

POSTAL BULLETIN

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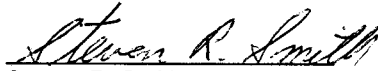
PB 21994, March 25, 1999

Reaffirmation of Support for the USPS-NRLCA Quality of Work Life/Employee Involvement Process

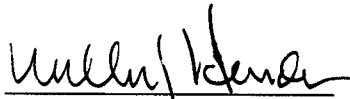
The United States Postal Service and the National Rural Letter Carriers' Association are proud to reaffirm their mutual support for their joint Quality of Work Life/Employee Involvement Process (QWL/EI), which has been in effect for more than fifteen years. The QWL/EI Process has become the cornerstone of the parties' union/management cooperation efforts, and it provides a key venue through which to improve workplace relationships and the overall performance of the organization.

The Postal Service and the NRLCA share the goal of achieving a high performance, competitive organization which is characterized by fairness, opportunity, and safety and which instills pride in its employees. The parties also recognize that the organization faces many challenges and changes in the years ahead as it strives to achieve its *CustomerPerfect!* goals. We strongly believe that these challenges, changes, and goals can best be met by working together and by involving employees through the QWL/EI Process.

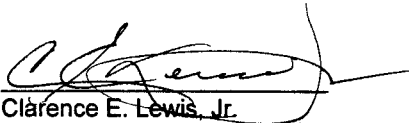
The Postal Service and the NRLCA encourage all managers, rural carriers, and union representatives to join in their efforts to maintain a viable and relevant QWL/EI Process as we move forward together on our continuing journey toward organizational excellence.



Steven R. Smith
President
National Rural Letter
Carriers' Association



William J. Henderson
Postmaster General,
Chief Executive Officer
U.S. Postal Service



Clarence E. Lewis, Jr.
Chief Operating Officer &
Executive Vice President
U.S. Postal Service

February 1999

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FRANK P. BRENNAN, JR.
CORPORATE RELATIONS



March 25, 1999

POSTMASTERS:

Last year thousands of post offices participated in Clean Your Files Day (CYFD), an annual effort of the U.S. Conference of Mayors, and we need the help of postmasters across the nation to top that amount this year. Few organizations in America can raise awareness and build community involvement like the Postal Service. We have the people and the ability to make a difference in our communities, and when we all pull together, there is no stopping us.

The third annual Clean Your Files Day is coming up during the week of Earth Day, April 22, 1999, and once again, the Postal Service is partnering with the U.S. Conference of Mayors in sponsoring this event. CYFD is important because it increases awareness of the benefits of recycling and encourages employees and community members throughout the nation to clean out their old files and recycle their unwanted paper.

Clean
YOUR FILES
Day

Clean Your Files Day offers an excellent opportunity to enhance our relationships with local governments and generate media exposure both on a local and national level. It also provides the opportunity to rally support for workplace recycling programs while significantly increasing the amount of office paper that is recycled. This event also will help the nation reach the goal set by the National Office of Paper Recycling Project of recycling 65 percent of paper by the year 2000.

As always, it will be your efforts at the local level that will make the difference. To help you promote a successful Clean Your Files Day event in your community, we have prepared the following materials for you:

- CYFD background information
- Questions and Answers about CYFD
- Promotional tips
- Planning tips
- Event ideas
- Media Outreach
- Sample press release/public service announcement
- Sample Direct Line and/or NEWSBREAK
- Sample speech and sample letter to editor
- Proclamation
- Postal Service Environmental Facts

If you have any questions regarding this kit or about Clean Your Files Day, please call your local area Corporate Relations Center. Good luck and have a successful Clean Your Files Day.

A handwritten signature in black ink, appearing to read "Frank", with a long, sweeping underline.

Frank P. Brennan, Jr.

Clean Your Files Day Background

The third national Clean Your Files Day (CYFD) is scheduled for the week of Earth Day, April 22. CYFD is an annual event organized by the U. S. Conference of Mayors in partnership with the Postal Service that encourages employees to increase the amount of paper recycled in the workplace by cleaning and purging old files.

The first national Clean Your Files Day was organized by Recycling at Work, a campaign of the National Office Paper Recycling Project, a public-private partnership managed by the U.S. Conference of Mayors. It was launched during Earth Day Week in 1995 in Chicago where participating employees recycled up to 12 times their normal rate of collection. In one building alone, 3,500 employees recovered 27 tons of office paper in one day.

CYFD is the official Earth Day event of the U.S. Conference of Mayors and is managed by Recycling at Work, a campaign

of the National Office Paper Recycling Project. Local committees made up of representatives from participating office management divisions, solid waste and recycling haulers, recycling facilities, and other participating organizations plan and coordinate activities. Each local committee is responsible for establishing local support, fundraising, planning, and media outreach. The Recycling at Work Campaign coordinates the national activities such as sponsoring national radio tours, monitoring events, developing promotional materials, and conducting public service advertising.

By encouraging employees to purge old files, CYFD hopes to encourage an increase in the recycling of office paper and help meet Recycling at Work's goal of recycling 65 percent of all office paper by 2000.

More than 200 cities are expected to participate in this year's CYFD. Last year during Earth Day Week, the Postal Service held CYFD events in more than thousands of post offices across the nation.

Questions & Answers

Q: What is Clean Your Files Day?

A: Clean Your Files Day (CYFD) is an annual event organized by the U.S. Conference of Mayors that encourages employees to increase the amount of paper recycled in the workplace by purging old files. The first CYFD was launched during Earth Day Week in 1995 in Chicago where participating employees recovered up to 12 times their normal rate of collection. In one building alone, 3,500 employees recovered 27 tons of office paper in one day. The Postal Service partnered with the Conference of Mayors on the promotion of a CYFD event on Earth Day 1997 and 1998 and is continuing that partnership in 1999.

Q: Why have a Clean Your Files Day?

A: The Postal Service and the Conference of Mayors are serious about recycling. Setting this day apart provides an opportunity for office workers to observe Earth Day while at the same time learning about their office recycling program. It is a fun way to raise awareness while doing a little spring cleaning. CYFD will encourage employees to increase paper recycling and remind them of the importance of protecting the environment by using less paper and recycling what they do use. Recycling saves resources, energy, and water and reduces garbage, plus it also has the potential to save money both in document storage costs and waste disposal. Participation in this event has tremendous potential for improving existing recycling programs and helping the nation reach the 65 percent office paper recycling goal by the year 2000 set by the National Office Paper Recycling Project.

Q: What is the National Office Paper Recycling Project?

A: The National Office Paper Recycling Project is a consortium of public and private sector organizations dedicated to recycling 65 percent of office paper by the year 2000. They spend their time and resources figuring out how to get more paper from the waste stream and how to improve the quality of recyclables by eliminating contaminants.

Q: What is the Post Service's involvement in CYFD?

A: As a national partner, the Postal Service is mobilizing staff to clean their files and encouraging postmasters to team up with mayors in promoting this event in the community.

Q: Why is the Postal Service involved in CYFD?

A: No organization in America has the ability to raise awareness and build community involvement like the Postal Service. We are in every community in America, we have the people and the ability to make a difference, and recycling is an important issue to which the Postal Service is committed. We are an award-winning national leader in protecting the environment and are involved in CYFD, both to be a good corporate citizen and to keep costs down.

Questions & Answers cont'd. next page



Questions & Answers cont'd.

Q: Why is it important to recycle at work?

A: People often recycle at home, but studies show very few people recycle at work. A typical company with 50-65 employees collects an average of 800 pounds of waste paper in about one working week, and paper often comprises as much as 80 percent of waste in the office. When you add up all the companies across the United States, that's a whole lot of trash. If the USPS can encourage people to recycle at work, it can make a significant contribution to the protection of the environment.

Q: What should we do with confidential papers that have to be shredded?

A: Shredded material can still be recycled.

Q: Is mail recyclable? Isn't it bad for the environment?

A: Mail is made up of mixed paper that can be recycled, so there's no reason for any mail to end up in landfills. Shopping by mail also saves trips in cars, which contributes to a decrease in air pollution and energy use. That's why some people call advertising mail a "mall in a mailbox."

Q: Why does the Postal Service recycle?

A: For two reasons: because it is cost-effective and because it is the right thing to do. The Postal Service has clearly demonstrated that an organization can both protect the environment and the bottom line at the same time. In 1998, the Postal Service made more than \$8 million by recycling and saved an additional \$10 million through avoiding the cost of disposing of those materials.

Q: In what ways does the Postal Service recycle?

A: The Postal Service recycling program promotes pollution prevention through waste reduction, reuse, and recycling. More than 100 tons of materials were recycled by the Postal Service last year. The Postal Service also used more than \$160 million worth of products last year that contain recycled material. We are also a national leader in the use of re-refined oil and retreaded tires. More than 100,000 postal vehicles currently use re-refined oil and retreaded tires.

Q: In what other ways does the Postal Service help the environment?

A: The Postal Service has one of the nation's largest alternative fuel powered vehicle fleets. Postal Service has converted about 7,500 vehicles to compressed natural gas and also has pilot programs for electric and ethanol-powered cars. The Postal Service also encourages and rewards ridesharing, has set up a "no smoking" policy in every facility to protect employees and the environment, and uses environmentally friendly inks and glues on stamps and other products.

Q: Why was April chosen for Clean Your Files Day?

A: Earth Day is celebrated on April 22, so it was a logical time for a day about recycling and preserving the environment. But April also occurs in spring, and spring is a time of renewal and new beginnings and provides the perfect opportunity to launch a spring cleaning to dust out the cobwebs, clean out our files, and start fresh. It is also a time to remember that we shouldn't just work to protect the environment only in April. We must work together to keep the spirit of Earth Day alive every day of the year.

Promotional Tips

There are many ways to attract attention to your Clean Your Files Day event. Here are some tips for promoting the event, both inside and outside your post office:

- Display Clean Your Files Day posters in your lobby and workroom areas.
- Make a tabletop display of items that can and cannot be recycled.
- Call in a local radio personality to cover the event on-site.
- Hold contests between floors, departments, offices, or buildings to see who can recycle the most.
- Declare a casual dress day and encourage employees to get involved in actively cleaning out files.

- Have a contest to see who can build the best waste paper monument in the lobby.
- Display a Recycle at Work banner on the outside of your post office.
- Give all employees a recycle bin for their desk. Include a list of acceptable material.
- Notify the newspapers of your event.
- Ask the local utility company to run a tag line announcing Clean Your Files Day on all bills during the month of April.
- Contact the local theater about running an advertisement on the screen before the movie.



Planning Tips

- Form a Clean Your Files Day organizing committee. Think about who is going to be involved in the event and invite representatives to plan it. Create a phone and FAX list of all people on the committee.
- Determine who will be invited to participate. You could invite local government offices, federal government offices, private sector companies, etc. Ask your mayor/city manager's office, city/county department of public works, state or local recycling organizations, businesses, Chamber of Commerce, and schools and universities to support and take part in your event. Involve employees, management and craft organizations, customer advisory councils, postal customer councils, and community volunteers.
- Invite Members of Congress or Congressional staff to attend, and if they do, inform the media and your local Corporate Relations Center.
- Determine the scope of your promotion. This can range from the employees in your office to the entire community. Base your participation on local recycling capabilities.
- Have a clear goal in mind. Examples include establishing a workplace recycling program, providing better education for employees, improving the quality of the paper collected in your area, increasing the quantity of paper currently collected, or engaging additional businesses to recycle with you.
- Gain the cooperation and support of your local recycling haulers.
- Find out what sort of media coverage is available. You can use local newspaper, radio, and TV stations to promote the event, cover the event, and/or report on the results. Send public service announcements to local newspapers and TV and radio stations to promote the event (see Media Outreach).
- Devise a method of measuring the results of your efforts.
- Remember, Earth Day is every day. Your recycling program or event can be promoted on April 22, during Earth Week, or any day of the year.

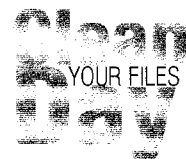
Event Ideas

- Swear in the mayor of your city as postmaster of the "Clean Your Files Day" Special Postal Station. Invite him or her to cancel the first letters using your pictorial cancellation (see sample).
- Have the mayor of your city endorse Clean Your Files Day and have the mayor's office issue an official proclamation about CYFD before the event day (see sample proclamation in this kit).
- Set up a display in your post office lobby with a recycling bin or overflowing file cabinet beside it to advertise your upcoming Clean Your Files Day event.
- Establish collection points for paper from cleaned out files. If your office does not have a recycle bin, take recyclables to a school, club, or store that does recycle.
- Eliminate outdated policies, retire the old eagle, and get rid of old letterhead or other paper not used anymore. Review retention schedules in the *Administrative Support Manual* 351.21 and Handbook 305, *Records Control*, if you have any questions about what to keep and what to get rid of.
- Hold an open house and invite local environmental groups to pass out their literature.
- Encourage important postal and community VIPs to write editorials about the importance of recycling at work.
- Present a framed copy of the 1996 Save Our Environment stamped envelope, a letter with one of the 1996 Endangered Species Stamps, or other environmental stamps or products, postmarked with your pictorial cancellation, in a ceremony to a local group or individual who has been a successful recycler.
- Sponsor a poster or essay contest with your Wee Deliver school or local school district. The winners would be the students who created the best poster or essay about recycling or protecting the environment. Feature the winners at your open house and/or in the post office lobby.



Media Outreach

- The fill-in news release featured in this kit is designed to help generate coverage in your local media outlets. You should customize the release with local information and quotes and include the name and number of a local contact at the top of the page. The additional materials in this kit should help you tell the Postal Service's environmental story. After your event, remember to send all reports of media coverage and clippings to your Corporate Relations Center. To prepare publicity for your event, you should:
 - Invite television and print reporters to your post office to cover special events such as the mayor's visit, presentations, postmaster or postal official physically cleaning files and "leading by example."
 - Reinforce the message that CYFD is an effort with local roots, something in which the community has an important stake.
 - Designate a drop-off container in a busy plaza or central location where all participants can deposit their accumulated files at the end of the day. Be sure and invite the media to be there for the drop-off. This could serve as an excellent background for a press conference hosted by postmaster and mayor. The mayor, sworn in as postmaster for the day, could perform a ribbon-cutting ceremony.
 - When contacting the media, be prepared with all the information necessary to explain the days' events and convey a clear message on current postal recycling practices and the goals of the CYFD event.
- Ask local VIPs to lend their support, and urge them to contact the media.
- Designate a person to serve as spokesperson about CYFD. He/she should help coordinate interviews with local postmaster/officials.
- Distribute release to daily newspaper reporters who regularly cover postal/community activities, television consumer reporters, and radio news directors two/three days before your event (weekly papers need at least a week's notice).
- Place a follow-up call to the local media contacts to confirm that they received the release. Ask if they need any additional information.
- Provide radio stations and cable companies with short public service announcements of the event (sample included in this kit).
- List the event on community calendars. Check deadlines early so you don't miss these.
- Provide media with a localized visual to photograph on the event day (for example, an overflowing cabinet on display in your lobby).



Sample press release

(Use postal news letterhead)

For more information contact:

Local Postal Service contact and number

Local sponsor name and number

RECYCLE YOUR OFFICE PAPER DURING CLEAN YOUR FILES DAY

(Name) Post Office Sponsors "Clean Your Files Day" Event

Can't find what you need? Buried in too much paper? Then now is a good time to join the Postal Service in cleaning out your files. Postmaster (name) has declared (date) as "Clean Your Files Day" in (name of city) and invites you to participate. Pledging to "lead by example," employees of (name of post office) will clean their files and recycle office paper they no longer need.

If you aren't sure that cleaning your files is important, consider this: a typical American office with 50 to 65 employees collects an average of 800 pounds of waste paper in less than six working days. Multiply that by all the companies in America, and you've got a whole lot of trash. And most of that trash is recyclable. In fact, more than 80 percent of it is paper that is completely recyclable.

The Postal Service, in partnership with the U.S. Conference of Mayors, is sponsoring its third annual Clean Your Files Day, designed to promote workplace paper recycling programs, during the week of Earth Day, April 22, in cities all across the nation. As an award-winning environmental leader, last year the Postal Service recycled more than a million tons of wastepaper, cardboard, plastics, and other materials, and every year the Postal Service purchases more than \$160 million worth of products with recycled content.

"Throwing away recyclable office paper is like throwing away a valuable resource," said (postmaster). "Let's all roll up our sleeves, sort through our files, and put the office paper and discarded mail we might ordinarily throw in the trash into recycling bins. For your convenience, the (post office name) will have recycle bins available at (address)."

The (post office) will join (name of business, civic leader, school, etc.) in a special "Clean Your Files Day" event (gives details of any special events planned).

"This promises to be an exciting and important day for our community," said (postmaster's name), "but caring for the environment should not be just a one-day event. We must all work together to keep the spirit of Earth Day alive every day of the year."



Sample public service announcement script

Postmaster:

If you're like me, you probably don't need all that paper you have filed away....

That's why the U.S. Postal Service has designated (date) as "Clean Your Files Day" here in (city).

But don't throw out those old file — "Clean Your Files Day" is all about recycling.

Last year the (name) Post Office recovered (amount) pounds/tons of paper for recycling.

And together, we can do even more....

So join the (name of post office) on "Clean Your Files Day" and help put recyclable paper....

Where it belongs — in the recycle bin.



Sample Direct Line/Newsbreak

April (day).1999

TAKE CARE OF THE EARTH — RECYCLE ON CLEAN YOUR FILES DAY

We all know that no organization in America can build community involvement like the Postal Service, so let's use that clout to help America recycle. The Postal Service, in partnership with the U.S. Conference of Mayors, is sponsoring the third Clean Your Files Day, designed to promote workplace paper recycling programs. Events will be held during the week of Earth Day, April 22, 1999, in cities across the nation. Here at the (post office), we will be participating in this important event on (date).

A typical American office with 65 employees collects an average of 800 pounds of wastepaper in less than six working days. Multiply that by all the companies in America, and you've got a whole lot of trash. And most of that trash is recyclable. In fact, more than 80 percent of it is paper and is completely recyclable. The Postal Service is an award-winning environmental leader, last year recycling more than a million tons of wastepaper, cardboard, plastics, and other materials, and every year the Postal Service purchases more than \$160 million in products with recycled content.

Here at (name) Post Office, we are pitching in and cleaning out our old files. Pledging to "lead by example," we will clean our files and recycle office paper we no longer need. I challenge all postal employees to roll up their sleeves, sort through their files, get rid of outdated material, and put the office paper and discarded mail we might ordinarily throw out into recycling bins.

(Give details of any special events planned and provide instructions here for how employees can participate — contact names, recycle locations, etc.)

Thanks in advance for helping (name) Post Office recycle. We all know what we can do when we work together, so let's work together on Clean Your Files Day and on keeping the spirit of Earth Day alive every day of the year.

Postmaster's name

The logo for "Clean Your Files Day" features the words "Clean" and "Day" in a large, bold, sans-serif font. The word "YOUR FILES" is written in a smaller, all-caps, sans-serif font, positioned between "Clean" and "Day". The entire logo is rendered in a light gray, semi-transparent style.

Sample Speech

Do you struggle to find documents you need because you have to dig through overstuffed file drawers? If that describes your situation, then get your office into shape by participating in the third annual Clean Your Files Day [date]. You will be helping yourself and the environment.

When most of us think about protecting the environment, we think about preserving the Amazon rainforest or protecting an exotic species of wild animal from extinction. But taking care of the environment can be much closer to home. As the saying goes, think globally; act locally. Protecting the environment can be as simple as cleaning out a file cabinet.

That's why the Postal Service, in partnership with the U.S. Conference of Mayors, is sponsoring the third annual Clean Your Files Day to encourage people all across the nation to clean their files and recycle the paper they don't need. While helping to save the rainforest might seem like a monumental task, an action as basic as putting unwanted files in the recycle bin rather than in the trash can make a real difference.

How does recycling make a difference? Besides reducing the amount of trash we dispose of, recycling helps to save resources, water, and energy, and even that rainforest. Did you know that recycling one ton of office paper saves 7,000 gallons of water and 4,200 kilowatt-hours of electricity? And if you think a ton seems like a lot of trash, consider this: a typical office with 50-65 employees collects an average of 800 pounds of wastepaper in less than six working days, and paper often comprises as much as 80 percent of waste in an office. When you add up all the companies across the United States, many of them with many more than 65 employees, that's an enormous amount of trash.

Here in (post office or community name), we have our own story to tell (mention local postal and community recycling successes, individuals who volunteer for local projects, etc.).

Earth Day is a yearly celebration, and in communities across the country, people gather together to clean up litter, plant trees, and spread information about the ways we can work to save the earth. Let's all work together to make this Earth Day and Clean Your Files Day a success. And let's keep the spirit of Earth Day alive and well each day of the year. And we might even save a piece of that rainforest.

Please join the (post office) as we celebrate the planet Earth and work together to preserve it for future generations.

**Clean
Day**
YOUR FILES

Sample Letter to the Editor

(on post office letterhead)

Date

Dear Editor:

As Earth Day approaches, many (city) residents are looking for a way to do something beneficial for the environment. I'd like to suggest that they join the Postal Service in recovering a valuable natural resource — the unwanted paper in our files.

Old paper a natural resource? Many of us probably don't stop to think about it, but old paper is a valuable raw material recyclers can use to make recycled paper products. Recycling just one ton of office paper saves 7,000 gallons of water and 4,200 kilowatts of electricity. One ton of paper might not seem like a lot until you consider that a typical office of 65 employees accumulates 800 tons of paper in just about one week.

That's why the Postal Service, in partnership with the U.S. Conference of Mayors, is sponsoring the third annual National Clean Your Files Day during Earth Week. Here in (name of city), we have designated (date) as official Clean Your Files Day. All postal employees will clean their files and throw away files and paper they no longer need into recycling bins instead of trash bins. The (post office) encourages the entire community to join us in celebrating this worthwhile event.

If you have any questions about Clean Your Files Day or about how to get started recycling, please don't hesitate to contact me at the (name) Post Office (provide phone number and address).

Sincerely,

Postmaster

Clean
Day
YOUR FILES

Proclamation

WHEREAS, Clean Your Files Day offers (name of your city) residents an opportunity to jointly participate in Earth Day with the Postal Service; and

WHEREAS, the (number) employees of the (name) Post Office are participating in Clean Your Files Day events to promote workplace paper recycling; and

WHEREAS, last year Postal Service employees nationwide recycled more than a million tons of wastepaper, cardboard, plastics, cans, and other materials; and

WHEREAS, the Postal Service is a national leader in the use of recycled materials, including re-refined oil and retreaded tires; and

WHEREAS, all mail is recyclable and the Postal Service makes every effort to recycle mail after it has been read and lived its useful life,

THEREFORE, I (WE) _____
 (Mayor, City Council, etc.)

Of (city) do hereby proclaim (date) to be

CLEAN YOUR FILES DAY

Dated this (date) 1999

 (Mayor, City Council, etc.)



Environmental Facts

MARCH 1999

Recycling and Waste Prevention

Since September 1995, the White House has presented the Postal Service with 24 "Closing the Circle Awards" for its pollution prevention and recycling accomplishments. The Postal Service also has been recognized with numerous regional, state, and local awards for its environmental practices. Mail can be recycled as mixed paper waste, so there's no reason for any mail to end up in landfills. More than 150 million Americans reside in communities that recycle mixed paper waste.

Shopping by mail saves millions of vehicle trips that contribute to air pollution and gasoline use. The "Environmental Impact of Standard (A) Mail" report determined that shopping by mail annually provides annual net environmental benefits that are worth \$272 million, eliminates 66,000 tons of pollutants, avoids use of 97 million gallons of gasoline, and also avoids about 3,000 traffic accidents and 38 traffic fatalities. Last year, the Postal Service recycled about one million tons of wastepaper, cardboard, plastics, cans, and other material. About \$8 million in revenue was generated from recycling activities in 1997.

The Postal Service has reduced its energy usage by nearly 10 percent since 1991.

Fleet Management

The Postal Service has the nation's largest compressed natural gas (CNG) delivery fleet, with more than 7,500 of its Long-Life Vehicles converted. In September 1998, the Postal Service contracted for 10,000 flex-fuel vehicles that are capable of running on ethanol. Electric-powered vehicles also are being tested.

The Postal Service is a national leader in the use of re-refined oil and retreaded tires. More than 100,000 postal vehicles currently use re-refined oil, and more than 100,000 retreaded tires are purchased annually.

Purchasing

The Postal Service has received an EPA award for its LED Energy Star® exit sign program. The Postal Service now uses 25,000 Energy Star® exit signs, saving over \$500,000 annually in energy costs.

The Postal Service annually purchases more than \$160 million worth of products with recycled content.

Approximately four million recyclable plastic pallets are in use. Longer-life plastic trays and pallets are replacing limited use cardboard trays and wooden pallets. New hampers and mail containers contain 50 percent recycled material.

Aqueous-based cleaners are replacing hazardous chemicals in many cleaning and maintenance operations. The use of 17 hazardous chemicals targeted for elimination has been reduced by more than 50 percent.

Stamp Products

Retail and philatelic products — including stamped envelopes, stamped cards, stamp booklet covers, packaging materials, and Express Mail and Priority Mail envelopes — contain recycled material.

New water-based inks used to print stamps do not contain lead or other "heavy" metals, and new "self-stick" stamps use water-removable adhesives.

In April 1996, a new "Save Our Environment" stamped envelope was issued. The envelope was made of 100 percent recycled content with post-consumer material made from recycled mail. In October 1996, "Endangered Species Stamps" were issued for 15 endangered animals, promoting environmental awareness to help protect these scarce creatures. In October 1999, the Postal Service will issue an Earth Day stamp as part of the Celebrate the Century™ series.

Clean
Day
YOUR FILES

Administrative Services

New MI

Management Instruction AS-710-1999-2, Unauthorized Contractual Commitments

Management Instruction (MI) AS-710-1999-2, *Unauthorized Contractual Commitments*, has been issued. It obsoletes MI AS-710-96-6.

This MI addresses unauthorized contractual commitments and highlights the procedures to follow when these deviations from purchasing policies occur. Employees are reminded that only contracting officers and individuals delegated local buying authority can contractually obligate the U.S. Postal Service.

Additional copies of this MI may be ordered from the material distribution centers (MDCs) using Touch Tone Order Entry by calling 1-800-332-0317 (option 1, then option 2), or faxing (785-861-2939) or mailing a PS Form 7380, *MDC Supply Requisition*, to:

MATERIALS CUSTOMER SERVICE
 SUPPLY REQUISITIONS
 500 SW MONTARA PKWY
 TOPEKA KS 66624-9702

Order information:

NSN	PSIN	Unit of Issue	Price	BPQ
7690-04-000-6104	MIAS71019992	EA	\$0.70	100

— *Purchasing Policies and Programs, Purchasing and Materials, 3-25-99*

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (November 1997), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be

found in chapter 1 of Publication 223.

IWEB = Internet = <http://blue.usps.gov>; click on "Corporate Information," then "Policies and Procedures," then "Publications."

WWW = USPS webpage = www.usps.com.

PE = Postal Explorer.

F3 = F3 Fill Software.

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
MI AS-710-1999-2	2/8/99	Unauthorized Contractual Commitments	7690-04-000-6104	PUR	MDC (South River only)	N/A
MI EL-810-1999-1	1/26/99	Lead Hazard Management	7690-04-000-6064	HR	MDC	N/A
MI FM-640-1999-2	1/22/99	Payment for Meals and Refreshments	7610-04-000-6091	FIN	MDC	N/A
MI PO-540-1999-1	2/13/99	Trailer Repositioning Program	N/A	OS	IWEB	N/A
MOP HR-10-5-1998	10/5/98	Interim Guidance on Compliance	N/A	HR	IWEB	N/A
PUB 60	2/1/99	A Great Place to Work	7960-04-000-6126	HR	MDC	N/A
PUB 309	1/22/99	Fighting Mail Order Fraud and Theft	7610-04-600-5460	IS	MDC	N/A

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK T-5	3/11/99	International Mail Operations	N/A	IBU	IWEB	N/A
POS 76	1/99	Some Things Were Never Meant to Be Mailed	7690-03-000-9321	IS	MDC	WWW
POS 76-S	1/99	Hazardous Materials (Spanish)	7690-03-000-3697	IS	MDC	WWW
POS 123-L	1/10/99	Postal Rates and Fees	7690-03-000-4150	MSY	MDC	PBC
POS 296	12/98	Notice of Reward	7690-03-000-9335	IS	MDC	WWW
PUB 42	2/1/99	Manager's Guide to Retaining Career Employees	7610-03-000-8772	DIV	MDC	N/A
PUB 45	12/98	A Violence-Free Workplace	7610-04-000-4848	HR	MDC	N/A
PUB 546	2/1/99	Sweepstakes Advertising	7610-03-000-4600	IS	MDC	P/F

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
MI AS-220-95-3	7/11/95	Bait Money Order Program	2/19/99	MI AS-220-1999-1
MI AS-710-96-6	7/15/96	Unauthorized Contractual Commitments	2/23/99	MI AS-710-1999-2
MI FM-640-97-3	8/1/97	Payment for Meals and Refreshments	2/23/99	MI FM-640-1999-2
TAG 175	2/1/91	Express Mail Surface Transportation	3/5/99	N/A

New Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3227-EC	2/99	2/99	Stamps by Mail — Chinese	7530-04-000-6049	PU	EACH	DIV	HQO, MDC	N/A

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 8165	1/99	1/99	Mail Fraud Report	7530-03-000-9387	PS	EACH	IS	MDC	P/F

Obsolete Forms

Form Number	Edition Date	Title	Obsolete Date	Replaced by
PS 8109	1/1/91	Parcel Bill (CP-11) Manual Version	3/1/99	PS 2968

Correction

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Org	Where Used	Unit of Issue	USPS Source	Public Source
HBK EL-603	7/96	N/A	Equal Employment Opportunity Complaint Processing	7610-03-000-8765	LAB	N/A	EACH	HQO	N/A
PS 1887	12/98	12/98	Order for Overprinted Form 3849	N/A	MKT	PO	SH	LOC	N/A
PS 3602-G	9/97	9/97	Postage Statement — Penalty Permit Imprint	7530-02-000-7196	FIN	PO	SH	MDC	N/A
PS 3650	2/98	2/98	Postage Statement — International Surface Airlift	7530-02-000-9024	IBU	PO	SET	MDC	N/A
PS 4515	6/93	6/93	Vehicle Assignment Justification and Request	7530-02-000-9232	OS	VM	SH	MDC	N/A
PS 4911	10/95	10/95	Mail Recovery Center Letter Report	7530-03-000-0957	CA	PO	SH	LOC	N/A
PS 7436	12/91	12/91	Abstract of Bids or Proposals Received	7530-02-000-9750	PUR	PS	SH	MDC	N/A
PS 8017	4/91	3/89	Expedited Plant Load Shipment Record	7530-02-000-9297	OS	DN	SET	MDC	N/A
PS 8048	8/91	8/91	Commercial Emergency Vehicle Hire	7530-02-000-9746	FIN	VM	SH	MDC	N/A
PS 8124-X	7/92	7/92	Contest Award Report	7530-03-000-1124	HR	PS	SH	HQO	N/A
PS 8125	7/98	7/98	Drop Shipment Clearance Document	7530-02-000-7255	MSY	PU	SET	MDC	N/A

— Corporate Publishing & Information Management, Information Systems, 3-25-99

Customer Relations

Mail Alert

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

1 million pieces or more, should contact Customer Relations Program Management at 202-268-5885 at least 1 month preceding the requested delivery dates.

Title of Mailings	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Territory Ahead — Summer 1	Standard A/flat	3/29–3/31	1.7	Nationwide	CarRt, 3/5-digit	RR Donnelley, 72 pages
Sally Beauty Supply	Standard A/flat	3/29–3/31	2.0	Nationwide	3/5-digit, sort	STV American Logistics Group
Decision Magazine	Standard A/letter	3/29–4/2	1.5	Nationwide	CarRt, 3/5-digit, basic, barcode	44 pages, magazine
Doctors Book of Home Remedies	Standard A/letter	3/31–4/2	1.1	Nationwide	CarRt, 3/5-digit	
Service Merchandise — Seasonal/Outdoor Sale	Standard A/flat	4/5–4/7	10.0	Nationwide	CarRt, 3/5-digit	RR Donnelley
Eddie Bauer — April AKA	Standard A/catalog	4/5–4/7	1.2	Nationwide	CarRt, 3/5-digit	Lancaster, PA
BJ's Wholesale Club	Standard A/letter	4/5–4/16	3.4	East Coast	CarRt	
Eddie Bauer — April Home	Standard A/catalog	4/6–4/8	1.4	Nationwide	CarRt, 3/5-digit	Warsaw, IN
JC Penney — Anniversary Mailer	Standard A/booklet	4/12–4/14	16.4	Nationwide	CarRt	Harte-Hanks
JC Penney — Anniversary Postcard	Standard A/catalog	4/12–4/14	6.0	Nationwide	CarRt	Harte-Hanks
Eddie Bauer — April Summer	Standard A/catalog	4/12–4/14	4.0	Nationwide	CarRt, 3/5-digit	Warsaw, IN
The Company Store — Kitchen and Home	Standard A/catalog	4/12–4/15	4.5	Nationwide	CarRt	Quad Graphics, Saratoga Springs, NY

— Customer Relations, Marketing, 3-25-99

Domestic Mail

REVISION

Revised PS Form 3849 Update

This serves as an update to the article on page 47 in *Postal Bulletin* 21990 (1-28-99) and the article on page 74 in *Postal Bulletin* 21987 (12-17-98) on the new barcoded PS Form 3849, *Delivery Notice/Reminder/Receipt*. The new PS Forms 3849 are being distributed at this time to support the upcoming electronic signature capture program. The PS Form 3849 illustration accompanying this article on page 20 shows the final design for this form (February 1999 version). The previous version of this form shown in *Postal Bulletin* 21987 (October 1998) is also acceptable at this time.

