add new 1.6 to read as follows:]

1.6 Additional Insurance

Additional insurance, up to a maximum coverage of \$5,000, may be purchased for merchandise valued at more than \$500 sent by Express Mail. The insurance fee is entered in the block marked "Insurance" on the mailing label. If the label does not contain this specific block, the mailer uses the "COD" block by crossing out "COD," writing "INS" to the right, and entering the fee for the applicable coverage. Coverage is limited to the actual value of the contents, regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. If a waiver of signature is requested, additional insurance coverage is void.

* * * * *

[Revise 3.0 to read as follows:]

3.0 EXPRESS MAIL DROP SHIPMENT

Mail enclosed in an Express Mail drop shipment may be sent certified (if First-Class Mail) or special handling (if Standard Mail). The enclosed mail may not be sent collect on delivery (COD), insured, or registered. For Express Mail indemnity coverage, the content of each Express Mail pouch is considered one mailpiece.

S900 Special Postal Services

S910 Security and Accountability

S911 Registered Mail

1.0 BASIC INFORMATION

1.1 Description

[Revise 1.1 to read as follows:]

Registered mail is the most secure service that the USPS offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered mail service provides the sender with a mailing receipt, and a delivery record is kept at the post office of address.

* * * * *

2.0 FEES AND LIABILITY

* * * * *

[Remove current 2.4 and redesignate current 2.5 as 2.4, current 2.6 as 2.5, current 2.7 as 2.6, and current 2.8 as 2.7; revise 2.3 and redesignated 2.4 to read as follows:]

2.3 Postal Insurance

Postal insurance is provided for articles valued at more than \$100, up to a maximum insured value of \$25,000, and is included in the fee. For articles valued at \$100 or less, postal insurance may be purchased by the sender at the time of mailing, subject to the standards for registered mail and payment of the corresponding fee.

2.4 Refund

A fee for registered mail is not refunded after the USPS accepts the mail even if the sender later withdraws the mail under 3.9. A fee for return receipt service or restricted delivery service is not refunded unless the USPS fails to provide the service. The sender must present the registered mail receipt showing payment for these services.

* * * * *

S912 Certified Mail

1.0 BASIC INFORMATION

* * * * *

1.2 Eligible Matter

[Revise 1.2 to read as follows:]

Only mailable matter on which postage is paid at a First-Class Mail rate (including Priority Mail) may be accepted as certified mail.

* * * * *

2.0 MAILING

* * * * *

2.5 Procedure

[Amend 2.5 by revising 2.5b and 2.5c to read as follows:]

A mailer of certified mail must:

* * * * *

b. If a return receipt is requested, check the block on the mailing receipt to show the fee. Near the certified mail endorsement on the address side, add the endorsement "Return Receipt Requested." Enter the certified mail number on the return receipt card, address it to himself or herself, and attach it to the back of a small envelope or on the front of a package or large envelope, if the card does not cover the address. Enter the name and delivery address on the reverse of the return receipt to show where the receipt is to be sent. When a return receipt is requested, a complete return address (sender's name and delivery address) is required on the mailpiece. The name and delivery address entered on the reverse of the return receipt do not have to match the sender's name and return address on the mailpiece.

c. Affix to the envelope enough postage to pay for the certified mail fee and First-Class Mail rate and, if requested, the return receipt fee.

* * * * *

S913 Insured Mail

1.0 BASIC INFORMATION

[Revise 1.1 and 1.5 to read as follows:]

1.1 Description

Insured mail provides up to \$5,000 indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee. No record of insured mail is kept at the office of mailing. Insured mail service provides the sender with a mailing receipt. For mail insured for more than \$50, a delivery record is kept at the post office of address. Insured mail is dispatched and handled in transit as ordinary mail.

* * * * *

1.5 Additional Services

Subject to applicable standards and fees, special handling, parcel airlift, and merchandise return services may also be used with insured mail. Restricted delivery service and return receipt service (Form 3811) may be obtained for parcels insured for more than \$50.

* * * * *

S915 Return Receipt

1.0 BASIC INFORMATION

[Revise the heading of 1.3 and text of 1.1, 1.2, and 1.3 to read as follows:]

1.1 Description

Return receipt service provides a mailer with evidence of delivery. A return receipt also supplies the recipient's actual delivery address if it is different from the address used by the sender. A return receipt may be requested before or after mailing.

1.2 Availability

The service is available only for Express Mail and mail sent as certified, collect on delivery (COD), insured for more than \$50, or registered mail. After delivery, the USPS mails the return receipt to the sender.

1.3 Endorsement

Mail for which return receipt service is requested must be endorsed "Return Receipt Requested" above the delivery address and to the right of the return address.

* * * * *

S917 Return Receipt for Merchandise

1.0 BASIC INFORMATION

[Revise the heading of 1.4 and text of 1.1, 1.2, 1.3, and 1.4 to read as follows:]

1.1 Description

Return receipt for merchandise service is a form of return receipt service that provides the sender with a mailing receipt and a return receipt. A delivery record is kept at the post office of address, but no record is kept at the office of mailing. A return receipt for merchandise also supplies the recipient's actual delivery address if it is different from the address used by the sender. Mail using this service is dispatched and handled in transit as ordinary mail. This service does not include insurance coverage. A return receipt for merchandise may not be requested after mailing, and restricted delivery service is not available.

1.2 Availability

The service is available only for merchandise sent at the postage rates for Priority Mail, Single-Piece Standard Mail, Parcel Post, Bound Printed Matter, Special Standard Mail, or Library Mail. This service may not be used on international mail.

1.3 Additional Services

Special handling is available for Single-Piece Standard Mail, Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail, subject to payment of the applicable fee.

1.4 Endorsement

Form 3804 is used for return receipt for merchandise service. The form and the endorsement "Return Receipt Requested" must be placed above the address and to the right of the return address.

* * * * *

2.0 MAILING

[In 2.2d, remove "special delivery or"; no other change to text.]

* * * * *

S930 Handling

[Remove current 1.0; renumber 2.0 and 3.0 as 1.0 and 2.0, respectively, and revise redesignated 1.1, 1.2, and 1.5 to read as follows:]

1.0 SPECIAL HANDLING

1.1 Description

Special handling service provides preferential handling, but not preferential delivery, to the extent practicable in dispatch and transportation. The service does not itself insure the article against loss or damage. Special handling service is mandatory for material that requires extra care in handling, transportation, and delivery. Unless the special handling fee is paid, a nonmachinable surcharge applies to certain categories of items mailed at Parcel Post inter-BMC rates as required in E620.

1.2 Availability

Special handling service is available only for Single-Piece Standard Mail, Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail.

* * * * *

1.5 Fee and Postage

The applicable special handling fee must be paid in addition to postage for each addressed piece for which special handling service is desired. Except for official mail, the special handling fee must be paid at the time of mailing. For official mail, the special handling fee is collected under established reimbursement procedures.

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2.0 PARCEL AIRLIFT (PAL)

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[Redesignate current 3.3 and 3.4 as 2.4 and 2.5, respectively; add new 2.3 to read as follows:]

2.3 Additional Services

The following services are available if the applicable standards for the services are met and the additional service fees paid:

- a. Certificate of mailing.
- b. Insured mail.
- c. Restricted delivery (if insured for more than \$50).
- d. Return receipt (if insured for more than \$50).
- e. Special handling.

* * * * *

DMM NOTICE

Experimental Nonletter-Size Business Reply Mail Categories and Fees

Effective June 8, 1997, *Domestic Mail Manual* (DMM) G092 is added to provide standards adopted by the Postal Service to implement the Decision of the Governors of the United States Postal Service on the Recommended Decision of the Postal Rate Commission on the Experimental Nonletter-Size Business Reply Mail Categories and Fees, Docket No. MC97-1. This addition will appear in DMM Issue 52 (scheduled for release on July 1, 1997).

Summary

Over a 2-year period, the Postal Service plans to study the effect of these experimental business reply mail (BRM) categories and fees as related to a controlled number of recipients of nonletter-size BRM.

The nonletter-size BRM pieces in the experiment are expected to contain nonhazardous products that are typically received by firms such as medical diagnostic and pharmaceutical companies, medical supply houses, film processing companies, market research companies, and greeting card companies.

The Postal Service will review applications and select as many as 20 mailers to participate in the experiment. It is hoped that the BRM received by the participants will represent a diverse range of products returned by BRM.

The limitation on the number of participants reflects a balance between the need to conduct an experiment that can be managed effectively with the need to collect sufficient data to ensure meaningful results.

Selection of experiment participants depends on various criteria such as mail volume, product type and packaging, geographic location, ability to implement and maintain quality control procedures for accounting and documentation, and availability of postal resources.

A prospective participant should be able to participate for at least 1 year and, if selected, begin within a short period of time. Only two methods of counting the returned nonletter-size BRM pieces will be tested as part of this experiment: reverse manifesting and weight averaging.

Fees and Charges

As part of this 2-year study, participants will be charged lower per piece BRM fees for qualifying pieces as follows:

- For participants using the weight averaging method, the per piece fee is 3 cents plus the appropriate First-Class Mail (or Priority Mail) postage.
- For participants using the reverse manifesting method, the per piece fee is 2 cents plus the appropriate First-Class Mail (or Priority Mail) postage.

Participants must pay:

- An annual business reply mail permit fee and an annual business reply mail advance deposit accounting fee, which are currently \$85 and \$205, respectively.
- A one-time set-up/qualification fee of \$1,000 for participants using the reverse manifesting method.
- A one-time set-up/qualification fee of \$3,000 for participants using the weight averaging method.
- A monthly audit and maintenance fee of \$1,000 for participants using the reverse manifesting method and a monthly fee of \$3,000 for participants using the weight averaging method.

Manual BRM Verification Method

The manual counting, weighing, rating, and billing for incoming nonletter-size BRM at delivery post offices are labor-intensive and time-consuming tasks usually done by postage due unit employees. These postal employees must weigh and rate each piece, then calculate the appropriate postage and fees.

This manual process often takes place during a short period between the arrival of the BRM at the postage due unit and the arrival of the BRM recipient at the post office to pick up the mail. Depending on mail volume, the necessary accounting sometimes delays the release and delivery of the mail. Such delays can reduce the recipient's ability to meet customer fulfillments quickly.

Alternative Verification Methods

Some BRM recipients of large volumes of incoming non-machinable BRM and local postal officials have developed alternative accounting methods. Such methods allow the recipients to receive their incoming mail sooner than mail manually weighed and rated on a piece-by-piece basis by the Postal Service.

In some cases, these methods also make it less expensive for the Postal Service to determine the postage and fees. Two alternative accounting procedures, known as reverse manifesting and weight averaging, have been used for these purposes.

As a rule, these alternative methods reduce postal work-hours, provide more expeditious accounting, allow for earlier delivery of BRM pieces, and increase recipient satisfaction with BRM service. The experience of the Postal Service with these two methods has been limited.

Review of these two methods has shown that the Postal Service should not permanently extend them to other BRM recipients until suitable and uniform standards are developed and the associated postal costs are more fully documented.

Experimental Use of Alternative Methods

On an experimental basis, the Postal Service proposed using these two alternative accounting procedures for processing large volumes of incoming nonletter-size BRM that, in contrast to letter-size BRM handled through the Business Reply Mail Accounting System (BRMAS), cannot be distributed on automated mail processing equipment.

In considering these cost-saving accounting methods, the Postal Service proposed an experimental 2-cent per piece fee, in addition to the appropriate postage, for nonletter-size pieces using the reverse manifesting method and an experimental 3-cent per piece fee, in addition to the appropriate postage, for nonletter-size pieces using the weight averaging method.

The Postal Service expects that establishing either method for a BRM permit account requires periodic sampling, auditing, and monitoring of the permit holder's operations. As a result, this added administrative overhead will generate extraordinary postal costs beyond the current \$85 annual BRM permit fee and \$205 annual BRM advance deposit accounting fee.

To recover these extraordinary costs, the Postal Service has adopted these additional experimental fees:

- A one-time set-up/qualification fee of either \$1,000 for the reverse manifesting method or \$3,000 for the weight averaging method.
- A \$1,000 monthly maintenance fee for accounts using the reverse manifesting method and \$3,000 for accounts using the weight averaging method.

Data Collection and Analysis

This experiment should allow the Postal Service to develop sampling, accounting, auditing, and monitoring procedures that meet acceptable standards of revenue protection.

At the same time, the experiment should help the Postal Service determine the type of requirements that mailers must meet for their nonletter-size BRM to be accounted for using these alternative methods.

The experiment will permit the Postal Service to evaluate more precisely the costs of the reverse manifesting and weight averaging methods. This evaluation can be achieved with the collection of data that represents a cross-section of recipients of nonletter-size BRM. These data will help the Postal Service assess the market for and potential financial impact of any permanent classification change.

The Postal Service plans to select no more than 20 applicants to participate in the experiment, with as many as 10 selected applicants using reverse manifesting, and up to 10 applicants using weight averaging. The experiment has been authorized for a 2-year duration. The objectives of the experiment are as follows:

- To collect sufficient data for analyzing operational procedures, associated costs, and market research.
- To gauge and compare the costs and benefits of the two alternative methods: reverse manifesting and weight averaging.

Selection Process for Participants

A mailer who wants to participate in the nonletter-size BRM experiment must submit a written request that includes sufficient data for the Postal Service to make an initial determination of eligibility. The mailer must send this request to:

MANAGER
CLASSIFICATION AND PRODUCT DEVELOPMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 6630
WASHINGTON DC 20260-2453

Consideration is given to product type, geographic location, variability in the weight and daily volume of BRM, current accounting and quality control procedures, and availability of postal resources. In selecting participants, the manager of Classification and Product Development also uses these criteria:

- The applicant must receive at one site a yearly average of several hundred thousand nonletter-size BRM pieces eligible for the current \$0.10 per piece fee.
- The applicant must be able to participate in the experiment for at least 1 year.
- The applicant must be prepared to begin operation at a mutually agreed-upon time after selection.

If the manager of Classification and Product Development determines that the applicant is suitable for participation, the applicant is instructed to follow the appropriate application procedures for authorization as described in DMM G092.

If the manager of Classification and Product Development determines that the applicant is not suitable, that manager sends the applicant a written notice explaining the reasons for the determination and, if appropriate, requests additional information for further review. Decisions of the manager of Classification and Product Development may be appealed to:

BRM EXPERIMENT REVIEW BOARD
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 6630
WASHINGTON DC 20260-2453

Appeals must include sufficient information to assist the Review Board in reconsideration of initial determinations. Decisions of the Review Board are final.

Regulatory History

On December 13, 1996, pursuant to its authority under 39 U.S.C. 3621, *et seq.*, the Postal Service filed with the Postal Rate Commission (PRC) a Request for a Recommended Decision on experimental classifications and fees for specific types of nonletter-size business reply mail.

The PRC designated the filing as Docket No. MC97-1 and published a notice of the filing, with a description of the Postal Service's proposals, on December 24, 1996, in the *Federal Register* (61 FR 67860-67862).

The Postal Service's Request to the PRC proposed that the Postal Service be permitted to establish new classifications and fees for nonletter-size BRM on an experimental basis.

The Postal Service proposed that these experimental BRM categories be put into effect for 2 years to provide sufficient time to determine the costs associated with the categories and the feasibility of implementing the experimental BRM categories permanently.

Pursuant to 39 U.S.C. 3624, the PRC on April 2, 1997, issued to the Governors of the Postal Service its Recommended Decision on the Postal Service's Request. The PRC recommendation followed the mail classification structure and fees requested by the Postal Service.

After reviewing the PRC's Recommended Decision and its consequences for the Postal Service and postal customers, the Governors, pursuant to 39 U.S.C. 3625, acted on the PRC's recommendations on May 6, 1997. Decision of the Governors of the United States Postal Service on the Recommended Decision of the Postal Rate Commission on the Experimental Nonletter-Size Business Reply Mail Categories and Fees, Docket No. MC97-1.

The Governors determined to approve the PRC's recommendations, and the Board of Governors set an implementation date of June 8, 1997, for those fee and classification changes to take effect.

The Postal Service is limiting these experimental rate categories to nonletter-size business reply mail that is outside the parameters of current automation-compatible letter-size BRM. As a consequence, the adopted standards exclude letter-size pieces prepared for a discount under the Business Reply Mail Accounting System (BRMAS).

Domestic Mail Manual (DMM)

G General Information

G000 The USPS and Mailing Standards

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G090 Experimental Classifications and Rates

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G092 Nonletter-Size Business Reply Mail

1.0 BASIC ELIGIBILITY

1.1 Description

The standards in G092 apply to pieces claimed by an authorized mailer at the experimental fees for nonletter-size business reply mail (BRM). To participate in the experiment, a mailer must have the ability to establish and maintain quality control procedures that can document the receipt of large volumes of nonletter-size BRM. Draft Publication 405, *Guide to Business Reply Mail*, contains the principal operating procedures for the experiment, including application forms, mailpiece design, and reverse manifesting and weight averaging calculations.

1.2 Applicability

BRM pieces eligible under G092 must:

- a. Be mailed as First-Class Mail or Priority Mail and meet the specific standards in 2.0 or 3.0.
- b. Meet the applicable physical standards for nonletter-size mail in C050 (i.e., flat-size mail, machinable parcels, irregular parcels, or outside parcels) and C100 for First-Class Mail, except any BRM piece accounted for under the weight averaging method in 3.0 may not exceed 5 pounds.
- c. Meet the basic standards for BRM in S922 other than those specific to letter-size pieces or pieces processed under the Business Reply Mail Accounting System (BRMAS).
- d. Meet the addressing standards in A010 and bear a delivery address with the correct ZIP+4 code and BRM ZIP+4 barcode assigned by the USPS.
- e. Be marked as specified in the service agreement under 2.0 or 3.0 and comply with any current or future USPS marking standard.
- f. Meet the documentation and postage payment standards in 2.0 or 3.0 and the service agreement.
- g. Be received at the post office that serves the permit holder.

1.3 Fees

Each BRM piece eligible under G092 is charged the corresponding single-piece rate for First-Class Mail or Priority Mail plus the appropriate fee as shown in 5.2. To begin receiving pieces under this fee schedule, the participating mailer must also pay fees for these accounts and services:

- a. Annual BRM permit.
- b. Annual BRM advance deposit account, with an opening balance determined by expected volume for 2 days.
- c. Post office box service under D910 or caller service under D920, if applicable.
- d. One-time set-up/qualification fee.
- e. Applicable monthly maintenance fee.

1.4 Participation in Test

A business reply mail recipient who wants to participate in the experiment and receive an account for nonletter-size BRM under G092 must submit a written request for consideration to the manager of Classification and Product Development, USPS Headquarters (see G043 for address). The request must include sufficient data to assist the manager in making an initial determination. The manager may request additional data and an on-site visit to the applicant's plant. If the manager determines that the applicant is suitable for participation, the applicant follows the application procedures in either 2.0 or 3.0, as appropriate. Consideration is given to product type, geographic location of the mailer's site of operation, variability in the weight and daily volume of BRM, current accounting and quality control procedures, and availability of postal resources. In selecting participants, the manager also uses the following additional criteria:

- a. The applicant must receive or expect to receive at one site a yearly average of several hundred thousand nonletter-size BRM pieces eligible for the current \$0.10 per piece fee under S922.
- b. The applicant must be able to participate in the experiment for at least 1 year.
- c. The applicant must be prepared to begin operation at a mutually agreed-upon time after selection.

2.0 REVERSE MANIFESTING

2.1 Basic Requirements

Reverse manifesting is a method of assessing postage due and per piece fees for BRM by using a computerized database for calculating the weight and postage for each BRM piece received and to output a tabulation from the system for verification by the USPS. The weight is determined by weighing each piece or by using predetermined weights

based on the data entered during processing (coded weight based on piece type). To participate in reverse manifesting for nonletter-size BRM, a mailer must meet these standards:

- a. Receive or expect to receive nonletter-size BRM on a consistent basis.
- b. Have or obtain a BRM permit and a BRM advance deposit account. The mailer must maintain sufficient funds in the advance deposit account to cover at least 2 days' postage and fees.
- c. Have or be able to develop an approved computerized manifest system.
- d. Provide documentation showing current internal quality control procedures for tracking and processing BRM or the ability to establish such procedures.

2.2 Application

A business reply mail recipient applying for participation in the reverse manifesting portion of the experiment must complete a standard application provided by the USPS. The applicant submits this application to the manager of Classification and Product Development. The applicant includes the following documentation:

- a. Detailed specifications about the computerized manifest system, with all records identified and labeled.
- b. Detailed explanation of the supporting records, including samples of each manifest type, samples of each BRM piece and label, and postage due statements.
- c. Detailed description of internal quality control procedures.

2.3 Authorization

The manager of Classification and Product Development reviews the application and proceeds as follows:

- a. If the applicant meets the conditions required for the reverse manifesting method and the application is otherwise consistent with the purposes and goals of the experiment, the manager approves the application and prepares a service agreement with the applicant. The agreement details the operating procedures for the reverse manifesting system and the responsibilities of the applicant and the USPS. For the purposes of the experiment, the Postal Service may require additional documentation and periodic review and inspection of each experiment participant's BRM processing and accounting operations. No agreement may remain in effect beyond the 2-year duration established for the experiment. The experimental classifications and fees take effect on June 8, 1997; they will be in effect no later than June 7, 1999.

b. If the applicant does not appear to meet the conditions required for the reverse manifesting method or it is determined that approval of an application would not be consistent with the purposes and goals of the experiment, the manager of Classification and Product Development denies the application and sends written notice to the applicant, with the reasons for denial. The applicant has 30 days after receipt of the notice to file a written appeal to the BRM Experiment Review Board, USPS Headquarters. Decisions of the Review Board are final.

2.4 Renewal

A reverse manifesting service agreement may be renewed before its expiration date after a review by the manager of Classification and Product Development. The preparation of a new agreement or an addendum to the current agreement depends on the type of modifications made to the system. Authorization may not extend beyond the ending date of the experimental classification.

3.0 WEIGHT AVERAGING

3.1 Basic Requirements

Weight averaging is a method of assessing postage due and per piece fees for BRM without counting and weighing each piece. The USPS develops an average piece weight factor and an average piece count factor through verification procedures. These two factors (the weight average factors) are applied to the bulk weight of future BRM volumes to assess postage due and per piece fees. To participate in weight averaging for nonletter-size BRM, a mailer must meet these standards:

- a. Receive or expect to receive nonletter-size BRM on a consistent basis, within a statistically acceptable weight range.
- b. Have or obtain a BRM permit and a BRM advance deposit account. The mailer must maintain sufficient funds in the advance deposit account to cover at least 2 days' postage and fees.
- c. Provide documentation showing current internal quality control procedures for tracking and processing BRM or the ability to establish such procedures.

3.2 Application

A business reply mail recipient applying for participation in the weight averaging portion of the experiment must complete a standard application provided by the USPS. The applicant submits this application to the manager of Classification and Product Development. The applicant includes with the application documentation that contains sample BRM pieces and labels representative of the weight range and types of pieces to be weight-averaged.

3.3 Authorization

The manager of Classification and Product Development reviews the application and proceeds as follows:

a. If the applicant meets the conditions required for the weight averaging method and the application is otherwise consistent with the purposes and goals of the experiment, the manager approves the application and prepares a service agreement with the applicant. The agreement details the operating procedures for weight averaging and the responsibilities of the applicant and the USPS. For the purposes of the experiment, the Postal Service may require additional documentation and periodic review and inspection of each experiment participant's BRM processing and accounting operations. No agreement may remain in effect beyond the 2-year duration established for the experiment. The experimental classifications and fees take effect on June 8, 1997; they will be in effect no later than June 7, 1999.

b. If the application does not appear to meet the conditions required for the weight averaging method, the manager of Classification and Product Development denies the application and sends written notice to the applicant, with the reasons for denial. The applicant has 30 days after receipt of the notice to file a written appeal to the BRM Experiment Review Board, USPS Headquarters. Decisions of the Review Board are final.

3.4 Renewal

A weight averaging service agreement may be renewed before its expiration date after a review by the manager of Classification and Product Development. The preparation of a new agreement or an addendum to the current agreement depends on the type of modifications made. Authorization may not extend beyond the ending date of the experimental classification.

4.0 REVOCATION

4.1 Reasons

The manager of Classification and Product Development may revoke a BRM participant's authorization for the experiment if that participant:

- a. Provides incorrect data on the manifest or other required documentation and appears unable or unwilling to correct the problems.
- b. Neglects to perform the required quality control procedures.
- c. No longer meets the criteria in this standard and the service agreement.

4.2 Notice

After a revocation notice is issued, the participant and the USPS determine corrective actions and an implementation schedule, at the conclusion of which the USPS reexamines the participant's system. Failure to correct identified problems is sufficient grounds to revoke the participant's authorization.

4.3 Appeal

Revocation proceeds if the participant is unable or unwilling to correct the discrepancies found. The participant may file a written appeal of revocation within 15 days from the date of receipt of the notice, with evidence explaining why the authorization should not be revoked. The appeal must be filed with the BRM Experiment Review Board, which issues the final agency decision. The participant may continue to accept BRM under the authorization, pending a decision on appeal. The revocation decision takes effect 7 days after receipt by the participant.

5.0 RATES AND FEES**5.1 Rate Application**

Each BRM piece received under G092 is charged the applicable per piece fee in 5.2 and the appropriate single-piece First-Class Mail rate or Priority Mail rate. In addition to the fees in 5.3 and 5.4, the required BRM permit fee and BRM advance deposit account fee must be paid every 12 month period.

5.2 Per Piece Fee

Per piece, in addition to single-piece rate First-Class Mail or Priority Mail postage:

- a. Nonletter-size experimental (reverse manifesting): \$0.02.
- b. Nonletter-size experimental (weight averaging): \$0.03.

5.3 Monthly Maintenance Fee

Per month:

- a. Nonletter-size experimental (reverse manifesting): \$1,000.00.
- b. Nonletter-size experimental (weight averaging): \$3,000.00.

5.4 Set-Up/Qualification Fee

Per initial application:

- a. Nonletter-size experimental (reverse manifesting): \$1,000.00.
- b. Nonletter-size experimental (weight averaging): \$3,000.00.

—*Mail Preparation and Standards,
Marketing Systems, 5-22-97*

DMM REVISION

Ancillary Service Endorsements — Relaxation of Placement and Clear Space Standards

Effective immediately, *Domestic Mail Manual* (DMM) M012.4.3 and M012.4.4 are amended to relax the standards for one of the placement locations and for the clearance space required for ancillary service endorsements. Mailers use these endorsements on mail to request address correction, forwarding, and return services. The amended sections will be included in DMM Issue 52 (scheduled for release on July 1, 1997).

Placement

Postal Bulletin 21939 (2-13-97) announced a revision to DMM M012 that increased from one to four the number of locations for placement of mailer-applied ancillary service endorsements. One of the new locations allowed mailers to place the endorsements directly to the left of the postage area if they were also placed below any rate marking.

To accommodate users of postage meter slugs who print rate markings (for example, "Bulk Rate," "Nonprofit Org.," or "First-Class") perpendicular to the left side of the postage area, amended DMM M012.4.3c(3) redefines this endorsement placement location as "immediately to the left of the postage area and below or to the left of any rate marking."

Clear Space

Amended DMM M012.4.4 provides an allowance to the requirement of a 1/4-inch clear space for ancillary service endorsements applied with a multiline optical character reader (MLOCR) inkjet. The relaxation of this standard applies only to MLOCR inkjet-applied endorsements placed in the location designated in DMM M012.4.3c(4), that is, just below the postage area and below any rate marking.

This allowance does not extend to other than MLOCR inkjet-applied endorsements or to MLOCR inkjet-applied endorsements appearing in one of the three other endorsement locations defined in DMM M012.4.3. MLOCR inkjet-applied endorsements must be clear and legible and must meet all other physical standards in DMM M012.4.4.

Domestic Mail Manual (DMM)

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

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M012 Markings and Endorsements

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

4.0 ENDORSEMENTS—DELIVERY AND ANCILLARY SERVICES

* * * * *

4.3 Placement

[Amend 4.3c by revising 4.3c(3) to read as follows:]

The placement of the endorsement on the mailpiece is determined as follows:

* * * * *

c. Any ancillary service endorsement must be placed in one of these four positions:

* * * * *

(3) Immediately to the left of the postage area and below or to the left of any rate marking.

* * * * *

4.4 Other Physical Standards

[Amend 4.4 by revising 4.4d to read as follows:]

The endorsement or, if combined, endorsements must meet these physical standards:

* * * * *

d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied by a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any rate marking under 4.3c(4) if the endorsement is clear and legible.

* * * * *

—Business Mail Acceptance, Marketing Systems, 5-22-97

DMM REVISION

Window Envelopes and FASTforwardSM

Effective immediately, *Domestic Mail Manual* (DMM) C830.4.1 is amended to clarify that window envelopes processed on multiline optical character readers (MLOCs) using *FASTforwardSM* software must meet the *FASTforward* standards in DMM F030.3.3. Those standards were published in *Postal Bulletin* 21943 (4-10-97).

When MLOC and/or video image technologies are used with *FASTforward*, each mailpiece must have a barcode clear zone in the lower right corner that meets the standards in DMM C840. The barcode clear zone must be free of any printing and barcode. An envelope that contains a window that intrudes into the barcode clear zone is not eligible for *FASTforward*.

If a match is made under *FASTforward* between the name and address on the mailpiece with a name and address in the database indicating a move, a new barcode representing the new address is printed in the barcode clear zone. In addition to the barcode, text information for the new address is printed within the barcode clear zone above this barcode.

For mail processing, this new barcode takes precedence over the old barcode (and old address) in the address block. The new barcode must meet the barcoding standards in DMM C840.

This clarifying amendment will be included in DMM Issue 52 (scheduled for release on July 1, 1997).

Domestic Mail Manual (DMM)

C Characteristics and Content

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C800 Automation-Compatible Mail

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C830 OCR Standards

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4.0 ENVELOPE WITH ADDRESS WINDOW AND INSERT

4.1 Clear Space

[Amend 4.1 by adding a sentence to the end of the section to read as follows:]

A clear space of at least 1/8 inch is required between the address block and the top, bottom, and side edges of the address window, and must remain when the insert is moved to its full limits in each direction within the envelope. The bottom edge of the address window must not extend more than 1/8 inch into the barcode clear zone. An envelope that contains a window that intrudes into the barcode clear zone is not eligible for *FASTforwardSM* under F030.

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—*Mail Preparation and Standards, Marketing Systems, 5-22-97*

DMM REVISION

Markings on Automation Mail

Effective immediately, *Domestic Mail Manual* (DMM) M810.1.4 and M820.1.4 (currently shown in DMM Issue 51 as M810.1.3 and M820.1.4, respectively) are amended to clarify the required markings on letter-size and flat-size mail sent at automation rates.