Fulfillment of orders for blank forms may be placed through the material distribution centers (MDCs) using Touch Tone Order Entry by calling 1-800-332-0317 (option 1, then option 2), or by faxing (785-861-2939) or mailing a PS Form 7380, *MDC Supply Requisition*, to:

MATERIALS CUSTOMER SERVICE
 SUPPLY REQUISITIONS
 500 SW MONTARA PKWY
 TOPEKA KS 66624-9702

Order information:

NSN	PSIN	Unit of Issue	Quick Pick #	Bulk Pack Quantity	Issue Increment	Price
7530-01-000-9716	PS3849	EA	211	9,000	500	\$0.0032

Offices ordering overprinted PS Forms 3849 should have received ordering information from their Area Purchasing and Material Service Center, Purchasing Specialist, either directly or via their district office. Overprinted forms should be ordered using the revised PS Form 1887, dated December 1998.

The use of the current yellow PS Form 3849 will be officially discontinued this summer. Additional notification as to the discontinuation of the current PS Form 3849 will be provided in a future *Postal Bulletin* article.

For offices that will be integrated into the call center network this year, it is advised that minimum amounts of the new PS Form 3849 be ordered initially. Once the office is on the call center network, the number of the call center will need to appear in the overprinting section of the form.

All orders for PS Forms 3849 will be accompanied by an instructional kit for interim use. This instructional kit was also provided in a national mailing in January 1999.

All PS Form 3849 orders must be made through the Area print contract (for overprinted forms) or the MDC (for blank forms). No exceptions are allowed.

— Expedited/Package Services, 3-25-99

NOTICE

Business Reply Mail

Customers continue to question whether it is still permissible to add an endorsement to Business Reply Mail (BRM) that asks respondents to place a postage stamp on the piece to help defray costs. *Domestic Mail Manual* (DMM) S922 does not restrict the use of such language on BRM. The wording must appear in the area designated for the permit holder's use (see Exhibit S922.4.4).

S922.3.9 states that BRM pieces with a stamp affixed will be handled like other BRM. Conditions for refunding the value of the First-Class Mail postage affixed to the BRM are in S922.3.10a and S922.3.10b.

— Business Mail Acceptance,
 Marketing Systems, 3-25-99

PS Form 3849 Illustration — Actual form size 3 1/2" x 5 1/2"

United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We'll Deliver for You			
Item is at: <input type="checkbox"/> Post Office (See back)	Available for Pick-up After Date: _____ Time: _____	We will redeliver or you or your agent can pick up. See reverse.	
<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item			
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other: _____	For Delivery: (Enter total number of items delivered by service type) _____ For Notice Left: (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it) <input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Firm Bill	<input type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Confirmation <input type="checkbox"/> Signature Confirmation	Record Article Number(s) Here: _____ _____ _____ _____
	Article Requiring Payment Amount Due <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$ _____		Notice Left Section
<input type="checkbox"/> Final Notice: Article will be returned to sender on _____		Customer Name and Address _____ _____	
Delivered By and Date _____			
PS Form 3849, February 1999		Delivery Notice/Reminder/Receipt	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):	
1. Customer: a. Check all that apply in section 3; b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.	Space for recording individual office information
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:	Delivery Section
3. <input type="checkbox"/> Redeliver (Enter day of week.): _____ (Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) <input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	Signature _____ Printed Name _____ Delivery Address _____
 5299 9456 7890 1234	
PS Form 3849, February 1999 (Reverse)	

CORRECTION

Standard Operating Procedures for Accepting Delivery Confirmation Mailings

The following correction should be made to the article "Standard Operating Procedures for Accepting Delivery Confirmation Mailings," published in *Postal Bulletin* 21993 (3-11-99) on page 17. Please replace section "a," which is located under the rate table, with the following:

- a. The electronic service option involves computer links between the mailer and the Postal Service to send and receive acceptance and delivery information. Only presorted and permit imprint mailings need to be presented at a business mail entry unit (BMEU) or a detached mail unit (DMU) when delivery confirmation service is requested regardless of whether the

electronic option or retail option is used. Single piece rate mailings with full postage and any applicable fees affixed do not need to be presented to a BMEU or DMU for mailing. The electronic service option mailer must transmit an electronic file for each mailing submitted. Mailer can query their delivery information by downloading an extract file or via the Internet (www.usps.com).

— *Business Mail Acceptance, Marketing Systems, 3-25-99*

CORRECTION

Delivery Confirmation Service

The article on page 22 in *Postal Bulletin* 21994 (3-25-99), "Delivery Confirmation Service," contained an error in the "Summary of all DMM Revisions for Delivery Confirmation" section on page 23. Item 3b should have read as follows:

- b. **Return Receipt.** Revisions are made to DMM S915 to allow use of traditional return receipt service with delivery confirmation service only if purchased in connection with insurance for items valued over \$50.00, COD, or registry service. At a

future date, signature confirmation service (electronic return receipt) will be offered with delivery confirmation service, without a requirement to purchase another special service. DMM rules for signature service will be published once the implementation date is determined by the Board of Governors.

— *Expedited/Package Services, 3-25-99*

COMMERCIAL MAIL RECEIVING AGENCY

DMM and POM Revision: Commercial Mail Receiving Agency Mail Delivery Procedures Revised

Effective April 24, 1999, the *Domestic Mail Manual* (DMM) and *Postal Operations Manual* (POM) are revised to reflect changes to regulations relevant to mail delivery procedures to a Commercial Mail Receiving Agency (CMRA). The primary purpose of the changes is to improve security in the mail delivery process to protect the interest of all postal customers.

The CMRA owner must complete the new PS Form 1583-A, *Application to Act as Commercial Mail Receiving Agency*, which appears on page 29, within 10 days of the revised regulations' effective date. Each CMRA customer must complete the revised PS Form 1583, *Application for Delivery of Mail Through Agent*, which appears on page 31, within 60 days of the effective date. Local postal officials must advise CMRAs of the regulations' effective

date and provide a copy of the DMM regulations to each CMRA within their delivery area. The forms are now available on the World Wide Web at <http://www.usps.com>. Postmasters must order copies of the forms from the material distribution centers (MDCs) to supply CMRAs in their delivery area.

The Postal Service will allow CMRA customers up to 6 months after the effective date of March 11, 1999, to be in full compliance with the required "PMB and number" address format. The Postal Service will then return improperly addressed mail to the sender endorsed "Undeliverable as Addressed." Postmasters must devote the time and apply the resources necessary to administer the regulations.

The CMRA regulatory changes will be incorporated into issue 54 of the DMM and issue 9 of the POM.

Domestic Mail Manual (DMM)

* * * * *

A Addressing

A000 Basic Addressing

A010 General Addressing Standards

1.0 ADDRESS CONTENT AND PLACEMENT

* * * * *

1.2 Address Elements

[Revise A010.1.2b as follows:]

* * * * *

- b. Street and number. *(Include the apartment number, or use the post office box number, or private mailbox (PMB) number, or general delivery, or rural route or highway contract route designation and box number, as applicable.)*

* * * * *

3.0 COMPLETE ADDRESS

* * * * *

3.2 Elements

[Revise A010.3.2d as follows:]

* * * * *

- d. Secondary address unit designator and number *(such as an apartment, suite, or private mailbox number (APT 202, STE 100, PMB 300)).*

* * * * *

5.0 RESTRICTIONS

* * * * *

[Add new 5.3 as follows:]

5.3 Mail Addressed to CMRAs

Mail sent to an addressee at a commercial mail receiving agency (CMRA) must be addressed to their private mailbox (PMB) number at the CMRA mailing address.

* * * * *

D Deposit, Collection, and Delivery

* * * * *

D042 Conditions of Delivery

* * * * *

2.0 DELIVERY TO ADDRESSEE'S AGENT

* * * * *

2.5 CMRA

[Revise D042.2.5 as follows:]

The procedures for the establishment of a commercial mail receiving agency:

- a. An addressee may request mail delivery to a commercial mail receiving agency (CMRA). The CMRA accepts delivery of the mail and holds it for pickup or re-mails it to the addressee, prepaid with new postage.
- b. Each CMRA must register with the post office responsible for delivery to the CMRA. Any person who establishes, owns, or manages a CMRA must provide a Form 1583-A, *Application to Act as Commercial Mail Receiving Agency*, to the postmaster (or designee) responsible for the delivery address. The CMRA owner or manager must complete all entries and sign the Form 1583-A. The CMRA owner or manager must furnish two items of valid identification; one item must contain a photograph of the CMRA owner or manager. The following are examples of acceptable identification:
 - (1) Valid driver's license.
 - (2) Armed forces, government, or recognized corporate identification card.
 - (3) Passport or alien registration card.
 - (4) Other credential showing the applicant's signature and a serial number or similar information that is traceable to the bearer.

The postmaster (or designee) may retain a photocopy of the identification for verification purposes. Furnishing false information on the application or refusing to give required information will be reason for denying the application. When any information required on Form 1583-A changes or becomes obsolete, the CMRA owner or manager must file a revised application with the postmaster.

- c. The postmaster (or designee) must verify the documentation to confirm that the CMRA owner or manager resides at the permanent home address shown on Form 1583-A; witness the signature of the CMRA owner or manager; and sign Form 1583-A. The postmaster must provide the CMRA with a copy of the DMM regulations relevant to the operation of a CMRA. The CMRA owner or manager must sign the Form 1583-A acknowledging receipt of the regulations. The postmaster must file the original of the completed Form 1583-A at the post office and provide the CMRA with a duplicate copy.

- d. The approval of Form 1583-A does not authorize the CMRA to accept accountable mail (for example: Registered, Insured, or COD) from their customers for mailing. The only acceptable mailing point for this type of Accountable mail is the post office.

2.6 Delivery to CMRA

[Revise D042.2.6 as follows:]

Procedures for delivery to a CMRA:

- a. Mail delivery to a CMRA requires that the CMRA owners or manager and each addressee complete and sign PS Form 1583, *Application for Delivery of Mail Through Agent*. Spouses may complete and sign one Form 1583. The requirement to furnish two items of valid identification will apply to each spouse. If any information that is required on Form 1583 is different for either spouse, include it in the appropriate box. A parent or guardian may receive delivery of a minor's mail by listing the name(s) and age(s) (block 13) of the minor(s) on Form 1583. The CMRA owner or manager, authorized employee, or a notary public must witness the signature of the addressee. The addressee must complete all entries on Form 1583. The CMRA owner or manager must verify the documentation to confirm that the addressee resides or conducts business at the permanent address shown on Form 1583. The address is verified if there is no discrepancy between information on the application and the identification presented. If the information on the application does not match the identification, the applicant must substantiate to the CMRA that the applicant resides or conducts business at the address shown. If the applicant is unable to substantiate the address, the CMRA must deny the application. Furnishing false information on the application or refusing to give required information will be reason for withholding the addressee's mail from delivery to the agency and returning it to the sender. When any information required on Form 1583 changes or becomes obsolete, the addressee must file a revised application with the CMRA. The addressee must furnish two items of valid identification; one item must contain a photograph of the addressee. The following are examples of acceptable identification:

- (1) Valid driver's license.
- (2) Armed forces, government, or recognized corporate identification card.
- (3) Passport or alien registration card.
- (4) Other credential showing the applicant's signature and a serial number or similar information that is traceable to the bearer.

The CMRA owner or manager may retain a photocopy of the identification for verification purposes. The CMRA owner or manager must list the two types of identification (block 9) and write the complete CMRA delivery address used to deliver mail to the addressee (block 3) on Form 1583.

- b. The addressee must disclose on Form 1583 when the private mailbox is being used for the purpose of doing or soliciting business to the public. The information required to complete this form may be available to the public if "yes" in block 5 on Form 1583 is checked.
- c. The CMRA must provide the original of completed Forms 1583 to the postmaster. This includes revised Forms 1583 (write revised on form) submitted by an addressee based on information changes in the original Form 1583. The CMRA must maintain duplicate copies of completed Forms 1583 on file at the CMRA business location. The Forms 1583 must be available at all times for examination by postal representatives and postal inspectors. The postmaster must file the original Forms 1583 alphabetically by the addressee's last name for each CMRA at the station, branch, or post office. The postmaster files the original Forms 1583 without verifying the address of residence or firm shown on Forms 1583. Verification is required only when the postmaster receives a request by the Postal Inspector-In-Charge, or when there is reason to believe that the addressee's mail may be, or is being, used for unlawful purposes.
- d. When the agency relationship between the CMRA and the addressee terminates, the CMRA must write the date of termination on its duplicate copy of PS Form 1583. The CMRA must notify the post office of termination dates through the quarterly updates (due January 15th, April 15th, July 15th, and October 15th) of the alphabetical list of customers cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination. The CMRA must retain the endorsed duplicate copies of Forms 1583 for at least 6 months after the termination date. Forms 1583 filed at the CMRA business location must be available at all times for examination by postal representatives and postal inspectors.
- e. A CMRA must represent its delivery address designations for the intended addressees as a private mailbox (PMB). The CMRA delivery address must specify the location to which the mailpiece is delivered. Mailpieces must bear a delivery address that contains at

least the following elements, in this order:

- (1) Intended addressee's name or other identification. *Examples: Joe Doe or ABC CO.*
- (2) PMB and number. *Example: PMB 234.*
- (3) Street number and name or post office box number or rural route designation and number. *Examples: 10 Main St or PO BOX 34 or RR 1 BOX 12.*
- (4) City, state, and ZIP Code (5-digit or ZIP+4). *Example: Herndon VA 22071-2716.*

The CMRA must write the complete CMRA delivery address used to deliver mail to each individual addressee or firm on the Form 1583 (block 3). The Postal Service will return mail without a proper address to the sender endorsed "Undeliverable as Addressed."

- f. A CMRA or the addressee must not modify or alter Form 1583 or Form 1583-A. Modified or altered forms are invalid and the addressee's mail must be returned to sender in accordance with Postal Service regulations.
- g. The CMRA must be in full compliance with DMM D042.2.5 through D042.2.7 and other applicable postal requirements to receive delivery of mail from the post office.
- h. The postmaster may, with the next higher level approval and notification to the Postal Inspector-In-Charge, suspend delivery to a CMRA that, after proper notification, fails to comply with D042.2.5 through D042.2.7 or other applicable postal requirements. The proper notification must be in writing outlining the specific violation(s) with a reasonable time to comply.
- i. With the approval of suspension of delivery, the postmaster must provide the CMRA with written notification of the effective date and the reason(s). If the CMRA fails to comply by the effective date, return mail to the sender endorsed "Delivery Suspended to Commercial Mail Receiving Agency."

2.7 Addressee and CMRA Agreement

[Revise D042.2.7 as follows:]

In delivery of the mail to the CMRA, the addressee and the CMRA agree that:

- a. When the agency relationship between the CMRA and the addressee terminates, neither the addressee nor the CMRA will file a Change-of-Address Order with the post office.

- b. The CMRA must re-mail mail intended for the addressee for at least 6 months after the termination date of the agency relationship between the CMRA and addressee. When re-mailed by the CMRA, mail requires payment of new postage. At the end of the 6-month period, the CMRA may return only First-Class Mail received for the former addressee (customer) to the post office. The CMRA must return this mail to the post office the next business day after receipt with this proper endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for This Addressee." Return this mail without payment of new postage to the post office. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA. Upon request, the agent must provide to the Postal Service all addresses to which the agency re-mails mail.
- c. The CMRA must provide to the postmaster a quarterly list (due January 15th, April 15th, July 15th, and October 15th) of its customers in alphabetical order cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination.
- d. A CMRA may not refuse delivery of mail if the mail is for an addressee that is a customer or former customer (within the past 6 months). The agreement between the addressee and the CMRA obligates the CMRA to receive all mail, except restricted delivery, for the addressee. The addressee may authorize the CMRA in writing on Form 1583 (block 6) to receive restricted delivery mail for the addressee.
- e. If the CMRA has no Form 1583 on file for the intended addressee, the CMRA must return that mail to the post office responsible for delivery. The CMRA must return this mail to the post office the next business day after receipt with this proper endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for This Addressee." Return this mail without payment of new postage to the post office. The CMRA must return misdelivered mail the next business day after receipt.
- f. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA.

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F Forwarding and Related Services

F000 Basic Services

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[Revise Exhibit F010.4.1 to add an endorsement.]

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Delivery Suspended to Commercial Mail Receiving Agency	Failure to Comply with D042.2.5–D042.2.7
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F020 Forwarding

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2.0 FORWARDABLE MAIL

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[Add new F020.2.7 as follows:]

2.7 Mail CMRA Customers

Mail addressed to an addressee at CMRA is not forwarded through the USPS. The CMRA customer may make special arrangements for the CMRA operator to re-mail the mail with payment of new postage. A CMRA must accept and re-mail mail to former customers for at least 6 months after termination of the agency relationship. After the 6-month period, the CMRA may refuse mail addressed to a former customer.

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Postal Operations Manual (POM)

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6 Delivery Services

61 Conditions of Delivery

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612 Delivery of Addressee’s Mail to Another

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612.12 Commercial Mail Receiving Agency

[Replace existing text with the following:]

- a. An addressee may request mail delivery to a commercial mail receiving agency (CMRA). The CMRA accepts delivery of the mail and holds it for pickup or re-mails it to the addressee, prepaid with new postage.
- b. Each CMRA must register with the post office responsible for delivery to the CMRA. Any person who establishes, owns, or manages a CMRA must provide a PS Form 1583-A, *Application to Act as Commercial Mail Receiving Agency*, to the postmaster (or designee) responsible for the delivery address. The CMRA owner or manager must complete all entries and sign the PS Form 1583-A. The CMRA owner or manager

must furnish two items of valid identification; one item must contain a photograph of the CMRA owner or manager. The following are examples of acceptable identification:

- (1) Valid driver’s license.
- (2) Armed forces, government, or recognized corporate identification card.
- (3) Passport or alien registration card.
- (4) Other credential showing the applicant’s signature and a serial number or similar information that is traceable to the bearer.

The postmaster (or designee) may retain a photocopy of the identification for verification purposes. Furnishing false information on the application or refusing to give required information will be reason for denying the application. When any information required on PS Form 1583-A changes or becomes obsolete, the CMRA owner or manager must file a revised application with the postmaster.

- c. The postmaster (or designee) must verify the documentation to confirm that the CMRA owner or manager resides at the permanent home address shown on the PS Form 1583-A; witness the signature of the CMRA owner or manager; and sign the PS Form 1583-A. The postmaster must provide the CMRA with a copy of the DMM regulations relevant to the operation of a CMRA. The CMRA owner or manager must sign the PS Form 1583-A acknowledging receipt of the regulations. The postmaster must file the original of the completed PS Form 1583-A at the post office and provide the CMRA with a duplicate copy.
- d. The approval of PS Form 1583-A does not authorize the CMRA to accept accountable mail (for example: Registered, Insured, or COD) from their customers for mailing. The only acceptable mailing point for this type of Accountable mail is the post office.

612.13 Procedures for Delivery to CMRA

[Replace existing text with the following:]

- a. Mail delivery to a CMRA requires that the CMRA owners or manager and each addressee complete and sign PS Form 1583, *Application for Delivery of Mail Through Agent*. Spouses may complete and sign one PS Form 1583. The requirement to furnish two items of valid identification will apply to each spouse. If any information that is required on PS Form 1583 is different for either spouse, include it in the appropriate box. A parent or guardian may receive delivery of a minor’s mail by listing the name(s) and age(s) (block 13) of the minor(s) on PS Form 1583. The CMRA owner or manager, authorized employee, or a notary public must witness the signature of the addressee. The

addressee must complete all entries on the PS Form 1583. The CMRA owner or manager must verify the documentation to confirm that the addressee resides or conducts business at the permanent address shown on the PS Form 1583. The address is verified if there is no discrepancy between information on the application and on the identification presented. If the information on the application does not match that on the identification, the applicant must substantiate to the CMRA that the applicant resides or conducts business at the address shown. If the applicant is unable to substantiate the address, the CMRA must deny the application. Furnishing false information on the application or refusing to give required information will be reason for withholding the addressee's mail from delivery to the CMRA and returning it to the sender. When any information required on PS Form 1583 changes or becomes obsolete, the addressee must file a revised application with the CMRA. The addressee must furnish two items of valid identification; one item must contain a photograph of the addressee. The following are examples of acceptable identification:

- (1) Valid driver's license.
- (2) Armed forces, government, or recognized corporate identification card.
- (3) Passport or alien registration card.
- (4) Other credential showing the applicant's signature and a serial number or similar information that is traceable to the bearer.

The CMRA owner or manager may retain a photocopy of the identification for verification purposes. The CMRA owner or manager must list the two forms of identification (block 9) and write the complete CMRA delivery address used to deliver mail to the addressee (block 3) on PS Form 1583.

- b. The addressee must disclose on PS Form 1583 when the private mailbox is being used for the purpose of doing or soliciting business to the public. The information required to complete this form may be available to the public if "yes" in block 5 on PS Form 1583 is checked.
- c. The CMRA must provide the original of completed PS Forms 1583 to the postmaster. This includes revised PS Forms 1583 (write revised on form) submitted by an addressee based on information changes in the original PS Form 1583. The CMRA must maintain duplicate copies of completed PS Forms 1583 on file at the CMRA business location. The PS Forms 1583 must be available at all times for examination by postal representatives and the Postal Inspectors. The postmaster must file the original PS Forms 1583 alphabetically by the addressee last name for each CMRA at the station, branch, or post office. The postmaster files the original PS Forms 1583 without verifying the address of residence or firm shown on the PS Forms 1583. Verification required only when the postmaster receives a request by the Postal Inspector-In-Charge, or when there is reason to believe the addressee's mail may be, or is being, used for unlawful purposes.
- d. In delivery of the mail to the CMRA, the addressee and the CMRA agree to the following:
 - (1) When the agency relationship between the CMRA and the addressee terminates, neither the addressee nor the CMRA will file a Change-of-Address Order with the post office. The CMRA must write the date of termination on its duplicate copy of PS Form 1583. The CMRA must notify the post office of termination dates through the quarterly updates (due on January 15th, April 15th, July 15th, and October 15th) of the alphabetical list of customers cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the last 6 months, including the date of termination. The CMRA must retain the endorsed duplicate copies of PS Forms 1583 for 6 months after the termination date. PS Forms 1583 filed at the CMRA business location must be available at all times for examination by postal representatives and the Postal Inspectors.
 - (2) The re-mail of mail intended for the addressee is the responsibility of the CMRA. This includes at least a 6-month period after the termination date of the agency relationship between the CMRA and the addressee. When re-mailed by the CMRA, mail requires payment of new postage. At the end of the 6-month period, the CMRA may return only First-Class Mail received for the former addressee (customer) to the post office. The CMRA must return this mail to the post office the next business day after receipt with this proper endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization To Receive Mail for This Addressee." Return this mail without payment of new postage to the post office. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA. Upon request, the agent must provide to the Postal Service all addresses to which the agency transfers mail.

- (3) A CMRA may not refuse delivery of mail if the mail is for an addressee who is a customer or former customer (within the last 6 months). The agreement between the addressee and the CMRA obligates the CMRA to receive all mail, except restricted delivery, for the addressee. The addressee may authorize the CMRA in writing, on PS Form 1583 (block 6), to receive restricted delivery mail for the addressee.
- (4) If the CMRA has no PS Form 1583 on file for the intended addressee, the CMRA must return that mail to the post office responsible for delivery. The CMRA must return this mail to the post office the next business day after receipt with this proper endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization To Receive Mail for This Addressee." Return this mail without payment of new postage to the post office. The CMRA must return misdelivered mail the next business day after receipt.
- (5) The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA.
- (6) A CMRA must represent its delivery address designations for intended addressees as a private mailbox (PMB). The CMRA delivery address must specify the location to which the mailpiece is delivered. Mailpieces must bear a delivery address that contains at least the following elements, in this order:
- (A) Intended addressee's name or other identification. *Examples: Joe Doe or ABC CO.*
 - (B) PMB and number. *Example: PMB 234, etc.*
 - (C) Street number and name or post office box number or rural route designation and number. *Examples: 10 Main St or PO BOX 34 or RR 1 BOX 12.*
 - (D) City, state, and ZIP Code (5-digit or ZIP+4). *Example: Herndon VA 22071-2716.*

The CMRA must write the complete CMRA delivery address used to deliver mail to each individual addressee or firm on the Forms 1583 (block 3). The Postal Service will return mail without a proper address to the sender endorsed "Undeliverable as Addressed."

[Replace existing sections 612.14 and 612.15 as follows:]

612.14 Procedures for an Abandoned CMRA

In the event a CMRA abandons operations:

- a. The Postal Service delivery unit must immediately post a notice at the CMRA location informing the CMRA customers of the location of their mail for pick-up. The delivery unit will hold the mail for ten business days from the date of the posted notice.
- b. Provide a Mover's Guide when the CMRA customer picks up the mail. Advise the CMRA customer to immediately notify all correspondents of new mailing address and to file a Change-of-Address Order.
- c. Review the Change-of-Address Order and process per normal procedures and send the CMRA customer's mail to the Computerized Forwarding System (CFS) for forwarding.
- d. At the end of ten business days, complete a Change-of-Address Order marked as "Moved, Left No Address" for any CMRA customer who has not filed a Change-of-Address Order. Send all former CMRA customer mail (except unendorsed Standard Mail (A)) to CFS for processing.
- e. Permit the CMRA customer of the abandoned CMRA to file a Change-of-Address Order for a period not to exceed thirty business days after the ten-business-day hold period prescribed in subsection (a). Inform the customer that mail previously received was returned to sender as undeliverable mail. Advise the customer to immediately notify all correspondents of new mailing address. The appropriate delivery person must complete a Forwarding Order Change Notice, PS Form 3546, modifying the original "Moved, Left No Address" order to the forwarding order now filed.
- f. The above exceptions do not apply where a CMRA owner operates at more than one location and discontinues operations at some, but not all, locations. In that instance, the owner is still responsible for mail addressed to customers at the discontinued location(s).

612.15 Compliance with Proper Procedures

To ensure the CMRA complies with proper procedures, the postmaster must:

- a. Provide for periodic compliance reviews by postal representatives or the Postal Inspectors at CMRA locations.
- b. Obtain quarterly (due on January 15th, April 15th, July 15th, and October 15th) from the CMRA a list of all customers shown in alphabetical order cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those customers who

- terminated within the last 6 months, including the date of termination. Utilize the quarterly alphabetical list to audit the PS Form 1583 files maintained at the post office and CMRA compliance with payment of new postage to re-mail.
- c. Retain the original copies of PS Forms 1583 two years from the termination date of the agency relationship with the addressee.
- d. Verify there is no misrepresentation of the delivery address designation used to deliver mail to each individual addressee or firm as being a structure or address other than a private mailbox (PMB). Return mail without a proper address to the sender endorsed "Undeliverable as Addressed."
- e. Review PS Forms 1583 or 1583-A to ensure there is no modification or alteration by the CMRA or its customer. Modified or altered forms are invalid and the addressee's mail returned to sender in accordance with Postal Service regulations.
- f. Periodically monitor mail going to the CMRA to ensure delivery to each addressee authorized through PS Forms 1583 and 1583-A. Use the quarterly alphabetical list of CMRA customers to examine a random sample of mail delivered to the CMRA.
- g. Withhold mail from delivery to the agency and return to the sender "Undeliverable as Addressed," if the CMRA has no forms on file authorizing it to act as an agent for receipt of mail for the intended addressee.

- h. Provide for an annual review at the CMRA business location to ensure compliance with D042.2.5 through D042.2.7 and other applicable postal requirements.
- i. With the next higher level approval and notification to the Inspector-In-Charge, suspend delivery to a CMRA that, after proper notification, fails to comply with D042.2.5 through D042.2.7 or other applicable postal requirements. The proper notification must be in writing outlining the specific violation(s) with a reasonable time to comply. If the CMRA fails to comply with the written notification, the postmaster must receive approval from the next higher level and notify the Postal Inspector-In-Charge before suspension of delivery service to a CMRA.
- j. With approval of suspension of delivery, the postmaster must provide the CMRA with written notification of the effective date and the reason(s). If the CMRA fails to comply by the effective date, return mail to sender endorsed "Delivery Suspended to Commercial Mail Receiving Agency."
- k. Provide semi-annually by January 15th and July 15th a current list of CMRAs to the Inspector-In-Charge.

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— *Field Operations Support and Field Retail Operations, 3-25-99*

APO/FPO Changes

The following change appears in the APO/FPO table that is also published in its entirety in this *Postal Bulletin*.

APO/ FPO	Action	Effective Date	See Restrictions
09157	Activate	Immediately	B-B1-C-D-U
96547	Activate	Immediately	B-F-U3

— *International Operations Support, Networks Operations Management, 3-25-99*

United States Postal Service

Application to Act as a Commercial Mail Receiving Agency

See Privacy Act Statement on Reverse

1. Date

TO: POSTMASTER

In registering with the Postal Service to act as an agency to receive delivery of mail of others, the agent agrees to the following: (1) the Commercial Mail Receiving Agency (CMRA) must have on file a PS Form 1583, *Application for Delivery of Mail Through Agent*, for each addressee or firm receiving mail at the agency; (2) a CMRA must represent its delivery address as a private mailbox; (3) the CMRA is not authorized to accept accountable mail (for example: Registered, Insured, or COD) from their clients for mailing, the post office is the only acceptable mailing point; (4) the CMRA must be in full compliance with *Domestic Mail Manual* (DMM) D042.2.5 through D042.2.7 and other applicable postal requirements to receive delivery of mail from the Postal Service; and (5) when any information required on this form changes or becomes obsolete, the CMRA owner or manager must file a revised application with the postmaster.

NOTE: The CMRA owner or manager must execute this form in duplicate in the presence of the postmaster or designee. The CMRA owner or manager retains the signed duplicate copy and signs in this space

to signify receipt and understanding of applicable DMM regulations regarding delivery of mail to a CMRA by the Postal Service. This application may be subject to verification procedures by the Postal Service to confirm that the CMRA owner or manager resides at the permanent home address listed below, and that identification presented in box 10 is valid. Failure to comply with DMM D042.2.5 through D042.2.7 and all other applicable Postal Service requirements may subject the agency to withholding of mail until corrective action is taken.

2. Name of Commercial Mail Receiving Agency (CMRA) (<i>Corporation or Trade Name</i>)	3. Name of CMRA Owner/Manager
4. Street Address of CMRA (<i>Number, Street, City, State, and ZIP Code</i>)	5. P.O. Box Address of CMRA (<i>Include City, State, and ZIP Code</i>)
6. CMRA Telephone Number ()	7. Permanent Home Address of CMRA Owner/Manager (<i>Number, Street, City, State, and ZIP Code</i>)
8. Home Telephone Number of CMRA Owner/Manager ()	
9. Agency Manager or Contact (<i>Name and telephone number</i>) ()	WARNING: The furnishing of false or misleading information on this form, or omission of material information, may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). (18 U.S.C. 1001)
10. Two Types of Identification Are Required. One Must Contain a Photograph of the CMRA Owner or Manager. The Postmaster or Designee Must Write in Type of Identifying Information. a. _____ b. _____ Acceptable identification includes: driver's license; armed forces, government, or recognized corporate identification card; or other credential showing the CMRA owner or manager's signature and a serial number or similar information that is traceable to the bearer. A photocopy of your identification may be retained by agent for verification.	11. Signature of CMRA Owner or Manager and Date 12. Signature of Postmaster or Designee and Date

Privacy Act Statement

Collection of this information is authorized by 39 USC 403 and 404. This information will be used to authorize the delivery of the intended addressee's mail to another. The Postal Service may disclose this information to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the Postal Service is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract to the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to a labor organization as required by the National Labor Relations Act; for the purpose of identifying an address as an address of an agent to whom mail is delivered on the behalf of other persons; and to anyone when the delivery address is being used for the purpose of doing or soliciting business with the public. Completion of this form is voluntary; however, without the information, the mail will be withheld from delivery to the agent and delivered to the addressee, or, if the address of the addressee is that of the agent, returned to the sender.