Current standards in both sections attempt to provide sufficient information about class and rate markings for automation rate mail. The language in those two sections, however, does not give all possible marking combinations for automation mail, leading to confusion about the actual requirements.

With the number of variations provided in DMM M012.2.1 (for example, use of Manifest Mailing System keylines and barcoding in the address block), the amended DMM M810.1.4 and M820.1.4 direct the reader to M012 as the complete source for marking standards.

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

Domestic Mail Manual (DMM)

| | | | | | | |
|-------------|---------------------------------------|---|---|---|---|---|
| M | Mail Preparation and Sortation | * | * | * | * | * |
| M800 | All Automation Mail | | | | | |
| M810 | Letter-Size Mail | | | | | |
| 1.0 | BASIC STANDARDS | * | * | * | * | * |

1.4 Marking

Except for Periodicals (which require no markings), all automation rate pieces must be marked under M012. Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in M012, "AUTO" (or "AUTOOCR" for carrier route rate). Pieces not claimed at an automation rate must not bear "AUTO" or "AUTOOCR" unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under P100 or P600.

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M820 Flat-Size Mail

1.0 BASIC STANDARDS

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1.4 Marking

Except for Periodicals (which require no markings), all automation rate pieces must be marked under M012. Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in M012, "AUTO." Pieces not claimed at an automation rate must not bear "AUTO" unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under P100 or P600.

* * * * *

—*Mail Preparation and Standards, Marketing Systems, 5-22-97*

DMM NOTICE

Small Flats Test Mailing Standards

Effective July 1, 1997, *Domestic Mail Manual* (DMM) C820.2.3 is amended to allow mailers to claim the automation rate for flats for flat-size pieces prepared as booklets, catalogs, and magazines measuring at least 5-3/8 inches long when these pieces are no more than 9-1/2 inches high. These pieces may not be enclosed in polywrap (plastic) material. This amendment will be included in DMM Issue 52 (scheduled for release on July 1, 1997).

This change does not apply to single-page mailpieces, self-mailers, or enveloped pieces with dimensions that fall within the measurements for the letter mail processing category. Pieces measuring at least 5-3/8 inches long and greater than 9-1/2 inches high are excluded from the automated flats mailstream unless specifically approved by a USPS mailpiece design analyst (MDA). Additional mailing standards may apply. These standards will be published in a future *Postal Bulletin*.

On July 1, 1996, the Postal Service began testing smaller flat-size pieces and agreed to complete the testing period by June 30, 1997. Postal mail processing managers and engineers reviewed the performance of these pieces in actual mail processing and delivery service operations to determine how well these smaller flats performed when processed on postal flat sorting machines (FSMs) and in the flats mailstream.

Because postal automation compatibility standards are derived from the ability of the Postal Service to efficiently process pieces in the automated mailstream at an acceptable handling cost, the performance of the pieces was monitored by trim sizes, weight ranges, and physical mailpiece characteristics.

Under the test parameters introduced in July 1996, small flats claiming the automation rates for flats were required to:

1. Be part of a 100% ZIP+4 or delivery point barcoded mailing.
2. Meet all technical specifications for barcode placement and readability.
3. Meet all automation compatibility standards in DMM C820, including the flexibility and rigidity standards established with the flat mail machinability tester.

Mailers were notified that revisions would be made to these standards as test results were compiled and evaluated. Evaluations and reviews of these flats in actual postal processing have supported earlier findings of Postal Engineering that small flat-size pieces, in some cases, significantly reduce the productivity and processing capability of the flats automation equipment. However, some evaluat-

ed pieces were found to be automation-compatible and will now be permanently included in the standards for automation-compatible flats in DMM C820.

Including these additional design formats into the automated flats mailstream will increase the volume of automatable flats while allowing mailers greater creative flexibility when designing flats.

This change does not allow letter-size pieces to move into the flats mailstream if such pieces do not exceed one of the dimensions of the letter mail processing category or do not meet the minimum standards in DMM C820.2.3. Pieces that measure less than 6 inches on any one side and fall within the letter processing category weighing less than 3 ounces should be prepared and presented as letter-size pieces.

During the test period, flat-size pieces measuring at least 5-3/8 inches long could be at least 12 inches high and claim automation rates. However, data collected during the test identified that certain mailpiece characteristics resulted in reduced productivity when the pieces were more than 9-1/2 inches high. They did not perform at an acceptable level on the FSM since the pieces would travel through the FSM and fall into an incorrect sortation bin (flat tray).

In many cases, these pieces had to be processed in a manual operation. Allowing these pieces to remain in the automated mailstream would significantly impact processing operations and the flat mail rate structure.

In addition, these same small flats when prepared with an outer covering made from paper produced with a high gloss finish or a low paper basis weight (for example, bond paper, onion skins, or thin newsprint) would fall face down (address side) into the flat tray. The flat tray of unfaced pieces would then require postal employees to face the pieces before additional processing can occur. If the next processing stage is another mail processing unit, pieces must be faced before they can be processed through the FSM. When the next processing stage is a delivery unit, there is an adverse impact on carrier casing and in-office time.

Pieces prepared with high gloss paper as the outer covering often resulted in smudged address and barcode information when sufficient time was not allowed for the ink to dry.

Another mailpiece characteristic identified as unacceptable with the longer flats is the placement of barcodes in the lower quadrant of the piece when the piece is lightweight and flimsy (too flexible to maintain rigidity). These pieces may have passed the USPS flexibility standard at the time of acceptance. However, they failed the same standard after being processed only one time on an FSM.

Because these longer pieces have a tendency to fall forward in the transport track of the FSM, the lower portion of the pieces acquires an irregular curvature that moves the barcode out of proper positioning to be correctly read and interpreted by the wide area barcode readers on the FSM. Although the barcode readers are able to locate and read barcodes anywhere on the face of the addressed side of the mailpiece, the barcode must be positioned on an even surface to be properly read.

Therefore, the Postal Service will allow flat-size pieces measuring 5-3/8 inches long to claim automation rates for flats if these pieces meet these mailing standards:

1. All pieces must be rectangular in shape and not more than 9-1/2 inches high when measuring from 5-3/8 up to, but not including, 6 inches long. (See DMM C820.2.3b(2) for pieces measuring 6 inches long.)
2. Pieces measuring from 7-1/2 to 9-1/2 inches high must weigh at least 3 ounces or contain an outer covering prepared from sturdy paper with a minimum basis weight that permits acceptable postal processing.
3. Pieces with glossy-coated coverings may not have slippery finishes that inhibit the printing of legible barcodes or inhibit the efficient processing of the piece through the sortation chutes of the FSM.
4. All pieces must be part of an automation rate mailing that is 100% ZIP+4 or delivery point barcoded.
5. All pieces must meet all technical specifications for barcode placement and readability.
6. All pieces must meet all automation compatibility standards in DMM C820, including the flat mail machinability tester.

Domestic Mail Manual (DMM)

C Characteristics and Content
* * * * *

C800 Automation-Compatible Mail
* * * * *

C820 Flats
* * * * *

2.0 DIMENSIONS
* * * * *

2.3 Shape and Size

[Amend 2.3 by revising 2.3b(2) to read as follows:]

Each flat-size piece must be rectangular and:

- a. For height, no more than 12 or less than 6 inches high.
- b. For length, no more than 15 or less than (1) 5 inches long if from 6 to 7-1/2 inches high; or (2) 5-3/8 inches long if more than 7-1/2 inches high but no more than 9-1/2 inches high. Pieces more than 9-1/2 inches high must be approved by a USPS mailpiece design analyst (MDA) (see G041 for addresses).
- c. For thickness, no more than 0.75 or less than 0.009 inch thick.

* * * * *

—Mail Preparation and Standards,
Marketing Systems, 5-22-97

DMM NOTICE

Carrier Route Codes on Tray and Sack Labels

Effective July 1, 1997, *Domestic Mail Manual* (DMM) Exhibit M032.1.3a footnote 2 is amended to make the space between the one-letter carrier route type code (for example, "R" for rural route, "C" for carrier route) and the required three digits representing the route number optional on barcoded sack and tray labels. These amendments 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)

[Amend Exhibit M032.1.3a by revising footnote 2 at the end of the exhibit to read as follows:]

* * * * *

² This information must be followed by a one-letter carrier route type description followed by a three-digit route number for the route to which the tray is destined. At the mailer's option, one space is permitted between the carrier route type description and route number.

* * * * *

—*Mail Preparation and Standards, Marketing Systems, 5-22-97*

Mail Security Instructions

The rules and procedures for mail security — including the opening, reading, and searching of sealed mail — were transferred with *Postal Bulletin* 21858 (1-6-94) from former *Domestic Mail Manual* G012 to *Administrative Support Manual* (ASM) 274.

ASM 274 defines mail sealed against inspection, permissible detention of mail, and disclosure of information collected from mail sent or received by customers. The rules for photocopying mail covers (the outside of a mailpiece bearing addresses or other endorsements) are described in ASM 274.5.

ASM 213 also contains specific regulations about the policy and purpose behind using mail covers for law enforcement or the protection of national security.

Post offices that do not have copies of the *Administrative Support Manual* should order copies from the appropriate material distribution center, using Form 7380, *MDC Supply Requisition*.

—*Mail Preparation and Standards, Marketing Systems, 5-22-97*

Centralized Meter Licensing System National Implementation

A major initiative in the administration of the postage meter program is the Centralized Meter Licensing System (CMLS). This system consolidates nationwide the issuance of all meter licenses through the Information Systems Service Center (ISSC), located in Minneapolis. CMLS will offer greater efficiencies for licensing as well as provide for a centralized database of licensee information. Since July 1996, the program has been implemented in the initial show-case sites (Baltimore and Phoenix) and the entire Pacific Area.

National implementation of CMLS is scheduled for **June 9, 1997**. When CMLS is implemented, licenses will no longer be issued by individual post offices or the Meter Ac-

counting Tracking System (MATS). CMLS does not change the requirement for a customer to obtain a meter license for each city (five-digit ZIP Code) where metered mail will be deposited.

Information for implementation will be provided to CMLS and MATS coordinators prior to June 9, 1997.

Licensing Process

Customers must obtain a license in each city where mail will be deposited. Customers may obtain PS Forms 3601-A, *Application or Update for a License to Lease and Use Postage Meters*, from their licensing post office or from a meter manufacturer representative.

With national implementation of CMLS, the customer has three options for submitting a completed application on PS Form 3601-A:

1. To the manufacturer's representative. The application is subsequently transmitted electronically to the National Customer Support Center (NCSC) by the manufacturer for issuance of the license.
2. To the post office where metered mail will be entered. The post office does not issue a license but forwards the application to the NCSC at the address below.
3. Directly to the NCSC at the following address:

CENTRALIZED METER LICENSING SYSTEM
NATIONAL CUSTOMER SUPPORT CENTER
US POSTAL SERVICE
6060 PRIMACY PKY STE 201
MEMPHIS TN 38188-0001

When a meter is placed into service, the manufacturer's representative prepares and submits a completed PS Form 3601-C, *Postage Meter Activity Report*, to the licensing post office. The accepting clerk must ensure that the CMLS 10-digit license number is included on Line B3 of the report prior to acceptance. The licensing post office forwards the form to the district MATS technician. The MATS technician will add the meter to the customer license.

License Updates and Changes

Meter manufacturers will continuously provide electronic updates on customer information to CMLS. Updates provided directly to the District MATS technician from customers must be forwarded to CMLS for processing. As the updates occur, the information will be downloaded to MATS. (It is not necessary to enter the updates to MATS.)

Questions

A Help Desk (1-888-USMETER) has been established at the NCSC for questions from postal employees regarding CMLS licenses. General questions should be directed to your local MATS or CMLS district coordinators. Questions relating to national policy should be directed to:

METERING TECHNOLOGY MANAGEMENT
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 8430
WASHINGTON DC 20260-6807
202-268-3757

—*Metering Technology Management,
Marketing, 5-22-97*

Postage Meter Decertification

This article updates the one published in *Postal Bulletin* 21934 (12-5-96).

The phase-out date for the mechanical meters of mailers who process mail for a fee was March 31, 1997. If these meters are brought in for resetting, postal employees should ask whether the mailer is in the process of getting the meter replaced. **Postal employees should not refuse to set the meter.** Metering Technology at Headquarters will notify postal facilities when they should stop resetting the meters for any "for fee" mailers. However, postal employees should advise Metering Technology at Headquarters at the address and phone number below of the name of any "for fee" mailer, their meter model and serial numbers, and the reason they gave for not having their meter replaced. Headquarters will follow up directly with the mailer. Please contact:

METERING TECHNOLOGY MANAGEMENT
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 8430
WASHINGTON DC 20260-6807
202-268-3757
202-268-5612 FAX

The next two phase-out dates are as follows:

- **December 31, 1998** (replaces the original 12-31-97 date): High speed mechanical meters must be converted.

- **March 31, 1999:** All low-speed mechanical meters must be converted.

Mechanical Meter Model Numbers Affected (Xs indicate start of series)

Ascom Hasler

Low Speed: 133, 143

High Speed: 13XXX, 25XXX, 43XX, 54XX, 55XXX, 58XX, 62XX, 75XXX, 76XXX, 92XX, 93XX, 96XX, 97XX, 98XX, and 99XX

Neopost

Low Speed: 922X

High Speed: 923X, Singer (all models)

Pitney Bowes

Low Speed: 57XX

High Speed: 53XX

Postalia

Low Speed: MS5

High Speed: KF1501

—*Metering Technology Management,
Headquarters, 5-22-97*

Overseas Military Mail

Mail addressed to, from, or between military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restriction codes, which appear on the page following the table.

Acceptance clerks should use this table with the inte-

grated retail terminal (IRT) to determine whether an APO/FPO ZIP Code is active and which conditions of mailing apply. For Express Mail Military Service (EMMS) availability, refer to the local hardcopy EMMS directory.

The complete table appears in the last *Postal Bulletin* of each month.