United States Postal Service

Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse

1. Date _____

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service upon termination of the agency relationship; (2) the transfer of my or our (firm) mail to another address is the responsibility of the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable postal rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 8 or 11, and that the identification listed in box 9 is valid.

<p>2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. <i>(Complete a separate Form 1583 for EACH applicant. Spouses may complete and sign one Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)</i></p>	<p>3. Address to Be Used for Delivery Including ZIP + 4</p>
<p>4. Applicant Authorizes Delivery to and in Care of <i>(Name, address, and ZIP Code of agent)</i></p>	<p>5. Will This Delivery Address Be Used for Soliciting or Doing Business With the Public? <i>(Check one)</i></p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>6. This Authorization Is Extended to Include Restricted Delivery Mail for the Undersigned(s)</p>	<p>7. Name of Applicant</p>
<p>9. Two Types of Identification are Required. One Must Contain a Photograph of the Addressee(s). Agent Must Write in Identifying Information. Subject to Verification.</p> <p>a. _____</p> <p>b. _____</p> <p>Acceptable identification includes: driver's license; armed forces, government, or recognized corporate identification card; passport or alien registration card or other credential showing the applicant's signature and a serial number or similar information that is traceable to the bearer. A photocopy of your identification may be retained by agent for verification.</p>	<p>8. Home Address <i>(Number, street, city, state, and ZIP Code)</i></p> <p>Telephone Number ()</p> <p>10. Name of Firm or Corporation</p> <p>11. Business Address <i>(Number, street, city, state and ZIP Code)</i></p> <p>Telephone Number ()</p>
<p>12. Kind of Business</p>	<p>13. If Applicant Is a Firm, Name Each Member Whose Mail Is to Be Delivered. <i>(All names listed must have verifiable identification. A guardian must list the names and ages of minors receiving mail at their delivery address.)</i></p>
<p>14. If a CORPORATION, Give Names and Addresses of Its Officers</p>	<p>15. If Business Name of The Address <i>(Corporation or Trade Name)</i> Has Been Registered, Give Name of County and State, and Date of Registration.</p>
<p>Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties). <i>(18 U.S.C. 1001)</i></p>	
<p>16. Signature of Agent/Notary Public</p>	<p>17. Signature of Applicant <i>(If firm or corporation, application must be signed by officer. Show title.)</i></p>

Privacy Act Statement

Collection of this information is authorized by 39 USC 403 and 404. This information will be used to authorize the delivery of the intended addressee's mail to another. The Postal Service may disclose this information to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the Postal Service is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract to the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to a labor organization as required by the National Labor Relations Act; for the purpose of identifying an address as an address of an agent to whom mail is delivered on the behalf of other persons; and to anyone when the delivery address is being used for the purpose of doing or soliciting business with the public. Completion of this form is voluntary; however, without the information, the mail will be withheld from delivery to the agent and delivered to the addressee, or, if the address of the addressee is that of the agent, returned to the sender.

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 restrictions codes, which appear on the page following the table.

Acceptance clerks using an integrated retail terminal (IRT) should use this table to determine whether an APO/FPO ZIP Code is active and which conditions of mailing

apply. Acceptance clerks using a POS One terminal will find updated and current information in the POS One database.

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The complete table appears in the last *Postal Bulletin of each month*. Changes from the previous month's listing are in bold type.

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	09043	Not Active	09085	Not Active
09002	Not Active	09044	Not Active	09086	B-B1-C-D-U
09003	Not Active	09045	B-B1-C-D-U	09087	Not Active
09004	Not Active	09046	B-B1-C-D-U	09088	Not Active
09005	Not Active	09047	Not Active	09089	B-B1-C-D-U
09006	Not Active	09048	Not Active	09090	B-B1-C-D-U
09007	B-B1-C-D-U	09049	Not Active	09091	Not Active
09008	Not Active	09050	B-B1-C-D-U	09092	Not Active
09009	B-B1-C-D-U	09051	Not Active	09093	Not Active
09010	Not Active	09052	Not Active	09094	B-B1-C-D
09011	Not Active	09053	B-B1-C-D-U	09095	B-B1-C-D-U
09012	B-B1-C-D-U	09054	B-B1-C-D-U	09096	B-B1-C-D-U
09013	Not Active	09055	Not Active	09097	Not Active
09014	B-B1-C-D-U	09056	B-B1-C-D-U	09098	B-B1-C-D-U
09015	Not Active	09057	Not Active	09099	B-B1-C-D-U
09016	Not Active	09058	B-B1-C-D-U	09100	B-B1-C-D-U
09017	Not Active	09059	B-B1-C-D-U	09101	Not Active
09018	Not Active	09060	B-B1-C-D-U	09102	B-B1-C-D-U
09019	Not Active	09061	Not Active	09103	B-B1-D-U
09020	Not Active	09062	Not Active	09104	B-B1-C-D-U
09021	B-B1-C-D-U	09063	B-B1-C-D-L-U	09105	Not Active
09022	Not Active	09064	Not Active	09106	Not Active
09023	Not Active	09065	Not Active	09107	B-B1-C-D-U
09024	Not Active	09066	Not Active	09108	Not Active
09025	Not Active	09067	B-B1-C-D-U	09109	Not Active
09026	Not Active	09068	Not Active	09110	B-B1-C-D-U
09027	Not Active	09069	B-B1-C-D-U	09111	B-B1-C-D-U
09028	B-B1-C-D-U	09070	Not Active	09112	B-B1-C-D-U
09029	Not Active	09071	Not Active	09113	Not Active
09030	Not Active	09072	Not Active	09114	B-B1-C-D-U
09031	B-B1-C-D-U	09073	Not Active	09115	Not Active
09032	Not Active	09074	B-B1-C-D-U	09116	Not Active
09033	B-B1-C-D-U	09075	Not Active	09117	Not Active
09034	B-B1-C-D-U	09076	B-B1-C-D-U	09118	Not Active
09035	Not Active	09077	Not Active	09119	Not Active
09036	B-B1-C-D-U	09078	Not Active	09120	Not Active
09037	Not Active	09079	Not Active	09121	Not Active
09038	Not Active	09080	B-B1-C-D-U	09122	Not Active
09039	Not Active	09081	B-B1-C-D-U	09123	B-B1-C-D-U
09040	Not Active	09082	Not Active	09124	Not Active
09041	Not Active	09083	Not Active	09125	Not Active
09042	B-B1-C-D-U	09084	Not Active	09126	B-B1-C-D

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09127	Not Active	09185	B-B1-C-D-U	09244	B-B1-C-D-U
09128	B-B1-C-D-U	09186	B-B1-C-D-U	09245	B-B1-C-D-U
09129	Not Active	09187	Not Active	09246	Not Active
09130	Not Active	09188	Not Active	09247	Not Active
09131	B-B1-C-D-U	09189	Not Active	09248	Not Active
09132	Not Active	09190	Not Active	09249	Not Active
09133	Not Active	09191	Not Active	09250	B-B1-C-D-U
09134	Not Active	09192	Not Active	09251	Not Active
09135	Not Active	09193	Not Active	09252	B-B1-C-D-U
09136	B-B1-C-D	09194	Not Active	09253	Not Active
09137	B-B1-C-D-U	09195	Not Active	09254	Not Active
09138	B-B1-C-D-U	09196	Not Active	09255	Not Active
09139	B-B1-C-D	09197	Not Active	09256	Not Active
09140	B-B1-C-D-U	09198	Not Active	09257	Not Active
09141	Not Active	09199	Not Active	09258	Not Active
09142	B-B1-C-D-U	09201	Not Active	09259	Not Active
09143	B-B1-C-D-U	09202	Not Active	09260	Not Active
09144	Not Active	09203	Not Active	09261	Not Active
09145	Not Active	09204	Not Active	09262	B-B1-C-D-U
09146	Not Active	09205	Not Active	09263	B-B1-C-D-U
09147	Not Active	09206	Not Active	09264	B-B1-C-D-U
09148	Not Active	09207	Not Active	09265	B-B1-C-D-N-U
09149	Not Active	09208	Not Active	09266	B-B1-C-D-U
09150	Not Active	09209	Not Active	09267	B-B1-C-D-U
09151	Not Active	09210	Not Active	09268	Not Active
09152	Not Active	09211	B-B1-C-D-U	09269	Not Active
09153	Not Active	09212	B-B1-C-D-U	09270	Not Active
09154	B-B1-C-D-U	09213	B-B1-C-D-U	09271	Not Active
09155	Not Active	09214	B-B1-C-D-U	09272	Not Active
09156	Not Active	09215	Not Active	09273	Not Active
09157	B-B1-C-D-U	09216	Not Active	09274	Not Active
09158	Not Active	09217	Not Active	09275	Not Active
09159	Not Active	09218	Not Active	09276	Not Active
09160	Not Active	09219	Not Active	09277	Not Active
09161	Not Active	09220	Not Active	09278	Not Active
09162	Not Active	09221	Not Active	09279	Not Active
09163	Not Active	09222	Not Active	09280	Not Active
09164	Not Active	09223	Not Active	09281	Not Active
09165	B-B1-C-D-U	09224	Not Active	09282	Not Active
09166	B-B1-C-D-U	09225	B-B1-C-D-U	09283	Not Active
09167	Not Active	09226	B-B1-C-D-U	09284	Not Active
09168	Not Active	09227	B-B1-C-D-U	09285	Not Active
09169	B-B1-C-D-U	09228	Not Active	09286	Not Active
09170	Not Active	09229	B-B1-C-D-U	09287	Not Active
09171	Not Active	09230	Not Active	09288	Not Active
09172	B-B1-C-D-U	09231	Not Active	09289	Not Active
09173	B-B1-C-D-U	09232	Not Active	09290	Not Active
09174	Not Active	09233	Not Active	09291	Not Active
09175	B-B1-C-D-U	09234	Not Active	09292	Not Active
09176	Not Active	09235	Not Active	09293	Not Active
09177	B-B1-C-D-U	09236	Not Active	09294	Not Active
09178	Not Active	09237	B-B1-C-D-U	09295	Not Active
09179	Not Active	09238	Not Active	09296	Not Active
09180	B-B1-C-D-U	09239	Not Active	09297	Not Active
09181	Not Active	09240	Not Active	09298	Not Active
09182	B-B1-C-D-U	09241	Not Active	09299	Not Active
09183	B-B1-C-D-U	09242	Not Active	09301-0001	A-B-B1-F-F1-R
09184	Not Active	09243	Not Active	09301-8580	A-B-B1-F-F1-R

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09302-0002	B-B1-E2-F-H1-R-R1-U2-Z1	09359	Not Active	09417	Not Active
09303	B-B1-E2-F-H1-R-R1-U2-Z1	09360-0005	B-B1-I-N	09418	Not Active
09304	B-B1-E2-F-H1-R-R1-U2-Z1	09361	Not Active	09419	Not Active
09305	B-B1-E2-F-H1-R-R1-U2-Z1	09362	Not Active	09420	Not Active
09306	Not Active	09363	Not Active	09421	B-B1-C-C1-U
09307	Not Active	09364	Not Active	09422	Not Active
09308	Not Active	09365	Not Active	09423	Not Active
09309	Not Active	09366	Not Active	09424	Not Active
09310	Not Active	09367	Not Active	09425	Not Active
09311	Not Active	09368	Not Active	09426	Not Active
09312	Not Active	09369	Not Active	09427	Not Active
09313	Not Active	09370	Not Active	09428	Not Active
09314	Not Active	09371-0001	A-B-B1-F-F1-R	09429	Not Active
09315	Not Active	09372-0004	A-B-B1-F-F1-R	09430	Not Active
09316	Not Active	09373	Not Active	09431	Not Active
09317	Not Active	09374	Not Active	09432	Not Active
09318	Not Active	09375	Not Active	09433	Not Active
09319	Not Active	09376	Not Active	09434	Not Active
09320	Not Active	09377	Not Active	09435	Not Active
09321	Not Active	09378	Not Active	09436	Not Active
09322	Not Active	09379	Not Active	09437	Not Active
09323	Not Active	09380	Not Active	09438	Not Active
09324	Not Active	09381	Not Active	09439	Not Active
09325	Not Active	09382	Not Active	09440	Not Active
09326	Not Active	09383	Not Active	09441	Not Active
09327	Not Active	09384	Not Active	09442	Not Active
09328	Not Active	09385	Not Active	09443	Not Active
09329	Not Active	09386	Not Active	09444	Not Active
09330	Not Active	09387	Not Active	09445	Not Active
09331	Not Active	09388	Not Active	09446	Not Active
09332	Not Active	09389	Not Active	09447	B-B1-C-C1-U
09333	Not Active	09390	Not Active	09448	B-B1-C-C1-U
09334	Not Active	09391-0001	B-B1-X	09449	Not Active
09335	Not Active	09392-0001	B-B1	09450	Not Active
09336	Not Active	09393	Not Active	09451	Not Active
09337	Not Active	09394	Not Active	09452	Not Active
09338	Not Active	09395	B-B1-C-F-F1-U	09453	Not Active
09339	Not Active	09396	A-B-B1-F	09454	B-B1-C-C1-U
09340	Not Active	09397	A-B-B1-C1-F-R-X	09455	Not Active
09341	Not Active	09398	B-B1-X	09456	B-B1-C-C1-U
09342	Not Active	09399	B-B1-C-D-U-X	09457	Not Active
09343	Not Active	09401	Not Active	09458	Not Active
09344	Not Active	09402	Not Active	09459	B-B1-C-C1-U
09345	Not Active	09403	Not Active	09460	Not Active
09346	Not Active	09404	Not Active	09461	B-B1-C-C1-U
09347	Not Active	09405	Not Active	09462	Not Active
09348	Not Active	09406	Not Active	09463	B-B1-C-C1-U
09349	Not Active	09407	Not Active	09464	B-B1-C-C1-U
09350	Not Active	09408	Not Active	09465	Not Active
09351	Not Active	09409	B-B1-C-C1-U	09466	Not Active
09352	Not Active	09410	Not Active	09467	Not Active
09353	Not Active	09411	Not Active	09468	B-B1-C-C1-U
09354	Not Active	09412	Not Active	09469	B-B1-C-C1-U
09355	Not Active	09413	Not Active	09470	B-B1-C-C1-U
09356	Not Active	09414	Not Active	09471	Not Active
09357	Not Active	09415	Not Active	09472	Not Active
09358	Not Active	09416	Not Active	09473	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09474	Not Active	09533	Not Active	09591	B
09475	Not Active	09534	B	09592	Not Active
09476	Not Active	09535	Not Active	09593	B
09477	Not Active	09536	B	09594	B
09478	Not Active	09537	Not Active	09595	B
09479	Not Active	09538	Not Active	09596	B
09480	Not Active	09539	Not Active	09597	Not Active
09481	Not Active	09540	Not Active	09598	Not Active
09482	Not Active	09541	Not Active	09599	B
09483	Not Active	09542	Not Active	09601	B-B1-C-F-F1-U
09484	Not Active	09543	B	09602	Not Active
09485	Not Active	09544	Not Active	09603	B-B1-C-F-F1-U
09486	Not Active	09545	B	09604	B-B1-C-F-F1-U
09487	Not Active	09546	Not Active	09605	Not Active
09488	Not Active	09547	Not Active	09606	Not Active
09489	Not Active	09548	Not Active	09607	Not Active
09490	Not Active	09549	B	09608	Not Active
09491	Not Active	09550	B	09609	B-B1-C-F-U
09492	Not Active	09551	Not Active	09610	B-B1-C-F-U
09493	Not Active	09552	Not Active	09611	Not Active
09494	B-B1-C-C1-U	09553	Not Active	09612	B-B1-C-F-U
09495	Not Active	09554	B-B1	09613	B-B1-C-F-U
09496	B-B1-C-C1-U	09555	Not Active	09614	Not Active
09497	Not Active	09556	B	09615	Not Active
09498	B-B1-C-C1-U	09557	B	09616	Not Active
09499	B-B1-C-C1-U	09558	B	09617	B-B1-C-F-U
09501	B	09559	Not Active	09618	B-B1-C-F-U
09502	B	09560	Not Active	09619	B-B1-C-F-U
09503	B-B1-M-N	09561	Not Active	09620	B-B1-C-F-U
09504	B	09562	Not Active	09621	B-B1-C-F-U
09505	B	09563	B	09622	B-B1-C-F-U
09506	B	09564	B	09623	B-B1-C-F-U
09507	B	09565	B	09624	B-B1-C-F-U
09508	B	09566	B	09625	B-B1-C-F-U
09509	B	09567	B	09626	B-B1-C-F-U
09510	B	09568	B	09627	B-B1-C-F-U
09511	B	09569	B	09628	B-B1-C-F-F1-U
09512	Not Active	09570	B	09629	Not Active
09513	Not Active	09571	Not Active	09630	B-B1-C-F-U
09514	Not Active	09572	Not Active	09631	B-B1-C-F-U
09515	Not Active	09573	B	09632	Not Active
09516	Not Active	09574	B	09633	Not Active
09517	B	09575	B	09634	Not Active
09518	Not Active	09576	B	09635	Not Active
09519	Not Active	09577	B	09636	B-B1-C-F-U
09520	Not Active	09578	B	09637	Not Active
09521	B	09579	B	09638	B-B1-C-E2-F-U
09522	Not Active	09580	Not Active	09639	Not Active
09523	Not Active	09581	B	09640	Not Active
09524	B	09582	B	09641	Not Active
09525	Not Active	09583	Not Active	09642	B-B1-N-U
09526	Not Active	09584	Not Active	09643	B-B1-U
09527	Not Active	09585	Not Active	09644	B-B1-U
09528	Not Active	09586	B	09645	B-B1-U
09529	Not Active	09587	B	09646	Not Active
09530	Not Active	09588	B	09647	B-B1-N-U
09531	Not Active	09589	Not Active	09648	Not Active
09532	B	09590	B	09649	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09650	Not Active	09709	B-B1-F1	09767	Not Active
09651	Not Active	09710	B-B1-C-C1-F1-M-R-R1-U	09768	Not Active
09652	Not Active	09711	Not Active	09769	Not Active
09653	Not Active	09712	Not Active	09770	Not Active
09654	Not Active	09713	B-B1-C-F1	09771	Not Active
09655	Not Active	09714	B-B1-C-C1-F1-M-R-R1-U	09772	Not Active
09656	Not Active	09715	B-B1-F1	09773	Not Active
09657	Not Active	09716	B-B1-C-D-N-U	09774	Not Active
09658	Not Active	09717	B-B1-M-W	09775	Not Active
09659	Not Active	09718	B-B1-F-I-N-U	09776	Not Active
09660	Not Active	09719	Not Active	09777	A-B-B1-C-E1-N
09661	Not Active	09720	B-B1-U	09778	Not Active
09662	Not Active	09721	B-B1-N-U	09779	A-B-B1-F-R
09663	Not Active	09722	B-B1-C-D-N-U	09780	A-B-B1-F-R
09664	Not Active	09723	B-B1-N-U	09781	A-B-B1-F-R
09665	Not Active	09724	B-B1-C-C1-F1-M-R-R1-U	09782	A-B-B1-F-R
09666	Not Active	09725	B-C	09783	A-B-B1-C1-F-I-N-R
09667	Not Active	09726	B-B1-N-U	09784	Not Active
09668	Not Active	09727	Not Active	09785	A-B-B1-C1-F-I-N-R
09669	Not Active	09728	B-C	09786	A-B-B1-C1-F-I-N-R
09670	Not Active	09729	Not Active	09787	A-B-B1-C1-F-I-N-R
09671	Not Active	09730	Not Active	09788	A-B-B1-F-R
09672	Not Active	09731	Not Active	09789	A-B-B1-F-R
09673	Not Active	09732	B-B1	09790	A-B-B1-C1-F-I-N-R
09674	Not Active	09733	B-B1-I	09791	A-B-B1-C1-E1-F-M-R
09675	Not Active	09734	Not Active	09792	B-B1-C-F-U
09676	Not Active	09735	B-B1	09793	A-B-B1-F-R
09677	Not Active	09736	Not Active	09794	A-B-B1-F-R
09678	Not Active	09737	Not Active	09795	A-B-B1-C1-F-I-N-R
09679	Not Active	09738	Not Active	09796	A-B-B1-C1-F-I-N-R
09680	Not Active	09739	Not Active	09797	Not Active
09681	Not Active	09740	Not Active	09798	Not Active
09682	Not Active	09741	Not Active	09799	Not Active
09683	Not Active	09742	Not Active	09801	Not Active
09684	Not Active	09743	Not Active	09802	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09685	Not Active	09744	Not Active		
09686	Not Active	09745	Not Active	09803	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09687	Not Active	09746	Not Active		
09688	Not Active	09747	Not Active	09804	Not Active
09689	Not Active	09748	Not Active	09805	Not Active
09690	Not Active	09749	Not Active	09806	Not Active
09691	Not Active	09750	Not Active	09807	Not Active
09692	Not Active	09751	Not Active	09808	Not Active
09693	Not Active	09752	Not Active	09809	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09694	Not Active	09753	Not Active		
09695	Not Active	09754	Not Active	09810	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09696	Not Active	09755	Not Active		
09697	Not Active	09756	Not Active	09811	B-B1-E2-E3-F-H1-R-R1-U1-Z1
09698	Not Active	09757	Not Active		
09699	Not Active	09758	Not Active	09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1
09701	Not Active	09759	Not Active		
09702	Not Active	09760	Not Active	09813	Not Active
09703	B-B1-C-F1	09761	Not Active	09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1
09704	B-B1-C-D	09762	Not Active		
09705	B-B1-U	09763	Not Active	09815	Not Active
09706	B-B1-C-D-U	09764	Not Active	09816	Not Active
09707	B-B1-C-D-N-U	09765	Not Active	09817	Not Active
09708	B-B1	09766	Not Active	09818	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09819	A-B-F-P-Z1	09872	Not Active	09929	Not Active
09820	Not Active	09873	Not Active	09930	Not Active
09821	A-B-F-Z1	09874	Not Active	09931	Not Active
09822	A-B-F-Z1	09875	Not Active	09932	Not Active
09823	A-B-F-Z1	09876	B-B1-E2-F-H1-R-R1-U2-Z1	09933	Not Active
09824	A-B-F-Z1	09877	Not Active	09934	Not Active
09825	Not Active	09878	Not Active	09935	Not Active
09826	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09879	Not Active	09936	Not Active
09827	A-B-F-Z1	09880	B-B1-E2-F-H1-R-R1-U2-Z1	09937	Not Active
09828	B-I-N-Z1	09881	Not Active	09938	Not Active
09829	Not Active	09882	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09939	Not Active
09830	B-B1-C-Z1	09883	Not Active	09940	Not Active
09831	B-B1-F-N-U-Z1	09884	Not Active	09941	Not Active
09832	B-B1-U1-Z1	09885	Not Active	09942	Not Active
09833	B-B1-U1-Z1	09886	Not Active	09943	Not Active
09834	B-B1-Z1	09887	Not Active	09944	Not Active
09835	A-B-B1-Z1	09888	B-B1-E2-F-H1-R-R1-U2-Z1	09945	Not Active
09836	A-B-B1-C-F-M-Z1	09889	B-B1-E2-F-H1-R-R1-U2-Z1	09946	Not Active
09837	B-B1-Z1	09890	B-B1-E2-F-H1-R-R1-U2-Z1	09947	Not Active
09838	B-B1-Z1	09891	Not Active	09948	Not Active
09839	A-B-B1-U-Z1	09892	A-B-B1-F-R-R1-Z1	09949	Not Active
09840	Not Active	09893	Not Active	09950	Not Active
09841	A-B-B1-U-Z1	09894	Not Active	09951	Not Active
09842	A-B-B1-Z1	09895	Not Active	09952	Not Active
09843	A-B-B1-Z1	09896	Not Active	09953	Not Active
09844	Not Active	09897	B-B1-Z1	09954	Not Active
09845	Not Active	09898	B-B1-E2-F-H1-I-R-R1-U2-Z1	09955	Not Active
09846	Not Active	09899	B-F-N-Z1	09956	Not Active
09847	Not Active	09901	Not Active	09957	Not Active
09848	Not Active	09902	Not Active	09958	Not Active
09849	Not Active	09903	Not Active	09959	Not Active
09850	Not Active	09904	Not Active	09960	Not Active
09851	Not Active	09905	Not Active	09961	Not Active
09852	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09906	Not Active	09962	Not Active
09853	B-B1-E2-F-H1-R-R1-U2-Z1	09907	Not Active	09963	Not Active
09854	B-B1-E2-F-H1-N-R-R1-U2-Z-Z1	09908	Not Active	09964	Not Active
09855	B-B1-E2-F-H1-R-R1-U2-Z1	09909	Not Active	09965	Not Active
09856	Not Active	09910	Not Active	09966	Not Active
09857	Not Active	09911	Not Active	09967	Not Active
09858	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09912	Not Active	09968	Not Active
09859	Not Active	09913	Not Active	09969	Not Active
09860	Not Active	09914	Not Active	09970	Not Active
09861	Not Active	09915	Not Active	09971	Not Active
09862	Not Active	09916	Not Active	09972	Not Active
09863	Not Active	09917	Not Active	09973	Not Active
09864	Not Active	09918	Not Active	09974	Not Active
09865	A-B-B1-Z1	09919	Not Active	09975	Not Active
09866	Not Active	09920	Not Active	09976	Not Active
09867	A-B-B1-F-R-R1-Z1	09921	Not Active	09977	Not Active
09868	A-B-B1-U-Z1	09922	Not Active	09978	Not Active
09869	Not Active	09923	Not Active	09979	Not Active
09870	Not Active	09924	Not Active	09980	Not Active
09871	B-B1-E2-E3-F-H1-R-R1-U1-Z1	09925	Not Active	09981	Not Active
		09926	Not Active	09982	Not Active
		09927	Not Active	09983	Not Active
		09928	Not Active	09984	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09985	Not Active	34044	Not Active	96203	A-B
09986	Not Active	34045	B-B1-I-N	96204	A-B-B1
09987	Not Active	34046	Not Active	96205	A-B-B1-U
09988	Not Active	34047	Not Active	96206	A-B-B1-U
09989	Not Active	34048	Not Active	96207	A-B-B1
09990	Not Active	34049	Not Active	96208	A-B-B1-U
09991	Not Active	34050	B	96209	Not Active
09992	Not Active	34051	B	96210	Not Active
09993	Not Active	34052	Not Active	96211	Not Active
09994	Not Active	34053	B	96212	A-B-B1-U
09995	Not Active	34054	Not Active	96213	A-B-B1-U
09996	Not Active	34055	B-N	96214	A-B-B1-U
09997	Not Active	34056	Not Active	96215	A-B-B1-U
09998	Not Active	34057	Not Active	96216	Not Active
09999	Not Active	34058	B-B1	96217	A-B-B1-U
34001	B-B1-U	34059	Not Active	96218	A-B-B1-U
34002	B-B1-U	34060	Not Active	96219	A-B-B1-U
34003	Not Active	34061	B-B1-U	96220	A-B-B1-U
34004	B-B1-U	34062	Not Active	96221	A-B-B1-U
34005	B-B1-U	34063	Not Active	96222	Not Active
34006	B-B1	34064	Not Active	96223	Not Active
34007	Not Active	34065	Not Active	96224	A-B-B1-U
34008	Not Active	34066	Not Active	96225	Not Active
34009	B-B1	34067	Not Active	96226	Not Active
34010	Not Active	34068	Not Active	96227	Not Active
34011	B-B1	34069	Not Active	96228	Not Active
34012	B-B1-U	34070	Not Active	96229	Not Active
34013	Not Active	34071	Not Active	96230	Not Active
34014	Not Active	34072	Not Active	96231	Not Active
34015	Not Active	34073	Not Active	96232	Not Active
34016	Not Active	34074	Not Active	96233	Not Active
34017	Not Active	34075	Not Active	96234	Not Active
34018	Not Active	34076	Not Active	96235	Not Active
34019	Not Active	34077	B-Y	96236	Not Active
34020	B-B1-M-N	34078	Not Active	96237	Not Active
34021	B-M-N	34079	Not Active	96238	Not Active
34022	B-B1-D-F-M	34080	Not Active	96239	Not Active
34023	B-B1-M-N	34081	Not Active	96240	Not Active
34024	B-B1-M-N	34082	Not Active	96241	Not Active
34025	B-B1-F-N-U	34083	Not Active	96242	Not Active
34026	Not Active	34084	Not Active	96243	Not Active
34027	Not Active	34085	Not Active	96244	Not Active
34028	Not Active	34086	Not Active	96245	Not Active
34029	Not Active	34087	Not Active	96246	Not Active
34030	B-B1-I-M	34088	Not Active	96247	Not Active
34031	B-B1-M-N	34089	Not Active	96248	Not Active
34032	B-M-N	34090	B	96249	Not Active
34033	B-C-F-M-N	34091	B	96250	Not Active
34034	B-B1-M-N	34092	B	96251	A-B-B1-U
34035	B-B1-H-M-N	34093	B	96252	Not Active
34036	B-M-N	34094	Not Active	96253	Not Active
34037	B-B1-C-F-H-I-M-N	34095	B	96254	Not Active
34038	B-B1-M-N	34096	Not Active	96255	Not Active
34039	B	34097	Not Active	96256	Not Active
34040	B	34098	B	96257	A-B-B1-U
34041	B-B1-M-N-U	34099	B	96258	A-B-B1-U
34042	B-B1-D-F-M	96201	A-B	96259	A-B-B1-U
34043	Not Active	96202	Not Active	96260	A-B-B1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96261	Not Active	96320	Not Active	96378	B-B1-M-W
96262	A-B-B1-U	96321	B-B1-F-F1-F2-M-W	96379	B-B1-M-W
96263	Not Active	96322	B-B1-F-F1-F2-M-W	96380	Not Active
96264	A-B-B1-U	96323	B-B1-M-W	96381	Not Active
96265	Not Active	96324	Not Active	96382	Not Active
96266	A-B-B1-U	96325	Not Active	96383	Not Active
96267	A-B-B1-U	96326	B-B1-M-W	96384	B-B1-M-W
96268	Not Active	96327	Not Active	96385	Not Active
96269	A-B-B1-U	96328	B-B1-M-W	96386	B-B1-M-W
96270	Not Active	96329	Not Active	96387	B-B1-M-W
96271	A-B-B1-U	96330	B-B1-M-W	96388	B-B1-M-W
96272	Not Active	96331	Not Active	96389	Not Active
96273	Not Active	96332	Not Active	96390	Not Active
96274	Not Active	96333	Not Active	96391	Not Active
96275	A-B-B1	96334	Not Active	96392	Not Active
96276	A-B-B1	96335	Not Active	96393	Not Active
96277	Not Active	96336	B-B1-M-W	96394	Not Active
96278	A-B-B1-U	96337	B-B1-M-W	96395	Not Active
96279	Not Active	96338	B-B1-M-W	96396	Not Active
96280	Not Active	96339	B-B1-M-W	96397	Not Active
96281	Not Active	96340	Not Active	96398	Not Active
96282	Not Active	96341	Not Active	96399	Not Active
96283	A-B-B1-U	96342	Not Active	96401	Not Active
96284	A-B-B1-U	96343	B-B1-M-W	96402	Not Active
96285	Not Active	96344	Not Active	96403	Not Active
96286	Not Active	96345	Not Active	96404	Not Active
96287	Not Active	96346	Not Active	96405	Not Active
96288	Not Active	96347	B-B1-F-F1-F2-M-W	96406	Not Active
96289	Not Active	96348	B-B1-F-F1-F2-M-W	96407	Not Active
96290	Not Active	96349	B-B1-F-F1-F2-M-W	96408	Not Active
96291	Not Active	96350	B-B1-F-F1-F2-M-W	96409	Not Active
96292	Not Active	96351	B-B1-F-F1-F2-M-W	96410	Not Active
96293	Not Active	96352	Not Active	96411	Not Active
96294	Not Active	96353	Not Active	96412	Not Active
96295	Not Active	96354	Not Active	96413	Not Active
96296	Not Active	96355	Not Active	96414	Not Active
96297	A-B-B1-U	96356	Not Active	96415	Not Active
96298	Not Active	96357	Not Active	96416	Not Active
96299	Not Active	96358	Not Active	96417	Not Active
96301	Not Active	96359	Not Active	96418	Not Active
96302	Not Active	96360	Not Active	96419	Not Active
96303	Not Active	96361	Not Active	96420	Not Active
96304	Not Active	96362	B-B1-F-F1-F2-M-W	96421	Not Active
96305	Not Active	96363	Not Active	96422	Not Active
96306	B-B1-F-F1-F2-M-W	96364	B-B1-L-M-W	96423	Not Active
96307	Not Active	96365	B-B1-M-W	96424	Not Active
96308	Not Active	96366	Not Active	96425	Not Active
96309	B-B1-M-W	96367	B-B1-L-M-W	96426	Not Active
96310	B-B1-M-W	96368	B-B1-M-W	96427	Not Active
96311	Not Active	96369	Not Active	96428	Not Active
96312	Not Active	96370	B-B1-F-F1-F2-M-W	96429	Not Active
96313	B-B1-F-F1-F2-M-W	96371	Not Active	96430	Not Active
96314	Not Active	96372	B-B1-M-W	96431	Not Active
96315	Not Active	96373	B-B1-M-W	96432	Not Active
96316	Not Active	96374	B-B1-M-W	96433	Not Active
96317	Not Active	96375	B-B1-M-W	96434	Not Active
96318	Not Active	96376	B-B1-M-W	96435	Not Active
96319	B-B1-M-W	96377	B-B1-M-W	96436	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96437	Not Active	96495	Not Active	96553	A-B-B1-H-I-M-N-U
96438	Not Active	96496	Not Active	96554	A-B-B1-H-M-U
96439	Not Active	96497	Not Active	96555	B-B1-F-M
96440	Not Active	96498	Not Active	96556	B
96441	Not Active	96499	Not Active	96557	B-B1-F-M
96442	Not Active	96501	Not Active	96558	B
96443	Not Active	96502	Not Active	96559	Not Active
96444	Not Active	96503	Not Active	96560	Not Active
96445	Not Active	96504	Not Active	96561	Not Active
96446	Not Active	96505	Not Active	96562	Not Active
96447	Not Active	96506	Not Active	96563	Not Active
96448	Not Active	96507	A-B-F	96564	Not Active
96449	Not Active	96508	B	96565	Not Active
96450	Not Active	96509	Not Active	96566	Not Active
96451	Not Active	96510	Not Active	96567	Not Active
96452	Not Active	96511	B-B1-I-N	96568	Not Active
96453	Not Active	96512	Not Active	96569	Not Active
96454	Not Active	96513	Not Active	96570	Not Active
96455	Not Active	96514	Not Active	96571	Not Active
96456	Not Active	96515	B-B1-F	96572	Not Active
96457	Not Active	96516	Not Active	96573	Not Active
96458	Not Active	96517	B-B1-F-U3	96574	Not Active
96459	Not Active	96518	B-B1	96575	Not Active
96460	Not Active	96519	Not Active	96576	Not Active
96461	Not Active	96520	B-F-U3	96577	Not Active
96462	Not Active	96521	B-F	96578	Not Active
96463	Not Active	96522	B-F-U	96579	Not Active
96464	Not Active	96523	Not Active	96580	A-B-B1-H-I-M-N-U
96465	Not Active	96524	Not Active	96581	Not Active
96466	Not Active	96525	Not Active	96582	Not Active
96467	Not Active	96526	Not Active	96583	Not Active
96468	Not Active	96527	Not Active	96584	Not Active
96469	Not Active	96528	Not Active	96585	Not Active
96470	Not Active	96529	Not Active	96586	Not Active
96471	Not Active	96530	A-B-B1-H-M-N-U	96587	Not Active
96472	Not Active	96531	B-B1-H-M	96588	Not Active
96473	Not Active	96532	Not Active	96589	Not Active
96474	Not Active	96533	Not Active	96590	Not Active
96475	Not Active	96534	A-B-F	96591	Not Active
96476	Not Active	96535	A-B-B1-F	96592	Not Active
96477	Not Active	96536	B-B1	96593	Not Active
96478	Not Active	96537	B-B1	96594	A-B-B1-H-I-M-N-U
96479	Not Active	96538	B-B1	96595	B-B1
96480	Not Active	96539	Not Active	96596	A-B-B1-H-I-M-N-U
96481	Not Active	96540	B-B1	96597	A-B-B1-H-I-M-N-U
96482	Not Active	96541	B-B1	96598	B
96483	Not Active	96542	B-B1	96599	B
96484	Not Active	96543	B-B1-P	96601	B
96485	Not Active	96544	Not Active	96602	B
96486	Not Active	96545	A-B-B1-H-I-M-N-U	96603	B
96487	Not Active	96546	B-F-U3	96604	B
96488	Not Active	96547	B-F-U3	96605	B-O
96489	Not Active	96548	A-B-B1-H-M-U	96606	B
96490	B-B1	96549	A-B-B1-H-M-U	96607	B
96491	Not Active	96550	Not Active	96608	B
96492	Not Active	96551	A-B-B1-H-M-U	96609	B
96493	Not Active	96552	A-B-B1-H-M-U	96610	B
96494	Not Active				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96611	B	96641	Not Active	96671	B
96612	B	96642	Not Active	96672	B
96613	B-B1-E2-F-H1-I-R1-U2-Z1	96643	B	96673	B
96614	Not Active	96644	Not Active	96674	B
96615	B	96645	Not Active	96675	B
96616	Not Active	96646	Not Active	96676	B
96617	B	96647	Not Active	96677	B
96618	Not Active	96648	Not Active	96678	B
96619	Not Active	96649	Not Active	96679	B
96620	Not Active	96650	Not Active	96680	Not Active
96621	B	96651	Not Active	96681	B
96622	B	96652	Not Active	96682	B
96623	B	96653	Not Active	96683	B
96624	B	96654	Not Active	96684	B
96625	Not Active	96655	Not Active	96685	Not Active
96626	Not Active	96656	Not Active	96686	B
96627	Not Active	96657	B	96687	B
96628	B	96658	Not Active	96688	Not Active
96629	B	96659	Not Active	96689	Not Active
96630	Not Active	96660	B	96690	Not Active
96631	Not Active	96661	B	96691	Not Active
96632	Not Active	96662	B	96692	Not Active
96633	Not Active	96663	B	96693	Not Active
96634	B	96664	B	96694	Not Active
96635	B	96665	B	96695	Not Active
96636	Not Active	96666	B	96696	Not Active
96637	Not Active	96667	B	96697	Not Active
96638	Not Active	96668	B	96698	B
96639	Not Active	96669	B	96699	Not Active
96640	Not Active	96670	B		

RESTRICTIONS

LEGEND

Form 2976, *Customs* — CN22

Form 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 = *Domestic Mail Manual*
- 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:** Mailers must properly complete required customs documentation when mailing any potentially dutiable international mail or military mail addressed to an APO or FPO regardless of weight. Non-dutiable international and military mail that weighs 16 ounces or more requires customs documentation with the following exceptions:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, letter packages, and printed matter weighing 16 ounces or more unless required by the destination country. (A known mailer is anyone who legally applies for a permit imprint to a mailpiece. International or military mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on international mail and mail addressed to an APO or FPO unless required by the destination country.
- Official Mail going to, between, and from APO or FPO addresses is exempt from providing customs documentation unless required by the destination country.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

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, Periodicals, and Standard Mail (A) 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 13 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 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail only. All Periodicals, Standard Mail (A), and Standard Mail (B) (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The Anti-Pilferage Seal (Item No O818-A) is required on all pouches and sacks.

Finance

REVISION

Revision to Handbooks F-15, Travel and Relocation, and F-12, Relocation Policy

Effective April 1, 1999, the Internal Revenue Service has reduced the reimbursement rate for travel and relocation using privately owned vehicles from 32.5 cents per mile to 31.0 cents per mile.

The mileage rates for privately owned motorcycles and airplanes will remain at the current rates of 26.0 and 88.0 cents per mile, respectively.

This revision will be incorporated into the next printed versions of Handbook F-12 and Handbook F-15 and in the online version of Handbook F-15 located on the IntraNet at <http://blue.usps.gov/cpim/ftp/hand/f1/f15.pdf>.

Handbook F-15, *Travel and Relocation*

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Appendix A Rates

A-1.1 Mileage Rates

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Privately owned automobile 32.5 (31.0 effective April 1, 1999)

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A-1.2 Reimbursement for Postal Supervisors

Postal supervisors (see 5-5.2.1.2) will be reimbursed at the rate of \$6.00 per day or 32.5 cents per mile (31.0 cents per mile effective April 1, 1999), whichever is greater, when a privately owned vehicle is used.

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Handbook F-12, *Relocation Policy*

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Appendix B Reimbursement Rates

I. Mileage Rates

A. Standard mileage rates

1. Privately owned vehicle 32.5 (31.0 effective April 1, 1999)
2. Privately owned motorcycle 26.0
3. Privately owned airplane 88.0

B. Relocation-related advance round trip and/or enroute to new duty station

The allowable rate is 32.5 cents per mile (31.0 cents per mile effective April 1, 1999).

* * * * *

REVISION

Revision to Handbook F-1, Post Office Accounting Procedures

Handbook F-1, *Post Office Accounting Procedures*, is revised to incorporate the new refund Account Identifier Code (AIC) that became effective September 12, 1998. AIC 536 has been removed and replaced with AIC 526 and AIC 553.

This revision will be incorporated into the online version of Handbook F-1 located on the IntraNet at <http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf> and in the next printed edition.

Handbook F-1, Post Office Accounting Procedures

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4 Managing Accountable Paper

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42 Managing Accountable Paper at Stations, Branches, and Post Offices With Stamp Accountability

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426 Handling Stamp Credits

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426.3 Consigning Stamps Into Credits

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426.34 Handling Stamps Credits for Special Use

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7> At offices with IRTs, the issuing window clerk must enter the postage stamp amount to AIC 090, Postage Sales, and the Form 3533 amount to AIC 553, Stamps and Fees Refunded. These amounts must be equal. At offices without IRTs, the entry to AIC 553 will be sufficient, as it will adjust postage sales at closeout.

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45 Destroying Stamp Stock

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452 Procedures for Withdrawing Stamp Stock — All Post Offices and SFAP Reporting Units

452.1 Processing Specific Categories of Stamp Stock

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Post Office Meter Strips

>> Report unused post office meter strips or PVI labels in one of the following ways:

- Use Form 3533, *Application and Voucher for Refund of Postage and Fees*. **Note:** Do not submit Forms 3533 to the SDO for destruction.
- Use Form 1412 and record the amount in AIC 553, Stamps and Fees Refunded.

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6 Disbursing Postal Funds

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63 Refund Disbursements

* * * * *

632 Handling Postage and Fees

Other procedures are in *Domestic Mail Manual (DMM) Module P014*.

>> Use Form 3533 or a postage meter manufacturer's checkout form having the required documentation to support the entry to AIC 526, Customer Meter Postage Refunded.

* * * * *

7 Accounting for Nonstamp Revenue

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71 Postage Meters

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713 Handling Meter Malfunction

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713.2 Determining the Amount Due the Customer

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3> Report in AIC 526, Customer Meter Postage Refund.

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715 Using Postage Validation Imprinter
* * * * *

[Delete section 715.3 in its entirety and replace with the following:]

715.3 Resolving Differences When PVI and AIC 109 Are Out of Balance

If AIC 109 and the EAR are out of balance, you cannot adjust AIC 109 on the clerk disk. Use the following steps to resolve the difference:

AIC 109 Exceeds EAR

1> **On the Clerk's Form 1412**, enter amount of difference to AIC 553. Use Form 3533, *Application and Voucher for Refunds of Postage and Fees*, and check off "Clerk PVI Errors."

Example: AIC 109 = \$110.00 EAR = \$100.00
On clerk's Form 1412 report:
AIC 109 = \$110.00
AIC 553 = \$10.00

2> **On the Unit Form 1412**, do the following:

- Decrease AIC 109 by the amount of the difference.
- Increase AIC 061, Miscellaneous Trust, by the same amount.
- Issue Form 1908 instructing the clerk to withdraw from trust using AIC 461 and offset with AIC 090 on the next day of business.

PVI EAR Exceeds AIC 109

1> **On the Clerk's Form 1412**, enter amount of difference to AIC 061 and AIC 553. Use Form 3533, *Application and Voucher for Refund of Postage and Fees*, and check off "Clerk PVI Errors."

Example: AIC 109 = \$90.00 EAR = \$100.00
On clerk Form 1412 Report:
AIC 061 = \$10.00
AIC 553 = \$10.00
AIC 109 = \$90.00

2> **On the Unit Form 1412**, do the following:

- Increase AIC 109 by the amount of difference.
- Enter amount to AIC 461, Withdraw From Trust.

3> **If the out-of-balance condition (PVI greater than AIC 109)**, is discovered after the clerk disk is consolidated, the close-out person makes the following entries on the Unit Form 1412:

- Increase AIC 109 by the amount of difference.
- Increase AIC 761, Miscellaneous Suspense, by the same amount.
- Issue Form 1908 instructing clerk to clear suspense using AIC 361 and offset with AIC 553 on the next day of business (clerk must submit Form 3533 to support AIC 553).

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— Corporate Accounting, Finance, 3-25-99

REVISION

Revision to Handbook F-1, Post Office Accounting Procedures

Effective immediately, Handbook F-1, *Post Office Accounting Procedures*, is revised to further specify the postal products or services for which credit cards may be used as the payment instrument.

This revision will be incorporated into the online version of Handbook F-1 located on the IntraNet at <http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf> and in the next printed edition.

Handbook F-1, Post Office Accounting Procedures

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3 Managing Postal Funds

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31 Acceptable Payment for Postal Goods and Services

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317 Credit and Debit Cards

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Credit Cards

All postal products, except for postal money orders, COD collections, traveler's checks, passport fees, application fees, money order fees, payments for bulk mailings, trust fund deposits, meter settings and annual mailing fees (e.g., permit imprint, bulk mailing, business reply mail, etc.). Debit cards are authorized for these payments, except for passport fees.

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— Corporate Accounting, Finance, 3-25-99

NOTICE

Article Rescission

The article published on page 33 in *Postal Bulletin* 21993 (3-11-99), "Revision to Handbook F-1, *Post Office Accounting Procedures*," is rescinded. It will be published in a future *Postal Bulletin*.

— *Post Office Accounting, Finance, 3-25-99*

Fraud Alert

Withholding of Mail Orders

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

State/City	Names Covered
CA, Sacramento 95822-0754	Any And All Names Other Than John Schwaner, P.O. Box 22754
LA, Arabi 70032-1629	Greg Gentry, 7301 W. Judge Perez Drive, #417
PA, Philadelphia 19102-4415	Supply Control Headquarters, 1530 Locust Street, Suite 88

— Recorder's Office, Judicial Officer, 3-25-99

Domestic Orders

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

State/City	Names Covered	Product
CA, Studio City 91604-3546	Claim Center, 11054 Ventura Blvd., Suite 234 and at	Claims that merchandise has been previously ordered and is awaiting delivery.
CA, North Hollywood 91601-3703	11225 Magnolia Blvd., Suite 904	
MI, Farmington Hills 48335-4622	Vanessa Tomsett d/b/a The Memory Secretary, 34550 Bridgeman Street d/b/a	A failure to pay scheme.
MI, Livonia 48153-0023	Burke Publishing, P.O. Box 530023	

— Recorder's Office, Judicial Officer, 3-25-99

Missing, Lost, or Stolen U.S. Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. 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.com>. To access a *Postal Bulletin*, go to "Business," then to "Business Publications," and then to "The Postal Bulletin."

The *Postal Bulletin* is also available on the Postal Service IntraNet. Click on "Corporate Information," then "Policies and Procedures," then "Postal Bulletin."

Back issues through *Postal Bulletin* 21883A (1-1-95) are available for downloading, as are the 1995, 1996, and 1997 annual indexes and 1998 annual index. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

011 582 1889 to	387 837 6300 to	6399	401 294 2700 to	2799	412 485 6610 to	6699
011 582 1899	388 828 0656 to	0699	401 310 9505 to	9599	412 885 5953 to	5999
011 588 2900 to	389 696 2400 to	2799	401 382 5312 to	5399	414 193 3608 to	3674
011 588 3099	389 846 3104 to	3135	402 578 7876 to	7899	414 193 3677 to	3699
210 221 0548 to	389 846 3145 to	3195	403 125 6744 to	6799	414 411 7348 to	7399
210 221 0599	389 887 9211 to	9230	403 260 7000 to	7499	414 640 0757 to	0799
273 775 7700 to	389 887 9234 to	9299	403 280 6470 to	6499	414 965 1727 to	1799
273 775 7899	390 001 3182 to	3199	403 685 8600 to	8699	417 302 8104 to	8199
302 000 0000 to	390 001 3500 to	3699	404 003 0300 to	0399	417 387 6532 to	6599
302 123 9999	390 545 5974 to	5999	404 041 8838 to	8899	417 496 6800 to	6999
349 746 2056 to	391 104 6146 to	6199	404 071 4268 to	4299	417 871 9250 to	9299
350 518 7350 to	391 574 1466 to	1499	404 347 5356 to	5399	417 930 9533 to	9599
360 011 1690 to	391 783 3020 to	3599	404 347 5548 to	5599	418 164 6500 to	6799
360 168 6008 to	391 792 6100 to	6199	404 726 4500 to	4599	418 423 9863 to	9899
360 173 8800 to	392 668 2956 to	2999	404 961 5001 to	5199	418 633 5922 to	5999
360 324 2326 to	392 854 8500 to	8899	405 325 0188 to	0198	418 719 8520 to	8599
362 861 3064 to	393 584 7566 to	7699	406 009 4587 to	4599	418 744 2235 to	2299
373 006 2176 to	393 650 0074 to	0099	406 260 6830 to	6899	418 962 2848 to	2899
374 768 2600 to	393 838 8316 to	8499	406 459 6641 to	6999	419 543 0286 to	0299
375 169 4400 to	393 893 6007 to	6099	406 733 3000 to	3999	419 730 0300 to	0399
375 829 3400 to	394 126 6907 to	6999	407 545 1557 to	1599	420 277 0015 to	0049
375 851 9100 to	394 189 0405 to	0599	407 594 0412 to	0599	420 599 0734 to	0798
376 196 0911 to	394 822 3243 to	3278	407 692 9100 to	9299	420 661 4115 to	4199
378 085 3679 to	394 990 1810 to	1899	407 959 2190 to	2199	420 758 9500 to	9699
378 351 1063 to	395 343 3264 to	3299	408 265 2275 to	2288	420 969 3951 to	3971
379 843 5100 to	395 373 3035 to	3099	408 499 7700 to	7799	420 969 3973 to	3999
380 093 9600 to	395 396 9649 to	9799	408 499 7900 to	7999	421 116 3565 to	3599
380 165 1165 to	395 970 3240 to	3299	408 682 8484 to	8599	421 130 9300 to	9399
381 325 4500 to	397 622 4054 to	4099	408 698 7015 to	7099	421 313 4500 to	4999
381 604 2510 to	397 819 8902 to	8999	409 072 3941 to	3999	421 364 5537 to	5599
381 645 9525 to	398 149 7200 to	7699	410 491 2311 to	2399	421 656 2609 to	2699
383 314 3968 to	399 070 0872 to	0899	410 694 8400 to	8599	421 988 9700 to	9799
383 892 1000 to	399 156 7119 to	7199	410 775 1500 to	1599	422 172 4667 to	4699
383 892 1382 to	399 203 5064 to	5099	410 795 7927 to	7999	422 484 4212 to	4299
384 925 3641 to	399 296 9910 to	9999	410 867 0917 to	0966	422 556 1270 to	1299
385 568 2331 to	399 396 8935 to	8999	410 867 0970 to	0999	422 587 7024 to	7099
385 599 7554 to	399 792 7775 to	7799	411 868 1023 to	1199	422 819 7533 to	7599
385 774 2024 to	399 792 8300 to	8399	411 922 2322 to	2399	422 842 5073 to	5087
386 624 1412 to	400 427 1051 to	1999	412 193 0900 to	0999	422 907 7563 to	7599
386 883 8936 to	401 045 1505 to	1549	412 395 8599 to	8699	424 500 6050 to	6099
387 314 5574 to	401 045 1571 to	1599	412 485 6500 to	6599	424 641 8500 to	8599

424 871 6600 to	6699	452 855 6471 to	6499	465 743 7745 to	7799	482 541 5255 to	5299
425 298 2352 to	2399	452 890 4679 to	4799	466 798 6056 to	6067	482 729 6800 to	6899
425 418 4269 to	4299	452 900 8215 to	8238	467 147 4300 to	4399	483 363 7207 to	7299
425 418 4405 to	4499	453 117 9146 to	9199	468 079 5782 to	5799	483 402 2356 to	2399
426 547 4566 to	4599	453 334 3631 to	3699	469 067 2817 to	2899	483 486 5100 to	5199
427 412 6337 to	6499	453 603 7841 to	7891	469 127 8000 to	8199	483 632 1521 to	1599
427 481 0900 to	0999	453 650 1140 to	1199	469 213 0359 to	0399	483 632 2600 to	2799
428 027 2742 to	2752	453 741 1300 to	1399	469 213 0500 to	0599	483 849 1615 to	1699
429 474 4172 to	4199	454 013 2919 to	2999	469 561 8011 to	8099	484 174 4803 to	5299
429 889 2900 to	2999	454 186 2411 to	2499	469 658 1961 to	1999	484 323 8900 to	9199
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430 172 9800 to	9899	454 302 5400 to	5499	469 678 1900 to	1999	484 680 5040 to	5074
430 177 1900 to	2099	454 490 8300 to	8399	469 781 4900 to	4999	484 680 5077 to	5099
430 444 9500 to	9699	454 547 7434 to	7499	469 947 6960 to	6999	485 029 4913 to	4999
430 664 4070 to	4099	454 922 4867 to	4895	470 755 5800 to	5818	486 176 0600 to	0699
432 168 8419 to	8499	455 221 1348 to	1499	471 918 0300 to	0999	486 559 7555 to	7599
432 708 6800 to	6999	455 364 2147 to	2199	471 985 2408 to	2419	486 696 3023 to	3199
432 744 1544 to	1599	455 399 5400 to	5499	472 191 6700 to	6799	488 173 7900 to	7999
432 995 9775 to	9799	455 476 0676 to	0699	472 270 2555 to	2599	488 206 4100 to	4199
433 003 5800 to	5899	455 543 0618 to	0699	472 987 0213 to	0241	488 226 0200 to	0299
433 757 3047 to	3099	456 410 9006 to	9099	472 987 0290 to	0299	488 709 3906 to	3999
433 765 4003 to	4099	456 470 4146 to	4299	473 151 2069 to	2199	488 855 8359 to	8399
434 482 7060 to	7199	456 619 4460 to	4499	473 666 9138 to	9199	489 181 8963 to	8999
434 513 2386 to	2399	457 333 2686 to	2699	473 952 3429 to	3499	489 223 2000 to	2099
434 968 3076 to	3092	457 729 1767 to	1777	474 108 5402 to	5499	489 311 1930 to	1999
435 303 1831 to	1842	457 937 8615 to	8699	474 356 5193 to	5299	489 318 6200 to	6300
435 303 1986 to	1999	458 028 9810 to	9899	474 949 3366 to	3399	489 384 0027 to	0099
435 666 6092 to	6399	458 057 2712 to	2999	475 134 9362 to	9399	489 427 0658 to	0899
436 082 6400 to	6899	458 069 9537 to	9599	475 167 9667 to	9699	489 997 5252 to	5299
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440 698 1947 to	1999	458 847 5044 to	5999	475 850 6101 to	6199	490 977 9221 to	9240
440 858 6300 to	6399	459 274 7624 to	7699	475 875 2500 to	2599	491 258 8100 to	9099
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441 199 1655 to	1699	459 378 5764 to	5799	476 189 3000 to	3499	492 254 4800 to	4899
443 127 3648 to	3699	459 472 4816 to	4999	476 331 2480 to	2499	492 283 5100 to	5199
443 127 4000 to	4099	460 349 6878 to	6899	477 289 8601 to	8699	492 610 6813 to	6899
443 673 7900 to	7999	460 550 1909 to	1999	477 681 5206 to	5299	493 394 5568 to	5599
443 800 9335 to	9399	460 997 5234 to	5299	478 010 4243 to	4268	493 470 2562 to	2599
444 382 8822 to	8899	461 973 6443 to	6499	478 010 4270 to	4291	493 473 7700 to	7799
444 390 1667 to	1699	462 152 0107 to	0299	478 450 5071 to	5099	493 716 2153 to	2199
444 457 3854 to	3899	462 274 1072 to	1099	478 469 7838 to	7858	494 206 2972 to	2999
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450 560 5173 to	5199	463 011 5529 to	5540	479 365 9116 to	9176	495 145 0600 to	0699
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450 801 2700 to	2799	463 227 7711 to	7799	479 860 7000 to	7199	497 053 8517 to	8699
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451 115 4127 to	4199	463 945 7400 to	7899	480 658 0568 to	0599	498 929 8285 to	8499
452 265 0074 to	0099	464 629 9000 to	9399	480 689 5100 to	5199	498 936 5310 to	5399
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452 265 0335 to	0999	465 692 3963 to	3999	481 673 0074 to	0095	499 440 8575 to	8899
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500 064 1858 to 1869	617 813 3601 to 3699	639 415 2019 to 2099	650 564 1900 to 1999
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600 645 3223 to 3299	619 551 7229 to 7299	639 469 3517 to 3799	650 736 2043 to 2099
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601 661 7700 to 7799	621 614 7907 to 7930	640 289 7500 to 7599	651 882 2800 to 2899
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602 555 2400 to 2799	621 904 8351 to 8599	641 378 6500 to 6999	653 455 4874 to 4899
602 829 7061 to 7099	621 916 1978 to 1989	641 383 8739 to 8799	654 238 0000 to 0399
603 483 9572 to 9599	622 989 8032 to 8099	641 877 3187 to 3299	654 404 3065 to 3092
603 490 7200 to 7299	623 076 9300 to 9399	641 877 3310 to 3399	654 962 2900 to 3199
603 678 7100 to 7199	623 819 5006 to 5099	642 355 8094 to 8199	655 103 5081 to 5199
603 678 7662 to 7699	623 895 8200 to 8399	642 355 8308 to 8999	655 523 2600 to 2999
603 678 7902 to 7999	623 917 0000 to 0099	642 900 0018 to 0099	656 305 2448 to 2499
603 678 8418 to 8499	623 917 0200 to 0299	643 030 6254 to 6299	657 347 4438 to 4999
603 678 8700 to 9999	624 468 5288 to 5299	644 066 0882 to 0899	657 710 8100 to 8999
604 086 0880 to 0899	624 665 3162 to 3198	644 069 0600 to 0699	657 780 0985 to 0999
604 349 1414 to 1499	625 088 6735 to 6799	644 077 7506 to 7699	658 586 1400 to 1499
604 503 7776 to 7799	625 916 9500 to 9799	644 085 8157 to 8199	658 877 8000 to 8199
605 520 9037 to 9099	625 968 8956 to 8999	644 112 9839 to 9899	658 880 8000 to 8199
605 685 4010 to 4099	627 005 3938 to 3999	644 373 9083 to 9099	659 398 7300 to 7399
605 988 6467 to 6499	627 384 3907 to 4099	644 380 1460 to 1499	659 706 8113 to 8199
607 689 7951 to 7960	627 496 7549 to 7599	644 380 1460 to 1499	659 846 7837 to 7899
607 728 1276 to 1299	627 708 3605 to 3699	644 733 4715 to 4799	660 510 4100 to 4199
608 727 7100 to 7199	627 776 2500 to 2599	644 901 0109 to 1299	660 673 0400 to 0599
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608 813 9950 to 9999	628 814 4702 to 4799	644 923 6800 to 7799	661 609 9100 to 9199
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609 067 5488 to 5499	629 510 7200 to 7299	645 318 7240 to 7499	661 906 6522 to 6599
609 067 5600 to 5699	629 964 4200 to 4294	645 333 1766 to 1799	662 021 8332 to 8399
609 289 6123 to 6199	630 389 3056 to 3071	645 790 8632 to 8699	662 068 0700 to 0899
609 438 4400 to 4499	630 463 0588 to 0599	645 821 0657 to 0699	662 553 0774 to 0799
609 493 1100 to 1199	631 459 9117 to 9199	645 821 0657 to 0699	663 078 7034 to 7099
609 766 8091 to 8999	631 762 9325 to 9399	645 930 7948 to 7999	663 763 5300 to 5399
609 825 4100 to 4115	632 217 4933 to 4999	645 975 0737 to 0762	663 883 7039 to 7499
609 884 2981 to 2999	632 500 0000 to 99 9999	646 242 6200 to 6299	664 253 8000 to 8499
609 893 1000 to 1099	633 110 4165 to 4199	646 270 7639 to 7799	664 656 3055 to 3099
610 092 3200 to 3299	633 110 4165 to 4199	646 798 4000 to 4999	665 174 6400 to 6499
610 582 4200 to 4299	633 110 4303 to 4499	647 048 7035 to 7099	665 274 8208 to 8299
611 879 6939 to 6999	633 438 6429 to 6599	647 049 2900 to 2999	665 669 5400 to 5499
612 291 8013 to 8099	633 588 7173 to 7182	647 398 8300 to 8399	666 132 8226 to 8299
612 751 5171 to 5199	634 725 0700 to 0799	647 398 8481 to 8499	666 696 2209 to 2299
612 751 5226 to 5299	634 803 3239 to 3299	647 437 3000 to 4999	666 696 2209 to 2299
612 751 5226 to 5299	634 803 3239 to 3299	647 437 3000 to 4999	666 696 2209 to 2299
612 751 5226 to 5299	634 807 2474 to 2499	647 811 2188 to 2199	666 696 2309 to 2399
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612 751 6268 to 6299	634 886 3428 to 3499	648 163 5300 to 5499	667 729 5529 to 5599
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612 774 2254 to 2299	636 634 8007 to 8042	649 100 3989 to 3999	670 369 7336 to 7399
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614 469 0979 to 0999	637 562 5828 to 5899	649 647 0522 to 0599	671 046 6200 to 6399
614 474 3000 to 3099	638 042 1647 to 1699	649 647 5237 to 5399	671 251 5448 to 5499
614 521 3490 to 3499	638 049 4984 to 4999	649 647 5237 to 5399	671 926 5600 to 5799
614 645 1800 to 1899	638 318 1115 to 1199	649 647 9100 to 9299	672 444 2000 to 2999
614 832 1100 to 2099	638 318 1115 to 1199	649 666 7800 to 8299	672 828 3410 to 3499
615 017 7505 to 7599	638 318 1453 to 1499	650 114 7707 to 7719	673 167 5776 to 5799
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617 760 5266 to 5299	638 903 4362 to 4373	650 213 0406 to 0499	675 464 4000 to 4199
	639 415 1929 to 1999	650 555 1749 to 1799	

676 365 5958	to	5999	685 650 9487	to	9499	693 965 4200	to	4299	701 941 0600	to	0699
676 669 1024	to	1099	685 669 4200	to	4299	696 662 8247	to	8299	702 171 1603	to	1699
677 126 6734	to	6799	685 757 8452	to	8499	698 227 0000	to	0099	702 195 5109	to	5199
677 333 9979	to	9999	686 071 2694	to	2799	700 065 2570	to	2599	702 254 9300	to	9399
677 466 1088	to	1099	686 176 3333	to	3354	700 065 4800	to	4899	702 264 7569	to	7599
678 071 4500	to	4799	686 372 3200	to	3299	700 190 3350	to	3359	702 713 1800	to	1809
678 096 7531	to	7599	686 644 5879	to	5899	700 228 6048	to	6099	702 878 0114	to	0199
679 909 2578	to	2599	686 931 7636	to	7699	700 650 0452	to	0499	740 002 7710	to	7719
680 112 9565	to	9599	687 601 0973	to	0999	700 666 1323	to	1349	806 087 1100	to	1499
680 244 0903	to	0999	687 614 6774	to	6799	700 786 9106	to	9142	806 268 9275	to	9299
680 412 6046	to	6099	688 120 9000	to	9999	700 859 0744	to	0758	806 534 3400	to	3477
680 761 6800	to	6899	690 291 1361	to	1371	701 028 6780	to	6899	807 342 3283	to	3399
681 677 0540	to	0699	690 893 5344	to	5399	701 213 3900	to	3999	808 086 7100	to	7199
682 070 1029	to	1099	690 893 5512	to	5599	701 267 2000	to	3999	808 090 3440	to	3499
682 956 6280	to	6299	690 904 1300	to	1599	701 335 7312	to	7399	808 325 5161	to	5699
682 956 6490	to	6599	690 941 6000	to	6199	701 369 2005	to	2050	808 784 8000	to	8299
682 956 6700	to	6799	691 313 6383	to	6399	701 503 2247	to	2299	830 602 5800	to	5999
682 965 1178	to	1199	691 313 6600	to	6699	701 553 6557	to	6599	869 800 0000	to	999 9999
682 965 1201	to	1299	691 582 8003	to	8099	701 601 3457	to	3499	870 054 4814	to	4899
683 118 2389	to	2399	691 664 1800	to	1999	701 605 5913	to	5999	870 491 4812	to	4849
683 378 2000	to	2099	691 664 2400	to	2499	701 695 3982	to	3999	870 536 5820	to	5829
683 378 2117	to	2299	692 727 9362	to	9399	701 695 4148	to	4199	870 541 7167	to	7239
683 415 1200	to	1499	693 249 0779	to	0799	701 695 4227	to	4299	870 589 0485	to	0494
683 444 8159	to	8199	693 249 0877	to	1699	701 708 1741	to	1799			
685 154 7780	to	7789	693 445 0566	to	0999	701 736 3966	to	3999			
685 623 5264	to	5299	693 448 8500	to	8999	701 838 2800	to	2899			