Conditions Applied to Mail Addressed to Military Post Offices Overseas

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---------------------|-------------|---------------------|-------------|---------------------|
| 09001 | Not Active | 09042 | B-B1-C-D-U | 09083 | Not Active |
| 09002 | Not Active | 09043 | Not Active | 09084 | Not Active |
| 09003 | Not Active | 09044 | Not Active | 09085 | Not Active |
| 09004 | Not Active | 09045 | B-B1-C-D-U | 09086 | B-B1-C-D-U |
| 09005 | Not Active | 09046 | B-B1-C-D-U | 09087 | Not Active |
| 09006 | Not Active | 09047 | Not Active | 09088 | Not Active |
| 09007 | B-B1-C-D-U | 09048 | Not Active | 09089 | B-B1-C-D-U |
| 09008 | Not Active | 09049 | Not Active | 09090 | B-B1-C-D-U |
| 09009 | B-B1-C-D-U | 09050 | B-B1-C-D-U | 09091 | Not Active |
| 09010 | Not Active | 09051 | Not Active | 09092 | Not Active |
| 09011 | Not Active | 09052 | Not Active | 09093 | Not Active |
| 09012 | B-B1-C-D-U | 09053 | B-B1-C-D-U | 09094 | B-B1-C-D |
| 09013 | Not Active | 09054 | B-B1-C-D-U | 09095 | B-B1-C-D-U |
| 09014 | B-B1-C-D-U | 09055 | Not Active | 09096 | B-B1-C-D-U |
| 09015 | Not Active | 09056 | B-B1-C-D-U | 09097 | Not Active |
| 09016 | Not Active | 09057 | Not Active | 09098 | B-B1-C-D-U |
| 09017 | Not Active | 09058 | B-B1-C-D-U | 09099 | B-B1-C-D-U |
| 09018 | Not Active | 09059 | B-B1-C-D-U | 09100 | B-B1-C-D-U |
| 09019 | Not Active | 09060 | B-B1-C-D-U | 09101 | Not Active |
| 09020 | Not Active | 09061 | Not Active | 09102 | B-B1-C-D-U |
| 09021 | B-B1-C-D-U | 09062 | Not Active | 09103 | B-B1-D-U |
| 09022 | Not Active | 09063 | B-B1-C-D-L-U | 09104 | B-B1-C-D-U |
| 09023 | Not Active | 09064 | Not Active | 09105 | Not Active |
| 09024 | Not Active | 09065 | Not Active | 09106 | Not Active |
| 09025 | Not Active | 09066 | Not Active | 09107 | B-B1-C-D-U |
| 09026 | Not Active | 09067 | B-B1-C-D-U | 09108 | Not Active |
| 09027 | Not Active | 09068 | Not Active | 09109 | Not Active |
| 09028 | B-B1-C-D-U | 09069 | B-B1-C-D-U | 09110 | B-B1-C-D-U |
| 09029 | Not Active | 09070 | Not Active | 09111 | B-B1-C-D-U |
| 09030 | Not Active | 09071 | Not Active | 09112 | B-B1-C-D-U |
| 09031 | B-B1-C-D-U | 09072 | Not Active | 09113 | Not Active |
| 09032 | Not Active | 09073 | Not Active | 09114 | B-B1-C-D-U |
| 09033 | B-B1-C-D-U | 09074 | B-B1-C-D-U | 09115 | Not Active |
| 09034 | B-B1-C-D-U | 09075 | Not Active | 09116 | Not Active |
| 09035 | Not Active | 09076 | B-B1-C-D-U | 09117 | Not Active |
| 09036 | B-B1-C-D-U | 09077 | Not Active | 09118 | Not Active |
| 09037 | Not Active | 09078 | Not Active | 09119 | Not Active |
| 09038 | Not Active | 09079 | Not Active | 09120 | Not Active |
| 09039 | Not Active | 09080 | B-B1-C-D-U | 09121 | Not Active |
| 09040 | Not Active | 09081 | B-B1-C-D-U | 09122 | Not Active |
| 09041 | Not Active | 09082 | Not Active | 09123 | B-B1-C-D-U |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---------------------|-----------------------------|---------------------|-----------------------------|---------------------|-----------------------------|
| 09124 | Not Active | 09176 | Not Active | 09229 | B-B1-C-D-U |
| 09125 | Not Active | 09177 | B-B1-C-D-U | 09230 | Not Active |
| 09126 | B-B1-C-D | 09178 | B-B1-C-D-U | 09231 | Not Active |
| 09127 | Not Active | 09179 | Not Active | 09232 | Not Active |
| 09128 | B-B1-C-D-U | 09180 | B-B1-C-D-U | 09233 | Not Active |
| 09129 | Not Active | 09181 | Not Active | 09234 | Not Active |
| 09130 | Not Active | 09182 | B-B1-C-D-U | 09235 | Not Active |
| 09131 | B-B1-C-D-U | 09183 | B-B1-C-D-U | 09236 | Not Active |
| 09132 | Not Active | 09184 | Not Active | 09237 | B-B1-C-D-U |
| 09133 | Not Active | 09185 | B-B1-C-D-U | 09238 | Not Active |
| 09134 | Not Active | 09186 | B-B1-C-D-U | 09239 | Not Active |
| 09135 | B-B1-Y | 09187 | Not Active | 09240 | Not Active |
| 09136 | B-B1-C-D | 09188 | Not Active | 09241 | Not Active |
| 09137 | B-B1-C-D-U | 09189 | B-B1-C-D-U | 09242 | Not Active |
| 09138 | B-B1-C-D-U | 09190 | Not Active | 09243 | Not Active |
| 09139 | B-B1-C-D | 09191 | Not Active | 09244 | B-B1-C-D-U |
| 09140 | B-B1-C-D-U | 09192 | Not Active | 09245 | B-B1-C-D-U |
| 09141 | Not Active | 09193 | Not Active | 09246 | Not Active |
| 09142 | B-B1-C-D-U | 09194 | Not Active | 09247 | Not Active |
| 09143 | B-B1-C-D-U | 09195 | Not Active | 09248 | Not Active |
| 09144 | Not Active | 09196 | Not Active | 09249 | Not Active |
| 09145 | Not Active | 09197 | Not Active | 09250 | B-B1-C-D-U |
| 09146 | Not Active | 09198 | Not Active | 09251 | Not Active |
| 09147 | Not Active | 09199 | Not Active | 09252 | B-B1-C-D-U |
| 09148 | Not Active | 09201 | Not Active | 09253 | Not Active |
| 09149 | Not Active | 09202 | Not Active | 09254 | Not Active |
| 09150 | Not Active | 09203 | Not Active | 09255 | Not Active |
| 09151 | Not Active | 09204 | Not Active | 09256 | Not Active |
| 09152 | Not Active | 09205 | Not Active | 09257 | Not Active |
| 09153 | Not Active | 09206 | Not Active | 09258 | Not Active |
| 09154 | B-B1-C-D-U | 09207 | Not Active | 09259 | Not Active |
| 09155 | Not Active | 09208 | Not Active | 09260 | Not Active |
| 09156 | Not Active | 09209 | Not Active | 09261 | Not Active |
| 09157 | B-B1-C-D-U | 09210 | Not Active | 09262 | B-B1-C-D-U |
| 09158 | Not Active | 09211 | B-B1-C-D-U | 09263 | B-B1-C-D-U |
| 09159 | Not Active | 09212 | B-B1-C-D-U | 09264 | B-B1-C-D-U |
| 09160 | Not Active | 09213 | B-B1-C-D-U | 09265 | B-B1-C-D-N-U |
| 09161 | Not Active | 09214 | B-B1-C-D-U | 09266 | B-B1-C-D-U |
| 09162 | Not Active | 09215 | Not Active | 09267 | B-B1-C-D-U |
| 09163 | Not Active | 09216 | Not Active | 09268 | Not Active |
| 09164 | Not Active | 09217 | Not Active | 09269 | Not Active |
| 09165 | B-B1-C-D-U | 09218 | Not Active | 09270 | Not Active |
| 09166 | B-B1-C-D-U | 09219 | Not Active | 09271 | Not Active |
| 09167 | Not Active | 09220 | Not Active | 09272 | Not Active |
| 09168 | Not Active | 09221 | Not Active | 09273 | Not Active |
| 09169 | B-B1-C-D-U | 09222 | Not Active | 09274 | Not Active |
| 09170 | Not Active | 09223 | Not Active | 09275 | Not Active |
| 09171 | Not Active | 09224 | Not Active | 09276 | Not Active |
| 09172 | B-B1-C-D-U | 09225 | B-B1-C-D-U | 09277 | Not Active |
| 09173 | B-B1-C-D-U | 09226 | B-B1-C-D-U | 09278 | Not Active |
| 09174 | Not Active | 09227 | B-B1-C-D-U | 09279 | Not Active |
| 09175 | B-B1-C-D-U | 09228 | Not Active | 09280 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---------------------|-----------------------------|---------------------|-----------------------------|---------------------|-----------------------------|
| 09281 | Not Active | 09330 | Not Active | 09380 | Not Active |
| 09282 | Not Active | 09331 | Not Active | 09381 | Not Active |
| 09283 | Not Active | 09332 | Not Active | 09382 | Not Active |
| 09284 | Not Active | 09334 | Not Active | 09383 | Not Active |
| 09285 | Not Active | 09334-9480 | Not Active | 09384 | Not Active |
| 09286 | Not Active | 09335 | Not Active | 09385 | Not Active |
| 09287 | Not Active | 09336 | Not Active | 09386 | Not Active |
| 09288 | Not Active | 09337 | Not Active | 09387 | Not Active |
| 09289 | Not Active | 09337-6020 | Not Active | 09388 | Not Active |
| 09290 | Not Active | 09338 | Not Active | 09389 | Not Active |
| 09291 | Not Active | 09339 | Not Active | 09390 | Not Active |
| 09292 | Not Active | 09340 | Not Active | 09391-0001 | B-B1-X |
| 09293 | Not Active | 09341 | Not Active | 09392-0001 | B-B1 |
| 09294 | Not Active | 09342 | Not Active | 09393 | Not Active |
| 09295 | Not Active | 09343 | Not Active | 09394 | Not Active |
| 09296 | Not Active | 09344 | Not Active | 09395 | Not Active |
| 09297 | Not Active | 09345 | Not Active | 09396 | A-B-B1-F |
| 09298 | Not Active | 09346 | Not Active | 09397 | A-B-B1-C1-F-R |
| 09299 | Not Active | 09347 | Not Active | 09398 | B-B1 |
| 09301-0001 | A-B-B1-F-F1-R | 09348 | Not Active | 09399 | B-B1-C-D-U |
| 09301-4510 | Not Active | 09349 | Not Active | 09401 | Not Active |
| 09301-8580 | A-B-B1-F-F1-R | 09350 | Not Active | 09402 | Not Active |
| 09302-0002 | B-B1-E2-F-H1-I-R-R1-U2 | 09351 | Not Active | 09403 | Not Active |
| 09303 | Not Activ | 09352 | Not Active | 09404 | Not Active |
| 09304 | Not Active | 09353 | Not Active | 09405 | Not Active |
| 09305 | Not Active | 09354 | Not Active | 09406 | Not Active |
| 09306 | Not Active | 09355 | Not Active | 09407 | Not Active |
| 09307 | Not Active | 09356 | Not Active | 09408 | Not Active |
| 09308 | Not Active | 09357 | Not Active | 09409 | B-B1-C-C1-U |
| 09309 | Not Active | 09358 | Not Active | 09410 | Not Active |
| 09310 | Not Active | 09359 | Not Active | 09411 | Not Active |
| 09310-7020 | Not Active | 09360-0005 | B-B1-I-N | 09412 | Not Active |
| 09311 | Not Active | 09361 | Not Active | 09413 | Not Active |
| 09312 | Not Active | 09362 | Not Active | 09414 | Not Active |
| 09313 | Not Active | 09363 | Not Active | 09415 | Not Active |
| 09314 | Not Active | 09364 | Not Active | 09416 | Not Active |
| 09315 | Not Active | 09365 | Not Active | 09417 | Not Active |
| 09316 | Not Active | 09366 | Not Active | 09418 | Not Active |
| 09317 | Not Active | 09367 | Not Active | 09419 | B-B1-C-C1-U |
| 09318 | Not Active | 09368 | Not Active | 09420 | Not Active |
| 09319 | Not Active | 09369 | Not Active | 09421 | B-B1-C-C1-U |
| 09320 | Not Active | 09370 | Not Active | 09422 | Not Active |
| 09321 | Not Active | 09371-0001 | A-B-B1-F-F1-R | 09423 | Not Active |
| 09322 | Not Active | 09372-0004 | A-B-B1-F-F1-R | 09424 | Not Active |
| 09323 | Not Active | 09373 | Not Active | 09425 | Not Active |
| 09324 | Not Active | 09374 | Not Active | 09426 | Not Active |
| 09325 | Not Active | 09375 | Not Active | 09427 | Not Active |
| 09326 | Not Active | 09376 | Not Active | 09428 | Not Active |
| 09327 | Not Active | 09377 | Not Active | 09429 | Not Active |
| 09328 | Not Active | 09378 | Not Active | 09430 | Not Active |
| 09329 | Not Active | 09379 | Not Active | 09431 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---------------------|--------------|---------------------|-------------|---------------------|
| 09432 | Not Active | 09484 | Not Active | 09537 | Not Active |
| 09433 | Not Active | 09485 | Not Active | 09538 | Not Active |
| 09434 | Not Active | 09486 | Not Active | 09539 | Not Active |
| 09435 | Not Active | 09487 | Not Active | 09540 | Not Active |
| 09436 | Not Active | 09488 | Not Active | 09541 | Not Active |
| 09437 | Not Active | 09489 | Not Active | 09542 | B |
| 09438 | Not Active | 09490 | Not Active | 09543 | B |
| 09439 | Not Active | 09491 | Not Active | 09544 | Not Active |
| 09440 | Not Active | 09492 | Not Active | 09545 | B |
| 09441 | Not Active | 09493 | Not Active | 09546 | Not Active |
| 09442 | Not Active | 09494 | B-B1-C-C1-U | 09547 | Not Active |
| 09443 | Not Active | 09495 | Not Active | 09548 | Not Active |
| 09444 | Not Active | 09496 | B-B1-C-C1-U | 09549 | B |
| 09445 | Not Active | 09497 | Not Active | 09550 | B |
| 09446 | Not Active | 09498 | B-B1-C-C1-U | 09551 | Not Active |
| 09447 | B-B1-C-C1-U | 09499 | B-B1-C-C1-U | 09552 | Not Active |
| 09448 | B-B1-C-C1-U | 09501 | B | 09553 | Not Active |
| 09449 | B-B1-C-C1-U-Y | 09502 | B | 09554 | Not Active |
| 09450 | Not Active | 09503 | B-I-N | 09555 | Not Active |
| 09451 | Not Active | 09504 | B | 09556 | B |
| 09452 | Not Active | 09505 | Not Active | 09557 | B |
| 09453 | Not Active | 09506 | B | 09558 | B |
| 09454 | B-B1-C-C1-U | 09507 | B | 09559 | Not Active |
| 09455 | Not Active | 09508 | B | 09560 | Not Active |
| 09456 | B-B1-C-C1-U | 09509 | B | 09561 | Not Active |
| 09457 | Not Active | 09510 | B-I-C | 09562 | Not Active |
| 09458 | Not Active | 09511 | B | 09563 | B |
| 09459 | B-B1-C-C1-U | 09512 | Not Active | 09564 | B |
| 09460 | Not Active | 09513 | Not Active | 09565 | B |
| 09461 | B-B1-C-C1-U | 09514 | Not Active | 09566 | B |
| 09462 | Not Active | 09515 | Not Active | 09567 | B |
| 09463 | B-B1-C-C1-U | 09516 | Not Active | 09568 | B |
| 09464 | B-B1-C-C1-U | 09517 | B | 09569 | B |
| 09465 | Not Active | 09518 | Not Active | 09570 | B |
| 09466 | Not Active | 09519 | Not Active | 09571 | Not Active |
| 09467 | Not Active | 09520 | Not Active | 09572 | Not Active |
| 09468 | B-B1-C-C1-U | 09521 | Not Active | 09573 | B |
| 09469 | B-B1-C-C1-U | 09522 | Not Active | 09574 | B |
| 09470 | B-B1-C-C1-U | 09523 | Not Active | 09575 | B |
| 09471 | Not Active | 09524 | Not Active | 09576 | B |
| 09472 | Not Active | 09525 | Not Active | 09577 | B |
| 09473 | Not Active | 09526 | Not Active | 09578 | B |
| 09474 | Not Active | 09527 | Not Active | 09579 | B |
| 09475 | Not Active | 09528 | Not Active | 09580 | B |
| 09476 | Not Active | 09529 | B | 09581 | B |
| 09477 | Not Active | 09530 | Not Active | 09582 | B |
| 09478 | Not Active | 09531 | Not Active | 09583 | Not Active |
| 09479 | Not Active | 09532 | B | 09584 | Not Active |
| 09480 | Not Active | 09533 | Not Active | 09585 | Not Active |
| 09481 | Not Active | 09534 | B | 09586 | B |
| 09482 | Not Active | 09535 | Not Active | 09587 | B |
| 09483 | Not Active | 09536 | B | 09588 | B |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---------------------|-----------------------------|---------------------|-----------------------------|---------------------|-----------------------------|
| 09589 | Not Active | 09642 | B-B1-U-N | 09694 | Not Active |
| 09590 | B | 09643 | B-B1-U | 09695 | Not Active |
| 09591 | B | 09644 | B-B1-U | 09696 | Not Active |
| 09592 | Not Active | 09645 | B-B1-U | 09697 | Not Active |
| 09593 | B | 09646 | B-B1-Y | 09698 | Not Active |
| 09594 | B | 09647 | B-B1-N-U | 09699 | Not Active |
| 09595 | B | 09648 | Not Active | 09701 | Not Active |
| 09596 | B | 09649 | Not Active | 09702 | Not Active |
| 09597 | Not Active | 09650 | Not Active | 09703 | B-B1-C-F1 |
| 09598 | Not Active | 09651 | Not Active | 09704 | B-B1-C-D |
| 09599 | B | 09652 | Not Active | 09705 | B-B1 |
| 09601 | B-B1-C-F-F1-U | 09653 | Not Active | 09706 | B-B1-C-D-U |
| 09602 | Not Active | 09654 | Not Active | 09707 | B-B1-C-D-U-N |
| 09603 | B-B1-C-F-F1-U | 09655 | Not Active | 09708 | B-B1 |
| 09604 | Not Active | 09656 | Not Active | 09709 | B-B1-F1 |
| 09605 | Not Active | 09657 | Not Active | 09710 | Not Active |
| 09606 | Not Active | 09658 | Not Active | 09711 | Not Active |
| 09607 | Not Active | 09659 | Not Active | 09712 | Not Active |
| 09608 | Not Active | 09660 | Not Active | 09713 | B-B1-C-F1 |
| 09609 | B-B1-C-F-U | 09661 | Not Active | 09714 | B-B1 |
| 09610 | B-B1-C-F-U | 09662 | Not Active | 09715 | B-B1-F1 |
| 09611 | Not Active | 09663 | Not Active | 09716 | B-B1-C-D-N-U |
| 09612 | B-B1-C-F-U | 09664 | Not Active | 09717 | B-B1-M-W |
| 09613 | B-B1-C-F-U | 09665 | Not Active | 09718 | B-B1-F-I-N-U |
| 09614 | Not Active | 09666 | Not Active | 09719 | Not Active |
| 09615 | Not Active | 09667 | Not Active | 09720 | B-B1-U |
| 09616 | Not Active | 09668 | Not Active | 09721 | B-B1-N-U |
| 09617 | B-B1-C-F-U | 09669 | Not Active | 09722 | B-B1-C-D-N-U |
| 09618 | Not Active | 09670 | Not Active | 09723 | B-B1-N-U |
| 09619 | B-B1-C-F-U | 09671 | Not Active | 09724 | B-B1 |
| 09620 | B-B1-C-F-U | 09672 | Not Active | 09725 | B-C |
| 09621 | B-B1-C-F-U | 09673 | Not Active | 09726 | B-B1-N-U |
| 09622 | B-B1-C-F-U | 09674 | Not Active | 09727 | Not Active |
| 09623 | B-B1-C-F-U | 09675 | Not Active | 09728 | B-C |
| 09624 | B-B1-C-F-U | 09676 | Not Active | 09729 | B-C |
| 09625 | B-B1-C-F-U | 09677 | Not Active | 09730 | Not Active |
| 09626 | B-B1-C-F-U | 09678 | Not Active | 09731 | Not Active |
| 09627 | B-B1-C-F-U | 09679 | Not Active | 09732 | B-B1 |
| 09628 | B-B1-C-F-F1-U | 09680 | Not Active | 09733 | B-B1-I |
| 09629 | Not Active | 09681 | Not Active | 09734 | B-B1-I |
| 09630 | B-B1-C-F-U | 09682 | Not Active | 09735 | B-B1 |
| 09631 | B-B1-C-F-U | 09683 | Not Active | 09736 | Not Active |
| 09632 | Not Active | 09684 | Not Active | 09737 | Not Active |
| 09633 | Not Active | 09685 | Not Active | 09738 | Not Active |
| 09634 | Not Active | 09686 | Not Active | 09739 | Not Active |
| 09635 | Not Active | 09687 | Not Active | 09740 | Not Active |
| 09636 | Not Active | 09688 | Not Active | 09741 | Not Active |
| 09637 | Not Active | 09689 | Not Active | 09742 | Not Active |
| 09638 | B-B1-C-E2-F-U | 09690 | Not Active | 09743 | Not Active |
| 09639 | Not Active | 09691 | Not Active | 09744 | Not Active |
| 09640 | Not Active | 09692 | Not Active | 09745 | Not Active |
| 09641 | Not Active | 09693 | Not Active | 09746 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|------------------------|-------------|---------------------------|--------------|----------------------------------|
| 09747 | Not Active | 09799 | Not Active | 09852 | B-B1-E2-E3-F-H1-I-R-R1-U1 |
| 09748 | Not Active | 09801 | Not Active | 09853 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09749 | Not Active | 09802 | B-B1-E2-E3-F-H1-I-R-R1-U1 | 09854 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09750 | Not Active | 09803 | B-B1-E2-E3-F-H1-I-R-R1-U1 | 09855 | B-B1-F-H1-I-R-U1 |
| 09751 | Not Active | 09804 | B-B1-E2-E3-F-H1-I-R-R1-U1 | 09856 | Not Active |
| 09752 | Not Active | 09805 | B-B1-E2-E3-F-H1-I-R-R1-U1 | 09857 | Not Active |
| 09753 | Not Active | 09806 | Not Active | 09858 | B-B1-E2-E3-F-H1-I-R-R1-U1 |
| 09754 | Not Active | 09807 | Not Active | 09859 | Not Active |
| 09755 | Not Active | 09808 | B-B1-E2-E3-F-H1-I-R-R1-U1 | 09860 | Not Active |
| 09756 | Not Active | 09809 | B-B1-E2-E3-F-H1-I-R-R1-U1 | 09861 | Not Active |
| 09757 | Not Active | 09810 | B-B1-E2-E3-F-H1-I-R-R1-U1 | 09862 | Not Active |
| 09758 | Not Active | 09811 | B-B1-E2-E3-F-H1-I-R-R1-U1 | 09863 | Not Active |
| 09759 | Not Active | 09812 | B-B1-E2-E3-F-F1-I-N-R-U | 09864 | Not Active |
| 09760 | Not Active | 09813 | Not Active | 09865 | A-B-B1 |
| 09761 | Not Active | 09814 | B-B1-E2-E3-F-F1-I-N-R-U | 09866 | B-B1-E2-F-H1-R-U1 |
| 09762 | Not Active | 09815 | Not Active | 09867 | A-B-B1-F-I-R-R1 |
| 09763 | Not Active | 09816 | Not Active | 09868 | A-B-B1-U |
| 09764 | Not Active | 09817 | Not Active | 09869 | A-B-B1-I-U |
| 09765 | Not Active | 09818 | Not Active | 09870 | Not Active |
| 09766 | Not Active | 09819 | A-B-B1-F-P | 09871 | B-B1-E2-E3-F-H1-I-R-U1 |
| 09767 | Not Active | 09820 | Not Active | 09872 | B-B1-E2-E3-F-H1-I-R-R1-U2 |
| 09768 | Not Active | 09821 | A-B-B1-F | 09873 | B-B1-E2-F-H1-R-R1-U2 |
| 09769 | Not Active | 09822 | A-B-B1-F | 09874 | A-B-B1-I-U |
| 09770 | Not Active | 09823 | A-B-B1-F | 09875 | B-B1-E2-F-H1-R-R1-U2 |
| 09771 | Not Active | 09824 | A-B-B1-F | 09876 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09772 | Not Active | 09825 | A-B-B1-F | 09877 | B-B1-E2-F-H1-R-R1-U2 |
| 09773 | Not Active | 09826 | B-B1-E2-F-H1-I-R-R1-U1-Z1 | 09878 | A-B-B1-I-U |
| 09774 | Not Active | 09827 | A-B-B1-F | 09879 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09775 | Not Active | 09828 | B-I-N | 09880 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09776 | Not Active | 09829 | B-I-N | 09881 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09777 | A-B-B1-C-E1-N | 09830 | B-B1-C | 09882 | B-B1-E2-E3-F-H1-I-R-R1-U2 |
| 09778 | Not Active | 09831 | B-B1-F-N-U | 09883 | B-B1-E2-F-H1-R-R1-U2 |
| 09779 | A-B-B1-C1-F-R | 09832 | B-B1-U1 | 09884 | B-B1-E2-F-H1-R-R1-U2 |
| 09780 | A-B-B1-C1-F-R | 09833 | B-B1-U1 | 09885 | B-B1-E2-F-H1-R-R1-U2 |
| 09781 | A-B-B1-C1-F-R | 09834 | B-B1 | 09886 | B-B1-E2-F-H1-R-R1-U2 |
| 09782 | A-B-B1-C1-F-R | 09835 | A-B-B1 | 09887 | B-B1-E2-F-H1-R-R1-U2 |
| 09783 | A-B-B1-C1-F-I-N-R | 09836 | A-B-B1-C-F-M | 09888 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09784 | Not Active | 09837 | B-B1 | 09889 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09785 | A-B-B1-C1-F-I-N-R | 09838 | B-B1 | 09890 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09786 | A-B-B1-C1-F-I-N-R | 09839 | A-B-B1-U | 09891 | B-B1-E2-F-H1-R-R1-U2 |
| 09787 | A-B-B1-C1-F-I-N-R | 09840 | Not Active | 09892 | A-B-B1-F-I-R-R1 |
| 09788 | A-B-B1-C1-F-R | 09841 | A-B-B1 | 09893 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09789 | A-B-B1-C1-F-R | 09842 | A-B-B1 | 09894 | B-B1-E2-E3-F-H1-I-R-R1-U1 |
| 09790 | A-B-B1-C1-F-I-N-R | 09843 | A-B-B1 | 09895 | B-B1-E2-F-H1-R-R1-U2 |
| 09791 | A-B-B1-C1-E1-F-I-M-N-R | 09844 | Not Active | 09896 | B-B1-E2-E3-F-H1-I-R-R1-U2 |
| 09792 | B-B1-C-F-U | 09845 | Not Active | 09897 | B-B1 |
| 09793 | A-B-B1-C1-F-R | 09846 | Not Active | 09898 | B-B1-E2-F-H1-I-R-R1-U2 |
| 09794 | A-B-B1-C1-F-R | 09847 | Not Active | 09899 | B-F-N |
| 09795 | A-B-B1-C1-F-I-N-R | 09848 | Not Active | 09901 | Not Active |
| 09796 | A-B-B1-C1-F-I-N-R | 09849 | Not Active | 09902 | Not Active |
| 09797 | Not Active | 09850 | Not Active | 09903 | Not Active |
| 09798 | Not Active | 09851 | Not Active | 09904 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|-------------|---------------------|-------------|---------------------|--------------|---------------------|
| 09905 | Not Active | 09957 | Not Active | 34010 | Not Active |
| 09906 | Not Active | 09958 | Not Active | 34011 | B-B1 |
| 09907 | Not Active | 09959 | Not Active | 34012 | B-B1-U |
| 09908 | Not Active | 09960 | Not Active | 34013 | Not Active |
| 09909 | Not Active | 09961 | Not Active | 34014 | Not Active |
| 09910 | Not Active | 09962 | Not Active | 34015 | Not Active |
| 09911 | Not Active | 09963 | Not Active | 34016 | Not Active |
| 09912 | Not Active | 09964 | Not Active | 34017 | Not Active |
| 09913 | Not Active | 09965 | Not Active | 34018 | Not Active |
| 09914 | Not Active | 09966 | Not Active | 34019 | Not Active |
| 09915 | Not Active | 09967 | Not Active | 34020 | B-B1-M-N |
| 09916 | Not Active | 09968 | Not Active | 34021 | B-M-N |
| 09917 | Not Active | 09969 | Not Active | 34022 | B-B1-D-F-M |
| 09918 | Not Active | 09970 | Not Active | 34023 | B-B1-M-N |
| 09919 | Not Active | 09971 | Not Active | 34024 | B-B1-M-N |
| 09920 | Not Active | 09972 | Not Active | 34025 | B-B1-F-N-U |
| 09921 | Not Active | 09973 | Not Active | 34026 | Not Active |
| 09922 | Not Active | 09974 | Not Active | 34027 | Not Active |
| 09923 | Not Active | 09975 | Not Active | 34028 | Not Active |
| 09924 | Not Active | 09976 | Not Active | 34029 | Not Active |
| 09925 | Not Active | 09977 | Not Active | 34030 | B-B1-I-M |
| 09926 | Not Active | 09978 | Not Active | 34031 | B-B1-M-N |
| 09927 | Not Active | 09979 | Not Active | 34032 | B-M-N |
| 09928 | Not Active | 09980 | Not Active | 34033 | B-C-F-M-N |
| 09929 | Not Active | 09981 | Not Active | 34034 | B-B1-M-N |
| 09930 | Not Active | 09982 | Not Active | 34035 | B-B1-H-M-N |
| 09931 | Not Active | 09983 | Not Active | 34036 | B-M-N |
| 09932 | Not Active | 09984 | Not Active | 34037 | B-B1-C-F-H-I-M-N |
| 09933 | Not Active | 09985 | Not Active | 34038 | B-B1-I-M-N |
| 09934 | Not Active | 09986 | Not Active | 34039 | B |
| 09935 | Not Active | 09987 | Not Active | 34040 | B |
| 09936 | Not Active | 09988 | Not Active | 34041 | B-B1-M-N-U |
| 09937 | Not Active | 09989 | Not Active | 34042 | B-B1-D-F-M |
| 09938 | Not Active | 09990 | Not Active | 34043 | Not Active |
| 09939 | Not Active | 09991 | Not Active | 34044 | B-N |
| 09940 | Not Active | 09992 | Not Active | 34045 | B-B1-I-N |
| 09941 | Not Active | 09993 | Not Active | 34046 | Not Active |
| 09942 | Not Active | 09994 | Not Active | 34047 | Not Active |
| 09943 | Not Active | 09995 | Not Active | 34048 | Not Active |
| 09944 | Not Active | 09996 | Not Active | 34049 | Not Active |
| 09945 | Not Active | 09997 | Not Active | 34050 | B |
| 09946 | Not Active | 09998 | Not Active | 34051 | B |
| 09947 | Not Active | 09999 | Not Active | 34052 | Not Active |
| 09948 | Not Active | 34001 | B-B1-U | 34053 | B |
| 09949 | Not Active | 34002 | B-B1-U | 34054 | Not Active |
| 09950 | Not Active | 34003 | B-B1-U | 34055 | B-N |
| 09951 | Not Active | 34004 | B-B1-U | 34056 | Not Active |
| 09952 | Not Active | 34005 | B-B1-U | 34057 | Not Active |
| 09953 | Not Active | 34006 | B-B1 | 34058 | B-B1 |
| 09954 | Not Active | 34007 | Not Active | 34059 | Not Active |
| 09955 | Not Active | 34008 | Not Active | 34060 | Not Active |
| 09956 | Not Active | 34009 | B-B1 | 34061 | B-B1-U |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---------------------|-----------------------------|---------------------|-----------------------------|---------------------|-----------------------------|
| 34062 | Not Active | 96215 | A-B-B1-U | 96267 | A-B-B1-U |
| 34063 | Not Active | 96216 | Not Active | 96268 | Not Active |
| 34064 | Not Active | 96217 | A-B-B1-U | 96269 | A-B-B1-U |
| 34065 | Not Active | 96218 | A-B-B1-U | 96270 | Not Active |
| 34066 | Not Active | 96219 | A-B-B1-U | 96271 | A-B-B1-U |
| 34067 | Not Active | 96220 | A-B-B1-U | 96272 | Not Active |
| 34068 | Not Active | 96221 | A-B-B1-U | 96273 | Not Active |
| 34069 | Not Active | 96222 | Not Active | 96274 | Not Active |
| 34070 | Not Active | 96223 | Not Active | 96275 | A-B-B1 |
| 34071 | Not Active | 96224 | A-B-B1-U | 96276 | A-B-B1 |
| 34072 | Not Active | 96225 | Not Active | 96277 | Not Active |
| 34073 | Not Active | 96226 | Not Active | 96278 | A-B-B1-U |
| 34074 | Not Active | 96227 | Not Active | 96279 | Not Active |
| 34075 | Not Active | 96228 | Not Active | 96280 | Not Active |
| 34076 | Not Active | 96229 | Not Active | 96281 | Not Active |
| 34077 | B-Y | 96230 | Not Active | 96282 | Not Active |
| 34078 | Not Active | 96231 | Not Active | 96283 | A-B-B1-U |
| 34079 | Not Active | 96232 | Not Active | 96284 | A-B-B1-U |
| 34080 | Not Active | 96233 | Not Active | 96285 | Not Active |
| 34081 | Not Active | 96234 | Not Active | 96286 | Not Active |
| 34082 | Not Active | 96235 | Not Active | 96287 | Not Active |
| 34083 | Not Active | 96236 | Not Active | 96288 | Not Active |
| 34084 | Not Active | 96237 | Not Active | 96289 | Not Active |
| 34085 | B-B1-Y | 96238 | Not Active | 96290 | Not Active |
| 34086 | B | 96239 | Not Active | 96291 | Not Active |
| 34087 | Not Active | 96240 | Not Active | 96292 | Not Active |
| 34088 | Not Active | 96241 | Not Active | 96293 | Not Active |
| 34089 | Not Active | 96242 | Not Active | 96294 | Not Active |
| 34090 | B | 96243 | Not Active | 96295 | Not Active |
| 34091 | B | 96244 | Not Active | 96296 | Not Active |
| 34092 | B | 96245 | Not Active | 96297 | A-B-B1-U |
| 34093 | B | 96246 | Not Active | 96298 | Not Active |
| 34094 | Not Active | 96247 | Not Active | 96299 | Not Active |
| 34095 | B | 96248 | Not Active | 96301 | Not Active |
| 34096 | Not Active | 96249 | Not Active | 96302 | Not Active |
| 34097 | Not Active | 96250 | Not Active | 96303 | Not Active |
| 34098 | B | 96251 | A-B-B1-U | 96304 | Not Active |
| 34099 | B | 96252 | Not Active | 96305 | Not Active |
| 96201 | A-B | 96253 | Not Active | 96306 | B-B1-M-W |
| 96202 | Not Active | 96254 | Not Active | 96307 | Not Active |
| 96203 | A-B | 96255 | Not Active | 96308 | Not Active |
| 96204 | A-B-B1 | 96256 | Not Active | 96309 | B-B1-M-W |
| 96205 | A-B-B1-U | 96257 | A-B-B1-U | 96310 | B-B1-M-W |
| 96206 | A-B-B1-U | 96258 | A-B-B1-U | 96311 | Not Active |
| 96207 | A-B-B1 | 96259 | A-B-B1-U | 96312 | Not Active |
| 96208 | A-B-B1-U | 96260 | A-B-B1-U | 96313 | B-B1-M-W |
| 96209 | Not Active | 96261 | Not Active | 96314 | Not Active |
| 96210 | Not Active | 96262 | A-B-B1-U | 96315 | Not Active |
| 96211 | Not Active | 96263 | Not Active | 96316 | Not Active |
| 96212 | A-B-B1-U | 96264 | A-B-B1-U | 96317 | Not Active |
| 96213 | Not Active | 96265 | Not Active | 96318 | Not Active |
| 96214 | A-B-B1-U | 96266 | A-B-B1-U | 96319 | B-B1-M-W |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---------------------|-----------------------------|---------------------|-----------------------------|---------------------|-----------------------------|
| 96320 | Not Active | 96372 | B-B1-M-W | 96425 | Not Active |
| 96321 | B-B1-M-W | 96373 | B-B1-M-W | 96426 | Not Active |
| 96322 | B-B1-M-W | 96374 | B-B1-M-W | 96427 | Not Active |
| 96323 | B-B1-M-W | 96375 | B-B1-M-W | 96428 | Not Active |
| 96324 | Not Active | 96376 | B-B1-M-W | 96429 | Not Active |
| 96325 | B-B1-M-W | 96377 | B-B1-M-W | 96430 | Not Active |
| 96326 | B-B1-M-W | 96378 | B-B1-M-W | 96431 | Not Active |
| 96327 | Not Active | 96379 | B-B1-M-W | 96432 | Not Active |
| 96328 | B-B1-M-W | 96380 | Not Active | 96433 | Not Active |
| 96329 | Not Active | 96381 | Not Active | 96434 | Not Active |
| 96330 | B-B1-M-W | 96382 | Not Active | 96435 | Not Active |
| 96331 | Not Active | 96383 | Not Active | 96436 | Not Active |
| 96332 | Not Active | 96384 | B-B1-M-W | 96437 | Not Active |
| 96333 | Not Active | 96385 | B-B1-Y | 96438 | Not Active |
| 96334 | Not Active | 96386 | B-B1-M-W | 96439 | Not Active |
| 96335 | Not Active | 96387 | B-B1-M-W | 96440 | B-B1-F |
| 96336 | B-B1-M-W | 96388 | B-B1-M-W | 96441 | Not Active |
| 96337 | B-B1-M-W | 96389 | Not Active | 96442 | Not Active |
| 96338 | B-B1-M-W | 96390 | Not Active | 96443 | Not Active |
| 96339 | B-B1-M-W | 96391 | Not Active | 96444 | Not Active |
| 96340 | Not Active | 96392 | Not Active | 96445 | Not Active |
| 96341 | Not Active | 96393 | Not Active | 96446 | Not Active |
| 96342 | Not Active | 96394 | Not Active | 96447 | Not Active |
| 96343 | B-B1-M-W | 96395 | Not Active | 96448 | Not Active |
| 96344 | Not Active | 96396 | Not Active | 96449 | Not Active |
| 96345 | Not Active | 96397 | Not Active | 96450 | Not Active |
| 96346 | Not Active | 96398 | Not Active | 96451 | Not Active |
| 96347 | B-B1-M-W | 96399 | Not Active | 96452 | Not Active |
| 96348 | B-B1-M-W | 96401 | Not Active | 96453 | Not Active |
| 96349 | B-B1-M-W | 96402 | Not Active | 96454 | Not Active |
| 96350 | B-B1-M-W | 96403 | Not Active | 96455 | Not Active |
| 96351 | Not Active | 96404 | Not Active | 96456 | Not Active |
| 96352 | Not Active | 96405 | Not Active | 96457 | Not Active |
| 96353 | Not Active | 96406 | Not Active | 96458 | Not Active |
| 96354 | Not Active | 96407 | Not Active | 96459 | Not Active |
| 96355 | Not Active | 96408 | Not Active | 96460 | Not Active |
| 96356 | Not Active | 96409 | Not Active | 96461 | Not Active |
| 96357 | Not Active | 96410 | Not Active | 96462 | Not Active |
| 96358 | Not Active | 96411 | Not Active | 96463 | Not Active |
| 96359 | Not Active | 96412 | Not Active | 96464 | Not Active |
| 96360 | Not Active | 96413 | Not Active | 96465 | Not Active |
| 96361 | Not Active | 96414 | Not Active | 96466 | Not Active |
| 96362 | B-B1-M-W | 96415 | Not Active | 96467 | Not Active |
| 96363 | Not Active | 96416 | Not Active | 96468 | Not Active |
| 96364 | B-B1-L-M-W | 96417 | Not Active | 96469 | Not Active |
| 96365 | B-B1-M-W | 96418 | Not Active | 96470 | Not Active |
| 96366 | Not Active | 96419 | Not Active | 96471 | Not Active |
| 96367 | B-B1-L-M-W | 96420 | Not Active | 96472 | Not Active |
| 96368 | B-B1-M-W | 96421 | Not Active | 96473 | Not Active |
| 96369 | Not Active | 96422 | Not Active | 96474 | Not Active |
| 96370 | B-B1-M-W | 96423 | Not Active | 96475 | Not Active |
| 96371 | Not Active | 96424 | Not Active | 96476 | Not Active |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---------------------|-----------------------------|---------------------|-----------------------------|---------------------|-----------------------------|
| 96477 | Not Active | 96530 | A-B-B1-H-M-N-U | 96582 | Not Active |
| 96478 | Not Active | 96531 | B-B1-H-M | 96583 | Not Active |
| 96479 | Not Active | 96532 | Not Active | 96584 | Not Active |
| 96480 | Not Active | 96533 | Not Active | 96585 | Not Active |
| 96481 | Not Active | 96534 | A-B-F | 96586 | Not Active |
| 96482 | Not Active | 96535 | A-B-B1-F | 96587 | Not Active |
| 96483 | Not Active | 96536 | B-B1 | 96588 | Not Active |
| 96484 | Not Active | 96537 | B-B1 | 96589 | Not Active |
| 96485 | Not Active | 96538 | B-B1 | 96590 | Not Active |
| 96486 | Not Active | 96539 | Not Active | 96591 | Not Active |
| 96487 | Not Active | 96540 | B-B1 | 96592 | Not Active |
| 96488 | Not Active | 96541 | B-B1 | 96593 | Not Active |
| 96489 | Not Active | 96542 | B-B1 | 96594 | A-B-B1-H-I-M-N-U |
| 96490 | Not Active | 96543 | B-B1-P | 96595 | B-B1 |
| 96491 | Not Active | 96544 | Not Active | 96596 | A-B-B1-H-I-M-N-U |
| 96492 | Not Active | 96545 | A-B-B1-H-I-M-N-U | 96597 | A-B-B1-H-I-M-N-U |
| 96493 | Not Active | 96546 | B-F-U3 | 96598 | B |
| 96494 | Not Active | 96547 | B-F-U3 | 96599 | B |
| 96495 | Not Active | 96548 | A-B-B1-H-M-U | 96601 | B |
| 96496 | Not Active | 96549 | A-B-B1-H-M-U | 96602 | B |
| 96497 | Not Active | 96550 | Not Active | 96603 | B |
| 96498 | Not Active | 96551 | A-B-B1-H-M-U | 96604 | B |
| 96499 | Not Active | 96552 | A-B-B1-H-M-U | 96605 | B-O |
| 96501 | Not Active | 96553 | A-B-B1-H-I-M-N-U | 96606 | B |
| 96502 | Not Active | 96554 | A-B-B1-H-M-U | 96607 | B |
| 96503 | Not Active | 96555 | B-B1-F-M | 96608 | B |
| 96504 | Not Active | 96556 | B | 96609 | B |
| 96505 | B | 96557 | B-B1-F-M | 96610 | B |
| 96506 | B | 96558 | B | 96611 | B |
| 96507 | Not Active | 96559 | Not Active | 96612 | B |
| 96508 | B | 96560 | Not Active | 96613 | Not Active |
| 96509 | Not Active | 96561 | Not Active | 96614 | Not Active |
| 96510 | Not Active | 96562 | Not Active | 96615 | Not Active |
| 96511 | B-B1-I-N | 96563 | Not Active | 96616 | Not Active |
| 96512 | Not Active | 96564 | Not Active | 96617 | Not Active |
| 96513 | Not Active | 96565 | Not Active | 96618 | B |
| 96514 | Not Active | 96566 | Not Active | 96619 | Not Active |
| 96515 | B-B1-F | 96567 | Not Active | 96621 | B |
| 96516 | B | 96568 | Not Active | 96622 | B |
| 96517 | B-B1-F-U3 | 96569 | Not Active | 96623 | B |
| 96518 | B-B1 | 96570 | Not Active | 96624 | B |
| 96519 | Not Active | 96571 | Not Active | 96625 | B |
| 96520 | B-F-U3 | 96572 | Not Active | 96626 | Not Active |
| 96521 | B-F | 96573 | Not Active | 96627 | B |
| 96522 | B-F-U | 96574 | Not Active | 96628 | B |
| 96523 | Not Active | 96575 | Not Active | 96629 | B |
| 96524 | Not Active | 96576 | Not Active | 96630 | Not Active |
| 96525 | Not Active | 96577 | Not Active | 96631 | Not Active |
| 96526 | Not Active | 96578 | Not Active | 96632 | Not Active |
| 96527 | Not Active | 96579 | Not Active | 96633 | Not Active |
| 96528 | Not Active | 96580 | A-B-B1-H-I-M-N-U | 96634 | B |
| 96529 | Not Active | 96581 | Not Active | 96635 | B |

| APO/ FPO | See Restrictions | APO/ FPO | See Restrictions | APO/ FPO | See Restrictions |
|---------------------|-----------------------------|---------------------|-----------------------------|---------------------|-----------------------------|
| 96636 | Not Active | 96658 | Not Active | 96680 | Not Active |
| 96637 | Not Active | 96659 | Not Active | 96681 | B |
| 96638 | Not Active | 96660 | B | 96682 | B |
| 96639 | Not Active | 96661 | B | 96683 | B |
| 96640 | Not Active | 96662 | B | 96684 | B |
| 96641 | Not Active | 96663 | B | 96685 | Not Active |
| 96642 | Not Active | 96664 | B | 96686 | B |
| 96643 | B | 96665 | B | 96687 | B |
| 96644 | Not Active | 96666 | B | 96688 | Not Active |
| 96645 | Not Active | 96667 | B | 96689 | Not Active |
| 96646 | Not Active | 96668 | B | 96690 | Not Active |
| 96647 | Not Active | 96669 | B | 96691 | Not Active |
| 96648 | Not Active | 96670 | B | 96692 | Not Active |
| 96649 | Not Active | 96671 | B | 96693 | Not Active |
| 96650 | Not Active | 96672 | B | 96694 | Not Active |
| 96651 | Not Active | 96673 | B | 96695 | Not Active |
| 96652 | Not Active | 96674 | B | 96696 | Not Active |
| 96653 | Not Active | 96675 | B | 96697 | B |
| 96654 | Not Active | 96676 | B | 96698 | B |
| 96655 | Not Active | 96677 | B | 96699 | Not Active |
| 96656 | Not Active | 96678 | B | | |
| 96657 | B | 96679 | B | | |

RESTRICTIONS

LEGEND

Form 2976, *Customs* — CN22Form 2976-A, *Customs Declaration and Dispatch Note*

| | |
|-------|---|
| AAFES | = Army and Air Force Exchange Service |
| APO | = Army/Air Force Post Office |
| Box R | = Retired military personnel |
| FPO | = Fleet Post Office |
| DMM | = <i>Domestic Mail Manual</i> |
| MOM | = Military Ordinary Mail |
| MPO | = Military Post Office |
| PAL | = Parcel Airlift |
| PSC | = Postal Service Center |
| SAM | = Space Available Mail |
| USDA | = United States Department of Agriculture |

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

B. Form 2976-A is required for all mail weighing 16 ounces or more. **Exceptions:** Prepaid mail from contractors addressed to a military organizations for official use need not bear a customs declaration, but must be endorsed "Contents for Official Use-Exempt from Customs Requirement." Official mail from government agencies does not require a customs declaration or exemption endorsement. Known Mailers may use either Form 2976-A on each item or Form 2976 (or facsimile) with a mail manifest in conjunction with a packing list. Form 2976 must state "packing list enclosed." The packing list must include a description of the items, the dollar values of the items, and the complete address including the PSC box number and APO/FPO ZIP Code of the addressee, the date of mailing, the insurance registry number, if applicable, and the serial number of any item over \$25 in value and any electrical item over \$15 in value. The packing list should be enclosed in the parcel or attached to the outside of the parcel. The mail manifest which itemizes all parcels that a Known Mailer deposits will be given to Postal Official at Business Mail Acceptance Unit. Form 2976 may be used if the mailer does not wish to list the contents on the wrapper or in any case if the value exceeds \$400. Affix only the upper portion of the label on the package. A completed Form 2976-A (listing the contents and value in US dollars) must be enclosed in the package.