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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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	702 053 601 to 3 800	709 243 479 to 3 500	718 961 721 to 1 780
692 720 871 to 0 900	702 104 368 to 4 900	709 411 171 to 1 320	718 982 001 to 2 300
692 876 955 to 7 050	702 128 306 to 8 400	709 649 804 to 9 820	719 869 731 to 9 760
693 290 380 to 0 400	702 179 891 to 9 900	709 733 281 to 3 580	720 227 871 to 7 930
693 290 426 to 0 450	702 260 751 to 0 850	710 046 813 to 6 840	720 227 949 to 7 960
694 063 700 to 3 897	702 410 595 to 1 050	710 358 093 to 8 166	720 368 543 to 8 570
694 063 900 to 4 000	702 660 151 to 0 540	710 358 257 to 8 270	720 392 151 to 2 570
694 550 501 to 0 530	702 723 429 to 3 450	711 021 501 to 1 510	720 556 491 to 6 640
694 595 031 to 5 050	703 004 401 to 4 820	711 049 411 to 9 560	720 558 621 to 8 650
694 595 087 to 5 300	703 083 819 to 4 020	711 408 045 to 8 090	720 575 361 to 5 570
694 698 551 to 8 650	703 432 131 to 2 230	712 003 381 to 3 650	720 590 152 to 0 179
694 745 458 to 5 600	703 626 061 to 6 090	712 104 220 to 4 230	721 638 331 to 9 170
695 105 313 to 5 350	703 863 121 to 3 240	712 327 861 to 7 890	721 815 391 to 5 420
695 142 809 to 3 050	703 863 477 to 3 540	712 327 952 to 7 980	721 969 713 to 9 740
695 144 666 to 4 700	703 867 801 to 7 980	712 647 061 to 7 090	722 072 137 to 2 160
695 272 601 to 2 750	704 030 628 to 0 640	713 284 171 to 4 260	722 378 265 to 8 280
695 277 576 to 7 650	704 154 024 to 4 120	713 292 871 to 2 990	722 413 990 to 4 004
695 530 761 to 0 800	704 227 561 to 7 829	714 035 101 to 5 160	722 764 948 to 4 980
696 487 701 to 7 800	704 227 831 to 8 069	714 155 011 to 5 400	722 825 840 to 5 889
696 784 101 to 4 550	704 228 071 to 8 100	714 328 231 to 8 440	723 153 841 to 3 850
696 870 601 to 0 650	704 420 344 to 0 490	714 442 952 to 2 980	723 237 616 to 7 630
697 047 501 to 7 600	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 052 101 to 2 350	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 217 251 to 7 400	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 249 952 to 5 050	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 414 886 to 4 900	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 469 606 to 9 700	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 850 401 to 0 750	705 740 581 to 0 730	714 928 529 to 8 590	724 793 221 to 3 250
698 098 446 to 8 550	705 782 796 to 2 820	715 128 183 to 8 330	724 908 109 to 8 120
698 300 251 to 0 300	705 822 271 to 2 480	715 144 171 to 4 470	724 937 461 to 7 670
698 504 383 to 4 650	706 180 148 to 0 290	715 197 211 to 7 570	725 163 118 to 3 151
698 533 927 to 4 200	706 184 041 to 4 220	715 595 910 to 6 180	725 202 735 to 2 750
698 562 268 to 2 400	706 357 861 to 8 190	715 941 781 to 1 810	725 398 591 to 8 800
699 090 686 to 0 750	706 382 419 to 2 430	715 962 421 to 2 480	725 464 591 to 4 920
699 752 699 to 2 850	706 628 735 to 8 820	716 477 396 to 7 430	725 475 321 to 5 330
700 068 473 to 8 500	706 638 211 to 8 420	716 556 635 to 6 660	725 711 057 to 1 070
700 161 501 to 1 650	706 817 959 to 8 000	717 191 648 to 1 690	725 738 581 to 8 730
700 202 522 to 2 700	707 034 391 to 4 450	717 193 161 to 3 490	725 981 311 to 1 430
700 290 275 to 0 300	707 292 636 to 2 660	717 228 591 to 8 680	725 987 835 to 7 880
700 465 730 to 5 750	707 441 401 to 1 687	717 333 902 to 3 950	726 060 811 to 0 900
700 561 444 to 1 550	707 441 836 to 1 940	717 739 745 to 9 910	726 391 970 to 2 520
701 423 101 to 3 150	707 958 541 to 8 570	717 884 991 to 5 050	726 484 771 to 4 800
701 625 469 to 5 550	707 960 107 to 0 160	718 026 171 to 6 290	726 493 351 to 5 300
701 643 829 to 3 850	708 059 941 to 60 000	718 466 370 to 6 420	726 504 031 to 4 063
701 945 451 to 5 500	708 115 830 to 5 860	718 568 451 to 8 479	726 504 070 to 4 090
702 033 701 to 4 050	708 116 251 to 6 310	718 590 741 to 0 770	726 504 331 to 4 390
702 051 501 to 1 750	708 138 301 to 8 480	718 714 210 to 4 370	726 563 701 to 4 060
	709 222 591 to 2 920	718 795 881 to 6 000	726 599 371 to 9 460

726 626 356	to	6 370	731 841 377	to	1 450	735 803 401	to	3 430	740 889 081	to	9 090
727 182 271	to	2 510	731 837 821	to	7 910	736 005 420	to	5 440	741 010 421	to	0 530
727 416 181	to	6 240	732 018 481	to	8 600	736 366 021	to	6 110	741 113 041	to	3 370
727 481 431	to	1 460	732 067 972	to	8 370	736 624 456	to	4 500	741 373 891	to	4 340
727 749 241	to	9 780	732 188 649	to	8 670	736 670 851	to	1 060	741 452 369	to	2 490
728 382 331	to	2 480	732 193 460	to	3 470	736 767 061	to	7 090	741 492 991	to	3 140
728 458 201	to	8 260	732 201 241	to	1 390	736 767 093	to	7 120	741 553 460	to	3 470
728 702 338	to	2 400	732 220 431	to	0 440	736 982 191	to	2 370	741 764 431	to	4 520
728 915 371	to	5 850	732 355 201	to	5 380	736 982 551	to	2 730	742 178 834	to	8 880
728 953 141	to	3 410	732 472 320	to	2 560	737 110 141	to	0 170	742 325 500	to	5 520
728 954 280	to	4 310	732 541 605	to	1 620	737 185 501	to	5 710	742 325 668	to	5 700
729 169 081	to	9 140	732 572 221	to	2 490	737 317 321	to	7 350	742 408 771	to	8 830
729 363 841	to	3 870	732 586 479	to	6 710	737 517 781	to	7 840	742 512 120	to	2 150
729 682 891	to	3 190	732 994 037	to	4 080	737 628 181	to	8 210	742 684 849	to	4 890
729 838 940	to	9 070	733 163 449	to	3 460	737 634 258	to	4 270	742 839 553	to	9 630
729 839 101	to	9 130	733 297 171	to	7 290	738 361 971	to	1 980	742 913 668	to	3 700
730 077 683	to	7 840	733 446 631	to	7 110	738 648 355	to	8 450	742 917 287	to	7 296
730 109 847	to	9 880	733 474 665	to	4 770	738 849 811	to	9 900	742 921 891	to	1 980
730 373 761	to	3 850	733 704 482	to	4 570	738 892 270	to	2 290	742 983 631	to	3 810
730 501 951	to	2 130	733 751 041	to	1 130	738 997 259	to	7 380	743 020 021	to	0 170
730 519 379	to	9 470	733 971 138	to	1 210	739 161 451	to	1 540	743 206 491	to	6 500
730 569 278	to	9 360	734 009 101	to	9 130	739 219 381	to	9 440	743 235 992	to	6 050
730 711 711	to	1 740	734 290 759	to	0 770	739 530 511	to	0 540	743 245 094	to	5 170
730 722 991	to	3 230	734 389 273	to	9 290	739 740 151	to	0 180	743 940 631	to	0 900
730 845 970	to	5 990	734 440 031	to	0 111	739 793 527	to	3 550	743 978 011	to	8 070
730 888 291	to	8 320	734 797 201	to	7 320	739 999 231	to	9 320	744 234 751	to	4 780
730 927 591	to	7 680	734 939 611	to	9 640	740 011 517	to	1 530	744 260 641	to	0 670
731 307 914	to	7 930	734 950 111	to	0 170	740 030 701	to	0 970	744 626 901	to	6 910
731 402 431	to	2 460	735 120 331	to	0 840	740 261 740	to	1 820	745 388 794	to	8 910
731 407 232	to	7 320	735 123 061	to	3 690	740 265 811	to	6 290	746 446 806	to	6 820
731 588 301	to	8 340	735 283 008	to	3 020	740 299 111	to	9 170	746 818 351	to	8 410
731 767 273	to	7 320	735 293 131	to	3 220	740 299 231	to	9 260			
731 781 061	to	1 120	735 783 961	to	3,990	740 329 266	to	9 320			

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
679,694,334	687,262,525
679,751,983	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, 3-25-99*

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, 3-25-99*

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.

005081	012204	018649	021376	026419	028387	029783	060009	069062	080654	097359	111145	119422
005165	012207	018699	021377	026435	028415	029818	060126	069250	085361	097484	111253	120167
005540	012289	018726	021464	026489	028417	029841	060182	069497	085368	097515	111260	120252
005641	013194	018728	021507	026498	028520	029945	060264	069597	085471	097647	111455	121189
005890	014144	018758	021576	026562	028558	029961	060346	069689	085653	097673	111495	122263
006097	014246	018796	021594	026575	028576	030489	060390	069754	085757	097828	111530	123075
006259	014291	018808	021602	026581	028622	030503	060412	069947	085795	097918	111838	125054
006413	014418	018865	021603	027016	028669	031108	060893	070170	088071	097926	111962	126049
006665	014768	018888	021703	027035	028687	033215	060942	070282	088186	098163	112124	127066
006701	014787	018925	021723	027037	028695	034001	061036	070491	088226	098200	112526	130033
007009	014823	018949	021818	027039	028704	034011	061040	070538	088233	098204	112806	132300
007028	014854	018956	021826	027063	028743	034044	061099	070560	088247	098220	113139	135156
007042	015193	019008	021842	027070	028752	038238	061457	070603	088253	098490	113176	142140
007050	015200	019019	021968	027153	028756	038267	061718	070710	088317	098582	113259	142192
007059	015312	019068	022111	027266	028770	038493	062037	070724	088352	098771	113308	142421
007152	015411	019087	022212	027372	028824	040037	063455	071056	088418	100359	113335	142426
007180	015458	019188	022523	027379	028835	040058	064054	071326	088454	101504	113429	142610
007234	015472	019197	022620	027385	028882	040097	064062	071463	088559	101853	113594	142628
007328	015481	019212	022763	027412	028902	040113	064071	071483	088568	102017	113598	142920
008076	015526	019339	022874	027431	028972	040115	064226	071967	088596	102290	113719	142957
008079	015559	019363	023088	027481	029135	040133	064482	075020	088664	102638	113953	142992
008330	015570	019731	023098	027517	029151	041010	064631	075034	088714	102708	114082	146076
008567	015577	020037	023162	027601	029160	041019	064678	075041	089357	102859	114179	146292
008607	015586	020243	023168	027607	029164	041029	065017	075169	089565	103236	114370	146297
008608	015600	020254	023198	027643	029165	041033	065018	075527	089691	104652	114508	146734
008782	016018	020284	023218	027687	029229	041331	065191	075782	089755	105336	115062	146760
008838	016065	020300	023256	027731	029250	042107	065203	076115	089810	105494	115109	148403
009373	016154	020321	023282	027785	029253	042109	065254	076127	090781	105835	115159	150023
009409	016370	020357	023390	027789	029282	044121	065326	076167	091003	106056	115242	150167
009479	016404	020360	023479	027800	029320	045003	065329	076205	091656	106220	115267	152047
009569	016461	020365	023531	027860	029371	045302	065538	077003	091847	106229	115391	152115
009622	016686	020369	023543	027931	029436	046070	065596	077218	092008	106361	115393	152135
009647	016966	020383	023609	027948	029533	047126	065647	077258	092404	106457	115408	152170
009701	016983	020407	023617	027967	029558	047128	065708	077370	092830	106476	115660	152199
009768	018086	020425	025021	027989	029575	047159	065713	077679	093486	106525	115699	152281
009790	018113	020428	025158	028052	029605	047204	066010	078401	093546	107101	115963	152404
009802	018128	020463	025257	028082	029612	047301	066206	079103	093845	107329	117001	152468
009876	018177	020506	025267	028130	029633	048010	066269	079159	094053	108254	117313	152578
009989	018196	020523	025268	028150	029658	048028	067131	079738	094392	108368	117399	152614
009998	018200	020532	025321	028180	029669	049074	067224	079781	095326	108633	117503	152679
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010267	018231	020543	025399	028204	029683	050067	067269	080096	095573	108682	117521	152992
010365	018269	020553	025435	028225	029690	051071	068011	080098	095603	108763	117555	153029
010637	018282	020559	026048	028228	029696	052103	068050	080111	095698	108852	117632	156209
010681	018322	020583	026114	028232	029702	053037	068175	080121	095840	109553	118448	159012
010688	018529	021136	026172	028248	029711	054108	068349	080145	095978	109715	118799	159064
010701	018588	021245	026265	028257	029717	054267	068465	080273	096189	109782	118802	159207
011292	018613	021252	026296	028289	029734	055129	068520	080306	096552	110497	118961	159238
011294	018621	021293	026358	028343	029742	055162	068620	080540	096748	110567	119305	165137
012199	018630	021330	026387	028374	029774	056007	068629	080562	097111	110609	119317	171144

171263	208277	270076	307014	329590	336564	372577	386047	452020	462887	483693	551486	601229
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180060	208642	271196	307037	330324	337007	372641	386072	452085	462950	483736	551775	601425
181018	208816	272125	311054	330613	337024	372732	387001	452113	463023	484008	551879	601524
183028	209255	272138	311087	330642	337031	372741	387019	452145	463024	485051	551885	601567
184046	210285	272173	311171	330906	337036	372742	388043	452152	463054	485097	551927	601596
185075	210318	272201	311217	331045	337165	372854	388052	452167	464030	485134	553217	601601
187016	210376	273016	311354	331048	337210	372905	388070	452182	465101	486041	553259	601623
188003	210477	273018	311493	331067	338120	372906	388072	452193	465122	486043	553422	601779
191513	210510	273030	311534	331135	338327	372923	389010	452197	466586	487167	553832	601948
191537	210516	274221	312452	331136	339040	372938	389014	452216	466588	488143	553885	602332
191650	210588	274338	312469	331174	340049	373007	389016	452263	467086	489417	553907	602343
191715	210598	274381	314316	331177	340059	374020	389017	452316	468055	489430	553939	602647
191801	212364	275004	317320	331185	340335	374130	392713	452344	468091	489436	553952	602863
191813	212387	275200	320058	331209	340354	376102	392715	452352	468264	489445	554051	602947
191888	220010	275521	320140	331214	340542	376103	395233	452366	468265	490049	554309	603049
191903	220186	276395	320159	331240	340622	376108	397038	452372	468270	490147	554345	603056
192083	220814	277054	321025	331293	340653	376134	402049	452422	468349	490246	554591	603113
192155	220850	277901	321208	331324	340768	376136	402094	452448	468384	490462	554858	603210
192257	220894	280109	321304	331400	340891	376138	402099	452578	468399	490525	556002	603228
192588	221008	281101	322095	331475	340893	376140	402121	452650	470013	491101	558057	604187
192622	221009	282548	322136	331490	340944	378138	402126	452651	470019	492116	558067	604188
192625	221097	282764	322160	331554	344019	379050	402137	452657	472039	492123	558100	604369
192785	221108	282837	322195	331578	344206	379209	402170	452677	473026	493062	570162	604390
192966	221154	282844	322205	331732	349423	379234	402251	452684	473034	493086	571116	605026
193131	221356	283137	322295	331887	349502	379238	402269	452720	475004	495302	571131	605169
193184	221367	283186	322308	331926	349709	379274	402284	452771	480058	495550	572021	605186
193241	221440	283397	322312	331932	349839	379279	402312	452772	480094	497132	575077	605624
193345	221568	283502	322402	331959	352257	379299	402456	452787	480098	497288	577086	605747
196069	221569	284018	322420	332077	361152	379508	405101	452797	480237	503002	581096	605781
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196078	221681	286118	322584	332159	361323	379514	423047	452829	480458	504277	581147	606148
196079	221691	286166	322756	332526	363019	379516	424069	452853	480459	524136	581194	606235
196103	222001	292623	322785	332536	363123	379520	425401	452870	480585	528030	581203	606344
196118	222078	293221	322839	332607	363140	379521	431034	452886	480683	531371	581211	606433
196122	223092	293294	322981	332641	363141	379523	431044	452919	480721	531502	591051	606441
196129	223356	294522	323484	332700	365025	379533	432312	452946	480745	531651	591218	606615
196163	224028	294534	323500	332996	366036	379535	432771	452970	480773	532546	591925	606651
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198094	232278	295389	323637	333725	366056	380150	432853	452974	480846	532647	598638	606780
200031	232346	296222	323719	333774	366060	380171	432951	452977	480892	532784	600085	606887
200068	235253	296477	325035	333784	366167	381138	433017	452982	480908	532811	600109	606994
200219	235267	300612	325069	333976	370003	381139	436480	452986	481666	532851	600249	607563
200239	235308	300695	325085	334207	370015	381214	441193	453004	481748	532979	600253	607642
200335	235475	300741	325086	334329	370025	381241	441390	453017	481873	537111	600279	608008
200355	235481	300856	326310	334530	372016	381254	441481	454460	481905	537127	600409	608028
200356	240522	301138	326378	335079	372031	381309	441578	454526	481975	537173	600418	608097
200453	245206	301586	326390	335162	372032	381320	441666	458128	481988	537229	600508	608099
200461	247121	301909	326532	335384	372035	381341	441690	458146	482223	537279	600583	608215
200544	249701	302028	327606	335612	372051	381364	441760	460046	482259	549207	600610	608525
200549	253296	302373	327783	335880	372055	381376	443008	460133	482411	551002	600653	611216
200581	255451	302966	327860	335931	372061	381442	443011	461039	482683	551034	600835	617122
200780	256620	303208	328490	336046	372064	381588	443304	461081	482792	551063	600906	617165
200863	256701	305017	328556	336050	372069	381784	443327	462441	482880	551149	600919	618005
200994	258300	305126	328802	336061	372414	381875	444325	462731	483011	551162	601093	625003
206072	261031	306326	328989	336084	372521	381932	450118	462752	483043	551187	601155	625017
207222	261200	306420	328997	336110	372530	384004	450209	462765	483079	551202	601164	626017
207899	264004	307003	329225	336245	372564	386025	451019	462818	483389	551245	601212	626020

627042	662278	708568	744150	770486	797184	802806	847169	871423	904143	917130	921603	927178
627070	662283	708589	744159	770520	797225	802822	847186	871484	904159	917132	921627	927184
627113	662293	708752	745024	770596	799062	802862	850082	871505	904359	917162	921651	927185
627128	662298	711469	746017	770651	799098	802866	850098	871600	904393	917212	921717	927198
628094	662318	711641	746042	770674	799103	802872	850227	871644	904464	917268	921763	927207
629117	662346	712023	748004	770690	799128	802937	850546	875007	904482	917334	921850	927235
629122	662359	719026	750264	770722	799133	802963	850581	880370	904510	917392	921895	927246
631079	662396	719029	750287	770723	799241	803234	850740	882002	906097	917414	922144	927250
631133	662426	721164	750329	770951	800152	803246	850893	891469	906261	917428	922202	927254
631149	662430	722088	750364	771044	800272	803293	852009	891573	906323	917462	922289	927269
631151	662434	722166	750409	771148	800404	803336	852098	891738	906352	917469	922297	927406
631176	662437	722208	750415	771578	800477	803347	852106	891768	906358	917479	924392	927480
631279	662447	722214	750711	771683	800552	804056	852129	891778	906388	917487	924409	927741
631359	662470	729042	750964	771807	801030	804257	852305	891793	906407	917516	924553	927849
631402	662475	729067	751049	772106	801031	805446	852466	891815	906420	917518	924681	927882
631519	662501	730016	751072	773480	801105	805543	852516	895310	906535	917543	925071	928226
631640	662527	730023	752027	773548	801139	805561	852533	898020	906573	917594	925128	928252
631800	662531	730220	752044	774312	801153	805571	852554	900003	906646	917614	925222	928256
631849	662538	730252	752112	775001	801170	805572	852576	900045	906901	917618	926015	928309
631958	662549	730286	752268	775265	801262	805606	852603	900220	906920	917639	926042	928321
631994	662595	730312	752437	775291	801331	807003	852624	901115	907005	917682	926141	928357
641111	662603	730536	752475	775324	801370	808002	852672	901256	907051	917689	926328	928377
641140	662613	730656	752482	775344	801520	809096	852685	901324	907062	917693	926423	928386
641216	662622	731014	752487	775376	801531	811061	852689	901346	907160	917701	926428	928425
641294	662628	731033	752576	781073	801687	813033	852759	901917	907222	917743	926437	928722
641337	662636	731100	752583	782001	801697	814012	852764	901955	907266	917792	926480	928743
641378	662639	731296	752718	782028	801721	814218	852944	901956	907370	917821	926483	928790
641470	662663	731308	752879	782051	802023	816010	853000	902022	907400	917881	926508	928816
641496	662665	731425	754058	782052	802038	816050	853012	902035	907450	917922	926556	928821
641531	662666	731783	756015	782519	802046	816066	853037	902039	907522	918012	926579	928834
641587	662667	731986	757182	782539	802053	816164	853039	902076	907617	918044	926585	928846
641663	662669	734008	760003	782568	802068	816181	853172	902149	907672	918146	926671	928858
641678	667008	735083	760057	782713	802085	816221	853206	902177	910283	918270	926674	928874
641758	667013	740090	760079	782953	802106	816226	853221	902232	910342	918353	926697	928896
641808	667025	740168	760126	782970	802114	816272	853225	902234	910346	918357	926702	930228
641849	667031	740396	760135	784312	802115	816431	853254	902244	910409	918368	926710	930235
641904	667033	740518	760362	784402	802200	816555	853274	902372	911073	918389	926713	930371
648171	672067	740626	760660	785460	802204	833190	853297	902463	911261	918500	926725	931201
657115	672068	740652	761065	785463	802214	837146	853355	902537	911999	918511	926727	931318
657123	672083	740703	761112	785530	802248	837192	853356	902552	913307	918620	926748	931466
658107	675020	740710	761113	785702	802262	840415	853365	902602	913354	918652	926750	931602
658123	676200	740726	761126	785736	802266	840463	853389	902679	913568	918680	926764	931642
660034	679006	740957	761547	786108	802308	841026	853406	902691	913716	918749	926775	931939
660084	680009	741151	761662	787040	802334	841092	853428	902761	914030	918777	926783	932547
660091	681386	741266	761797	787043	802340	841345	853436	902836	914223	918944	926785	932787
660609	681540	741343	761853	787414	802356	841391	853456	902949	914384	920008	926800	933382
660636	685067	741511	763019	787699	802461	841723	853473	903053	914995	920082	926854	933388
660676	685147	741579	764006	787903	802463	841726	853478	903068	915039	920115	926855	933492
661044	687007	741609	765546	787925	802519	841908	853479	903177	915383	920282	926863	935059
661072	701368	741634	767577	787937	802551	841981	853488	903656	915543	921015	926881	935231
661083	701789	741665	769547	787963	802563	843065	853495	903678	915566	921017	926961	935268
662134	701903	741697	770038	791228	802579	844091	856023	903732	915593	921055	926970	936092
662136	705098	741760	770065	791334	802639	844130	856045	903750	915610	921117	926979	937820
662147	705215	741885	770118	793028	802655	845046	856066	903938	915646	921303	927041	937852
662164	706173	741917	770218	794221	802689	846043	856150	903967	915683	921313	927078	937858
662173	708516	743057	770235	794426	802696	846219	856208	904027	915710	921486	927104	939074
662223	708535	744011	770243	797133	802746	847015	856451	904088	917028	921493	927109	939104
662269	708553	744083	770300	797180	802796	847138	860094	904118	917091	921525	927177	940073

940085	941796	948127	948575	950837	951801	958695	968234	968689	970294	976016	982072	997302
940467	941921	948155	948589	950862	951805	958710	968258	968700	970426	977028	982125	998117
940553	941979	948160	949226	950913	951866	958827	968270	968720	970625	980060	982175	
940734	945664	948323	949556	951055	951891	967006	968310	968748	970636	980380	982329	
940798	946264	948365	949582	951098	951927	967422	968342	968822	970713	980738	983085	
941030	946344	948370	950028	951168	952252	968162	968464	969031	970787	980748	992155	
941347	946397	948408	950264	951190	952315	968171	968495	969054	972621	980920	992503	
941366	946430	948418	950280	951736	952331	968190	968511	969057	972668	980921	992546	
941445	947119	948512	950293	951755	953333	968214	968551	969059	972908	980933	992660	
941495	947136	948531	950326	951778	958464	968222	968641	969067	974157	981581	992713	
941702	947250	948571	950583	951793	958530	968224	968654	970004	975035	982006	995408	

— Express and Priority Mail, Marketing, 3-25-99

International Mail

IMM AND PUBLICATION 273 REVISION

International Mail — Express Mail International Service to Anguilla

Effective **April 15, 1999**, the *International Mail Manual* (IMM) will be revised to reflect the establishment of reciprocal Express Mail International Service (EMS) with the postal administration of Anguilla. This service enhancement will be incorporated into the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>). It will also be reflected in the future printed versions of the IMM (Issue 21) and Publication 273, *Express Mail International Service — Service Guide*.

International Mail Manual (IMM)

* * * * *

Express Mail International Service — Anguilla

Country Code

AI

Services available

On Demand Service and Custom Designed Service

Reciprocal Service Name

EMS

Articles Admitted	Required Customs Form/Endorsement
Business correspondence, commercial papers and documents.	PS Form 2976, <i>Customs — CN 22 (Old C1) and Sender's Declaration</i> (green label). Next to mailing label, endorse item as BUSINESS PAPERS.
Merchandise samples without commercial value.	PS Form 2976, <i>Customs — CN 22 (Old C1) and Sender's Declaration</i> (green label).
Merchandise and all articles subject to customs duty.	PS Form 2976-A, <i>Customs Deceleration and Dispatch Note CP72</i> , inside a PS Form 2976-E, <i>Customs Declaration Envelope CP91</i> . An invoice must also be attached to the outside of all commercial shipments.

Weight limit: 44 pounds

Size Limit (213.2)

Maximum length: 36 inches

Maximum length and girth combined: 79 inches

Return Receipt Service (211.6)

NOT available

Note:

- Items are delivered Monday through Friday. There is no delivery on Saturdays, Sundays, or on national holidays.
- All items that are admissible in international mail service to Anguilla, including correspondence, business papers, printed matter items, and merchandise, may also be enclosed in EMS shipments. See Prohibitions and Restrictions under the Country Conditions for Mailing.
- Coins, bank notes; currency notes (paper money); securities of any kind payable to bearer; traveler's checks; platinum, gold and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in EMS shipments that are mailed to Anguilla.

Insurance (211.51)

Available for **EMS Merchandise Shipments** only.

Insured Amount	Fee	Insured Amount	Fee
\$500	No Fee	For insurance coverage above \$1000, add \$0.95 for each \$100 or fraction thereof, up to a maximum of \$5000 per shipment.	
\$600	\$0.95		
\$700	\$1.90		
\$800	\$2.85		
\$900	\$3.80		
\$1000	\$4.75	\$5000 max.	\$42.75

Areas Served

All

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$18.00	1/2	\$26.00
19.75	1	27.75
26.00	2	34.00
29.50	3	37.50
33.50	4	41.50
37.50	5	45.50
41.40	6	49.40
45.30	7	53.30
49.20	8	57.20
53.10	9	61.10
57.00	10	65.00
60.90	11	68.90
64.80	12	72.80
68.70	13	76.70
72.60	14	80.60
76.50	15	84.50
80.40	16	88.40
84.30	17	92.30
88.20	18	96.20
92.10	19	100.10
96.00	20	104.00
99.90	21	107.90
103.80	22	111.80
107.70	23	115.70
111.60	24	119.60

Postage Rates		
On Demand	Weight Not Over (lbs.)	Custom Designed
\$115.50	25	\$123.50
119.40	26	127.40
123.30	27	131.30
127.20	28	135.20
131.10	29	139.10
135.00	30	143.00
138.90	31	146.90
142.80	32	150.80
146.70	33	154.70
150.60	34	158.60
154.50	35	162.50
158.40	36	166.40
162.30	37	170.30
166.20	38	174.20
170.10	39	178.10
174.00	40	182.00
177.90	41	185.90
181.80	42	189.80
185.70	43	193.70
189.60	44	197.60

Maximum Weight: 44 lbs.

— Pricing, Costing, & Classification,
International Business Unit, 3-25-99

SERVICE AGREEMENT

International Customized Mail

On February 26, 1999, the Postal Service entered into an International Customized Mail (ICM) Service agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information about that service agreement:

- a. Term:** February 26, 1999, through March 31, 2000.
- b. Type of Mail:** Letter/Direct Mail: Every item must conform to the size requirements set forth by the Postal Service. All items will weigh between 5 and 50 grams. Every item must comply with the design requirements for international mail set forth by the Postal Service.
- c. Destination Countries:** Mexico, Brazil, Argentina.
- d. Service Provided by the Postal Service:** The Postal Service has agreed to:
- (1) Furnish the mailer with the sacks, tags, and other supplies that the mailer is required to use for qualifying mail.
 - (2) Provide the mailer or mailing agent with the training necessary for them to prepare ICM mail in conformity with the requirements for qualifying mail.
 - (3) Arrange with air and surface carriers, as appropriate, for qualifying mail to be transported internationally for delivery by the destination country postal authority.
- e. Minimum Volume Commitments:** 700,000 pieces.
- f. Worksharing:** The mailer has agreed to:
- (1) Package mail in accordance with the mail preparation requirements.
 - (2) Pay postage for qualifying mail in accordance with the IMM using a system approved by the appropriate Rates and Classification Service Center (RCSC).
 - (3) Provide a measurement system, acceptable to the RCSC, as specified in the service agreement.
 - (4) Tender qualifying mail to the Postal Service at the designated Postal Service facility.
 - (5) Coordinate a schedule of mailings and provide notifications as specified in the service agreement.

g. Rate: See below.

Global Direct — Brazil

Weight Per Piece (Grams)	Price Per Piece (\$US)
5	0.267
10	0.281
15	0.294
20	0.308
25	0.380
30	0.394
35	0.407
40	0.421
45	0.434
50	0.448

Global Direct — Mexico

Winter Mailing (With Postal Codes)

Weight Per Piece (Grams)	Price Per Piece (\$US)
5	0.146
10	0.152
15	0.158
20	0.164
25	0.186
30	0.192
35	0.198
40	0.204
45	0.210
50	0.216

Global Direct — Mexico

Winter Mailing (No Postal Codes)

Weight Per Piece (Grams)	Price Per Piece (\$US)
5	0.285
10	0.291
15	0.297
20	0.303
25	0.371
30	0.377
35	0.383
40	0.389
45	0.445
50	0.451

Global Direct — Mexico

Winter Mailings (With Postal Codes)

Weight Per Piece (Grams)	Price Per Piece (\$US)
5	0.240
10	0.246
15	0.252
20	0.258
25	0.326
30	0.332
35	0.338
40	0.344
45	0.400
50	0.406

Global Direct — Mexico

Winter Mailings (No Postal Codes)

Weight Per Piece (Grams)	Price Per Piece (\$US)
5	0.310
10	0.316
15	0.322
20	0.328
25	0.421
30	0.427
35	0.433
40	0.439
45	0.507
50	0.513

Global Direct — Mexico

Other Mailings (With Postal Codes)

Weight Per Piece (Grams)	Price Per Piece (\$US)
5	0.176
10	0.182
15	0.187
20	0.193
25	0.235
30	0.241
35	0.246
40	0.252
45	0.258
50	0.264

Global Direct — Mexico

Other Mailings (With Postal Codes)

Weight Per Piece (Grams)	Price Per Piece (\$US)
5	0.325
10	0.331
15	0.337
20	0.342
25	0.420
30	0.426

Weight Per Piece (Grams)	Price Per Piece (\$US)
35	0.432
40	0.438
45	0.503
50	0.509

Global Direct — Mexico

Other Mailings (With Postal Codes)

Weight Per Piece (Grams)	Price Per Piece (\$US)
5	0.291
10	0.297
15	0.303
20	0.309
25	0.375
30	0.380
35	0.386
40	0.392
45	0.458
50	0.463

Global Direct — Mexico

Other Mailings (With Postal Codes)

Weight Per Piece (Grams)	Price Per Piece (\$US)
5	0.385
10	0.391
15	0.397
20	0.403
25	0.481
30	0.486
35	0.492
40	0.498
45	0.576
50	0.581

Global Direct — Argentina

Weight Per Piece (Grams)	Price Per Piece (\$US)
0.25	0.308
0.50	0.321
0.75	0.334
1.00	0.348
1.25	0.493
1.50	0.507
1.75	0.522
2.00	0.536

— Sales and Customer Support,
International Business Unit, 3-25-99

Philately

STAMP ANNOUNCEMENT 99-11

Sonoran Desert Commemorative Stamps



How to Order the First Day of Issue Postmark

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

SONORAN DESERT COMMEMORATIVE STAMPS
PHILATELIC CLERK
1501 CHERRYBELL STRAVENUE
TUCSON AZ 85726-9713

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by **May 6, 1999** (Please note the change in date from the one originally published in *Postal Bulletin* 21993, 3-11-99).

Stamp Fulfillment Services also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1-800-STAMP24 or writing to:

INFORMATION FULFILLMENT
DEPT 6270
US POSTAL SERVICE
PO BOX 419014
KANSAS CITY MO 64141-6014

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

— Stamp Services, Marketing, 3-25-99

STAMP ANNOUNCEMENT 99-15

Cinco De Mayo Commemorative Stamp



Copyright USPS 1997

The Postal Service will issue a 33-cent *Cinco De Mayo* Commemorative Stamp, Item Number 551700, in a self-adhesive pane of 20 (one design) in San Antonio, TX, on April 27, 1999. The stamp goes on sale nationwide on April 28, 1999. The stamp was designed by Carl Herrman of Laguna Niguel, CA, and illustrated by Robert Rodriguez of Pasadena, CA. No official ceremony is planned.

How to Order the First Day of Issue Postmark

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

CINCO DE MAYO COMMEMORATIVE STAMP
 POSTMASTER
 615 E HOUSTON ST
 SAN ANTONIO TX 78205-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by May 27, 1999.

Issue:	<i>Cinco de Mayo</i>
Item Number:	551700
Denomination & Type of Issue:	33-cent commemorative
PS Format:	Self-adhesive pane of 20 (1 design)
Series:	Holiday Celebrations
Issue Date & City:	April 27, 1999, San Antonio, TX 78284
Illustrator:	Robert Rodriguez, Pasadena, CA
Designer:	Carl Herrman, Laguna Niguel, CA
Engraver:	N/A
Art Director:	Carl Herrman, Laguna Niguel, CA
Typographer:	Carl Herrman, Laguna Niguel, CA
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset
Printer:	BCA
Printed at:	Browns Summit, NC
Press Type:	Goebel 670
Stamps per Pane:	20
Print Quantity:	105 million stamps
Paper Type:	Pre-phosphored Type II
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors:	Black, Cyan, Green, Magenta, Yellow, Orange
Stamp Orientation:	Vertical
Image Area (w x h):	0.75 x 1.03 in./19.05 x 26.16 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.23 mm
Full Pane Size (w x h):	5.50 x 5.63 in./139.70 x 143.00 mm
Plate Size:	320 stamps per revolution
Plate Numbers:	"B" followed by 6 single digits
Marginal Markings:	"© USPS 1997" • Plate Numbers • Price • Plate Position Diagram
Catalog Item Number(s):	551720 block of 4 — \$1.32 551730 block of 10 — \$3.30 551740 full pane of 20 w/plate number — \$6.60 551761 first day cover — \$0.54 551797 panel — \$7.95
Sale Date:	April 27, 1999
Nationwide Sale Date:	April 28, 1999

Stamp Fulfillment Services also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1-800-STAMP24 or writing to:

INFORMATION FULFILLMENT
DEPT 6270
US POSTAL SERVICE
PO BOX 419014
KANSAS CITY MO 64141-6014

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

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive approximately three-fourths of their standard automatic distribution for pressure-sensitive adhesive sheet stamps. Distributions are rounded up to the nearest master carton size (70,000 stamps).

Initial Supply to Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for **one-half** of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before April 16, 1999.

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO or SDN using a PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD), using a PS Form 17.

For filling supplemental orders, the San Francisco, CA; Chicago, IL; Memphis, TN; New York City, NY; and Washington, DC APDs will receive 910,000 stamps; the Denver CO, APD will receive 490,000 stamps; and the Kansas City, MO, SDN will receive 280,000 stamps.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will receive an automatic distribution of these stamps in eight positions for subsequent distribution to each philatelic window.

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Cinco de Mayo</i> Commemorative Stamp Item Number 551700
1	16,000
2	32,000
3	48,000
4	64,000
5 to 6	96,000
7 to 9	144,000
10 to 12	192,000
13 to 16	256,000
17 to 20	320,000

Sales Policy

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

— *Stamp Services, Marketing, 3-25-99*

Pictorial Cancellations Announcement

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of 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 (33 cents per envelope or 20 cents per postcard). Items

submitted 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.



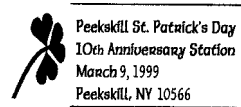
February 26, 1999
 USPS
 GRAND OPENING METRO STATION
 STATION MANAGER
 PO BOX 9998
 NASHVILLE TN 37228-9998



March 8, 1999
 HARRISBURG STATION
 USPS
 KEYSTONE PHILATELIC CENTER
 1425 CROOKED HILL RD
 HARRISBURG PA 17106-9998



February 27, 1999
 GRAND OPENING STATION
 POSTMASTER
 22735 WASHINGTON ST
 LEONARDTOWN MD 20650-9998



March 9, 1999
 PEEKSKILL ST PATRICK'S DAY 10TH
 ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 PEEKSKILL NY 10566-9998



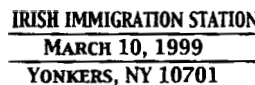
February 25–March 15, 1999
 STRAWBERRY FESTIVAL STATION
 POSTMASTER
 2501 WALDEN WOODS DR
 PLANT CITY FL 33566-9998



March 10, 1999
 HOSPICE STATION
 POSTMASTER
 PO BOX 9998
 MIDDLETOWN NY 10940-9998



March 4, 1999
 HOSPICE CARE STATION
 POSTMASTER
 PO BOX 9998
 BISMARCK ND 58501-9998



March 10, 1999
 IRISH IMMIGRATION STATION
 POSTMASTER
 PO BOX 9998
 YONKERS NY 10701-9998



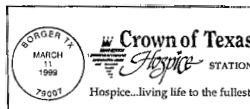
March 5–6, 1999
 TOURNAMENT STATION
 POSTMASTER
 1801 BROOK RD
 RICHMOND VA 23232-9998



March 10, 1999
 HOSPICE STATION
 CUSTOMER RELATIONS COORDINATOR
 333 4TH ST RM 253
 TULSA OK 74103-9802



March 6, 1999
 REDLANDS BICYCLE CLASSIC STATION
 POSTMASTER
 404 NEW YORK ST
 REDLANDS CA 92373-9998



March 11, 1999
 CROWN OF TEXAS HOSPICE STATION
 POSTMASTER
 500 S MCGEE ST
 BORGER TX 79007-9998



March 12-20, 1999
 Chamber of Commerce
 37TH ANNUAL IRISH CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 ERIN TN 37061-9998



March 18, 1999
 INCREDIBLE KID DAY STATION
 POSTMASTER
 10000 SLOAN FIELD BLVD
 MIDLAND TX 79711-9998



March 13, 1999
 Mesilla Valley Stamp Club
 MESILLA VALLEY STAMP SHOW STATION
 POSTMASTER
 201 E LAS CRUCES AVE
 LAS CRUCES NM 88001-9998



March 18-21, 1999
 SUBURBAN WASH/BALT COIN AND
 CURRENCY SHOW STATION
 SUPERVISOR MOWS
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715



March 13, 1999
 Deming Gem and Mineral Society
 ROCKHOUND ROUND-UP STATION
 POSTMASTER
 201 W SPRUCE ST
 DEMING NM 88030-9998



March 19, 1999
 WYETH CENTER STATION
 POSTMASTER
 21 LIMEROCK ST
 ROCKLAND ME 04841-9998



March 13, 1999
 THE ART OF STAMP COLLECTING
 STATION
 US POSTAL SERVICE
 4420 DRESSLER RD NW
 CANTON OH 44718-9998



March 19, 1999
 HOSPICE STATION
 CUSTOMER RELATIONS COORDINATOR
 333 W 4TH ST RM 253
 TULSA OK 74103-9802



March 13, 1999
 INDIANS STATION
 POSTMASTER
 111 W CENTRAL AVE
 WINTER HAVEN FL 33880-9998



March 19, 1999
 CELEBRATE A SPECIAL KIND OF CARING
 STATION
 POSTMASTER
 PO BOX 9998
 WEST NYACK NY 10994-9998



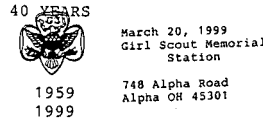
March 17, 1999
 ST. PATRICK'S DAY STATION
 POSTMASTER
 PO BOX 9998
 SIOUX FALLS SD 57104-9998



March 20, 1999
 COMO ZOO STATION
 POSTMASTER
 141 4TH ST E
 ST PAUL MN 55101-1636



March 17, 1999
 GRAND OPENING STATION
 UNION LAKE POSTAL STORE
 POSTMASTER
 UNION LAKE MI 48387-9998



March 20, 1999
 GIRL SCOUT MEMORIAL STATION
 POSTMASTER
 748 ALPHA RD
 ALPHA OH 45301-9998



March 17, 1999
 CENTENNIAL STATION
 POSTMASTER
 353 MAIN ST
 ST AGATHA ME 04772-9998



March 20, 1999
 HOME GARDEN AND FLOWER SHOW
 STATION
 POSTMASTER
 47 1/2 N MAIN ST
 WATERBURY VT 05676-9998



March 17, 1999
 IRISH STATION
 POSTMASTER
 PO BOX 9998
 FRESNO CA 93726-9998



March 20, 1999
 119TH BOK KAI FESTIVAL STATION
 POSTMASTER
 407 C ST
 MARYSVILLE CA 95901-9998



March 17, 1999
 KID DAY STATION
 351 24TH ST N
 BIRMINGHAM AL 35203-9813



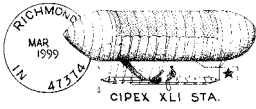
March 20, 1999
 CAMP FIRE STATION
 POSTMASTER
 2100 N 13TH ST
 READING PA 19612-9998



March 20-21, 1999
 140TH ANNIVERSARY STATION
 POSTMASTER
 1801 BROOK RD
 RICHMOND VA 23232-9640



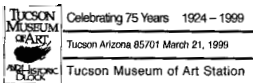
March 24, 1999
 ARCTIC ANIMAL STATION
 POSTMASTER
 PO BOX 9998
 FRESNO CA 93710-9998



March 20-21, 1999
 Centerville Stamp Club
 CIPEX XLI STATION
 POSTMASTER
 RICHMOND IN 47374-9998



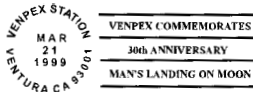
March 24-26, 1999
 PONY EXPRESS STATION
 POSTMASTER
 PO BOX 9998
 LAKESIDE AZ 85929-9998



March 21, 1999
 Tucson Museum of Art
 TUCSON MUSEUM OF ART STATION
 POSTMASTER
 140 N MAIN AVE
 TUCSON AZ 85701-8218



March 25, 1999
 HOSPICE STATION
 POSTMASTER
 2220 DABNEY RD
 RICHMOND VA 23230-9998



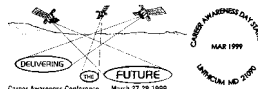
March 21, 1999
 VENPEX STATION
 POSTMASTER
 675 E SANTA CLARA
 VENTURA CA 93001-9998



March 25, 1999
 VETERANS OF FOREIGN WARS POST #39
 STATION
 POSTMASTER
 2599 CENTRAL AVE
 ST PETERSBURG FL 33713-9998



March 21, 1999
 WISTARIA FESTIVAL STATION
 POSTMASTER
 61 S BALDWIN AVE
 SIERRA MADRE CA 91024-9998



March 27-28, 1999
 CAREER AWARENESS CONFERENCE
 STATION
 900 E FAYETTE ST RM 328
 BALTIMORE MD 21233-9998



March 23, 1999
 Harbor Beach Historical Society
 ONE HUNDRED YEARS STATION
 POSTMASTER
 PO BOX 9998
 HARBOR BEACH MI 48441-9998

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
Law Day USA, Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 th Week in May	May 1–May 31
Support Your Mental Health Association	May 1–May 31
Support Research for Neurofibromatosis	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries, Our Business Works for Disabled People	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give, the United Way	Sept. 15–Oct. 31
Learn About Lupus, October, Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Business Mail Acceptance, Marketing Systems, 3-25-99

Post Offices

REVISION

Purchasing Manual Revision

A revision has been made to chapter 4 of the *Purchasing Manual* (PM) in order to clarify policy concerning commercial, design and construction, and mail transportation purchasing. This revision deletes the word "competitive" from the first sentence in PM 4.3.1, 4.4.1.a, and 4.5.1.a, and is effective immediately. These changes will be incorporated into the online edition of the PM located on the Postal Service IntraNet at <http://www.usps.gov/cpim/manuals/pm.htm> and into a future printed edition.

Purchasing Manual (PM)

* * * * *

4 Purchasing

* * * * *

4.3 Commercial Purchasing

[Replace current 4.3.1 with the following:]

4.3.1 Policy

Commercial purchasing is the purchase of commercially available goods and services. It is Postal Service policy to buy commercially available goods and services whenever practicable.

* * * * *

4.4 Design and Construction Purchasing

* * * * *

[Replace current 4.4.1.a with the following:]

4.4.1.a Policy. Design and construction purchasing is the purchase of architect/engineer, construction and related services. This section covers the purchase of:

1. Services related to facilities design;
2. Construction; and
3. Construction management.

* * * * *

4.5 Mail Transportation Purchasing

* * * * *

[Replace current 4.5.1.a with the following:]

4.5.1.a Policy. Mail transportation purchasing is the purchase of mail transportation and related services. This section addresses the purchase of mail transportation services authorized in Part V of Title 39, U.S. Code, and those authorized under applicable provisions of 49 U.S.C. 41904. It also addresses the purchase of ancillary services directly related to the transportation of mail.

* * * * *

— *Purchasing Policies and Programs, Purchasing and Materials, 3-25-99*

CASS UPDATE

Coding Accuracy Support System (CASS) 1999–2000 Cycle

Customers have expressed concern to the Postal Service that the Coding Accuracy Support System (CASS) 1999–2000 cycle may conflict with some companies' plans to freeze computer system configurations in early 1999 as part of their Y2K program.

To aid customers who have a conflict between CASS implementation and their Y2K schedule, the Postal Service has agreed to defer mandatory implementation of the 1999–2000 CASS address-quality initiatives until July 31, 2000. Customers with internal Y2K conflicts may continue to use their current CASS-certified address-matching products to qualify for automation discounts until July 31, 2000. Customers who have no Y2K schedule conflicts are strongly

encouraged to proceed with installation of CASS 1999–2000 address-matching software as it becomes available from their vendor. All customers are encouraged to review their Y2K plans and consider implementing CASS 1999–2000 certified address-matching software at the earliest opportunity to ensure access to the numerous address-quality initiatives implemented in the 1999–2000 cycle.

All commercial CASS and Multiline Accuracy Support System (MASS) address-matching product developers and vendors are required to comply with the 1999–2000 address-quality initiatives effective August 1, 1999, to qualify for automation discount rates. Effective August 1, 1999, all new purchases and installations of address-matching

software must comply with the 1999–2000 CASS address-quality initiatives to qualify for automation discounts.

The CASS 1999–2000 deferral does not apply to MASS-certified product users. Multiline optical character reader (MLOCR) users and presort bureaus must implement the 1999–2000 CASS address-matching software provided by their vendor and obtain MASS certification by July 31, 1999, to remain eligible for automation discount rates. The MLOCR software operating environment is relatively self-contained and, therefore, is not as problematic in terms of Y2K as the business computer environment.

The deferral also does not apply to Postal Service National Change of Address (NCOA), Delivery Sequence File (DSF), and *FASTforward*SM licensees, all of whom are required to install CASS 1999–2000 certified

address-matching software as it becomes available from their vendors but no later than July 31, 1999.

The provisions of this deferral were established cooperatively with representatives of the mailing industry and the software vendors. We are confident that customers appreciate the efforts we are making to enhance address quality through the CASS address-quality initiatives and that they will implement products reflecting these enhancements at the earliest opportunity.

For additional information, please call the CASS Department at 1-800-642-2914.

— *Address Management, Operations, 3-25-99*

NOTICE

Selective Service

By now, all classified post offices, stations, and branches should have the new Selective Service System (SSS) Form 1M (UPO), *Registration Mail-Back Form*, in the post office lobby readily available for customers. Procedures were issued in *Postal Bulletin* 21980 (9-10-98) and *Postal Bulletin* 21981 (9-24-98) as part of the partnership between the Postal Service and the SSS to streamline Selective Service registration procedures.

Offices must obtain all forms and materials listed in item 1 below from the Topeka Material Distribution Center (MDC). You may call the Topeka MDC customer service number by using Touch Tone Order Entry at 1-800-332-0317 (option 1, then option 2); faxing (785-861-2939) or mailing a PS Form 7380, *MDC Supply Requisition*, to:

MATERIALS CUSTOMER SERVICE
SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9702

The following is a list of forms and materials that should be available in post offices:

1. Selective Service Registration Materials — from the Topeka MDC:
 - SSS Form 1M (UPO), *Registration Mail-Back Form*
 - SSS Form 2, *Change of Information Form*
 - SSS Lobby Poster 46, *Read It. Fill It. Mail It.*
 - SSS Display Box 45, Plastic Display Box (for CAG A–G post offices only)

2. The SSS/USPS Registration Handbook (for post office personnel use only) — from Selective Service:

SELECTIVE SERVICE SYSTEM (OPR)
1515 WILSON BLVD
ARLINGTON VA 22209-2425

3. No longer required nor available at the post office:

- SSS Form 6, *Transmittal Sheet Report*
- SSS Brochure No. 10, *Selective Service and You, Time to Register* — If a registrant requests this brochure at the post office, inform the registrant that it can only be obtained by writing to:

CONSUMER INFORMATION CENTER
PUEBLO CO 81009-0001

The Selection Service registration mail-back program is an ongoing program conducted at all classified post offices, stations, and branches. The Postal Service is reimbursed for stocking, providing, and displaying SSS registration forms and materials based on an interagency agreement between the SSS and the Postal Service. The Postal Service works cooperatively with Selective Service to provide this government service.

— *Retail Operations Support, Marketing, 3-25-99*

UPDATE

Quick Pick List

When accessing the material distribution center (MDC) Touch Tone Order Entry (TTOE) system, sites can either use the 13-digit stock number or the 3-digit quick pick number if one has been assigned. Included in this *Postal Bulletin* on pages 74–84 is the most recent (2/10/99) quick pick list. This list also can be downloaded from the Purchasing & Materials Web page at: <http://blue.usps.gov/purchase/material/>. Click on “Download Files,” then “Other Files,” then “QuickPick.”

Column heading abbreviations:

QP# =	quick pick #
PSN =	postal stock number
UI =	unit of issue
Iss Incr =	Issue increment
BPQ =	bulk pack quantity
DVD =	direct vendor delivery

Unit of issue abbreviations:

BK =	book
BX =	box
CN =	can
CT =	carton
EA =	each
GL =	gallon
PD =	pad
PG =	package
PR =	pair
PT =	pint
RO =	roll
SE =	set
SH =	sheet

Disclaimer notice: the listed prices and bulk pack quantities (BPQs) are subject to change as new inventories are received at the MDCs. Items that are marked with an “*” are ordered through the MDC, but shipped directly from the vendor. For the latest price information, contact Materials Customer Service at 1-800-332-0317, option 3 (available 24 hours a day).

— *Logistics Programs, Purchasing and Materials, 3-25-99*

CORRECTION

Certification of Invoices Self-Inking Rubber Stamp

The article on page 71 in *Postal Bulletin* 21993 (3-11-99) contained an incorrect price for the Self-Inking Rubber Stamp, *Certification of Invoices*, and an incorrect display of the stamp. The correct price is \$13.45 and the correct image appears to the right.

— *Logistics Programs, Purchasing and Materials, 3-25-99*

<u>I certify that the goods or services described have been received and that the invoice is correct and proper for payment</u>	

<u>Printed or typed name and title</u>	

Postal facility	_____
Finance number	_____
Account number	_____
Order or contract number	_____
AIC (local payments)	_____
Date goods or services received	_____
Date certified for payment	_____
Date invoice received	_____
TIN: EIN____ or SSN____	_____
IRS 1099:	YES _____ NO _____
Total \$	_____

Disclaimer notice: The listed prices and BPQs are subject to change as new inventories are received at the material distribution centers (MDCs). Items that are marked with "*" are ordered through the MDC, but shipped directly from the vendor. For the latest price information, contact Materials Customer Service at 1-800-332-0317, option 3.

Quick Pick List — Supply Items (FY99 version1, catalog date: 2/10/99)

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
342	ASMISSUE	7610-02-000-9881	MANUAL, ADMIN SUPPORT	EA	\$2.2660	1	10	
343	C1865B	8105-00-989-2376	BAG, PLASTIC	RO	\$2.3000	1	4	
001	CA1	7530-03-000-9308	FORM, NOT INJ/CL COMP	SH	\$0.0171	1	2000	
344	CA16	7530-03-000-9302	FORM, AUTH FOR EXAMINATION AND/OR TREATMENT	SH	\$0.0336	1	2000	
002	CA17	7530-03-000-9116	FORM, DUTY STATUS REPORT	SH	\$0.0220	1		*
345	CA2	7530-03-000-9152	FORM, COMP CLAIM OCCUP DISE	SH	\$0.0169	1	1500	
486	CA7/CA20	7530-03-000-9195	FORM, COMPENSATION CLAIM	SH	\$0.0523	1	1200	
482	CA8	7530-01-000-9251	FORM, CLAIM FOR CONT COMPEN OF DISABILITY	SH	\$0.0389	1	2000	
346	D1147	7530-01-364-3429	CARD, CARRIER INFORMATION	EA	\$0.1255	1	500	
347	D1148	7530-01-000-9249	CARD, COLLECTION TEST	EA	\$1.8999	1	200	
348	D1149	8465-02-000-8093	CONTAINER, RUBBER BAND	EA	\$3.2900	1	50	
349	D1168	7110-02-000-8002	LEG, COLLECTION BOX	EA	\$6.1325	1	30	
003	D1200F	8465-01-141-0813	BAG, SATCHEL, MAIL CARRIER'S	EA	\$25.6500	1	25	
004	D1211A	5340-01-365-1060	STRAP, LEATHER (40" LONG)	EA	\$1.7948	1	400	
005	D1211B	5340-02-000-8196	BUCKLE	EA	\$0.1839	1	400	
006	D1211C	5340-00-205-5574	SNAP HOOK, SWIVEL	EA	\$0.4128	1	400	
007	D1212	8465-01-365-7843	PAD, SHOULDER STRAP	EA	\$1.6800	1	100	
350	D1216E	5340-02-000-8129	STRAP TIE NYLON MED	EA	\$0.7600	1	500	
008	D1216F	5340-01-365-6143	STRAP TIE NYLON LARGE	EA	\$0.8277	1	300	
351	D1218	5365-01-000-9101	RINGS, KEY	EA	\$0.0292	1	7000	
055	DEC55B	7690-03-000-5742	DECAL, COLLECTION SCHEDULE	EA	\$0.2510	1	1500	
352	DMMISSUE	7610-03-000-9331	MANUAL, DOMESTIC MAIL	EA	\$5.7744	1	5	
009	DSP11	7530-03-000-3540	FORM, PASSPORT APPLICATION	EA	\$0.0000	250	3000	
010	DSP82	7530-01-000-9261	FORM, PASSPORT APPLICATION BY MAIL	SH	\$0.0000	100	2000	
353	ELMISSUE	7610-02-000-9963	MANUAL, EMPLOYEE LABOR RELATIONS	EA	\$7.3700	1	14	
354	EMO4	7530-01-365-8691	ENV, MONEY ORDER, WINDOW, 3.5" X 6.5"	EA	\$0.0087	100	5000	
011	EP101	7530-01-364-3875	ENV, GEN USE, 11" X 12.5", WHITE	EA	\$0.0408	100	500	
012	EP104	7530-01-365-4677	ENV, GEN USE, 12" X 16" WHITE	EA	\$0.0561	100	500	
355	EP11	7530-01-364-3876	ENV, COMB REGISTRY BILL CONTAINER	EA	\$0.0604	50	1250	
013	EP13	7530-01-364-1883	ENV, TYVEK RECEIPT	EA	\$0.0000	1		*
014	EP13A	7530-01-364-1884	ENV, EXPRESS MAIL	EA	\$0.0000	1		*
015	EP13B	7530-01-364-1885	ENV, E M MAIL	EA	\$0.0000	1		*
016	EP13C	7530-01-364-1886	ENV, EXPRESS MAIL	EA	\$0.0000	1		*
017	EP13E	7530-01-364-1880	EXPRESS MAIL INT'L	EA	\$0.0000	1		*
018	EP13F	7530-01-364-1881	ENV, MAILING	EA	\$0.0000	1		*
019	EP14	7530-01-000-9264	ENV, PRIORITY MAIL	EA	\$0.0000	1		*
020	EP14F	7530-01-364-1882	PRTY MAIL FLAT RATE ENV	EA	\$0.0000	1		*
021	EP186	7530-00-767-5707	ENV, GEN USE, 3.625" X 6.5", WHITE	EA	\$0.0070	500	5000	
022	EP1865D	7530-01-363-9264	ENV, POSTAGE DUE, 3-5/8" X 6.5", WHITE	EA	\$0.0074	500	5000	
459	EP189	7530-01-363-9266	ENV, GEN USE, 3-7/8" X 8-7/8", WHITE	EA	\$0.0082	500	2500	
023	EP194	7530-01-363-9267	ENV, GEN USE, 4.5" X 10.75", WHITE	EA	\$0.0080	500	2500	
356	EP396	7530-01-363-9270	ENV, REGISTRY JACKET (INTERNATIONAL)	EA	\$0.2183	50	500	
024	EP399	7530-01-363-9559	ENV, REUSEABLE REG MAIL CONTAINER	EA	\$0.1265	100	500	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
025	EP433	7530-00-935-6578	ENV, WINDOW, 3.875" X 8.875", WHITE	EA	\$0.0095	500	2500	
026	EP51	7530-01-043-7620	ENV, GEN USE, 6" X 9.5", WHITE	EA	\$0.0121	250	2000	
027	EP875	7530-01-000-9642	ENV, GEN USE, 9.5" X 12.5", WHITE	EA	\$0.0297	100	500	
028	EP9	7530-01-000-9270	ENV, BILL FOR REGISTERED MAIL, 4" X 6"	EA	\$0.1071	50	1250	
029	EP93	7530-00-935-6547	ENV, GEN USE, 10" X 15", WHITE	EA	\$0.0562	1	500	
357	HBKEL502	7610-01-000-9077	HBK, RETIREMENT GDE	EA	\$0.3442	1	100	
358	HBKEL801	7610-02-000-9938	HBK, SUPERVISOR'S SAFETY HBK	EA	\$0.7300	1	70	
493	HBKEL812	7610-03-000-9190	HBK, HAZARDOUS MATERIALS	EA	\$0.1976	1	480	
359	HBKEL814	7610-01-000-9089	HBK, EMPLOYEE'S GUIDE TO SAFETY	EA	\$0.1882	1	400	
030	HBKEL901	7610-03-000-3827	HBK, AGR PS NALC	EA	\$0.8998	1	100	
484	HBKEL902	7610-01-000-9092	HBK, AGREE USPS/NRLCA	EA	\$0.4467	1	60	
360	HBKF1	7610-03-000-9232	HBK, PO ACCT PROCEDURES	EA	\$5.5917	1	8	
361	HBKF21	7610-04-000-1773	KIT, HANDBOOK F21 AND CHAPTER #5 REVISION	EA	\$0.0000			
362	HBKM39	7610-01-000-9178	HBK, MGMT DELIVERY SERVICES	EA	\$1.2623	1	36	
476	HBKM41	7610-03-000-3553	HBK, CITY DLVY DUTIES	EA	\$0.9290	1	42	
031	HBKPO423	7610-03-000-9081	HBK, REQUISITIONING LABELS	EA	\$0.4672	1	70	
363	HBKPO603	7610-02-000-7023	HBK, CARRIER DUTIES AND RESPONSIBIL	EA	\$0.8162	1	60	
032	IMMISSUE	7610-02-000-9904	MANUAL, INTERNATIONAL MAIL	EA	\$3.3082	1	16	
033	KIT8	7530-01-000-9373	KIT, CONSUMER PROTECTION	EA	\$0.2293	1	375	
034	LAB100	7690-03-000-9028	LAB, R T S POSTAGE DUE	SH	\$0.0222	1	5000	
364	LAB101V	7690-03-000-9299	LAB, PENALTY 1ST CLASS	EA	\$0.0062	250	7500	
035	LAB106	7690-03-000-9057	PRIORITY MAIL STICKER	SH	\$0.0000	1		*
036	LAB106A	7690-03-000-9056	PRIORITY MAIL, TAPE	RO	\$0.0000	1		*
037	LAB107	7690-02-000-7940	LAB, PRIORITY MAIL (50 PER PAD)	PD	\$0.0000	1		*
038	LAB108	7690-03-000-3584	E/M CORPORATE ACCOUNT (50 PER PAD)	PD	\$0.0000	1		*
039	LAB11A	7690-02-000-9995	EXPRESS MAIL PO TO PO	EA	\$0.0000	1		*
040	LAB11B	7690-02-000-9996	EXPRESS MAIL PO TO AD	EA	\$0.0000	1		*
041	LAB11F	7690-02-000-9998	EXPRESS MAIL POST OFFICE TO ADDRESSEE	EA	\$0.0000	1		*
042	LAB19A	7690-02-000-8745	LAB, AIRMAIL PAR AVION (50 PER PAD)	PD	\$0.1841	5	300	
043	LAB19B	7690-02-000-8746	LAB, AIRMAIL PAR AVION (250 PER PAD)	PD	\$0.4058	1	150	
044	LAB200A	7690-03-000-9311	LAB, REGISTERED MAIL (100 PER ROLL)	RO	\$0.2029	1	500	
365	LAB208	7690-02-000-7029	LAB, BARCODED MAIL	EA	\$0.0206	1	3200	
046	LAB21	7690-03-000-9108	LAB, OFFICIALLY SEALED (250 PER PAD)	PD	\$0.3102	1	300	
047	LAB22	7690-02-000-7908	LAB, DEAD MAIL MATTER	EA	\$0.0129	100	16200	
048	LAB228	7690-02-000-7033	PM ADDRESS-SINGLE	EA	\$0.0000	1		*
049	LAB228C	7690-02-000-7034	PM ADDRESS-CON	CT	\$0.0000	1		*
050	LAB230	7690-02-000-8684	LAB, LOOP MAIL	EA	\$0.0046	1	5000	
052	LAB3	7690-01-000-9791	LAB, ALL FOR SCF	RO	\$0.3040	1	100	
366	LAB33	7690-01-000-9043	LAB, WARNING PENALTY FOR DAMAGE TO MAILBOXES	EA	\$0.0380	100	8000	
053	LAB41	7690-03-000-9264	LAB, G-10, OPEN RETURN ADDRESS	EA	\$0.0089	250	7500	
054	LAB55A	7690-02-000-8286	LAB, MAIL EMBLEM	EA	\$2.1469	1	500	
056	LAB55C	7690-02-000-8288	LAB, DEPOSIT FOR MAIL COLL	EA	\$0.0827	1	10000	
057	LAB55D	7690-02-000-8289	LAB, PARCEL LOCKER LABEL	EA	\$0.0820	1	9000	
058	LAB6	7690-03-000-3740	LAB, VENDING EQU OUT OF ORDER	EA	\$0.1000	10	3000	
059	LAB63	7690-01-000-9067	LAB, EXP ML OUT SHPT	EA	\$0.0000	1		*
494	LAB87	7690-02-000-9962	LAB, REGISTERED OUTSIDE	SH	\$0.0088	1	20000	