B1. Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and hand-held transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C022.1.1. This restriction does not apply to firearms mailed to or by official U.S. government agencies.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class letters, second- and third-class mail are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

| | |
|---------------------------|-------------------------------|
| Length | |
| 42" | 72" length and girth combined |
| over 42" to 44" | 24" girth |
| over 44" to 46" | 20" girth |
| over 46" to 48" | 16" girth |
| Maximum length | 48" |

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail and certified mail. Other classes of mail are prohibited.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under DMM C021, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 11 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class letters only when addressed to Box R.

U3. Mail is limited to First-Class correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail (to include audio cassettes and voice tapes) weighing 11 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail only. All second-class, third-class, and fourth-class mail (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. Tin band seal required on all pouches.

—International and Military Mail Operations,
International Business Unit, 5-22-97

Finance

HANDBOOK F-19 REVISION

Imprest Fund

Effective immediately, Handbook F-19, *Accountability of Disbursing Officers*, Chapter 8, Imprest Fund, is revised as follows:

Handbook F-19, *Accountability of Disbursing Officers*

Global changes

Remove all references to "PDC" and replace with "ASC."

Remove all references to "SF 1164" and replace with "Form 1164."

Remove all references to "SF 1129" and replace with "Form 1129."

Remove all references to "PDC General Manager, Accounting Division" and replace with "Manager, San Mateo ASC."

8 Imprest Fund
* * * * *

812 Policy and Categories of Imprest Fund Cashiers

812.1 Class A Cashier

The Class A cashier (1) receives advances from the San Mateo ASC for an imprest fund, (2) is accountable in his or her own name to the Manager, San Mateo ASC, and (3) is not authorized to advance an imprest fund to another cashier, except an alternate. (An alternate is a person authorized to fill the position and exercise the duties of the cashier in his or her absence. When the alternate takes over, an audit of the fund must be conducted.)

812.2 Class B Cashier

A Class B cashier receives advances from the San Mateo ASC for an imprest fund and is authorized to advance an imprest fund to an alternate and to subcashiers. The Class B cashier is accountable to the Manager, San Mateo ASC for the entire amount of the advance received.

* * * * *

820 Use of Imprest Funds
* * * * *

822 Expenditures and Related Purchases
* * * * *

[Delete entire section 822.2 and renumber current 822.3 as 822.2. Add new 822.3 as follows:]

822.3 Travel Advances for Bargaining Employees

Advances may be issued from the imprest fund when there is no time for the employee to receive an advance from the San Mateo ASC.

Note: Nonbargaining employees must use the ATM feature of their individual government credit card to obtain an advance.

* * * * *

[Renumber current 822.41 as 822.31; renumber current 822.42 as 822.32. Delete current 822.43.]

[Renumber current 822.5 as 822.4 and revise as follows:]

822.4 Local Travel Expenses

Reimbursement for travel expenses within or outside the employee's official station are limited to local travel, such as street car, bus fares, mileage when using a privately owned vehicle, metro rail, or taxicab fares. These expenses are claimed on Form 1164, *Claim for Reimbursement for Expenditures on Official Business* (exhibit 822.4).

[Change the following sections:]

830 Establishment of or Changes to Imprest Funds
* * * * *

831.2 Procedure for Headquarters and Related Facilities

All requests to establish or change (relative to dollars) an imprest fund for Headquarters or related facilities must be sent by the requesting unit's appropriate officer to the Vice President, Controller for approval. If the request is approved, the Manager, Corporate, Accounting will advise the Manager, San Mateo ASC to establish or change the fund.

Note: All requests submitted to the Vice President, Controller must specify the reasons for creating or changing the fund; the names of the cashier, alternate, and subcashier (when applicable, see 812.3); and the mailing address.

831.3 Procedure for Area and Inspection Service Facilities

The Chief Postal Inspector and the Area Managers, Finance are authorized to request the Manager, San Mateo ASC, to establish or change imprest fund balances for their respective facilities up to \$5,000. Requests to establish or change imprest fund balances over \$5,000 must be sent to the Vice President, Controller for approval. All requests sent to the San Mateo ASC must include the names of the cashier, alternate, and subcashier (when applicable, see 812.3).

Note: This approval authority may not be delegated.

832 Cashier Actions

The cashier establishes an imprest fund when authorized in writing by the officials designated in 831. When the cashier receives the authorization to establish an imprest fund, a request is made for a check made payable to the cashier and in the amount authorized.

833 Disbursing Responsibility

The Manager, San Mateo ASC arranges for the preparation and certification of the Forms 1864 or 1865, *Voucher and Schedule of Payments*. The check is issued and mailed to the cashier.

834 Adequacy

Imprest funds must be adequate for the needs of the facility or purpose for which the fund was established. When the authorized amount is insufficient for the need (based on usage), the officials designated in 831 may authorize the Manager, San Mateo ASC, in writing, to increase the fund (see 840).

835 Fund Limitations

As a guideline, fund balances should be kept to the minimum required to meet the office's normal requirements such as issuing travel advances, reimbursements for local travel, and making miscellaneous purchases for a period of 2 months.

* * * * *

836 Designation of New Cashier and Use of Local Bank Accounts

836.1 Designation of New Cashier

When necessary to designate a new cashier because of death, retirement, separation, or transfer of the incumbent cashier, the official identified in 831 must designate the new cashier and so notify in writing the Manager, San Mateo ASC. The information furnished to the San Mateo ASC must include the names, finance numbers, and telephone numbers of the old and new cashiers. An announced audit of the

fund must be made before the new cashier assumes responsibility.

836.2 Local Bank Checking Accounts

* * * * *

836.22 A local checking account must be opened in the name of "U.S. Postal Service Imprest Fund/Facility", where "Facility" is the name of the office to which the imprest fund has been issued. Checking accounts may only be established with a federally insured financial institution (i.e., deposits are insured by FDIC, federal credit union deposit insurance, federal savings and loan insurance). An imprest fund checking account may not be established where the account total exceeds the federally insured account limit. Make the following notation on each check:

U.S. Postal Service by Imprest Fund Cashier or Designee

* * * * *

836.24 All imprest fund cashiers must maintain reconciliations of the bank statements for audit purposes. The statements and canceled checks must be retained for a period of four years. Reporting requirements for interest checking accounts are discussed in 861.2.

Note: Bank statements should be reconciled immediately after receipt.

836.25 Whenever the incumbent imprest fund cashier or designee (alternate) dies, retires, separates, or transfers, a request must be made of the local bank to furnish a statement as of that date so that reconciliation can be made. The signature card is withdrawn and a new one submitted to the bank with the appropriate signatures. Follow the procedures in 836.22.

* * * * *

840 Limitations on Use

* * * * *

k. *Exception:* Delivery & Customer Services Equipment, Engineering is authorized to have a separate imprest fund for the purpose of testing vending equipment. The amount authorized may not exceed \$20,000.

* * * * *

860 Imprest Fund Reimbursement

* * * * *

862 Reimbursement of Class A and B Cashier Imprest Funds

* * * * *

862.2 How to Reimburse

To obtain reimbursement, the Class A and Class B cashiers must:

a. Prepare and sign Form 1129, *Cashier Reimbursement Voucher and/or Accountability Report*, in duplicate. All Imprest Postal Fund Reimbursement Vouchers submitted to the San Mateo ASC for payment must include unique voucher numbers in the "Voucher No." field. Since these vouchers are prepared internally, a unique number must be assigned by the respective imprest fund cashier as follows:

Imprest fund Cashier's Duty Station Finance Number (six digits) - Current Fiscal Year (two digits) - Voucher Type (alpha code I) - Sequence Number (three digits representing the sequential number of vouchers submitted in the fiscal year.)

Example: 1st voucher submitted to the SMASC= 103880-96-I-001
 2nd voucher submitted = 103880-96-I-002
 3rd voucher submitted = 103880-96-I-003

b. Attach a breakdown of account 15130, *Employee Travel Advances*, on a separate sheet and include name, social security number, finance number, and amount.

c. Route the original Form 1129 to the Manager, San Mateo ASC.

d. Retain the duplicate copy of Form 1129 for office records.

862.3 Reimbursement Actions by San Mateo ASC

Reimbursement is made by the San Mateo ASC by:

a. Check, which the Class A and B cashiers either convert to cash from local sources or deposit in a local bank for disbursement.

b. Electronic Funds Transfer (EFT), when the Class A and B cashiers have made arrangements with the San Mateo ASC and the financial institution, in which the imprest fund has been established, to have replenishments paid through the EFT process.

Note: New imprest funds must use the EFT process.

* * * * *

866 Scheduling Voucher for Payment

Upon receipt of Form 1129, the San Mateo ASC processes the documents and schedules the voucher on Forms 1864 (for post offices) or Forms 1865 (for area offices), *Voucher and Schedule of Payments*, for payment to the cashier.

* * * * *

880 Audit of Imprest Funds

881 Audit Procedures

The Inspection Service makes unannounced audits of each imprest fund as necessary to protect the interest of the United States Postal Service. A copy of the report concerning Class A and/or B imprest funds (or a signed excerpt from a general audit report) must be furnished to both the Manager, San Mateo ASC, and the Manager, Corporate Accounting, Finance, USPS Headquarters. Reports concerning subcashier imprest funds are furnished to the appropriate Class B cashier. Any unauthorized use of, irregularities in connection with, or improper accounting for an imprest fund disclosed by internal audits or examination of reimbursement vouchers or subvouchers must be reported immediately to the Manager, Corporate Accounting, Finance, USPS Headquarters.

882 Audit Controls

The Manager, San Mateo ASC, must ensure that both the unannounced review and the unannounced audits noted above are conducted at least annually. If the review or audits are not performed, a delinquency report must be sent to the Manager, Corporate Accounting, Finance, USPS Headquarters. The delinquency report should only be sent after the Manager, San Mateo ASC informs the organization responsible for a fund (not the cashier) of the review or audit requirement and that organization fails to perform the review or audit.

883 Review of Replenishment Activity

The Manager, San Mateo ASC, is also responsible for analysis and review of the cashiers' replenishment activity. "Stale" (no activity) funds or excessive requests for replenishment (more than once per week) must be reported to the Manager, Corporate Accounting, Finance, USPS Headquarters. The report must include (but not be limited to) the associated dollar value, establishment date (for stale accounts), and frequency of replenishment.

890 Shortages and Overages

891 Report to Manager, San Mateo ASC

Any unauthorized use of, irregularities in connection with, or improper accounting for an imprest fund disclosed by internal audit or examination of reimbursement vouchers or subvouchers must be reported promptly to the Manager, San Mateo ASC.

892 Accountability

Shortages and overages must be reported in the statement of accountability of the Manager, San Mateo ASC. These items are retained on file for audit. The report must state whether prescribed procedures and requirements were being followed and must recommend any action considered to be necessary or desirable for preventing recurrence of the irregularities. The fault or negligence of the imprest fund cashier must be determined and any necessary action taken. Since the Postal Service's accounts are under a site audit, the statement of accountability is retained at the responsible disbursing branch.

893 Reporting

As of the close of each fiscal year, the Manager, San Mateo ASC promptly reports any shortages and overages incurred during the fiscal year to the Manager, Corporate Accounting, Finance, USPS Headquarters. Amounts under \$10 do not have to be reported; however, if there are recurring shortages or overages, the appropriate official must be notified so

that action may be taken to correct the problem. The Manager, San Mateo ASC, submits a detailed statement of facts including type of irregularity or discrepancy, dates, amounts and names of individuals involved, and all other information pertinent to the case.

894 Actions to Resolve Differences

Upon the concurrence of the Manager, Corporate Accounting, Finance, USPS Headquarters, the following actions must be taken, as appropriate:

- a. Overages are credited to *Miscellaneous Receipts*, Account 44030.
- b. When a loss occurs and there is evidence of fault or negligence on the part of the employee and it is determined that due care was not exercised, recoupment is effected or contemplated from the individual.

—Corporate Accounting, Finance, 5-22-97

*REMINDER***Unnumbered Insured Articles**

Effective March 29, 1997, all claims received for unnumbered insured articles (\$50 or less) lost or damaged in the mails are adjudicated by the local post office where the claim is received. This process must adhere strictly to the procedures in *Postal Bulletin* 21941 (3-13-97).

The following procedures should be reviewed by all retail clerks and management:

1. Local adjudication applies only to unnumbered domestic insured claims.
2. The St. Louis ASC processes all payments on domestic claims related to numbered insured articles, COD article, those items registered with postal insurance, and Express Mail.
3. Complete all money order information in Section C, items 6, 8, and 9. Do not submit photocopies of money orders.

4. Submit Copy 1 only to the St. Louis ASC. Do not attach supporting documents.
5. Include the postage in AIC 539, *Indemnity Claims Paid at Window*. For example, if the customer's claim is for \$50.00 and the postage is \$2.40, the total amount placed in AIC 539 will be \$52.40. Issue only one money order.
6. All international insured claims are processed through the St. Louis ASC.

The training video entitled "A Claim To Better Service" will be broadcasted over Postal Service Training (PSTN) during the week of June 2nd. This will give the post offices an additional opportunity to view the video. Contact your local PEDC for the PSTN schedule.

—Corporate Accounting, Finance, 5-22-97

*HANDBOOK F-5 REVISION***Banking and Cash Management**

Please photocopy, cut out, and then insert the following text on page 68 of Handbook F-5, *Banking and Cash Management* (September 1994 edition), in place of the existing text:

Scoring the Evaluation

Use the Operational Analysis worksheet shown in Exhibit 5 to rate each bank.

Add up the points for all of the questions to arrive at a composite numerical score for the bank's operational capabilities. The score will be a number between 0 and 45.

—Banking, Finance, 5-22-97

Fraud Alert

Domestic Orders

False representation is enforced by postmasters at the cities listed below:

| State/City | Names Covered | Product |
|----------------------------|---|-------------------------|
| CA, Los Angeles 90010-2209 | The National Employment Journal, 3450 Wilshire Boulevard, #108 Suite 41 | A false billing scheme. |

—Judicial Officer, 5-22-97

Withholding of Mail Orders

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

| State/City | Names Covered |
|---------------------------------|--|
| CA, Beverly Hills 90212-3017 | Any And All Names, 9461 Charleville Blvd. #183 |
| CA, Claremont 91711-3581 | Any And All Names, 665 W. Foothill Blvd., I-132 |
| CA, Hermosa Beach 90254-3943 | Any And All Names, 703 Pier Ave., B-223 |
| CA, Rancho Cucamonga 91739-9781 | Any And All Names, 12759 Foothill Blvd., #C-278 |
| CA, Redondo Beach 90278-2800 | Any And All Names, 1525 Aviation Blvd., #C-482 |
| CA, Redondo Beach 90278-2800 | Any And All Names, 1525 Aviation Blvd., #112 |
| CA, Walnut 91789-1317 | Any And All Names, 1313 N. Grand Ave., #262 |
| OH, Dayton 45402-2239 | Any And All Various Names Other Than The Surname Carter, 10 Henry Street |
| PA, Holland 18966-2368 | Any And All Various Names Other Than The Surnames Clamper and Goodman, 105 S. Timber Road |
| PA, Manor 15665-9801 | Any And All Various Names Other Than the Surnames Stecko and Milliron, Penn Manor Road, RD 1 |
| TX, Houston 77210-4826 | Any And All Names at P.O. Box 4826 and at |
| PA, Philadelphia 19101-3340 | P.O. Box 13340 and at |
| NJ, Totowa 07511-0283 | P.O. Box 283 and at |
| NY, Glen Head 11545-1837 | P.O. Box 9000 and at |
| NY, Glen Head 11545-1837 | 3-1 Park Plaza, Suite 1650 |

—Judicial Officer, 5-22-97

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* 21883A (1-1-95) 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 | 390 001 3500 to | 3699 | 404 347 5356 to | 5399 | 418 633 5922 to | 5999 |
| 210 221 0599 | 390 545 5974 to | 5999 | 404 347 5548 to | 5599 | 418 719 8520 to | 8599 |
| 273 775 7700 to | 391 104 6146 to | 6199 | 404 726 4500 to | 4599 | 418 744 2235 to | 2299 |
| 273 775 7899 | 391 574 1466 to | 1499 | 404 961 5001 to | 5199 | 418 962 2848 to | 2899 |
| 302 000 0000 to | 391 783 3020 to | 3599 | 405 325 0188 to | 0198 | 419 543 0286 to | 0299 |
| 302 123 9999 | 391 792 6100 to | 6199 | 406 009 4587 to | 4599 | 419 730 0300 to | 0399 |
| 349 746 2056 to | 392 668 2956 to | 2999 | 406 260 6830 to | 6899 | 420 277 0015 to | 0049 |
| 350 518 7350 to | 392 854 8500 to | 8899 | 406 459 6641 to | 6999 | 420 599 0734 to | 0798 |
| 360 011 1690 to | 393 584 7566 to | 7699 | 406 733 3000 to | 3999 | 420 661 4115 to | 4199 |
| 360 168 6008 to | 393 650 0074 to | 0099 | 407 545 1557 to | 1599 | 420 758 9500 to | 9699 |
| 360 173 8800 to | 393 838 8316 to | 8499 | 407 594 0412 to | 0599 | 420 969 3951 to | 3971 |
| 362 861 3064 to | 393 893 6007 to | 6099 | 407 692 9100 to | 9299 | 420 969 3973 to | 3999 |
| 373 006 2176 to | 394 126 6907 to | 6999 | 407 959 2190 to | 2199 | 421 116 3565 to | 3599 |
| 374 768 2600 to | 394 189 0405 to | 0599 | 408 265 2275 to | 2288 | 421 130 9300 to | 9399 |
| 375 169 4400 to | 394 822 3243 to | 3278 | 408 499 7700 to | 7799 | 421 313 4500 to | 4999 |
| 375 829 3400 to | 394 990 1810 to | 1899 | 408 499 7900 to | 7999 | 421 364 5537 to | 5599 |
| 375 851 9100 to | 395 343 3264 to | 3299 | 408 682 8484 to | 8599 | 421 656 2609 to | 2699 |
| 376 196 0911 to | 395 373 3035 to | 3099 | 408 698 7015 to | 7099 | 421 988 9700 to | 9799 |
| 378 085 3679 to | 395 396 9649 to | 9799 | 409 072 3941 to | 3999 | 422 172 4667 to | 4699 |
| 378 351 1063 to | 395 970 3240 to | 3299 | 410 491 2311 to | 2399 | 422 484 4212 to | 4299 |
| 379 843 5100 to | 397 622 4054 to | 4099 | 410 694 8400 to | 8599 | 422 556 1270 to | 1299 |
| 380 093 9600 to | 397 819 8902 to | 8999 | 410 775 1500 to | 1599 | 422 587 7024 to | 7099 |
| 380 165 1165 to | 398 149 7200 to | 7699 | 410 795 7927 to | 7999 | 422 819 7533 to | 7599 |
| 381 325 4500 to | 399 070 0872 to | 0899 | 410 867 0917 to | 0966 | 422 842 5073 to | 5087 |
| 381 604 2510 to | 399 156 7119 to | 7199 | 410 867 0970 to | 0999 | 422 907 7563 to | 7599 |
| 381 645 9525 to | 399 203 5064 to | 5099 | 411 868 1023 to | 1199 | 424 500 6050 to | 6099 |
| 383 314 3968 to | 399 296 9910 to | 9999 | 411 922 2322 to | 2399 | 424 641 8500 to | 8599 |
| 383 892 1000 to | 399 396 8935 to | 8999 | 412 193 0900 to | 0999 | 424 871 6600 to | 6699 |
| 383 892 1382 to | 399 792 7775 to | 7799 | 412 395 8599 to | 8699 | 425 298 2352 to | 2399 |
| 384 925 3641 to | 399 792 8300 to | 8399 | 412 485 6500 to | 6599 | 425 418 4269 to | 4299 |
| 385 568 2331 to | 400 427 1051 to | 1999 | 412 485 6610 to | 6699 | 425 418 4405 to | 4499 |
| 385 599 7554 to | 401 045 1505 to | 1549 | 412 885 5953 to | 5999 | 426 547 4566 to | 4599 |
| 385 774 2024 to | 401 045 1571 to | 1599 | 414 193 3608 to | 3674 | 427 412 6337 to | 6499 |
| 386 624 1412 to | 401 294 2700 to | 2799 | 414 193 3677 to | 3699 | 427 481 0900 to | 0999 |
| 386 883 8936 to | 401 310 9505 to | 9599 | 414 411 7348 to | 7399 | 428 027 2742 to | 2752 |
| 387 314 5574 to | 401 382 5312 to | 5399 | 414 640 0757 to | 0799 | 429 474 4172 to | 4199 |
| 387 837 6300 to | 402 578 7876 to | 7899 | 414 965 1727 to | 1799 | 429 889 2900 to | 2999 |
| 388 828 0656 to | 403 125 6744 to | 6799 | 417 302 8104 to | 8199 | 430 150 4401 to | 4599 |
| 389 696 2400 to | 403 260 7000 to | 7499 | 417 387 6532 to | 6599 | 430 172 9800 to | 9899 |
| 389 846 3104 to | 403 280 6470 to | 6499 | 417 496 6800 to | 6999 | 430 177 1900 to | 2099 |
| 389 846 3145 to | 403 685 8600 to | 8699 | 417 871 9250 to | 9299 | 430 444 9500 to | 9699 |
| 389 887 9211 to | 404 003 0300 to | 0399 | 417 930 9533 to | 9599 | 430 664 4070 to | 4099 |
| 389 887 9234 to | 404 041 8838 to | 8899 | 418 164 6500 to | 6799 | 432 168 8419 to | 8499 |
| 390 001 3182 to | 404 071 4268 to | 4299 | 418 423 9863 to | 9899 | 432 708 6800 to | 6999 |

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|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|---------------------|-----------|-------------|
| 432 744 1544 | to | 1599 | 455 476 0676 | to | 0699 | 472 987 0290 | to | 0299 | 489 181 8963 | to | 8999 |
| 432 995 9775 | to | 9799 | 455 543 0618 | to | 0699 | 473 151 2069 | to | 2199 | 489 223 2000 | to | 2099 |
| 433 003 5800 | to | 5899 | 456 410 9006 | to | 9099 | 473 666 9138 | to | 9199 | 489 311 1930 | to | 1999 |
| 433 757 3047 | to | 3099 | 456 470 4146 | to | 4299 | 473 952 3429 | to | 3499 | 489 318 6200 | to | 6300 |
| 433 765 4003 | to | 4099 | 456 619 4460 | to | 4499 | 474 108 5402 | to | 5499 | 489 384 0027 | to | 0099 |
| 434 482 7060 | to | 7199 | 457 333 2686 | to | 2699 | 474 356 5193 | to | 5299 | 489 427 0658 | to | 0899 |
| 434 513 2386 | to | 2399 | 457 729 1767 | to | 1777 | 474 949 3366 | to | 3399 | 489 997 5252 | to | 5299 |
| 434 968 3076 | to | 3092 | 457 937 8615 | to | 8699 | 475 134 9362 | to | 9399 | 490 669 5850 | to | 6099 |
| 435 303 1831 | to | 1842 | 458 028 9810 | to | 9899 | 475 167 9667 | to | 9699 | 490 717 7080 | to | 7099 |
| 435 303 1986 | to | 1999 | 458 057 2712 | to | 2999 | 475 319 3415 | to | 3499 | 490 721 6000 | to | 6099 |
| 435 666 6092 | to | 6399 | 458 069 9537 | to | 9599 | 475 319 3649 | to | 3799 | 490 793 1500 | to | 2099 |
| 436 082 6400 | to | 6899 | 458 069 9665 | to | 9699 | 475 340 6400 | to | 6599 | 490 886 8171 | to | 8199 |
| 436 160 6441 | to | 6499 | 458 337 5222 | to | 5299 | 475 424 8410 | to | 8499 | 490 977 9221 | to | 9240 |
| 437 316 7115 | to | 7199 | 458 354 7653 | to | 7999 | 475 629 9156 | to | 9199 | 491 258 8100 | to | 9099 |
| 437 427 0500 | to | 3499 | 458 671 8678 | to | 8699 | 475 850 6101 | to | 6199 | 491 567 1376 | to | 1399 |
| 439 179 2300 | to | 2399 | 458 671 8721 | to | 8798 | 475 875 2500 | to | 2599 | 492 254 4800 | to | 4899 |
| 439 310 0458 | to | 0499 | 458 847 5044 | to | 5999 | 476 169 8264 | to | 8299 | 492 283 5100 | to | 5199 |
| 440 698 1947 | to | 1999 | 459 274 7624 | to | 7699 | 476 189 3000 | to | 3499 | 492 610 6813 | to | 6899 |
| 440 858 6300 | to | 6399 | 459 365 5432 | to | 5499 | 476 331 2480 | to | 2499 | 493 394 5568 | to | 5599 |
| 440 858 6420 | to | 7299 | 459 378 5764 | to | 5799 | 477 289 8601 | to | 8699 | 493 470 2562 | to | 2599 |
| 441 199 1655 | to | 1699 | 459 472 4816 | to | 4999 | 477 681 5206 | to | 5299 | 493 473 7700 | to | 7799 |
| 443 127 3648 | to | 3699 | 460 349 6878 | to | 6899 | 478 010 4243 | to | 4268 | 493 716 2153 | to | 2199 |
| 443 127 4000 | to | 4099 | 460 550 1909 | to | 1999 | 478 010 4270 | to | 4291 | 494 206 2972 | to | 2999 |
| 443 673 7900 | to | 7999 | 460 997 5234 | to | 5299 | 478 450 5071 | to | 5099 | 494 217 3446 | to | 3999 |
| 443 800 9335 | to | 9399 | 461 973 6443 | to | 6499 | 478 469 7838 | to | 7858 | 494 224 0500 | to | 0599 |
| 444 382 8822 | to | 8899 | 462 152 0107 | to | 0299 | 478 469 7883 | to | 7899 | 495 145 0600 | to | 0699 |
| 444 390 1667 | to | 1699 | 462 274 1072 | to | 1099 | 479 280 9800 | to | 9899 | 496 209 7425 | to | 7499 |
| 444 457 3854 | to | 3899 | 462 277 8373 | to | 8399 | 479 365 9116 | to | 9176 | 496 213 8728 | to | 8799 |
| 450 048 4173 | to | 4199 | 463 011 5529 | to | 5540 | 479 412 9900 | to | 9999 | 496 474 5226 | to | 5248 |
| 450 048 4442 | to | 4699 | 463 176 4115 | to | 4199 | 479 667 6190 | to | 6199 | 497 053 8517 | to | 8699 |
| 450 560 5173 | to | 5199 | 463 176 4229 | to | 4299 | 479 748 9680 | to | 9699 | 497 854 8673 | to | 8699 |
| 450 620 3077 | to | 3099 | 463 185 2600 | to | 2799 | 479 860 7000 | to | 7199 | 498 449 8888 | to | 8899 |
| 450 620 3135 | to | 3199 | 463 227 7711 | to | 7799 | 480 526 2000 | to | 2099 | 498 929 8285 | to | 8499 |
| 450 780 2716 | to | 2799 | 463 414 4869 | to | 4899 | 480 640 6330 | to | 6399 | 498 936 5310 | to | 5399 |
| 450 801 2700 | to | 2799 | 463 808 3484 | to | 3499 | 480 689 5100 | to | 5199 | 499 016 5425 | to | 5499 |
| 451 109 2967 | to | 2984 | 463 945 7400 | to | 7899 | 481 072 9463 | to | 9499 | 499 440 8575 | to | 8899 |
| 451 115 4110 | to | 4125 | 464 629 9000 | to | 9399 | 481 673 0074 | to | 0095 | 499 731 6717 | to | 6799 |
| 451 115 4127 | to | 4199 | 464 711 4332 | to | 4399 | 482 527 1500 | to | 1599 | 500 064 1858 | to | 1869 |
| 452 265 0074 | to | 0099 | 465 692 3963 | to | 3999 | 482 541 5255 | to | 5299 | 500 070 5725 | to | 7799 |
| 452 265 0246 | to | 0299 | 465 698 8300 | to | 8599 | 482 729 6800 | to | 6899 | 600 645 3223 | to | 3299 |
| 452 265 0335 | to | 0999 | 465 743 7745 | to | 7799 | 483 363 7207 | to | 7299 | 601 339 1200 | to | 1399 |
| 452 509 1169 | to | 1199 | 466 798 6056 | to | 6067 | 483 402 2356 | to | 2399 | 601 661 7700 | to | 7799 |
| 452 855 6471 | to | 6499 | 467 147 4300 | to | 4399 | 483 486 5100 | to | 5199 | 601 682 5343 | to | 5399 |
| 452 890 4679 | to | 4799 | 468 079 5782 | to | 5799 | 483 632 1521 | to | 1599 | 601 928 1600 | to | 1699 |
| 452 900 8215 | to | 8238 | 469 067 2817 | to | 2899 | 483 632 2600 | to | 2799 | 602 512 2972 | to | 2999 |
| 453 117 9146 | to | 9199 | 469 127 8000 | to | 8199 | 483 849 1615 | to | 1699 | 602 555 2400 | to | 2799 |
| 453 334 3631 | to | 3699 | 469 213 0359 | to | 0399 | 484 174 4803 | to | 5299 | 602 829 7061 | to | 7099 |
| 453 603 7841 | to | 7891 | 469 213 0500 | to | 0599 | 484 323 8900 | to | 9199 | 603 483 9572 | to | 9599 |
| 453 650 1140 | to | 1199 | 469 561 8011 | to | 8099 | 484 680 5000 | to | 5038 | 603 490 7200 | to | 7299 |
| 453 741 1300 | to | 1399 | 469 658 1961 | to | 1999 | 484 680 5040 | to | 5074 | 603 678 7100 | to | 7199 |
| 454 013 2919 | to | 2999 | 469 666 9900 | to | 9999 | 484 680 5077 | to | 5099 | 603 678 7662 | to | 7699 |
| 454 186 2411 | to | 2499 | 469 678 1900 | to | 1999 | 485 029 4913 | to | 4999 | 603 678 7902 | to | 7999 |
| 454 268 4883 | to | 4899 | 469 781 4900 | to | 4999 | 486 176 0600 | to | 0699 | 603 678 8418 | to | 8499 |
| 454 302 5400 | to | 5499 | 469 947 6960 | to | 6999 | 486 559 7555 | to | 7599 | 603 678 8700 | to | 9999 |
| 454 490 8300 | to | 8399 | 470 755 5800 | to | 5818 | 486 696 3023 | to | 3199 | 604 086 0880 | to | 0899 |
| 454 547 7434 | to | 7499 | 471 918 0300 | to | 0999 | 488 173 7900 | to | 7999 | 604 349 1414 | to | 1499 |
| 454 922 4867 | to | 4895 | 471 985 2408 | to | 2419 | 488 206 4100 | to | 4199 | 604 503 7776 | to | 7799 |
| 455 221 1348 | to | 1499 | 472 191 6700 | to | 6799 | 488 226 0200 | to | 0299 | 605 520 9037 | to | 9099 |
| 455 364 2147 | to | 2199 | 472 270 2555 | to | 2599 | 488 709 3906 | to | 3999 | 605 685 4010 | to | 4099 |
| 455 399 5400 | to | 5499 | 472 987 0213 | to | 0241 | 488 855 8359 | to | 8399 | 605 988 6467 | to | 6499 |