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060	LAB89	7690-03-000-9153	LAB, CLOSING REGIST MAIL CONTAINER (100 PER PAD)	PD	\$0.3444	1	180	
369	LABA	7690-03-000-9313	LAB, ALL FOR ADC	RO	\$0.3980	1	100	
475	LABC	7690-01-000-9001	LAB, ALL FOR MULTICODE CITY	RO	\$0.4336	1	100	
370	LABCR	7690-03-000-9230	LAB, ALL FR CARR RTE	BX	\$0.3362	1	100	
061	LABD	7690-01-000-9003	LAB, 5-DIG ZIP CODE	RO	\$0.3383	1	100	
371	LABF	7690-01-000-9004	LAB, ALL FOR FIRM	RO	\$0.3081	1	100	
062	LABMXD	7690-03-000-8654	LAB, MIXED STATES	RO	\$0.2947	1	100	
495	MANPM	7610-03-000-9546	MANUAL, PURCHASING	EA	\$14.8950		1	
372	NOT107	7610-01-000-9693	NOT, HAZARDOUS MATERIALS	EA	\$0.0381	1	3000	
373	NOT11	7610-03-000-9146	NOT, TIPS, TAGS, THANKS	EA	\$0.0237	100	1000	
374	NOT123	7610-03-000-9257	NOT, RATEFOLD	EA	\$0.0763	1	500	
375	NOT186	7610-01-000-9712	NOT, ZIP+4 CODES	EA	\$0.0411	1	1800	
496	NOT209	7610-03-000-9145	NOT, MAILBOX IMPROVEMENT WEEK	EA	\$0.0108	250	4000	
376	NOT21	7610-02-000-9894	NOT, YEAR CALENDAR — 1998–1999	SH	\$0.0276	1	4000	
064	NOT25	7610-02-000-9883	NOT, A/P PLANNING SCHEDULE	EA	\$0.1362	1	500	
491	NOT32B	7610-03-000-8332	NOT, BOX FEE DUE (FIM B) (NON-BAR CODED)	EA	\$0.0075	250	4000	
492	NOT32C	7610-03-000-8333	NOT, BOX FEE DUE (FIM C) (BAR CODED)	EA	\$0.0081	250	4000	
066	NOT38	7610-03-000-9147	NOT, APPROACHES TO MAILBOXES	EA	\$0.0033	1	13500	
378	NOT3A	7610-03-000-9053	NOT, TEMPLATE LETTER SIZE	EA	\$0.3850	1	200	
379	NOT5	7610-03-000-9133	NOT, RETURN TO SENDER	EA	\$0.0163	1	3000	
380	NOT67	7610-02-000-9906	NOT, AUTOMATION TEMPLATE	EA	\$0.2813	1	500	
070	NOT70	7610-01-000-9670	NOT, USPS PRIVACY ACT NOTICE	EA	\$0.0122	1	3600	
381	O1033I	7240-01-365-4288	INSERT, BASKET W/ROPE LACING	EA	\$17.1515	1	5	
382	O1036	7690-01-365-4698	MARKER, IDENTIFICATION	EA	\$1.7200	1	100	
383	O1037A	7110-01-364-3428	DIVIDER, LTR CSE, PLSTC	EA	\$1.5268	1	100	
384	O1037B	7110-01-364-3427	DIVIDER, SEPARATION	EA	\$2.6206	1	50	
073	O1046I	7240-01-365-4289	INSERT, CANVAS HAMPER	EA	\$35.7700	5		*
385	O1075A	7240-01-365-4291	CART, UTILITY, INSERT W/LACING	EA	\$13.0850	1	12	
074	O1093	8115-01-363-9572	CONTAINER ASSY, SAMPLE & SPECI	EA	\$0.0000	1		*
076	O1095	8115-01-363-9574	CONTAINER ASSY, SAMPLE & SPECI	EA	\$0.0000	1		*
386	O1100F	7510-02-000-8761	AWARD, CERTIFICATE OF APPRECIATION	EA	\$0.1173	1	2000	
387	O1100H	7510-02-000-8762	AWARD, SERVICE, FOLDER (1 WINDOW)	EA	\$3.0596	1	30	
388	O1100K	7510-02-000-8763	AWARD, SERVICE, FOLDER (2 WINDOWS)	EA	\$3.8403	1	25	
390	O1250A	9905-01-365-4686	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
077	O1250B	9905-01-365-4687	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
391	O1250C	9905-01-365-4688	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
078	O1250D	9905-01-365-4689	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
392	O1250E	9905-01-365-4690	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
393	O1250F	9905-01-365-8706	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	\$0.2710	25		*
079	O12C	7530-01-364-3029	LETTERHEAD, US POSTAL SERVICE	SH	\$0.0073	500	4000	
080	O12D	7530-01-364-3030	LETTERHEAD, BLUE 8-1/2" X 11"	SH	\$0.0125	50	4000	
081	O13	7530-01-364-3032	SLIP, ROUTING (100 PER PAD)	PD	\$0.9650	2		*
082	O306B	5340-02-000-8177	KEYLOCK, PO BOX LOCK — 1800/2900 SERIES	EA	\$2.1014	1	100	
394	O308	5340-02-000-8179	KEYLOCK, PO BOX LOCK — 1500 SERIES	EA	\$2.5737	1	100	

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083	O385G	7510-01-368-3495	BAND, RUBBER (50 LBS CT) CONTAINS 10 5-LB BAGS	CT	\$34.6400	1		*
395	O399A	7510-02-000-8125	BINDER, MS HANDBOOK	EA	\$1.8021	1	12	
396	O399B	7510-02-000-8173	BINDER, MS HANDBOOK	EA	\$4.4500	1	12	
084	O53A	7110-02-000-8108	CLOSURE, CORRUGATED, NO.1 PO BOX	EA	\$0.0439	25	400	
085	O53B	7110-02-000-8109	CLOSURE, CORRUGATED, NO.2 PO BOX	EA	\$0.0762	1	400	
397	O53C	7110-02-000-8110	CLOSURE, CORRUGATED, NO.3 PO BOX	EA	\$0.1057	1	400	
398	O570R	7510-03-000-3640	HANDLE, WOOD	EA	\$0.6247	1	200	
086	O625A	5975-01-013-2742	STRAP, TIEDOWN, ELECTRICAL (1,000 PER PG)	PG	\$8.5164	1	6	
087	O635	7520-02-000-8087	TYPE SET, RUBBER (PICA)	SE	\$1.1500	1	288	
399	O65	7540-02-000-8020	ENV, MESSENGER	EA	\$0.0680	25	250	
400	O66	7530-01-365-3081	FOLDER, FILE	EA	\$0.1647	1	250	
401	O67	7530-01-365-3089	FOLDER, FILE	EA	\$0.1620	1	300	
091	O7509	7520-02-000-8147	STAMP, CANCELING, SELF-INKING	EA	\$0.8300	12	384	
473	O7551	7530-03-000-9396	PAPER, THERMAL	RO	\$1.8000	1	32	
403	O790D	7510-02-000-8119	INK, CANCELING (GAL)	GL	\$75.2300	1	6	
404	O790E	7510-02-000-8120	INK, CANCELING (PINT)	PT	\$10.2200	1	24	
095	O8100R	7510-01-365-3099	RIBBON, MONEY ORDER IMPRINTER	EA	\$14.7401	1	100	
474	O8102	6910-03-000-5813	HOLDER, CARD, CONSUMER	EA	\$3.9600		25	
096	O813R	5340-02-000-8875	CLOSURE DEVICE, POUCH (1000 PER PG)	PG	\$2.6059	1	10	
405	O817A	5340-02-000-8123	SEAL, BAR CODED, CARGO (1,000 PER BOX)	BX	\$95.1100	1		*
097	O817C	5340-03-000-3520	SEAL, REGISTERED AIR MAIL (1,000 PER BOX)	BX	\$63.0000	1		*
478	O817PM	5340-03-000-7006	SEAL, POSTAGE METER	EA	\$0.0000	112	3360	
406	O818A	5340-02-000-8208	SEAL, ANTI-PILFERAGE, INT'L MAIL (100 PER PG)	PG	\$13.4700	20		*
407	O831	5340-01-365-4675	PADLOCK	EA	\$16.8200	1	60	
408	O858	6670-01-365-8861	CHART, SCALE, BEAM, 16 OZ LTR	EA	\$29.2080	1	1	
409	O87H	7530-02-000-8806	JACKET, ENVELOPE	EA	\$0.0300	1	1000	
410	O87X	7510-02-000-8754	FOLDER, USPS, WHITE W/BLACK LOGO	EA	\$0.1258		400	
098	O910A	5340-02-000-8190	LOCK, NDCBU, CLOCKWISE (10 PER PG)	PG	\$10.6294	1	20	
099	O910B	5340-02-000-8005	LOCK, COUNTER-CLOCKWISE (10 PER PG)	PG	\$10.6161	1	20	
411	O911A	7520-02-000-8879	BOX, CASH AND STAMP (SMALL)	EA	\$13.9519	1	8	
412	O911B	7520-02-000-8078	BOX, CASH (LARGE)	EA	\$15.0000	1	8	
413	O913A	5340-03-000-3608	CAM, LOCK, OFFSET (10 PER PG)	PG	\$4.8000	1	200	
414	O913D	5340-01-000-9378	CAM, LOCK, OFFSET (10 PER PG)	PG	\$2.1100	1	50	
100	O933L	5340-01-000-9418	LOCK & KEYS	SE	\$2.0103	1	100	
415	O947	5340-02-000-8886	HOLDER, LOCK, CANVAS	EA	\$9.3500	1	36	
416	O9930	9905-01-365-2125	HOLDER, LABEL, W/SLIT	EA	\$0.0275	100	7200	
480	POMISSUE	7610-03-000-3558	MANUAL, POSTAL OPERATIONS	EA	\$2.4087	1	10	
463	POS123L	7690-03-000-4150	POS, POSTAL RATES AND FEES	EA	\$0.2418	1	300	
464	POS123S	7690-03-000-4151	POS, POSTAL RATES AND FEES	EA	\$0.1032	1	400	
068	POS158	7610-03-000-3949	POS, POSSESSION OF FIREARMS	EA	\$0.0392	1	2500	
103	POS265	7690-03-000-9031	POS, DRUGS BY MAIL	EA	\$0.0990	1	1500	
071	POS296	7690-03-000-9335	POS, NOTICE OF REWARD	EA	\$0.1011	1	2000	
105	POS51	7610-01-000-9149	POS, INTERNAT RATES AND FEES	EA	\$0.1119	1	1000	
106	POS7	7690-03-000-9181	POS, RULES/REGS ON PS PROPERTY	EA	\$0.0220	1	2000	
107	POS74	7690-03-000-9236	POS, PACKAGING POINTERS	EA	\$0.1734	1	700	
108	POS76	7690-03-000-9321	POS, HAZARDOUS MATERIALS	EA	\$0.0562	1	2000	
109	PS1000	7530-02-000-9931	FORM, DOMESTIC CLAIM/REG IN	EA	\$0.0772	100	1000	

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110	PS1012	7530-02-000-7334	FORM, TRAVEL VOUCHER	SH	\$0.0187	1		*
111	PS1091A	7530-02-000-7341	FORM, POST OFFICE BOX FEE REGISTER (CARD)	EA	\$0.0078	100	4000	
112	PS1093	7530-02-000-7165	FORM, APP FR PO BOX	EA	\$0.0247	50	1000	
113	PS1094	7530-02-000-7345	FORM, APP FR ADD KEY PO	SH	\$0.0092	2		*
114	PS1096	7530-02-000-7346	FORM, CASH RECEIPT (100 PER PAD)	PD	\$0.1544	5	100	
115	PS1099	7530-02-000-7347	FORM, NOT RET KEYS	SH	\$0.0108	1	12000	
116	PS1164	7530-02-000-8335	FORM, CLAIM REIMBURSE EXP	SH	\$0.0187	1		*
277	PS1188	7530-01-000-9016	FORM, CANCEL ORG DUES/PAYROLL WITHHOLDINGS	SE	\$0.0647	1	1500	
117	PS1199A	7530-02-000-7353	FORM, DIRECT DEPOSIT	SE	\$0.0356	100	2000	
118	PS1216	7530-02-000-7354	FORM, EMPLOYEE'S CURRENT MAILING ADDRESS	SE	\$0.0216	1	4000	
278	PS1221	7530-02-000-7356	FORM, ADV SICK LEAVE AUTH (100 PER PAD)	PD	\$0.6059	1	60	
119	PS1230C	7530-00-270-6182	FORM, TIME CARD	EA	\$0.0094	100	5000	
120	PS1234	7530-02-000-7359	FORM, UTILITY CARD	EA	\$0.0084	100	10000	
121	PS1236A	7530-01-000-9649	FORM, WKLY LOAN TRANS/TRAIN	EA	\$0.0157	1		*
122	PS1260	7530-01-000-9268	FORM, NON-TRANSACTOR CD	EA	\$0.0050	1	9000	
279	PS1261	7530-01-000-9269	FORM, NON-TRANSACTOR REPORT	SH	\$0.0157	1		*
280	PS1270	7530-03-000-9448	FORM, IDEA PROPOSAL	EA	\$0.0570	50	1000	
123	PS1314A	7530-01-000-9282	FORM, AUX RURAL CARRIER TIME	EA	\$0.0062	1	10000	
124	PS1412A	7530-01-000-9295	FORM, DAILY CASH REPORT (100 PER PAD)	PD	\$1.6200	1		*
125	PS1412B	7530-01-000-9296	FORM, DAILY FINANCIAL REPORT (100 PER PAD)	PD	\$0.9650	2		*
481	PS1500	7530-03-000-7374	FORM, APPL FOR LISTING & PROHIBITORY	EA	\$0.0289	25	1600	
126	PS1509	7530-01-000-9334	FORM, SENDER'S APPLICATION FOR RECALL OF MAIL	SH	\$0.0157	1		*
127	PS1510	7530-01-000-9335	FORM, MAIL LOSS/RIFLING REPORT	SE	\$0.0536	100	1000	
470	PS1527	7530-01-000-9343	FORM, GEN DEL SERVICE APPL	EA	\$0.0073	1	8000	
281	PS1532	7530-01-000-9345	FORM, SEMIANNUAL CHECK OF OVERFLOW MAIL	SH	\$0.0470	1	4000	
128	PS1538	7530-01-000-9346	FORM, RCPT PO BOX/CALLER	BK	\$1.6070	5	30	
129	PS1556	7530-01-000-9356	FORM, SUSP ITEMS — SPRT INFO	SH	\$0.0157	1		*
131	PS1564	7530-01-000-9357	FORM, ADDRESS CHANGE SHEET	SH	\$0.0192	50	2000	
284	PS1564B	7530-01-000-9358	FORM, SPECIAL ORDERS (CARD)	EA	\$0.0286	100	1000	
132	PS1567	7530-01-000-9360	FORM, REQ RUBBER/STEEL STP	SH	\$0.0187	1		*
285	PS1571	7530-01-000-9361	FORM, UNDELIVERED MAIL REPORT (100 PER PAD)	PD	\$0.2453	1	120	
133	PS1578B	7530-02-000-7171	FORM, REQ NON-STD FACING SLIPS	SE	\$0.0313	50	2000	
134	PS1608	7530-01-000-9371	FORM, EMER SALARY AUTH/REC	SH	\$0.0039	1	12000	
135	PS1621	7530-01-000-9390	FORM, DELIVERY MGMT REPORT	SE	\$0.0157	1	3000	
136	PS1627	7530-01-000-9394	FORM, GENL PRP RULED FORM	SH	\$0.0157	1		*
137	PS1628	7530-03-000-3661	FORM, IND KEY REC	EA	\$0.0138	1	8000	
286	PS1629	7530-01-000-9396	FORM, BUILDING KEYS INVENTORY	SH	\$0.0157	1		*
138	PS17	7530-03-000-9112	FORM, STAMP REQUISITION (100 PER PAD)	PD	\$1.6200	1		*
139	PS1700	7530-02-000-7362	FORM, VEHICLE ACCIDENT INVEST	SH	\$0.0444	50	2000	
287	PS1717	7530-02-000-7364	FORM, BID PREFERRED ASSIGN	EA	\$0.0129	50	10000	
140	PS1723	7530-02-000-7366	FORM, ASSIGNMENT ORDER (50 PER PAD)	PD	\$1.1400	2		*
288	PS1766	7530-02-000-7374	FORM, HAZARD WARNING CARD	EA	\$0.0232	1	2000	
141	PS1767	7530-01-000-9422	FORM, REPORT OF HAZARD	SE	\$0.0516	100	800	

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142	PS1769	7530-02-000-7375	FORM, SUPRV RPT OF ACCIDENT	SE	\$0.2566	10	400	
497	PS1770	7530-02-000-7376	FORM, HAZARDOUS MATERIAL RP	SE	\$0.0787	25	1200	
289	PS1778	7530-01-000-9428	FORM, DOG WARNING CARD	EA	\$0.0196	1	3000	
143	PS1783	7530-01-000-9430	FORM, ON-JOB SAFETY REVIEW	SH	\$0.0187	1		*
144	PS1784B	7530-01-000-9433	FORM, SAFETY/HEALTH INSP	SE	\$0.1842	1	500	
290	PS1838	7530-01-000-9461	FORM, CARRIER CT ML/LTR	SE	\$0.0295	1	2400	
291	PS1838C	7530-01-000-9464	FORM, CARR CT MAIL LC WKSH	SE	\$0.0220	1	2000	
292	PS1840	7530-01-000-9466	FORM, SUMMARY COUNT/INSP (50 PER PAD)	PD	\$0.9850	1		*
146	PS1908	7530-01-000-9475	FORM, FINANCIAL ADJ MEMO (100 PER PAD)	PD	\$0.7924	1	60	
147	PS2016	7530-01-000-9517	FORM, MAIL THEFT & VANDALISM	SH	\$0.0157	1		*
498	PS2130	7530-02-000-7390	FORM, CLA/LOSS INIT LTR	SE	\$0.0426	1	1000	
148	PS2131	7530-01-000-9711	FORM, UNCOL CHECK REPORT	SE	\$0.0353	1	4500	
149	PS2240	7530-02-000-7406	FORM, PAY LV ADJ REQ	SE	\$0.0219	1	2400	
295	PS2240R	7530-02-000-7407	FORM, RURAL PAY/LEAVE ADJ R	SE	\$0.0190	1	3000	
296	PS2243	7530-02-000-7426	FORM, PSDS HR ADJ RECORD	SH	\$0.0187	1		*
297	PS2485	7530-01-000-9637	FORM, MED EXAM AND ASSESSMENT	SE	\$0.0760	1	700	
150	PS25	7530-01-000-9502	FORM, TRUST FUND ACCOUNT	SH	\$0.0212	1	3000	
151	PS2591	7530-01-000-9733	FORM, APPLICATION FOR EMPLOYMENT	SE	\$0.0350	1	1600	
152	PS2855	7530-01-000-9771	FORM, CLM FR IND INTL ML	SE	\$0.0258	50	2000	
153	PS2865	7530-01-000-9775	FORM, RETURN RECEIPT FOR INTERNATIONAL MAIL	EA	\$0.0140	250	4500	
298	PS2866	7530-01-000-9776	FORM, PRESORT VERIFICATION	SH	\$0.0104	1	4000	
299	PS2942A	7530-01-000-9811	FORM, DELIVERY LST AV 7 MA	SE	\$0.0770		800	
300	PS2944	7530-01-000-9814	FORM, RECPT FR CUST ML (100 PER PAD)	PD	\$0.3597	1	180	
301	PS2960	7530-01-000-9821	FORM, INVENTORY RECORDS	EA	\$0.0175	1	10000	
157	PS2976	7530-01-000-9833	FORM, CUSTOMS (CN22)	EA	\$0.0087	250	10000	
154	PS2976A	7530-01-000-9834	FORM, CUST DECL DISP (CT72)	SH	\$0.0322	125	1500	
156	PS2976E	7530-03-000-5174	FORM, PARCEL POST CUST DECL	EA	\$0.0251	125	1500	
158	PS3083	7530-01-000-9850	FORM, TRUST ACCOUNTS RECEIPTS & WITHDRAWALS (100 PER PAD)	PD	\$0.2534	1	180	
159	PS3176	7530-01-000-9870	FORM, BANK TRANSACTION RECORD	SH	\$0.0187	1		*
160	PS3189	7530-01-000-9878	FORM, REQ FOR TEMP SCH CHG (100 PER PAD)	PD	\$0.2340	5	90	
161	PS3203	7530-01-000-9880	FORM, ORDER PRINTED STAMPD	EA	\$0.0456	50	1000	
162	PS3220	7530-01-000-9883	FORM, STAMP ENV SALE AT DIS	SH	\$0.0080	100	4000	
163	PS3227	7530-03-000-9137	FORM, STAMPS BY MAIL ENVELOPE	EA	\$0.0102	200	3200	
164	PS3227R	7530-01-000-9885	FORM, STAMP STOCK PURCHASE	EA	\$0.0279	100	2400	
165	PS3238	7530-01-000-9889	FORM, DESTRUCTION CERTIFICATION	SE	\$0.0690	25	1000	
166	PS3293	7530-02-000-7447	FORM, RETAIL VEND CRED EXAM	SH	\$0.0187	1		*
167	PS3294	7530-01-000-9913	FORM, CASH STAMP STK COUNT	SH	\$0.0176	125	1000	
168	PS3295	7530-01-000-9914	FORM, DLY REC OF STAMPS	SH	\$0.0207	1		*
169	PS3317A	7530-01-000-9916	FORM, PHILATELIC SALES RCD	SH	\$0.0187	1		*
170	PS3368	7530-01-000-9917	FORM, FXD CREDIT INV REC	EA	\$0.0191	50	4000	
171	PS3369	7530-01-000-9918	FORM, CONSIGNED CREDIT RECEIPT (50 PER PAD)	PD	\$0.1626	1	480	
173	PS3533	7530-01-000-9932	FORM, REFUND POSTAGE & FEES	SH	\$0.0187	1		*
174	PS3541N	7530-02-000-8045	FORM, POSTAGE STMT PERIODICALS, NONPROFIT RATES	SH	\$0.0187	1		*
175	PS3541R	7530-02-000-8046	FORM, POSTAGE STMT PERIODICALS, SCIENCE-OF-AG RATES	SH	\$0.0187	1		*
176	PS3544	7530-03-000-3768	FORM, POST OFFICE RECPT	BK	\$1.0030	1	60	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
177	PS3546	7530-01-000-9953	FORM, FORWARDING ORDER CHANGE NOTICE (POSTAL CARD)	EA	\$0.0069	1	3000	
178	PS3547	7530-01-000-9954	FORM, NOT OF CORR IN ADDRESS	EA	\$0.0038	250	8000	
179	PS3555	7530-01-000-9959	FORM, REPORT OF RETURNED MAIL	SH	\$0.0157	1		*
460	PS3575Z	7530-03-000-4594	FORM, CHANGE OF ADDRESS	EA	\$0.0000	250	3000	
181	PS3576	7530-01-000-9963	FORM, NEW ADDRESS VERFI CARD	EA	\$0.0046	250	6000	
182	PS3579	7530-01-000-9965	FORM, UNDELIVERABLE STD & SPEC MAIL	SH	\$0.0143	250	4000	
183	PS3580	7530-01-000-9966	FORM, NOT POSTAGE DUE ADV	EA	\$0.0083	50	4500	
184	PS3582A	7530-03-000-3832	FORM, POSTAGE DUE BILL	EA	\$0.0031	100	8000	
185	PS3584	7530-01-000-9970	FORM, POSTAGE DUE LOG	SH	\$0.0157	1		*
186	PS3600P	7530-03-000-7026	FORM, STATEMENT — FIRST CLASS MAIL POSTAGE AFFIXED	EA	\$0.0187	1		*
187	PS3600R	7530-02-000-8049	FORM, STMT — FIRST CLASS MAIL PERMIT IMPRINT	SH	\$0.0187	1		*
189	PS3601A	7530-01-000-9972	FORM, APPL FOR METER LIC	SH	\$0.0089	1	4000	
483	PS3601C	7530-03-000-7523	FORM, POSTAGE METER REPORT	EA	\$0.0421	100	1000	
190	PS3602A	7530-01-000-9974	FORM, DLY REC OF MTR REG	BK	\$0.0769	1	600	
191	PS3602N	7530-02-000-8047	FORM, STMT — NONPROFIT STANDARD MAIL PERMIT IMPRINT	SH	\$0.0187	1		*
302	PS3602NV	7530-03-000-8322	FORM, STMT — NONPROFIT STANDARD MAIL PERMIT IMPRINT	EA	\$0.0187	1		*
477	PS3602PN	7530-03-000-7206	FORM, STMT — NONPROFIT STANDARD MAIL POSTAGE AFFIXED	EA	\$0.0187	1		*
193	PS3602PO	7530-01-000-9976	FORM, PTG COLL PO	BK	\$1.5850	1	40	
192	PS3602PR	7530-03-000-7027	FORM, STMT — REGULAR STANDARD MAIL POSTAGE AFFIXED	EA	\$0.0187	1		*
194	PS3602R	7530-02-000-8053	FORM, POSTAGE STMT — STANDARD MAIL PERMIT IMPRINT	EA	\$0.0187	1		*
303	PS3603	7530-02-000-9495	FORM, RECPT FR POSTAGE	BK	\$1.4305	1	40	
195	PS3604	7530-01-000-9978	FORM, REVOCATION OF MLG PERMIT	SH	\$0.0218	1	8000	
305	PS3607	7530-02-000-9000	FORM, WGT AND DISP CERT	SH	\$0.0068	1	4000	
196	PS3609	7530-03-000-3821	FORM, RCD PERMIT IMPRINT MLGS	EA	\$0.0195	1	4000	
307	PS3609PO	7530-02-000-9003	FORM, CONT FR POST OFF METER	EA	\$0.1253	1	3000	
197	PS3610	7530-02-000-9005	FORM, REC OF POSTAGE METER	SH	\$0.0025	1	2500	
461	PS3615	7530-03-000-6048	FORM, MAILING PERMIT	EA	\$0.0216	25	2000	
198	PS3619	7530-02-000-9011	FORM, PERMIT NUMBER RECORD (CARD)	EA	\$0.0071	1	8000	
199	PS3621A	7530-02-000-8210	FORM, RENEWAL NOT ANN FEES	SH	\$0.0157	1		*
462	PS3624	7530-02-000-9014	FORM, APPL TO MAIL BULK RATE	SH	\$0.0307	25	2000	
471	PS3637G	7530-02-000-9022	FORM, OFFICIAL MAIL BATCH HEADER	SE	\$0.0455	25	3500	
309	PS3721	7530-02-000-9042	FORM, PUBL WATCH REP	SE	\$0.0554	100	1400	
310	PS3749	7530-02-000-9044	FORM, IRREGULARITIES IN THE PREP OF MAIL MATTER	SE	\$0.0489	1	1500	
200	PS3800	7530-02-000-9047	FORM, RECEIPT CERTIFIED MAIL	SH	\$0.0063	500	10000	
311	PS3801	7530-02-000-9048	FORM, STANDING DELIVERY ORDER	EA	\$0.0135	1	6000	
201	PS3804	7530-02-000-9031	FORM, RET RCPT MERCHANDISE	EA	\$0.0080	500	10000	
202	PS3806	7530-02-000-9051	FORM, RECPT FR REG MAIL	SE	\$0.0040	250	4500	
203	PS3811	7530-02-000-9053	FORM, DOMESTIC RETURN RECEIPT	EA	\$0.0060	250	5000	
204	PS3811A	7530-02-000-9054	FORM, REQUEST FOR RETURN RECEIPT (AFTER MAILING)	EA	\$0.0096	250	4000	
205	PS3813	7530-02-000-9056	FORM, RECPT FOR DOM INS PAR (100 SHEETS PER PAD) (GREEN)	PD	\$0.2445	5	140	
206	PS3813P	7530-02-000-9057	FORM, RECPT FOR INS MAIL (WHITE W/BBLUE RECEIPT)	SH	\$0.0044	250	10000	

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207	PS3816	7530-02-000-9062	FORM, C.O.D. MAILING AND DEL RECEIPT	SE	\$0.0523	100	1000	
312	PS3816AS	7530-02-000-9063	FORM, C.O.D. CARD — FIRM MAILINGS, CONTINUOUS (1200 PER CTN)	CT	\$54.0000	1	1	
208	PS3817	7530-02-000-9065	FORM, CERT OF MAILING	SH	\$0.0014	500	30000	
209	PS3821	7530-02-000-9068	FORM, CLEARANCE RECEIPT (50 PER PAD)	PD	\$0.0978	10	400	
313	PS3822	7530-02-000-9069	FORM, C.O.D. TAG TRANSMITTAL (100 PER PAD)	PD	\$0.1817	5	360	
210	PS3830A	7530-02-000-9075	FORM, REGISTRY DISPATCH RCD	SE	\$0.0102	100	5000	
211	PS3849	7530-01-000-9716	FORM, DELIVERY NOTICE/REMINDER/ RECEIPT	EA	\$0.0036	500	9000	
212	PS3854	7530-02-000-9084	FORM, OMANIFOLD REG DISPATCH BK	BK	\$2.0897	1	30	
217	PS3867	7530-02-000-9093	FORM, ACCT MAIL REC FOR DEL	SH	\$0.0187	1		*
218	PS3877	7530-02-000-9098	BOOK, MAILING, FIRM	BK	\$1.9395	1	40	
219	PS3883	7530-02-000-9099	FORM, FIRM DELIVERY BOOK	BK	\$0.9582	5	40	
220	PS3907	7530-03-000-3749	FORM, MAIL PICKUP NOTICE	EA	\$0.0105	250	6000	
221	PS3915	7530-02-000-9124	FORM, LOCK BOX KEY REQ	SE	\$0.0463	50	2000	
222	PS3921	7530-02-000-9125	FORM, DAILY DELIVERY UNIT V	SH	\$0.0187	1		*
223	PS3922	7530-02-000-9126	FORM, DELIVERY UNIT VOL REC	SH	\$0.0187	1		*
224	PS3930	7530-02-000-9035	FORM, OPERATIONS ANALYSIS	SH	\$0.0187	1		*
225	PS3958	7530-02-000-9132	FORM, MAIN STAMP STOCK DAILY	SH	\$0.0157	1		*
226	PS3959	7530-02-000-9133	FORM, STAMP STK DLY RECAP	SH	\$0.0157	1		*
227	PS3971	7530-02-000-9136	FORM, REQ OR NOTIF OF ABSEN (100 PER PAD)	PD	\$1.1400	2		*
228	PS3972	7530-02-000-9137	FORM, ABSENCE ANALYSIS	EA	\$0.0298	1	2000	
229	PS3977	7530-02-000-9140	FORM, DUPL KEY REC	EA	\$0.0150	1	4000	
230	PS3982	7530-02-000-9148	FORM, CHANGE OF ADDRESS	EA	\$0.0112	1	1500	
231	PS3996	7530-02-000-9151	FORM, CARRIER AUX CONT (100 PER PAD)	PD	\$1.9200	1		*
315	PS3999	7530-02-000-9154	FORM, INSP OF LTR CARR ROUTE	SH	\$0.0187	1		*
232	PS4003	7530-02-000-9157	FORM, RURAL ROUTE DESCRIPTION	SE	\$0.0545	1	600	
233	PS4027	7530-02-000-9167	FORM, CHANGE IN RURAL DELIVERY	SH	\$0.0187	1		*
234	PS4052	7530-02-000-9168	FORM, NOT TO RU PAT	SH	\$0.0164	1	4000	
235	PS4056	7530-02-000-9169	FORM, YOUR MAILBOX NEEDS ATTN (100 PER PAD)	PD	\$0.4057	1	80	
236	PS4232	7530-03-000-9022	FORM, RURAL CUSTOMER DELIVERY INST	EA	\$0.0111	100	3000	
316	PS4239	7530-02-000-9205	FORM, RURAL ROUTE COUNT OF MAIL	SE	\$0.0192	25	2000	
237	PS4240	7530-02-000-9206	FORM, RURAL CARRIER TRIP REPORT	SH	\$0.0187	1		*
317	PS4241	7530-02-000-9207	FORM, RURAL DEL STATISTICS REPORT	SE	\$0.0479	25	2000	
499	PS4241X	7530-03-000-0936	FORM, RURAL DEL STATISTICS SUMMARY REPORT	EA	\$0.0700	25	2000	
238	PS4245	7530-02-000-9211	FORM, CARRIER'S STMT	EA	\$0.0070	500	5000	
318	PS4248	7530-02-000-9212	FORM, RURAL ROUTE TRIP REPORT	SE	\$0.0730	1	1600	
239	PS4314C	7530-02-000-9215	FORM, CONSUMER SERVICE CARD	SE	\$0.0401	250	1000	
319	PS4326	7530-02-000-9217	FORM, USPS NAT ZIP CODE DIR	SE	\$0.1219	1	3000	
320	PS4541	7530-02-000-9246	FORM, WORK ORDER VEH REPAIR	SE	\$0.0661	50	700	
321	PS4543	7530-02-000-9247	FORM, VEH MAINT WORK ORDER	EA	\$0.0237	100	4000	
240	PS4565	7530-02-000-9250	FORM, VEHICLE REPAIR TAG	SE	\$0.0248	200	2400	
322	PS4567	7530-02-000-9252	FORM, COMM SERV STA PROC RE	SH	\$0.0106	100	4000	
241	PS4570	7530-02-000-9272	FORM, VEHICLE TIME RECORD	EA	\$0.0094	250	3000	
323	PS4572	7530-02-000-9273	FORM, TRACTOR LOG	EA	\$0.0127	1	3000	
324	PS4582	7530-02-000-9280	FORM, OPERATOR'S RECORD (CARD)	EA	\$0.0994	1	800	
325	PS4583	7530-02-000-9281	FORM, PHY FIT INQ/MTR VEH	SE	\$0.0556	1	2800	