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|-----------------------------|----|------|-----------------------------|----|---------|-----------------------------|----|------|-----------------------------|----|------|
| 607 689 7951 | to | 7960 | 625 916 9500 | to | 9799 | 644 066 0882 | to | 0899 | 654 238 0000 | to | 0399 |
| 607 728 1276 | to | 1299 | 625 968 8956 | to | 8999 | 644 069 0600 | to | 0699 | 654 404 3065 | to | 3092 |
| 608 727 7100 | to | 7199 | 627 005 3938 | to | 3999 | 644 077 7506 | to | 7699 | 655 103 5081 | to | 5199 |
| 608 727 7273 | to | 7599 | 627 384 3907 | to | 4099 | 644 085 8157 | to | 8199 | 655 523 2600 | to | 2999 |
| 608 813 9950 | to | 9999 | 627 496 7549 | to | 7599 | 644 112 9839 | to | 9899 | 657 347 4438 | to | 4999 |
| 609 067 5325 | to | 5399 | 627 708 3605 | to | 3699 | 644 373 9083 | to | 9099 | 657 710 8100 | to | 8999 |
| 609 067 5488 | to | 5499 | 627 776 2500 | to | 2599 | 644 380 1460 | to | 1499 | 658 877 8000 | to | 8199 |
| 609 067 5600 | to | 5699 | 628 226 3100 | to | 3199 | 644 733 4715 | to | 4799 | 658 880 8000 | to | 8199 |
| 609 289 6123 | to | 6199 | 628 814 4702 | to | 4799 | 644 900 9712 | to | 9799 | 659 398 7300 | to | 7399 |
| 609 438 4400 | to | 4499 | 628 851 9689 | to | 9699 | 644 901 0109 | to | 1299 | 659 706 8113 | to | 8199 |
| 609 493 1100 | to | 1199 | 629 510 7200 | to | 7299 | 644 901 1325 | to | 1399 | 659 846 7837 | to | 7899 |
| 609 766 8091 | to | 8999 | 629 964 4200 | to | 4294 | 644 923 6800 | to | 7799 | 661 488 5000 to 5099 | | |
| 609 825 4100 | to | 4115 | 630 389 3056 to 3071 | | | 644 932 4655 | to | 4699 | 661 609 9100 | to | 9199 |
| 609 884 2981 | to | 2999 | 630 463 0588 | to | 0599 | 644 932 4792 | to | 4799 | 661 716 9420 | to | 9499 |
| 609 893 1000 | to | 1099 | 631 459 9117 | to | 9199 | 645 318 7240 | to | 7499 | 661 906 6522 | to | 6599 |
| 610 092 3200 to 3299 | | | 631 762 9325 | to | 9399 | 645 333 1766 | to | 1799 | 662 553 0774 | to | 0799 |
| 610 582 4200 | to | 4299 | 632 217 4933 | to | 4999 | 645 790 8632 | to | 8699 | 663 763 5300 | to | 5399 |
| 611 879 6939 | to | 6999 | 632 500 0000 | to | 99 9999 | 645 821 0657 | to | 0699 | 664 253 8000 | to | 8499 |
| 612 291 8013 | to | 8099 | 633 110 4165 | to | 4199 | 645 930 7948 | to | 7999 | 700 065 2570 to 2599 | | |
| 612 751 5171 | to | 5199 | 633 110 4303 | to | 4499 | 645 975 0737 | to | 0762 | 700 065 4800 | to | 4899 |
| 612 751 5226 | to | 5299 | 633 438 6429 | to | 6599 | 646 242 6200 | to | 6299 | 700 190 3350 | to | 3359 |
| 612 751 6083 | to | 6099 | 633 588 7173 | to | 7182 | 646 270 7639 | to | 7799 | 700 228 6048 | to | 6099 |
| 612 751 6268 | to | 6299 | 634 725 0700 | to | 0799 | 646 798 4000 | to | 4999 | 700 650 0452 | to | 0499 |
| 612 751 6572 | to | 6599 | 634 803 3239 | to | 3299 | 647 048 7035 | to | 7099 | 700 666 1323 | to | 1349 |
| 612 774 2111 | to | 2199 | 634 807 2474 | to | 2499 | 647 049 2900 | to | 2999 | 700 786 9106 | to | 9142 |
| 612 774 2254 | to | 2299 | 634 827 5900 | to | 5999 | 647 398 8300 | to | 8399 | 700 859 0744 | to | 0758 |
| 612 774 2500 | to | 2599 | 634 886 3428 | to | 3499 | 647 398 8481 | to | 8499 | 701 028 6780 | to | 6899 |
| 614 469 0979 | to | 0999 | 635 559 3449 | to | 3499 | 647 437 3000 | to | 4999 | 701 213 3900 | to | 3999 |
| 614 474 3000 | to | 3099 | 636 289 6214 | to | 6299 | 648 009 6057 | to | 6099 | 701 267 2000 | to | 3999 |
| 614 521 3490 | to | 3499 | 636 634 8007 | to | 8042 | 648 722 5283 | to | 5299 | 701 335 7312 | to | 7399 |
| 614 645 1800 | to | 1899 | 637 562 5828 | to | 5899 | 648 892 3164 | to | 3199 | 701 369 2005 | to | 2050 |
| 614 832 1100 | to | 2099 | 638 042 1647 | to | 1699 | 649 100 3989 | to | 3999 | 701 503 2247 | to | 2299 |
| 615 017 7505 | to | 7599 | 638 049 4984 | to | 4999 | 649 647 0370 | to | 0399 | 701 553 6557 | to | 6599 |
| 617 711 6609 | to | 6699 | 638 318 1115 | to | 1199 | 649 647 0522 | to | 0599 | 701 601 3457 | to | 3499 |
| 617 760 5266 | to | 5299 | 638 318 1453 | to | 1499 | 649 647 5237 | to | 5399 | 701 605 5913 | to | 5999 |
| 617 813 3601 | to | 3699 | 638 885 0000 | to | 0299 | 649 647 9100 | to | 9299 | 701 708 1741 | to | 1799 |
| 618 840 9200 | to | 9299 | 638 903 4362 | to | 4373 | 649 666 7800 | to | 8299 | 701 736 3966 | to | 3999 |
| 619 551 7229 | to | 7299 | 639 415 1929 | to | 1999 | 650 114 7707 to 7719 | | | 701 838 2800 | to | 2899 |
| 619 859 3000 | to | 3099 | 639 415 2019 | to | 2099 | 650 130 3400 | to | 3599 | 701 941 0600 | to | 0699 |
| 620 073 9400 to 9499 | | | 639 420 6200 | to | 6299 | 650 213 0406 | to | 0499 | 702 254 9300 | to | 9399 |
| 621 614 7907 | to | 7930 | 639 469 3517 | to | 3799 | 650 555 1749 | to | 1799 | 806 087 1100 to 1499 | | |
| 621 614 7932 | to | 7999 | 639 605 2143 | to | 2199 | 650 564 1900 | to | 1999 | 806 268 9275 | to | 9299 |
| 621 648 8021 | to | 8199 | 639 657 8600 | to | 8799 | 650 627 4212 | to | 4299 | 806 534 3400 | to | 3477 |
| 621 648 8500 | to | 8599 | 640 289 7500 to 7599 | | | 650 736 2043 | to | 2099 | 807 342 3283 | to | 3399 |
| 621 904 8351 | to | 8599 | 640 289 7700 | to | 7999 | 650 739 1540 | to | 1699 | 808 090 3440 | to | 3499 |
| 621 916 1978 | to | 1989 | 641 170 4420 | to | 4499 | 651 741 4415 | to | 4499 | 808 325 5161 | to | 5699 |
| 622 989 8032 | to | 8099 | 641 318 3133 | to | 3199 | 651 882 2800 | to | 2899 | 808 784 8000 | to | 8299 |
| 623 076 9300 | to | 9399 | 641 378 6500 | to | 6999 | 652 754 6317 | to | 6399 | 870 054 4814 to 4899 | | |
| 623 819 5006 | to | 5099 | 641 383 8739 | to | 8799 | 653 131 4945 | to | 4999 | 870 491 4812 | to | 4849 |
| 623 895 8200 | to | 8399 | 641 877 3187 | to | 3299 | 653 426 3300 | to | 3399 | 870 541 7167 | to | 7239 |
| 623 917 0000 | to | 0099 | 641 877 3310 | to | 3399 | 653 455 4874 | to | 4899 | | | |
| 623 917 0200 | to | 0299 | 642 355 8094 | to | 8199 | | | | | | |
| 624 468 5288 | to | 5299 | 642 355 8308 | to | 8999 | | | | | | |
| 624 665 3162 | to | 3198 | 642 900 0018 | to | 0099 | | | | | | |
| 625 088 6735 | to | 6799 | 643 030 6254 | to | 6299 | | | | | | |

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 692 600 000**. 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 692 600 000 | 702 128 306 to 8 400 | 709 733 281 to 3 580 | 720 227 949 to 7 960 |
| 692 720 871 to 0 900 | 702 179 891 to 9 900 | 710 046 813 to 6 840 | 720 368 543 to 8 570 |
| 692 876 955 to 7 050 | 702 260 751 to 0 850 | 710 358 093 to 8 166 | 720 392 151 to 2 570 |
| 693 290 380 to 0 400 | 702 410 595 to 1 050 | 710 358 257 to 8 270 | 720 556 491 to 6 640 |
| 693 290 426 to 0 450 | 702 660 151 to 0 540 | 711 021 501 to 1 510 | 720 558 621 to 8 650 |
| 694 063 700 to 3 897 | 702 723 429 to 3 450 | 711 049 411 to 9 560 | 720 575 361 to 5 570 |
| 694 063 900 to 4 000 | 703 004 401 to 4 820 | 711 408 045 to 8 090 | 720 590 152 to 0 179 |
| 694 550 501 to 0 530 | 703 083 819 to 4 020 | 712 003 381 to 3 650 | 721 638 331 to 9 170 |
| 694 595 031 to 5 050 | 703 432 131 to 2 230 | 712 104 220 to 4 230 | 721 815 391 to 5 420 |
| 694 595 087 to 5 300 | 703 626 061 to 6 090 | 712 327 861 to 7 890 | 721 969 713 to 9 740 |
| 694 698 551 to 8 650 | 703 863 121 to 3 240 | 712 327 952 to 7 980 | 722 072 137 to 2 160 |
| 695 105 313 to 5 350 | 703 863 477 to 3 540 | 712 647 061 to 7 090 | 722 378 265 to 8 280 |
| 695 142 809 to 3 050 | 703 867 801 to 7 980 | 713 284 171 to 4 260 | 722 413 990 to 4 004 |
| 695 144 666 to 4 700 | 704 030 628 to 0 640 | 713 292 871 to 2 990 | 722 764 948 to 4 980 |
| 695 272 601 to 2 750 | 704 154 024 to 4 120 | 714 035 101 to 5 160 | 722 825 840 to 5 889 |
| 695 277 576 to 7 650 | 704 227 561 to 7 829 | 714 155 011 to 5 400 | 723 153 841 to 3 850 |
| 695 530 761 to 0 800 | 704 227 831 to 8 069 | 714 328 231 to 8 440 | 723 237 616 to 7 630 |
| 696 487 701 to 7 800 | 704 228 071 to 8 100 | 714 442 952 to 2 980 | 723 331 081 to 1 110 |
| 696 784 101 to 4 550 | 704 420 344 to 0 490 | 714 562 843 to 2 860 | 723 967 291 to 7 320 |
| 696 870 601 to 0 650 | 704 568 751 to 8 990 | 714 590 391 to 0 430 | 724 655 196 to 5 340 |
| 697 047 501 to 7 600 | 704 965 301 to 5 770 | 714 609 811 to 9 930 | 724 711 451 to 1 467 |
| 697 052 101 to 2 350 | 705 116 780 to 6 790 | 714 609 961 to 9 990 | 724 711 471 to 1 500 |
| 697 217 251 to 7 400 | 705 280 801 to 0 980 | 714 807 181 to 7 240 | 724 711 538 to 1 560 |
| 697 249 952 to 0 050 | 705 475 651 to 6 040 | 714 871 321 to 1 500 | 724 793 221 to 3 250 |
| 697 414 886 to 4 900 | 705 566 127 to 6 280 | 714 928 529 to 8 590 | 724 908 109 to 8 120 |
| 697 469 606 to 9 700 | 705 740 581 to 0 730 | 715 128 183 to 8 330 | 724 937 461 to 7 670 |
| 697 850 401 to 0 750 | 705 782 796 to 2 820 | 715 144 171 to 4 470 | 725 163 118 to 3 151 |
| 698 098 446 to 8 550 | 705 822 271 to 2 480 | 715 197 211 to 7 570 | 725 202 735 to 2 750 |
| 698 300 251 to 0 300 | 706 180 148 to 0 290 | 715 595 910 to 6 180 | 725 398 591 to 8 800 |
| 698 504 383 to 4 650 | 706 184 041 to 4 220 | 715 941 781 to 1 810 | 725 464 591 to 4 920 |
| 698 533 927 to 4 200 | 706 357 861 to 8 190 | 715 962 421 to 2 480 | 725 475 321 to 5 330 |
| 698 562 268 to 2 400 | 706 382 419 to 2 430 | 716 298 241 to 8 510 | 725 711 057 to 1 070 |
| 699 090 686 to 0 750 | 706 628 735 to 8 820 | 716 477 396 to 7 430 | 725 738 581 to 8 730 |
| 699 752 699 to 2 850 | 706 638 211 to 8 420 | 716 556 635 to 6 660 | 725 981 311 to 1 430 |
| 700 068 473 to 8 500 | 706 817 959 to 8 000 | 717 191 648 to 1 690 | 725 987 835 to 7 880 |
| 700 161 501 to 1 650 | 707 034 391 to 4 450 | 717 193 161 to 3 490 | 726 060 811 to 0 900 |
| 700 202 522 to 2 700 | 707 292 636 to 2 660 | 717 228 591 to 8 680 | 726 391 970 to 2 520 |
| 700 290 275 to 0 300 | 707 441 401 to 1 687 | 717 333 902 to 3 950 | 726 493 351 to 5 300 |
| 700 465 730 to 5 750 | 707 441 836 to 1 940 | 717 739 745 to 9 910 | 726 504 031 to 4 063 |
| 700 561 444 to 1 550 | 707 958 541 to 8 570 | 717 884 991 to 5 050 | 726 504 070 to 4 090 |
| 701 423 101 to 3 150 | 707 960 107 to 0 160 | 718 026 171 to 6 290 | 726 504 331 to 4 390 |
| 701 625 469 to 5 550 | 708 059 941 to 60 000 | 718 466 370 to 6 420 | 726 563 701 to 4 060 |
| 701 643 829 to 3 850 | 708 115 830 to 5 860 | 718 590 741 to 0 770 | 726 599 371 to 9 460 |
| 701 945 451 to 5 500 | 708 116 251 to 6 310 | 718 714 210 to 4 370 | 726 905 011 to 5 040 |
| 702 033 701 to 4 050 | 708 138 301 to 8 480 | 718 795 881 to 6 000 | 727 182 271 to 2 510 |
| 702 051 501 to 1 750 | 709 222 591 to 2 920 | 718 961 721 to 1 780 | 727 749 241 to 9 780 |
| 702 053 601 to 3 800 | 709 243 479 to 3 500 | 718 982 001 to 2 300 | 730 722 991 to 3 230 |
| 702 104 368 to 4 900 | 709 411 101 to 1 320 | 719 869 731 to 9 760 | 730 768 471 to 8 500 |
| | 709 649 804 to 9 820 | 720 227 871 to 7 930 | 730 927 591 to 7 680 |

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, 5-22-97*

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, 5-22-97*

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.

| | | | | | | | | | | | | |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 005075 | 008930 | 014065 | 015082 | 016270 | 018260 | 019005 | 020107 | 022098 | 025373 | 030089 | 038301 | 055004 |
| 005156 | 009018 | 014076 | 015098 | 016281 | 018267 | 019027 | 020263 | 022125 | 025382 | 030120 | 038406 | 055006 |
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| 005501 | 009199 | 014173 | 015140 | 016389 | 018355 | 019150 | 020476 | 022235 | 026131 | 030258 | 038478 | 055032 |
| 005630 | 009281 | 014222 | 015149 | 016395 | 018379 | 019157 | 020509 | 022249 | 026158 | 030286 | 038480 | 055036 |
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| | | | | | | | | | | | | |
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| 607276 | 631115 | 641735 | 684004 | 730168 | 750994 | 761062 | 773400 | 794030 | 802603 | 815216 | 852062 | 895021 |
| 607306 | 631132 | 641764 | 684008 | 730232 | 751029 | 761082 | 773409 | 794228 | 802622 | 815229 | 852121 | 895026 |
| 607354 | 631214 | 641875 | 685035 | 730401 | 751115 | 761105 | 773438 | 794257 | 802708 | 815230 | 852258 | 895060 |
| 607373 | 631243 | 641886 | 685065 | 730590 | 752018 | 761317 | 773469 | 794293 | 802820 | 815237 | 852416 | 895078 |
| 607381 | 631274 | 641941 | 685068 | 730599 | 752060 | 761475 | 773470 | 794419 | 802821 | 815240 | 852465 | 895081 |
| 607387 | 631284 | 641959 | 685085 | 730624 | 752067 | 761534 | 773496 | 796510 | 802867 | 815245 | 852526 | 895099 |
| 607415 | 631317 | 648104 | 685091 | 730834 | 752075 | 761559 | 773518 | 796549 | 802874 | 816006 | 852635 | 895266 |
| 607457 | 631327 | 648114 | 685094 | 730931 | 752078 | 761611 | 773524 | 796555 | 802889 | 816208 | 852727 | 895273 |
| 607466 | 631335 | 652130 | 685097 | 731008 | 752109 | 761702 | 773530 | 797001 | 802899 | 816800 | 852824 | 895337 |
| 607494 | 631337 | 652240 | 685099 | 731297 | 752120 | 761809 | 773538 | 797015 | 802901 | 824100 | 852856 | 895351 |
| 607497 | 631346 | 652360 | 685125 | 731427 | 752121 | 761823 | 773553 | 797149 | 802917 | 826421 | 852899 | 895367 |
| 607693 | 631369 | 652410 | 685127 | 731689 | 752150 | 761832 | 774349 | 797193 | 802934 | 829501 | 852953 | 895380 |
| 607728 | 631374 | 652500 | 685143 | 731785 | 752243 | 762075 | 775339 | 799027 | 802982 | 832043 | 852983 | 895388 |
| 607759 | 631379 | 658108 | 685146 | 735032 | 752244 | 763069 | 775352 | 799077 | 802994 | 832056 | 853056 | 895403 |
| 607882 | 631422 | 658129 | 685155 | 737002 | 752275 | 763102 | 775360 | 799100 | 803182 | 833214 | 853085 | 895410 |
| 607888 | 631429 | 658245 | 685170 | 740003 | 752303 | 763142 | 778306 | 799211 | 803194 | 833219 | 853104 | 895435 |
| 607960 | 631431 | 660030 | 685255 | 740082 | 752330 | 765589 | 778318 | 799232 | 803296 | 834041 | 853119 | 895450 |
| 608139 | 631443 | 660220 | 685262 | 740259 | 752331 | 765609 | 780056 | 800316 | 803306 | 837142 | 853124 | 895528 |
| 608150 | 631472 | 660608 | 685263 | 740277 | 752338 | 767527 | 780064 | 800367 | 803324 | 837161 | 853184 | 895532 |
| 608447 | 631496 | 660710 | 685266 | 740302 | 752367 | 769536 | 782619 | 800409 | 803334 | 837189 | 853196 | 895536 |
| 608564 | 631527 | 662128 | 686003 | 740579 | 752419 | 769540 | 782784 | 800426 | 804031 | 837194 | 853203 | 895577 |
| 608576 | 631546 | 662383 | 687012 | 740638 | 752433 | 770014 | 782834 | 800432 | 804139 | 840052 | 856027 | 895586 |
| 610148 | 631576 | 662680 | 687022 | 740757 | 752440 | 770031 | 782875 | 800449 | 804182 | 840134 | 856234 | 898035 |
| 611002 | 631584 | 666960 | 688005 | 740877 | 752488 | 770037 | 782886 | 800468 | 804191 | 840360 | 856387 | 898037 |
| 611171 | 631609 | 666985 | 691030 | 740967 | 752527 | 770071 | 782944 | 800496 | 805188 | 840418 | 856406 | 898038 |
| 616139 | 631621 | 667030 | 693020 | 741049 | 752590 | 770113 | 782952 | 800517 | 805337 | 840432 | 856498 | 898043 |

| | | | | | | | | | | | | |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 898062 | 901370 | 903993 | 907815 | 917045 | 918602 | 921987 | 926466 | 927228 | 927996 | 931395 | 940986 | 948369 |
| 898069 | 901377 | 904134 | 907833 | 917046 | 918609 | 922130 | 926471 | 927230 | 928118 | 931489 | 941080 | 948382 |
| 900055 | 901412 | 904229 | 907841 | 917049 | 918616 | 922165 | 926475 | 927242 | 928136 | 931588 | 941093 | 948384 |
| 900057 | 901431 | 904238 | 907927 | 917055 | 918639 | 922178 | 926477 | 927269 | 928198 | 931721 | 941096 | 948402 |
| 900083 | 901488 | 904241 | 907951 | 917073 | 918661 | 922224 | 926490 | 927312 | 928243 | 931778 | 941188 | 948422 |
| 900087 | 901574 | 904297 | 907980 | 917075 | 918670 | 922303 | 926495 | 927314 | 928248 | 931840 | 941199 | 948437 |
| 900093 | 901599 | 904319 | 910276 | 917078 | 918760 | 922316 | 926503 | 927318 | 928255 | 931946 | 941203 | 948466 |
| 900097 | 901668 | 904355 | 910282 | 917087 | 918774 | 922321 | 926514 | 927330 | 928261 | 931955 | 941254 | 949100 |
| 900123 | 901774 | 904363 | 910324 | 917111 | 918784 | 922328 | 926529 | 927332 | 928304 | 931969 | 941281 | 949129 |
| 900143 | 901809 | 906044 | 910362 | 917119 | 918792 | 924072 | 926531 | 927350 | 928310 | 931997 | 941296 | 949164 |
| 900156 | 901864 | 906052 | 910364 | 917158 | 918800 | 924234 | 926534 | 927366 | 928311 | 933236 | 941308 | 949174 |
| 900161 | 901890 | 906058 | 910380 | 917175 | 918806 | 924245 | 926537 | 927369 | 928319 | 933518 | 941314 | 949225 |
| 900164 | 901983 | 906128 | 910403 | 917209 | 918817 | 924272 | 926542 | 927396 | 928321 | 933519 | 941324 | 949302 |
| 900173 | 902004 | 906204 | 912222 | 917214 | 918828 | 924395 | 926565 | 927398 | 928331 | 933520 | 941326 | 949554 |
| 900189 | 902021 | 906240 | 912319 | 917228 | 918834 | 924527 | 926571 | 927408 | 928340 | 933531 | 941336 | 949562 |
| 900222 | 902036 | 906301 | 912422 | 917250 | 918841 | 924544 | 926593 | 927432 | 928362 | 934207 | 941348 | 949568 |
| 900237 | 902041 | 906340 | 913461 | 917253 | 918860 | 924580 | 926605 | 927437 | 928375 | 934248 | 941381 | 950023 |
| 900266 | 902067 | 906397 | 913611 | 917261 | 918868 | 924624 | 926610 | 927456 | 928378 | 934253 | 941390 | 950024 |
| 900385 | 902174 | 906403 | 913668 | 917308 | 918888 | 924634 | 926631 | 927463 | 928386 | 935068 | 941498 | 950035 |
| 900409 | 902192 | 906413 | 913693 | 917309 | 918895 | 924638 | 926637 | 927485 | 928436 | 935205 | 941528 | 950042 |
| 900456 | 902239 | 906427 | 913701 | 917332 | 918943 | 924645 | 926639 | 927494 | 928439 | 935225 | 941547 | 950047 |
| 900458 | 902243 | 906441 | 913705 | 917348 | 918982 | 925091 | 926644 | 927507 | 928455 | 935267 | 941578 | 950053 |
| 900459 | 902290 | 906443 | 913712 | 917360 | 918996 | 925141 | 926646 | 927546 | 928459 | 936078 | 941757 | 950065 |
| 900516 | 902304 | 906489 | 913762 | 917371 | 920074 | 925192 | 926666 | 927586 | 928461 | 937317 | 941758 | 950173 |
| 900524 | 902370 | 906522 | 913821 | 917377 | 920095 | 925204 | 926701 | 927588 | 928475 | 937370 | 941784 | 950338 |
| 900533 | 902421 | 906526 | 913866 | 917383 | 920166 | 926016 | 926724 | 927590 | 928531 | 937519 | 941794 | 950346 |
| 900546 | 902431 | 906539 | 913882 | 917385 | 920204 | 926025 | 926727 | 927600 | 928538 | 937691 | 941884 | 950360 |
| 900564 | 902454 | 906564 | 913902 | 917390 | 920210 | 926026 | 926729 | 927601 | 928539 | 937710 | 941888 | 950370 |
| 900625 | 902473 | 906569 | 913949 | 917401 | 920276 | 926044 | 926745 | 927602 | 928543 | 937746 | 941900 | 950390 |
| 900637 | 902508 | 906612 | 913961 | 917403 | 920279 | 926052 | 926760 | 927604 | 928550 | 937790 | 941911 | 950515 |
| 900684 | 902520 | 906614 | 913997 | 917419 | 920315 | 926055 | 926806 | 927607 | 928565 | 937804 | 941917 | 950547 |
| 900736 | 902527 | 906825 | 914114 | 917501 | 920360 | 926079 | 926811 | 927622 | 928594 | 939038 | 941939 | 950555 |
| 900740 | 902547 | 906827 | 914138 | 917606 | 920378 | 926082 | 926818 | 927638 | 928595 | 939082 | 945300 | 950557 |
| 900763 | 902561 | 907001 | 914378 | 917612 | 921004 | 926096 | 926822 | 927646 | 928629 | 939086 | 945340 | 950573 |
| 900773 | 902597 | 907011 | 914520 | 917615 | 921010 | 926118 | 926826 | 927649 | 928651 | 939533 | 945365 | 950593 |
| 900812 | 902610 | 907069 | 914598 | 917655 | 921015 | 926125 | 926828 | 927650 | 928675 | 939535 | 945394 | 950595 |
| 900856 | 902639 | 907076 | 914630 | 917784 | 921052 | 926193 | 926833 | 927659 | 928704 | 939585 | 945572 | 950619 |
| 900875 | 902646 | 907080 | 914881 | 917785 | 921120 | 926217 | 926855 | 927662 | 928747 | 939598 | 945580 | 950664 |
| 900884 | 902670 | 907108 | 914912 | 917852 | 921122 | 926218 | 926864 | 927685 | 928749 | 940005 | 945602 | 950680 |
| 900886 | 902681 | 907119 | 914991 | 917932 | 921139 | 926222 | 926868 | 927692 | 928753 | 940006 | 945725 | 950726 |
| 900952 | 902685 | 907157 | 915008 | 918024 | 921169 | 926223 | 926877 | 927693 | 928793 | 940058 | 945832 | 950754 |
| 900958 | 902701 | 907230 | 915057 | 918031 | 921179 | 926242 | 926895 | 927694 | 928800 | 940136 | 945884 | 950779 |
| 900987 | 902981 | 907250 | 915167 | 918038 | 921180 | 926253 | 926896 | 927697 | 928806 | 940148 | 945930 | 950810 |
| 901008 | 903009 | 907269 | 915205 | 918045 | 921192 | 926256 | 926955 | 927722 | 928814 | 940158 | 945946 | 950811 |
| 901009 | 903043 | 907310 | 915241 | 918051 | 921204 | 926265 | 926968 | 927726 | 928877 | 940184 | 946159 | 950819 |
| 901035 | 903055 | 907335 | 915277 | 918055 | 921244 | 926287 | 927028 | 927731 | 928885 | 940186 | 946172 | 950835 |
| 901043 | 903134 | 907376 | 915384 | 918061 | 921274 | 926294 | 927031 | 927737 | 930300 | 940380 | 946335 | 951027 |
| 901064 | 903180 | 907399 | 915422 | 918190 | 921284 | 926310 | 927067 | 927742 | 930301 | 940411 | 946361 | 951085 |
| 901081 | 903250 | 907430 | 915434 | 918251 | 921341 | 926321 | 927075 | 927757 | 930322 | 940421 | 946450 | 951087 |
| 901091 | 903251 | 907441 | 915436 | 918263 | 921448 | 926324 | 927080 | 927766 | 930325 | 940518 | 946461 | 951092 |
| 901107 | 903345 | 907447 | 915445 | 918280 | 921478 | 926325 | 927116 | 927776 | 930330 | 940522 | 946509 | 951101 |
| 901111 | 903400 | 907519 | 915493 | 918292 | 921487 | 926330 | 927119 | 927790 | 931045 | 940529 | 946518 | 951106 |
| 901132 | 903403 | 907549 | 915497 | 918321 | 921520 | 926336 | 927144 | 927822 | 931086 | 940613 | 948039 | 951120 |
| 901174 | 903498 | 907605 | 915531 | 918322 | 921522 | 926344 | 927146 | 927827 | 931093 | 940688 | 948073 | 951154 |
| 901188 | 903575 | 907612 | 915545 | 918332 | 921555 | 926384 | 927151 | 927842 | 931099 | 940713 | 948086 | 951157 |
| 901233 | 903722 | 907642 | 915561 | 918344 | 921619 | 926389 | 927152 | 927843 | 931105 | 940759 | 948121 | 951229 |
| 901234 | 903757 | 907651 | 915591 | 918345 | 921666 | 926411 | 927187 | 927868 | 931129 | 940803 | 948276 | 951265 |
| 901239 | 903758 | 907688 | 915596 | 918414 | 921876 | 926413 | 927189 | 927899 | 931145 | 940833 | 948302 | 951281 |
| 901265 | 903780 | 907748 | 917013 | 918479 | 921920 | 926433 | 927212 | 927925 | 931193 | 940894 | 948308 | 951283 |
| 901297 | 903965 | 907779 | 917023 | 918533 | 921922 | 926440 | 927218 | 927936 | 931223 | 940903 | 948326 | 951364 |
| 901326 | 903982 | 907796 | 917026 | 918574 | 921939 | 926448 | 927222 | 927986 | 931370 | 940931 | 948348 | 951521 |

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|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 951532 | 952317 | 958796 | 967394 | 968725 | 970382 | 970641 | 973301 | 980363 | 980846 | 984178 | 992424 | 995582 |
| 951600 | 952321 | 958804 | 967423 | 968780 | 970436 | 970698 | 973306 | 980449 | 980861 | 984245 | 992425 | 995901 |
| 951604 | 952332 | 958852 | 968198 | 968864 | 970438 | 972379 | 973339 | 980591 | 980978 | 984259 | 992446 | 995947 |
| 951618 | 953008 | 958856 | 968313 | 968949 | 970447 | 972443 | 973346 | 980646 | 980984 | 985016 | 992575 | 995995 |
| 951744 | 953236 | 958866 | 968404 | 970023 | 970470 | 972509 | 974050 | 980681 | 981142 | 985048 | 992616 | 997058 |
| 951751 | 953338 | 958874 | 968437 | 970141 | 970474 | 972529 | 974129 | 980727 | 981366 | 985096 | 992686 | 997136 |
| 951759 | 954180 | 958882 | 968461 | 970166 | 970478 | 972738 | 974151 | 980731 | 981607 | 985202 | 992708 | 997160 |
| 951765 | 954364 | 959026 | 968542 | 970219 | 970486 | 972859 | 974161 | 980736 | 981860 | 985208 | 992709 | 997219 |
| 951798 | 954433 | 967028 | 968569 | 970244 | 970498 | 972947 | 976069 | 980758 | 981887 | 992186 | 995127 | 997241 |
| 951817 | 954447 | 967174 | 968581 | 970258 | 970505 | 973209 | 980027 | 980762 | 981944 | 992192 | 995148 | 997255 |
| 951823 | 955306 | 967176 | 968592 | 970305 | 970519 | 973264 | 980142 | 980770 | 982011 | 992277 | 995297 | 997288 |
| 951849 | 958314 | 967251 | 968625 | 970352 | 970527 | 973272 | 980179 | 980829 | 982078 | 992306 | 995315 | 998179 |
| 952300 | 958761 | 967393 | 968638 | 970372 | 970618 | 973294 | 980216 | 980834 | 982168 | 992398 | 995471 | 998306 |

—Express and Priority Mail, Marketing, 5-22-97

International Mail

IMM REVISION

Special Services Changes

General Description

On May 6, 1997, the Postal Service Board of Governors adopted the recommended decision of the independent Postal Rate Commission in the Special Services Reform case (MC96-3). Although that case specifically related to the conditions of mailing associated with certain domestic special services, its implementation impacts the equivalent international special services.

Some of the regulatory and pricing changes, which are referenced below, are a consequence of the domestic Special Services Reform case. Others stem from updated country information, which was recently received from the International Bureau of the Universal Postal Union (UPU).

Summary of Changes

The following special services and regulatory changes are effective 12:01 a.m. on June 8, 1997:

- The insurance indemnity limit for individual parcels is increased for many destination countries. Some foreign postal administrations have agreed to a reciprocal \$5,000 indemnity limit, which matches the new USPS domestic standard. Others have committed to lower indemnity limits, which are consistent with their own internal insurance provisions.
 - The new insurance fees for all destination countries, except Canada, are \$1.60 for items valued at up to \$50; \$2.50 for items valued between \$50.01 and \$100; and \$0.90 for each additional \$100 or fraction thereof. The comparable fees **for Canada only** are \$0.75 for items valued at up to \$50; \$1.60 for items valued between \$50.01 and \$100; and \$0.90 for each additional \$100 or fraction thereof.
 - The maximum weight limit for individual parcels is increased to either 66 or 70 pounds for many countries. The remainder will retain their existing 22-pound or 44-pound weight limit for parcel post.
 - The indemnity limit for Express Mail International Service (EMS) shipments that contain merchandise is increased to a maximum of \$5,000 for all destination countries.
 - EMS merchandise shipments valued at up to \$500 are insured against loss, damage, or rifling, at no additional cost to the sender. EMS merchandise shipments valued above \$500 may be insured at a cost of \$0.90 for each \$100 or fraction thereof, up to a maximum of \$5,000 per shipment.
 - The indemnity limit on reimbursement for reasonable costs incurred to reconstruct nonnegotiable EMS documents that are lost, damaged, or rifled, is lowered to \$500 per piece. Document reconstruction insurance coverage is provided at no additional cost to the sender. Insurance coverage above \$500 is no longer available. See DMM S010 and S500.
 - IMM 324.22 is revised to reflect a new U.S. dollar to SDR (special drawing rights) conversion rate. This information is required by USPS acceptance personnel whenever an insured parcel is presented for mailing. The insured amount, stated in terms of both dollars and SDR values, must be "written in" on PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*.
 - Recorded Delivery service is extended to 19 additional destination countries that have indicated a willingness to process postal items requiring that type of treatment. IMM 385.2 is revised to reflect service availability to these new countries, as well as corrections to the existing country list.
 - The Recorded Delivery service fee is increased to \$1.35.
 - A uniform \$2.35 fee is established for all classes and categories of mail that are subject to Special Delivery (Exprès) service.
- In addition, the Individual Country Listings in the IMM are revised to reflect changes in the following conditions of mailing:
- The insurance indemnity limit and parcel post weight limit that apply to each destination country. See Exhibit 1 (page 74).
 - The air and surface parcel post rates that apply to each destination country with a weight limit above 44 pounds. See Exhibit 2 (page 78).

- The insurance fees that apply to parcel post packages that are mailed to each destination country. See Exhibit 3 (page 82).
- The insurance fees that apply to Express Mail International Service (EMS) merchandise items that are mailed to each destination country. See Exhibit 4 (page 83).
- The \$1.35 special services fee for Recorded Delivery service to certain destination countries.
- The \$2.35 special services fee for Special Delivery (Exprès) service to certain destination countries.

All of the special services and regulatory changes contained in this announcement will be incorporated into Issue 18 of the *International Mail Manual*.

International Mail Manual (IMM) Revision

Effective June 8, 1997, the *International Mail Manual* (IMM) is revised to reflect the changes outlined above. The entire text of IMM subchapter 620 appears on revision pages at the back of this *Postal Bulletin*. Wording for the other revised sections of the IMM appears below. Issue 18 of the IMM will include these changes.

| | | |
|------------|---|-----------|
| 2 | Conditions for Mailing | * * * * * |
| 210 | Express Mail International Service | |
| 211 | Description | * * * * * |

211.5 Insurance and Indemnity

Express Mail International Service items are insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the U.S. Postal Service as provided in DMM S010 and S500. However, Express Mail International Service items are *not* insured against delay in delivery. Neither indemnity payments nor postage refunds will be made in the event of delay.

211.51 EMS Merchandise Insurance

Express Mail merchandise insurance coverage is provided against loss, damage, or rifling up to \$500 at no additional charge. Additional insurance coverage above \$500 may be purchased at the sender's option. The fee for optional insurance coverage is \$0.90 for each \$100 or fraction thereof, up to a maximum of \$5,000 per shipment. See the Individual Country Listings for the applicable Express Mail insurance fees.

211.52 Purchase of Additional Insurance

When a mailer wants to insure an EMS merchandise shipment in an amount more than \$500, the insurance fee is entered in the block marked "Insurance" on the mailing label. If

the label does not contain this specific block, the mailer uses the "COD" block by crossing out "COD," writing "INS" to the right, and entering the fee for the applicable coverage. Coverage is limited to the actual value of the contents, regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. If a waiver of signature is requested, additional insurance coverage is void. See DMM S500.

211.53 Document Reconstruction Insurance

Nonnegotiable EMS documents are insured against loss, damage, or rifling, at no additional cost to the mailer. Document reconstruction insurance coverage is limited to a maximum of \$500 per shipment. Additional coverage beyond the \$500 indemnity limit is not available. See DMM S010 and S500.

Note: EMS indemnity payments are subject to the provisions of DMM S010, DMM S500, and IMM 935. Neither indemnity payments nor postage refunds are payable for delayed delivery.

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214 Preparation Requirements

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214.2 On Demand Service

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214.22 Preparation by Acceptance Employee

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c. Enter the originating facility ZIP Code, date and time received, weight, merchandise insurance fee, if applicable (see 211.52), total postage, and initial. Ensure that the correct amount of postage is affixed to the mailpiece.

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3 Special Services

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320 Insurance

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324 Processing Requests

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324.22 Accepting Clerk's Responsibility

Accepting clerk must:

a. Indicate on the parcel the amount for which the parcel is insured. The amount must be written in ink and expressed in U.S. currency (figures) and special drawing rights (SDR) values. Indicate the SDR values in figures only. For example:

INSURED VALUE
\$100 (U.S.)
68.31 SDR

b. See exhibit 324.22 for an SDR conversion table for all U.S. dollar values up to \$600. To determine SDR equivalents above \$600, the acceptance employee must multiply the insured amount, rounded up to the next full dollar, by the conversion factor 0.6831.

Note: The conversion of U.S. dollars into SDR equivalents is based on the following formulas:

$$1 \text{ SDR} = \$1.46 \text{ (1.4639)} \quad 1 \text{ U.S. \$} = 0.6831 \text{ SDR}$$

c. Enter the insured number, insured amount, and SDR equivalent on PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*.

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370 Special Delivery

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373 Fees

The international special delivery fee is \$2.35 for all eligible categories of mail, regardless of weight. Payment of that fee is in addition to postage and other special services fees. See 372 for availability of special delivery service.

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380 Special Handling

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385 Recorded Delivery

385.1 Description

Recorded delivery is the international service equivalent of domestic certified mail. It provides the mailer with a numbered mailing receipt, and affords the opportunity to obtain confirmation of delivery through the purchase of a separate return receipt for an additional fee (see 342). The originating post office does *not* maintain a mailing record for recorded delivery service items. However, the destination post office is required to retain a record of delivery for each recorded delivery service item that is tendered to an addressee.

385.2 Availability

Recorded delivery service is available in conjunction with the mailing of letters and letter packages, postcards, printed matter items (including regular printed matter, books and sheet music, and publishers' periodicals), small packets, matter for the blind, and M-bags. This service is available to the following destination countries:

| | | |
|--------------------------|--------------------|------------------|
| Afghanistan | Fiji | Netherlands |
| Bahrain | Gabon | Pakistan |
| Bangladesh | Germany | Romania |
| Bhutan | Ghana | Rwanda |
| Bolivia | Greece | Spain |
| Brunei Darussalam | Guinea | Swaziland |
| Burkina Faso | Guyana | Syrian Arab Rep. |
| Burundi | Iraq | Tunisia |
| Central African Republic | Italy | Uganda |
| China | Korea, Republic of | Zaire |
| Colombia | Libya | Zambia |
| Croatia | Macedonia | |
| Czech Republic | Malaysia | |
| Dominican Republic | Nepal | |

385.3 Recorded Delivery Fee

The recorded delivery fee is \$1.35. It is in addition to postage and other special services fees, if applicable.

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6 Special Programs

[Section 626.31, *Premium Service*, has been revised. The entire text of IMM subchapter 620 appears on revision pages at the back of this Postal Bulletin.]

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9 Inquiries, Indemnities, and Refunds

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930 Indemnity Payments

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935 Payments for Express Mail International Service

935.1 When Authorized

Express Mail International Service (EMS) shipments are covered by document reconstruction and merchandise insurance in case of loss, damage, or rifling. Indemnity will be paid by the Postal Service as specified in DMM S010 and 211.5. See 935.2 for types of mailing situations when payment is prohibited.

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Exhibit 324.22

Conversion Table: U.S. Dollars to Special Drawing Rights (SDRs)

1 U.S. \$ = 0.6831 SDR

1 SDR = \$1.4639

| U.S. | SDR | U.S. | SDR | U.S. | SDR | U.S. | SDR |
|------|---------|------|---------|------|----------|------|----------|
| 1 | 0.6831 | 51 | 34.8381 | 101 | 68.9931 | 151 | 103.1481 |
| 2 | 1.3662 | 52 | 35.5212 | 102 | 69.6762 | 152 | 103.8312 |
| 3 | 2.0493 | 53 | 36.2043 | 103 | 70.3593 | 153 | 104.5143 |
| 4 | 2.7324 | 54 | 36.8874 | 104 | 71.0424 | 154 | 105.1974 |
| 5 | 3.4155 | 55 | 37.5705 | 105 | 71.7255 | 155 | 105.8805 |
| 6 | 4.0986 | 56 | 38.2536 | 106 | 72.4086 | 156 | 106.5636 |
| 7 | 4.7817 | 57 | 38.9367 | 107 | 73.0917 | 157 | 107.2467 |
| 8 | 5.4648 | 58 | 39.6198 | 108 | 73.7748 | 158 | 107.9298 |
| 9 | 6.1479 | 59 | 40.3029 | 109 | 74.4579 | 159 | 108.6129 |
| 10 | 6.8310 | 60 | 40.9860 | 110 | 75.1410 | 160 | 109.2960 |
| 11 | 7.5141 | 61 | 41.6691 | 111 | 75.8241 | 161 | 109.9791 |
| 12 | 8.1972 | 62 | 42.3522 | 112 | 76.5072 | 162 | 110.6622 |
| 13 | 8.8803 | 63 | 43.0353 | 113 | 77.1903 | 163 | 111.3453 |
| 14 | 9.5634 | 64 | 43.7184 | 114 | 77.8734 | 164 | 112.0284 |
| 15 | 10.2465 | 65 | 44.4015 | 115 | 78.5565 | 165 | 112.7115 |
| 16 | 10.9296 | 66 | 45.0846 | 116 | 79.2396 | 166 | 113.3946 |
| 17 | 11.6127 | 67 | 45.7677 | 117 | 79.9227 | 167 | 114.0777 |
| 18 | 12.2958 | 68 | 46.4508 | 118 | 80.6058 | 168 | 114.7608 |
| 19 | 12.9789 | 69 | 47.1339 | 119 | 81.2889 | 169 | 115.4439 |
| 20 | 13.6620 | 70 | 47.8170 | 120 | 81.9720 | 170 | 116.1270 |
| 21 | 14.3451 | 71 | 48.5001 | 121 | 82.6551 | 171 | 116.8101 |
| 22 | 15.0282 | 72 | 49.1832 | 122 | 83.3382 | 172 | 117.4932 |
| 23 | 15.7113 | 73 | 49.8663 | 123 | 84.0213 | 173 | 118.1763 |
| 24 | 16.3944 | 74 | 50.5494 | 124 | 84.7044 | 174 | 118.8594 |
| 25 | 17.0775 | 75 | 51.2325 | 125 | 85.3875 | 175 | 119.5425 |
| 26 | 17.7606 | 76 | 51.9156 | 126 | 86.0706 | 176 | 120.2256 |
| 27 | 18.4437 | 77 | 52.5987 | 127 | 86.7537 | 177 | 120.9087 |
| 28 | 19.1268 | 78 | 53.2818 | 128 | 87.4368 | 178 | 121.5918 |
| 29 | 19.8099 | 79 | 53.9649 | 129 | 88.1199 | 179 | 122.2749 |
| 30 | 20.4930 | 80 | 54.6480 | 130 | 88.8030 | 180 | 122.9580 |
| 31 | 21.1761 | 81 | 55.3311 | 131 | 89.4861 | 181 | 123.6411 |
| 32 | 21.8592 | 82 | 56.0142 | 132 | 90.1692 | 182 | 124.3242 |
| 33 | 22.5423 | 83 | 56.6973 | 133 | 90.8523 | 183 | 125.0073 |
| 34 | 23.2254 | 84 | 57.3804 | 134 | 91.5354 | 184 | 125.6904 |
| 35 | 23.9085 | 85 | 58.0635 | 135 | 92.2185 | 185 | 126.3735 |
| 36 | 24.5916 | 86 | 58.7466 | 136 | 92.9016 | 186 | 127.0566 |
| 37 | 25.2747 | 87 | 59.4297 | 137 | 93.5847 | 187 | 127.7397 |
| 38 | 25.9578 | 88 | 60.1128 | 138 | 94.2678 | 188 | 128.4228 |
| 39 | 26.6409 | 89 | 60.7959 | 139 | 94.9509 | 189 | 129.1059 |
| 40 | 27.3240 | 90 | 61.4790 | 140 | 95.6340 | 190 | 129.7890 |
| 41 | 28.0071 | 91 | 62.1621 | 141 | 96.3171 | 191 | 130.4721 |
| 42 | 28.6902 | 92 | 62.8452 | 142 | 97.0002 | 192 | 131.1552 |
| 43 | 29.3733 | 93 | 63.5283 | 143 | 97.6833 | 193 | 131.8383 |
| 44 | 30.0564 | 94 | 64.2114 | 144 | 98.3664 | 194 | 132.5214 |
| 45 | 30.7395 | 95 | 64.8945 | 145 | 99.0495 | 195 | 133.2045 |
| 46 | 31.4226 | 96 | 65.5776 | 146 | 99.7326 | 196 | 133.8876 |
| 47 | 32.1057 | 97 | 66.2607 | 147 | 100.4157 | 197 | 134.5707 |
| 48 | 32.7888 | 98 | 66.9438 | 148 | 101.0988 | 198 | 135.2538 |
| 49 | 33.4719 | 99 | 67.6269 | 149 | 101.7819 | 199 | 135.9369 |
| 50 | 34.1550 | 100 | 68.3100 | 150 | 102.4650 | 200 | 136.6200 |

Exhibit 324.22 (continued)

Conversion Table: U.S. Dollars to Special Drawing Rights (SDRs)**1 U.S. \$ = 0.6831 SDR****1 SDR = \$1.4639**

| U.S. | SDR | U.S. | SDR | U.S. | SDR | U.S. | SDR |
|------|----------|------|----------|------|----------|------|----------|
| 201 | 137.3031 | 251 | 171.4581 | 301 | 205.6131 | 351 | 239.7681 |
| 202 | 137.9862 | 252 | 172.1412 | 302 | 206.2962 | 352 | 240.4512 |
| 203 | 138.6693 | 253 | 172.8243 | 303 | 206.9793 | 353 | 241.1343 |
| 204 | 139.3524 | 254 | 173.5074 | 304 | 207.6624 | 354 | 241.8174 |
| 205 | 140.0355 | 255 | 174.1905 | 305 | 208.3455 | 355 | 242.5005 |
| 206 | 140.7186 | 256 | 174.8736 | 306 | 209.0286 | 356 | 243.1836 |
| 207 | 141.4017 | 257 | 175.5567 | 307 | 209.7117 | 357 | 243.8667 |
| 208 | 142.0848 | 258 | 176.2398 | 308 | 210.3948 | 358 | 244.5498 |
| 209 | 142.7679 | 259 | 176.9229 | 309 | 211.0779 | 359 | 245.2329 |
| 210 | 143.4510 | 260 | 177.6060 | 310 | 211.7610 | 360 | 245.9160 |
| 211 | 144.1341 | 261 | 178.2891 | 311 | 212.4441 | 361 | 246.5991 |
| 212 | 144.8172 | 262 | 178.9722 | 312 | 213.1272 | 362 | 247.2822 |
| 213 | 145.5003 | 263 | 179.6553 | 313 | 213.8103 | 363 | 247.9653 |
| 214 | 146.1834 | 264 | 180.3384 | 314 | 214.4934 | 364 | 248.6484 |
| 215 | 146.8665 | 265 | 181.0215 | 315 | 215.1765 | 365 | 249.3315 |
| 216 | 147.5496 | 266 | 181.7046 | 316 | 215.8596 | 366 | 250.0146 |
| 217 | 148.2327 | 267 | 182.3877 | 317 | 216.5427 | 367 | 250.6977 |
| 218 | 148.9158 | 268 | 183.0708 | 318 | 217.2258 | 368 | 251.3808 |
| 219 | 149.5989 | 269 | 183.7539 | 319 | 217.9089 | 369 | 252.0639 |
| 220 | 150.2820 | 270 | 184.4370 | 320 | 218.5920 | 370 | 252.7470 |
| 221 | 150.9651 | 271 | 185.1201 | 321 | 219.2751 | 371 | 253.4301 |
| 222 | 151.6482 | 272 | 185.8032 | 322 | 219.9582 | 372 | 254.1132 |
| 223 | 152.3313 | 273 | 186.4863 | 323 | 220.6413 | 373 | 254.7963 |
| 224 | 153.0144 | 274 | 187.1694 | 324 | 221.3244 | 374 | 255.4794 |
| 225 | 153.6975 | 275 | 187.8525 | 325 | 222.0075 | 375 | 256.1625 |
| 226 | 154.3806 | 276 | 188.5356 | 326 | 222.6906 | 376 | 256.8456 |
| 227 | 155.0637 | 277 | 189.2187 | 327 | 223.3737 | 377 | 257.5287 |
| 228 | 155.7468 | 278 | 189.9018 | 328 | 224.0568 | 378 | 258.2118 |
| 229 | 156.4299 | 279 | 190.5849 | 329 | 224.7399 | 379 | 258.8949 |
| 230 | 157.1130 | 280 | 191.2680 | 330 | 225.4230 | 380 | 259.5780 |
| 231 | 157.7961 | 281 | 191.9511 | 331 | 226.1061 | 381 | 260.2611 |
| 232 | 158.4792 | 282 | 192.6342 | 332 | 226.7892 | 382 | 260.9442 |
| 233 | 159.1623 | 283 | 193.3173 | 333 | 227.4723 | 383 | 261.6273 |
| 234 | 159.8454 | 284 | 194.0004 | 334 | 228.1554 | 384 | 262.3104 |
| 235 | 160.5285 | 285 | 194.6835 | 335 | 228.8385 | 385 | 262.9935 |
| 236 | 161.2116 | 286 | 195.3666 | 336 | 229.5216 | 386 | 263.6766 |
| 237 | 161.8947 | 287 | 196.0497 | 337 | 230.2047 | 387 | 264.3597 |
| 238 | 162.5778 | 288 | 196.7328 | 338 | 230.8878 | 388 | 265.0428 |
| 239 | 163.2609 | 289 | 197.4159 | 339 | 231.5709 | 389 | 265.7259 |
| 240 | 163.9440 | 290 | 198.0990 | 340 | 232.2540 | 390 | 266.4090 |
| 241 | 164.6271 | 291 | 198.7821 | 341 | 232.9371 | 391 | 267.0921 |
| 242 | 165.3102 | 292 | 199.4652 | 342 | 233.6202 | 392 | 267.7752 |
| 243 | 165.9933 | 293 | 200.1483 | 343 | 234.3033 | 393 | 268.4583 |
| 244 | 166.6764 | 294 | 200.8314 | 344 | 234.9864 | 394 | 269.1414 |
| 245 | 167.3595 | 295 | 201.5145 | 345 | 235.6695 | 395 | 269.8245 |
| 246 | 168.0426 | 296 | 202.1976 | 346 | 236.3526 | 396 | 270.5076 |
| 247 | 168.7257 | 297 | 202.8807 | 347 | 237.0357 | 397 | 271.1907 |
| 248 | 169.4088 | 298 | 203.5638 | 348 | 237.7188 | 398 | 271.8738 |
| 249 | 170.0919 | 299 | 204.2469 | 349 | 238.4019 | 399 | 272.5569 |
| 250 | 170.7750 | 300 | 204.9300 | 350 | 239.0850 | 400 | 273.2400 |

Exhibit 324.22 (continued)

Conversion Table: U.S. Dollars to Special Drawing Rights (SDRs)

1 U.S. \$ = 0.6831 SDR

1 SDR = \$1.4639

| U.S. | SDR | U.S. | SDR | U.S. | SDR | U.S. | SDR |
|------|----------|------|----------|------|----------|------|----------|
| 401 | 273.9231 | 451 | 308.0781 | 501 | 342.2331 | 551 | 376.3881 |
| 402 | 274.6062 | 452 | 308.7612 | 502 | 342.9162 | 552 | 377.0712 |
| 403 | 275.2893 | 453 | 309.4443 | 503 | 343.5993 | 553 | 377.7543 |
| 404 | 275.9724 | 454 | 310.1274 | 504 | 344.2824 | 554 | 378.4374 |
| 405 | 276.6555 | 455 | 310.8105 | 505 | 344.9655 | 555 | 379.1205 |
| 406 | 277.3386 | 456 | 311.4936 | 506 | 345.6486 | 556 | 379.8036 |
| 407 | 278.0217 | 457 | 312.1767 | 507 | 346.3317 | 557 | 380.4867 |
| 408 | 278.7048 | 458 | 312.8598 | 508 | 347.0148 | 558 | 381.1698 |
| 409 | 279.3879 | 459 | 313.5429 | 509 | 347.6979 | 559 | 381.8529 |
| 410 | 280.0710 | 460 | 314.2260 | 510 | 348.3810 | 560 | 382.5360 |
| 411 | 280.7541 | 461 | 314.9091 | 511 | 349.0641 | 561 | 383.2191 |
| 412 | 281.4372 | 462 | 315.5922 | 512 | 349.7472 | 562 | 383.9022 |
| 413 | 282.1203 | 463 | 316.2753 | 513 | 350.4303 | 563 | 384.5853 |
| 414 | 282.8034 | 464 | 316.9584 | 514 | 351.1134 | 564 | 385.2684 |
| 415 | 283.4865 | 465 | 317.6415 | 515 | 351.7965 | 565 | 385.9515 |
| 416 | 284.1696 | 466 | 318.3246 | 516 | 352.4796 | 566 | 386.6346 |
| 417 | 284.8527 | 467 | 319.0077 | 517 | 353.1627 | 567 | 387.3177 |
| 418 | 285.5358 | 468 | 319.6908 | 518 | 353.8458 | 568 | 388.0008 |
| 419 | 286.2189 | 469 | 320.3739 | 519 | 354.5289 | 569 | 388.6839 |
| 420 | 286.9020 | 470 | 321.0570 | 520 | 355.2120 | 570 | 389.3670 |
| 421 | 287.5851 | 471 | 321.7401 | 521 | 355.8951 | 571 | 390.0501 |
| 422 | 288.2682 | 472 | 322.4232 | 522 | 356.5782 | 572 | 390.7332 |
| 423 | 288.9513 | 473 | 323.1063 | 523 | 357.2613 | 573 | 391.4163 |
| 424 | 289.6344 | 474 | 323.7894 | 524 | 357.9444 | 574 | 392.0994 |
| 425 | 290.3175 | 475 | 324.4725 | 525 | 358.6275 | 575 | 392.7825 |
| 426 | 291.0006 | 476 | 325.1556 | 526 | 359.3106 | 576 | 393.4656 |
| 427 | 291.6837 | 477 | 325.8387 | 527 | 359.9937 | 577 | 394.1487 |
| 428 | 292.3668 | 478 | 326.5218 | 528 | 360.6768 | 578 | 394.8318 |
| 429 | 293.0499 | 479 | 327.2049 | 529 | 361.3599 | 579 | 395.5149 |
| 430 | 293.7330 | 480 | 327.8880 | 530 | 362.0430 | 580 | 396.1980 |
| 431 | 294.4161 | 481 | 328.5711 | 531 | 362.7261 | 581 | 396.8811 |
| 432 | 295.0992 | 482 | 329.2542 | 532 | 363.4092 | 582 | 397.5642 |
| 433 | 295.7823 | 483 | 329.9373 | 533 | 364.0923 | 583 | 398.2473 |
| 434 | 296.4654 | 484 | 330.6204 | 534 | 364.7754 | 584 | 398.9304 |
| 435 | 297.1485 | 485 | 331.3035 | 535 | 365.4585 | 585 | 399.6135 |
| 436 | 297.8316 | 486 | 331.9866 | 536 | 366.1416 | 586 | 400.2966 |
| 437 | 298.5147 | 487 | 332.6697 | 537 | 366.8247 | 587 | 400.9797 |
| 438 | 299.1978 | 488 | 333.3528 | 538 | 367.5078 | 588 | 401.6628 |
| 439 | 299.8809 | 489 | 334.0359 | 539 | 368.1909 | 589 | 402.3459 |
| 440 | 300.5640 | 490 | 334.7190 | 540 | 368.8740 | 590 | 403.0290 |
| 441 | 301.2471 | 491 | 335.4021 | 541 | 369.5571 | 591 | 403.7121 |
| 442 | 301.9302 | 492 | 336.0852 | 542 | 370.2402 | 592 | 404.3952 |
| 443 | 302.6133 | 493 | 336.7683 | 543 | 370.9233 | 593 | 405.0783 |
| 444 | 303.2964 | 494 | 337.4514 | 544 | 371.6064 | 594 | 405.7614 |
| 445 | 303.9795 | 495 | 338.1345 | 545 | 372.2895 | 595 | 406.4445 |
| 446 | 304.6626 | 496 | 338.8176 | 546 | 372.9726 | 596 | 407.1276 |
| 447 | 305.3457 | 497 | 339.5007 | 547 | 373.6557 | 597 | 407.8107 |
| 448 | 306.0288 | 498 | 340.1838 | 548 | 374.3388 | 598 | 408.4938 |
| 449 | 306.7119 | 499 | 340.8669 | 549 | 375.0219 | 599 | 409.1769 |
| 450 | 307.3950 | 500 | 341.5500 | 550 | 375.7050 | 600 | 409.8600 |