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242	PS4584	7530-02-000-9282	FORM, OBSERVATION OF DRIVING PRACTICES	SE	\$0.0315	100	1000	
326	PS4585	7530-02-000-9283	FORM, POSTAL DRIVER ACCD INFO	EA	\$0.0147	1	10000	
327	PS4586	7530-02-000-9284	FORM, ACCIDENT INFORMATION	EA	\$0.0153	1	6000	
243	PS4705	7530-02-000-9300	FORM, FIRE INSP TAG	EA	\$0.0847	1	500	
244	PS4707	7530-02-000-9301	FORM, OUT OF ORDER TAG	EA	\$0.0355	50	4000	
245	PS4805	7530-02-000-9330	FORM, WORK RECORD SHEET	EA	\$0.0173	100	1200	
246	PS4841	7530-03-000-9265	FORM, FUEL AND UTILITIES RE	EA	\$0.0187	1		*
328	PS4983	7530-02-000-9402	FORM, KEY AND LOCK REQUISITION	SH	\$0.0542	1	1600	
329	PS5111R	7530-02-000-9437	FORM, REVENUE PROTECTION PL	EA	\$0.0928	100	1600	
487	PS5397	7530-02-000-9458	FORM, CONTRACT ROUTE EXTRA TRIP AUTHORIZATION	SE	\$0.0373	1	1000	
247	PS5398A	7530-02-000-9198	FORM, STAR ROUTE VEH RECORD	SE	\$0.0127	100	4000	
248	PS5399	7530-02-000-9199	FORM, REC PERF OF HIWAY WTR	SH	\$0.0220	1		*
249	PS542	7530-02-000-7216	FORM, FOREIGN REG ARTICLE	SE	\$0.0663	100	1000	
330	PS5429	7530-02-000-9467	FORM, CERT OF EXCEPTIONAL CONTRACT SERVICE	SE	\$0.0897	1	800	
331	PS5466	7530-02-000-9472	FORM, LATE SLIP	BK	\$1.2087	1	75	
332	PS5500	7530-02-000-9476	FORM, REP OF CONTRACT RTE	SE	\$0.0419	1	1000	
250	PS5541	7530-01-000-9723	FORM, EXPRESS MAIL SERV PICKUP	EA	\$0.0000	1		*
333	PS5659	7530-02-000-9490	FORM, PASSPORT APPL TRANS	SE	\$0.0210	1	1200	
251	PS571	7530-02-000-7223	FORM, DISCREPANCY OF \$100	SE	\$0.0370	50	1000	
252	PS6387	7530-02-000-9535	FORM, APP RURAL MO TRANS	SH	\$0.0050	100	6000	
253	PS6401	7530-02-000-9536	FORM, DOMESTIC MONEY TO	EA	\$0.0103	50	5000	
334	PS7020	7530-02-000-9539	FORM, AUTH ABSENCE FM WKRM FLOOR (100 PER PAD)	PD	\$0.3868	1	180	
254	PS7380	7530-02-000-9635	FORM, M.D.C. SUPPLY REQUISITION	SH	\$0.0254	100	2000	
255	PS7381	7530-02-000-9636	FORM, REQ FOR SUPPLIES, EQUIP	SH	\$0.0187	1		*
335	PS8040	7530-01-000-9906	FORM, BULK MAIL ACCPT WRKSHT (100 PER PAD)	PD	\$0.5998	1	40	
256	PS8076	7530-02-000-8028	FORM, AUTH TO HOLD MAIL	EA	\$0.0079	250	3000	
500	PS8105A	7530-04-000-0302	FORM, FUNDS TRANS/TRANSFER REPORT	SH	\$0.0075	25	4000	
501	PS8105B	7530-04-000-0303	FORM, SUSPICIOUS TRANSACTION REPORT	SH	\$0.0089	25	4000	
336	PS8125	7530-02-000-7255	FORM, DROP SHIPMENT CLEARANCE DOCUMENT	EA	\$0.0252	200	2000	
338	PS8127	7530-02-000-8685	FORM, RURAL CARRIER SUPP PAYMENT	SH	\$0.0157	1		*
339	PS8130	7530-02-000-9839	FORM, VEND EQUIP LOG	EA	\$0.0187	1		*
340	PS8152	7530-03-000-9249	FORM, EMPLOYEE DAILY ACTIVITY CARD	EA	\$0.0080	1	4000	
468	PS8191	7610-03-000-6538	FORM, STEP 1 GRIEVANCE	EA	\$0.0157	1		*
257	PS835	7530-02-000-9461	FORM, QTRLY REPORT OF ORIGINATING REG	SH	\$0.0157	1		*
341	PS969	7530-02-000-7258	FORM, MATERIAL RECYCLING AND DISPOSAL	SE	\$0.0628	1	700	
258	PS991	7530-02-000-9547	FORM, APPL FOR PROM OR ASSIGN	SH	\$0.0530	50	500	
418	PUB100	7610-03-000-9247	PUB, HISTORY OF U.S.P.S.	EA	\$0.3953	1	150	
260	PUB122	7610-03-000-9059	PUB, CUST GUIDE INDEM CLAIM	EA	\$0.0882	1	600	
069	PUB123	7610-03-000-5306	PUB, POSTAL RATES AND FEES	EA	\$0.0403	50	1350	
419	PUB129	7610-02-000-7088	PUB, SAFETY TALKS	EA	\$1.9519	1	20	
420	PUB192	7610-03-000-9314	PUB, TREASURY OF STAMPS	EA	\$0.1955	50	300	
421	PUB2	7610-01-000-9774	PUB, PACKAGING FOR MAILING	EA	\$0.3481	25	100	
262	PUB20	7610-02-000-9975	PUB, PRIORITY MAIL	EA	\$0.0000	1		*
263	PUB201	7610-02-000-9960	PUB, GUIDE TO SERVS/PRDCTS	EA	\$0.1549	30	300	

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423	PUB208	7610-03-000-9402	PUB, SERV AVAIL FR RURAL CARR	EA	\$0.0131	1	3000	
377	PUB221	7610-03-000-9513	PUB, ADDRESSING FOR SUCCESS	EA	\$0.0353	100	1000	
457	PUB223	7610-03-000-9087	PUB, DIRECTIVES/FORMS CATALOG	EA	\$1.7619	1	15	
264	PUB225	7610-02-000-7089	PUB, INTRO TO STAMP COLLECTING	EA	\$0.0000	25	500	
265	PUB227	7610-02-000-7905	PUB, PREPARING PKGS FOR MAILING	EA	\$0.0476	100	1800	
266	PUB247	7610-02-000-7982	PUB, 247 — SUPPLY AND EQUIPMENT CATALOG	EA	\$3.8500	1	5	
267	PUB25	7610-03-000-9119	PUB, GUIDE TO DESIGNING LETTER MAIL	EA	\$0.5949	1	60	
424	PUB273	7610-01-000-9877	PUB, EXPRESS MAIL INTERNATIONAL SERVICE GUIDE	EA	\$1.3823	1	30	
268	PUB28	7610-03-000-3688	PUB, POSTAL ADDRESSING STANDARDS	EA	\$0.6319	1	50	
425	PUB290	7610-03-000-9149	PUB, SAGA OF PONY EXP	BK	\$0.0912	25	400	
426	PUB300	7610-03-000-9175	PUB, GDE PSTL CRME PREVEN	EA	\$0.2863	1	250	
427	PUB301	7610-03-000-9332	PUB, PSTL CRIME PVNTN GUIDE	EA	\$0.2274	1	300	
428	PUB31	7610-03-000-9269	PUB, INT SURF AIRLIFT (ISAL)	EA	\$0.3928	1	100	
429	PUB32	7610-03-000-9296	PUB, GLOSSARY OF POSTAL TERMS	EA	\$0.5500	1	72	
432	PUB353	7610-03-000-9268	PUB, DESIGNING REPLY MAIL	EA	\$0.7379	1	50	
433	PUB355	7610-03-000-9452	PUB, IDEAS PROG SUPERVISOR'S GUIDE	EA	\$0.1027	1	500	
434	PUB356	7610-03-000-9453	PUB, IDEAS PROG EMP GUIDE	EA	\$0.0277	1	2000	
269	PUB39	7610-03-000-9154	PUB, US POSTAGE COLORING BOOK	EA	\$0.2026	50	200	
435	PUB417	7610-02-000-9159	PUB, NONPROFIT STANDARD MAIL ELIGIBILITY	EA	\$0.3853	1	80	
270	PUB49	7610-02-000-9901	PUB, PREPARING STANDARD MAIL (A)	EA	\$0.5065	1	50	
436	PUB507	7610-03-000-9023	PUB, INTERNATIONAL PRIORITY	EA	\$0.9142	1	100	
437	PUB51	7610-01-000-9815	PUB, INTERNATIONAL MAIL	EA	\$0.1339	25	400	
067	PUB543	7610-03-000-4605	PUB, EXPRESS MAIL SERVICES	EA	\$0.0000	1		*
465	PUB546	7610-03-000-4600	PUB, SWEEPSTAKES ADVERTISING	EA	\$0.1196	50	1000	
466	PUB548	7610-03-000-4637	PUB, MAIL FRAUD TAR CONSUMERS	EA	\$0.0405	1	2400	
467	PUB551	7610-03-000-5173	PUB, POINT TALK TRANSLATOR	EA	\$0.0000	50	750	
488	PUB552	7610-03-000-7591	PUB, UNDERSTANDING SEXUAL HARASSMENT	EA	\$0.1423	1	200	
439	PUB63	7610-03-000-9221	PUB, DESIGNING FLAT MAIL	EA	\$0.4258	1	50	
440	PUB71	7610-03-000-9441	PUB, EMP REQ LV FOR COND	EA	\$0.0073	50	4000	
441	PUB75	7610-03-000-4795	PUB, MOVER'S GUIDE, (INCLUDES PS 3575 FORM)	EA	\$0.0000	150	150	
458	PUB9	7610-03-000-4604	PUB, STAMPS ETC. ORDER FORM (50 PER PG)	PG	\$1.9564	1	20	
502	PUB95	7610-04-000-1197	PUB, QUICK SERVICE GUIDE	EA	\$0.8940	1	25	
442	S2005D	8415-01-347-1461	GLOVES, WOMEN'S MED	PR	\$0.5779	1	72	
443	S2005E	8415-01-347-1462	GLOVES, WOMEN'S LARGE	PR	\$0.5583	1	72	
444	S2005J	8415-01-347-4509	GLOVES, MEN'S MEDIUM	PR	\$0.9977	1	72	
445	S2005K	8415-01-347-4510	GLOVES, MEN'S SMALL	PR	\$0.9724	1	72	
489	S2005L	8415-01-347-4511	GLOVES, MEN'S X-LARGE	PR	\$1.0468	1	72	
272	S2025	6840-01-357-0744	DOG REPELLENT	CN	\$1.3234	12		*
273	SGN145	7690-03-000-9110	SGN, PAYMENT POLICY	EA	\$0.3877	1	300	
274	SSS1M	7530-04-000-5367	FORM, (UPO), REGISTRATION MAIL-BACK	EA	\$0.0000	50	1250	
485	SSS2	7530-03-000-3658	FORM, SSS INFORMATION CHANGE	EA	\$0.0000	25	2500	
447	SSSBOX45	7690-03-000-3813	FORM, DISPENSER BOX/DISPLAY	EA	\$0.0000	1	4	
448	SSSBRO10	7690-01-000-9996	FORM, SELECTIVE SVCE BROCH	EA	\$0.0000	25	600	
449	SSSPOS46	7690-03-000-3746	POS, REGISTRATION POSTER	EA	\$0.0000	1	1400	
450	TAG13	7690-03-000-9014	TAG, SCHEDULED MAIL	EA	\$0.0113	500	4000	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
451	TAG15	7690-02-000-9907	TAG, DO NOT DELAY — TIME VALUE DATA-EXPEDITE	EA	\$0.0221	100	6000	
452	TAG155	7690-03-000-9238	TAG, S.A.M. PLAIN	EA	\$0.0425	100	2000	
453	TAG158	7690-03-000-9135	TAG, S.A.M. M-BAG ADDRESS TAG	EA	\$0.0692	100	2000	
275	TAG2	7690-01-000-9229	TAG, PRIORITY MAIL	EA	\$0.0126	100	4000	
454	TAG57	7690-02-000-9965	TAG, POL CAMP MAILING	EA	\$0.0192	100	4000	
455	TAG6	7690-03-000-9237	TAG, FIRST CLASS — DO NOT DELAY	EA	\$0.0211	50	6000	
469	TAG8	7690-03-000-9498	TAG, WORLDPOST PRIORITY (LETTER)	EA	\$0.0261	25	2000	
456	TSP20	7530-01-000-9449	TSP, LOAN APPLICATION	EA	\$0.0000	1	3800	
479	TSP3	7530-01-000-9647	TSP, DESIGN BENEFICIA	EA	\$0.0000	1	1600	

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	05-7620	94086	CA	Sunnyvale	San Mateo	Main Office	Post Office	7/1/1999	Establish a new ZIP Code for a delivery area. Use Sunnyvale CA 94085 as last line of address for a portion of the deliveries previously in ZIP Code 94086.
New	05-7620	94085	CA	Sunnyvale	San Mateo	Main Office	Post Office	7/1/1999	
Old	05-0048	91301	CA	Agora Hills	Los Angeles	Main Office	Post Office	1/1/1999	Establish a new ZIP Code for a delivery area. Use Oak Park CA 91377 as last line of address for a portion of the deliveries previously in ZIP Code 91301.
New	00-0048	91377	CA	Agora Hills	Ventura	Main Office (Los Angeles Co)	Post Office	1/1/1999	
Old	07-3258	80239	CO	Denver	Denver	Montbello	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Denver CO 80238 as last line of address for a portion of the deliveries previously in ZIP Code 80239.
New	07-3258	80238	CO	Denver	Denver	Montbello	Classified Station	7/1/1999	
Old	07-3258	80220	CO	Denver	Denver	Montclair	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Denver CO 80230 as last line of address for a portion of the deliveries previously in ZIP Code 80220.
New	07-3258	80230	CO	Denver	Denver	Montclair	Classified Station	7/1/1999	
Old	12-2310	30132	GA	Dallas	Paulding	Main Office	Post Office	7/1/1999	Establish a new ZIP Code for a delivery area. Use Dallas GA 30157 as last line of address for a portion of the deliveries previously in ZIP Code 30132.
New	12-2310	30157	GA	Dallas	Paulding	Main Office	Post Office	7/1/1999	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	18-8505	50671	IA	Stanley	Buchanan	Main Office	Post Office	7/18/1998	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Stanley IA 50671 as last line of address.
New	18-0549	50671	IA	Aurora	Buchanan	Stanley	Community Post Office	7/18/1998	
Old	17-2090	46122	IN	Danville	Hendricks	Main Office	Post Office	7/1/1999	Realign ZIP Code boundaries. Use Avon IN 46123 as last line of address for a portion of the deliveries previously in ZIP Code 46122.
New	17-2090	46123	IN	Danville	Hendricks	Main Office	Post Office	7/1/1999	
Old	17-7007	46168	IN	Plainfield	Hendricks	Main Office	Post Office	7/1/1999	Realign ZIP Code boundaries. Use Avon IN 46123 as last line of address for a portion of the deliveries previously in ZIP Code 46168.
New	17-2090	46123	IN	Danville	Hendricks	Main Office	Post Office	7/1/1999	
Old	17-4037	46231	IN	Indianapolis	Marion	Park Fletcher	Classified Branch	7/1/1999	Realign ZIP Code boundaries. Use Avon IN 46123 as last line of address for a portion of the deliveries previously in ZIP Code 46231.
New	17-2090	46123	IN	Danville	Hendricks	Main Office	Post Office	7/1/1999	
Old	17-4037	46234	IN	Indianapolis	Marion	Clermont	Classified Station	7/1/1999	Realign ZIP Code boundaries. Use Avon IN 46123 as last line of address for a portion of the deliveries previously in ZIP Code 46234.
New	17-2090	46123	IN	Danville	Hendricks	Main Office	Post Office	7/1/1999	
Old	17-2915	46804	IN	Fort Wayne	Allen	Gabriel	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Fort Wayne IN 46814 as last line of address for a portion of the deliveries previously in ZIP Code 46804.
New	17-2915	46814	IN	Fort Wayne	Allen	Gabriel	Classified Station	7/1/1999	
Old	17-9185	46580	IN	Warsaw	Kosciusko	Main Office	Post Office	7/1/1999	Establish a new ZIP Code for a delivery area. Use Warsaw IN 46582 as last line of address for a portion of the deliveries previously in ZIP Code 46580.
New	17-9185	46582	IN	Warsaw	Kosciusko	Main Office	Post Office	7/1/1999	
Old	20-5064	41452	KY	Marshallville	Magoffin	Main Office	Post Office	10/3/1998	Post office and ZIP Code discontinued. Establish a place name. Marshallville KY becomes an acceptable last line for use with ZIP Code 41465.
New	20-6816	41465	KY	Salyersville	Magoffin	Marshallville	Place Name	10/3/1998	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	20-0892	40309	KY	Bowen	Powell	Main Office	Post Office	4/14/1998	Post office and ZIP Code discontinued. Establish a place name. Bowen KY becomes an acceptable last line for use with ZIP Code 40380.
New	20-7376	40380	KY	Stanton	Powell	Bowen	Place Name	4/14/1998	
Old	20-2784	41427	KY	Flat Fork	Magoffin	Main Office	Post Office	10/13/1998	Post office and ZIP Code discontinued. Establish a place name. Flat Fork KY becomes an acceptable last line for use with ZIP Code 41465.
New	20-6816	41465	KY	Salyersville	Magoffin	Flat Fork	Place Name	10/13/1998	
Old	22-0015	04406	ME	Abbot Village	Piscataquis	Main Office	Post Office	1/1/1999	This announcement changes the name of the Abbot Village ME post office to the Abbot ME post office. Use Abbot ME 04406 as last line of address.
New	22-0015	04406	ME	Abbot	Piscataquis	Main Office	Post Office	1/1/1999	
Old	22-9660	04576	ME	West Southport	Lincoln	Main Office	Post Office	1/1/1999	This announcement changes the name of the West Southport ME post office to the Southport ME post office. Use Southport ME 04576 as last line of address.
New	22-9660	04576	ME	Southport	Lincoln	Main Office	Post Office	1/1/1999	
Old	25-2710	49924	MI	Eagle River	Keweenaw	Main Office	Post Office	1/10/1998	Post office and ZIP Code discontinued. Establish a place name. Eagle River MI becomes an acceptable last line for use with ZIP Code 49950. This amends <i>Postal Bulletin</i> 21975 (7-2-98).
New	25-6270	49950	MI	Mohawk	Keweenaw	Eagle River	Place Name	1/10/1998	
Old	27-7618	38671	MS	Southaven	Desoto	Main Office	Post Office	7/1/1998	Establish a new ZIP Code for a delivery area. Use Southaven MS 38672 as last line of address for a portion of the post office boxes previously in ZIP Code 38671.
New	27-7618	38672	MS	Southaven	Desoto	Main Office	Post Office	7/1/1998	
Old	31-4883	89128	NV	Las Vegas	Clark	Summerlin	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Las Vegas NV 89145 as last line of address for a portion of the deliveries previously in ZIP Code 89128.
New	31-4883	89145	NV	Las Vegas	Clark	Summerlin	Classified Station	7/1/1999	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	31-4883	89131	NV	Las Vegas	Clark	Red Rock Vista	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Las Vegas NV 89143 as last line of address for a portion of the deliveries previously in ZIP Code 89131.
New	31-4883	89143	NV	Las Vegas	Clark	Red Rock Vista	Classified Station	7/1/1999	
Old	31-4883	89113	NV	Las Vegas	Clark	Sunset	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Las Vegas 89148 as last line of address for a portion of the deliveries previously in ZIP Code 89113.
New	31-4883	89148	NV	Las Vegas	Clark	Sunset	Classified Station	7/1/1999	
Old	31-4883	89129	NV	Las Vegas	Clark	Red Rock Vista	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Las Vegas NV 89149 as last line of address for a portion of the deliveries previously in ZIP Code 89129.
New	31-4883	89149	NV	Las Vegas	Clark	Red Rock Vista	Classified Station	7/1/1999	
Old	31-4883	89115	NV	Las Vegas	Clark	Sunrise	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Las Vegas 89156 as last line of address for a portion of the deliveries previously in ZIP Code 89115.
New	31-4883	89156	NV	Las Vegas	Clark	Sunrise	Classified Station	7/1/1999	
Old	31-4883	89122	NV	Las Vegas	Clark	East Las Vegas	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Las Vegas NV 89142 as last line of address for a portion of the deliveries previously in ZIP Code 89122.
New	31-4883	89142	NV	Las Vegas	Clark	East Las Vegas	Classified Station	7/1/1999	
Old	31-4883	89134	NV	Las Vegas	Clark	Summerlin	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Las Vegas NV 89144 as last line of address for a portion of the deliveries previously in ZIP Code 89134.
New	31-4883	89144	NV	Las Vegas	Clark	Summerlin	Classified Station	7/1/1999	
Old	31-4880	89139	NV	Las Vegas	Clark	Silverado	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Las Vegas NV 89141 as last line of address for a portion of the deliveries previously in ZIP Code 89139.
New	31-4880	89141	NV	Las Vegas	Clark	Silverado	Classified Station	7/1/1999	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	31-6200	89030	NV	Las Vegas	Clark	North Las Vegas	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use North Las Vegas NV 89032 as last line of address for a portion of the deliveries previously in ZIP Code 89030.
New	31-6200	89032	NV	Las Vegas	Clark	North Las Vegas	Classified Station	7/1/1999	
Old	31-4080	89012	NV	Henderson	Clark	Valle Verde	Classified Station	7/1/1999	Establish a new ZIP Code for a delivery area. Use Henderson NV 89052 as last line of address for a portion of the deliveries previously in ZIP Code 89012.
New	31-4080	89052	NV	Henderson	Clark	Valle Verde	Classified Station	7/1/1999	
Old	41-2692	17734	PA	Farrandville	Clinton	Main Office	Post Office	6/20/1998	Post office and ZIP Code discontinued. Establish a place name. Farrandville PA becomes an acceptable last line for use with ZIP Code 17745.
New	41-4776	17745	PA	Lock Haven	Clinton	Farrandville	Place Name	6/20/1998	
Old	45-3060	29715	SC	Fort Mill	York	Main Office	Post Office	7/1/1999	Establish a new ZIP Code for a delivery area. Use Fort Mill SC 29708 as last line of address for a portion of the deliveries previously in ZIP Code 29715.
New	45-3060	29708	SC	Fort Mill	York	Baxter	Classified Station	7/1/1999	

— Address Management, Operations Support, 3-25-99

Postal Employees

NOTICE

Postal Exchange Discussion Forum on IntraNet

Information Systems Internet Services introduces Postal Exchange, a website that provides threaded discussion forums, on the Postal Service IntraNet. Currently, Postal Exchange contains forums for Postmasters, Computerized Forwarding System (CFS) Managers, CFS Units, Customer Relations, and General Discussions. Most forums are password protected and require submission of a PS Form 1357, *Request for Computer Access*, to gain access.

HEADQUARTERS INTERNET SERVICES
475 L'ENFANT PLAZA SW RM 2141
WASHINGTON DC 20260-1540

You may register at <http://blue.usps.gov/csbbbs/> on the Postal Service IntraNet. Call Nate Zuckerberg at 202-268-6685 or send an e-mail to nzuckerb@email.usps.gov if you have any questions or comments.

— *Internet Services, Information Systems, 3-25-99*

PUBLICATION ANNOUNCEMENT

Publication 60 — A Great Place to Work

The Office of Selection, Evaluation, and Recognition, Human Resources, Headquarters is pleased to announce that the career recruitment brochure, *A Great Place to Work*, Publication 60, February 1999, is now available at the material distribution centers (MDCs) and may be requisitioned by using one of the following methods: using Touch Tone Order Entry by calling 1-800-332-0317 (option 1, then option 2), or by faxing (785-861-2939) or mailing a PS Form 7380, *MDC Supply Requisition*, to:

MATERIALS CUSTOMER SERVICE
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 500 SW MONTARA PKWY
 TOPEKA KS 66624-9702

Order information:

NSN	PSIN	Unit of Issue	Price
7690-04-000-6126	PUB60	EA	\$0.0838

With the introduction of this brochure, we are unveiling a new look to be assimilated into other recruitment and hiring related materials. The emphases of the brochure are on the Postal Service as a people-oriented employer, and the value of the compensation and benefits of postal employment. It was developed for use by both Human Resources and Diversity Development to provide applicants with basic information about the Postal Service and our job opportunities.

The recruitment booklet, *You and the USPS*, Handbook EL-314, is now obsolete and can no longer be ordered from the MDCs.

— Selection, Evaluation, and Recognition,
 Human Resources, 3-25-99

 A large, close-up photograph of a woman's face, smiling warmly. The image is partially obscured by a white diagonal shape that contains the text "A GREAT PLACE to WORK". The woman has dark hair and is looking directly at the camera.

A
**GREAT
 PLACE
 to WORK**

NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released March 8, 1999

ANNUAL RETURNS	C	F	G
1989 JAN.–DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
1998	28.44	8.70	5.74
1998	C	F	G
MARCH	5.11	.34	.50
APRIL	1.00	.52	.49
MAY	-1.72	.95	.51
JUNE	4.05	.85	.48
JULY	-1.09	.21	.49
AUGUST	-14.47	1.66	.49
SEPTEMBER	6.33	2.36	.44
OCTOBER	8.19	-.52	.41
NOVEMBER	6.04	.56	.42
DECEMBER	5.76	.30	.43
1999	C	F	G
JANUARY	4.19	.71	.42
FEBRUARY	-3.09	-1.74	.38
LAST 12 MONTHS	19.64	6.29	5.59

*Through 1990 the F Fund was invested in the Wells Fargo Bond Index Fund.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers Aggregate Bond index. Because of expenses and changing balances in the C and F Funds, their returns vary from Barclays' returns. The G Fund is invested in special issues of U.S. Treasury securities.

Future performance of the three funds will vary and may differ significantly from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.

The monthly C, F, and G Fund returns represent net earnings after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted; they reflect net earnings on the changing balances invested during the month. The C, F, and G Fund returns for the last 12 months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and that earnings are compounded on a monthly basis.



Federal Retirement Thrift Investment Board

Please post on bulletin boards.
Destroy all previous notices.

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Retail

ALL IRT, WRU, CTT, DEBIT/CREDIT CARD, AND CASH REGISTER OFFICES

Setting Clocks for Daylight Savings Time — Reminder

All offices with integrated retail terminals (IRTs), weighing and rating units (WRUs), and computerized tracking and tracing (CTT) hand-held scanners, debit/credit card terminals, and cash registers are reminded to reset the equipment clocks for Daylight Savings Time before opening for business on Monday, April 5, 1999. Refer to *Postal Bulletins* 21968 (3-26-98) and 21983 (10-22-98) for step-by-step instructions.

— *Point of Service, Retail, 3-25-99*

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your retail **CALENDAR**

April – June 1999 Key Dates

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
<p>APRIL STAMP RELEASES: <i>Daffy Duck, Ayn Rand, Fruit & Berries, North Atlantic Treaty Organization, Classroom Flag (ATM Sales Only), Sonoran Desert</i></p>				1	2	3
				<i>Passover</i>	<i>Good Friday</i>	
4	5	6	7	8	9	10
<i>Easter Daylight Saving Time begins</i>			<i>Focus Video Broadcast</i>			
11	12	13	14	15	16	17
				<i>Tax Day</i>		
18	19	20	21	22	23	24
<p>SEND SPRING: P.O.P. and product shipments arrive this week</p>		<p>Retail Tip: Let customers know we have great last-minute gifts PC Monthly Video Broadcast</p>		<p>Be sure to check out your Spring swingroom poster for drive period details</p>		
<p>REMOVE Tax P.O.P. and DISPLAY Spring P.O.P. this week</p>		<p>Secretaries Day</p>		<p><i>Earth Day</i></p>		
25	26	27	28	29	30	
					<p>Retail Tip: Remind customers to mail Mother's Day cards and gifts early</p>	

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your retail **CALENDAR**

April – June 1999 Key Dates

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 <i>Last Day for Global Priority Mail™ to arrive by Mother's Day</i>	4	5 <i>Focus Video Broadcast Cinco de Mayo</i>	6 <i>Last day for Priority Mail™ and Express Mail® International to arrive by Mother's Day Nurses' Day</i>	7	8 <i>Last day for Express Mail® to arrive by Mother's Day</i>
9 <i>Mother's Day</i>	10	11 Retail Tip: <i>Be sure to keep your slatwall well stocked and tidy</i>	12	13	14	15 <i>Armed Forces Day</i>
16 <i>National Postal Form San Antonio, TX</i>	17	18	19 <i>PC Monthly Video Broadcast</i>	20	21	22 <i>Postal Quarter IV</i>
23	24 <i>Display Office Closed Sign for Memorial Day</i>	MAY STAMP RELEASES: Mt. Vernon Stamp Card, John & William Bartram, Celebrate The Century™ 1950s, Prostate Cancer Awareness, Tropical Flowers				
30 <i>Memorial Day</i>	31 <i>Memorial Day Observed- Offices Closed</i>					

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your retail CALENDAR

April – June 1999 Key Dates

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
		1 <i>Remove Office Closed Sign Focus Video Broadcast</i>	2 SMALL BUSINESS WEEK	3	4 <i>Did you know? Properly placed promotional signage can increase revenue by 10 to 50%</i>	5
6	7	8	9 Retail Tip: <i>Daffy Duck gifts are fun for Father's Day</i>	10	11 Retail Tip: <i>Remind customers to mail Father's Day cards and gifts early</i>	12
13 <i>Last day for Global Priority Mail™ to arrive by Father's Day</i>	14 <i>Flag Day</i>	15	16 <i>PC Monthly Video Broadcast</i>	17 <i>Last day for Priority Mail™ and Express Mail® International to arrive by Father's Day</i>	18	19 <i>Last day for Express Mail® to arrive on Father's Day</i>
20 <i>Father's Day</i>	21 <i>SUMMER P.O.P. AND PRODUCT SHIPMENTS ARRIVE THIS WEEK</i> REMOVE Spring P.O.P. and DISPLAY with Summer P.O.P. <i>First Day of Summer</i>	22	23	24	25	26 <i>Display Office Closed sign for Independence Day</i>
27	28	29	30 JUNE STAMP RELEASES: <i>California Gold Rush, Aquarium Fish, Xtreme Sports, American Glass, Lincoln Envelope</i>			

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() _____

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