Exhibit 1

Insurance Indemnity Limits And Parcel Post Weight Limits (By Destination Country)

| Country | Insurance Indemnity Limit (U.S.) | Parcel Weight Limit (pounds) | Weight Limit Changed (X) |
|--------------------------|---|-------------------------------------|---------------------------------|
| Afghanistan | N/A | 44 | |
| Albania | N/A | 44 | |
| Algeria | \$2370 | 44 | X |
| Andorra | \$600 | 44 | |
| Angola | N/A | 22 | |
| Anguilla | \$450 | 22 | |
| Antigua & Barbuda | \$60 | 22 | |
| Argentina | \$5000 | 44 | |
| Armenia | \$1465 | 44 | |
| Aruba | \$600 | 44 | |
| Ascension | \$185 (Surface Only) | 44 (Surface Only) | |
| Australia | \$3660 | 44 | |
| Austria | \$5000 | 44 | |
| Azerbaijan | \$5000 | 70 | X |
| Azores | \$5000 | 66 | X |
| Bahamas | \$3035 (Nassau/Freeport) | 44 | |
| | \$605 (Other Locations) | | |
| Bahrain | N/A | 44 | |
| Bangladesh | \$5000 | 22 | |
| Barbados | \$240 | 44 | |
| Belarus | \$5000 | 70 | X |
| Belgium | \$5000 | 70 | X |
| Belize | \$1740 | 44 | |
| Benin | \$185 | 66 | X |
| Bermuda | \$480 | 44 | |
| Bhutan | \$480 | 22 | X |
| Bolivia | N/A | 70 | X |
| Bosnia/Herzegovina | \$600 | 33 | |
| Botswana | \$160 | 70 | X |
| Brazil | \$5000 (Air Only) | 66 | X |
| British Virgin Islands | \$180 | 44 | |
| Brunei Darussalam | \$4780 | 44 | |
| Bulgaria | \$1025 | 70 | X |
| Burkina Faso | \$580 | 66 | X |
| Burma (Myanmar) | \$4390 (Air Parcels To Rangoon Only) | 44 | X |
| Burundi | \$855 (Air Only) | 66 | X |
| Cambodia | N/A | 66 (Air Only) | X |
| Cameroon | \$5000 | 66 | X |
| Canada | \$730 | 66 | |
| Cape Verde | \$480 | 66 | X |
| Cayman Islands | N/A | 44 | |
| Central African Republic | \$4780 | 44 | |
| Chad | \$480 (Air Only) | 44 (Air Only) | |
| Chile | N/A | 44 | |
| China | \$1225 | 70 | X |
| Colombia | N/A | 44 | |
| Comoros | \$750 (Air Only) | 44 | |
| Congo | \$1830 | 44 | |
| Corsica | \$5000 | 66 | X |
| Costa Rica | N/A | 44 | |

| Country | Insurance Indemnity Limit (U.S.) | Parcel Weight Limit (pounds) | Weight Limit Changed (X) |
|----------------------------------|----------------------------------|------------------------------|--------------------------|
| Côte d'Ivoire | \$5000 | 70 | X |
| Croatia | \$5000 | 70 | X |
| Cuba | N/A | N/A | |
| Cyprus | \$5000 | 70 | X |
| Czech Republic | \$5000 | 33 | |
| Denmark | \$5000 | 70 | X |
| Djibouti | \$955 | 44 | |
| Dominica | N/A | 44 | |
| Dominican Republic | N/A | 44 | |
| Ecuador | N/A | 70 | X |
| Egypt | \$1830 | 66 | X |
| El Salvador | N/A | 44 | |
| Equatorial Guinea | N/A | 22 (Air) | X |
| | | 44 (Surface) | |
| Eritrea | N/A | 44 | |
| Estonia | \$1465 | 44 | |
| Ethiopia | N/A | 44 | |
| Falkland Islands | \$555 (Surface Only) | 44 (Surface Only) | |
| Faroe Islands | \$5000 | 70 | X |
| Fiji | \$600 | 44 | |
| Finland | \$5000 | 44 | |
| France | \$5000 | 66 | X |
| French Guiana | \$5000 | 66 | X |
| French Polynesia | \$1080 | 66 | X |
| Gabon | \$525 | 44 | |
| Gambia | \$2800 | 22 | |
| Georgia | \$730 | 44 | X |
| Germany | \$5000 | 66 | X |
| Ghana | \$5000 | 70 | X |
| Gibraltar | \$95 | 44 | |
| Great Britain & Northern Ireland | \$2195 | 66 | |
| Greece | \$5000 | 44 | |
| Greenland | \$5000 | 66 | |
| Grenada | \$380 | 44 | |
| Guadeloupe | \$5000 | 66 | X |
| Guatemala | N/A | 44 | |
| Guinea | \$950 | 70 | X |
| Guinea-Bissau | \$21 | 22 | |
| Guyana | \$10 | 44 | |
| Haiti | N/A | 55 | X |
| Honduras | N/A | 44 | |
| Hong Kong | \$5000 | 44 | |
| Hungary | \$5000 (Surface) | 44 | |
| | \$4780 (Air) | | |
| Iceland | \$5000 | 70 | X |
| India | \$3070 | 44 | |
| Indonesia | N/A | 44 | |
| Iran | N/A | 44 | |
| Iraq | \$575 (Surface) | 44 | |
| | \$2390 (Air) | | |
| Ireland | \$1545 | 66 | |
| Israel | N/A | 44 | |
| Italy | \$2390 | 44 | |

| Country | Insurance Indemnity Limit (U.S.) | Parcel Weight Limit (pounds) | Weight Limit Changed (X) |
|---|----------------------------------|------------------------------|--------------------------|
| Jamaica | N/A | 22 | |
| Japan | \$5000 | 44 | |
| Jordan | N/A | 44 | |
| Kazakhstan | \$5000 | 44 | |
| Kenya | \$885 | 70 | X |
| Kiribati | N/A | 44 | |
| Korea (Democratic People's Republic of) | N/A | N/A | |
| Korea (Republic of) | \$5000 | 44 | |
| Kuwait | \$1920 | 66 | X |
| Kyrgyzstan | \$1465 | 70 | X |
| Laos | N/A | 44 | |
| Latvia | \$1465 | 70 | X |
| Lebanon | \$480 (Air Only) | 22 (Air Only) | X |
| Lesotho | \$480 | 44 | |
| Liberia | \$480 | 44 | |
| Libya | N/A | 44 | |
| Liechtenstein | \$5000 | 66 | |
| Lithuania | \$5000 | 70 | X |
| Luxembourg | \$5000 | 70 | X |
| Macao | \$5000 | 44 | |
| Macedonia (Republic of) | \$2390 | 44 | X |
| Madagascar | \$730 | 66 | X |
| Madeira Islands | \$5000 | 66 | X |
| Malawi | \$55 | 44 | |
| Malaysia | \$475 | 44 | X |
| Maldives | N/A | 70 | X |
| Mali | \$1030 | 44 | |
| Malta | N/A | 44 | X |
| Martinique | \$5000 | 66 | X |
| Mauritania | \$690 | 44 | |
| Mauritius | \$295 | 44 | X |
| Mexico | N/A | 44 | |
| Moldova | \$1465 | 66 | X |
| Mongolia | \$480 | 44 (Surface) | X |
| | | 22 (Air) | X |
| Montserrat | \$2390 | 44 | |
| Morocco | \$955 | 70 | X |
| Mozambique | N/A | 44 | |
| Namibia | \$535 | 44 | |
| Nauru | \$240 | 44 | |
| Nepal | N/A | 44 (Surface) | |
| | | 11 (Air) | |
| Netherlands | \$4780 | 44 | |
| Netherlands Antilles | \$900 | 44 | |
| New Caledonia | \$1750 | 66 | X |
| New Zealand | \$1065 | 66 | X |
| Nicaragua | \$480 | 66 | X |
| Niger | \$880 | 66 | X |
| Nigeria | \$220 | 66 | X |
| Norway | \$5000 | 55 | X |
| Oman | \$620 | 44 | |
| Pakistan | \$295 | 66 | X |

| Country | Insurance Indemnity Limit (U.S.) | Parcel Weight Limit (pounds) | Weight Limit Changed (X) |
|------------------------------|----------------------------------|------------------------------|--------------------------|
| Panama | N/A | 70 | X |
| Papua New Guinea | \$485 | 44 | |
| Paraguay | N/A | 70 | X |
| Peru | N/A | 70 | X |
| Philippines | \$295 | 44 | |
| Pitcairn Island | N/A | 22 | |
| Poland | \$1465 | 44 | X |
| Portugal | \$5000 | 66 | X |
| Qatar | \$2730 | 70 | X |
| Reunion | \$5000 | 66 | X |
| Romania | \$5000 | 70 | X |
| Russia | \$5000 | 44 | X |
| Rwanda | N/A | 66 | X |
| St. Christopher & Nevis | \$225 | 44 | |
| St. Helena | \$185 | 44 | |
| St. Lucia | \$435 | 44 | |
| St. Pierre & Miquelon | \$5000 | 66 | X |
| St. Vincent & The Grenadines | \$145 | 22 | |
| San Marino (Republic of) | \$2390 | 44 | |
| Sao Tome & Principe | \$480 | 44 | |
| Saudi Arabia | N/A | 44 | |
| Senegal | \$940 | 44 | |
| Serbia-Montenegro | \$5000 | 33 | |
| Seychelles | N/A | 70 | X |
| Sierra Leone | N/A | 44 | |
| Singapore | \$4780 | 66 | X |
| Slovak Republic (Slovakia) | \$5000 | 33 | |
| Slovenia | \$4780 | 33 | |
| Solomon Islands | N/A | 44 | |
| Somalia | \$480 | 44 | |
| South Africa | \$1915 | 66 | X |
| Spain | \$480 (Surface) \$955 (Air) | 44 | |
| Sri Lanka | \$40 | 66 | X |
| Sudan | N/A | 44 | |
| Suriname | \$580 | 44 | |
| Swaziland | \$610 | 44 | |
| Sweden | \$5000 | 44 | |
| Switzerland | \$5000 | 66 | |
| Syria | \$3345 | 66 | X |
| Taiwan | \$500 | 44 | |
| Tajikistan | \$410 | 22 | |
| Tanzania | \$250 | 44 | |
| Thailand | \$480 | 44 | |
| Togo | \$2380 | 44 | |
| Tonga | \$560 | 44 | |
| Trinidad & Tobago | \$1010 | 22 | |
| Tristan da Cunha | N/A | 22 | |
| Tunisia | \$2390 | 44 | |
| Turkey | \$955 | 70 | X |
| Turkmenistan | \$730 | 22 | |
| Turks & Caicos Islands | N/A | 22 | |

| Country | Insurance Indemnity Limit (U.S.) | Parcel Weight Limit (pounds) | Weight Limit Changed (X) |
|--------------------------|----------------------------------|------------------------------|--------------------------|
| Tuvalu | \$5000 (Surface) | 55 | X |
| | \$730 (Air) | | |
| Uganda | N/A | 44 | |
| Ukraine | \$5000 | 22 | X |
| United Arab Emirates | \$5000 | 70 | X |
| Uruguay | N/A | 44 | |
| Uzbekistan | \$410 | 44 | X |
| Vanuatu | N/A | 44 | |
| Vatican City | \$2390 | 44 | |
| Venezuela | N/A | 44 | |
| Vietnam | N/A | 44 | |
| Wallis & Fortuna Islands | \$1755 (Air Only) | 66 | X |
| Western Samoa | \$320 | 44 | |
| Yemen | \$600 | 44 | |
| Zaire | N/A | 66 | X |
| Zambia | \$585 | 66 | X |
| Zimbabwe | \$600 | 44 | |

Exhibit 2

Air Parcel Post Postage Rates (Weights Above 44 pounds up to 70 pounds)

Rate Group A

Weight Step Differential = \$1.92 Per Pound or Fraction

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 43 | 44 | \$110.34 |
| 44 | 45 | \$112.26 |
| 45 | 46 | \$114.18 |
| 46 | 47 | \$116.10 |
| 47 | 48 | \$118.02 |
| 48 | 49 | \$119.94 |
| 49 | 50 | \$121.86 |
| 50 | 51 | \$123.78 |
| 51 | 52 | \$125.70 |
| 52 | 53 | \$127.62 |
| 53 | 54 | \$129.54 |
| 54 | 55 | \$131.46 |
| 55 | 56 | \$133.38 |
| 56 | 57 | \$135.30 |

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 57 | 58 | \$137.22 |
| 58 | 59 | \$139.14 |
| 59 | 60 | \$141.06 |
| 60 | 61 | \$142.98 |
| 61 | 62 | \$144.90 |
| 62 | 63 | \$146.82 |
| 63 | 64 | \$148.74 |
| 64 | 65 | \$150.66 |
| 65 | 66 | \$152.58 |
| 66 | 67 | \$154.50 |
| 67 | 68 | \$156.42 |
| 68 | 69 | \$158.34 |
| 69 | 70 | \$160.26 |

Air Parcel Post Postage Rates (Weights Above 44 pounds up to 70 pounds)

Rate Group B

Weight Step Differential = \$2.24 Per Pound or Fraction

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 43 | 44 | \$125.21 |
| 44 | 45 | \$127.45 |
| 45 | 46 | \$129.69 |
| 46 | 47 | \$131.93 |
| 47 | 48 | \$134.17 |
| 48 | 49 | \$136.41 |
| 49 | 50 | \$138.65 |
| 50 | 51 | \$140.89 |
| 51 | 52 | \$143.13 |
| 52 | 53 | \$145.37 |
| 53 | 54 | \$147.61 |
| 54 | 55 | \$149.85 |
| 55 | 56 | \$152.09 |
| 56 | 57 | \$154.33 |

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 57 | 58 | \$156.57 |
| 58 | 59 | \$158.81 |
| 59 | 60 | \$161.05 |
| 60 | 61 | \$163.29 |
| 61 | 62 | \$165.53 |
| 62 | 63 | \$167.77 |
| 63 | 64 | \$170.01 |
| 64 | 65 | \$172.25 |
| 65 | 66 | \$174.49 |
| 66 | 67 | \$176.73 |
| 67 | 68 | \$178.97 |
| 68 | 69 | \$181.21 |
| 69 | 70 | \$183.45 |

Air Parcel Post Postage Rates (Weights Above 44 pounds up to 70 pounds)

Rate Group C

Weight Step Differential = \$3.68 Per Pound or Fraction

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 43 | 44 | \$181.43 |
| 44 | 45 | \$185.11 |
| 45 | 46 | \$188.79 |
| 46 | 47 | \$192.47 |
| 47 | 48 | \$196.15 |
| 48 | 49 | \$199.83 |
| 49 | 50 | \$203.51 |
| 50 | 51 | \$207.19 |
| 51 | 52 | \$210.87 |
| 52 | 53 | \$214.55 |
| 53 | 54 | \$218.23 |
| 54 | 55 | \$221.91 |
| 55 | 56 | \$225.59 |
| 56 | 57 | \$229.27 |

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 57 | 58 | \$232.95 |
| 58 | 59 | \$236.63 |
| 59 | 60 | \$240.31 |
| 60 | 61 | \$243.99 |
| 61 | 62 | \$247.67 |
| 62 | 63 | \$251.35 |
| 63 | 64 | \$255.03 |
| 64 | 65 | \$258.71 |
| 65 | 66 | \$262.39 |
| 66 | 67 | \$266.07 |
| 67 | 68 | \$269.75 |
| 68 | 69 | \$273.43 |
| 69 | 70 | \$277.11 |

Air Parcel Post Postage Rates (Weights Above 44 pounds up to 70 pounds)**Rate Group D****Weight Step Differential = \$4.00 Per Pound or Fraction**

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 43 | 44 | \$200.96 |
| 44 | 45 | \$204.96 |
| 45 | 46 | \$208.96 |
| 46 | 47 | \$212.96 |
| 47 | 48 | \$216.96 |
| 48 | 49 | \$220.96 |
| 49 | 50 | \$224.96 |
| 50 | 51 | \$228.96 |
| 51 | 52 | \$232.96 |
| 52 | 53 | \$236.96 |
| 53 | 54 | \$240.96 |
| 54 | 55 | \$244.96 |
| 55 | 56 | \$248.96 |
| 56 | 57 | \$252.96 |

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 57 | 58 | \$256.96 |
| 58 | 59 | \$260.96 |
| 59 | 60 | \$264.96 |
| 60 | 61 | \$268.96 |
| 61 | 62 | \$272.96 |
| 62 | 63 | \$276.96 |
| 63 | 64 | \$280.96 |
| 64 | 65 | \$284.96 |
| 65 | 66 | \$288.96 |
| 66 | 67 | \$292.96 |
| 67 | 68 | \$296.96 |
| 68 | 69 | \$300.96 |
| 69 | 70 | \$304.96 |

Air Parcel Post Postage Rates (Weights Above 44 pounds up to 70 pounds)**Rate Group E****Weight Step Differential = \$4.16 Per Pound or Fraction**

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 43 | 44 | \$210.88 |
| 44 | 45 | \$215.04 |
| 45 | 46 | \$219.20 |
| 46 | 47 | \$223.36 |
| 47 | 48 | \$227.52 |
| 48 | 49 | \$231.68 |
| 49 | 50 | \$235.84 |
| 50 | 51 | \$240.00 |
| 51 | 52 | \$244.16 |
| 52 | 53 | \$248.32 |
| 53 | 54 | \$252.48 |
| 54 | 55 | \$256.64 |
| 55 | 56 | \$260.80 |
| 56 | 57 | \$264.96 |

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 57 | 58 | \$269.12 |
| 58 | 59 | \$273.28 |
| 59 | 60 | \$277.44 |
| 60 | 61 | \$281.60 |
| 61 | 62 | \$285.76 |
| 62 | 63 | \$289.92 |
| 63 | 64 | \$294.08 |
| 64 | 65 | \$298.24 |
| 65 | 66 | \$302.40 |
| 66 | 67 | \$306.56 |
| 67 | 68 | \$310.72 |
| 68 | 69 | \$314.88 |
| 69 | 70 | \$319.04 |

Surface Parcel Post Postage Rates (Weights Above 44 pounds up to 70 pounds)

Rate Group For Certain Western Hemisphere Countries Only

Weight Step Differential = \$1.44 Per Pound or Fraction

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 43 | 44 | \$67.98 |
| 44 | 45 | \$69.42 |
| 45 | 46 | \$70.86 |
| 46 | 47 | \$72.30 |
| 47 | 48 | \$73.74 |
| 48 | 49 | \$75.18 |
| 49 | 50 | \$76.62 |
| 50 | 51 | \$78.06 |
| 51 | 52 | \$79.50 |
| 52 | 53 | \$80.94 |
| 53 | 54 | \$82.38 |
| 54 | 55 | \$83.82 |
| 55 | 56 | \$85.26 |
| 56 | 57 | \$86.70 |

| Above (pounds) | Up To (pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 57 | 58 | \$88.14 |
| 58 | 59 | \$89.58 |
| 59 | 60 | \$91.02 |
| 60 | 61 | \$92.46 |
| 61 | 62 | \$93.90 |
| 62 | 63 | \$95.34 |
| 63 | 64 | \$96.78 |
| 64 | 65 | \$98.22 |
| 65 | 66 | \$99.66 |
| 66 | 67 | \$101.10 |
| 67 | 68 | \$102.54 |
| 68 | 69 | \$103.98 |
| 69 | 70 | \$105.42 |

Surface Parcel Post Postage Rates (Weights Above 44 Pounds up to 70 Pounds)

Rate Group: For All Countries (Except Certain Western Hemisphere Countries)

Weight Step Differential = \$1.92 Per Pound or Fraction

| Above (Pounds) | Up To (Pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 43 | 44 | \$89.64 |
| 44 | 45 | \$91.56 |
| 45 | 46 | \$93.48 |
| 46 | 47 | \$95.40 |
| 47 | 48 | \$97.32 |
| 48 | 49 | \$99.24 |
| 49 | 50 | \$101.16 |
| 50 | 51 | \$103.08 |
| 51 | 52 | \$105.00 |
| 52 | 53 | \$106.92 |
| 53 | 54 | \$108.84 |
| 54 | 55 | \$110.76 |
| 55 | 56 | \$112.68 |
| 56 | 57 | \$114.60 |

| Above (Pounds) | Up To (Pounds) | Postage Rate (\$ U.S.) |
|----------------|----------------|------------------------|
| 57 | 58 | \$116.52 |
| 58 | 59 | \$118.44 |
| 59 | 60 | \$120.36 |
| 60 | 61 | \$122.28 |
| 61 | 62 | \$124.20 |
| 62 | 63 | \$126.12 |
| 63 | 64 | \$128.04 |
| 64 | 65 | \$129.96 |
| 65 | 66 | \$131.88 |
| 66 | 67 | \$133.80 |
| 67 | 68 | \$135.72 |
| 68 | 69 | \$137.64 |
| 69 | 70 | \$139.56 |

Exhibit 3

Parcel Post Insurance Fees

| Insured Value | All Countries (Except Canada) | Canada Only |
|-----------------------|----------------------------------|-------------|
| \$00.00 - \$50.00 | \$1.60 | \$0.75 |
| \$50.01 - \$100.00 | \$2.50 | \$1.60 |
| \$100.01 - \$200.00 | \$3.40 | \$2.50 |
| \$200.01 - \$300.00 | \$4.30 | \$3.40 |
| \$300.01 - \$400.00 | \$5.20 | \$4.30 |
| \$400.01 - \$500.00 | \$6.10 | \$5.20 |
| \$500.01 - \$600.00 | \$7.00 | \$6.10 |
| \$600.01 - \$700.00 | \$7.90 | \$7.00 |
| \$700.01 - \$800.00 | \$8.80 | \$7.90 |
| \$800.01 - \$900.00 | \$9.70 | (See Note) |
| \$900.01 - \$1000.00 | \$10.60 | |
| \$1000.01 - \$1100.00 | \$11.50 | |
| \$1100.01 - \$1200.00 | \$12.40 | |
| \$1200.01 - \$1300.00 | \$13.30 | |
| \$1300.01 - \$1400.00 | \$14.20 | |
| \$1400.01 - \$1500.00 | \$15.10 | |
| \$1500.01 - \$1600.00 | \$16.00 | |
| \$1600.01 - \$1700.00 | \$16.90 | |
| \$1700.01 - \$1800.00 | \$17.80 | |
| \$1800.01 - \$1900.00 | \$18.70 | |
| \$1900.01 - \$2000.00 | \$19.60 | |
| \$2000.01 - \$2100.00 | \$20.50 | |
| \$2100.01 - \$2200.00 | \$21.40 | |
| \$2200.01 - \$2300.00 | \$22.30 | |
| \$2300.01 - \$2400.00 | \$23.20 | |
| \$2400.01 - \$2500.00 | \$24.10 | |
| \$2500.01 - \$2600.00 | \$25.00 | |

| Insured Value | All Countries (Except Canada) | Canada Only |
|-----------------------|----------------------------------|-------------|
| \$2600.01 - \$2700.00 | \$25.90 | |
| \$2700.01 - \$2800.00 | \$26.80 | |
| \$2800.01 - \$2900.00 | \$27.70 | |
| \$2900.01 - \$3000.00 | \$28.60 | |
| \$3000.01 - \$3100.00 | \$29.50 | |
| \$3100.01 - \$3200.00 | \$30.40 | |
| \$3200.01 - \$3300.00 | \$31.30 | |
| \$3300.01 - \$3400.00 | \$32.20 | |
| \$3400.01 - \$3500.00 | \$33.10 | |
| \$3500.01 - \$3600.00 | \$34.00 | |
| \$3600.01 - \$3700.00 | \$34.90 | |
| \$3700.01 - \$3800.00 | \$35.80 | |
| \$3800.01 - \$3900.00 | \$36.70 | |
| \$3900.01 - \$4000.00 | \$37.60 | |
| \$4000.01 - \$4100.00 | \$38.50 | |
| \$4100.01 - \$4200.00 | \$39.40 | |
| \$4200.01 - \$4300.00 | \$40.30 | |
| \$4300.01 - \$4400.00 | \$41.20 | |
| \$4400.01 - \$4500.00 | \$42.10 | |
| \$4500.01 - \$4600.00 | \$43.00 | |
| \$4600.01 - \$4700.00 | \$43.90 | |
| \$4700.01 - \$4800.00 | \$44.80 | |
| \$4800.01 - \$4900.00 | \$45.70 | |
| \$4900.01 - \$5000.00 | \$46.60 | |

Note: The insurance indemnity limit for parcels mailed to Canada is \$730.00.

Exhibit 4

Insurance Fees For Express Mail

International Service (EMS) Merchandise Items

| Insured Value | Fee Amount |
|-----------------------|------------|
| \$000.00 - \$500.00 | (See Note) |
| \$500.01 - \$600.00 | \$0.90 |
| \$600.01 - \$700.00 | \$1.80 |
| \$700.01 - \$800.00 | \$2.70 |
| \$800.01 - \$900.00 | \$3.60 |
| \$900.01 - \$1000.00 | \$4.50 |
| \$1000.01 - \$1100.00 | \$5.40 |
| \$1100.01 - \$1200.00 | \$6.30 |
| \$1200.01 - \$1300.00 | \$7.20 |
| \$1300.01 - \$1400.00 | \$8.10 |
| \$1400.01 - \$1500.00 | \$9.00 |
| \$1500.01 - \$1600.00 | \$9.90 |
| \$1600.01 - \$1700.00 | \$10.80 |
| \$1700.01 - \$1800.00 | \$11.70 |
| \$1800.01 - \$1900.00 | \$12.60 |
| \$1900.01 - \$2000.00 | \$13.50 |
| \$2000.01 - \$2100.00 | \$14.40 |
| \$2100.01 - \$2200.00 | \$15.30 |
| \$2200.01 - \$2300.00 | \$16.20 |
| \$2300.01 - \$2400.00 | \$17.10 |
| \$2400.01 - \$2500.00 | \$18.00 |
| \$2500.01 - \$2600.00 | \$18.90 |
| \$2600.01 - \$2700.00 | \$19.80 |
| \$2700.01 - \$2800.00 | \$20.70 |
| \$2800.01 - \$2900.00 | \$21.60 |

| Insured Value | Fee Amount |
|-----------------------|------------|
| \$2900.01 - \$3000.00 | \$22.50 |
| \$3000.01 - \$3100.00 | \$23.40 |
| \$3100.01 - \$3200.00 | \$24.30 |
| \$3200.01 - \$3300.00 | \$25.20 |
| \$3300.01 - \$3400.00 | \$26.10 |
| \$3400.01 - \$3500.00 | \$27.00 |
| \$3500.01 - \$3600.00 | \$27.90 |
| \$3600.01 - \$3700.00 | \$28.80 |
| \$3700.01 - \$3800.00 | \$29.70 |
| \$3800.01 - \$3900.00 | \$30.60 |
| \$3900.01 - \$4000.00 | \$31.50 |
| \$4000.01 - \$4100.00 | \$32.40 |
| \$4100.01 - \$4200.00 | \$33.30 |
| \$4200.01 - \$4300.00 | \$34.20 |
| \$4300.01 - \$4400.00 | \$35.10 |
| \$4400.01 - \$4500.00 | \$36.00 |
| \$4500.01 - \$4600.00 | \$36.90 |
| \$4600.01 - \$4700.00 | \$37.80 |
| \$4700.01 - \$4800.00 | \$38.70 |
| \$4800.01 - \$4900.00 | \$39.60 |
| \$4900.01 - \$5000.00 | \$40.50 |

Note: EMS merchandise items with values up to \$500 are subject to automatic insurance coverage.

*—Pricing, Costing, & Classification,
International Business Unit, 5-22-97*

*IMM REVISION***Global Package Link**

Effective May 22, 1997, the Postal Service is amending the *International Mail Manual* (IMM) for Global Package Link (GPL) service to Brazil and Chile to reflect service limitations announced in the *Federal Register* on April 9, 1997, but not changed in the IMM at that time. Also added is IMM 622.2m, a new package-specific information requirement for Brazil.

The entire text of IMM subchapter 620 appears on revision pages at the back of this *Postal Bulletin*. Wording for the Individual Country Listings appears below.

IMM issue 18 will include these changes.

International Mail Manual (IMM)**Individual Country Listing — Brazil**

[Add the following information:]

GPL service is currently limited to addresses in the cities of Rio de Janeiro and Sao Paulo. Brazilian law limits personal importation of foreign goods to a maximum of \$500 U.S. in a 90-day period.

Individual Country Listing — Chile

[Add the following information:]

GPL service is limited to addresses in the cities of Santiago, Valparaiso, and Vina del Mar.

—*International Business Unit, 5-22-97*

*CORRECTION***International Customized Mail**

Postal Bulletin 21945 (5-8-97) contained a grammatical error in item g. Please correct item g. to read as follows:

- g. Rates: Postage for printed matter destined to Canada will be \$0.99 per pound and \$0.10 per piece. Postage for shipments of printed matter to all countries except Canada will be \$2.73 per pound and \$0.10 per piece. For parcels to a certain countries, the mailer will abide by published rates for GPL. Postage for all other parcels mailed via EMS will be \$3.05 per pound and \$1 per piece.

—*Marketing Services,
International Business Unit, 5-22-97*

Philately

POM NOTICE

New Type of Cancellation Services — Last Day of Sale

The Postal Service has embarked on a new program that is centered around the last day of sale for designated stamps and stamp items. The new program is known as the Last Day of Sale Program. Accordingly, the *Postal Operations Manual* is revised as follows. Issue 8 of the POM will include this change.

Postal Operations Manual (POM)

23 Types of Cancellation Services

231 General

* * * * *

231.22 Backdating and Pre-dating

* * * * *

- d. When specifically authorized in writing by the manager, PFSC or a Stamp Services manager.
- e. See specific references to First Day of Issue and Last Day of Sale cancellations in sections 231.4a(4); 231.4b; 231.63d; 231.7; and 232.4.

* * * * *

231.4 Hand-Back and Mail-Back Service

a. Hand-Back Service

* * * * *

(4) The Last Day of Sale cancellation will be applied to customers' covers or other items with one or more of the stamps being removed from sale affixed on a hand-back basis only.

b. *Mail-Back Service.* Mail-back service refers to service for stamp dealers and cover servicers that is authorized by the PFSC and that permits envelopes, cards, or other items submitted for cancellation to be returned in bulk through the mail. Conditions of service are further described in 242. This form of mail-back service must be approved in writing and in advance by the PFSC. Mail-back service is not to be provided for special die hub or regular machine cancellations. Last Day of Sale covers submitted for servicing and return through the mailstream will not be entered into the mails until the date appearing on the cancellation.

* * * * *

231.63 Special Materials on Which Cancellations May Be Requested

* * * * *

d. *Previously Canceled Stamps and Multiple Cancellations.* Items bearing previously canceled stamps and postmarks are acceptable for additional cancellations when uncanceled postage equaling or exceeding the First-Class Mail rate is affixed. Such material may be submitted and returned through the mail, except as provided in 231.4b. When fewer than 50 items are submitted for cancellation, they must all be addressed and must be returned to the addressee as individual pieces and not in outer envelopes. Return under separate cover is allowed only as specified in 241 and 243. First-day-of-issue cancellations may not be provided on a hand-back basis after the first day of issuance. Mint stamps to cover the First-Class Mail rate must be affixed for each cancellation. The Last Day of Sale cancellation will be applied to customers' covers or other items with one or more of the stamps being removed from sale affixed on a hand-back basis only. Any covers submitted for servicing and return through the mailstream will not be entered into the mails until the date appearing on the cancellation.

* * * * *

231.7 Holding the Mail

Post offices may hold mail to comply with customers' requests that the mail be postmarked on a specified date. Post offices may not, however, hold mail for an event where the date of occurrence is not certain or where it is subject to change or for cancellation on a day when the office will be closed, except as authorized by the PFSC or Manager, Stamp Services. In these latter instances, the envelopes submitted should be returned to the customer unserved and in an outer envelope with an explanation of why the requested service cannot be provided. No more than 50 covers per customer may be held for cancellations. Except for first-day covers and last day of sale covers, where customers have affixed their own stamps, quantities above this number must receive prior written authorization from the PFSC. The PFSC may also authorize the holding of mail for events of nationwide interest.

* * * * *

232.4 Last Day of Sale Cancellation

This type of cancellation is provided by the post office when stamps are identified to go off sale and is dated to show the date of the last day of sale. Last day of sale cancellations will be available only at events authorized by Stamp Services. These events will be held in conjunction with nationally recognized stamp shows, which are held at least four times a year. Field offices may conduct events associated with the removal of stamps from sale; however, they may not use the words "Last Day of Sale" in postmarks or other material relating to their event. Last day cancellations may be either metal die or rubber composition. The words "Last Day of

Sale" appear in the cancellation design. Requests for last day cancellations must be postmarked no later than the date specified in the *Postal Bulletin* to qualify for service. Bull's-eye cancellations are used when the conventional last-day-of-sale postmark cannot cancel all the unused stamps on an item presented for postmarking. The "Last Day of Sale" cancellation may be applied at the show from the start of the show until the actual date the stamps are removed from sale. "Last Day of Sale" cancellations may only be applied to items bearing at least one of the stamps being removed from sale.

—*International and Direct Marketing, Marketing, 5-22-97*

Holiday Wreaths Stamps to Be Issued In 1998

Issuance of the Holiday Wreaths stamps, originally scheduled for an October 1997 release, has been deferred to 1998, when they will be released as the 1998 Holiday Contemporary stamps.

Instead, the American Holly stamp, previously planned as the Automatic Teller Machine (ATM) stamp, will become the 1997 Holiday Contemporary stamp. Due to the substantial amount of ATM stamps on hand, no new stamps will be printed in the ATM format this year.

The Holiday Celebration Kwanzaa stamp and the Holiday Traditional Sano de Pietro stamp will be produced as scheduled. All of these stamps will be released in October 1997. Additional information will be printed in the *Postal Bulletin*.

—*Stamp Services, Marketing, 5-22-97*

1997–98 Migratory Bird Hunting and Conservation Stamp (Item 3327)

The \$15 Migratory Bird Hunting and Conservation stamp (Item 3327) for the 1997–98 hunting season goes on sale in Washington, D. C., on June 30, 1997, and will remain on sale through June 29, 1998. The Department of the Interior formally issues the stamp at the National Postal Museum on June 30. It goes on sale nationwide July 1.

Distribution

Post Offices

To allow postmasters to order the 1997–98 stamp in quantities closely corresponding to customer demand, the minimum ordering quantity is five stamps. However, postmasters should order full panes of 30 stamps when practical. Postmasters should review their records to determine the average number of Migratory Bird stamps previously sold and use this information to determine the appropriate number of the 1997–98 stamps to requisition, rounded up to multiples of five or 30 stamps.

Postmasters must immediately send a separate Form 17, *Stamp Requisition*, to their SDOs for enough Migratory Bird Hunting and Conservation stamps, Item 3328, to last until February 28, 1998. If the initial supply is exhausted before February 28, 1998, postmasters must requisition an additional supply. Postmasters with philatelic centers should order according to philatelic demand.

Stamp Distribution Offices

Stamp distribution offices (SDOs) must review their inventory records for past issues and postmasters' requisitions for the 1996–1997 Migratory Bird stamps to determine the quantity needed of the 1997–98 Migratory Bird stamps.

SDOs requiring these stamps in bulk quantities should requisition them from the Bureau of Engraving and Printing using Form 3356, *Stamp Requisition — Bulk Quantities*, using Item No. 3328. Order the stamps in quantities of 3,000; 6,000; 9,000; 12,000; 15,000; 30,000; 45,000; 60,000; and 75,000 stamps and in multiples of 75,000 to a maximum of 675,000 stamps per requisition.

SDOs requiring fewer than 3,000 stamps must send Form 17 to their accountable paper depository.

Hunting Regulations Pamphlets

The Department of the Interior does not automatically distribute pamphlets on hunting regulations because migratory game bird laws vary by state. Poster 3-124, *Waterfowlers Attention* (July 1992), indicates where to direct inquiries about hunting regulations of the state wildlife agency or local areas of the U.S. Fish and Wildlife Service.

—*Stamp Services, Marketing, 5-22-97*

Migratory Waterfowl Survey — Duck Stamps

The Postal Service is again helping the Fish and Wildlife Service, Department of the Interior, conduct its annual survey to measure the harvest of migratory waterfowl during the coming hunting season. Not all post offices will participate in the survey, but certain randomly selected post offices, stations, and branches will.

The Department of the Interior sends the materials directly to the postmaster or to the selected stations and branches of some larger post offices, after notifying the postmaster. Only the selected units may distribute the Federal Duck Stamp Cards.

Each shipment includes:

1. Federal Duck Stamp Cards for the hunter's name and address.
2. Instructions for window personnel.
3. Acknowledgment postcard (Fish and Wildlife Service Form MS 7).

Managers should:

1. Inform employees of survey instructions.
2. Acknowledge receipt of the materials using enclosed postcard (Fish and Wildlife Service Form MS 7).

Window personnel should:

1. Give a Federal Duck Stamp Card to all purchasers of Migratory Bird Hunting and Conservation (duck) stamps, including collectors and nonhunters, at the time of purchase.
2. Ask the customer to fill in the name and address portion and return the card to the window clerk for mailing. The customer detaches and keeps the stub (hunting diary) portion of the card to record daily hunting activity.
3. If customers purchase stamps for resale or for distribution to other hunters, give them one instruction sheet and a name and address card for each stamp. Ask them to request the actual stamp recipient to fill in, detach, and mail the business reply portion of the card without delay. Stamp collectors should receive only one card.

Customer participation is voluntary but essential to the survey's success. The cooperation of all postmasters, managers, and window personnel involved is appreciated.

—Stamp Services, Marketing, 5-22-97

Stamps Withdrawn From Sale at Philatelic Centers and the Philatelic Fulfillment Service Center

Effective June 9, 1997, authorized philatelic centers and the Philatelic Fulfillment Service Center will withdraw the stamp stock items listed below from sale. Only the philatelic centers are to return the stamp stock to their designated stamp distribution office (SDO) or stamp distribution network (SDN), prepared for destruction according to the guidelines in Handbook F-1, *Post Office Accounting Procedures*, section 45, Destroying Stamp Stock, and appropriate locally established procedures.

Regular sale windows, postal retail stores, and vending outlets will continue to sell the listed stamp stock items as long as supplies are available or until further notice.

| Item Number | Description |
|-------------|---|
| 1022 | 20-cent Harry Truman Stamp, Issued 1993 |
| 1043 | 23-cent Mary Cassatt Stamp, Shiny Gum, Reissued 1993 |
| 1048 | 40-cent Claire Lee Chennault Stamp, Issued 9-6-90 |
| 1052 | 2-cent Mary Lyon Stamp, Issued 1987 |
| 1075 | 75-cent Wendell Willkie Stamp, Issued 2-16-92, Reissued 11-92 |
| 5572 | 50-cent Harriet Quimby Stamp, Reissued 5-93 |
| 7903 | 32-cent 3,000 Flag Over Porch Coil, Issued 5-19-95 |

—Stamp Services, Marketing, 5-22-97

Stamps Withdrawn From Regular Sale and From Sale at Philatelic Centers

Effective June 9, 1997, all post offices, stations, branches, postal retail stores, vending outlets, and authorized philatelic centers must withdraw the stamp stock items listed below from sale and prepare them for destruction. The stamp stock should be submitted to destruction sites according to the guidelines in Handbook F-1, *Post Office Accounting Procedures*, section 45, Destroying Stamp Stock, and appropriate locally established procedures.

Absolutely no sales of the stamp stock listed are permitted after June 9, 1997. These stamp stock items are also being removed from sale at the Philatelic Fulfillment Service Center (PFSC).

| Item Number | Description |
|-------------|--|
| 1098 | G-Rate Makeup Stamp |
| 4464 | 32-cent Women's Suffrage Stamp |
| 4470 | 32-cent Texas Statehood Stamp |
| 4471 | 32-cent Jazz Musicians Stamp |
| 4475 | 32-cent Tennessee Williams Stamp |
| 4478 | 32-cent Naval Academy Stamp |
| 4479 | 32-cent Recreational Sports Stamp |
| 4484 | 32-cent Republic of Palau Stamp |
| 5539 | G-18 Self Adhesive Stamps |
| 5570 | G-18 Self Adhesive ATM Stamps |
| 6699 | 20/32-cent Nondenominated Love PSA Booklet |
| 7714 | 100/29-cent Official Mail Stamp Coil |
| 8859 | \$7.95 Mandarin Calendar |
| 8883 | \$12.95 Marathon Poster |
| 9859 | \$25.00 Space Achievement Souvenir |

—Stamp Services, Marketing, 5-22-97

Pictorial Cancellations Announcement 97-11

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.

| | | | | |
|--|---|--|---|--|
|  | May 15, 1997 DINOSAUR STATION POSTMASTER PO BOX 9998 FAITH SD 57626-9998 | May 16, 1997 DINOSAUR STATION POSTMASTER BOX 9998 ARLINGTON SD 57212-9998 | May 19, 1997 DINOSAUR STATION POSTMASTER PO BOX 9998 REVA SD 57651-9998 | |
| | May 15, 1997 DINOSAUR STATION POSTMASTER 213 N MAIN ST ELGIN ND 58533-9998 | May 16, 1997 DINOSAUR STATION POSTMASTER PO BOX 9998 EGELAND ND 58331-9998 | | |
| | May 15, 1997 DINOSAUR STATION POSTMASTER 119 1ST AVE SE ROLLA ND 58367-9998 | May 16, 1997 DINOSAUR STATION POSTMASTER PO BOX 9998 BLUNT SD 57522-9998 | | |

| | | |
|---|--|--|
|  | May 23, 1997 BUGS BUNNY STATION POSTMASTER 320 W SECOND ST WICHITA KS 67202-9998 | May 30, 1997 BUGS BUNNY STATION POSTMASTER 3241 S HYDRAULIC ST WICHITA KS 67216-9998 |
| | May 27, 1997 BUGS BUNNY STATION POSTMASTER 2325 ARKANSAS AVE WICHITA KS 67204-9998 | June 2, 1997 BUGS BUNNY STATION POSTMASTER 2510 S ELIZABETH ST WICHITA KS 67217-9998 |
| | May 28, 1997 BUGS BUNNY STATION POSTMASTER 1314 N OLIVER ST WICHITA KS 67208-9998 | June 3, 1997 BUGS BUNNY STATION POSTMASTER 7117 W HARRY ST WICHITA KS 67277-9998 |
| | May 29, 1997 BUGS BUNNY STATION POSTMASTER 9350 CORPORATE HILLS DR WICHITA KS 67207-9998 | |



May 23, 1997

USPS Harrisburg District

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
KNOXVILLE PA 16928-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
MOUNT GRETNA PA 17064-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
LOCK HAVEN PA 17745-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
MONTANDON PA 17850-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
ANNVILLE PA 17003-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
MCALISTERVILLE PA 17049-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
SAINT THOMAS PA 17252-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
MONT ALTO PA 17237-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
LAURYS STATION PA 18059-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
CENTER VALLEY PA 18034-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
POCONO SUMMIT PA 18346-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
WILLIAMSPORT PA 17701-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
GREEN LANE PA 18054-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
FRIENDSVILLE PA 18818-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
CHERRYVILLE PA 18035-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
TROY PA 16947-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
MILTON PA 17847-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
NESCOPECK PA 18635-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
HAWLEY PA 18428-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
PARRYVILLE PA 18244-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
MORRIS RUN PA 16939-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
BLAKESLEE PA 18610-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
MECHANICSBURG PA 17055-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
ELYSBURG PA 17824-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
BETHLEHEM PA 18016-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
ALLENTOWN PA 18101-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
HARRISBURG PA 17109-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
SCANTON PA 18502-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
WILKES BARRE PA 18701-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
LEBANON PA 17042-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
BLOOMSBURG PA 17815-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
CAMP HILL PA 17011-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
CLARKS SUMMIT PA 18411-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
EAST STROUDSBURG PA 18301-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
EASTON PA 18042-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
EMMAUS PA 18049-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
HAZLETON PA 18201-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
PITTSTON PA 18640-9998

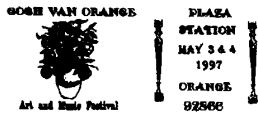
BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
STROUDSBURG PA 18360-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
CARLISLE PA 17013-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
WAYNESBORO PA 17268-9998

BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
COOPERSBURG PA 18036-9998

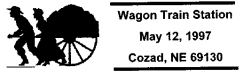
BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
ALBRIGHTSVILLE PA 18210-9998



May 3 & 4, 1997
Orange Chamber of Commerce
PLAZA STATION
POSTMASTER
1075 N TUSTIN ST
ORANGE CA 92863-9998

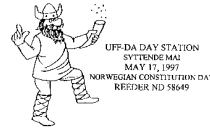


May 16-18, 1997
Historical Society
NATIONAL ROAD FESTIVAL STATION
POSTMASTER
PO BOX 9998
UNIONTOWN PA 15401-9998

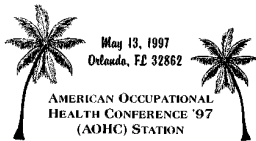


Mormon Pioneer Trail - 150 Year Anniversary

May 12, 1997
Mormon Trail Committee
WAGON TRAIN STATION
POSTMASTER
102 E 9TH ST
COZAD NE 69130-9998



May 17, 1997
UFF-DA DAY STATION
POSTMASTER
PO BOX 9998
REEDER ND 58649-9998



May 13-15, 1997
AMERICAN OCCUPATIONAL HEALTH
CONFERENCE 97 (AOHC) STATION
POSTMASTER
10401 POST OFFICE BLVD
ORLANDO FL 32862-9670



May 17, 1997
Fairview Baptist Church
TROOP 179 STATION
POSTMASTER
600 PRINCESS ANNE ST
FREDERICKSBURG VA 22401-9998



May 14, 1997
TRI-COUNTY BUSINESS EXPO STATION
POSTMASTER
PO BOX 9998
SAGINAW MI 48605-9998



May 17, 1997
Kenbridge Chamber of Commerce
STRAWBERRY FESTIVAL STATION
POSTMASTER
118 E 5TH AVE
KENBRIDGE VA 23944-9998



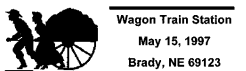
Mormon Pioneer Trail - 150 Year Anniversary

May 14, 1997
WAGON TRAIN STATION
POSTMASTER
1021 LAKE AVE
GOTHENBURG NE 69138-9998



Hinckley Station
May 17, 1997
Hinckley, NY 13352

May 17, 1997
HINCKLEY STATION
POSTMASTER
PO BOX 9998
HINCKLEY NY 13352-9998



Mormon Pioneer Trail - 150 Year Anniversary

May 15, 1997
WAGON TRAIN STATION
POSTMASTER
PO BOX 9998
BRADY NE 69123-9998



Barneveld Station
May 17, 1997
Barneveld, NY 13304

May 17, 1997
BARNEVELD STATION
POSTMASTER
PO BOX 9998
BARNEVELD NY 13304-9998



May 16, 1997
DINO STATION
POSTMASTER
2650 CLEVELAND AVE NW
CANTON OH 44711-9998

(ARTWORK UNAVAILABLE)

May 17, 1997
PEPPER FESTIVAL STATION
POSTMASTER
40 SE 1ST ST
WEBSTER FL 33597-9998



May 16, 1997
DOW CENTENNIAL STATION
POSTMASTER
PO BOX 9998
MIDLAND MI 48674-9998



May 17, 1997
MCKINLEY L BURNETT STATION
POSTMASTER
424 S KANSAS AVE
TOPEKA KS 66603-9611



May 17, 1997
Lubbock Museum
MUSEUM DAY STATION
POSTMASTER
1515 AVE G
LUBBOCK TX 79402-9998



May 21, 1997
USPS
FEDERAL STATION
POSTMASTER
333 W BROADWAY
ANAHEIM CA 92815-9998



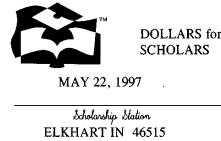
May 17, 1997
WOODSTOCK RENAISSANCE FAIRE
STATION
POSTMASTER
PO BOX 9998
WOODSTOCK NY 12498-9998



May 22, 1997
MERCURY & CHASE RAILWAY POST
OFFICE STATION
POSTMASTER
3408 WALL TRIANA HWY
HUNTSVILLE AL 35813-9813

(ARTWORK UNAVAILABLE)

May 17 & 18, 1997
Fernbank Museum of Natural History
PLANET DINOSAUR
POSTMASTER
767 CLIFTON RD NE
ATLANTA GA 30307-9998



May 22, 1997
Dollars for Scholars
SCHOLARSHIP STATION
POSTMASTER
601 S MAIN ST
ELKHART IN 46515-9998



May 17-19, 1997
Moscow On The Go
MOSCOW STATION
POSTMASTER
HWY 59 SOUTH
MOSCOW TX 75960-9998



May 22-26, 1997
Mayfair
CEDAR BEACH PARK STATION
POSTMASTER
PO BOX 9998
ALLENTOWN PA 18101-9998



May 18-21, 1997
POSTAL FORUM STATION
POSTMASTER
701 LOYOLA AVE RM 11011
NEW ORLEANS LA 70113-9622



May 23, 1997
WQTV
BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
MURRAY KY 42071-9998



May 19, 1997
First National Bank
CRADLE OF TEXAS STATION
POSTMASTER
117 W MAIN ST
SAN AUGUSTINE TX 75972-9998



May 23, 1997
Fort Worth Post Office
BUGS BUNNY STATION
POSTMASTER
4600 MARK IV PKWY
FORT WORTH TX 76161-9998



May 19, 1997
WORLD TRADE WEEK STATION
POSTMASTER
PO BOX 9998
GRAND RAPIDS MI 49501-9998



May 23, 1997
USPS Pittsburgh District
BUGS BUNNY STATION
POSTMASTER
700 GRANT ST
PITTSBURGH PA 15219-9998



Wagon Train Station
May 20, 1997
Sutherland, NE 69165

May 20, 1997
WAGON TRAIN STATION
POSTMASTER
PO BOX 9998
SUTHERLAND NE 69165-9998

(ARTWORK UNAVAILABLE)

May 23, 1997
BUGS BUNNY STATION
POSTMASTER
8225 CROSS PARK DR
AUSTIN TX 78710-9998

Mormon Pioneer Trail - 150 Year Anniversary



May 23, 1997
 BUGS BUNNY STATION
 POSTMASTER
 PO BOX 9998
 LAKE HUNTINGTON NY 12752-9998



May 24, 1997
 BUGS BUNNY STATION
 POSTMASTER
 1088 NANDINO BLVD
 LEXINGTON KY 40511-9998



May 23, 1997
 BUGS BUNNY STATION
 POSTMASTER
 PO BOX 9998
 WINGDALE NY 12594-9998



May 24, 1997
 WKDQ
 BUGS BUNNY STATION
 POSTMASTER
 PO BOX 9998
 MADISONVILLE KY 42431-9998



May 23, 1997
 BUGS BUNNY STATION
 POSTMASTER
 PO BOX 9998
 BEARSVILLE NY 12409-9998



May 26, 1997
 Rock Island IL Post Office
 BUGS BUNNY STATION
 POSTMASTER
 1956 2ND AVE
 ROCK ISLAND IL 61201-9700



May 23, 1997
 Elmira Stamp Club
 DOWNTOWN STATION
 POSTMASTER
 255 CLEMENS CENTER PKWY
 ELMIRA NY 14902-3031



May 28, 1997
 BUGS BUNNY STATION
 POSTMASTER
 1883 MAIN ST
 SPRINGFIELD MA 01101-9998



May 23, 1997
 BUGS BUNNY STATION
 POSTMASTER
 350 N MERIDIAN RD
 KALISPELL MT 59901-9998



May 28, 1997
 United States Postal Service
 BUGS BUNNY STATION
 POSTMASTER
 19 BRIDGE ST
 MILAN NH 03588-9998



May 23, 1997
 BUGS BUNNY STATION
 POSTMASTER
 300 N 10TH ST
 CENTERVILLE IA 52544-9998



May 29, 1997
 West Hopkins Accelerated School
 BUGS BUNNY STATION
 POSTMASTER
 8750 NEBO RD
 NEBO KY 42441-9998



May 23-25, 1997
 BUGS BUNNY STATION
 POSTMASTER
 PO BOX 9998
 SAN ANTONIO TX 78284-9998



May 30, 1997
 USPS
 BUGS BUNNY STATION
 POSTMASTER
 80 DANIEL ST
 PORTSMOUTH NH 03801-9998



May 24, 1997
 Parent-Child Expo
 BUGS BUNNY STATION
 POSTMASTER
 2535 MIDWAY DR
 SAN DIEGO CA 92186-5530



May 31, 1997
 USPS
 BUGS BUNNY STATION
 POSTMASTER
 38 SPRING ST
 NASHUA NH 03060-9998



May 31, 1997
USPS
BUGS BUNNY STATION
POSTMASTER
12 LOUDON RD
CONCORD NH 03301-9998



May 23, 1997
Wagon Train Station
POSTMASTER
PO BOX 9998
LEMAYNE NE 69146-9998



May 23, 1997
Kanawha County Stamp Club
BUGS BUNNY STATION
POSTMASTER
3000 CHARLESTON TOWN CENTER
CHARLESTON WV 25375-9998



May 23-25, 1997
2ND ANNUAL FARM FESTIVAL STATION
POSTMASTER
5 E PLEASANT
CATAWBA OH 43010-9998



May 23, 1997
Oak Grove Chamber of Commerce
BUGS BUNNY STATION
POSTMASTER
15124 FORT CAMPBELL BLVD
OAK GROVE KY 42262-9998



May 24, 1997
ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
KITTERY ME 039041-9998

(ARTWORK UNAVAILABLE)

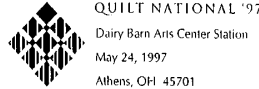
May 23, 1997
USPS Pittsburgh District
BUGS BUNNY STATION
POSTMASTER
700 GRANT ST
PITTSBURGH PA 15219-9998



May 24, 1997
PETUNIA PEDAL LETOUR STATION
POSTMASTER
125 S CHILLICOTHE
SOUTH CHARLESTON OH 45368-9998



May 23, 1997
Palm Springs Elementary,
Lake Worth FL 33461
BUGS BUNNY STATION
POSTMASTER
PO BOX 5200
LAKE WORTH FL 33466-5200



May 24, 1997
Dairy Barn Arts Center Station
POSTMASTER
5 W STIMSON AVE
ATHENS OH 45701-9998



May 23, 1997
BUGS BUNNY STATION
POSTMASTER
PO BOX 9998
STATEN ISLAND NY 10314-9998



May 24 & 25, 1997
LOGAN HILLS FESTIVAL
POSTMASTER
2856 S SANDUSKY ST
ZANESFIELD OH 43360-9998

(ARTWORK UNAVAILABLE)

May 23-June 6, 1997
BUGS BUNNY STATION
POSTMASTER
805 SENECA ST
WEBSTER CITY IA 50595-9998



May 24-26, 1997
ICE CREAM STATION
POSTMASTER
20 MAIN ST N
UTICA OH 43080-9998



May 24, 1997
Wichita Falls Post Office
BUGS BUNNY STATION
POSTMASTER
PO BOX 97998
WICHITA FALLS TX 76307-9998



May 25, 1997
Lehigh-Northampton Vietnam Veterans
DEDICATION STATION
POSTMASTER
PO BOX 9998
MACUNGIE PA 18062-9998



May 26-June 1, 1997
MEMORIAL TOURNAMENT STATION
POSTMASTER
6400 EMERALD PKWY
DUBLIN OH 43016-9998



May 29, 1997
JAIL ROCK STATION
POSTMASTER
114 W 10TH ST
BRIDGEPORT NE 69336-9998



May 28-31, 1997
DEERCREEK DAM DAYS STATION
POSTMASTER
109 S WATER ST
WILLIAMSPORT OH 43164-9998



May 30, 1997
LET'S PLAY BALL STATION
POSTMASTER
PO BOX 9998
MOUNTAINDALE NY 12763-9998



May 29, 1997
ADIRONDACK AIR SHOW STATION
POSTMASTER
16 HUDSON AVE
GLENS FALLS NY 12801-9998



May 31, 1997
Town of Star NC
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
STAR NC 27356-9998

—Stamp Services, Marketing, 5-22-97

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Not the same old Bond

U.S. Postal Service
 1997 Savings Bond Campaign
 May 19-June 30

Every year at this time, the Postal Service gives you the opportunity to join the U.S. Savings Bonds Payroll Savings Plan or to increase your current payroll allotment.

U.S. Savings Bonds have more benefits than ever:

■ **Hi-tech Bonds on the World Wide Web:**
 Earnings Reports can be viewed online or downloaded to your computer.

■ **FREE! Savings Bond Wizard software:**
 Maintain an inventory of your bonds at — <http://www.publicdebt.treas.gov>

■ **“Online Savings Bond Redemption Calculator”:**
 Link to the Calculator at the Federal Reserve Bank of NY. Enter your Bonds month and year of issue to determine its value instantly!

■ **Invest wisely:** without committing a significant portion of your income.

■ **Do it yourself:** without hiring an accountant or certified financial planner.

■ **Prepare for life's expensive events:** your children's education, your dream home, taking the vacation of a lifetime, your retirement.

■ **Earn interest from the date of purchase:**
 Take advantage of current short- and long-term market-based interest rates.

■ **Save money on taxes:** Interest on savings bonds is exempt from state and local income taxes. You can defer federal tax on the interest until you cash the bond or it reaches final maturity in 30 years. (If you buy and use bonds for your child's higher education, you may pay no federal income tax.)

■ **Invest in America:** Buying EE Savings Bonds is good for America.

And using payroll savings to buy bonds offers still another benefit:

■ **Convenience:** It's a painless and easy way to build your future.

If you're not currently on the Payroll Savings Plan, now is the time to sign up. If you're already on the plan, consider **increasing** your allotment.

**If you have any questions, just call 1-800-833-BONDS
 Monday through Friday, 6 A.M. - 7 P.M. Central Time**



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Note: Because of the extensive number of changes that have affected International Mail Manual 620, Global Package Link, the entire subchapter is reprinted on the following pages for your convenience. These pages include the revisions contained in articles on pages 68 and 84 of this Postal Bulletin.

620 GLOBAL PACKAGE LINK

621 Description

621.1 General

Global Package Link is a bulk mailing system that provides fast, economical international delivery of packages containing merchandise. Global Package Link is designed to make it easier and less costly for mail-order companies to export goods. The Postal Service provides Global Package Link on a destination country-specific basis pursuant to the terms and conditions stipulated in 620 and the Individual Country Listings.

621.2 Admissible Items

621.21 Prohibited Enclosures

Global Package Link packages may not contain:

- a. Typewritten and handwritten communications having the character of current correspondence.
- b. Any item that is prohibited in international mail. Refer to the Country Conditions of Mailing in the Individual Country Listings for individual destination country prohibitions.

621.22 Exceptions

Global Package Link packages may contain an invoice as long as the invoice is limited to the particulars that constitute an invoice.

621.3 Availability

Global Package Link service is available only to Brazil, Canada, Chile, Germany, Japan, the United Kingdom, and the People's Republic of China.

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:

- a. 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.
- b. 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.
- m. Buyer's national identification or import number where required by law (currently Brazil).

623 General**623.1 Special Services**

The special services provided for in chapter 3 are not available for packages sent by Global Package Link unless specifically provided for in 620 or the Individual Country Listings.

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, Germany, and the People's Republic of China; 66 pounds for Brazil, Canada, and the United Kingdom; and 44 pounds for Japan.

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; maximum size for the People's Republic of China for any one dimension is 59 inches; the sum of the length and the greatest circumference measured in a direction other than the length shall not exceed 118 inches; Japan Standard packages weighing less than 1 pound, the maximum length is 24 inches with a height and depth and length combined maximum of 36 inches. All packages must be large enough to accommodate the necessary labels and customs forms on the address side.

623.4 Postage**623.41 Rates**

Rates vary by destination country as stipulated in 620 and the Individual Country Listings.

623.42 Postage Payment Method

Postage must be paid by permit imprint or any other Postal Service approved method.

623.43 Documentation

Each mailing of Global Package Link packages must be accompanied by a manifest and other documentation in the form specified by the Postal Service.

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%). |

624 Preparation Requirements**624.1 General Requirements****624.11 Barcode**

Every Global Package Link package must bear a barcode, in a format acceptable to the Postal Service, that identifies the package by a unique number. The mailer must place the barcode on the address side of the package.

624.12 Addressing

See 122. The name and address of the mailer and of the addressee also should be recorded on a separate slip enclosed in the package.

624.13 Sealing

Every Global Package Link package must be sealed by the mailer. Wax, gummed-paper tape, nails, screws, wire, metal bands, or other materials may be used as suitable. The seal must be sufficient to allow detection of tampering.

624.14 Packaging

Every Global Package Link package must be securely and substantially packed. In packing, the mailer should consider the nature of the contents, the climate, and the delivery method. The Postal Service will determine whether the contemplated packaging is suitable prior to the mailer's use of Global Package Link.

624.15 Nonpostal Documentation

Forms required by nonpostal export regulations are described in Chapter 5.

624.2 Destination Country-Specific Requirements

Certain preparation requirements vary by destination country as stipulated in 620 and the Individual Country Listings.

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 **Postal Service Processing**

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 **Customer Processing**

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 the United Kingdom. Packages sent through Economy Service are transported to the destination country by air for delivery. Tracking is available 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 charge. However, they are not insured against delayed delivery. Indemnity payments are subject to the provisions of DMM S010 and S500. Neither indemnity payments nor postage refunds are payable for delayed delivery.

626.32 Standard Service**626.321 Canada**

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 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.

626.421 Catalog Harmonization Services

The Postal Service will provide free catalog harmonization services for the first 2,500 catalog items presented for harmonization during the first 12 months following the GPL customer signing an agreement for a GPL destination country that requires harmonization. Any harmonization work performed in excess of 2,500 items for each customer and/or after the first 12 months of signing a GPL agreement will be charged a fee of \$1.25 per item. The mailer has 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 and the People's Republic of China

In Japan and the People's Republic of China, any customs duties and fees will be collected from the recipient at the time of delivery.

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